

GCI DOCUMENT AUTOMATION

Document Automation in OpenText Content Suite & Extended ECM Platforms

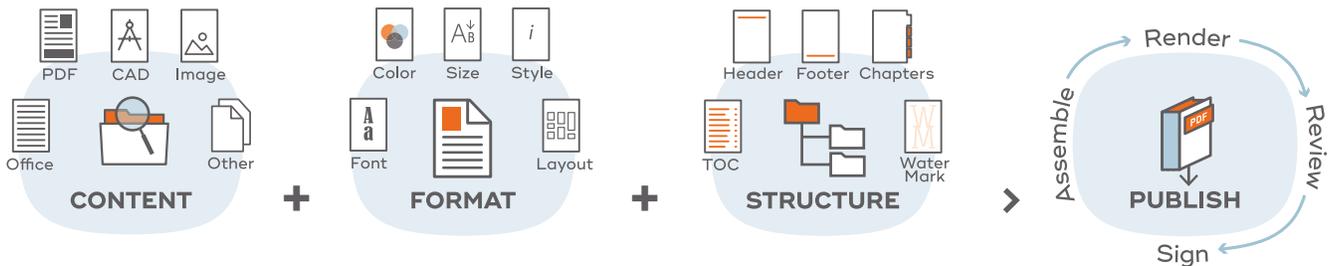
Global Cents offers document automation software that gives you the power to assemble and publish your documents automatically - create documents in minutes, saving time, and avoiding the risk of human errors.

Global Cents' document automation solutions can:

- ✓ Convert over 300 different file types into PDF
- ✓ Assemble documents as part of a controlled and structured process
- ✓ Dynamically insert paragraphs, metadata or workflow data into documents
- ✓ Graphically or digitally sign documents
- ✓ Collate and publish disparate files into a structured document
- ✓ Track and control physical print jobs

Document Automation

- Reduces content production costs
- Speeds content publishing
- Increases revenue recognition
- Reduces human errors

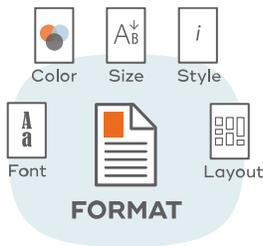


Four steps to successful document creation



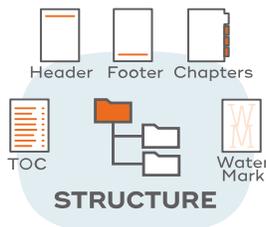
Collection

The Global Cents suite automatically finds and collects relevant files that are required to make the assembled document, taking the data needed to locate these from SAP, another ERP system, or elsewhere. You can even select exactly what you need from a checklist made available within Content Suite. It then delivers them to a workflow which routes them for an initial review, and compares the documents gathered to identify any files that are still missing.



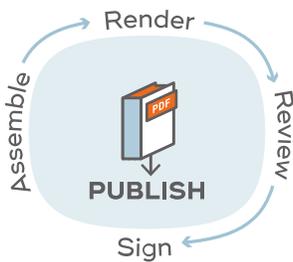
Formatting

You can add or adjust pagination, signing and other options. You'll also be able to adjust common formatting variables, such as font, color, size, style and the general layout and design, including headers, footers, chapters, terms of conditions and watermarks.



Structure

Once all the documents are collected, they are collated and a template is used to set cover pages, headers, footers, etc. The Table of Contents is auto-generated and reflects the document order.



Publishing

Once the content has been selected and the structure and formatting finalized, the individual documents are rendered into an output file ready for external use in one or more PDF volumes. Global Cents' solution for document automation allows users to completely automate this process.

For further information and demonstrations of GCI Document Automation, please visit our website at globalcents.com/document-automation

