

PRODUCT OVERVIEW

# OpenText Documentum Reports

Reduces reliance on IT by enabling business users to easily create and run ad-hoc reports



 Creates **customized reports**

 Includes **50 report templates**

 Provides **helpful reports** for IT administrators

**Business users are often frustrated by relying on IT to generate the business reports they need from data stored within OpenText™ Documentum™ solutions. Given scarce IT resources, reports can often take inordinate amounts of time to produce and subsequent changes only add to the time and resources involved. Unfortunately, creating customized reports can pose a challenge for users when they have to access multiple data sources and present them graphically.**

With OpenText™ Documentum™ Reports, business users can create customized reports using editable templates and an easy-to-use report-creation wizard. This eliminates reliance on IT or service providers to generate the reports organizations require. Business users can now easily create reports from OpenText™ Documentum™ Webtop, OpenText™ Documentum™ D2, OpenText™ Documentum™ xCP, OpenText™ APxCelerator and more. Documentum Reports generates high quality graphics and charts to visually illustrate and clarify complex business data.

## **Creates customized reports**

Business users and managers can create quick reports from multiple data sources for audits, sales reports, financial updates and many other ad-hoc business purposes. New reports and charts can be saved for future use as scheduled regular reports. With reporting capabilities in the hands of the business user, reports can be run as needed to communicate information in a timely fashion, make better decisions and support business processes. Documentum Reports greatly lowers the cost of creating reports and enables graphs and charts to be produced quickly.

Documentum Reports enables reporting across many industries and departments, including:

- **Finance.** Run ad-hoc reports on how many suppliers pay on time.
- **IT.** Create system usage reports to maintain system health.
- **HR.** See workflows in progress to monitor response times to staff enquiries.

## Includes 50 report templates

More than 50 report templates, encompassing the most common and useful business reporting requirements, are included with Documentum Reports. Business users and managers can customize any template with just a few clicks to present information in the manner that best suits their needs. It also includes wizard-based reporting, giving customers insight into business processes and driving continuous improvement by finding and removing bottlenecks.

## Helpful reports for IT administrators

For IT administrators, Documentum Reports provides an overview of system health and usage. Pre-configured report templates make it easy to generate reporting on a number of common data sets, including who is logging into the system each day, the size, type and number of documents in the system and documents with the most versions. More than 25 reports are available out of the box to give IT administrators a clear view of users and how they are using Documentum.

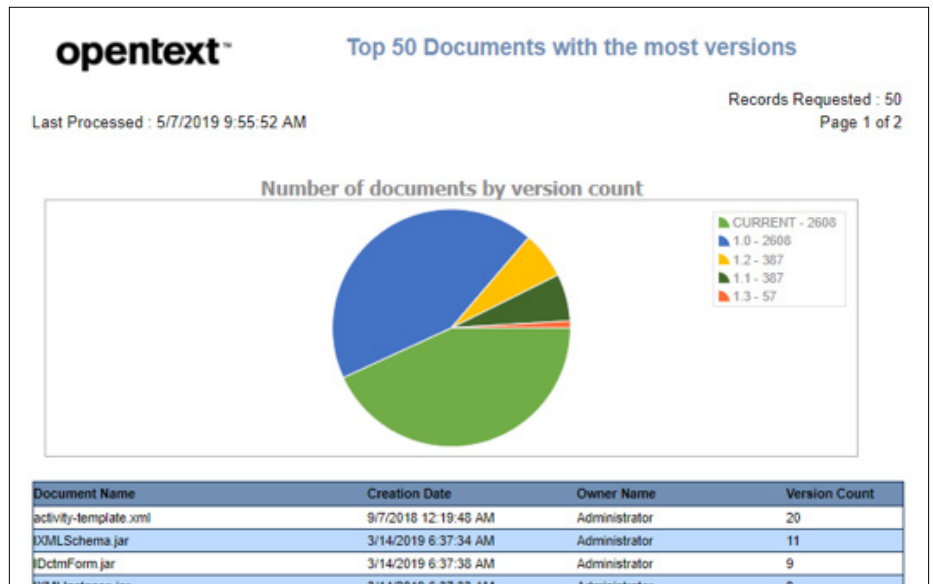
Documentum Reports allows business users to create and save report definitions, saving IT time and money. It gives users visual access to the data and information they need without reliance on other departments or vendors for report creation.



Quickly create bar charts, pie charts and many other visuals from data sources in OpenText Documentum Webtop, OpenText Documentum D2 and OpenText Documentum xCP

## Features

<b>Easy-to-use viewer</b>	Runs reports using a simple, easy-to-use viewer that supports dynamic searching, printing and saving
<b>Third-party and Line-of-Business systems reports</b>	Creates reports from systems, such as Finance, Accounts Payable and HR
<b>Multi-query reports</b>	Combines data from disparate systems to provide insight into business processes where data is spread across multiple repositories
<b>Multiple formats</b>	Generates reports in many formats, including Microsoft® Office, PDF, Zip, XML and more
<b>On-demand or scheduled reports</b>	Enables users to run reports on demand or automate reports to run on a regular schedule
<b>Role-based functionality (creator/viewer)</b>	Allows organizations to easily specify which users can create reports, use the report viewer and access reports rendered to ubiquitous formats, such as PDF



More than 25 reports give IT Administrators a clear overview of OpenText Documentum usage, helping maintain the health of the system

## About OpenText

OpenText, The Information Company, enables organizations to gain insight through market leading information management solutions, on-premises or in the cloud. For more information about OpenText (NASDAQ: OTEX, TSX: OTEX) visit: [opentext.com](https://www.opentext.com).

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