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## A Study on Enterprise Content Management System-A New Era in Data Warehousing

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### ABSTRACT:

During the era of 1980s, as our business world was growing, people had to deal with lots of information about the organization's business and outside the organization. It became very difficult and hectic to handle such a vast repository of information according to people's need. Consider, e.g., the Accounts department needs information about a particular account and its work progress. On the other hand, depending on the customers' need and client requirements we need to give them information about business, organization, product, market, etc. The problems had arisen in many sectors. It sector is one of the sectors which had been vastly affected by the delay of information providing and flow to outside as well as inside the organization. These were affecting business. That time we need one software that could manage these problems. We had already got the concept of "portals". By using that concept software appeared. It had been named Enterprise Document Management System (EDMS).

The original EDMS products were developed as stand-alone technologies, and these products provided functionality in one among four areas: imaging, workflow, document management, or COLD/ERM. As time passed, and more organizations had achieved "pockets" of productivity with the use of these technologies, it became clear that the various EDMS product categories were complementary for many businesses. The problems it had shown were:

Organizations increasingly wanted to be ready to leverage the capabilities of multiple EDMS products. Consider, for instance, the requirements of a customer service department, where imaging, document management, and workflow functionality might be brought together to permit agents to access any information needed to resolve a customer inquiry. Likewise, an accounting department could access supplier invoices from a COLD/ERM system, purchase orders from an imaging system, and contracts from a document management system as a part of an approval workflow. Organizations established an online presence, they wanted to present certain portions of this information via the online, which required the capabilities to manage web page. Beginning in approximately 2001, the industry began to use the term "enterprise content management" to ask those software solutions that provide the complete complement of EDMS technologies, reflecting the truly "enterprise" nature of their products.

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### Introduction

Enterprise Content Management (ECM) is an each-encompassing term that defines a set of processes and strategies used to capture, manage, and deliver content. Rather than a single technology or procedure, ECM utilizes a combination of styles in order to support the operation of critical information. This information can also be distributed to workers, stakeholders, and guests.

Enterprise Content Management software has evolved over the times as new and innovative forms of content are introduced to professional work surroundings and continue to be a critical function to support business practices.

In traditional ECM software, the description of content generally appertained to any information published on paper documents similar as checks or reports. That description has expanded to include any digital information similar as dispatch dispatches, audio and videotape lines, social media posts, and more.

When working with large volumes of content, it's important to apply an ECM to streamline happy distribution with workflow automation so that you achieve the full benefits of the platform. With functionalities ranging from landing content from multiple sources, managing it in a secure, centralized depository, and making information accessible across content-centric processes, Newgen enables business leaders to make a boundaryless plant with anytime-anywhere content access.

The Enterprise Content Management reduced the heritage problem disciplines that have traditionally been addressed by records operation and document operation. It also includes all of the fresh problems involved in converting to and from digital content, to and from the traditional media of those problem disciplines (similar as physical and motorized form and reclamation systems, frequently involving paper and microforms). Eventually ECM is a new problem sphere in its own right, as it has employed the technologies and strategies of (digital) content operation to address business process issues, similar as records and auditing, knowledge sharing, personalization and standardization of content, and so on.

**How does ECM work?**

Enterprise Content Management describes the approach associations take in managing the end-to-end lifecycle of their content, from fabrication to disposition, while furnishing the inflexibility to pierce and deliver digital content across all channels and bias.

Business leaders must produce a connected and digital plant to empower their workers with contextual information and easy access to content, thereby driving further informed relations with guests, mates, and stakeholders.

End-druggies are suitable to search for specific content within large volumes of structured and unshaped information using full-textbook natural requests. An ECM system will recoup it incontinently anyhow of their device or position. From there, the stoner may edit, publish, read or reformat the content as demanded. Enterprise Content Management systems also automate document prisoner, dwindling the time spent manually surveying and reformatting content.

**What are the Factors of ECM?**

There are two types of content that Enterprise Content Management typically processes structured and unshaped. Structured content, like law depositories and databases, is data that's pre-defined. Unshaped content is information that does not have a contained format, similar as Microsoft Word documents, PDFs, company emails, and donations.

Associations can choose between planting ECM software in the pall or on-premise. Pall-grounded (or SaaS) ECM simplifies mobile and remote access and offers more flexible licensing models. A using in-house information operation system allows further physical control over your content and adds a many fresh layers of security.

ECM software can be broken down into five major factors prisoner, manage, store, save and deliver. Each element of ECM plays a significant part in the content operation process. Then are introductory descriptions of each element

Capture Acquires and delivers data into digital form to help automate data entry tasks and reduce mortal error.

Manage Directs and connects data through collaboration and workflow tools to simplify indexing, retention, and purging.

Store Stows and categorizes data using a depository, a library tool, and the tackle (waiters, pall-storehouse, or optic disks.).

Preserve Data is backed up and sustained for long-term operation.

Deliver Approved druggies are handed with the data they need when they need it.

**What are the benefits of ECM?**

An effective enterprise content operation system provides everyone in the association with easy access to all the information they need to make business opinions, complete systems, unite and perform their jobs with effectiveness.

In addition to the egregious benefits of association and effectiveness, ECM provides a wealth of other benefits

Minimizes compliance and nonsupervisory threat. ECM provides a centralized platform where content can be held and circulated in a manner that meets nonsupervisory compliance conditions and threat operation guidelines. An ECM achieves this by barring ad hoc processes that can expose an enterprise to nonsupervisory compliance pitfalls and other implicit problems.

Provides a single source of verity. ECM software can give associations with a single source of verity by structuring information so that it's only stored formerly-- in a secure digital content depository. This reduces the threat of duplication and ensures the entire enterprise has access to a single, approved and authoritative piece of information.

An ECM also enables effective knowledge operation due to an association's capability to produce, partake and optimize the total knowledge and content held in the ECM platform.

Reduces cost. ECM reduces costs across the association by automating preliminarily homemade processes, reducing compliance penalties, minimizing storehouse requirements and reducing postal conditions. It also reduces the cost ofe-discovery in the event of a legal or compliance incident when attorneys or compliance officers would bear access to the association's content.

Improves client satisfaction. When resolving client issues, client service representatives bear access to the right content at the right time, which is one of the major pretensions of ECM. An ECM enables workers to help guests more snappily and efficiently, therefore perfecting client satisfaction.

Provides business durability. An ECM platform that's duly enforced enables a business to have high vacuity and uptime when it comes to content. ECM incorporates libraries, disaster recovery and account backups.

Increases productivity. Effective ECM can streamline access and business processes, exclude backups by reducing storehouse as well as paper and mailing requirements, optimize security, maintain integrity and minimize above. All of these can lead to increased productivity.

Improves content availability. ECM provides data hunt and analytics tools, therefore perfecting data mining. Druggies can set hunt ranges and parameters that allow them to constrict hunt results and find information more efficiently.

**ECM software**

ECM software provides several capabilities, but companies that want further inflexibility in choosing content operation tools or do not need all of the factors of an ECM suite can buy one-off operations from software providers to meet their requirements. This approach to managing enterprise content-- which includes content services operations, platforms and factors-- falls into the content services bracket Gartner created in 2016.

**At a high position, crucial rudiments of ECM incorporate the following:**

Content lifecycle operation  
 workflow operation  
 information governance  
 content operation systems  
 collaboration tools  
 enterprise document operation  
 digital asset operation

**Robust ECM software includes these features:**

**Automated workflows.** A workflow machine pushes content through a set of defined way that support business processes and the content lifecycle. Integration with other operations. It's useful for ECM to interoperate with an association's being platforms, similar as CRM and ERP operations. Numerous ECM platforms use Peaceful APIs to integrate with other web services. Generally, pall- grounded ECM tools fluently integrate with other pall services.

**Disaster recovery planning.** ECM software incorporates disaster recovery planning, allowing associations to digitally secure and cover their content from theft, fire or natural disaster, while also icing that operations do as normal in the case of a disaster.

**Document scanning.** ECM software enables druggies to fluently convert paper- grounded documents into digital information, store those documents in the ECM system, and share, manage and booby-trap them with effectiveness.

**Hunt capabilities.** One of the primary pretensions of ECM is to make content more accessible to druggies. Advanced hunt capabilities should be a top precedence, enabling druggies to perform a full- textbook hunt and filter the results.

**Metadata support.** Advanced ECM platforms include support for automated metadata and tagging driven by an AI machine. They also support multiple enterprise taxonomies.

**Versioning.** ECM can track and store multiple performances of lines. These tools may also incorporate the capability to return to a former interpretation of a document.

**Stoner access controls.** For security reasons, an ECM platform frequently has capabilities to help unauthorized druggies from viewing or editing certain documents. Numerous ECM platforms incorporate part- grounded access controls to achieve this.

Some ECM software products include Alfresco Software, Box Platform, Hyland OnBase, IBM Cloud Pak for Robotization, iManage, Microsoft SharePoint, Nuxeo Content Services, OpenText, Newgen and SER Group's Doxis4.

Associations can emplace ECM software on demesne or in the pall. Benefits of pall- grounded ECM include flexible licensing models, easier remote and mobile access, and integration with other pall services.

**What Are Some Use Cases of ECM?**

Newgen's Enterprise Content Management results have appreciatively impacted associations in numerous diligences. A many Use Cases include

**Human Resource**

ECM has egregious benefits in the world of HR. Digital documents are far more fluently distributed, tracked, and stored than paper documents. Automated workflows greatly speed up the process of handling everyday business functions related to hand case operation. And, of course, the digital metamorphosis of your HR department allows for stronger inspection trails.

**Banking**

Documents for colourful processes like account opening, loan processing, credit card processing, RTGS, and insurance policy can be archived and managed by Newgen's ECM suite. This enables streamlined processes between bank branches and the commercial office, ensures the asked frugality of scale, increased functional effectiveness, and effective operation of document images.

**Governmental Records Management**

Governments must misbehave with regulations for archiving and participating documents securely. A ultramodern ECM enables cost-effective, long-term storehouse of all types of records, easy shadowing of the physical movement of documents and physical records, and compliance with the nonsupervisory conditions to help accidental omission of documents, minimizing threat and enhancing responsibility.

**How has ECM Evolved?**

Enterprise content operation refers to the collection of strategies, styles and tools used to capture, manage, store, save and deliver crucial organizational process information throughout its lifecycle.

Associations can use ECM software to identify duplicate and near- duplicate content, allowing the association to keep a many clones of a particular piece of content rather of hundreds. This variety of information will be organized in a central position with document metadata stored in flyers, icing the content is available to the right people at the right time.

Approved druggies can find specific documents using full- textbook quests. The ECM platform retrieves the document and presents it to the stoner, allowing them to read, edit or publish a dupe of the information anyhow of their position or the device they are using. ECM software also lets druggies to look for specific words or expressions within the stored documents, dwindling the time spent surveying content and adding productivity.

### Why Modernize ECM?

Out-dated ECM software can hurt your association in further ways than you'd suppose. Enterprise content operation modernization is the key to creating an nimble, sustainable, and future- evidence association. Listed then are 10 main reasons to contemporize ECM

- Guests anticipate contextual engagement
- Relations must be Omni channel
- Content is pervasive and is continuously evolving in its format and scale
- Security, threat, and compliance conditions are constantly changing
- Workforces must be client-centric, productive, and suitable to work ever
- Enterprises must be cooperative- driven
- Operations must be elastic and nimble
- Operations bear intelligent automation
- Digital business models demand an extended enterprise
- Heritage enterprise content operation structure can be extremely delicate to manage and support

Technological advancements, an increase in demand for company effectiveness, and an uphill in data breaches are making ECM more important now than ever ahead. It's important for associations to manage content effectively for integration purposes and to help them make effective business opinions.

Company productivity and effectiveness increase as their reliance on paper and physical documents decreases. Businesses that do not apply ECM threat losing precious time and assets. However, companies that do not securely store content can lose that information, leading to significant business interruptions, If disaster strikes.

Advancements in technology, mobile/ remote, and pall technology are creating new openings for businesses. New types of content are also arising in the form of social media, videotape, and audio. Businesses should acclimatize to these advancements by enforcing ECM software so they can continue to organize data and optimize business performance.

### Enforcing a Successful ECM Platform:

An ECM perpetration is a complex process that involves a variety of departments within an association. Before enforcing ECM, it's important for associations to develop a strategy to identify their specific precedence and to get clarity on the necessary procedures and technologies their new result will number.

Before perpetration, businesses should perform a content inspection by establishing all the types of content their association deals with and who handles what data. ECM is cooperative, and multiple departments must be involved in the perpetration process. Organizations should produce a platoon-centered around these multiple groups in order to reach success.

Associations should have a clear understanding of what an ECM perpetration will achieve, and the stylish way to do so is to define pretensions. Anyhow of the assiduity or department enforcing ECM, druggies will probably partake these common pretensions

- Exclude the reliance on paper
- Streamline all business processes
- Reduce organizational threat
- Optimize productivity
- Ameliorate client service

An ECM perpetration no way truly ends. Businesses should make in the capability to upgrade and perfect ECM software over time to maximize business value and reach perpetration success throughout the company.

### Which ECM System Is Right for My Organization?

There are a wide range of business process operation and document operation capabilities in moment's platforms. Choosing the right result for your business involves understanding the way content presently is used throughout your enterprise and how automated workflows and process engineering should work to ameliorate the use of content.

According to TechTarget, introductory rudiments of ECM software should incorporate the following

- content lifecycle operation
- workflow operation
- information governance
- content operation systems
- collaboration tools
- enterprise document operation
- digital asset operation

### When it comes to more complex ECM, the software will feature:

- Multi-channel content operation for digital guests
- Analytics for contextual client commerce
- 100 accurate content prisoner for faster reversal time
- Speedy prisoner, storehouse, and access of substantial content
- Automated functional workflows to serve guests more
- Robotic process automation for lightspeed tasks prosecution

- Fast planting, upgrading, and recovering functionalities
- Extensibility with content services integration/ aggregation
- Stoner-centric modularity across ECM operation geography
- Enterprise-wide content operation access
- Tracking capabilities for nonstop advancements and icing timely conduct
- Depository agnostic to connect distant document operation systems
- Microservices around records operation, archival, process workflows, business rules, etc.
- Microservices armature to emplace named services in different surroundings, similar as public, private, and cold-blooded settings

### **How Does Newgen Break for Your ECM Needs?**

#### **Content Lifecycle Operation**

Produce, manage, partake, and library different types of content while enabling anytime-anywhere access. Give complete inflexibility to pierce and deliver digital content across channels and bias.

#### **Business Process Digitization**

Digitize frontal-and back- end processes while intelligently landing and rooting critical information from paper and digital documents. Influence low law content workflow capabilities to insure rapid-fire design and development of content-centric operations.

#### **Employee Productivity**

Enable anytime-anywhere access, operation, and real- time collaboration. Foster a mongrel culture with robust integration and empower workers with smart hunt and intelligent recommendations.

#### **Content Intelligence**

Use AI-powered capabilities for accurate content birth, automatic document bracket, and sentiment analysis for smarter decision- timber. With model training plant, learn about new types of content for bracket and metadata birth.

#### **Governance and Compliance**

Insure safe access to content while maintaining security against unauthorized access to information. Enable long- term retention and disposition of enterprise records. Alleviate threat and meet nonsupervisory obedience with records operation instruments.

#### **Market value and conclusion:**

More lately, the ECM request has seen the entry of Microsoft and Oracle Corporation, two of the largest and most pervasive providers of software, at the value end of the request. These companies have each taken way to develop results for content operation – Microsoft with its colourful immolations in the Share Point product family in recent times, and Oracle in 2006 with its Oracle Content Management product. These two software companies look to give software results with the introductory ECM functionality that will address the functional conditions generally needed by the maturity of associations. The result is likely to be a position of the current ECM request, grounded on the position of content services that different associations bear.

The day isn't veritably far when we can see people are intended to use the ECM system for their own business as well as n home also. And, it'll save our time to manage, recoup the bear data. We can get needed information at a regard and it'll assure full security of data. In, one word it'll be an outstanding "DATABASE& INFORMATION GENERATING SYSTEM".

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