



Orienge
Conterra
Enterprise Content Management

Document Management • Business Process Management
Financial Information Management (FIM)
Records Management • Contract Management
HR Processes Management • Quality Management
Meeting Management

Benefits of ECM

The Orienge Conterra ECM system helps an organization bring order to content management and promote effective collaboration. With the rich functionality of Conterra, our clients take advantage of an array of high value added benefits. You can as well.

Effective Collaboration

Conterra allows all divisions of your organization to efficiently collaborate and significantly speeds up the decision-making process. You will decrease time to create, access, change, and manipulate information.

Reduced Expenses

In addition to the productivity cost savings associated with shorter meetings, reduced decision making timeframes and saved administrative time due to the confidence of sharing consistent information, you will see a reduction in costs related to paper, ink, and office equipment use.

Increased Information Security

Conterra provides your organization and users with an efficient system that allows for controllable access to all documents or records. An additional level of security can be added using advanced encryption procedures.

New Level of Visibility & Control

No need to email, call, or walk over to another desk. Simply check the workflow tools. You improve work quality, enhance group productivity, and improve organization profitability.

Improved Corporate Competence

Conterra allows you to leverage your extensive corporate knowledge base. By using standard templates and predefined process paths, all applicable users can “know what you know” without time consuming Q & A sessions, tedious searches and time wasting inquiries of the few that know. Your organization will operate more efficiently, with a very low degree of error. Again, this translates into improved productivity and profitability.

New Competitive Advantages

Through a number of Conterra concepts (i.e., one source, customized standardization, security layers, version control, etc.), clients reach a new level of information and business process efficiency. Conterra helps you unlock your knowledge base, more effectively promote your corporate culture, improve individual productivity, and generate additional profit.

Document Management Satisfaction Checklist

- Are you able to instantly retrieve all the needed information while engaged in an important client call?
- Can you see the progress of any assignment that you have given to a team member? Can you see if it is in progress, overdue, or satisfactorily completed?
- Are you satisfied with the response time and the resulting image (positive or negative) created from document requests both internally and externally?
- Are you satisfied with the piles of papers on your desk? Around your office? Group? Division? Company?
- Can you track the entire history of a document if questions arise? Can you produce any version that existed prior to major changes?
- Do you find it easy to retrieve any document that you have saved earlier?

| Orienge Company

Orienge is a software developer and integrator, expert at solving content and business process challenges through its powerful and agile Enterprise Content Management (ECM) system: Conterra.

The mission of Orienge is to provide new opportunities to business owners and managers through cost effective, “plug and play” Conterra-based business solutions such as Contract Management, Records Management, Financial Information Management (FIM), and many others.

Orienge provides a wide range of services for successful ECM solutions implementation, from customer features analysis & system customization, to staff training and support methodology. The Orienge team consists of experienced and accomplished professionals delivering a unique client solution paradigm.

The Conterra platform is built on 15 years of experience working with over 1,500 clients across all industries. Conterra gives you an easy way to rely on Orienge’s vast experience with a complete solution for your content and business process management.

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