



**GCI** **POWERTOOLS**  
**INFINOTE**

Infinite unlocks the 85% of unstructured data hidden in documents across your enterprise. With Infinite, your organization can analyze, update and audit content such as contracts, derivatives, policies, drug dossiers, procedures, and much more. GCI PowerTools for Infinite integrates these capabilities directly into OpenText Content Server.

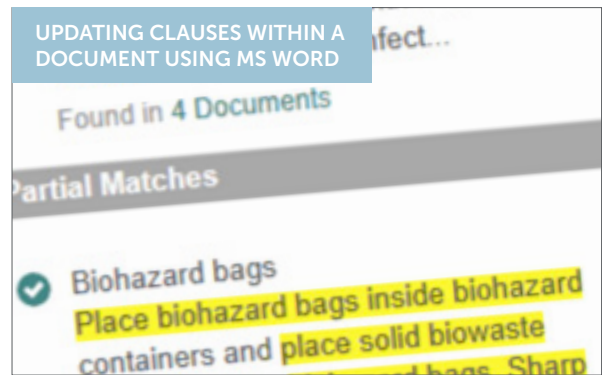
As companies are acquired or divested, regulations or internal policies change, or project specifications are updated; hundreds if not thousands of contracts, procedures and other documents must be efficiently and accurately updated. Using traditional processes these reviews can take many months of manual effort, which can be highly prone to error. With PowerTools for Infinite (PTI) these tasks can be accomplished with unprecedented accuracy in a fraction of the time.

### Merge feedback from multiple reviewers into a single document

Through its integrated interface, Infinite enables multiple reviewers to independently comment on Word documents and merge multiple reviewer feedback into a single document. Within Word, changes can be accepted or rejected with a single click and redlined and clean copies can be automatically generated.

### Leverage unstructured content from Microsoft Word

With Infinite, creating new documents within Word is effortless. Infinite provides you with a list of pre-approved content snippets for inclusion within your contracts, procedures or other documents. With no need to copy text from other Content Server files, you can be certain that you are always using the latest agreed-to phrase or clause. Once created, your document can be submitted directly into your Content Server workflow for approval via PTI.



#### Benefits

- ✓ Save time creating new documents accurately
- ✓ Reduce the significant effort involved with document change controls
- ✓ Updates hundreds or thousands of documents with a single click
- ✓ Eliminate manual analysis and update errors
- ✓ Ensure 100% compliance with regulatory requirements
- ✓ Increase efficiency with parallel document review

## Analyze, update & audit content enterprise-wide

The process of reviewing and updating documentation following a change in regulation, internal process, or specification is highly labor-intensive and often prone to human error. Automating this process significantly reduces the time and effort required, potentially saving your organization millions of dollars. It also eliminates the risk of regulatory non-compliance.

With Infinote and PTI, you can quickly analyze the impact of any content change in Content Server across thousands of documents. Once found, you can automatically apply changes to all affected clauses and phrases. Rather than relying on simple alerts, Infinote provides a map of changes to all affected documents, showing the impact in context. With a manual review complete, Infinote and PTI are able to automatically update all relevant Content Server documents and generate a complete audit of all changes made.

## Bring structure to unstructured content

With Content Server information typically being unstructured in nature, discovering content associated with a specific phrase or document can prove to be a time consuming challenge. Using its powerful search algorithms, Infinote is able to identify related content regardless of the source or location, showing search results in context instead of purely as a list of documents that contain certain keywords.

In addition, Infinote search result sets are actionable. Instead of simply providing a list of documents, Infinote's search results display actual clauses, paragraphs and sections along with a detailed list of documents within which they are referenced.

## The Power of Infinote Integrated with Content Server

With GCI PowerTools for Infinote, Infinote's powerful capabilities are seamlessly integrated into and made accessible directly through Content Server. Infinote functionality intuitively appears throughout the native Content Server UI, and these functions can be embedded in Content Server workflows to greatly increase the efficiency of managing the unstructured data in documents. Global Cents and Infinote have partnered to take your deployment of Content Server to the next level – please contact us to find out how we can help you.

### Key Features

- ✓ Merge changes from multiple reviewers into a single document
- ✓ Create new documents from boilerplate clauses
- ✓ Access Content Server document clauses directly from within MS Word
- ✓ Locate documents containing specified clauses or phrases using intelligent content linking
- ✓ Update hundreds of documents instantly
- ✓ Automatically generate change logs and audit trails
- ✓ Intuitive access to Content Server information through Infinote

For further information and demonstrations of GCI PowerTools for Infinote, please visit our website at [globalcents.com/pti](http://globalcents.com/pti)

