Characteristics of Content:

- Content Type

- Content Sort:
  - Coded Information (CI)
  - Non Coded Information (NCI)

- Content Format

- Content Structure:
  - so-called “Small Coin” (e.g. Utility Models, Registered Design)
  - Complex Structures
Classes of Content according to Life Span:
- Short-Time Content
- Content with Mean Lifetime
- Long-Lasting Content
Flowchart of Content Management:

- Concept
- Generation/Obtaining:
  - Obtaining of ICT-extern Content
  - Search Options
  - Screen display, Printing, Forwarding
- Structuring:
  - Filing and Storage of Content
- Finishing Process
- Distribution of Content
Principle Options for Content Capturing:
- Manual Capture
- Capture via Scanner
- Capture via Camera
- Digitizer
- COLD-Procedure

Storing Directly from an Application:
- Explicit
- Implicit
Scanning Characteristics:
- Content Checking – Quality Control
- Scanner-Software

Separation of Content:
- Separation via Preset Number of the Pages
- Separation via Separator
- Separation via Barcode
- Explicit Separation of Content
Archiving Scenarios:
- Early Archiving
- When Processing is Performed
- Late Archiving
Data Management:
- Access Control
- Protocol Function
- Backup and Archiving
- Rollback
- Multi User Capability
- Check-In and Check-Out
- Query Functions
- Mass Operations
Access Control:
- Primarily Responsible is the Administrator
- ACL = Access Control List
- 7 Access Levels:
  - Manager
  - Developer
  - Editor
  - Author
  - Reader
  - Archivist
  - No Access
Benefits of Content Management Systems:

- Shorter Access and Filing Time Duration
- Shorter Transport Time Duration
- Shorter Search Time Duration
- Improvement of Productivity
- Personnel Reduction
- Reduction of Office System Costs
- Reduction of Necessary Forms and Documents
- Reduction of Space Requirement
More, in Terms of Money Difficult to Quantify Benefits:

- Decentralized Access
- Simultaneous Access by Several Individuals
- Greater Consistency achieved by Centralized Data Storage
- Easy Backup and Copying
- Integrated Processing Possible