

ics (29): content management (I)

- 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



ics (30): content management (2)

- Classes of Content according to Life Span:
 - Short-Time Content
 - Content with Mean Lifetime
 - Long-Lasting Content



ics (3I): content management (3)

- 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



ics (32): content management (4)

- Principle Options for Content Capturing:
 - Manual Capture
 - Capture via Scanner
 - Capture via Camera
 - Digitizer
 - COLD-Procedure
 - Storing Directly from an Application:
 - Explicit
 - Implicit



ics (33): content management (5)

- 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



ics (34): content management (6)

- Archiving Scenarios:
 - Early Archiving
 - When Processing is Performed
 - Late Archiving



ics (35): content management (7)

- Data Management:
 - Access Control
 - Protocol Function
 - Backup and Archiving
 - Rollback
 - Multi User Capability
 - Check-In and Check-Out
 - Query Functions
 - Mass Operations



ics (36): content management (8)

- Access Control:
 - Primarily Responsible is the Administrator
 - ACL = Access Control List
 - 7 Access Levels:
 - Manager
 - Developer
 - Editor
 - Author
 - Reader
 - Archivist
 - No Access



ics (37): content management (9)

- 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



ics (38): content management (10)

- 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

