TerraLink ECM Mobile for OpenText
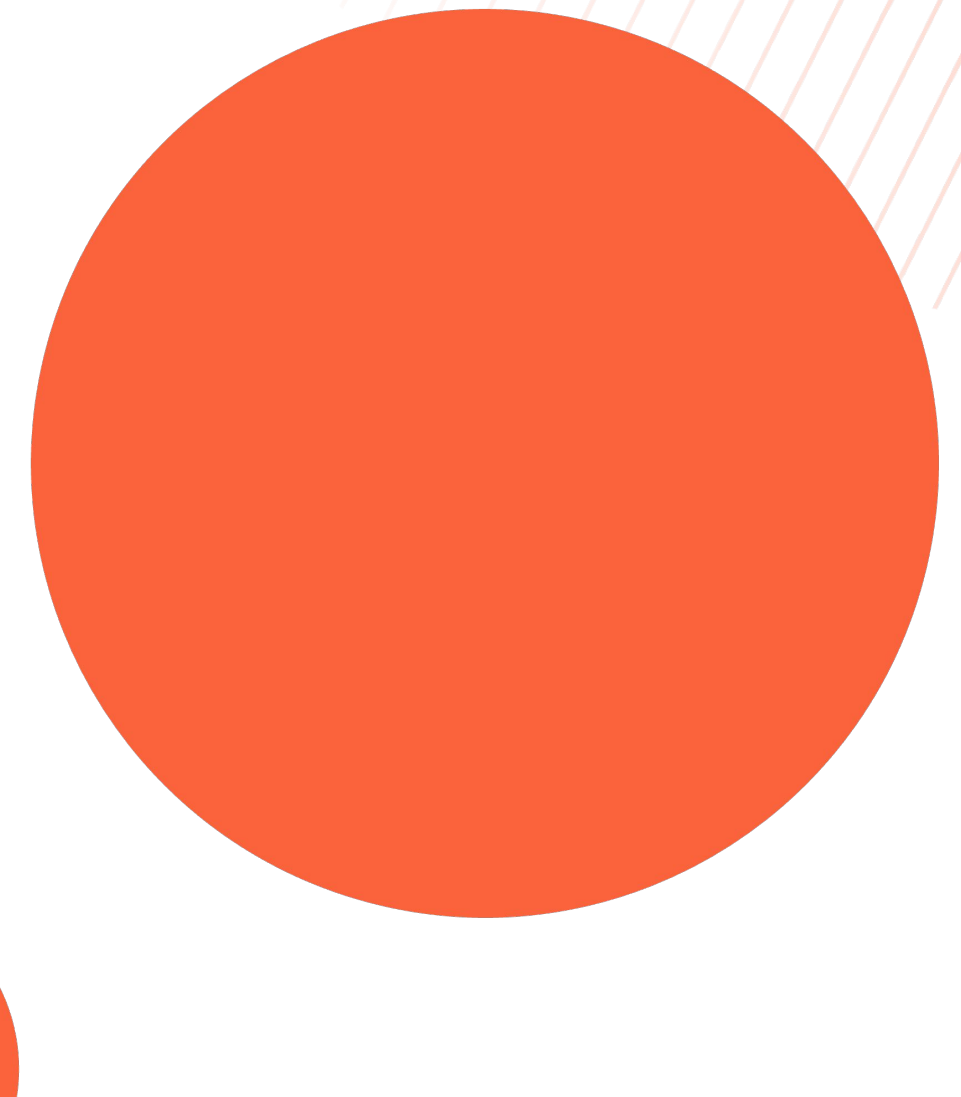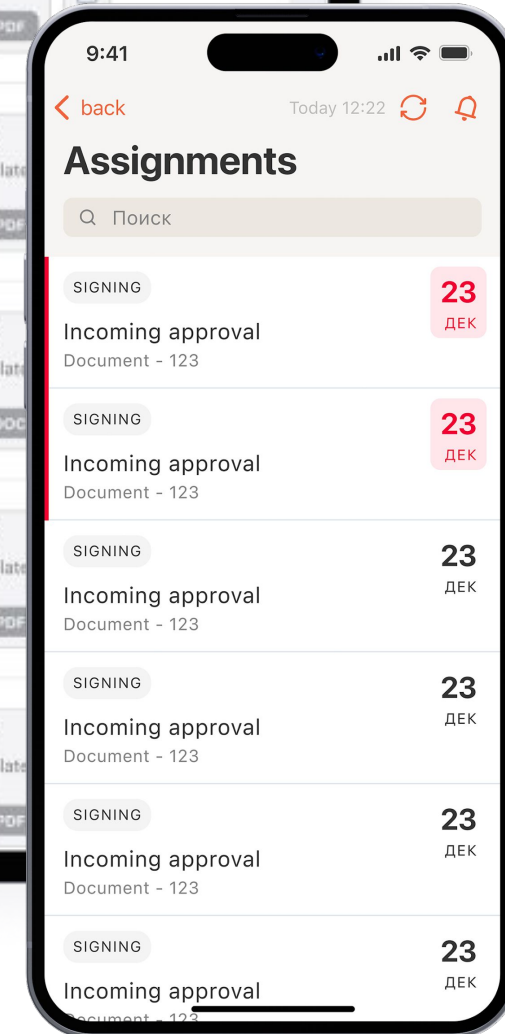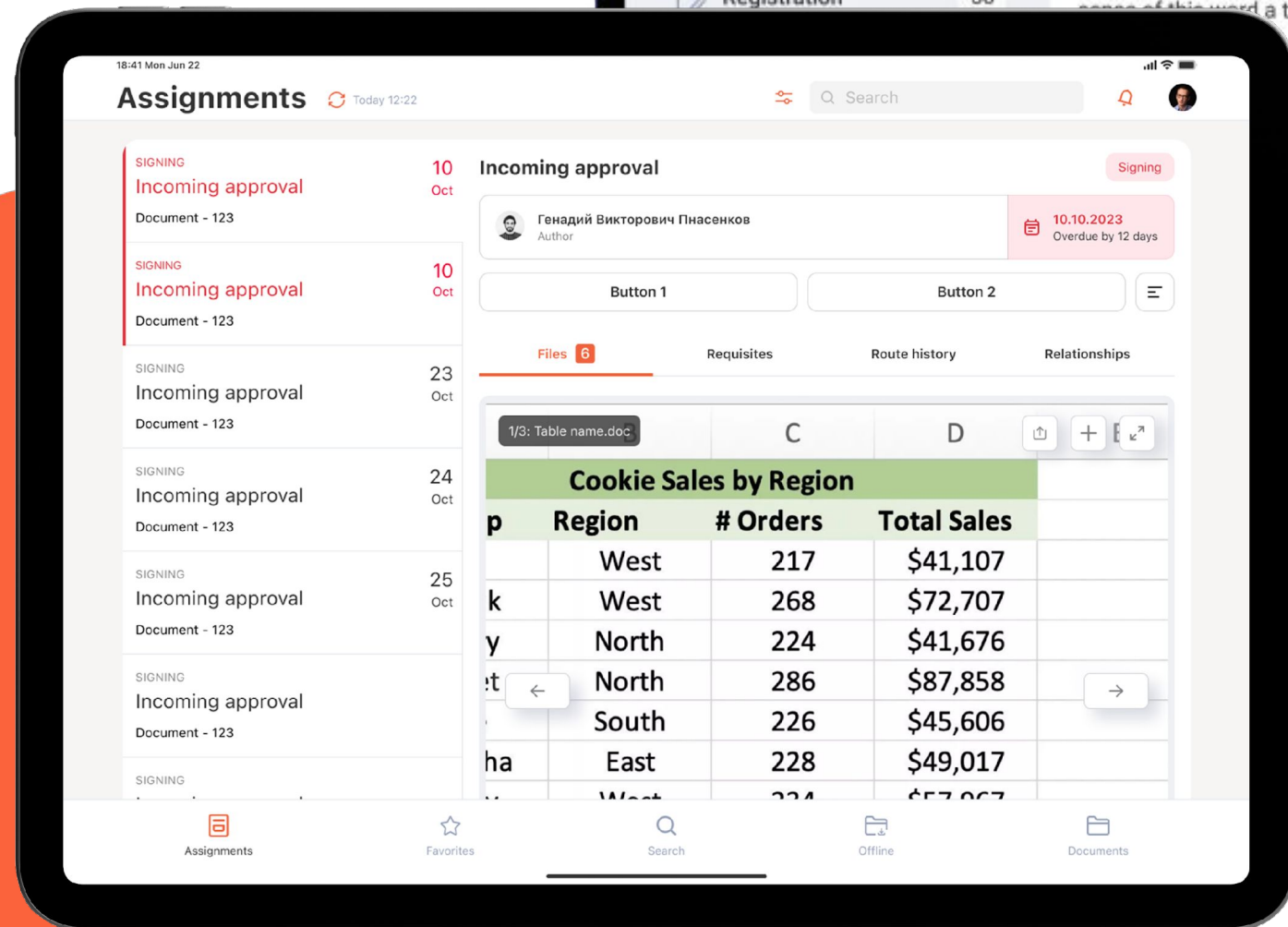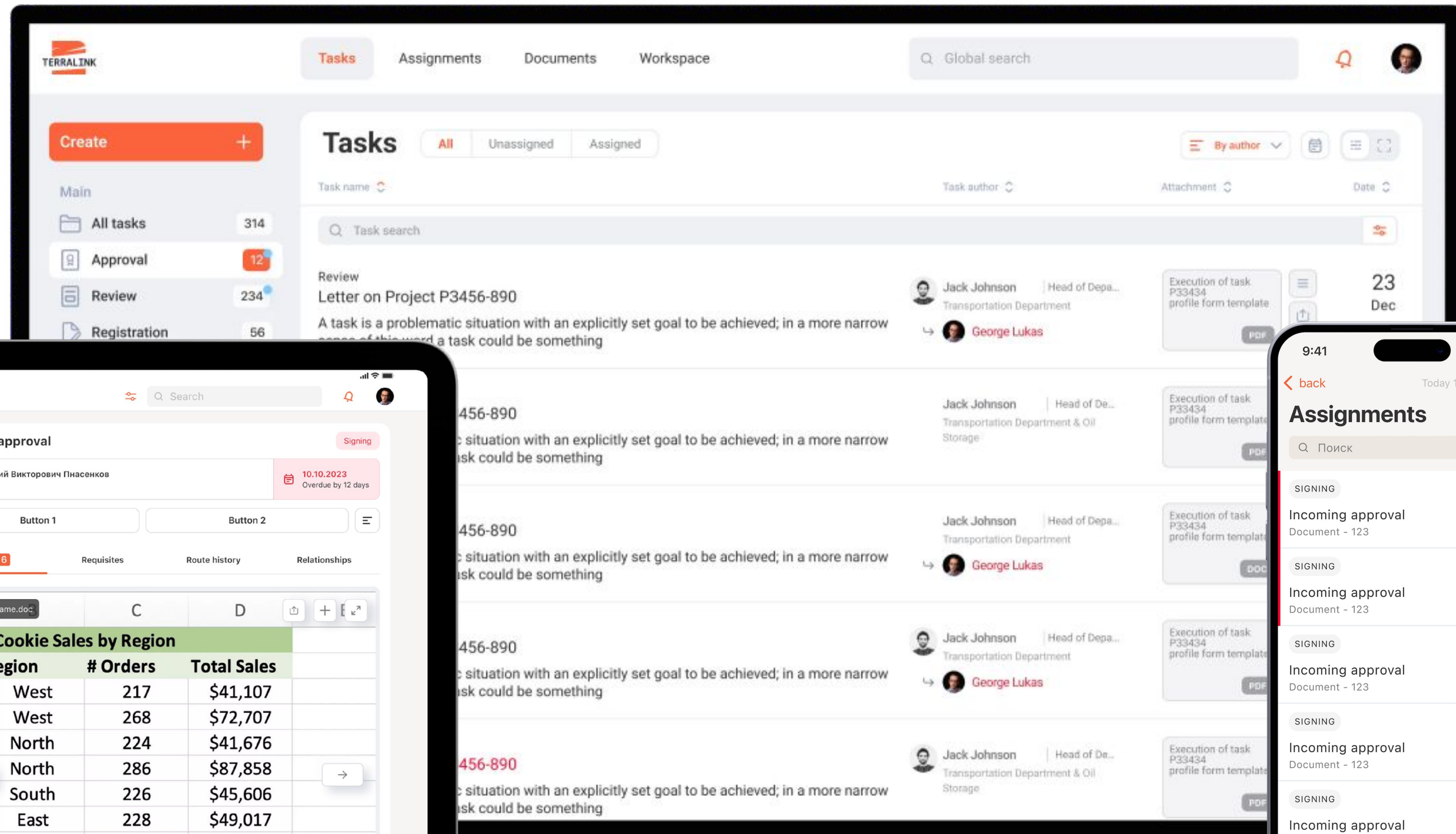
THE SYSTEM ALWAYS AT HAND

TERRALINK

MOBILE APP MAKES CONTENT ACCESS EASIER

- ✓ Manage key business parameters any time, anywhere via a mobile device
- ✓ Complete approvals and sign documents. Assign stand-ins and delegate tasks
- ✓ Online and offline modes
- ✓ Create and edit documents within the app
- ✓ Search for documents and access reports in real time

Full Electronic Content Management Functionality within the comfort of a mobile app
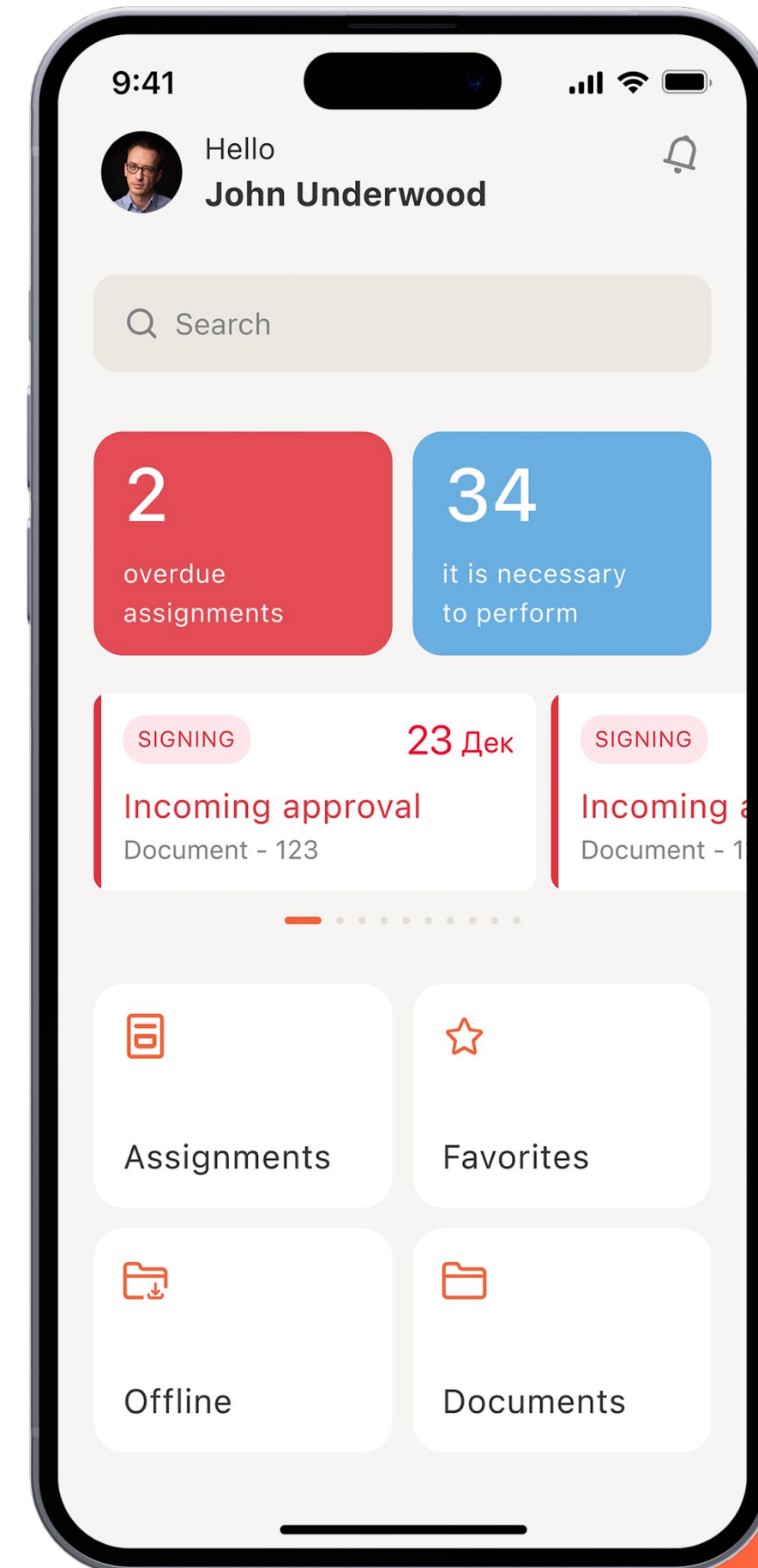
ONE SOLUTION, MULTIPLE DEVICES

SOLUTION FUNCTIONALITY

**Covers key ECM system functions
while being scalable**

- ✅ Push notifications on new tasks
- ✅ Document approval and signing
- ✅ Document and request generation
- ✅ External system integrations
- ✅ Data processing within the app

- ✅ Document viewing
- ✅ Full-text search
- ✅ Offline access to documents
- ✅ Quick document search within the app
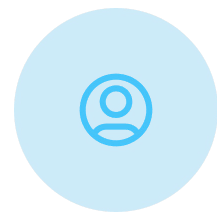- ✅ Supports iOS and Android platforms

ANY OpenText functionality can be implemented in a mobile interface

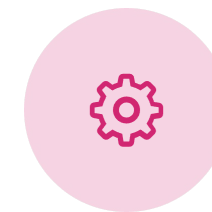- Organizational Documents and Correspondence Management Internal Requests Management Task Management

- Contract Management Financial Documents Procurement Docflow

- Employee Dashboard Corporate Portal HR Document Management

- Meetings and Sessions Board Management

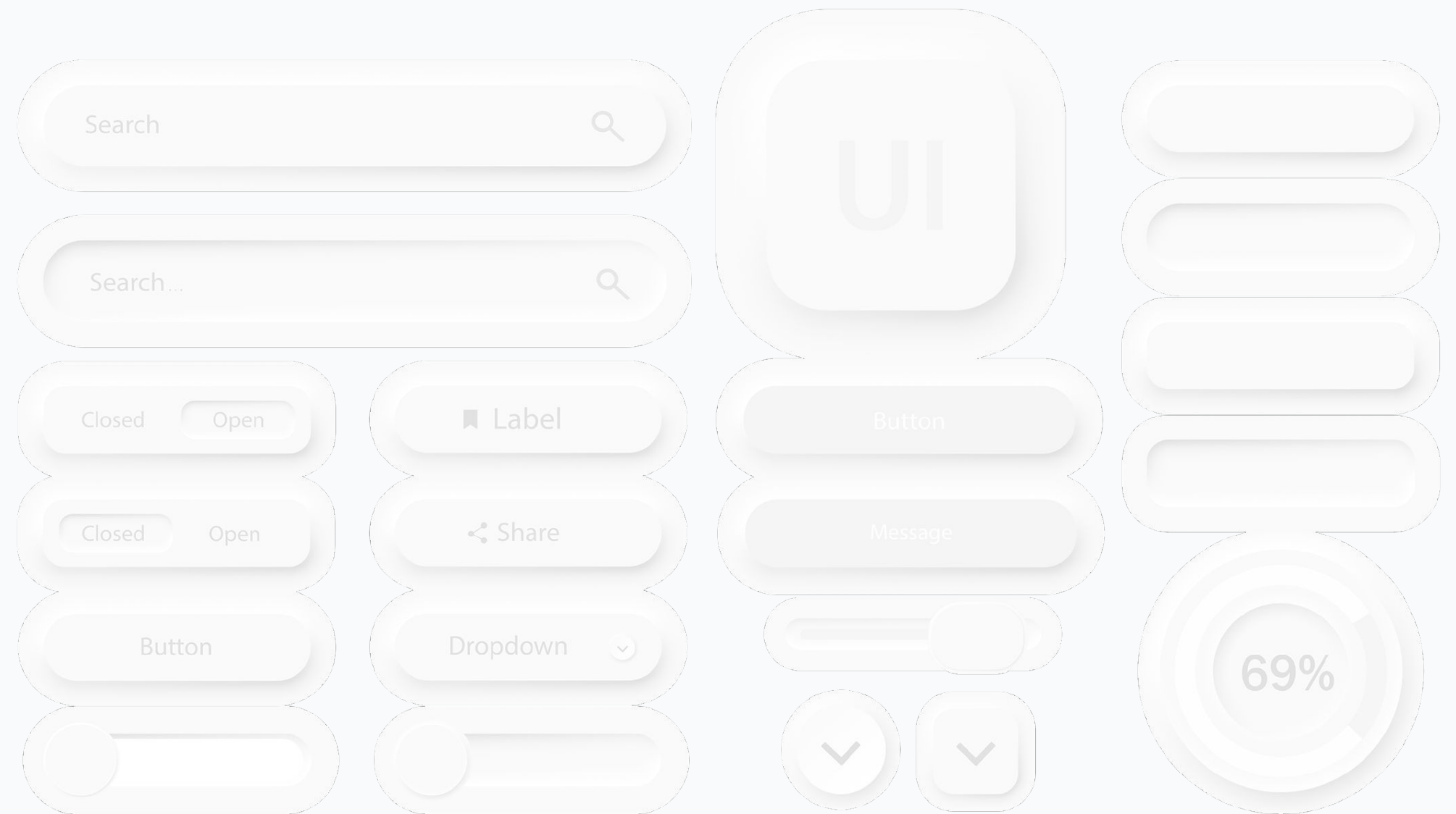- Project Docflow Plant Maintenance Docflow

Etc.

WHY USE A MOBILE APP?

Functional Benefits

- Ongoing performance monitoring
- Simplified decision making, document signing and request submission
- Offline access to corporate content
- Quick dashboard/report access
- Automated real-time new task notifications
- Approval history stored on device
- Convenient stand-in assignment process

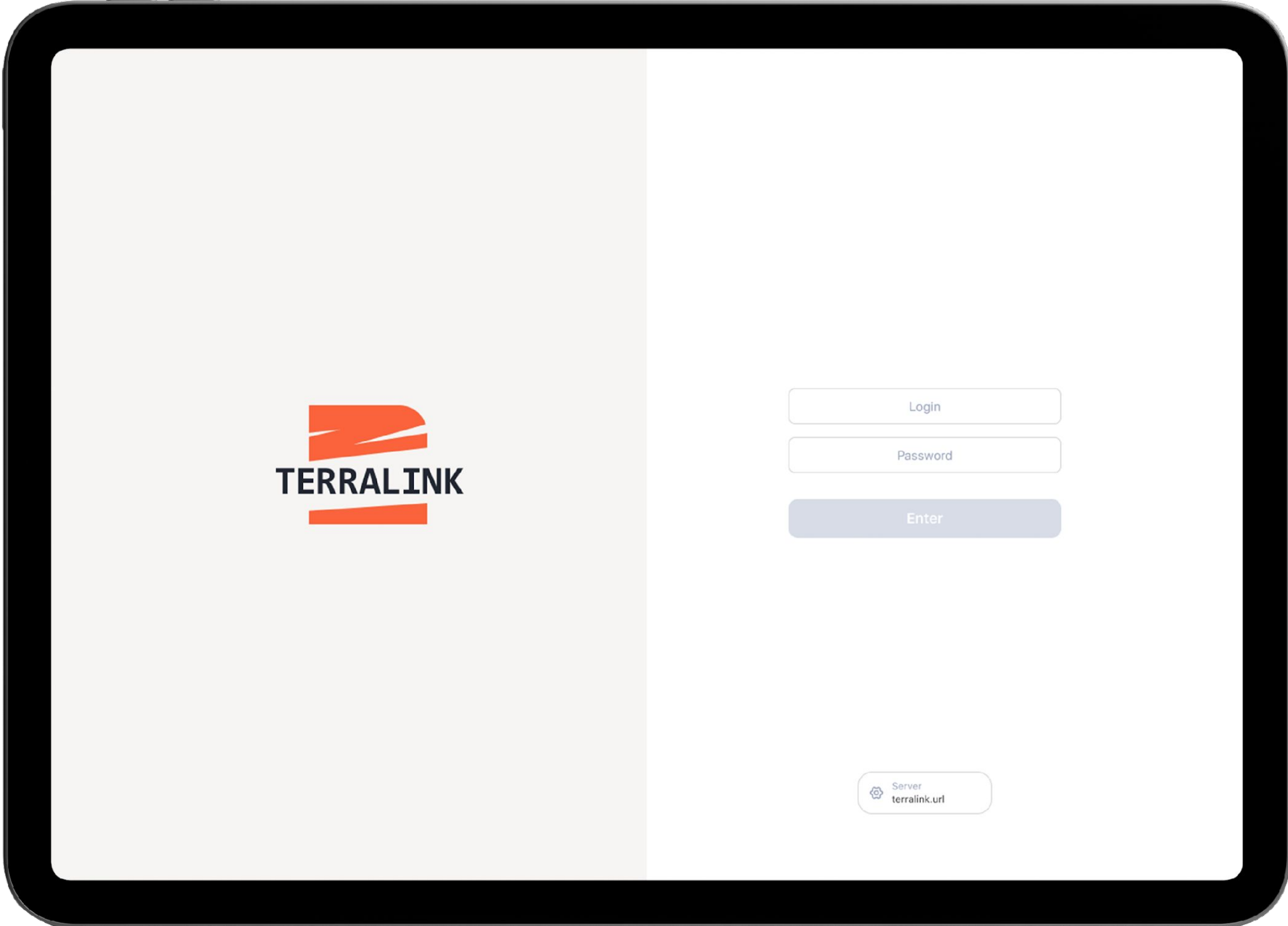## Measurable Benefits

- Faster decision making on corporate level (up to 8 hours)
- Lower non-essential workload for secretaries
- Minimized risk of document loss
- Lower labor costs of management reports generation
- Optimal workload distribution within business areas
- Full legal compliance

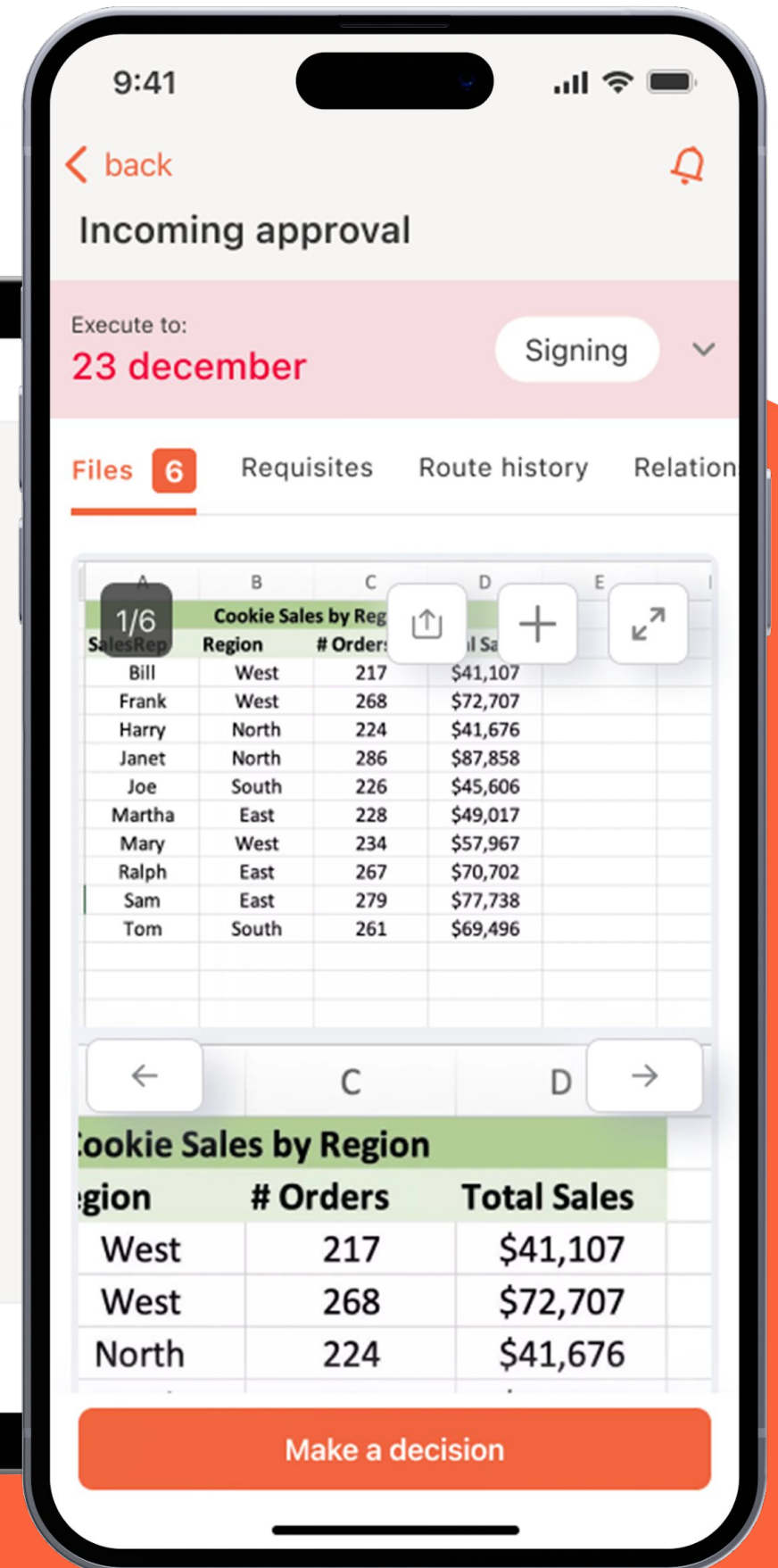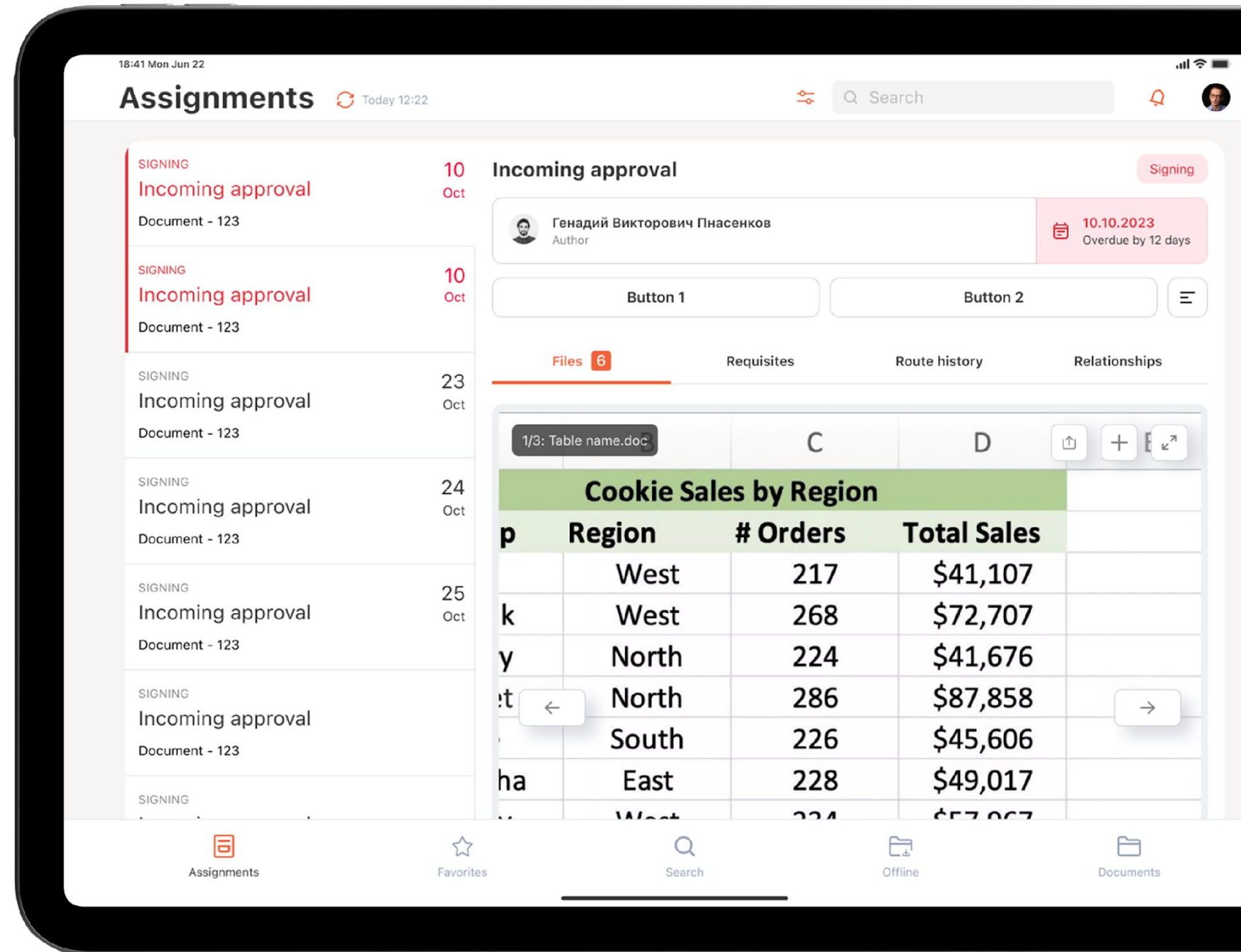# SOLUTION
INTERFACES

Search

Search...

Closed | Open

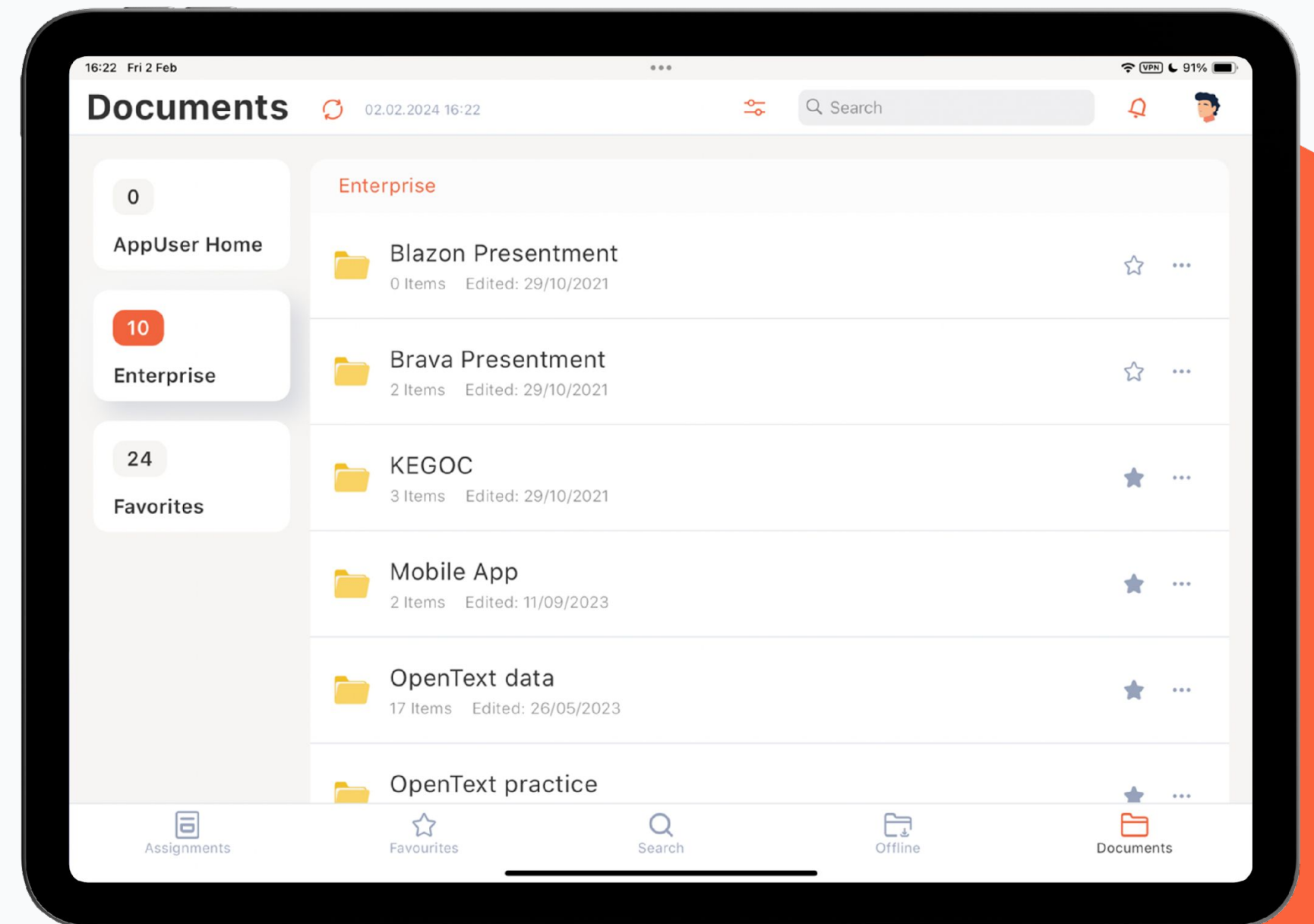Closed | Open
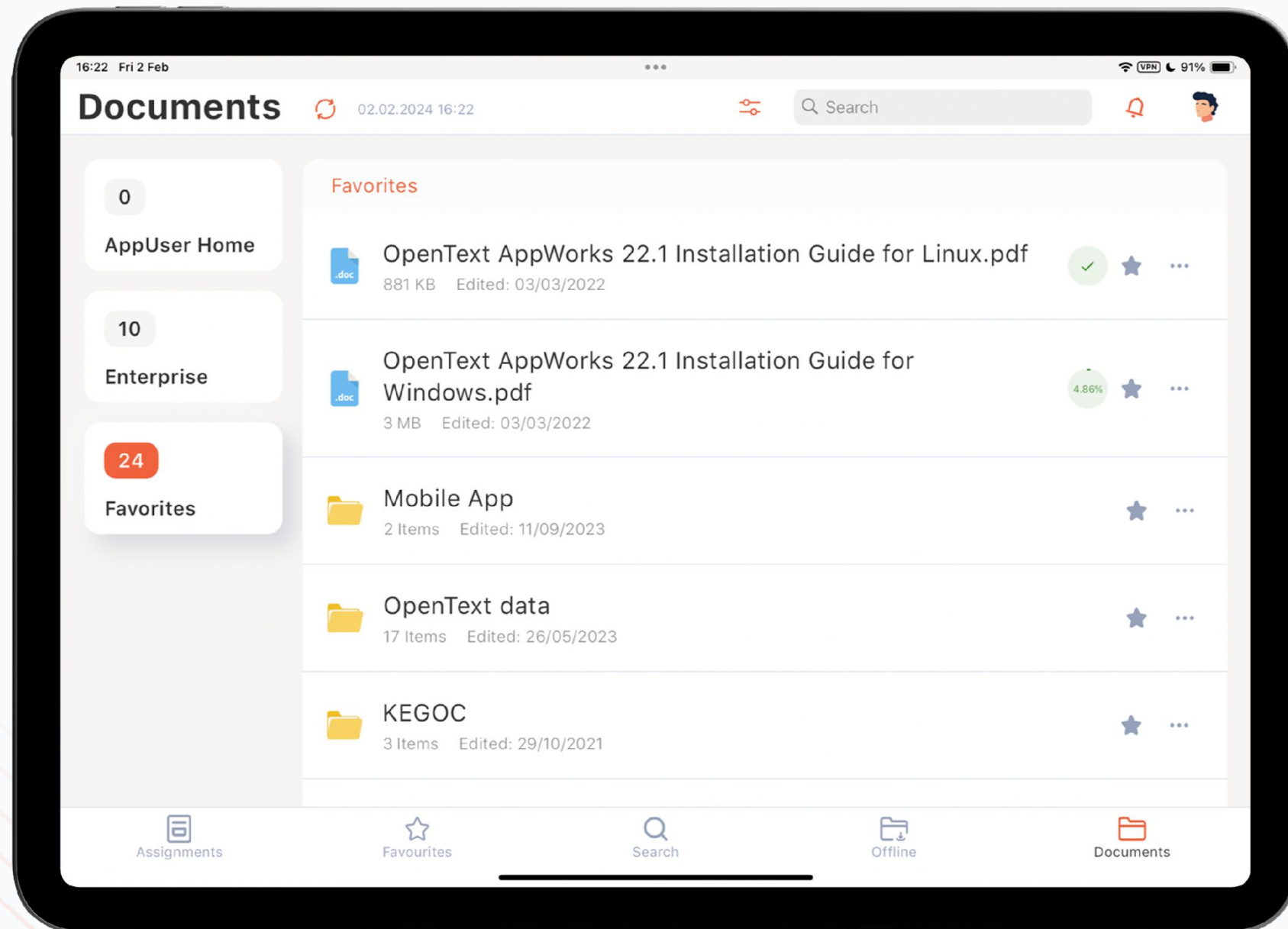
Button

UI

Label

Share

Dropdown
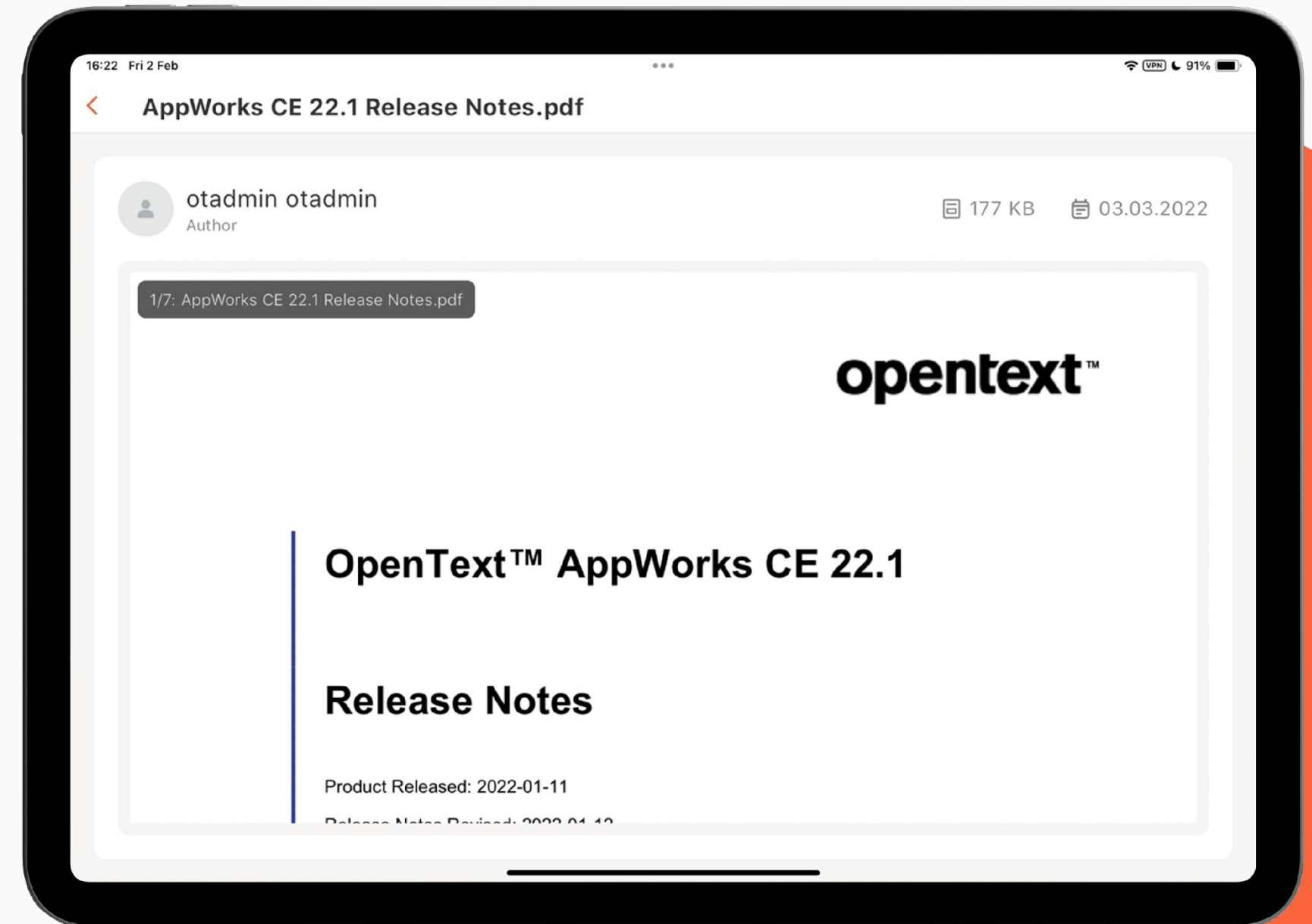
Button

Message

69%

Easy connect to your OpenText installation
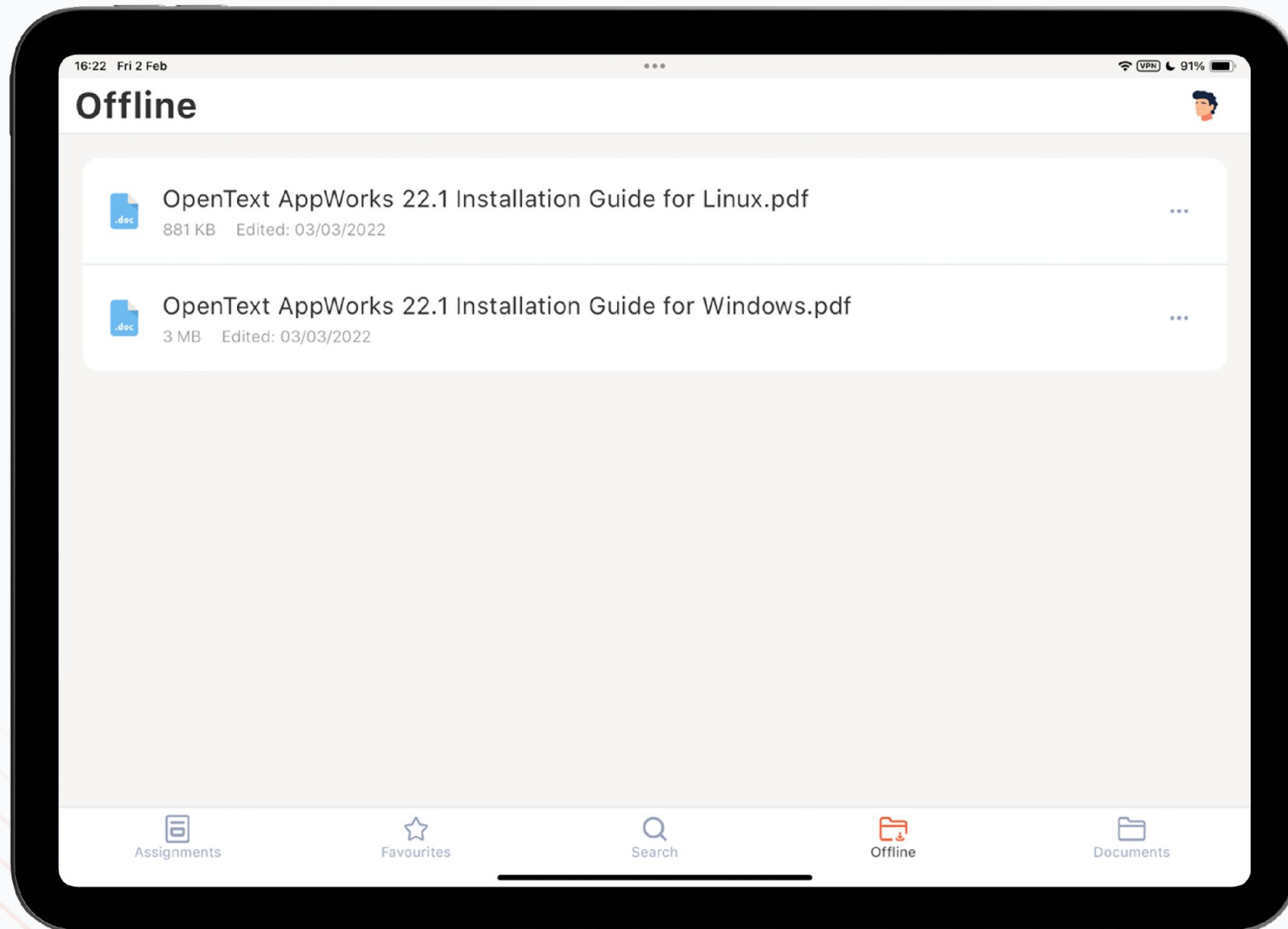
One-tap document viewing and decision making

Minimal/seamless transitions between interfaces

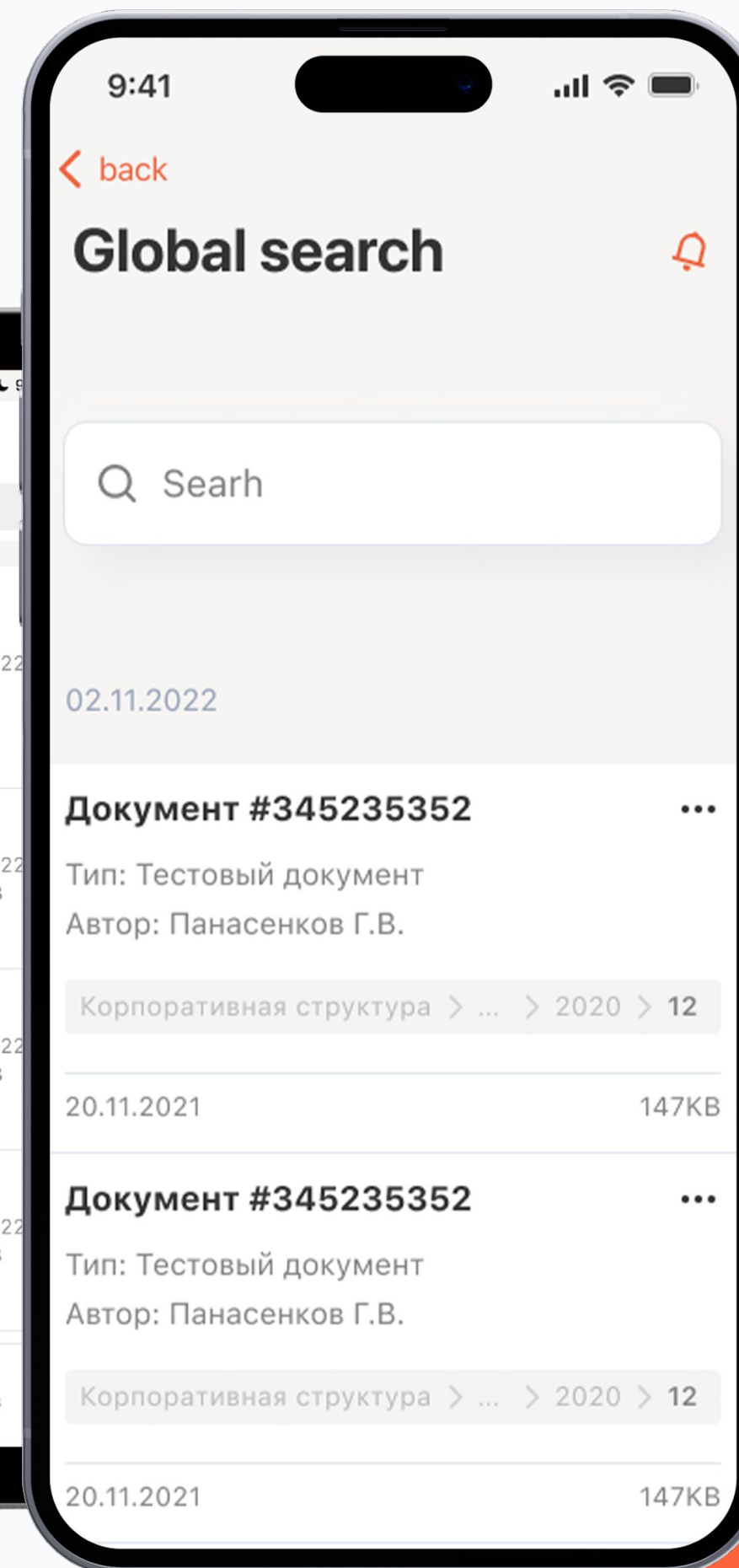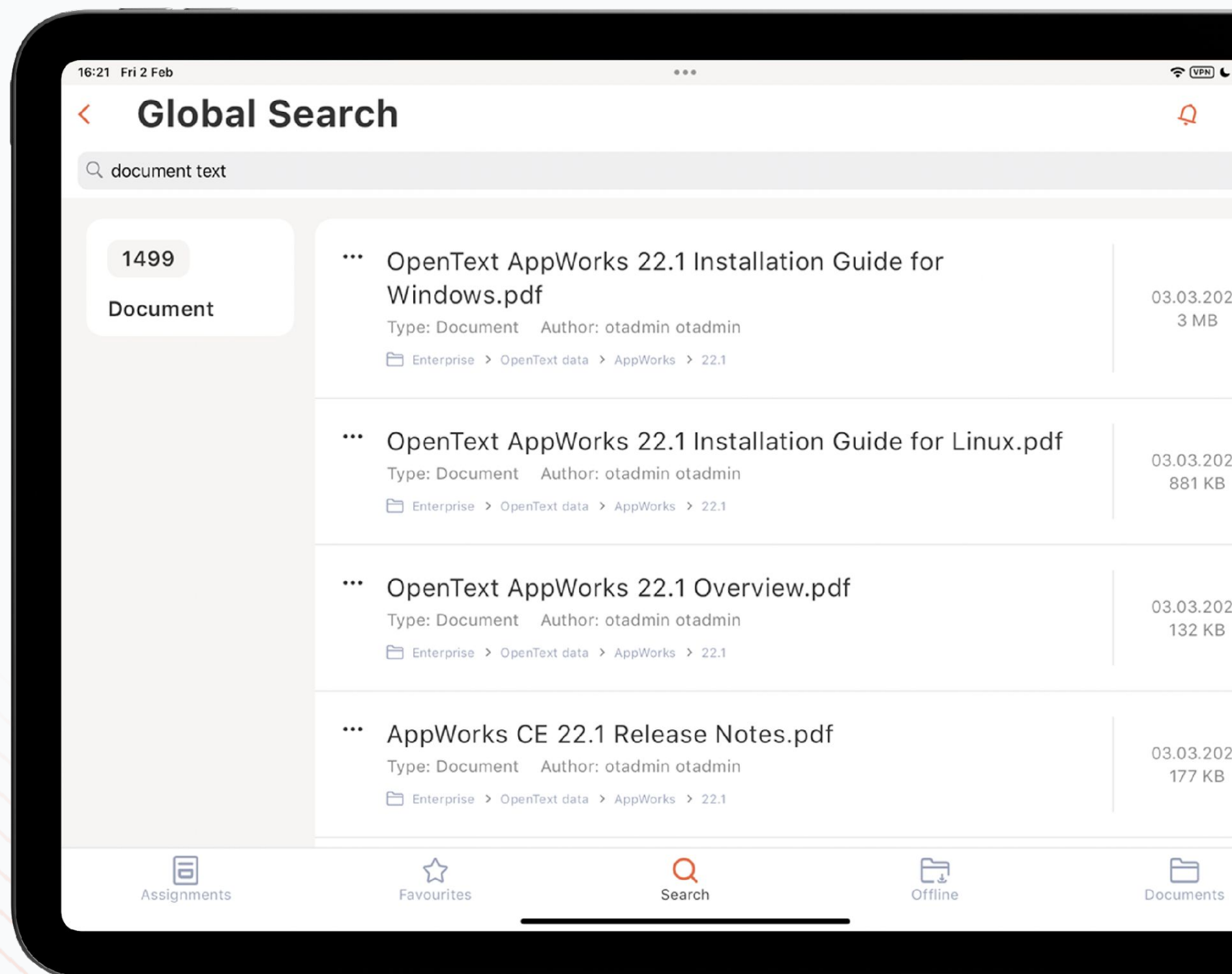Option to add handwritten notes/comments

Document and task generation

Easy folder navigation, saving documents for offline access

Easy folder navigation, saving documents for **offline access**

Full-text document and document card search

SIMPLIFY+
ACCELERATE
INTERNAL PROCESSES
WITH TERRALINK