

# DocuWare

## PARTNER FACTSHEET

### DOCUMENT MANAGEMENT



DocuWare is a comprehensive and complete solution for securely archiving business documents of all types, making them available in a flexible way and using them efficiently regardless of the format and source.

The basis for this is the structured storage of documents in a central document pool. Every employee with the necessary authorization has access to all information needed for their work, regardless of whether that are at their PC in the office or on their smart-phone when on the move. All interrelated documents concerning a customer, a project, or a business process are available within a few seconds.

### The Benefits of DocuWare

- User-friendliness
- Future proof technologies
- Flexible ability to integrate
- Control processes
- Work on the move



### DocuWare Features

- Documents can be collected, sorted and edited in digital document trays
- High performance index functions ensure that every document is correctly filed and categorised
- The search area will allow you to find archived documents systematically and quickly
- The DocuWare Client Viewer can display documents independently of the respective original program. There are digital writing tools and stamps for editing, checking and releasing documents as well as functions to staple, clip and sort documents
- Paper documents: Letters, invoices, reports, drawing and even handwritten documents can be imported using nearly all types of scanners
- Files: Regardless of whether they are MS Office, CAD or other files, DocuWare provides several import options
- With the universal DocuWare Printer documents can be imported into DocuWare from nearly every application using the Print command
- DocuWare can import and store email from Microsoft Outlook / Exchange and IMAP email providers
- Protects you against unauthorised access, data loss and system failure and ensures that your company has no downtime
- Access to documents is reliably controlled through a details authorisation concept consisting of groups, roles and profiles
- DocuWare file cabinets store documents throughout their life cycle
- All current storage technologies are supported from hard disks to RAID through Content Addressed Storage to Storage Area Network solutions

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#### DocuWare Features

- The document file is saved in the original format or as a PDF/A file
- DocuWare meets the relevant legal and regulatory standards including AO and GoDB
- Task specific search and storage profiles
- Integrate DocuWare search queries into other programs which you use frequently. This can be implemented simply with DocuWare Smart Connect
- Automatic version management ensures that all employees can always access the current version of a document
- Edit Documents in the Viewer where you can apply comments, text markers or stamps to nearly all document formats. Open documents in the respective editing program such as Word or Excel
- Team Collaboration: In just a few clicks, lists are created which contain all current documents of a project. If a new document is added the list automatically updates for the co-workers involved
- Control processes with digital document-based workflows
- Offers a highly efficient model for controlling and monitoring procedures with its Workflow Manager
- The DocuWare Mobile app allows access to your file cabinet from mobile devices and has the same options as in the office
- Future proof technologies
- Full-text Search means the body text of a document can be searched

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