

DocuWare®

BUSINESS

Versatile Entry Level Solution for your Document Management Needs

DocuWare BUSINESS is a product derived from the full version of DocuWare. It is an entry-level solution for electronic archiving and document imaging ideal for small to medium sized companies. DocuWare BUSINESS is a single-user imaging solution that offers all convenience and functionality available in modern document management – from simple installation, through scanning, indexing, filing, retrieving, displaying and editing of scanned and PC documents. DocuWare BUSINESS contains an integrated database, as well as CD recording capabilities.

Capture, index and store

Use DocuWare BUSINESS to manage your scanned and PC created documents. Documents in paper form, such as invoices, are simply scanned into DocuWare. Next, they go into an electronic basket, where they are sorted, appended, assigned keywords and then put into an electronic file cabinet.

DocuWare BUSINESS has a standard feature that can capture any Windows document using TIFFMAKER. Keywords for these documents can be automatically assigned in the background. The TIFFMAKER technology used for this purpose generates an unchangeable TIFF file. Forms and letterheads can be layered electronically to file a document with its original appearance.

A single file cabinet can hold up to 4.37 Gbytes of data, which is the amount of information that fits onto one DVD. Because you can create any number of file cabinets with DocuWare BUSINESS, the capacity of the overall system is virtually unlimited!

Search and edit

Searching for documents in a file cabinet takes only seconds. You can search by the assigned keywords, or by information automatically issued by the system, such as the filing date. With proper user-authorization, documents stored as PC files can be edited with the original program.

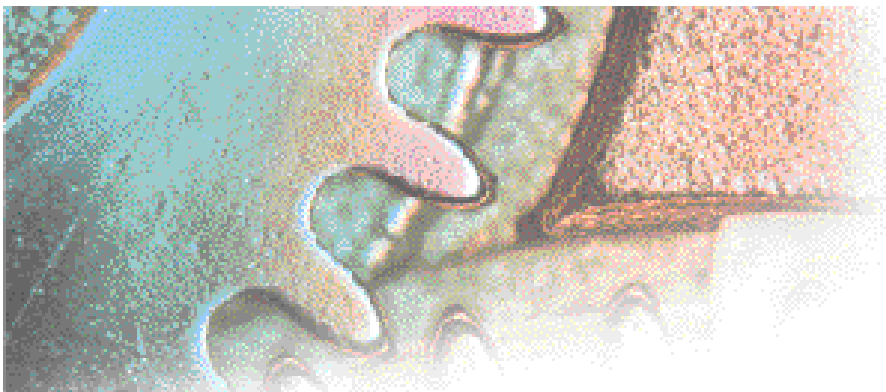
File cabinets on CD

You can copy or move documents in a file cabinet to a CD or DVD at any time by using the functions integrated in DocuWare. Optionally, you can transfer a complete file cabinet along with a searchable database and query software to a CD or DVD. Documents can be searched and retrieved straight from this CD or DVD without having to install DocuWare.

Document editing and stamp function

Annotations such as colored marks, text, drawn objects and individually created stamps can be added to a document. For this purpose, five annotation layers can be activated to ensure that the original document remains unchanged. With the stamp administration tool, multiple public and





private stamps can be used on the document.

Communication and Information

DocuWare BUSINESS' integrated MAPI interface allows documents to be conveniently sent and received via e-mail, even if the recipient is not using DocuWare. The recipient can display and print scanned documents with the imaging program that comes standard with Windows.

Additionally, DocuWare BUSINESS can be used as a virtual fax messenger, routing all faxes via e-mail to the in-house recipients. These and other features of DocuWare BUSINESS provide you with new and interesting possibilities for both in-house and external communication.

	BUSINESS	DocuWare 4.x Full Version
Networkable	Yes	Yes
User Packs Available	1, 3 and 5	Any number from 1 upwards
Additional modules	No	Yes
CD/DVD recording capabilities	Included	Available with the CDMAKER module
Capacity per file cabinet	4.37 Gbytes	Unlimited
Access rights	File cabinet level	File cabinet level and document level
Integrated database	RAIMA	MS-SQL and RAIMA
Import e-mail	Yes	Yes
Upgrade path	Available from BUSINESS to DocuWare 4.x	

Functions and technical data

Capturing documents

- Scan paper documents in black & white or color, with standard and high-end scanners
- Directly transfer the files to DocuWare from most Windows applications by the "Send To" function

TIFFMAKER

- Windows printer driver for automatic conversion of documents from any Windows applications into DocuWare TIFF files
- Direct storage in DocuWare file cabinets

Editing documents

- Marking and commenting scanned documents
- Five overlay levels can be defined
- Version control: check-out-button with document lock-out in file cabinet

Displaying documents

- Optimized display of scanned black & white documents by "scale-to-gray"
- Extremely fast scrolling: 4 pages per second (b&w)
- Large variety of formats supported by DocuWare viewer, e.g. BMP, PCX, JPEG, Excel, WinWord, WordPerfect, dBASE

Filing documents

- Any number of file cabinets per system
- Document management by integrated database
- Capacity per file cabinet: 4.37 Gbytes
- Number of fields per file

cabinet: 24 (text, numeric or date)

Finding filed documents

- Search by wildcards
- Search through several file cabinets
- Sequential full text search through search words, memo fields and text files

File cabinet and system administration

- File cabinets can be stored on hard disk, optical disk/CD-ROM, DVD or jukebox
- Rights issued for whole file cabinets

Communication

- Parallel, integrated use of DocuWare mail and MAPI-compatible mail systems (MS mail, CC mail, Internet, etc.)
- Receiving and sending of faxes

Security

- Common backup tools
- Additional saving of database entry in image file
- Automatic recovery of defective databases by image files

System requirements

- Minimum: Pentium PC with 32 Mbytes RAM for Windows 98 and ME; 64 Mbytes for Windows NT, 2000
- Memory requirement for program files: 75 Mbytes
- Memory requirements for documents: approximately 50 Kbytes per scanned page.
- Most common scanners and CD recorders are supported. Constantly updated list is available at www.docuware.com