

EASY DOCUMENTS: Document management made easy.

EASY DOCUMENTS controls document traffic.

EASY DOCUMENTS is the core of the EASY LOGISTICS CENTER. Documents or business processes are created, edited, and specifically forwarded throughout your company via the EASY DOCUMENTS Web client. Using the established EASY file concept, EASY DOCUMENTS summarizes business transactions including the related documents and data in a digital file, thus generating a shared document base for all users.

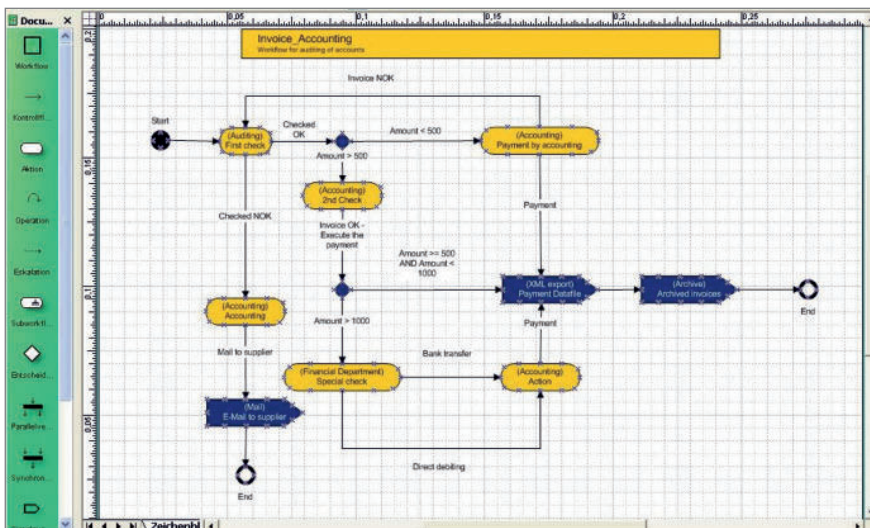
Perfect workflow—completely adjustable.

Document flow is controlled via freely defined or preset workflow scenarios that guarantee submission to the relevant group or user for meeting deadlines. This accelerates business processes and provides the necessary alarms and warnings to help your business service customers effectively, helping to sharpen your competitive edge. EASY DOCUMENTS dispenses with the rigid and centralized controls of process-oriented workflow

systems. EASY DOCUMENTS users may alter their documents' predefined path themselves or define their own workflow paths, which enables them to act at any time, based on exception conditions that may arise.

Create your own individual workflow.

Workflow Engine II ("Production Workflow") is a highly recommended but optional module that significantly simplifies creating and visualizing automated workflows in the EASY DOCUMENTS module. Workflow Engine II has been designed as an independent module in addition to the previous Workflow Engine. Depending on requirements, variable or fixed workflow scenarios can be designed and graphically created via Microsoft VISIO and then easily imported into EASY DOCUMENTS for subsequent processing.



Example of a workflow defined in Microsoft Visio

Simplified communication with third-party systems.

The DOCUMENTS factory is another optional module; it can be linked to existing mail or database systems, and is capable of providing information for DOCUMENTS from these third-party systems. The database component facilitates access to ODBC- and JDBC-enabled databases. Data from tables and fields is read through timer-control and DOCUMENTS processes are then generated from this information, starting defined workflows where applicable.

Quickly archived—quickly reactivated.

Completed business transactions can simply be stored in EASY archives in a revision-proof manner at the touch of a button. And the archived files can be retrieved from and displayed via the DOCUMENTS client just as easily to reactivate the searched workflow process. In addition, EASY DOCUMENTS can access EASY archives containing different data, e.g. out-going documents archived via COLD. In both cases, archived files can be found via full text retrieval in no time at

all, and the user will not have to exit the DOCUMENTS user interface. Complete client integration into the EASY LOGISTICS CENTER allows users to switch between processing transactions and archive search from their interface via a single mouse click.

- Business processes including all data and documents are digitally summarized and made available to all users
- Accelerates business processes and accurately meets deadlines
- Flexibility since workflow interference is possible at any time
- “Workflow Engine II” simplifies creation and visualization of automated workflows
- Perfect linkage to EASY archives, allowing control of all key tasks from the DOCUMENTS interface