

EASY – Detailed Overview

We save time.

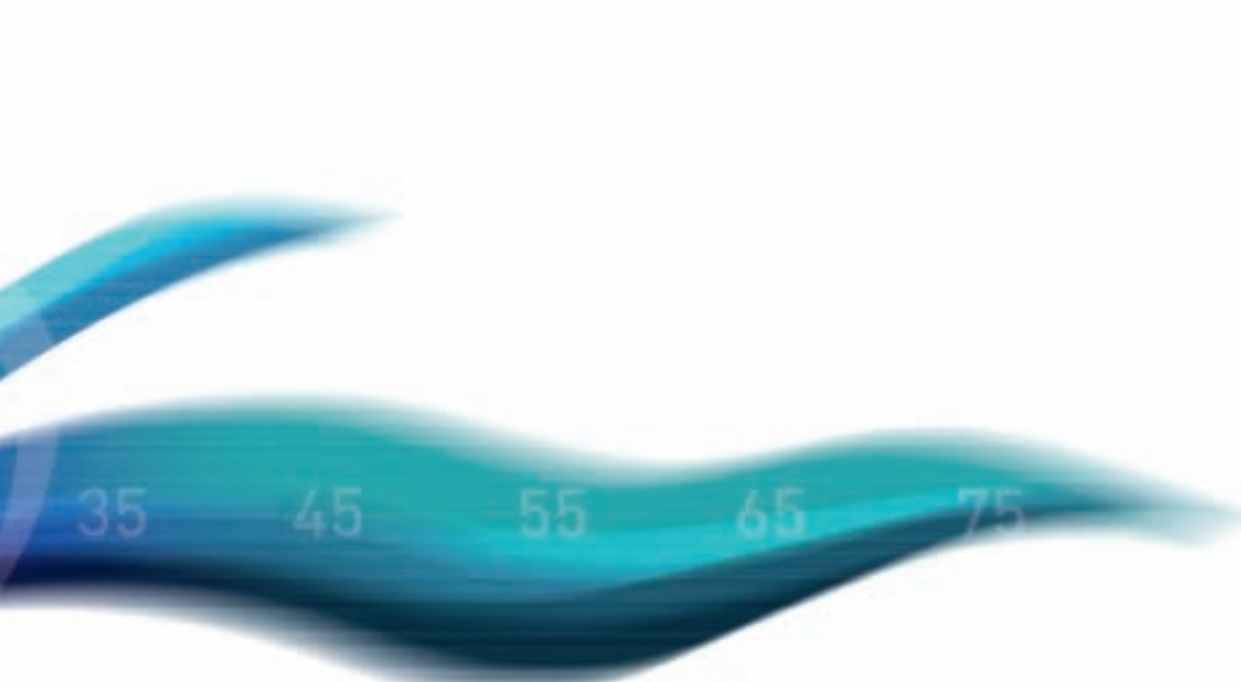


EASY SOFTWARE
SOFTWARE FOR DOCUMENTS

EASY ENTERPRISE

DOCUMENT AND ARCHIVE SERVER

Solutions	ERP	Mail/ Groupware	Portal	Microsoft Office	File Server Archiving
<ul style="list-style-type: none"> • Incoming invoice <ul style="list-style-type: none"> - EASY INVOICE for mySAP - EASY INVOICE for Microsoft Dynamics NAV • CRM <ul style="list-style-type: none"> - EASY RELATIONS • Contract management <ul style="list-style-type: none"> - EASY CONTRACT 	<ul style="list-style-type: none"> • SAP <ul style="list-style-type: none"> - EASY for mySAP • Navision <ul style="list-style-type: none"> - EASY for NAVISION 	<ul style="list-style-type: none"> • Microsoft Exchange <ul style="list-style-type: none"> - EASY xBASE • Lotus Notes <ul style="list-style-type: none"> - EASY NOTES 	<ul style="list-style-type: none"> • SharePoint <ul style="list-style-type: none"> - EASY xSHARE • SAP Portal <ul style="list-style-type: none"> - EASY for SAP Enterprise Portal • EASY Portal <ul style="list-style-type: none"> - EASY LOGISTICS CENTER 	<ul style="list-style-type: none"> • EASYiDOX JUMP! <ul style="list-style-type: none"> - Client including latest Microsoft technology • EASYiDOX OFFICE <ul style="list-style-type: none"> - Working from your familiar Microsoft Office 2007 environment: storing, searching; working with workflows 	<ul style="list-style-type: none"> • Transparent file server archiving <ul style="list-style-type: none"> - EASY xSTORE



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A methodical document management system.

The ECM challenge.

According to the current definition of the industry association AIIM International, ECM (Enterprise Content Management) includes the technologies for capturing, managing, saving, storing and providing content and documents to support organizational processes. In everyday business, ECM systems are gaining in significance. Thus, a document management system (DMS) has become indispensable for mid-size businesses and large corporations. This document management system must be able to meet the toughest requirements – of course, it must be able to integrate seamlessly with existing hardware and software solutions.

Trust this ECM market leader.

Since 1990 EASY SOFTWARE has been designing and developing innovative solutions for electronic document and data archiving as well as document and content management. Our successful EASY ENTERPRISE product suite helped us become the market leader* in Germany. EASY ENTERPRISE is deployed in more than 8,700 enterprises throughout the world. That's why our motto is "We save time!"

*Source: VOI (Verband Organisations- und Informationssysteme e.V.) market survey, of 2003 and follow-up survey of 2007.

Precision, stability, flexibility.

PRECISION: EASY software acquires any type of bulk data and/or organizing document flow, ensuring revision-proof long-term archiving and guaranteeing information and content availability across your organization. **STABILITY:** By close cooperation with the most renowned IT corporations (e.g. Microsoft and SAP), EASY SOFTWARE's document management solutions interact with all standard operating systems, environments and file formats. This enables integration into existing corporate systems without any harmful surprises. Deeply nested integration into these systems ensures secure and convenient operation. **FLEXIBILITY:** Thanks to its modular structure, EASY ENTERPRISE can be customized to any requirement. It can be used flexibly – from departmental to global enterprise solutions.

EASY ENTERPRISE.

The EASY ENTERPRISE document and archive server is the core of the EASY document management system. It is available in two different versions: EASY ENTERPRISE.i (Windows-based) or EASY ENTERPRISE.x (cross-platform).

EASY ENTERPRISE.i.

EASY ENTERPRISE.i is one of the most established DMS platforms in the market, the document and archive server provides the basis for extensive management of documents and absolutely (revision-proof) secure archiving. Permanent update/optimizing features help prepare it perfectly to meet all basic requirements and conditions.

EASY ENTERPRISE.x.

EASY ENTERPRISE.x is the next software generation of EASY ARCHIVE/DMS servers. Delivering exceptional functionality, this new product is a truly scalable, platform-independent solution that offers load-balancing and high availability. EASY ENTERPRISE.x ARCHIVE/DMS servers support Windows platforms, Linux, and other UNIX platforms, and has been designed with minimal administration demands in mind. EASY ENTERPRISE.x has been built to handle huge amounts of documents.

EASY ENTERPRISE.+.

EASY ENTERPRISE.+ additionally provides a variety of optional applications that add to the EASY ENTERPRISE server's performance, upgrading it to meet specific requirements (e.g. EASY for mySAP for ERP system linkage) and specific tasks (e.g. EASY INVOICE for an extensive solution for processing invoices).

EASY SOLUTION PACKAGES.

As well as our standard product range, EASY SOFTWARE also provides special EASY SOLUTION PACKAGES together with its partners. These packages are problem solutions, based on EASY base technology and extended with partner functionality.

Our product portfolio.

In this catalog we would like to introduce our product suite. You'll find a variety of solutions for different archiving and document management tasks. The products can be combined to guarantee a complete solution tailored to meet exactly your preferences and requirements.

The market-leading ECM solution.

Success in business through DMS. Optimum flexibility.

Having accurate, relevant information at hand is crucial for timely decision-making, whether your business is a small, local operation or a national or global corporation. Using technology as a tool to facilitate the “business of doing business” allows you to gain a competitive edge by being responsive and customer-oriented, by developing an enhanced total customer experience, by raising the bar across all aspects of your business.

Organizing the flood of documents.

EASY ENTERPRISE.x acquires any type of bulk data – no matter whether in electronic or in paper form – organizing document flow, ensuring revision-proof, long-term archiving and guaranteeing information and content availability across your organization. Massive improvements in business efficiency are realized through fast access to information to make business decisions, to service customers, and to perform business roles – all by removing the need for tedious searches through mountains of paper.

Our software is easy-to-use and intuitive, it simply and reliably integrates with any existing IT environment and is customizable to meet each user’s individual requirements. EASY ENTERPRISE is based on state-of-the-art database and Web technologies; it is a truly scalable software for businesses of all sizes, and can handle any data volume. As your requirements evolve and your organization expands, you can rest assured that your investment in EASY ENTERPRISE can meet those shifting demands. From an initial implementation of EASY ENTERPRISE.i, a “Cross Grade” to EASY ENTERPRISE.x can be made simply and conveniently to take advantage of additional functionality at your own pace.

An archiving solution to meet all requirements for your organization.

EASY ARCHIVE, the market-established electronic archive system for convenient and revision-proof storage of documents of all types, is the core of the EASY

ENTERPRISE DMS/Archive server. Users especially favor its fast full text retrieval function. In addition, EASY ENTERPRISE meets the legal requirements for archiving business documents and records, and can be linked to the most commonly used ERP systems such as SAP, or groupware such as Microsoft Exchange and Lotus Notes.

Time-saving and cost-effective long-term archiving.

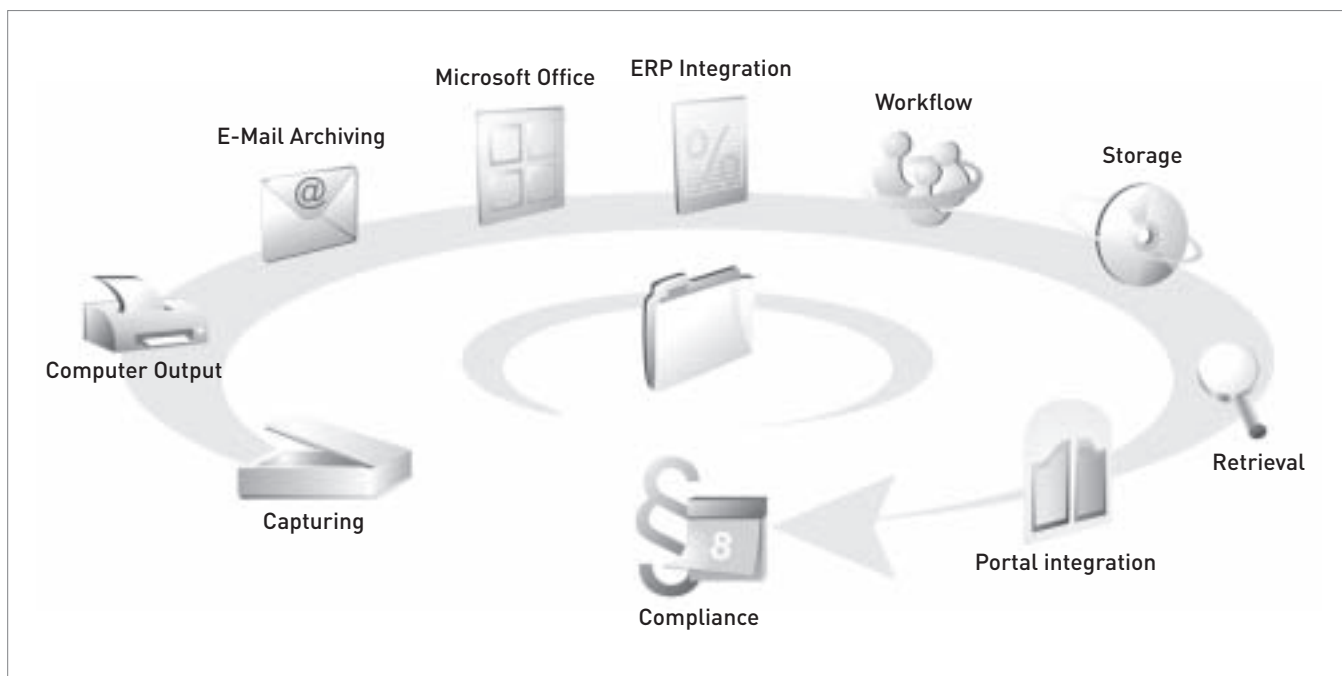
It’s the nature of business: Corporations, organizations and businesses of all sizes rely on the ability to retrieve information quickly and efficiently in order to make timely and accurate business decisions, service customers more effectively, improve communications internally and externally, and so develop a real competitive edge. Coupled with any legal requirement to store such documents and information, some-times for years, and it’s clear that a paper-based, filing cabinet solution just isn’t going to cut it – particularly when you consider the sheer volume of documents flowing through even a

modest business in today's workplace. It's not just the paper copies that we need to be concerned with. What about the tens of thousands of electronic documents also winging their way around your company? Finding the right documents – letters, presentations, technical diagrams, contracts, marketing collateral – presents the same challenges here as having to dig

through mountains of paper. The solution is EASY ENTERPRISE, the market-established powerful electronic archive system which ensures revision-proof long-term archiving of all documents; it reduces your business costs and enhances productivity.

Retrieval in mere seconds.

Simple yet powerful search and retrieval capabilities remove the need to dig through paper mountains or search local and network drives. A hit list of matching results – based on either index information or full text search – is presented to the user who can then forward the documents via e-mail and fax, add electronic notes, or simply take sections of the document for inclusion in the current document.



All corporate data and documents in a single, centralized system

Working from your native environment.


You need not, however, lose access to the business information held in these paper documents to save money, because EASY ENTERPRISE replicates them in electronic format, allowing subsequent disposal of the bulky originals and saving money on costly real estate. The retrieval function, file editor, and the convenient Scanner Remote Control have been integrated into a single interface. Individual documents are organized in separate file trays.

Displaying more than 200 file formats.

EASY ENTERPRISE saves documents and data of any type. Its integrated data file viewer enables you to display more than 200 file formats such as graphics, text, spreadsheets, or CAD, even if you don't have the corresponding programs installed on your system.

Revision-proof and in compliance with legal requirements.

No more worries about audits: Revision security through long-term archiving via EASY ARCHIVE in accordance with the "Basic Regulations for DP-supported Accounting Systems" (GoBS) has been confirmed and certified by experts. Any alteration to or manipulation with archived documents and records is precluded; all relevant system activities are logged. EASY ENTERPRISE supports various types of data media, including specifically WORM technology, which is particularly suitable for long-term archiving. Using additional modules, EASY ENTERPRISE is capable of processing data from ERP systems in compliance with the German Federal audit software IDEA and the Fiscal Code.

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- A photograph of a young man with short dark hair and a light beard, wearing a light blue button-down shirt. He is leaning forward, resting his arms on a wooden surface, and smiling warmly at the camera. He is holding a pair of glasses in his hands. The background is bright and out of focus.
- Capturing bulk data and individual documents of all types
 - Quickly retrieving relevant information for decision-making processes
 - Ease of use, and working in your native environment
 - Trouble-free, revision-proof and legally compliant long-term archiving
 - Displaying more than 200 file formats

The server to meet all basic requirements.

Everything you need for document management.

The EASY ENTERPRISE.i DMS/Archive Server provides all options for efficient, secure, and extensive document management, requiring the Microsoft Windows operating system for all archive components. But, as already mentioned, you can “upgrade” from EASY ENTERPRISE.i to EASY ENTERPRISE.x without difficulty, when required.

Including flexibility.

The basic EASY ENTERPRISE.i the EASY ENTERPRISE Server. Add to that, though, specific features and various extensions allowing you to customize the server’s function scope perfectly to match your individual requirements. And, of course, we would also like to provide information about the new features of the current EASY ENTERPRISE.i version.

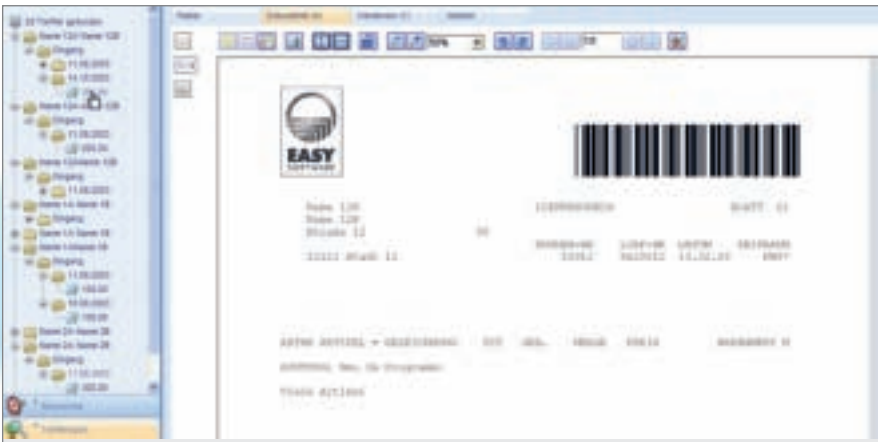
New features for EASY ENTERPRISE.i 3.51.

Overview of some of the changes:

- Improved installation routine
- Enhanced XML Server functions
- Logon speed optimizations
- Adjustments to the Scanner Remote Control
- Hierarchical hit list in the EASY WEB client
- Update to Tomcat 5.0.28
- Parameter extension of Quick View components
- Ergonomic improvements in the gallery view
- Archive report also optionally without text fields

The archive Web client.

Of course, the new archive Web client also provides some new functions such as linking files and documents or search/retrieval and storage using hierarchical structures. Documents can be displayed in a context-related manner for particular projects and topics, and be managed easily.



Hierarchical display of hits in the archive Web client

Highlight: Complete client integration into the ELC.

Our customers more often than not select the EASY ENTERPRISE.i archive solution in combination with DOCUMENTS Workflow. With its extended EASY ENTERPRISE.i and EASY DOCUMENTS integration, EASY responds to various customer requirements. It enables searching/retrieving live and archived documents from a single interface. Complete client integration into the EASY LOGISTICS CENTER (ELC) allows users to switch between processing and archive search/retrieval in a single interface with a single click – even from their corporate Web portal.

Simply automatic – EASY AUTOMATION.

Designed and built exclusively for EASY ENTERPRISE.i, the EASY AUTOMATION 3.50 tool is used to control and monitor all server processes regarding archiving, creating singular transparency. Powerful workflow processes including time, copy, import, COLD, or mail events are stored in XML file format, simply predefined, and loaded to the customer's system. For example, EASY AUTOMATION can be used to automate data backup or data transfer, launch scheduled archiving batch jobs or monitor program runs. EASY AUTOMATION jobs can be configured in such a manner that any task will be performed once the predefined events occur. Individual processes can be linked with control objects providing versatile functions for automated system operation. AUTOMATION allows the administrator to pre-check EASY AUTOMATION jobs in offline mode, and to position them with any breakpoints interrupting the process

at a particular point, and to obtain an overview of the current state of output items or values. Arranging freely definable folder farms where different EASY AUTOMATION jobs are well organized ensures administration is clean and well organized at any time; various tasks can be graphically assembled, configured and conveniently linked to each other.

- Seamless upgrade from EASY ENTERPRISE.i to EASY ENTERPRISE.x
- Flexible adjustment to specific requirements
- Enhanced and extended functions in the newest version
- Simple document management using the archive Web client
- Switching between transactions and archive search via a single click, due to client integration
- Automation of various processes using EASY AUTOMATION

Component versions for any requirement.

Basic server – including additional features.

EASY ENTERPRISE.i comes in different component versions: It can be perfectly customized to your specific requirements. Its entry-level configuration already contains various modules extending its basic functions making the archive even more useful and flexible.

EASY COLD automatically archives print spool files and stores them in the electronic archive. It separates the documents, extracting index fields and full text at high speed with total accuracy.

The **EASY WINCOLD** module performs a similar function for any Windows applications. It appears as a separate archive printer under Windows, and can store TIFF or PDF documents in EASY ENTERPRISE – or be linked directly to the EASY LOGISTICS CENTER, using its own printer driver.

EASY OFFICE INTEGRATION Data files from Microsoft Office in EASY ENTERPRISE.i or the EASY LOGISTICS CENTER via EASY OFFICE INTEGRATION using Microsoft macros. The XML Server is used as a link to EASY ARCHIVE; with minimal client installation, macros can be used easily.

Using **EASY CD/DVDquery**, entire archives or selected archive documents are written to a CD along with the retrieval software. Thus a self-running archive that can be searched on any PC or notebook is created – an optimal device for sales representatives and branch offices.

EASY FLEXIsearch is offered as an additional optional module for the File Manager that allows convenient multilingual search in your documents: If, for instance, the user is searching for the English word “apartment,” hits from documents in other languages with their equivalent terms such as “Wohnung” or “appartement” are displayed on request. In addition, synonyms can be searched for in multiple languages. You can also create your own extendable dictionaries.

**ADVANCED and CORPORATE
Server: More storage options.**

EASY EXPORT and EASY REPORT round off the basic EASY ENTERPRISE.i suite. Search results and archive data can be exported via EASY EXPORT in truly definable form, or reprocessed for hard copy output via EASY REPORT. Using a forms generator, index field contents and archived documents can be customized to the respective format of the printer or be output as a PDF file.

These module packages support optical disks. EASY TRANSFER transfers and manages extensive archives on optical disks (such as WORM-MO) – safe, fast and simple. EASY JUKE-BOX integrates disk changers of any size into the archive system. For fast online access, data is fully or partially mirrored to fast hard disk systems via EASY ONLINE. The CORPORATE server provides archiving in the SAP, Lotus Notes and Microsoft Exchange Server environments because it allows integrating the required modules.

- A wide variety of component versions, all perfectly tailored to specific requirements
- Large range of modules, basic versions available
- Extensive optical disk support via the ADVANCED Server
- The CORPORATE Server provides linkage to SAP, Lotus Notes/ Domino and Microsoft Exchange Server

The powerful DMS/Archive server.

The next generation.

The EASY ENTERPRISE.x document and archive server represents the next generation software of the EASY ENTERPRISE/DMS Server, based on state-of-the-art technology including lots of additional functions and benefits.

Almost unlimited freedom.

Designed and built from the ground up to meet the market's most demanding requirements, ENTERPRISE.x delivers exceptional functionality and is a truly scalable, platform-independent solution that offers load-balancing and high-availability. EASY ENTERPRISE.x DMS/Archive servers support Windows platforms, Linux, AIX, HP-UX and other UNIX platforms as well as IBM System i5*, and have been designed with minimal administration demands in mind. EASY ENTERPRISE.x has been built to handle modest volumes through to huge, production-volume archiving, document management and capturing – all coupled with convenient, fully functional Web-browser clients as well as the Java-based, omnicompatible EASYiDOX client.

*Available fall 2007

It's that EASY.

EASY ENTERPRISE.x is a standard product that sets new standards. It can be easily implemented and offers native, seamless integration in a number of application environments as well as a ready-to-use Web client. This provides powerful yet transparent use of EASY ENTERPRISE.x in performing the user's business functions.

Suitable for handling production-volume data.

EASY ENTERPRISE.x delivers convenience, functionality, and performance for all your archiving, document management and retrieval needs along with flexible configuration and powerful development interfaces.

Simple administration.

EASY ENTERPRISE.x administration is performed via a platform-independent Java client where configuration settings can be modified and transported across the EASY ENTERPRISE.x landscape regardless of physical server location. For example, moving from a test environment into production or propagating settings to remote servers.

- Lots of additional functions and benefits
- High-availability, true scalability and efficient load-balancing
- Cross-platform architecture
- Simple implementation, administration and operation
- Easily integrates with any existing IT environment
- Failover through intelligent clustering
- Extremely powerful
- Simple connection of applications

Optimum linkage of applications. Trouble-free “Cross Grade”.

EASY applications, e.g. EASY for mySAP, EASY for NAVISION, EASY NOTES, EASY xBASE, EASY CAPTURE, EASY COLD, and the EASY LOGISTICS CENTER or the AS/400 integration, can be seamlessly integrated into EASY ENTERPRISE. x. Other applications can simply be integrated via the EASY XML server. Using Web Services or a Java-Beans interface is also possible.

A “Cross Grade” from EASY ENTERPRISE.i to EASY ENTERPRISE.x Server technology is possible with little migration expenditure since EASY ENTERPRISE.x can access EASY ENTERPRISE.i archives in parallel and in a transparent manner. EASY ENTERPRISE.i Bridge is used to access legacy archives. These can also be accessed before and during the actual migration.



EASY applications can be perfectly linked to EASY ENTERPRISE.x

Choice is independence.

Doing the impossible.

In today's fast-paced work environments, staff are pushed to improve productivity, efficiency, and service. If they experience delays in viewing their data and performing their tasks, frustration and dissatisfaction quickly builds in the user community... and that grabs attention at the highest levels of the organization.

Independence through Java.

No worries. EASY ENTERPRISE.x meets the demands for exceptional retrieval speeds from users, regardless of the complexity of the search criteria or the volume of data in the archive. Remember, EASY ENTERPRISE.x has been built to handle modest volumes through to huge, production-volume archiving, retrieval, and document management demands and the performance of the solution is key to the success of its implementation.

Saving costs through Open Source.

Strict adherence to the J2EE standard (Java 2 Enterprise Edition) in development and architecture allow deployment of any J2EE compliant application servers. At EASY SOFTWARE, our expertise is in archiving, imaging, and document management so we provide in EASY ENTERPRISE.x the back-end cluster capabilities needed to meet the toughest demands allowing you to leverage other "best-of-breed" technologies for other aspects of the overall solution: database, storage systems, search engines, J2EE application servers, Web server, etc. Again, to maximize your choice and to leverage any previous investment, we ensure that both commercial market-leading products are supported (e.g. Oracle, Microsoft SQL server, IBM DB2*, etc.) as well as the corresponding, Open Source variant (such as MySQL, PostgreSQL, JBoss, Apache, etc.).

*Available fall 2007

Maximum failover through intelligent clustering.

Business processes are built on the ability for users to access information and documents at any time without restriction, regardless of the fact that the users themselves care little that they are working closely with a document management system. By design, there is no "single-point-of-failure" such as a dispatcher in the EASY ENTERPRISE.x environment. This allows for intelligent clustering capabilities that ensure maximum service availability through automatic failover delivered through a combination of EASY mechanisms and standard technologies such as Java 2 Enterprise Edition (J2EE).

Architecture that connects.

So, for example, when shutting down a server for maintenance purposes, or if a server becomes unavailable through a hardware or software problem, other EASY ENTERPRISE.x servers will automatically take over that server's tasks with no interruption or loss of service to the users.

Intelligent search functions.

The open source full text engine Apache Lucene enables searching in file contents. The iFinder product from IntraFind Software AG was integrated; it enables automatic creation of the basic form and separation of compound words. For instance, searches for the search term "house" also deliver all documents containing the words "house", "houses" and "housing". In this case, the hit list displays all documents containing "house" as a word component, regardless of whether this component appears at the beginning, in the middle or at the end of a word.

The Render Server will only return what you need.

Finding a document does not imply that the required information is instantly available. Large documents (imagine 50–200 pages) often need to be initially downloaded completely before the user has access to the required information. The EASY ENTERPRISE.x Web client includes an integrated Render Server. This allows you to view each document page by page via EASY ENTERPRISE.x without having to download the entire document: Only the pages you actually want to view will be transmitted. Standard types of image or Microsoft Office documents are displayed, and can be assigned (graphic) annotations. Original applications or viewers on the client machine are not necessary, significantly reducing data transfer traffic and providing only the information the user wants to see, when they want to see it.

New EASY ENTERPRISE.x features.

Additionally, the current EASY ENTERPRISE.x version can boast some enhanced and extended features. For example, ergonomics in administration was optimized; performance of LDAP linkage functions was improved. In addition, the single instance function allows reducing space requirements. This avoids multiple storage of identical attachments or files (e.g. Microsoft Word files). Archived data can be subsequently cleared for single storage.

- Cross-platform capability due to complete Java implementation
- Supports all market-leading products as well as open source versions
- Failover, also for subsystems, eliminating "bottlenecks" through state-of-the-art clustering
- Specific document transfer without time-consuming complete downloads via the Render Server
- Improvements, such as avoiding multiple storage of identical documents

Client solutions: Your client is our client.

Client variety through EASYiDOX.

EASY ENTERPRISE.x provides interaction of three smart client solutions: a browser-based Web client, a Rich client based on Java, and a Smart client based on .NET components for Microsoft Office products. The different clients are summarized under the term EASYiDOX.

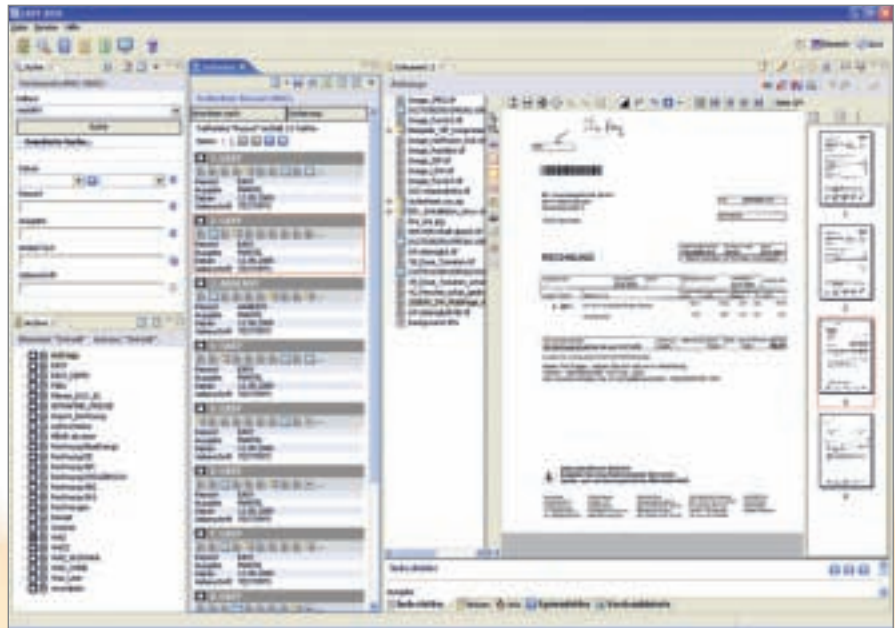
Linkage to your native applications.

An advantage of the client solutions is that users can access data from their native applications. For this, EASY provides standard modules for search/retrieval and display from SAP, SAP Enterprise Portal, Navision, Lotus Notes, Microsoft Outlook, SharePoint Portal Server and other established standard systems. Users need not exit their leading application; training and implementation expenses are minimized. The installation of any client components will not be required, where the existing infrastructure can allow. Ergonomic enhancements allow improved display within archives; attachments to be displayed can be selected direct from the hit list, and navigation in centrally managed file plans is now convenient and easy. Simple linking of documents via Drag & Drop and supporting scanners and digital cameras with TWAIN interfaces are also new features.

A Web client for minimum administrative effort.

The Web client is the standard user interface. It meets frequent demands for “Zero administration clients”, and provides the most functional and ergonomic Web client available on the market by persistently pursuing this approach. The Web client works completely in the browser; installation on the client machine is not necessary. Although active contents (Java Script) are provided for some convenient functions, they are never a prerequisite for standard operation. EASYiDOX WEB enables you to search and retrieve documents regardless of time and

location. The server-based Viewing Engine allows displaying Microsoft Office documents even on systems without an installed Microsoft Office suite.



EASYiDOX view

Homogeneity in legacy systems.

With its Java-based EASYiDOX archive client, EASY SOFTWARE provides another elegant and versatile tool for searching, displaying and editing archive data. The use of interface elements from respective operating systems within an application ensures the „look and feel“ of a native application without having to sacrifice platform independence. The EASYiDOX client runs on any platform. So legacy system environments need no longer be an impediment for cross-departmental and cross-enterprise cooperation.

You determine the functional scope.

The client base is provided by a framework that can be easily extended with various functions (plug-ins). Besides extensive retrieval functions, the EASYiDOX client provides a variety of advanced functions such as workflow, capturing or managing heterogeneous data pools. The client easily integrates with existing solutions. The ergonomic and flexible user interface enables users to quickly learn how to use EASYiDOX, making EASYiDOX a highly efficient tool.

Server independence.

The capability to manage archive data on a client without a connection to the EASY ENTERPRISE.x Server is a special new EASYiDOX feature. The required documents are retrieved from an archive, and transferred to the client complete with all data belonging to the respective document.

Perfect integration with Microsoft Office.

The EASYiDOX SMART client, which integrates profoundly with the Microsoft Office 2003 product environment providing extensive EASY ENTERPRISE retrieval functions from Microsoft Outlook, Word and Excel, rounds off the client offer. The user interface, which is deliberately modeled on the Microsoft Office and easy-to-use, allows you to make use of the advantages of a document management system without training.

- Three combined client solutions provide the greatest possible convenience
- This ensures access to all familiar applications
- The Web client works exclusively in the browser, making client PC installation unnecessary
- Perfect integration into legacy system environments
- Archive data can also be managed on a client without connection to the EASY ENTERPRISE.x Server
- Optimal integration into the MS Office environment

The ECM client for a new age.

Ready for Microsoft Windows Vista.

With the release of the new Microsoft Windows Vista system, EASY SOFTWARE is also heading towards a new age of client technology development. EASYiDOX JUMP! is the first milestone for a state-of-the-art generation of future ECM applications based on the most current Microsoft technologies. The new ergonomic retrieval client for EASY ENTERPRISE archive systems includes an especially innovative and intuitive user interface.

Intuitive and clearly organized.

The new ergonomic retrieval client for EASY ENTERPRISE archive systems includes an especially innovative and intuitive user interface. It enables fast and accurate access to searched-for information to any EASY ENTERPRISE user. Only those functions currently needed are shown to simplify the user interface. This provides the maximum space for displaying documents. The new innovative 3D view displays multiple document pages at the same time, allowing particularly fast visual grasping and differentiation of contents.

A perfectly customized interface.

The Windows Presentation Foundation of the Microsoft .NET Framework 3.0, which provides new innovative and particularly fast options to display scanned records, is for the user interface. Free scaling options for interface elements using zoom sliders allow perfect customizing of the user interface for their requirements. Many controls will only be shown when rolling over with the mouse. This makes them always available without having them constantly present and confusing the user.

Permanent availability of the search/retrieval function.

The new Microsoft Windows Vista Sidebar is a crucial factor in the operating system's appearance. Sidebar allows storing mini-programs, so-called "gadgets". EASY-iDOX JUMP! includes a gadget that makes the search/retrieval option permanently available. Of course, the user can use multiple EASY-iDOX JUMP! gadgets at the same time and configure them accordingly to enable searches in different archives. The new client presents the search results in mere seconds.



Clear and easy operation helps deliver quick search results

- Perfect integration into Microsoft Windows Vista
- Intuitive and easy operation
- Providing a clear overview by hiding functions not required
- Extremely fast document display
- Integration into Microsoft Windows Vista Sidebar

Native workflows for Microsoft Office documents.

From the Microsoft Office 2007 user's point of view, EASY workflow initiation does not differ from saving documents to a document library. Microsoft Office SharePoint Server 2007 provides native workflows for triggering EASY workflows, eliminating the need for launching a specific workflow client and creating new documents for business processes. EASY workflows can be bound to document content types, enabling initiation of different EASY workflows through selection via the Document Information Panel of the Microsoft Office 2007 applications. A link to an EASY workflow document in the document library allows direct access to documents from Microsoft Office SharePoint Server 2007.

Microsoft Outlook 2007, the new EASY workflow center.

This deep and seamless integration of the EASY workflow client additionally underlines the significance of Microsoft Outlook 2007 as a communications and information center for your organization's employees. The entire EASY DOCUMENTS folder structure has been integrated into the Microsoft Outlook 2007 folder structure. EASY folder contents are displayed in the Microsoft Outlook 2007 user interface, allowing direct access to all your relevant tasks and to information on specific business transactions.

- Extending Microsoft Office 2007 with all relevant ECM functions
- Archiving, searching and initiating workflows directly from Microsoft Word, Excel and PowerPoint
- Ease of use, clear structure and revision-proof archiving
- Predefined workflows to simplify work
- Microsoft Outlook can be used as the communication and information center for EASY workflows

Compliance: Legal security worldwide.

International standards are the standard.

The age of globalization and worldwide competition requires DMS solutions that satisfy a variety of compliance requirements and meet national and international legal requirements and standards for long-term, revision-proof archiving of all types of documents. EASY ENTERPRISE provides the user with a powerful complete solution that meets and satisfies many international standards.

Meeting global legal standards.

With EASY ENTERPRISE.x, EASY SOFTWARE provides a document and archive server satisfying the highest standards. EASY ENTERPRISE.x is deployed in corporations with international operations in distributed locations. It fully and completely meets the basic requirements for revision-proof archive systems. EASY ENTERPRISE captures entire documents, adding search terms. The complete data is then reliably stored in a revision-proof manner for the entire retention period. Authorized users can retrieve, read and print those documents at any time. Once the retention period has expired, these documents can be safely deleted. The essential system processes are logged, so they can be traced at any time, years later. This makes archived documents very reliable, giving them a great value when producing evidence in court.

I protest, Your Honor!

However, each local territory has its own individual legislations. For example, it is frequently imperative that data be saved to make it traceable, including which data was saved by which user at which time, while on other occasions capturing and saving such user-sensitive data is expressly prohibited for data protection reasons. That's why EASY ENTERPRISE.x is flexible, providing the necessary functions that can be activated and adjusted to the circumstances.

Different countries – different document classes.

The implementation of document classes in EASY ENTERPRISE.x supports all these various requirements such that the "Incoming invoices USA" document class meets U.S. requirements, separate to requirements in other regions. A definition can be made as to whether documents must be electronically signed in com-

pliance with the law, and which filing plan is to apply to these documents. Although the “Incoming invoices Germany” document class is of an entirely different content structure, a retention period is also defined or determined here, and whether to apply the rule of electronic signature. In this case, German requirements are met.

Always up to date.

Different defaults are applied via providers. Signature providers for “German” and “American” signatures are available, for example. Basically, both providers serve the same purpose, i.e. signing a document in compliance with legal and procedural requirements. The law is put into practice by the

providers, so possible changes to procedure and legislation are simply replicated without requiring a new installation.

Open to all storage systems, and future hardware.

Different industries and regions require different storage media for archiving. The unique EASY ENTERPRISE.x architecture provides options to meet all types of legal requirements still retaining its standard product feature. The storage systems are connected via storage providers. The suitable storage providers are available as native components for standard storage media such as hard disks, CD, DVD, visual MO and UDO WORMs as well as key integra-

ted storage systems such as IBM TotalStorage DR550, ECM Centera or NetApp. New storage providers can be created for future systems or very specific storage systems at low expenditure without interfering with the core system. This ensures that EASY ENTERPRISE.x will always support the current storage systems, and provides strong investment protection.

- Legal, revision- and tamper-proof archiving in compliance with national and international provisions and standards
- Extensive support for both archiving processes and secure deletion of data after expiration of the retention period
- Logs make processes traceable, even after the retention period expires
- Functions can be easily customized to any industry- and country-specific requirements
- Document classes ensure automatic implementation of the respective legal requirements
- Supporting all traditional storage systems
- Open to future storage technologies

Innovative system architecture – details.

Always using state-of-the-art technology.

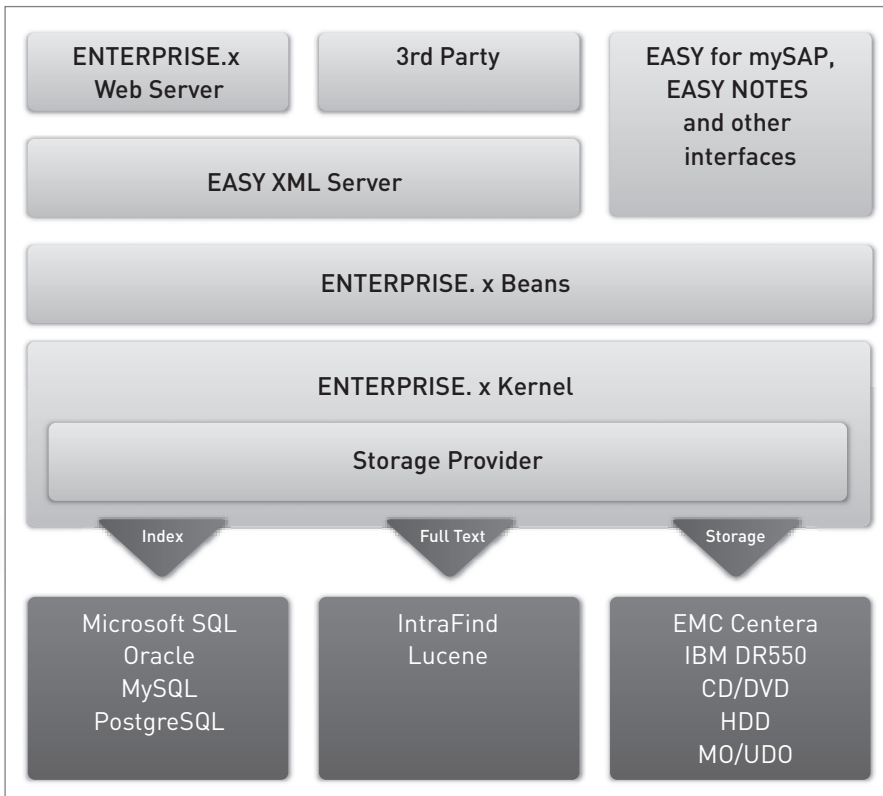
Built on J2EE specifications, EASY ENTERPRISE.x consists of three system tiers: ENTERPRISE.x Kernel, ENTERPRISE.x Beans and ENTERPRISE.x Web server. ENTERPRISE.x Kernel includes the essential ENTERPRISE.x server components for storing and archiving any documents and data. ENTERPRISE.x Web server is the actual user interface. ENTERPRISE.x Beans connect both Kernel and Web server levels.

Three steps to success.

An essential feature of EASY ENTERPRISE.x architecture is that clustering can be used at all levels and independently of each other. Depending on the requirements and system environment, multiple ENTERPRISE.x Web servers, ENTERPRISE.x Beans servers or ENTERPRISE.x Kernel servers can be implemented.

The combined advantages of SQL and the full text engine.

When searching for information, users don't care if it is held in relational databases or a full text database – they just want to find their information. For the first time, EASY ENTERPRISE.x links all the advantages of SQL and full text databases via a new concept of storage providers. Each query is intelligently routed to the corresponding ideal database via the specially designed EASY Query Language (EQL) tool; search results are in turn displayed in a common hit list. In larger installations, cluster functions ensure that the speed rate remains the same regardless of the number of users or the data volume.



Various interfaces for countless solution options.

The EASY ENTERPRISE.x design and architecture has allowed for applications from the EASY ENTERPRISE.+ suite to be quickly integrated into the product portfolio. Delivering powerful and compelling solutions for SAP, MSB Navision, Lotus Notes, Microsoft Exchange, and for AS/400 environments, the additional benefits of imaging through EASY CAPTURE and workflow through the EASY LOGISTICS CENTER combine to present a genuine enterprise solution. Legacy applications, desktop applications and many other application environments can be integrated with EASY ENTERPRISE.x using APIs or, more simply, through the EASY XML Server.

XML for freedom XXL size.

EASY ENTERPRISE.x provides a variety of interfaces for third-party application integration. The ENTERPRISE.x JAVA API is the programming interface between ENTERPRISE.x Beans and the top tiers. In addition to the ENTERPRISE.x Web server, the EASY SOFTWARE's SAP interface, for example, is directly based on JAVA API. So this allows developing not just EASY applications but also third-party solutions and customer-specific project solutions based on this interface. Alternatively, the EASY XML server can also be used for EASY ENTERPRISE.x integration. The XML server in turn is, of course, based on JAVA API. Although JAVA API is platform-independent, though it requires the use of JAVA, linkage via the

programming-language-independent; communication simply takes place via the HTTP protocol.

Seamless upgrade.

Since both EASY ENTERPRISE.x and EASY ENTERPRISE.i include an XML server with compatible functions, they offer a variety of advantages: For instance, linked applications can only support both variants when changing the background server. Server technology conversion is transparent to the user. The same applications (e.g. EASY for NAVISION or EASY DOCUMENTS) are used. EASY ENTERPRISE.i data can be accessed without trouble from EASY ENTERPRISE.x. So the EASY user using EASY ENTERPRISE.i today can seamlessly migrate to EASY ENTERPRISE.x at a future point in time when requirements have increased (e.g. cross-platform and location clustering) without leaving the EASY ENTERPRISE environment.

- Simple and flexible integration of new solutions/technologies via the EASY ENTERPRISE.x Beans layer
- Combined benefits of SQL and full text databases
- Intelligent clustering ensures consistent speed
- Intelligent search functions taking different word versions and components into account
- Various interfaces for linking individual solutions and applications
- Seamless upgrade from EASY ENTERPRISE.i to EASY ENTERPRISE.x

EASY CAPTURE:

The perfect document capturing tool.

Capturing electronic and hard copy documents.

EASY CAPTURE is a high-performance scanner solution for bulk data acquisition of paper documents. It offers a variety of functions for capturing documents manually, semi-automatically and fully automatically. EASY CAPTURE processes Word and Excel files, and any other type of electronic documents. Moreover, EASY CAPTURE is a perfect tool for increasing electronic document transfer, providing the basic requirements for further processing of contemporary, efficient document management.

The perfect organization for huge data volumes.

As usual, companies still receive most documents such as delivery notes, invoices, reminders, contracts, and color brochures as hard copies. Using high-performance scanners in batch operation, EASY CAPTURE digitizes production-level volumes of documents, storing them logically in electronic workboxes and topic-related document stacks. The user will then bind document pages electronically assigning documents index terms via which they can later be retrieved. Indexing is conveniently carried out via customized input masks; selection lists and validity checks guarantee error-free input. The Autoindex function is particularly convenient: For instance, the person entering the data for incoming invoices types only the supplier's name; CAPTURE then searches for the complete master data such as supplier number or address in a database, automatically feeding these specifications to the input mask.

Working from the comfort of your standalone workstation.

In an equally convenient manner, EASY CAPTURE supports ad hoc scanning on the user's workstation. All scanner functions are controlled by the Scanner Remote Control, which also supports advanced technologies such as "Virtual Rescan," allowing purely electronic image correction without physical rescanning.

Fully automatic indexing.

Users maximize their time by indexing scanned records fully automatically in batch operation via OCR, ICR or BARCODE. For this, EASY CAPTURE provides the EASY RECOGNITION additional modules. EASY CAPTURE adds master data to records via auto-index, even in batch operation. Time-consuming and error-prone manual indexing of every document becomes obsolete; a single scan operator monitoring the process and intervening manually only in exceptional cases is enough.

State-of-the-art recognition software.

EASY CAPTURE uses state-of-the-art software as OCR or barcode engines, such as the applications from Pegasus Imaging Corporation, which are capable of checking and reading handwritten notes in addition to text and (2D) barcode.

ABBYY on board.

ABBYY FineReader Version 7.1, which has been integrated as a recognition module, also guarantees enhanced quality and performance for OCR and barcode recognition. FineReader, which has been integrated into EASY CAPTURE by default, recognizes text and barcodes on scanned documents in various formats (TIFF, JPEG, LDF); in addition, the user can select from multiple barcode engines. In addition to this clear quality improvement in text recognition, block capitals on forms, dot matrix, and a variety of other languages are supported.

- High-performance scanner solution for capturing bulk data from hard copy documents
- Manual, semi-automatic and fully automatic capturing of documents
- Digitization in batch operation, and convenient indexing
- Manual or automatic indexing
- State-of-the-art recognition software that even processes handwritten notes
- Perfect OCR and barcode recognition due to ABBYY FineReader

Trouble-free conversion to RTF and PDF formats.

Copying accurate text layout to scanned pages in processed RTF or PDF file format is a special highlight feature. In addition to scanned documents, users can store RTF or PDF files that are identical to the template in the archive, making them automatically available to full text search.

Greatest accuracy through Barcode voting.

To obtain better accuracy for text recognition, the additional option for synchronizing different recognition modules in EASY CAPTURE has been integrated through Barcode Voting: Barcodes are read by various engines, and the recognized results are compared with each other. If these results do not match, the user can manually select one of the results and correct it, or automatically defer results that do not match.

High quality and color compression.

Today, the bulk of incoming mail such as business letters, prospectuses, or invoices contain color elements. Images, color diagrams or logos or colored text – using the EASY COLOR DOC additional module for EASY CAPTURE, the path is clear for digitization and OCR recognition of color documents. EASY COLOR DOC uses state-of-the-art Wavelet technology: LuraDocument and Lurawave are procedures for document compression guaranteeing both legibility as well as visual quality and color or image areas – and all this at superior compression rates and without loss of quality.



The new EASY CAPTURE version comes with a modern and clear design

EASY IQ Classify enables you to get there.

Multiple page faxes, e-mails, scanned invoices, delivery notes, prospectuses, or the ubiquitous miscellany of daily mail together represent a typical heterogeneous document stack that should be put in order. Various departments, different recipients – the faster your mail reaches its destination, the faster it can be processed. Recognizing documents and specifically forwarding them is the purpose of EASY IQ Classify.

A reliable, adaptive, and effective tool.

As an additional module to EASY CAPTURE, and as its name suggests, EASY IQ Classify classifies entered texts and documents fully automatically, sorting them to predefined document stacks and mailboxes. During this process, new document classes are quickly identified and registered, continually building an extensive reference library that embraces further intelligent classification and specific sorting – that's digital genius.

Automatically forwarded to the correct address.

Documents that have been recognized are automatically indexed and forwarded directly to the relevant user or department via the EASY LOGISTICS CENTER or a workflow or mail system upon classification: Invoices go to Accounting, résumés go to the Personnel Manager, and orders go to Order Processing. Within these individual departments, IQ Classify is able to perform further assignments to individual users. So everybody receives the documents they should – the fast and accurate way.

- Copying texts accurately to create native RTF or PDF files
- Reliable barcode recognition through using and synchronizing multiple engines
- High quality and compression of color documents using EASY COLOR doc
- Automatic Inbox sorting through EASY IQ classify, including automatic forwarding of and performing defined workflows

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.

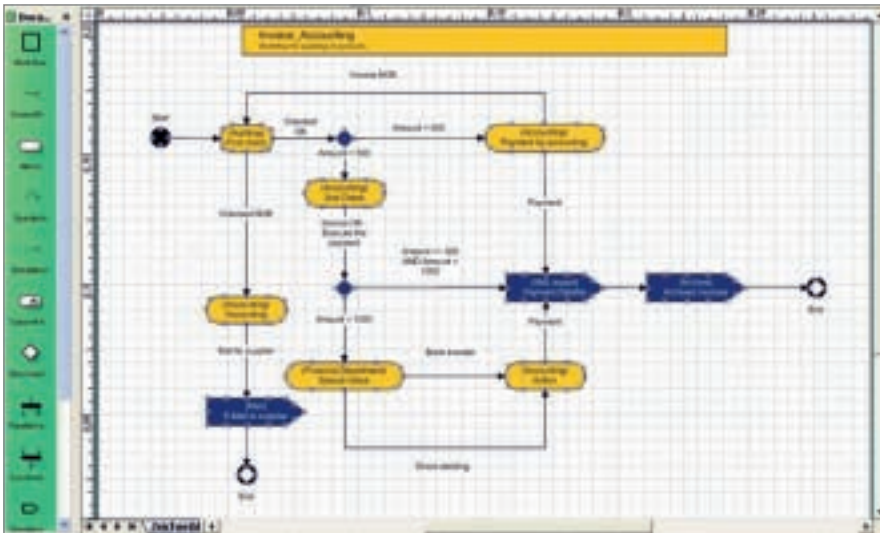
Perfect workflow—completely adjustable.

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

EASY SOLUTION PACKAGES— powered by DOCUMENTS.

Supporting contract management and CRM.

The EASY SOLUTION PACKAGES allow extension of EASY DOCUMENTS functional versatility: For example, EASY CONTRACT supports users in contract management, while EASY RELATIONS provides aids for Customer Relationship Management (CRM). Both EASY SOLUTION PACKAGES were designed and developed in association with otris software AG. They are Web-based, cross-platform packages that are open to other systems. Browser operation is intu-

itive and self-explanatory. Through DMS linkage the EASY SOLUTION PACKAGES also provide the typical EASY search/retrieval and archive functions.

EASY CONTRACT: Automate your contract management.

EASY CONTRACT makes managing and processing contracts faster, more efficient and more reliable. Information and attachments are fully and uniformly available to

all authorized users. Deadlines, notices or extensions are automatically monitored. Delegating tasks and an absence management function ensure proper contract processing at any time. Detailed read and write permissions protect from improper use of confidential contract documents.

From requests to contracts in an instant.

EASY CONTRACT provides standardized templates, e.g. for hiring, sales and service contracts. The cross-team document management function, for example, ensures speed during versioning, checking in and out as well as for ad hoc sending. In addition, EASY CONTRACT ensures compliance of defined authorization workflows across locations, minimizing delays usually involved with such processes.



Process diagram: EASY CONTRACT

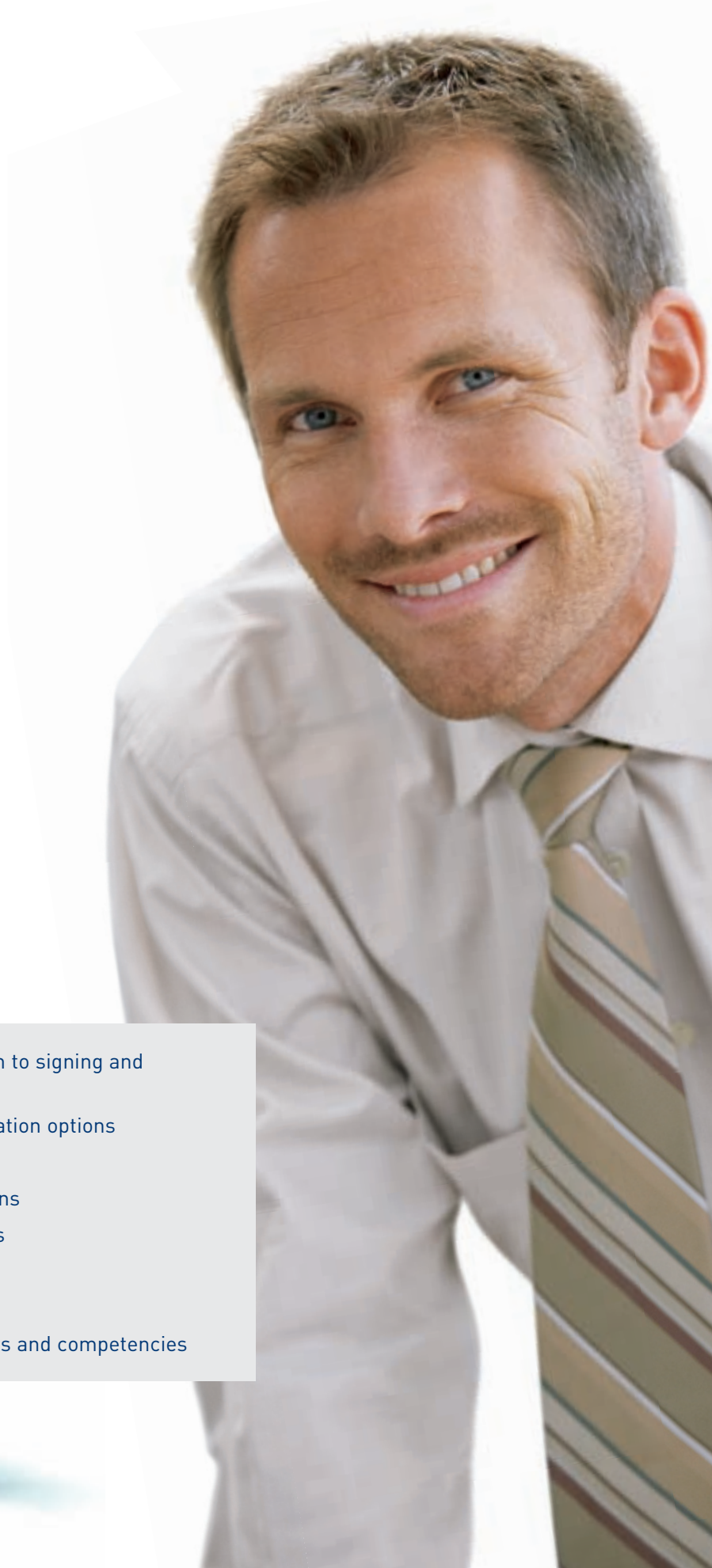
Automatically monitor payment deadlines.

The tool used for checking EASY CONTRACT deadlines allows allocating multiple deadlines including pre-deadlines for any contract. The deadlines are monitored and, once expired, a multi-level escalation procedure is triggered. Absence management functions can be additionally defined for your employees' absence.

Reliable liquidity planning.

EASY CONTRACT additionally provides effective instruments for valid liquidity planning. For instance, it lets you create multiple payment plans per contract. EASY CONTRACT differentiates between budget and target figures, providing aggregated evaluations of payment plans for several contracts and types of contract.

- Supporting all phases from creation through to signing and storing contracts
- Monitoring contract periods including escalation options
- Uniform deadline calendar for all contracts
- Compliance with cancellations and extensions
- Security for confidential contract documents
- Overview of contract costs and revenues
- Detailed information on contract partners
- Replicating corporate structures, hierarchies and competencies



EASY RELATIONS: For promoting profitable customer relations.

Find, commit and recover your valued customers: EASY RELATIONS supports the Marketing, Sales and Service departments in these tasks not just through its complete and uniform reproduction of all customer histories, it additionally provides effective tools. For example, for planning and running campaigns, for conceiving and evaluating sales projects, or processing service cases.

Targeting your contacts more specifically.

In contact management, EASY RELATIONS performs more than creating plain lists of contact partners. EASY RELATIONS provides the complete overview of all current and complete activities of the respective customer history. It allows classifying priorities and contact types – which enables creating individual distributors and running individual campaigns. Direct contact, form letters and personalized bulk e-mails can be created with just a few mouse clicks. The convenient calendar function supports managing your appointments.

Optimize your campaigns.

Define the types of campaign you want to run – seasonal greetings, communication for specific sales proposals, etc. – and target the specifically classified contact groups. Additionally, EASY RELATIONS provides a function to calculate budgeted and actual costs and to evaluate planned and generated surplus sales.

- Extensive support for Marketing, Sales and Service departments
- Complete overview of all relevant customer data and activities
- Optimized target group definitions
- Tools for effective dialogue marketing
- Support in the design and evaluation of sales projects
- Effective control of your customer service activities

Good for you and your customers.

Moreover, EASY RELATION provides extensive support for qualifying and managing contact data of prospective and existing customers. Its Opportunity tool provides valuable analysis data on chances and success of sales projects; it also optimizes customer support.



EASY LOGISTICS CENTER: DMS with network connection.

Document and content management, plus Web Shop.

The EASY LOGISTICS CENTER (ELC) merges modern document management, flexible content management, and a powerful Web shop into an integral, platform-independent, Web-based digital enterprise portal. Linking existing Mail or database systems as well as creating and visualizing rules-based workflows, the ELC provides optimal transparency and ergonomics for users and administrators. The ELC merges modern document management, flexible content management and a powerful WebShop into an integral, platform-independent, Web-based digital enterprise portal.

ELC merges document streams.

With its EASY LOGISTICS CENTER, EASY SOFTWARE presents a technologically new software solution that can be flexibly customized to individual requirements at any time, providing the necessary information in the right place, at the right time, and merging the entire enterprise document flow into a user-friendly Web interface.

Platform-independent, database-independent, and flexible.

The EASY LOGISTICS CENTER integrates with any IT infrastructure, and can be extended both to modern Windows operating systems as well as to UNIX or Linux servers. No client workstation installation is required; all functions can be accessed from the Internet browser via the Web interface. ELC supports Microsoft SQL server, Oracle and even the MySQL Open Source Database as a database for internal management data. Third-party applications can be integrated via the Java-based API. All ELC components are managed by a centralized editorial and administration client.



EASY SOFTWARE homepage

Migrate anytime.

The EASY LOGISTICS CENTER ideally interacts with EASY archive systems. All documents and processes can be archived and retrieved from the ELC at any time. ELC not only lets you search in your own data, but also in any corporate archives. It doesn't matter which archive you use – ELC functions equally well with all EASY components. User won't even be aware of the difference. So you can easily start with ELC and EASY ENTERPRISE.i implementation, and migrate to EASY ENTERPRISE.x

when required without having to worry about users adjusting to the new system.

Network solutions.

EASY LOGISTICS CENTER provides innovative products for extranet and e-commerce scenarios – from solutions for designing your Internet presence and for content management through to groupware tools and extensive Web Shop functions.

The easy path to your Internet presence.

ELC CONTENT is an ideal tool for designing your public Internet presence to present your enterprise, products, and services – and all sorts of supporting information. Editors can post editorial items on the enterprise portal without HTML knowledge – from anywhere in the world.

Community and Web Shop.

ELC COMMUNITY contains Web-based groupware tools: Discussion forums, Organizer, Newsmailer, and an e-mail client. ELC COMMERCE is a full e-Shop with all the necessary functions required for presenting and selling goods and services.

Perfect integration.

All these applications, including EASY DOCUMENTS, are integrated into a uniform portal. So, for instance, users can obtain information about a company's products, and order from the Shop immediately. Integration is continued behind the scenes: Through Shop orders, new files are created via EASY DOCUMENTS and are automatically forwarded to the relevant department for fulfillment. At the same time, the process is archived in EASY ARCHIVE in a revision-proof manner. On the other hand, editorial contents, for example, that are finally published via ELC CONTENT can be created, matched, and authorized via EASY DOCUMENTS. All applications are personalized, i.e. they provide specific information for each user. The latest data protection technologies ensure optimal security standards at any time.

- Greatest transparency and ergonomics when using ELC as a workflow center
- Platform, location and installation independence because all functions are available via a Web browser
- Various tools for extranet and e-commerce scenarios
- Perfect integration of Web tools and DMS

EASY INVOICE:

Fully automated invoices.

Preconfigured solution package.

EASY INVOICE is a preconfigured solution package which serves the most extensive automation of purchase invoice processes and develops on the already existing EASY ENTERPRISE functionalities. All essential invoicing processes are considered: Capturing, extraction, data synchronization, verification, registering invoices, releasing, posting, and later retrieval.

Including “Best practice” workflow.

EASY INVOICE comes with a “Best Practice” workflow tailored to your requirements. This work-flow replicates the processes of processing incoming invoices, so those involved (users, auditors, accountants) are familiar with it. The workflow provides a variety of convenient functions: Thus, transactions are automatically forwarded to the responsible user’s Inbox; a reminder will be sent at a predefined point in time for open processes. The preconfigured work-flow significantly reduces both preparations phase and project installation. An authorized EASY partner will go through the work-flow together with the customer, and the customer will then simply define the positions and steps in their company within this process.

Simple customizing via Microsoft Visio.

If more workflow adjustments have still to be made afterwards, the trained EASY partner will be able to implement the changes quickly and trouble-free. The adjustments are made via Microsoft Visio, which simply creates the process as a graphic and transfers it to the server. At present, hardly any other solutions for automating invoice processes including a preconfigured workflow and simple customizing through Microsoft Visio are available in the marketplace. The advantage is clear: This solution saves expenditure and time for both the EASY partner and the customer, which will have a direct impact on costs.

A tailored solution “ready to use”.

EASY INVOICE comes in two component versions: EASY INVOICE Level 1 includes the “Best Practice” workflow and provides the option of mostly automated processing of data from incoming invoices; EASY INVOICE Level 2 additionally includes the EASY xTRACT module enabling automatic extraction of invoice data eliminating the need to enter or transfer OCR or barcode data manually. In addition, the optional EASY ERP Connector provides the option to link EASY INVOICE to an ERP system in a simple and cost-effective manner – SAP and MBS Navision links in particular are prepared.

- Largely automated invoice processing ensures efficiency
- Ease of use due to preconfigured “Best Practice” workflow
- Easy customization via Microsoft Visio when required
- Greater security and less personnel expenditure
- Optimized cash management (using discounts, avoiding overdue fines/interests)
- Fast ROI through various streamlining factors

Greater security.

Various arguments can be put forward in favor of using EASY INVOICE: Incoming invoices are centrally digitized and stored in a revision-proof manner. While they are being processed, all users involved with the process can review the process simultaneously and at any time. Physical transportation time and delays are eliminated, which is above all a great advantage when the users are spread over multiple locations. Specified business processes are reliably monitored. This also prevents losing transactions in internal corporate mail.

Reduced costs.

Most of all, its cost-efficient potential makes EASY INVOICE the ideal solution for most businesses. It also ensures fast ROI. Through its automatic data extraction via EASYxTRACT, these processing costs are again significantly reduced. Enabled through fast and efficient processes, its optimized cash management feature (using discounts, avoiding overdue fines/interests) enables you to gather additional savings.

The ideal connections.

The EASY SOLUTION PACKAGES EASY INVOICE for mySAP and EASY INVOICE for Microsoft Dynamics NAV allow perfect linkage of EASY INVOICE to your ERP system.

Capturing.

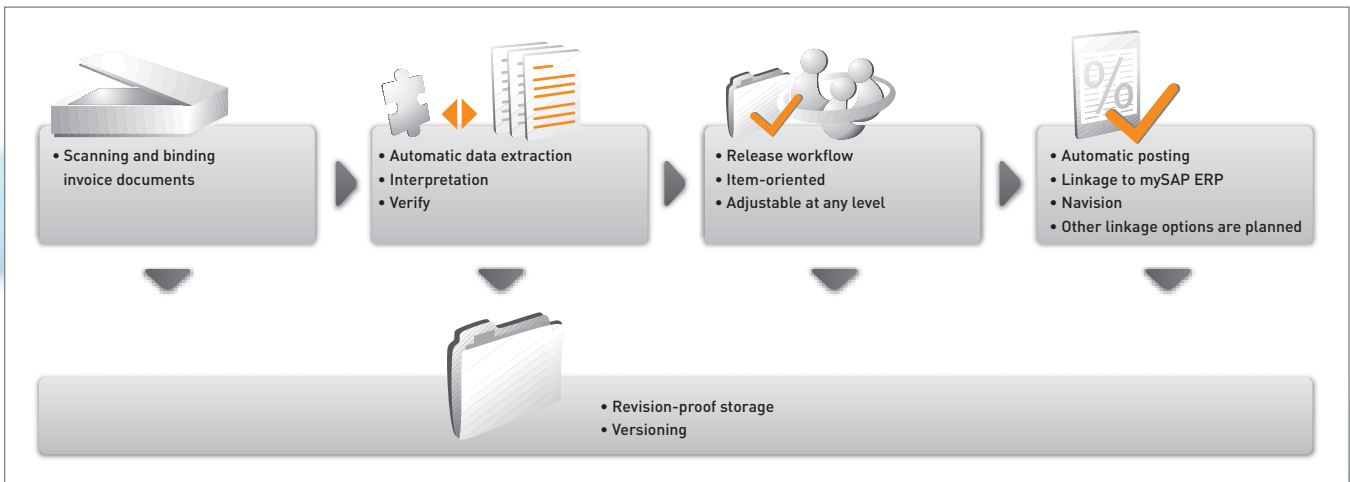
Incoming invoices are scanned via EASY CAPTURE. The data is then passed to EASY INVOICE – either to EASY xTRACT or to EASY DOCUMENTS, depending on the component version. To ensure revision security, early archiving is performed directly during transfer. The invoice ledger must contain a serial number, even if a document later turns out to be the wrong document.

Interpreting.

When using EASY INVOICE Level 2, EASY xTRACT will now become active. First, the document data is read via OCR and Barcode recognition, and then automatically extracted. Predefined rules ensure that from the outset about 80% of the contents are recognized trouble-free. The rules take typical invoice document elements into consideration (sender, invoice number and date, items list, etc.), where nine header and eight position fields are read by default. Data without instant unique recognition is usually subject to manual verification. The future recognition quota will be increased through the system’s capability to learn.

Verification.

But EASY xTRACT additionally provides automated verification mechanisms. It allows synchronizing extracted data with data residing in a stored database. This can be fed with master and accounting data from existing ERP systems via the optional ERP Connector. Only when deviations between invoice data and database information exceed previously defined values will the corresponding documents be transmitted to the integrated Verify client where they are manually corrected and processing continues.



The EASY INVOICE process

Release.

In the next step, depending on the EASY INVOICE component version, processed document information is passed on to EASY DOCUMENTS either manually or via EASY xTRACT where the processing steps defined in the workflow, such as checking, registering invoices, and release are performed. The implemented EASY INVOICE processes can be customized trouble-free and flexibly to any changes in operational processes.

Posting and archiving.

At the end of the processing string, of course, the items are posted after release. At the same time, the transaction data is versioned, indexed and finally archived in an archive file. When using the EASY ERP Connector, the data can also be transferred to the corresponding ERP system.

- Revision security due to early archiving during the capturing phase
- Extremely high recognition rate, this can be improved
- Automatic verification procedures—documents are only passed for manual rectification in case of uncertainty
- Further processing and release take place according to the rules you define, which can be flexibly adjusted at any time
- All relevant transaction data is archived in a revision-proof manner once the posting is complete. This data can also be transferred to ERP systems

EASY xBASE: E-mail management for Microsoft Exchange.

Enhanced performance— reduced TCO.

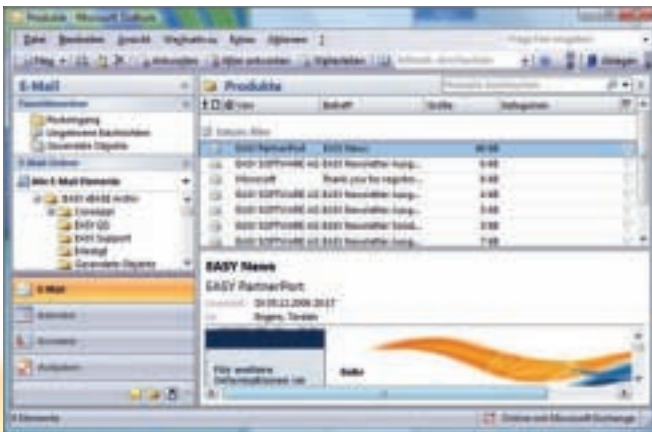
EASY xBASE sets a new standard for e-mail archiving in Microsoft Exchange. EASY xBASE increases data backup and transparency of your e-mail correspondence, stores e-mails in a revision-proof manner, improves your Exchange Server's performance, and reduces the Total Cost of Ownership (TCO). Overloaded Exchange Servers, restrictions on mailbox size and costly administration are now eliminated.

Automatic e-mail archiving.

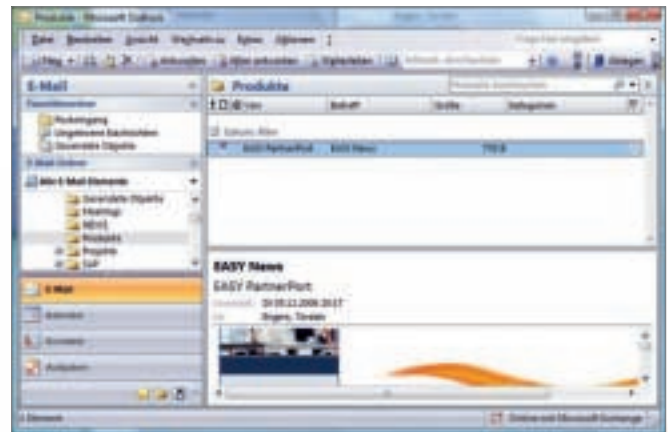
With its rules-based e-mail archiving, EASY xBASE sets new standards for efficient organization and administration of Microsoft Exchange. As a server service, EASY xBASE monitors the Exchange Server's database in the background, and triggers archiving as soon as the pre-defined criteria are met. The data is transmitted directly from the Exchange Server to the EASY xBASE database, and then stored in EASY ARCHIVE in a revision-proof manner. This process can be initiated through aging, quantity, or size control. Archive rules can be globally set via templates, so new users and their mailboxes will not cause any additional administrative effort.

Reducing memory using links.

Depending on the rules created by the administrator, archived e-mails are either deleted from the original folder; or their original versions remain unchanged; or a reference to the archive document rather than to the original version remains in the folder. As with original mail, such references, which can be displayed from the transparent archive at any time, are visible to the user. However, the original version has been removed from the Exchange database – reducing the database size and improving performance.



Shows the data volume before using EASY xBASE



Shows the data volume after using EASY xBASE

Reducing the server's database size by 90 %.

E-mail archiving via EASY xBASE reduces the Exchange Server's database size by more than 90 percent. In addition, the powerful, advanced search capability allows full text search not only of e-mail attributes such as subject line, sender, and send date, but includes the text content of attached documents held in the archive. All of this functionality is directly available from the user's regular Microsoft Outlook interface.

Guaranteed mobility.

At the same time, EASY xBASE ideally integrates with Outlook Web Access; in addition to direct access to archived e-mails via a reference, it also provides full text search in message text and e-mail attachments. So the same functional scope is available to the user both at the workstation and for business travelers.

Access to all corporate data.

EASY xBASE is capable of more than just archiving and managing e-mails, and making them retrievable in a user-friendly manner. It provides a retrieval client for all corporate documents that is completely integrated into Microsoft Outlook. This lets users display invoices, orders, business correspondence, press releases along with archived e-mails via a single application, Microsoft Outlook.

Giving the green light for mail communication.

EASY xBASE delivers powerful, fast, and simple retrieval of e-mail without wasting considerable time searching through mail folders. There are no more restrictions on mailbox size, no more performance problems through overloaded mail servers. Instead, there is a high-performance mail system, revision-proof long-term storage, and greater transparency: EASY xBASE makes enterprise-wide communication work again.

- Fast, automatic and revision-proof e-mail archiving via Microsoft Exchange
- Reducing Total Cost of Ownership (TCO)
- Reducing the Microsoft Exchange Server database load by more than 90 %
- The original document can be deleted due to a linked reference to the archive document
- Search/retrieval of e-mail messages including attached documents via full text search engine from Microsoft Outlook
- Access and searches from anywhere using Microsoft Outlook Web Access
- Simple administration: The archive structure can be changed at any time, new users and mailboxes can be easily added

EASY NOTES: E-mail management for Lotus Notes/Domino.

Huge size reduction — high performance.

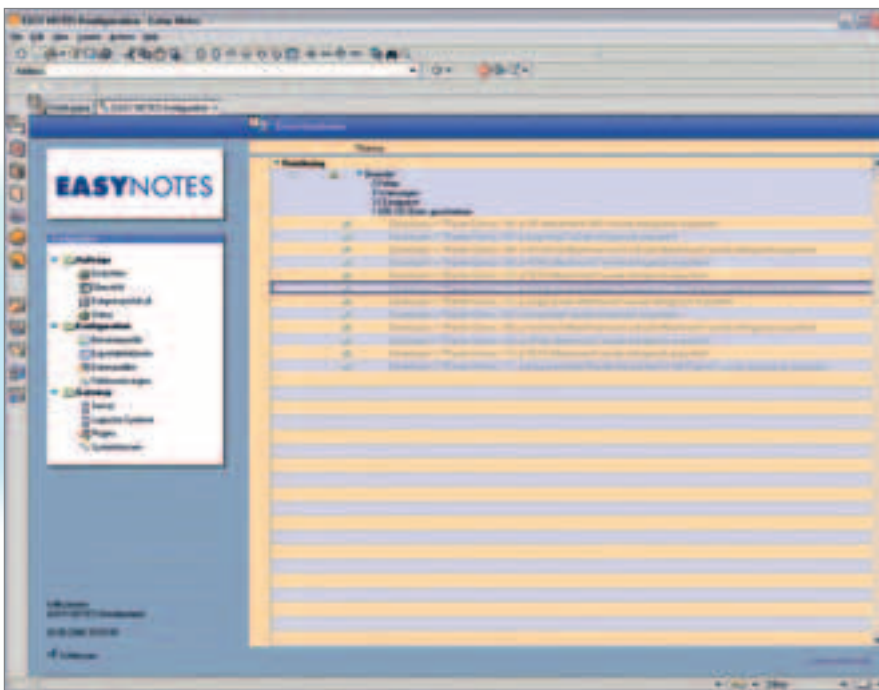
EASY NOTES is the ideal solution for linking EASY ENTERPRISE to a Lotus Notes Domino environment. Documents and application data are archived and searched directly from Notes. EASY NOTES handles all Notes items and eases the load on the Notes database relieving it of data not permanently required. The net result is that the database remains organized, clean and fast. In addition, implementation of the “single instance” (removing duplicates) function in EASY NOTES provide

significant streamlining potential in the storage environment: mail items with attachments, which are sent to multiple users, are stored in the archive only once. EASY NOTES guarantees future security: the use of Lotus Notes standard applications allows implementing future release upgrades easily and quickly.

Perfect linkage to EASY ENTERPRISE.x

The EASYiDOX NOTES client is a fully fledged client* that allows convenient access to EASY ENTERPRISE.x. It enables users to search/retrieve and edit documents as well as create new ones directly from the Notes interface. EASYiDOX NOTES allows managing documents and information from non-native Notes sources (e.g. documents from SAP systems) conveniently in customer and transaction files from Notes. Of course, Notes documents such as incoming purchase order confirmation messages or materials data sheets can be stored in a project or customer file. EASY NOTES provides ideal support for the user to ensure mail items are assigned to a transaction in addition to convenient storage and search/retrieval.

*Available from version 2.2.



EASY NOTES configuration

Simple transfer from Notes to EASY, and from EASY to Notes.

Thanks to the established EASY full text retrieval tool, archived data can be accessed quickly and conveniently from Lotus Notes at any time. Archived data is reconverted to ordinary Notes documents if need be, and can then be edited again as usual via the Notes user interface. Aside from easing the load on the database, EASY NOTES, interacting with EASY ENTERPRISE, ensures revision-proof long-term archiving. This is especially required for tax-related data contained in the Notes system, but also for all other processes subject to audit and review. EASY NOTES supports the much requested requirement to not make any changes to existing mail templates. User mail systems are only extended with additional functionality.

Scan – and go ahead.

EASY NOTES includes a specific Notes interface to EASY CAPTURE. Documents scanned and indexed via CAPTURE can be directly transferred as Notes documents to any Lotus Notes database. All EASY CAPTURE functions and additional modules are available for bulk data acquisition in the Notes environment; above all, the variety of functions for automatic batch processing such as BARCODE, OCR and Autoindex. Moreover, EASY NOTES includes a specifically customized Scanner Remote Control that enables you to scan your documents quickly and conveniently from any Notes workstation, and easily paste them into existing Notes views or Notes documents. This is all achieved from the comfort of your native Lotus Notes interface.

Your choice in archiving.

The archiving function can be configured in a variety of ways for a Notes environment. Taking the specific Lotus Notes structures into account, archiving can be performed by freely definable criteria. Archiving mails and data can be initiated manually by the user or it can be performed automatically on the Notes server in the background.

Arbitrary programming capabilities.

The user programming interface Software Development Kit (SDK) provides more options. A future-oriented user interface is provided for integrating the archiving functions (storage and retrieval) in project-specific applications. The interface functions are implemented as simple functions at the offset. So these functions can be integrated at any time and in a cost-effective manner.

- Perfect EASY ENTERPRISE linkage to a Lotus Notes/Domino environment
- Relieving the Notes database load of data not permanently required
- Saving storage space in the storage environment by removing duplicates
- Simple and quick implementation of future release versions using Lotus Notes standards
- Easy access to archived data from Lotus Notes – simple data conversion from Notes to EASY and back
- Using EASY CAPTURE scan functions – specifically for capturing bulk data – in the Notes environment
- Lots of archiving configuration options you can easily define yourself
- Future-proof upgradeable user interface



EASY for NAVISION: Archiving for Microsoft Dynamics NAV.

Transparent and revision-proof archiving.

With its linkage to the leading document management system EASY ENTERPRISE, EASY for NAVISION is the perfect extension to Microsoft Dynamics NAV (previous name: "Navision"). Internal and external documents of all types are archived in a revision-proof manner, and are available for display in Microsoft Dynamics NAV at any time. Incoming and outgoing documents are assigned to overall transactions, so the context of the documents can be traced at any time. In addition, it allows very convenient retrieval of all archived documents directly from Microsoft Dynamics NAV using the known search functions (such as Navigate).

Automatic document archiving.

All internal documents are archived fully automatically by printing or posting documents. This ensures all documents are actually archived, and guarantees legal requirements are implemented with revision-proof archiving. The archiving process is performed in two steps, which are separate steps in terms of time: In the first step, documents are prepared internally in Microsoft Dynamics NAV for archiving and put in an archive queue. Basically, documents are created in PDF format and index fields are filled. In the second step, the prepared documents are transferred to EASY ENTERPRISE.

Convenient scheduling of archiving.

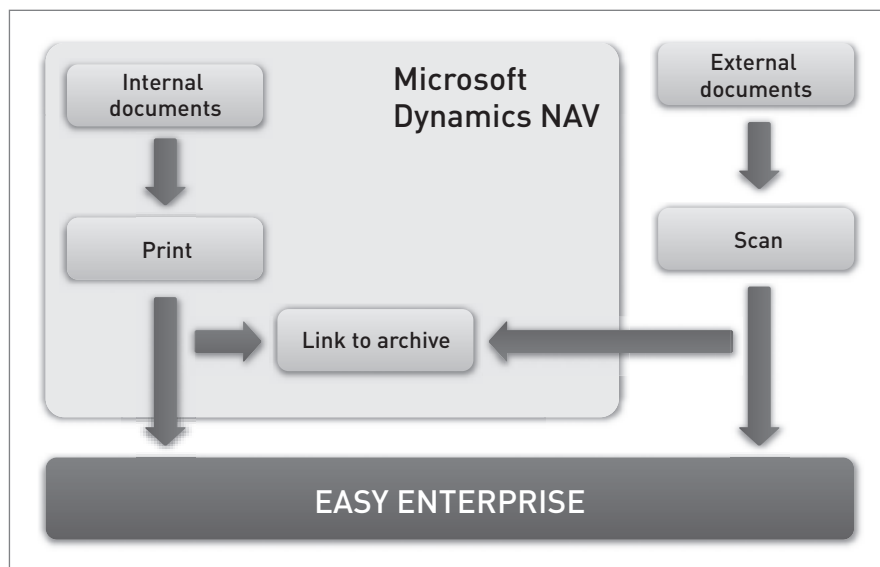
To ensure system performance even for huge document volumes, the archiving process can take place at a different time, e.g. while tending to your everyday business. EASY for NAVISION provides differentiated options to define cycles that control document transfer to the archive through a scheduler. Temporarily available documents that are changeable after archiving, e.g. quotes or purchase orders, are logically archived directly while being printed. So EASY for NAVISION prepares these documents for archiving during printing. The actual archiving process, however, is performed through a scheduler in batch operation: either at a regular interval, e.g. hourly, or outside of operative business hours, e.g. every night at 10 p.m. for huge document volumes. This procedure ensures that a new version is prepared for the archive when changing already archived documents, so each print version of a document is automatically archived.

A clean transaction file.

Another procedure is available for posted documents which are no longer modified, e.g. invoices. Here archive preparation and the actual archiving process can be performed together via batch operation, and at a different point in time during usual everyday business.

EASY for NAVISION organizes your incoming documents because each document is linked to a Microsoft Dynamics NAV transaction. So you will be able to always trace the internal processes that triggered delivery notes or incoming invoices and which documents are associated with them. Of course, you'll need to scan your incoming documents. Each incoming and

scanned document is then linked with the corresponding Microsoft Dynamics NAV documents via a unique key. Multiple document criteria can be summarized to a single unique key. EASY for NAVISION clearly organizes your documents into a single transaction file.



Internal and external documents can be conveniently archived in EASY ENTERPRISE

Sorting via barcodes.

When returning outgoing documents to your company, e.g. delivery notes including recipient's signature, using a barcode system is a logical step. Barcodes are printed along with documents on creating documents. When returning and scanning documents, the process is identified via barcode, so documents are correctly assigned to processes fully automatically. If scanned documents are not yet to be assigned to a process, they will be temporarily saved in a Dynamics entry sheet named "Queue." Assigning processes will then be performed manually by the user or automatically by the system when the initially missing link criterion is present.

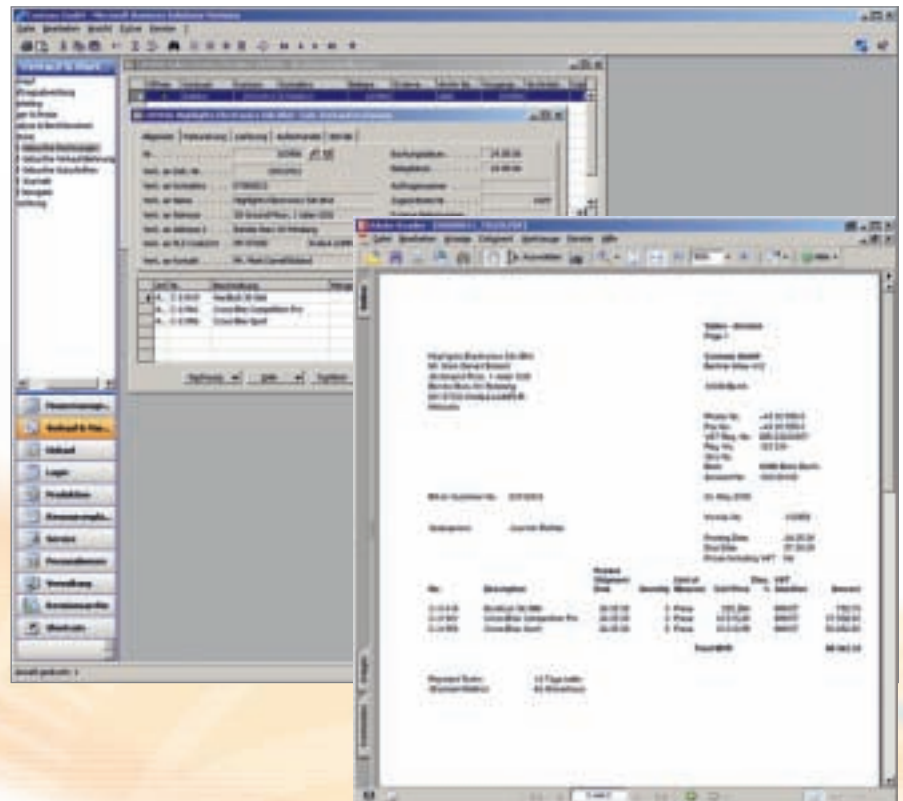
Perfect creation of reports.

EASY for NAVISION not only archives documents, it also archives all types of reports and analyses. So deadline-related Open Items lists or accounting statements can be stored in a revision-proof manner. EASY for NAVISION enables storing of periodically created reports, so not only the archiving process but also creating reports can be automatically triggered.

Various formats for archiving.

External files such as e-mails, Microsoft Word or Excel files or PDFs linked with Microsoft Dynamics NAV processes or Accounts Payable/Receivable can also be archived, of course. Preparation for the archiving process is already triggered while assigning the external files to a Dynamics process.

EASY for NAVISION easily processes and manages internal and external documents



Convenient indexing.

Various types of system data can be used for indexing documents via EASY ENTERPRISE: Of course, not only manually filled Navision data fields, but also calculated fields or data resulting from user-de-fined functions. By default, the following data fields are prepared for indexing, and can therefore be used for searching/retrieving archived documents:

- Accounts receivable
- Accounts payable
- Address code
- Contact number
- Document type
- Document number
- External document number
- Purchase order number
- Project number
- Archive document ID (barcode)
- Process code

Free search/retrieval options.

EASY for NAVISION provides a variety of options to search for archived documents or complete transactions:

- From tabs
- Through defined search queries
- Through the Microsoft Dynamics NAV function Navigate
- Through manual filtering in archive log items

Archived data can be searched/retrieved both from Microsoft Dynamics NAV and from the EASY archive with branching to Microsoft Dynamics NAV. This branching, of course, will only be possible if a target document linked with the archived document is present in Microsoft Dynamics NAV.

- Perfect linkage to Microsoft Dynamics NAV (Microsoft-certified)
- 17 document types have been defined in the Navision standard
- Revision-proof archiving and search from the Dynamics interface
- Extensive organization and search options as well as a high degree of automation
- Scheduled archiving: Bulk data can be processed overnight
- Clear assignment of incoming documents via of unique keys
- Clear assignment of returned documents via of barcodes (all currently known barcode scenarios are supported)
- Regular reporting that can be flexibly controlled

Retrieval from EASY for NAVISION can be performed via the extremely convenient “Navigate” function that all users are familiar with, or you choose the option to search directly from your native workstation environment, e.g. from the input masks from accounts receivable, accounts payable, posted orders or from the items. Moreover, Microsoft Dynamics NAV can be used as a retrieval client

for all documents stored in EASY ENTERPRISE.x, regardless of their origin and removing the need to install additional client software on the user’s desktop. Using the new EASY XML Server guarantees high investment security.

System requirements.


EASY for NAVISION supports Navision versions 3.70 or later as well as EASY ENTERPRISE.i 3.40 or later and EASY ENTERPRISE.x 2.0 or higher. EASY for NAVISION can be combined with both the native Navision database and a Navision installation on the Microsoft SQL Server. The standard viewer is started from a hyperlink.

The screenshot shows a window titled "10000 Möbel-Meller KG - Debitorenkarte". It has several tabs: Allgemein, Kommunikation, Fakturierung, Zahlung, Lieferung, Außenhandel, Commerce Portal, and Archiv. The "Allgemein" tab is active. The form contains the following fields and values:

Nr.	10000	Suchbegriff	MÖBEL-MELLER KG
Name	Möbel-Meller KG	Archivprotokollposten (MW)	260.006,86
Adresse	Tischlerstr. 4-10	Kreditlimit (MW)	0,00
Adresse 2.		Verkäuferscode	PS
PLZ-Code/Ort	48436 Düsseldorf	Zuständigkeitsbereich	DÜSSELDORF
Ländercode	DE	Servicebereichscode	W
Telefonnr.		Gesperrt	
Primäre Kontaktbe.		Korrigiert am	06.10.04
Kontakt.	Herr Michael Emanuel		

At the bottom of the window, there are buttons for "Debitoren", "Archiv", "Verkauf", and "Hilfe".

Just one of the search options EASY for NAVISION provides: searching from tabs

- 
- Linked external files can simply be archived automatically
 - Convenient indexing ensures reliable later searches
 - Various search options
 - Search from the EASY client or directly from your familiar environments

EASY for mySAP: Convenient ERP linkage.

Complete SAP archiving.

EASY for mySAP, the established and market leading client/server from the EASY ENTERPRISE product suite, covers all archiving scenarios for SAP users. EASY for mySAP supports full SAP Archive Link functionality, and delivers a variety of additional functionality that vastly improves business processes and efficiency. EASY has been successfully selling SAP archive systems since 1996, and is one of the world's market leaders in this sector. Of course, EASY for mySAP supports all versions supported by SAP AG, including the latest product, mySAP ERP 2005.

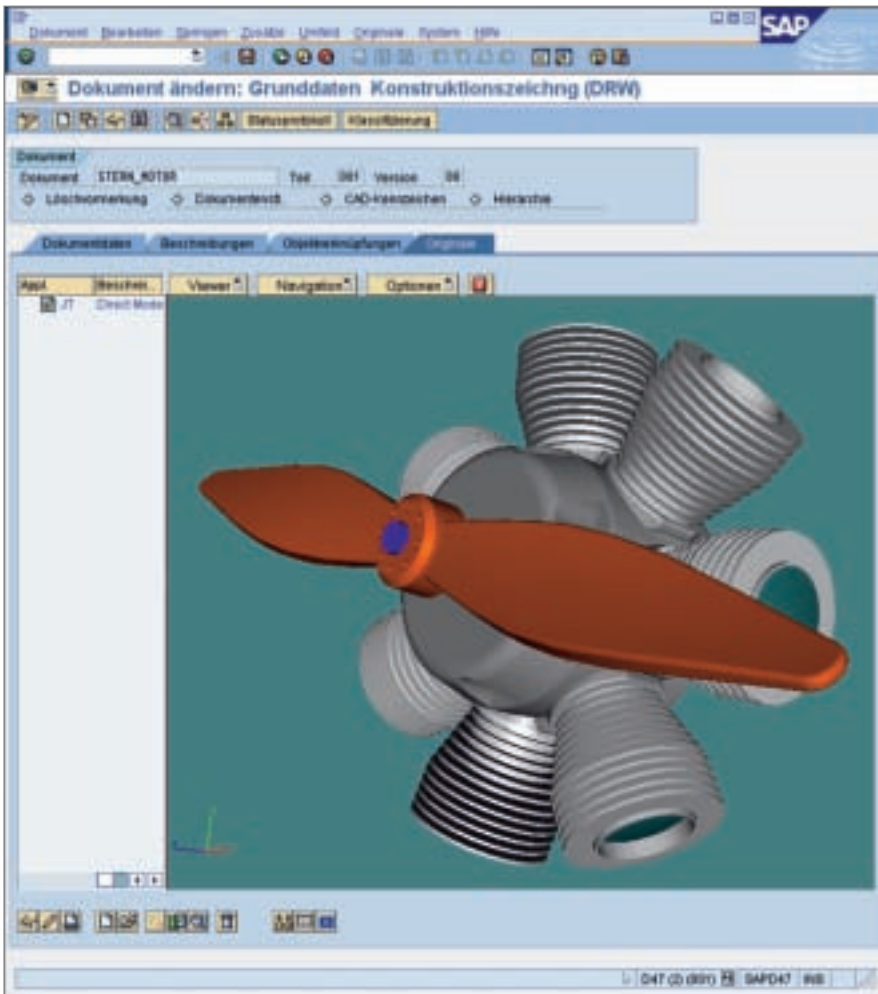
Level 1: Storage and retrieval to SAP standard for all modules.

The basic product EASY for mySAP Level 1 links the SAP system to EASY ENTERPRISE. All modules connected in the SAP system store their original documents in EASY ENTERPRISE in a revision-proof manner. All options of the Archive-Link interface are supported via the SAP base. So, incoming hard copy documents are automatically linked to the correct SAP document after scanning them via EASY CAPTURE. Print operations from SAP are stored as copies in EASY ENTERPRISE and assigned to the relevant SAP document without manual interference. Print lists are stored safely in their designated locations and are available immediately for information years later. Additionally, by connecting the DART module to EASY ENTERPRISE, the archive can be useful in meeting the legal provisions on "digital retention of original electronic data" (GDPdU in Germany). Finally, EASY helps SAP customers streamline overloaded online databases. Archived SAP data can

also be stored safely via EASY for mySAP. The interface provides dual benefits: Documents and data are stored in the system that provides the maximum expertise for secure retention while, at the same time, providing a great degree of integration into other systems: EASY ENTERPRISE. Users continue working with archived documents and data in their familiar mySAP environment. This eliminates the need for costly training courses.

EASYiDOX: Ease of use and great performance.

Besides established scenarios (“as a PDF file,” “as a multipage TIFF,” or “as a Web interface”), archived documents can now be displayed from SAP GUI via EASYiDOX. So users can access all search/retrieval functions from a single interface: EASYiDOX. This eliminates the need for training to leverage different applications. Additionally, users can add notes and annotations to archived documents.



Displaying archived original documents in the familiar SAP environment

Arbitrary storage options.

More often than not, the Archive-Link interface has so far been used to search/retrieve business data and store it in a revision-proof manner. A document that is once created is “frozen”. SAP can also manage documents that are revised until their “final version” and are therefore subject to changes. Managing technical drawings in mySAP PLM is an example here. In the context of their life cycle, these documents can be saved permanently and in a revision controlled version at any time, triggered by SAP.

Automatic project documentation.

The DMS system settings must be documented to meet legal requirements. The new SAP interface now simplifies and supports this frequently neglected part of the project. All ArchiveLink and EASY for mySAP settings are displayed on the screen at the touch of a button, and can be printed as part of project documentation.

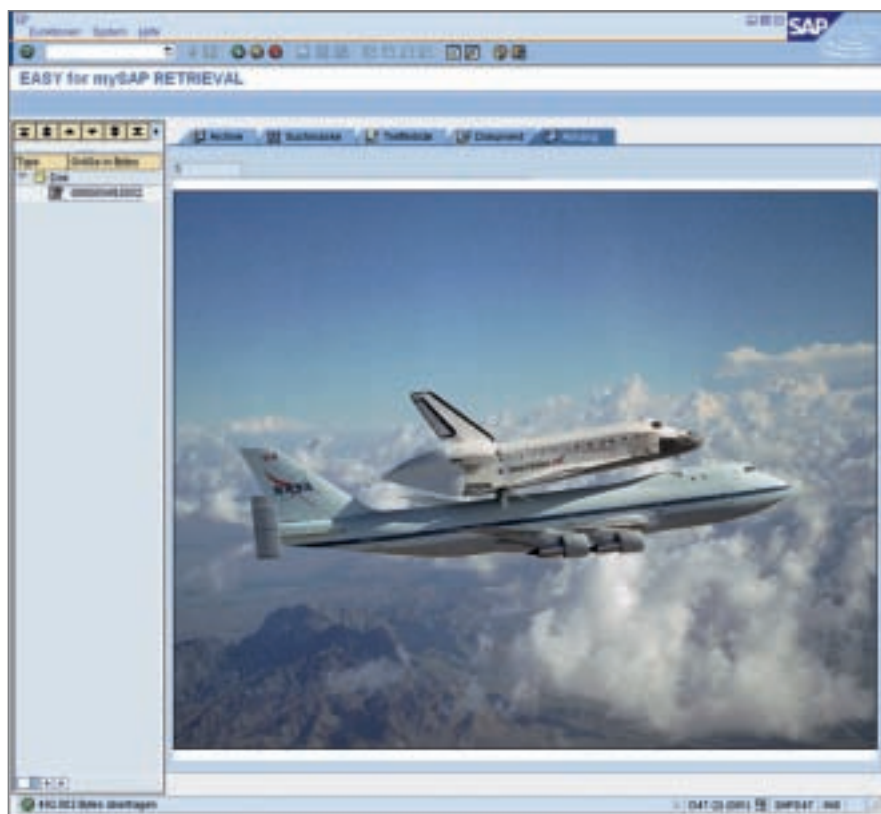
Level 2: Retrieval directly from EASY ENTERPRISE.

EASY for mySAP Level 2 is used to copy business information from SAP to the EASY system. This additionally enables search in stored SAP documents via EASY ENTERPRISE. For this purpose, EASY ENTERPRISE imports index data from the SAP database. This data can then be found and displayed, regardless of the SAP system. Thus all EASY ENTERPRISE functions are available, especially the customary fast and convenient full text retrieval function. Documents are accessed independently of the SAP database. Document access from the EASY system is always available – regardless of whether removing document data from SAP by archiving it or whether implementing a new productive SAP system at a specific point in time.

- Certified linkage to SAP ArchiveLink
- SAP load test certification: maximum performance on comparable systems
- Covering all archiving scenarios
- Easing the load on the SAP databases
- Automating a variety of capturing processes
- Working in your familiar mySAP environment
- Convenient and automatic project documentation

Working in your customary SAP environment.

In reverse, EASY for mySAP Retrieval allows search and retrieval of non-SAP documents from the SAP application. These documents have entered the EASY archive via a different path, e.g. outgoing documents of a sales order and stock control system via EASY COLD. Additionally, EASY for mySAP Retrieval contains an interface to the SAP Document Finder. This SAP tool, too, allows search and retrieval from EASY archives. In both cases, users continue their work in the customary SAP environment.



Displaying all archived corporate documents directly from your familiar SAP environment using EASY for mySAP Retrieval

Automatic assignment to the SAP entry.

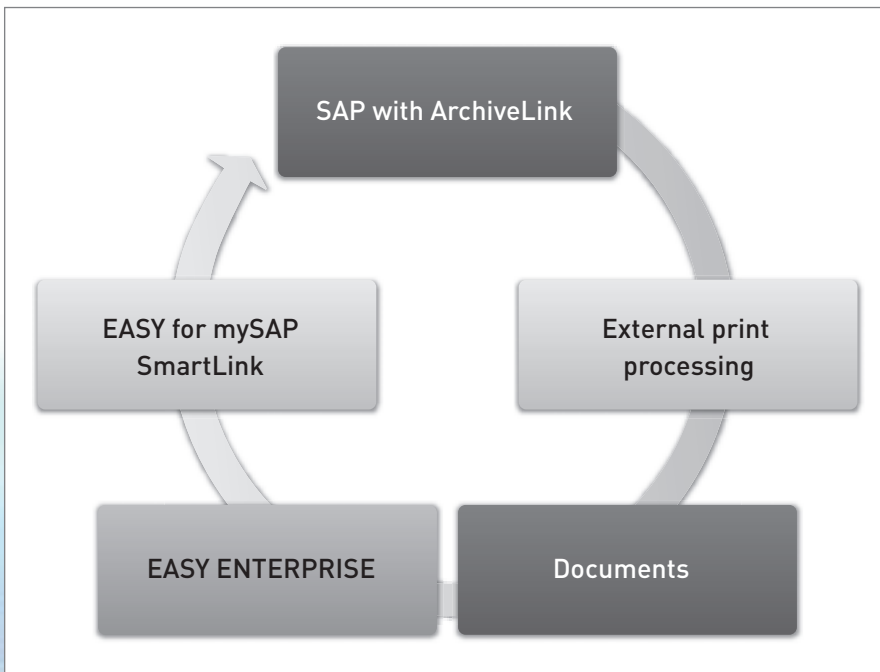
If business documents are to be assigned to a SAP document at a later time, they will always have to be assigned “manually” in the scenarios provided by ArchiveLink. This process is automated by EASY for mySAP SmartLink: The related SAP entries are found for business documents already stored in EASY ARCHIVE via index data; the document is then added. So, for instance, returned delivery notes can be scanned, indexed automatically via their barcodes, and then assigned in SAP.

Automatic creation of new SAP entries.

EASY XPOST for mySAP takes this process a step further. It provides all information required for posting for the index fields of documents stored in EASY ENTERPRISE. XPOST then provides automatic posting into the SAP system. This allows fully automatic data transfer from third-party sales order and stock control systems to the SAP system. XPOST and SmartLink extensively optimize business scenarios containing bulk data.

Invoice processing via the new EASY iCENTER

Everyone is talking about processing invoices automatically via SAP. The new iCENTER module takes the workload of manual capturing and posting incoming invoices off your employees. Invoices are clearly displayed in the invoice ledger. The iCENTER module then compares the invoice data with SAP purchase order and master data. It directly points out any discrepancies, suggesting corrections. This data can be automatically posted in case of correct invoices. Depending on the requirements for the customer process, invoices can also be added to invoice registration or release workflows (e.g. for invoices without purchase order references) within the SAP system or as a Web workflow for non-SAP users.



Use of SmartLink in SAP environments with external print processing

A new organization for personnel files.

iCENTER is consistently based on the established SAP IDOC technology that has been used in SAP environments for decades. This basic SAP technology essentially solves security, stability and future compliance issues. The next steps in automating SAP processes are already prepared: the iCENTER technology continues to allow replicating additional processes along with hard copy documents such as sales orders.

Documents are safely stored using EASY for mySAP – Level 1 and can be displayed in conjunction with their corresponding SAP documents (“business object”). Many users would prefer clear document organization that goes beyond this type of document management—featuring documents sorted into files according to specific criteria. The EASY for mySAP file allows users to display SAP documents hierarchically in their familiar SAP environment. It enables users to intuitively sort documents in files, assign documents to files using “Drag & Drop”, etc. In the personnel department, all HR documents for

a specific employee IDs stored in EASY are clearly displayed in an Explorer view within the SAP interface. Of course, all SAP system permissions are taken into account. Only documents with the corresponding HR permissions are included in the files for each respective user.

- Storage and search
- Extensive search options regardless of SAP, using EASY for mySAP Level 2
- Search for non-SAP documents from the SAP interface using EASY for mySAP Retrieval
- Automatic assignment of documents to SAP entries at any time using EASY for mySAP SmartLink
- Simple linkage of third-party applications to the SAP system using EASY XPOST for mySAP

EASY for SAP Enterprise Portal: Knowledge management via the SAP portal.

SAP-certified integration.

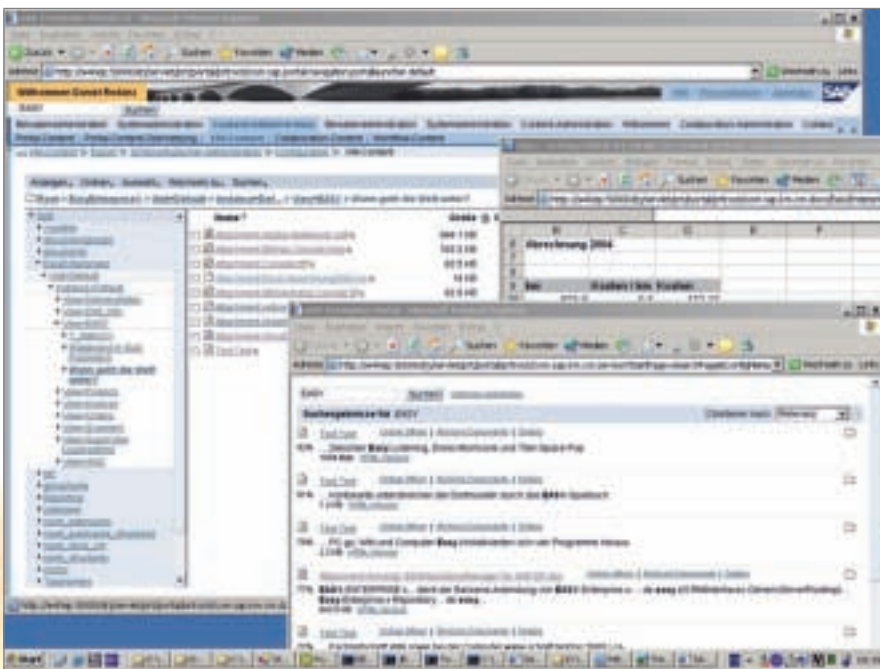
A leading provider of document management solutions in the SAP segment, EASY SOFTWARE also provides certified integration of EASY ENTERPRISE.x to SAP Enterprise Portal 6.0. This allows users using the SAP portal as an integration platform for all data sources available in the company to directly access the data and documents stored in EASY ENTERPRISE.x, and to integrate them profitably with their business processes; all information is uniformly made available under the SAP portal interface.

Simultaneous data access for employees.

Interacting with EASY ENTERPRISE.x, EASY for SAP Enterprise Portal accesses documents stored in the electronic archive in a flexible manner, and additionally allows fast and simultaneous access by employees to all linked data sources.

Single interface – complete data.

The SAP portal allows the user not only to display documents and information stored in EASY ENTERPRISE.x, but also to integrate them with their business processes. This is particularly important when using the SAP portal as a knowledge management tool, because the archive is also used as a “collection pool for data” and corporate knowledge is in many cases stored in documents created from a variety of sources. This method, then, allows transparent access to all data from a single interface.



Accessing archived corporate documents via the SAP Enterprise Portal

Merging all relevant information.

Typical examples of such documents include procedural documentation, press releases, Material Safety Data Sheets, test reports and certificates, as well as project folders and customer files containing the corresponding data such as bank lines or shipping terms. Documents from EASY ENTERPRISE.x can be merged seamlessly with information and documents from other connected applications and sources. Full text searches and genuine groupware or collaboration functions will then be available to these merged data assets, for example. Additionally, extensive customizing options ensure flexible customizing to individual customer requirements.

Separate data migration not required.

From the point of view of the SAP portal, EASY for SAP Enterprise Portal is a “Repository Manager” for the SAP portal’s knowledge management module; integration itself is performed via the portal’s repository framework. This framework allows coupling different data storage from third-party systems, so their contents can be accessed via the portal system’s search and retrieval functions. For this, the SAP search engine “TREX” indexes the information from the EASY repository; this eliminates the need for separate and time-consuming data migration.

Explicit rights assignments.

Portal modules (iViews) allow the user to use EASY ENTERPRISE.x Web client functions in the SAP portal, so graphic and text notes can be edited accordingly. The personalized access permissions are always kept for search/retrieval via the portal. This ensures that users can only access data and documents from EASY ENTERPRISE.x that correspond to their usage rights.

- SAP-certified linkage to the SAP Enterprise Portal 6.0
- Accessing data stored in EASY ENTERPRISE.x from the SAP portal
- All information is made available from the SAP portal interface
- Fast and simultaneous access to all data
- Seamlessly merging documents from EASY ENTERPRISE and other connected applications and sources
- Security according to the EASY ENTERPRISE user role

EASY xSHARE: Braced to meet the SharePoint Portal Server.

The optimum connection.

With its EASY xSHARE module, EASY SOFTWARE provides an integrated archiving and document management solution based on EASY ENTERPRISE.x for Microsoft Office SharePoint Portal Server 2003. So the performance features of the EASY ENTERPRISE.x archive server, such as revision security, storage integration or com-

pliance, are now also available in the environment of the current Microsoft SharePoint products. The combination of state-of-the-art technologies from two market-leading enterprises gives the user the benefit of enhanced information management – for optimized business processes at significantly reduced costs.

Seamless integration with SharePoint.

Right from the start, EASY SOFTWARE attached importance to designing and developing archiving and document management solutions that provide the vital tools for secure and specific corporate information flow, particularly in the Microsoft environment. EASY xSHARE, for example, is a powerful tool for archive integration with the current Microsoft SharePoint Portal server. EASY xSHARE seamlessly integrates EASY ENTERPRISE.x archive functions into the workstation environments of Microsoft SharePoint products, and ensures fast and simultaneous access by all employees to all integrated data sources.

The screenshot displays the 'Dokumentbibliothek' (Document Library) interface. At the top, there are navigation options like 'Neues Dokument', 'Dokumentupload', 'Neuer Ordner', and 'Filter'. Below this, a table lists documents with columns for 'Typ', 'Name', 'Geändert', and 'Geändert von'. Two documents are visible: 'MyDocument' and 'test'. Below the document list is the 'xSHARE' section, which includes search filters for 'Archiv', 'Invoices', 'Suchmasken', and 'Trefferlisten'. There are also search fields for 'Kreditur', 'Rechnung', 'Auftrag', 'Beleg', 'Datum', and 'Betrag'. At the bottom, there is a table titled 'EASY XShare Hitlist' with columns for 'Typ', 'Überschrift', 'Report', 'Ausgabe', and 'Datum'. The table contains 20 rows of search results, including titles like 'Rat von Essen gegen Agentur Ruhr' and 'Nazi ergreifen die Nacht: Der Terror regiert in E'.

Typ	Überschrift	Report	Ausgabe	Datum
1	Rat von Essen gegen Agentur Ruhr	POLITIK	MANTEL	25.11.1999
1	RWE erwägt Atom-Klage	POLITIK	MANTEL	25.11.1999
1	Das Neue Essen hat im Revier viele Adressen	AUS DER WESTEN	MANTEL	26.11.1999
1	ZUM TAGE Guten Appetit	AUS DER WESTEN	MANTEL	26.11.1999
1	Essen als Startplatz	SPORT	MANTEL	26.11.1999
1	Essen auf Rädern	THEMA	MANTEL	26.11.1999
1	Revierpräsident besucht Hypobank Essen	LOKALAUSGABE	ESSEN	25.11.1999
1	Nazi ergreifen die Nacht: Der Terror regiert in E	LOKALAUSGABE	ESSEN	25.11.1999
1	Weltkrieg bricht aus	LOKALAUSGABE	ESSEN	25.11.1999
1	Zaparty hält Gesamting in Duisburg	LOKALAUSGABE	ESSEN	25.11.1999
1	Gesundes Essen verleiht Kräfte	LOKALAUSGABE	ESSEN	26.11.1999
1	Stadtpfizer grüßt ihre Partner	LOKALAUSGABE	ESSEN	02.01.1999
1	Hotelführer aktualisiert	LOKALAUSGABE	ESSEN	02.01.1999
1	Geschichte aktuell	LOKALAUSGABE	ESSEN	02.01.1999
1	Karawane für Kinder hält auch in Essen	LOKALAUSGABE	ESSEN	05.01.1999
1	Glückwünsche aus Hongkong für Bistum	LOKALAUSGABE	ESSEN	05.01.1999
1	Essen bleibt weiterhin der Schreibtisch des Revier	LOKALAUSGABE	ESSEN	07.01.1999
1	Einkaufstakt Essen verliert Hundstafel	LOKALAUSGABE	ESSEN	08.01.1999

Search and search results in the Microsoft SharePoint interface

Flexibility thanks to Web Parts.

EASY ENTERPRISE.x documents are accessed directly from your regular Microsoft Office environment via “Web Parts”. Web Parts are separate components which can be inserted within a Website or a portal via Drag & Drop. They show selected information that may originate from the portal itself or from other sources, removing the need to log in to the respective application each time. At the same time, Web Parts can be personalized, and are displayed only to previously selected user groups with the corresponding access rights. Individual Web Part structure can be designed in a flexible manner, so very specific requirements can be met by using Web Parts.

Controlled workflow.

Documents contained in a SharePoint Document Library can be directly copied to the EASY ENTERPRISE.x server; this operation can be performed manually by users or automatically to particular rules. These rules in turn can be created by the user; for instance, documents can be automatically stored in EASY ENTERPRISE.x once they have reached a certain age. Additionally, the user can set that the files also be removed from the Microsoft SharePoint database at the same time.

Reducing the server load, and cost control.

Archiving complete processes or data that is not permanently required keeps the resources of the SharePoint Portal server for active content, and enhances performance. So EASY xSHARE opens the gate to enterprise-wide knowledge management, and makes a significant contribution to controlling your labor and process costs.

- Seamless integration in the Microsoft SharePoint Server
- Fast and simultaneous access to all connected data sources
- Direct access from the SharePoint environment
- Security through access permissions
- Manual and automatic archiving in the EASY ENTERPRISE.x Server
- Reducing the resource load and enhancing the performance of the Microsoft SharePoint Server

EASY xSTORE:

The file server option for EASY ENTERPRISE.

Advantageous file server archiving.

EASY xSTORE 2.0 is the current transparent archiving solution from EASY SOFTWARE for revision-proof load-balancing of Microsoft file servers that can be used to optionally extend EASY ENTERPRISE. Overloaded servers are now a thing of the past; backup and restore processes are accelerated; individual retention obligations can be controlled automatically. In addition, information can be transferred to and stored on more efficient servers or storage media.

EASY xSTORE archives documents on a file server in a rules-based manner. Thus, files can be archived depending on size, age or type. “The special feature is the transparency of this operation. Users will not be aware of this transfer. To them it seems as if the respective document is still in the same location,” explains Ralf Janzen, Product Manager of the Microsoft business unit at EASY SOFTWARE. “However, the document has merely been replaced with a small link file that refers to the actual document in the archive. Access rights remain unchanged.”

Intelligent links.

The archiving rules are centrally configurable using EASY xSTORE, and can additionally be freely defined by parameters like “file extension,” “size,” “modification date,” or by attributes like “hidden” or “write-protected.” No installation on the client workstation is required for opening archived documents. EASY xSTORE is a simple server-based application.

Flexible storage.

For the archiving operation, EASY xSTORE is based on the powerful DMS server EASY ENTERPRISE.x. As a result, standard storage systems such as IBM DR550, EMC Centra, NetApp or Plasmon Compliant, and others, are easily supported. All mass storage systems saving data on jukeboxes in a cost-effective manner, for example, can be connected.

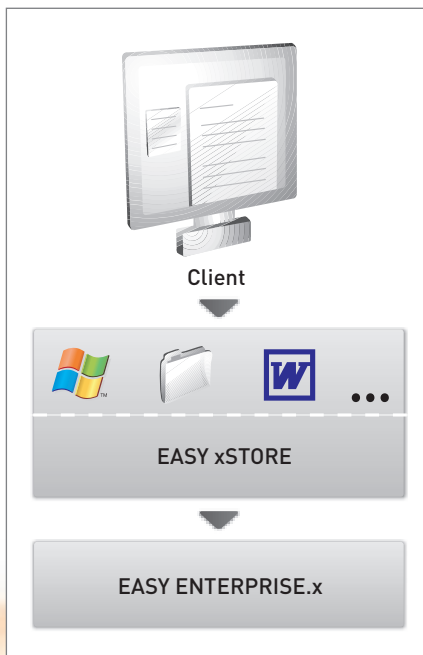


Diagram of transparent archiving, and displaying data through EASY xSTORE



- No more overloaded file servers
- Accelerated backup and restore processes
- Automatic control of individual retention periods
- The user is not aware of the archiving process
- Transparent access from all Microsoft operating systems and applications
- Arbitrary definable archiving rules
- Supports a variety of storage systems

More than 8,700 customers are bound to be right.

Some examples of individual solutions.

More than 15 years of DMS experience enables EASY SOFTWARE to look back on a variety of successful installations in different industries. Here we would like to show you a small excerpt from our list of industry solutions. If you cannot find your industry among these examples, just contact us. More than 8,700 customers are very satisfied. We're sure we'll find the right solution for you.

Automotive

(Example: DaimlerChrysler)

EASY solution: Implementation in IT locations throughout Germany and branch offices with DMS and archiving in Repair and Accounting.

Health Insurance

(Example: BKK Service Center)

EASY solution: Capturing documents and records via OCR, and archiving data from existing information systems.

Publishing Groups

(Example: Madsack Publishing Group)

EASY solution: Workflow system for processing incoming invoices. Archiving reminders and other accounting records, advertising bills, commission statements, retail and sales statements, invoice registers, entry logs, and accounts payable entries.

Telecommunications

(Example: Versatel Group/telebel)

EASY solution: Search/retrieval for "Customer Help Desk." Providing electronic invoice data for customers. Archiving customer files, general documents, invoicing, and itemized telephone bills. Archiving invoices from third-party applications. Lotus Notes workflow application for checking accounts payable incoming invoices.

Metal industry

(Example: Wieland-Werke)

EASY solution: Sales storage. Archiving and managing sales relevant documents. Integration into the corporate Web portal.

Waste Management

(Example: Landbell)

EASY solution: Interface to Sage KHK with archiving from sales orders and stock control systems. Workflow with Inbox capture and forwarding.

Discover our consulting services.

Want to know more?

For more information on our EASY products, see our product catalog and data sheets, or visit us on the Internet at www.easy.de. Or why not simply talk to us – we'll be happy to provide consulting and will, in close cooperation with you, develop a solution that is ideally tailored to your particular requirements and that will make your work noticeably easier and reduce costs for your organization.



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