

productinfo



DocuWare REQUEST

Sharing Information Has Never Been so Easy

Download any type of document, from catalogs and reference work to technical drawings, on to CD/DVD together with a convenient search and display function. These "autonomous file cabinets" constitute a portable document pool that you can take with you anywhere.

With REQUEST you can make complete DocuWare file cabinets or just selected documents available on CD/DVD. Use it to provide your partners, employees and customers with a universal knowledge pool, even if they don't have access to a DocuWare installation. You don't need a DocuWare client to display the documents on a computer – plus there's no software to install. Users have access to the familiar search and display functions they know from DocuWare – all on a CD/DVD. You can even run a fulltext search on the documents. And if you wish, these functions can be installed from the CD/DVD onto a client, for example to obtain a better processing speed. With DocuWare REQUEST you can also import file cabinets or selected documents from a CD/DVD into other DocuWare installations, and make them available to all clients. You can use it to give co-workers at remote locations access to central file cabinets – even without an online

connection or file cabinet synchronization. All database entries, all fulltext information, and all dialog settings can be imported into the users system. Simply copy the documents from the CD/DVD to the hard disk.

Configuration

The configuration of a REQUEST CD/DVD is fully integrated in DocuWare Administration by simply creating a REQUEST workflow. First, select the file cabinets or by using filter functions, selected documents. Next you specify whether to include the retrieval module on the CD/DVD and whether to allow it to be installed locally. You can also specify menu settings for the retrieval module and define viewing and editing applications. There's also intuitive media management to help users distribute the retrieval module, database, and file cabinets/documents over several CDs/DVDs. Once the workflow has been set up, you can use it as a template for new, updated CDs/DVDs.

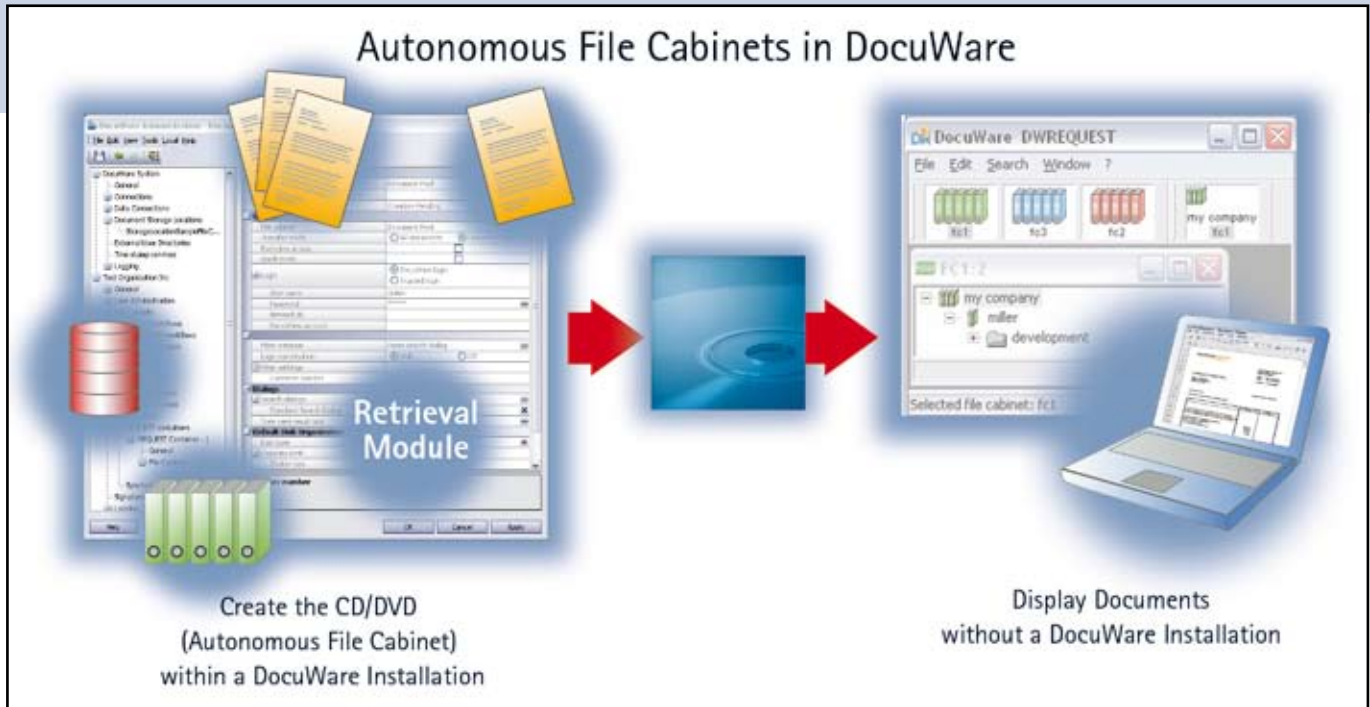
Benefits

- Self-contained CDs/DVDs – no software installation needed
- File cabinets can span multiple CDs/DVDs
- Publish and distribute filed documents quickly and easily
- Import DocuWare file cabinets from one DocuWare system to another

User Perspective

If, for example, you send a CD/DVD with DocuWare REQUEST to a customer, they can simply run the application from their location. It opens the DocuWare main window which contains all the functions needed to retrieve and display documents. Depending on the configuration, you can search the file cabinets for documents using a search dialog and/or a hierarchical search, and display them in the DocuWare viewer. Depending on the configuration, you may also open the documents with other applications for viewing or editing.

Autonomous File Cabinets in DocuWare



Application Examples

- Transfer sets of business documents from the archive system and store them in a secure location – where you can search them autonomously
- Scan and index documents as a service and send them to customers on CD/DVD
- Publish and distribute catalogs, reports and technical drawings quickly and easily
- Provide Development, Quality Assurance, Purchasing and Sales with standards and technical documentation on CD/DVD
- Make documents available on CD/DVD for mobile retrieval on a laptop

Functions

Configuration

- Transfer one or more complete file cabinets
- Precise filter functions for defining the documents to be transferred, e.g. by document type, date or company
- Transfer including fulltext catalog
- Password-protect the contents of the CD/DVD
- Detailed specification of the menu functions in the retrieval module
- Assign different search dialogs
- 13 languages available for the retrieval module interface
- Specify viewers and editors for different file extensions
- Complex media management, for example, retrieval functions stored on one CD and documents on other CDs

REQUEST Module

- Retrieve using search dialog and/or hierarchical search
- Search across multiple file cabinets
- Export documents to file system
- Open documents in DocuWare viewer or in other viewers and editors
- Send documents by e-mail
- Print documents
- Navigate within documents
- Verify signatures on documents with an electronic signature
- DocuWare REQUEST retrieval module can be copied locally
- Spans multiple CDs/DVDs
- Creates self-contained DocuWare file cabinets on CD/DVD

For more information
please visit our website at
www.docuware.com