

productinfo



DocuWare Web Client

Web-Based Document Management with Maximum Comfort

Whether you're on the move, in field sales, at your home office or on your office workstation - you can access many standard DocuWare functions directly via your Web browser. Thanks to the latest Web 2.0 technologies, finding and distributing documents and workflow management is as fast and convenient as with Windows programs. At the same time, administration is much simpler too.

Be it product information, price lists, technical documentation, contracts or the status of an order or delivery - DocuWare Web Client makes it easy to provide all documents to employees, partners or customers. Internet access with a standard browser is all that is required to be able to view, edit and store the information in your DocuWare file cabinets from any location worldwide.

The Web Client is intuitive to use and provides rapid access to file cabinets. Naturally you can also search and display documents and add annotations and stamps.

The workflow functions allow you to integrate employees in business processes regardless of location via the Internet and Intranet, for example in invoice approval.

The Web Client ensures optimum provision of information for all authorized persons. Employees, business partners and customers can only access those files to which the administrator provides rights centrally. There is no need for maintenance

and installation on the local PC. Accessing documents via DocuWare Web Client satisfies the highest security requirements because all the security mechanisms of the DocuWare system still apply.

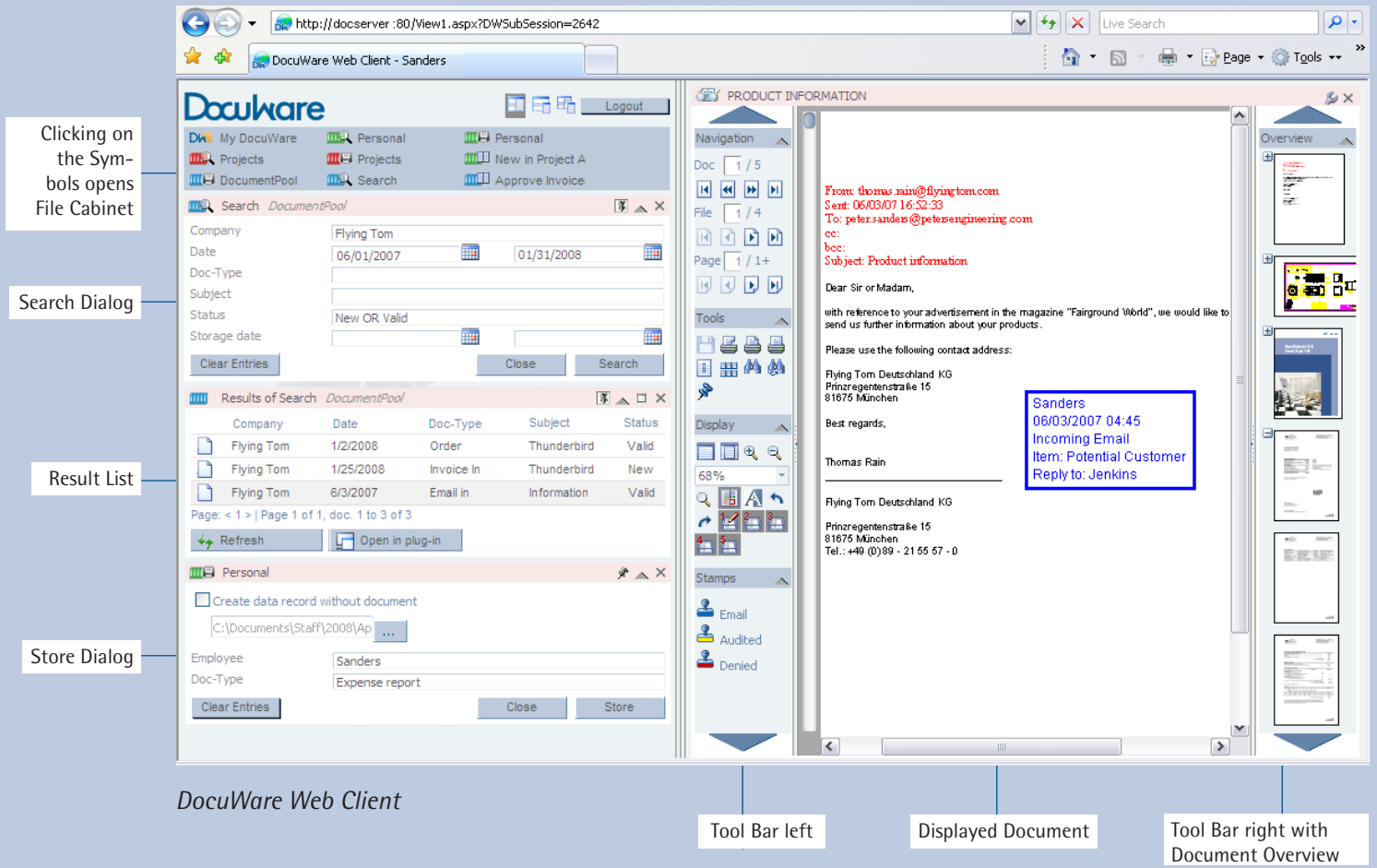
Benefits

- Worldwide access to file cabinets using standard Web browsers
- Electronic document management without installation of a client program
- Integrate employees and external partners in workflow processes via the Internet
- High security thanks to dedicated rights assignment
- A wide range of options for integration with other programs

The screenshot shows the DocuWare Web Client interface. On the left, there is a search results table with columns for Company, Date, Doc-Type, and Subject. The main area displays an invoice from 'peters ENGINEERING'. The invoice includes a table with columns for PROJECT NUMBER, ORDER NUMBER, INVOICE, and DATE. Below this is a detailed table with columns for DESCRIPTION, QUANTITY, UNIT PRICE (USD), and TOTAL (USD). The invoice also contains contact information for Elisabeth Jones and a 'Thank you for your business!' message.

PROJECT NUMBER	ORDER NUMBER	INVOICE	DATE
052003021	02000993103	12000993103/1	November 13, 2007

DESCRIPTION	QUANTITY	UNIT PRICE (USD)	TOTAL (USD)
Travel Distance per km and Person	7599	0.58	3,999.50
Technician per Day	14	1,200.00	16,800.00
Spare Parts as agreed	137	100.00	13,700.00
Lump-Sum Lubrication per Day and Technician	14	290.00	4,060.00
			SUPPORT: 28,699.50
			PROFIT COSTS: 3,900.00
			TAXI RATE: 15 %
			SALES TAX: 6,319.52
			TOTAL DUE: 47,899.42



DocuWare Web Client

Tool Bar left

Displayed Document

Tool Bar right with Document Overview

Function and How it Works

In DocuWare Administration it is easy to set up any number of Web Client configurations. Each Web Client configuration is assigned a unique URL. The Web Client can then be accessed via this URL. Each configuration can be assigned to specific functions. The administrator decides which file cabinets and dialogs can be accessed and how users must log on in order to access a configuration. Password-protected access, automatic login transfer of a Windows user (Single Sign-On) or a guest login without specifying a user name and password are all possible.

Convenient Searches

After login, users can immediately use the store and search dialogs assigned to them. To run a search you simply enter search words in input fields. You are assisted by means of select lists, standard search parameters, and a fulltext search. All hits are displayed immediately in a freely configurable result list. If you receive too many hits, you can easily refine your search with additional criteria.

Display and Edit Documents

You can view each document found directly in your browser, regardless of whether it was archived as a scanned file, an e-mail, a CAD, PDF or Office file. DocuWare supports all common file formats, without the need to install a plug-in for the browser. Documents can also be printed directly from the browser.

You can easily assign text annotations to displayed documents, or set electronic DocuWare stamps. Documents can also be downloaded and edited on a local PC. To store files you can assign any type of index criteria and edit these criteria afterwards.

Personal Layout

Users can design their own layout for the Web Client by "pinning" selected file cabinet dialogs such as a store dialog, search dialog or result list. The dialogs are then automatically displayed in the same position whenever they log on.



Workflow with Web Client

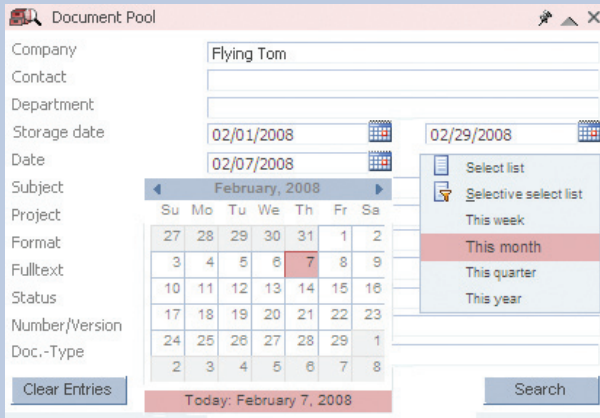
It is easy to run automated workflows using DocuWare Web Client. Task lists show you immediately which documents you still need to process. Defining task lists is also simple: configure them centrally and assign them to the relevant users. For example, it's an easy way to manage invoice verification, because every day users simply click a button to receive all new invoices for checking, forwarding or approval. Therefore, users always have an automatic overview of their current tasks.

Integration

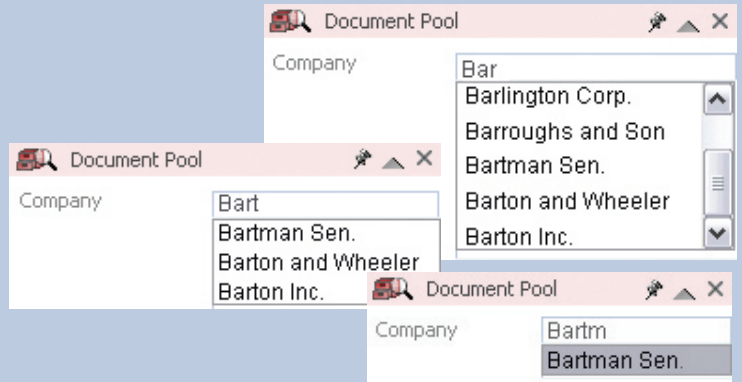
You can easily incorporate DocuWare Web Client into other programs. For example, a user can call up all the documents for a customer order or the current document for a project status in the other application. Integration works with both Windows and Web programs using special URL calls or using the Web Parts of DocuWare Web Client. Users can seamlessly access DocuWare Web Client via their own company website. They can enter any search criteria in the Web application which are then transferred to DocuWare. Alternatively, the search criteria can be predefined in DocuWare Administration and automatically transferred when the Web Client is loaded. Different integration options can be defined for each Web Client configuration.

Web Parts, ASP.NET and Ajax

DocuWare Web Client is based on ASP. Net and Ajax (Asynchronous JavaScript and XML). These technologies allow the Web Client to process searches at lightning speed, so users get immediate answers to their queries. The Web Client is based on individual control elements known as Web Parts. These can be integrated directly into third-party ASP.Net programs and therefore adapted to all individual requirements. They can also be configured in Microsoft SharePoint Server so that they communicate with other functions and applications within the SharePoint Server.



Enter dates easily using calendar or quick input



When you have entered three letters or numbers in a field, any existing entries that start with the same values are displayed automatically; the list of entries shrinks as you type in more letters

Functions

Access/Login

- Access to login page via URL (Uniform Resource Locator)
- Optional Single Sign-On: the login data on the Windows PC is automatically transferred to the DocuWare Web Client, the login page can be skipped
- Once logged in, users have direct, intuitive access to file cabinets at the click of a mouse
- Choose between three different browser views or arrangements of dialogs and viewers: file cabinet dialogs and viewer in the same browser window; file cabinet dialogs and result list in one column and viewer in a separate browser window; file cabinet dialogs and result list in two columns and viewer in separate browser window
- Parallel use of the Web Client in two opened browsers (same type) with a single license
- Administer users and rights centrally in DocuWare Administration
- Detailed access rights to documents in file cabinets

Archive Documents

- Import documents from file system
- Assign index terms via store dialog
- Check index terms for plausibility, validation
- Supports entry of date values using calendar
- Supports input using field masks
- Over 4 billion documents per file cabinet
- Documents can be stored compressed and/or encrypted by integrating AES and RSA procedures
- Select list for entering search criteria in each field of the store dialog
- Fixed select list: assign terms for defined fields to ensure unique classification
- External select list: assign classification terms from external files or databases

Retrieve Stored Documents

- Define multiple search dialogs per file cabinet and assign to users
- Users can add preferred search dialogs to "Favorites" for direct access
- Search using index terms (with wildcards)
- Fulltext search (with wildcards)
- Supports input using field masks
- Supports entry of date values using calendar and periods
- Complex searches using relational or logical operators and by alphabetical or numerical ranges within fields
- AND/OR searches within one field or between fields
- Configurable select list(s) for each search field
- Auto-Fill-In: when you enter the initial letters in a field, the matching entries are proposed and their number shrinks as you continue to type
- Users can fix search dialogs using a "pin": dialog always remains open, even after client is restarted

Please check new documents DocumentPool

Company/Contact	Document Type	Status	Stored at/by
Flying Tom Thomas Rain	Order	New	1/25/2008 Winner
The details concerning the purchase of the "Thunderbird" Rollercoaster are contained in the attached quotation and include all conditions			
HugoNet Carla Berg	Invoice In	New	1/25/2008 Winner
This invoice has to be proved very carefully because the quotation changed some times			
Flying Tom Thomas Rain	Quotation	New	1/25/2008 Winner
Scope: Subject, Coordination, Acceptance, Commissioning, Cost schedule. This is the last and valid quotation			
US Steel Paul Ballman	E-Mail in	New	1/28/2008 Cadman
This inquired information is also important for Mr. Sander and should be forwarded to him and discussed.			

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Open in plug-in

Example of a result list on the DocuWare Web Client defined as a task list; users can see all the tasks they need to complete at a glance

Booking Invoices DocumentPool

Company	Date	Cost Centre
RoadRunner Logistics	12/07/2007	21000
Storage Experts	12/10/2007	21000
Robinson's Refuge	12/11/2007	32200
Imaging Systems	12/12/2007	32200
Rapid Transport	12/10/2007	32200

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Refresh

The task list shows, at a glance, which invoices are ready for posting

E-Mail DocumentPool

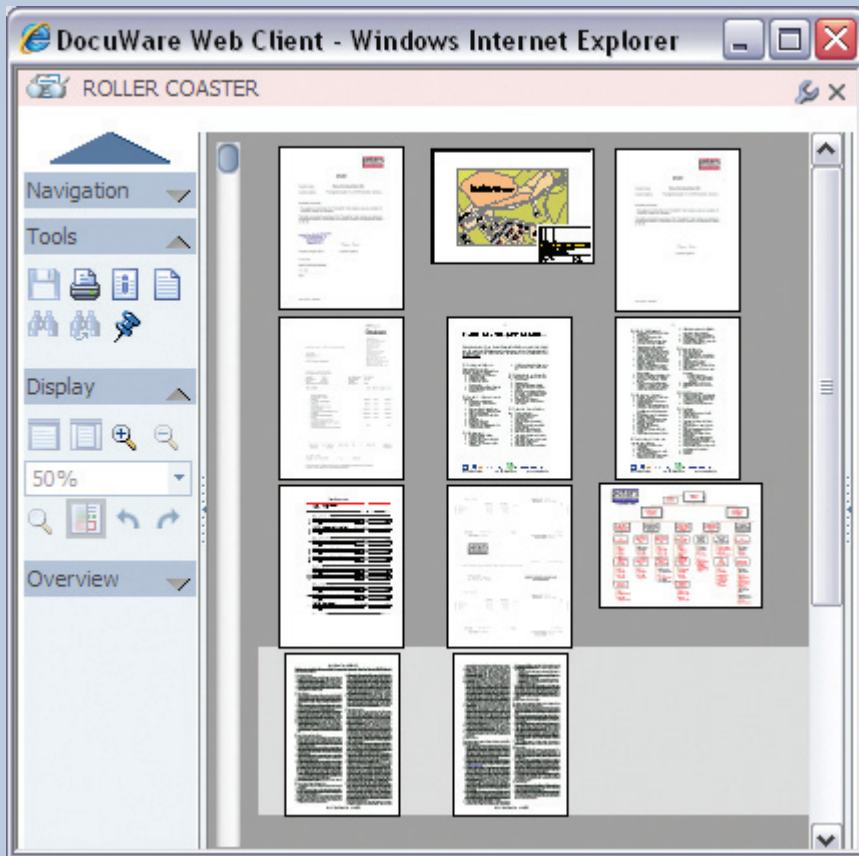
Company			
Crazy Wheel	Patrick Summers	Maintenance Partnership	02/05/2008
patrick.summers@crazy-wheel.com			
Dear Sir or Madam, the trade show "FunWorld" drew our attention to your company. Crazy Wheel Limited is currently seeking a maintenance partner who is also interested in providing extra equipment to our fairground ride park. At ...			
Frost Machine	Helli Iceberg	German phone number	02/04/2008
helli.iceberg@frost-machine.se			
I forgot to give you my German phone number: +49 - 160 - 933 330 689 I will stay in Berlin 'till next week, feel free to call me on my German phone. Best regards, Helli Iceberg Frost Machines Corp. Post Box 11 56 37 S-11593 Stockholm ...			
Frost Machine	Helli Iceberg	Price list	02/06/2008
helli.iceberg@frost-machine.se			
Dear Sir or Madam, on your road show we already had the pleasure to get to know your company. We were really impressed by your product range, especially by the roller coaster model "SuperDrome". I want to ask you for ...			
Eurox S.A.	Thomas Bright	Your Offer: 200 carts type "Thunderbird"	02/06/2008
thomas.bright@eurox.es			
Dear Mr. Sanders, unfortunately, I have to tell you that we have decided not to accept your offer for the construction of 200 carts for the roller coaster type "Thunderbird". We definitely would need the construction to be done within 2 ...			

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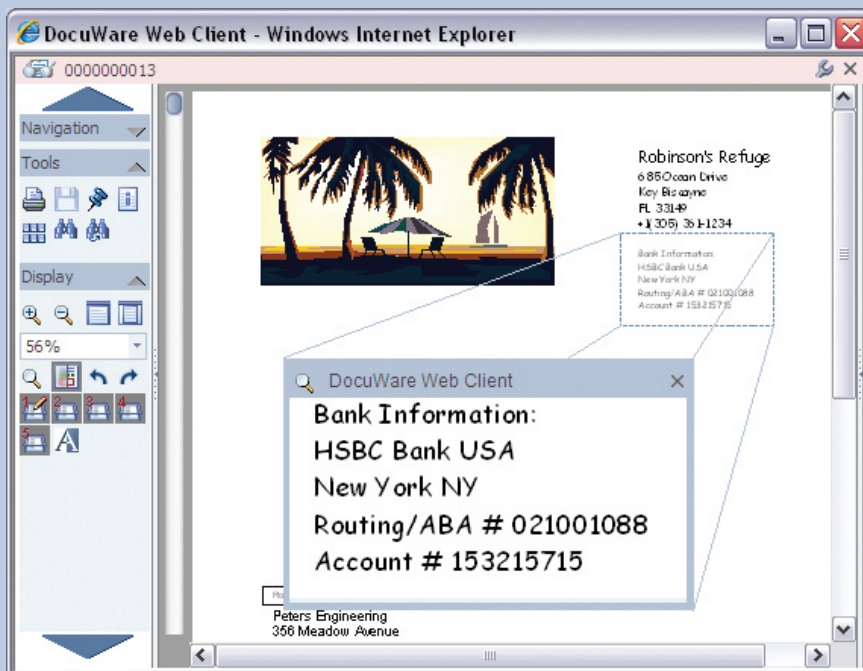
Results of a search for e-mail

Result Lists/Task Lists

- Retrieved documents are displayed together with associated index words in a result list
- Update opened result list
- Sort entries in result list by index fields
- Additional information on results indicated by a symbol in front of each entry, for example document is locked, document is read-only, etc.
- Customize column width, toolbar and buttons of the result list
- Define the font type, weight, size, color of each cell, row or column
- Select different colors per row, e.g. alternate row colors for increased clarity
- Split cells of a result list horizontally and vertically, e.g. to display index entries of different index fields (company, contact, etc.) in one cell of the result list
- Display additional details of a result, e.g. from a memo field
- Adjust the number of hits per page in a result list
- Export documents found to the file system
- Print retrieved documents
- Multiple result lists can be configured per file cabinet
- Task lists: administrator configures result lists with predefined search criteria for workflow
- Users can fix result lists using a "pin": result list always remains open, even after Web Client is restarted. Results are updated following log-off and log-in



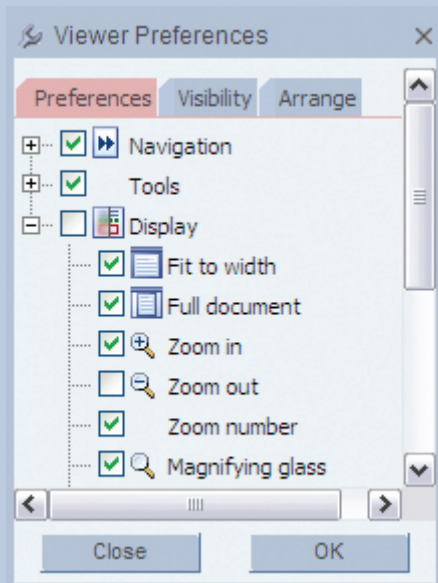
A document can be opened as a thumbnail in the Viewer



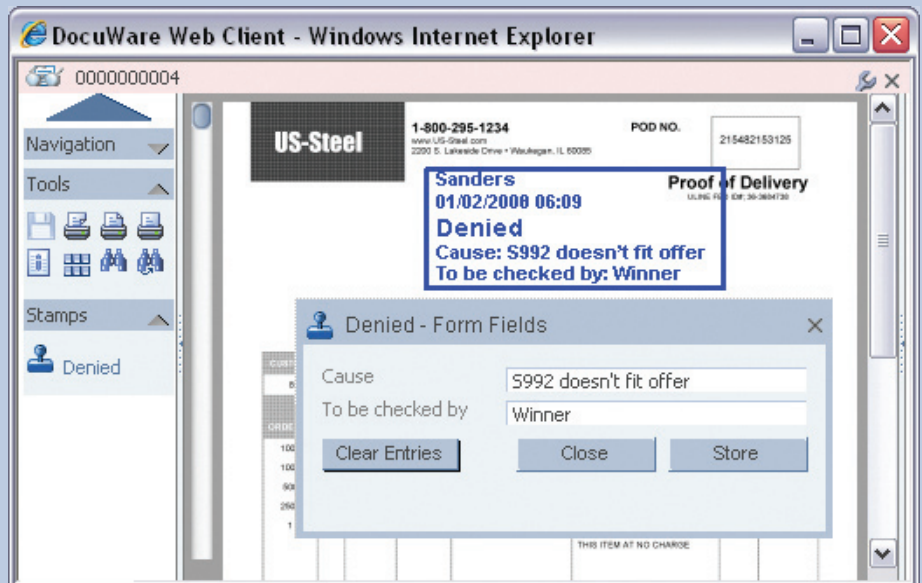
The magnification function provides a close-up view of selected areas of a document

Display Documents

- Display documents of different formats directly on the Web Client using the DocuWare viewer
- Maximum legibility thanks to interpolation procedure for optimized display (for bitmap formats)
- Supports all standard file formats
- Mark occurrences of an item within a document following a fulltext search
- Option to automatically display the first page on which a fulltext string was found
- Display different file formats within one logical document
- Display pages of a document in a preview bar
- Display all pages of a document in thumbnail view
- Print direct from the view
- Display directly in plug-in program
- Download document file to local file system
- Print whole document, a document file or current page
- Browse to next or previous document in result list
- Browse to next file in a DocuWare document
- Browse to next or previous page
- Zoom function using icon or select percentage values
- Rotate document in 90° steps to right or left
- Inverted display, complementary color is displayed for each color
- Magnification function: mark area in document with the mouse and increase magnification dramatically
- Display document with optimum width at click of a button



Authorized users can show or hide functions of the viewer and rearrange their position



When adding stamps to documents, you can add variable text to be included in the document stamp

- Zoom factor at click of a button for optimum display of whole document, portrait or landscape depending on orientation
- Fulltext search for words within a displayed document

Edit and Stamp Documents

- Five overlay levels (hide/show individually)
- Print overlays with document as option
- Set, store, and edit text annotations per document
- Edit index words
- Stamp documents
- Automatically change up to five selected index entries in a document by setting a stamp
- When setting a form stamp, enter variable information via form fields (including from fixed and external select lists)
- Stamps can be used for all file formats
- Show/hide annotations and stamps using overlay mechanism

- Check signatures of electronically signed documents; check takes place within the system

Personalize Web Client

- Dialog management: define frequently used store and search dialogs as Favorites
- Sort Favorites
- Keep selected store and search dialogs, result lists and info dialogs permanently open on screen, including for renewed search or store activities and following logout and renewed login
- Show/hide viewer function icons and change their position

Workflow Support

- Task lists: administrator defines a list based on index entries and assigns them to users, lists are displayed with current entries at the click of a mouse
- Stamps: use personalized electronic stamps to approve, reject process steps, etc.

- Form stamps: enhanced electronic stamp for variable user inputs
- Automatically update task lists as process steps are completed

Administration

- Easy configuration in DocuWare Administration supported by wizards
- Menu-led publication of a Web Client configuration in the Microsoft IIS (Internet Information Services)
- Unlimited number of Web Client configurations can be defined
- Assign file cabinets and file cabinet dialogs to each Web Client configuration
- User authorization: via user login name and password or Single Sign-On
- Alternatively, guest login without password prompt, user defined by administrator (can be configured per Web Client configuration)
- Read and write access to DocuWare using Named or Concurrent license, alternatively read access only via server instance (must be purchased separately)

- Session active for as long as browser is active, or session timeout
- Customize search and store dialogs and result list for individual users or groups
- Definition of task lists: configure result lists with predefined search criteria
- Result list designer: range of structuring and layout options for results lists

Web Client Integration

Integration via URL

- Access the user interfaces of a DocuWare Web Client configuration in Web or Windows applications via URL
- Possible user interfaces: result list, info dialog, viewer
- Any number of integration configurations per Web Client configuration, identifiable using identifier
- Convenient integration configuration in DocuWare Administration
- URL definition based on specific, predefined parameters
- Predefine specific parameters in DocuWare Administration
- Define complex, valid URLs with the aid of encoding (Base64url Encoding)
- Integrate in a separate browser window or in a defined frame
- Three possible views: open DocuWare viewer directly; open result list and then open the viewer; open a file in the plug-in or download the file

- Integration of the result list allows you to define in which frame or browser to open the viewer
- Transfer any predefined search criteria via URL
- Select the language for result list and/or viewer
- Access via guest login, Windows login, or DocuWare login
- With access via DocuWare login, option to use a key (login credentials key) instead of a user name and password in URL

ASP.NET Integration

- Integrate a DocuWare Web Client in ASP.NET Web applications using Web Parts
- Possible Web Parts or user interfaces: Login/Favorites menu, search dialog, store dialog, result list/info dialog, viewer, viewer in new browser window
- Individual Web Parts can be freely combined (e.g. store dialog only or search dialog only, result list and viewer)
- Define connections (input and output parameters) for each Web Part using DocuWare GAPI (General Application Programming Interface)

SharePoint Server Integration

- Integrate Web Parts of a DocuWare Web Client configuration in Microsoft SharePoint Server
- Possible Web Parts or user interfaces: Login/Favorites menu, search dialog, store dialog, result list/info dialog, viewer, viewer in new browser window

- Individual Web Parts can be easily combined (e.g. store dialog only or search dialog only, result list and viewer)
- Organize and position selected Web Parts as required
- Combine Web Client user interfaces with other applications such as ERP programs

System Requirements

- DocuWare BUSINESS; PROFESSIONAL or ENTERPRISE Server
- No additional licenses required
- Internet Information Services (IIS) from version 5.1
- DocuWare from version 5.1b
- Server operating system: Windows XP, Windows 2003 and higher
- Client requirements: Internet Explorer 6.0, Internet Explorer 7.0 or Mozilla Firefox from version 2.0
- Windows system for Single Sign-On on the client side; possible with Internet Explorer and Firefox
- CONTENT-FOLDER license for task lists

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