

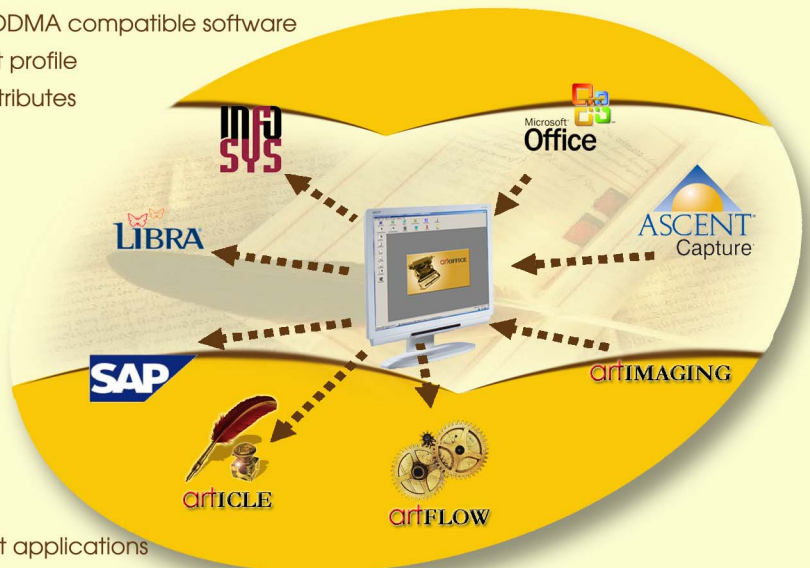


Document management software

artOFFICE is a professional document management software based on decades of experience in the field of document and task flow management for partnerships, enterprise and middle range companies and the public sector. It provides central management and processing of e- and paper documents of all kinds. Fitting in harmoniously with the typical OFFICE softwares it releases organizations from document handling troubles and provides employees maximum comfort with minimum effort. By its perfectly organized central storage structure and outstanding search facility artOFFICE eliminates employees' complaints of "My document file is lost!" or "I can not find my document!". Although it was primarily designed to work with documents artOFFICE is not a simple document management software. Having integrated with ERP, EIS, HR, etc... solutions, the product multiplies its strength and converts it to the benefit of the customer. It provides competitive advantage, cost reduction and income growth. Working with artOFFICE you can increase your customer's satisfaction, improve your employees effectiveness and create a well-arranged, easy-to-maintain order.

Functions

- Integration with Microsoft Office applications and ODMA compatible software
- Configurable (flexible) data fields for the document profile
- Document search within an unlimited number of attributes
- Personalized and configurable search windows
- Configurable query editor
- Personalized search patterns
- Finding (hit) list export to MS Excel sheets
- Keyword definition
- Version control
- Document history log
- Optional document encryption
- Personalized virtual folder structure
- Management of related (conjoined) documents
- Document check-out, check-in, export, import
- Integration with invoice and contract management applications
- Scanning, imaging with artIMAGING and/or Kofax ASCENT Capture
- Incoming and outgoing document registration with workflow facility
- Eight-level document access control to personals, roles or organizational units
- Each function can be integrated into third party software applications



Archiving

Scanning paper documents is supported by artIMAGING, artOFFICE's built-in imaging module or the world's outstanding leading product Kofax Ascent Capture as an option. Digitizing can easily be performed by scanning documents one by one or processing them in bundles. Desktop scanners as well as top category production scanners are supported according to specific needs. After scanning and validation, the images and related profile information are automatically directed into artOFFICE for online daily use or as an information archive.

Integrability

artOFFICE's most remarkable feature is the ability to be handled directly from within third party software programs. Each user function can be activated at application level. This is how artOFFICE is quickly and flexibly embedded into financial, controlling etc. systems or any solutions that generate and/or use e-documents. Thanks to its advanced interface these programs seemingly behave as if they were given a new built-in document management module. artOFFICE's built-in invoice and contract management modules can either be adapted to customer's existing solutions or supplemented by new customized components.