

EASY – General Overview

We save time.



EASY SOFTWARE
SOFTWARE FOR DOCUMENTS

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Document management systems.



Save time and money.

Of course, you are aware of the following situation: In today's information society, an ever-increasing number of data, documents, and records accrue in the office every day. Managing and archiving them involves costs, both in terms of time and money. So a document management system (DMS) brings relief by noticeably reducing your workload and corporate costs.

Trust this DMS 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 8,000 enterprises throughout the world. That's why our motto is "We save time!"

*Source: VOI (Verband Organisations- und Informationssysteme e.V.) market survey, Fall 2003.

Precision.

EASY software acquires any type of bulk data – organizing document flow, ensuring revision-proof long-term archiving and guaranteeing information and content availability across your organization.

Here's how to contact us:

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- Or contact us via the Internet: **www.easy.de**



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Flexibility.

EASY SOFTWARE provides document management solutions for all standard operating systems, workstation environments, and file formats. Data can be imported trouble-free from all standard applications. The EASY ENTERPRISE.i (Windows-based) or EASY ENTERPRISE.x (cross-platform) document and archive server is the base of the EASY document management system. Additionally, EASY ENTERPRISE.+ provides a variety of application solutions for all types of tasks. Thanks to its modular structure, EASY ENTERPRISE can be customized to any requirement. It can be used flexibly - from departmental to global enterprise solutions.

Stability.

The EASY ENTERPRISE.x server runs securely under Windows, Linux, Apple Macintosh, as well as different UNIX versions. Additional server features include scalability, high-availability, and efficient load-balancing. The server can also handle any data volume.

A solution oriented overview.

Yet, given all our enthusiasm for innovative technology, the solutions that we can offer you are of prime interest to you, our valued customers. That's why we want to give you a quick overview of the different areas in document management with our "DMS tour", and show you how our EASY products make life easier for you.



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A powerful data capturing tool!

Capturing and sorting electronic and hard copy documents.

A powerful document capturing tool provides the basis for electronic document management. Businesses still receive most documents such as delivery notes, invoices, reminders, contracts, and color brochures as hard copies. EASY CAPTURE ensures not only automatic capturing, indexing, and smart sorting of color or black and white hard copy documents, but also processes Word and Excel files, and any other type of electronic documents.

The perfect organization for huge data volumes.

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.

Working from the comfort of your stand-alone workstation.

In an equally convenient manner, EASY CAPTURE supports ad hoc scanning on the user's workstation. Indexing is conveniently carried out using customized input masks; selection lists and verification checks guarantee error-free input.

Fully automatic indexing.

Users maximize their time by indexing scanned records automatically in batch operation via OCR, ICR, or BARCODE. The additional EASY CAPTURE module IQ Classify takes this process a step further: The heterogeneous documents of daily mail are read, sorted, classified, and then automatically forwarded to the responsible user.

Automatic extraction of invoice data.

EASY xTRACT is a particularly convenient solution for capturing incoming invoices. It automatically extracts data from documents by recognizing the invoice parts via pre-defined rules. Data synchronization using a stored database ensures secure validation.



Capturing documents.

- Capturing, indexing, and sorting electronic, black and white, and color hard copy documents
- Capturing huge data volumes in batch operation using high-performance scanners
- Options for indexing both manually and automatically using OCR or BARCODE
- Automatic extraction of invoice data using EASY xTRACT



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EASY COLD/EASY WINCOLD.

- Fully automatic archiving of print spool files – also directly from Windows applications
- Archiving bulk data on digitized optical disks
- Storing data in an EASY archive or in workflow files



Print data archiving via COLD.

Flexible print data archiving.

Our DMS solutions are all-inclusive tools – no matter what your system requirements are in terms of flexibility or functionality. Of course, this also applies to our COLD solutions for archiving print data.

Archiving bulk data on digitized optical disks.

“COLD” stands for Computer Output on Laser Disk. Originally, it denoted the essential functions of early COLD systems: Import of computer output (typically in print data format) and archiving this bulk data to optical disks.

Convenient processing of print spool files.

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. So the path is clear for a print rerun of your invoice copies, for example.

Print data archiving for Windows applications.

The 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 ARCHIVE – or be linked directly to a previously created workflow file, using its own printer driver. The searched for content can then be conveniently retrieved in seconds.



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Information management in compliance with legal requirements.

E-mail archiving – facing the challenge.

Where is the e-mail containing the important purchase order documents that our business partner sent to my colleague a couple of months ago? How can I ensure my tax-related mail contents are stored in a revision-proof manner and in compliance with legal requirements? Do you delete some of the oldest e-mails indiscriminately and put this problem aside for a couple of days?



EASY NOTES/EASY xBASE.

- E-mail archiving for Lotus/Domino and Outlook/Microsoft Exchange
- Easing the load of the mail database and server
- Revision-proof storage in compliance with legal requirements
- Full text search from your native interface

**Archiving solutions for Notes and MS Outlook/Microsoft Exchange.**

Thousands of users in corporations and administrations are confronted with these problems every day. To spare you all this trouble, our leading e-mail archiving solutions EASY NOTES (for Lotus Notes/Domino) and EASY xBASE (for Microsoft Outlook/Microsoft Exchange) meet the actual requirements of day-to-day business.

Easing the load on the database and server.

Our e-mail archive solutions relieve the mail database and server of contents not permanently required. Restrictions on mailbox size are now eliminated. Mail items are stored in a revision-proof manner, which is absolutely in compliance with legal requirements.

Retrieval from your native interface.

E-mails (and, in EASY NOTES, all other data and documents from various applications under Notes) can be retrieved in mere seconds even years later using the convenient full text search engine – even if the searched for contents reside in attachments, when using EASY xBASE. The user accesses the information directly from the native Notes or Outlook interface.



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Perfect harmony.

Perfectly suitable for Microsoft applications.

Microsoft Office applications are used in most corporate and administrative offices. EASY SOFTWARE's document management and archiving solutions have taken this reality into account: not only are they just particularly suitable for coping with Microsoft Word documents, e-mails, Microsoft Excel tables, and Microsoft PowerPoint presentations, they are also the perfect match for other Microsoft Office and server applications.

Working from your traditional Microsoft Office applications.

The Microsoft Office system is one of the most extensive software designs for processing information, because it provides specific applications for project management, process visualization, Web design, and data capturing in addition to traditional standard software for text processing, table calculation, and presentations. From the outset, 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. So users need no longer exit their Microsoft Office applications in order to store correspondence and calculations directly, in a process-oriented and revision-proof manner, or to add them to a business process.

Optimum support for Microsoft servers.

In addition, EASY's close strategic partnership with Microsoft ensures that EASY always provides optimum support for technological platforms such as SQL, Windows, or Exchange Servers – EASY xSHARE, for example, is a powerful tool for archive integration with the current Microsoft SharePoint Portal Server.



Microsoft support.

- Trouble-free processing of all standard Microsoft Office file formats
- Working from Microsoft Office applications
- Perfect support for Microsoft servers



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ERP linkage.

- Perfect linkage to all standard ERP systems
- Automatic capturing and indexing of incoming documents
- Integration of supporting workflow processes
- Revision-proof storage of incoming and outgoing documents in transaction files in compliance with legal requirements
- Working from the ERP system
- Instant availability of information for ERP interpretation



Want to accelerate your business processes? – Sure!

ERP – The basis for business management.

ERP (Enterprise Resource Planning) systems play a key part within the entire business network of internal and external business processes, because this is the hub of all information technology for controlling and coordinating businesses “in real-time operation”. Accelerating these processes effectively requires guaranteed transparent and secure access to process-related documents across locations – not just for employees but, on request, also for partners, suppliers and customers.

DMS solutions for all standard ERP systems.

EASY provides tailored solutions for integrating the most widely used ERP systems such as SAP, Navision, Business One, BAAN, and Sun Systems, etc. All document management scenarios are covered for these and many more applications. Automating the capture and indexing of incoming documents is part of the EASY performance suite, as are integration of workflow processes and the revision-proof storage of incoming and outgoing documents.

Fast retrieval – fast results.

The documents that are linked with the business transaction in the search result are displayed directly from the ERP system interface. No longer will finding invoices, orders, or any other document be tedious and difficult. These documents are made available to the user providing the user has the related permissions.



Improved information flow.

Fast enterprise-wide availability.

Making daily incoming documents and the information they contain available throughout the company for fast editing and processing is a key factor in optimizing corporate business processes. That's why workflow solutions are gaining in significance in modern and efficient document management.



Workflow solutions.

- Fast enterprise-wide availability of information from incoming and outgoing documents
- Transparent processes because all those involved are instantly informed
- Tremendous savings through optimized processing
- Native solutions for process optimizing, e.g. EASY INVOICE for processing incoming invoices



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Streamlining your costs through optimized processes.

The workflow solutions integrated with EASY ENTERPRISE provide a fast and convenient way to take the paper out of the document process. Reducing the time to process documents while providing an audit trail and escalation procedures to reduce delays and bottlenecks in the process. But EASY DOCUMENTS has many more business benefits: For instance, the workflow engine, an additional module for EASY DOCUMENTS, turns the creation and visualization of automating workflows into a simple, easy to use process. From automated input masks through to final revision-proof archiving, we provide all options that an enterprise needs to benefit from the tremendous savings gained through the workflow document solution.

Processing your incoming invoices effectively.

Most organizations still receive invoices in a hard copy format, these invoices need to be checked and verified by several employees. The manual process requires important documents to be sent by mail with no audit trail and many inherent risks. This procedure is a typical example of a business process that can be replaced by developing a workflow solution, return on investment is even greater when the authorizers and accounts clerks are spread over many locations. Our workflow solutions can solve this problem. For instance, EASY INVOICE provides a preconfigured “Best Practice” workflow taking all typical invoice processing steps into consideration. If required, this workflow can simply be customized to your specific requirements using Microsoft Visio.



Why not simply store?

The perfect electronic document storage.

Traditional document “storage” in folders and file rooms involves an inefficient use of resources, time-consuming searches, multiple copies, poor transparency, and huge costs. This makes integrated, customer-oriented and efficient work harder, if not impossible. All this can be changed; EASY ENTERPRISE ensures revision-proof long-term archiving of all documents, enhances productivity, and reduces costs without requiring unnecessary space.

Easing the load on your server and databases.

EASY provides archive systems across all business and industry sectors, from departmental to global enterprise solutions. And, most importantly, EASY ENTERPRISE lets you store any type of data and/or documents which are archived automatically according to user-defined profiles or manually for long-term revision-proof storage. Archiving complete documents releases server resources for active content, and eases the database load.

Choose your storage media.

No matter which storage medium you select – CD, DVD, or WORM, Jukebox, hierarchical storage management (HSM), or state-of-the-art storage technologies such as IBM TotalStorage DR550 or EMC Centera: EASY SOFTWARE provides solutions supporting you in managing and backing up data subject to long-term retention at great efficiency.



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Document storage.

- Trouble-free, revision-proof, long-term archiving of all documents in compliance with legal requirements
- Increasing productivity, minimizing storage space, easing the server and database load, and streamlining costs
- Free choice of storage media



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Retrieval.

- Greater efficiency and reduced costs through optimized search processes
- Convenient and individual search in databases
- Simple retrieval from standard applications



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For those who appreciate excellent retrieval options.

Providing information in mere seconds.

EASY software ensures you'll find any document. Simple yet powerful search and retrieval capabilities remove the need to dig through paper mountains or search local and network drives. An accelerated and more efficient flow of information enable you to concentrate on essentials, take safe decisions and respond to changing market requirements in time.

Searching across databases – accurate results.

Utilizing “Full text searching”, “Field related search”, “Associated search,” or your own pre-defined search mask, EASY ENTERPRISE always delivers the correct version of the document you are looking for. The information will be delivered via the fastest route possible, reducing data traffic to an absolute minimum. With our new “Storage Provider” design, EASY ENTERPRISE.x combines the advantages of SQL and “full text” database. Each query is intelligently transferred to the ideal database, and the search results are combined into a single common hit list.

Retrieval from your native applications.

Besides access via our archive or retrieval clients that are available for various system platforms (Web client or Rich client), it also allows Internet access or access from widely used standard applications. For this, EASY provides standard modules for search/retrieval and display from SAP, SAP Enterprise Portal, Navision, Lotus Notes, Microsoft Outlook, and other established standard systems. Users need not exit their leading application; training and implementation expenses are minimized.

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The gateway to knowledge management.

Open the gates to information.

Enterprise portals are required to merge information, applications, and services from legacy systems to a uniform platform in such a manner that team work, efficiency in taking decisions, and response capabilities are effectively optimized. The EASY portal integration opens the gateway to enterprise-wide knowledge management, and helps you control your work and process costs.

Specific control of knowledge.

Portals are, in the truest sense of the word, the gateway to all relevant corporate data; first, a portal provides predefined business content; secondly, it integrates systems providing more data and information. Integration with EASY ENTERPRISE supports this use of a portal, and personalizes knowledge where it is currently required.

Uniform data in the SAP portal.

For instance, it enables users using the SAP Enterprise Portal 6.0 as an integration platform for all available corporate data sources to directly access the information stored there via the certified interface to EASY ENTERPRISE.x, and to integrate it with their business processes. The Java-based solution makes the data uniformly available in the SAP portal interface. Documents stored in the EASY archive are automatically displayed in the context of data sources such as e-mails or ERP data.



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**Also optimized
for the Microsoft portal.**

EASY xSHARE, an integration solution for the Microsoft SharePoint Portal Server 2003, also provides better efficiency, increased productivity, and improved customer relations. Interacting with the archive, EASY xSHARE not only accesses stored documents, it also integrates workflows from EASY DOCUMENTS into the interface.

Portal integration.

- Perfect control of heterogeneous information in the enterprise portal
- Supports standard portals such as SAP Enterprise Portal or Microsoft SharePoint Portal Server 2003
- Greater efficiency, better transparency, and enhanced productivity, etc., through high-availability of corporate information



Be safe and on the right side of the law.

Archiving in compliance with international legal standards.

Requirements for legally compliant business processes are constantly increasing worldwide. Agencies are now increasingly demanding access to IT-aided corporate accounting systems; electronic audits have long since become a reality. EASY ENTERPRISE provides the user with a powerful complete solution that meets and satisfies many international legal tax requirements. 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.

Meeting all legal requirements.

Electronic signature or legally compliant long-term archiving, EASY provides the tools for complying with these legal requirements. Revision security of long-term archiving using EASY ARCHIVE, in compliance with the “Basic Regulations for DP-supported Accounting Systems” (Grundsätze ordnungsmäßiger DV-gestützter Buchführungssysteme – GoBs) has been verified and certified by experts. Moreover, additional modules allow EASY ENTERPRISE to process data from ERP systems in compliance with uniform auditing software and to provide it in compliance with the tax law.

Security anytime, anywhere.

Even international corporations with multiple worldwide locations can be handled with ease; implementing document classes in EASY ENTERPRISE.x can adjust to, and meet, the requirements of different local/national legislations for archiving via providers without any additional installations. Therefore these documents will always meet existing provisions and legislation throughout their entire life cycle – from creation to destruction.



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Legal security.

- Considering national and international legal requirements and standards
- Certified revision security including a variety of options
- Adjusting to the legal requirements of your corporate locations



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Native industry and product solutions.

- Fast and simple implementation of individual customer requirements via standardized interfaces
- EASY's always there – providing the best partner channel in the DMS industry
- Best possible integration with standard products through close cooperation with other market-leading IT corporations



More than 8,000 customers
are bound to be right.

Some examples of individual solutions.

More than 15 years of DMS experience enable 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 8,000 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: 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.

Aviation

(Example: Aero-Dienst)

EASY solution: Semi-automatic capture of incoming invoices and credit notes using EASY INVOICE.

Waste Management

(Example: Landbell)

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



Overview of the EASY product suite.

It's that EASY.

EASY SOFTWARE – As the name suggests, our easy-to-maintain archiving and document management solutions are easy-to-use and intuitive. They are reliable and fit in with any existing IT environment, and can be customized to individual user requirements. The document and archive server 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.

Flexible function modules to meet any requirements.

Various client, server, and workflow solutions as well as integration with standard ERP, mail, and portal systems round off the EASY product suite. Additionally, some 100 international software houses have implemented an interface to EASY ENTERPRISE to extend their own products by an integrated electronic archiving solution. So legacy system environments need no longer be an impediment for cross-departmental and cross-enterprise cooperation.

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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EASY ENTERPRISE

DOCUMENT AND ARCHIVE SERVER

Workflow

- **Web Workflow**
 - EASY DOCUMENTS
- **Invoice**
 - EASY INVOICE
- **Solution Packages**

ERP

- **SAP**
 - EASY for mySAP
- **Navision**
 - EASY for NAVISION

Mail/ Groupware

- **Microsoft Exchange**
 - EASY xBASE
- **Lotus Notes**
 - EASY NOTES

Portal

- **EASY Portal**
 - EASY LOGISTICS CENTER
- **SAP Portal**
 - EASY for SAP Enterprise Portal
- **SharePoint Portal**
 - EASY xSHARE

CAPTURE

- **Scanning, reading, binding**
 - EASY CAPTURE

File Server Archiving

- **Transparent file server archiving**
 - EASY xSTORE

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