1041 Eighth Avenue
Huntington, WV 25701
p: 304.522.7022 | tf: 800.642.1930
f: 304.525.3069

AARON'S
BUSINESS SOLUTIONS

700 Washington Street East
Suite LL500
Charleston, WV 25301
p: 304.342.4637

NOTICE OF INTEREST

May 21, 2013

Connie Oswald
WV Purchasing Division
2019 Washington St, E
Charleston, WV 25305

RE: EDD393080

Dear Connie,

On behalf of Aaron's Business Solutions, I would like to submit this letter and the attached documentation as our notice of interest in providing a commercial off the shelf software product to address the considerations of EDD393080. Aaron's Business Solutions has been an Authorized DocuWare Partner (ADP) for four years, with numerous successful installations. We have provided numerous school systems, including Cabell County Schools and Putnam County Schools, with solutions. We are more than qualified to provide the West Virginia Department of Education with a solution to meet its needs.

DocuWare is an integrated document management solution designed to work in small, medium or enterprise level situations. It is fully customizable, allowing for design features specific to the Department of Education. A typical implementation takes about six weeks to complete, including training at the administrative, power user and typical user levels. During an implementation, both a sales staffmember and an implementation specialist would be onsite, with remote support available directly from the vendor, should it be necessary.

DocuWare has been installed successfully across the United States and around the world, including such clients as Universidad de Milano, Independent School District 196 in Twin Cities, Minnesota, and the Portage Township School District in Ohio.

For more technical information, please refer to www.help.docuware.com for more specific data.

Best regards,

Jennifer L. Hamden

Jennifer L. Hamden
DocuWare Applications Consultant
Managed Print Services Specialist
Enclosures

05/22/13 11:16:55 AM
West Virginia Purchasing Division

DocuWare
Authorized
Partner 2013

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State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

Solicitation

NUMBER	PAGE
EDD393080	1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
CONNIE OSWALD
304-558-2157

VENDOR
RFQ COPY
TYPE NAME/ADDRESS HERE

SHIP TO
DEPARTMENT OF EDUCATION

BUILDING 6
1900 KANAWHA BOULEVARD, EAST
CHARLESTON, WV
25305-0330

DATE PRINTED
05/15/2013

BID OPENING DATE: 05/30/2013 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT

REQUEST FOR INFORMATION

THE STATE OF WEST VIRGINIA AND ITS AGENCY THE WEST VIRGINIA DEPARTMENT OF EDUCATION IS SEEKING INFORMATION TO PROVIDE COMMERCIAL OFF THE SHELF (COTS) SOFTWARE PRODUCTS TO FACILITATE SEAMLESS INTEGRATION OF STUDENT INFORMATION PER THE ATTACHED SPECIFICATIONS.

ALL INTERESTED VENDORS WISHING TO PROVIDE INFORMATION ABOUT THEIR PRODUCT IN RELATION TO THE STUDENT INFORMATION SYSTEM SHOULD PROVIDE A RESPONSE TO THE BUYER, CONNIE OSWALD AT THE LOCATION MENTIONED IN THE ATTACHED INSTRUCTIONS TO BIDDERS.

THIS IS A REQUEST FOR INFORMATION ONLY AND IS SOLELY USED FOR INFORMATION AND PLANNING PURPOSES. THIS REQUEST FOR INFORMATION DOES NOT CONSTITUTE EITHER A REQUEST FOR PROPOSAL OR QUOTATION (RFP/RFQ) OR A PROMISE TO ISSUE A RFP OR RFQ IN THE FUTURE.

RESPONSES WILL BE RECEIVED UNTIL 4:00 PM ON MAY 30, 2013.

ANY QUESTIONS MAY BE FORWARDED TO THE BUYER BY NO LATER THAN MAY 24, 2013.

0001 JB 920-04
1
COMMERCIAL OFF THE SHELF (COTS) SOFTWARE PRODUCTS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

Solicitation

NUMBER	PAGE
EDD393080	2

ADDRESS CORRESPONDENCE TO ATTENTION OF:

CONNIE OSWALD
304-558-2157

VENDOR

RFQ COPY
TYPE NAME/ADDRESS HERE

SHIP TO

DEPARTMENT OF EDUCATION

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CHARLESTON, WV
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DATE PRINTED
05/15/2013

BID OPENING DATE: 05/30/2013 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT

THAT CAN ADDRESS THE CONSIDERATIONS IDENTIFIED IN THE ATTACHED SPECIFICATIONS TO FACILITATE INTEGRATING STUDENT INFORMATION.

****** THIS IS THE END OF RFQ EDD393080 ****** TOTAL: _____

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

INSTRUCTIONS TO VENDORS SUBMITTING BIDS

1. **REVIEW DOCUMENTS THOROUGHLY:** The attached documents contain a solicitation for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.

2. **MANDATORY TERMS:** The Solicitation may contain mandatory provisions identified by the use of the words "must," "will," and "shall." Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.

3. **PREBID MEETING:** The item identified below shall apply to this Solicitation.

   [✓] A pre-bid meeting will not be held prior to bid opening.

   [ ] A **NON-MANDATORY PRE-BID** meeting will be held at the following place and time:

   [ ] A **MANDATORY PRE-BID** meeting will be held at the following place and time:

   All Vendors submitting a bid must attend the mandatory pre-bid meeting. Failure to attend the mandatory pre-bid meeting shall result in disqualification of the Vendor's bid. No one person attending the pre-bid meeting may represent more than one Vendor.

   An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. The State will not accept any other form of proof or documentation to verify attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list on the attendance sheet his or her name and the name of the Vendor he or she is representing. Additionally, the person attending the pre-bid meeting should include the Vendor's E-Mail address, phone number, and Fax number on the attendance sheet. It is the Vendor's responsibility to locate the attendance sheet and provide the required

information. Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.

All Vendors should arrive prior to the starting time for the pre-bid. Vendors who arrive after the starting time but prior to the end of the pre-bid will be permitted to sign in, but are charged with knowing all matters discussed at the pre-bid.

Questions submitted at least five business days prior to a scheduled pre-bid will be discussed at the pre-bid meeting if possible. Any discussions or answers to questions at the pre-bid meeting are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

4. **VENDOR QUESTION DEADLINE:** Vendors may submit questions relating to this Solicitation to the Purchasing Division. Questions must be submitted in writing. All questions must be submitted on or before the date listed below and to the address listed below in order to be considered. A written response will be published in a Solicitation addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this Solicitation are preliminary in nature and are non-binding.

Question Submission Deadline: May 24, 2013

Submit Questions to: Connie Oswald
2019 Washington Street, East
P.O. Box 50130
Charleston, WV 25305
Fax: 304-558-3970
Email: Connie.S.Oswald@wv.gov

5. **VERBAL COMMUNICATION:** Any verbal communication between the Vendor and any State personnel is not binding, including that made at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Purchasing Division is binding.

6. **BID SUBMISSION:** All bids must be signed and delivered by the Vendor to the Purchasing Division at the address listed below on or before the date and time of the bid opening. Any bid received by the Purchasing Division staff is considered to be in the possession of the Purchasing Division and will not be returned for any reason. The bid delivery address is:

Department of Administration, Purchasing Division
2019 Washington Street East
P.O. Box 50130,
Charleston, WV 25305-0130

The bid should contain the information listed below on the face of the envelope or the bid may not be considered:

SEALED BID
BUYER: _____
SOLICITATION NO.: _____
BID OPENING DATE: _____
BID OPENING TIME: _____
FAX NUMBER: _____

In the event that Vendor is responding to a request for proposal, the Vendor shall submit one original technical and one original cost proposal plus [ ] convenience copies of each to the Purchasing Division at the address shown above. Additionally, the Vendor should identify the bid type as either a technical or cost proposal on the face of each bid envelope submitted in response to a request for proposal as follows:

BID TYPE: [ ] Technical
[ ] Cost

7. **BID OPENING:** Bids submitted in response to this Solicitation will be opened at the location identified below on the date and time listed below. Delivery of a bid after the bid opening date and time will result in bid disqualification. For purposes of this Solicitation, a bid is considered delivered when time stamped by the official Purchasing Division time clock.

Bid Opening Date and Time:	Request for Information Only - Please respond by 4:00 pm on May 30, 2013.
Bid Opening Location:	Department of Administration, Purchasing Division 2019 Washington Street East P.O. Box 50130, Charleston, WV 25305-0130

8. **ADDENDUM ACKNOWLEDGEMENT:** Changes or revisions to this Solicitation will be made by an official written addendum issued by the Purchasing Division. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgment Form, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

9. **BID FORMATTING:** Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.

GENERAL TERMS AND CONDITIONS:

1. **CONTRACTUAL AGREEMENT:** Issuance of a Purchase Order signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

2. **DEFINITIONS:** As used in this Solicitation / Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation / Contract.

   2.1 **"Agency"** or **"Agencies"** means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.

   2.2 **"Contract"** means the binding agreement that is entered into between the State and the Vendor to provide the goods and services requested in the Solicitation.

   2.3 **"Director"** means the Director of the West Virginia Department of Administration, Purchasing Division.

   2.4 **"Purchasing Division"** means the West Virginia Department of Administration, Purchasing Division.

   2.5 **"Purchase Order"** means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the successful bidder and Contract holder.

   2.6 **"Solicitation"** means the official solicitation published by the Purchasing Division and identified by number on the first page thereof.

   2.7 **"State"** means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

   2.8 **"Vendor"** or **"Vendors"** means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

3. **CONTRACT TERM; RENEWAL; EXTENSION:** The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

[ ] **Term Contract**

Initial Contract Term: This Contract becomes effective on [ ]

and extends for a period of [ ] year(s).

Renewal Term: This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal must be submitted to the Purchasing Division Director thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Renewal of this Contract is limited to [ ] successive one (1) year periods. Automatic renewal of this Contract is prohibited. Notwithstanding the foregoing, Purchasing Division approval is not required on agency delegated or exempt purchases. Attorney General approval may be required for vendor terms and conditions.

Reasonable Time Extension: At the sole discretion of the Purchasing Division Director, and with approval from the Attorney General's office (Attorney General approval is as to form only), this Contract may be extended for a reasonable time after the initial Contract term or after any renewal term as may be necessary to obtain a new contract or renew this Contract. Any reasonable time extension shall not exceed twelve (12) months. Vendor may avoid a reasonable time extension by providing the Purchasing Division Director with written notice of Vendor's desire to terminate this Contract 30 days prior to the expiration of the then current term. During any reasonable time extension period, the Vendor may terminate this Contract for any reason upon giving the Purchasing Division Director 30 days written notice. Automatic extension of this Contract is prohibited. Notwithstanding the foregoing, Purchasing Division approval is not required on agency delegated or exempt purchases, but Attorney General approval may be required.

[ ] **Fixed Period Contract:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within [ ] days.

[ ] **One Time Purchase:** The term of this Contract shall run from the issuance of the Purchase Order until all of the goods contracted for have been delivered, but in no event shall this Contract extend for more than one fiscal year.

[✓] **Other:** See attached.

4. **NOTICE TO PROCEED:** Vendor shall begin performance of this Contract immediately upon receiving notice to proceed unless otherwise instructed by the Agency. Unless otherwise specified, the fully executed Purchase Order will be considered notice to proceed

5. **QUANTITIES:** The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

   [ ] **Open End Contract:** Quantities listed in this Solicitation are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

   [ ] **Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.

   [✓] **Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

   [ ] **One Time Purchase:** This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.

6. **PRICING:** The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification.

7. **EMERGENCY PURCHASES:** The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute of breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.

8. **REQUIRED DOCUMENTS:** All of the items checked below must be provided to the Purchasing Division by the Vendor as specified below.

   [ ] **BID BOND:** All Vendors shall furnish a bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

[ ] **PERFORMANCE BOND:** The apparent successful Vendor shall provide a performance bond in the amount of [ ]. The performance bond must be issued and received by the Purchasing Division prior to Contract award. On construction contracts, the performance bond must be 100% of the Contract value.

[ ] **LABOR/MATERIAL PAYMENT BOND:** The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be issued and delivered to the Purchasing Division prior to Contract award.

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under $100,000. Personal or business checks are not acceptable.

[ ] **MAINTENANCE BOND:** The apparent successful Vendor shall provide a two (2) year maintenance bond covering the roofing system. The maintenance bond must be issued and delivered to the Purchasing Division prior to Contract award.

[ ] **WORKERS' COMPENSATION INSURANCE:** The apparent successful Vendor shall have appropriate workers' compensation insurance and shall provide proof thereof upon request.

[ ] **INSURANCE:** The apparent successful Vendor shall furnish proof of the following insurance prior to Contract award:

[ ] **Commercial General Liability Insurance:** [ ] or more.

[ ] **Builders Risk Insurance:** builders risk – all risk insurance in an amount equal to 100% of the amount of the Contract.

[ ] [ ]

[ ] [ ]

[ ] [ ]

[ ] [ ]

[ ] [ ]

The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether or not that insurance requirement is listed above.

[ ] **LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section entitled Licensing, of the General Terms and Conditions, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits prior to Contract award, in a form acceptable to the Purchasing Division.

[ ] _____

[ ] _____

[ ] _____

[ ] _____

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications prior to Contract award regardless of whether or not that requirement is listed above.

9. **LITIGATION BOND:** The Director reserves the right to require any Vendor that files a protest of an award to submit a litigation bond in the amount equal to one percent of the lowest bid submitted or $5,000, whichever is greater. The entire amount of the bond shall be forfeited if the hearing officer determines that the protest was filed for frivolous or improper purpose, including but not limited to, the purpose of harassing, causing unnecessary delay, or needless expense for the Agency. All litigation bonds shall be made payable to the Purchasing Division. In lieu of a bond, the protester may submit a cashier's check or certified check payable to the Purchasing Division. Cashier's or certified checks will be deposited with and held by the State Treasurer's office. If it is determined that the protest has not been filed for frivolous or improper purpose, the bond or deposit shall be returned in its entirety.

10. **ALTERNATES:** Any model, brand, or specification listed herein establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand should clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a Vendor's bid.

11. **EXCEPTIONS AND CLARIFICATIONS:** The Solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or

other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.

12. **LIQUIDATED DAMAGES:** Vendor shall pay liquidated damages in the amount [ ] for [ ] [ ].
This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy.

13. **ACCEPTANCE/REJECTION:** The State may accept or reject any bid in whole, or in part. Vendor's signature on its bid signifies acceptance of the terms and conditions contained in the Solicitation and Vendor agrees to be bound by the terms of the Contract, as reflected in the Purchase Order, upon receipt.

14. **REGISTRATION:** Prior to Contract award, the apparent successful Vendor must be properly registered with the West Virginia Purchasing Division and must have paid the $125 fee if applicable.

15. **COMMUNICATION LIMITATIONS:** In accordance with West Virginia Code of State Rules §148-1-6.6, communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval. Purchasing Division approval for such communication is implied for all agency delegated and exempt purchases.

16. **FUNDING:** This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available.

17. **PAYMENT:** Payment in advance is prohibited under this Contract. Payment may only be made after the delivery and acceptance of goods or services. The Vendor shall submit invoices, in arrears, to the Agency at the address on the face of the purchase order labeled "Invoice To."

18. **UNIT PRICE:** Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.

19. **DELIVERY:** All quotations are considered freight on board destination ("F.O.B. destination") unless alternate shipping terms are clearly identified in the bid. Vendor's listing of shipping terms that contradict the shipping terms expressly required by this Solicitation may result in bid disqualification.

20. **INTEREST:** Interest attributable to late payment will only be permitted if authorized by the West Virginia Code. Presently, there is no provision in the law for interest on late payments.

21. **PREFERENCE:** Vendor Preference may only be granted upon written request and only in accordance with the West Virginia Code § 5A-3-37 and the West Virginia Code of State Rules. A Resident Vendor Certification form has been attached hereto to allow Vendor to apply for the preference. Vendor's

failure to submit the Resident Vendor Certification form with its bid will result in denial of Vendor Preference. Vendor Preference does not apply to construction projects.

22. **SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES:** For any solicitations publicly advertised for bid on or after July 1, 2012, in accordance with West Virginia Code §5A-3-37(a)(7) and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to submission of its bid to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.

23. **TAXES:** The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

24. **CANCELLATION:** The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-7.16.2.

25. **WAIVER OF MINOR IRREGULARITIES:** The Director reserves the right to waive minor irregularities in bids or specifications in accordance with West Virginia Code of State Rules § 148-1-4.6.

26. **TIME:** Time is of the essence with regard to all matters of time and performance in this Contract.

27. **APPLICABLE LAW:** This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code or West Virginia Code of State Rules is void and of no effect.

28. **COMPLIANCE:** Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendors acknowledge that they have reviewed, understand, and will comply with all applicable law.

29. **PREVAILING WAGE:** On any contract for the construction of a public improvement, Vendor and any subcontractors utilized by Vendor shall pay a rate or rates of wages which shall not be less than the fair minimum rate or rates of wages (prevailing wage), as established by the West Virginia Division of Labor under West Virginia Code §§ 21-5A-1 et seq. and available at http://www.sos.wv.gov/administrative-law/wagerates/Pages/default.aspx. Vendor shall be responsible for ensuring compliance with prevailing wage requirements and determining when prevailing wage

requirements are applicable. The required contract provisions contained in West Virginia Code of State Rules § 42-7-3 are specifically incorporated herein by reference.

30. **ARBITRATION:** Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

31. **MODIFICATIONS:** This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary, no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). **No Change shall be implemented by the Vendor until such time as the Vendor receives an approved written change order from the Purchasing Division.**

32. **WAIVER:** The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

33. **SUBSEQUENT FORMS:** The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

34. **ASSIGNMENT:** Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments. Notwithstanding the foregoing, Purchasing Division approval may or may not be required on certain agency delegated or exempt purchases.

35. **WARRANTY:** The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

36. **STATE EMPLOYEES:** State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

37. **BANKRUPTCY:** In the event the Vendor files for bankruptcy protection, the State of West Virginia may deem this Contract null and void, and terminate this Contract without notice.

38. **HIPAA BUSINESS ASSOCIATE ADDENDUM**: The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at http://www.state.wv.us/admin/purchase/vrc/hipaa.html and is hereby made part of the agreement provided that the Agency meets the definition of a Covered entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the Vendor. Additionally, the HIPAA Privacy, Security, Enforcement & Breach Notification Final Omnibus Rule was published on January 25, 2013. It may be viewed online at http://www.gpo.gov/fdsys/pkg/FR-2013-01-25/pdf/2013-01073.pdf. Any organization, that qualifies as the Agency's Business Associate, is expected to be in compliance with this Final Rule. For those Business Associates entering into contracts with a HIPAA Covered State Agency between January 25, 2013 and the release of the 2013 WV State Agency Business Associate Agreement, or September 23, 2013 (whichever is earlier), be advised that you will be required to comply with the 2013 WV State Agency Business Associate Agreement. For those Business Associates with contracts with a HIPAA Covered State Agency executed prior to January 25, 2013, be advised that upon renewal or modification, you will be required to comply with the 2013 WV State Agency Business Associate Agreement no later than September 22, 2014.

39. **CONFIDENTIALITY**: The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in http://www.state.wv.us/admin/purchase/privacy/default.html.

40. **DISCLOSURE:** Vendor's response to the Solicitation and the resulting Contract are considered public documents and will be disclosed to the public in accordance with the laws, rules, and policies governing the West Virginia Purchasing Division. Those laws include, but are not limited to, the Freedom of Information Act found in West Virginia Code § 29B-1-1 et seq.

    If a Vendor considers any part of its bid to be exempt from public disclosure, Vendor must so indicate by specifically identifying the exempt information, identifying the exemption that applies, providing a detailed justification for the exemption, segregating the exempt information from the general bid information, and submitting the exempt information as part of its bid but in a segregated and clearly identifiable format. Failure to comply with the foregoing requirements will result in public disclosure of the Vendor's bid without further notice. A Vendor's act of marking all or nearly all of its bid as exempt is not sufficient to avoid disclosure and WILL NOT BE HONORED. Vendor's act of marking a bid or any part thereof as "confidential" or "proprietary" is not sufficient to avoid disclosure and WILL NOT BE HONORED. In addition, a legend or other statement indicating that all or substantially all of the bid is exempt from disclosure is not sufficient to avoid disclosure and WILL NOT BE HONORED. Vendor will be required to defend any claimed exemption for nondiclosure in the event of an administrative or judicial challenge to the State's nondisclosure. Vendor must indemnify the State for any costs incurred related to any exemptions claimed by Vendor. Any questions regarding the applicability of the various public records laws should be addressed to your own legal counsel prior to bid submission.

41. **LICENSING:** In accordance with West Virginia Code of State Rules §148-1-6.1.7, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

42. **ANTITRUST:** In submitting a bid to, signing a contract with, or accepting a Purchase Order from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to Vendor.

43. **VENDOR CERTIFICATIONS:** By signing its bid or entering into this Contract, Vendor certifies (1) that its bid was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid for the same material, supplies, equipment or services; (2) that its bid is in all respects fair and without collusion or fraud; (3) that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; and (4) that it has reviewed this RFQ in its entirety; understands the requirements, terms and conditions, and other information contained herein. Vendor's signature on its bid also affirms that neither it nor its representatives have any interest, nor shall acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency.

    The individual signing this bid on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or any documents related thereto on Vendor's behalf; that he or she is authorized to bind the Vendor in a contractual relationship; and that, to the best of his or her knowledge, the Vendor has properly registered with any State agency that may require registration.

44. **PURCHASING CARD ACCEPTANCE:** The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, to process payment for goods and services. The Vendor must accept the State of West Virginia's Purchasing Card for payment of all orders under this Contract unless the box below is checked.

    [ ] Vendor is not required to accept the State of West Virginia's Purchasing Card as payment for all goods and services.

45. **VENDOR RELATIONSHIP:** The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting,

supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, *etc.* and the filing of all necessary documents, forms and returns pertinent to all of the foregoing. Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

46. **INDEMNIFICATION:** The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

47. **PURCHASING AFFIDAVIT:** In accordance with West Virginia Code § 5A-3-10a, all Vendors are required to sign, notarize, and submit the Purchasing Affidavit stating that neither the Vendor nor a related party owe a debt to the State in excess of $1,000. The affidavit must be submitted prior to award, but should be submitted with the Vendor's bid. A copy of the Purchasing Affidavit is included herewith.

48. **ADDITIONAL AGENCY AND LOCAL GOVERNMENT USE:** This Contract may be utilized by and extends to other agencies, spending units, and political subdivisions of the State of West Virginia; county, municipal, and other local government bodies; and school districts ("Other Government Entities"). This Contract shall be extended to the aforementioned Other Government Entities on the same prices, terms, and conditions as those offered and agreed to in this Contract. If the Vendor does not wish to extend the prices, terms, and conditions of its bid and subsequent contract to the Other Government Entities, the Vendor must clearly indicate such refusal in its bid. A refusal to extend this Contract to the Other Government Entities shall not impact or influence the award of this Contract in any manner.

49. **CONFLICT OF INTEREST:** Vendor, its officers or members or employees, shall not presently have or acquire any interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

50. **REPORTS:** Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

[ ] Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

[ ] Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at purchasing.requisitions@wv.gov.

51. **BACKGROUND CHECK:** In accordance with W. Va. Code § 15-2D-3, the Director of the Division of Protective Services shall require any service provider whose employees are regularly employed on the grounds or in the buildings of the Capitol complex or who have access to sensitive or critical information to submit to a fingerprint-based state and federal background inquiry through the state repository. The service provider is responsible for any costs associated with the fingerprint-based state and federal background inquiry.

After the contract for such services has been approved, but before any such employees are permitted to be on the grounds or in the buildings of the Capitol complex or have access to sensitive or critical information, the service provider shall submit a list of all persons who will be physically present and working at the Capitol complex to the Director of the Division of Protective Services for purposes of verifying compliance with this provision.

The State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check.

Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

52. **PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS:** Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.

b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or

such operations, from steel made by the open heath, basic oxygen, electric furnace, Bessemer or other steel making process.

The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:

a. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars ($2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or

b. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

53. **PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL:** In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars ($50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a "substantial labor surplus area", as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products.

This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

WVDE Enhanced Data Entry Solution
Request for Information

Description:

The West Virginia Department of Education (WVDE) is issuing this Request for Information (RFI) and does not constitute a commitment, implied or otherwise, that the State of West Virginia will take procurement action in this matter. Further, the State will not be responsible for any cost incurred by respondents for preparing or submitting a response to this RFI.

The information will be reviewed for the purpose of educating WVDE as to the capabilities of "Commercial Off-The-Shelf" (COTS) Software Products that can address the considerations identified below. While WVDE envisions a COTS solution for its enhanced data entry solution, it remains open to alternatives, such as COTS-based with customization or a fully customized solution to facilitate seamless integration with WVDE's student information system (WVEIS). WVEIS is built on an IBM iSeries platform using DB2/400 as the database server. This system contains fifty-seven district level relational databases with multiple tables, and annual data being maintained in representative DB2/400 members. Data are transported from district to district at the database level.

The WVDE will not attempt to identify providers through the RFI process or procure any goods or services. The RFI process is a vehicle to determine the interest of organizations in providing an enhanced data entry system that functions within or as part of the current system. This is an effort to construct the best possible application process for this initiative.

WVDE Considerations:

WVDE is interested in learning more about COTS, COTS with customization, or fully customized software products from vendors with experience in the k-12 educational sector that:

1. Provide a data entry platform online and mobile ready
2. Support, pull, and transform data from/across multiple sources to be presented in a unified interface
3. Have a platform that can integrate existing and new tools (e.g., attendance, grades, messaging, user-level customized reports, assessment results, etc.).
4. Can integrate with existing single-sign-on structures
5. Have interfaces/dashboards that are intuitive, well designed, easy to use across multiple role-based access levels
6. Allow for customized reports that provide instructional recommendations (e.g., strategies, tools, resources, or supports) based on data-driven and standards-based results.
7. Have the capability of creating student profiles that provide information about students' full educational careers
8. Can be seamlessly integrated with existing data sets/systems
9. Provide custom and on-the-fly reporting capabilities and analytics
10. Comply with industry standards for data exchange

11. Support standard structured query language (SQL)
12. Provide adequate data privacy and security
13. Are supported with training and end-user support
14. Align and report on all content including integrated third party content as a cross-sectional analysis of daily instruction and student performance by standard
15. Have the ability to support batch and event-based data integrations
16. Integrate existing Early Warning System or provide a student-focused early warning system and corresponding reporting
17. Provide lesson planning capabilities for teachers that could include third-party content
18. Allow for system components to be tagged with flags/identifiers that are state-defined (e.g., Common Core State Standards, WV State Standards, etc.)

Responses:

Interested vendors are encouraged to submit a notice of interest on company letterhead along with a brochure and/or a detailed description of such product(s). The information furnished should document the general functionality of the software and how it might address the considerations outlined in this RFI. WVDE may subsequently invite a representation of vendors to provide a two-hour demonstration of their software products. Please include in your response:

- Representative timeline for typical product implementation
- Representative staffing for typical implementation
- Examples of any representative project plans

Note that this is not a Request for Proposals, but rather an invitation to inform WVDE of the current capabilities of enterprise decision support or business intelligence systems available in the market.

Response Due Date:

Submissions are requested by 4:00 PM EST, May 30, 2013. Please address them to:

Connie Oswald
WV Purchasing Division
2019 Washington Street, East
Charleston, WV 25305
Fax: 304.558.3970

CERTIFICATION AND SIGNATURE PAGE

By signing below, I certify that I have reviewed this Solicitation in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this bid or proposal for review and consideration; that I am authorized by the bidder to execute this bid or any documents related thereto on bidder's behalf; that I am authorized to bind the bidder in a contractual relationship; and that to the best of my knowledge, the bidder has properly registered with any State agency that may require registration.

AARON'S BUSINESS SOLUTIONS
(Company)

Jennifer L. Hamden
(Authorized Signature)

JENNIFER L. HAMDEN, DOCUMENT SOLUTIONS CONSULTANT
(Representative Name, Title)

304-522-7022 304-525-3069
(Phone Number) (Fax Number)

05/21/2013
(Date)

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: EDD393080

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:
(Check the box next to each addendum received)

[ ] Addendum No. 1	[ ] Addendum No. 6
[ ] Addendum No. 2	[ ] Addendum No. 7
[ ] Addendum No. 3	[ ] Addendum No. 8
[ ] Addendum No. 4	[ ] Addendum No. 9
[ ] Addendum No. 5	[ ] Addendum No. 10

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

AARON'S BUSINESS SOLUTIONS
Company

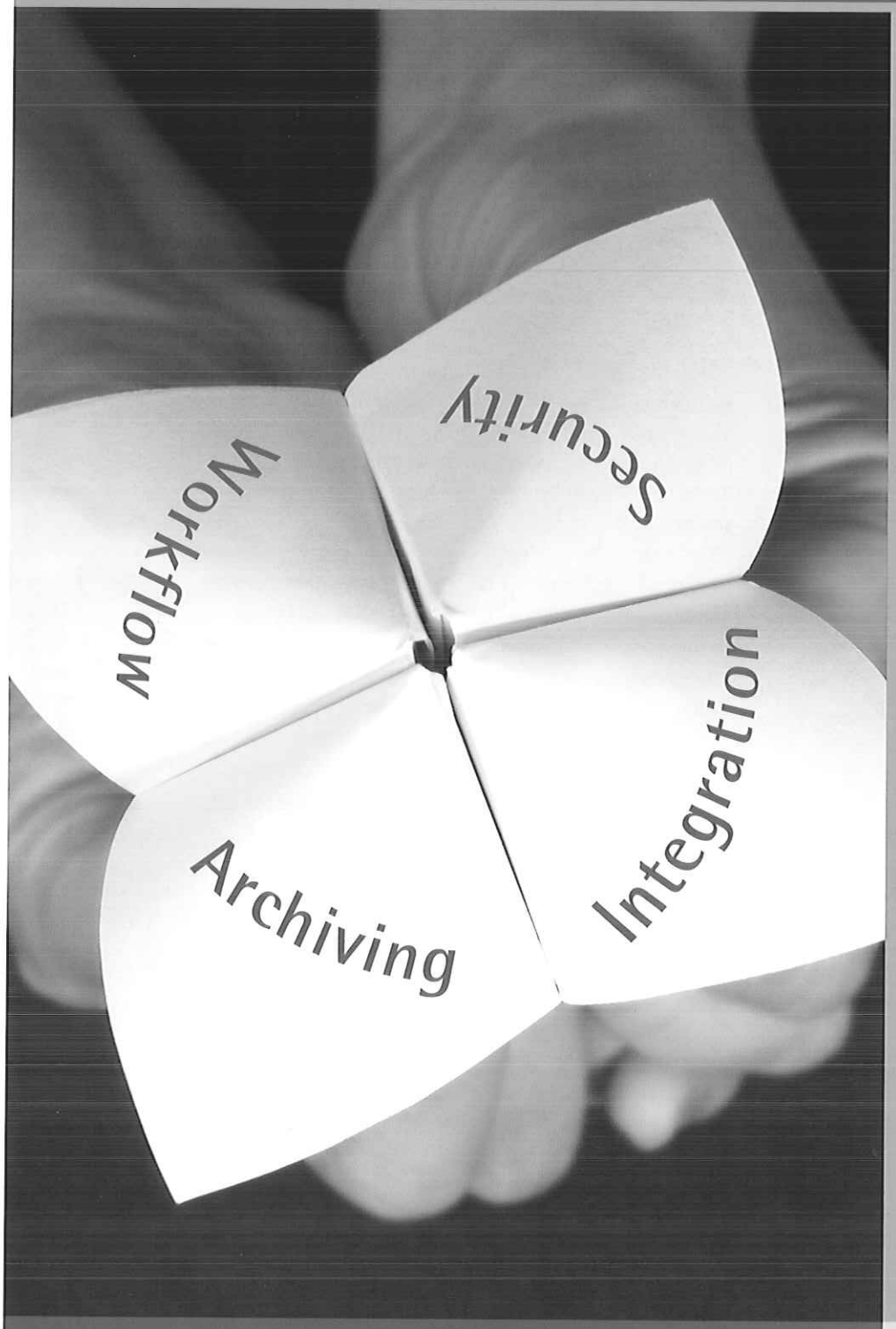
Jennifer S. Hamden
Authorized Signature

05/21/2013
Date

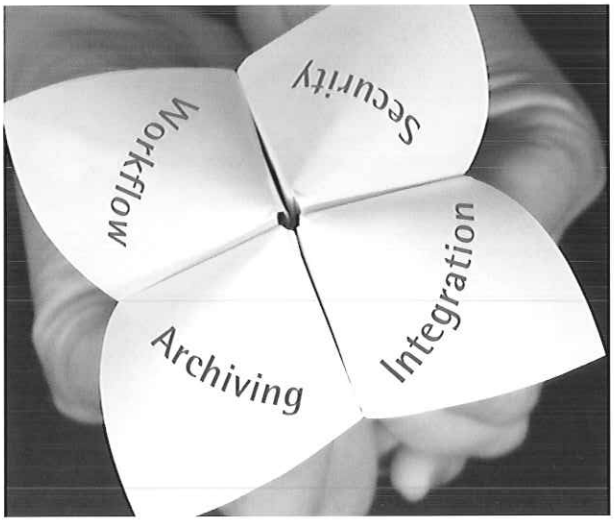
NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.

From Documents to Value

Docuware®



Enterprise Content Management



Sound familiar? Every day you spend valueable time searching for, copying, printing, labeling, storing and securing documents. Paper documents create a lot of work, fill up file cabinets, and are costly to manage and maintain. And where do you begin to find the right document when you need it?

DocuWare – software for professional Enterprise Content Management – simplifies every single task relating to documents. By managing your document with DocuWare, efficiencies are increased throughout your entire organization. Employees are equipped with the right information whenever they need it so that customer service improves and productivity increases. Security gaps are closed and because everything is so well-organized and legally compliant, audits consume less time.

Archiving 4
Security 8
Integration 10
Workflow 16

Responsible for the Content

DocuWare AG
www.docuware.com

Discover the Value in Your Documents

DocuWare turns your documents into what they really are: valuable information that builds capital. With DocuWare, you can easily unleash the potential embedded in every document. Put every e-mail, every file, every record to work contributing to your company's success!

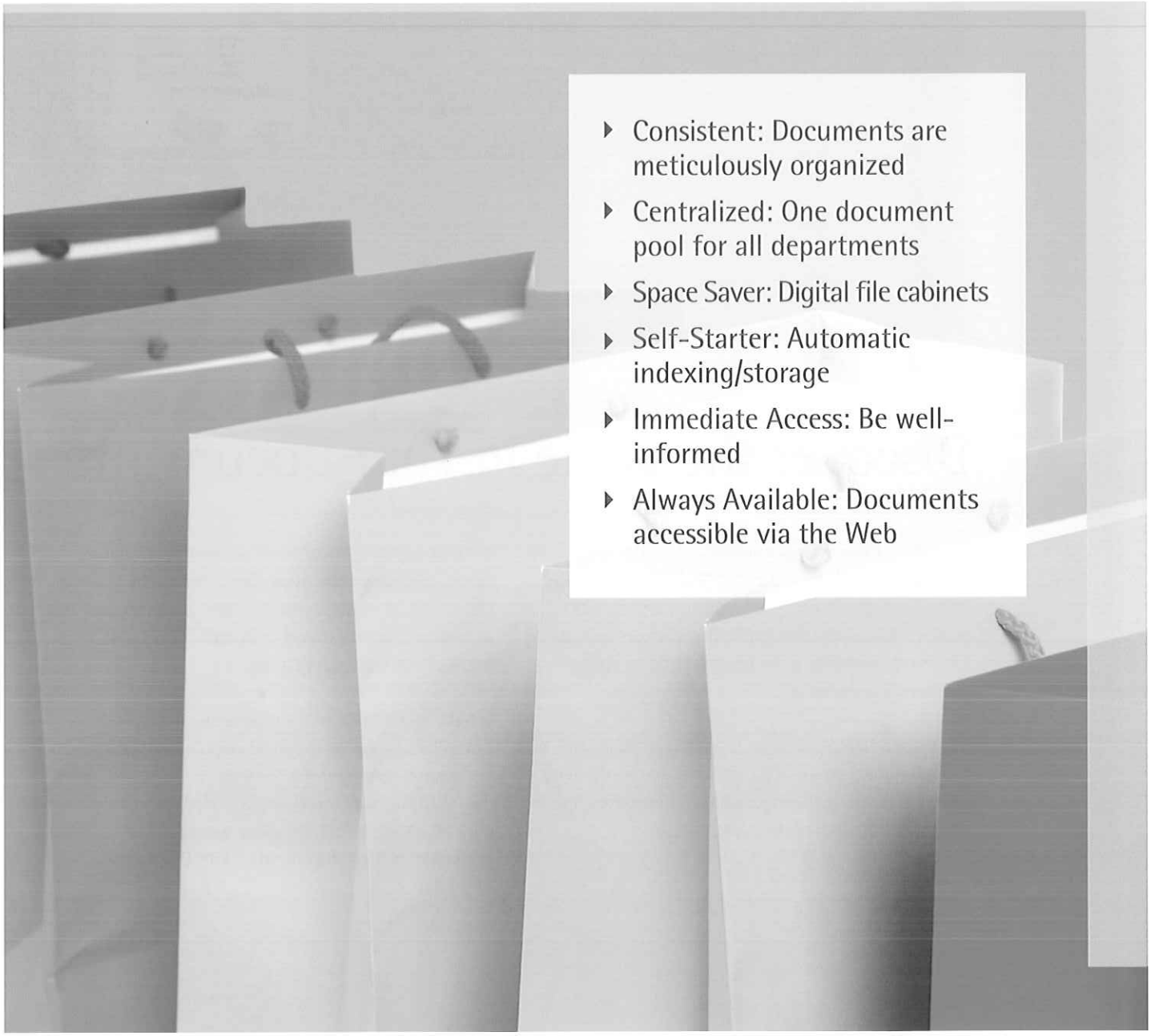
Integrating DocuWare in an IT landscape means you've found an ideal solution for revving up productivity, lowering costs, improving cash flow, ensuring compliance and boosting customer service.

With DocuWare, documents are readily available, where and when you need them – whether that's at the office, at home or on the road. It's even easy to access documents stored in DocuWare right from another software application.

Let the experience of thousands speak for itself: DocuWare is one of the most popular Integrated Document Management Systems in the world, with over 100,000 users worldwide. Today, companies in over 70 countries are enjoying success by uncovering the value in their documents...with DocuWare.

Archiving with DocuWare: Ready, set, go

Having DocuWare means optimal organization: documents are stored in a way that's quick and smart. No matter where or when you need information, it can be retrieved in seconds.



- Consistent: Documents are meticulously organized
- Centralized: One document pool for all departments
- Space Saver: Digital file cabinets
- Self-Starter: Automatic indexing/storage
- Immediate Access: Be well-informed
- Always Available: Documents accessible via the Web

Centralized Storage

From paper documents to data files – with DocuWare you can manage all types of documents, from many different sources, in one central document pool, where a number of digital file cabinets are used to store everything. You no longer have to wonder where your important documents are: in DocuWare they are only a click away.

Storing in Digital File Cabinets

Digital file cabinets are much like their metal counterparts. In DocuWare, you can decide how many of them you'd like and how they are organized; whatever makes sense for your company. For example, you can set up a customer file cabinet in which accounts receivable/payable invoices are stored along with complete customer correspondence including faxes and e-mail. You might also have a separate Human Resources file cabinet or perhaps one for anything relating to production and product development.

Organize It...Automatically

For quick and easy retrieval, documents are stored along with index criteria, which bring structure to your system. Indexing can be handled fully automatically: index terms can be derived from external sources, such as text files or databases, or directly captured from a document via OCR

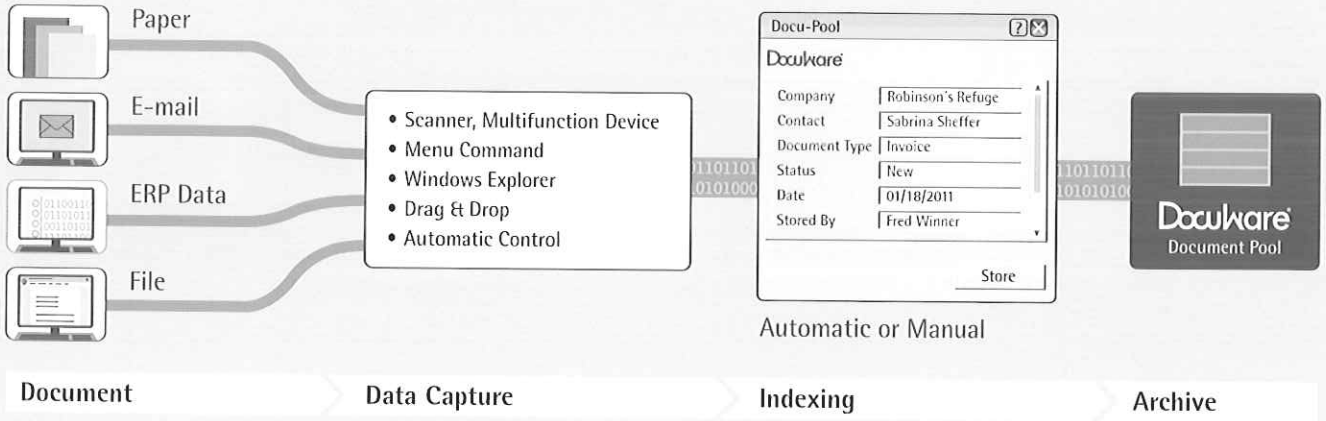
One Viewer, All File Formats

So you don't have a certain application program? With DocuWare's universal viewer, you can open all file formats – no matter if they are text, database or image files.

» For us DocuWare is not just a place to store papers, it's more than that. It is a system that alerts employees to where a product or materials are in the system, or where a job is for scheduling. Complete information in one location. «

Tani Michaud
Co-Owner, Advance Cabinet Design, Oregon USA

Store Documents in a Central Document Pool



Available Worldwide

Need documents on the road? With DocuWare Web Client, you're more flexible than ever: by using a Web browser, you can access the central document pool at any time, from anywhere around the world to search, edit and store. Or use DocuWare Mobile.

» DocuWare is great. Our employees no longer need to spend, what amounted to hours, hunting for information or pulling files. The only problem we have now is getting used to not having all the paper lying around. The time DocuWare has saved us can be redirected into processing more loans and providing our customers with better service. «

Julie Krause
Vice President, Mann Mortgage,
Montana USA

or barcode recognition. In addition, fulltext indexing of documents takes place in the background. In the rare case that a document has to be manually indexed, DocuWare provides select lists and other tools to make entry simple and error-free.

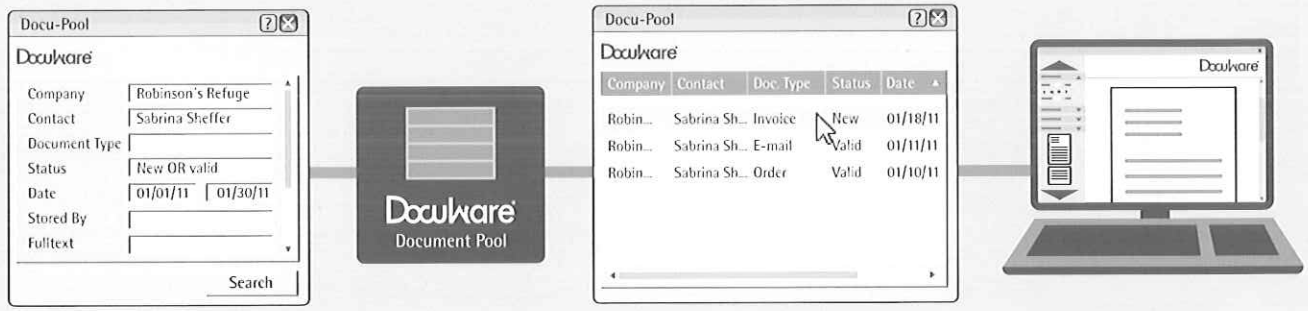
Smarter Searches, Quicker Retrieval

Retrieving documents with DocuWare is as easy as using an online search engine even when searching across multiple file cabinets: just enter search criteria and all relevant documents are listed. One click and a document is opened – either in the program it was created or in the DocuWare viewer, the universal display window of DocuWare that can show all kinds of documents, no matter their origin or file type.

DocuWare Makes Documents Mobile

Whatever document you need, DocuWare can get it to you immediately – whether you're working in the office or on the road. With DocuWare Web Client, documents can be searched and edited while you're visiting a customer or working from home. You can even use your iPhone to work with DocuWare. And just in case you don't have an Internet connection while traveling, take everything with you by synchronizing DocuWare file cabinets right onto your laptop before you head out.

Find and Display Documents



Search Criteria → **Search** → **Result List** → **Document**

DocuWare Every Day – Solutions for All Document Types

Eliminate Paper

DocuWare eliminates overflowing binders, folders and file cabinets. Paper is scanned and stored as an electronic document. This can be accomplished with a workstation scanner as well as a multifunction copier.

Existing paper files are systematically converted into bits and bytes and transformed into digital DocuWare file cabinets.

The results? You'll need about 90 percent less space for storing your documents!

- Make space in your office
- Access paper documents from anywhere
- Protect information from loss/damage

E-mail Management

What to do with all that e-mail? Simply store your messages directly out of your e-mail program into the central document pool – that way they are retained with related documents in a tamper-free and well-organized environment. No need to search in different places on your computer. Now e-mail can be found with a click of a mouse, even years later. Most importantly, all that mission-critical knowledge housed in e-mail doesn't get lost in personal mailboxes. Instead, it is now available to all authorized users in your organization.

- Tamper-free storage of e-mail
- Easy e-mail retrieval
- Information silos connected

Document Portals

With DocuWare, user-specific documents can be made available via the Internet. Employees can access their personnel records from home. Customers can view documents such as invoices and delivery slips online.

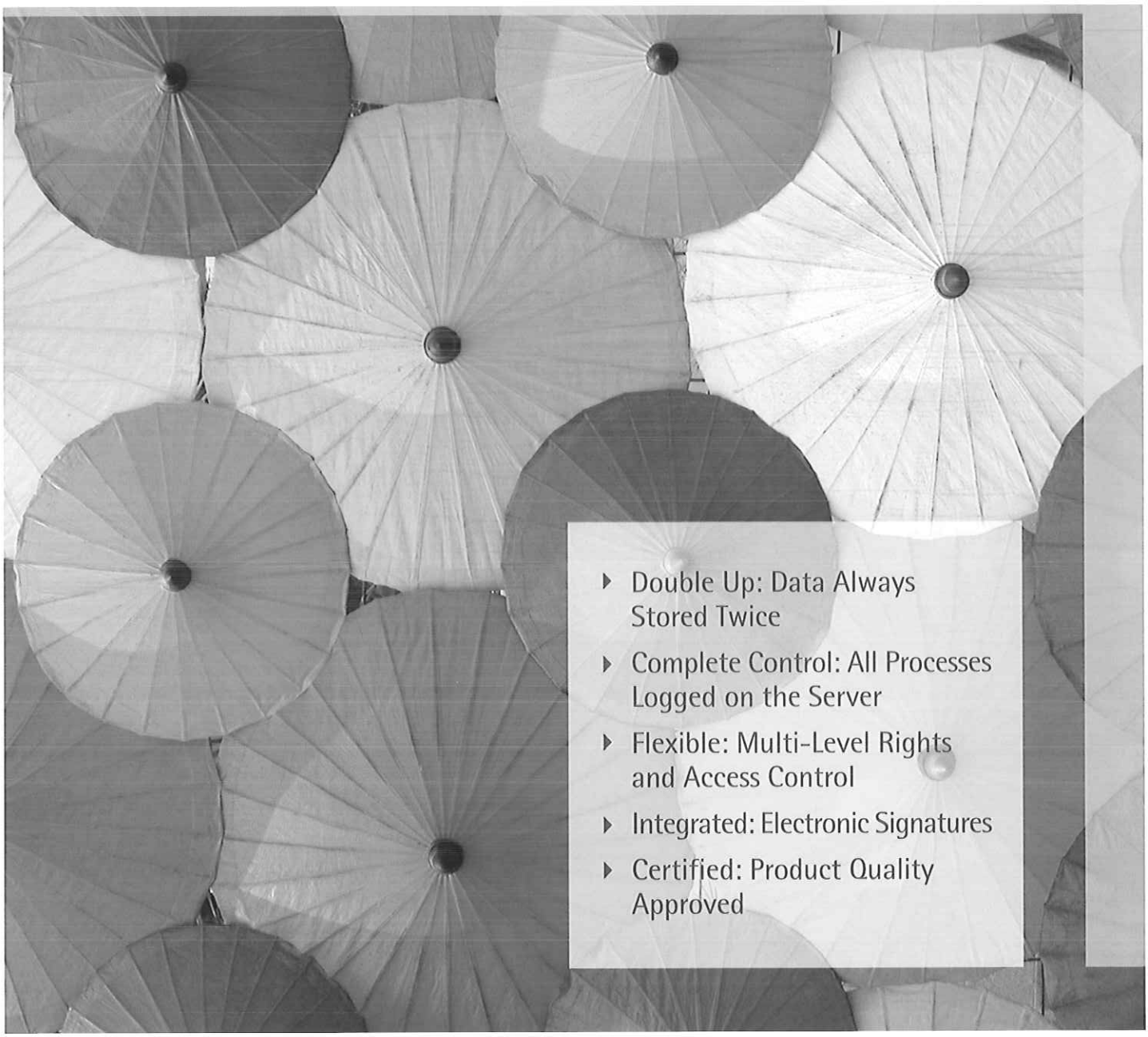
Partners and prospective customers can download the latest product information, price lists and marketing material right from your sales portal.

The system guarantees 100% security that document access is granted to only those who are specifically authorized.

- Flexible online access to documents
- Current documents immediately available
- Improves customer service

DocuWare Security: Protect Your Documents

You can depend/rely on DocuWare: our Integrated Document Management System guarantees the highest level of data and access security for documents. In addition, your organization will benefit from convenient strategies for backing up data and long-term archiving.



- Double Up: Data Always Stored Twice
- Complete Control: All Processes Logged on the Server
- Flexible: Multi-Level Rights and Access Control
- Integrated: Electronic Signatures
- Certified: Product Quality Approved

Long Term Security

With DocuWare, documents are securely stored in a way that is tamper-free. No document is ever lost, which means you are completely prepared for audits. For all matters involving claims or product liability, you'll be prepared. If documents only need to be retained for a particular period, DocuWare will automatically monitor the deletion schedule for you.

DocuWare Speaks Legalese

AO, GDPdU, Basel II, Sarbanes Oxley and more: DocuWare meets all the conditions and regulatory requirements that are contained in these laws. Documents archived in DocuWare can easily be managed for records retention requirements. In order to conform to legal paperless processes, DocuWare integrates all types of electronic signatures: simple, advanced and qualified signatures, time stamps and handwritten signatures.

Access Rights Grant Permission

Detailed access rights can be customized to suit your business to make sure that employees, customers or vendors are guaranteed to see only those documents that are relevant to them. Users and rights are handled with DocuWare's central administration. Through the assignment of groups, roles and profiles, controlling access is both flexible and secure. Log features verify – even after several years – when and where a user has accessed a document.

Key for Disaster Recovery

DocuWare is the ideal approach for long-term archiving and as a backup to assist in the case of disaster recovery. Complete DocuWare file cabinets (along with all search criteria) can be easily copied from the DocuWare live system onto external storage media. An even easier and more secure approach: copying everything into a Cloud system. Space-stealing, expensive, and hard to protect paper archives are now officially part of the past.

Security for Your Documents

Is data corruption and loss a concern? DocuWare works like a virtual safe. To ensure that your data can never be lost, redundant header files are stored along with every document. Access to documents and databases is only possible via DocuWare server and is registered in a detailed log.

ISO Certified

Trust is good, certification is better: DocuWare regularly has its products tested by independent institutions. For example, it meets the international standard DIN EN ISO 9001. For a complete list of certifications, go to www.docuware.com.

» This has been an IT success story for Mosscare. On the one hand our staff has embraced this technology better than any other. And on the other hand we are now able to offer a much better service than ever before. «

Marilyn Evans,
ICT Manager, Mosscare Housing Ltd,
Manchester United Kingdom

DocuWare Integration: Connect Your Documents with Your Business

DocuWare is at the heart of your business: its central document pool is directly linked with the other business applications of your IT landscape. The valuable knowledge contained in your documents can now be used...immediately!

- Versatile: Integration via open interfaces and programming toolkits
- User Access: Document searches – button integrated within applications
- Linked: Open documents via URL
- Familiar: Windows Explorer to store and search
- Comfortable: Manage with central administration suite
- Powerful: Service-oriented architecture

Integrated Storing and Searches

The DocuWare Integrated Document Management System works closely with other applications in your company's IT landscape to store and retrieve documents in the fastest way possible. Data and document exchange between programs can be set up to work seamlessly thanks to both special and universal DocuWare interfaces and programming toolkits. Efficiency ensues: indexing and storage can run completely automatically – regardless of the document type or operating system. It's also possible to search for documents and display them straight out of another application program.

One Click Instant Results

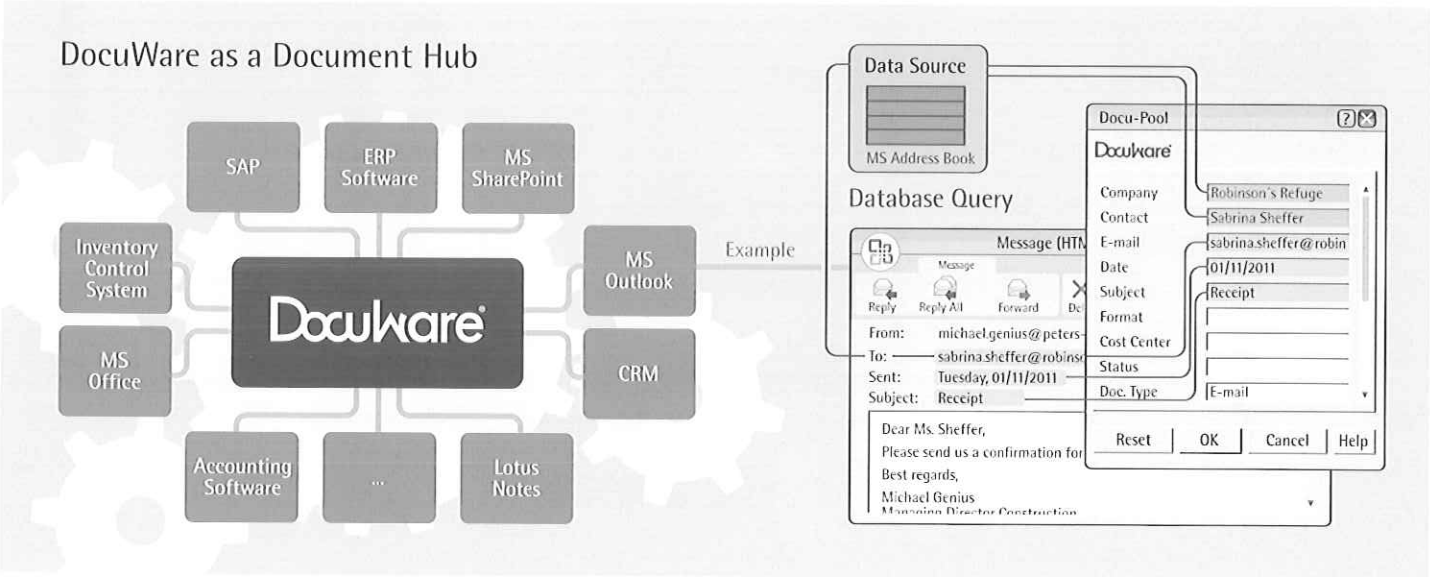
DocuWare Smart Connect – a very clever tool for document retrieval – can help you find documents with one click. It can be easily integrated within application programs.

Best Connection

DocuWare lets you integrate virtually any application – whether it's your ERP, inventory or accounting program; in Microsoft SharePoint Server or SAP; and in e-mail programs such as Outlook and Notes. Not only can you access your documents from any place and at any time, you don't even have to switch from one program to another. You simply launch documents archived in DocuWare right from your familiar business application.

» Our DocuWare system is about retrieval - quick retrieval that helps us with compliance recording and investigations. The idea that you can sit at your desk and instantly find the information you need is amazing. Prior to this system, finding information could be a major project. «

Larry Engle
Operations Lieutenant, Warsaw Police Department, Indiana USA



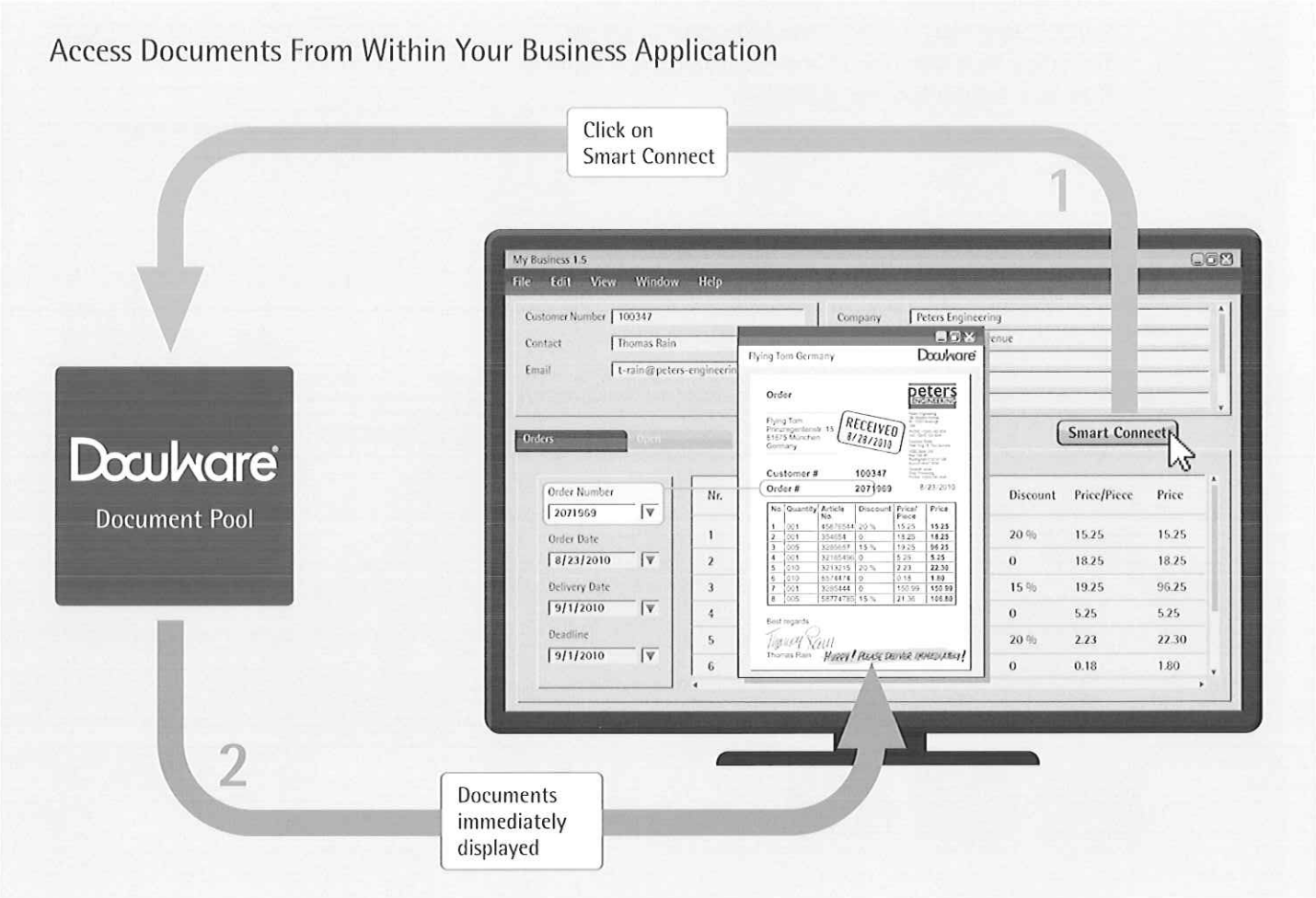
» DocuWare is the cornerstone of our IT strategy, helping us to integrate software applications from all of our offices around the world, shrink costs and simplify the exchange of experiences. «

Rainer Heisel
Director IT/Organization, HARIBO, GmbH & Co. KG, Bonn Germany

Self-Configured: Documents with a Click of a Button

Many people spend most of their work time within a specialized program – such as an ERP or accounting system. This can often mean that very similar documents are used over and over again. Wouldn't it be great to have all the documents you need with just one click?

DocuWare makes this happen. With the help of a wizard, anyone can use the DocuWare module Smart Connect to configure an automatic document search button and integrate it into an application. Clicking on this button will then serve up the documents that belong to a particular process. The program itself never has to be modified.



Linked: URL Integration

By using hyperlinks (URL addresses), documents can be integrated in all kinds of application programs – wherever a Web-link can be inserted. This kind of URL integration is a quick and unbelievably flexible option for incorporating documents stored within DocuWare into daily business processes. This approach isn't only for integrating individual documents; a URL may also be linked to result lists or search dialogs as well.

DocuWare in Windows Explorer

Everyone is used to moving documents around in their Windows file directory. With its own Windows Explorer Client, DocuWare gives you the option to use Windows Explorer to directly store and search in the tamper-free document pool. A special DocuWare folder is set up in the Windows file directory reflecting the various file cabinets from your DocuWare system. When a document is copied or moved into this folder, it will be automatically indexed and stored. All file cabinet and user rights are upheld. In addition, DocuWare has a special Add-In for Microsoft Office programs which lets you store documents directly out of Word, Excel or PowerPoint in the central document pool.

Compatible: Outlook and DocuWare

E-mail management has to be both secure and practical to run well. Archiving e-mail right out of Outlook into DocuWare couldn't be easier. It's just a matter of moving e-mail into a pre-defined DocuWare folder that's set up in the e-mail program – automatic indexing and storage of your messages takes place including your e-mail attachments.

Depending on your needs, DocuWare can store e-mail in an original format or as .rtf/.txt files. The system also simultaneously generates a fulltext index that incorporates all attachments. So when you need an archived e-mail, you can simply access it directly out of Outlook.

Archiving with Windows Explorer

Like working in Explorer? You can quickly integrate DocuWare file cabinets within the Windows file directory's structure. Work as usual in Explorer knowing you are storing documents centrally and securely in your DocuWare document pool.

» We are so happy with DocuWare. We really wanted to implement a system where we only needed to have one point of data entry, a system that would allow us to connect and utilize the crucial information contained in our main database. With DocuWare, we've done that and are able to efficiently and accurately share information among our different programs, reduce document retrieval times, and give the Finance Department instant access to insurance information to properly bill patients. «

Jennifer Vitrano
CHCC Patient Access Manager,
Christian Health Care Center,
New Jersey USA

Strong Software Architecture

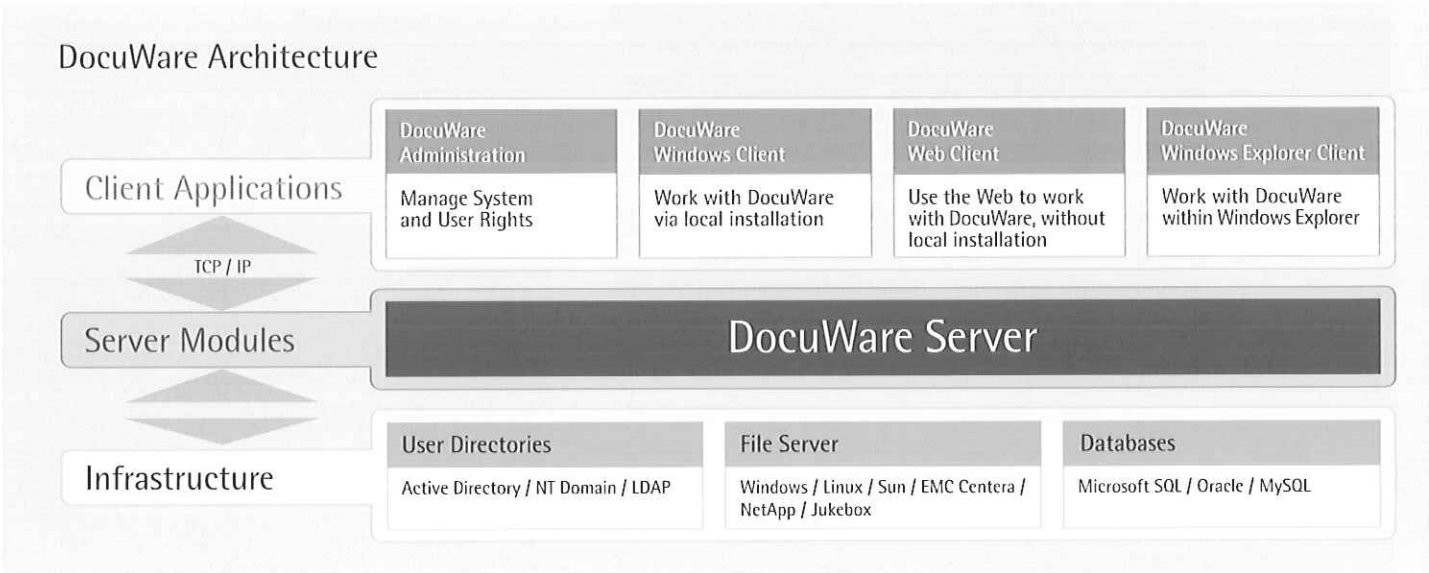
The stable core for the wide-ranging functionality of the system is found in DocuWare's architecture, which is based on an N-Tier structure. User clients and the administration client all use TCP/IP through one communication channel to access the server modules. These communicate directly with the storage systems, databases, and user directories. This ensures that the system provides for both broad scalability and maximum security.

Further Information:

The many possibilities for integrating DocuWare within other systems are described in detail in a dedicated White Paper. To read this along with other White Papers on Security and Architecture and get the most current information about DocuWare's latest version and its modules, go to **www.docuware.com**

Start with DocuWare

DocuWare is a standard software package that, even in its most basic version, offers the essential features for efficient Enterprise Content Management. Through optional modules, the software can be customized to meet the needs of any organization. Installing the system within a company's IT environment is simple and requires only limited resources. Maximum performance and easy administration are assured. The entire configuration takes place in the central DocuWare administration. Server modules and remote users can be managed from here. Since DocuWare is available in 15 languages, companies and locations worldwide are effortlessly connected.



DocuWare Every Day – Examples for an Ideal IT Strategy

Smart Connect: Quick Integration

The Smart Connect module can capture search and index terms directly from the interface of software programs. So that Smart Connect knows which content is important for a search or store process, a screenshot is first generated and used to identify certain elements. This means that without the need for any programming, you can use Smart Connect to capture data from another application. A Smart Connect integration can be set up by any user in just four steps, but it may also be configured by central administration.

- Compatible with most business programs
- Anyone with basic IT skills can set it up

Software Developer Kit: Integration with Customization

DocuWare's architecture makes it possible to offer a variety of powerful programming interfaces to meet the needs of many different development settings.

With its Software Developer Kit (SDK), DocuWare paves the way for a number of specific interfaces: via Java, URL integration, Web Services as well as high-performance GAPI and JAPI interfaces. The interfaces make it possible to incorporate the most critical DocuWare features within other applications.

- Integrated through simple programming
- Fully integrated document management

Specialty Interfaces: Integration in Leading Programs

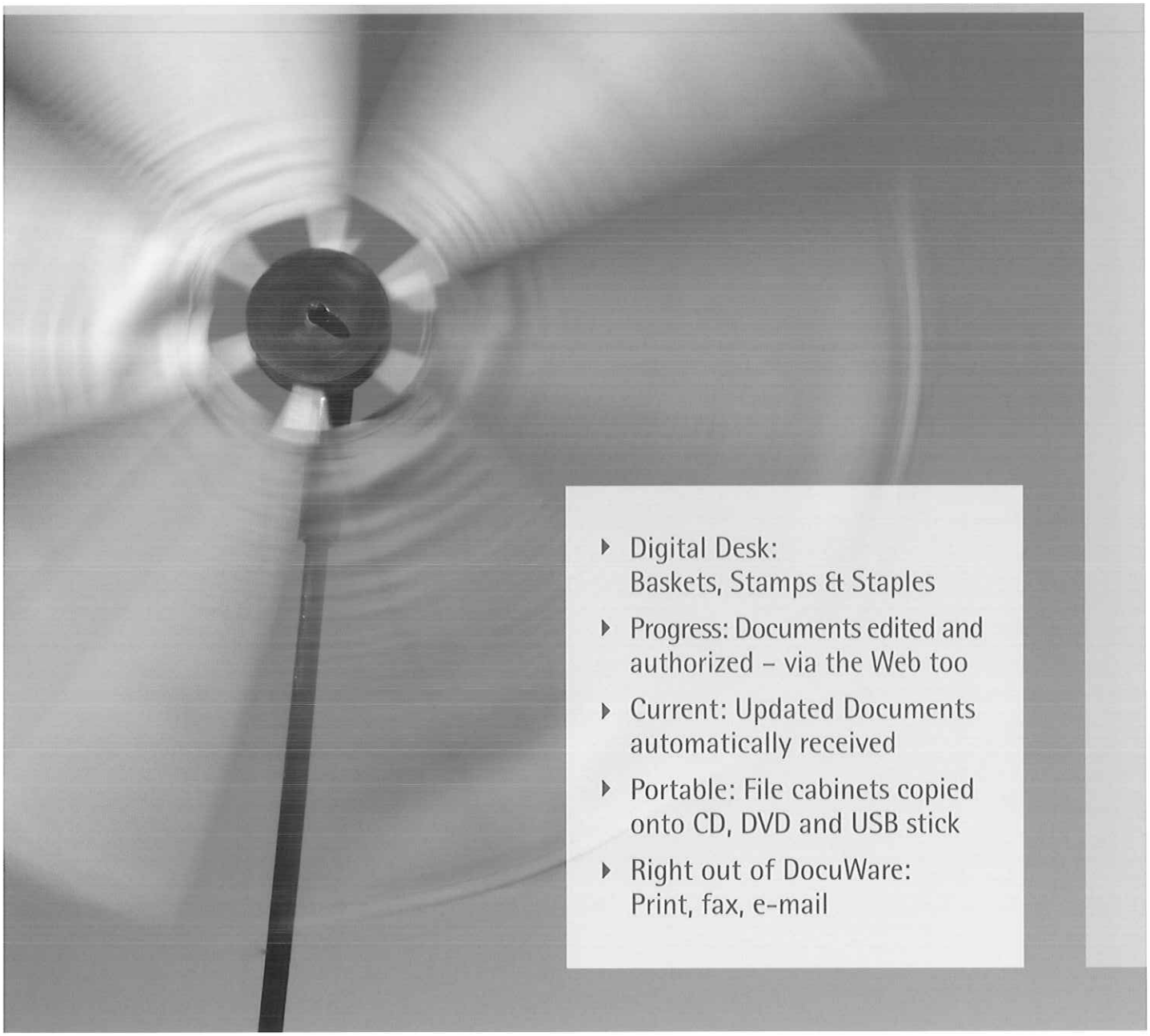
DocuWare has developed special interfaces for a number of programs – including SAP, Microsoft Office SharePoint and Lotus Notes – to support direct document and data exchanges.

This makes it simple, for example, to enhance a Microsoft Office SharePoint Portal with key document management features such as long-term archiving and tamper-free storage. By integrating DocuWare, SAP users can access their SAP documents – even without running a SAP client.

- Works seamlessly with SAP, SharePoint and Lotus Notes
- Integration in complex systems made easy

DocuWare Workflow: Get More Out of Every Document

DocuWare is the hub for ultra-efficient workflows: documents are not only quickly retrieved, but can also be immediately processed for further distribution. This saves an enormous amount of time, improving productivity and profitability.



- Digital Desk: Baskets, Stamps & Staples
- Progress: Documents edited and authorized – via the Web too
- Current: Updated Documents automatically received
- Portable: File cabinets copied onto CD, DVD and USB stick
- Right out of DocuWare: Print, fax, e-mail

Stapler, Annotations, Stamps

With DocuWare, you work in a way that's very similar to handling paper documents on your desk. Documents can be sorted into digital baskets and stapled together (or even unstapled!). To edit, check, and authorize documents, there are a number of digital tools and stamps at your fingertips. Add a Tablet PC and you can embellish a document with a handwritten note or signature. Another plus: even after a document has been marked up and stamped, the original document is always retained. Changes are stored separately as an "overlay" as if printed on a transparency.

Your Desk in DocuWare

Want to work as you always have? All the tools on your desk are mirrored in DocuWare. From stamps to highlighters, you won't miss anything by going electronic.

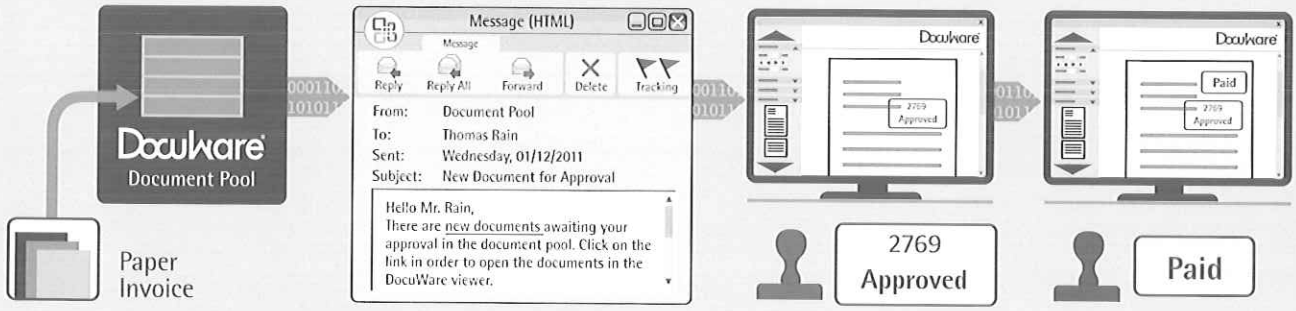
Authorizing Documents

DocuWare speeds up document-based workflows that are part of every workday, such as the verification and authorization of invoices. Workflows are managed in DocuWare with the help of digital approve/decline stamps. For example: once an invoice has been stamped in DocuWare, its status will automatically be changed from "new" to "authorized", thereby moving it to the next person in the workflow. Of course documents can also be stamped when working remotely via the Internet. This means that a workflow doesn't have to come to a halt when employees are out of the office; processing times are shortened and bottlenecks are eliminated.

» Our DocuWare solution has been more effective than I imagined after I saw the demo. It has paid for itself within six months. Our Return on Investment with DocuWare has been very dramatic. «

Don Lewis
Chief Financial Officer, L'Koral,
California USA

Receive and Authorize Documents via Workflow



Workflow by iPhone

Don't have your laptop with you? Thanks to the DocuWare Mobile app, you can use an iPhone to access your documents...and even stamp and authorize them. It puts the flow into workflow!

File Cabinets to Go

Want everything with you? DocuWare file cabinets can be completely stored on external media such as a DVD or USB stick. These self-running file cabinets let you search/retrieve the data, without the need for a DocuWare client installation.

» My staff and I can now track an invoice throughout the entire approval process. With one glance I know which invoices have been pending approval for too long and my staff can easily e-mail a higher level manager for approval. DocuWare has improved each employee's document accountability. I no longer receive collection calls for invoices that I was unaware had been lost in our paper-based approval system «

Marsha Hadd
Accounting Supervisor, American Engineering Testing, Minnesota USA

Finish Tasks Immediately

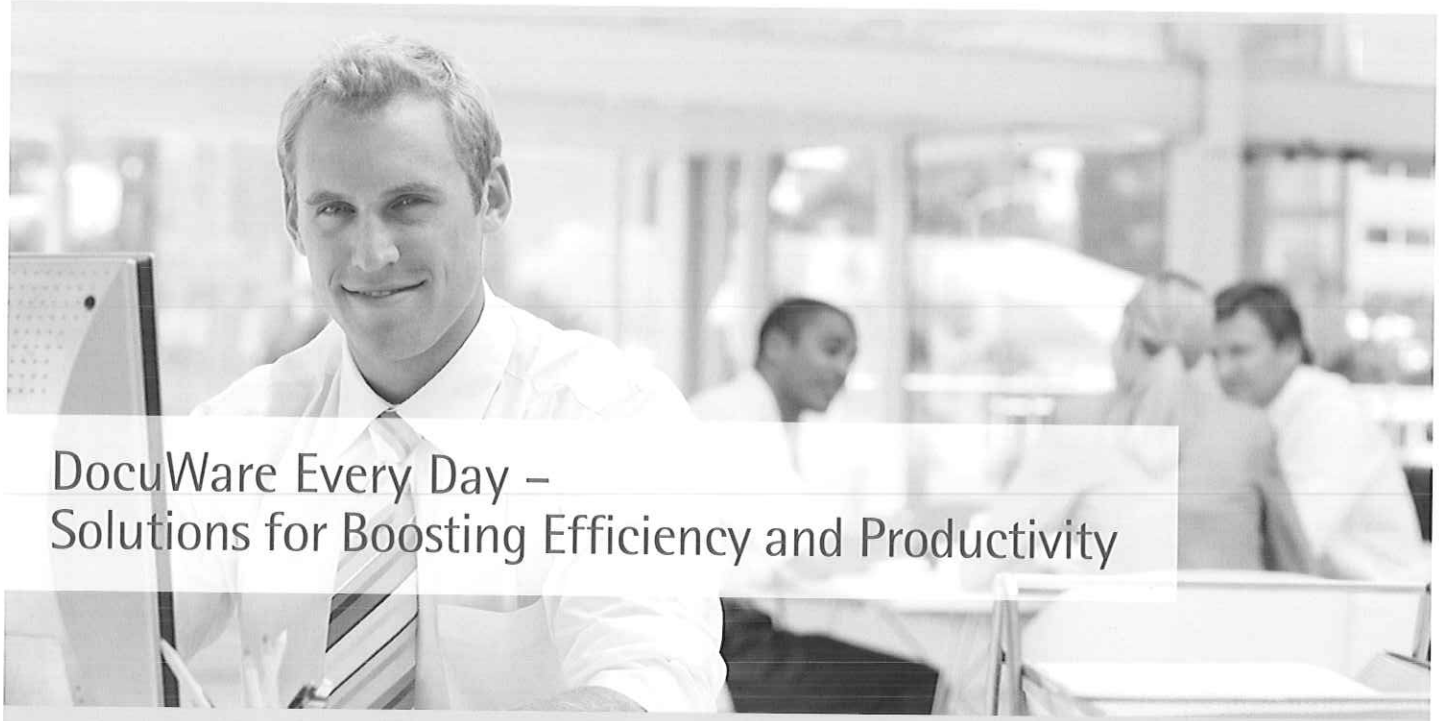
With DocuWare, everyone involved in a workflow can see at a glance which tasks are in the pipeline. Job lists (that are self-actualized) and automatic e-mail notices let everyone know when a new document has been added to a file cabinet. Click and the document opens...ready to be further processed. Your workflows move along as notes and documents cannot be overlooked.

In the Know

On who's desk is a document pending, delaying payment or holding up a contract? Where do you go to follow-up? Which tasks are done already? Thanks to DocuWare, employees can always see the current status of a document. Management can set up task lists to monitor pending documents enabling better supervision. Every process step is registered when the a stamp is applied including the date and user name. Just like working with paper documents, the processes can be visually traced on the document itself, making them completely transparent.

Move Forward: Distributing Documents

DocuWare is communication central: documents can be printed, faxed or e-mailed right out of DocuWare. One mouseclick and the desired document can be attached to an e-mail right from your mail client. Decide if you want to send it in its original format or as a PDF. Or simply mail a link to an archived document – this makes sure that the recipient accesses the most current version of a document that is still being worked on. You can also record documents onto a DVD or CD, hard disk or USB stick along with all search features to give sales partners or an auditor all the information they need.



DocuWare Every Day – Solutions for Boosting Efficiency and Productivity

Controlling Inventory

Thanks to DocuWare, ERP (inventory control) workflows can be significantly improved. When new goods are delivered, the delivery slip is immediately scanned and automatically stored in DocuWare. At that moment, the status reads "unverified delivery". The company's Administration and Quality Assurance staffs are immediately notified of the delivery with a task list update or automatic e-mail. The inventory can then be controlled. To release or hold goods, a Tablet PC can be used to access the delivery form and add a digital stamp.

- Reduced running/processing times
- Process steps tracked in detail

Processing Invoices

Here's how easy it is to run an invoice workflow with DocuWare: a cost center supervisor is notified via e-mail as soon as a new invoice is stored in a DocuWare file cabinet that needs to be authorized for payment. The e-mail contains a link to the stored invoice. One click on the link and the invoice opens in the DocuWare viewer. The supervisor can then stamp it – even when working remotely. Once stamped, the DocuWare task list for the accounting staff is automatically updated alerting them to make immediate payment.

- Improved cash flow
- Profits from early payment discounts

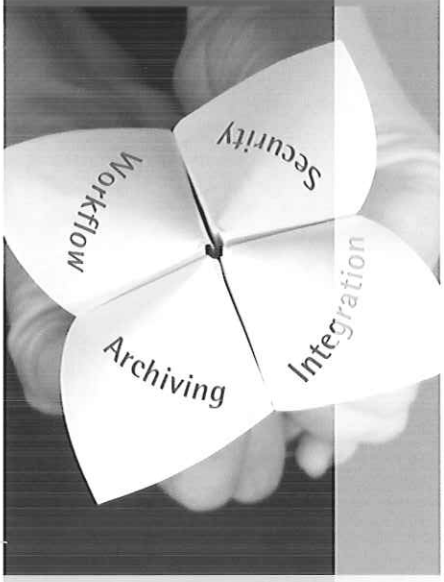
Distributing Payroll

With DocuWare, you simply need to send out a single e-mail and your monthly payroll has been distributed to all of your colleagues.

How does that work?

The e-mail contains a link generated out of DocuWare which employees can use to access ONLY their own pay stubs. Even an administrator cannot view this sensitive information; it's all encrypted. Distributing payroll via DocuWare is efficient and saves time and money.

- Reduces payroll related tasks significantly
- Meets all privacy/data protection guidelines



Please contact your local
Authorized DocuWare Partner
for more information.

Create a list of benefits from a customized
DocuWare solution:
www.findmydocumentsolution.com

Calculate your Return on Investment:
www.roi-check.com

More information:
www.docuware.com

DocuWare®

DocuWare: Apps for iPhone and iPad

With DocuWare Mobile you can now access your DocuWare file cabinet directly from your iPhone, iPod or iPad. You can load documents, view them on-screen and, if needed, forward them using a integrated stamp feature. With DocuWare Mobile, these devices are adaptable to every day business use.

With DocuWare Mobile for the iPhone and iPod and DocuWare Mobile Plus for the iPad, you can carry your file cabinet with you at all times and access the documents you need from everywhere. If you find yourself needing an update to the financial plan while at a meeting with a client, you can download it quickly to your iPhone or iPad using DocuWare Mobile. You can also approve a new budget, authorize an invoice payment or sign-off on project plans all while on the road - all without having to carry your notebook.

Finding Documents

In order to load documents from the file cabinet to the iPhone or iPad, you can use the usual DocuWare search dialog and task list by entering the search words using the soft keyboard. Since DocuWare saves previously entered index data, you can easily use your familiar select lists. As soon as you type in an index field on the mobile device and touch the "Select list" button, a list of entries appears and you can simply choose the ones you need.
Or maybe a predefined select list has already been created by the administrator. For example, when you enter a "K" and then touch the "Select list" button, the list jumps straight to the entries that start with "K".
You can also use the selective select list to help you narrow your search results still further. This combines two select lists in one. For example, if you define *Invoice* for one field and *Saved*

Benefits

- Safe: Data and documents are transferred with a secure SSL-encryption
- Convenient: View documents without the need to carry a notebook
- Fast: The select list makes finding documents quick and easy
- Flexible: Communicate by sending documents directly from your iPhone or iPad

Start the application by touching the DocuWare icon.

It is easy to type index data on the large screen of the iPad.

by Smith for another field, DocuWare Mobile returns only the invoices that have been saved by Smith.
You can also use the task list in DocuWare Mobile. Here DocuWare collects the documents to be processed and displays them in a list. This is based on an automatic search with predefined index criteria. As soon as the task - such as approving an invoice - is complete, the entry disappears from the task list and the document moves on to the task list of the next person who needs to process it.

View and stamp documents

DocuWare Mobile displays the entries in the task list in the same way as a search result list. By using the Infobox you can find the right document without having to load each one in the viewer. The Infobox shows the filename, index entries, date and the file size - sufficient information for you to determine whether this is the right document. Documents are easy to view on the iPhone or iPad's brilliant and large display, whether they are text, invoices, photos or even graphics.
The navigation works in the same way as other apps, as DocuWare supports the familiar gestures.
In the Viewer you can scroll, enlarge details or edit the index fields of your documents.
DocuWare Mobile supports the DocuWare stamp feature allowing you, for example, to approve invoices.
You simply call up the stamp you need, enter text depending on the stamp type and set the stamp on the document.
The app can also place the stamp automatically on a free area of the document. When you press "Done" the document and stamp are updated in the DocuWare file cabinet. The stamp modifies a document's index entries to enable the document to move forward in the workflow.
Note: The file cabinets, search dialogs, task lists and stamps that you can access from your iPhone or iPad are defined in DocuWare Administration. You can also easily forward the documents from a file cabinet to a colleague by using the e-mail client integrated in the iPhone and in the iPad.

Ten questions about DocuWare Mobile

1 How safe are my documents on the iPhone and iPad?

Documents are not stored on the mobile device, but merely transferred from the DocuWare server to DocuWare Mobile via HTTP. The protocol can be encrypted using SSL. Access to the document management system is as secure as it is when you log in with your DocuWare login.

2 And what if my iPhone and login are stolen?

Inform your DocuWare administrator so that he can block this login and set up a new one. You must also get your phone provider to lock the SIM card.

3 How can I view documents with multiple pages?

You can navigate in DocuWare Mobile in the same way as in other apps: Drag or flick your finger over the touchscreen to scroll. With swiping and sliding, you can scroll horizontally through a document. To zoom, you can pinch open and pinch closed: If you place two fingers on a section and draw them apart, you zoom in; drawing them together again shrinks the section. You can jump to a specific page using the page selector.

4 Will the documents rotate when I tilt the devices?

Of course. And they adapt to the size of the screen too.

5 What file formats can DocuWare Mobile display?

The app supports the same formats as Web Client Server, including PDF, TIFF, JPEG, and Microsoft Office formats. The files are converted to PNG format for transmission to DocuWare Mobile.

6 Can I store connections for multiple servers?

You can store up to five hosts with their connection data.

7 Do I need to activate DocuWare Mobile?

The DocuWare Mobile app for the iPhone can be downloaded from the iTunes Store free of charge. A Client License must already be available within DocuWare Administration so that when you run the Mobile App, a DocuWare Client License is used. It is the same procedure for the iPad however the app for the iPad is called DocuWare Mobile Plus.

8 How do I set up DocuWare Mobile on the devices?

Contact the iTunes Store from your iPhone or iPad and download Mobile or Mobile Plus. Once the app is installed, you will find the connection management in the settings of the device where you can enter the port, host and access details. You can obtain these from your administrator. Once you have stored the connection details, go to the program folder and touch the DocuWare icon to load it.

9 Does Mobile Plus for iPad offer additional functionality?

DocuWare Mobile Plus supports the full resolution of the iPad with 1.024 x 768 pixel. With Mobile Plus, you can also use iBooks: If DocuWare documents are available as PDF, it is possible to collect these as electronic books as in a digital bookshelf. You may also store the documents via iBooks on the iPad for later viewing. With this method you can comfortably provide yourself with the necessary documents for a meeting. DocuWare Mobile Plus supports the first iPad and the iPad 2 with iOS 4.3.

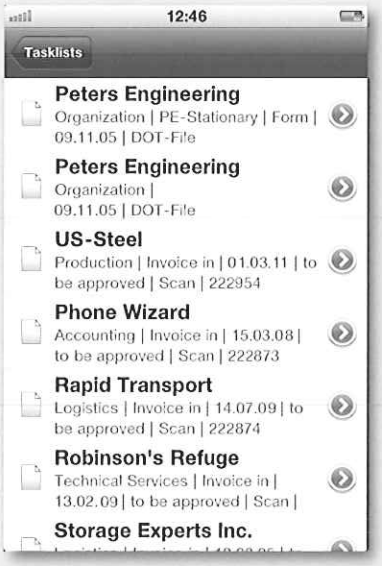
10 Can I use DocuWare Mobile on the iPod too?

DocuWare Mobile runs on the iOS 4.0 or later operating system and can be used on the iPhone 3Gs and the iPhone 4, as well as on a third or fourth generation iPod Touch. To access the Internet with an iPod Touch you will need Wi-Fi access.

Retrieve documents on the iPhone and forward them in the workflow

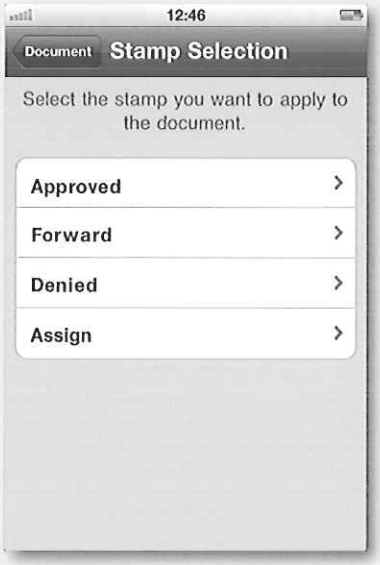
1. Start DocuWare Mobile: Protect the app with a login

2. Search: Do you prefer a search dialog or task list?



3. Retrieve: Results are clearly listed

4. Info: Index entries provide information on content



5. Select: Access your DocuWare stamps also in Mobile Client

6. Stamp: Apply stamp of approval on the document

DocuWare

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

ClimatePartner
printed climate-neutrally

DocuWare®

Task Manager

To Improve the Company's Workflow

Use DocuWare Task Manager to organize daily work. Distribute documents promptly and efficiently to eliminate work slow-downs and bottlenecks. Find out how the Task Manager with Task List and E-Mail Notification can make your daily processes much easier to manage.

At work we all have responsibilities with varying degrees of importance. While focusing on the larger ones, we tend to let the smaller ones pile up. But when work piles up, even the less important jobs will slow down workflow and create annoying bottlenecks.
Keeping colleagues that travel on top of everything is also a constant challenge. How do you keep them in the company's daily business workflow processes?
To ensure that these work slow-downs don't happen in your company or department, take a closer look at the Task Manager which is available with DocuWare 5.1c or higher.

Twin-Pack: Task List and E-Mail Notification

With DocuWare Task Manager you can use two DocuWare features – the Task List in Web Client and the E-Mail Notification feature. Think of the Task List as an RSS feed for office work. DocuWare gathers the pending jobs and all you need to do is open DocuWare Web Client, click on the Task List and complete the task, which then it is removed from your list (unlike in a feed). This helps eliminate the work slow-downs and bottlenecks. In turn, the E-Mail Notification automatically lets you know when a new document has arrived. The e-mail includes a link to the document in your Task List.

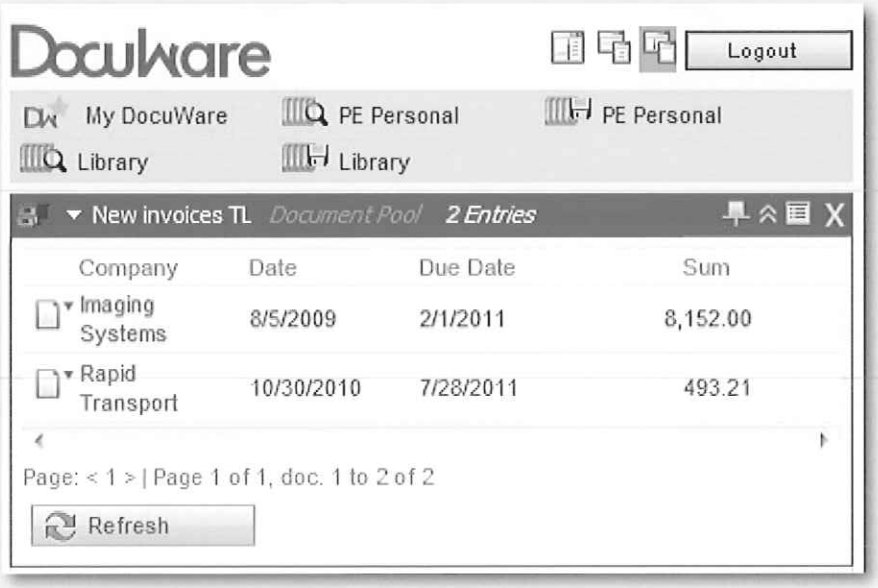
Benefits

- Saves time: Task List provides documents in an organized manner, in one location
- Convenient: you are automatically informed by e-mail when new tasks are pending
- Helpful: tasks such as approving invoices are not overlooked; projects easily move forward and daily workflows run smoothly

Task List

Here is an example of how a Task List makes the workflow easier: an invoice is received by a company. The mail room scans the invoice into the DocuWare file cabinet. The document is then automatically entered into the Task List of the responsible employee. When they open Web Client they will immediately see the invoice that needs to be approved. If a new task is pending, while you are working with Web Client, the Task List refreshes itself automatically. You can configure that in the Web Client Settings. Or you you just click the Refresh Button in Web Client.
There is no more need to search through the list because a search starts automatically based on fixed index criteria. For example, if the search dialog contains the term "Incoming invoices"
in the Document Type field and the Status field is set to "new", then the employee's Task List displays all new incom-

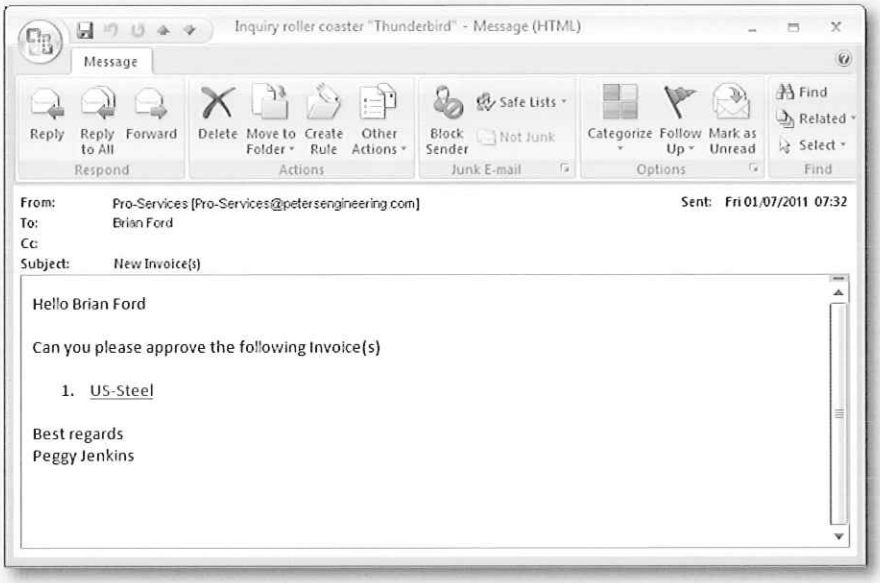
Easily automate daily business processes



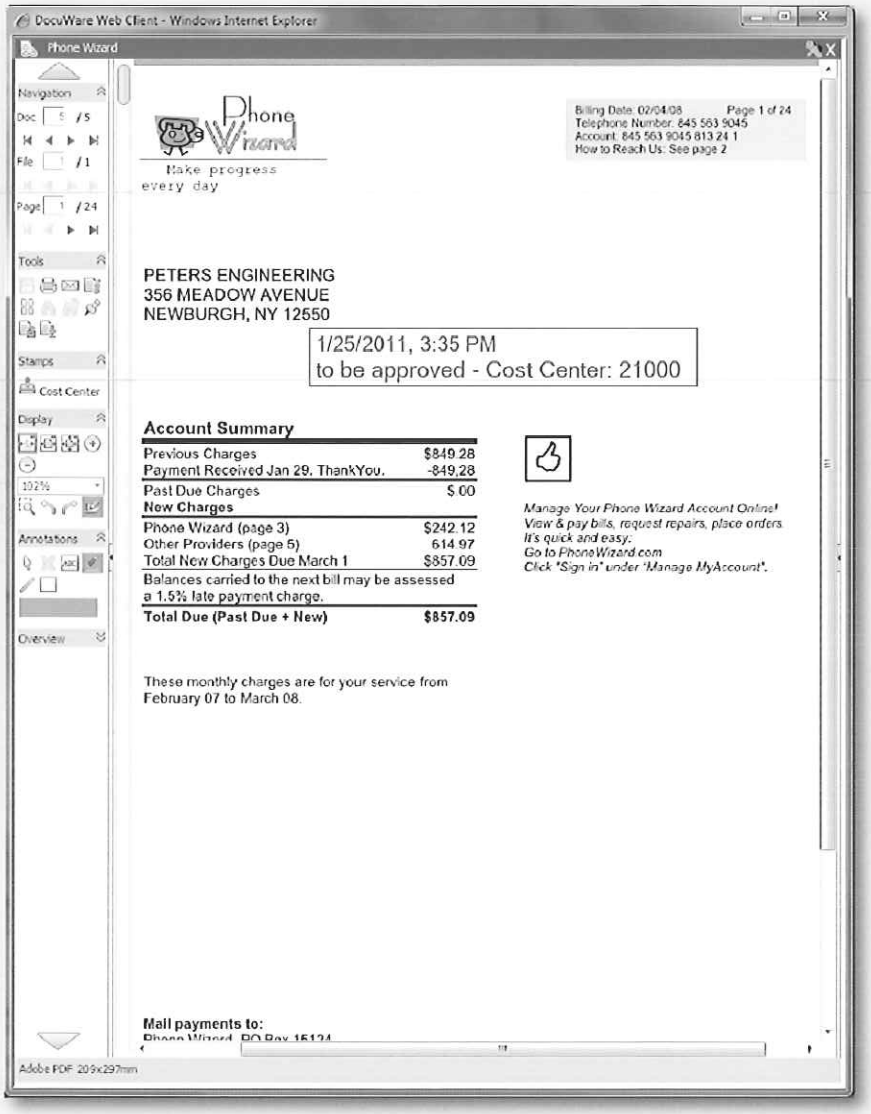
Task Manager allows transparency using the DocuWare Web Client

DocuWare Task Manager: how it works

Task Manager is a license that enables two features in DocuWare – the Task List in Web Client and E-Mail Notification. Do not confuse Task Manager and Content-Folder: the Content-Folder license is similar to Task Manager – as they both access the Task List via the Web Client – however there is no E-Mail Notification feature with Content-Folder. Before you can use Task Manager, you must install Web Client on the server. For you to be able to use the DocuWare Task Manager E-Mail Notification feature on your system, the Notification Server must be installed and configured. You also need a configured SMTP connection to transfer data.



E-Mail Notification announces invoices for approval making early payment discounts possible



One click on the link in the E-Mail Notification and the document opens in the Viewer

ing invoices. Once the employee places a virtual stamp to either approve or deny the invoice, the Status field index term automatically updates accordingly and moves the invoice to the next person in the workflow. With quicker invoice approvals, payments can be made in time to benefit from early payment discounts.

E-Mail Notification

The E-Mail Notification feature is just as useful as the Task List: DocuWare automatically sends an e-mail when an event is received for a document stored in the file cabinet. For example, the Purchasing department orders office furniture for Administration. As soon as the delivery is received the Purchasing Manager receives an e-mail with a link to the stored delivery note, i.e. he is informed that the delivery has been received. He can also open the delivery note in the DocuWare Viewer and compare it with the order to make sure what had been received is what was ordered.

Helpful Tips

Along with invoices and delivery notes, all sorts of documents can be incorporated into the Task List. The only condition is that the documents must be stored in the file cabinet. This also applies to the E-Mail Notification which only references documents in the file cabinet. How to use the Task List and E-Mail Notification in your daily work:

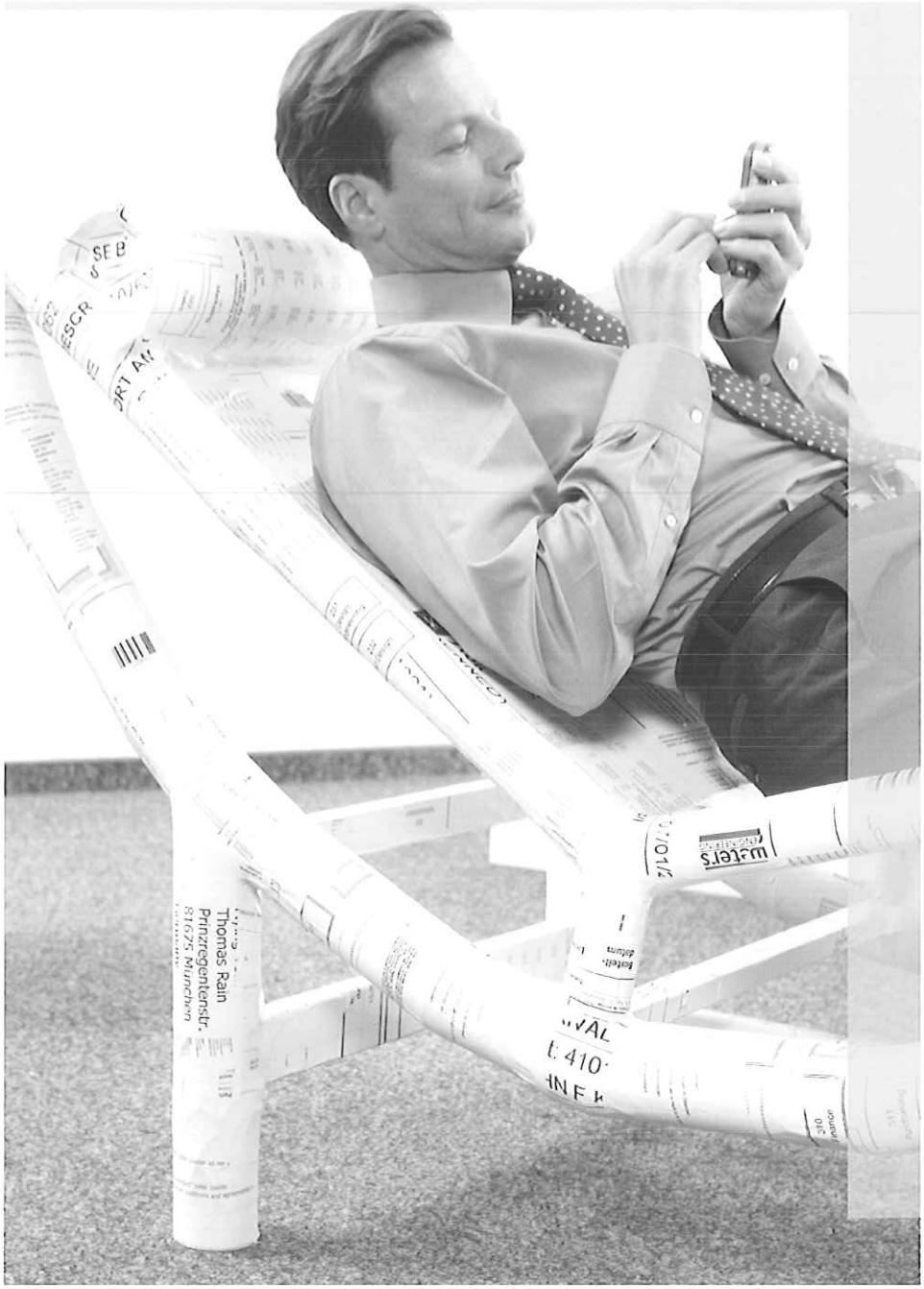
- **Fast access:** for those who like to keep things simple, the link to the Task List can be saved in the browser or to the desktop. All you need to do is click on it to open the Task List in Web Client.
- **Tasks by e-mail:** Task List and E-Mail Notification can be combined: DocuWare sends an e-mail with a link to the list as soon as a new task arrives.

- **Scheduling:** you can easily create as many E-Mail Notifications as you want in DocuWare. If you don't want to be bombarded with new tasks every minute, set the E-Mail Notifications to be submitted once a day or during a certain period. Links to all pending documents will then be grouped into those periodic e-mail.

- **Always up to speed:** you can also be notified when a task has not been completed. This means, for example, that the cost center manager can find out when an invoice has not been processed. Also, a department manager can immediately find out the status of a project and intervene before an issue arises.

- **E-Mail Notification as subscription:** specify which employees should be automatically notified if, for example, the construction drawing for the new machine changes. Employees can also subscribe to receive issued e-mail notifications.

- **Complete tasks while on the road:** thanks to Web Client you can access the Task List even if you haven't got DocuWare installed on your travel notebook. Load Web Client via the browser, enter the URL and click on the Task List.



DocuWare uses the Task Manager to automatically inform you by e-mail when a task is pending. Mobile users are easily connected to daily processes.

DocuWare

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

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DocuWare®

DocuWare Easily Integrates into Third-Party Applications

Use Smart Connect to access your DocuWare file cabinets directly from any program you're working in. From your familiar user interface, one click on Smart Connect links you to relating documents.

Smart Connect reads words directly from a third-party application user interface and then uses them as search or index words in DocuWare. Documents relating to a data record opened in the third-party application are easy to call up in DocuWare – using a button displayed in the third-party application. It is just as easy to import words as index terms for documents that you want to archive in DocuWare.

Functionality

When you use Smart Connect, a previously defined configuration is always run. You use the configuration to define which contents from the third-party application you want to use in DocuWare, and whether searching (Smart Search) or indexing (Smart Index) should be run.

Creating a configuration is easy: a wizard guides you through each step. Start by taking a screenshot of the third-party application window and selecting the elements to be read from the screenshot. You finish by creating the Smart Connect button which will appear in your existing third-party user interface. Use this button to do your Smart Search since you are now integrated with your DocuWare file cabinet. When using Smart Index, the button is automatically displayed in the DocuWare store dialog.

Since Smart Connect configurations are so quick and easy to set up, they are worth creating even for applications that process only a few documents per day. The smooth interaction between DocuWare and the third-party application is very convenient for users and saves time.

Benefits

- Access related documents in DocuWare direct from third-party applications
- Integrate DocuWare in any program without the need for programming
- Configurations are easy to set up
- Configurations can be assigned to other users
- Web-based, no installation on individual clients
- Compatible with all three DocuWare Server editions: BUSINESS, PROFESSIONAL and ENTERPRISE

You can set up your own Smart Connect configurations for your personal workflows or create centralized configurations that can be used by all employees in a department.

Application Examples

Smart Index in an accounting application

You have an accounting software application which you use to post invoices, and DocuWare where the invoices are archived. Previously you would have had to enter data, such as the invoice number, company name and total, twice – once for each process – but with Smart Index you can complete both tasks in one step.
You have opened the accounting system and DocuWare side by side. You start by archiving the scanned invoice in DocuWare - the invoice is displayed in the Viewer and the DocuWare store dialog opens. Now go to the accounting system and enter the invoice data, for example the company, date, invoice number, and total. Next, click the Smart Connect button in the DocuWare store dialog, this imports all the entered data from the accounting system's user interface into the fields of the store dialog. This process enables automatic assignment of index terms in DocuWare at the touch of a button, typing errors from entering the data twice are excluded - which also excludes inconsistencies between data in the accounting system and index words in DocuWare.

Smart Search from Accounting

When you need to edit the record for an invoice in the accounting software and you want to view the invoice for that record at the same time, you can simply click the Smart Connect button displayed in your accounting software program. Clicking this button causes the invoice number and company name to be read from the user interface of the accounting system and it uses these terms to run a search in DocuWare – all in the background. The invoice matching the data record is displayed directly in the DocuWare Viewer.

By using more than one configuration you can also display several Smart Connect buttons in the same third-party application. For example, one button could be used to display the invoice and another to display the delivery note relating to the same accounting record. You can customize the Smart Connect button label for the configuration.

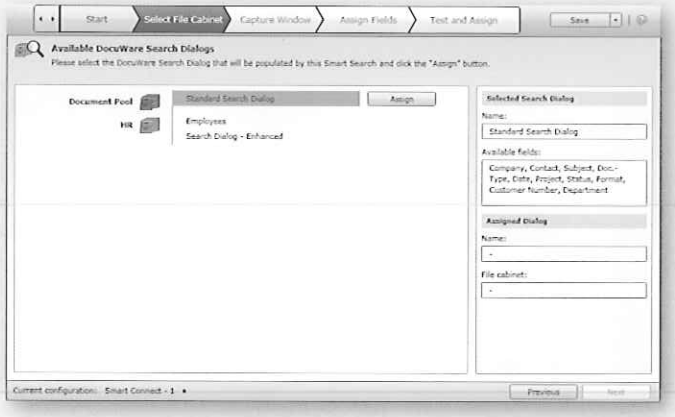
Smart Search for HR

Your HR department uses a specific program but your HR records such as applications, employment contracts and vacation forms are all stored in an HR file cabinet in DocuWare. An employee number is used in both systems, and in DocuWare there are also index fields for the document type and status. It is easy to set up a suitable Smart Search configuration for different application scenarios.

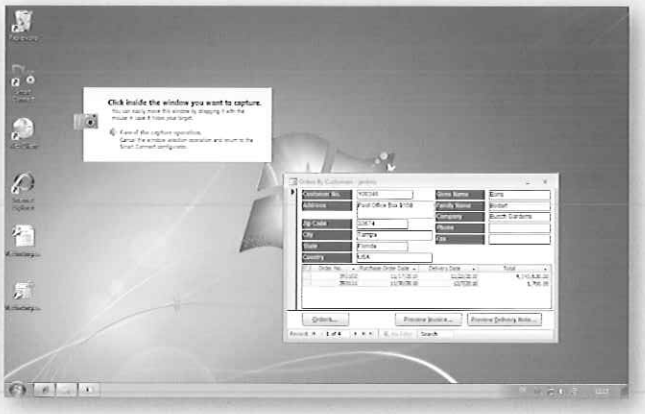
For example, to create pay slips you may frequently need to refer to the employee's vacation forms. With Smart Connect you can do this directly from the HR software. With the record for an employee open, simply click the Smart Connect button and the latest vacation form for that employee will appear in the DocuWare Viewer. You can also use the result list to access all other vacation forms for this particular employee. According to the definition of the Smart Search configuration that was run in the background, the employee number is imported from the displayed record. For additional search criteria "vacation form" is used for the document type and "valid" for the status.

Corresponding configurations can be created for other document types.

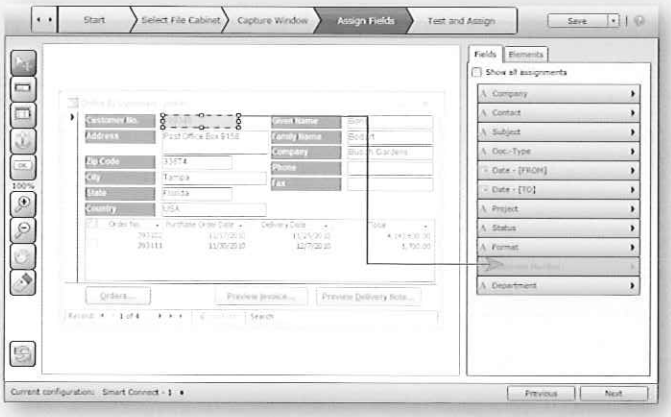
Configuration in Four Easy Steps



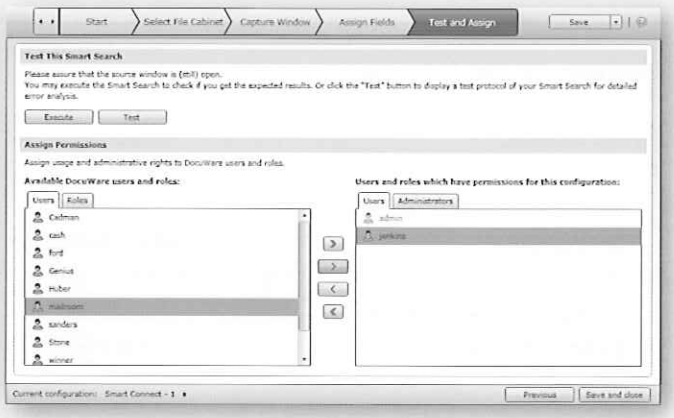
Start by selecting your DocuWare file cabinet and a search (with Smart Search) or store (with Smart Index) that has been configured for them. The available fields are displayed on the right.



Next, take a screenshot of the application window contents for Smart Connect to capture and read. The Smart Connect configuration interface is minimized.

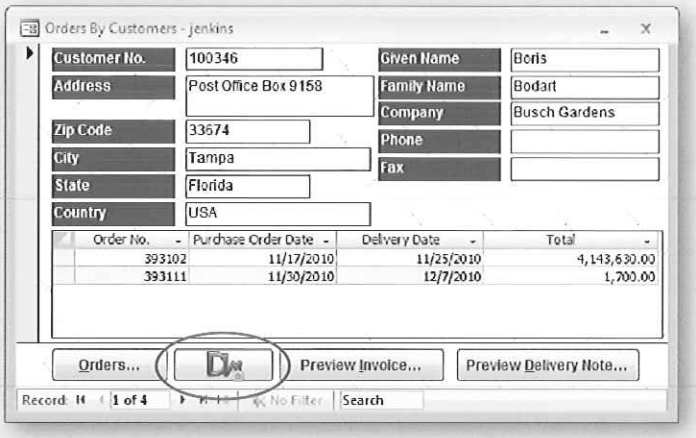


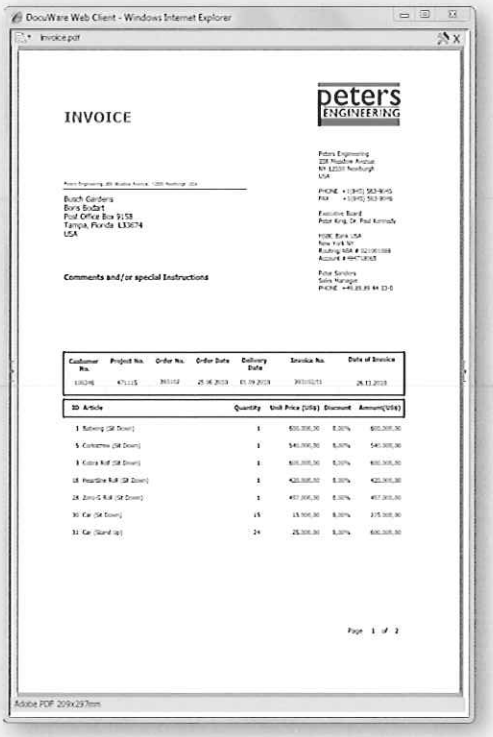
In the third step, highlight the areas to be read in the screenshot and link them with the fields of the DocuWare search or store configuration. For Smart Search you must also position the button in the application window. Next, label the button accordingly.



Lastly, assign the configuration to yourself and to any other users who need it. There are two permissions: *Users* for using the configuration and *Administrators* for managing the configuration.

Using Smart Connect





You have opened a record in a third-party application. Use the Smart Connect button displayed there to call up the document belonging to this record from the DocuWare file cabinet. A Smart Search configuration runs in the background. Entries from the third-party application are used as search words in DocuWare.

Configuration Options

Smart Search

- Select the file cabinet and search dialog with which the search is to be performed
- Import search words from any area of the third-party application, including tables
- Use additional pre-defined search words
- Run Smart Search from the Smart Connect button integrated in the third-party application, using a short-cut or the tray icon in the Windows Taskbar Notification Area

Smart Index

- Index during document archiving or as post-indexing of documents already archived
- Import index words from any area of the third-party application, including tables
- Use additional pre-defined index words
- Run Smart Index from a button in the DocuWare store or info dialog

You can see how easy it is to configure Smart Connect in our Live Demo video at www.docuware.com/smartconnect. You will also find a full list of all the module's features and configurations.

DocuWare

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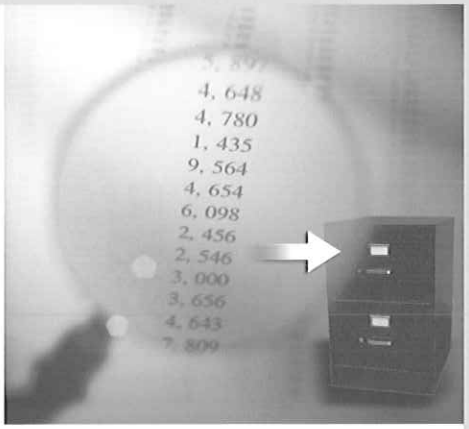


AUTOINDEX

Index archived documents automatically from external data source

Many of the documents you need to archive will already have existing categorization criteria and search words in the IT system. DocuWare AUTOINDEX retrieves this data and adds it automatically to the file cabinet as index terms, eliminating the need for manual input.

Benefits

- Automatic indexing
- Error-free data capture
- Ensure data consistency with other databases
- Optimize processes by writing into other databases
- Reorganize file cabinets

Application Example

For every accounts payable invoice posted, the accounting department enters the vendor's name, invoice number, date and total value. This information will be used by staff to retrieve the document from the file cabinet at a later date.

Initially, the invoice is stored in the file cabinet with a unique identifying number as the index word. This unique number is then defined as the matchcode to be entered identically in the financial accounting database and in the DocuWare file cabinet. The matchcode – in this case the invoice number – can be used to assign records to one another. AUTOINDEX automatically adds the contents of the external record as index information in DocuWare.

Depending on the configuration, AUTOINDEX either automatically processes the records of the external database and uses the matchcode to search the DocuWare file cabinet for associated documents, or AUTOINDEX works the other way around and searches for external records associated with the documents in the DocuWare file cabinet. Users can also specify whether to process all external records and documents in DocuWare or whether to filter on specific records and documents.

External data sources supported by AUTOINDEX include DocuWare file cabinets, database tables, database views, SQL commands, and files containing delimiters or fixed field lengths. If the external data source can be edited, i.e. it can be opened in read/write mode, you can use AUTOINDEX to complete and edit fields in that external data source. For example, you can set a status field to show that the record has been edited.

As explained earlier, before using AUTOINDEX you have to store the documents in the file cabinet using the matchcode as the index word. There are two methods of doing this:

Manual storage: here you type the index word to be used as the matchcode into the store dialog. The document is displayed at the same time.

Automatic storage: the DocuWare RECOGNITION add-on module reads the matchcode from the invoice using OCR or from a barcode. This can be a serial document number on a label, for example. DocuWare RECOGNITION then processes all the scanned invoices in a DocuWare basket. You can store these afterwards as one batch. Alternatively, you can use the DocuWare ACTIVE IMPORT add-on module to process each document completely automatically after it has been scanned and then run RECOGNITION. After the text or barcode has been extracted, the invoice is then automatically indexed and stored in the specified file cabinet.

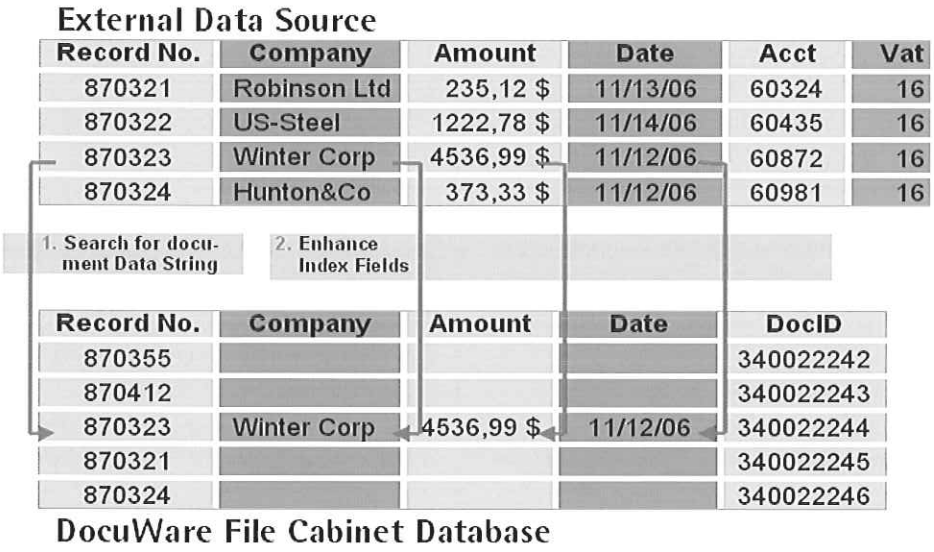
Other Applications

AUTOINDEX can also be used for adding index words to returning delivery confirmations and work reports. For these documents, the index words are already in the system when you print them. You can print a barcode with the document as the matchcode. When the documents come back, AUTOINDEX will then archive them completely automatically.

You can also use AUTOINDEX to add or change index words within a file cabinet. Set filters determine which documents are to be edited. The file cabinet is specified as the external data source and the new index entry is defined as a fixed entry. AUTOINDEX then inserts the new index word in an empty field or overwrites an existing index entry.

Configuration

AUTOINDEX is executed as a workflow. It is managed from within DocuWare Administration. When you create an AUTOINDEX workflow, a wizard takes you through all the settings you need to define. You can change some of these values afterwards in the settings table in DocuWare Administration.
A few of the wizard dialogs are shown here as an example.



AUTOINDEX functionality

Matchcode Definition

You need to specify which index field in the DocuWare file cabinet and which field in the external data source will contain the matchcode. The matchcode is the value used to search for pairs of records that belong together (record in file cabinet and record in external data source). The entry to be used as the matchcode must be identical in both records. Furthermore, the matchcode should only appear once in the DocuWare file cabinet and in the external data source, so that the record and the DocuWare document can be assigned to one another uniquely.
To help you define the matchcode, you can display the first 50 records of the external data source in the lower part of the window.

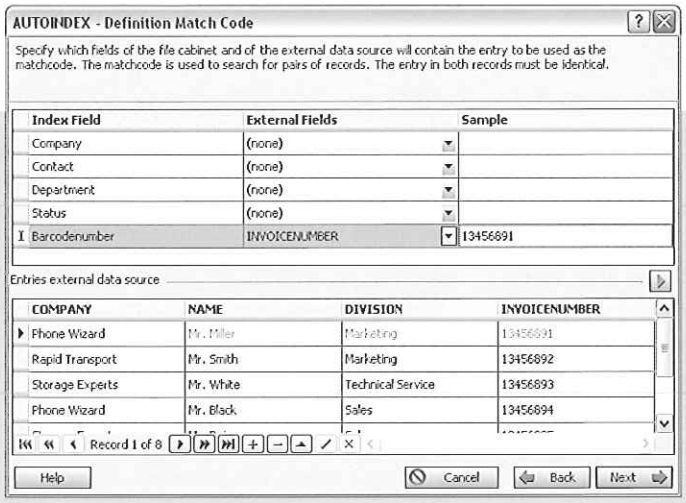
Options

Here you specify how you want AUTOINDEX to proceed if the matchcode is not unique. You can choose to process only the first record found, to simply make an entry in the log file, or to process all the records found. In the latter case, the index entries are completed using the first record found.
You can also define whether external records should be deleted after successful indexing in DocuWare (in the case of AUTOINDEX processing documents in the DocuWare file cabinet using the matchcode to search for associated records in the external data source).

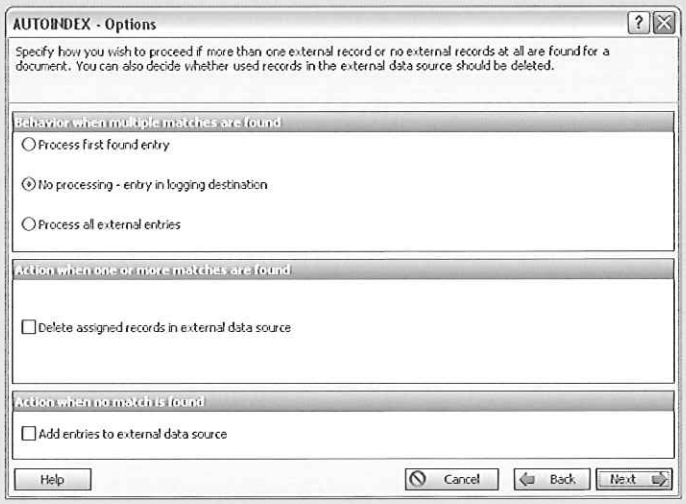
If no associated records or documents are found, AUTOINDEX can be configured to create such a record in DocuWare or in the external data source.

Assigning Index Words

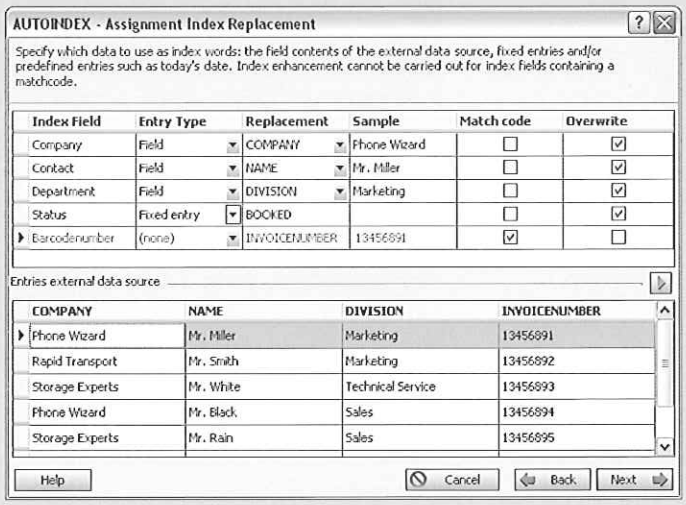
Specify the data you want DocuWare to use as index words for documents. You can choose between the contents of a field in the external data source, a fixed entry or a predefined entry, such as today's date.
You can also specify whether the data defined should always be written in the index field or only if the index field is empty.
In the case of index fields that contain the matchcode, no data can be added to the indexing.
This dialog also allows you to display the first 50 records of the external data source at the bottom of the window.



Matchcode definition dialog



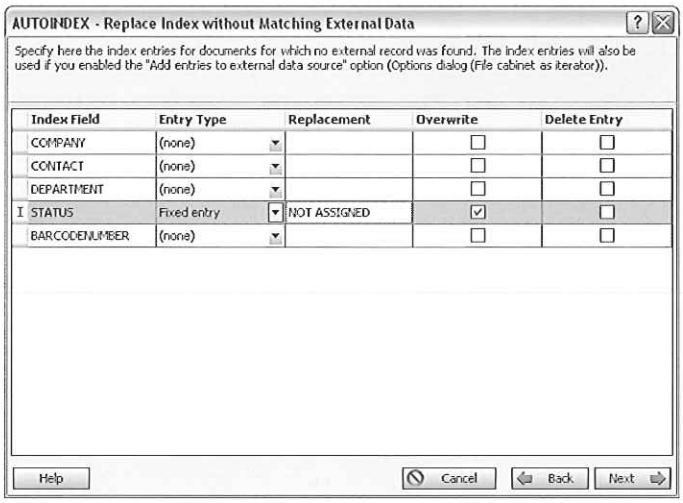
Options selection dialog



Index word assignment dialog

Indexing Without an Associated External Record

In this window you can specify how to index documents for which AUTOINDEX has found no associated external record. For example, you can assign a particular index word to all of these documents. This later allows you to display all the documents that have not been processed by searching the file cabinet for this index word.



Indexing documents with no associated record

Features

- Select a DocuWare file cabinet
- Select an external data source: DocuWare file cabinet, database table, database view, SQL command or file with delimiters or fixed field lengths
- Select whether to find external records associated with DocuWare documents, or DocuWare documents associated with external records
- Filter on documents in the DocuWare file cabinet
- Filter on records in the external data source
- With file as external data source: read/write access or read-only access, move or delete file on completion of workflow
- Assign external data fields to DocuWare index fields
- If more than one external record is found for a document, you can choose to process only the first record, make an entry in the log file or process all external records (index is expanded using the first external record)
- If more than one document is found for an external record, you can choose to process only the first document, make an entry in the log file or process all documents
- Delete external records after processing
- Create an external record if no external record can be found for a document
- Create a record in DocuWare if no document can be found for an external record
- Add index words always or only when fields are empty
- Add index words from contents of external record, using fixed or dynamic entries
- Add or change field contents of external record using index words of the DocuWare document, fixed or dynamic entries
- Special indexation of documents without associated external record
- Special data completion for external records without associated DocuWare document
- Start workflow using a time trigger, manually or by means of a file event (when file is the external data source)

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

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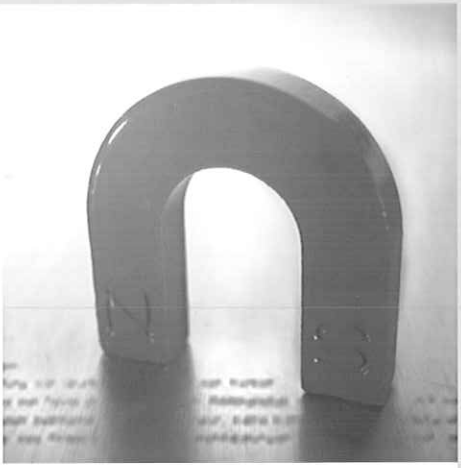


ACTIVE IMPORT

Storing E-mail and Files Automatic - Simple – Organized

ACTIVE IMPORT monitors selected folders in Outlook and the file directory, then stores all e-mails and documents that it finds there in DocuWare's central document pool. ACTIVE IMPORT works in the background to automatically file your e-mails and ensure the seamless integration of network scanners.

Application

DocuWare ACTIVE IMPORT is an add-on module to the basic DocuWare software package. This module is invoked simultaneously with the main DocuWare program and works in the background. ACTIVE IMPORT 3's main tasks are to monitor certain folders or subdirectories on your PC or in your e-mail program, import incoming files and objects into DocuWare, and to store them automatically. Documents that are, for example, created by scanning on digital copiers are placed in appropriate network directories monitored by ACTIVE IMPORT, which then transfers the documents to DocuWare.

Save E-mail Automatically

Incoming e-mail has a wide variety of content. Today, it's common to receive everything from proposals to product orders to advertisements and plenty more via e-mail. To store a particular e-mail is simple - just click on it and drag it over to a file folder set up in Outlook. From there, DocuWare will store it automatically using the right keywords. During storage, e-mail messages are assigned certain keywords - also called index words - such as the date of transmission, sender/recipient, subject, etc. Using these index words, an e-mail message can quickly be retrieved. If you wish to automatically add index words, ACTIVE IMPORT also offers enhanced indexing. This feature utilizes a specific field in the incoming message, such as the e-mail address, to search for additional information in either an Outlook address book, DocuWare database or external database. That way a company's complete name or the contact person can be added automatically during storage to the index.

Highlights

- Automatic e-mail storage
- Integration with digital copiers
- Automatic import and storage of scanned files in DocuWare
- Document sorting
- Capturing index words from external data sources

System Requirements

- MS Outlook 2000 or higher
- MS Exchange Server 2000 or higher

Add Pre-Indexed Documents Automatically

Another application is the storage of pre-indexed documents. In this process, documents that are created or scanned off-site (for example, in a regional sales office or subsidiary) are assigned index words by DocuWare and then sent as e-mail attachments to the main office. On the recipient's end, the attachment is automatically filed – ACTIVE IMPORT imports the index words, so that a completely indexed document is stored immediately, without any additional work.

Store Incoming Invoices Automatically

A barcode sticker is placed on incoming invoices when they are booked into the accounting program. They are then either scanned or digitally copied into a directory monitored by ACTIVE IMPORT. Using the barcodes, the reference numbers of the invoices are read. These numbers, in turn, are used to search external files or databases for additional index words, such as supplier name, purchase order number and invoice date which are used to then automatically index and store the invoices.

Sort Documents Quickly

Scan a big pile of documents at once and let ACTIVE IMPORT do the sorting into groups of incoming or outgoing invoices, proposals, orders, etc. It's done by integrating DocuWare RECOGNITION or even an external OCR program into the ACTIVE IMPORT job, to scan for pre-specified characteristics of the various document types. After the documents have been sorted, ACTIVE IMPORT can take it one step further, by storing them in different file cabinets using specified index words.

Functionality

DocuWare ACTIVE IMPORT is an enhanced version of the original ACTIVE IMPORT module. The add-on module can can be installed on any computer running DocuWare: On Client-PCs for individual ACTIVE IMPORT jobs, for DocuWare users, as well as on a Server for global jobs. In both cases, ACTIVE IMPORT monitors pre-selected directories. Files and e-mail that ends up in these directories are automatically imported into DocuWare or other designated file directories.
When DocuWare is started, ACTIVE IMPORT is activated and its symbol appears in the Windows task bar. ACTIVE IMPORT offers various settings to precisely define the storage process. They impact the following areas:

Selection of Document Source

E-mail

- Source: Select the e-mail folder to be monitored
- Delete/copy the original
- Store e-mail sender/header information with the content
- Store e-mail attachments only
- Conversion of black/white TIFF, JPEG, BMP, PCX and PNG files into DocuWare TIFF format
- Store as Outlook Mail Object
- Filter e-mail with certain addresses
- Process only incoming or outgoing e-mail

Preparing Documents through External Programs

- Indexing via meta-index-file (an additional file in DocuWare meta-index format) from which index words are extracted
- Barcode recognition or reading index words from a TIFF file via OCR integrated in DocuWare RECOGNITION

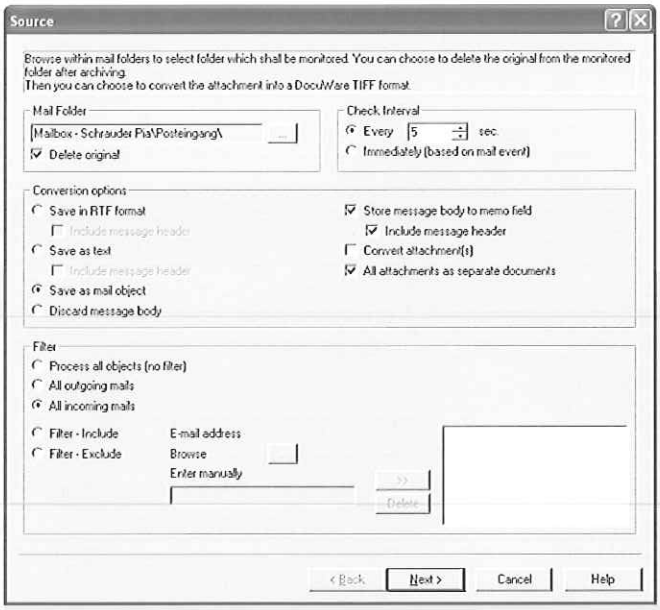
Variable or Constant Targets for Storage

E-mail

- DocuWare basket or DocuWare file cabinet
- Constant Target: All e-mail is stored in one specific spot
- Variable Target: e-mail is forwarded dependent upon sender, recipient, subject, date of trans-mission or receipt, and - in the case of documents with DocuWare headers - field content

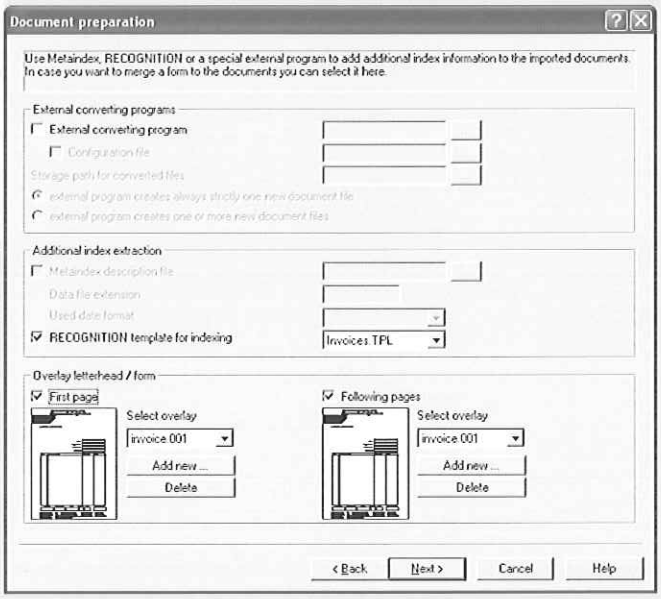
File

- Source: Select the directory to be monitored (a directory on a local PC or Server)
- Delete/copy the original
- Conversion of black/white TIFF, JPEG, BMP, PCX und PNG files into DocuWare TIFF format
- Filter files with certain extensions (up to 100), or exclude them from processing
- Combine several numbered files into a single document
- Interval for checking the directory for new files



Settings for e-mail, which will be imported

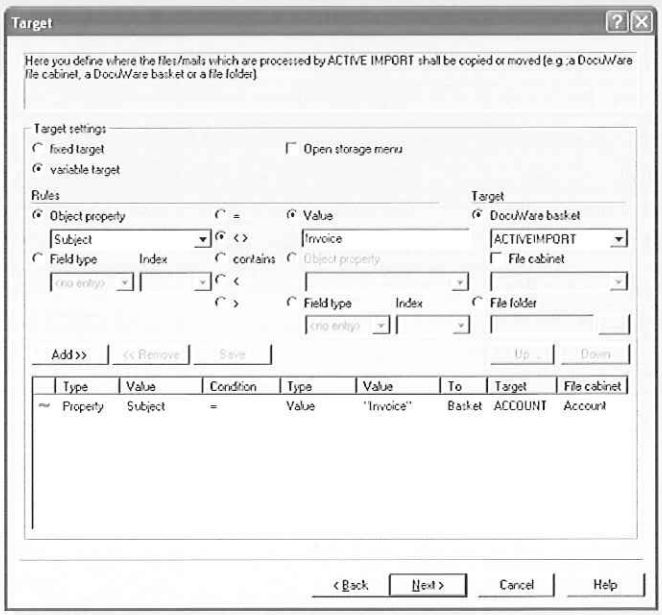
- External conversion programs for preparing documents may be integrated
- Adding forms or letterhead to the background to retain look or format of the original document, which was printed on letterhead or form paper



Settings for preparing documents

File

- DocuWare basket or DocuWare file cabinet
- Constant Target: All files are stored in one specific spot
- Variable Target: Files are forwarded dependent upon file name, extension, size, date of creation or last editing. In the case of documents with DocuWare headers, field content can also be used



Setting up the target

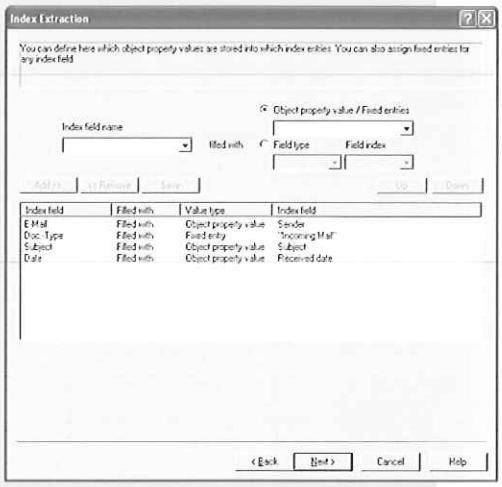
Indexing

E-mail

- A constant value is used as the index word, e.g. each stored mail is assigned the value „Incoming E-mail" in the Doc type field
- Mail properties, e.g. sender, recipient, subject or transmission date are used as index words
- In the case of documents with DocuWare headers, index words are read from the fields

File

- A constant value is used as the index word, e.g. each file stored in a specific directory is assigned the value „Incoming Invoice" in the Doc type field
- Document properties such as file name, extension, size, date of creation or last editing are used as index words
- In the case of documents with DocuWare headers, keywords are read from the fields



Index Assignment

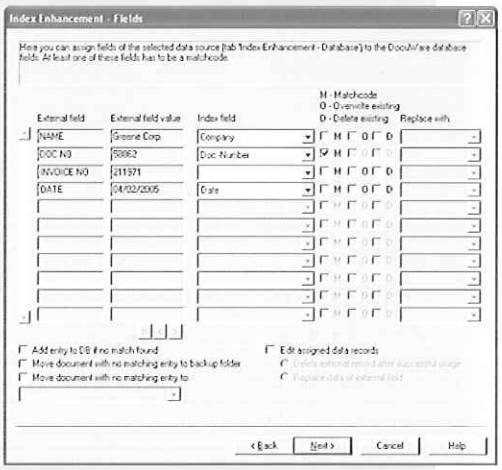
Enhanced Indexing

External Data Source

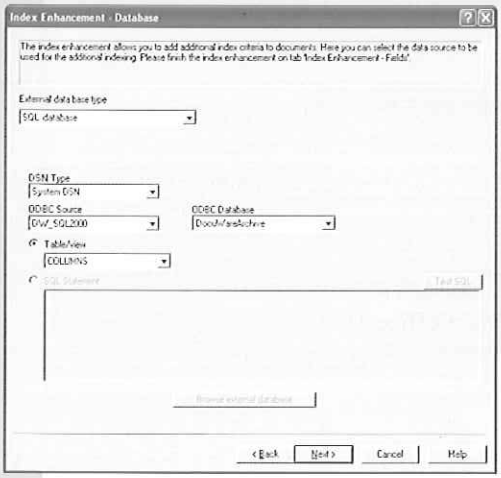
- MAPI address book (only for mail jobs)
- DocuWare document database
- Delimited text files or a text file with fixed field lengths
- SQL database
- SQL database table or view

Data Assignment

- Index words can be extracted from an external data source.
- Setting up matchcodes: An index word previously entered into a DocuWare index field is linked to an external field.
  Example: The index field „Doc-Number" filled with the document number is linked to the field called „DOC NO" in the accounting softwares database. In that way the data record from the accounting program is attributed automatically to the document to be archived with the same record number.
- Now it's possible to extract additional field information such as company and contact and transfer them as index words.



Index Enhancement – Fields



Assigning external data source

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

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RECOGNITION

Index Automatically Using Barcode and Text Recognition

RECOGNITION gives you the power to file documents in DocuWare even more quickly by capturing index criteria from a document's contents. Texts are read by RECOGNITION with the help of OCR (Optical Character Recognition) or from pre-defined zones via barcodes. A broad palette of configuration possibilities make RECOGNITION a multi faceted tool.

Applications

To store incoming invoices, start by sticking barcode labels on a batch of invoices and scan them into DocuWare. Next, the documents are placed into a DocuWare basket, where the barcode numbers are automatically read with the help of RECOGNITION. This module extracts the barcodes as index words for the overall storage process. Now you can record or book the invoices in your accounting program, by entering the company name, invoice number, amount, etc. This data can also be added automatically to the invoice number to enhance the indexing of an invoice in DocuWare – it's all automatic with the add-on module DocuWare AUTOINDEX.

If you have a large quantity of paper documents that are set up in a similar way, e.g. forms, you can use OCR to read through text elements that are placed in the same spot, and then incorporate the information to index automatically in DocuWare.

If you need to file away work orders and reports generated by service technicians, RECOGNITION makes it easy. A form is created, for example, in an order processing program in your customer service department. After a request comes in, the form is partially completed with the customer name, order date etc. The order number is added as either a barcode or in a typed format. The area for the service report remains empty. By printing the service report form it is automatically filed away by TIFFMAKER, which uses the customer name, order date, and order number as index words.

By using DocuWare, your customer service department can have all of the orders stored in one file cabinet and can maintain an overview of the status of all the orders.

If a service technician drives to the customer, he takes along a print-out of the partially completed form, fills out any empty fields and has the client sign off on everything. Back at the office, the document is scanned, the barcode is read per RECOGNITION and the document is indexed and securely stored using the index criteria of the formally stored partially complete version of the form.

Highlights

- Text and Barcode Recognition
- Automatic Indexing
- Document Classification (Pre-Sorting)
- Easily Configured with a Handy Editor
- Saves Time – Streamlines Work Processes

Functionality

Incoming paper documents such as invoices, proof-of-delivery or shipping slips and records are captured with a scanner and brought into DocuWare. They are first placed in a DocuWare basket, the reading process then occurs in one of the following ways:

- RECOGNITION is called up from the main DocuWare window and then reads the marked documents from a basket.
- RECOGNITION itself is launched. The reading process can then be run on multiple baskets.
- Together with DocuWare ACTIVE IMPORT, RECOGNITION extracts the index words from the files that are being imported.

With the help of text or barcode recognition, information such as the barcode number, the sender or the date are automatically extracted from the document and then used as index words for storing the document in DocuWare. These are written into the header of the document file. In that way, the document is pre-indexed. Now its ready to be moved from the basket into the appropriate file cabinet. At the same time, the index words from the header are automatically copied into the appropriate database fields of the file cabinet.

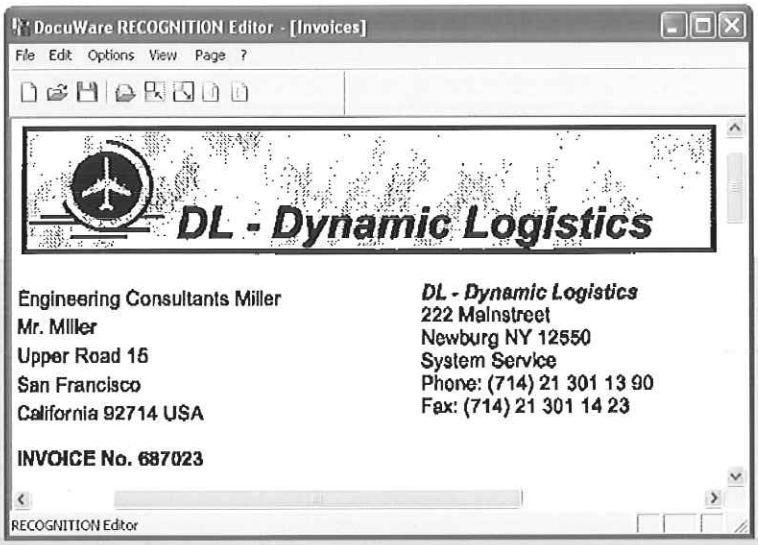
In combination with ACTIVE IMPORT, you can use RECOGNITION to prepare documents to be imported. Depending on the results of the reading, the documents can be placed in various baskets or into file cabinets, so that document classification (pre-sorting) takes place automatically.

DocuWare RECOGNITION is made up of the RECOGNITION program that is responsible for reading/extracting the information, plus the RECOGNITION Editor. Before you work with RECOGNITION for the first time, you need to set up a configuration in the Editor.

Setting Up a RECOGNITION Configuration

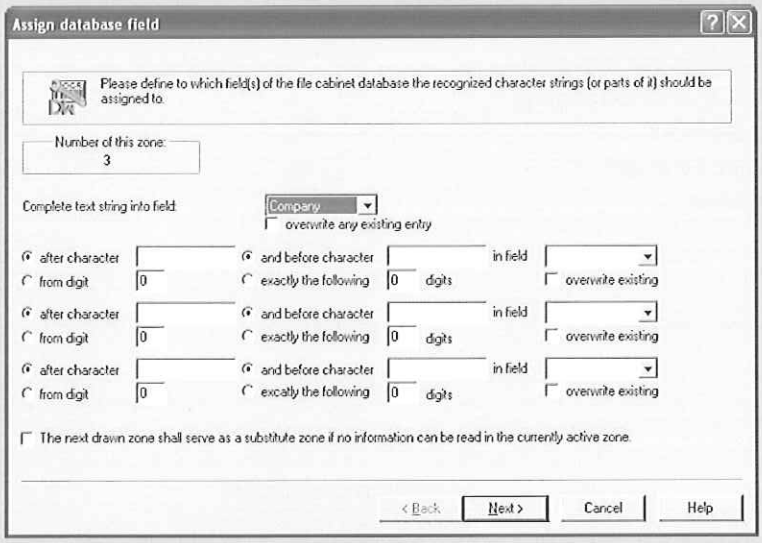
With a new RECOGNITION configuration, you begin by selecting the file cabinet where documents will be stored after the index words have been extracted. You also provide a name for the configuration and select a sample document. This is displayed in the main window of the RECOGNITION Editor.

For the configuration, you determine if and how documents should be separated, which is important when scanning stacks of documents. You can also decide if the entire text of a document should be read for full-text indexing. If your scanned documents are not good quality, there are also several options for improving the image quality. For example, if grey areas or noise/lines need to be eliminated in some cases. It is possible to store an enhanced document, replacing the original. For full-text indexing, you enter an OCR setting that is adjusted for your documents to make sure you get the most accurate read. You can also opt to have a log file created to catalog the reading process. And you can also choose fixed index entries for up to five database fields. These can be selected whether or not they are present in the sample document.



Sample document for a RECOGNITION configuration

Defining zones to be read



Assigning index fields

Defining the Areas to be Read

By pulling a rectangle across a portion of the sample document, you determine which areas will be read later.

For each of these areas, you determine whether text (including numbers) or a barcode will be read. You also pick the database field where the text string read from the document will be placed when you store it.

To optimize reading, each area can be fine-tuned through image enhancement. Special OCR or barcode settings can also be adjusted for each area. With all of these choices, you can adapt the RECOGNITION process completely to your needs. The completed RECOGNITION configuration is now available for all DocuWare users in your network.

Functions

General Functions

- Automatic text and barcode recognition for extracting index words
- The index information is read from pre-defined image areas and transferred to assigned database fields

RECOGNITION Editor

- Definition of up to 24 barcode and/or text field entries per file cabinet
- Entry into memo field of up to 64 KB
- Alternative positions definable per field (substitute rectangles)
- Up to 5 fixed or constant field entries
- Separation of documents scanned in a stack with automatic recognition of the first or last page of a document or with the help of separator pages in a batch
- 100% barcode recognition with sufficient quality

Barcode Types

- The width of the narrowest line must be a min. of 0.25 mm
- Code 39: alphanumerical, relatively wide, variable length
- CODABAR: numerical, error recognition characters, variable length
- UPC/EAN: internationally used for commodities, numerical, fixed length, error recognition and check sums, relatively narrow
- UPC 6: used in USA, 6 characters long
- UPC 12: used in USA, 12 characters long
- EAN 8: used internationally, 8 characters long
- EAN 13: used internationally, 13 characters long
- 2 out of 5: variable numerical length, generally compact, easy to recognize: Datalogic, Interleaved, 5 Line and Matrix

OCR-Settings

General:

- Use of standard OCR settings which usually generate good reading results
- Customize special OCR settings
- Various OCR settings can be set globally for an entire configuration or individually for each field
- OCR settings can be stored in multiple configurations

Languages:

- OCR for special international characters (Western and Eastern European, Baltic, Cyrillic, Turkish, Greek and Maltese character sets)
- Select the language(s) which will be used in the documents, to limit the character set (34 languages available)
- Select level of recognition accuracy and influence the speed of the reading process

Character Filters:

- Reducing the number of characters to reduce time for recognition process

Image Enhancement:

- Automatic image enhancement: documents with a poor quality can be altered to improve reading results
- With image enhancement for an entire document, the new document can be stored in lieu of the original
- Straighten or rotate images

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

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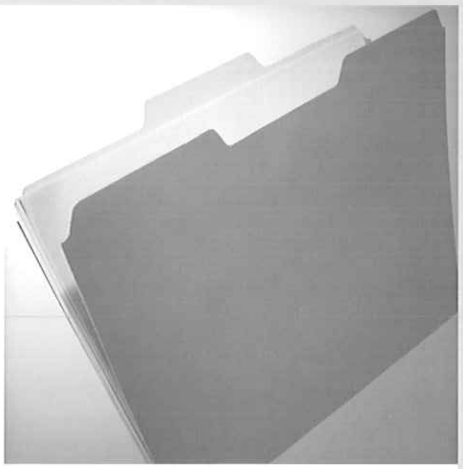


CONTENT-FOLDER

Speed Up Your Workflow

Quick and direct access to current documents is guaranteed with CONTENT-FOLDER. The document-based information flow in your company is revved up with the help of CONTENT-FOLDER, improving all workflow processes. Idle phases and processing times are thereby significantly reduced.

Highlights

- Faster workflow
- Filed documents are bundled together by project or process
- Quicker access to filed documents
- Automatic updates reflect new and altered documents
- Folder design can be customized

The module CONTENT-FOLDER helps you work quickly and efficiently. Here are a few examples from the real world:

Keeping Up With The Latest
On a daily basis, a sales manager would like to check the status of the most recent sales proposals made in his region. He searches the DocuWare proposal file cabinet by region and date stored and uses the results to create a folder of dynamic links to the retrieved documents.
This folder can be placed either on his desktop or as a daily task or pending item in MS Outlook or Lotus Notes. Every time the folder is opened, the proposals made in the last few weeks are listed. CONTENT-FOLDER highlights any new proposals for immediate detection.

Coordinating the Information Flow
A project leader stores the first document outlining a new project in a DocuWare file cabinet. She creates a new folder to contain all the project documents which will use the project name as one of the index words. Each member of the project team is then sent a copy of the folder.
Now they not only have access to the first document, but can also drag-and-drop any additional project documents right into the folder where they will be automatically filed in the DocuWare file cabinet. Every time the folder is opened or updated, every team member can see the documents that have been added or changed by their coworkers. New documents are listed in bold for quick review. With CONTENT-FOLDER, your efforts are coordinated, since an entire team automatically has access to all the documents for a project in their most current form.

Revving Up Workflow
The purchasing department has set up a folder for checking invoices containing links to new documents in the invoices file cabinet. If a new invoice is scanned at a central scanning station and stored in the invoices file cabinet, it will automatically appear in the folder setup by purchasing.
After checking the invoice, purchasing writes a note on the invoice and changes its status with a field entry in the folder, from „new" to „checked." As soon as the companys accounting staff opens the folder, they can automatically view those invoices that have already been „checked" by purchasing. These invoices are now ready to be booked. CONTENT-FOLDER

helps speed up process times. All editing takes place using one original document stored in the filing system. Documents and versions of documents are never missing and their current status is clear.

Functionality of CONTENT-FOLDER Folders

DocuWare CONTENT-FOLDER generates folders in the form of XML files which contain one or more links to documents found in DocuWare file cabinets. These links can be created out of a DocuWare Result List or by using the results from a Folder Search Display. In the Result List, highlight the documents you need to link to the folder and click on the button marked To CONTENT-FOLDER. With the Folder Search Display, you call up the Context Menu belonging to one of the entries. These links may be collected into one new folder, added to an existing folder, or sent to someone by e-mail. If you change the index entries of any of the documents listed in the folder, these will automatically be updated in the database of the file cabinet in which the document was originally stored.

Groups

CONTENT-FOLDER always divides the links into groups. A group may only contain documents from a common DocuWare file cabinet. Since a folder may be made up of more than one group, your folder can display documents from a variety of file cabinets. The documents are listed as table entries, containing the file cabinet name and the entries in the database or index fields. If a file is dragged from Explorer over to a group of links, the store menu is opened for that particular file cabinet. If a file has been dragged directly onto a single link, the store menu will open and display the index words used for that link, from the previously stored document. This speeds the indexing process, since the new document normally does not need all new index information, just a modification. This is how new documents are quickly stored in a DocuWare file cabinet.

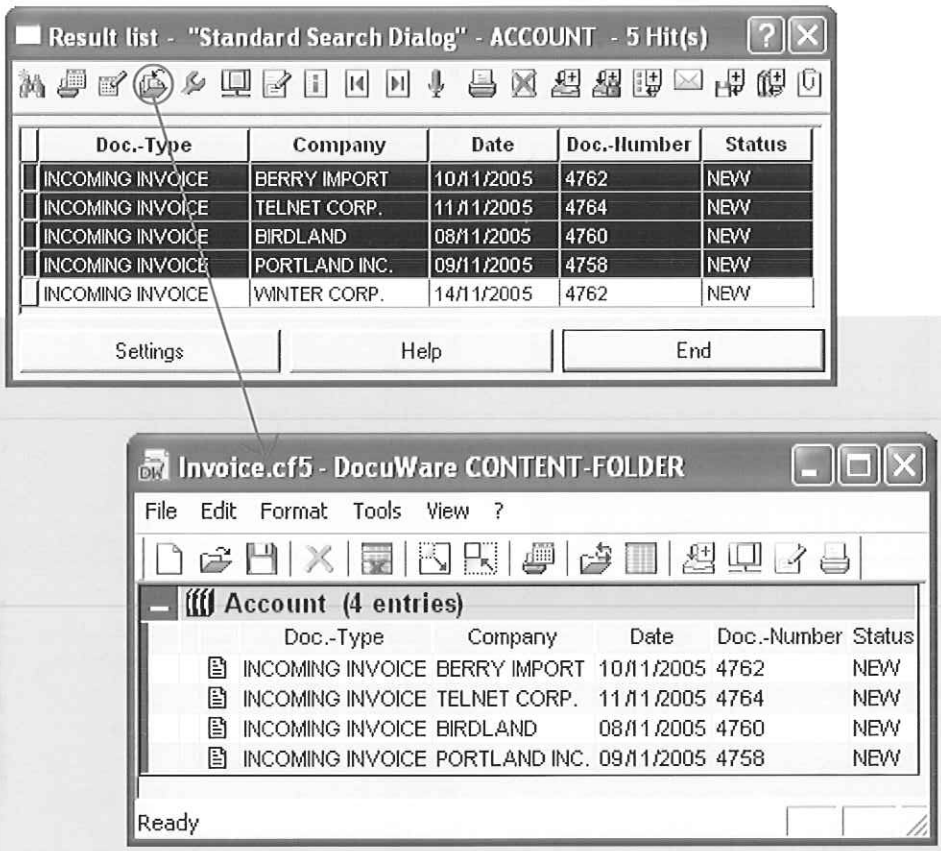
Static and Dynamic Links

Users can choose between Static and Dynamic Groups. In a Static Group, the links point to a fixed set of selected documents. Changes made to a documents index entries are displayed in the folder, while deleted documents no longer appear.

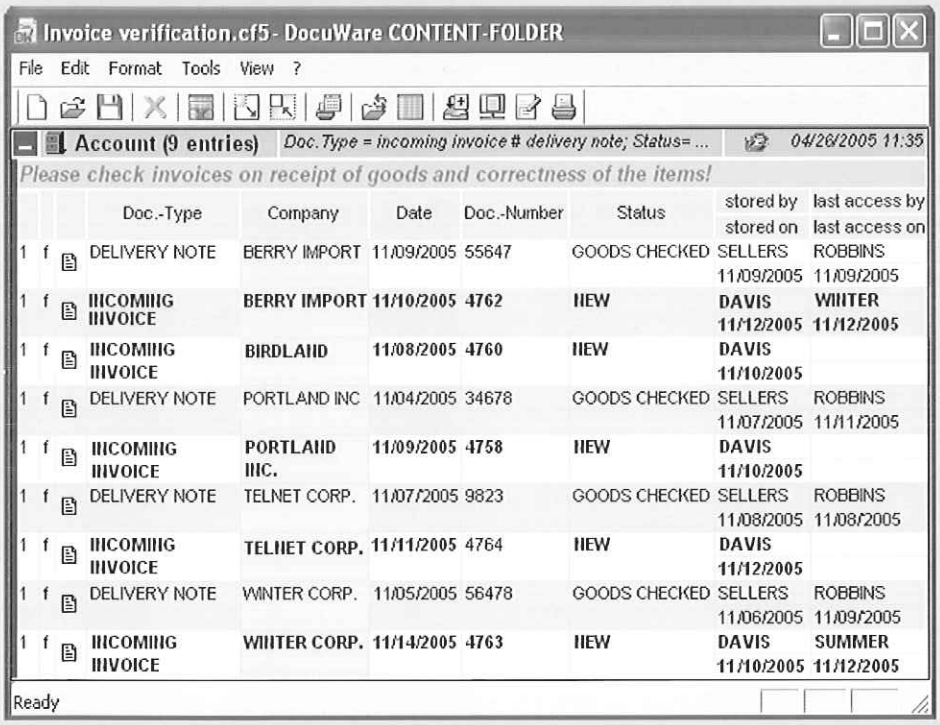
In a Dynamic Group, in addition to the file cabinet and the index words, the search criteria which led to the original Result List is also stored. If a Dynamic Group of links is updated, DocuWare automatically searches through the file cabinet using the same criteria. CONTENT-FOLDER then generates a new list made up of all current documents that match. As opposed to a Static Group, a Dynamic Group updates the folder automatically to reflect any new documents which fit the criteria. To make it as easy as possible to check the latest status, new or altered document links are highlighted.

Display and Design

CONTENT-FOLDER lets you customize folders based on your individual needs. You may choose which index fields of linked documents should be shown in the groups. In addition, you can display the system fields of documents, the name and symbol of the file cabinets in which the docu-ments are stored, as well as the symbol representing certain document types. The design of groups and folders is all up to you. Customize the font style, size and color, as well as the background color of cells. You may also set up alternating colors for rows and special colors or font settings for certain columns. Most importantly, your selected design can help com-municate a change in status or certain characteristics about the documents contained in your folder – making it even easier to stay on top of everything thats happening on a daily basis.



Using a Result List, you select all of the documents you would like to link to. With a quick click on the button "To CONTENT-FOLDER" a folder is created containing all the links to a group of documents.

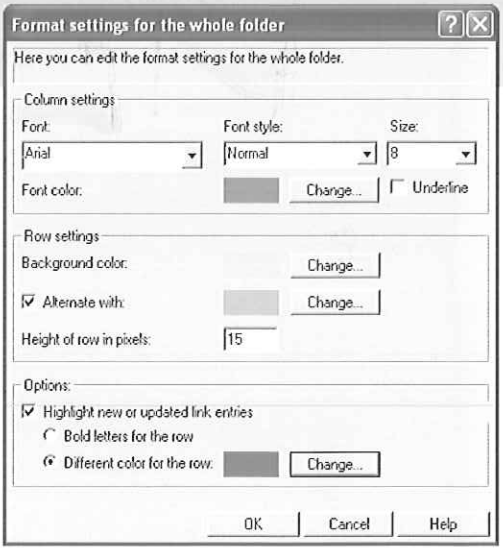


Other Applications

- Favorite Documents: A folder is set up with links to the most used documents stored in a DocuWare file cabinet, providing quick access to these documents right from the desktop.
- Hot Off The Press: A folder is set up to contain links to the most current information, such as sales numbers and price lists.
- Version Management: With a click on a folder, every employee working with technical documentation can quickly see the most recent version of the document and what has been added or updated.
- Communication: Send a coworker a folder by e-mail containing a link to a certain document, requesting his signature or an electronic stamp.

Design of groups and folders in CONTENT-FOLDER may be customized. The background color of cells or certain columns may be selected. Annotations may also be added to individual groups – such as specific work instructions.

Functions



Creating Folders
- Via DocuWare Result List
- Via Folder Search Display in DocuWare
- Directly in CONTENT-FOLDER via File - New

Group Types
- Static Group: Links to documents contain file cabinet names and entries in database fields
- Dynamic Group: In addition to Static Group, the index words that led to the Result List are stored

Adding Previously Filed Documents to Folders
- Via DocuWare Result List
- Via Folder Search Display in DocuWare

Storing Via Folder
- Directly in CONTENT-FOLDER through File Import
- Drag-and-drop file into a Group, whereby:
- File is placed on a link; index words of this link are transferred into the store menu
- File is not placed on a link; the index words must then be manually entered into the DocuWare store menu

Synchronization of Folder/ DocuWare File Cabinet
- Automatic update of the changes made in DocuWare in index when opening a folder
- Synchronization with data in DocuWare via button „Synchronize"
- Changes made in the index entries of a folder are updated in DocuWare archive/system
- Automatic, dynamic links to new file cabinet documents

Optional Settings: Group Headers
- File Cabinet Symbol
- File Cabinet Name
- Search Criteria (for Dynamic Groups)
- Most Recent Synchronization Date (for Dynamic Groups)
- Replace search criteria with any text
- Individual settings for options outlined above: enable/disable, font type, style, size, color
- Background color can be selected for headers
- Annotations for each group can be placed under header

Columns
- Choice of columns: All database fields, system fields, symbols representing document types and last synchronization date
- Column headers can be enabled or disabled
- Multiple column headers can be displayed in one column
- Font type, style, size and color can be adjusted for each column
- Special background colors can be set for individual columns

Rows
- Alternating row colors, for better legibility
- Rows for new or altered links can be highlighted with special background colors and bold typeface

Compatibility
- Mail programs that support XML files as attachments
- Windows Desktop and Explorer as storage destinations for XML files
- MS Outlook Calendar, Tasks, Contacts, that can handle XML files
- Workflow and similar programs that support files as attachments

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