

windream Office-Bundle



**The solution package for automatized
document administration and archiving**



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In offices, a whole variety of documents is created, administered and distributed every day. More and more time is needed for editing, distributing and archiving letters, invoices, press articles, contracts, but also e-mails and other correspondence. Each document is made available in the storage place which has been created for this purpose – e-mails in Groupware tools, paper documents in specific filing cabinets or in an archive depot and electronic files on local hard disk drives or file servers.

This heterogeneous document filing structure has an enormous effect on offices, as a huge amount of working hours has to be spent on non-productive activities like searching, filing and copying.

The solution: The windream Office-Bundle. The windream Office-Bundle has especially been developed to minimize these problems and to administer all documents in the windream enterprise content management system at a central storage place. The windream Office-Bundle is a solution package for automatizing the document administration in companies independent of their size. It provides modules for the following application sectors:

- Automatized archiving of e-mails from MS Outlook or Lotus Notes in windream;
- Automatized data transfer of MS Word-documents for indexing.

windream e-mail archiving for MS Outlook or Lotus Notes. This solution allows users to directly archive e-mails from an Outlook or Lotus Notes Client computer in the windream ECM-system. Users can decide whether e-mail attachments shall be indexed and archived automatically as separate files or not. The storage in the ECM-system can be configured individually according to user-specific settings on the workstation or user level. The windream e-mail archiving module offers windream-users an opportunity to save their messages in a secure, structured and easily retrievable way in the ECM-system. After storage in windream, all e-mails can be deleted from the e-mail application either manually or automatically.



Automized data transfer from MS Word for document indexing. This module of the Office-Bundle allows an automatic data exchange from a Word document to an assigned windream document type for indexing an associated document. The configuration can be adjusted in a way that the indexing process for documents is handled remotely. From now on, users do not have to enter index criteria manually into the document properties dialog any more. Instead, the system executes a script which controls this process automatically.

In this process, the script refers to Word-specific textmarks which have been inserted into Word-templates. According to these textmarks in the templates, the script recognizes which information of a Word-document shall be used and forwarded as index entry to windream.

A further setting allows users to display the properties dialog later on with already assigned document type and preset indices which have been filled with information extracted from Word. Index data can be updated any time by clicking the „Refresh fields“ button.



Performance features:

- Conveniently administering and archiving office documents
- Time-saving, automized document administration
- Complete integration into common applications (MS Outlook, MS Word, Lotus Notes)
- Centralized storage, administration and document archiving in windream



Rely on the Technological Market Leader

If you plan to invest in an innovative, efficient and easy to handle ECM-system, or if you need further information on how to optimise your business processes concretely, we should get to know each other.

In the market sector of ECM-software suppliers, windream GmbH is the technologically leading manufacturer. With the windream ECM-system based on the patented Virtual File System technology (VFS), we have created an unrivaled tool for administering your complete company knowledge. Our software is easy to handle, effective, and future-proof. We have 20 years experience in successful software solutions development for enterprises of any size. Medium-sized companies and multinational corporations as well rely on our top quality products and on our technological know-how.

Look and see!

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