

windream Web Portal



**Enterprise content management online –
independent of any location**



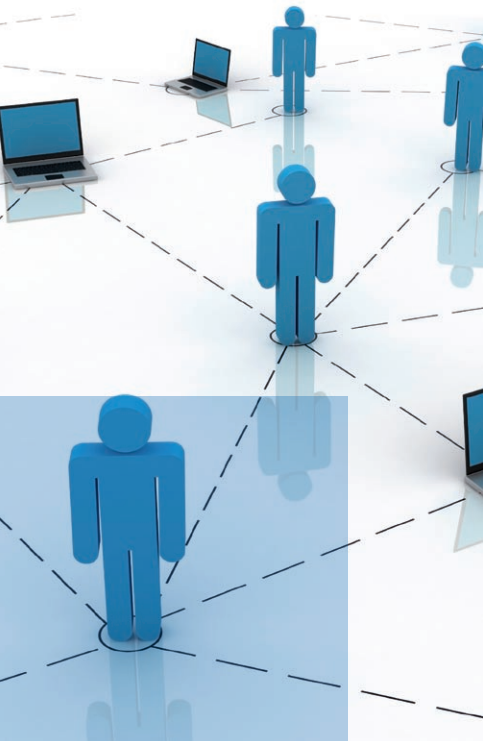
Enterprise content management online – independent of any location

windream Web Portal offers worldwide access to any information saved in the windream ECM-system – secure, quick, reliable and independent of any location and time. The only requirement: a valid windream user account and access to the Internet. With windream Web Portal, companies can use the Internet as a platform for global access to information saved on a central windream Server. This will lead to a competitive advantage with measurable success. All business processes can be executed much quicker. Additionally, the Web Portal offers many fields of application in various business sectors.

Two versions for different requirements. The Software is available in two different versions: While the windream Web Portal allows targeted retrieval as well as viewing and downloading documents, the enhanced professional version windream Web Portal Pro provides all further ECM-functions which are available on a local windream computer. These are – among others – the direct creation and editing of folders and properties as well as the upload of documents.

Global availability of information. Using the Web Portal makes business processes much more efficient. Authorized users can access documents from any location in the world. They can read, edit, archive or save documents in the ECM-system. Third party products which create documents in their specific file formats and which are required by users can easily be integrated via Hypertext Transfer Protocol (http).

Top priority: Security. When using windream Web Portal or the Pro-version, the secure user authentication stands in the foreground. Users will only be able to log on if they have a valid windream user account and a password. Data transfer is always executed via Secure Socket Layer connection (SSL). In addition to this, the windream Web Portal supports an easy to handle single sign-on concept if a user logs on to an intranet. When starting the Web Portal, the program will automatically use the logon data which had already been entered on system logon before.



windream Web Portal

Retrieving and editing documents locally. In comparison to the professional version, windream Web Portal concentrates on selected ECM-functions. Efficient document retrieval stands in the foreground in this application.

Retrieving documents. Generally, windream Web Portal offers six different retrieval methods.

Hierarchic Search. The filing structure of the ECM-system is displayed in windream Web Portal like in the usual Explorer view of a local Windows computer. Thus, users can browse in the folder structure of the ECM-system and find documents this way.

Index Search. During the Index Search, retrieval is executed via index data of documents.

Simple Search. When using the simple search, users will only have to enter one search item.

Quick Search. The Quick Search allows efficient retrieval via selected search criteria like for example names of authors or date and time.

Object Type Search. Documents can also be found using the Object Type Search. With this method, users retrieve documents via the index data which have been determined in the ECM-system for documents of a specific type.

Fulltext Search. The Fulltext Search allows the user to find documents according to parts of their contents.

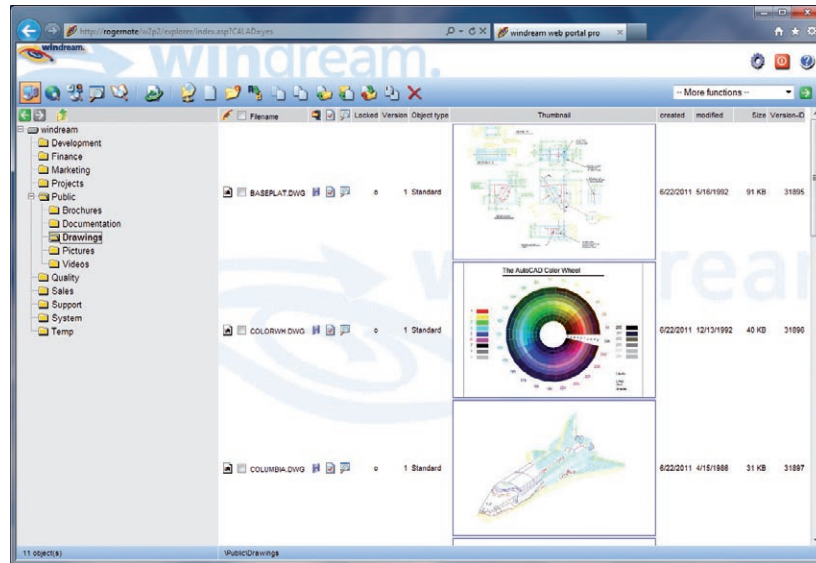
Result lists, profiles. The Web Portal will list all documents found in a result list. Search criteria which have already been defined before can be saved as profiles and can be used again later. Profiles can be made available to other users in the company as windream searchlets. A repeated entry of search criteria is no longer necessary.

Performance features:

- Enormous enhancement of business processes
- Minimum investment – worldwide access to the ECM-system
- No additional software components required on the client computer
- Access via common Internet browsers
- Quick and easy navigation
- Hierarchic filing structure similar to the Windows Explorer



Search profiles can be published via e-mail notification. The messages sent out contain references to the search profiles stored in windream. The e-mail recipients can open a profile directly from the link contained in the message.



windream Web Portal with thumbnail view

Opening and editing documents locally. Retrieved documents can be opened with a double click from the result. The integrated viewer converts the contents of documents into HTML format. Users can export any information via download from the ECM-system and edit documents on their local computers. The original documents will still be available in the ECM-system to other users.

In an intranet, documents saved in windream can even be edited without having to download them. In this context, users work via a network connection „in place“ on the connected windream server directly. The ECM-system and the Web Portal support all operating systems which are able to integrate conventional network drives. This is especially interesting for Linux users.

In addition to this, windream Web Portal also offers the properties stored with the documents for viewing. Thus, the specific tab pages which windream adds to the operating system functions for describing the document properties are available. Besides general properties, these tab pages present the indices, the lifecycle rules, the document history, the versions and the administration of rights.



windream Web Portal Pro

ECM online. Besides the features already described, the professional version of windream Web Portal contains all ECM-functions which users can also execute on a local computer. This makes windream a universal online ECM-system.

Creating and administering documents and properties. Users of the professional version can save or archive all documents in the ECM-system, which have been created or edited on a local computer. The upload process which is required for these operations can be executed with only a few mouse clicks. Via ActiveX, you can even transfer complex directory structures including their contents to a windream server in one work step only.

Document properties are edited online, too. Entries will directly be made on the tab pages named „Indices“, „Lifecycle“, „History“, „Version“ and „Rights“, which are saved with the documents.

Check-out and Check-in. Besides a download, it is also possible to export documents via a check-out process and to edit them locally. Documents can then only be read by other users until objects are again checked into the ECM-system via an upload process. A further windream option is to create a new version of the documents on each check-in. A check-out process can still be undone after it has already been executed.

An alternative of the check-in and check-out function is to set an edit lock on documents. This means that they will be locked for all other users. Of course, it is also possible to copy, paste, cut and move documents.

Lifecycle Management – direct connection to the windream Archive. On tab page “Lifecycle,” users administer the rules that determine the lifecycle of documents stored in the ECM-system. A basic requirement is that the users have been equipped with the necessary rights.

It is possible to view and change the editing and the archiving periods of documents or to determine the point of time of archiving. It is also possible to archive objects immediately after an upload.

windream Web Portal and windream Web Portal Pro: Individual configuration. The configuration module integrated in windream Web Portal and in the professional version allows the user to configure the Portal according to individual needs. After having logged on to the startup site, a user determines the initial viewing mode for all documents.

The listview determines the design of the Explorer view and the result lists. Thus, specific information on document properties can directly be viewed after logon.



The search options offer additional methods for optimizing a search query. Here, users can decide whether previous versions of documents shall be considered during a query, whether subfolders of a windream folder shall be included or whether a query shall be executed considering small and capital letters (case sensitive mode).

Create your personal Portal site! A click on the titlebar of windream Web Portal or of the professional version will open a site, which can be designed individually by users. This site can for example be used for directly integrating individual links to search engines or to the windream homepage. Further on, you can also reproduce company-specific tasks here, e.g. the execution of HTML-based search profiles which allow you to continuously repeat a document retrieval according to the individual demands of a company.

windream searchlets – using search profiles in a company. A click on windream searchlets will lead you to a site that lists search profiles of an index search which have already been created. The Web Portal differentiates between private and public searchlets. Private ones are profiles which a user has created for personal retrievals. In contrast, public searchlets are saved on the central windream server and are available for all users of the Web Portal.

A user can publish his private searchlets any time and make them available to other users. Profiles are always administered by authorised system administrators. A click on a searchlet will start the query immediately under consideration of the criteria which have been determined in this profile. Thus, it is not necessary to enter complicated search criteria each time.

More functions. The windream Web Portal offers users and administrators a whole variety of individual configuration options up to complex function enhancements. On the basis of function rights, you can e.g. determine the functions which users may execute from a result list after having conducted a search query. Further on, users can also be separated in two groups, which are so called „full users“ equipped with unlimited rights and users with read-only rights.

Performance features

General functions.

- Worldwide access to the windream ECM-system, independent of locations;
- No additional Software components required on the clients;
- All windream ECM-functions available online (pro-version only);
- Explorer view;
- Integrated HTML document viewer;
- Easy integration of third party products via HTTP-links.

Security functions.

- Authentication via windream user account;
- Password protection;
- Secure data transfer via SSL;
- Single sign-on.

Retrieval functions.

- Six different retrieval methods;
- Viewing results in result lists;
- Direct opening of documents from the result list;
- Creating and storing individual search profiles.

Processing.

- Opening and editing documents from the Explorer view or from the result list (editing in pro-version only);
- Viewing and editing document properties: indices, lifecycle, history, versions, rights (editing in pro-version only);
- Supporting all operating systems which can integrate conventional network drives;
- Upload and download of documents (upload in pro-version only);
- Check-out and check-in of documents (pro-version only).

Configuration.

- Startview configuration;
- Listview configuration;
- Determination of further search options;
- Direct access to search profiles (searchlets);
- Creation of individual portal sites;
- Configuration of download options;
- Display of current system settings (diagnosis);
- Configuration of HTML preview.





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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