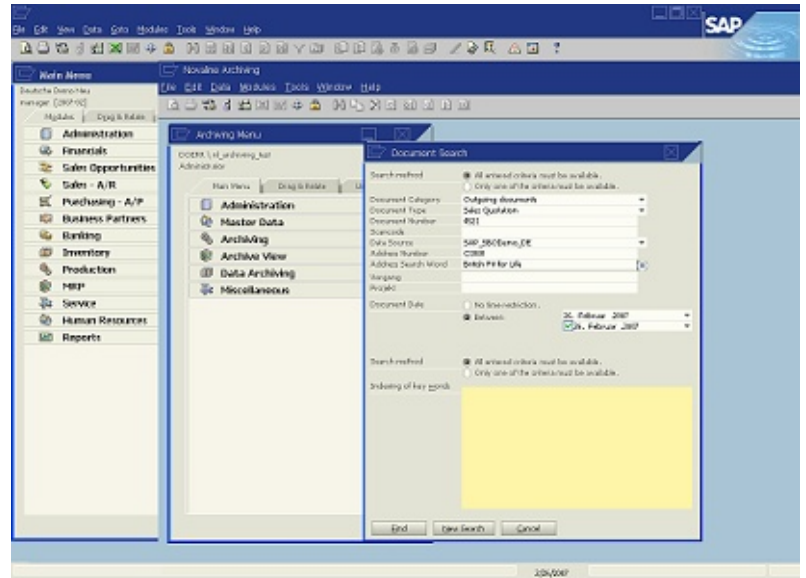


# ■ Archive.One ■

Add-on for SAP® Business One to archive documents in a comfortable way without changing program.



## Overview

Novaline **Document Management and Archiving** is integrated in SAP Business One® in such a way that documents generated there (offers, invoices, etc.) are printed and simultaneously indexed, linked to the relevant address and filed in the archive. Full-text search is also possible.

During document processing, the user can display previously archived documents in SAP Business One® (offers, invoices etc.) without changing programs.

Further documents which are not created in SAP Business One® e.g. Word documents, incoming and outgoing e-mails or faxes may be comfortably archived as well as documents in paper form via an expansion module.

**E-Mail Archiving** is oriented to the post-boxes of each user and to the e-mail addresses of business- and contact partners within SAP Business One. To these addresses incoming and outgoing e-mails (incl. attachments) will be archived. A status information delivers an overview of archived, blocked, not allocable e-mail addresses and even those e-mails which still have to be archived.

- Automatic indexing for outgoing documents
- Full text indexing / OCR
- Extensive search (key words, full text, index, time-periods)
- Automatic allocation of documents via ScanCode
- Export of archived documents ('Mobile Archiving', e.g. for field work)
- Document Management with templates
- Automatic archiving of incoming and outgoing e-mails including the attachments out of MS Outlook, Exchange-Server and Tobit (David/Info-Center)



## ■ Archive.One Features ■

### System requirements

- Client: Windows 2000®, XP-Pro.®, Vista®, 7®
- Server: Windows-2000®, 2003®, 2008®
- Database: MS-SQL-Server 2000®, 2005®, 2008®

### Workstation license

- Administration incl. advanced rights management
- Direct filing of documents in binary form in the database
- Interface to SAP Business One
- Presetting of the automatic indexing (key words, full text) for outgoing documents from SAP Business One
- Automatic archiving of outgoing documents out of SAP Business One
- Sending e-mails including archiving out of SBO documents
- Document viewer
  - Search: full text search/index search/limited search
  - Selective list view or tree view
  - versatile filter facility

### Extended workstation license

Extension of the workstation license for the following functions and features:

- Configuration of document features (category, type, up to 5 user-defined fields)
- Scanning and archiving of incoming documents with indexing and OCR text recognition<sup>1</sup>
- Automatic indexing suggestion of scanned documents from purchase-/sales vouchers out of SAP B0
- Sending/forwarding of digitalized documents out of the scan modus to other archive users
- Extension file formats: PDF, TIF, JPG, BMP, WAV, AVI
- Automatic allocation of documents via ScanCode
- Archiving of faxes, Word documents, Excel sheets and so on via printer output
- User-defined SQL interface for additional address sources via OLE DB driver

### E-Mail-Archiving (Client)

- manual archiving of incoming and outgoing e-mails including the attachments out of MS-Outlook post-boxes or Tobit info center)
- Automatic assignment of business partner address
- Possibility to ignore e-mail addresses for filing

### E-Mail-Archiving (Server)

(only in connection with E-Mail-Archiving/Client)

- automatic archiving of incoming and outgoing e-mails including the attachments out of Exchange-Server 2003 or Tobit David 10

### Document Management

(available on each extended workstation)

- template management incl. embedded editor
- check in/check out of documents
- version management

### Workstation license for data-recall facility

- Document Viewer only for document research

### Scanmonitoring

- manual, automatic or scheduled transfer of scanned documents into the database incl. OCR<sup>1</sup>
- validating of scancodes

### Mobile Archiving

- Export of archived documents
- Storage onto extern data mediums ( USB-Stick, CD etc.)
- View of previously exported archived documents (e.g. laptop)

<sup>1</sup> = MS-Office 2003/2007 required

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