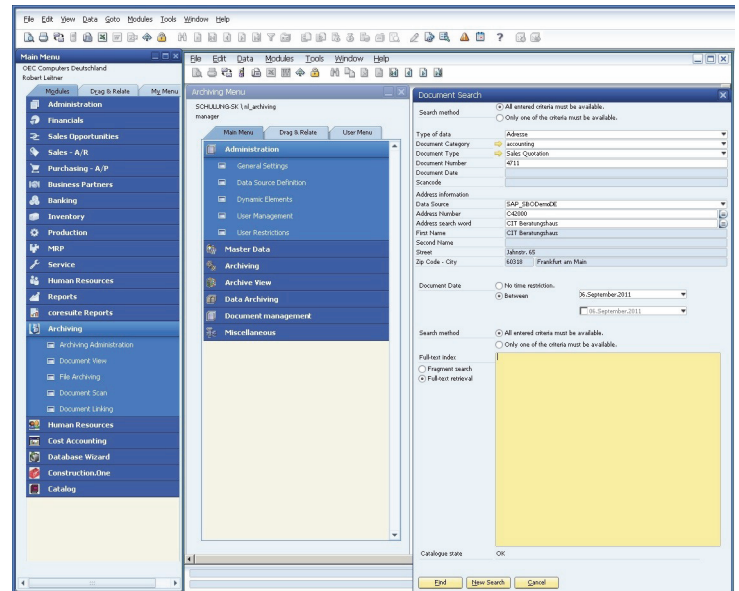


■ Archive.One ■

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



Overview

Novaline **Document Management and Archiving** is integrated into 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. attachment) will be archived. A status information delivers an overview of archived, blocked, non allocable e-mail addresses and even those e-mails which still have to be archived.

- Automatic indexing for outgoing documents
- Document recognition for additional outgoing documents
- Full text indexing / OCR¹
- 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 and version management
- Document linking
- Automatic archiving of incoming and outgoing e-mails including the attachments out of MS Outlook, Exchange-Server and Tobit (David/ InfoCenter)
- Interface to Novaline Workflow



■ Archive.One Features ■

System requirements

- Client: Windows XP-Prof.®, Vista®, 7®
- Server: Windows 2003®, 2008®
- Database: MS-SQL Server 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 recognition¹
- Automatic indexing suggestion of scanned documents from purchase and/or sales vouchers out of SAP BO
- 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
- Internal linking of archived documents

¹ MS-Office 2003/2007 or module Omnipage™ OCR necessary

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E-Mail Archiving (Client)

- manual archiving of incoming and outgoing e-mails including the attachments out of MS-Outlook post-boxes or Tobit InfoCenter
- 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)

- Autom. archiving of incoming/outgoing e-mails including the attachments out of Exchange-Server 2003/2007/2010 or Tobit David 10/fx

Document Management

(available on each extended workstation)

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

Document recognition for outgoing documents

- Definition of the structure of various outgoing documents (from SAP BO and other applications, e.g. MS Excel and Word) for recognition and automatically differentiating or supplementing indexing (document type, document number, date, address)
- Supplementing allocation from SAP BO documents into user defined fields possible

Workstation license for data-recall facility

- Document Viewer only for document research

Scanmonitoring (minimum 1 extended workstation license necessary)

- manual, automatic or scheduled transfer of scanned documents into the database incl. full text recognition using OCR
- validating of scancodes

Omnipage™ OCR

- Integration of the OCR Engine "Omnipage Professional 16™" from Nuance

Omnipage™ Barcode recognition (only in connection with Omnipage OCR)

- Recognition of 1D bar codes (instead of scan codes)

Mobile Archiving

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

Workflow

- Interface to Novaline Workflow

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