

ENTERPRISE

# DMS COMPACT INFO

The most important reasons why you should  
use bitfarm-Archiv

## bitfarm-Archiv

bitfarm Informationssysteme GmbH is the leading provider of open-source document management software.

Founded in 1998 in Siegen, we constantly work on our goal of developing the best available document management solution.

Due to a clear focus on medium-sized businesses, a high-quality product and a first class support, well known companies trust us with their documents.

Thus, we have been accompanying our customers for more than 15 years on the way to professional document management.



bitfarm Informationssysteme GmbH  
Spandauer Str. 18  
D-57072 Siegen















Tel.: +49 (271) 313 96 0  
E-Mail: [info@bitfarm-archiv.de](mailto:info@bitfarm-archiv.de)  
Web: [www.bitfarm-archiv.com](http://www.bitfarm-archiv.com)

### SOCIAL-MEDIA



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# KEY FEATURES

• Revision-safe archiving in platform-independent TIF and PDF/A format	
• On average 60 kB memory requirement per page - many millions documents possible on current hardware storage	
• Works in peer-to-peer network, Windows domain, Active Directory integration	
• Scales from 4 to 5.000 users	
• 3-tier architecture	
• Multi-client/multi-location/multi-server capable	
• SQL database for high-performance access, including full text search	
• Plugin scripting interfaces which make individual adjustments release-proof	
• Interfaces for many other products available e.g. for SAP ERP / B1, Sage, PDS, MS-Dynamics	
• Microsoft Office and OpenOffice integration	
• E-mail transmission via MAPI and/or own SMTP engine	
• E-mail and fax archiving directly possible from the most common systems, e.g. Outlook/Exchange, Notes, Thunderbird, David, MSFax ...	
• Conformity with important standards Sarbanes-Oxley, DOMEA, ISO 15489, MoReq, DIN EN ISO 9001, GoBD, DSGVO...	
• No limitations on the number of archived documents	





Archiving based on established standards



Low training requirements, fast acceptance



Central information database



Highest recognition and automation rate, highest document flow-rate



Company knowledge made available fast and easy



Acceleration of work processes



More transparency in information use



Less lost documents



Reduced lay time and transport time

## THE ADVANTAGES OF A DOCUMENT MANAGEMENT SYSTEM

When it comes to business applications a common question is: Is the solution fulfilling the customer's requirements or is the customer bound to the limitations of the software?

The more adaptable an application is, the less the customer has to change their proven workflows and business processes and the more immediate success will be guaranteed.

Which is the reason why more and more businesses count on open-source software. On one hand you have the certainty and security of open standards not to get stuck with a proprietary solution. On the other hand you have the option to adjust all the bits and pieces to your individual requirements.



**Reduction of processing time**

50-90 %



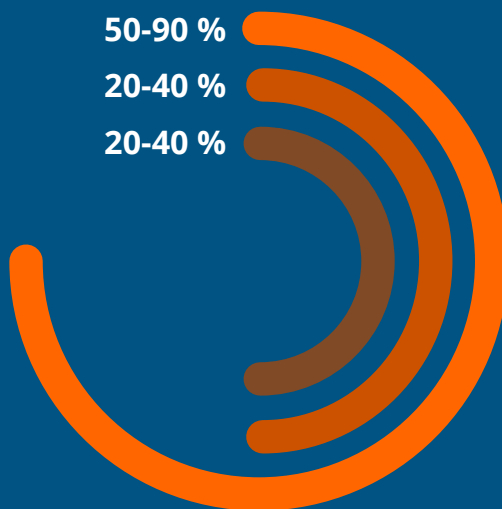
**Reduction of work steps**

20-40 %



**Reduction of processing costs**

20-40 %



Even in a comparison the advantage of flexibility stays affordable. If you invest the savings you have through the absence of licensing costs into individual programming instead of software off the shelf, you receive a tailored solution which adapts to your needs and growth.

This should be worth considering when thinking about an important and central piece of company software that will take on the greater part of information management and information flow in the company.



GoBD conform  
archiving



Reliability and  
development advantage



Low resource  
requirements



License fee free  
because of open-source



Low investment volume  
and maximum ROI



Automatic compliance  
of the DSGVO

## Every archive, DMS and ECM function already on board

bifarm-Archiv is an affordable DMS solution which comes with a remarkable set of well-thought-out features we already developed for you.

This is a logical consequence from our development concept. Many features have been developed individually as customer requirements, and then find their way into the main release.

Like this, these new features are available to all our customers. bifarm-Archiv derives from real requirements of real businesses. Practical functionality which, compared to competitors who are a multitude more expensive, surprises positively.

Open-source and quality do not mutually exclude each other. bifarm-Archiv DMS offers a user friendly and intuitive Windows UX, so that new users can go into production quickly without a lot of training.

In addition, our mobile app for iOS and Android brings your tablet and smartphone users onboard. Thanks to modern SQL-technology our solution is lightning fast and persuades even when dealing with millions of documents. Full-text search of course!

Searching is as easy as using Google - finding information in your digital archive becomes a simple task. The main advantage of an DMS becomes clear when comparing the time saving between electronic access within seconds to manually searching paper files or a file server.

Here, the fast search does not limit the performance of the archive: thanks to fully automatic indexing this can be achieved without time-consuming tagging.

This quick and format-independent access not only leads to fast processing through a single central information platform, but also to more transparency, unimagined synergy effects and all-in-all a higher competitive edge.

## “FULL SIZE” INFORMATION MANAGEMENT

### CLIENT



- Client-Server Document Management System
- Modern Client with Windows “Look & Feel”
- Remotely via command line accessible client for easy integration into your existing application pool
- Access for mobile users via App, VPN, terminal or web client

### ADMINISTRATION



- Granular permission system, central administration with AD support, automatable client-roll-out and more
- Generate reports about user privileges
- With the supervisor feature, a manager overviews the current state of all tasks of their team members

### EDITING



- Check-in / check-out of documents for exclusive processing, “drag & drop” for manual distribution, faster access to standard functions via context menu
- Working with electronic notes, “post-its” and other annotations such as individually or globally definable stamps, signatures, etc.
- Versioning of “non-revision-safe documents”, such as Office files, drawings, etc., via SVN
- Fast search functions with many combinable logic filters such as timeframe, user, status, different database fields for clear number of results, search favorites, stored search requests

### ARCHIVING



- Of paper documents at the work space via TWAIN-compatible scanner or centrally via a network scanner
- From all Windows applications using a virtual printer
- Of files via “Send to” or monitored folders
- Directly from MS-Office or OpenOffice / LibreOffice
- Emails (including attachments) and fax from Outlook, Outlook Express, Thunderbird, Tobit David, Lotus Notes, MS-Fax and others
- Native support for many file, image and CAD formats
- Export of self-sustaining, independent archives, including a search interface, launchable from DVD/CD/USBstick without installing anything at all

### TAGGING



- Indexing by key word on the server, automatic indexing by defining logical operators
- Recognition of document barcodes for tagging /document revision, file association and sorting rules
- Many structure and database elements for depicting complex filing scenarios, formal and content allocation criteria, project and order affiliation, customers and suppliers, virtual folder, etc.
- Extensive possibilities for workflow programming to reproduce business logics with many degrees of freedom, cascable sorting, distribution and tagging rules

...don't search - find!

## A LOOK INTO YOUR NEW PAPERLESS OFFICE



## SYSTEM REQUIREMENTS



**Client:** • Windows (64 Bit) 10 or 11 from Dual Core 1 GHz, min. 2 GB, better 4 GB RAM

- Terminal server installation possible
- TWAIN compatible document scanners: We recommend devices from Canon or Epson.
- Network document scanner: Almost any format possible. We recommend TIF in 300dpi SW CCITT 4 / Fax Group 4 & ultrasonic double feed detection



**Mobile:**

- Android Version: 5.1 - 14
- iOS Minimum Version: 11
- Recommended Browser: Chrome, FF, Opera, Safari (only on Mac)



**Server:** • Windows Server (64 Bit) 2016, 2019, 2022, 2025 (no terminal server or remote server services)

- We recommend dedicated server hardware with RAID system, current CPU from 2,6 GHz, min. 8 GB RAM, 4 cores, data backup, ATA/SCSI RAID-1 and domain/AD structure. A structured backup solution is required for audit-proof archiving
- bitfarm-Archiv requires a working name resolution on all participating computers
- The server requires a GUI
- We do not recommend existing databases on the server (server check necessary)
- We do not recommend Exchange on the server (server check necessary)
- Not the domain controller
- No DFS (Distributed Filesystem)
- Administrative Windows user