

don't search - find!

The most important advantages of information management with **bitfarm-Archiv**

- **Archiving based on established standards** – avoiding “one-way streets” through open and flexible software architecture
- **Low training requirements, fast acceptance** – via intuitively operable, typical Windows application, easy filing and fast search functions “just like Google”
- **Central information database** – stores, indices, versionises, sorts and distributes paper documents as well as office documents, Open-Office, fax, emails, sketches, photos, PDF, accounting journals, ERP documents, contracts, contacts, requests, telephone notes and many other documents
- **Highest recognition and automation rate, highest document flow-rate of all DM systems** – by using the new Omnipage®-18-Engine and highly scalable multi-tier-features
- **Company knowledge made available fast and easy** – increases information competence of employees, generates synergies, increases motivation and the quality of customer communication
- **Acceleration of work processes** – through fast electronic document distribution, elimination of distribution copies
- **More transparency in information use** – a history is recorded for each document logging all activities. This way it is easy to track the use of documents within the firm, etc.

bitfarm-Archiv Document Management The central information platform based on Open-Source.

The question you have to ask concerning is company applications is: in how far is the software geared towards the customer's needs or how much does the customer need to adapt his needs to the software's capabilities? The better an application can be adapted, the less one needs to change tried-and-tested work flows and processes and the quicker the desired results are achieved. This is most likely the reason why more and more companies make use of Open-Source software, since – apart from the safety in using open standards which don't lead to one-way solutions – there is always the possibility of adapting everything “down to the last screw”.

The advantage of flexibility even stays affordable in comparison: if you invest the saving made through the lack of license fees with bitfarm-Archiv DMS in individual customization, you will get a “made-to-measure suit” fitting perfectly (and will remain flexible) for the same price as an off-the-shelf product. 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.

Every archive, DMS and ECM function already on board

If you want to use bitfarm-Archiv without further developmental expenditures, you will receive an inexpensive DMS solution that includes a surprising number of sophisticated functions “out of the box”. A logical consequence with this developmental concept: many features tailor-made to suit a customer's needs find their way into the software and are thus available to all our customers. This makes bitfarm-Archiv suited to the requirements of mid-tier businesses – practical functionality that holds water that positively surprises in comparison to other more expensive competitors.

That Open-Source and quality are not mutually exclusive can be seen in a growing number of examples. bitfarm-Archiv DMS offers a user-friendly and self-explanatory Windows-interface to allow users accustomed to Windows easy and fast access without further training. Thanks to modern SQL technology it is as swift as an arrow and impresses with search times of under five seconds even with a couple of hundred-thousand documents (full text, mind you!). Searching is as easy as using Google – research in the digital archive is child's play.

The DMS' main advantage becomes clear when comparing the time saving between electronic access within seconds to accessing manual paper files or file servers etc. 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 fast and barrier-free access not only leads to fast processing through a single central information platform which can also take in data from ERP, CRM, email, fax, paper filings, financial accounting, project management etc., but also to more transparency, unimagined synergy effects and all-in-all a higher competitive edge.

“Standard, manual document filing and management costs 40-60% of an employee's work time, 20-45% of labor costs and 12-15% of company revenue”

(Gartner)



50-90% Reduction of processing time

For example: transport, idle period, research, administration, management, trouble-shooting



20-40% decreasing number of work stages

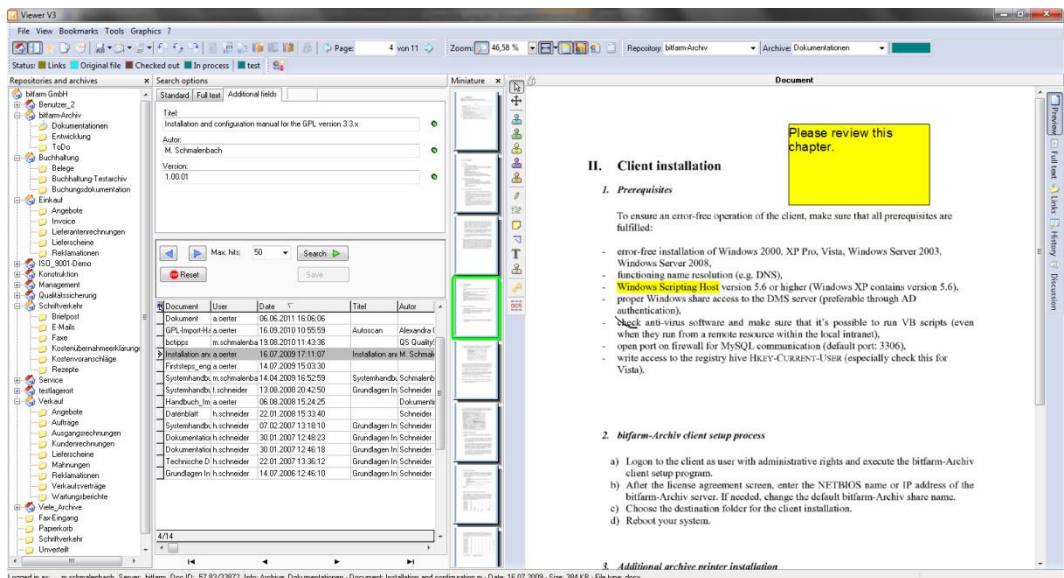
For example: document removal, transfer, distribution, filing, inserting register, document search



20-40% lowering processing cost

Additional cost e.g. for employees and work time of standard document management

The interface to the electronic archive - the viewer



“Full size” information management

- ✓ Client-Server Document Management System
- ✓ Modern Client with typical Windows “Look & Feel”
- ✓ Access for mobile use via VPN, terminal or web client
- ✓ Archiving of paper documents at the work space via TWAIN-compatible scanner or centrally via a network scanner
- ✓ Archiving from all Windows applications during printing
- ✓ Archiving of files via “Send to” or monitored folders
- ✓ Archiving directly from MS-Office or Open-Office
- ✓ Archiving emails (including attachments) and fax from Outlook, Outlook Express, Thunderbird, Tobit David, Lotus Notes, MS-Fax and others
- ✓ Direct support for many file, image and CAD formats
- ✓ ECM functions: supports modifiable file formats including change and version control of original files, images, etc. via SVN; compilation and tracking of version branches
- ✓ Full text indexing on the server, automatic tagging through definition of graphical interface or logical operators
- ✓ Readout of document barcodes for tagging / document revision, file association, etc.
- ✓ 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 and depiction of business logics with many degrees of freedom, cascading sorting, distribution and tagging rules
- ✓ Fast search functions with many combinable logic filters such as timeframe, user, status, different database fields for clear number of results, search favourites, stored search requests
- ✓ Customised dynamically generated database fields, drop-down lists, multiple-choice lists, date fields and status buttons for every archive
- ✓ Granular rights system, central administration with AD support, automatable client-roll-out etc.
- ✓ 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.
- ✓ Completely remote-controlled client for easy integration into the pool of available company applications
- ✓ Export of independent archives, executable along with search interface directly from DVD/CD/USB-stick, etc. ...

System requirements

- **Client:** at least Windows XP, Vista, 7 or higher, PC from Pentium III-800, minimum 256 MB, minimum 1024x768. recommended: PC with Pentium IV or higher, 512 MB, Windows 2000 or higher. Citrix- or terminal server installation possible. Only research workstation with Viewer-application also on Linux/Wine
- **Server:** at least Windows Server 2003, 2008, or Linux-File- / database server in conjunction with Windows 2000/XP-PC. Hardware: Server hardware with RAID system and data protection, minimum Pentium IV, minimum 1 GB RAM. It is recommended – depending on document volume – a dedicated Windows Server 2003 or 2008 (32- or 64-bit) with standard server hardware, up-to-date X-Core CPU, 2 GB RAM, ATA/SCSI-RAID-1. data protection. domain / AD structure.

Facts

- Audit-proof archiving in platform independent TIFF- and PDF/A format
- Approx. 60kb of storage space per page – storage of millions of documents on up-to-date hardware possible
- Works in peer-to-peer networks, Windows domains, Active-Directory integration
- Scales from 5 to 5,000 users
- Multi-Tier architecture
- Multi-client- / multi-location- / multi-server-capable
- SQL-database for performant access, also with semantic full text search
- Plugin-scripting-interface for release proof individual customisation
- Interfaces for many systems available, such as for SAP R/3, MS-Dynamics, Oracle, KHK, DATEV, Lexware, OMS, Variat ...
- MS-Office and Open-Office integration
- Emailing via MAPI and / or own SMTP engine
- Email and fax archiving directly from common systems possible, e.g. Outlook/Exchange, Notes, Thunderbird, David, MS-Fax ...
- Conformity with important standards such as Sarbanes-Oxley, DOMEA, ISO 15489, MoReq, DIN EN ISO 9001, GDPdU, GoBS ...
- No limits
- License fee free



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- **Less lost documents – small risk of document loss through immediate digital capture**
- **Reduced lay time and transport time – documents are available in the network even though they are still being processed by a colleague. Information are thus readily available to everyone without laboriously having to search in various trays.**
- **GoBS and GDPdU conform archiving – complies with the requirements of the tax authorities regarding audit-proof document archiving**

- **Reliability and development advantage – through use of a thousand fold tried-and-tested Open-Source software components such as MySQL or Ghostscript**

- **Low resource requirements – bitfarm-Archiv Document Management stores and manages several million documents, i.e. the content of thousands of folders on an industry standard server.**

- **License fee free because of Open-Source – no matter how many work spaces are to be equipped with the software, how many scanners are to be used or how many documents are to be archived. Thus, the initial costs for the introduction can be reduced so that electronic document management with bitfarm-Archiv is affordable and pays off even in small and mid-tier businesses.**

- **Low investment volume and maximum ROI – most analysts agree that, for most companies, the introduction of a DMS is the IT investment with the best ROI after the introduction of an ERP system. Comparatively low costs and simultaneous high efficiency – and thus maximum ROI are what features bitfarm-Archiv.**



Winner of the Innovation Award IT of the Initiative Mittelstand (mid-tier initiative) in the category DMS