

## Important information for the use of bitfarm-Archiv DMS GPL version

### 1. Warranty

bitfarm-Archiv DMS GPL Edition is a license fee free software, published under the license GPLv2. The software may be copied and used – privately or commercially – for free. Please read the GPLv2, which you can find as a text file “licence.txt” in the programme directory after installation, to learn more about the rights and duties in the context of using the software

bitfarm Informationssysteme GmbH, Siegen as author and copyright holder makes the software available for free and “as it is” without guarantee or promise of specified functionality. The user may freely decide to use the software or not. Decisions for using the software are made at the user’s own risk and responsibility. bitfarm GmbH gives no guarantee for the software and its functions and will not be liable for damage caused though the installation or use of the software.

### 2. Support

Technical support for the GPL version can only be given via the forum on <http://sourceforge.net/projects/bitfarm-archiv>. The concept is that users help other users. At irregular intervals bitfarm-support team members will be in the forum to answer questions. Unfortunately, direct support via telephone or email is only possible when the Enterprise-Software support is booked.

### 3. Recommendations for establishing a digital archive

bitfarm-Archiv DMS is a software to help establish an electronic document management and is here primarily adapted to the requirements of companies and institutions. In companies any process is all but trivial, and thus, the software bitfarm-Archiv DMS is equipped with degrees of fineness to be able to depict various forms of organization and processes. Even if the GPL version does not contain all functions and possibilities of the Enterprise version, the essential and structure-giving data models are the same. Therefore, the GPL version is also an elaborate piece of software offering many possibilities for configuration.

bitfarm-Archiv DMS offers one or more possible solutions for many requirements from different industries, which unfortunately do not become evident easily from the interplay between individual DMS functions. Even experienced IT experts can often not pull out all the stops in the DMS without proper instruction. Especially when dealing with specific work processes and “Best-Practises” it can be seen that the many years of project- and software experience of a trained consultant cannot be matched by a few days/weeks of “playing around” with the system. DMS also always means: finding the most ideal structure / electronic process to save unnecessary work and the system does not become an additional burden for the user, but to be of real use and to lighten the burden. Only when this premise is followed can a DMS project become a success.

Good software has to be self-explanatory – correct, there is only one difference, typing a letter or depicting the document structure and processes of a company. “The introduction of a DMS is really comparable to the introduction of an ERP system” – word of wisdom that have grown with our customers. And this is not because of the software, but because of the complexity of the topic, which becomes evident when looked at more closely. What structure options are there and in which case do I decide on which method? Will I organize myself primarily according to content or formal criteria? What methods are there to realize both or more ways and which is the right option for our company? How do I avoid having the problems of classic

document handling in the DMS...? And the list of important fundamental issues can be extended indefinitely.

Even if the appeal of trying it yourself is great: make use of the know-how of bitfarm GmbH. You will not only receive a better customization to your requirements quicker, you will also avoid the mistakes that can happen when you “do it yourself”. DMS databases becoming extremely slow after only a couple of ten-thousand documents or structures that have no advantage to traditional filing structures simply because they were modelled after the Windows-Explorer are examples for cases where the horse has bolted. Result: you are not satisfied, because the software is not operating the way you want it to or because the configuration possibilities are not laid out for a tree structure made up of thousands of folders – there are other data structures for this in the DMS. There are further examples of unsatisfying configurations for users and administrators due to a lack of knowledge about the software concepts. If your budget allows, please book one of our DMS consultants for an hour or two. He will gladly come to your company for on-site help or – for better resource budgeting – be available for a telephone / web conference.

But perhaps you would like to evaluate the DMS without further costs and decide if you would like to book consultation services and support and make use of the better Enterprise version at a later point. In that case, please make use of the free and non-binding offer of an online demonstration of the software. This is not a sales event – promised! – but rather a technical-organizational demonstration of different configurations and work methods with the system which is moderated live. An online presentation cannot replace a planning workshop, but individual aspects of your DMS plans can be dealt with and solutions presented. The online presentation offers a lot more information than anything else available via the web and will certainly give you some ideas – also for the GPL version. You will also see how the DMS was conceptualized and will learn something about the optimum configuration of the system. Of course, we hope we can also convince you of our expertise hoping you will fall back on our service at a later time.

#### 4. Upgrade options

It is possible to upgrade the GPL version to the Enterprise version at a later date.

#### 5. Help us!

The GPL version is free software. We do not ask for any money for it and we will be caring to provide the software on this free-of-charge base in the future. If the DMS works well for you, we will be happy.

If you in return want to do something for us (and not want or can be an enterprise-customer in the moment), simply recommend us!

As we live in the internet age, the best thing, you can help, is to write a short statement about your scenario and your use of the DMS, along with your experiences and put it on your own website or in a blog or forum. It would help us best, if you can also add a hyperlink to our site <http://www.bitfarm-archiv.com>. By this you help the software to gain a better presence in the web which helps distribute it. This, however, will allow us to acquire more enterprise customers which gives us more resources, e.g. for further development of the GPL version.

If you do some coding for the DMS, its contribution to the public will also be very much appreciated. Just post it to the sourceforge forum or send it to us by e-mail. After testing, we will gladly include it in the GPL version.

**The bitfarm GmbH development and support team wishes you all the best and lots of fun with the Document Management System!**