

DocuWare®

Ultimus DocuWare Integration Kit

Combining Workflow with a Document Management System

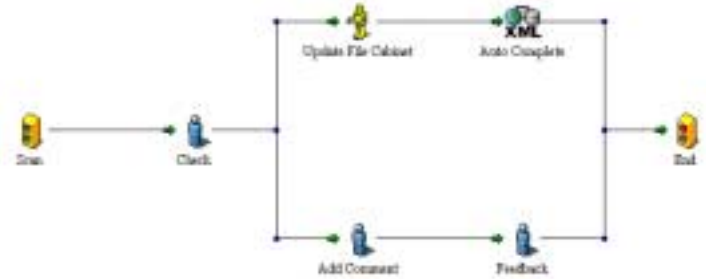
The Ultimus DocuWare Integration Kit makes it easy to combine DocuWare Document Management with Ultimus Workflow. DocuWare collects documents, files, and E-mails all into one common pool before organizing them by topic. Ultimus Workflow drives the productivity of a company by taking tasks and moving them step-by-step from one workstation to another. Each application – as well as the overall organization – benefit significantly from the combination. A workflow process is expanded to integrate centrally-stored documents right into various tasks, providing employees with additional access to information. Document management's processes are streamlined: documents and files are moved between operators to ensure categorization, indexing and other administrative procedures.

Areas of use

Organization fans can get creative, but here are a few ways other fans are using the combination today... Incoming requests are stored and then passed on automatically to the appropriate department. Vacation/Leave applications are electronically sent through the system for approval before being stored as records for future reference in an archive/file cabinet. Copies of supply orders are automatically distributed to appropriate departments, accounting and shipment receiving personnel. To clarify how such a system flows, here's an example using one of the most popular applications – innovative management of incoming invoices:

Invoices are scanned via document scanner or digital copier. They are placed in a specially configured DocuWare basket.

The workflow process attached to this basket now begins, all in the background: invoices are immediately stored in an electronic file cabinet, while being sent to the first workstation for further processing. An operator now sees the first menu on the PC, which requests more information about an invoice, so he/she adds the vendor's name and the cost center. DocuWare automatically displays the invoice on the operator's monitor. Upon completion, the operator sends the process on to the next level – the cost center.



Workflow-Process

While the document is going to the cost center for approval, the vendor name and cost center information are automatically entered into the document's index for future retrieval.

Highlights

- Faster, More Secure Processes
- Better Information Flow, More Transparency
- Central Document Storage
- More Service, Fewer Costs



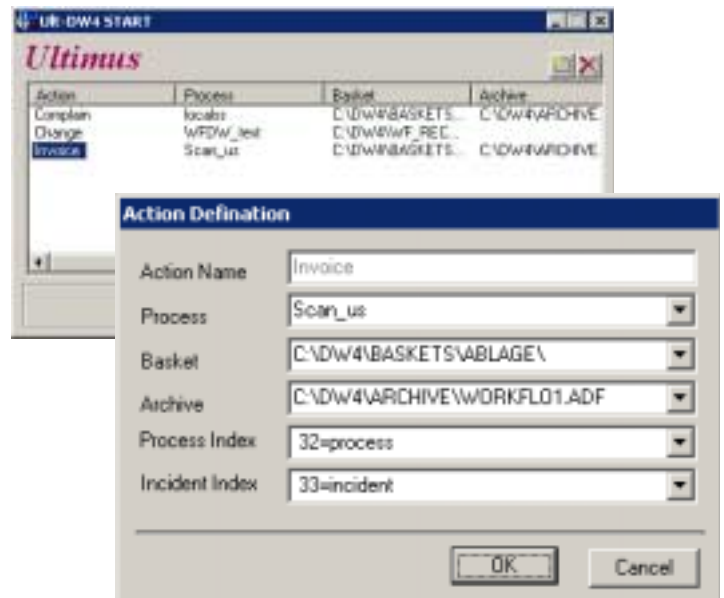
The head of the cost center receives an approval menu – again with the embedded display of the invoice. He/she can add electronic comments, marks or approval stamps right onto the document. On its way to the accounting department, the new, approved/commented/marked document is automatically added to the file cabinet database. The accounting department can now prepare the invoice for payment. The invoice has been stored by DocuWare at every stage, making it secure from the very beginning with an original that is revision-free. The document can be retrieved at any time (of course, during any retention time requirements), with all the data that has been accumulated throughout the workflow process. The process and all of the administrative steps of the process can be created individually, modified to match a company's specific needs. Even data from other inherent applications, such as Accounting Software, can be automatically integrated into the system.

Through electronic management, work processes are immensely faster, more secure and can be better monitored. And in the case of incoming invoices, payments can be made on time to avoid penalties – and even take advantage of early payment discounts!

How The Combo Is Used...

The functions that were demonstrated in the example above were basically managed by three individual elements:

- DocuWare Workflow Initiate Module
- DocuWare Viewer OCX
- DocuWare Indexing Flobot



Assignment of process to basket or file cabinet

Docuware Workflow Initiate Module

The *DocuWare Workflow Initiate Module* connects DocuWare-Baskets with UltimUS-Processes. A document lands in a basket after being scanned, dragged&dropped or transferred via the TIFFMAKER printer driver. This basket can either be one that has been newly configured for the workflow process, or an already existing basket. In either case, this basket is set-up to be monitored, so that as soon as a document is imported, it starts a new process which automatically stores the document in a selected DocuWare file cabinet. The document is indexed in the file cabinet database using an I.D. that features the "process name" and a serial number attached to the current process task. In that way, the document can be identified throughout processing and can always be accessed.

In order to manage multiple processes simultaneously – whether that is the administration of inco-



ming invoices or new order processing – it is possible to set up as many connections between baskets and file cabinets as needed. That means that several baskets for various processes can be monitored in parallel. Storage from those baskets also occurs in a single file cabinet or as many different file cabinets as defined.

DocuWare Indexing Flobot

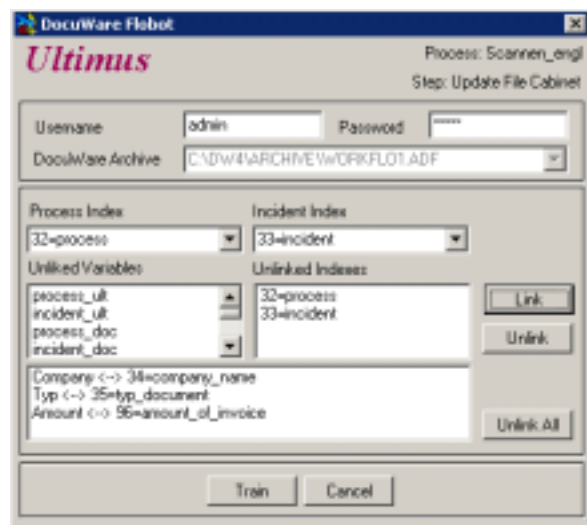
At the beginning of a process, a document is stored with the individual criteria that includes the "Process Name" and "Task Number" in a DocuWare file cabinet. During the process, additional information is gathered. This data can be automatically added to the document's index in the DocuWare file cabinet database at any time during the process using the *DocuWare Indexing Flobot* (a workflow robot that performs certain activities during a process). The *DocuWare Indexing Flobot* is trained when the processes are set up, during the so-called "Design Phase." At that time, a DocuWare file cabinet is selected as well as the index criteria to identify an individual document. Then certain workflow variables are attached to the index fields of the file cabinet.



Process mask with document display

DocuWare Viewer OCX

When a process is started, an operator receives a task as a form for further processing. Suiing the administrative needs, individual forms can be created with the Ultimus-Formdesigner. It's here that you can add the ability to view appropriate documents from DocuWare, with a couple of clicks in the *DocuWare Viewer OCX*. This program integrates the powerful DocuWare Viewer right into Ultimus forms. It allows a user to make marks and comments right onto a displayed document, sign it or stamp it with a pre-configured stamp.



Assignment of workflow variables to index fields



Features

DocuWare Workflow Initiate Module

- Automatic start of the workflow process while storing documents from pre-configured DocuWare baskets
- Automatic storage of documents from baskets in a file cabinet, while adding "Process Name" and "Task Number" to index
- Unlimited number of connections between baskets and file cabinets at the start of any process

DocuWare Viewer OCX

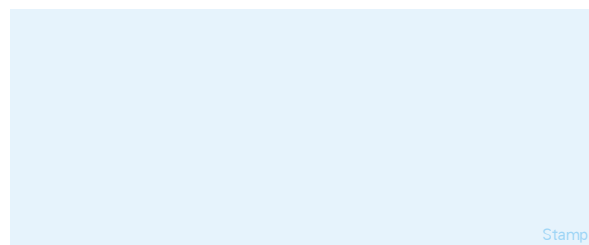
- Plug-in for the Ultimus-Formdesigner
- For display and adding comments to a document during the entire process
- Integrates the DocuWare-Viewer in an Ultimus Form
- Lets users add marks, comments, signatures and stamps to a document

DocuWare Indexing Flobot

- Selects a DocuWare file cabinet
- Attaches workflow variables to index fields
- Flobot runs between two process steps
- Enters additional information into index fields

System Requirements

- DocuWare 4.1b
- DocuWare Client must be installed at individual workstations
- Ultimus Workflow 5.0
- Detailed product descriptions and system requirements can be found on each product's individual data sheets or at www.docuware.com and www.ultimus-workflow.de



Stamp