

Successfully at work (Extract of circa 13.500)

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- Bayer AG, Uerdingen/Leverkusen
- Boesebeck Droste, Rechtsanwälte, München
- Bundesinstitut für Arzneimittel und Medizinprodukte, Bonn
- CTT Computertechnik AG, München
- Deutscher Bundestag, Berlin
- Dragenopharm, Tittmoning
- Dreiviertel-Verlag GmbH & Co, Hamburg
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- Franz & Partner, Steuerberater, Hannover
- Fruchthansa, Köln
- hameln pharmaceuticals, Hameln
- Harzwasserwerke, Hildesheim
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- Sonnenklar-TV, Fernsehsender, Ludwigsburg
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- TOBIS Film GmbH & Co. KG, Berlin
- Verbandsgemeindeverwaltung Göllheim
- Verwaltung der staatlichen Schlösser und Gärten, Bad Homburg v.d. Höhe
- Zweckverband Wasserversorgung Isar/Vils, Eching

Awards



www.drdoc.com



More than
Document Management

Dr.Doc[®]
Information Management Suite

Dr.DOC – The complete system for Document Management and Workflow

Information is as complex and individual as your business. Every day you create, change and archive information. And of course you want to be able to find this information. If you need a fast overview or if you have to use your time most efficiently, then you would like to have access to all information at any time, no matter if it was created with Word or with CAD programmes.

Dr.DOC offers the solution but at the same time much more than classical Document Management Systems. It supports seamless workflow and offers complete Version Management, too. This means efficient Knowledge Management and uncomplicated Customer Relation Management.

Dr.DOC is aiming at the automation and control of every step of the life cycle of documents or information. Every single day you are confronted with islands of information. With the help of Dr.DOC we manage to unite these islands. This way we created a solution that will depict complex business processes



as well as single information. It is even possible to automatically coordinate steps inside your workflow. As a result every co-worker will know when to begin with his or her job.

Dr.DOC Data Base – Take all the benefits!

In order to build a user friendly workflow scenario you will first have to significantly reduce complexity. The key is in the organizational structure of data and the relevant philosophy of access – the key is the data base itself.

Whereas other Document Management Systems are built on top of an external, very often relational data base, Dr.DOC comes with a special data base. It was developed from the beginning for the specific requirements of Workflow and Document Management. All functions fit perfectly and it is possible to completely depict every single business process.

Dr.DOC: All in one

Dr.DOC is not a multi component system that contains products of different suppliers. We developed all modules that you especially need to depict individual information or complete business processes. Third party products are not necessary, administration and migration are simple and cost efficient. In addition, data are also automatically consistent.

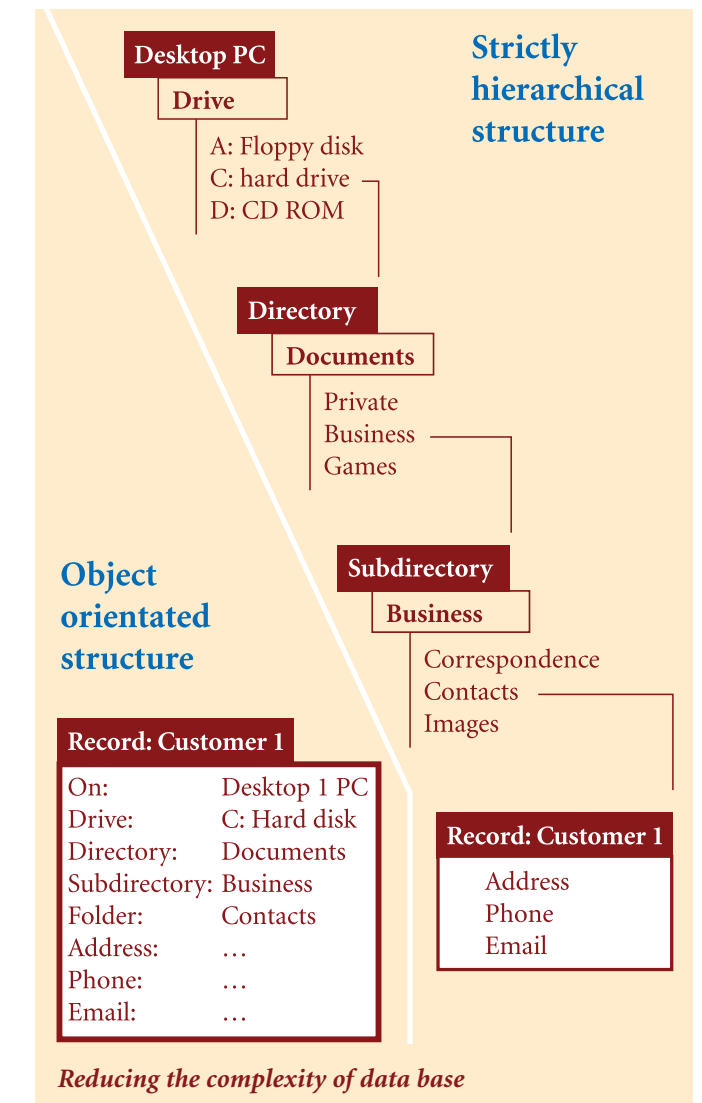
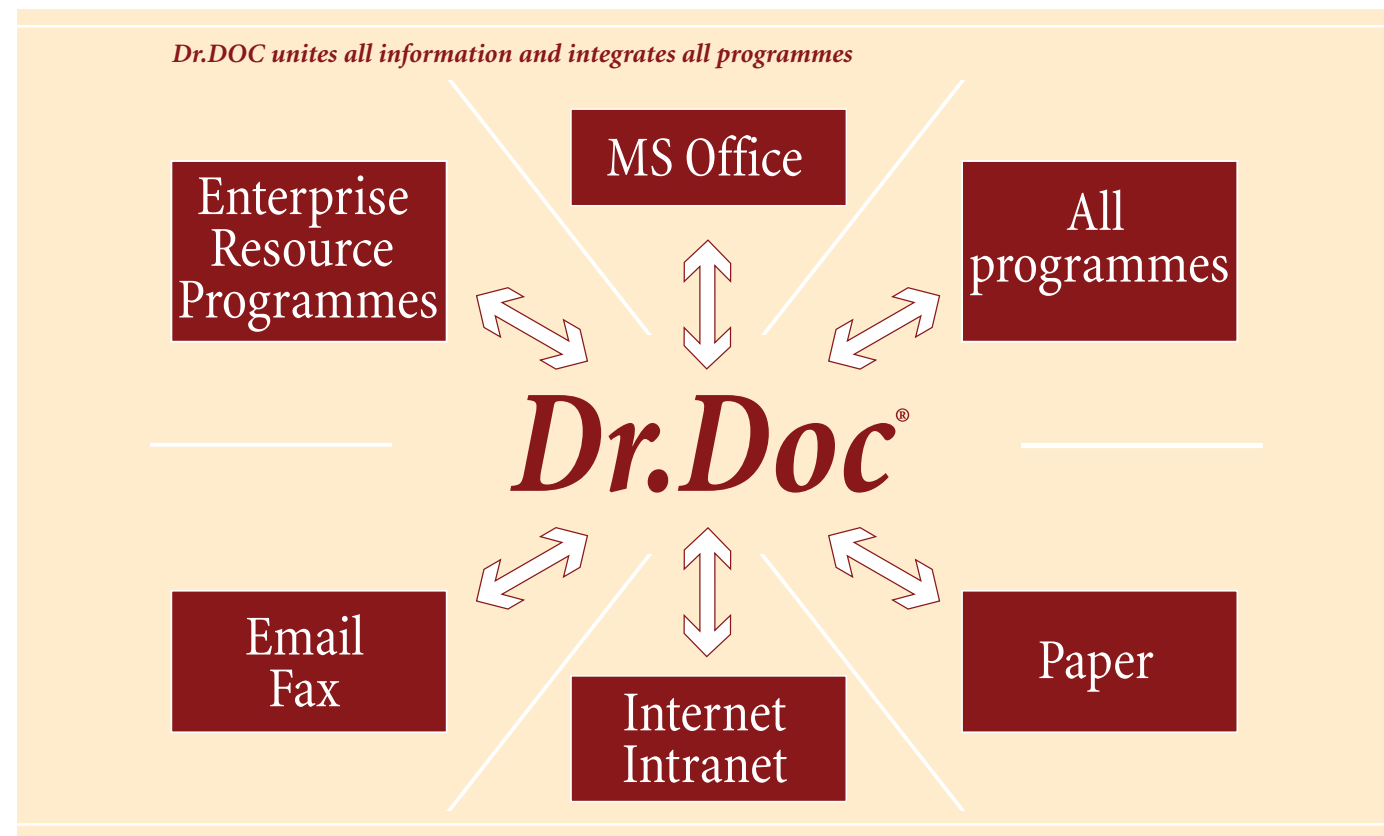
Dr.DOC contains:

- Data base
 - Document Management System
 - Text retrieval data base
 - Workflow Engine
 - Messaging Engine
- Only 1 task on the server*

Hybrid concept for better performance

Why accept less if there is a system that has got all you need? Dr.DOC combines object orientated technologies with relational system properties.

Within the requirements for universal Information Management and perfect workflow organization you will in most cases not be interested in partial information rather than in the full context of information. Dr.DOC provides you with all information of a specific process. But with the help of relational technology Dr.DOC searches across several archives. Use the advantages of both data base concepts and you will get a complete system offering all relevant features.



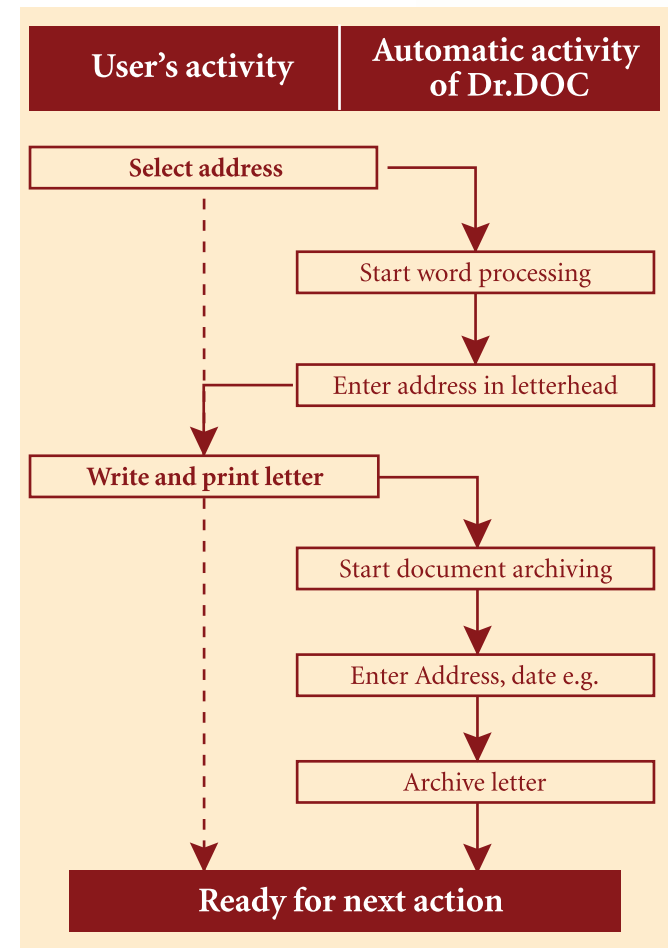
Easy administration through system consistency

As there are no interfaces between different modules (Dr.DOC is one complete system), every change will be transported into every area. Changes have to be carried out only once. Consequently, a new data field or a new user becomes part of every step of the workflow, no object needs to be administrated several times. Even major changes to the data base may easily be implemented without additional coordination since all information is always saved within the object.

In order to use all the potential of its synergy, it is recommended to adapt your organization to the use of Dr.DOC. For example: It is recommended to hold all documents, if legally possible, in electronic form only. In addition it is recommended to look at all organizational processes from the point of view of Dr.DOC functions. You will considerably reduce time for searching and transmitting documents and for the coordination of projects in teams.



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If you look for a document you may ask for it either referring to projects or to subjects. Using Dr.DOC you do not have to know

→ the location of the document

→ the type of programme used to open the document

Moreover, the system is capable of automatically entering serial numbers, date, time or the name of the person in charge of the record. This is how you create an electronic fingerprint.

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Dr.DOC is more

Dr.DOC is the right choice if you are looking for an ideal solution for Workflow, Customer Relationship Management and Change Management.

Dr.DOC offers solutions for Document Management as well as for these needs:

Front-Office

Using Dr.DOC as a front office solution you may not only use your usual system interface, you may also define additional processes or complete workflow-processes as a regular part of your interface. Each application that you need is kept ready to hand.

Coordination and management is Dr.DOC's job. Save time and create more security in your processes. Each user works in Dr.DOC's workflow only, documents are saved properly from the beginning and will never be lost again.

Workflow

By means of linking object oriented data you may depict the complete work course in teams with Dr.DOC. As a result you will create a full overview on information for each member of staff involved. The Messaging Engine keeps all employees involved informed on the current status of projects and steps that need to be taken next.

Despite predefined worksteps, every single process remains 'user coordinated' and remains variable under specific conditions. This means that the user, not the software, defines the next worksteps or changes if necessary. But Dr.DOC will log changes and will automatically coordinate all other processes according to these changes.



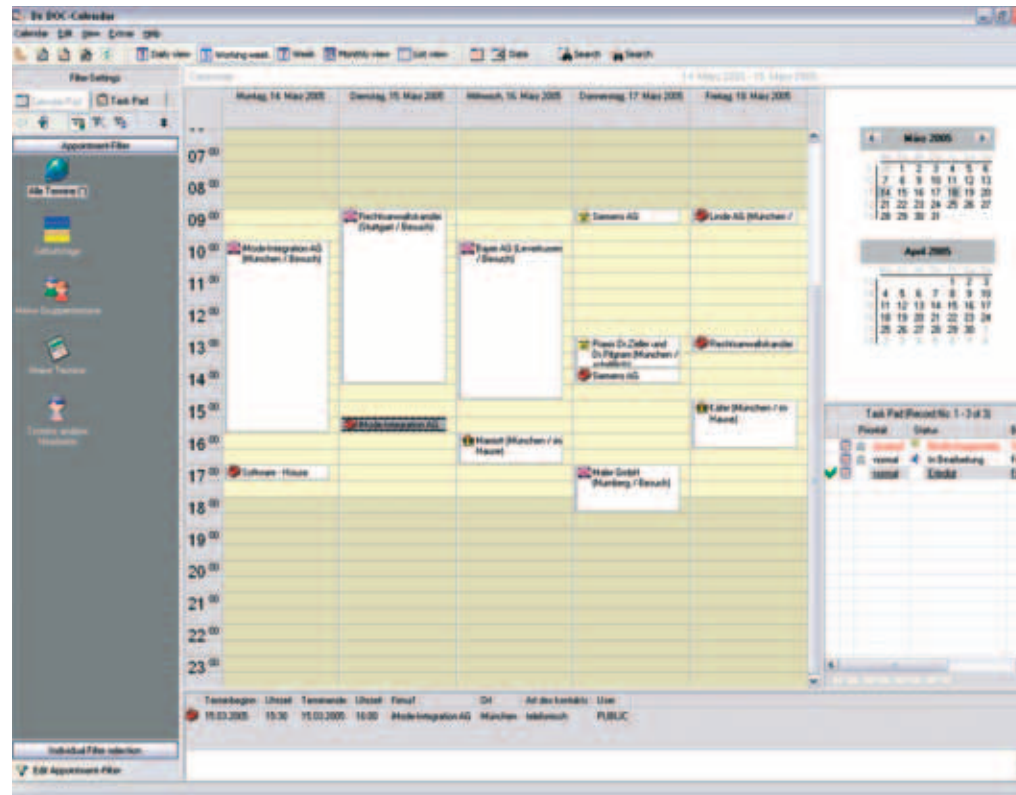
The Calendar

All kinds of appointments can be managed and filtered: E.g. appointments for workgroups, for specific staff members, for projects, for a specific customer etc... The user interface design follows the standards so that users will not have to get used to something completely new.

And this is the key feature: With a mouse click from your appointment you will have access to corresponding data and documents. You will not have to start searching any longer. The calendar is fully integrated in the Information Management Suite of Dr.Doc. This means, that you can manage all tasks, appointments and documents with Dr.Doc in one single system.

Functionalities

- Planning of single or group appointments
- Project management
- Free choice of different data views (e.g. referring to staff member or projects)
- Complete integration into the Dr.Doc Workflow
- Address Management and Customer Relation Management
- Freely definable data base
- Convenient maintenance of data
- Address import function for different data bases



Customer Relation Management

Dr.Doc is the perfect platform for effective Customer Relation Management and will result in more satisfaction for your customers. We support your sales objectives from consumer history to special consumer information. Provide your customers with individual and actual information, offers and services. All information, including the most recent, is ready to hand.

Change Management

Are you very serious about quality improvement and do you need a solution that depicts predefined work processes?

By means of depicting your overall organization you will be in a position to document the smallest step and to react to deviations.

Do not renounce to these features:

- Complete system with own data base concept
- Hybrid system with object oriented and relational functionality
- Overall implementation and organization of the workflow throughout your enterprise
- Creation of uniform archiving quality in all areas
- The ideal solution for CRM and Change Management
- Optimal organization of your work processes by resolving islands of information and integration of all areas
- More efficiency by control of current work processes and better structuring of your organization

For your Change Management Dr.Doc reports for example:

- Who was part of the project?
- What type of documents belong to this project?
- Who changed what? (In each document: From business letters to CAD drawings)
- What were our activities in relation to customer reactions?

Access to your data via the Internet

- All data is available per browser via the internet.

The system's architecture: Efficiency from the beginning

One of the reasons for Dr.Doc being so successful is that it was developed with the main focus set on efficiency. It matters to us that not only during implementation, but also regarding the resulting costs and overheads, the customer will benefit as much as possible.

Implementation

- Implementation of Dr.Doc is independent on requirements of hardware and platforms
- Excellent price-performance ratio
- The concept of a complete system simplifies installation
- Data base is already part of the system
- Third party licences are not necessary
- Open interfaces signify simple connectivity to third-party applications.

Overheads

- Since no third party products are integrated costs for administration and migration are low
- Short period of introduction due to high user friendliness
- Costs for updates and customizing of third-party licences are not necessary
- Being conceived for all sizes of enterprises the system is scaleable to any size
- Efficient working through fast search results and simple query modes

- Minimization of time need for your business processes by means of optimizing your workflow management and providing faster retrieval.
- Dr.Doc replaces internal communication via Email
- Little storage space required through container based system

Security for all levels

Especially Document Management Systems demand highest security standards for sensible business data. Dr.Doc offers double security: Both by its flexible user set and its closed archive server.

Authorisation

In order to protect data from unauthorized access, Dr.Doc only allows access to data through user registration including a password query with highest flexibility.

Another important security component is its intelligent server architecture, that makes abuse impossible. No client has direct access to data, but acts via the Dr.Doc server. The Dr.Doc server is used by no other software and serves as a firewall. Nobody is capable of seeing information without permission. Access to the archive server is regulated by preliminary explicit permissions.

Security for your investment

Fail-safe

High amount of data, more complex business processes or working with sensible customer data make fail-safety a very important matter of your investment. Dr.DOC meets these requirements by using transaction safe and replicable server processes.

Dr.DOC standard modules – It's all there

- Workflow
- Automatic classification
- Creation and integration of thesaurus
- Archiving of texts, graphics e.g. of any programme
- Archiving of images via scanner (black/white, greyscale, colour)
- Redlining
- Data transfer via DDE
- Data transfer to other programmes
- Forms administration
- Import and printing, -spool and ASCII data
- Import of DBASE-data
- Batch processing via scanner (NCI)
- Batch processing of documents to be archived (CI + NCI)
- Text retrieval
- Archive generator (masks, data types, etc.)
- Ad hoc workflow
- Interlinking of archives
- Drivers for Twain, Kofax etc.
- MO/WORM driver
- Supports optical data storage media incl. management of storage media
- Transfer of documents (e.g. from hard disk to MO, CD)
- COLD
- Fax connection
- OCR-module
 - Automatic processing and field entry procedure for scanned-in documents
 - Ability to learn
 - Barcode recognition
 - Forms recognition



Dr.DOC makes it easy

Open system architecture

If you want to realize complete document management, you must have a system's architecture, that gives you complete freedom and that doesn't constrict your interfaces. With Dr.DOC you keep on working with your usual applications, no matter if you are dealing with text, image, sound or your multimedia application.

If you look for your document in the future it will automatically be opened and edited in the right programme.

User friendly from planning to application

In any enterprise approval to document management systems depends on user friendliness. Our conception ensures fast return-on-investment by the creation of intuitive user interfaces, search operations and working in one work environment.

Don't waste time, use Rapid Prototyping

Dr.DOC works with an independent migration strategy so that you don't have to plan for months. Rapid Prototyping ensures that Dr.DOC fits into your enterprise, down to the smallest detail.

With you we'll analyse the most important areas of your enterprise. On this basis we develop a prototype of your software. At this point you continue to work with your prototype. This is how 'your personal Dr.DOC' is born. Our strategy guarantees minimal migration costs, a very short period of migration without any compromise to quality. Dr.DOC is ready to use.

Easy to use

Our intuitive instruction management will help you start working immediately. For all functions there is an auxiliary text available that you may supplement yourself. You don't need to learn complicated inquiry languages, you just have to enter a term with any link. This way you comfortably build archives and you don't even have to know how to programme! If you want to keep hit lists compact, you may enclose information from the beginning – another point in favour of more efficient work.

Reducing Complexity

Even if you work in several areas, Dr.DOC's intelligent links prevent unnecessary moves between different programmes and consequent loss of time. Even if you have completely different tasks, such as maintenance of the data base, editing a letter, saving and moving to other tasks, this entire process will take place in Dr.DOC only, automatically providing the associated applications.

Search modes

Text retrieval

If you want to support smooth, high-quality Knowledge Management in your company, Dr.DOC offers an especially intelligent system for finding information. You don't have to know where this information is located, how or by which person it was created. With Dr.DOC you will have fast and simple access to any information.

Most important are: Simple search operations, speedy access and intelligent enclosure of your search result. The superiority of flexible systems to conventional 'file card' systems becomes evident and results in enormous cost savings. Dr.DOC was developed with a high number of extremely fast search options for structured and unstructured data. This is especially true for high amounts of data and networks.

Retrieval of structured and unstructured data can be conducted by means of search fields functionality in records and full text retrieval in records or in archived text documents. For better enclosure Dr.DOC offers a configurable hit list, in which you may search recursively. Meanwhile your first result is retained if your new search operation was not successful.

Single records may be selected in the selection list. You may browse through them or you may keep on working (delete, print, export, serial letter, single letter e.g.). Each data field may be indexed individually.

Other useful functions are the use of wild cards or a selection that asks if you want to ignore or use capital/small initial letters.

Fuzzy-Logic

If you can't define terms precisely you will nevertheless find the information requested with variable search options:

- Truncated search on the right and left hand side. As pure sequence of letters or as word base
- Search with wild cards
- Phonetic search
- Search by similarity

Search across several archives

With this function you may search beyond the borders of areas, without knowing the location of the requested information. A search across several archives is highly useful if you want to establish the status of a project.

For example: You want to check your correspondence: What is the status of coordination with Mr. Brown in project X? What's the current status of your negotiation? No problem for Dr.DOC. All archived information is there for you, independent of the amount of data or the location in different archives.

Don't renounce to these features:

- Very simple search modes
- Extremely fast search
- Search in structured and unstructured data
- Text retrieval in all documents
- Search across several archives

Data up-to-date quite automatically

Hyperlinks

Intelligent hyperlinks are the core of information management. Only if all relevant steps in your project or process are logically linked, will you be able to get all detailed information and to act in entirety.

With the help of Dr.DOC's function 'Additional Information' it is possible to link each field of an archive with the field of another archive, all via hyperlink, even in branches of all other archives. This way you obtain information of other archives and consequently a fast and simple overview on complete business processes. For example:

For your field 'To:' there is a link to an address archive. By means of one click on the 'i'-button the corresponding address record is displayed immediately: Ready to use in your workflow, for example in a programme such as word processing.

A special advantage is the simultaneous access to other archives concerned so that tasks may be completed in one single step. You don't need to leave your current archive to open the archive 'Address Management', to look for the address there and then to return into the first archive in order to continue your task. With Dr.Doc it's one step only!

Thesaurus

Another function that helps you to be faster. With Thesaurus you may transfer data from other archives. It's as simple as in 'Additional Information': You have access to another archive via a connecting field. But you don't just have the possibility to read the files that you found. You may insert its field content immediately in your current archive. It is up to you to decide from which field data should be shifted. For example: The field 'Document Type' may be filled simply via Thesaurus.

Consistency check with Thesaurus

Dr.DOC is a Document Management System that 'thinks' and that pays attention to plausible links between all relevant information of a project.

As all archived data in Dr.DOC are compared automatically you avoid inconsistent data with the help of the function 'Automatic Check'.

Technical data

1. Data input
 - 1.1 Archiving
 - scanning of documents (texts and pictures, optionally processed by OCR); files of any program and format; direct processing of nearly 20 graphic formats, including BMP, PCX, GIF, JPG and TIFF, compression using more than 20 different formats
 - 1.2 File import
 - from other ARCHIV-Files; from DBase-files; from ASCII-files
 - 1.3 Thesaurus
 - for easy data entry and consistency check, also hierarchically
 - 1.4 Entry of new data
 - Takeover of the preceding data record in parts or completely; adding new documents to existing data records; free choice of compulsory occupation of certain fields
 - 1.5 Auto-fields – automatic entry of
 - user; date; number generator; access level; time; file name
 - 1.6 Consistency checks
 - for date, currency, numeric fields
 - 1.7 Duplicate checks
 - 1.8 Fields for endless texts
 - Input of several of them in one data record; free combination with fixed field lengths
 - 1.9 Dynamic tables for repetitive information
 - 1.10 COLD interface
 - 1.11 Professional OCR module with online training
 - 1.12 Barcode recognition
2. Data output/information retrieval
 - 2.1 Various possibilities of search
 - global search; field search; key search; text retrieval; recursive search; search across several archives
 - 2.2 Possible search functions
 - intuitive inquiry language; dependent on/or independent of fields; any kind of strings and nexuses; use of 'jokers'; search 'from-to'; logical 'and'; 'or'; 'not'-conditions; free indexing fields; duplicate checks; ignore/use of capital or small initial letters
 - 2.3 Sorting in any field combination (multiple sorting)
 - date, text, numerical values; storing of various sort lists
 - 2.4 Print
 - tables to configure in any way (column print); data-record forms (Choice: Occupied fields only); documents
 - 2.5 Data-export
 - into other archive-files; into DBase-files; into ASCII-files; from single archived documents into original file format
3. Mathematical functions
 - macro language provides free defining; nesting of several formulas; sums, mean values
4. Editing of data records
 - considering user's access rights; free editing; searching and replacing; delete files; append documents to existing data records; data transfer to external programs (e.g. word-processing); all the editing functions can also be applied to data records from a list of further selected data records; shift of documents
5. Relations, hyperlink
 - relational links to other archives
6. Help-Function
 - context sensitive; standard-help can be extended/changed according to individual needs; individual adaption of help texts for any archive function and every user
7. User-registration
 - possible automatically in a data record field; data protection through inquiry of password; differentiated access rights on single archives, complete data records, single fields and single document pages

8. Extent
 - no restrictions of document size; extra information up to 640 KByte per document; approx. 150 Million documents per archive; no limitation of number of archive
9. Additional functions
 - compress, reset or delete archive; generate index for fast retrieval, change or delete; automatic archiving after using the workflow interface; automatic data transfer of selected fields of an archive to another archive after using the workflow interface; user specific visibility restriction (also field specific); simple start of the archives without knowledge of path; mask generator, freely definable on every work station; hardware compression; DDE interface; batch processing of files and pages to be scanned
10. Network-abilities
 - client/server; optional several parallel server-processes
11. System requirements
 - 11.1. Operating system
 - WIN 98/NT/2000/XP/2003
 - 11.2. Network environment
 - all (independent of network-protocol)
 - 11.3. Storage media
 - any kind of media (HDD, RAID-Systems, CD-ROM, MO,WORM)
 - 11.4. Scanner
 - Kofax, TWAIN
12. Optional
 - C-programming Interface, VB-programming Interface

All information subject to change

Please don't hesitate to ask for support: We help to build archiving systems (consulting) and create personal application.

Our service:

In case of questions or problems please call us from Monday to Friday, 8 a.m. to 6 p.m., on + 49/89/3 56 12 70. If you wish to integrate Dr.DOC, for example into your IT environment, we offer specific programming.

Dr.DOC training:

We recommend one or two days of training to start with, to be conducted on site or at our offices.

It is possible to export all data that was archived with Dr.DOC to other programmes and to manage data in these programmes. Dr.DOC's open architecture does not result in dependency.