



ITA Dynamics Waste & Recycling Document Management System – enwis) DOCMA

From a technological point of view, ITA Dynamics enwis) Docma is the optimum product for Microsoft SharePoint and enlarges SharePoint into a true ECM platform. ITA Dynamics is a supplier of integral solutions for enterprise content management, digital archiving, document management and workflow management. The high project quality provided (more than 2,200 installations worldwide) is a result of the expertise contributed by more than 300 employees and 150 companies worldwide that are part of the Microsoft partner network.

SharePoint:

Microsoft SharePoint is an integrated suite with server functionalities contributing to the improvement of an organization's efficiency and team working capabilities: comprehensive content management, company-wide research, acceleration of business processes and simple, cross-departmental, shared data and document access for a better insight into company operations.

Enterprise Content Management (ECM):

Enterprise Content Management means the technologies to gather, administrate, save, preserve and provide contents and documents to support organization processes. ECM tools and strategies allow for the administration of all structured and unstructured information and documents of a company. ITA Dynamics enwis) Docma is the cutting-edge technology product for Microsoft SharePoint. ITA Dynamics enwis) Docma offers products and pre-configured ECM solutions: All simple, all complete, all at a glance, all audit-proof – thanks to the complete integration of all standard office tools.

Synergies Created by Service Orientation!

ITA Dynamics enwis) Docma enhances and completes SharePoint. Based on more than 2 decades of experience, ITA Dynamics offers mature, solution-oriented ECM components. It is only after the enhancement of SharePoint with ITA Dynamics enwis) Docma that the user is able to benefit from an appropriate variety of functionalities to face the requirements of daily business with maximum performance and flexibility. ITA Dynamics enwis) Docma offers you a well-balanced performance portfolio of solution-oriented and practical components, which can be optimally integrated into your system environment as completed solution scenarios and individual services.

Docma your SharePoint and make it your central platform for company-wide, process-related information management (ECM)...

The SharePoint server is an especially high-performance technology platform addressing a large variety of requirements. Some of its key benefits are enhanced possibilities with regard to ECM, workflow and research. However, looking at it from a solution-oriented ECM perspective, the integrations and functionalities needed for document-based processes are not entirely covered yet. It is exactly here that the ITA Dynamics enwis) Docma services and solutions enter the picture. The complementary modules offered make SharePoint a comprehensive, central storage and control unit for all business-related documents and processes.

Everything You Need

Through the EAI interface (Enterprise Application Integration) users can smoothly integrate scan procedures or supplying systems such as Microsoft Dynamics NAV, CRM, and many others into their SharePoint environment.

Everything for Your Processes

Once integrated into the system, data, documents and all of the company's defined, established, process-related structures can be mapped by the users with the help of the customizable dossier plan (records organizer).

Everything At A Glance

Specific information can be quickly filtered out and visualized by the integrated search functionality. Newly imported documents are automatically linked to the related dossiers.

Everything Audit-Proof

Documents subject to archiving are converted into a standardized data format such as TIFF or PDF/A by the integrated "Rendition Service". Thus, documents remain readable even if the related original application is no longer available.

Efficient Working

*"The benefits of the **Dynamics Integration** solution are pretty obvious: optimization of business processes, activity-related transparency, quick access to information. And the audit-proof archiving of the generated tax-relevant documents as well as the compliance with a variety of legal regulations round the solution off perfectly."*

Dynamics Integration

The solution comprises two basic function blocks: processing of outgoing and incoming documents. Thus, not only the bills and receipts generated by the user within SharePoint are available but also all the other documents involved in the process. ITA Dynamics enwis) Docma Dynamics Integration also offers an enhancement option for digital incoming invoice verification.

Usability

- Direct access to the stored documents out of Dynamics
- Summary of all documents in specific transactions and dossiers
- Smooth integration
- Familiar surface
- Standardized MS platform

Technical Highlights

- Based on the standardized object concept by Dynamics
- Integration for Dynamics NAV and CRM
- Modules can be individually selected (e.g. archiving only in accounting)
- Certified interfaces

Swap E-Mail Flood For Structure

*"E-mail archiving? Nowadays a clear MUST! Even better: **E-Mail Management** with the corresponding ITA Dynamics enwis) Docma solution. Why? You always enjoy the good feeling of moving in a 100% legally compliant space. Your e-mails are perfectly managed: attributed, answered, stored conforming to the law and researchable at any time."*

E-Mail Management

Also this pre-configured ITA Dynamics enwis) Docma solution offers comprehensive functionalities. Your e-mail communication is optimally conducted from a technical, organizational and legal point of view. Your e-mail system is unburdened, and all mails can be attributed to their respective business processes. The legal storage requirements are complied with and therefore the compliance requirements for the whole life cycle are entirely observed. Automatic e-mail classification and content analysis for further utilization in strategic IT systems is another update option.

Usability

- Transparent research throughout all relevant e-mails in your own mail box and, if requested, in the SharePoint archive
- No local .pst files
- Activity-related filing through Outlook integration
- Total traceability and access (eDiscovery)

Technical Highlights

- Unburdening of the exchange data base
- Taking over of .pst files
- Optimized recovery of the exchange server
- Shorter back-up times
- Better performance
- Simple administration
- Exchange 2010-ready

Save Precious Time

*“The ITA Dynamics enwis) Docma **Office Integration** facilitates quick and easy filing of activity-related e-mails and office files. Simply use drag and drop for the transfer into your personal filing structure. Very practical!”*

Office Integration

This solution is the universal interface for the activity-related filing of all kinds of information objects (office files and e-mails). The quick and safe filing in SharePoint makes the job easier for the user and ensures easy and practical handling.

Usability

- Intuitive and context-related filing of all kinds of documents
- Simplified indexing by automated adoption of classification criteria
- Activity-related e-mail filing
- Easy drag & drop functionality

Technical Highlights

- Universal interface
- Central administration
- One-time central configuration

Keeping An Eye On Your (Patent) Rights

*“The **Patent Management** solution is a true **MUST** for every innovative company with high development efforts. All own ongoing patent projects are completely organized and monitored. An additional module automatically downloads copyrights from all worldwide patent data bases according to defined interest profiles. Thus you can keep an eye on your competitors and fully concentrate on your competitive advantage. Simply smart, isn't it?”*

Patent Management

This solution offers you a complete overview of all documents and activities relevant for copyright issues. Moreover, your patent division is supported in researching all globally available copyrights and their monitoring, evaluation and analysis. Another huge benefit consists in the possibility of organizing and administrating development projects in a co-operative approach on the same media. The company management can easily assess the market, and even external project team members can participate.

Usability

- Integration of the applications of all processes relevant for copyright issues
- Virtual summary of any patent information and the relevant documents
- Allocation of copyrights of filed patents
- Monitoring, project administration, evaluation in a homogeneous and entirely web-based application

Technical Highlights

- No locally installed client software needed
- Solution based on SharePoint technologies
- Quickly made available within extranet or intranet environment
- Maximum flexibility as well as high upgrade security owing to standardization

Automatic Forwarding

*“The solution against the menacing paper flood: **In-box** by ITA Dynamics enwis) Docma for SharePoint. Reduced throughput time, quicker transport and more transparent display of information – all routine tasks are fulfilled by the system. The result: not only an economic ROI but also more time for jobs requiring skills and creativity.”*

In-box

Elegant digitization and integration of incoming mail are the key benefits of this solution. It comprises a scan processing function, an automatic classification and a workflow controlling document forwarding and storing notes digitally. Thanks to the tight coupling of the functions the entire incoming mail is attributed to the corresponding processes and forwarded to the responsible people as a task with deadline. This solution can also be combined with the e-mail management module.

Usability

- Easy to handle
- Working in a familiar environment
- All-in-one solution for the entire incoming mail and other sets of documents
- Optimization of the incoming mail, especially if mail distribution is decentralized
- Reduction of the paper and mail flood

Technical Highlights

- Existing document scanners and multifunctional devices can be used

- Load balancing: defines which and how many documents shall be allowed to be in the individual mail boxes
- Warning message if the process stalls
- Short set-up times and continuous optimization throughout operation

Demonstrative Quality

*“Structuring company processes according to all technical and quality-related requirements – a task reliably fulfilled by **Quality Management**. The system corresponds to the compliance regulations and applies quality management methods such as Six Sigma. Another key benefit is the faultless preparation and documentation of audits.”*

Quality Management

All information and documents generated in the context of quality assurance are administered by ITA Dynamics enwis) Docma on the basis of digital routing. Templates and text modules additionally simplify quality management. Document libraries enable a direct overview of, for instance, working procedures, forms and manuals. Deadlines and follow-up reminders ensure that you keep track of everything anytime. And quality management is rounded off by the integration of an inspection and release workflow including activation functionality.

Usability

- Structured document illustration according to ISO standards
- Process-oriented illustration according to layout or process planning
- Comfortable search for QM documents
- Support of all tasks by multilevel workflows
- Intuitive working by full office integration

Technical Highlights

- Quickly made available within extranet or intranet environment
- Maximum flexibility and at the same time high upgrade security ensured by standardization
- Graphic visualization and navigation through the processes with MS Visio
- Automatic PDF generation

Scan & More

*“The central **Scan** software by ITA Dynamics enwis) Docma ensures consequent utilization of SharePoint. Paper is digitized and classified. No change of media anymore and no multiple filing. The existing IT infrastructure can be maintained. Could there be any better solution? Hardly.”*

Scan

The Scan solution ensures digitization of all existing or newly generated paper documents. Via central scan stations and forwarding procedures you can store your paper-based documents simply in SharePoint. The process is very easy: all standard possibilities such as barcode reading, automatic page orientation and automatic deletion of empty pages are available in individual applications. Moreover, classification and indexing template options are directly included in the scan application. Scan can also be combined with the Incoming Mail solution by ITA Dynamics enwis) Docma.

Usability

- Convenient scanning directly into SharePoint
- Manual, semi-automatic and automatic indexing enable quick capture of bills and receipts
- Intuitive surfaces
- Scanning of single pages and batch scanning

Technical Highlights

- Quick roll-out of central and remote scanning stations
- Easy integration of existing hardware into the SharePoint environment
- Integration of desktop or network scanners
- Integrated OCR functionality

Know Your Rights

“SharePoint Compliance ensures audit-proof long-time storage of all data worth storing in compliance with the legal regulations. All components have been certified by an audit firm.”

SharePoint Compliance

Laws, regulations and guidelines must be observed also when using SharePoint. Legislation increasingly stipulates that documents must be subject to audit-proof long-time storage on both a national and international level. We comply with these requirements by offering our entirely preconfigured solution SharePoint Compliance. Data that must be preserved is archived according to the legally prescribed or internally defined retention period. During this period, archived files can be transferred or copied to other archive media. However, physical deleting of such files is only possible once the retention period has expired.

Usability

- No need for user training
- Simple and transparent location of all documents and versions
- Familiar applications can be used

Technical Highlights

- Unburdening of the SharePoint SQL data base
- Quicker backup and recovery
- Optimum storage utilization
- Certified interface
- Flexible configuration of retention periods
- Simple administration through SharePoint

Put Your Contracts In Order

“Contract Management provides an overview of all active contracts and their corresponding durations. Transparency is logical; cancellation periods and deadlines are constantly monitored. Another benefit: Contract Management is a complete product instead of being a simple project solution.”

Contract Management

Do you really know how many contracts you have ever signed? And what costs are involved? Get yourself an overview! The browser-based solution enables gathering of, search for and administration of any contract type. The unified and inclusive illustration of all contracts provides a comprehensive view of the value of your company, your business relationships and possible effects in terms of time and finances. Also your strategic IT applications can be integrated.

Usability

- Convenient administration of all contract types
- Deadlines are adhered to
- Process-oriented contract generation
- Intuitive operation and high degree of user friendliness

Technical Highlights

- Solution based on SharePoint technologies
- Quickly made available within extranet or intranet environment
- Maximum flexibility and at the same time high upgrade security ensured by standardization

Improved Co-Operation

*“The **Workflow** solution connects divisions, increases transparency, and maximizes process speed and access to information.”*

Workflow

Workflow enables the optimization of internal processes and work flows within your company. Master data or human resource data maintenance, approvals, releases, or sign-offs – any type of complex work flow can be generated quickly and easily on the basis of SharePoint. Business activities are automated and informative reports established. The smooth integration into Share-Point makes the distribution of documents and information even more focused than before and guarantees unified and monitored processes.

Usability

- Easy operation – everything at a glance
- Quick forwarding
- Shorter reaction times
- Improved access to information

Technical Highlights

- Existing infrastructure can be utilized
- Windows-based Workflow foundation
- Access to the data of strategic IT applications

ITA Dynamics

Microsoft Certified Partner
(888) 358 - 1880 (Toll Free)

sales@itadynamics.com

www.itadynamics.com

www.wasteandrecycle.com