



The perfect Document Management solution  
bringing it all together...

**How much time and money is wasted in your organisation looking for documents?**

**How easily can you lay your hands on that vital email, hard copy document or electronic file?**

Business documents and information are often stored in conventional filing cabinets and/or unstructured electronic folders – emails, word processor files, spreadsheets, pdfs etc.

But, why put up with fragmented filing when you could bring together all documents - from your email system, your PC network and your filing cabinets - then store and organise them within one unified, accessible and secure environment?

**w**indream document management software is the uncomplicated and affordable way to deliver readily-available desktop access to documents and business information.



clear&simple

## What puts **windream** into a class of its own?

**windream** is the document management system of choice for workgroups, departments and organisations of every size and type - from small to medium size businesses and law firms through to multinational enterprises and major clearing banks.

**Extends Windows®**, turning it into a document management system enabling access to all documents and business information through standard Windows menus whilst fitting in with existing processes and workflows.

**Heavyweight software** that's light on the pocket and is used by some of the biggest organisations in Europe. All the power, robustness and reliability you'd expect from a document management system trusted by some of the world's foremost companies is now affordable by the small and medium sized organisation.

**Rated number 1** by an independent European-wide study and evaluation of the leading document management systems.

### **Proven, trusted and reliable**

**windream Gmbh** has been developing document management systems for over 15 years since the technology was in its infancy. Today **windream** document management software is used in a diverse range of situations and has been tried and tested through daily use by thousands of users over many years. These are just a few:

- HM Revenue and Customs
- SwissCom
- Deutsche Bundesbank
- Volkswagen
- Warner Music
- Weir Strachan & Henshaw
- Ruffer LLP
- Xerox
- Canon

*"The time we save and the efficiency gains means it costs less for us to have **windream** than spending time looking for documents..."*

*"**windream** means no more time, money and resources wasted on chasing around for information; no more "I'll get back to you" to those all important customer and supplier queries"*

*"We can now comply with any requirement by regulatory bodies for emails and other documents"*



trusted&reliable

# ...project files, drawings, purchase invoices...



unified &  
accessible



## Will I be able to use it?

With **windream** document management software you can easily replicate your current filing systems – paper and electronic - so you can benefit from electronic document management without changing the way you work.

Using **windream** couldn't be easier; in fact, if you can use Windows you can use **windream**. It looks and behaves exactly like Windows with all the familiar commands and menus.



## Filing documents

Emails, scanned documents and electronic files are categorised, labelled and added to the system in exactly the same way either by using the familiar 'Save As' command or drag and drop function. Only with **windream** you can be sure documents will not be misfiled, as they are first placed into a single electronic in-tray or 'Hot Folder' that 'intelligently' routes your document to the right file, everytime. It's as simple as that.



## Finding documents

Every document you put into **windream** can be retrieved simply and quickly. For example you can find them by date, client ID, project number and document type etc. or if you prefer just type in a word, phrase or number which you know is contained within the document(s). It doesn't matter what it is – email, picture, word processor document, spreadsheet – **windream** will locate it fast including any alternative versions.



## Away from the office?

Not an issue; **windream's** portable document management capabilities allow you to securely access and view your documents anywhere in the world from an internet-enabled PC or hand held device. No need to load any software, just log-in through your web-browser and away you go. Alternatively, if you won't have access to the internet, take **windream** and your documents with you on a notebook PC and synchronise when you're back in the office.

# ...the list is endless



## Emails and faxes

If you have a lot of email and fax traffic then **windream** will relieve you of the need to manually file them as each one can be simply and automatically captured and stored.



## Scanning paper

Remove those paper jams, bottlenecks and barriers to action by using **windream** to scan your paperwork and file it electronically - making your paper documents always available, instantly retrievable, easily reproducible and readily communicable. If you have a digital copier then you can also use it to scan and file your paper documents directly into **windream**.



## Securing information assets

Can you honestly say that all your information is secure from unauthorised access and risk of damage or even worse outright loss? With **windream** you can protect your business information assets by locking folders and documents and confining access to defined users. By scanning your paper documents into **windream** you can readily back them up along with your other electronic documents and replicate them as many times as you like for secure storage - no more worries about what might happen to your business in the event of fire, theft or flood!



## Automated email capture, management and archiving

Of course you can file your emails in **windream** just like any other document. However if you need to capture every email that comes in and goes out of your organisation - for example to comply with legislative demands or to secure against potential litigation - then **windream** can offer a higher level of control through e-MARC™. This relieves your organisation of the overhead of manually controlling email communications by automatically capturing and filing every message, including attachments, both sent and received and storing them in **windream** for retrieval as and when required.



safe&secure

## For the IT team

The design methodology used for **windream** reduces the total cost of ownership, making it possible for organisations to reap significant performance benefits from one easy-to-use, integrated solution.

### **Completely integrated with the Windows operating system:**

this is a unique and patented feature of **windream** - there is no need for a separate user interface as with other document management systems. So users will find it truly easy to adopt and use. Finding and retrieving documents is as straightforward as clicking 'Start' 'Search' or users can browse the content of the system using Windows Explorer.

### **Operates on industry-standard, business class databases:**

MS SQL Server® or Oracle®, so no exceptional infrastructure or skills are required.

### **Permissions and security:**

via a straightforward management console allows the system administrator to set security and access rights to folders and documents. **windream** offers a single log-in: permissions to documents, folders etc. are managed via Windows Active Directory.

### **Low maintenance:**

using standard backup tools; minimal support is required because users are familiar with the Windows environment.

### **Patented Virtual File System (VFS):**

that looks and behaves just like any other network drive. Users can save files directly to that drive using the standard 'Save As' function from any Windows application. The **windream** drive can be set up as the default so if required documents can only be saved into **windream** and not anywhere else.

### **Straightforward integration:**

with line-of-business applications; an SDK is available for customisation and development, offering both ActiveX and scripting functionality.

### **Simplicity and ease of use:**

are immediately visible benefits of **windream** to the day-to-day user. What lies at its heart though is a feature-rich, scalable and modular EDM system incorporating imaging, archiving, workflow, certified support for SAP® and Citrix®, document life-cycle, version control and COLD management.

### **Highly scalable:**

and easily upgraded to encompass extra users or functionality, including support for multiple servers. Systems installed range from 1 user to 5,000.

flexible &  
adaptable



To learn more about how **windream** can help bring your business information together, call us on +44(0) 870 2408614 or e-mail [info@e-docmanagement.com](mailto:info@e-docmanagement.com) [www.e-docmanagement.com](http://www.e-docmanagement.com)

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