

COI-BusinessFlow® 4X

Function Overview

COI-BusinessFlow® 4X – all important functions at a glance.

Archiving and document management

- Personal, individually adjustable „desktop“
 - Import and creation of the most diverse kinds of documents
 - Manual and/or automatic classification of the imported documents
 - Editing according to the usual Windows environment (Drag & Drop, etc.)
 - Document editing within the native application
 - Performance-optimised display of documents with these options:
 - scale
 - rotate
 - grey value scaling
 - overview picture
 - thumbnails
 - browse in multi-page documents
 - Document export (including history and contents, etc.)
 - Standard Microsoft® Outlook® 2000/XP mail connectivity
 - Extensive display possibilities for documents (formats up to German Institute for Standardization A0 and larger)
 - Comprehensive display of the properties of documents and folders
 - Extensive search options:
 - by cross-archive attributes
 - by attributes within an archive
 - by complex user-specified search expressions
 - full-text search (optional)
 - Clear hit-list of search results as well as option to re-specify the search based on the previous results
 - Performance-optimised search results
 - Comfortable display of several documents or folder (document browsers)
 - Mailing of the documents to internal and external users (as a link or as a copy – individually adjustable)
 - Determination of the maximum hits before displaying
 - Sorting of search results according to various criteria
 - Status management of document and folder
 - History management
 - Wizard-supported document creation via templates (COI-Document Wizard)
 - Exchange of classification data with Microsoft Office® (COI OfficeLink)
 - Automatic supply of documents upon status update or new variants
- Check-in/check out functionality including locking mechanism
 - General and individual user settings
 - Online help
 - Tool tips for an intuitive operation
 - Comprehensive user management, rights and roles management
 - High-performance archiving module for long time storage, e.g. on juke boxes (e.g. timer-based on definable media, etc.)
 - Cross-referencing of documents (e.g. „cf“ or „cp“, „valid with“ or „replace by“)
 - Bar code identification
 - Automatic conversion of native formats, e.g. from .doc to .tif or .pdf
 - Double storage of native format (e.g. .doc) and second format (e.g. .tif) for optimised use depending on purpose
 - Usage list (where is the document / folder being used?)
 - Deputy arrangement
 - Redlining functionality on documents
 - note / memo
 - geometrical objects
 - coloured, clear or covering label
 - marking function
 - Pre-fetch function (automatic preparation of required data in advance)
 - Performance-optimised availability of archive data to reduce access times
 - Support for physically out-sourced storage media (e.g. WORM, CD etc.)





Workflow

- Support of all kinds of workflows whether ad hoc, structured, flexible or combinations of these
- Starting, editing and defining of workflows
- Execution of all operations required for the workflow without having to change the application
- Module for the graphic modelling of workflow processes
- Extensive simulation environment for output of expected legal costs, processing time and process bottlenecks as well as mapping of the critical path
- Compilation of a process library for rapid and pragmatic process definition and selection
- Operation control center for optimal monitoring and management of running processes
- Support of high volume data and document inventory
- Platform neutral

Optional modules

- Module for digital signatures (COI-SecurityLink)
- Automatic document analysis and content extraction (COI-IntelliDoc®)
- Archive interface to SAP® – support also for the SAP cache server (COI ArchiveLink®)
- Interface to leading CAD systems (COI-CADLink)

- Archive interface to SAP with advanced classification and access possibilities (SAP-ArchiveLink plus)
- Interface for import of mass data (COI-COLD)
- Interface for the automatic and smart data transfer (COI-IntelliDataLink)
- Connection of high performance juke boxes, HSM and RAID systems (COI-Archiver)
- Use of distributed locations with document caching (COI-DistributedDoc)
- Automatic conversion of files to Pdf format along with fixing of freely determinable „digital stamps“ (COI-PDFbuilder)
- Connection of COI-BusinessFlow to the memory solution EMC Centera – system of Content-Addressed Storage (CAS), software and hardware for the storage of long-lasting and constant contents (COI-CenteraLink)
- Connection of COI-BusinessFlow to the Grau Data Storage Infinistore – combined software and hardware solution for the storage of long-lasting and consistent contents (COI-GrauDataLink)
- Connection of COI-BusinessFlow to the combination solution Network Appliance R200 – software and hardware targeted on the storage of long-lasting and consistent contents (COI-NetAppLink)
- Module with numerous templates as well as individually adjustable test functions for the monitoring of the company (COI-Monitoring)
- Import of various documents: Single files, tuples, multiple files, classification data (COI-Import Server)
- Management of selective lists – the catalogue values can be entered in several languages (COI-Card Index)
- Readout and classifying during capture – by hand, barcode detection, from files, (office/CAD) or by Drag & Drop functionality – post-classification (OCR)
- Module for the export of the database and its classification data from COI-BusinessFlow to mobile media, use as off-line module (COI-Exporter)
- Extensive sets of large-format documents can be printed out with the help of a plot spool system on various plotters and printers (COI-ReproLink)
- Integration of DMS functionalities in different hardware and software scenarios. NET, J2EE (COI-SOAP-Server)
- System by default in two languages, German and English

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4X a component of COI's **X**technology
Connecting information - processes - people.

WWW.COI.DE

Client applications

- Web client
- Windows client
- Unix client
- Administration client
- Scan client

General capabilities

- High performance client/server-architecture (scalable, parallelisation, optimised hardware utilisation, etc.)
- Control capabilities:
 - high performance scanners
 - juke boxes
 - HSM systems
 - ERP applications
 - plot systems
- Output to the most divers output media
- Open interface for the transfer of user's data from Microsoft® Exchange or LDAP directory services

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