

EASY makes the difference!

Our solutions for your documents.





Market-leading products – user oriented solutions

Since being established in 1990, EASY SOFTWARE has specialized in electronic document and data archiving; coupled with document and content management. EASY software acquires any type of bulk data and/or organizing document flow, ensuring revision-proof long-term archiving and guaranteeing information and content availability across your organization.

Our EASY ENTERPRISE product suite is deployed successfully in some 8,000 enterprises and organizations, across all business and industry sectors, from departmental to global enterprise solutions. Thus EASY SOFTWARE is a leading developer and provider of electronic archiving, document and Enterprise content management. A VOI (Verband Organisations- und Informationssysteme e.V.) survey conducted in fall 2003 on the topic of "Document Management in Germany" officially confirmed that EASY is the market leader.





EASY DMS: Simply a matter of perfection

Based on state-of-the-art technologies, EASY SOFTWARE provides document management solutions for all standard operating systems, workstation environments and file formats – from smart capturing of data via scanners and data import from standard applications such as SAP and Microsoft Office through to managing live documents and finally, revision-proof storage on state-of-the-art storage media.



Yet, given all the enthusiasm for innovative technology, it is the solutions that we can offer you that are of prime interest to you, our valued customers. That's why we designed our "DMS tour", which will give you a quick overview of the different areas in document management; in addition, our single brochures will provide you with more information about EASY products for optimizing your operations and business processes. Why not simply talk to us – we'll be happy to provide consulting, and will, in close cooperation with you, develop a solution that is ideally tailored to your particular requirements, and that will make your work noticeably easier and reduce costs for your organization.



A powerful data capturing tool!

A powerful document capturing tool provides the basis for electronic document management. Delivering important business documents – whether in electronic or in paper form – to your Inbox or mail tray, or forwarding them directly to the responsible employee. EASY CAPTURE ensures not only automatic capturing, indexing and smart sorting of color or black and white hard copy documents, but also processes Word and Excel files, and any other type of electronic documents.

Using high-performance scanners in batch operation, EASY CAPTURE digitizes production-level volumes of documents storing them logically in electronic workboxes and topic-related document stacks. The User will then bind document pages electronically assigning documents index terms via which they can later be retrieved.

In an equally convenient manner, EASY CAPTURE supports ad hoc scanning on the user's workstation. Indexing is conveniently carried out using customized input masks; selection lists and verification checks guarantee error-free input.

Users maximize their time by automatically indexing scanned records in batch operation via OCR, ICR or BARCODE. The additional EASY CAPTURE module IQ classify takes this process a step further: The heterogeneous documents of daily mail are read, sorted, classified and then automatically forwarded to the responsible user.

WORKFLOW

STORAGE

RETRIEVAL

PORTAL INTEGRATION

COMPLIANCE





Print data archiving via COLD

Our DMS solutions are all-inclusive tools – no matter what your system requirements are in terms of flexibility or functionality. Of course this also applies to our COLD solutions for archiving print data.

The acronym “COLD” stands for Computer Output on Laser Disk; originally, it denoted the essential functions of early COLD systems: Import of computer output (typically in print data format) and archiving this bulk data to optical disks.

EASY COLD automatically archives print spool files, and stores them in the electronic archive. It separates the documents, extracting index fields and full text at high speed with total accuracy. So the path is clear for a print rerun – e.g. for invoice copies.

The WINCOLD module performs a similar function for any Windows applications. It appears as a separate archive printer under Windows, and can store TIFF or PDF documents in EASY ARCHIVE – or be linked directly to a previously created workflow file, using its own printer driver. The searched for content can then be conveniently retrieved in seconds.

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Information

management in compliance with legal

Where is the e-mail containing the important purchase order documents that our business partner sent to my colleague a couple of months ago? How can I ensure my tax relevant mail contents are stored in a revision-proof manner and in compliance with legal requirements? Then the message appears: "Your mailbox has exceeded its maximum size!" Do you delete some of the oldest e-mails indiscriminately and put this problem aside for a couple of days?

Thousands of users in corporations and administrations are confronted with these problems every day. To spare you all this trouble, our leading e-mail archiving solutions EASY NOTES and EASY xBASE meet the actual requirements of day-to-day business.

EASY NOTES is the ideal solution for linking EASY ARCHIVE to a Lotus Notes Domino environment. Not only e-mails, but all other documents and application data are archived and searched directly from Notes. Users can directly access the information from their traditional Notes user interface.

EASY xBASE archives e-mails from Microsoft Outlook/Microsoft Exchange just as easily and in a revision-proof manner, allowing retrieval of these e-mails in seconds years later. Even if the searched for content resides in an attached file it can still be retrieved using our full text engine.

Our solutions for legally compliant storage of e-mails provide the basis for information management from a single source, relieve your databases of contents not permanently required, and make your enterprise-wide communication work again.

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requirements





Perfect harmony

Microsoft Office applications are used in most corporate and administrative offices. EASY SOFTWARE's document management and archiving solutions have taken this reality into account: not only are they particularly suitable for coping with Microsoft Word documents, e-mails, Microsoft Excel tables and Microsoft PowerPoint presentations, they are also the perfect match for other Microsoft Office and Server applications.

The Microsoft Office system is one of the most extensive software designs for processing information, because it provides specific applications for project management, process visualization, Web design and data capturing in addition to traditional standard software for text processing, table calculation and presentations.

From the outset, EASY SOFTWARE attached importance to designing and developing archiving and document management solutions particularly in the Microsoft environment that provide essential tools for secure and specific

corporate information flow. So users need no longer exit their Microsoft Office applications in order to store correspondence and calculations directly, in a process oriented and revision-proof manner, or to add them to a business process.

In addition, EASY's close strategic partnership with Microsoft ensures that EASY always provides optimum support for technological platforms such as SQL, Windows or Exchange Servers – EASY xSHARE, for example, is a powerful tool for archive integration with the current Microsoft SharePoint Portal Server.

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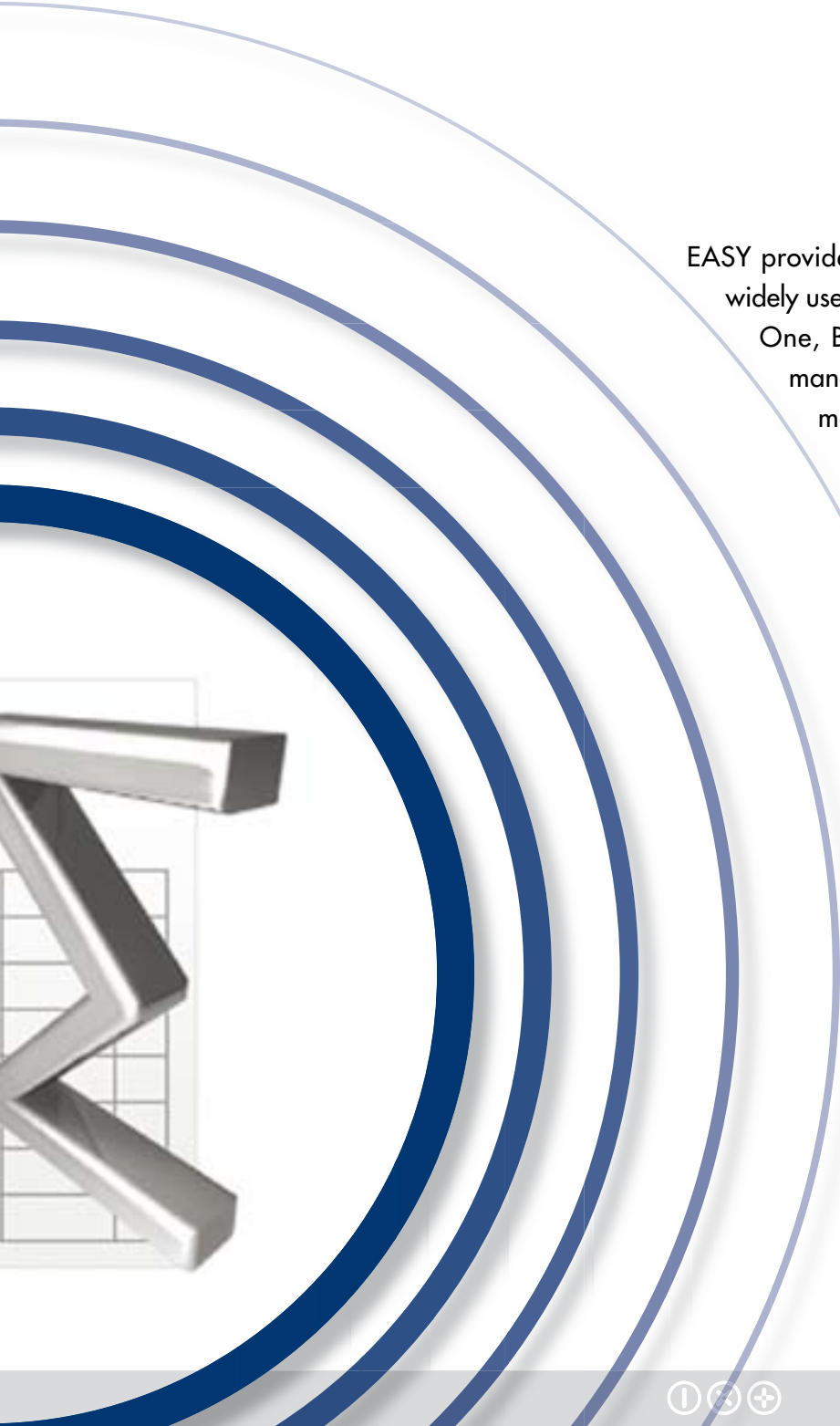




Want to accelerate your business processes? – Sure!

ERP (Enterprise Resource Planning) systems play a key part within the entire business network of internal and external business processes, because this is the hub of all information technology for controlling and coordinating businesses “in real-time operation”. Accelerating these processes effectively requires guaranteed transparent and secure access to process-related documents across locations – not just for employees but, on request, also for partners, suppliers and customers.





EASY provides tailored solutions for integrating the most widely used ERP systems such as SAP, Navision, Business One, BAAN and Sun Systems, etc. All document management scenarios are covered for these and many more applications. Automating the capture and indexing of incoming documents is part of the EASY performance suite, as are integration of workflow processes and the revision-proof storage of incoming and outgoing documents.

The documents that are linked with the business transaction in the search result are displayed directly from the ERP system interface. These documents are made available to the user providing the user has the related permissions. No longer will finding invoices, orders or any other document, be tedious and difficult.





Improved information flow

Making daily incoming documents and the information they contain available throughout the company for fast editing and processing is a key factor in optimizing corporate business processes. That's why workflow solutions are gaining in significance in modern and efficient document management.

Most organizations still receive invoices in a hard copy format, these invoices need to be checked and verified by several employees. The manual process requires important documents to be sent by mail with no audit trail and many inherent risks. This procedure is a typical example of a business process that can be replaced by developing a workflow solution, return on investment is even greater when the authorizers and accounts clerks are spread over many locations.

The workflow solutions integrated with EASY ENTERPRISE provide a fast and convenient way to take the paper out of the document process. Reducing the time to process documents while providing an audit trail and escalation procedures to reduce delays and bottlenecks in the process. But EASY DOCUMENTS has many more business benefits: For instance, the workflow engine, an additional module for EASY DOCUMENTS, turns the creation and visualization of automating workflows into a simple, easy to use process. From automated input masks through to final revision-proof archiving, we provide all options that an enterprise needs to benefit from the tremendous savings gained through the workflow document solution.





Why not simply store?

Traditional document “storage” in folders and file rooms involves an inefficient use of resources, time-consuming searches, multiple copies, poor transparency and huge costs. This makes integrated, customer oriented and efficient performance harder, if not impossible. All this can be changed; EASY ENTERPRISE ensures revision-proof, long-term archiving of all documents, streamlining costs, and increasing productivity.

EASY provides archive systems across all business and industry sectors, from departmental to global enterprise solutions. And, most importantly, EASY ENTERPRISE lets you store any type of data and/or documents which are archived automatically according to user-defined profiles or manually for long-term revision-proof storage. Archiving complete documents keeps server resources for active content, and eases the database load.

No matter which storage medium you select – CD, DVD or WORM, Jukebox, hierarchical storage management (HSM) or state-of-the-art storage technologies such as IBM TotalStorage-DR550 or EMC Centera; EASY SOFTWARE provides solutions supporting you in managing and backing up data subject to long-term retention at great efficiency.





For those who appreciate excellent retrieval options

EASY ENTERPRISE always delivers the shortest path to stored documents.

Simple yet powerful search and retrieval capabilities remove the need to dig through paper mountains or search local and network drives. An accelerated and more efficient flow of information enable you to concentrate on essentials, take safe decisions and respond to changing market requirements in time, and improve your customer service.

Utilizing "Full text searching", "Field related search", "Associated search" or your own pre-defined search mask, EASY ENTERPRISE always delivers the correct version of the document you are looking for. The information will be delivered via the fastest route possible reducing data traffic to an absolute minimum. With our new "Storage Provider" design, EASY ENTERPRISE.x combines the advantages of SQL and "full text" database. Each query is intelligently transferred to the ideal database and the search results are combined into a single common hit list.

Besides access via our archive or retrieval clients that are available for various system platforms (Web client or Rich client), it also allows Internet access or access from widely used standard applications. For this, EASY provides standard modules for retrieval and display from SAP, SAP Enterprise Portal, Navision, Lotus Notes, Microsoft Office, Outlook, and other established standard systems. Users need not exit their leading application; training and implementation expenses are minimized.





The gateway to knowledge management

Enterprise portals are required to merge information, applications and services from legacy systems to a uniform platform in such a manner that team work, efficiency in taking decisions and response capabilities are effectively optimized. The EASY portal integration opens the gateway to enterprise-wide knowledge management, and helps you control your labor and process costs.

Portals are, in the truest sense of the word, the gateway to all relevant corporate data; first, a portal provides predefined business contents; secondly, it integrates systems providing more data and information. Integration with EASY ENTERPRISE supports this use of a portal, and personalizes knowledge where it is currently required.

For instance, it enables users using the new SAP Enterprise Portal 6.0 as an integration platform for all available corporate data sources to directly access the information stored there via the certified interface to EASY ENTERPRISE.x, and to integrate it into their

business processes. The Java-based solution makes the data uniformly available in the SAP portal interface. Documents stored in the EASY archive are automatically displayed in the context of data sources such as e-mails or ERP data.

EASY xSHARE, an integration solution for the Microsoft SharePoint Portal Server 2003, also guarantees better efficiency, increased productivity and improved customer relations. Interacting with the archive, this server not only accesses stored documents, it also integrates workflows from EASY DOCUMENTS into the interface.





Be safe and on the right side of the law

Against a global backdrop of increasing requirements for legally compliant archiving, agencies are now increasingly demanding access to IT-aided corporate accounting systems; electronic audits have long since become a reality. EASY ENTERPRISE provides the user with a powerful complete solution that meets and satisfies many international legal tax requirements.

The age of globalization and worldwide competition requires DMS solutions that satisfy a variety of compliance requirements and meet national and international legal requirements and standards for long-term, revision-proof archiving of all types of documents.

Electronic signature or legally compliant long-term archiving, EASY provides the tools that enable you to comply with these legal requirements. Revision security of long-term archiving using EASY ARCHIVE, in compliance with the "Basic Regulations for DP-supported Accounting Systems" (Grundsätze ordnungsmäßiger DV-gestützter Buch-

führungssysteme – GoBs) has been verified and certified by experts. Moreover, additional modules allow EASY ENTERPRISE to process data from ERP systems in compliance with uniform auditing software and to provide it in compliance with the tax law.

Even international corporations with multiple worldwide locations can be handled with ease; implementing document classes in EASY ENTERPRISE.x can adjust to and meet the requirements of different local/national legislations for archiving without any additional installations. Therefore these documents will always meet existing provisions and legislation throughout their entire life cycle – from creation to destruction.



EASY solutions

Examples of customer installations

15 years of DMS experience are the basis for unprecedented solution expertise. It's impossible to provide a detailed introduction to each installation here, nevertheless, we would like to show you some examples from the list of our industry solutions. If you cannot find your industry among the listed examples, please contact us. With some 8,000 satisfied customers, we are sure that we can find you a sample solution.

Note: The data below refers to German companies, as this is the data that is readily available to us.

Automotive

(Example: DaimlerChrysler)

EASY solution: Implementation in IT locations throughout Germany and branch offices with DMS and archiving in Repair and Accounting.

Health Insurance

(Example: BKK Service Center)

EASY solution: Capturing documents and records via OCR, and archiving data from existing information systems.

Publishing Groups

(Example: VGM)

EASY solution: Workflow system for processing incoming invoices. Archiving reminders and other accounting records, advertising bills, commission statements, retail and sales statements, invoice registers, entry logs and accounts payable entries.

Telecommunications

(Example: Telebel)

EASY solution: Search/retrieval for "Customer Help Desk". Providing electronic invoice data for customers. Archiving customer files, general documents, billing and itemized telephone bills. Archiving invoices from third-party applications. Lotus Notes workflow application for checking accounts payable incoming invoices.

Metal Industry

(Example: Wieland-Werke AG)

EASY solution: Sales storage. Archiving and managing sales relevant documents. Integration into the corporate Web portal.

Aviation

(Example: Aero-Dienst GmbH & Co. KG)

EASY solution: Semi-automatic capturing of incoming invoices and credit notes using EASY INVOICE.



Waste Management

(Example: Landbell AG)

EASY solution: Interface to Sage KHK with archiving from sales orders and stock control systems. Workflow with Inbox capturing and forwarding.

Newspapers and Media

(Example: Westdeutsche Allgemeine Zeitung [WAZ] newspaper)

EASY solution: Capturing and archiving newspaper articles. Providing all historical and current articles for the public via Web access to the WAZ home page.

Transport and Logistics

(Example: DHL)

EASY solution: Archiving freight bills, export papers, delivery notes and incoming and outgoing invoices. Search in Service and Accounting.

Debt-Collecting Agencies

(Example: Creditreform)

EASY solution: Electronic archiving of files and general correspondence. Digitized customer/client file in 25 locations.

Energy Suppliers

(Example: EnBW AG)

EASY solution: Archiving business transactions and invoices from SAP.

Food Industry

(Example: Schwartau)

EASY solution: Electronic Personnel file with interface to the existing SAP system.

Hospitals

(Example: University Hospital Regensburg)

EASY solution: Electronic patient files. Interface to IS-H*MED (SAP). Archiving and providing all diagnoses and recordings such as physician's recommendations, operating theater reports, X-ray or pathological results.

Metal Processing

(Example: Rasselstein GmbH/ Thyssen-Krupp)

EASY solution: Knowledge management via the SAP portal.



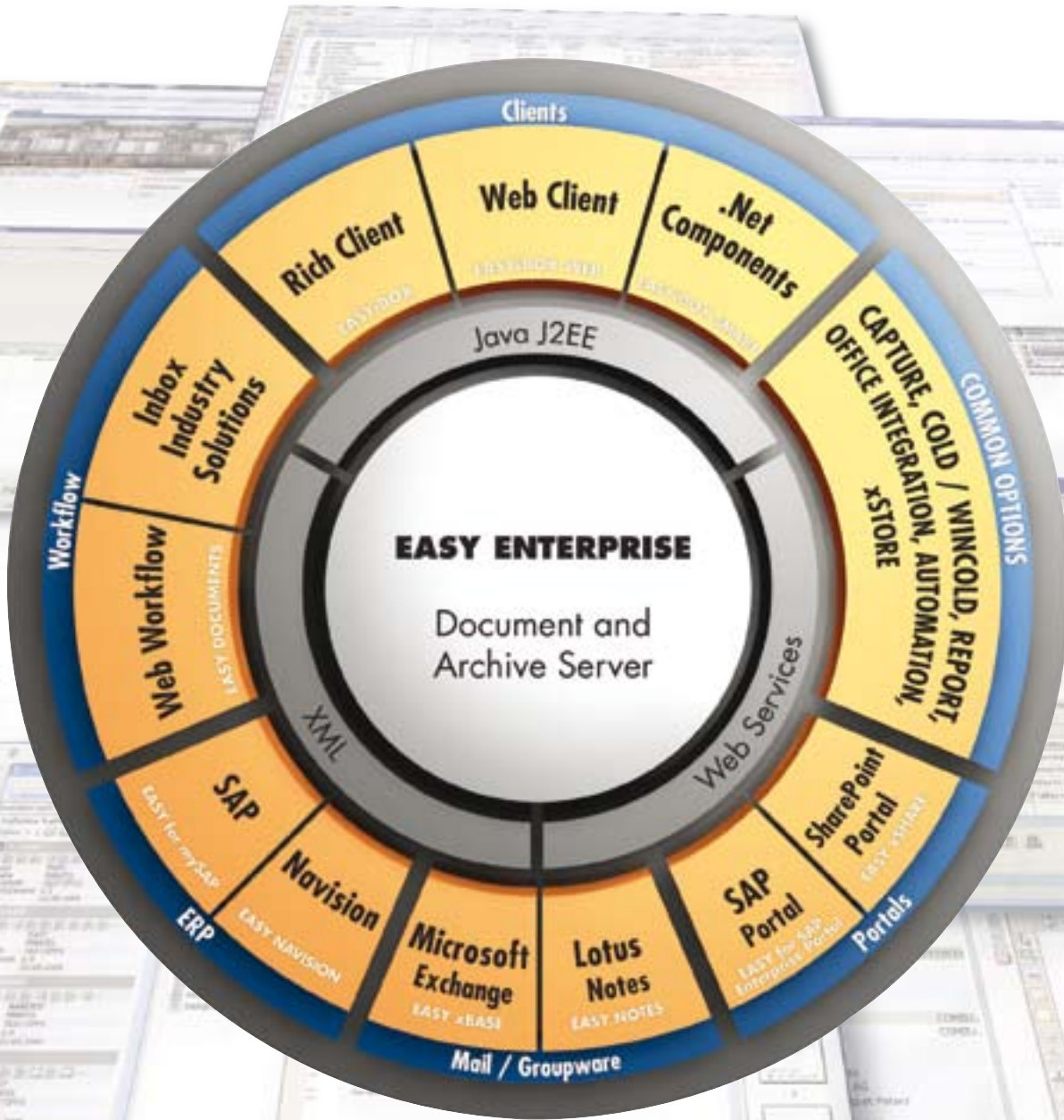


Overview of the EASY product suite

EASY SOFTWARE – As the name suggests, our easy-to-maintain archiving and document management solutions are easy-to-use and intuitive. They are reliable and fit in with any existing IT environment, and can be customized to individual user requirements. EASY ENTERPRISE is based on state-of-the-art database and Web technologies; it is a truly scalable software for businesses of all sizes, and can handle any data volumes.

Various client, server, and workflow solutions as well as integration with standard ERP, mail and portal systems round off the EASY product suite. Additionally, over 100 software houses have implemented other interfaces to EASY ENTERPRISE to extend their products with an integrated electronic archive solution. So legacy system environments need no longer be an impediment to cross-departmental and cross-enterprise cooperation.





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