



Enterprise Information Management.

Most companies deal with a high volume of data and documents every day. From incoming mail and invoices to work papers, documentation and drawings, through to incoming and outgoing e-mails. HyperDoc helps you to not only manage these information systematically and efficiently, but also to optimise the associated processes within your company and thus boost both your internal and external service levels.

Our information management system HyperDoc opens up a whole new approach to document and data management: customer-driven, flexible, and reliable. It offers ready-to-use solutions – such as digital personnel files – for individual departments, templates e.g. for electronic invoice processing, and even individual enterprise information management solutions. Our particular strength is that we focus on your individual requirements and look for solutions that are based on standards to the greatest extent possible. HyperDoc not only offers the necessary flexibility but also boasts sophisticated, reliable systems technology based on more than 30 years of best practice experience.

Customer-driven

Your requirements and processes

With HyperDoc you can rely on an information management system with a versatile range of components, allowing it to be perfectly adapted to your needs. The built-in file management organises your documents in (multi-level) registers to suit your business requirements. To manage your tasks and appointments, you can fall back on HyperDoc's deadline management, which includes (e-mail) reminders, resubmissions, proxy rules and escalation mechanisms.

To support your work processes optimally, HyperDoc maps your custom processes with its built-in workflow engine. This allows you to successfully map your business processes from simple ad hoc approval processes to checklists and complex graphic decision trees. And because efficient enterprise information management also starts as soon as the document is generated, HyperDoc assists you with its built-in form and output management features.

Intuitive and user-friendly

The level of user acceptance generally increases the more intuitive software is. We therefore consider it crucial that HyperDoc's design is clear and easy to navigate to enable users to easily store documents and quickly retrieve information.

Access to information must be quick and simple. This is ensured by HyperDoc's built-in browse function and the convenient full-text search with integrated OCR. Document editing features are not limited to the common paper-based options such as post-it notes and comments, highlighting and stamps, but also comprise audio comments and hyperlinks. Thanks to the automatic versioning with check-in/check-out process you can be sure that you are always working with the latest document version across all locations, and that all changes are traceable at all times.

Customer-driven

When it comes to our customer relationships, we take a conservative approach. Our idea of good support is a direct connection to competent service staff, not a call centre. We support each of our customers individually – from the initial consultation and training of employees to ongoing support for any questions about the system. With our Customer Days, we also give you a platform to exchange information with other HyperDoc users.

Being customer-driven also means that we listen very carefully to your needs. This is reflected not only in our project management, where our highly experienced project managers make sure everything is tailored to your requirements and runs smoothly, but also in the ongoing further development of HyperDoc. In addition to general market and technological demands, we also take into consideration your individual requests and suggestions.

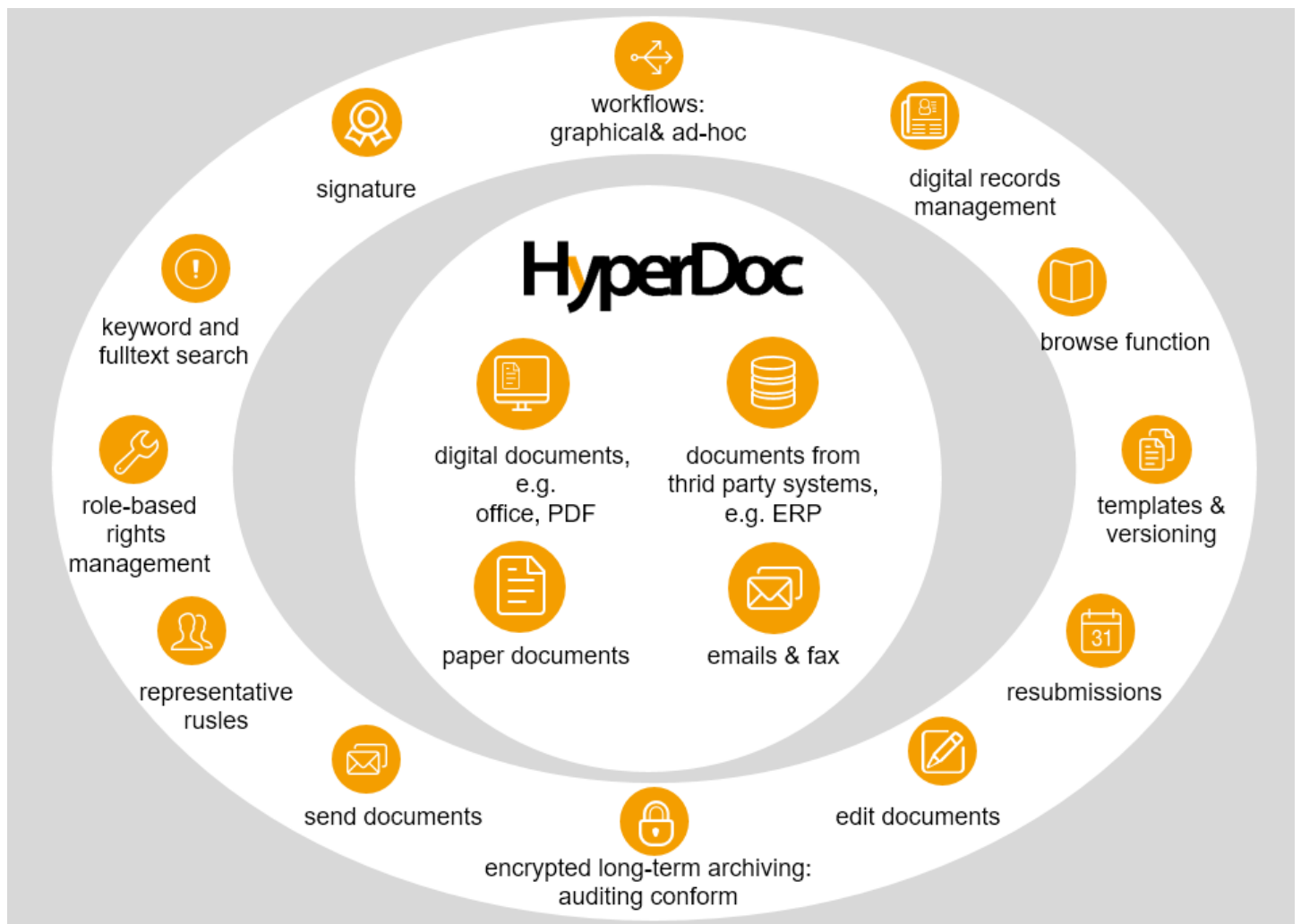


Fig.: Overview of features

Flexible

Suitable for any purpose

Papers, faxes, files, e-mails, data streams, audio files and videos: there are many ways to capture the information of documents and data, assign keywords and index them. HyperDoc can handle them all: from a few highly complex paper based documents to true bulk processing, the system ensures high throughput and low error rates. The scan client with standard TWAIN

interface is an integral component of HyperDoc and scans all your documents, from single documents to stacks of paper, in black & white or colour, either in TIF or PDF/A format. Existing digital files can be archived directly through Windows Explorer or via plugins from MS Office, MS Outlook and Lotus Notes. All files are stored in their original format alongside a PDF/A rendition for long-time archiving. The documents are

indexed either manually or automatically via built-in barcodes or additional ICR solutions.

To give you convenient access to your required information at any time, we will provide you with various clients tailored to each purpose. These include our Windows client for everyday office use, our web client for giving clients and suppliers easy access irrespective of their operating system, and our app for mobile document access.

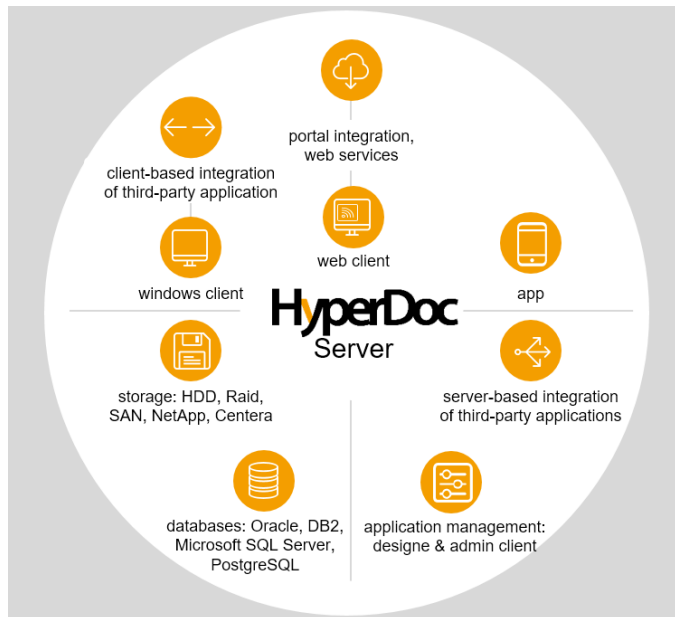


Fig.: HyperDoc architecture

One of the great strengths of the HyperDoc system is its ability to adapt to other systems. This is due to the design of the interfaces, which are based on established standards and enable the integration of third-party applications.. Company-wide document access – irrespective of storage location – is provided with HyperDoc’s CMIS Interface. We use the Java API to implement links to third-party systems for ERP, CRM and HR management. The integrated applications communicate directly with the server. In addition, plugins guarantee the integration between the HyperDoc client and, for example, Lotus Notes, Microsoft Outlook, Office and Windows Explorer. HyperDoc also provides various web interfaces such as web services, in-place integration and document access via URLs for

Reliable

Tried and tested

From 10 to more than 15,000 simultaneous users of 100 to more than 2 million document processing tasks per day – with HyperDoc you benefit from a information management system that has been tried and tested and

integration in portals, browser-based applications and service-oriented architectures.

Technical expertise AND state-of-the-art technology

Whether human resources, commercial or legal: many departments have characteristic document volumes and typical workflows, no matter what industry the company works in. IQDoQ has developed standard solutions for such relatively highly standardised processes. These combine our many years of project experience and offer it to you as a standardised module. For solutions with a high degree of standardisation, you can take advantage of our ready-to-use IQAkte product suite, which can be customised and ready for use within five days, and is subject to a fixed-price model.

We currently offer IQAkte Personal – IQDoQ’s digital personnel file – and IQAkte Vertrag – IQDoQ’s digital contract management solution. Solutions with a medium degree of standardisation are catered to by our HyperDoc standard solutions, based on which we design your individual solution. Examples include our incoming mail and invoice solution, digital customer, supplier and insurance files, and e-mail management solutions. With client-based e-mail archiving, additional attributes such as transaction number or customer name can be added manually to existing attributes such as subject, sender or recipient. This enables pre-processing of the e-mails based on existing rules in your company. The e-mail messages can be freely assigned to existing processes or classified according to retention periods or other criteria.

You need tailor-made solutions? We are happy to develop your custom-fit EIM solution that perfectly optimizes your individual business processes.

HyperDoc is also very flexible when it comes to how our solutions are implemented. Depending on your requirements, you can use HyperDoc locally on site or in our parent company Materna’s secure cloud. With HyperDoc’s user-friendly admin client you can manage roles, access rights and users quickly and easily, allowing you to react promptly to changing requirements during day-to-day operations. The additional design client also makes it possible to adapt the EIM solution.

successfully deployed by our customers for more than 30 years.

HyperDoc’s reliability is based on its scalable application server architecture, and its cross-platform compatibility extends to all layers. From the database to the flexible integration of various storage media, through to the operating system and application server, HyperDoc

adapts to your system landscape and ensures that your files, documents and data are securely archived in the long term. Naturally, the formation of failsafe clusters is also supported.

Lifecycle management and compliance

In addition to adhering to (statutory) retention periods, effective information lifecycle management comprises the safeguarding of privacy and data security, and protection against manipulation. HyperDoc allows you to design your information management processes to be as secure as you need them. The system provides protection against unauthorised access and manipulation, and lets you manage roles, access rights and client capability on a very detailed level. Additionally it offers technical access restrictions and encryption of your documents. Deletion period management and deletion according to the dual-control principle prevent accidental deletion or manipulation of documents. With encrypted storage, encrypted communication, simple

and qualified electronic signatures. From smart cards to fingerprint scanners, HyperDoc integrates all systems available today for user authentication. This enables the system to meet even very strict security requirements.

A safe investment

With its cross-platform compatibility, scalability and flexibility, HyperDoc is perfectly equipped to master not only the challenges of today, but those of the future too. To ensure that your documents and data are archived efficiently for many decades to come, HyperDoc not only creates document renditions in long-term formats such as PDF/A, but also boasts efficient migration mechanisms for easy migration of your documents to new platforms. From the storage media to the underlying database, and through to the operating system. This way we guarantee that in the particularly fast-paced world of IT, our products will remain viable for a long time.

Would you like to find out more and try IQDoQ's HyperDoc first hand? Contact us!

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