



EASY  **ENTERPRISE**[®]

Market leading solutions for efficient document management

Overview of EASY ENTERPRISE

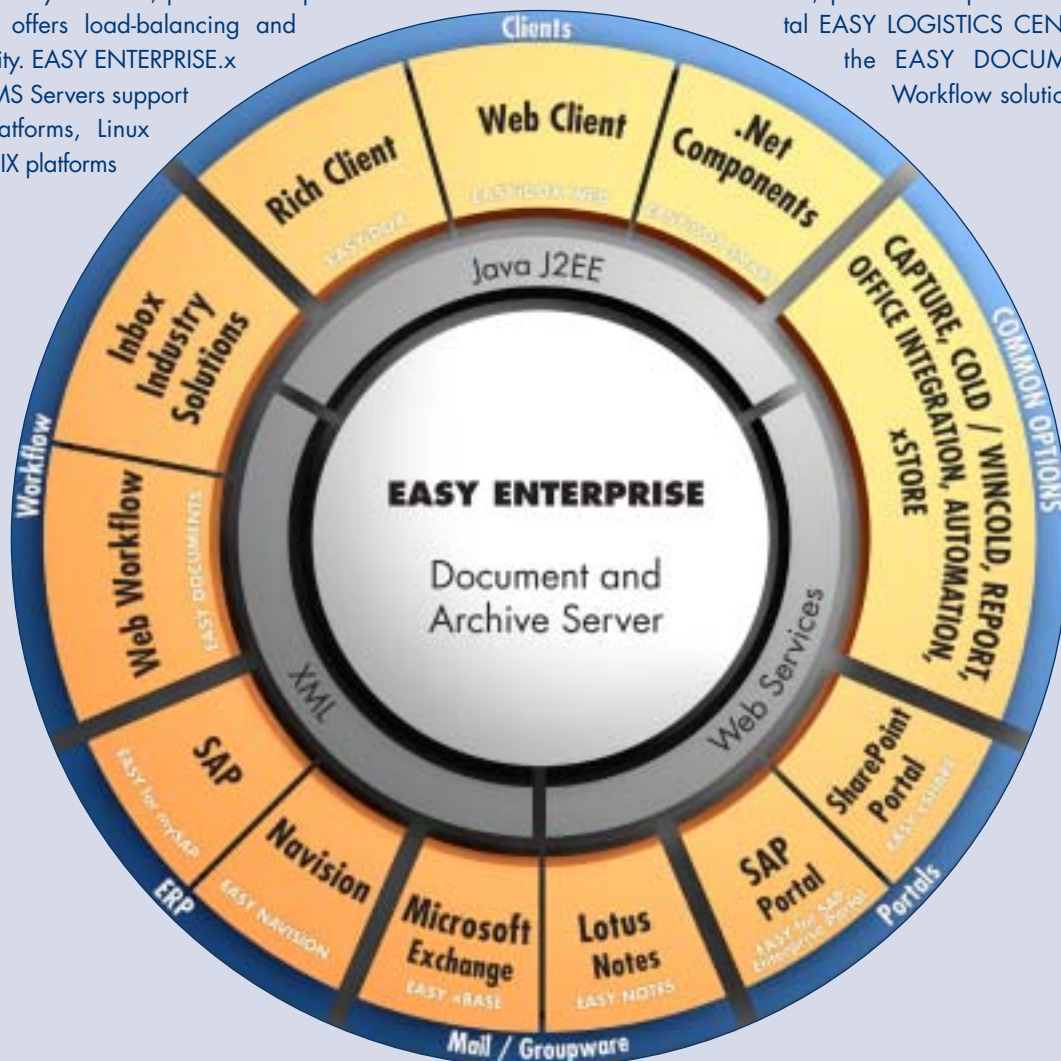
With the launch of the EASY ENTERPRISE product suite, EASY SOFTWARE builds on over fourteen years of market leading experience and expertise to deliver a brand new solution for electronic document and data archiving as well as document and content management. EASY ENTERPRISE can be subdivided into three main segments, which are designed to complement each other:

EASY ARCHIVE, the established electronic archive system for revision-proof long-term archiving of all documents, is the core of ENTERPRISE.i. Deployed in some 8,000 installations throughout the world, this Windows-based archive solution now includes a new, enhanced Web client, complete client integration into the EASY LOGISTICS CENTER, and lots of additional functionality.

EASY ENTERPRISE.x is the latest generation software of the EASY ARCHIVE/DMS Server. Designed and built from the ground up to meet the market's most demanding requirements, ENTERPRISE.x delivers exceptional functionality and is a truly scalable, platform-independent solution that offers load-balancing and high-availability. EASY ENTERPRISE.x ARCHIVE/DMS Servers support Windows platforms, Linux and other UNIX platforms

and have been designed with minimal administration demands in mind. EASY ENTERPRISE.x has been built to handle huge, production-volume archiving, document management and capturing – all coupled with convenient, fully functional Web browser clients, including the Java-based, omni-compatible EASYiDOX client.

EASY ENTERPRISE.+ incorporates integrated, seamless archiving and solutions in the native application environment for standard software such as mySAP, Notes or Navision. This segment also includes EASY xBASE (a server-based archive solution for Microsoft Exchange) as well as the Web-based, platform-independent enterprise portal EASY LOGISTICS CENTER, including the EASY DOCUMENTS DMS/Workflow solution.



EASY ENTERPRISE: established – modern – complete

Having accurate, relevant information at hand is crucial in timely decision-making whether your business is a small, local operation or a national or global corporation. Using technology as a tool to facilitate the "business of doing business" allows you to gain a competitive edge by being responsive and customer-orientated, by developing an enhanced total customer experience, by raising the bar across all aspects of your business.

EASY ENTERPRISE acquires any type of bulk data – no matter whether in electronic or in paper form – organizing document flow, ensuring revision-proof, long-term archiving and guaranteeing information and content availability across your organization.

Massive improvements in business efficiency are realized through fast access to information to make business decisions, to service customers and to perform business roles – all by removing the need for tedious searches of mountains of paper.

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.

The basic philosophy at EASY SOFTWARE should come as no surprise: Document management software should be simple to use, easy to integrate into your corporate IT landscape and customizable to meet each user's individual requirements. EASY ENTERPRISE is based on the latest database and Web technology, and is scalable for any company size and any amount of data. As your requirements evolve and your organization expands, you can rest assured that your investment in EASY ENTERPRISE can meet those shifting demands. From an initial implementation of EASY ENTERPRISE.i, a "Cross Grade" to EASY ENTERPRISE.x can be made simply and conveniently to take advantage of additional functionality at your own pace.

EASY ENTERPRISE.i 3.50 – Includes the latest enhancements of the market-leading archiving and DMS products from EASY

EASY ARCHIVE, the core of EASY ENTERPRISE.i, is the market-established electronic archive system for convenient and revision-proof storage of documents of all types. It is already used in some 8,000 corporations and organizations. Users especially favor its fast full text retrieval function. EASY ARCHIVE meets commercial and tax requirements for archiving business documents, and can be linked to the most common ERP systems such as SAP, or groupware such as Microsoft Exchange and Lotus Notes.

The current EASY ENTERPRISE.i version now includes lots of additional functionality and features. In addition to new features such as transparent file server archiving via **EASY xSTORE**, or **EASY AUTOMATION**, the automation tool designed and developed from the ground up, it also provides a **new Web client** for worldwide data access via the intranet or Internet.

Highlight: Complete client integration into the EASY LOGISTICS CENTER

Our customers increasingly select the EASY ENTERPRISE.i archive solution in combination with DOCUMENTS Workflow. Complete client integration into the EASY LOGISTICS CENTER allows users to switch between processing and archive search in a single interface via a single mouse-click – even from the in-house Web portal. Administrators will certainly welcome the new Web client, because they will have to attend only to a single Web server.

Of course, the new archive Web client also provides some new functions such as linking files and documents or searching via a file plan tree structure: The new **File plan light** module provides freely definable, context-related storage where any user can organize documents by factual, systematic criteria. Thus, documents can be displayed in a context-related manner for particular projects and topics, and be easily managed.

EASY ARCHIVE®

Your corporate long-term storage:

Reliable –

cost-efficient –

easy-to-use



File server archiving via EASY xSTORE

It's the nature of business: corporations, organizations and businesses of all sizes rely on the ability to retrieve information quickly and efficiently in order to make timely and accurate business decisions, service customers more effectively, improve communications internally and externally, and so develop a real competitive edge. Coupled with any legal requirement to store such documents and information, sometimes for years, and it's clear that a paper-based, filing cabinet solution just isn't going to cut it – particularly when you consider the sheer volume of documents flowing through even a modest business in today's workplace. It's not just the paper copies that we need to be concerned with. What about the tens of thousands of electronic documents also winging their way around your company? Finding the right documents – letters, presentations, technical diagrams, contracts, marketing collateral – presents the same challenges here as having to dig through mountains of paper: EASY ARCHIVE, the market-established powerful electronic archive system ensures revision-proof long-term archiving of all documents; it reduces your business costs and enhances productivity. Of course, EASY ARCHIVE meets all legal requirements for archiving documents.

Simple yet powerful search and retrieval capabilities remove the need to dig through paper mountains or search local and network drives. A hit list of matching results – based on either index information or full text search – is presented to the User who can then forward the documents via e-mail and fax, add electronic notes or simply take sections of the document for inclusion in their current document.

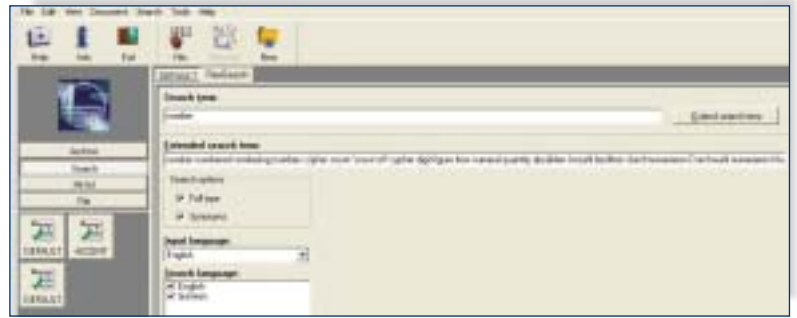
You need not, however, lose access to the business information held in these paper documents to save money, because EASY ARCHIVE replicates them in electronic format, allowing subsequent disposal of the bulky originals and saving money on costly real-estate. The retrieval function, file editor and the convenient Scanner Remote Control

EASY ARCHIVE®

A powerful tool right from the start

BASIC SERVER – including additional features

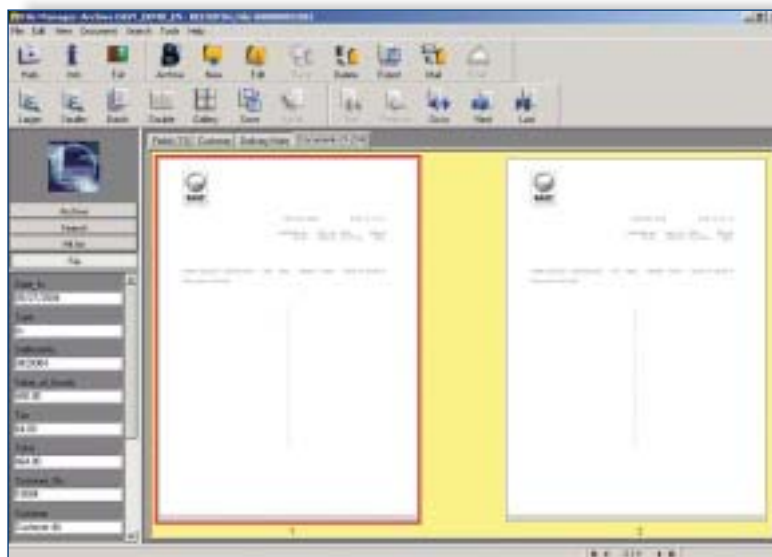
EASY ARCHIVE's entry-level configuration already contains various modules extending its basic functions making the archive even more useful and flexible. **EASY COLD** archives print spool files fully automatically. It separates the documents contained, extracting index fields and full text are extracted at high speed with total accuracy. The **WINCOLD** module performs similar jobs 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 the EASY LOGISTICS CENTER from the corresponding applications, using its own printer driver. Data files from Microsoft Office are provided in EASY ARCHIVE or the EASY LOGISTICS CENTER via **OFFICE INTEGRATION** using Microsoft Office macros. The XML Server is used as a link to EASY ARCHIVE; with minimal client installation, macros can be used immediately, and customized or modified, as necessary.



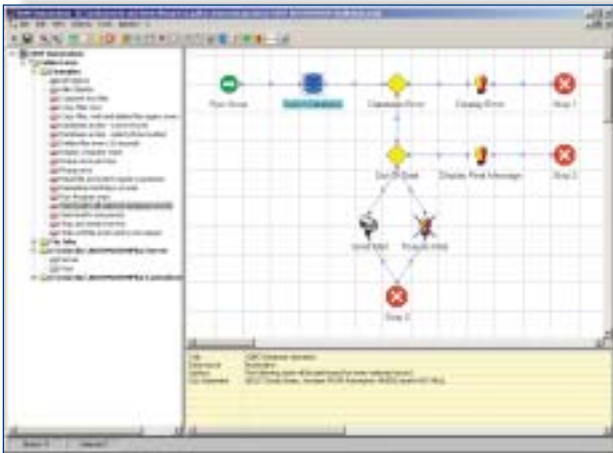
FLEXI search mask: multilingual retrieval from EASY archives

Using **CD query**, entire archives or selected archive documents are written to a CD along with the retrieval software. Thus a self-running archive that can be searched on any PC or notebook is created – an optimal device for sales representatives and branch offices. The **FLEXI search** module is offered as an optional additional module for the File Manager that allows convenient multilingual search: If, for instance, the user is searching the English word "apartment", hits from documents in other languages with their equivalent terms such as "Wohnung" or "apartement" are displayed on request. In addition, synonyms can be searched for in multiple languages: You can also create

your own extendable dictionaries. Search results and archive data can be exported via **EXPORT** in freely definable form, or reprocessed for hard copy output via **EASY REPORT**. Using a forms generator, index field contents and archived documents can be customized to the respective format of the printer or be output as a PDF file.



CD query: self-running archives on CD



Automating complex processes via EASY AUTOMATION

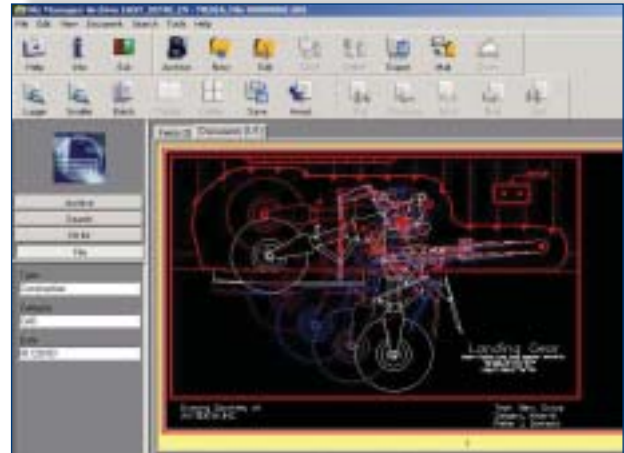
ADVANCED and CORPORATE Server – Optical storage, and more

Further EASY ARCHIVE extension levels include module packages supporting optical disks. **EASY TRANSFER** transfers and manages extensive archives on optical disks such as WORM-MO – safe, fast and simple. **EASY JUKEBOX** integrates disk changers of any size into the archive system. For fast online access, data is fully or partially mirrored to fast hard disk systems via **EASY ONLINE**.

The CORPORATE Server enables integration with EASY CORE APPLICATIONS to provide archiving in the SAP, Lotus Notes and Microsoft Exchange Server environments.

Simply automatic – EASY AUTOMATION

Designed and built from the ground up, the EASY AUTOMATION 3.50 tool is used to control and monitor all server processes regarding archiving, thereby providing unique process transparency. Powerful workflow processes including time, copy, import, COLD or mail events are stored in XML file format, simply predefined, and loaded to the customer's system.



File view with integrated CAD viewer or 200 other available types of viewer

For example, AUTOMATION can be used to automate data backup or data transfer, launch scheduled archiving batch jobs or monitor program runs. AUTOMATION jobs can be configured in such a manner that any tasks will be performed once predefined events occur. Individual processes can additionally be linked with control objects providing versatile functions for automated system leverage.

AUTOMATION allows the administrator to previously check AUTOMATION jobs in offline mode, and to position them with any breakpoints to interrupt a run at a particular point and to obtain an overview of the current state of output items or values. Arranging freely definable folder farms where different AUTOMATION jobs are organized ensures administration is clean and organized at any time; various tasks can be graphically assembled, configured, and conveniently linked with each other.



Improved productivity

Users maximize their time by indexing scanned records fully automatically in batch operation via OCR, ICR or BARCODE. For this, CAPTURE provides the EASY RECOGNITION additional modules. CAPTURE adds master data to records via autoindex, even in batch operation. EASY CAPTURE uses Abby FineReader as OCR or barcode engines as well as other modern recognition software. Time-consuming and error-prone manual indexing of every document becomes obsolete; a single scan operator monitoring the process and intervening manually only in exceptional cases is enough.

EASY CAPTURE uses Abby FineReader as OCR or barcode engines as well as other state-of-the-art recognition software such as the applications from Pegasus Imaging Corporation that are capable of checking and reading hand-written notes via ICR recognition in addition to text and (2D) barcode.

The new ABBYY FineReader Version 7.1, which has been integrated as a recognition module, also guarantees enhanced quality and performance for OCR and barcode recognition. FineReader, which has been integrated into EASY CAPTURE by default, recognizes text and barcodes on scanned documents in disparate formats (TIFF, JPEG, LDF); in addition, the user can select from multiple barcode engines. In addition to this clear quality improvement in text recognition, block capitals on forms, Dot Matrix, and a variety of other languages are supported.

Copying accurate text layout to scanned pages in processed RTF file format is a special highlight feature. In addition to scanned documents, users can store RTF files that are identical to the template residing in the archive, making them automatically available to full text search.

To obtain better accuracy for text recognition, the additional option for synchronizing different recognition modules in EASY CAPTURE has been integrated through Barcode Voting: Barcodes are read by various engines, and the recognized results are compared with each other. If these results do not match, the user can manually select one of the results and correct it, or automatically defer any results that do not match.

Color is color is color...

EASY has taken reality into account: Today, the bulk of incoming mail such as business letters, prospectuses or invoices contain color elements. Images, color diagrams or

logos or colored text – using the EASY COLOR doc additional module for EASY CAPTURE, the path is clear for digitization and OCR recognition of color documents. EASY COLOR DOC uses state-of-the-art Wavelet technology: LuraDocument and Lurawave are procedures for document compression guaranteeing both legibility as well as visual quality and color or image areas – and all this at superior compression rates and without loss in quality.

A stroke of genius

Multiple page faxes, e-mails, scanned invoices, delivery notes, prospectuses or the ubiquitous miscellany of daily mail together represent a typical heterogeneous document stack that should be put in order. Various departments, different recipients – the faster your mail reaches its destination, the faster it can be processed. Recognizing documents and specifically forwarding them is the purpose of EASY IQ Classify!

As an additional module to EASY CAPTURE, and as its name suggests, EASY IQ Classify classifies entered texts and documents fully automatically, sorting them to pre-defined document stacks and mailboxes. During this process, new document classes are quickly identified and registered, continually building an extensive reference library that embraces further intelligent classification and specific sorting – that's digital genius.

Documents that have been recognized are automatically indexed and forwarded directly to the relevant User or department via the EASY LOGISTICS CENTER or a workflow or mail system upon classification: invoices go to Accounting, résumés go to the Personnel Manager, and orders go to Order Processing. Within these individual departments, IQ Classify is able to perform further assignments to individual users. So everybody receives the documents they should – the fast and accurate way.



EASY LOGISTICS CENTER®

Content and Document Management in a Web-based Portal Solution



Internet presence via the EASY LOGISTICS CENTER

The EASY LOGISTICS CENTER (ELC) merges modern document management, flexible content management, and a powerful WebShop into an integral, platform-independent, Web-based digital enterprise portal. Linking existing mail or database systems as well as creating or visualizing rules-based workflows, the ELC provides maximum transparency and ergonomics for both users and administrators.

With its EASY LOGISTICS CENTER, EASY SOFTWARE presents a technologically advanced software solution that can be flexibly customized to individual requirements at any time, providing the necessary information in the right place, at the right time and merging the entire enterprise document flow into a user-friendly Web interface.

Platform-independent, Database-independent

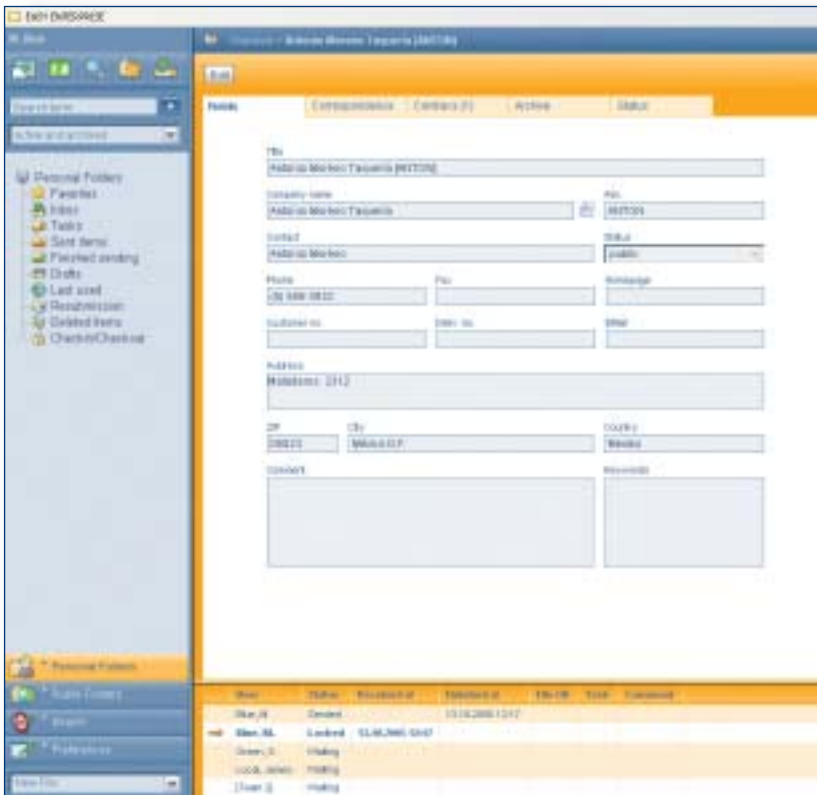
The EASY LOGISTICS CENTER integrates with any IT infrastructure, and can be extended both to modern Windows operating systems as well as to UNIX or Linux servers. No client workstation installation is required; all functions can be accessed from the Internet browser via the Web interface. ELC supports Microsoft SQL Server, Oracle and even the MySQL Open Source Database as a database for internal management data. Third-party applications can be integrated via the Java-based API. All ELC components are managed by a centralized editorial and administration client.

Important Note for Existing EASYWARE Customers:

The use of the EASY XML Server allows you to immediately adopt the new EASY ENTERPRISE.x archive technology, as the EASY LOGISTICS CENTER communicates directly with the Archive Gateway via the CONTENT module. This allows continued read and write access to all archives contained in ENTERPRISE.i or ENTERPRISE.x.

EASY DOCUMENTS: A telling name...

EASY DOCUMENTS is the core of the EASY LOGISTICS CENTER. Documents or business processes are created, edited and specifically forwarded throughout your company via the EASY DOCUMENTS Web client. Using the established EASY file concept, EASY DOCUMENTS summarizes business transactions, including the related documents and data, in a digital file, thus generating a shared document base available to all users.



Forms-based document files and workflows organize and simplify your work with digital processes.

Document flow is controlled via freely defined or preset workflow scenarios that guarantee submission to the relevant group or user for meeting deadlines. This accelerates business processes and provides the necessary checkpoints and warnings to help your business service customers effectively, helping to sharpen your competitive edge. EASY DOCUMENTS dispenses with the rigid and centralized controls of process oriented workflow systems. EASY DOCUMENTS users may alter their documents' predefined path themselves or define their own workflow paths, which enables them to act at any time, based on exception conditions that may arise.

Creating and visualizing workflows

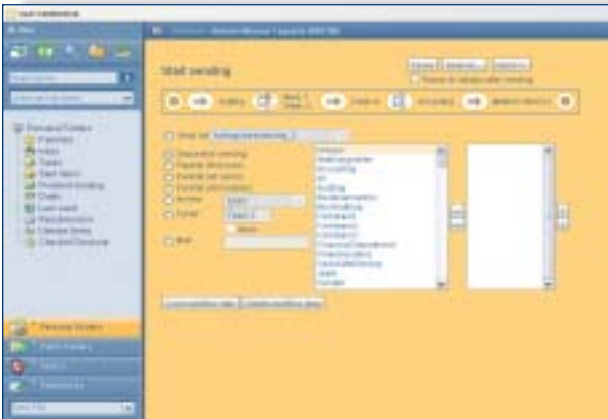
Workflow Engine II is a highly recommended but optional module that significantly simplifies creating and visualizing automated workflows in the EASY DOCUMENTS module. Workflow Engine II has been designed as an independent module in addition to the previous Workflow Engine. Depending on requirements, variable or fixed workflow scenarios can be designed and graphically created via Microsoft VISIO and then easily imported into EASY DOCUMENTS for subsequent processing. So, workflows can be created performing various actions depending on field contents.

Simplified communication with third-party systems

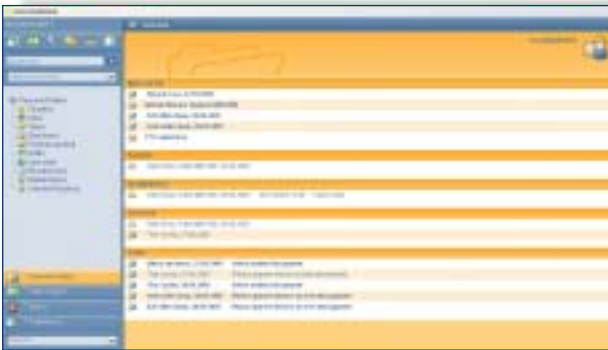
The DOCUMENTS factory is another optional module; it can be linked to existing mail or database systems, and is capable of providing information for DOCUMENTS from these third-party systems. The database component facilitates access to ODBC enabled databases. Data from tables and fields is read through timer-control and DOCUMENTS processes are then generated from this information, starting defined workflows where applicable.

Convenient archive linkage

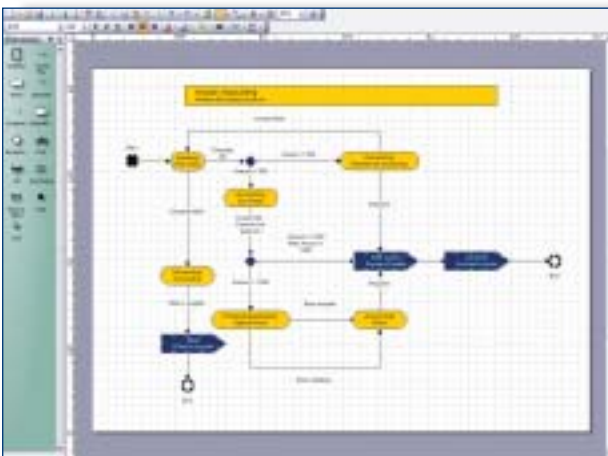
Completed business transactions can simply be stored in EASY archives in a revision-proof manner at the touch of a button. And the archived files can be retrieved from and displayed via the DOCUMENTS client just as easily to reactivate the searched workflow process. In addition, EASY DOCUMENTS can access EASY archives containing different data, e.g. outgoing documents archived via COLD. In both cases, archived files can be found via full text retrieval in no time at all, and the user will not have to exit the DOCUMENTS user interface. Complete client integration into the EASY LOGISTICS CENTER allows users to switch between processing and archive search in a single user interface via a single mouse-click – even from the in-house Web portal.



Default and ad hoc workflow items are displayed graphically and allocated automatically when required.



All tasks at a glance – View of EASY DOCUMENTS overview page



Creating and visualizing workflows

Extremely simple: Internet, extranet, intranet and e-commerce

While EASY DOCUMENTS is primarily used within enterprises, the other ELC products additionally target larger user groups in e-commerce and extranet scenarios.

ELC CONTENT is an ideal tool for designing your public Internet presence to present your enterprise, its products and services, and all sorts of supporting information. Editors can post editorial items on the enterprise portal without HTML knowledge – from anywhere in the world.

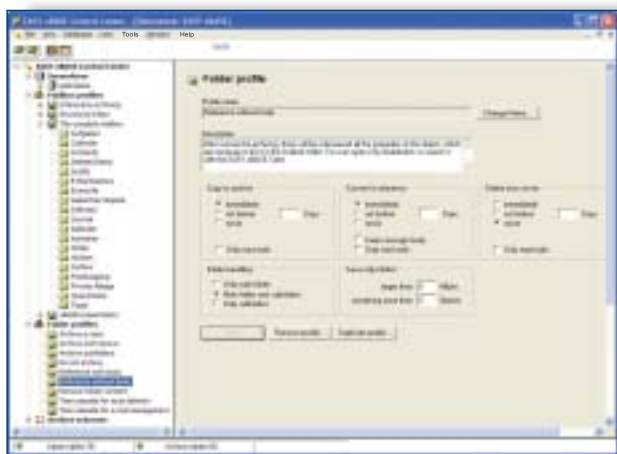
ELC COMMUNITY contains Web-based groupware tools: Discussion forums, Organizer, Newsmailer, and an e-mail client. ELC COMMERCE is a full e-Shop with all the necessary functions required for presenting and selling goods and services.

All these applications, including EASY DOCUMENTS, are integrated into a uniform portal in the EASY LOGISTICS CENTER. So, for instance, users can obtain information about a company's products, and order from the Shop immediately. Integration is continued behind the scenes: through Shop orders, new files are created via EASY DOCUMENTS and are automatically forwarded to the relevant department for fulfillment. At the same time, the process is archived in EASY ARCHIVE in a revision-proof manner. On the other hand, editorial contents, for example, that are finally published via ELC CONTENT can be created, matched and authorized via EASY DOCUMENTS.

All applications are personalized, i.e. they provide specific information for each user. The latest data protection technologies ensure optimal security standards at any time.

EASY xBASE®

The server-based archive solution for Microsoft Exchange



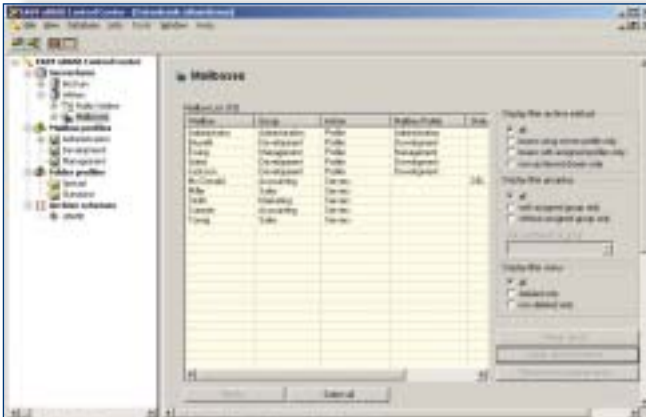
The entire process of archiving is performed fully automatically using a default mailbox profile for each Exchange Server. Individual mailbox profiles are, of course, also possible.

EASY xBASE sets a new standard for e-mail archiving in Microsoft Exchange. EASY xBASE increases data backup and transparency of your e-mail correspondence, stores e-mails in a revision-proof manner, improves your Exchange Server's performance, and reduces the Total Cost of Ownership (TCO). Overloaded Exchange servers, restrictions on mailbox size and costly administration are now eliminated.

E-mail archiving via EASY xBASE reduces the Exchange Server's database size by more than 90 percent. In addition, the powerful, advanced search capability allows full text search not only of e-mail attributes such as subject line, sender and send date, but includes the text content of attached documents held in the archive. All of this functionality is directly available from the user's regular Microsoft Outlook interface.

At the same time, EASY xBASE ideally integrates with **Outlook Web Access**; in addition to direct access to archived e-mails via a reference, it also provides full text search in message text and e-mail attachments. So the same functional scope is available to the user both at the workstation and for business travels.

With its rules-based e-mail archiving, EASY xBASE sets new standards for efficient organization and administration of Microsoft Exchange. As a server service, EASY xBASE monitors the Exchange Server's database in the background, and triggers archiving as soon as the pre-defined criteria are met. The data is transmitted directly from the Exchange Server to the EASY xBASE database, and then stored in EASY ARCHIVE in a revision-proof manner. This process can be initiated through aging, quantity or size control. Archive rules can be globally set via templates, so new users and their mailboxes will not cause any additional administrative effort.



The entire process of archiving is performed fully automatically using a default mailbox profile for each Exchange Server. Individual mailbox profiles are, of course, also possible.



EASY xBASE can manage and archive entire Exchange server farms.

Greater security, enhanced performance, reduced costs

Depending on the rules created by the Administrator, archived e-mails are either deleted from the original folder; or their original versions remain unchanged; or a reference to the archive document rather than to the original version remains in the folder. As with original mail, such references, which can be displayed from the transparent archive at any time, are visible to the user. However, the original version has been removed from the Exchange database – reducing the database size and improving performance.

EASY xBASE delivers powerful, fast and simple retrieval of e-mail without wasting considerable time searching through mail folders. There are no more restrictions on mailbox size, no more performance problems through overloaded mail servers. Instead, a high-performance mail system, revision-proof long-term storage and greater transparency: EASY xBASE makes enterprise-wide communication work again.

EASY NAVISION

The archiving solution for Microsoft Business Solutions – Navision

EASY NAVISION is the perfect extension to Microsoft Business Solutions – Navision. Documents are captured, stored in a revision-proof manner and are available directly from Navision at any time. Moreover, Navision can be used as a retrieval client for all documents stored in EASY ARCHIVE, regardless of their origin and removing the need to install additional client software. Using the new EASY XML Server as well as simple links to EASY DOCUMENTS guarantee high investment security.

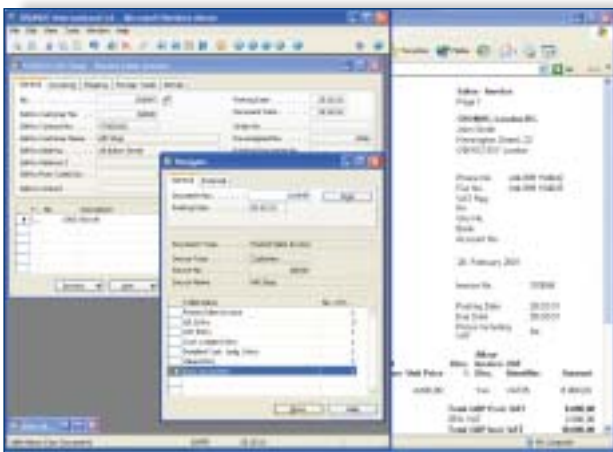
Navision and EASY ARCHIVE integration provide Navision users with improved options. This not only enables the user to display documents directly from their customary Navision environment, but in addition to display all linked documents from the archive.

Automatic indexing of incoming documents

If incoming documents are to be processed at an early stage, i.e. prior to entry in Navision, they are first scanned via EASY CAPTURE. EASY CAPTURE's various automatic indexing procedures such as Barcode, OCR and ICR recognition, document classification, database lookup, etc. are available. EASY NAVISION then automatically generates new Navision documents, with the pre-entered values being copied to the Navision fields. Even if a Navision document already exists, scanned documents or any other data files can be added at a later time. All related documents are automatically archived to a file in a revision-proof manner during entry.

Automatic archiving during entry

EASY NAVISION users will never be faced again with the problem of being unable to find outgoing invoices, orders or any other documents. All outgoing documents are archived via the EASY XML Server during entry. A PDF file is stored in EASY ARCHIVE in a revision-proof manner, and full text indexed. Optionally, other documents can be added to this process. The net result is that additional paper storage is no longer required.



Opening related documents from Navision



Navision Link – linking from the archive to Navision

Easy search in EASY archives

Simply use the Navision user interface as a retrieval interface for the corporate EASY archives removing the need for additional client software on the User's desktop. Retrieval of all types of documents is possible from the EASY archives: scanned correspondence, print lists from redundant systems, Office documents, news items and engineering drawings, even multiple languages or media files such as digital videos.

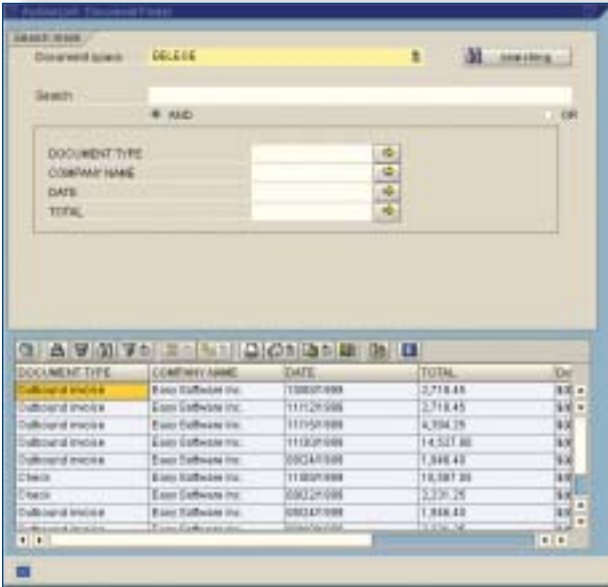
The "Navision Link" function is also without precedent: Imagine a user searching for a supplier's invoice trying to find out how it was entered in Navision. The powerful EASY full text search function enables the user to retrieve the corresponding invoice in EASY ARCHIVE, from where it can be linked directly to the Navision entries via a mouse click.

A high degree of investment security

Through support via the XML Server in EASY NAVISION, you can leverage your investment in your EASY solution by providing hooks to our new generation software, ENTERPRISE.x, or any 3rd party applications that utilize XML. Of particular interest is the opportunity to extend your business processes through the use of our workflow solution, EASY DOCUMENTS, which integrates completely with EASY NAVISION.

EASY for mySAP

Complete archiving for mySAP



DOCUMENT TYPE	COMPANY NAME	DATE	TOTAL	Dr
Outbound invoice	Easy Software Inc.	11/08/09	2,718.45	0.00
Outbound invoice	Easy Software Inc.	11/12/09	2,718.45	0.00
Outbound invoice	Easy Software Inc.	11/15/09	4,094.35	0.00
Outbound invoice	Easy Software Inc.	11/09/09	14,521.80	0.00
Outbound invoice	Easy Software Inc.	09/24/09	1,848.43	0.00
Cheque	Easy Software Inc.	11/08/09	16,387.20	0.00
Cheque	Easy Software Inc.	09/24/09	2,237.25	0.00
Outbound invoice	Easy Software Inc.	09/24/09	1,848.43	0.00
Outbound invoice	Easy Software Inc.	09/24/09	1,121.79	0.00

SAP Document Finder with table hit list,
exclusively from EASY SOFTWARE



EASY for mySAP, the established and market-leading client/server application from the EASY ENTERPRISE product suite, covers all archiving scenarios for SAP users. EASY for mySAP supports full SAP ArchiveLink functionality, and delivers a variety of additional functionality that vastly improves business processes and efficiency.

EASY has been successfully selling SAP archive systems since 1996, and is one of the world's market leaders in this sector.

EASY for mySAP Level 1 links the SAP system to EASY ARCHIVE and so is fully certified by SAP. Its client/server architecture provides a high throughput rate for storage and quick access for retrieval. The archive is accessed only via the SAP system here. Data stored by SAP can be retrieved, e.g. incoming and outgoing documents and print lists from various SAP modules as well as SAP archive files. Combined with EASY CAPTURE, Level 1 supports all standard SAP scan scenarios: "Storing for subsequent entry", "Late Storage with barcode" and "Early storage with barcode".

Moreover, using EASY for mySAP Level 2 documents stored in EASY can be directly searched via EASY ARCHIVE. For this purpose, EASY ARCHIVE imports index data from the SAP database. This data can then be found and displayed, regardless of the SAP system. Thus all EASY ARCHIVE functions are available, especially the customary fast and convenient full text retrieval function.

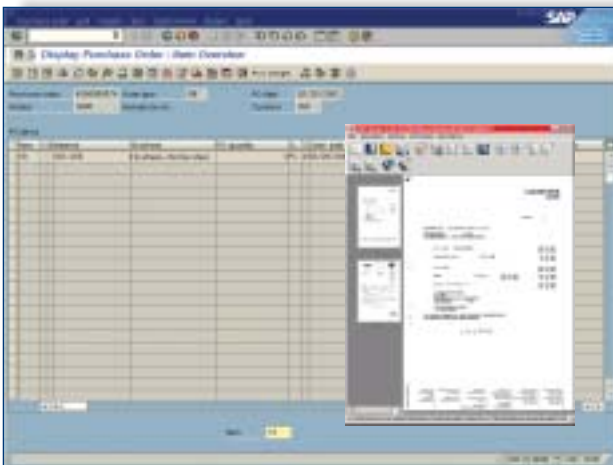
In reverse, EASY for mySAP Retrieval allows search and retrieval of non-SAP documents from the SAP application. These documents have entered the EASY ARCHIVE via a different path, e.g. outgoing records of a sales order and stock control system via EASY COLD. Additionally, EASY for mySAP Retrieval contains an interface to the SAP Document Finder. This SAP tool, too, allows search and retrieval from EASY archives. In both cases, users continue their work in the customary SAP environment.

Automatic allocation to SAP entries

If business documents are to be assigned to a SAP document at a later time, they will always have to be assigned "manually" in the scenarios provided by ArchiveLink. This process is automated by EASY for mySAP SmartLink: The related SAP entries are found for business documents already stored in EASY ARCHIVE via index data; the document is then added. So, for instance, returned delivery notes can be scanned, indexed automatically via their barcodes, and then assigned in SAP.



Automatic indexing and barcode recognition for SmartLink and storing with barcode



Displaying documents via the SAP transaction

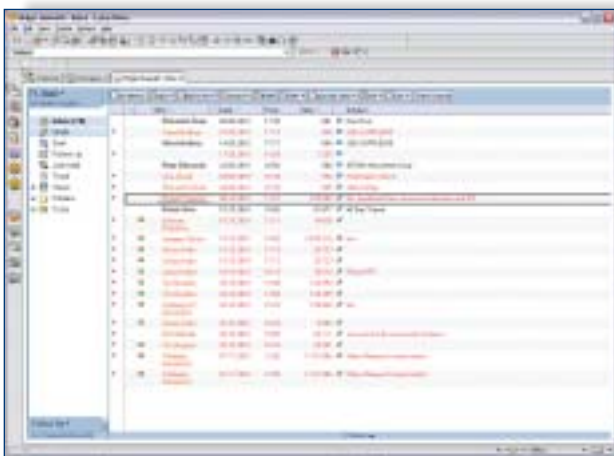


The new EASY for mySAP Retrieval interface, concurrently displaying index data and documents

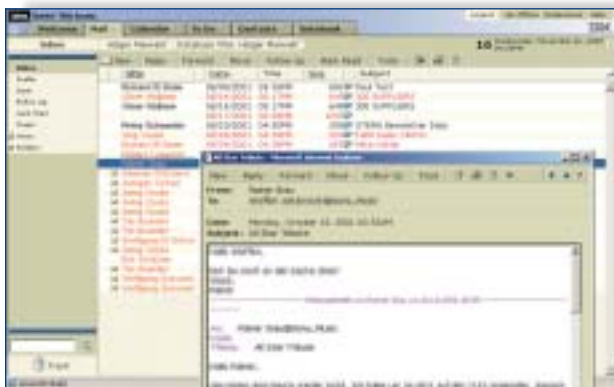
EASY XPOST for mySAP takes this process a step further. It provides all information required for posting for the index fields of documents stored in EASY ARCHIVE. XPOST then provides automatic posting into the SAP system. This allows fully automatic data transfer from third-party sales order and stock control systems to the SAP system. XPOST and SmartLink extensively optimize business scenarios containing bulk data.

EASY NOTES

Archiving mail and documents from Lotus Notes/Domino



Displaying e-mails from the Lotus Notes Inbox that have been stored in EASY ARCHIVE. Search and retrieval are performed via the Lotus Notes client.



Displaying e-mails from iNotes Web Access that have been stored in EASY ARCHIVE.

EASY NOTES is the ideal solution for linking **EASY ARCHIVE** to a Lotus Notes/Domino environment. Documents and data are archived and searched directly from Notes. **EASY NOTES** handles all Notes items and eases the load on the Notes database relieving it of data not permanently required. The net result is the database remains organized, clean and fast.

Found it! Thanks to the established EASY full text retrieval tool, archived data can be accessed quickly and conveniently from Lotus Notes at any time. Archived data is reconverted to ordinary Notes documents if need be, and can then be edited again as usual via the Notes user interface. Aside from easing the load on the database, EASY NOTES, interacting with EASY ARCHIVE, ensures revision-proof long-term archiving. This is especially required for tax-relevant data contained in the Notes system, but also for all other processes subject to audit and review.

Working in your "regular environment"

EASY NOTES includes a specific Notes interface to EASY CAPTURE. Files scanned and indexed via CAPTURE can be directly transferred as Notes documents to any Lotus Notes database. All EASY CAPTURE functions and additional modules are available for bulk data acquisition in the Notes environment; above all, the variety of functions for automatic batch processing such as BARCODE, OCR and Autoindex. Moreover, EASY NOTES includes a specifically customized Scanner Remote Control that enables you to scan your documents quickly and conveniently from any Notes workstation, and easily paste them in to existing Notes views or Notes documents. This is all achieved from the comfort of your native Lotus Notes interface.

The archiving function can be configured in a variety of ways for a Notes environment. Taking the specific Lotus Notes structures into account, archiving can be performed by freely definable criteria. Archiving mails and data can be initiated manually by the user or it can be performed automatically on the Notes server in the background.

EASY SOFTWARE AG
Am Hauptbahnhof 4
D-45468 Mülheim an der Ruhr
Phone: +49 (0) 2 08/4 50 16-0
Fax: +49 (0) 2 08/4 50 16-90
E-mail: info@easy.de
Web: www.easy.de

EASY SOFTWARE INC.
70 E. Swedesford Road
Great Valley, PA 19355, USA
Phone: +1 6 10/2 40 92 60
Fax: +1 6 10/2 40 92 61
E-mail: info@easysoftware.us
Web: www.easysoftware.us

EASY SOLUTIONS GmbH,
Salzburg
Sebastian-Kneipp-Straße 12
A-5020 Salzburg, Austria
Phone: +43 (0) 6 62/46 15 46
Fax: +43 (0) 6 62/46 15 46-55
E-mail: office@easy-austria.at

EASY SOFTWARE (UK) PLC.
Reflection House
Olding Road
Bury St. Edmunds
Suffolk, IP33 3TA, UK
Phone: +44 (0) 12 84/72 78 70
Fax: +44 (0) 12 84/72 78 71
E-mail: info@easysoftware.net
Web: www.easysoftware.net

