OFFICE**MANAGER**
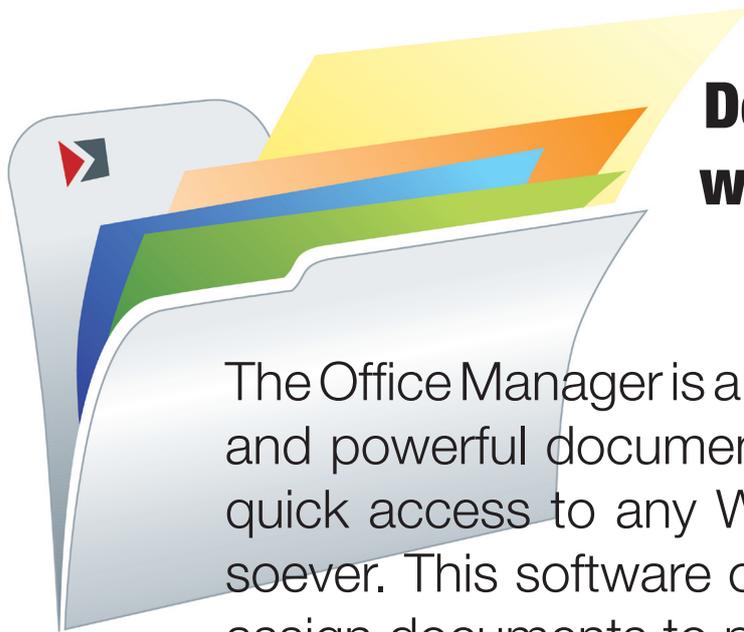## Dokumentenmanagementsystem

Which type of organizer are you? The more creative one who has the ability to find particular documents in a pile of paper? Or are you a strict keeper of order with the preference for quick overviews?

For both types of office organization we have the perfect technical solution in store, making stacks of folders obsolete and saving you loads of time of searching:

Document management with the Office Manager

The Office Manager is a versatile, easy-to-configure and powerful document management system for quick access to any Windows documents what-soever. This software offers a comfortable way to assign documents to projects, clients or other categories.

At the same time you can perform very fast full-text searches within the document's contents.

OFFICE**MANAGER**
Dokumentenmanagementsystem

OFFICE
MANAGER

... der zentrale Manager
für Ihre Windows-Dokumente
• Office-Dokumente • Internet und e-mail
• Multimediadateien • Papierdokumente

Learn more at http://officemanager.de

Allotment of documents: Assign them to projects, clients and other categories.

Indexing of document contents and attributes for a fast full-text search.

Managing of tasks and **creation** workflows

Grouping and sorting of documents in the table "document version management"

Incorporated preview for PDF, HTML, and images as well as integration of external viewers

Drag&Drop import from Explorer and eMail clients

Import web pages directly from browser

Directory screening with document import

Scanning of documents and images using default or customized scan profiles

Moderne Oberfläche mit konfigurierbaren Menüs und Layout-Designer

Auswahl der Dokumente nach Projekt, Kunde, Nr., ...

Schnelle Abfragen im Volltextindex
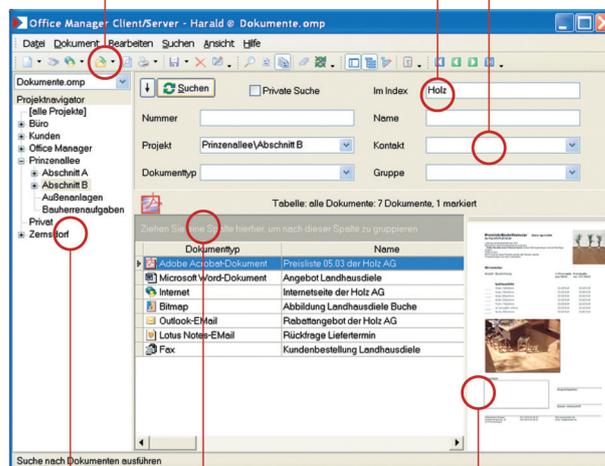
Einblendbarer Projektnavigator

Beliebige Gruppierung und Sortierung in der Baumdarstellung

Einblendbare Dokumentenvorschau

Automatic readout of paper document attributes

Scanning via **TWAIN interface** with Fujitsu ScanSnap and Sceye Document Camera

Support of any available Windows software

Batch print software for PDF and other documents

Advanced CAD features (e.g. AutoCAD and MegaCAD)

Attributing of **access rights** for document types, single documents and document attributes

---

Keep order without a directory path:

The classical filing in directories attempts to store as many document characteristics as possible in a tree-like path: C:\documents\clients\johndoe\projects\bills\No7123.pdf

But how do you find all unsettled bills of all your clients?

In Office Manager, your document obtains parallel values: It is assigned to the client, it is a bill with the state unsettled and it receives the number 7123 with the billing date.

Now many search patterns are possible:

"Find all open bills that have been written before Juli, 7"

"Display bill No 7123"

"Find all offers created by my associate for John Doe"

You decide which parameters will be atrributed to a document:

Projects, construction management, clients, suppliers, file numbers, and all other groups – whatever you like.

Full-text search without time loss:

The document contents are indexed in a database. Thus, no document will have to be opened for a full-text search – the software only scrambles through the fast database index.

You just have to enter the required term(s) to find the document in less than a second.

Krekeler