

COVUM DOCUCENTER

DOCUMENT AND IMAGE MANAGEMENT

LIST OF FUNCTIONS

General Information

- Web-based
- Multitenant
- Multilingual (user interface and content)
- Fast adaptation of the system front-end according to the CI/CD (Corporate Identity, Corporate Design)
- Flexible, simple to use and to configure

List of Functions

- Individual folder structure
- Free definable folder templates and document templates
- Various document types:
 - Link
 - File as template (i.e. Word-form “Application for Leave”)
 - File from template (i.e. Word-document from the template „Application for Leave“)
 - Images (i.e. JPEG, GIF, PNG)
 - Template for electronic database form
 - Electronic database form
 - Process model (only in connection with COVUM PROCESSOR)
- Definition of own logical relations between folders and documents
- Individual state workflows (i.e. "Open - Control – For Approval - Approved ") for document editing
- Individual state definition per client
- Lock mechanism
- Specification of responsibilities
- Comment function
- Creation, cutting, deleting of documents and folders
- Downloading of all folders and documents with only two mouse clicks

- Multi-upload Function: Several documents can be uploaded all at once from the hard disk to the COVUM DOCUCENTER
- List view and gallery view
 - All necessary data visible at a glance, i.e. Key, Name, Responsible, State
 - Sorting and filter functions
- Search functions
- Images
 - Display of EXIF-data
 - Automatic image preview
- Versioning of documents
- Historization of all operations on any document, such as
 - Creation date
 - State change
 - Comments
 - Change of meta data (name, description, description of version)
 - Priority change
 - Changes in responsibility
 - Working instructions for the subsequent responsible
- Help functions
 - Context sensitive help
 - Comprehensive online-help

Electronic Database Forms as Documents

- Creation of electronic forms as form templates without programming
 - Free definable attributes
 - Reuse of attributes
 - Different types of data (i.e. Textarea, Radio Button, Checkbox List, String, Integer, Datetime, Money etc.)
 - Multilingual attribute names and values
 - Any order of attributes
 - Definition of individual help information for any attribute
 - Definition of optional/obligatory fields
 - Layout options for the form :
 - Auto Layout
 - Custom layouts, several layouts per form are possible as well
 - Use of HTML, CSS and JavaScript in the layouts
- Creation of any number of forms on the basis of a form template
- Forms and form templates are treated as documents in the DOCUCENTER and therefore possess the same characteristics like all other documents

User Management

- User and Rights Management
- Setup of different user groups with different access rights
- Role management:
 - Standard roles
 - Free definable roles
- Any number of protection domains is possible
- Organizational structures
 - Definition of primary-, project-, and skill oriented organizational structures
- Display of the users' online-status
- Usage list between all elements of the user management-module

Administration

- Administration of folder and document templates
- State workflows:
 - Free definition of state workflows
 - State workflow pre-determines the processing steps for tasks
- Usage list between all elements of the COVUM DOCUCENTER-administration module

Individual User Settings

- Flexible language settings, currently available in German, English and Russian
- Colour settings:
 - Several colour schemata available
 - Custom colour schemata on request

Software- and Hardware Requirements

- Server requirements:
 - Windows Server 2003 32bit
 - Microsoft SQL Server 2005 (min Standard Edition)
 - .NET Framework 2.0
 - Internet Information Server 6.0
 - Storage requirements for application: about 100 MB
- Client requirements:
 - Webbrowser (i.e. Firefox, IE)
 - Java Runtime min V. 1.5 (for the function „Multiupload of Documents“)

Contact and Information

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