

List of functions COVUM P1 – There´s no Biz like CoBiZ

April 2011, version 4.4.0

GENERAL

- Web-to-Print software and Corporate Publishing solution in one
- Multilingual and multi-tenancy capability
- SSL secured connection
- Central administration of roles and access rights
- Clear license management
- Context-sensitive online help
- Easy customer administration
- Database-assisted publishing (via .csv) for the creation of form letters and mailings
- Closed-Shop (B2B) and Open-Web shop (B2C) modules combined in one solution

DOCUMENT MANAGEMENT

- Structured filing of documents
- Different folder options (public, internal)
- Private workspace for each employee
- List view and gallery view: All necessary data visible at a glance (i.e. key, name, responsible person, state, version)
- Image preview and thumbnails
- Comfortable multiupload
- Versioning for all documents
- Usage list for images and documents
- Support of all usable formats and prevalent image formats (i.e. JPG, GIF, TIF, PNG, SVG etc.)
- Individual state workflows (i.e. "Open - For Approval - Approved") for document editing
- Lock mechanism
- Comfortable filter, search and sorting functions
- Automatic transfer of Exif data from images
- 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
- Documentation and administration of print jobs from the shop

COLLABORATION AND WORKFLOW

- Internal notes and public comments
- Option to leave annotations and revision markers directly in the image
- Complete request management and task management
 - Create requests, delegate and forward to the responsible person
 - Supervise requests
 - E-Mail notifications
- Scheduling and controlling of deadlines
- Seamless historization of all operations and changes

ONLINE LAYOUT WITH THE COVUM DESIGNER

- Comprehensive web-based layout and graphics software
- Easy mode for consumer solutions (Web-Shop) available
- Creation of graphical templates
- Varied customizing options for templates with HTML mask or graphically
- Utilization of images directly from the P1 database or local (in one browser)
- Flexible creation of image details (i.e. cutting, adjustment)
- Creation and reuse of sample objects (styles)
- Definable PDF output (HiRes, freely selectable resolution, trim/crop marks)
- Integrated pre-flight check
- **Graphical functionalities:**
 - Creation and editing of lines, shapes and text as vector objects
 - Creation and modification of polygons with versatile path operations
 - Library with predefined shapes (e.g. circle, rectangle, arrow, triangle, polygons with any number of corners)
 - Free-hand drawing function with variable brush shapes and size
 - Graphic effects (overlay modes, transparency, gradient, shadow)
 - Use masks to combine graphical objects to create smooth transitions or special effects
 - Transformation (scale, skew, flip, slope, group)
 - Different options for colour selection (Greyscale, RGB, CMYK, HSB)
- **Text editing:**
 - Text input via text box
 - Various text editing options
 - Spell check and automatic hyphenation
 - Integrated font-handling
 - Support of TrueType fonts
- **Template creation:**
 - Integrated template handling
 - Graphical definition of templates: Definition of customisable text and image objects (placeholder) by utilizing template tags with individual descriptions/names

- Locking mechanisms (constraints) for all attributes of all template tags
- Lock mode: Locking and highlighting of non-editable text and graphical objects
- **Supporting Tools and Functions**
 - Different application views including double page preview
 - Styles (sample objects): Storing of graphical, text and image attributes for reuse or for application on other objects (graphic, shadow, gradient, object, font, paragraph)
 - Document colours and application colours: Saving of frequently used colour tones
 - Alignment of objects with the support of guides
 - Standard and custom page formats
 - Option to import prevalent image formats (i.e. JPG, PNG, PDF, Designer Image)
 - Bleedbox and artbox
 - Different output formats
- **Covum Designer Easy Modus**
 - Intuitive user guidance for user without graphical design background
 - Simple upload of private images and graphics
 - Easy selectable layouts for different print products (photo books, calendars, images etc.)
 - Easy drag and drop to insert own pictures, clipart, layout templates, background graphics
 - Comfortable text editing

COMPLETE WEB SHOP FUNCTIONALITY

- Virtual shopping window with a categorized portfolio of print templates and products
- No programming skills needed for the graphical creation of templates (basic configuration with template starter package)
- Limitation of number of pages (minimum, maximum) and preselection of page packages for templates
- Individual image and text information for every template and product
- Intuitive user guidance for product customization by the customer
- PDF-upload function
- "Wish list" for chosen templates and products
- Attribute-dependant tier prices
- Shopping cart function
- Different payment options (cash on delivery, advance payment, credit card, Pay Pal)
- Order processing
- Automatic invoicing for each order (PDF file, editable invoice template)
- Extensive reporting functionalities
- Simple administration
- Easy transfer of self created templates
- Selectable service provider (i.e. printing house) for each product variant
- Automated print data delivery via FTP

Administration and User Management

- Central user and rights management
 - Creating, editing and deleting users
 - Managing users' permissions and passwords
 - Display of several users' online status
- Individual user settings (virtual business card, picture)
- Flexible language settings, currently available in German, English, Russian and Polish
- Individual colour scheme
- Central font management: upload and management of owned fonts

COVUM P1 and COVUM DESIGNER are products of

Covum AG
Nägelsbachstraße 49c
D-91052 Erlangen / Germany

Telephone: +49 (0)9131 8915 82
Fax: +49 (0)9131 8915 85

E-Mail: p1@covum.com
Web: www.covum.com