

Digital file management with windream

Efficient file management from creation to
archiving



windream

MANAGING DOCUMENTS

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In the course of the progressive digitization of business processes in companies, electronic file management not only plays a central role, it will also become much more important in the future. After all, files have to be managed in every company. And the number of documents to be managed as „inner“ components of the files is increasing immeasurably. No matter whether

personnel, customer, supplier, project or contract files: In the future, a convenient and efficient „handling“ of these eminently important documents for all companies can only be managed with the help of electronic systems. The windream solutions for digital file management are extremely helpful tools - and test winners of the BARC study!





Significant advantages compared to paper

In contrast to traditional, paper-based files, the electronic windream variant of file management offers advantages which cannot even exist in a „paper archive“.

For example, the digital windream file management allows company employees to create their own views on files and the documents contained in them without changing the actually defined file struc-

ture. The person in charge only has to create his own, individual view on the file structure of his company and can thus view the files on the screen in exactly the same way. The user simply compiles his or her own individual view of the company's file structure and can thus display the files on the screen in exactly the way that is best suited to his or her work.

Quick access to all information

Of course, this also speeds up access to the file contents and the information stored in them quickly. Inquiries, for example from customers or suppliers, can be answered immediately without any delay. In addition, the administrator can

use individually definable and sophisticated search strategies to ensure that any information can be found „at the touch of a button“, regardless of which files contain the information he is looking for. Try that in a paper archive!

Data protection requirements also in focus

In this context, the especially multiple requirements which have to be considered for the secure storage of files - especially in the field of personnel management - are also taken into account. Thus, all file-related administrative processes with the digital windream file management naturally also fulfill the legal requirements of data protection, which have become much stricter since the introduction of the EU-DSGVO. The requirements of this EU-wide regulation can be realized with a sophisticated rights concept which can be applied to electronic files. This concept ensures that only those employees who are explicitly authorized have access to files with sensitive, personal content.

Legally compliant archiving

The digitally created files and the documents stored in them are kept safe in the electronic windream file archive. windream ensures that the legal or fiscal and financial requirements which apply to the storage of business-relevant documents are met at any time, and it also ensures that the data cannot be modified. This means that all documents stored in the windream file archive cannot be modified after a precisely definable processing period, for example, and that they can still be retrieved after many years. Important to know for all users: The immutability of digital files and the entire windream system has been confirmed by an independent legal opinion.



Easy integration with third-party applications

You have already generated information in third-party applications which is to be stored in digital files? No problem, because windream file management can be integrated into the existing IT-infrastructure of a company without any further programming effort. This is especially important if company-specific software is already used to create and save business-relevant information, e.g. ERP-systems.

windream can be used in direct connection to the ERP-system leading in the company, e.g. in SAP-environments or in the context of Microsoft Dynamics AX / NAV,

as well as in cooperation with many further applications. These include e-mail applications such as Microsoft Outlook. The advantage: Important information that you receive or send by e-mail can be quickly and easily copied to the files of your choice at the click of a mouse!

The master data already contained in the third party applications are then automatically transferred to the windream file management and used there for creating, indexing and thus managing the digital files.



In focus: The electronic reproduction of a paper archive

As a user, you hate to change your usual working environment or even to familiarize yourself with a new one? This is exactly the fact which windream file management takes into account, as the top priority aims at completely reproducing a traditional paper archive with all its usual features, such as registers, tables of contents, file covers, labels and sorting of contents from A to Z or according to indices, on the electronic level and thus replacing it once and for all.

In addition, there are further requirements which the windream solutions for digital files fulfill ad hoc, such as the creation of subindexes on different levels or the automatic generation of file plans on the basis of company-specific specifications, including the assignment of file numbers and keys according to existing plans.

Worried about forgetting important deadlines? Then assign deadlines for the automated resubmission of specific files and define deadlines within which file contents are to be processed. And all this without the well-known disadvantages of paper archives!

Manage files easily via Windows Explorer

Thanks to the complete integration of windream's file solutions into the Windows operating system, digital files can be organised just as easily and efficiently as any other documents. Due to the windream-specific, patented software concept of Microsoft Windows integration, all stored information in digital form can easily be administered via the Windows Explorer.

This also means for you as a user: You neither have to leave your familiar working environment, nor do you have to familiarize yourself with a new one. Just stick to the familiar navigation via the Explorer!

Key Facts

- ✓ Test winner of the BARC study
- ✓ User-friendly and digital file management
- ✓ Individual file design with virtual views
- ✓ Legally compliant archiving
- ✓ Easy handling without changing the usual way of working

Victory in BARC study confirms advantages of the windream e-file

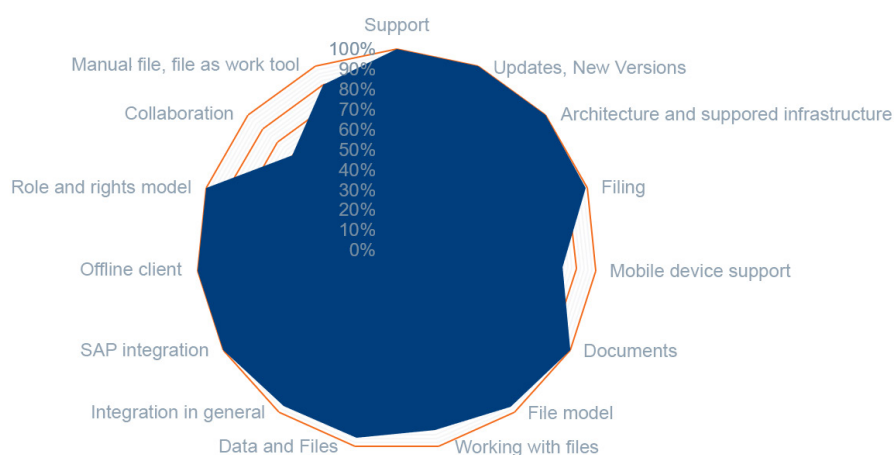


In a large-scale analysis, the independent Business Application Research Center (BARC) in Würzburg has tested the most popular e-file solutions of different German manufacturers at the beginning of 2019. The result: The windream file solution wins with a partly serious lead over the other solutions!

The windream file solution achieved a total of more than 1500 points in the BARC study, which resulted from the evaluation of a multitude of test criteria. A „100 percent rating“ was given to the windream solution

for file management in a total of seven categories: Support, Updates, Architecture, Documents, Integration SAP, Offline-Client as well as Roles and Rights Model.

BARC's analysts came to the conclusion that the windream solution is ideally suited for the electronic archiving of records and that the windream GmbH is and will remain one of the German software producers who are at the top of the market for document management software systems with their innovations and solutions. National and international companies of the D-A-CH-region, which use windream, confirmed this by their positive feedback.



BARC-Kiviatgraph with the overview of windream e-files in 15 categories


Rely on the Technological Market Leader

If you plan to invest in an innovative, efficient and easy to handle ECM-system, or if you need further information on how to optimize your business processes concretely, we should get to know each other.

In the market sector of ECM-software suppliers, windream GmbH is the technologically leading manufacturer. With the windream ECM-system based on the patented Virtual File System technology (VFS), we have created an unrivaled tool for administering your complete company knowledge. Our software is easy to handle, effective, and future-proof. We have 20 years experience in successful software solutions development for enterprises of any size. Medium-sized companies and multinational corporations as well rely on our top quality products and on our technological know-how.

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