

# 1 Description of SAPERION products

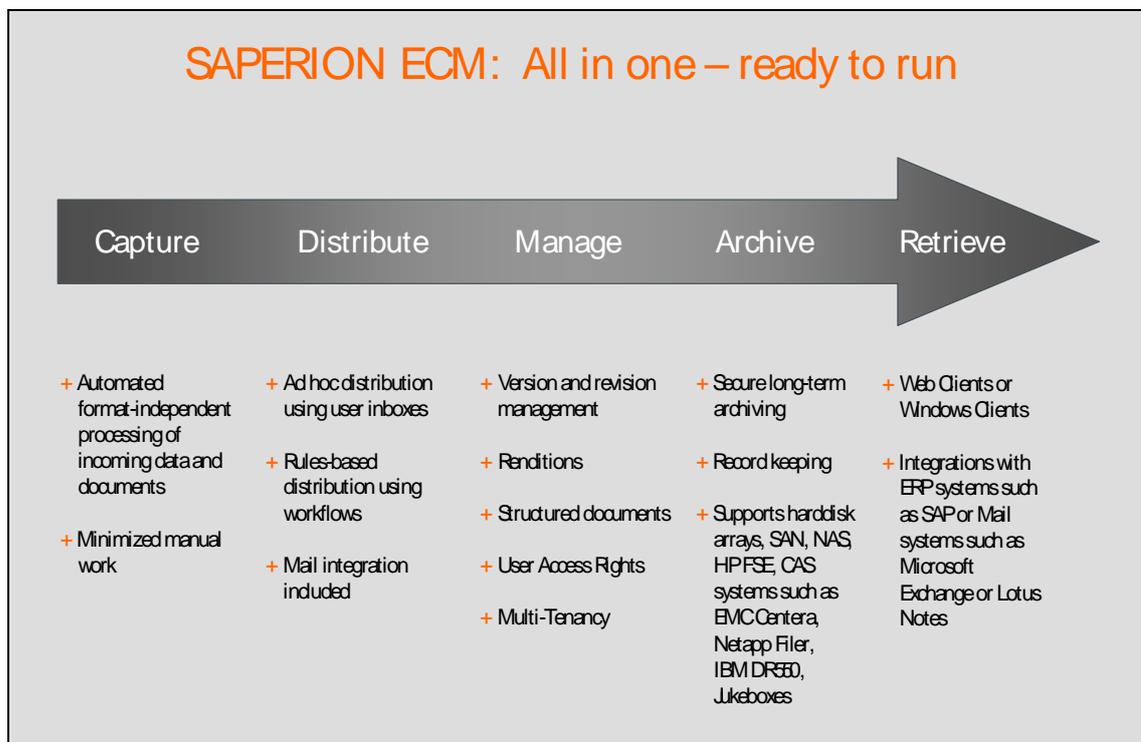


Figure: Description of SAPERION ECM

# 2 SAPERION ECM Editions

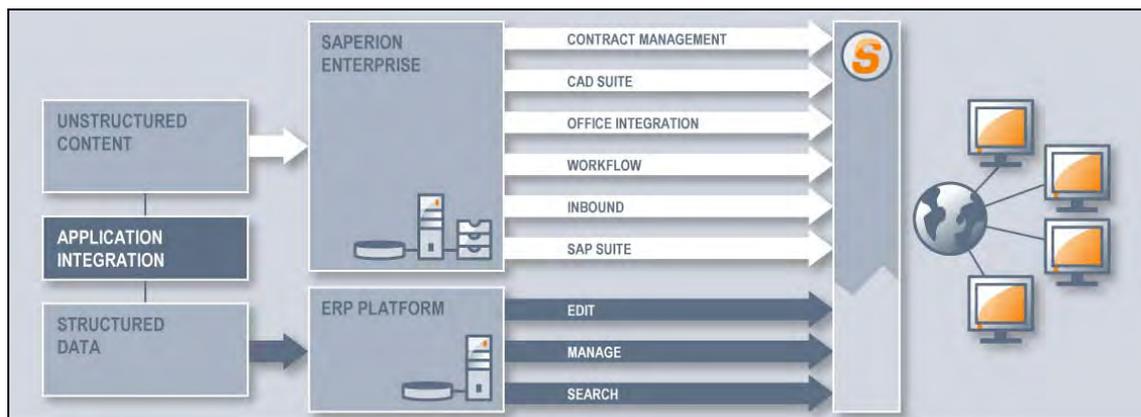


Figure: Information architecture

## 2.1 SAPERION ECM SMB Edition

SAPERION ECM SMB Edition is an entry-level package for up to 10 users that can be augmented with clients and additional options in order to meet your precise needs. SAPERION ECM SMB Edition (Windows only) contains the following:

- Server: 1 Small Document Server (up to 20 GB), 1 Broker Server
- Clients: 1 Admin only Client
- Functional components: AdHoc Workflow

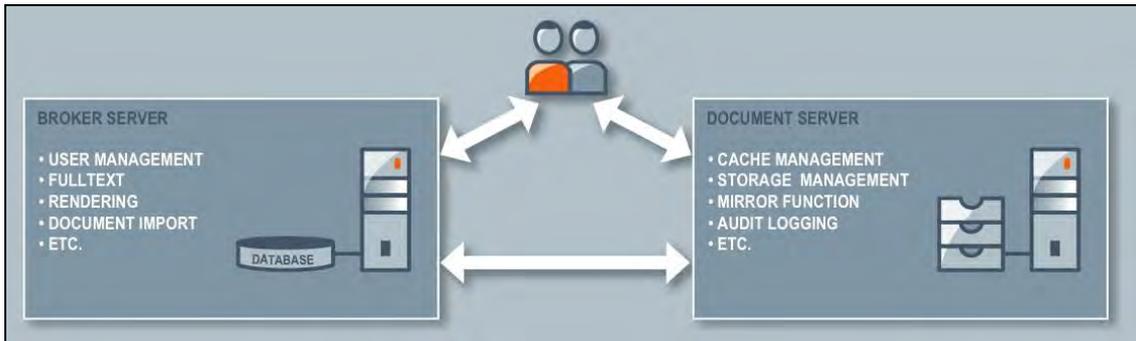
## 2.2 SAPERION ECM Standard Edition

SAPERION ECM Standard Edition provides the foundation you need to administer your documents in larger enterprises. It can be augmented with clients and additional options in order to meet your precise needs.

SAPERION ECM Standard Edition contains the following:

- Server: 1 Document Server, 1 Broker Server
- Clients: 1 Admin only Client
- Functional components: AdHoc Workflow

Please refer to the SAPERION compatibility list for exact system availability on the various operating system platforms.



*Figure: Search and cooperation technology*

## 3 SAPERION Workflow Standard Edition

SAPERION Workflow Standard Edition supports important compliance requirements and offers a large number of functions for elevating business processes and improving their efficiency.

Typical functions include forwarding a business event from one activity to the next (including role-based distribution and deputy rules) and data history for auditing or evaluation and optimization. The system checks deadlines and initiates escalations if exceeded. If a reminder is reached, the relevant business event will be placed back into the user's inbox.

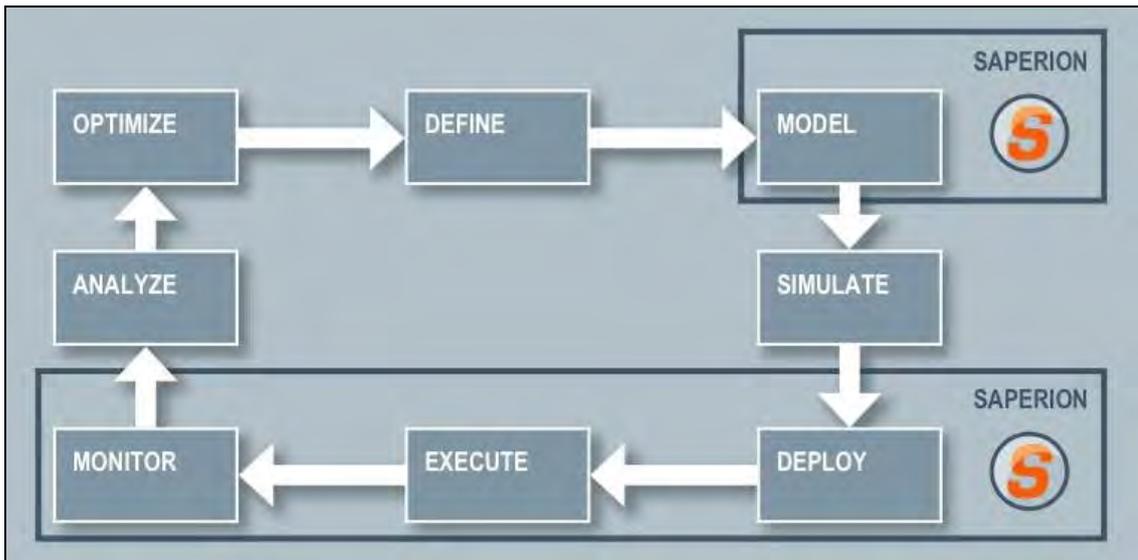


Figure: Business Process Improvement Lifecycle

ProcessDesigner enables modeling of work steps in a graphical interface. As a result, even users without programming knowledge can create simple business processes.

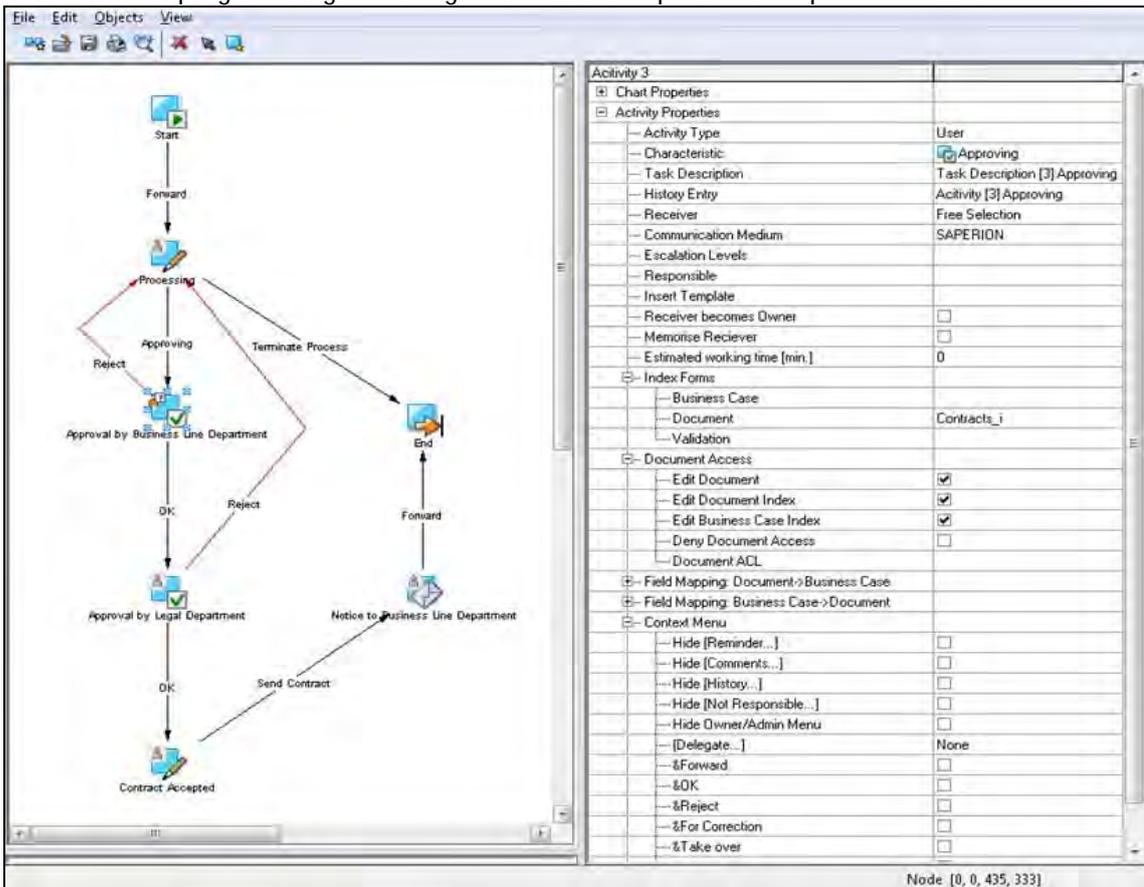


Figure: Modeling of structured business processes with the Process Designer

SAPERION Workflow keeps a history of all actions that are completed during handling of a business event, thereby enabling seamless documentation of the process at a later time.

Related data can be recorded and used later for statistical evaluations. These data are the foundation for cyclical optimization of business processes.

The user receives in his workflow inbox business events that require processing, i.e. either in his personal inbox or in one of the group inboxes if he is a member of the group. The user interface is identical to that of SAPERION ECM Editions, so the user remains in his familiar environment, thereby minimizing the time required to adapt to the system.

Line managers or administrators can obtain an overview of the status of active processes and actively intervene if necessary. For example, they can re-delegate a task, freeze a business event, or stop it entirely.

**Core functionalities:**

- graphical modeling of structured business processes
- ad hoc definition and starting of small processes by the responsible person
- flexibly adaptable working inbox with reminders, delegation, and remarks
- intervention into ongoing events via a monitoring panel for managers
- ability to view the history of ongoing and completed business events
- protocol of all workflow actions as the basis for statistical evaluations

**Compliance:**

SAPERION Workflow Edition supports enterprises in their efforts to comply with legal regulations. Every work procedure is protocolled, making it auditable. Monitoring functions provide transparency.

**Productivity:**

Clear role and task allocation improves the efficiency of your employees. This lowers costs and improved process quality and transparency.

**Modeling of business processes:**

Roles, authorizations, and responsibilities are clearly assigned to each individual employee; corresponding documents are then automatically forwarded to them. Serial and parallel procedures are possible and multiple processes can be easily linked to each other.

**User friendliness:**

Realistic depiction of work procedures is easy to accomplish, in most cases without programming knowledge. Approvals, signing, and forwarding of documents as well as escalation processes, reminders, and deputy rules are implemented and easily configured. Ad hoc workflows control uncommon or one-time processes.

**Continuous optimization:**

SAPERION Workflow protocols all process actions, thereby creating the ideal foundation for controlling and monitoring tasks (such as near time business activity monitoring). As a result, line managers are informed early about critical situations and can avoid problems by taking proactive measures. For example, personnel who currently have less to do can be deployed where they are currently needed most. Department leaders can keep an eye on important reference figures and initiate correctional measures as needed.

SAPERION Workflow Standard Edition contains the following:

- Server: 1 Document Server (limited functionality: without non-revisable saving), 1 Workflow Server
- Clients: 1 Admin only Client
- Additionally required license: EventScript option

Please refer to the SAPERION compatibility list for exact system availability on the various operating system platforms.

## 4 SAPERION Server

### 4.1 Document Server

Document Server from SAPERION is one of the highest performing and most secure archive and DMS backends currently available on the global market.

It provides highly refined failover and allocation mechanisms that predestine it for enterprise-wide applications. Thanks to its straightforward installation and configuration procedure, it can be rolled out quickly.

Through SAPERION Document Server, SAPERION offers a wide variety of storage connections that range from in-house implementation of jukebox-based filing to support for compliance stores like EMC Centera or IBM DR-550. Mirroring mechanisms also enable backup to a variety of media at the most optimal time, so that data is quickly available yet archived in a legally secure way.

In addition to these highly refined archiving functions, SAPERION Document Server also makes major contributions to actual operations. High flexibility and simple administration (including remote maintenance) characterize Document Server in addition to its extensive monitoring abilities. This is why world-renowned corporations commonly integrate SAPERION products into their computing centers' regular operations.

Highly refined audit protocols are additional characteristics of Document Server.

### 4.2 Broker Server

SAPERION Broker Server is the intelligent control center of every SAPERION installation. Its functions include:

- User and license management
- Meta-data administration, including queries
- Database communication and connection management (using ODBC)
- Like SAPERION Document Server, Broker Server offers mechanisms for load balancing, allocation, and failover for production environments. It also offers expansion opportunities with additional options like:
  - Security module
  - Rendition Services
  - Reporting and Quality Assurance
  - Event Script for developing server-side functionality
  - Workflow (ad hoc workflow already included)

It goes almost without saying that SAPERION Broker Server, like SAPERION Document Server, can be centrally administered in Microsoft Management Console.

The following sections go into greater depth about some of the characteristics of SAPERION Broker Server. Please refer to the SAPERION compatibility list for more information regarding availability on the individual platforms.

### 4.3 SAPERION Web Gateway Server

SAPERION Web Gateway Server gives the user Web-based access to SAPERION for the Web Client (uses http). SAPERION Web Gateway Server is the basis for portal integrations and WebDav. SAPERION Web Gateway Server assumes the role of a special SAPERION client in the LAN on behalf of each Web Client. The Web server is simply an intermediary between Web Gateway Server and Web Clients.

## 4.4 SAPERION Workflow Server

SAPERION Workflow Server offers important functions for supporting compliance and improving process efficiency. Workflow Server controls all functions related to completing business processes. Typical functions include forwarding a business event from one activity to the next (including role-based distribution and deputy rules) and data history for auditing or evaluation and optimization. Workflow Server checks deadlines and initiates escalations if deadlines are exceeded. If a reminder has been reached, it places the business event back into the relevant user's inbox.

## 5 SAPERION Server options

### 5.1 SAPERION COLD Converter (Server)

The COLD Converter option makes it easy to adopt lists and receipts from third-party EDP systems. This data typically originates from business applications (financial accounting, inventory management) of a variety of sources (PCs, mainframes) and is prepared for line-by-line printing on suitable printers. For this reason, it is often referred to as COLD (Computer Output on Laser Disk). A typical application would be printing of output receipts on special forms.

SAPERION COLD Converter (Server) facilitates server control over the COLD process, i.e. analysis, interpretation, and adoption of print data. Visual Greybar Interface ANSI/ASCII, EBCDIC, Auto Index Control, Multiple Image Overlays. Server-side deployment. COLD Server is available for Windows, Linux, and Solaris.

The high flexibility of SAPERION print-data transfer permits not only fully automated archiving of COLD documents, but also the ability to display and print those documents in true-to-original format in a special text editor module of SAPERION Viewer. COLD documents require only a small amount of memory (approximately 2 kB per page) because the separately archived form pages are saved only as reference. Rapid, automated provision of this data in the archive makes it possible to react to customer inquiries quickly.

The COLD Editor has a graphical user interface. Defining index fields on the print forms is easy to do by simply pulling grey bars over the selections.

The following figure shows the SAPERION COLD Editor for configuring the transfer process.

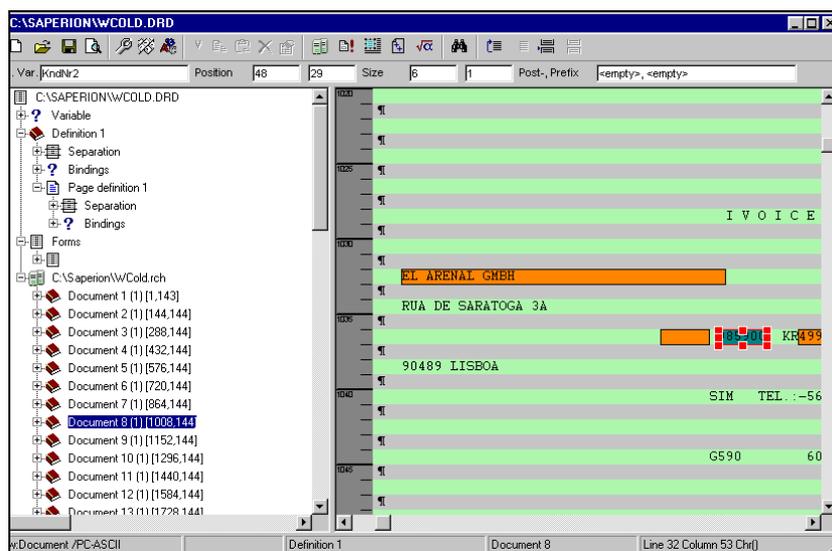


Figure: SAPERION COLD Editor

## 5.2 SAPERION Rendering/Format Conversion

The Rendering/Format Conversion option facilitates transfer and archiving of application files (like files from MS Office, versions 2000 and later) in other formats like image formats or PDF. Bitmaps and scanned pages can also be rendered. The option must be installed only once on Broker Server.

The Rendering/Format Conversion option provides the following benefits:

- It is based on Broker Server, so it can perform rendering for all clients.
- When SAPERION is started, users can print from any application into the SAPERION Inbox.
- Combinations of multiple formats can be generated when needed. For example, a .doc file can be turned into a properly structured document that consists of the individual pages as image files, a PDF, and the original.
- No additional programs (such as Acrobat Distiller) are required because it includes its own PDF printer driver.

When considering deployment of the Rendering option, it is important to consider that generation/rendering of complex or password-protected documents may require additional services and may not be suitable for automation. Refer to the SAPERION compatibility list for more information about the availability of this option.

## 5.3 Full-text connection

Module for integrating full-text search functionality. Can be used with Autonomy, dtSearch, MS SQL Server with full-text, Oracle with full-text, and others. The full-text connection enables combined searching via a SAPERION application's indexing criteria and previously exported full document text.

The use of full-text in conjunction with SAPERION may require licensing of additional database options that are not included with SAPERION.

## 5.4 Multi-tenancy

Multi-tenancy makes it possible to separately administer and process data from multiple independent users (tenants) in a single system. In a SAPERION system, mutually independent application environments are created in which tables, templates, users, and administrators are created and administered separately for each tenant. None of the tenants can view or change other tenants' data. This option is therefore useful in a corporate group environment, for application service providers, and for software-as-a-service situations.

Utilization of SAPERION multi-tenancy may result in additional requirements for licensing and starting SAPERION components.

## 5.5 Security option

In our increasingly digitized world, securing data against unauthorized access and maintaining legal compliance when utilizing electronic documents are becoming more and more critical. SAPERION is prepared to deal with compliance issues. With its Security option, it takes existing security mechanisms in SAPERION to a whole new level. A basis package provides document encryption when saving documents to the archiving medium and when signing and verifying documents.

If documents must be signed with a high level of identification security in compliance with electronic signature regulations, additional manufacturer-certified signature applications (see current compatibility list on the SAPERION website) may be used. This gives you the ability to

sign your electronic documents with a qualified signature, converting costly, paper-based processes into much more efficient electronic processes.

Depending on regulations within your industry, you may be able to destroy original documents after scanning, if using the Batch Signing function. When this function is desired, SAPERION performs a trial run to confirm proper format transformation from paper-based to electronic documents. It then provides the function in conjunction with a manufacturer-certified signature solution. The function provides all documents in the batch with a qualified signature all at one time.

When a manufacturer-certified signature solution is used, incoming signed invoices can be verified before archiving in accordance with GDPdU requirements. The resulting test report is archived together with the document and the signature. The result is legally valid and can withstand any tax audit. Non-verifiable documents are not archived and are forwarded to a special workstation for subsequent handling.

If you need to e-mail a signed document to a third-party (in the case of dispute, for example), the associated signature file will be automatically included.

If you must retain qualified signed documents for a long period of time and want to uphold a high level of proof, if a government authority declares one of the signature algorithms as weak, SAPERION can provide functions for re-signing. In order to ensure performance and costs, what is known as an ArchSig-compliant hash tree is generated for each medium and signed with a timestamp. This hash tree contains a hash value for every saved object, including the signatures. This process is generally suitable for even more robust proof of document integrity, even if no signed documents are administered.

## 5.6 Integrated signature application solutions in compliance with Germany's Signature Law

SAPERION has integrated manufacturer-certified signature application solutions from companies *secrypt* und *AuthentiDate*. In order to generate or verify qualified signatures, licenses from these companies must be purchased in addition to the Security option.



The customer benefits in the following ways:

- By using these components, you will fulfill the requirements of Germany's Signature Law (*Signaturgesetz*) in addition to the requirements of the Signature Regulation applicable to products for qualified signatures!
- The SAPERION archive for signatures allows you to quickly check qualified signatures instead of retrieving this information from an online source - which is particularly important for long-term archiving of signed documents.
- If you already receive invoices with digital signatures (sent by e-mail, for example) using these solutions permits you to take pretax allowances in accordance with section 14, paragraph 3 of UStG.
- The system gives you a GDPdU-compliant means of long-term archiving of electronically exchanged commercial documents.

Various manufacturer components are used depending on the exact situation:

### **Situation: Batch verification:**

In this situation, new signed documents must be verified before archiving, such as incoming electronic invoices or documents provided by a scanning service provider. In this case, the following license is required:

Licenses: *AuthentiDate eArchive Module* (volume-based)

**Situation: Batch signing**

In this situation, scanned documents in the SAPERION inbox must be signed for the purpose of confirming proper format transformation of paper into the electronic version.

KOFAX Ascent Capture or other solutions can be used to transfer scanned documents via the Release-Script into a SAPERION inbox where they will be signed as a batch.

Licenses: AuthentiDate Scan Signature Module (volume-based) or secrypt digiSeal office pro (no volume limitation)

Necessary hardware: Signature card reader (refer to the manufacturers' datasheets for suitable readers)

**Situation: Manual signing and verifying of individual documents**

SAPERION offers you the opportunity of manually signing and verifying documents that have already been saved in SAPERION. When needed, the verification results are shown to the user in the form of a report and archived with the document.

Licenses: AuthentiDate eClient Module or secrypt digiSeal office (both for each workstation), as many signatures as desired.

Necessary hardware: Signature card reader (refer to the manufacturers' datasheets for suitable readers)

**Situation: Time stamping**

In cases requiring confirmation of a document's content at a specific point in time only, SAPERION offers the ability to generate time stamps manually or automatically in a background process. Time stamping is always performed through Broker Server. Accordingly, only the server (and not the client) requires Internet access for completing the time stamp.

Licenses: AuthentiDate eTimestamp module (yearly volumes)

**Situation: Re-signing**

An expansion option is available for situations where saved and signed documents must be re-signed in SAPERION.

Licenses: SAPERION Re-Sign option together with AuthentiDate Re-Sign Special (time and volume-based timestamp contingent)

**General information about AuthentiDate modules**

AuthentiDate modules use the same software component, "AuthentiDate SLM Base Component", which complies with Germany's Signature Law (see manufacturer's declaration). These can be operated locally (Broker Server or client, depending on the specific situation) or on a separate computer in the local network. In addition to verifying personal signatures, it can also verify separate timestamps, as well as those that are embedded in the signature containers as proof of the time when the signature was created. In cases of bulk verifications, the signature service caches verification data as they are completed. A signature's verification protocol is archived together with the document as an "evidence record" in XML format (GDPdU compliant). Communication between the SAPERION archive and the signature service is also XML-based and proceeds across secure HTTPS connections.

The combination of the SAPERION and the AuthentiDate modules enables long-term archiving of electronically signed documents according to the internationally recognized ETSI standard (ETSI TS 101 733).

## 5.7 Protocol and Quality Assurance option

The Protocol and Quality Assurance components enable continuous monitoring of system events that occur during utilization of SAPERION. In addition, integrated quality assurance can also monitor proper saving of archived documents. At the same time, system events are saved in the protocol tables and can be administered in SAPERION just like other database tables. With the Protocol and Quality Assurance components, system administrators are given a comprehensive and highly practical tool for providing support, tracking errors, and providing documentation for these matters.

## 5.8 Universal Importer option

The Universal Importer option consists of two components: a functional element within the Rich Client as well as an independent Java application based on the UBI interface. Both applications permit bulk importing of application and image files with accompanying index information (also UNICODE).

The older application element in the Rich Client is limited to accompanying index information in CSF format and - compared to the Java application - uses a specified index template to provide the ability to validate index data. In addition to these capabilities, the Java application also has the ability to adopt index data in XML-formatted files as well as import and validate documents with accompanying signature files.

Both importers monitor a defined directory for newly added files so these can be archived in SAPERION. A comprehensive logging mechanism ensures secure data transfer and, if errors arise, proper traceability. Documents that could not be archived are placed into an error directory.

Please refer to the compatibility list on the SAPERION website for information about currently supported platforms and limitations.

The following table lists the functions of these two importers as well as Fast Importer.

Functions (version 2)	Universal Importer Java application	Universal Importer Rich Client	Fast Importer Rich Client
CSF	X	X	X
XML	X	-	-
Directory monitoring	X	X	?
Monitoring of subdirectories	X (XML only)	X	-
Suitable for controlling jobs	X	-	-
Application or image file	X	X	?
Several documents in one structured document	X	X	X
Multi-value fields	X	X	X
Sub-document (structure)	X	o	o
Revisions	X	-	-
Full-text extraction	Aperture	dtSearch 7	dtSearch 7
Accompanying signature file	X	-	-
Validation rules (template)	-	X	-
Error reporting	X	o	o
Platform	independent	Windows	Windows

Legend: X supported  
- not supported

## 5.9 Fast Importer option

Fast Importer is a high-performance tool for automatically saving large quantities of application and image data (with associated index information in CSF files) into the SAPERION archive. Import is started with a Wizard that guides the user through configuration. This closes after every process and must be restarted for the next process. The logging module is used for protocoling.

## 6 SAPERION Clients

Document Management functions (such as capturing, imaging, viewing, document processing including check-in/check-out, query, ad hoc workflow) can be conveniently accessed from the SAPERION Standard Client.

A variety of client types are available that can be licensed in the required quantities and in accordance with the unique situation at your company. As a result, each workstation has a client with the right range of functions for its particular requirements.

### 6.1 SAPERION Query Client

Query Clients have pure read-only access to the archive, but are equipped with a wide range of functions: research, viewing, report, print, document routing, including Microsoft Outlook®/Lotus Mail Connect®.

### 6.2 SAPERION Query/Index Client

Like SAPERION Query Client, only in conjunction with research and indexing functions like pre-allocation, formulas, automated items, check-in/check-out, Smart links, amendments to notes or other documents.

Manual and automated processes for adopting, indexing, and archiving documents are supported. The user is offered predefined templates. Pre-allocation and lookup tables simplify capturing and minimize the chances of errors. Of course, additional options for automatic indexing like barcodes, ICR/ORC, formula recognition, and others can be used as well. The user also has the ability to merge any number of different data formats into a single, structured document, apply fully scalable markups to the document (yellow notes, black bars, color-coded text markups, predefined stamps, arrows), and automatically convert application files into TIF or PDF files. (Requirement: SAPERION Option Rendering/Format Conversion), definition of Smart links (special hyperlinks in the form of rectangular image excerpts). Clicking on a Smart link can open a special query template or switch to a defined document). Of course, all functions for displaying and editing image and application files are available as long as the corresponding application is accessible.

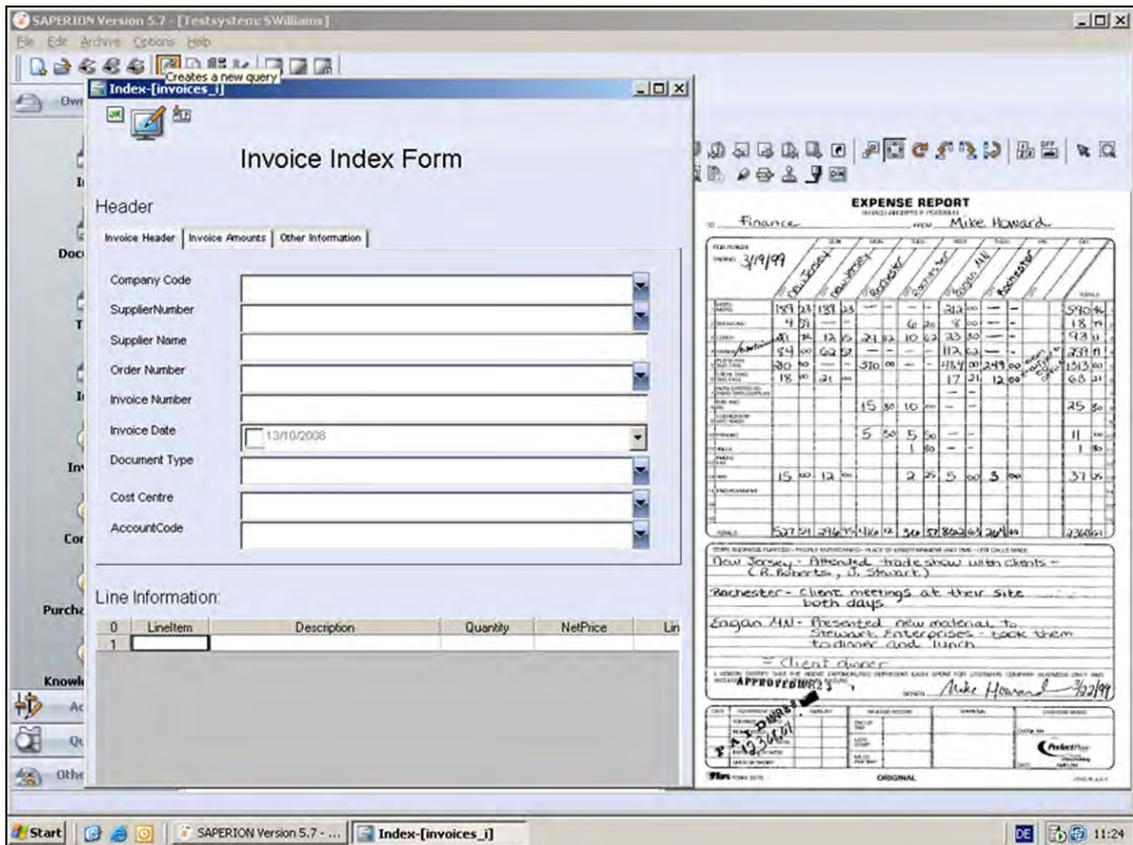


Figure: SAPERION Index Client

### 6.3 SAPERION Scan Client

SAPERION Scan Client contains all of the functions of SAPERION Query/Index Clients and can also execute all functions related to scanning. Optical capturing devices can be integrated into the SAPERION Scan Client which support ISIS MS61 standard. For the best possible productivity and due to very good customer feedback, we recommend scanners from manufacturers Kodak, Fujitsu, or Canon. If you are using scan-support products from manufacturer Kofax, refer to [www.kofax.com](http://www.kofax.com) for assistance in selecting suitable devices.

### 6.4 SAPERION Advanced Scan Client

The SAPERION Advanced Scan Client contains all of the functions of SAPERION Scan Client. But it does not have any limitations on scanning speed like those with SAPERION Scan Client. Scanner controlled by SCSI, ISIS, TWAIN, or Kofax Adrenaline Board support; unlimited number of pages per minute.

### 6.5 SAPERION Universal Client/SAPERION Admin Client

When signing on as SAPERION Universal/Admin Client, all client functions are available in addition to all administrative functions for administering users or creating tables, templates, and (in the case of the Event Script option) macros.

## 6.6 SAPERION Admin Only Client

Contained in SAPERION Solutions. Admin functions for users, tables, and templates; only for administrative use and in test systems; the relevant clients must be licensed for productive operation.

## 6.7 SAPERION Web Query Client

This client uses a Web browser-based interface, making it platform independent. It has the same general functions as Query Client, but a few limitations that make it more economical. This client requires SAPERION Web Gateway Server. Please refer to the current compatibility list on the SAPERION website for information on supported browsers.

## 6.8 SAPERION Web Query/Index Client

This client uses a Web browser-based interface, making it platform independent. It has the same general functions as Query/Index Client, but a few limitations that make it more economical. This client requires SAPERION Web Gateway Server. Please refer to the current compatibility list on the SAPERION website for information on supported browsers.

# 7 SAPERION CD-R Query Archive

Provides an external archive on CD-R for retrieval, view, report, print. During digital audits, auditors must be provided with relevant documents in digital form. The CD-R Query Archive is a good solution for this. Archives or parts of archives can be placed on a CD or DVD and provided to the auditors. A Reader version of SAPERION is placed on the data carrier in addition to the archived data so that users may view the documents without requiring additional software and without installing SAPERION on their computer. All required information is located on the CD. SAPERION can be started directly from the self-supporting CD.

The user has all of the same options as if using a normal SAPERION Query Client in the network, i.e. indexing, modifying, and filing documents is not possible.

# 8 Microsoft Office Integration

In today's companies, Office documents of all types are of critical importance. The Office Integration option allows you to archive these documents directly from Microsoft Office applications like Word, Excel, PowerPoint, and Outlook.

Using the Microsoft Office Integration option has an effect only when saving a document that has been created. Then you have the option of archiving the document directly in SAPERION instead of saving it to your hard drive.

By integrating SAPERION completely in this way, all of the documents you create will have the beneficial characteristics of the SAPERION system, such as the ability to perform legally secure archiving, from the very beginning. Using the Microsoft Office Integration option does not change normal Office procedures. At the same time, the documents are filed with the desired structure and are automatically available to other users.

You also have the ability to research within the SAPERION archive from within the Office application. In this way, documents that you have created and archived can be located and edited when needed. All of the necessary functions are integrated directly into the Office

interface. As a result, it is no longer necessary to leave the Office application in order to do things like research an archived document in the SAPERION archive.

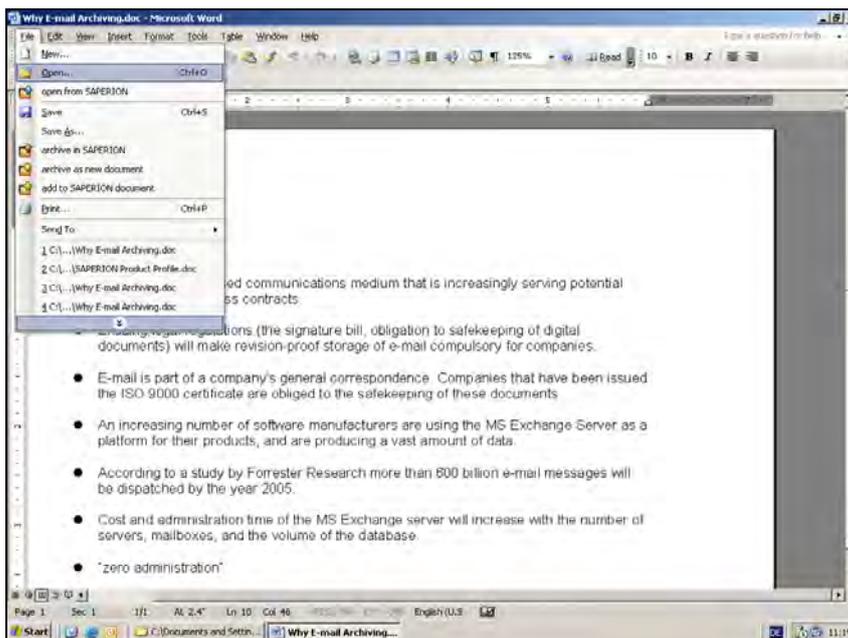
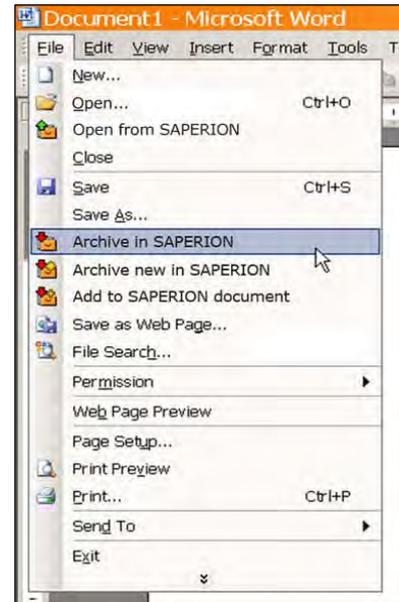
*Figure: Integration in Microsoft Word*

A variety of index criteria are defined when configuring archiving for a certain document type. Index criteria may be variables (such as "letter" document type), document properties (such as the author of the document), or parts of the document (such as content of a certain Excel cell).

You also have the ability to research within the SAPERION archive from within the Office application directly. As result, documents that you create can be found again and edited at any time and media breaks are avoided.

In addition to the archiving and research functions, Office Integration contains the following advanced functions:

- Links to SAPERION documents
- When working in Office applications, you have the ability to create a link to an application file archived in SAPERION. By clicking on this link, a user who has access to SAPERION can open this file directly from the Office application.
- In Microsoft Outlook, you also have the ability to send a link to a SAPERION document. The recipient of the e-mail will receive either a direct link to the selected document so he can open it directly (assuming he has access to SAPERION) or a link to the inserted original document.
- Link management
- During archiving, links in an Office document to other Office documents are taken into consideration. Linked documents are added to the SAPERION document during archiving.
- Rendering of Office documents
- When the Rendering option is available, documents can be immediately rendered to TIF or PDF during archiving.



*Figure: Microsoft Office Integration*

## 9 SAPERION E-Mail Lifecycle Management

E-mail infrastructure has grown into a seemingly bottomless pit that swallows time and money at many corporations. At the same time, corporations are now responsible for securing seamless verification of all processes and interactions related to e-mail correspondence. This is the only way for them to fulfill national and international laws and regulations.

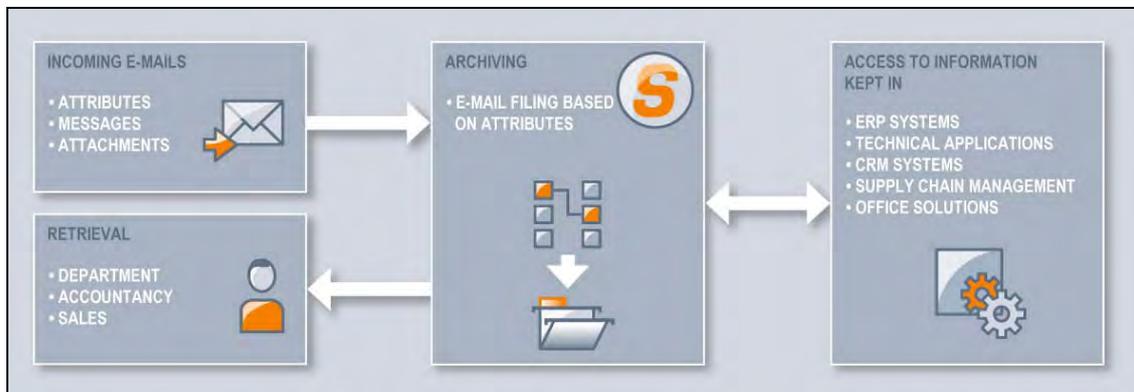


Figure: E-Mail integration with E-Mail Lifecycle Management

Automated archiving of e-mails expands the system's administrative functions. Compression and elimination of duplicates ("single instance" process) significantly reduce the storage capacity needed for e-mail archiving, reducing loads on the mail server by up to 80%.

SAPERION ELM enables archiving through flexible, rule-based archiving profiles. E-mails can be securely archived at set time intervals, according to their properties, or after reaching a certain size and quantity. This ensures legally mandated, seamless recording, traceability, and restoration of archived e-mails. The need for formats that are accessible over the long term and standardized according to ISO can be met through automatic conversion (rendering) of the e-mail to TIF or PDF.

Seamless integration into existing e-mail applications ensures that nothing will change for the user. The way users interact with their e-mail application like Outlook or Notes will remain the same. As a result, there is no need to give the employees additional training. For example, SAPERION Outlook integration enables manual archiving of e-mails and research into SAPERION documents from within Outlook.

The following figure shows SAPERION Outlook integration.

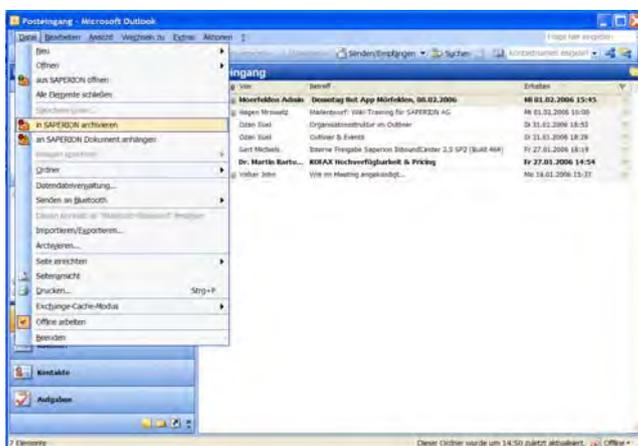


Figure: Integration in Microsoft Outlook

## 10 SAPERION Inbound Suite for SAP® - Digital Mailroom for SAP®

All documents in incoming mail are identified in the Digital mailroom (regardless of their type), processed, and provided to the SAP®-ERP system in structured form for further processing.

The information can be obtained from all common corporate input channels, such as paper, fax, e-mail, speech, Web forms, or portals.

This gives SAPERION Inbound Suite the ability to avoid common media breaks.

Digital mailroom for SAP® gives SAP® users a variety of benefits over conventional ways to handle incoming mail:

- Automatic categorization of incoming mail documents (letters, faxes, e-mail) results in a significantly more efficient mail system.
- Automated data extraction and Wizard-supported data completion in SAP® reduce employee workloads and improve productivity in finance, accounting, customer management, and human resources.
- Legal requirements for non-revisable and fully-documented corporate processes are completely fulfilled.

InboundLink is the suite's interface between document capture and SAP and was designed to use only SAP® standards. SAP® Objects, SAP® Business Workflow processes, SAP® EDI interface, and SAP® ArchiveLink are used without modifications to the SAP system. This ensures releaseability of all SAPERION-installed interfaces in the SAP® system and enables rapid and easy integration into existing applications.

Document-handling processes are coupled with SAP Business Workflows exclusively through configuration of SAPERION InboundLink, thereby eliminating costly development of extensions to the SAP system.

The SAP® system forwards recognized documents directly to the InboundCenter so the suite's InboundCenter module will be able to assign those documents to the corresponding SAP® data (master and transaction data). This procedure is time-based or can be triggered manually.

All functions for provision of information from InboundCenter into the SAP® system can be extended at any time. Therefore, in addition to invoices, a wide variety of documents can be processed, such as personnel, purchasing, or sales documents.

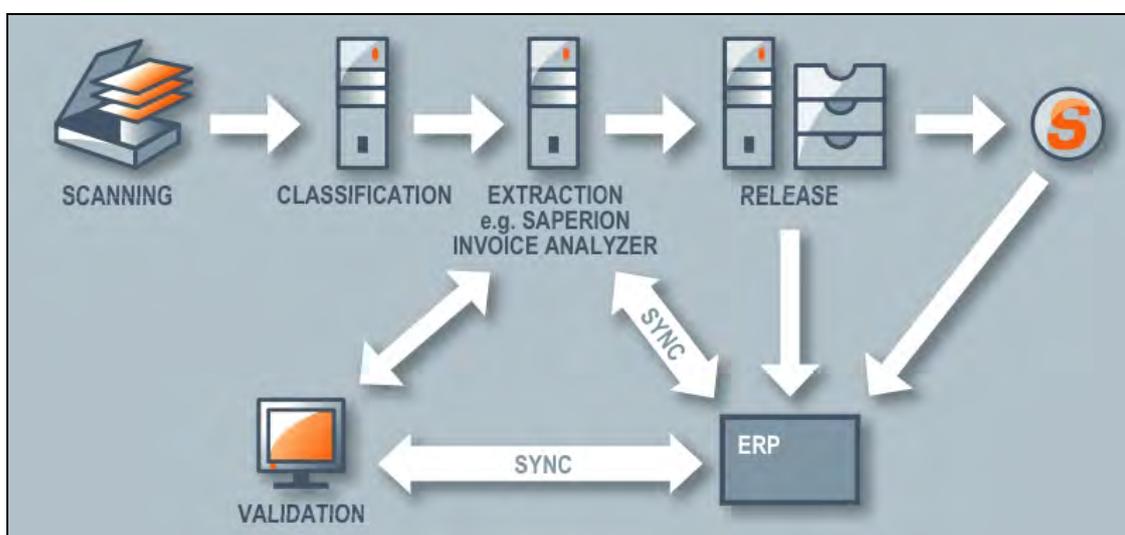


Figure: Process of automatic document capturing

## 10.1 SAPERION Inbound Center

SAPERION Inbound Suite automatically assigns digitized documents to corporate processes, departments, or employees.

In doing so, extraction and classification processes are used that incorporate both graphical characteristics for layout classification as well as content characteristics for text classification.

Special assignment regulations and exceptions can be defined individually within the rule framework.

In order to eliminate assignment errors, classification error tolerance can be defined by means of an integrated referencing process.

SAPERION Inbound Suite can be augmented with suitable components from our partners in order to meet your precise needs. Available options include KOFAX Ascent Capture with Xtrata Pro from DICOM, Xtract for Documents from Docutec, AUTSTORE from NSI, and DokuStar Professional from OCÉ.

- Classification of a document (paper, fax, e-mail, etc.) using pattern detection (logos, physical structure, etc.)
- Classification of a document using content
- Extraction of index information from documents
- Automatic database and master-data matching with existing customer data or item databases
- Language identification for incoming documents
- Scanning, including image optimization
- Barcode recognition
- Automatic document separation
- Classification through text and layout
- Continuous improvement of
- Recognition through data matching, such as master data, order data
- Recognition of tabular values, such as order or invoice positions
- Multi-tenancy, including statistics

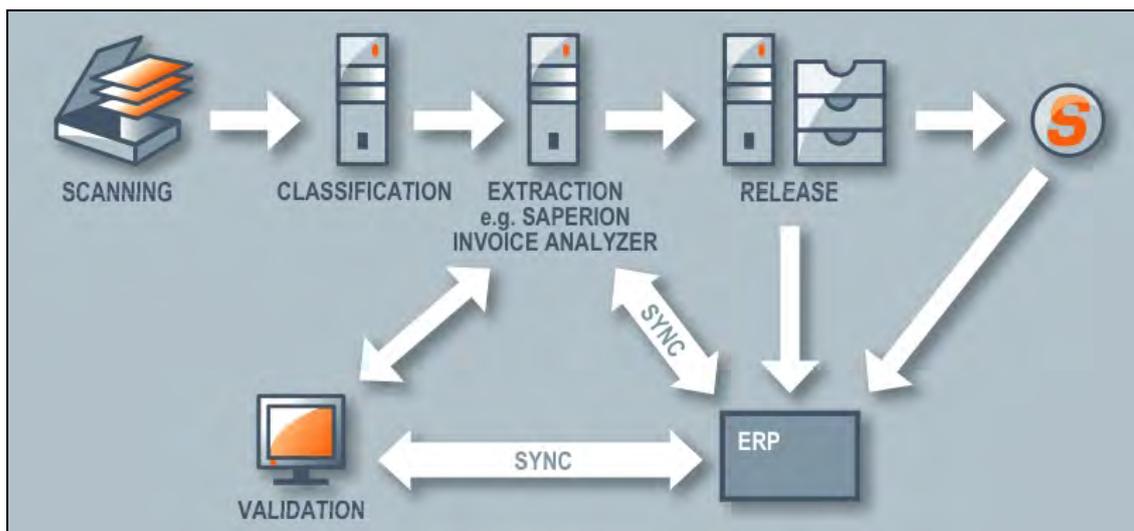


Figure: Process of automatic document capturing

Inbound Suite scales up as your requirements grow. All types of tasks are supported, from simple document capturing with manual indexing, to automatic classification and subsequent extraction, to fully automated booking of invoice data.

Pre-configured modules for dedicated applications like personnel management, invoice processing, or ordering ensure that the solution is launched quickly.

Decentralized capturing is possible: If you give your employees multi-function devices on every floor of your building, you can capture and efficiently index documents decentrally.



Figure: Process of document capturing and archiving

SAPERION Inbound Suite comprises components and interfaces to third-party products that provide access to all types of functions for professional capturing of paper documents in a digital mailroom for further electronic processing.

Depending on your requirements, you have access to a variety of solutions from our partners with their own interfaces to SAPERION. These are described below under the “powered by” sections.

## 10.2 SAPERION Invoice Analyzer

Incoming invoices with and without an order reference in the SAP® system are processed in SAPERION Invoice Analyzer, a special module of SAPERION InboundCenter.

InboundCenter is tied seamlessly into the KOFAX Ascent Capture infrastructure, which processes all types of information. In the case of invoices, SAPERION InvoiceAnalyzer automatically recognizes the creditors and extracts invoice data.

SAPERION InvoiceAnalyzer utilizes free-form extraction. Unlike form-based methods, this does not require knowledge of how the invoice is structured. As a result, the solution has a high level of accuracy with low set-up costs, even when handling unknown invoice formats.

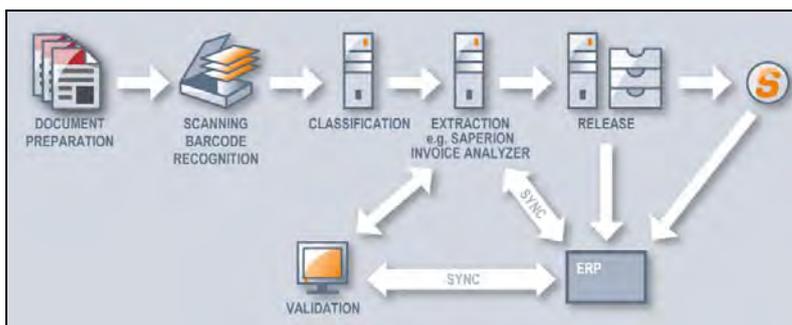


Figure: SAPERION InvoiceAnalyzer process diagram

SAPERION InvoiceAnalyzer processes incoming invoices according to a general set of rules that is available immediately after installation and recognizes header line information (invoice date, invoice number, order number, net amount, value added tax, and gross amount) with a recognition rate at the field level of approximately 70%.

The module has a ready-to-use, general set of rules for extracting invoice data. This minimizes the cost of adapting to the existing stock of documents.

InvoiceAnalyzer uses master data stored in the SAP® system in order to reliably recognize creditors, while order and transaction data stored there are referenced for verification of invoice data. As a result, it uses read-out and provided information in invoices to determine where there is reference to an order.

When manual validation (if required) is concluded, the processed invoice document is transferred to the SAP® system together with its data. There SAPERION InboundLink receives the data and utilizes additional status information to ensure proper processing by triggering the appropriate SAP Business Workflows.

If all data match the data in the order, the invoice is booked directly through the SAP® Standard BAPI® (Business Application Programming Interface). Technical and logistical invoice inspection via Workflow can begin. If only some of the information match, only pre-capture is performed. Documents without any match are not booked, but instead sent into an error-resolution workflow. Here as well, the benefits of archiving can be seen, because the documents are available electronically for error resolution.

## 11 SAPERION CAD Suite

Administering CAD drawings places special challenges on a document management system (DMS), particularly in terms of link management, sending CAD drawings by e-mail, workflow, and integration into third-party systems. SAPERION CAD Suite is the ideal solution for these complex requirements.

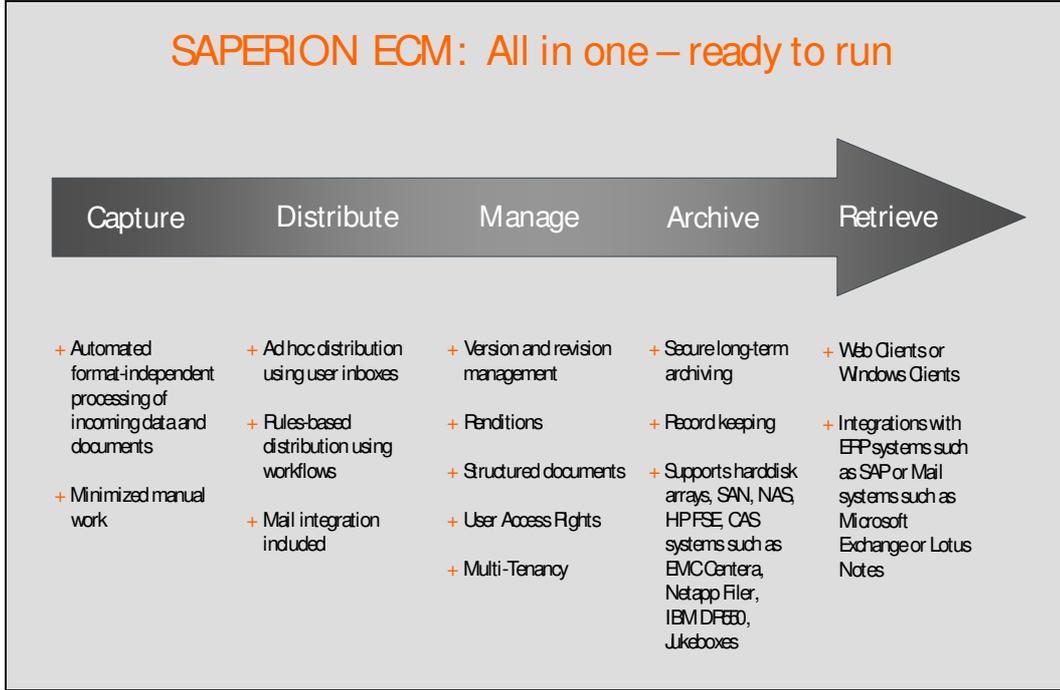
With the aid of the CAD viewer contained in SAPERION, drawings in DWG and DXF format can be viewed and, with proper authorization, edited. In other words, this is a CAD viewer with redlining functions. The viewer can depict files in all common paper formats.

SAPERION® CAD Viewer provides a variety of display functions for scaling, rotating, and printing. Redlining functions include tools for inserting objects like text, circles, lines, shapes, arches, and ellipses into the existing drawing and subsequently editing these items. Editing can proceed in several different modes; at the highest level, the CAD drawing can also be edited.

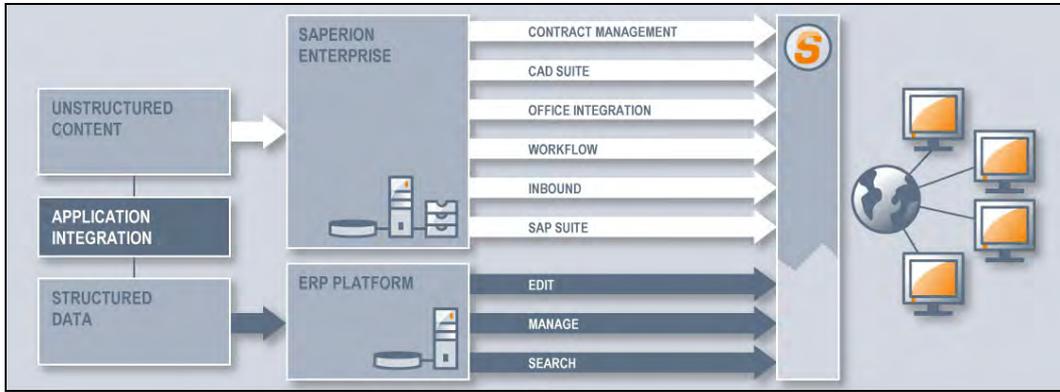
## 12 Benefits of the SAPERION solution

- A system with virtually unlimited scalability
- You can easily expand your existing applications with the extensive range of SAPERION functions and then add on as needed. A coordinated, modular design makes it all possible.
- Standardized interfaces make integration as easy as possible
- SAPERION will be a strong backbone for your entire IT infrastructure; standardized interfaces to all important systems (such as SAP, Microsoft Office, Microsoft Sharepoint, Navision, Baan, Notes) will make it a key component in your technology landscape.
- SAPERION launches quickly and reliably. You will receive products that you can start using right away. The general idea: plug-in, switch on, and starting using. Although the Standard version contains a comprehensive range of functions, you can make adjustments to meet your individualized requirements at any time.
- No hidden costs and only minimal maintenance costs
- Things that are often "extra" are included in the SAPERION package: Script Engine, JB activation, WF Designer, Security, Protocol, etc.
- Becoming acquainted with SAPERION is easy because it is integrated into familiar environments like Microsoft Office, SAP, and others.
- Unequaled functionality on a stable platform SAPERION develops many business-critical applications in-house. Its Basis package has been installed and proven hundreds of times. All applications are highly stable and have functions that are ideally coordinated with each other.
- Higher quality in every department: SAPERION increases productivity, reduces working time, and lowers costs. Intelligent workflow applications with a high level of automation will make your company's procedures measurably more efficient and give you faster reaction times. Your customers will thank you for it.
- Lightning-fast access to all of your company's documents. All information, documents, and procedures are stored digitally and available at the click of a mouse - exactly when and where you need them. As a result, your employees will be productive at all times and no matter where they are.

## توصيف منتجات SAPERION



## طبقات SAPERION ECM



## SAPERION ECM SBM

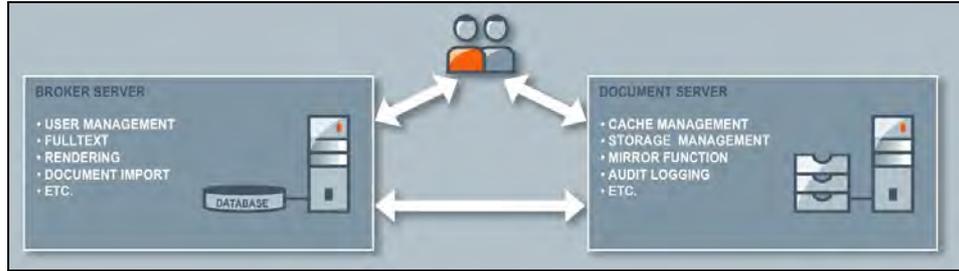
هذه النسخة ملائمة للمستوى المبتدئ حيث يمكنها استيعاب حتى عدد 10 مستخدمين قابلة للزيادة مع خيارات إضافية و ذلك لتلبية الاحتياجات المحددة من قبل كل عميل. تعمل هذه النسخة على نظام Windows فقط و تحتوي على ما يلي:

- الخوادم: عدد 1 خادم مستندات صغير (سعة حتى 20 GB) + عدد 1 خادم وسيط
- المستخدمين: عدد 1 مستخدم إداري فقط
- المكونات الوظيفية: Ad hoc workflow

## SAPERION ECM القياسية

تقدم هذه النسخة القاعدة المطلوبة لإدارة مستندات الشركات و الكيانات الكبرى و هي أيضاً يمكن تمديدها لقبول مستخدمين إضافيين و زيادة خيارات إضافية لمواءمة كافة الاحتياجات و المتطلبات. تحتوي هذه النسخة على ما يلي:

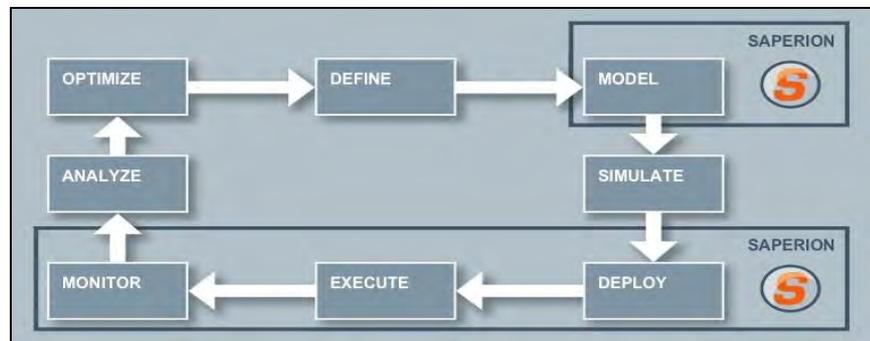
- الخوادم: عدد 1 خادم مستندات صغير (سعة حتى 20 GB) + عدد 1 خادم وسيط
- المستخدمين: عدد 1 مستخدم إداري فقط
- المكونات الوظيفية: Ad hoc workflow

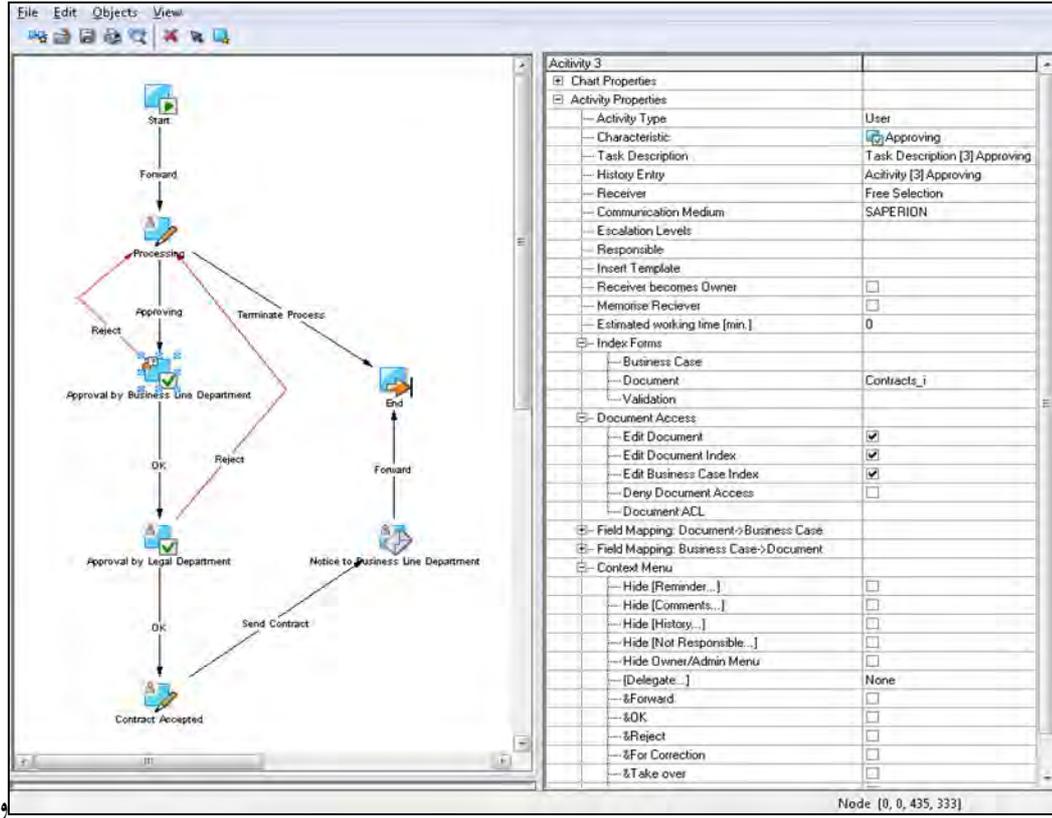


برجاء مراجعة قائمة التوافق لبيان توافر الأنظمة على منصات التشغيل المختلفة.

## SAPERION Workflow القياسية

تدعم هذه النسخة المتطلبات الحيوية و تقدم عدداً كبيراً من الوظائف التي تطور من مستوى العمل و تزيد من كفاءته، نذكر منها على سبيل المثال لا الحصر تأريخ البيانات لمراجعتها و تقييمها عند الحاجة. كما يقوم النظام بمتابعة المهلة المحددة لكل عمل من الأعمال و من ثمة المبادرة بتنبيه المستخدمين عند انتهاء المهلة المسموح بها، و يستطيع النظام كذلك التذكير بحدث معين و ذلك عن طريق إدراج تفاصيله و عرضها كاملةً في صندوق البريد الخاص بالمستخدم.





يتيح برنامج ProcessDesigner إمكانية عرض خطوات العمل من خلال نموذج بياني دقيق و بسيط يمكن استخدامه بسهولة و تطبيقه من قبل الأشخاص العاديين غير الملمين بأصول البرمجة.

هذا و يحتفظ SAPERION Workflow بكافة الخطوات التي يتم إنجازها خلال إدارة أو تنفيذ عملية معينة و بالتالي يقوم بتوثيقها تلقائياً لحين الحاجة إلى مراجعتها لاحقاً، كما يمكن تسجيل البيانات المصاحبة للعملية و استخدامها مستقبلاً و تقييمها إحصائياً حيث تعتبر تلك البيانات القاعدة التي من خلالها يمكن تحسين سير العمل و زيادة كفاءته الإنتاجية.

يستقبل المستخدم - من خلال صندوق البريد الخاص به أو صندوق مجموعة العمل التي ينتمي إليها إن وجدت - كافة العمليات التي تحتاج إلى معالجة أو تنفيذ، و تجدر الإشارة إلى أن بيئة المستخدم مطابقة تماماً لكافة طبقات SAPERION ECM و بالتالي ينعم المستخدم بمحيطه المؤلف و بالتالي تنعدم الحاجة إلى التأقلم على نظام جديد.

و يمكن للمديرين و الأشخاص المخولين متابعة كافة عمليات و خطوات العمل و التدخل فوراً و بفاعلية إذا اقتضت الحاجة، حيث يستطيعون مثلاً إعادة تكليف المهام أو تجميد نشاط معين أو إلغاء عملية بأكملها.

## الوظائف الجوهرية

- تقديم نموذج بياني يوضح تسلسل العمليات
- تحديد و تنفيذ العمليات الصغيرة بواسطة الشخص المسئول
- صندوق بريد يمتاز بالمرونة قابل للتكيف لاستقبال التذكيرات و التكاليفات و الملاحظات
- التدخل في العمليات القائمة من قبل المديرين و المخولين
- إمكانية معاينة التاريخ الخاص بالعمليات القائمة و المنتهية
- تسجيل و حفظ كافة العمليات كقاعدة للتقييمات الإحصائية لاحقاً

## التوافق

تدعم SAPERION Workflow سعي المؤسسات للالتزام بالمعايير و النظم القانونية حيث يتم تسجيل و توثيق كافة الخطوات و من ثمة تمكين مراجعتها و تقييمها لاحقاً، كما أن وظائف الرصد و المتابعة و المراقبة تزيد من شفافية العمليات التي يتم تنفيذها.

## الإنتاجية

إن تحديد دور كل موظف و دقة تكليف المهام تزيد من كفاءة الأعمال التي يتم إنجازها و بالتالي تحد من الكلفة اللازمة لتطوير نظم العمل و مستوى شفافيتها.

## نماذج خطوات العمل

يتم تكليف كل موظف بمهامه و صلاحياته و مسؤولياته على حداً و بالتالي إرسال كافة المستندات ذات الصلة إليه.

## سهولة الاستخدام

يمكن خلق نماذج لسير خطوات العمل بكل سهولة و يسر و دون الحاجة للإلمام بتقنيات البرمجة، حيث يقوم النظام بضبط و تنفيذ الموافقات و التأشيرات و إرسال المستندات و التذكيرات و هكذا.

## تحسين الأداء

يقوم SAPERION Workflow بتوثيق كافة الخطوات و من ثمة تسهيل عملية التحكم فيها و مراقبتها بإحكام، و بناءً عليه يتم إخطار المديرين و المخولين مسبقاً بوجود حالات طارئة أو حرجة لضمان سرعة التدخل و تفادي أية إشكالات محتملة. و تحتوي هذه الطبعة على ما يلي:

- الخوادم: عدد 1 خادم مستندات + عدد 1 خادم Workflow
- المستخدمين: عدد 1 مستخدم إداري فقط
- رخصة إضافية مطلوبة: EventScript

*برجاء مراجعة قائمة التوافق لبيان توافر الأنظمة على منصات التشغيل المختلفة.*

## SAPERION خوادم

### خادم المستندات

يعتبر خادم المستندات من أكفأ الخوادم و أكثرها أماناً على مستوى السوق العالمية المتخصصة و هو مؤهل تماماً لخدمة المؤسسات الكبرى لما يمتاز به من سهولة في التركيب و الضبط.

كما أن خادم SAPERION يؤدي العديد من المهام الأرشيفية و يساهم بصورة فاعلة في إتمام مختلف العمليات لتميزه بالمرونة و القدرة على الإدارة البسيطة و المراقبة و لهذا السبب تحرص كبرى المؤسسات العالمية على دمج منتجات SAPERION المبتكرة في عمليات أنظمة الحاسوب الخاصة بها مع العلم بأن هذه المنتجات متوافقة تماماً للعمل مع أنظمة IBM و SUN و غيرها.

### الخادم الوسيط

يعتبر الخادم الوسيط هو مركزاً للتحكم الذكي بالنسبة لكافة أجهزة SAPERION و يعمل على:

- إدارة المستخدمين و الرخص المطلوبة
- إدارة العناوين الرئيسية للبيانات
- الربط و الوصل بين قواعد البيانات
- ضمان أمن الأنظمة
- مراقبة الجودة

مع العلم بأن كل من خادم المستندات و الخادم الوسيط يمكن إدارتهما مركزياً من خلال  
Microsoft Management Console.

يعد الـ User Manager أداة مركزية سهلة الاستعمال لإدارة حقوق المستخدمين و المجموعات  
و المواقع حتى في الشبكات الضخمة.

### خادم SAPERION WAP Gateway

يتيح هذا الخادم إمكانية دخول المستخدم على النظام عن طريق الشبكة العنكبوتية.

### خادم SAPERION Workflow

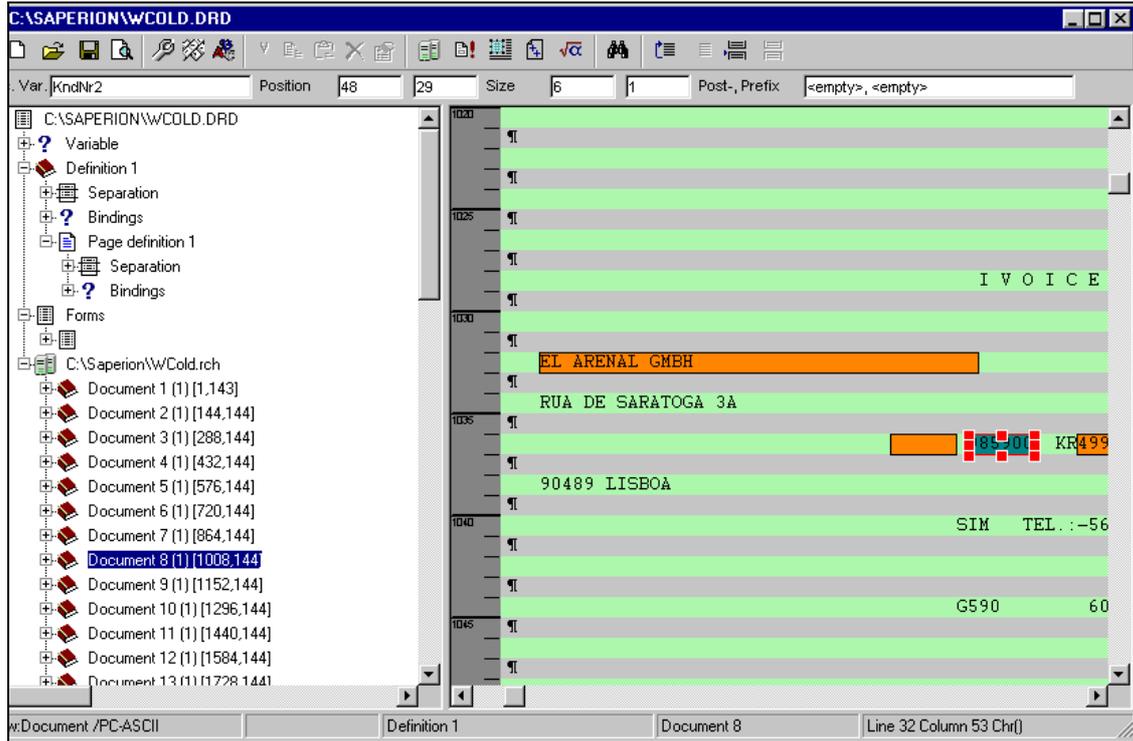
يوفر هذا الخادم خواص هامة لدعم التوافق بين الأنظمة و تطوير كفاءة الخطوات و هو معني بالتحكم  
في كافة الوظائف المتعلقة بإنهاء الأعمال و منها تأريخ البيانات لمراجعتها و تقييمها عند الحاجة. كما  
يقوم بمتابعة المهلة المحددة لكل عمل من الأعمال و من ثمة المبادرة بتنبيه المستخدمين عند انتهاء المهلة  
المسموح بها، و يستطيع النظام كذلك تذكير المستخدم بحدث معين و ذلك عن طريق إدراج تفاصيله  
و عرضها في صندوق البريد الخاص به.

### خيارات خوادم SAPERION

#### SAPERION COLD (Computer Output on Laser Disk) Converter

يوفر هذا الخادم سهولة تبني القوائم و الإيصالات الواردة من نظام الطرف الثالث و هي بيانات عادةً  
ما تنشأ من تطبيقات المحاسبة المالية و إدارة موجودات الجرد و يتم طباعتها سطرًا بسطر على  
الطابعات المخصصة لذلك. و هكذا يسهل هذا الخادم التحكم في عملية تحليل و تأويل و تبني  
البيانات المطبوعة و هو متوفر للعمل على Windows و Linux و Solaris.

إن المرونة الفائقة التي تتسم بها عملية تحويل و طباعة البيانات لا تسمح فقط بأرشفة الوثائق آلياً،  
و إنما تتيح إمكانية عرض و طباعة تلك الوثائق على شكلها الأصلي من خلال وحدة خاصة لتحرير  
النصوص هي SAPERION Viewer. و بالتالي يصبح استرجاع الوثائق من الأرشيف سهلاً و سريعاً  
بحيث يمكن الرد على أية استفسارات واردة من العملاء بذات السهولة و السرعة.



## تحويل شكل الوثائق

هذه الخاصية تسهل تحويل و أرشفة الملفات (مثل ملفات MS Office طبعة 2000 و ما بعدها) إلى أشكال أخرى مثل PDF و Bitmap و غيرها، و يتم تحميل الخاصية مرة واحدة على الخادم الوسيط و هي توفر الامتيازات التالية:

- اعتمادها على الخادم الوسيط يمكنها من خدمة كافة المستخدمين
- عند تشغيل SAPERION يمكن للمستخدمين الطباعة من كافة التطبيقات إلى صندوق البريد
- يمكن الحصول على أشكال عدة لنفس الوثيقة عند الحاجة
- تنعدم الحاجة إلى أية برامج إضافية (مثل Acrobat Distiller على سبيل المثال)

## الربط بين النصوص

وحدة البحث في النصوص يمكن استخدامها مع Autonomy و dtsearch و خادام MS SQL و Oracle و غيرها و هي تمكن المستخدم من القيام ببحث يجمع بين معايير محددة و النص الكامل لأية وثيقة، و قد يستلزم هذا الخيار تراخيص إضافية غير مشمولة مع SAPERION.

## التعددية

تتيح التعددية إمكانية إدارة و معالجة البيانات من قبل عدة مستخدمين في نظام واحد و لكن بصورة منفصلة حيث يتم خلق محيطات مستقلة من شأنها إدارة الجداول و القوالب و المستخدمين كل على حداً. و لا يمكن لمستخدم ما الإطلاع على بيانات مستخدم آخر أو تغييرها و قد يستلزم هذا الخيار متطلبات و مكونات إضافية.

## الأمن و الحماية

تدرك SAPERION بأن الحاجة إلى تأمين البيانات و حمايتها و الالتزام بالمعايير القانونية في استخدام الوثائق الإلكترونية قد أصبحت جميعها ضرورة ملحة في هذا العصر الرقمي و لذلك فإن العمليات الأساسية المقدمة تضمن تشفير المستندات - سواءً التي يتم حفظها في الأرشيف أو تلك التي يتم التأشير عليها أو التحقق منها.

فمثلاً في حال وجوب التأشير على الوثائق باستخدام معايير رفيعة المستوى لحماية الهوية و بالالتزام بالقوانين المنظمة للتأشيريات الإلكترونية، قد يتطلب ذلك استعمال تطبيقات إضافية معتمدة من قبل الجهات المصنعة و التي تتيح التوقيع على المستندات إلكترونياً و من ثمة الاستغناء عن العمليات الورقية المكلفة.

كما يمكن القيام بمسح ضوئي للمستندات الورقية لتحويلها إلى وثائق إلكترونية و بعد ذلك وضع تأشيرة إلكترونية على كافة الوثائق المحددة دفعة واحدة و ذلك من خلال خاصية Batch Signing أو التأشيرة الجماعية.

هذا و بالإمكان التحقق من أصل التأشيريات الموجودة على الوثائق الواردة قبيل أرشفتها مع إرسال المستندات غير الموثوق فيها إلى محطة عمل أخرى للمزيد من المعاينة.

تمتلك SAPERION تطبيقات معتمدة من الجهات المصنعة للتأسيسات الإلكترونية و التي يجب الحصول على تراخيص خاصة لتفعيلها لتعمل جنباً إلى جنب مع خيار الأمن و الحماية (Security Option) و منها:

- AuthentiDate eArchive Module للتحقق من مجموعة وثائق واردة قبيل أرشفتها
- AuthentiDate Scan Signature Module للتأشير على مجموعة وثائق دفعة واحدة
- AuthentiDate eClient Module للتحقق من الوثائق و التأشير عليها يدوياً
- AuthentiDate eTimestamp Module لتوفير ختم وقيتي إما آلياً أو يدوياً
- AuthentiDate Re-sign Special لإعادة التأشير على الوثائق

### نبذة عن وحدات AuthentiDate

يمكن تشغيل هذه الوحدات إما من خلال الخادم الوسيط أو عن طريق جهاز حاسوب منفصل موجود على الشبكة المحلية، حيث يمكنها التحقق من التأسيسات الشخصية و الأختام الوقتية المختلفة. و بالعمل مع SAPERION تتيح تلك الوحدات أرشفة الوثائق المذيلة بتأسيسات إلكترونية لأمد طويل وفق القياسات العالمية ETS TS 101 733.

### ضمان الجودة

تضمن هذه الخاصية المراقبة المستمرة لكافة الخطوات و العمليات القائمة و أيضاً التأكد من حفظ مستندات الأرشيف بالطريقة المثلى و من ثمة فهي تمثل أداة عملية و شاملة بالنسبة للمستخدمين المخولين لتوفير الدعم اللازم و معالجة أية أخطاء محتملة.

## Universal Importer

تتيح هذه الخاصية إمكانية استقبال أعداد كبيرة من التطبيقات و ملفات الصور.  
برجاء مراجعة قائمة التوافق الموجودة على موقع **SAPERION** الإلكتروني للمزيد من المعلومات.

Functions (version 2)	Universal Importer Java application	Universal Importer Rich Client	Fast Importer Rich Client
CSF	X	X	X
XML	X	-	-
Directory monitoring	X	X	?
Monitoring of subdirectories	X (XML only)	X	-
Suitable for controlling jobs	X	-	-
Application or image file	X	X	?
Several documents in one	X	X	X
Multi-value fields	X	X	X
Sub-document (structure)	X	o	o
Revisions	X	-	-
Full-text extraction	Aperture	dtSearch 7	dtSearch 7
Accompanying signature file	X	-	-
Validation rules (template)	-	X	-
Error reporting	X	o	o
Platform	independent	Windows	Windows

## Fast Importer

هذه الأداة عالية الكفاءة و تستخدم لحفظ كميات كبيرة من التطبيقات و ملفات الصور في الأرشيف آلياً.

## أنماط استخدام SAPERION

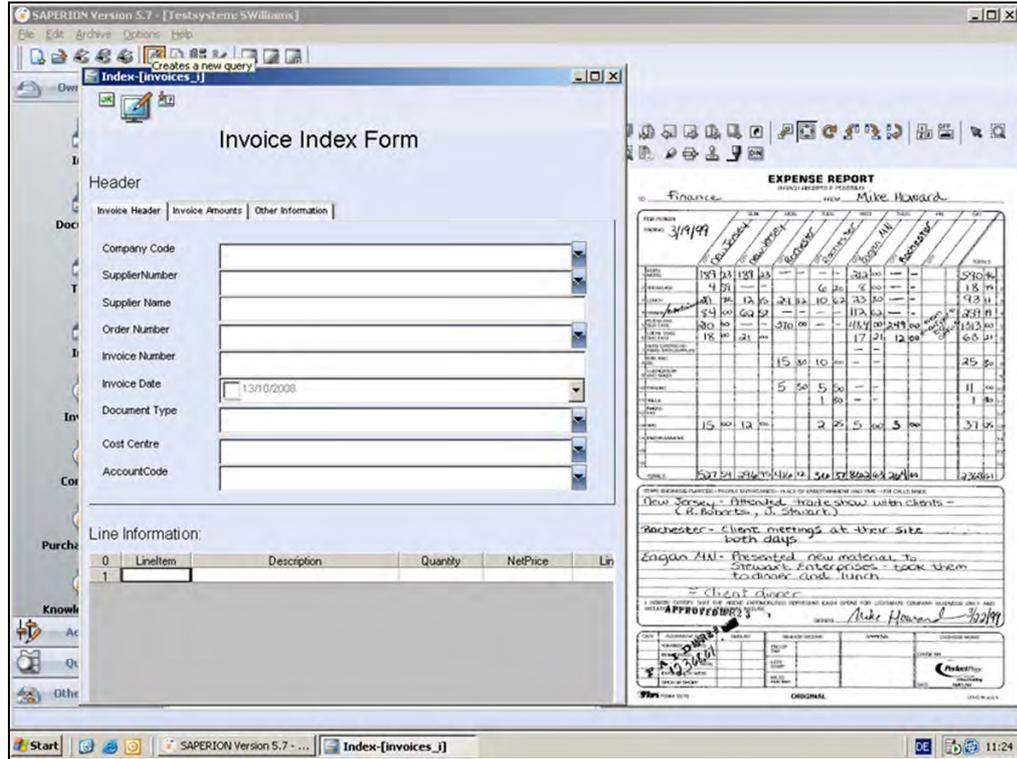
كافة الوظائف المتعلقة بإدارة المستندات (التصوير، الإطلاع، المعالجة، الاستفسارات، نهج سير العمل) يمكن الدخول إليها بسهولة عن طريق المستخدم القياسي SAPERION Standard Client . كما تتوفر أيضاً مجموعة من أنماط الاستخدام المختلفة و التي يمكن الحصول على تراخيص لتشغيلها بالأعداد المطلوبة و حسب الاحتياجات الفريدة لكل مؤسسة.

### Query Client

يكون للمستخدم حق الإطلاع فقط على المستندات المحفوظة بالأرشفيف مع امتيازات أخرى مثل البحث و الطباعة.

### Query/Index Client

نفس الخصائص المذكورة أعلاه و لكن بالاقتران مع وظائف البحث و الفهرسة مثل المعادلات و الوصلات الذكية و الملاحظات و غيرها.



### Scan Client

يشمل هذا النمط كافة وظائف المستخدم السابق بالإضافة إلى إمكانية القيام بوظائف المسح الضوئي للمستندات، و ينصح هنا باستعمال المسحات المصنعة من قبل Fujitsu أو Kodak أو Canon لما تتميز به من كفاءة و دقة في الأداء.

### Advanced Scan Client

يتمتع المستخدم بكافة امتيازات النمط السابق مع عدم وجود أية قيود على سرعة إنجاز عمليات المسح الضوئي.

### Universal/Admin Client

المستخدم هنا يتمتع بكافة وظائف المستخدم الإداري لاستحداث الجداول و القوالب و غيرها.

### Admin Only Client ▪

يستعمل فقط من قبل المستخدم الإداري.

### Web Query Client ▪

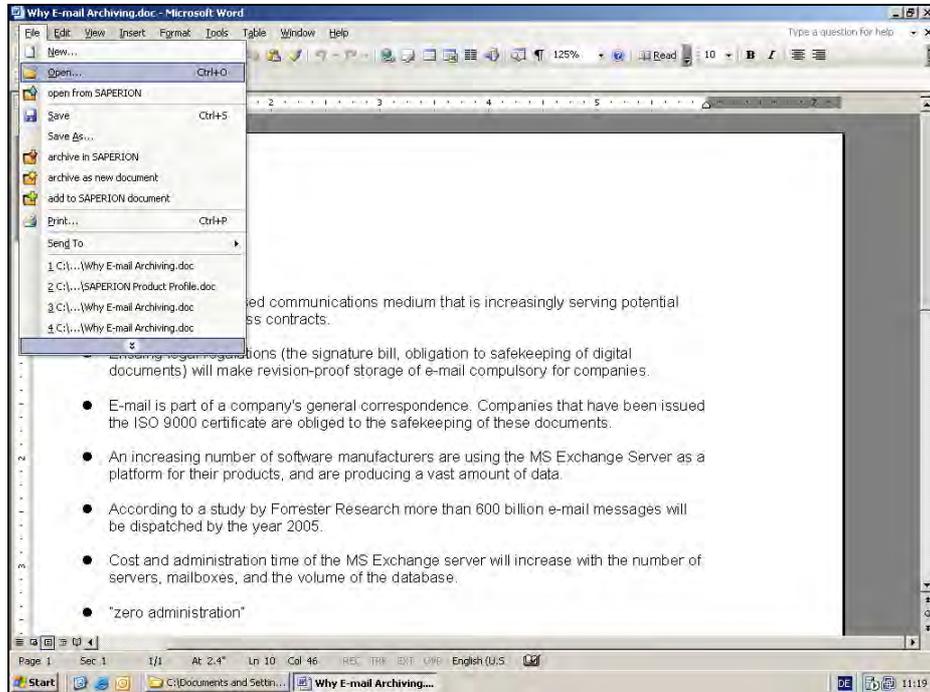
يستلزم هذا المستخدم استعمال منصة مستقلة قائمة على تصفح المواقع و يتطلب توظيف خادم SAPERION WAP Gateway.

## أرشفة SAPERION CD-R

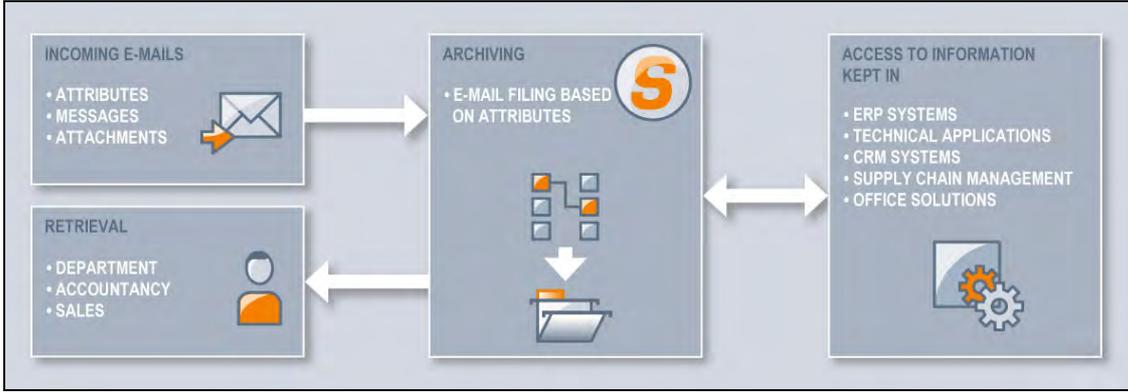
يوفر أرشفة خارجياً على قرص مدمج للاسترجاع و الإطلاع و الطباعة يمكن مراجعته من قبل المدققين المختصين دون الحاجة إلى برمجيات إضافية أو إلى تحميل SAPERION على جهاز الحاسوب.

## التكامل مع Microsoft Office

حيث أن مستندات Microsoft Office يكثر استخدامها في كافة المؤسسات و تعد غاية في الأهمية بالنسبة لسير مختلف الأعمال فإن خاصية التكامل المقدمة تتيح أرشفة تلك المستندات مباشرة من تطبيقات Microsoft Office المتنوعة مثل Word و Excel و PowerPoint و Outlook بحيث تصبح الوثائق متوفرة تلقائياً للمستخدمين الآخرين. كما تتيح هذه الخاصية إمكانية العثور على المستندات المحفوظة بالأرشفة و تعديلها عند الحاجة.

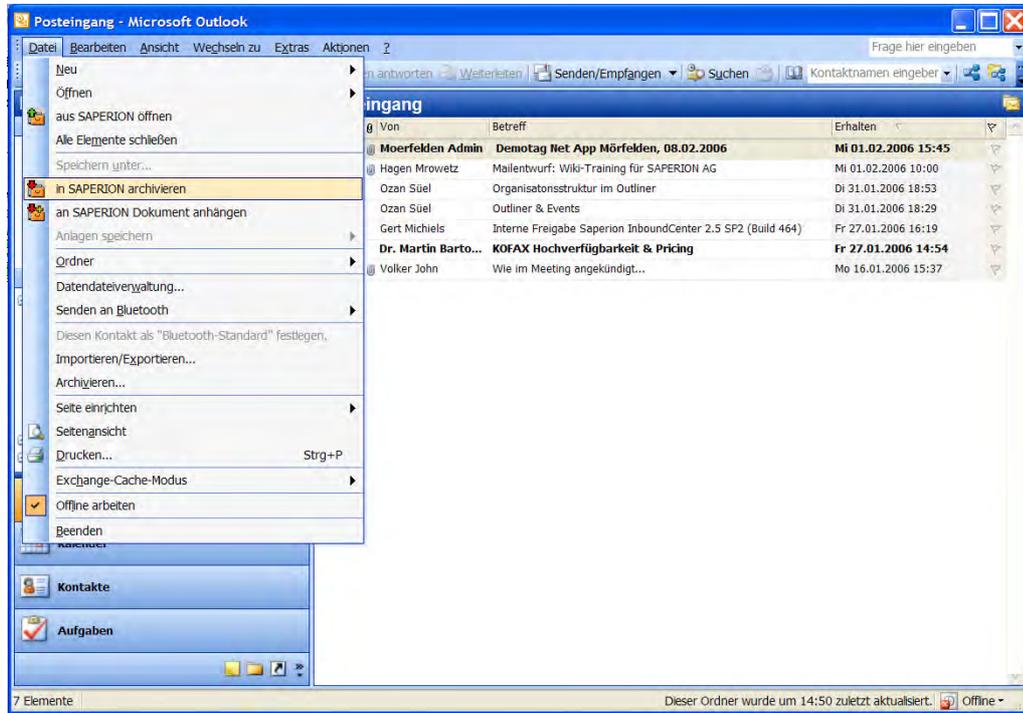


## إدارة البريد الإلكتروني



الأرشفة الآلية لرسائل البريد الإلكتروني تضاعف من قدرة الوظائف الإدارية للنظام، كما أن ضغط و حذف الرسائل المكررة يقلل بشكل ملحوظ من السعة اللازمة لأرشفة الرسائل و يقلص الضغط الواقع على خادم البريد الإلكتروني بنسبة قد تصل إلى 80%.

يتم أرشفة الرسائل الإلكترونية بطريقة آمنة دورياً عند مدة زمنية معينة أو عند بلوغها عدداً محدداً من الرسائل مما يضمن سهولة تسجيل و تقصي و استرجاع الرسائل المطلوبة، و لا يستلزم ذلك إحداث أي تغيير في محيط العمل الخاص بالمستخدم و لا يتطلب تدريباً خاصاً.



برجاء مراجعة قائمة التوافق للمزيد من المعلومات عن النظم المدعومة.

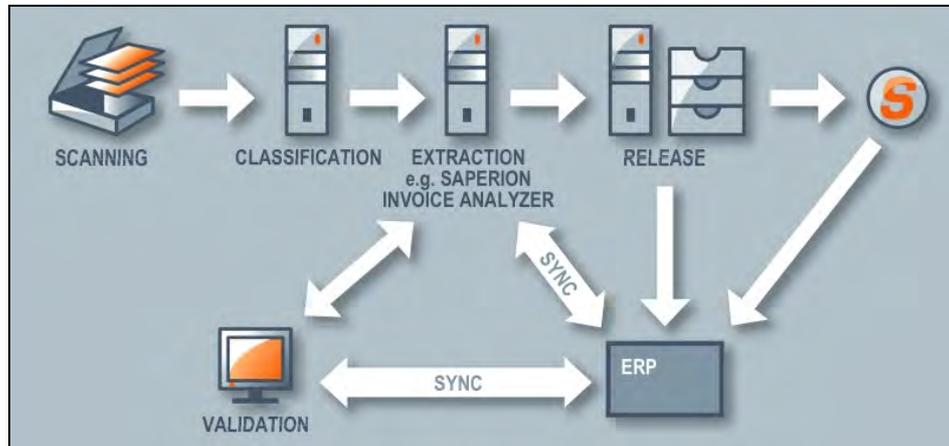
## Inbound Suite for SAP/Digital Mailroom for SAP

جميع رسائل البريد الواردة المذيلة بمسندات يتم تعريفها في غرفة البريد الرقمية ثم ترسل إلى نظام SAP-ERP للمزيد من المعالجة. و يمكن استخراج المعلومات عن طريق قنوات الاستقبال التقليدية مثل الكتب و الفاكسات و البريد الإلكتروني و الاستثمارات و المواقع الإلكترونية وغيرها.

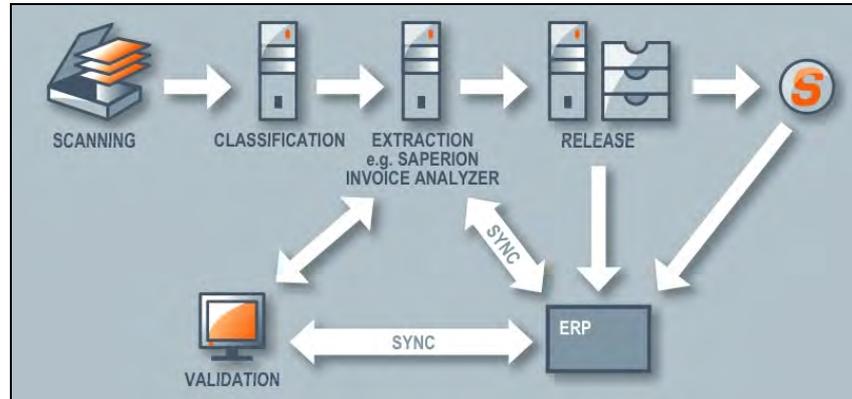
و تعطي خاصية غرفة البريد الرقمية للمستخدم امتيازات عدة تتفوق على الطرق النمطية التي يتم من خلالها التعامل مع الرسائل الواردة حيث تقوم هذه الخاصية بما يلي:

- التصنيف الآلي لكافة المسندات الواردة بالبريد الإلكتروني (كتب - فاكسات - رسائل إلكترونية) مما يزيد من كفاءة أداء نظام البريد.
- استخراج البيانات آلياً مما يجد من الضغط الملقى على أعقاب الموظفين و من ثمة رفع الكفاءة الإنتاجية للإدارات حيوية مثل المالية و المحاسبة و الموارد البشرية و خدمة العملاء.
- استيفاء المتطلبات القانونية لجميع العمليات

مع العلم بأن كافة الوظائف اللازمة لاستخلاص المعلومات من Inbound Center إلى نظام SAP يمكن تمديدها في أي وقت لتشمل معالجة باقة من المسندات بجانب الفواتير المالية مثل تلك المتعلقة بشئون الموظفين و أوامر الشراء و مسندات البيع و مثيلاتها.

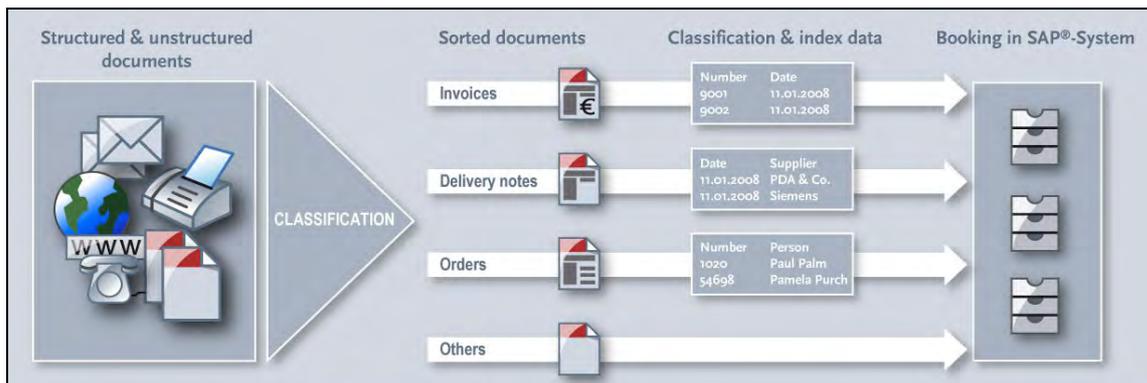


## Inbound Center



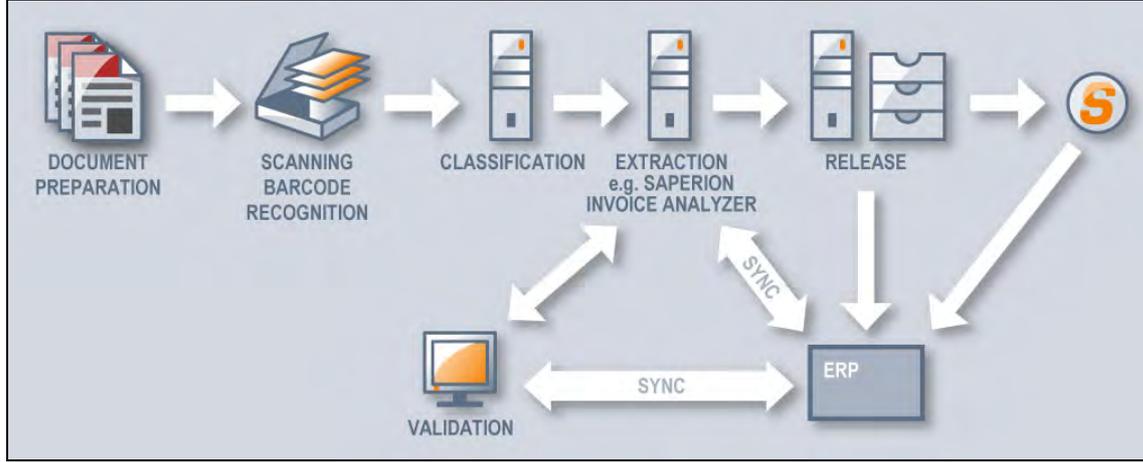
يوجه هذا البرنامج آلياً المستندات الرقمية إلى مختلف العمليات و الإدارات أو الموظفين و يمكن ضبطه لتحديد و تقنين التكاليف الخاصة و تدعيمه بواسطة مكونات مناسبة لتلبية كافة المتطلبات و منها:

- تصنيف المستندات الورقية (كتب - فاكسات - رسائل إلكترونية) من خلال رصد الخصائص البصرية لكل مستند مثل الشعارات و الأشكال البيانية و غيرها.
- تصنيف الوثيقة بحسب المحتوى
- تعريف اللغة المستعملة في المستندات الواردة
- المسح الضوئي للوثيقة و تحسين الصور الموجودة بها



## Invoice Analyzer محلل الفواتير

يتم التعامل مع الفواتير الواردة حتى وإن لم يظهر عليها أي رقم أو مرجع من خلال هذه الخاصية والتي تمتاز بالقدرة على تعريف الجهة الدائنة آلياً واستخلاص مختلف البيانات (مثل تاريخ الفاتورة ورقمها - المبلغ المبدئي - الضرائب المستحقة - المبلغ الإجمالي - الخ.) ، فضلاً عن الدقة العالية لهذه الخاصية و كلفتها المعقولة.



## SAPERION CAD Suite

إن التعامل مع رسومات CAD وإدارتها بالطريقة المثلى يضع تحديات خاصة على عاتق نظام إدارة المستندات (DMS) من حيث إدارة الوصلات وإرسال الرسومات بالبريد الإلكتروني والتكامل مع أنظمة الطرف الثالث، ولذلك فإن برنامج SAPERION CAD Suite هو الحل الأمثل لتلبية تلك المتطلبات المعقدة.

فبمعاونة مشاهد الـ CAD من SAPERION يصبح بالإمكان الإطلاع على رسومات DWG و DXF وتعديلها لمن يخول له ذلك. أيضاً يوفر هذا المشاهد العديد من وظائف العرض مثل تعديل مقاييس الرسومات وتحويلها وطباعتها، فضلاً عن إمكانية إضافة النصوص والدوائر والخطوط والأشكال على الرسم القائم.

## مميزات و أفضليات الحلول المقدمة من SAPERION

- نظام قابل للتمدد و الاتساع بلا حدود
- إمكانية زيادة التطبيقات و الوظائف المتاحة للمستخدم بصفة مستمرة
- سهولة التكامل بفضل المحيطات القياسية المستعملة
- السرعة و الفاعلية التي يعمل بها SAPERION و الذي أثبت كفاءته عند قاعدة كبيرة من المستخدمين.
- تكاليف الصيانة المنخفضة
- التكامل مع محيطات مألوفة مثل Microsoft Office و SAP و غيرها يجعل التعامل مع SAPERION غاية في البساطة و السهولة.
- يقدم SAPERION باقة من الوظائف الهامة و الحيوية باستخدام منصة خدمة ثابتة و مستقرة
- جودة و كفاءة العمل التي يضمنها SAPERION على مستوى الإدارات المختلفة حيث يزيد من الإنتاجية و يوفر الوقت و الجهد و التكاليف و من ثمة يطور من أداء المؤسسة ككل و يرتقي به.
- إمكانية الوصول بسرعة إلى كافة المستندات و الوثائق الموجودة بالأرشيف الرقمي الذي يضمن توفرها فوراً للمستخدم عند الحاجة.