

DocuWare Request

ProductInfo



A stand-alone solution for your DocuWare documents

The DocuWare Request add-on module for Web Client creates an autonomous copy of DocuWare documents that can be shared, searched, and viewed without using DocuWare software. If you need to work independently from DocuWare or third-party software, DocuWare Request gives you a stand-alone solution with a built-in searchable browser.

The exported documents, called a Request file cabinet, can be delivered to a customer, checked by a tax auditor, or kept as a backup. It is also possible to import exported Request file cabinets to a file cabinet. Designed for on premise and online business, DocuWare Request allows you to deliver documents to customers on demand.

Benefits

- **Searchable sharing and distribution of documents**
Use immediately without software installation.
- **Portable and system-independent**
Take documents where you don't have access to DocuWare, or work offline.
- **Convenient backup – create a self-contained archive**
Create a backup scheduled to run automatically and import it when needed.
- **Saves time**
Export a Request file cabinet quickly with the optimized Wizard.

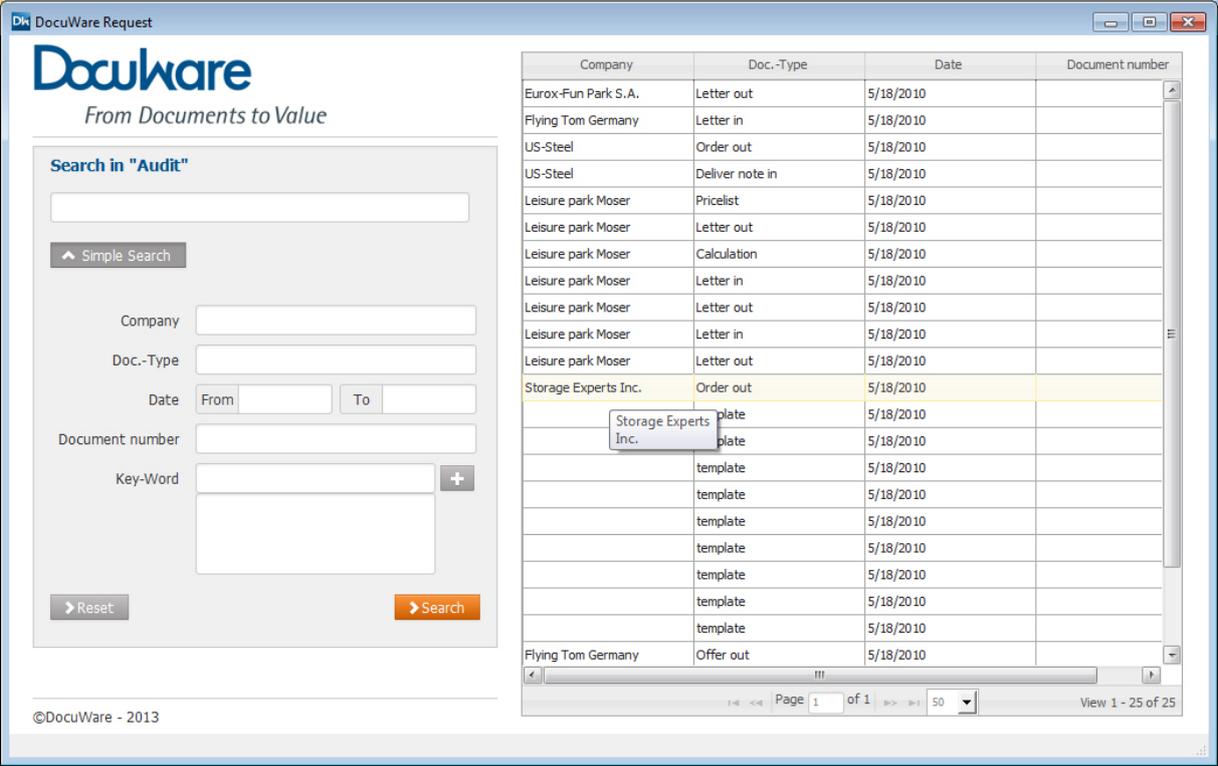
Easily share your documents

DocuWare Request makes it simple to export a copy of documents in your DocuWare system to a stand-alone file cabinet. This file cabinet can then be delivered to a third party and viewed using the bundled browser, complete with full search functionality.

- Share documents on a DVD, USB stick, or send a link in an email.
- Take a Request file cabinet on the road and share with clients who might not have DocuWare software.
- A scanning service provider collects the scanned documents in a Request file cabinet and provides them to customers. If the customer uses DocuWare, he can add the scans to his file cabinets with a few clicks of the mouse. If the customer decides to use DocuWare at a later date, the Request file cabinets can be imported at that time.
- Keep a copy of your latest sales documents or manuals with you, and access it anywhere, even if you don't have Internet access.

For example, for financial auditing, simply compile all relevant documents from a fiscal year and submit these to your auditor in the form of a Request file cabinet. With the built-in full text search, it's easy to find particular documents and display them.

Travel with a backup



The screenshot shows the DocuWare Request application window. On the left is a search interface with the DocuWare logo and the tagline "From Documents to Value". The search area is titled "Search in 'Audit'" and includes a search bar, a "Simple Search" button, and fields for Company, Doc.-Type, Date (From and To), Document number, and Key-Word. A "Reset" button and a "Search" button are at the bottom of the search area. On the right is a table of search results. The table has four columns: Company, Doc.-Type, Date, and Document number. The results are listed in a scrollable table. One row, "Storage Experts Inc.", is highlighted in yellow. A tooltip is visible over this row, showing "Storage Experts Inc." and "plate". At the bottom of the window, there is a footer with "©DocuWare - 2013" and a page navigation bar showing "Page 1 of 1" and "View 1 - 25 of 25".

| Company | Doc.-Type | Date | Document number |
|----------------------|-----------------|-----------|-----------------|
| Eurox-Fun Park S.A. | Letter out | 5/18/2010 | |
| Flying Tom Germany | Letter in | 5/18/2010 | |
| US-Steel | Order out | 5/18/2010 | |
| US-Steel | Deliver note in | 5/18/2010 | |
| Leisure park Moser | Pricelist | 5/18/2010 | |
| Leisure park Moser | Letter out | 5/18/2010 | |
| Leisure park Moser | Calculation | 5/18/2010 | |
| Leisure park Moser | Letter in | 5/18/2010 | |
| Leisure park Moser | Letter out | 5/18/2010 | |
| Leisure park Moser | Letter in | 5/18/2010 | |
| Leisure park Moser | Letter out | 5/18/2010 | |
| Storage Experts Inc. | Order out | 5/18/2010 | |
| Storage Experts Inc. | plate | 5/18/2010 | |
| Storage Experts Inc. | plate | 5/18/2010 | |
| | template | 5/18/2010 | |
| Flying Tom Germany | Offer out | 5/18/2010 | |

Request browser clearly lists the documents. Click on a document to open it.

Sometimes you don't have access to your DocuWare system, due to technical limitations (no Internet connection) or legal limitations (e.g., in a court session). With DocuWare Request you simply create a Request file cabinet and you are independent from any limitation. Another example: provide all customer service staff with a USB memory stick containing all manuals, blueprints, and lists of replacement parts for equipment they work on. Service engineers can now have instant access to all the documentation they need while at a customer's site—no need to request information from the head office or take along big, heavy manuals.

Archiving and Disaster Recovery

DocuWare Request lets you back up your data automatically at regular intervals. Depending on the volume of documents, DocuWare file cabinets can be exported every evening, every week or at another interval, and then burnt or saved to an external hard disk. Data backup using DocuWare Request has the major advantage that in an emergency the information (except the information most recently stored) can be read from the disk immediately—before the IT system is restored. Important information can therefore be accessed and business continuity is ensured. When the IT system is restored you can import the file cabinets with the backups.

Easier, faster set-up

Thanks to its optimized setup Wizard, DocuWare Request is now faster and easier to use. Complete result lists from your DocuWare system can be easily made into a Request file cabinet with just a few clicks, and full indexing is maintained.

Features

- Export documents in their original format or as PDFs
- Import documents from a Request file cabinet
- Full text search in the content of the documents and in the index fields
- Workflow history
- Annotations (stamps, comments)

System Requirements

- DocuWare 6.7
- All Windows Client operating systems for 32-bit and 64-bit for Windows XP, SP2 and higher Internet Explorer browsers, version 9 and higher, and Firefox browsers, version 10.0 and higher, are supported



This document can also be found here:

<http://pub.docuware.com/en/docuware-request>

For more information please visit our website at

www.docuware.com