



EASY SOFTWARE

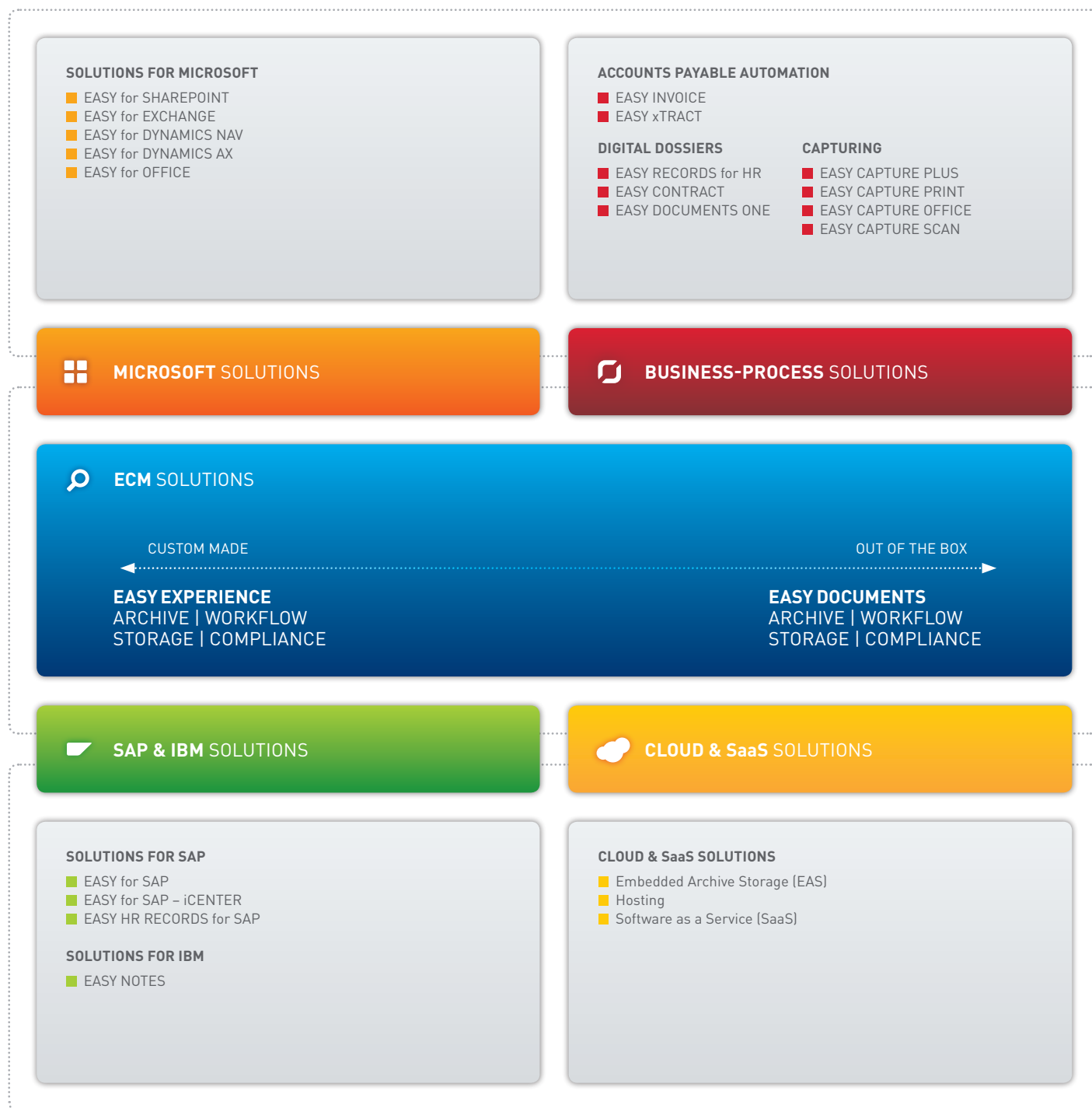
SOLUTIONS GUIDE

BYE, BYE PAPER – EXPERIENCE DIGITAL FREEDOM.

WE SAVE TIME.

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PRODUCTS AND SOLUTIONS



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EXPERIENCE FROM MORE THAN 10,500 CUSTOMER INSTALLATIONS

The extensive EASY SOFTWARE product suite provides solutions for all industries and businesses of all sizes. More than 10,500 satisfied customers rely on the products from this software manufacturer which, in addition to being very well-known, also has the greatest network channel of trading partners. With more than 20 years of experience in developing its own products and solutions, EASY has evolved unrivaled variety and competence in manufacturing a wide range of products and business solutions, as well as in consulting. We are happy to pass this experience on to our customers.



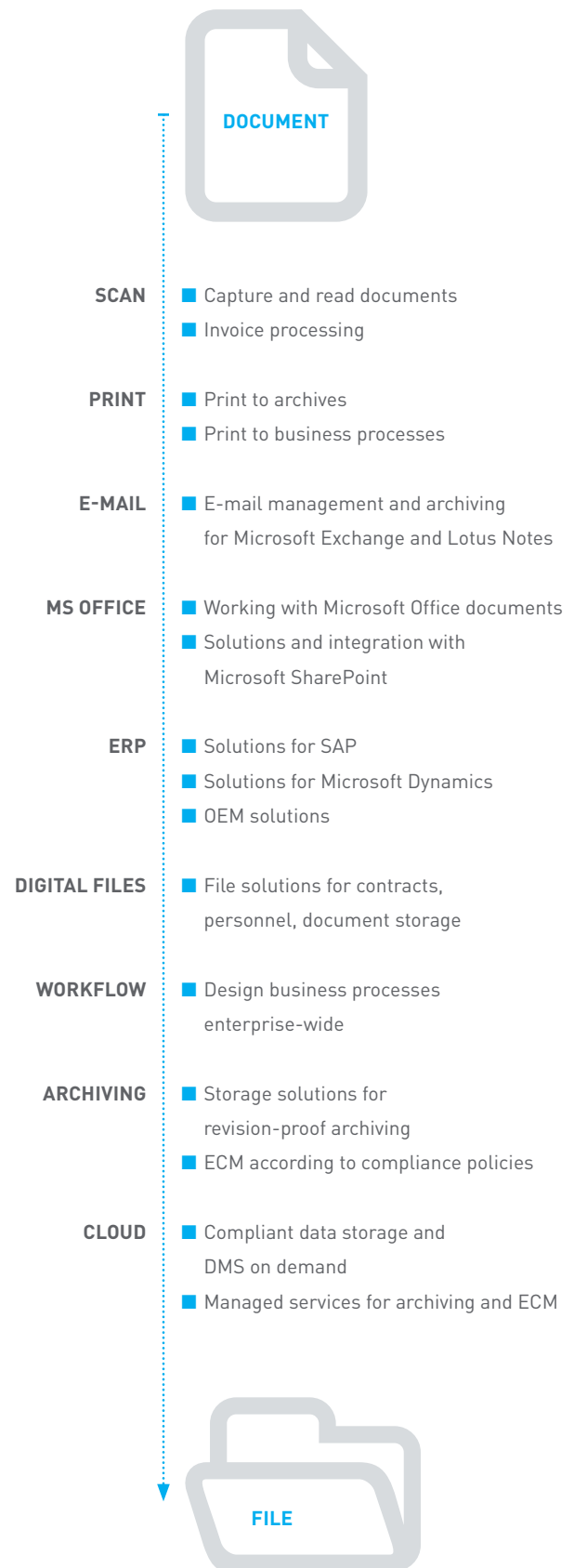
DOCUMENT MANAGEMENT, ARCHIVING, AND ECM MADE VERY EASY

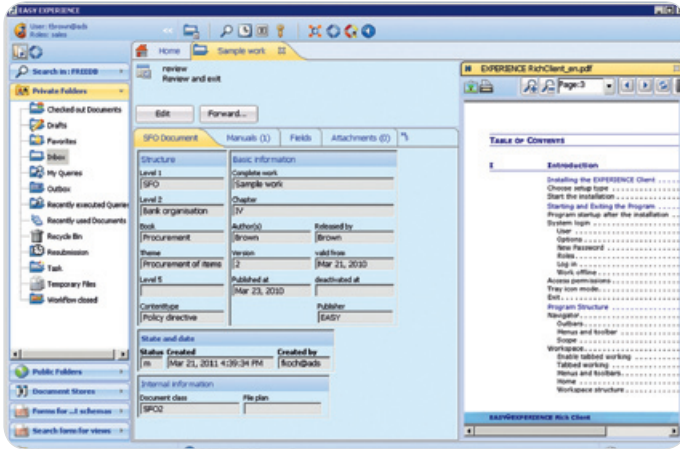
Anyone who intends to fully concentrate on their position in the market needs a modern document management system. Forget the overflowing trays, space-consuming filing cabinets and full desks in your office. The use of EASY software facilitates structuring documents electronically, storing them in a revision-proof manner, and making them retrievable enterprise-wide. Moreover, document-based processes dramatically increase the productivity of entire organizations, reduce processing times and enhance process quality. In doing so, EASY SOFTWARE products process electronic documents and hard copy documents; they are integrated with all important IT environments and applications. The convenient full text search engine enables the retrieval of any document among millions in mere seconds, after many years, even if you can't remember names or details.

EASY AS THE CORE OF YOUR DOCUMENT SOLUTIONS

With its two enterprise content management solutions (ECM) EASY DOCUMENTS and EASY EXPERIENCE, EASY SOFTWARE provides document-based solutions for businesses of all sizes – from small and midsize businesses to large corporations. These ECM systems cover all important functions, from revision-proof archiving through to fully automated business processes, as well as structured storage and complete file solutions. Our ECM systems have increasingly become the core of all document-based processes in many businesses; they offer a variety of integrations in other leading applications.

EXTENSIVE SOLUTIONS FOR YOUR DOCUMENTS





EASY EXPERIENCE: An easy-to-use and intuitive interface for users

THE EASY EXPERIENCE

EASY EXPERIENCE is one of the most advanced ECM (enterprise content management) solutions available in the market, and is particularly intended for corporations and midsize businesses. Besides all typical ECM storage and process scenarios, it also stands for high levels of scalability, customizability, and stability. Bespoke solutions are therefore no longer utopian; they can be implemented in a cost-efficient manner.

INCREASE YOUR SUCCESS, ENTERPRISE-WIDE

This is where the ECM solution EASY EXPERIENCE comes in. Besides secure retention of all information, it enhances process quality. EASY EXPERIENCE enables optimal access to all business-related data and its revision-proof storage. It allows distributing information in an enterprise through defined business processes, or forward it ad-hoc to individual groups of people.

EASY EXPERIENCE allows rapid and effective use or implementation of turnkey and individual solutions for enterprises. Stored information from existing applications - for example, e-mail or ERP systems - is displayed again as required. Microsoft SharePoint, Office, SAP or IBM Lotus Notes users work from their traditional user interface.

EFFICIENCY WITH A CERTAIN TOUCH

The new iPad application allows users to search in local document storages and have entire dossiers readily available and mobile on your iPad. Thus, it is an ideal addition to simple and rapid administration of your documents using EASY EXPERIENCE. Whether users are in need of complete dossiers or important individual documents, dossiers are also available offline thanks to the automatic cache.

Moreover, this iPad app can be used by small businesses and individual users - entirely without requiring an EASY EXPERIENCE installation. All that users need is an iPad application and access to the EASY server in the CLOUD. Get this app to keep a simple and quick overview of all important documents at low cost.

WWW.EASY.DE/EN/PRODUCTS/EASY-EXPERIENCE/

EASY EXPERIENCE - YOUR BENEFITS

ECM server including state-of-the-art Java technology

Highest scalability for load-balancing and failover

Uniform base for all company-related business processes and documents

Ergonomic, flexible Web and Desktop clients

Extensive integration interfaces for interaction with already existing systems



TURNKEY SOLUTIONS FOR MIDSIZE BUSINESSES

EASY DOCUMENTS is the ideal solution for small to midsize businesses. It is quickly implemented and provides numerous out-of-the-box solutions such as contract management, invoice processing, the personnel file, and many more. EASY DOCUMENTS easily and elegantly covers the entire function range of document management in a single system, from the archive to rule-based workflow.

A USER-FRIENDLY AND EFFICIENT TOOL

EASY DOCUMENTS is used to create and process documents or business processes, and forward them specifically through the company. EASY DOCUMENTS summarizes business transactions including documents and data in a digital file generating a common document base for all users.

The core of revision-proof storage is the new generation software of the established EASY ENTERPRISE.i system that has been installed thousands of times. In the new EASY DOCUMENTS version 4.0, both systems were merged into a single server solution, enabling faster, easier and more secure configuration and maintenance.

WWW.EASY.DE/EN/PRODUCTS/EASY-DOCUMENTS/

ALWAYS UP-TO-DATE

The Web client or the Apple iPhone or other smartphones give employees mobile access to all documents or workflow processes stored in the document management system. Moreover, a native iPad application ensures access via Apple iPad. So employees stay connected with the internal workflows, and can conveniently be part of decision processes. User-definable send scenarios or graphically predefined workflows help optimize document flow.

EASY DOCUMENTS – YOUR BENEFITS

Simple and established, full-text-based archive

Efficient information flow

Ad hoc distribution and rule-based workflows

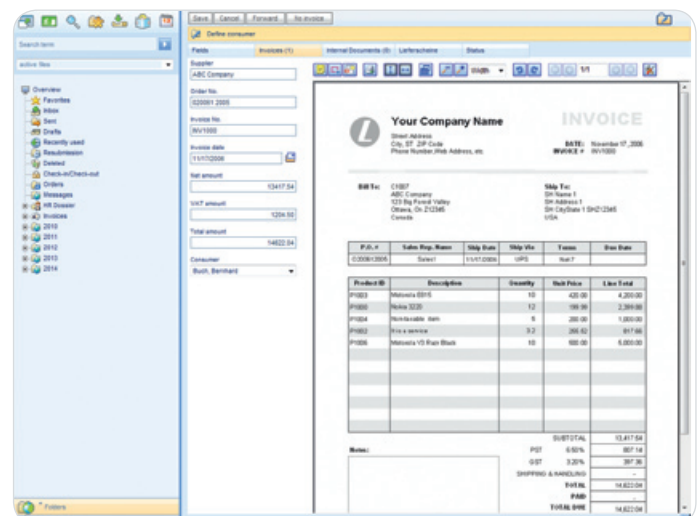
Extensive DMS functions via browser

Automated processing

Apple iPhone and iPad support

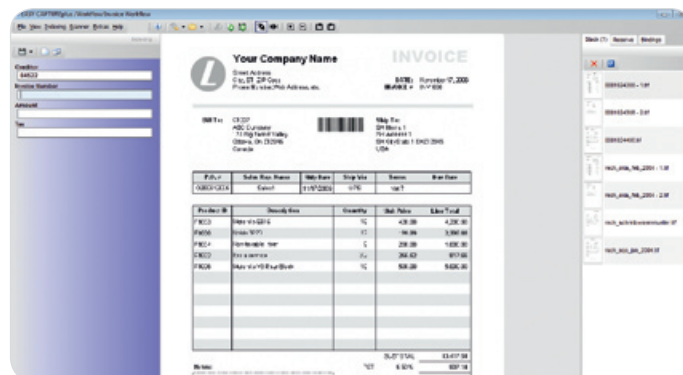
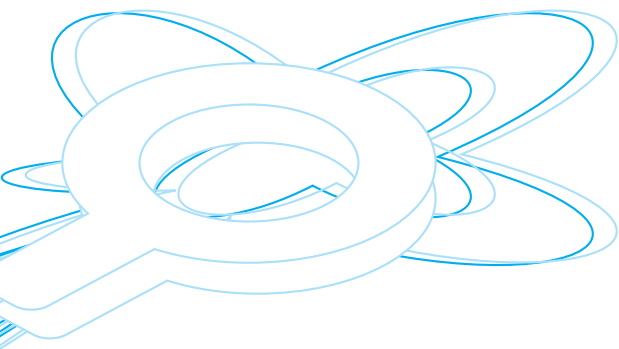
Simple workflow definition

Uniform base for all company-related business processes and documents



Purchase invoice verification via EASY DOCUMENTS Web client

EASY CAPTURE PLUS



Document capture followed by indexing via Barcode

SCANNING, CAPTURING AND PRINTING TO THE ARCHIVE

Businesses still receive most documents such as delivery notes, invoices, contracts and color brochures as hard-copies. That's why a powerful document capturing tool provides the basis for all other procedures within modern electronic document management.

INBOX PROCESSING MADE VERY EASY

EASY CAPTURE PLUS ensures not only capturing, indexing, automatic recognition and smart sorting of color or black and white hard copy documents, but also processes electronic documents such as Word and Excel files, and any other type of electronic documents.

Using high-performance scanners in batch operation, EASY CAPTURE PLUS acquires production-level volumes of documents, storing them logically in electronic workboxes and topic-related document stacks. Further processing depends on the respective document types, ranging from simple barcode recognition to fully automated free form recognition including importing purchase invoice line item detail, therefore forming the basis for modern invoice processing.

In an equally simple manner, EASY CAPTURE PLUS also supports ad hoc scanning at the user's workstation. Indexing is conveniently carried out using customized input masks. Selection lists and integrity checks guarantee error-free input.

STRAIGHT TO THE ARCHIVE

Electronic documents can be conveniently passed directly to the ECM system via interfaces to leading applications or simply via print jobs with manual or automatic indexing. Whether it's simple storage in the archive or process-oriented further processing, a single click is enough.

WWW.EASY.DE/EN/PRODUCTS/EASY-CAPTURE/

EASY CAPTURE PLUS – YOUR BENEFITS

- Quick recognition of your documents
- Convenient manual and automatic indexing
- Process acceleration through batch processing
- Highest level of accuracy with recognition
- Extensible for automated invoice processing
- Print to archive, file and workflow
- Data extraction and subsequent indexing via Barcode

THE PERSONALIZED ARCHIVE – MADE VERY EASY

While electronic company archives and process solutions have for years become an integral part of everyday office life, most users are working with their personalized documents still in a little structured and conventional manner. To this day, document management systems are used only here and there for storing documents. The reasons for this are simple. Technology had previously been too complicated for users and costs had been too high, with the result that acceptance on the part of organizations was low.

EASY DOCUMENTS ONE is the first personalized archive to be available in the marketplace. This enables every user in a company to rapidly and safely store their documents, and always be able to access all documents transparently. EASY DOCUMENTS ONE is so intuitive to use that anyone can use it immediately.

WWW.EASY.DE/EN/PRODUCTS/EASY-DOCUMENTS-ONE/

THE SIMPLEST ARCHIVE FOR ALL USERS

EASY DOCUMENTS ONE does not require any configuration after installation; it is self-explanatory and automatically adapts to new requirements. The most important feature is its particularly fast and simple storage through scanning, printing or Drag & Drop passes to minimize the hurdle of capturing. The other important feature is quick and accurate display of the required documents, where ONE represents “one” category and “one” click to viewing.

HAVING ALL YOUR DOCUMENTS AND FILES READY, USING IPAD



Inbox with convenient view to documents in the iPad application

EASY DOCUMENTS ONE – YOUR BENEFITS

- Storage tree is automatically generated
- Preconfigured personal archive
- Quick and automatic entry
- Later refinement with categories or notes
- Digital documents, printing and scanning
- Self-learning headwords and categories
- Including gadget on Windows for capturing
- iPad App for mobile search

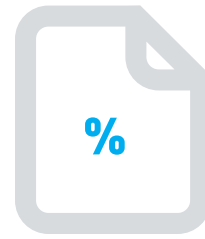
A native iPad application enables the EASY DOCUMENTS ONE user to have their sorted documents always available, outside your typical workstation, even in meetings or on visiting customers. You have all your files and therefore all information stored elegantly in iPad. Moreover, the personalized archive is also retained when losing or switching your workstation computer, because it is centrally stored in an EASY system in a revision-proof manner.



All enterprises are using standard ERP systems (enterprise resource planning) to plan and control their business processes. These systems are ideally suited to collect, evaluate and continue using company-related structured data. EASY SOFTWARE solutions complete these options with the actual business processes of capturing and processing the underlying original documents as well as retaining complete business processes.

SOLUTIONS FOR SAP, DYNAMICS NAV
AND DYNAMICS AX

EXTENSIVE ERP INTEGRATIONS FROM EASY SOFTWARE



IMPORTANT INFORMATION ALWAYS OBTAINABLE

EASY SOFTWARE delivers a complete solution for capturing, pre-processing and retaining original documents. Implementing this solution increases efficiency and quality in all related business processes. Specifically customized solution packages open up all advantages from an ERP/DMS combination for different ERP systems and document classes or company departments. These packages ensure seamless integration between document management of original documents and the respective ERP system. Thus organizations are working with a seamless solutions chain of incoming documents through to completing the business process and legally compliant retention of all information.

EASY SOFTWARE makes use of its 15-year solution expertise from the SAP system environment to create optimal solutions for Microsoft Dynamics AX and Microsoft Dynamics NAV. A plethora of other integrations for popular ERP systems and industry solutions are created by EASY partner companies, rounding off the EASY product suite.

EASY for SAP

- Certified archive to SAP standards
- Transparent and secure document storage
- Integration with SAP Records Management
- Invoice ledger within SAP and release process

EASY for
DYNAMICS AX

- Revision-proof document storage for Microsoft Dynamics AX
- Stores outgoing documents in various company archives
- Automatic transfer of additional business information

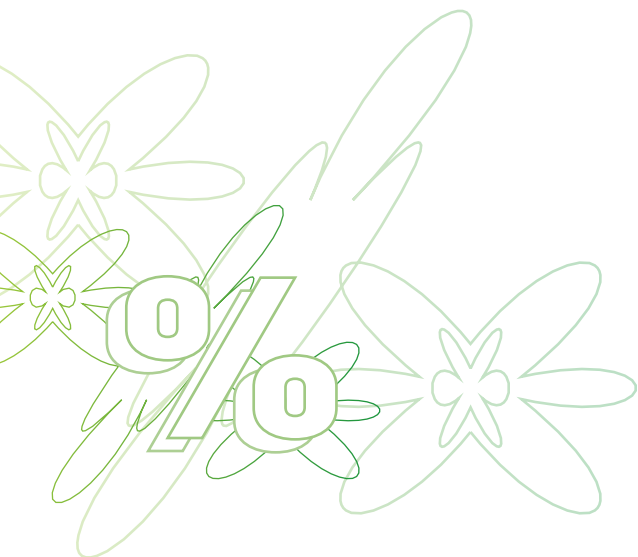
EASY for
DYNAMICS NAV

- Auto- archiving during the posting process
- Flexible search mechanisms
- Access to all business documents in mere seconds

OEM SOLUTIONS

- Standardized interfaces for a variety of use cases





EASY FOR SAP – YOUR BENEFITS

Speed up business processes

Transparent and secure document storage

Seamless access to archived data

Uniform view on information

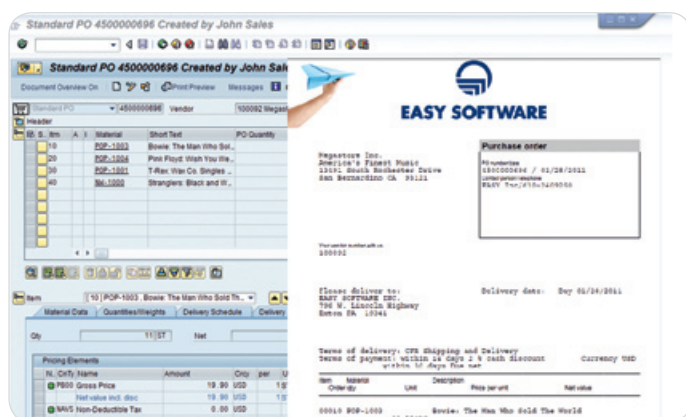
Certified solution for SAP

EASY FOR SAP

For more than 15 years EASY has been delivering standard solutions for revision-proof archiving and management of documents as well as information for SAP systems. The EASY solution for capturing incoming hard copy documents, outgoing print documents and lists, as well as application data in SAP has been tried and tested in over 1,000 installations over the past decade. This integration has been certified multiple times for the respective current SAP versions; its hallmark is its capability to cope with great loads.

PERFECT COMPATIBILITY

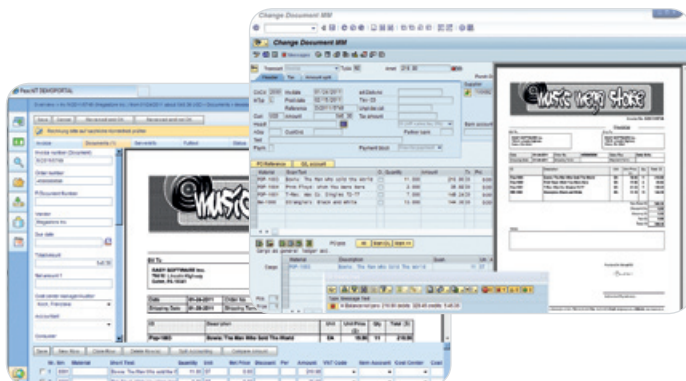
EASY SOFTWARE has particularly focused on integrating the use of SAP documents in non-SAP applications: An optional component ensures that SAP documents are made independent from the actual SAP system. Access to these documents is therefore available via a variety of applications such as Microsoft Share-Point or IBM Lotus Notes by default. The use of any non-SAP documents within the SAP system is also possible. Therefore, the complete merge of corporate information can be easily implemented in the SAP Records management system.



Displaying archived documents within SAP

SAP meets the constant increase of data retained within an organization with its new SAP ILM (Information Lifecycle Management) module. EASY provides its own certified access to this module to permanently delete stored data after a defined time or to be able to turn off redundant SAP systems if necessary.

WWW.EASY.DE/EN/PRODUCTS/EASY-FOR-SAP/



Release process within and outside of the SAP system

BUSINESS PROCESSES FOR SAP

Implementation and optimization of electronic business processes supports SAP users in reducing costs and simultaneously increasing process quality. EASY SOFTWARE pays special attention to processing purchase invoices and solutions for SAP HR.

PROCESSING PURCHASE INVOICES

That's EASY: Save time, and improve processing of your purchase invoices for SAP in no time. The EASY INVOICE for SAP solution allows you to implement transparent standard processes, utilizing vast cost savings in your finance accounting department. EASY INVOICE for SAP completely replicates invoice capturing, approval and posting for SAP. All invoice procedures, i.e. allocation, correction, verification, approval, release and posting, are centrally controlled or, optionally, performed automatically.

CAPTURING AND MANAGING PERSONNEL FILES

EASY HR RECORDS for SAP provides a simple personnel file to make everyday work in your personnel department more efficient using SAP. From automatic capturing of incoming personnel documents and qualification to cross-corporate queries, EASY HR RECORDS for SAP offers convenient management of all personnel documents. EASY HR RECORDS for SAP is essentially based on technical SAP standards. This enables using existing permissions from the leading personnel management solution in your organization, eliminating the need for dual maintenance.

EASY INVOICE for SAP – YOUR BENEFITS

Significant reduction of processing times

Fast amortization through minimizing handling charges

Uninterrupted verification and release

Can be extended, and used for other business processes

EASY HR RECORDS for SAP – YOUR BENEFITS

Transparency of personnel documents

Reports beyond employee numbers

Enhancing the transparency of HR records

SOLUTIONS FOR DYNAMICS NAV

EASY for DYNAMICS NAV is the perfect extension to Microsoft Dynamics NAV. This ECM solution supports all business processes and archives both incoming and outgoing documents in a legally compliant manner, taking legal provisions into consideration.

CREATING SYNERGIES

EASY for DYNAMICS NAV facilitates the acceleration of processes in the accounting department. Incoming documents, such as invoices or delivery notes, can be entered via a central station on arrival, and stored in a revision-proof manner. Seamless integration of EASY products with Microsoft Dynamics NAV enables document access directly from the NAV client. Users continue working from their familiar environment.

FLEXIBLE SEARCH MECHANISMS

Outgoing documents can also be stored in company archives. This can be performed fully automatically without user actions. Here the metadata is also passed to the archive in addition to the document, so the information is searchable from any EASY application.

EASY for DYNAMICS NAV – YOUR BENEFITS

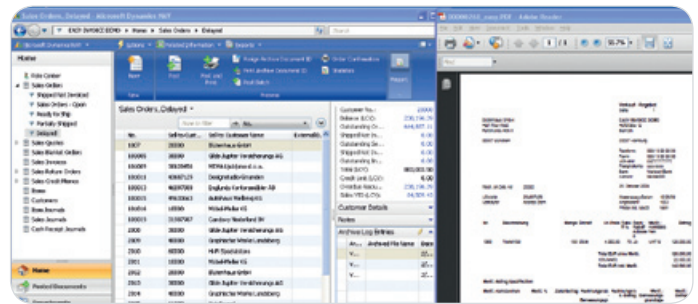
Revision-proof archiving

Searching from the Dynamics interface

Extensive organizational and search options

High level of automation

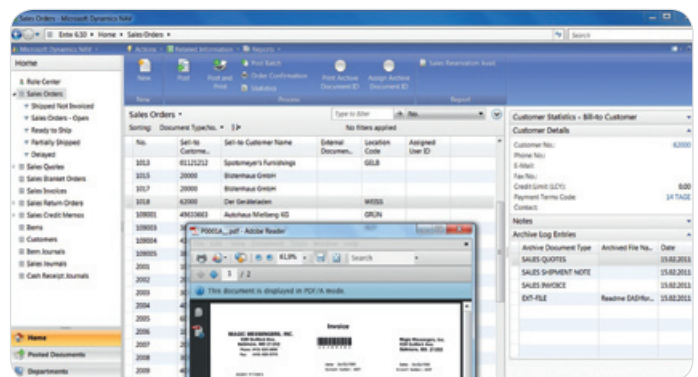
Automatic processing of purchase invoices



Integration with the Microsoft Dynamics NAV standard menus

INVOICE PROCESSING FOR DYNAMICS NAV

Automatic capture and release of purchase invoices is one of the most important document-based business processes. EASY INVOICE for DYNAMICS NAV lets you control the entire process: from document capture and invoice release workflow through to automated posting in Dynamics NAV. This “Best Practice” solution enables you to get a quick and cost-effective start and can be conveniently customized to meet your requirements.

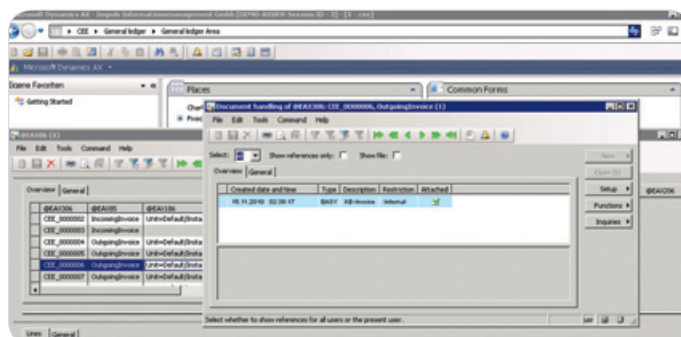


Displaying the archived documents directly from the user interface

WWW.EASY.DE/EN/PRODUCTS/EASY-FOR-DYNAMICS-NAV/

SOLUTIONS FOR MICROSOFT DYNAMICS AX

EASY for DYNAMICS AX is the ideal ECM solution for compliant processing and storage of incoming and outgoing documents for Microsoft Dynamics AX. Seamless integration of this software with the Microsoft Dynamics AX interface provides optimum support of your business processes, as well as maximum ease of operation. The archive is accessed intuitively from the respective work context in Dynamics AX, so effective use without training is possible.



View of document handling of a record incl. archived documents

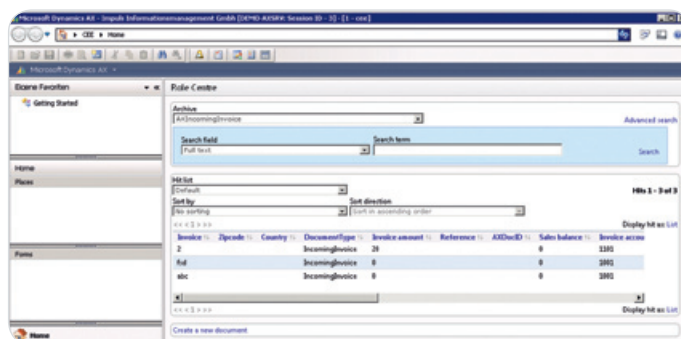
WWW.EASY.DE/EN/PRODUCTS/EASY-FOR-DYNAMICS-AX/

DYNAMIC COOPERATION

EASY for DYNAMICS AX provides various scenarios for incoming documents, which facilitates ideal customizations to existing business processes.

EXTENSION WITH PROFILE

A supplement to stored documents with additional business information can be freely defined. This makes company data also available outside of Microsoft Dynamics AX. The data can then be further processed in any enterprise process.



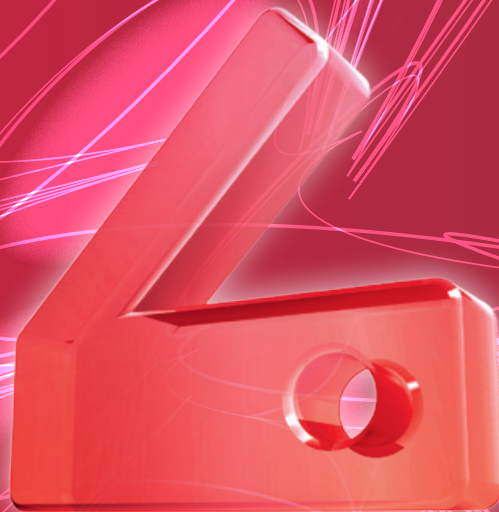
Convenient archive access via the search integrated into Microsoft Dynamics AX

EASY for DYNAMICS AX – YOUR BENEFITS

- Optimized cash management
- Safe compliance of editing process
- Cross-location availability of information
- Revision-proof storage
- Minimized handling charges

PURCHASE INVOICES

Cost reduction and quality gains: what initially looks like trying to square the circle is in fact a multi-dimensional gain for accounting departments. EASY INVOICE introduces transparent standard processes that significantly reduce processing times for purchase invoices and at the same time remove the need for error-prone routine data input by employees.





EASY INVOICE

EASY INVOICE largely automates your invoice processes because it covers all important processes: capture, data synchronization, verification, allocation, approval, posting, search/retrieval, and reliable revision-proof storage. It is Web-based, multi-platform capable, and very easily used in the browser. Existing business templates enable users to replicate organization-specific invoice processes in such a manner that all involved employees will find their roles represented. EASY INVOICE can also be subsequently customized very easily via Microsoft Visio to modify process flows.

SIMPLE, EFFICIENT, AND EFFECTIVE

Reduced processing times allow adherence to payment deadlines to achieve early payment discounts and reinforce your negotiating position with vendors. The entire process of processing purchase invoices is directly improved in terms of speed, quality, and reducing the costs of manual data entry. The quality of business processes is permanently improved through replication of rule-based workflow scenarios.

EASY INVOICE – YOUR BENEFITS

Accelerate processing

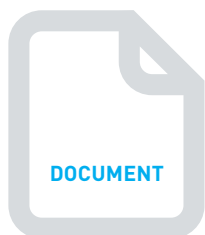
Optimize costs through short processing times, full use of cash discount

ROI in a few months

Revision-proof storage of original invoices

Central invoice verification and integrated freeform accounting

AUTOMATED INVOICE PROCESSING AT A GLANCE



DATA EXTRACTION

EXTRACTION

ERP INTEGRATION

RELEASE

ARCHIVING

■ Scan and assign using EASY CAPTURE PLUS

■ Automated freeform extraction and verification using EASY xTRACT

■ Integration with SAP and solutions for Microsoft Dynamics Release

■ Turnkey and customizable workflow scenarios through EASY EXPERIENCE and EASY DOCUMENTS

■ Revision-proof storage according to compliance policies

WWW.EASY.DE/EN/SOLUTIONS/ACCOUNTS-PAYABLE-AUTOMATION/EASY-INVOICE/

DIGITAL FILES

- CONTRACT FILES AND PERSONNEL FILES



No more floods of paper, high flexibility, quicker response times, and a structured overview. The digital files from EASY SOFTWARE eliminate the need for onerous administrative effort and help you gain time.



EASY RIGHT FROM THE START

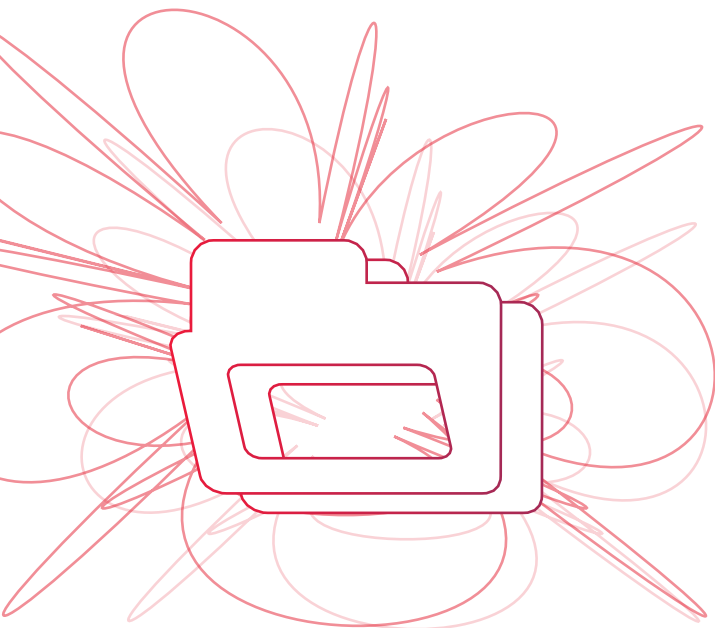
Desks are overflowing with mountains of paper. With time pressing, important files and documents are hard to retrieve. The digital file solutions from EASY SOFTWARE allow organizations to remove the paper backlog and to benefit from the efficiency gains for the enterprise. Very short implementation times ensure immediate benefits and fast return on investment.

SIMPLY VERSATILE

The smart solutions for different company departments can be individually and conveniently customized for each internal process. So the solution adapts to your requirements, and integrates structural changes with a few clicks.

BEST PRACTICE

So why not benefit from the success of thousands of organizations already using solutions from EASY SOFTWARE? The “Best Practice” solutions let you benefit from a rich experience of more than two decades. All you need to do is customize the tried and tested digital file solutions to your individual requirements, with no need to reinvent the wheel.

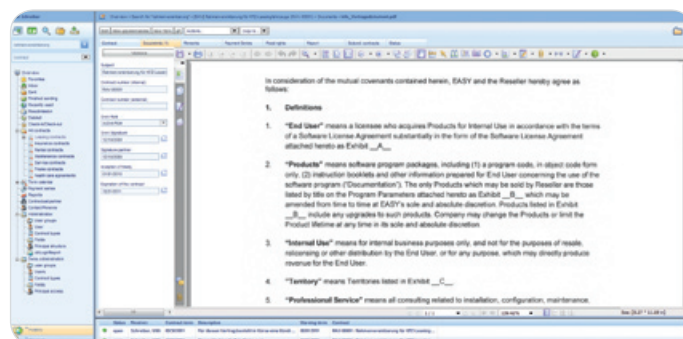


CONTRACT MANAGEMENT

The digital contract file EASY CONTRACT significantly eases administration of organizations. It eliminates the need for time-consuming processes such as searching for specific documents or checking deadlines of contract periods, as well as payment deadlines. Process-related, cross-departmental access to specific files is ensured regardless of site, making internal communication more efficient.

SIMPLY SECURE

Information and attachments are uniformly and completely available to all authorized users. Delegating tasks and absence management ensures proper contract processing at any time. Detailed write and read permissions protect users from improper use of confidential contract documents.



Details view of contracts and associated documents

INTELLIGENCE THAT GIVES YOU AN OVERVIEW

EASY CONTRACT supports users with your liquidity planning through an extensive overview of payment flows. It is easy to use and intuitive in the browser. In addition, storing contracts and related documents in the central document management system creates the basis for versatile search and retrieval options – e.g. via full text search – and concise administration of access rights.

EASY CONTRACT – YOUR BENEFITS

Fast retrieval of information

Automated escalation options

Compliance with deadlines and terms

Overview of all contracting parameters

Security for confidential contract documents

PERSONNEL FILE

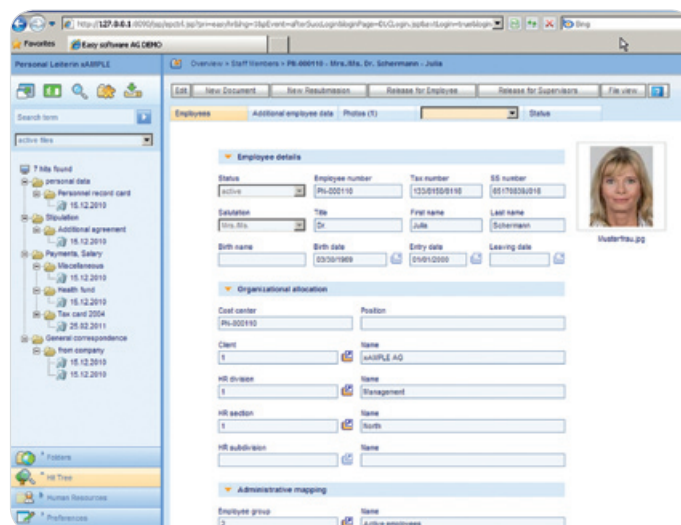
The digital personnel file is an important basis for state-of-the-art personnel management. User-friendly menus, revision-proof and location independent access, as well as simple workflow customization are the hallmarks of this solution from EASY SOFTWARE. This enables you to easily keep an overview of all processes – regardless of the complexity of corporate structure – and to profit from safe and fast administration. Protection of this sensitive data is ensured at all times.

TRANSPARENT, SECURE, AND FAST

Moreover, EASY RECORDS for HR provides the option to replicate worker processes covering personnel documents in a workflow-controlled manner. This makes processes in the personnel department more transparent, safer and faster. It offers user-friendly, web-based access to all archived documents subject to retention, and can be used regardless of location. Depending on role and permission, personnel managers, supervisors or employees can only see the data, documents and processes they are intended to see. Using self-service (e.g. vacation requests) immediately takes the load of HR employees.

A PERSONNEL FILE for SAP

With its solution EASY HR RECORDS for SAP, EASY SOFTWARE provides a tool for the ERP system SAP, the scope of which ranges from capturing incoming personnel documents and qualification through to cross-company file queries. Completely integrated into the traditional menu path, this is intuitive for the user who will immediately benefit from the advantages.



Information and accompanying personnel documents at a glance

EASY RECORDS for HR – YOUR BENEFITS

Minimize costs in paper records administration

Site-independent availability

Increased employee and user satisfaction through faster response times

Dramatic reduction of printing and copying costs

Central and revision-proof data storage

E-MAIL MANAGEMENT



More than 220 billion e-mails are used in offices every day to communicate information throughout the world. Given this volume of information, professional e-mail management is particularly important for efficient office work. As an EASY SOFTWARE customer, you will benefit from these powerful solutions, which seamlessly integrate with the entire e-mail business process and which were developed and designed against a background of more than twenty years of experience.

CENTRAL E-MAIL STORAGE AND PROCESS INTEGRATION WITH EXCHANGE AND NOTES

E-MAIL MANAGEMENT AND ARCHIVE À LA EASY

Smooth business processes in modern enterprises are unthinkable without e-mail correspondence. E-mail management is therefore a complex organizational and technological challenge in the enterprise. Seamless integration of EASY SOFTWARE products and solutions with various mail systems conveniently and quickly formulates the path to increased efficiency. In doing so, easy integration into existing user administrations allows short implementation periods – organizations immediately benefit from the use of the products.

FOCUSED EFFICIENCY

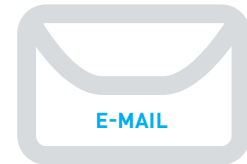
Quick search times, reduced sizes of mailboxes and lightening the load on servers, speed up the business processes of each organization, so users can concentrate on essential tasks.

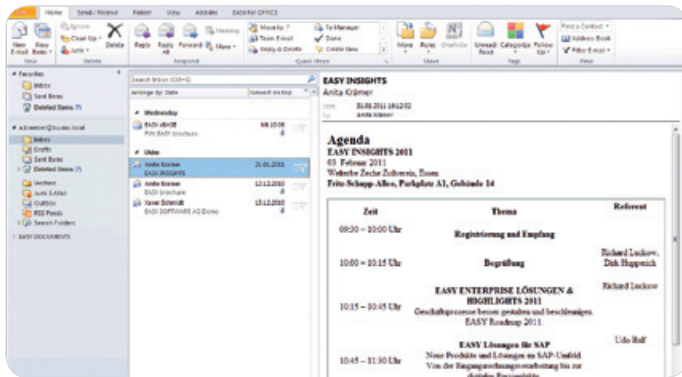
EASY FOR EXCHANGE

- The archiving solution for Microsoft Exchange
- Administration of retention periods
- Seamless integration with Microsoft Outlook

EASY NOTES

- Completely integrated, compliant ECM solution
- Enhanced server performance
- A solution for accessing enterprise-wide content
- Archiving company-related applications and e-mails





Seamless integration in Microsoft Outlook

EASY FOR MICROSOFT EXCHANGE

EASY for EXCHANGE provides legally compliant e-mail archiving for the Microsoft Exchange Server. The flexible control set allows both transparent archiving or journal mailboxes and defining individual archive folders or time-controlled processing of e-mail messages. This enables EASY for EXCHANGE to comply both with the provisions for legal data retention and individual Outlook users' interest in data protection/privacy.

FLEXIBILITY THAT CREATES FREEDOM

EASY for EXCHANGE is centrally administered for a Microsoft Exchange Server farm. Individual archive profiles can be easily created or derived from existing ones. This enables creating archive rules for organizational units in an enterprise through to individual mailboxes and public folders.

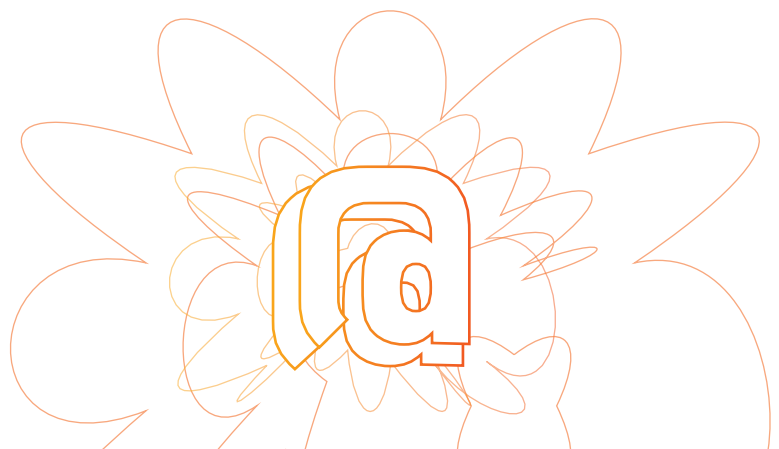
A MOBILE AND STRUCTURED TOOL

Besides archiving mailboxes, EASY for EXCHANGE enables you to include public folders. EASY for EXCHANGE integration within Outlook Web Access also provides secure access to archive data in the Web browser. It can also be used in Outlook Anywhere. Synchronization functions are available for offline access to archived e-mail items, e.g. for customer visits. EASY for EXCHANGE lets you access information anytime, anywhere.

WWW.EASY.DE/EN/PRODUCTS/EASY-FOR-EXCHANGE/

EASY for EXCHANGE – YOUR BENEFITS

- Legally compliant e-mail archiving
- Easy-to-use and quick search functions
- Reduces the load on the Exchange database
- Maintenance-free system configuration
- Optimal, intuitive integration with Outlook



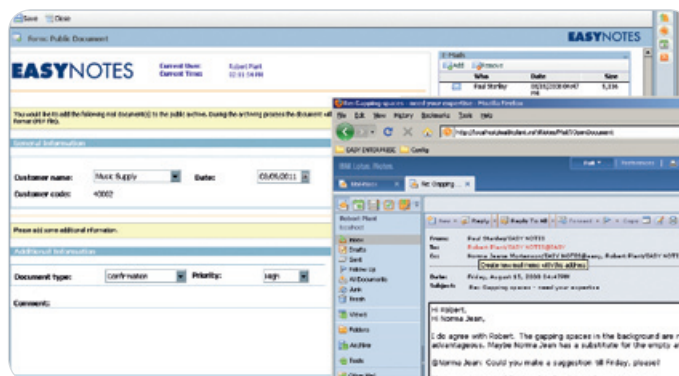
EASY FOR IBM LOTUS NOTES

EASY NOTES is the ideal solution for linking EASY enterprise content management and archive servers to an IBM® Lotus Notes®/Domino® environment. IBM Lotus Notes documents and attachments are archived directly from IBM Lotus Notes in a revision-proof and legally compliant manner. EASY NOTES allows retrieval of archived documents directly from the Notes client, and users do not need to exit their traditional work environment. The software's competence includes handling all Notes documents. Archived documents are available enterprise-wide, and can also be used by other systems. In reverse, the use of enterprise-wide data is also possible. EASY NOTES helps you turn your IBM Lotus Notes client into a full-fledged archive client that lets you search in enterprise-wide data, use it, and even seamlessly integrate it directly with your own applications, using IBM Lotus standard techniques.

HARMONY FOR GREATEST EFFICIENCY

With its system-related architecture, EASY NOTES completely integrates with the IBM Lotus Notes client. This close integration removes the need for extensive user training. You will quickly realize your employees become more efficient through effective use of EASY NOTES. Because EASY NOTES also supports IBM Lotus iNotes™, archived e-mail items can also be viewed via IBM Lotus iNotes™. EASY NOTES holds archived documents locally offline, so mobile access is guaranteed. The user can determine which archived data to synchronize.

WWW.EASY.DE/EN/PRODUCTS/EASY-NOTES/



Process related Export of E-Mails and Access via IBM Lotus iNotes

ARCHIVING

Intelligent archiving significantly reduces your server load. The result is the database remains clean, organized and fast. The software automatically adheres to the legal provisions on archiving. Having made overflowing mailboxes redundant, you can concentrate on essential tasks, and gain in flexibility and efficiency.

EASY NOTES – YOUR BENEFITS

Forming virtual files and using enterprise-wide data

Seamless integration with IBM Lotus Notes and with your applications

Integrating IBM Lotus Notes documents into enterprise-wide business processes

Legally compliant and revision-proof archiving of all your IBM Lotus Notes documents

OFFICE SOLUTIONS



The Microsoft Office system ensures great ease of use and clear structures. A large number of organizations and administrations therefore use Microsoft software in their everyday office work. The solutions from EASY SOFTWARE seamlessly integrate with the given structures; they create a more efficient work-space.



OFFICE SOLUTIONS

Microsoft Office is used in nearly all offices of organizations and administrations, which is why Word or Excel are not just familiar applications for many users; they are also an integral part of office life. Outlook is the central information interface that is open all through the working day.

EASY SOFTWARE is therefore one of the avant-garde system integrators for Microsoft SharePoint Server 2010, the leading enterprise platform for cooperation and providing information. EASY for OFFICE is a full-fledged ECM client for Microsoft Office and SharePoint. EASY for SHAREPOINT extends the Microsoft Share Point with the necessary ECM functionalities.

ALWAYS UP-TO-DATE

As a longtime Microsoft Gold Partner, EASY SOFTWARE has right from the start attached importance to close integration of its archiving and document management solutions with the Microsoft Office environment. Its close strategic partnership alliance with Microsoft always guarantees optimum integration – including with the latest technologies.

EASY FOR SHAREPOINT

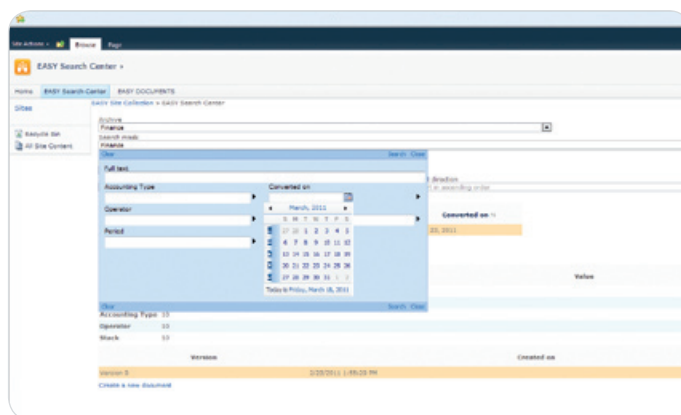
EASY for SHAREPOINT is an integrated document management and archiving solution for Microsoft SharePoint 2007 and 2010. It supports both SharePoint Services and SharePoint Server products. Two different EASY xSHARE versions take into account the different uses within the SharePoint environment.

LINKING KNOWLEDGE AND ACCESS

EASY for SHAREPOINT perfectly links the Microsoft SharePoint Server's document structures to legally compliant storage in EASY ECM systems. Business-critical documents are automatically archived, without requiring manual intervention. Optionally, these documents can also be removed from the SharePoint library or replaced with a reference file the size of a kilobyte.

INSTANT INDIVIDUAL SOLUTIONS

Discover the potential that EASY for SHAREPOINT holds in store. EASY for SHAREPOINT Web Parts give users the greatest possible flexibility in designing their own SharePoint applications by communicating individually with Web Parts of other manufacturers. For instance, connect a CRM Web Part to the EASY libraries or display the archived documents on the selected record. Complex queries can be easily created and hidden from the end-user; topical cockpit information can therefore be easily realized.



Extensive ECM search functionalities in Microsoft SharePoint

EASY for SHAREPOINT – YOUR BENEFITS

- Transparent access to archived documents
- Integration with corporate or team sites
- Intuitive storage of attachments in the EASY archive
- Maintenance-free system configuration
- Follows workflow scenarios

WWW.EASY.DE/EN/PRODUCTS/EASY-FOR-SHAREPOINT/

EASY FOR OFFICE

EASY for OFFICE extends Microsoft Office 2007 and 2010 with a smart archiving and workflow functionality. Its own menu provides the complete functionality of a full-fledged ECM client within the Microsoft Office application. This allows you to easily search/retrieve and edit archives, or directly process them further in a Microsoft Office program. Additional attachments can simply be added via Drag & Drop.

EASY for OFFICE – YOUR BENEFITS

Process-related e-mail archiving

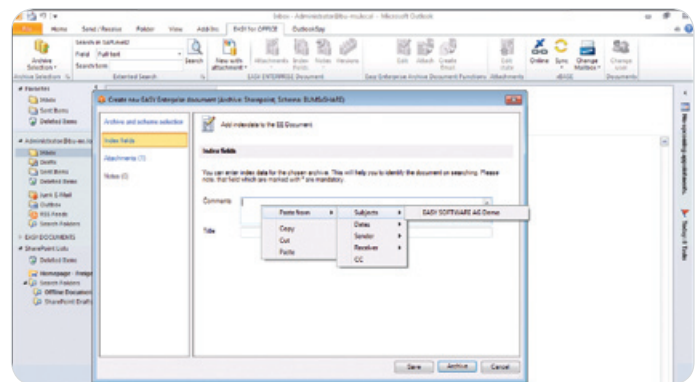
Intuitive usability

File formation directly from Microsoft Office applications

Complete ECM integration

PROCESS-RELATED ARCHIVING

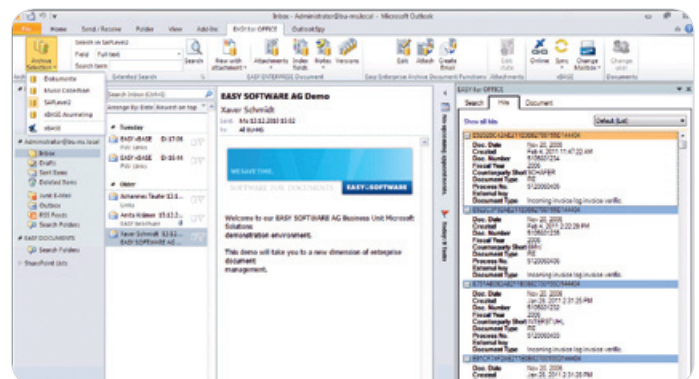
Whether it's a contract or an e-mail message, all Microsoft Office documents can be either directly stored in the archive in a legally compliant manner, or added to a current process. Optionally, Microsoft Office documents can be additionally saved in PDF/A format. Moreover, EASY for OFFICE provides the option to search and retrieve archived information with the minimum of effort. This ensures you're only a few clicks away from the desired information and revision-proof storage.



Create and archive new documents directly from Microsoft Office

CONNECTED

EASY for OFFICE integrates personal and public EASY DOCUMENTS and EASY for SHAREPOINT folders with the Microsoft Outlook folder structure, turning Microsoft Outlook into an important hub of communication which also displays the current tasks of EASY DOCUMENTS workflow. EASY for OFFICE is therefore used as a bridge between EASY for SHAREPOINT and Microsoft Outlook.



Integrated search and hit list within Microsoft Outlook

WWW.EASY.DE/EN/PRODUCTS/EASY-FOR-OFFICE/

CLOUD & SaaS

CloudComputing, OnDemand models, and “oftware as a service” are more than just a fashionable fad. An increasing number of enterprises prefer consuming software functionality on-demand to more directly reflect changing business requirements. EASY ENTERPRISE SERVICES GmbH has been established to ensure that the future development of the EASY SaaS platform is based on this new type of customer model.





SOFTWARE-AS-A-SERVICE

The great advantage of Software as a Service (SaaS) is that it allows enterprises without their own infrastructure to use the offered services. Moreover, on-site maintenance staff are not required, nor are software licenses. To users SaaS offers maximum transparency and cost control because the services are billed at calculable fixed costs on a monthly basis.

A STRONG PARTNER NETWORK

Why not benefit from the extensive experience of EASY SOFTWARE in the enterprise content management environment for building and running software-as-a-service models, as well as from the strong partner network? This is because the strength of our partners is based on their trusted status and close proximity to their customers.

HOSTING

All EASY products can also be used in the established manner in the classic hosting environment or computer datacenters. Individually customized systems that are run externally as part of Business Process Outsourcing (BPO) are available.

WWW.EASY.DE/EN/SOLUTIONS/SAAS-HOSTING/

CLOUD & SaaS - YOUR BENEFITS

Lean processes

Low fixed costs

Great cost transparency and cost control

Greatest flexibility with the offered product suite

No administrative effort

