

Press release dated July 8, 2009



DMS EXPO: IQDoQ sets the focus on process optimization with standard solutions

(Bad Vilbel) IQDoQ GmbH is looking forward to this year's DMS EXPO with a comprehensive exhibition program. The MATERNA subsidiary will present version 5.1 of its document management solution HyperDoc at the VOI shared stand (Hall 7, E061). Among other things, this version enables the creation of ad-hoc workflows. IQDoQ will also present its affordable entry-level solutions for SMEs, which facilitate efficient document management in an SAP environment. Solutions for managing contracts and optimizing digital personnel files are also on the program. Lotus Notes users can visit IQDoQ's exhibit and see how their e-mail can be archived securely in HyperDoc and assigned directly to processes.

The DMS EXPO will be held September 15 to 17, 2009 at the Cologne Exposition Center in Hall 7.

IQDoQ provides effective support to companies and public institutions for optimizing their processes. The platform for this is the HyperDoc document management system (DMS), in which standard solutions for areas such as business archiving, digital personnel file management and contract management are integrated as templates. HyperDoc's modular design and high scalability make it possible for IQDoQ to adapt these solution templates quickly to meet individual customer requirements. The comprehensive standard functions are designed for the requirements of operating departments or centralized corporate divisions.

Create ad-hoc workflows with HyperDoc 5.1

Version 5.1 of HyperDoc, which will be presented at the DMS EXPO, now supports ad hoc workflows. These are generated by the user with the help of a wizard and supplement the structured workflows integrated in the application. Further key elements of the new vision are improved ease of operation and even better user ergonomics with advanced preview functions which facilitate browsing documents stored in HyperDoc files in a manner analogous to how one would do so in paper-based files. A separate preview for document attachments also facilitates fast, selective access. The gen-

eration of multiple document formats during archiving, accurate checking for duplicates and expanded options for the automation of processing steps in workflows using escalation management and script-based tasks are the other features that make HyperDoc 5.1 a well-rounded solution.

SAP ArchiveLink: an affordable start with document management for SMEs

IQDoQ will also present its entry level solutions for document management in SAP- environments. The four package solutions, offered by IQDoQ at a fixed price, are particularly directed at small and medium-sized enterprises. They will be offered exclusively through authorized IQDoQ partners, who will provide professional support to customers during the introductory phase and ongoing operation. SAP documents are archived in accordance with the German principles for orderly system-based accounting (GoBS) and regulations for data access and auditing of digital documents (GDPdU) but are still able to be searched in the accustomed manner using the SAP graphical user interface.

Digital contract management with HyperDoc ensures transparency

The contract management solution implemented with HyperDoc enables companies to maintain a central overview of their contracts. Storing all data in one place ensures timely access and complete access to all contracts and processes relevant to contracts. Responsible persons are notified by e-mail to remind them of impending deadlines. Because contracts are documents of great legal importance IQDoQ has placed a strong emphasis on data security and protection. The archived documents are protected by object encryption. In the event that someone does succeed in accessing the storage system without authorization, the documents cannot be read. Access management functions with authorizations are part of a separate user authorization module. Object encryption includes the encryption of documents before they are saved, i.e. while they are in the archive system's cache area, until they are placed in final storage in the system.

Flexible, efficient personnel file management

The digital personnel file from IQDoQ makes all documents available to the HR department that are important for the work of staff in that department but which are not part of the payroll system. In doing so, the system ensures confidentiality and that documents are secure against unauthorized access. All documents associated with an employee are stored in a file. Data relevant to taxes are archived in a manner which satisfies the regula-

tions for data access and auditing of digital documents (GDPdU in Germany). A search for documents can be performed according to typical criteria for the company. The files are subdivided on tabs by document type: application documentations, compensation information, training, etc. After the retention period has expired they can be deleted automatically. Here too access to the documents is subject to a strict authorization system similar to that for the contract solution. Various types of encryption provide protection against the misuse of data. Open interfaces enable SAP HR, PAISY and other payroll systems as well as applicant management systems to be integrated.

Archiving and assigning e-mail messages directly to workflows from Lotus Notes

With HyperDoc® LINK for Notes, IQDoQ presents a high-performance module for archiving Lotus Notes e-mail. This not only relieves the e-mail server but also provides the option to assign e-mail messages directly to business cases or files. Furthermore, the module assists companies in meeting compliance requirements: e-mails are not lost by unintentional deletion. Data are also saved on less expensive media, and the effort for administration and backup is reduced. Archiving is performed in the background according to definable rules without user intervention or the need to install software on the client. Moreover, comprehensive retrieval functions facilitate finding e-mail messages again.

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About IQDoQ:

IQDoQ is a wholly owned subsidiary of the MATERNA corporate group responsible for the areas of enterprise content management, document management, output management and electronic archiving. As a successful provider with many years of expertise, IQDoQ offers a comprehensive portfolio of products and solutions in the area of document-based processes. This includes the provision of user licenses for the HyperDoc® and FormText product lines. Special solutions for business and services for project planning, implementation and integration as well as corresponding training and sales of system hardware and software are also part of the portfolio.

The target clientele of IQDoQ is medium-sized and large companies, public agencies, value added resellers (VARs) and application service providers (ASPs). There are more than 200 users of the HyperDoc® and FormText product lines, including T-Systems, DAK, Deutscher Paket Dienst, trans-o-flex, Spar Handels GmbH, Eckes-Granini Deutschland, Le Meridien, Deutsche Post, Weingut Gerhardt and Klaus Faber AG.

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