



Integral Enterprise Content Management with d.3ecm

Trends such as cloud computing, social networks, or mobile work change our demands and create new challenges – all the time. That is why versatility will become a key success factor for all sorts of businesses and organizations. This versatility will require comprehensive digitization of business processes and specialized procedures. With d.3ecm, the complete technical, organizational and social knowledge of your company is easily accessible anywhere, at any time – and in many different ways. d.3ecm is the central information hub for optimizing your document-based business and decision-making processes sustainably. Digitize analog processes, use workflows to control business processes and ensure that information is delivered with precision. Not just in the office, but also while you're on the move. And all your documents are stored securely in digital dossiers. d.velop puts user benefits front and center with d.3ecm: **sustainable. smart. innovative.**

The core d.3ecm components:

Digital dossiers and process design

You have access to your information at all times. d.3ecm gives you an innovative, future-proof system for digitizing and managing documents and information and controlling business processes, from one source and coordinated with each other. With d.3ecm, All your data, from paper documents and technical drawing to e-mails and attachments, is held in one central location in compliance with auditing and legal requirements, regardless of the source system that generated the files. In doing so, d.3ecm meets national and international compliance guidelines such as GoBD or IDW PS 880.

Digital dossiers

Simple, clear and transparent. The basic structure for storing and managing information in d.3ecm is the digital dossier. Digital dossiers can be used for any purpose, including as customer, contract, machine and patient dossiers, etc. – a selection of pre-made dossier templates makes adapting the individual dossiers ridiculously easy.

Documents and information from a huge variety of sources – e-mail, ERP systems, Office programs, scanning processes, etc. – are arranged instantly in an existing dossier or automatically generate a new one. A special feature in all this: not one single document is duplicated. That's because the information is always securely accessed through an

Easy to use

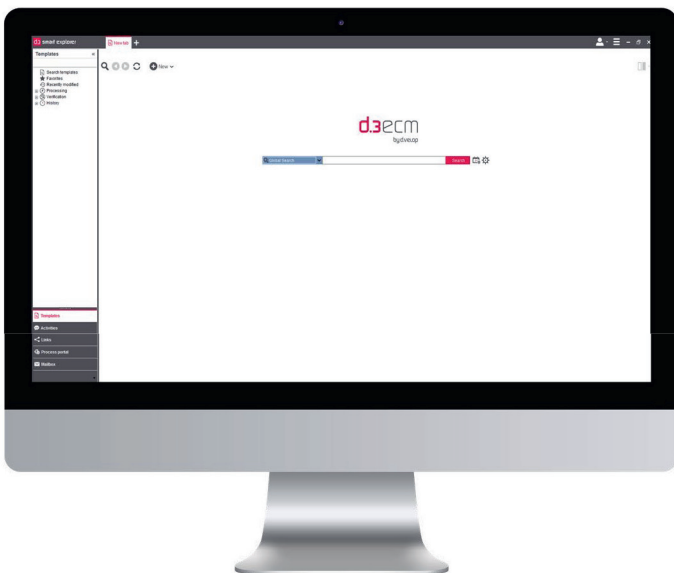
- Easily store all kinds of documents and files
- Simple and convenient research functions
- Case-based access to connected documents and dossiers
- Intuitive user interfaces

unmodifiable document stored in the central archive or, in the case of versioning, through a checkout and release mechanism.

Individual access

Not everyone can see everything. d.3ecm features an easy-to-manage granular authorization concept. For instance, you can save all your information in one digital dossier and only give access authorization to parts of it for specific users.

The intuitive user interface with dynamic, context-based menus means that working with d.3ecm is pleasant and efficient. Information and documents are very easy to find thanks to the practical one field search, which is similar to those found in search engines. The integrated activity stream instantly shows you which information and documents were created or edited and when. With d.3ecm, your users have constant access to all your important information, whether that's at the workstation, on a table or cell phone or through direct integration with your existing business software (for instance, your e-mail program). As a result, company knowledge can be accessed and used any time and anywhere in a simple and controlled way.



d.3 smart explorer home screen

Pioneering technology

- Automatic dossier generation option
- Customized rights concept for secure dossier access (in HR, for instance)
- Protection against data loss with legally secure archiving
- Documents from any application, including e-mail, Office or ERP systems, are made available directly in the digital dossier
- Software can easily be scaled, from medium-size companies to international group structures

Process design and control

d.3ecm lets you digitize and optimize your business processes. Let your users define document circulation or approval processes as ad hoc workflows and start them with the push of a button. Use structured business processes such as invoice receipt verification as predefined standard workflows.

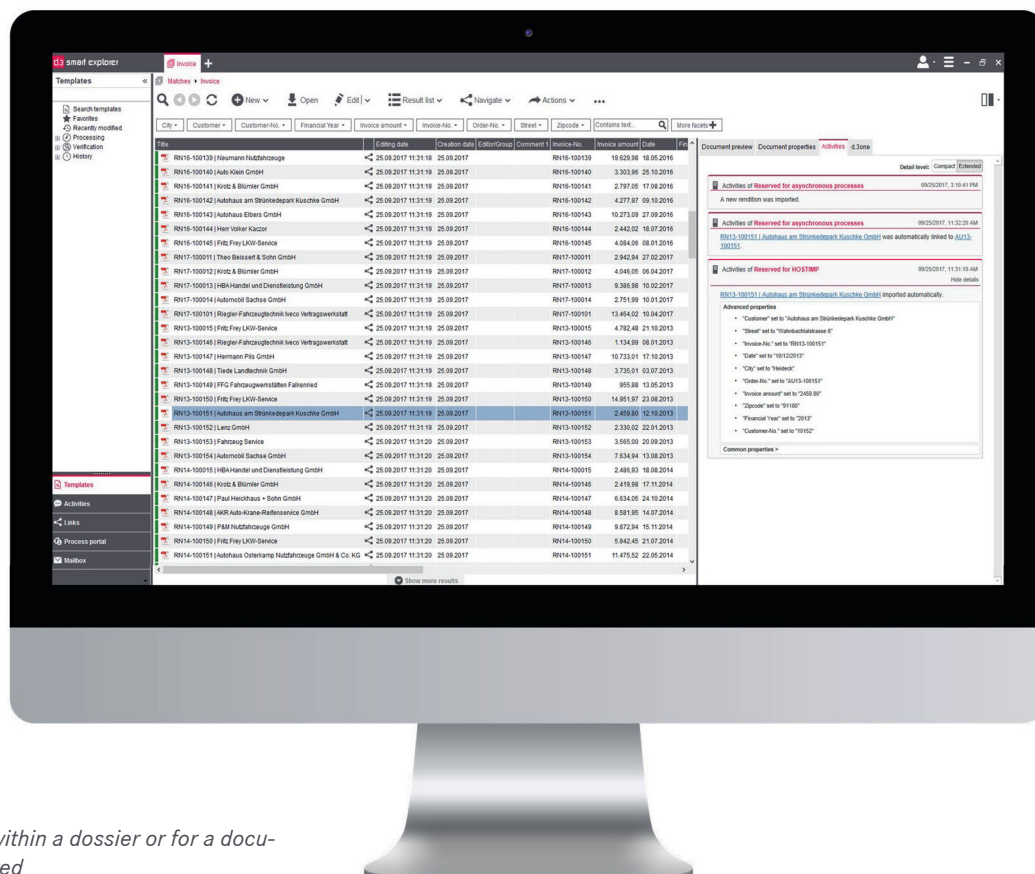
The d.3ecm workflow modules let you model your process flows quickly and easily. Use clearly arranged graphical editors and wizards to create workflow masks and forms that you can reuse at any time. Digital workflows distribute tasks and information to your employees exactly when they are needed in the business process. Delays and idle times are reduced and substitute

rules ensure that processes are not hindered by vacations and other obstacles.

More transparency and quality.

Of course, you can also map the whole management system for your business elements using a digital dossier as the basis. When, for instance, you define a vehicle fleet dossier, you can also generate a data model and separate application interfaces for it at the same time so that information about the vehicles, such as service lives and rates, can be recorded. Thanks to the simple application integration feature, this data can also be updated automatically in financial accounting.

There are no limits to the possibilities for mapping business elements and business processes. You



All the activities within a dossier or for a document can be viewed

Pioneering technology

- Business process mapping with a graphical design interface
- Certified interfaces for simple integration with existing software (for instance, ERP systems, Microsoft Office or Outlook)
- Create workflow forms with ease thanks to the intuitive editor and various wizards
- Fully integrated for seamless access to your document repository
- Support for workflow participation on different mobile platforms

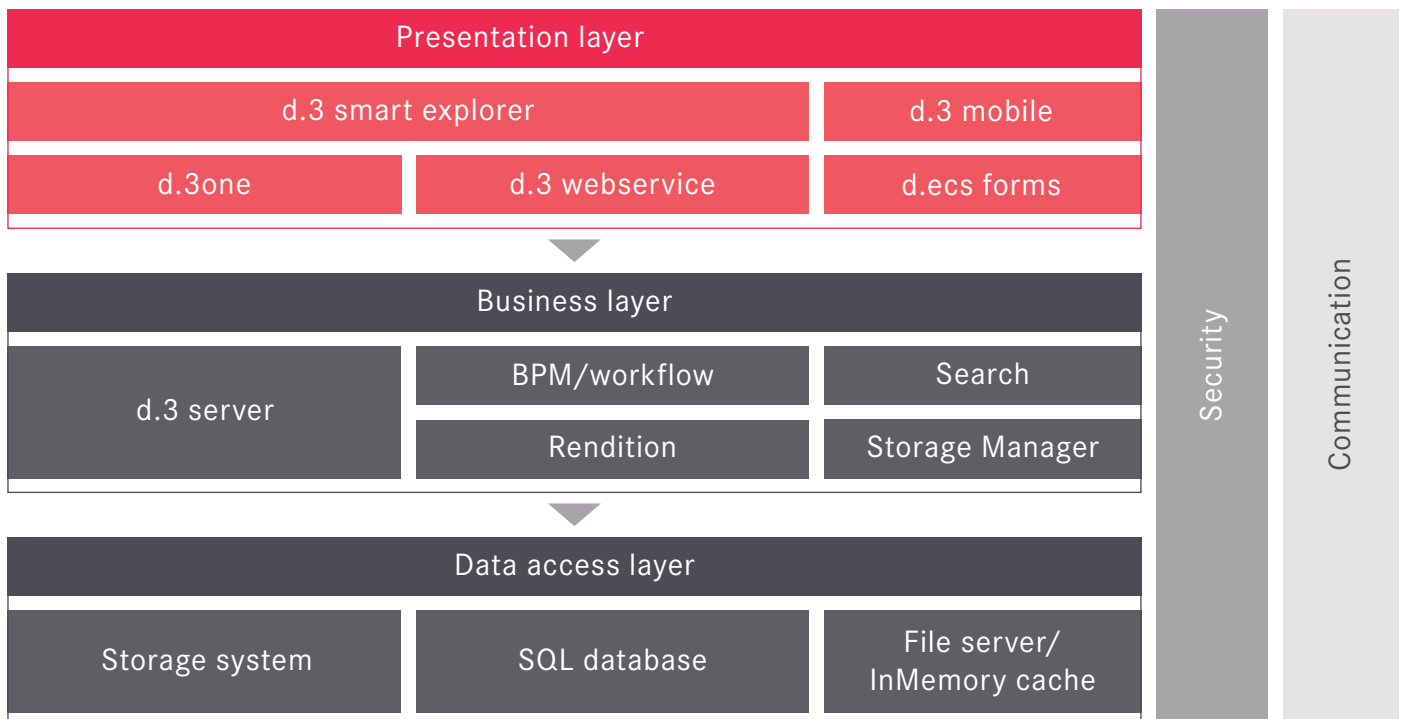
can even map flexible processes as well as those that cannot be structured completely, such as quotation and complaints management, claims or event organization quickly and easily.

Integrating digital workflows into a company has an immediate impact and leads to a quantifiable one

- Improved process quality
- Standardized processes
- Reduced costs and processing times
- Greater availability of information
- Prevention of media inconsistencies
- Greater flexibility in processes
- Increased transparency

A base for a multitude of applications

Other typical use cases for the d.3ecm platform include new employee processes and authoriza-



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tion assignments, vacation applications, travel expense accounting, master data and product development processes, session and event organization, complaints and customer service processes, quality and qualification management and much more.

Shape the digital change with d.3ecm

Stay flexible and successful. Digitize your documents and business processes with ease and organize your company knowledge intelligently and transparently – with d.3ecm. Intuitive operation and minimal training efforts ensure that the solution is widely embraced by your

employees. That's how d.3ecm becomes the key to your corporate success. The proof is provided by the more than 7000

companies that use throughout a wide range of sectors. By choosing d.3ecm, you can rely on our many years of industry expertise and benefit from our certified project consulting and customized support services.

As our customer, you benefit from the innovative power of d.velop. With mobile apps, new approaches to process digitization, responsive design, HTML5 integration applications and a huge selection of pre-made standard solutions to simplify implementation, we give you process digitization at the cutting edge of technology.

With all of our innovations, your investment remains permanently protected because every new version is downward-compatible, allowing you to access older documents and functions at any time.



Want to know more about d.3ecm? We are happy to get in touch.



Nearly 100 employees work currently at AMETRAS documents for customers in seven different time zones. It is a diverse, flexible team consisting of software developers, project managers, call center staff and data collectors. For our projects, our employees are formed into powerful units that like working together and do it perfectly even beyond national borders. For us, a good atmosphere is not just an empty phrase, but a true fact. We are united by the desire to become steadily better - and get the most for our customers. Additionally we are enthusiastic about our solutions and we know that - combined with our expertise and our great experience - we offer our customers real added value.

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