



Welcome to the world of ecspan.
You are looking for a solution?
Try us!

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ecspand enhances SharePoint to become a true ECM platform

SharePoint:

Microsoft SharePoint is an integrated suite with server functionalities contributing to the improvement of an organization's efficiency and team working capabilities: comprehensive content management, company-wide research, acceleration of business processes and simple, cross-departmental, shared data and document access for a better insight into company operations.

Enterprise Content Management (ECM):

Enterprise Content Management means the technologies to gather, administrate, save, preserve and provide contents and documents to support organization processes. ECM tools and strategies allow for the administration of all structured and unstructured information and documents of a company.

ecspand is the cutting-edge technology product for Microsoft SharePoint. Apart from the usual services, ecspand offers products and pre-configured ECM solutions: **All simple, all complete, all at a glance, all audit-proof** – thanks to the complete integration of all standard office tools.





"The benefits of the ecspand Dynamics Integration solution are pretty obvious: optimization of business processes, activity-related transparency, quick access to information. And the audit-proof archiving of the generated tax-relevant documents as well as the compliance with a variety of legal regulations round the solution off perfectly."

The solution comprises two basic function blocks: processing of outgoing and incoming documents. Thus, not only the bills and receipts generated by the user within SharePoint are available but also all the other documents involved in the process. Ecspand Dynamics Integration also offers an enhancement option for digital incoming invoice verification.


Usability

- Direct access to the stored documents out of Dynamics
- Summary of all documents in specific transactions and dossiers
- Smooth integration
- Familiar surface
- Standardized MS platform

Technical highlights

- Based on the standardized object concept by Dynamics
- Integration for Dynamics NAV, AX and CRM
- Modules can be individually selected (e.g. archiving only in accounting)
- Certified interfaces

Swap e-mail flood for structure.



"E-mail archiving? Nowadays a clear MUST! Even better: E-Mail Management with the corresponding ecspan solution. Why? You always enjoy the good feeling of moving in a 100% legally compliant space. Your e-mails are perfectly managed: attributed, answered, stored conforming to the law and researchable at any time."

Also this pre-configured ecspan solution offers comprehensive functionalities. Your e-mail communication is optimally conducted from a technical, organizational and legal point of view. Your e-mail system is unburdened, and all mails can be attributed to their respective business processes. The legal storage requirements are complied with and therefore the compliance requirements for the whole life cycle are entirely observed.

Automatic e-mail classification and content analysis for further utilization in strategic IT systems is another update option.

Usability

- Transparent research throughout all relevant e-mails in your own mail box and, if requested, in the SharePoint archive
- No local .pst files
- Activity-related filing through Outlook integration
- Total traceability and access (eDiscovery)

Technical highlights

- Unburdening of the exchange data base
- Taking over of .pst files
- Optimized recovery of the exchange server
- Shorter back-up times
- Better performance
- Simple administration
- Exchange 2010-ready

Save precious time.



"The ecspond Office Integration facilitates quick and easy filing of activity-related e-mails and office files. Simply use drag and drop for the transfer into your personal filing structure. Very practical!"

This solution is the universal interface for the activity-related filing of all kinds of information objects (office files and e-mails). The quick and safe filing in SharePoint makes the job easier for the user and ensures easy and practical handling.

Usability

- Intuitive and context-related filing of all kinds of documents
- Simplified indexing by automated adoption of classification criteria
- Activity-related e-mail filing
- Easy drag & drop functionality

Technical highlights

- Universal interface
- Central administration
- One-time central configuration

Keeping an eye on your (patent) rights.

"The Patent Management solution is a true MUST for every innovative company with high development efforts. All own ongoing patent projects are completely organized and monitored. An additional module automatically downloads copyrights from all worldwide patent data bases according to defined interest profiles. Thus you can keep an eye on your competitors and fully concentrate on your competitive advantage. Simply smart, isn't it?"

■ Patent Management

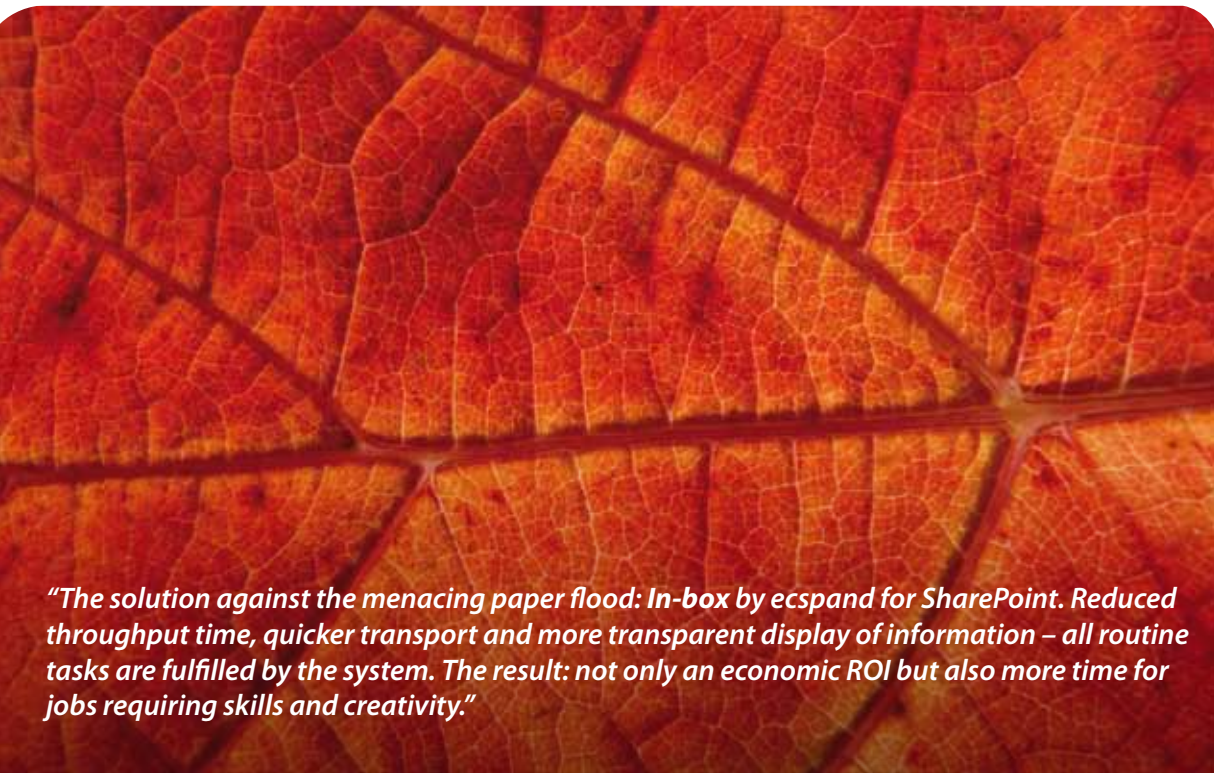
This solution offers you a complete overview of all documents and activities relevant for copyright issues. Moreover, your patent division is supported in researching all globally available copyrights and their monitoring, evaluation and analysis. Another huge benefit consists in the possibility of organizing and administrating development projects in a co-operative approach on the same media. The company management can easily assess the market, and even external project team members can participate.

Usability

- Integration of the applications of all processes relevant for copyright issues
- Virtual summary of any patent information and the relevant documents
- Allocation of copyrights of filed patents
- Monitoring, project administration, evaluation in a homogeneous and entirely web-based application

Technical highlights

- No locally installed client software needed
- Solution based on SharePoint technologies
- Quickly made available within extranet or intranet environment
- Maximum flexibility as well as high upgrade security owing to standardization



“The solution against the menacing paper flood: In-box by ecspan for SharePoint. Reduced throughput time, quicker transport and more transparent display of information – all routine tasks are fulfilled by the system. The result: not only an economic ROI but also more time for jobs requiring skills and creativity.”

Elegant digitization and integration of incoming mail are the key benefits of this solution. It comprises a scan processing function, an automatic classification and a workflow controlling document forwarding and storing notes digitally. Thanks to the tight coupling of the functions the entire incoming mail is attributed to the corresponding processes and forwarded to the responsible people as a task with deadline. This solution can also be combined with the e-mail management module.

Usability

- Easy to handle
- Working in a familiar environment
- All-in-one solution for the entire incoming mail and other sets of documents
- Optimization of the incoming mail, especially if mail distribution is decentralized
- Reduction of the paper and mail flood

Technical highlights

- Existing document scanners and multifunctional devices can be used
- Load balancing: defines which and how many documents shall be allowed to be in the individual mail boxes
- Warning message if the process stalls
- Short set-up times and continuous optimization throughout operation



*“Structuring company processes according to all technical and quality-related requirements – a task reliably fulfilled by **Quality Management**. The system corresponds to the compliance regulations and applies quality management methods such as Six Sigma. Another key benefit is the faultless preparation and documentation of audits.”*

All information and documents generated in the context of quality assurance are administered by ecspan on the basis of digital routing. Templates and text modules additionally simplify quality management. Document libraries enable a direct overview of, for instance, working procedures, forms and manuals. Deadlines and follow-up reminders ensure that you keep track of everything anytime. And quality management is rounded off by the integration of an inspection and release workflow including activation functionality.

Usability

- Structured document illustration according to ISO standards
- Process-oriented illustration according to layout or process planning
- Comfortable search for QM documents
- Support of all tasks by multilevel work flows
- Intuitive working by full office integration

Technical highlights

- Quickly made available within extranet or intranet environment
- Maximum flexibility and at the same time high upgrade security ensured by standardization
- Graphic visualization and navigation through the processes with MS Visio
- Automatic PDF generation

“With SAP Integration, it is easy to meet compliance regulations; the entire filing procedure is safe, strategic platforms are taken together and business processes are optimized.”

Archiving for SAP: totally uncomplicated with ecspan and easily handled within the familiar SAP user surface. The processing of outgoing and incoming documents does not only provide you with easy access to the documents generated by the user within SharePoint. You can also make all the other documents involved in the process available: everything at a glance.

Usability

- The familiar search possibilities in SharePoint based on ecspan (for non-SAP users) and in the SAP environment (for SAP users)
- Users stay in their familiar environment (SAP and SharePoint)
- Automatic dossier generation in ecspan (direct call-up of stored documents from SAP)
- Smooth integration

Technical highlights

- Certified archive link interface including content server connection
- Customizing over SAP standard processing of outgoing and incoming documents (using barcode)
- Certified document call directly from the SAP template (via shortcut entry)
- Indication in Internet browser
- Archiving of documents

Perfect overview.

"The benefits of the Incoming Invoice Processing solution offered by ecspan can be entirely summarized to the point in short words: automation, cost saving, transparency. Processes are accelerated, thus enabling prompt end-of-month accounts."

■ Incoming invoice processing

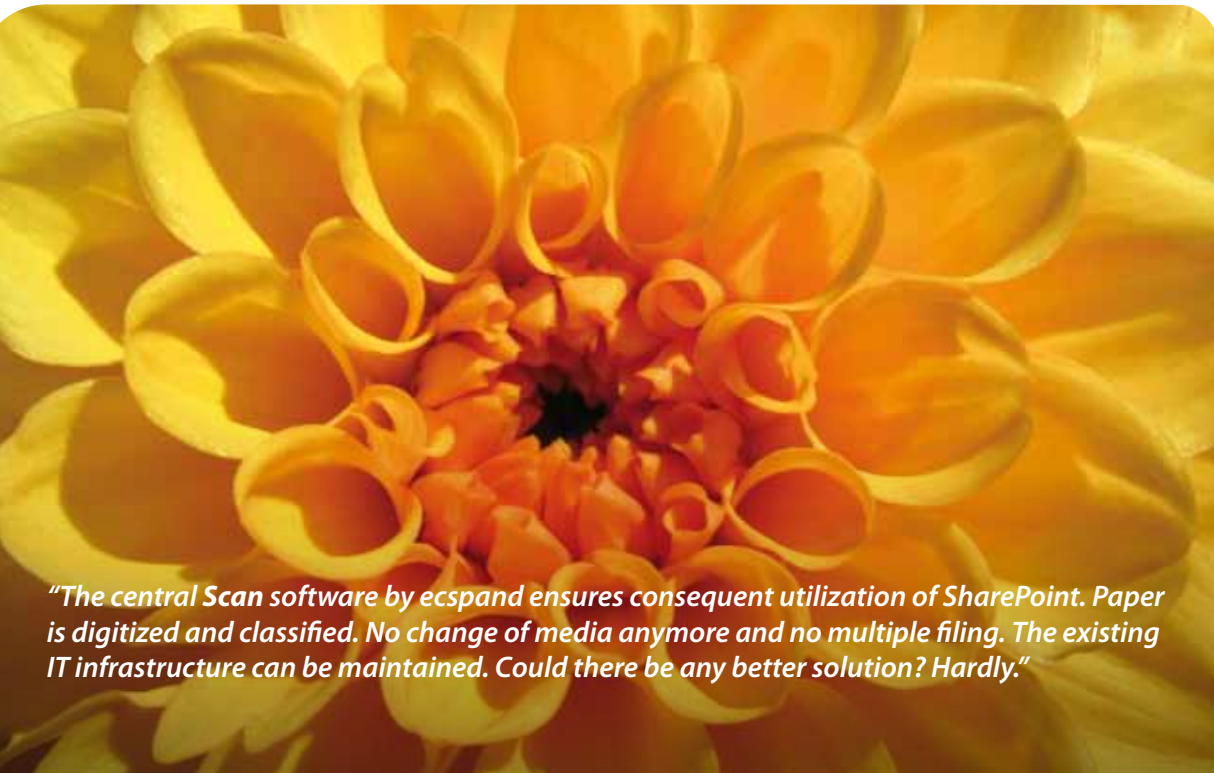
The consistent, electronic processes of this solution ensure automatic detection, digital verification, cost allocation, and invoice approval in connection with SAP. The different reports offer transparency of all invoice-related data and enable detailed analysis at any time – ideal to save time and costs and to improve ROI. Staff productivity is increased. Documents are available more quickly and beyond the limits of individual sites.

Usability

- Smooth integration
- Easy operation
- Familiar user surface
- No change of media required
- No efforts for queries
- Complete process transparency
- Minimization of manual steps for invoice processing

Technical highlights

- SAP integration through certified interfaces
- Existing platforms can be used
- Flawless involving of further process participants
- ADS connection
- High-quality invoice detection



“The central Scan software by ecspan ensures consequent utilization of SharePoint. Paper is digitized and classified. No change of media anymore and no multiple filing. The existing IT infrastructure can be maintained. Could there be any better solution? Hardly.”

The Scan solution ensures digitization of all existing or newly generated paper documents. Via central scan stations and forwarding procedures you can store your paper-based documents simply in SharePoint. The process is very easy: all standard possibilities such as barcode reading, automatic page orientation and automatic deletion of empty pages are available in individual applications. Moreover, classification and indexing template options are directly included in the scan application. Scan can also be combined with the Incoming Mail solution by ecspan.

Usability

- Convenient scanning directly into SharePoint
- Manual, semi-automatic and automatic indexing enable quick capture of bills and receipts
- Intuitive surfaces
- Scanning of single pages and batch scanning

Technical highlights

- Quick roll-out of central and remote scanning stations
- Easy integration of existing hardware into the SharePoint environment
- Integration of desktop or network scanners
- Integrated OCR functionality



“SharePoint Compliance ensures audit-proof long-time storage of all data worth storing in compliance with the legal regulations. All components have been certified by an audit firm.”

Laws, regulations and guidelines must be observed also when using SharePoint. Legislation increasingly stipulates that documents must be subject to audit-proof long-time storage on both a national and international level. We comply with these requirements by offering our entirely pre-configured solution SharePoint Compliance. Data that must be preserved is archived according to the legally prescribed or internally defined retention period. During this period, archived files can be transferred or copied to other archive media. However, physical deleting of such files is only possible once the retention period has expired.

Usability

- No need for user training
- Simple and transparent location of all documents and versions
- Familiar applications can be used

Technical highlights

- Unburdening of the SharePoint SQL data base
- Quicker backup and recovery
- Optimum storage utilization
- Certified interface
- Flexible configuration of retention periods
- Simple administration through SharePoint

Put your contracts in order.



“Contract Management provides an overview of all active contracts and their corresponding durations. Transparency is logical, cancellation periods and deadlines are constantly monitored. Another benefit: Contract Management is a complete product instead of being a simple project solution.”

Do you really know how many contracts you have ever signed? And what costs are involved? Get yourself an overview! The browser-based solution enables gathering of, search for and administration of any contract type. The unified and inclusive illustration of all contracts provides a comprehensive view of the value of your company, your business relationships and possible effects in terms of time and finances. Also your strategic IT applications can be integrated.

Usability

- Convenient administration of all contract types
- Deadlines are adhered to
- Process-oriented contract generation
- Intuitive operation and high degree of user friendliness

Technical highlights

- Solution based on SharePoint technologies
- Quickly made available within extranet or intranet environment
- Maximum flexibility and at the same time high upgrade security ensured by standardization



"The Workflow solution connects divisions, increases transparency, and maximizes process speed and access to information."

Workflow enables the optimization of internal processes and work flows within your company. Master data or human resource data maintenance, approvals, releases, or sign-offs – any type of complex work flow can be generated quickly and easily on the basis of SharePoint. Business activities are automated and informative reports established. The smooth integration into SharePoint makes the distribution of documents and information even more focused than before and guarantees unified and monitored processes.

Usability

- Easy operation – everything at a glance
- Quick forwarding
- Shorter reaction times
- Improved access to information

Technical highlights

- Existing infrastructure can be utilized
- Windows-based Workflow foundation
- Access to the data of strategic IT applications

Our **passion** for your **success**.
Expand your SharePoint.





ecspand is a product of d.velop AG.

d.velop AG, founded in 1992 with headquarters in Gescher, Germany, is a supplier of integral solutions for enterprise content management, digital archiving, document management and workflow management.

The high project quality provided (more than 2,300 installations worldwide) is a result of the expertise contributed by more than 340 employees of the d.velop group (d.velop AG and d.velop competence center) and of the around 150 partner companies worldwide that are part of the d.velop competence network.

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