



ARBES ECM

A MODERN ENTERPRISE SYSTEM

*Designed for Digitalizing, Preparing, Managing,
Archiving and Collaborating on Documents and Content.*

ARBES ECM ENTERPRISE CONTENT MANAGEMENT

We provide services aimed at implementation and development of Enterprise Content Management (ECM) including service (SLA) and localization as well as maintenance services. We focus on the field of electronic creation and digitalization of documents, forms and media, administration of their workflow and transaction processing, their distribution and/or transformation into other formats as well as their electronic archiving and securing.

We specialize in xCP, DOCUMENTUM, ALFRESCO and SharePoint technologies. Our goal is to offer quality and professional services and solutions with interesting prices on the Czech and Slovak markets.

The specified technologies offer users access to content documents from standard PCs as well as via mobile devices.

The offered solutions and storage of documents can be implemented in the form of cloud or SaaS.

WHEN TO IMPLEMENT THE ARBES ENTERPRISE CONTENT MANAGEMENT SOLUTION?

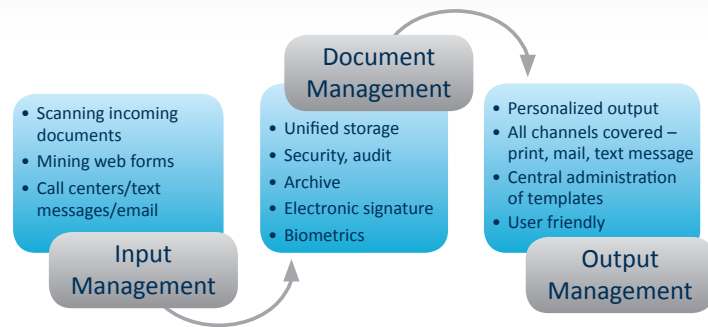
- Are you unable to find the right document as fast as needed?
- Do you need to know the entire history of a given document from the moment it was created?
- Has a paper document ever got «lost» or do documents flow unrestrained throughout the company?
- Do you think that an unauthorized person has read a document?
- Do you need to make selected documents available to clients on-line?
- Do you save e-mails and their attachments only within the e-mail client?
- Do you have templates for identical documents in various locations and in various versions?
- Do you want to make the switch from a «paper office» to an office working with digitalized and electronic documents?

If you are dealing with similar issues, it would be advisable to consider modern solutions for digital content management in your company - a solution for Enterprise Content Management.

3 Steps FOR WORKING WITH DIGITAL CONTENT

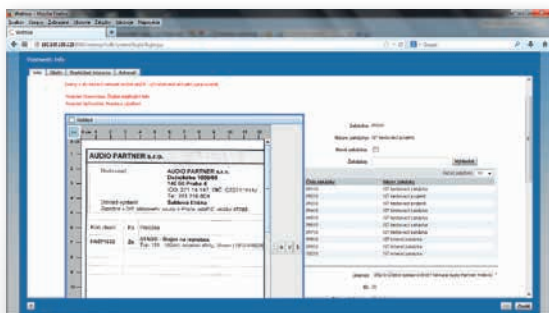
Management and work with digital content is covered by three main procedural steps in the company:

- Input Management
- Document Management System
- Output Management



INPUT MANAGEMENT

The first step deals with data collection in the company, its sorting and mining from paper and electronic sources. Thanks to efficient management of all incoming sources (paper and electronic), each company can become paperless. The flow of paper documents in the company and the risks connected herewith are then eliminated in collaboration with DMS.



DOCUMENT MANAGEMENT SYSTEM

The second step is represented by the system for administration of electronic content, which include MS Office documents, e-mails, templates, PDF, scans, pictures, images, videos (jpeg, tiff, mpeg, avi, etc.), XML files, web content etc.

Implemented DMS platforms offer clients a series of options and advantages of which the following are the most significant:

- **Security** – work with data in DMS following proper login (i.e. no anonymous access) and access authorization (15 levels). Storage can be encrypted.
- **Audit** – the system can be set up so that it monitors in detail selected user operations with given documents (objects) and this not only in terms of changes but also viewing - it can monitor the opening of a document as read only or a simple search.
- **User Friendly GUI** – simple and easily edited GUI for end users that use modern WWW technology for fast response time with the option to create forms for data changes, viewing documents and searching without the need for programming.

- **Document Consolidation**
 - Client Access to Selected Content – statements, contracts and other documents can be accessed via client applications (e-banking, etc.)
 - Acceleration of Internal Systems – filing away of documents to DMS and their integration with DMS
- **SOA Integration** – the DMS system can be connected to other systems without any kind of programming via web services, FTP, HTTP(s), JMS, SMTP and JDBC simply via GUI. Similarly it is possible to extend the system with other protocols / interfaces so that the actual connection via these protocols / interfaces can be set via GUI without any additional programming. This interconnection can also be used in the processes described above for mutual communication (this including the running of a process in DMS)
- **Mobile Access** – DMS «TO GO» – application for iOS that makes accessible the storage content anywhere, anytime – at a meeting, at the airport....
- **Substitutability** – the system supports user substitutability of users (holidays, sick leave, etc.)
- **Workflow** – processes can be defined so that they run partially in DMS and partially in another system.
- **Unified Storage** – saving documents together with their descriptions to a unified storage with secure access where the options for a user to work with the documents (and other objects) saved in DMS are given by access rights to the given documents.
- **Scalability and Flexibility** – easy customization to performance requirements by adding modules and/or entire servers and their aggregation into federations.
- **Geoclustering** – the option to place data according to geographic location (e.g. for faster access to it) as well as the option to replicate data between individual servers.
- **Archiv**
 - Long-term, Secure Storage – DMS can be used for long-term storage for archiving documentation no longer in use; very efficient in connection with tiering
 - Shredding – electronic shredding of content following the end of a legal period
 - Specimen Signature – digital signature, visualized, re-stamping

- **Upgrade** – easy upgrade without the need for repeated programming of functionalities covered by the previous DMS version

Naturally all other standard DMS functionalities such as life-cycle management, versioning, user administration, administrator pools, custom types, custom meta data, automatic assignment of ACL, heredity, searches (meta data, fulltext), data transformation, transfers between formats, etc. are all included in DMS.

OUTPUT MANAGEMENT

The third step is a solution for automation of personified document creation during communication with clients via various communication channels (letter, e-mail, sms, mms). User-friendly accessories for MS Office and Adobe products allow for fast creation and management of templates, setting of personified elements and fast implementation into production environment. Templates are subsequently used in business processes for automated communication with clients, suppliers etc.



ARBES ECM SOLUTION PLATFORMS

- EMC Documentum D7 – Document Management System
- Alfresco – Document Management System
- MS SharePoint – Document Management System
- EMC xPression – Output Management
- EMC Captiva – Input Management
- Kofax Capture – Input Management

ARBES Solution – DocMaster

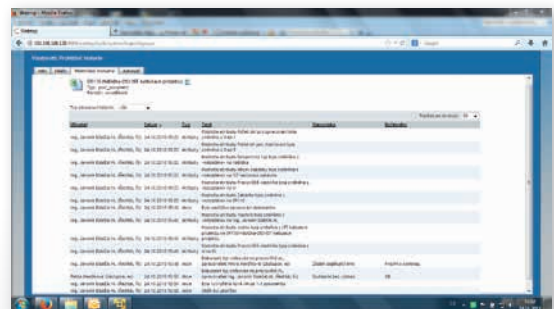
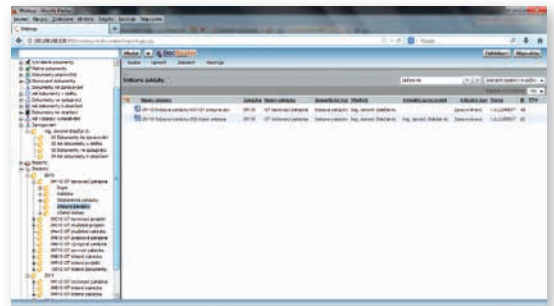
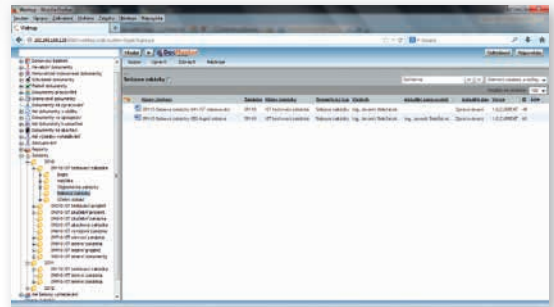
DEVELOPED ON DOCUMENTUM PLATFORM. READY TO USE.

ARBES DocMaster is a preset („package“) application for smaller and mid-size companies meeting 80% of intuitively expected user needs in the specified agendas. It is easily configurable for specific customer needs (and this configuration can, to a certain extent, also be performed by an experienced and trained administrator) and provides controlled flow of documents with flexibility corresponding to the reality and experience of users.

ARBES DocMaster is a solution based on the EMC Documentum providing a standard set of basic functionalities for standard company agendas, such as:

- distribution and processing of incoming emails, processing of sent emails
- management of directives and regulations, management of contracts
- approvals of invoices received
- creating and approving offers
- handling returns, complaints etc.
- protection of investments during upgrades and updates of the ECM Documentum platforms
- the option of practically unlimited extension of the standard ARBES DocMaster functionality in any area (Enterprise Content Management, Business Process Management, Web Content Management, Digital Asset Management, Records Management, Collaboration Content Management).

ARBES DocMaster guarantees users above all the option for fast implementation for the customer, testing standard provided functionality and subsequently the option to discuss individual user requirements for changes or extensions of the individual agenda functionality (or possibly extension of the functionality with entirely new agendas).



References and Partners **ARBES TECHNOLOGIES**

ECM SOLUTIONS

Partners

EMC²

Alfresco

Schufa

Microsoft

References

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Statutární město Brno

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Západoslovenská energetika, a.s.

Energis 92, s.r.o.

Skupina RWE

NET4GAS, s.r.o.

Skupina itelligence DE

Hartmann – Rico, a.s.

PricewaterhouseCoopers Česká republika, s.r.o.

United Energy Trading, a.s.

Ústav pro státní kontrolu veterinárních biopreparátů a léčiv

Česká rafinérská, a.s.

Equa bank, a.s.



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