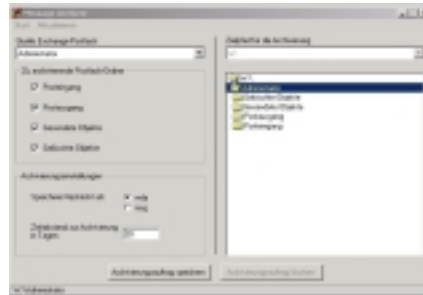


Windream Exchange – Automized information management for Microsoft Exchange Server

Nowadays, the internal and external information exchange between companies strongly depends on the use of modern and efficient e-mail applications. These applications do not only make information much quicker accessible than traditional mail services, they can also forward, answer or distribute mail individually to a whole number of communication partners simultaneously. The ability to send messages as text, speech, image or video electronically has opened completely new dimensions in worldwide communications during the last years.

However, the steadily growing volume of electronic messages requires an efficient information management. The use of separate, isolated mail applications is not sufficient any more. Further on, mail server

failures can interrupt a complex information system within seconds and stop important workflow or business processes within a very short period of time. A situation like this requires a solution which, on the one hand, prevents the loss of important information and which also allows an effective editing, administering and archiving of electronic mail. Windream Exchange has especially been designed for these requirements.



Effective and secure

With Windream Exchange, a Server-based solution for the document management and archive system Windream is available now which provides an automized administration and archiving of e-mails of Microsoft Exchange Server. The software forwards any messages from an Exchange Server to Windream and saves the messages there. All objects will thus be stored at a central place and can be edited or retrieved any time.

Referenzen. As default, Windream Exchange will place references in the Outlook folders, which are a replacement of the original Outlook mails that are now stored in Windream. Users can work with these references as with normal Outlook objects. A simple doubleclick on a reference of a mail will open the message stored in Windream.

Access. All objects are available in Outlook and in Windream as well and can be administered via a Windream Client. Data storage is non-redundant, as the objects are only stored once in Windream and can be accessed from Outlook via the references. In Windream, access to objects is executed via the Windows Explorer. The administration includes viewing and editing objects as well as editing the object properties, which are the indices, the history, the rights, the versions, the life-cycle and the fulltext. Messages stored in Windream can thus be indexed, edited, archived or deleted like any other document.

Copies. Instead of storing references in Outlook, users can also decide whether the system shall create copies of the original messages in Outlook, or whether the messages shall be moved to the DMS and deleted in Outlook.

Attachments. Of course, Windream Exchange supports the processing of attachments that have been added to a message. Attachments can either be viewed when opening a reference in Outlook or in Windream. Generally, users can access each message component separately, for example Headers or HTML-contents.

Visual. Users will recognize all messages which have already been forwarded to Windream at a glance when opening an Outlook mail folder. Windream Exchange will equip all messages which have been forwarded to the DMS with the Windream icon in the Outlook listview. E-mails that have not yet been forwarded can be recognized by the usual Outlook letter icon.

The Message Archiver

The central application module of the Windream Exchange solution is the Message Archiver, a simple Windows program with a concise graphical user interface. All functions of the Windream Exchange solution are controlled with this program.

Login. In order to be able to use the functions of Windream Exchange, each user must log on to Windream Exchange via the Message Archiver with his user name and password. The authentication is executed via a valid operating system account, which is used as the Windream user account.

- Access to e-mails from Microsoft Outlook and Windream
- Convenient retrieval and administration of all messages with Windream-specific DMS-functions
- No more loss of data due to mailservers failures
- Easy configuration via integrated Message Archiver

Rules. The configuration of Windream Exchange, which is based on rules, allows to link mail folders or source directories of Microsoft Exchange Server to destination folders of the Windream Server. Thus, messages of a specific Exchange mail folder will always be moved to a previously determined Windream folder. Linking a mail folder to a Windream folder is executed via the Explorer-like structure presented by the Message Archiver. Users will first have to select the desired source folder and will then choose the respective Windream destination folder in which the messages shall be stored. The transfer process between Exchange Server and Windream can thus be automatized and configured individually on the basis of user-defined rules.

Manual or automatic

Archiving or moving e-mails to Windream can either be done manually or automatically.

Manually. When forwarding messages manually, the respective objects are first selected and highlighted in Outlook. Then, a user starts the transfer process manually with the respective command from the Message Archiver menu or via a command from the pop-up menu of highlighted mails.

Automatically. The automatic acquisition of mails from Exchange Server into Windream is executed via the already mentioned specific rules which control this process.

Further functions

Besides the functions of the Message Archiver, Windream Exchange offers further efficient options for administration.

Rights. Windream Exchange uses the rights management integrated in Windream. Access rights for Exchange objects and for Windream folders in which the objects have been saved are administered via the Windream rights management. Authorized users can assign an access right down to the level of a single message or folder. Thus, unauthorized access to mails containing sensitive information is impossible.

Life-cycle. With the life-cycle administration integrated in Windream, a user can determine how long messages shall remain in the DMS for being edited, when the messages shall be forwarded to the archive and when they are to be destroyed permanently.

Fulltext. The fulltext extraction integrated in Windream allows users to conveniently retrieve messages and attachments stored in the DMS via the fulltext retrieval function. Within this process, message texts are browsed for parts of their contents like for example words or fragments of sentences.

Web-based. The additional use of Windream Web Portal, which is an optional Windream module, allows to access messages via the internet. This also includes the retrieval as well as the editing of mails and their properties.

Performance features

Windream Exchange is a Server-based, efficient solution for automatized transfer and administration of Exchange messages in the document management and archiving system Windream.

General functions.

- Relief of Exchange Server by centralized storage of all messages in Windream
- No redundant data storage, as all objects are only stored in Windream
- Access to stored messages via Outlook and Windream as well

- Selectable manual or automatic transfer of Exchange objects to Windream
- Automatized storage offers reliable protection against loss of data due to mailserver failures
- Message Archiver presents an easy to manage Windows application with concise Explorer view.

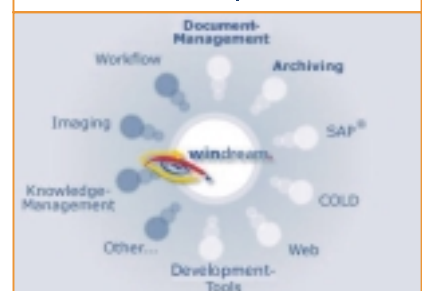
Administration functions.

- Transfer of e-mails to Windream
- Placing references of mails in the Outlook Client application (visible in Outlook)
- Options: creating copies in Outlook or moving messages to the DMS / archive (without reference)
- All e-mails can be edited in Outlook and in Windream
- Separate access to each mail component (for example header, text, HTML-contents, GIF-files etc.)
- Editing the contents of messages and the properties in Windream
- Finding mails using the Windream retrieval functions
- Visual highlighting of archived mails by the Windream icon
- Rights administration down to the level of a single message (read message, change message, change rights or assign rights)
- Internet-based administration of messages with the optional Windream Web Portal.

Message Archiver functions.

- Authentication of users via login (name and password)
- Linking Exchange mail folders with Windream folders via an Explorer-like tree structure of the Message Archiver
- Manual start of the mail transfer to Windream
- Automatic start of the transfer process
- Configuration based on rules including user-defined rules.

The windream product line



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