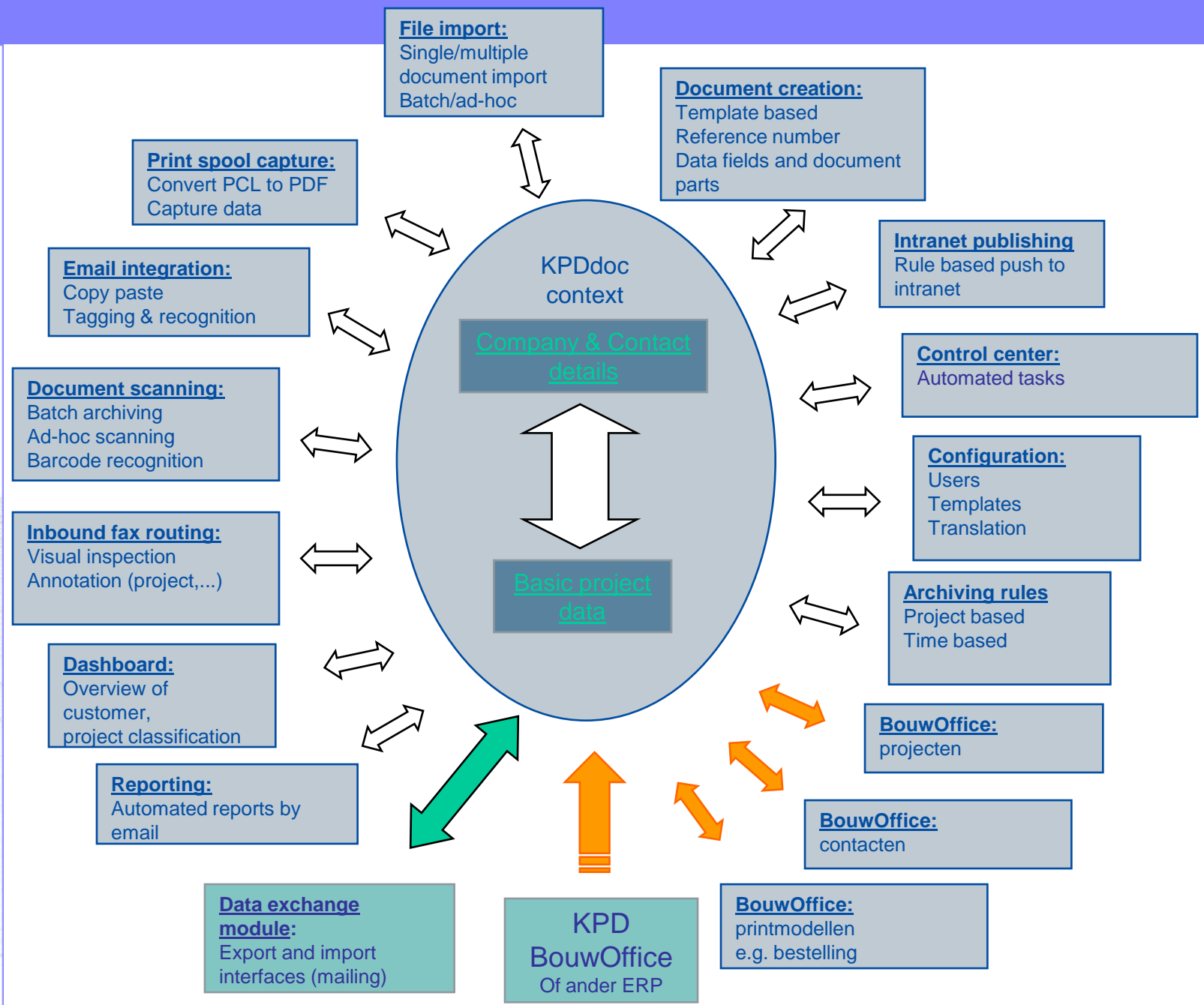


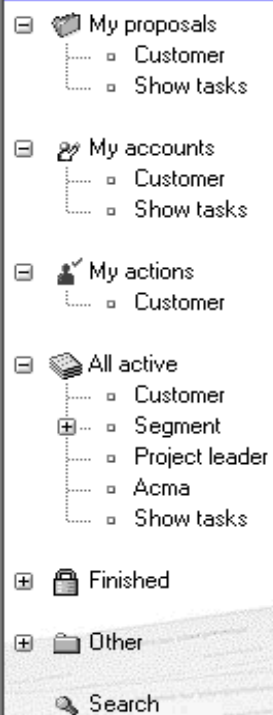
# KPDdoc – kerneigenschappen

- Gestructureerd & begeleid aanmaken van elektronische informatie
  - Bv. Verslag vergadering in MS Word
  - Workflow
- Capteren van bestaande informatie
  - Bv. Inkomende emails en post
- Beveiligd delen van informatie
  - Via rollen, groepen, ad-hoc
- Zoeken & oplistten van informatie
  - Views
  - Automatische rapporten
  - Queries (project, bedrijf, contact,...)

# KPDdoc

- My proposals
  - Customer
  - Show tasks
- My accounts
  - Customer
  - Show tasks
- My actions
  - Customer
- All active
  - Customer
  - Segment
  - Project leader
  - Acma
  - Show tasks
- Finished
- Other
- Search





# Contactbeheer

- Centraal toegankelijk adressenbestand
- Bevat bedrijfsinformatie en overzicht van bijhorende contactpersonen
- Koppeling met project & documenten
- Direct versturen van email
- Export naar Microsoft Excel (mm)
- Printen naar dymo

# Project

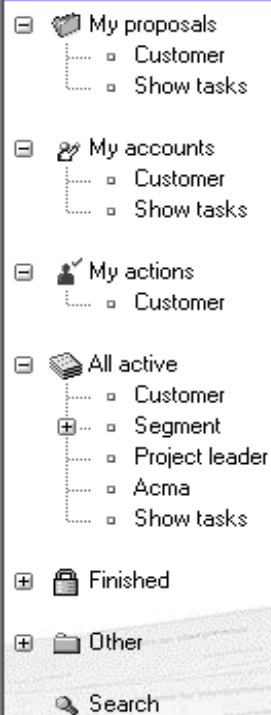
- Projects overview

- My proposals
  - Customer
  - Show tasks
- My accounts
  - Customer
  - Show tasks
- My actions
  - Customer
- All active
  - Customer
  - Segment
  - Project leader
  - Acma
  - Show tasks
- Finished
- Other
- Search

The screenshot shows the BusinessPRO application window in Lotus Notes. The main view is titled 'Search in View '3.Project'' and displays a table of project records. The table has columns for 'Nr.', 'Status', 'Client', 'Title', 'Contract EUR', and 'Man'. The data rows are as follows:

Nr.	Status	Client	Title	Contract EUR	Man
03.113	Ongoing	Mobistar	Kantoorinrichting	3.500.000	Bert
03.112	New	ING	Renovation ING	100.000	Bert
03.111	Ongoing	Implant	Appartements à Uccle	6.500.000	Bert
03.110	Ongoing	Mobistar	Bedrijfsgebouw	15.000.000	Bert

At the bottom of the window, a status bar indicates 'Bert Cresens working on Local v3.0.0' and the system tray shows the date 'Island'.



# Document opmaak

- Document aanmaak
  - Op basis van sjablonen
- Specifieke functies
  - Multi-bedrijf (intern)
  - Aftiteling (rule-based)
  - Document nummering
  - Barcode identificatie
  - Meervoudige talen (N,F,..)
- Meervoudige relaties
  - Project / taak & company / contact

## Document opmaak - bundel

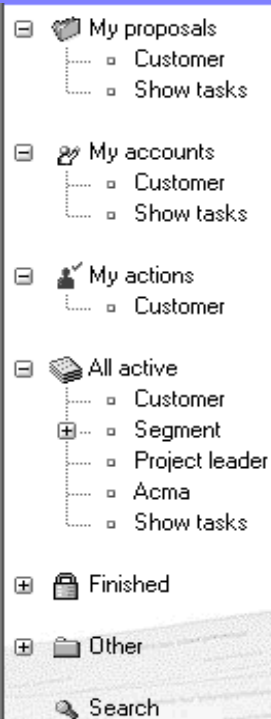
- My proposals
  - Customer
  - Show tasks
- My accounts
  - Customer
  - Show tasks
- My actions
  - Customer
- All active
  - Customer
  - Segment
  - Project leader
  - Acma
  - Show tasks
- Finished
- Other
- Search

▶ 22/03/2006	HR	01.Personeel - 22.Verzekering	Aangifte AD 20/03/06
▼ 22/03/2006	HR	01.Personeel - 22.Verzekering	JNV/30607300/03 - A
02/05/2006	Betaling Fortis AG	25/03/06-31/03/06 (Brief)	
24/04/2006	Betalingen Fortis AG - AD	15/03/06 (Brief)	
▶ 21/04/2006	Opvraging indiv. rek.	15/03/05 - 14/03/06 (Brief)	
11/04/2006	JNV/30607300/03 - Wouters Robby	(Brief)	
▼ 07/04/2006	AD 01/04/06-07/04/06	(Scan)	
07/04/2006	JNV/30607300/03 - Wouters Robby	(Brief)	
07/04/2006	JNV/30607300/03 dd.15/03/2006	Samenstelling dossier (Scan)	
30/03/2006	Verlenging AD 25/03/06 - 31/03/06	(Scan)	
▼ 22/03/2006	Verlenging AD 20/03/06 - 24/03/06	(Scan)	
22/03/2006	Arbeidsongeval dd 15/03/06	(Brief)	
22/03/2006	Med. att. 1e vastst. 15/03/06 -20/03/06	(Scan)	
16/03/2006	Melding AD 15/03/2006	(Mail)	

Actions Help

- 1.Compose ▶
- 2.Selection ▶
- 4.File-clipboard ▶
- 5.Admin tools ▶
- 8.Action ▶
- 9.Setup ▶
- Other...
- Categorize
- Forward
- Move to Folder...
- Lock Document
- Unlock Document
- View Options ▶
- Preview In Web Browser ▶

- 1. Make sub document
- 2.Promote sub document
- Archive documents
- Export to Excel
- Modify document category
- Modify document type (task)
- Modify save-in volume
- Update relationship

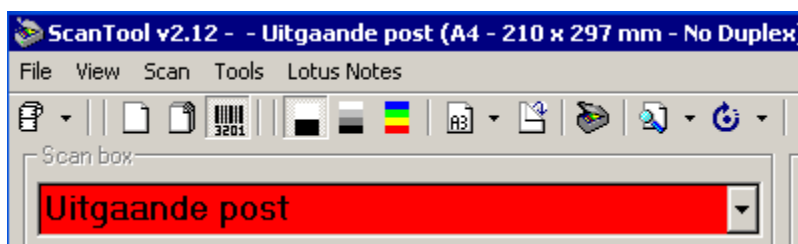


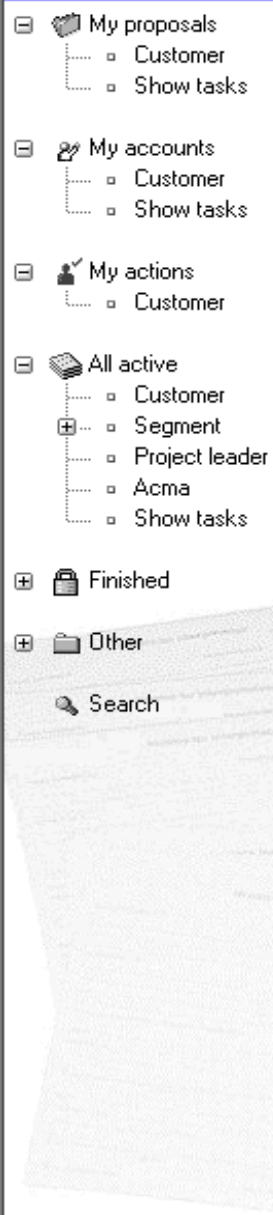
# Email archivering

- Archivering (auto of ad-hoc mode)
  - Uitgaande email
  - Ontvangen email
- Koppeling met
  - Automatisch via herkenning van projectnummer in het onderwerp
  - Bedrijf/contact via email adres
- Opslag
  - Centraal in KPDdoc archief

# Uitgaande post

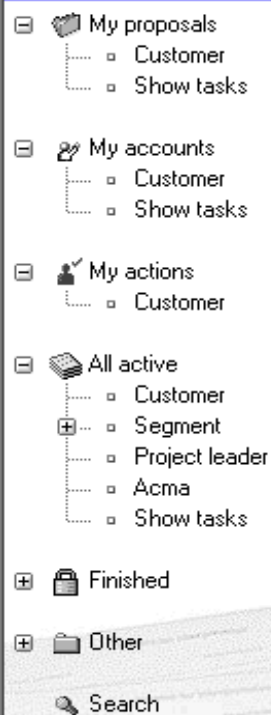
- Scan KPDdoc document zonder identificatie
- Barcode gebruikt als scheiding
- Bv. contracten, uitgaande aangetekende zendingen





# Document scanning

- Ad – hoc
  - Scan via document scanner
- Batch scanning
  - Meerdere queues
  - Barcode detectie
    - Document identificatie
    - Multipage separation !



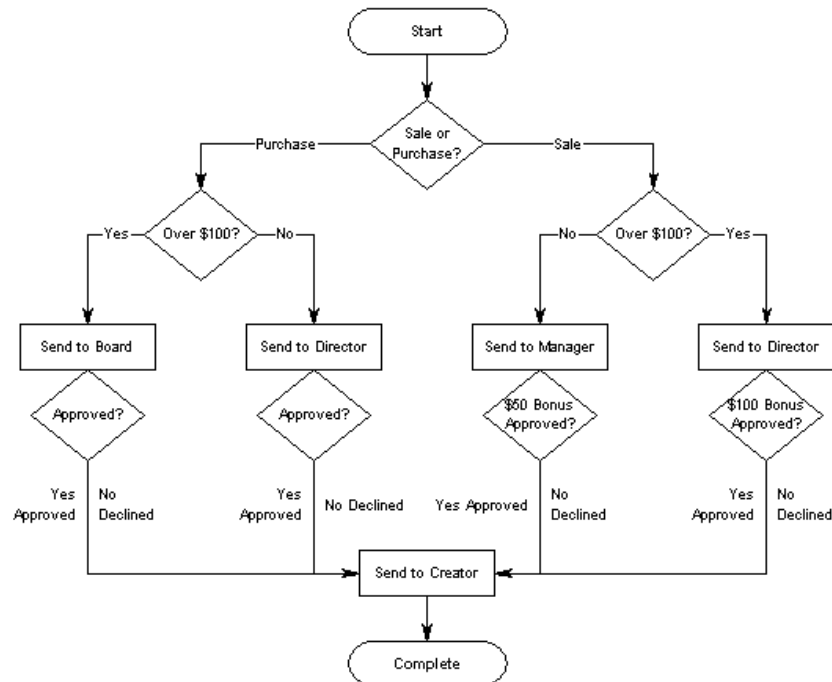
# Inbound fax routing

- Fax box in Lotus Notes per faxnummer
- Automatische herkenning van het faxnummer(faxid) van de verzender + zelfleerzaam
- Workflow:
  - Toevoegen van info door verantwoordelijke
  - Notificatie van de ontvanger via mail
  - Aanpassen van de gelinkte gegevens

- My proposals
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  - Acma
  - Show tasks
- Finished
- Other
- Search

# Workflow

- Goedkeuring
- JIT verwittiging
- Verzamelen van informatie



- [-] My proposals
  - o Customer
  - o Show tasks
- [-] My accounts
  - o Customer
  - o Show tasks
- [-] My actions
  - o Customer
- [-] All active
  - o Customer
  - o Segment
  - o Project leader
  - o Acma
  - o Show tasks
- [-] Finished
- [-] Other
- Search

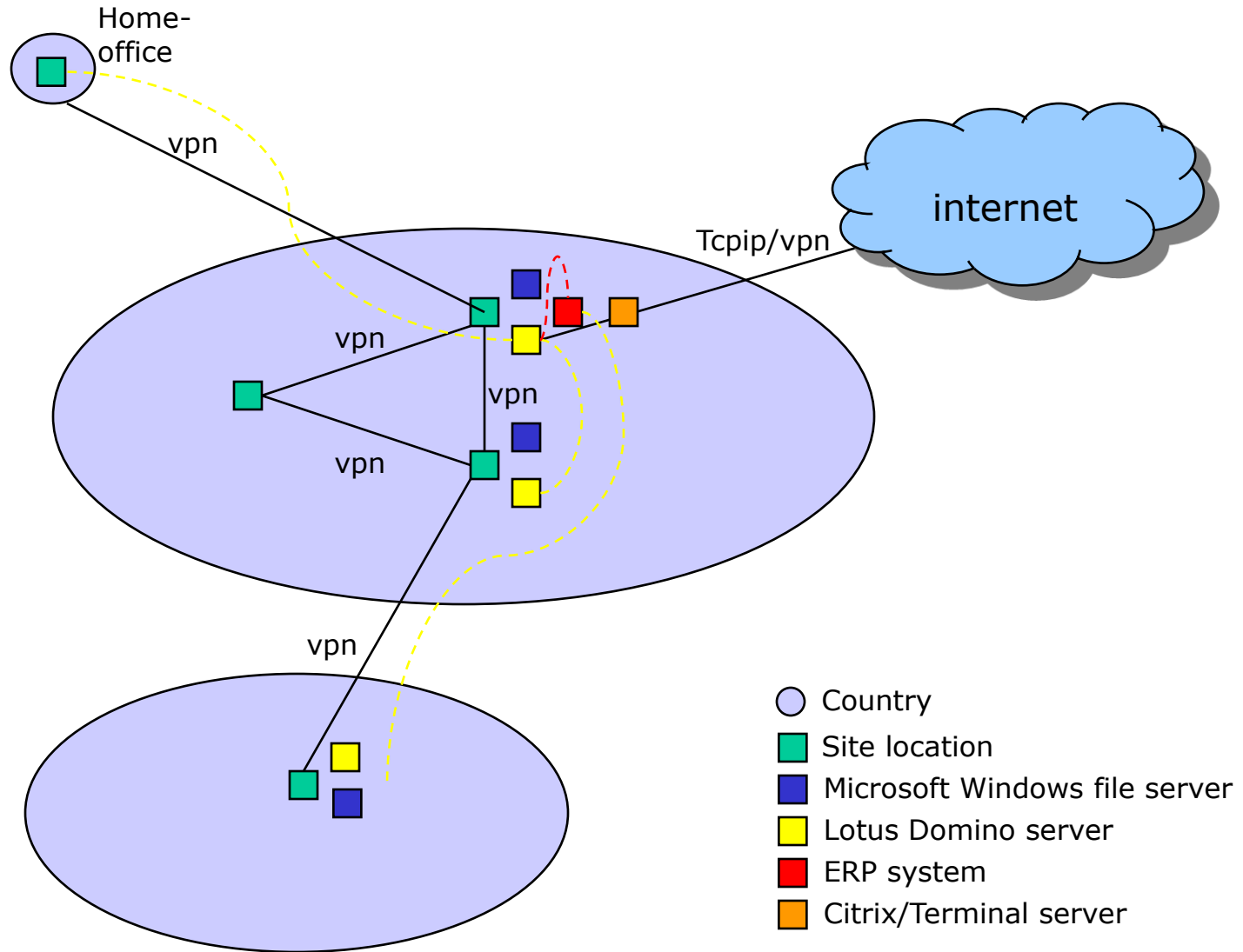
# Workflow

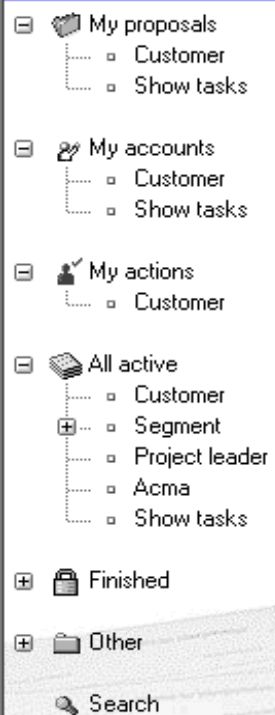
- Dynamic steps
  - Check value
  - Change status
  - Allocation

5	-		NOTIFICATION SOLLICITATIE	
6	10	[-]	Allocate To: Nieuwe sollicitaties	Then set Status to "Sollicitatie ter evaluatie". Next submit use Step 12
7	12	[?]	Check Field	If SollicitantInteressant = 1, use Step 15. If SollicitantInteressant = Other, use Step 25.
8	15	[?]	Check Field	If SollicitatieMachinist = 1, use Step 17. If SollicitatieMachinist = Other, use Step 16.
9	16	[-]	Allocate To: Interessante sollicitatie	Then set Status to "Level 2 verwittigd". (no further workflow)
10	17	[-]	Allocate To: Interessante sollicitatie	Then set Status to "Level 2 verwittigd". (no further workflow)
11	20	[→]	Status Change	Set Status to "Einde stap 20a". Next submit use Step 15
12	25	[→]	Status Change	Set Status to "Sollicitant niet interessant". Next submit use Step 16

- [-] My proposals
  - o Customer
  - o Show tasks
- [-] My accounts
  - o Customer
  - o Show tasks
- [-] My actions
  - o Customer
- [-] All active
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  - o Segment
  - o Project leader
  - o Acma
  - o Show tasks
- [-] Finished
- [-] Other
- [-] Search

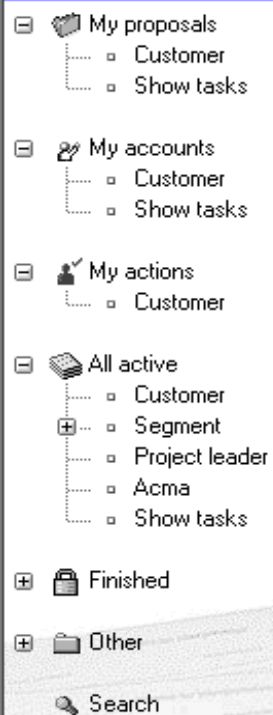
## KPDdoc topologie





# KPDdoc topologie

- Multiple fileserver support
  - Read write access to own-location files
  - Fast read access via replica of remote-location files
- Multiple domino server support
  - Server to server replication (native Domino)
  - Server client replication OR selective replication of index (metadata)



# KPDdoc system requirements

- **Server**

- Windows 2000 prof. or higher
- Lotus Domino versie 6.5+, 7.0 & 8.0beta

- **Client**

- Windows 2000 prof., XP or higher
- Citrix / Terminal server
- Lotus Notes versie 6.5+, 7.0 & 8.0beta

- **Scanpost**

- Network scanning device scanning SP to network location
- ISIS compatible local scanner