

DocuWare Mobile

Product Info



Mobile Document Management

DocuWare Mobile lets you access a DocuWare file cabinet direct from your smartphone or tablet. You can load documents, view them on-screen and forward them in the workflow. A special stamp feature has been integrated for this. With DocuWare Mobile, these devices are now even better adapted for business use.

Thanks to the DocuWare business app, you can carry your file cabinet with you at all times and access the documents you need from everywhere. So if you suddenly need an update to the finance plan at a meeting with a client, you can download it to your smartphone or tablet using DocuWare Mobile. You can sign off the budget for a new project while on a business trip or approve an invoice.

Benefits

- **Secure:** data and documents are securely encrypted with SSL when transferred
- **Convenient:** access your documents without having to carry a notebook around with you
- **Quick:** the select list lets you find the documents you need without having to type in everything

From File Cabinet to Mobile Device

To load documents from the file cabinet onto the smartphone or tablet, you have access to the usual DocuWare search dialog and task list. You can even use DocuWare's familiar select lists. DocuWare saves everything that's already been entered in an index field. As soon as you type in an index field on the mobile device and then touch the "Select list" button, a list of entries appears and you can simply choose the ones you need. Or maybe a predefined select list has already been created by the administrator. When you enter a "K" and then touch the "Select list" button, the list jumps straight to the entries that start with "K".

You can also use the selective select list to help you narrow your search results still further. This combines two select lists in one, as it were. For example, if you define "Invoice" for one field and "Saved by" "Smith" for another field, DocuWare Mobile returns only the invoices that have been saved by Mr. Smith.

You can even use the lists with tasks in DocuWare Mobile. Here DocuWare collects the documents to be processed and displays them in a list. This is based on an automatic search with predefined index criteria. As soon as the task - such as approving an invoice - is complete, the entry disappears from the list and the document moves on to the list of the next person who needs to process it.



DocuWare Mobile can be used by numerous mobile devices, like the iPhone, iPad, Blackberry and tablets and smartphones with Android or Windows Phone 7 as well as tablets with Windows 8

Viewing and Stamping Documents

DocuWare Mobile displays the entries in the task list in the same way as the search results in a result list. And so that you don't have to load every document into the Viewer in order to find the right one, you can touch a document's InfoBox if you have any doubt. The InfoBox shows the filename, index entries, date and the file size – sufficient information for you to determine whether this is the right document.

DocuWare Mobile supports the DocuWare stamp function, allowing you to approve invoices, for example. Depending on the type of stamp, you simply enter text or set the stamp on the document. The app can also place the stamp automatically on a free area of the document. The stamp modifies a document's index entries to enable the document to move on in the workflow.

DocuWare Mobile can be used with numerous mobile devices, such as the iPhone, iPad, iPod, Blackberry smartphones, devices with Windows Phone 7 and Android as well as tablets with Windows 8. The feature set may vary slightly depending on the device and operating system. On Apple mobile devices, you can choose whether you want to access the document management via the DocuWare Mobile app or via an HTML5 compatible browser such as Safari. If you access it via the browser, there is no need for any installation, however the app is generally able to work more quickly than is possible via the browser. For Blackberry and Android devices, access is only possible via the browser and, for smartphones with Windows Phone 7 and tablets with Windows 8, only with the app. More information about versions and features can be found below in the "10 Questions" box and in the DocuWare knowledge center at help.docuware.com/en/#t56452

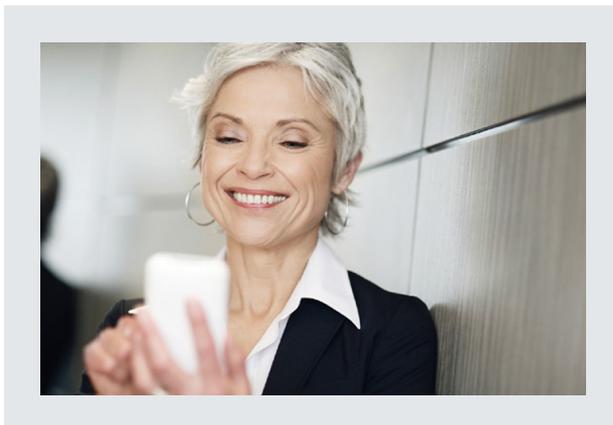


DocuWare can be installed free of charge as an iPhone app.

Questions about DocuWare Mobile

How safe are my documents on the mobile device?

Documents are not initially stored on the mobile device, but merely transferred from the server to the mobile via HTTP. The protocol can be encrypted using SSL. Access to the document management system can then be protected with your DocuWare login if you wish. Documents are only available on the device itself if, for example, you save them in iBooks on the iPad.



And what if my smartphone and login are stolen?

Inform your DocuWare administrator so that they can block this login and set up a new one. You must also get your phone provider to lock the SIM card. Tip: Disable the auto login so that the file cabinet cannot be accessed by any potential thief.

How can I view documents with multiple pages?

You use DocuWare Mobile in the same way as other mobile applications: Slide your finger over the touchscreen to scroll. If you place two fingers on a section and draw them apart, you can zoom into the document; drawing them together again shrinks the section. You can jump to a specific page using the page selector. As soon as the device is turned, the orientation of the document changes to match.

What file formats can DocuWare Mobile display?

Mobile supports the same formats as Web Client Server, including PDF, TIFF, JPEG, and Microsoft Office formats. The files are converted to PNG format for transmission to Mobile.

Do I need to activate DocuWare Mobile?

DocuWare Mobile can be downloaded for free – the app for iPad and iPhone from the iTunes Store, the app for devices with Windows Phone 7 from the App Hub website and the app for tablets with Windows 8 from the Windows Store. If you are accessing DocuWare Mobile via a browser, you don't need to worry about installing anything. For all mobile DocuWare versions, a "Mobile" license is required, which is imported into DocuWare Administration. A Client license is then used when logging in to Web Client and iPhone, for example. If you log in from another mobile device at the same time, an additional Client license is used.

Is there a difference between the mobile app and access via a browser?

The features are largely the same. If you use browser access, there is no need for any installation on the mobile device, however the app is generally able to work more quickly than is possible via the browser. With the browser, you can also save DocuWare documents to iBooks on the iPhone, which is otherwise only possible on the iPad. On Android devices or Blackberries, documents can be saved directly on the device and can be called up with other apps if need be.

How do I set up DocuWare Mobile as an app?

Once the app is installed, you will find the connection management in the settings of the iPhone, iPad, or Windows 8 device, where you can enter the port, host, and access details, for example. You can obtain these details from your DocuWare administrator. Once you have stored the connection details, go to the program folder and touch the DocuWare Mobile icon to load it.

What do I need to be aware of if I want to access DocuWare Mobile via a browser?

Actually, there's nothing that you really need to be aware of. The only thing is that the web browser used must support HTML5, as is the case in Safari, the Android browser from version 2.2.1 and Blackberry 5. Then you enter the URL for the DocuWare Mobile version installed on the server and your access details, and you're ready to go.



This document can also be found here:

<http://pub.docuware.com/en/docuware-mobile>

For more information please visit our website at

www.docuware.com