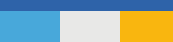




# *roXtra*

## Document Workflow

efficient | web-based | process-oriented



# The success of a company...

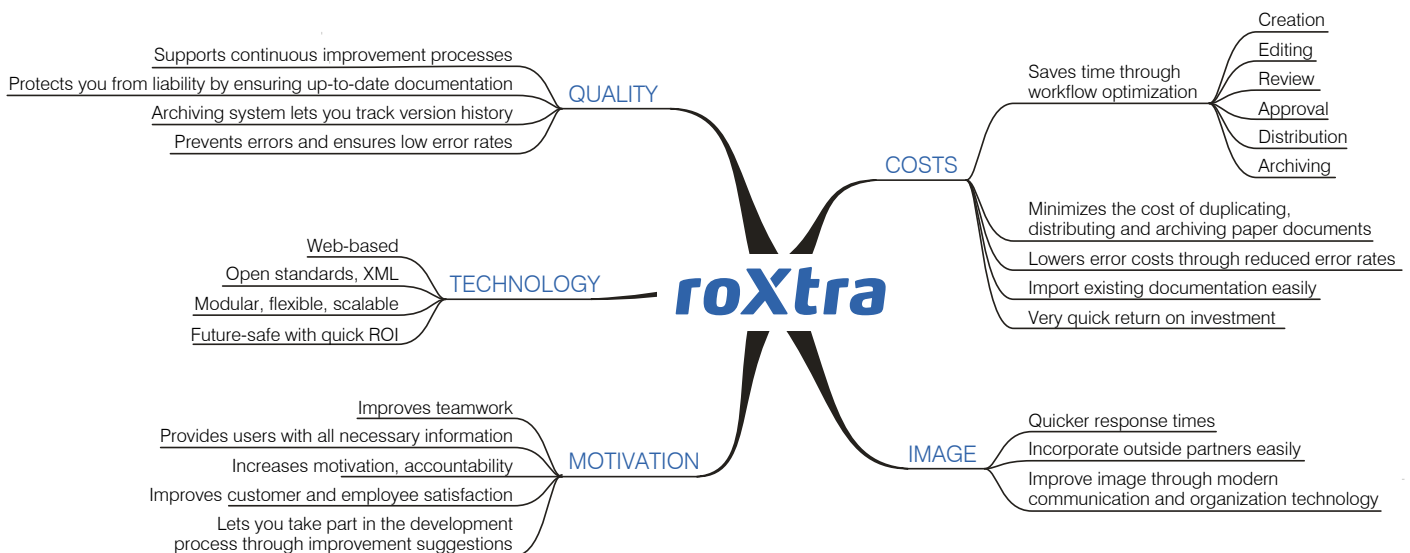
...lies in the minds of its people. Information and knowledge are increasingly becoming core values in business. Existing knowledge must be effectively employed and made accessible to everyone within the company, thus garnering its full potential and concentrating the power of the information to the benefit of the company and its staff. roXtra helps you make sure information is in the right place at the right time – reliably, ef-

ficiently and in a team-friendly manner. We don't offer complex, heavy-handed software systems, but rather an efficient complete solution that is quick and easy to use so you can start reaping the benefits from day one.

*With roXtra, you can carve your path to the future today!*

In today's information age, employees spend up to 20% of their working hours searching for information. Paper documents are copied, filed and forwarded approximately five times. Not only is this very costly, it also contributes to one of the most common causes of dissatisfaction in the workplace: missing information. But

fixing the problem doesn't have to be expensive: **roXtra brings information to its destination** - quickly and reliably. Through managed workflows, you can foster **better teamwork** and ensure **faster response times**. roXtra is easy to integrate into your existing IT landscape, making it a **true intranet solution**.





” roXtra is the perfect tool for companies, that intend to get certified or have been certified already.“

Matthias Berka, Head of Qualitymanagement  
seele GmbH

No software is required on clients - access is entirely **browser-based** and location-independent. This makes distributing documentation to outside parties or staff at other locations easy and secure.

We've paid special attention to **simple, ergonomic usability**.

roXtra is therefore extremely easy to learn, **making the return on your investment even faster**.



## Our References

Over 8,000 customers rely on products, solutions and concepts of our company. We offer comprehensive expertise in document management solutions for a wide variety of industries. We also offer custom-tailored software solutions in the areas of quality management, asset management, contract management, due diligence and document compliance to help your company get ahead. Our goal is always the same: meeting the needs of people.



# People are our goal

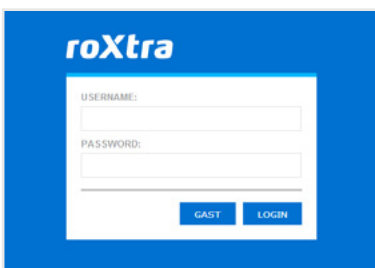
Managing documents using computers is a neat concept, but it only works when all employees are on the same page. Above all, this means that the system must be accepted and actively used by all parties. This applies not only to creating, editing and archiving documents, but also - and especially - to the end users who retrieve their documents paperlessly via roXtra.

Documentation system users want to focus their efforts on their work, not on using a software solution. For this reason, they must be able to access documents quickly and logically. roXtra was specifically optimized for this purpose and even offers **multi-**

**le quick views**, such as HTML for the screen and PDF for printing. roXtra supports **all file formats** and document types. **External sources and databases** can be incorporated into the system as desired. Of course, you can create **metadata** for any document,

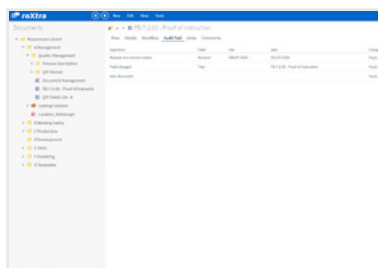
## Quick access...

...via your browser. Clearly structured, with field and full text search. *roXtra helps your organize!*



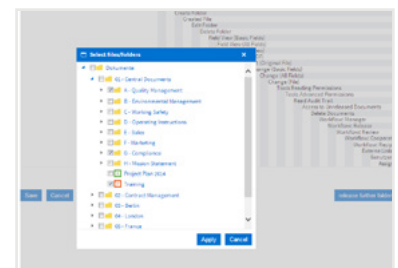
## Server automation

PDF conversion, distribution and email integration, version control, archiving, etc. *roXtra saves you time!*



## Rights management

Manage detailed access rights down to the document and field level. *roXtra provides security!*





” The accreditation of the central laboratory was extremely successful. In this context roXtra was regarded as a highly positive progress.“

Simone Bröker, Deputy Head of the section Qualitymanagement  
Universitätsklinikum Essen

which can be displayed along with the document or included in **full text searches**.

With **automatically monitored workflows**, you'll save lots of time. roXtra supports document-dependent, complex workflows -

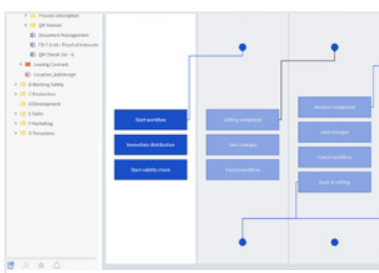
even those with combined serial and parallel editing processes.

roXtra also supports **teamwork** and efficient **communication**. Users can send public or private messages regarding any document.



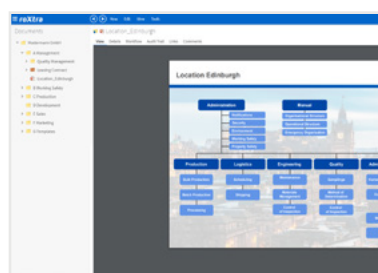
## Workflow management

Freely configurable workflows control the path of document through the company.  
*roXtra improves teamwork!*



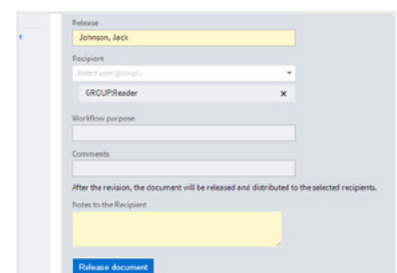
## Process orientation

Flexibly adaptable to your company-specific processes and structures.  
*roXtra creates quality!*



## Document sharing

Documents can be shared with specific users outside the department or even the company.  
*roXtra helps you get ahead!*



# A system for the future

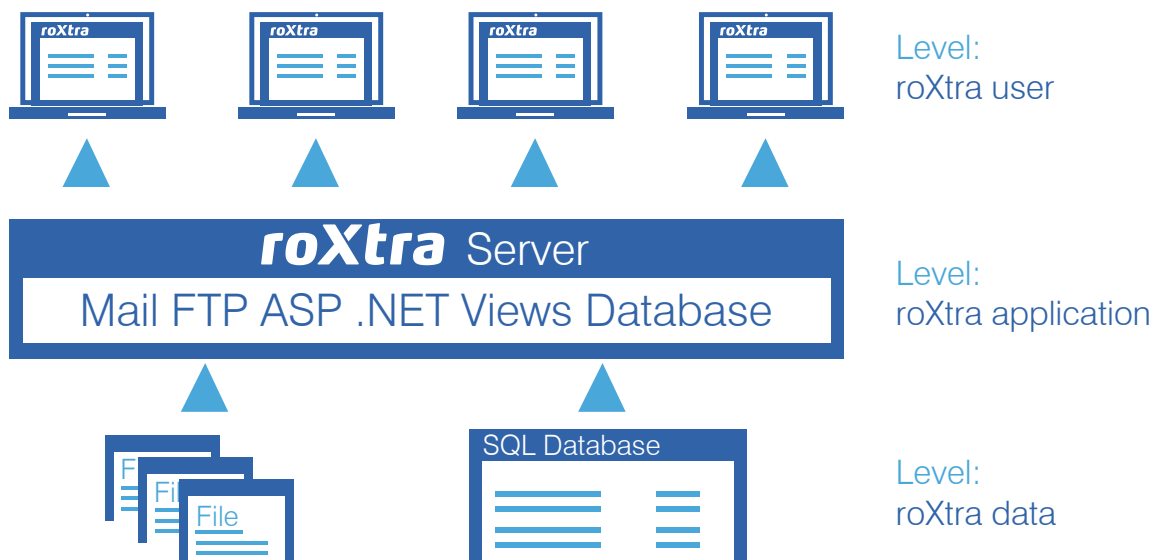
Document and workflow management isn't just a one-day affair. That's why it's important to choose a solid, adaptable technology that offers flexible design options to meet your future needs – *and one that pays for itself very quickly.*

The success of roXtra is evident in the **high degree of acceptance among everyone from end users to administrators.** This lets you take full advantage of the product and ensures a quick return on your investment within just a few months.

The modular roXtra system **grows along with your needs** - this keeps the software affor-

dable while offering flexibility for future growth.

As a true web-based application, roXtra supports Citrix and Windows terminal servers. The roXtra server itself can also be operated in virtualization environments such as VMWare or Microsoft Virtual Server.



## Technology for the future

Even “under the hood,” roXtra technology protects your investment and prevents unnecessary dependencies.

### Server

roXtra is based on highly scalable multitier server technology. The roXtra platform, developed using the latest Microsoft .NET technology, is highly configurable, making adaptations easy.

### Database

In addition to the internal client-server database, roXtra communicates with the Microsoft SQL server. External data sources can also be incorporated into the system.

### Intranet/internet-based

roXtra use takes place entirely via web browser. This makes the system easy to use, requires no installation

on clients and gives external partners access to all the functions of the solution via the internet

### Open standards

roXtra is largely based on open standards, from SQL to XML, HTML. The system is thus extremely flexible.

### Future adaptability

We work constantly to ensure that you'll always have a state-of-the art, reliable system, today as well as tomorrow. And, through our (optional) maintenance services, you'll know you can always rely on roXtra.

## Limitless options

In addition to its core functions, roXtra offers a variety of different enhancement options:

### IDP-Connector

Lets you import user data from other systems.

### Corporate Design

You can adapt the roXtra interface to match your corporate design scheme.

### Language Packs

You can use roXtra in multiple languages simultaneously.

### CD-Builder

Lets you export data and documents for non-server-based use.

### Import-Scanner

Lets you import paper documents directly into roXtra.

### App & Mobile Connector

Access your documents anywhere and any time.

### roXtra Contracts

You can manage contracts, periods and terms in roXtra.

### ...and much more

Numerous other enhancements are available. Just ask us.

## Modules

Thanks to its modular structure, roXtra is extremely flexible, including in terms of cost, making it optimally affordable for any size installation, be it 15 users or 5,000. On this page, we introduce the most important modules and options.

### Document Server

The Document Server forms the basis of the roXtra system. It organizes documents and files of any format in a

central location. Document types, associated metadata and the entire interface are largely customizable.

### Workflow Server

The Workflow Server automatically manages your document workflow. Users are notified of new documents or tasks. Workflows are also freely customizable via XML configuration.

### roXtra Preview Server

You can edit documents in

roXtra using customary software, such as MS Office. The Preview Server automatically creates previews of all Microsoft Office documents for convenient in-browser display.

### Index Server

The Index Server lets you conduct convenient, system-wide field and full text searches. This lets you search not just keywords but the entire text of your documents.

### API-Interface

Built-in roXtra interfaces let you incorporate external documents and databases. Synchronize your data with other systems automatically.

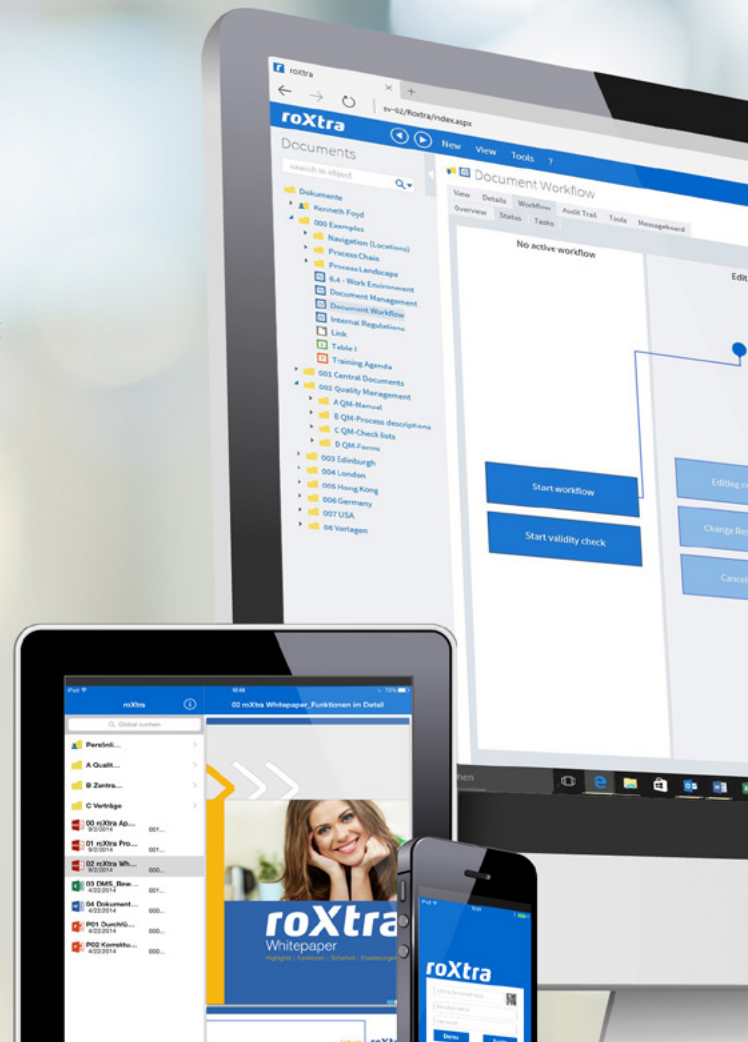
\* The statements made in this brochure are non-binding and are provided for information purposes only. They may contain errors and are subject to change without notice.



” roXtra has been adopted by our employees immediately. This was a great experience after the implementation of the system.

roXtra supports our further development of our management systems and is the perfect work simplification for the ISO 9001 documentation.“

Matthias Oster, Management Representative  
Krämer-Druck GmbH



## Interested? Then experience roXtra live!

Get to know the system and all its features first-hand in a presentation.

Give us a call at **+49 (0) 7161 505 700**.  
We look forward to speaking with you.

# www.roxtra.com