DocuWare Mobile

DocuWare: Apps for iPhone and iPad

With DocuWare Mobile you can now access your DocuWare file cabinet directly from your iPhone, iPod or iPad. You can load documents, view them on-screen and, if needed, forward them using a integrated stamp feature. With DocuWare Mobile, these devices are adaptable to every day business use.

With DocuWare Mobile for the iPhone and iPod and DocuWare Mobile Plus for the iPad, you can carry your file cabinet with you at all times and access the documents you need from everywhere. If you find yourself needing an update to the financial plan while at a meeting with a client, you can download it quickly to your iPhone or iPad using DocuWare Mobile. You can also approve a new budget, authorize an invoice payment or sign-off on project plans all while on the road - all without having to carry your notebook.

Finding Documents

In order to load documents from the file cabinet to the iPhone or iPad, you can use the usual DocuWare search dialog

and task list by entering the search words using the soft keyboard. Since DocuWare saves previously entered index data, you can easily use your familiar select lists. As soon as you type in an index field on the mobile device and 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. For example, when you enter a "K" and then touch the "Select list" button, the list jumps straight to the entries that start with "K".
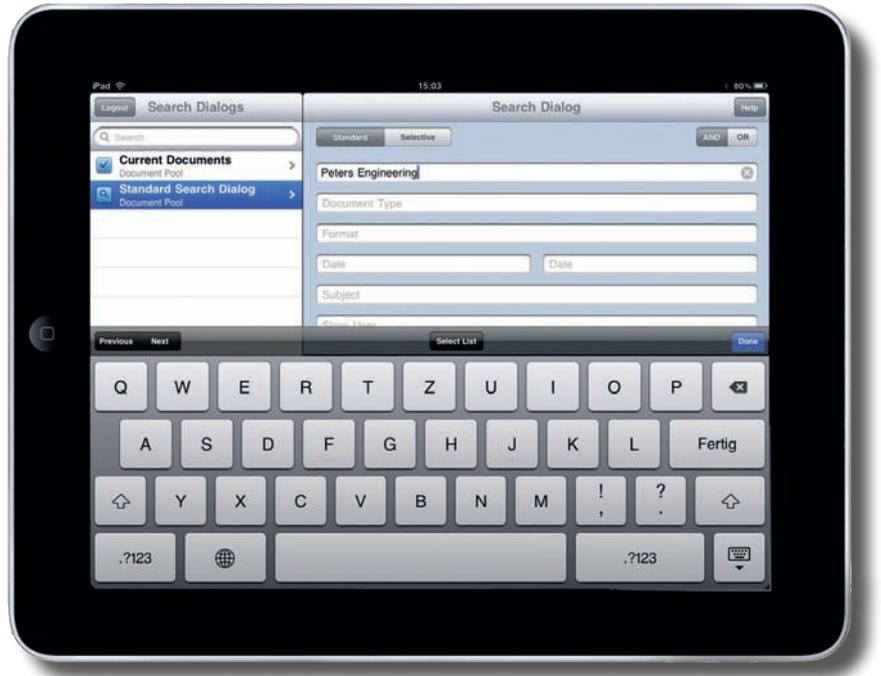You can also use the selective select list to help you narrow your search results still further. This combines two select lists in one. For example, if you define *Invoice* for one field and *Saved*

Benefits

- Safe: Data and documents are transferred with a secure SSL-encryption

- Convenient: View documents without the need to carry a notebook

- Fast: The select list makes finding documents quick and easy

- Flexible: Communicate by sending documents directly from your iPhone or iPad

Start the application by touching
the DocuWare icon.

It is easy to type index data on the large screen of the iPad.

by Smith for another field, DocuWare Mobile returns only the invoices that have been saved by Smith.
You can also use the task list 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 task list and the document moves on to the task list of the next person who needs to process it.

View and stamp documents

DocuWare Mobile displays the entries in the task list in the same way as a search result list. By using the Infobox you can find the right document without having to load each one in the viewer. The Infobox shows the filename, index

entries, date and the file size - sufficient information for you to determine whether this is the right document. Documents are easy to view on the iPhone or iPad's brilliant and large display, whether they are text, invoices, photos or even graphics.
The navigation works in the same way as other apps, as DocuWare supports the familiar gestures.
In the Viewer you can scroll, enlarge details or edit the index fields of your documents.
DocuWare Mobile supports the DocuWare stamp feature allowing you, for example, to approve invoices. You simply call up the stamp you need, enter text depending on the stamp type and set the stamp on the document. The app can also place the stamp automatically on a free area of the document. When you press "Done" the document and stamp are updated in

the DocuWare file cabinet. The stamp modifies a document's index entries to enable the document to move forward in the workflow.
Note: The file cabinets, search dialogs, task lists and stamps that you can access from your iPhone or iPad are defined in DocuWare Administration. You can also easily forward the documents from a file cabinet to a colleague by using the e-mail client integrated in the iPhone and in the iPad.

Ten questions about DocuWare Mobile

1 How safe are my documents on the iPhone and iPad?
Documents are not stored on the mobile device, but merely transferred from the DocuWare server to Docu-Ware Mobile via HTTP. The protocol can be encrypted using SSL. Access to the document management system is as secure as it is when you log in with your DocuWare login.

2 And what if my iPhone and login are stolen?
Inform your DocuWare administrator so that he can block this login and set up a new one. You must also get your phone provider to lock the SIM card.

3 How can I view documents with multiple pages?
You can navigate in DocuWare Mobile in the same way as in other apps: Drag or flick your finger over the touchscreen to scroll. With swiping and sliding, you can scroll horizontally thorugh a document. To zoom, you can pinch open and pinch close: If you place two fingers on a section and draw them apart, you zoom in; drawing them together again shrinks the section. You can jump to a specific page using the page selector.

4 Will the documents rotate when I tilt the devices?
Of course. And they adapt to the size of the screen too.

5 What file formats can DocuWare Mobile display?
The app 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 DocuWare Mobile.

6 Can I store connections for multiple servers?
You can store up to five hosts with their connection data.

7 Do I need to activate DocuWare Mobile?
The DocuWare Mobile app for the iPhone can be downloaded from the iTunes Store free of charge. A Client License must already be available within DocuWare Administration so that when you run the Mobile App, a DocuWare Client License is used. It is the same procedure for the iPad however the app for the iPad is called DocuWare Mobile Plus.

8 How do I set up DocuWare Mobile on the devices?
Contact the iTunes Store from your iPhone or iPad and download Mobile or Mobile Plus. Once the app is installed, you will find the connection management in the settings of the device where you can enter the port, host and access details. You can obtain these from your administrator. Once you have stored the connection details, go to the program folder and touch the DocuWare icon to load it.
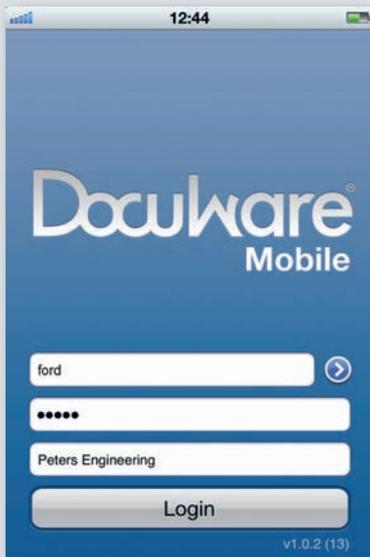
9 Does Mobile Plus for iPad offer additional functionality?
DocuWare Mobile Plus supports the full resolution of the iPad with 1.024 x 768 pixel. With Mobile Plus, you can also use iBooks: If DocuWare documents are available as PDF, it is possible to collect these as electronic books as in a digital bookshelf. You may also store the documents via iBooks on the iPad for later viewing. With this method you can comfortably provide yourself with the necessary documents for a meeting. DocuWare Mobile Plus supports the first iPad and the iPad 2 with iOS 4.3.
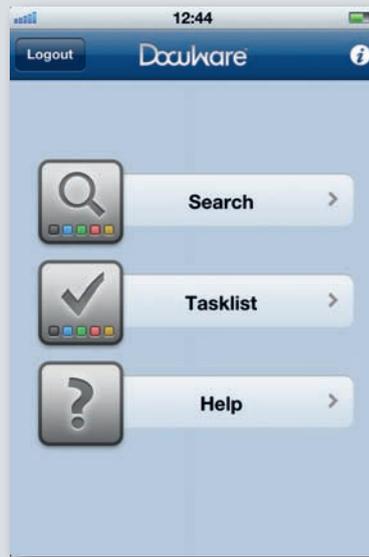
10 Can I use DocuWare Mobile on the iPod too?
DocuWare Mobile runs on the iOS 4.0 or later operating system and can be used on the iPhone 3Gs and the iPhone 4, as well as on a third or fourth generation iPod Touch. To access the Internet with an iPod Touch you will need Wi-Fi access.

Retrieve documents on the iPhone and forward them in the workflow

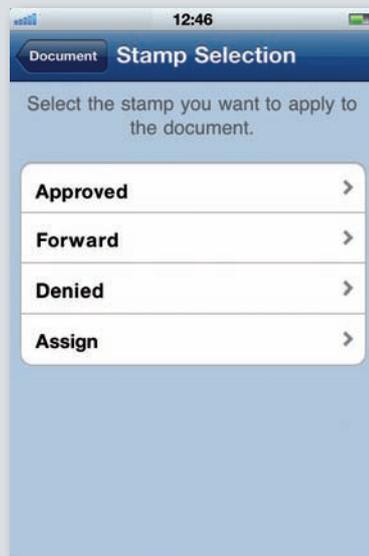**1. Start DocuWare Mobile:**
Protect the app with a login

2. Search: Do you prefer a
search dialog or task list?

3. Retrieve: Results are
clearly listed

4. Info: Index entries provide
information on content

5. Select: Access your DocuWare
stamps also in Mobile Client

6. Stamp: Apply stamp of
approval on the document

DocuWare

For more information, please visit
our website at
www.docuware.com