onGO Software Features

Client/server architecture

onGO DMS is built on real client/server technology. This offers all the advantages of a client/server concept from logical load balancing, strong security to reduction in network traffic. Communication is managed by remote procedure calls, and therefore does not require a shared hard disk drive between clients and server.

Relational database concept

All object metadata (e.g. title, editor, access rights, circulation lists etc.) is saved in a relational database. All features of the relational database are used (e.g. stored procedures, views, standard SQL and triggers) in order to increase the flexibility of the system. To optimise the operating speed frequently used fields are indexed.

Storeroom

The files are saved in a compressed form in active storerooms. These are server programs, which administer protected areas within the server file system, the storerooms can be distributed over different servers and platforms, independent of the database. Users are provided with a common view of onGO DMS documents, even when the storerooms are dispersed across various locations.

Security

One of the outstanding characteristics of onGO DMS is the assurance of security and integrity of administered data (Access rights, protocols, circulation lists as well as the documents themselves). Through the use of database security mechanisms such as transaction orientation, transaction logging, backup features, and database mirroring these requirements are ensured. Independent from the database all individual storerooms can be also mirrored.

Database, clients, and storerooms operate on a two-phase commit basis; an original file will only be removed via the client when both the database and the storeroom have confirmed to the client the completion of the task.

Object Independence

onGO DMS administers all kinds of data; any files can be linked with each other, no matter if these are text data, scanned images, fax entries, email, tiff graphics, CAD drawings, XML, HTML documents, references to paper documents or other files.

onGO Software Features

Filing

onGO DMS offers a physically dispersed as well as single or multiple server-oriented filing, this being entirely transparent from the user. This means users do not have to think about WHERE documents are filed and HOW they are being secured and archived. Using a consistent interface, that reflects the structure of the office organisation and not hardware limitations.

Intelligent search mechanism

With the growing information surge, polished search mechanisms have become a requirement for document management systems. onGO DMS meets this challenge with the use of a relational database, which allows high speed searches on indexed fields. Different search criteria can be arbitrarily combined through logical and/or linking references. In addition any desired combination of user-defined attributes can also be specified.

Search results are clearly displayed in an explorer / file manager style. The search criteria can at any time be modified and the search restarted.

Especially complex searches can be stored as an object within onGO DMS and be represented by an appropriate icon, a simple double click can then restart the search, so that a current, dynamic search result is always available.

Full text search

All documents are automatically converted into an alpha format; from this a full text index is created. On this index full text searches can be processed, which is as with all other search criteria arbitrarily combinable and storable (see intelligent search mechanism).

Associative search

The software technology used in the associative search offers an innovative solution for the administration and storing of unstructured digital information, especially files in word processing and HTML formats. In addition to the standard full text search, several gigabytes of unstructured documents can be intelligently classified and semantically searched. Context-sensitive keywords and linking to similar documents are automatically processed.

onGO Software Features

Ad-hoc workflow

onGO DMS contains an easy to use workflow component, this enables every user to easily design and initiate ad-hoc circulation lists, this is achieved via a graphical user interface. Such circulation lists can be saved and later used over and over again. It is also possible to centrally define complex circulation lists and to make them available for specific users.

Active circulation lists can be interrupted, restarted or changed at any time by the originator. The created circulation list can contain scheduling control for the separate stations, active notifications relating to the circulation status, logging of version control processes, return statements, status, object history and approval processes.

Quick View

onGO DMS includes a Quick view feature, which enables the fast displaying of all popular word processor text, spreadsheet and graphic formats, without the need to open the relevant application. Both search and print is possible from quick view. In a heterogeneous environment it has the additional advantage that users are not required to have the application installed on their PC in order to read and/or print the contents.

Version control

When a document is subject to version control a new version is created whenever the document is changed. Version control guarantees therefore the ability to always have access to former versions of the document (see also document category). At the same time it insures that every user will receive the current version of the document. Version control can be activated per document.

Revision control

Revision control supplements the possibilities of version control in an elegant way it offers the opportunity to revise important documents, which are being used by people in working groups, without access to published version being reduced. If e.g. a corporate vendor contract is to be revised and the first editor loads the document from onGO DMS for editing, all other users will still have access to the last published version of the document. If the editor releases the document as a new revision then all other editors will then have access to it, while all other users will still have access to the last published version. Not until the last editor publishes the new version does it become available to all.

The entire process is operated by the revision control, and transparent from the user.

onGO Software Features

Central form control

Templates and forms can be made centrally available via document categories; the user has only to choose the relevant document category in order to create a document from the template or form. The draft template or form itself is subject to all administrative functions of onGO DMS such as access rights, version and revision control. - Ideal for the realisation of ISO 9000 requirements.

User & group control

onGO DMS user and group administration is independent of the operating system, which enables true mapping of the corporate structure. This enables synchronisation with systems such as e.g. HP OpenMail Directory, SoftSwitch Directory or Lotus Notes.
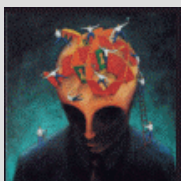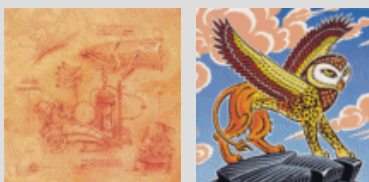
Access rights

onGO DMS access rights administration is independent of the operating system, and can be set up to the requirements of the organisation. Six different sets of access rights can be applied to groups or users. In contrast to simple file systems, objects are only displayed to users with the correct access rights. This allows the creation of individual or user-independent views of the documents and folders.

Task & approval list

onGO DMS administers for each user a task and approval list. Event messages can be issued through the internal messaging system or via external email.

Audit Trail

Aside from the active notification system an audit trail for files and documents can be kept with which any object related task can be reconstructed. As important data can be logged, such as date, time, editor, change reason and status, safe and complete control of important documents and folders is possible in connection with version and revision control. The administrators can set the audit trail parameter centrally via the document category (see also document category).

onGO Software Features

Linking of objects

Depending on access rights folders and documents can be linked with each other within onGO DMS. A document can be found as a link among many other documents or folders. Links can be both documents and folders. Example: A fax order linked with an order acknowledgement and the invoice. A graphical representation is used to show all links of objects and also all locations where objects are stored.

Freely definable custom attributes

Aside from the standard attributes further corporate specific attributes can be centrally defined. These attributes have to be created as optional or mandatory fields (e.g. file reference = mandatory field, priority = optional field). Menus for this kind of attribute can be maintained by specially authorised users.

Standard attributes for documents and folders

Standard attributes are defined for the description of an object when it is being imported or created in onGO DMS. Aside from the full text search, a search for these attributes can be made at any time. Some attributes, such as editor, creation date, editing date, document type, size etc. are entered directly by the system. Object specific attributes such as title, description, owner etc. may be assigned by the document owner.

Central keyword list

Central keyword lists can be created; these might be used as attributes for documents and folders. Authorised users can maintain these keyword lists.

Document categories

Administration properties for documents and folders can be assigned to document categories. Users simply choose the requested category name (e.g. application for vacation, invoice, etc). Document categories allow the predefinition of properties such as object life cycle, physical filing place (storeroom, server), size and life cycle of the audit trail and maximum number of versions and revisions. With document categories the user can decide via multiple selection whether the object shall delete or automatically copy expired audit trail entries, versions or revisions into the long-term archive.
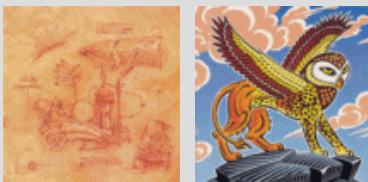
onGO Software Features

Property sets

Property sets, which predefine a set of properties and attributes for a particular object or folder, can be created for public or private use. Rather than the manual adjustment of e.g. access rights for groups and individuals, circulation lists, notifications of events, the user selects the name of the property list (e.g. credit application, meeting circulation) and automatically allocates the property set to the object.

External references to onGO DMS objects

Objects can be exported from onGO DMS, but it is also possible to save a reference to an onGO DMS object in a file. This offers the ability to reference the current version of a documents or entire file structures as small files (app. 40 characters). This reference file can be sent for example by email, be attached to another document via OLE or be added as an external link in a web page. By double-clicking on the reference onGO DMS will be activated and the appropriate object displayed.

Customisable display

The interface of onGO DMS can be easily adapted to individual requirements. The user can select which fields are displayed (e.g. status, creation date, title, availability).

Mobile working

What happens when the network of a client/server system fails, or the user is travelling with their laptop? onGO DMS enables working even without server connection. All documents for editing are held in an onGO DMS locally administered working area, so that the user can continue working without a network connection. The additional module onGO inMotion offers the possibility of examining documents on the users desktop independent of onGO DMS, via index or via full text search. The documents are copied to CD or DVD (self-supporting DMS) and can be used without direct connection to the onGO DMS server.

Application Programming Interfaces (APIs)

The flexibility of onGO DMS is increased by the many-featured and class based onGO DMS application framework. Direct access to the server API enables integration with a web server using the PHP programming language. For the experienced programmer a further binary, object oriented Low Level interface is available which conforms to the COM standard (Common Object Model), which can be accessed with languages such as C++, Java, and XML.
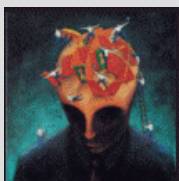
onGO Software Features

Interfaces to imaging and long-term archive solutions

Scanned Images can be imported into onGO DMS and by usage of APIs, fully automatic solutions with automatic keyword and pre-sorting are possible. Archiving can be processed with common archive systems such as, EMC^2 Centera, or directly on to long-term storage such as WORM, CD-R, DVD-R, or jukeboxes.

Platforms

The onGO DMS client is available for MS Windows NT/2000, onGO DMS is supported by all common UNIX-platforms (e.g. AIX, Solaris, HP-UX), Windows NT/2000 (+ terminal server) and Linux.

Architecture
Standard Windows environment

- Browser based client
- WebDAV implementation into Windows Explorer and other applications
- FAT client with MS Windows look & feel
- Sybase, Oracle or Microsoft SQL server database
- Database access from third-party applications
- Database access through standard SQL/report program
- Optimal data integrity
- Integration of external products with ODMA and OLE interface
- Support of distributed storerooms (onto various engines with different operating systems)
- Separate database and storeroom

Uniplex Limited
Grovebury Road
Leighton Buzzard
Bedfordshire LU7 ORD
United Kingdom
Telephone:+44 (0) 1525 217321
Telefax: +44 (0) 1525 217328
E-Mail: info@uniplex.co.uk
Internet: www.uniplex.co.uk

Uniplex GmbH
Rüdesheimer Straße 7
80686 München
Germany

Telefon: +49 /89/ 57 83 76-0
Telefax: +49 /89/ 57 83 76-66
E-Mail: info@uniplex.de
Internet: www.uniplex.de