

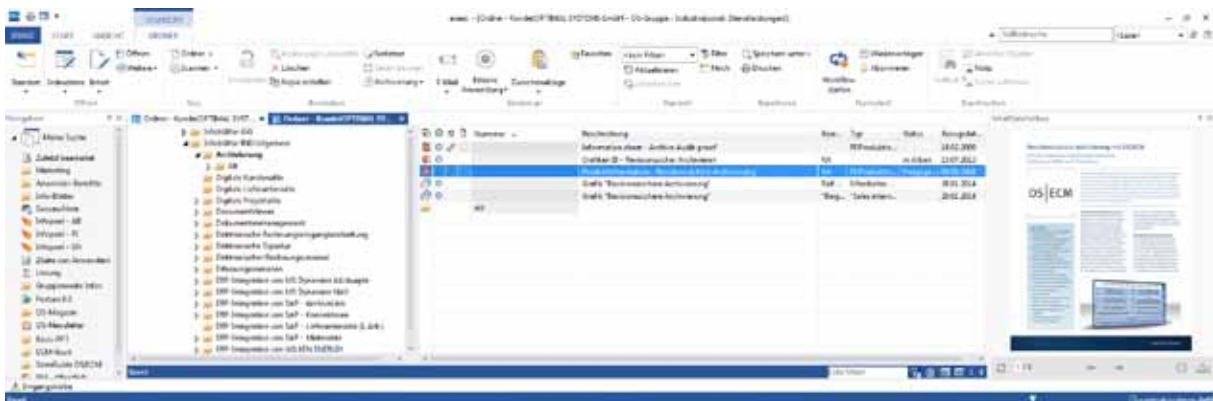


The new version of the ECM suite issued by the Berlin software provider **OPTIMAL SYSTEMS** is not just improved, it takes a new approach.

The name change from OS|ECM to enaio® is the most obvious change. Learn more about the changes to Version 8.0: enaio® - the true ECM. Easily. Company-wide.

Ergonomics, user-friendly design, easy integration – aside from mobility, these were the fundamental factors that were explored, analyzed

and optimized when developing software version 8.0. The motto “Searching is now finding. Easily. Company-wide.” clearly reflects the key aims of enaio® Version 8.0: Finding company information quickly and easily, transparent management, targeted distribution and audit-compliant archiving of information. Enabling direct access to all emails,



INTUITIVE ENAIO® USER INTERFACE

Tessi document solutions (Switzerland) GmbH
 In der Luberzen 17
 CH - 8902 Urdorf
 Tel. +41 44 735 33 11
 info@tessi-solutions.ch

- Route des Jeunes 59
- CH - 1227 Carouge
- Tél. +41 22 308 68 10
- info@tessi-solutions.ch

www.tessi-solutions.ch

OPTIMAL SYSTEMS

OPTIMAL SYSTEMS is a Berlin software company offering Enterprise Content Management systems, and is a long-term partner of Tessi Solutions.

www.optimal-systems.de



letters, offers or invoices for a customer or transaction has always been one of the strong points of OPTIMAL SYSTEMS' ECM solutions. The true value of information is only apparent when it can be quickly found and, in particular, when it can be assigned to a suitable context. enaio® considerably simplifies explorations into the corporate information world. Its many innovations will lead users to their target more quickly, such as when all of the data and documents for a certain customer or transaction are needed. The new user interface has a fresh, forwardlooking design and is particularly easy to use. An intuitive structure leads users directly to the main functions. The new layout is fundamentally different in all areas, in particular toolbars, workspaces and symbols.

Autocompletion and faceted search

The changes that make information searches easier in the ECM system include, for example, features like search field auto completion and varying the way that full-text search results are presented. The new auto completion function presents matching suggestions while a search term is

being entered, for example, in index data fields, lists or full-text searches. The layout of functions and windows has also been improved, so that the user interface is easier to use and information is found more quickly. If a user searches the information pool for the keyword "compliance", for example, the hit list could show a very broad range of results, potentially too many to allow a quick overview. This is where the new faceted search can help – it allows the hit list to be reduced considerably by filtering. Less accurate hits or categories are simply hidden with a mouse click. Full-text searches are made easier by showing "snippets", or short pieces of text, to help the user find desired documents/information faster.

What was it called again ...? – Making information easier to find

The "Did you mean" function suggests search terms similar to the search terms that were entered, thereby helping, for example, to avoid typing errors. The "Similar documents" function looks for documents that are similar to a document you have selected, or whose contents deal with similar matters. The "Associated terms" function uses artificial intelligence to display terms with a connection to the search term you entered. This allows you to find amazing crossreferences between documents based on their contents. The "Filter list" function allows you to reduce a long hit list to hits that contain a desired term. enaio® also makes this function available in the workflow editor and workflow administrator.

Everything at a glance – Optimized preview, smart details

The new content and detail preview combines clear organization with precisely integrated functions. The user's attention is guided to what is important, relevant information is more easily identifiable, and work proceeds faster and easier. In addition to index data, the preview provides a quick overview of completed and active workflows, notes and processing history. This creates a bridge from document management to process management. The notes tab also allows other interactive possibilities. New notes, for example, can be added with a click. The new, streamlined design also provides a targeted look at the document with the required information. As was the case in the previous versions, enaio® also permits

the two preview windows to be displayed beside one another and on a second screen. This allows you to keep important information in view at all times. The content preview supports all common file formats, including email and email attachments.

Improved usability

The clean, uncluttered flat design makes the enaio® user interface considerably clearer and intuitive to use. Document contents, which form the basis of a document management system, take more of a central place. Simple data, but also complex transactions are presented in a more transparent and easily understood manner – thanks to intuitive navigation and contextbased menus.

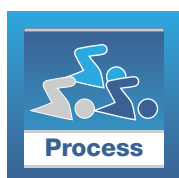
The enaio® ribbon is an important factor in terms of ergonomics and usability and was extensively redesigned. Among other things, the arrangement of the controls was modified, based on in-depth analysis and test results, to optimally correspond to normal work habits. The ribbon changes according to the context that the user is currently working in. Functions only appear in your ribbon when they are needed. To make the user interface cleaner, less frequently needed functions can easily be hidden. The new design is also reflected in the enaio® addins provided for Microsoft Office, allowing you, the user, to benefit from a unified look and feel. Standardized configurations (user profiles) can be distributed and managed. This allows each user to set up a user interface that provides precisely the functions that he or she needs.





Mobile work made easier

Employees are not only more mobile than before, but they are also more discerning about mobile working. The flow of information from person to person should be maintained regardless of workplace or working hours and without losses in functionality or security. The enaio® web client and mobile DMS app from OPTIMAL SYSTEMS for iOS and Android do justice to the strategic importance of mobile work as never before. Location-independent access means that employees have the information they need anytime and anywhere – when travelling, at client meetings, during service calls – worldwide, around the clock. Practical function extensions for offline use/flight mode allow productive work even when you are flying or have no network connection. The new version 8.0 makes working on the road a pleasure – enaio® is easier, more flexible and more mobile. •



Producer

OPTIMAL SYSTEMS

Keywords

Finding information

Autocompletion

Full-text search

Compliance

Sectors

All

Products and Services

Company-wide document management

Introduction

2015

The Swiss branch of the French company, Tessi S. A. was established following the acquisition of RR Donnelley Switzerland.