



power
DOCUMENTS
structure, archive and find your knowledge!

The scope and use of powerDOCUMENTS exist in the **structured archiving and commenting of any existing and new Knowledge**; which is to be retrieved later as the need arises. The search is possible through the **tree structure and full text search possibilities**. It can be deployed intelligently for the following:

- ⇒ Accumulation of Knowledge.
- ⇒ Benefit from the stored Knowledge.
- ⇒ Concentration on relevant Knowledge.
- ⇒ Easy retrieval through full text search and structured archiving.
- ⇒ Productivity increment in the team.

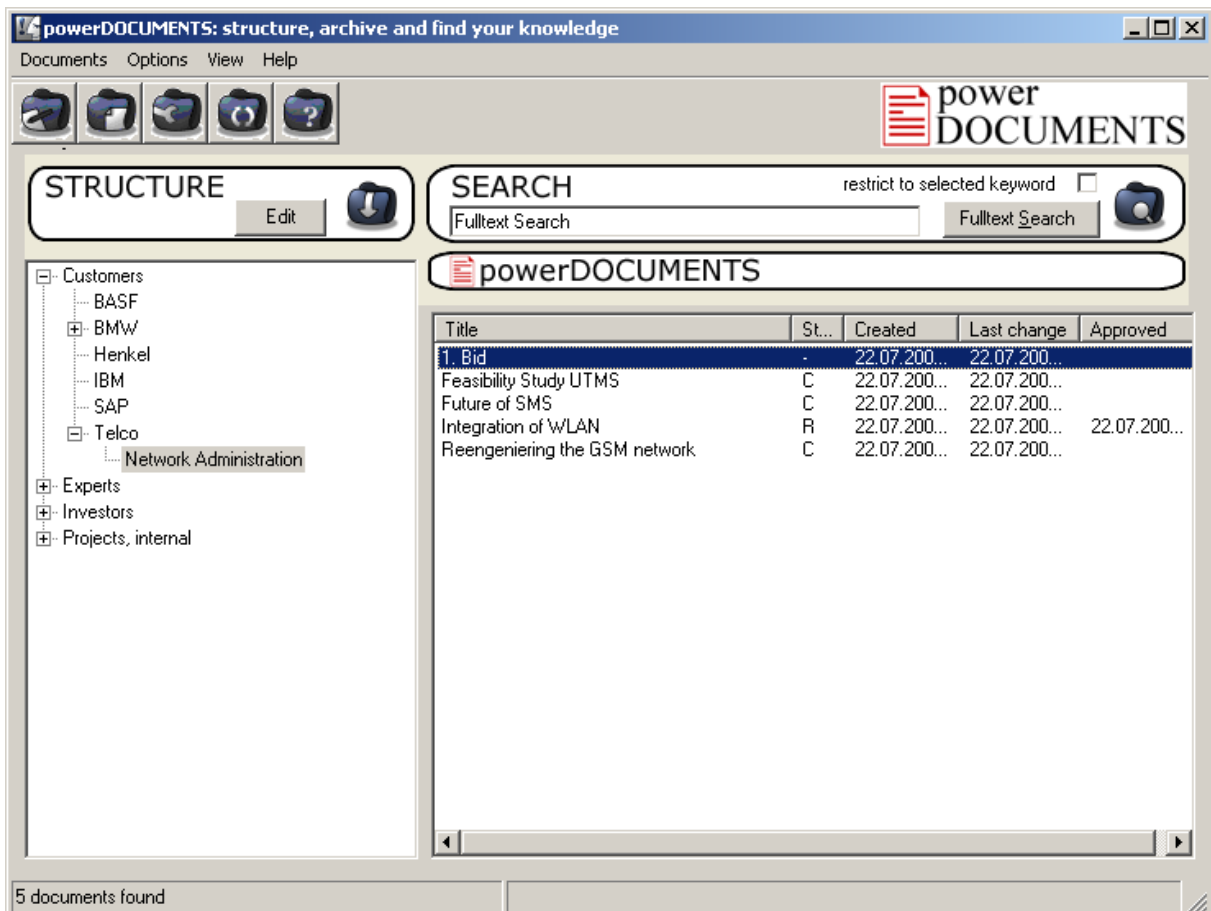
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powerDOCUMENTS is a **complete solution for the small and medium size companies as well as for the single persons to keep valuable knowledge available** to them in the form of knowledge documents, i.e. powerDOCUMENTS. The software integrates the functionality **to structure, archive and to find information in a simple and clear manner** which is oriented and based on the windows explorer. With powerDOCUMENTS **valuable Knowledge of Experts, Projects, Competencies, Processes and Clients can be retained**. It solves additionally **the increasing problem of masses of information** (Documents, Emails, Internet pages) and a helpless search for specific information in an, ever increasing, immense quantity of documents stored on the hard disk or networks. powerDOCUMENTS offers you the possibility of, **building a complete knowledgebase**, to manage it, and save additional documents as well. These can be marked with other relevant information and with one's own comments.



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Documents Options View Help

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STRUCTURE Edit

SEARCH restrict to selected keyword Fulltext Search

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Title	St...	Created	Last change	Approved
1. Bid	-	22.07.200...	22.07.200...	
Feasibility Study UTMS	C	22.07.200...	22.07.200...	
Future of SMS	C	22.07.200...	22.07.200...	
Integration of WLAN	R	22.07.200...	22.07.200...	22.07.200...
Reengenering the GSM network	C	22.07.200...	22.07.200...	

5 documents found

powerDOCUMENTS Main Window

A **powerDOCUMENT** consists of a title, author identification, up to ten user defined rtf-textfields, an unlimited number of file attachments (e.g. Word, Excel, Powerpoint or pdf documents), an unlimited number of Keywords and a relation in an hierarchical Tree Structure. The **hierarchical tree structure is user friendly** and can be edited and changed at any time. A powerDOCUMENT can **be related at the same time to more than one branches** of a tree structure. The branches of such a structure can be changed or renamed at any later stage. Change of the tree structure is also possible. Keywords and default values can be predefined for the most common applications and businesses. Links to any Internet / Intranet contents can be defined in the rtf textfields. A mouse click automatically opens the Internet Explorer. The attachments are also automatically opened if the required software is already installed.

A powerDOCUMENT can be created and completely filled with the necessary content using the software. There are additional possibilities to **transfer the information using the Cut & Paste and Drag & Drop methods**. Using this software, for example, documents from Windows Explorer can also be integrated in the application. Text elements or links from Word or links from the Internet Explorer, thought to be useful while browsing, can be formatted and structured. They can thus be saved for later use and can be retrieved whenever needed. If necessary, powerDOCUMENTS **can store all the related Attachments in a central directory**, for example in a network environment.

To find the desired Knowledge again powerDOCUMENTS offers the possibilities of **navigation through the hierarchical structure and full text search**. Access to the stored powerDOCUMENTS can be controlled over its own integrated **user administration facility**. Using different read and write permissions, usage can be defined according to the needs. Optionally, the user administration can be switched off, e.g. if only one desktop is in use.

powerDOCUMENTS can be utilised to **realize different applications** e.g.:

- For keeping the valuable and expert knowledge of the employees
- Project reporting archive
- Collect Lessons-Learned in the main Business-Processes
- Customer information system
- Communication means with a combined document archiving in a network e.g. with advocates, accountants or small vocational facilities
- Archive for correspondence or interesting text passages and URLs from the Internet
- Support-Database for Call Centre
- Knowledge Database for Freelancers and Journalists
- Support during writing of technical documentation or books
- Management of Literature, Music, CD, DVD or other records

powerDOCUMENTS is **available in English** and as **1-/10- or 100-User License**.

powerDOCUMENTS is a **modern Desktop Application**, based on **Microsoft .NET Technology** und Microsoft Access Database. It runs under Microsoft Windows operating systems: Windows NT4, 98, 98SE, ME, 2000, XP and 2003 Server. It can thus be used by a wide range of users.

powerDOCUMENTS has been developed jointly by the **KLV Unternehmensberatung GmbH** in Troisdorf, Germany and the **Institut für e-Management e.V. (IfEM)** in Cologne, Germany.

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