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# What's new in DocuWare Version 6.10

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# 1 Storing Documents

## 1.1 Scanning and Storing

### 1.1.1 Storing in Folder Structures

Component: DocuWare Client

You can now work with folder structures in Web Client too, as before in the Windows Explorer Client. This kind of folder structure is based on the index fields of a file cabinet, which are arranged in a certain hierarchy.

A folder structure includes, for example, the index entries for the *Company* field on the top level, the *Project* field on the second level, and the *Document type* field on the third level. In the folder structure display there is then one folder for each company at the top level, followed by folders for the company's various projects, and below these folders for the individual document types. The corresponding documents are then displayed in these folders.

TYPE	COMPANY	PROJECT	DOC.-TYPE	SUBJECT	DATE
PDF	Leisure Park Jones	Roller Coaster	Plan	Static plan	07.01.2016
PDF	Leisure Park Jones	Roller Coaster	Plan	Construction plan	06.16.2016
PDF	Leisure Park Jones	Roller Coaster	Plan	Local plan	06.03.2016

Folder structure in the Web Client

These folder structures are also practical for storing: Within the folder structure, navigate to the location where you want to add documents. Then drag the desired documents to the folder structure from the document tray or from the desktop using drag & drop. The documents are then stored here. This means that they are automatically given index values that are predefined by the folder structure. You can add other index entries in the store dialog if needed.

As an alternative to drag & drop, select the file to be stored at the desired location in the folder structure using the import function and a corresponding file selection window.

If you use Google Chrome as a browser, you can also drag entire folders from the desktop or the file system to the DocuWare folder structure, in addition to single files. All documents in the folder are then stored in DocuWare, in each case with the folder name as an index entry. As a result, you then have the folder with the documents in your DocuWare folder structure, just like you did before in your file system.

## Application

- You want to store a document for an existing process in which you were not previously involved. Therefore you are not exactly sure which indexing was previously used by your colleagues. Using the folder structure you easily find the right location for your document and drag it there. As the folder names make up the index entries, your document is immediately indexed and you have finished the task. And of course all documents for the process automatically have consistent indexing.
- For one project you initially saved several files locally on your computer, in a folder in the file system. Now you want to store all these files. In the DocuWare folder structure, navigate to the location where the corresponding project folder is located and drag your local folder there too. For all files in the folder, both the name of the project folder and the name of the parent folder are automatically used as index entries. You only have to add index entries that are specific to single documents.

## Benefits

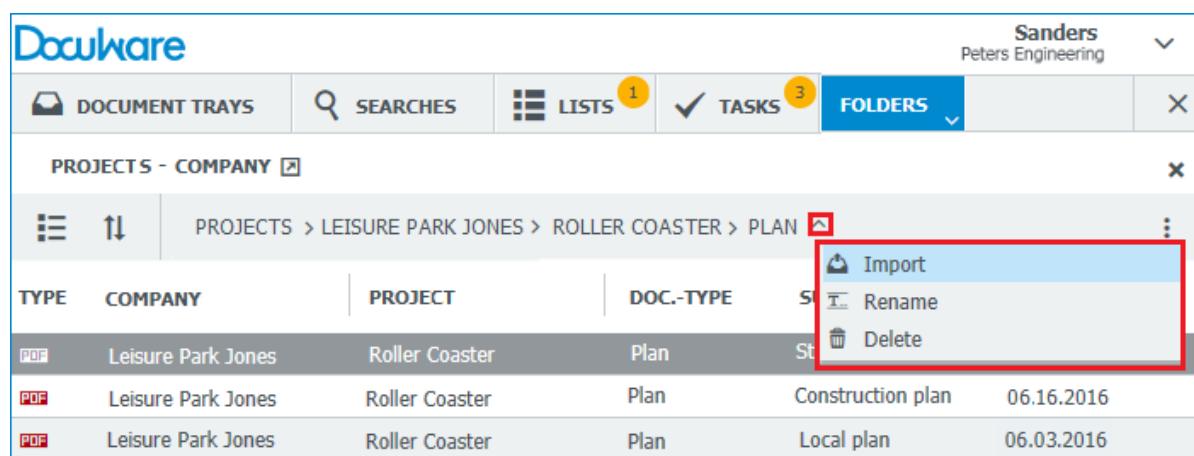
- Folders offer a structure similar to a filing structure for document storage
- Intuitive access to the file cabinet for people who are used to hierarchical document structures, regardless of whether this is via conventional paper folders or the file system
- Easily store documents for a process, even if you do not know exactly which index entries were used
- Quickly store several documents with the same index entries

## How to use the function

Open the folder structures via the workspace folder:



Access the function *Import* in the current folder via the drop-down menu:



TYPE	COMPANY	PROJECT	DOC.-TYPE	ST	DATE
PDF	Leisure Park Jones	Roller Coaster	Plan	Renamed	06.16.2016
PDF	Leisure Park Jones	Roller Coaster	Plan	Construction plan	06.16.2016
PDF	Leisure Park Jones	Roller Coaster	Plan	Local plan	06.03.2016

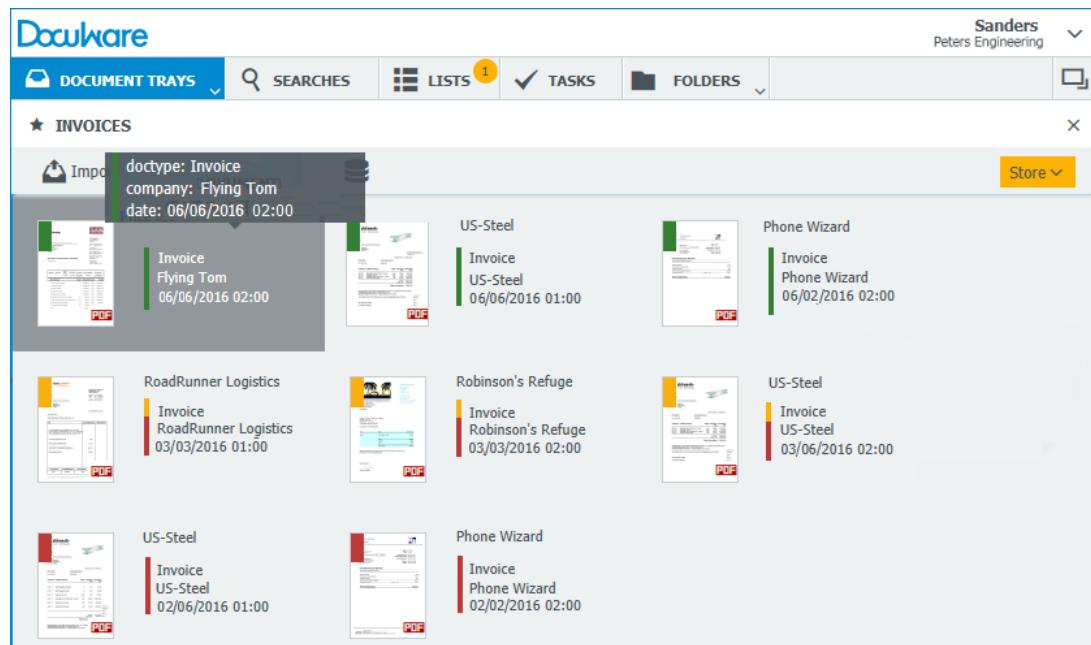
Define which of the folder structures assigned to you are to be displayed, and in which order, in the *Settings* on the *Folder* tab.

The folder structures are created at the file cabinet level in DocuWare Administration or in file cabinet administration within the DocuWare configuration (see Creating Folder Structures (on page 24)). The same folder structures are used as in the Windows Explorer Client.

### 1.1.2 Dynamic Display of Index Entries

Components: DocuWare Client, Intelligent Indexing

If you use Intelligent Indexing together with the index card view in the document tray, the index entries suggested by Intelligent Indexing are dynamically displayed and color coded.



#### + Benefits

- Results of automatic indexing immediately displayed
- Easy to select documents that can be automatically stored without opening the store dialog

#### ⚙ How to use the function

Display is automatic with Intelligent Indexing in connection with the index card view.

### 1.1.3 Automatic Numbering

Components: all clients and modules for storing documents

Documents can automatically receive a unique number as an index value when they are stored in the file cabinet. Regardless of the user and the DocuWare client used, this number is assigned during the store process or when pre-indexing the document. The value is displayed both in the store dialog and in the index dialog, and can be copied for further use from there.

## Application

- Unique number as a match code, e.g. between an invoice in DocuWare and the associated accounting record in the ERP system.
- Orders received via email are stored with Connect to Outlook and are automatically given an order number which is then also used for further order processing in the systems concerned.
- Invoices can be assigned to different departments via different number ranges.
- Consecutive numbering for an incoming post book, which is a legal requirement in Spain or Italy for example.

## Benefit

- Easy linking of documents in DocuWare with other systems

## How to use the function

Automatic numbering is executed in text fields. Configure it in the file cabinet administration within the DocuWare configuration, via *Store dialogs > Field > Predefined Entry > Automatic Numbering*. Here you also have the option of defining the first number to be used. For subsequent automatically assigned numbers, this number always increases by one.

CHANGE PROPERTIES OF THE DIALOG FIELD "NUMBER"

Field name in the dialog	Number	
Predefined entry	Automatic Numbering <input checked="" type="checkbox"/>	 
<input checked="" type="checkbox"/> Read only		
Create a new number group or choose an existing one from the list.		
Each document gets a unique number from this number group.		
USE	NAME	START VALUE
<input checked="" type="radio"/>	Number group - HR	1000 <input type="button" value="X"/>
 		
		<input type="button" value="Cancel"/> <input type="button" value="OK"/>

## 1.1.4 Configuring Text Recognition – Made Easier

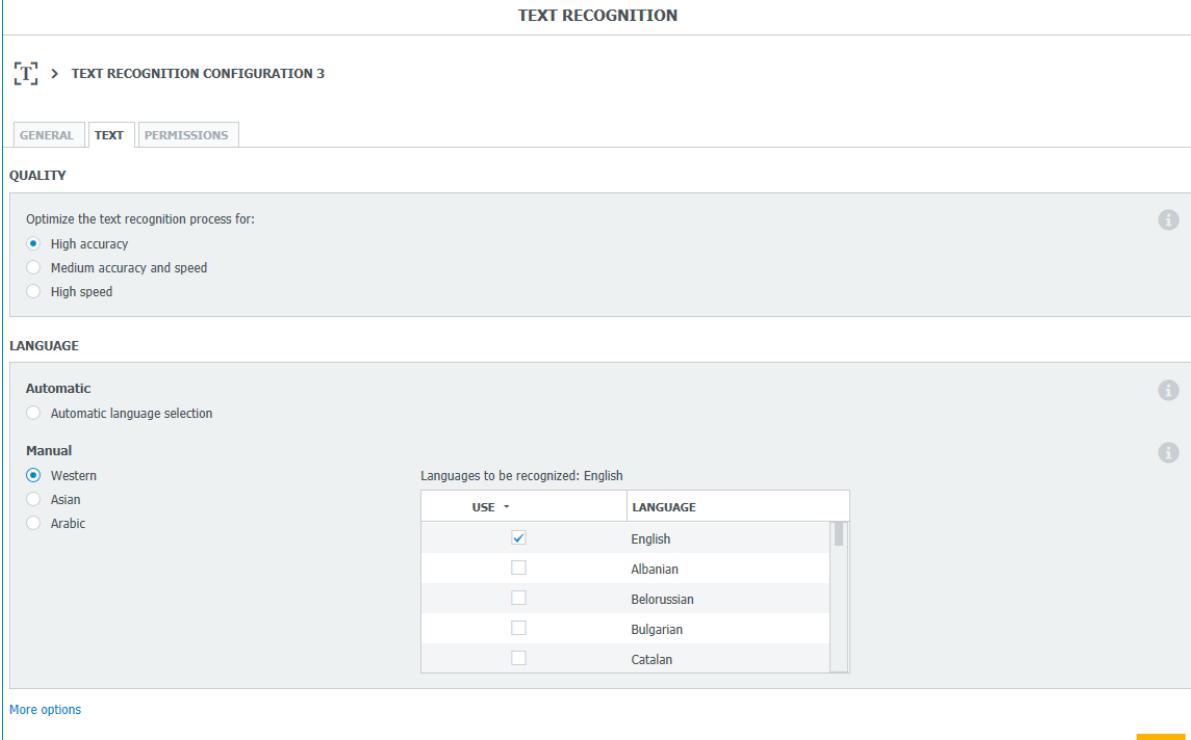
### Component: DocuWare Configuration

The settings for OCR (Optical Character Recognition) are made in the new area *Text Recognition* within the *DocuWare configuration*. By switching to HTML5, it is even easier for users to configure text recognition in all up-to-date browsers. Arabic text is also now recognized.

#### Benefits

- For all browsers
- Easier to configure
- More languages

#### How to use the function



The screenshot shows the 'TEXT RECOGNITION' configuration page. At the top, there's a breadcrumb navigation: 'TEXT' > 'TEXT RECOGNITION CONFIGURATION 3'. Below that are three tabs: 'GENERAL' (selected), 'TEXT', and 'PERMISSIONS'. The main area is divided into sections: 'QUALITY' and 'LANGUAGE'. In the 'QUALITY' section, there's a note about optimizing the process for accuracy, speed, or both. In the 'LANGUAGE' section, there are two options: 'Automatic' (with 'Automatic language selection') and 'Manual' (with 'Western', 'Asian', and 'Arabic' selected). To the right of the 'Manual' section is a table titled 'Languages to be recognized: English' with a dropdown menu 'USE'. The table lists several languages with checkboxes:

USE	LANGUAGE
<input checked="" type="checkbox"/>	English
<input type="checkbox"/>	Albanian
<input type="checkbox"/>	Belorussian
<input type="checkbox"/>	Bulgarian
<input type="checkbox"/>	Catalan

At the bottom left is a 'More options' link, and at the bottom right is a yellow 'Save' button.

Make settings for the recognition quality and languages. When selecting a language manually, depending on the language group selected, another select list appears on the right.

You can continue to use all configurations that were created with the "OCR Settings" available up to DocuWare version 6.9.

## 2 Finding and Displaying Documents

### 2.1 Searching through Folder Structures

Component: DocuWare Client

As already mentioned under Store (on page 5), you now have the option to access file cabinets through folder structures in the Web Client . You can use these folder structures to search for documents hierarchically.

If a folder structure includes, for example, the index entries for the *Company* field on the top level, the *Project* field on the second level, and the *Document type* field on the third level, first click on the folder for the company concerned. Folders are then displayed for each of the projects, and then under those folders for the available document types. As in the file system, you see all documents in the folders that match the selected criteria.

#### Application

- You are searching for documents concerning a project for a customer and therefore select the customer folder followed by the project folder. First, you are interested in offers located in the folder for the document type. With just one click, you then switch to the orders by clicking on the appropriate folder. There is no need to run a new search using the search dialog.
- You search for a document in a file cabinet that you rarely work with, and therefore are less familiar with the indexing. Using the folder structure, you have a logical way to quickly find the desired document.
- For example, personnel or project folders can be displayed using the folders

#### Benefits

- Folders provide similar access to documents as files
- Intuitive access to the file cabinet for people who are used to hierarchical document structures, regardless of whether this is via conventional paper folders or the file system
- Quickly access associated documents, because they are clearly located in a folder with the appropriate structure
- Easily find documents, even if you do not know exactly which index entries were used

#### How to use the function

See Storing in Folder Structures (on page 5)

## 2.2 CSV Export of Result Lists

Component: DocuWare Client

When exporting result lists as CSV files there are now two options: export the entire result list or only the entries of the currently displayed page of the result list.

### Application

You want to analyze several documents of one type, e.g., incoming invoices, which are in your file cabinet. As a general search would lead to too many entries in the result list, it is easier to analyze the results in Excel. When exporting the entire list as a CSV file, you receive all entries in the result list, even if it contains over 10,000 entries.

### Benefits

- Easily handle result lists, even those with over 10,000 entries
- Individual export options

### How to use the function

Result list > *Export as a CSV File* > *Only current page in result list* or *Entire result list*

## 3 Workflow: Controlling Business Processes Professionally

### 3.1 Sending Inquiries

Components: DocuWare Client, Workflow Manager

This lets you send a short inquiry about a document directly from the DocuWare Client to your colleagues. Such inquiries are suited to one-off or rarely used processes for which setting up a standard workflow would be too time-consuming.

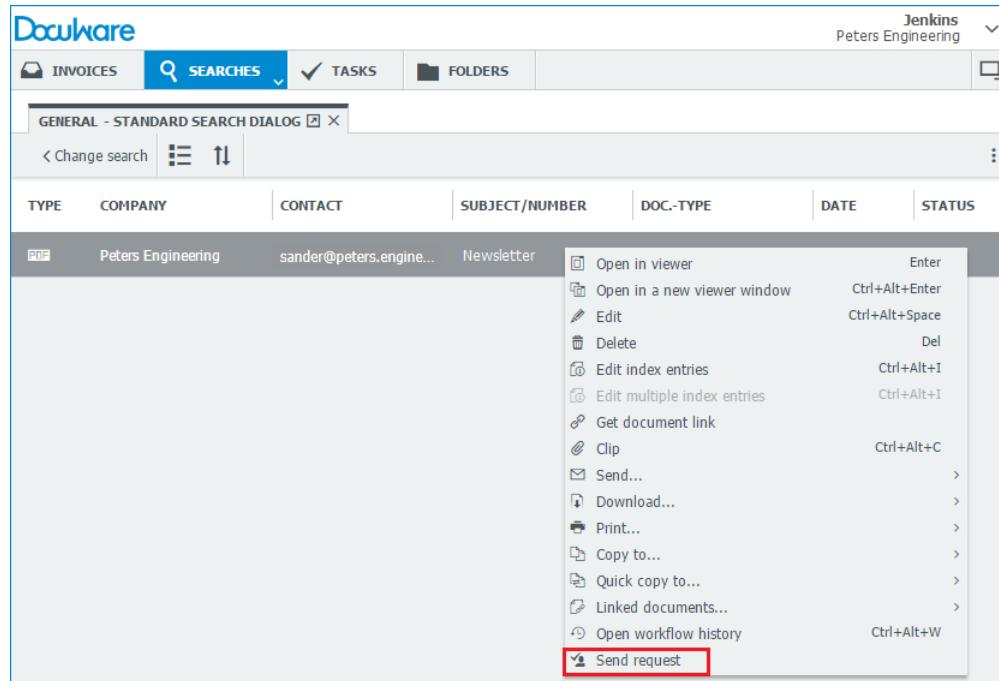
#### Application

- The Head of Finance has negotiated a new lease with the lessor of the company building. To obtain the approval of the CEO, she assigns an inquiry to him. She specifies the subject and details of the email plus the decisions to be made. The CEO receives an email and approves the lease among his tasks or rejects it. The Head of Finance can immediately view the decision under "Assigned inquiries."
- A team leader receives an interesting newsletter, that he wishes to forward by email to three team members. All three should confirm that they have read the newsletter. The team leader assigns this colleague an inquiry with the relevant information. All three employees receive the same email and each separately confirms that they have read the document. The team leader immediately sees who has already completed the inquiry.

#### Benefits

- Simple and practical: Send inquiry directly from the DocuWare Client
- Greater flexibility when using rarely needed processes

## How to use the function



Send a request via the context menu of a result list or a saved list. The context menu entry is only displayed if a single document was previously selected.

**SEND REQUEST**

**TO**

NAME	TYPE
Peter Sanders	User

**DETAILS**

Subject: New request from Jenkins

Text: Please read the newsletter.

Decisions:

- Confirm
- 

Automatically stamp document with decision

**Send request**

You can assign queries to one or more users or even roles. In doing so you can define whether the inquiries go to participants one after the other or simultaneously."

The screenshot shows the DocuWare client interface. At the top, there are navigation tabs: INVOICES, SEARCHES, TASKS (highlighted with a yellow circle containing a question mark), and FOLDERS. The user is logged in as Jenkins (Peggy Jenkins). Below the tabs, a red box highlights the 'ASSIGNED REQUESTS' section, which displays the number '1'. A yellow circle with a question mark is positioned next to the 'History' link. The main content area shows a single request: 'Newsletter 06' from 'New request from Jenkins' on '25.05.2016 12:52'. The status is 'STARTED'. At the bottom of the request card, there is a pagination control showing page 1 of 100 and a 'Close task' button with a red border and a yellow circle containing a question mark.

*The inquiries you have sent can be viewed under "Sent Requests" (1). You can stop the inquiries at any time or close them after they end normally by clicking "Close task" (2).*

## 3.2 Changing Index Entries in the Current Workflow

Component: DocuWare Client, Workflow Manager

Under *Tasks* you can now edit the index entries for a document that is currently in a workflow.

### Benefits

- Greater flexibility when indexing
- Faster working

### How to use the function

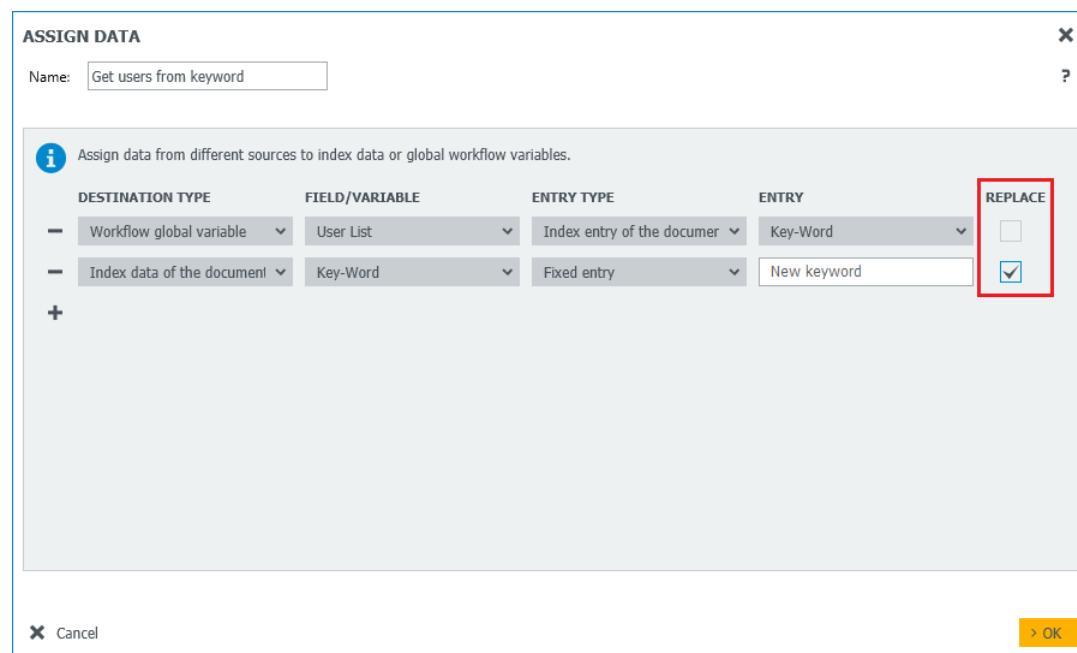
In the context menu through *Edit index entries*.

### 3.3 Overwriting Keyword Fields When Assigning Data

Component: Workflow Designer

When you assign data you can overwrite the entries in keyword fields.

#### ⚙️ How to use the function



In the assignment concerned, enable the option "Replace" and enter the new text under "Entry."

### 3.4 Opening Workflow Version in Read-Only Mode

Component: Workflow Designer

Each version of a workflow can be opened in read mode.

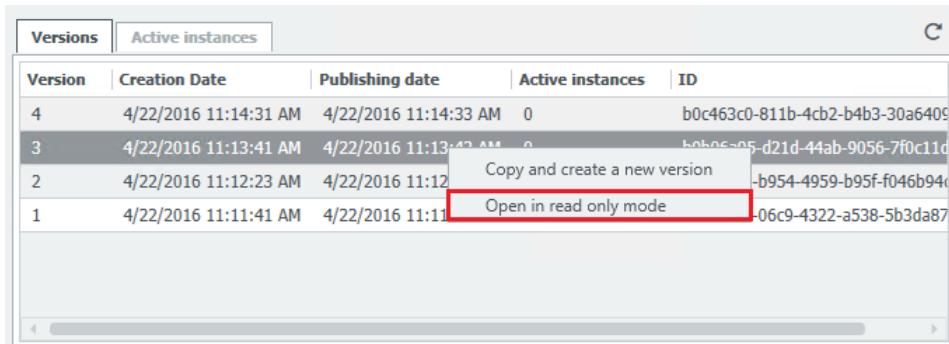
#### 👤 Application

When creating a new workflow version, you can open previous workflow versions in read-only mode to see how the process was structured in the past.

#### ➕ Benefit

- Easier to track changes in the workflow

## How to use the function



Versions	Active instances			
Version	Creation Date	Publishing date	Active instances	ID
4	4/22/2016 11:14:31 AM	4/22/2016 11:14:33 AM	0	b0c463c0-811b-4cb2-b4b3-30a6409
3	4/22/2016 11:13:41 AM	4/22/2016 11:13:42 AM	0	b0b0f6-05-d21d-44ab-9056-7f0c11d
2	4/22/2016 11:12:23 AM	4/22/2016 11:12:23 AM	0	b954-4959-b95f-f046b940
1	4/22/2016 11:11:41 AM	4/22/2016 11:11:41 AM	0	Open in read only mode -06c9-4322-a538-5b3da87

Open the old workflow versions in read-only mode using the Version History context menu. Only the current workflow version will be opened in edit mode. "Read only mode" will then be displayed on the tab in the workflow overview.

## 3.5 Workflow Variables for Users, Roles, Substitution Rules

Component: Workflow Manager

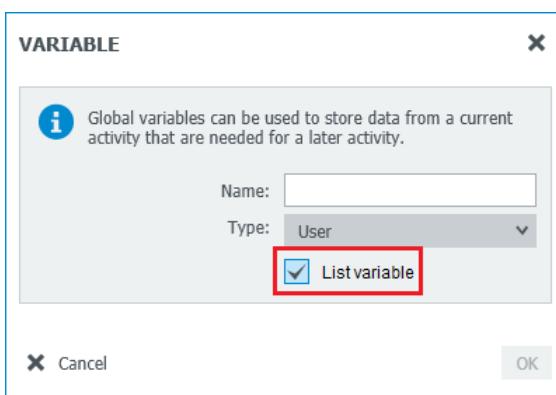
There are two new options for variables:

- Variable for user names, roles, or substitution rules:  
This enables you to assign a task to this variable easily at any time. In your invoice approval workflow you configure a variable for the role of the cost center manager, for example. You can directly assign the task of final approval of invoices to this role.
- List variable for user lists, role lists, or substitution lists:  
This enables you to assign a task to multiple users, roles or substitution lists.

### Benefit

- Tasks can be dynamically assigned to several users

## How to use the function



The dialog box has the following fields:

- Name: (text input field)
- Type: (dropdown menu set to 'User')
- List variable (checkbox highlighted with a red box)

If the variable is a list variable, enable this option.

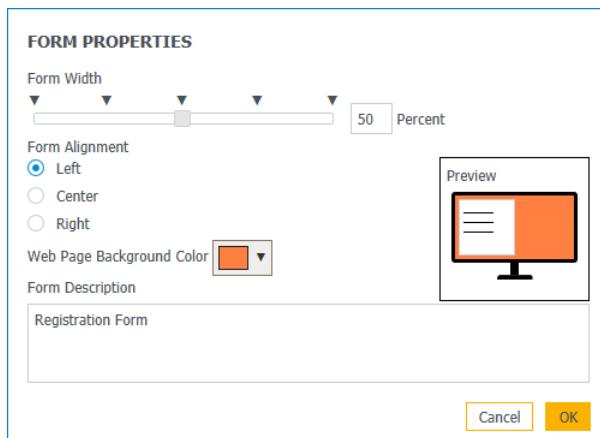
## 4 Teamwork

### 4.1 More Options for Configuring Web Forms

#### Component: DocuWare Forms

The design of Web Forms and Merge Forms is simpler thanks to many small improvements:

- Insert an image (for example your company logo) into the Web Form. You can adapt the size of the image element and align it to the left, center, or right.
- Select a color for the Web Form background and specify the width of the form as it appears in the browser. You can also select the orientation:



- You have unlimited selection options for radio buttons, checkboxes, and dropdown lists.
- Use the entries from single-column select lists as selection options for a dropdown list. This reduces the time spent inputting information.
- In the Merge Form Designer, the most important functions for the fill area tool are available directly by right-clicking:

- Use a keyboard shortcut to enter frequently used commands like pasting or deleting. Ctrl+Z allows you to undo work steps.
- Change several fill areas at once: Enable the desired fill areas, so that functions like orientation or resizing are applied to all areas.
- Copy, Cut and Paste fill areas within a merge form.
- Fill areas can be accurately positioned with the arrow keys.

### Benefits

- Less time-consuming for administrators
- More options for designing Web Forms

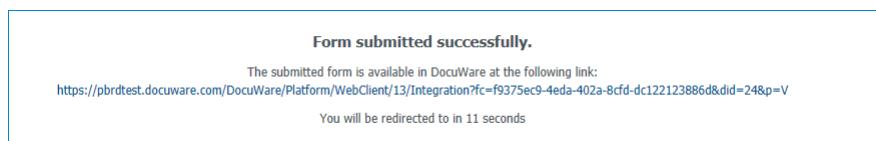
### Where you can configure the functions

Web Forms and Merge Forms are configured in the *Collaboration > DocuWare Forms* area of the DocuWare Configuration.

## 4.2 Free Design of Message after Form Is Submitted

### Component: DocuWare Forms

Administrators can now edit the message that is shown to the user after the form is submitted. There are several options available for additional information to provide the user after submission: You can direct the user to a new form, a website, or the stored form. The actions can be performed manually, or automatically immediately or with a delay.



For example, you can display the link to the saved form once the form has been submitted. This allows the user to call up their filled-out form from DocuWare at any time.

### Benefits

- Users can easily copy the link to the form
- Several forms can be filled out more quickly

## ⚙️ How to configure the function

The message is configured on the *Submission* tab of a Web Form configuration:

The screenshot shows the DocuWare Forms configuration interface. At the top, there are tabs: DESIGNER, SUBMISSION (which is highlighted in blue), OUTPUT, INDEXING, and PERMISSIONS. To the right of the tabs are links for Jenkins, Peters Engineering, a power icon, a megaphone icon, and a question mark icon. Below the tabs, there are two main sections: DOCUMENT STYLE and POST SUBMISSION OPTIONS.

**DOCUMENT STYLE**

The options for Document Style determine what the PDF stored within the File Cabinet will look like when a form is submitted.

Web Form  
 Merge Form

**POST SUBMISSION OPTIONS**

Show this message after form submission: Form submitted successfully.

Show "Start a new form" button  
 Show link to the submitted form in DocuWare  
 Automatically perform the following action:  
 Start a new form  
 Redirect to the following URL: [empty input field]  
 Redirect to the submitted form in DocuWare

Perform the action  
 Immediately  
 5 seconds delay

## 4.3 Convenient Filling of Web Forms

### Component: DocuWare Forms

The following new functions make it easier to fill out Web Forms:

- When the user accesses DocuWare Forms from a smartphone or tablet, the display is automatically adapted to the mobile device.
- Files can be attached to the Web Form from Windows Explorer using drag and drop.

## 5 Integration into Company IT Systems

### 5.1 Accessing Local Databases from the Cloud System

Components: DocuWare Cloud, Autoindex

Using the local data connector you connect your DocuWare cloud system to local databases to access dynamic data from there. For example, Autoindex can be used with your cloud system to access data that is on systems installed on site. And you can also access local data in the same way for external select lists.

#### Application

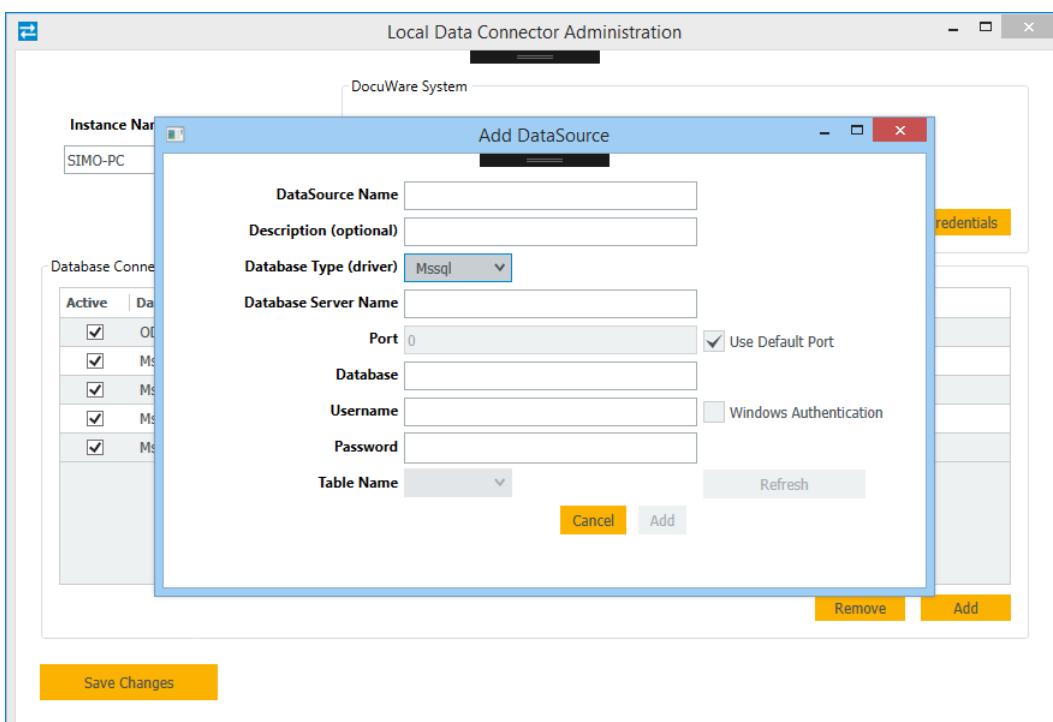
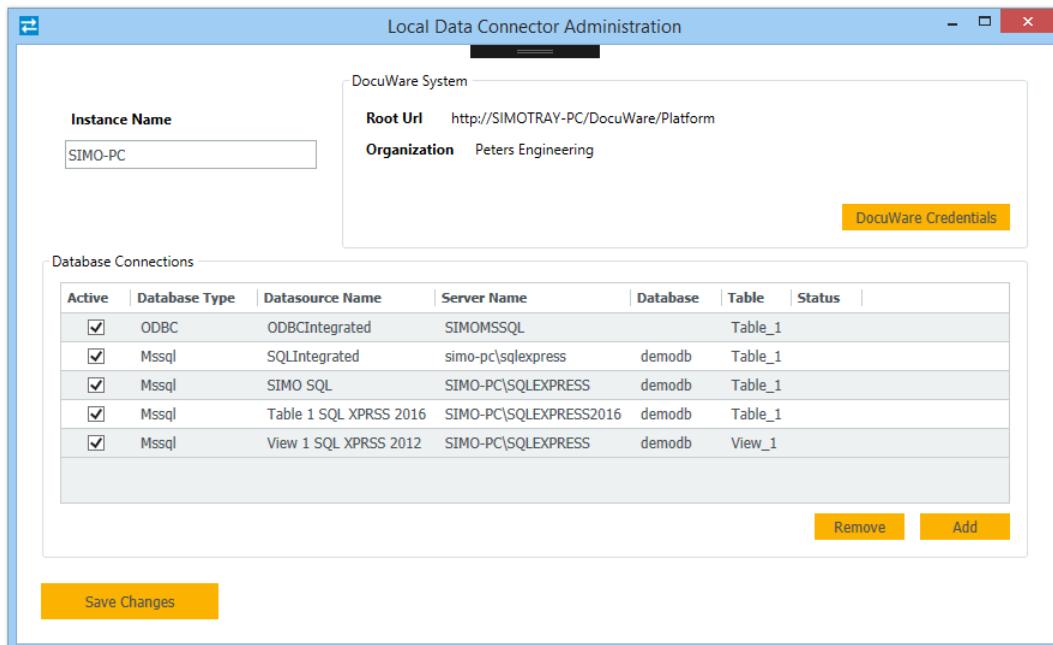
- Accounting records an invoice in your on-premise accounting system with the sender, document number, date, and amount. If this invoice is archived in DocuWare, Autoindex can access the content of the local accounting data record from the cloud system and automatically add it as index information in DocuWare – without the user having to type the index entries first.
- For consistent data and spelling, fill in a DocuWare select list dynamically with the company names from your customer database.
- Read about other applications for autoindex here (<http://pub.docuware.com/en/autoindex>)

#### Benefits

- Easily connect data from the on-premise systems with the DocuWare cloud system
- Automatic indexing
- Consistent data throughout different systems

## ⚙️ How to use the function

Install the local data connector through the DocuWare Desktop Apps. There it can be selected from the administrative apps area.



## 6 Other New Features and Improvements

### 6.1 Managing DocuWare

#### 6.1.1 Conveniently Synchronize File Cabinets

##### Component: DocuWare Configuration

The new *Synchronization* module simplifies the synchronization of file cabinets, especially the data exchange of different DocuWare systems. In the newly developed interface you can select file cabinets from the cloud and local organizations with just a couple of clicks of the mouse. Even data reconciliation is possible within hybrid cloud systems: Documents can be mirrored or synchronized from the DocuWare cloud, for example, into an on-premise system.

##### Application

- In order to regularly back up the central document pool of a company, the documents are synchronized every evening in a backup file cabinet. This ensures there is always an up-to-date backup available.
- Synchronize documents in a hybrid DocuWare Cloud system – for example when you use the DocuWare Cloud as a backup and transfer documents from your on-premise system to the DocuWare Cloud.
- The database of several branches is compared with the database at the central office every week. The latest documents are transferred in each case. All branches therefore have the updated forms from the central office. Conversely, new customers who have been entered in the branches are added to the central document pool.

##### Benefits

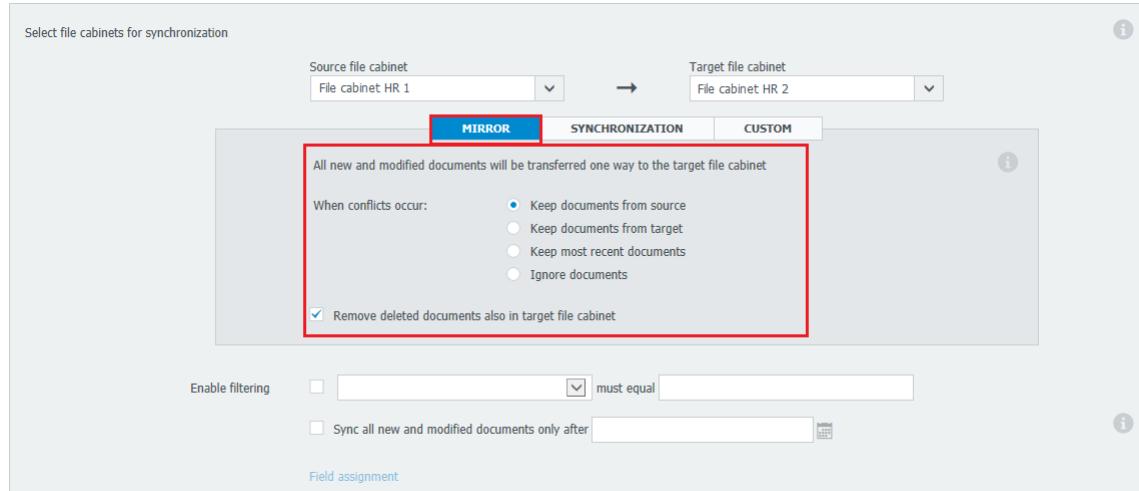
- Documents are quickly transferred
- Flexible scheduling of the synchronization job
- Synchronization jobs can be easily created and managed

##### How to use the function

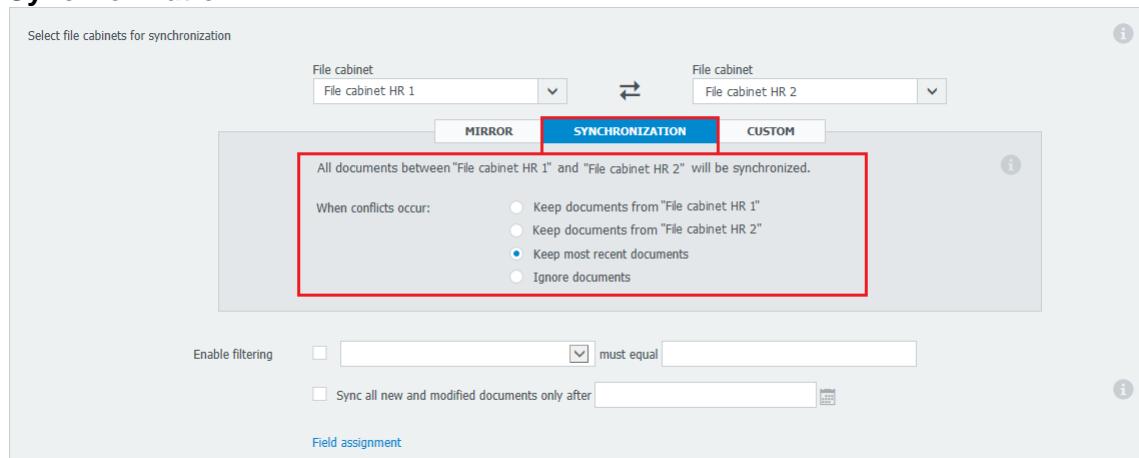
Access the *Synchronization* module in the *System* section of the DocuWare configuration.

The interface is subdivided into the sections *Mirroring* for the backup and *Synchronization*. Within these sections, all important functions are clearly listed for the application concerned:

### Mirror:



### Synchronization:



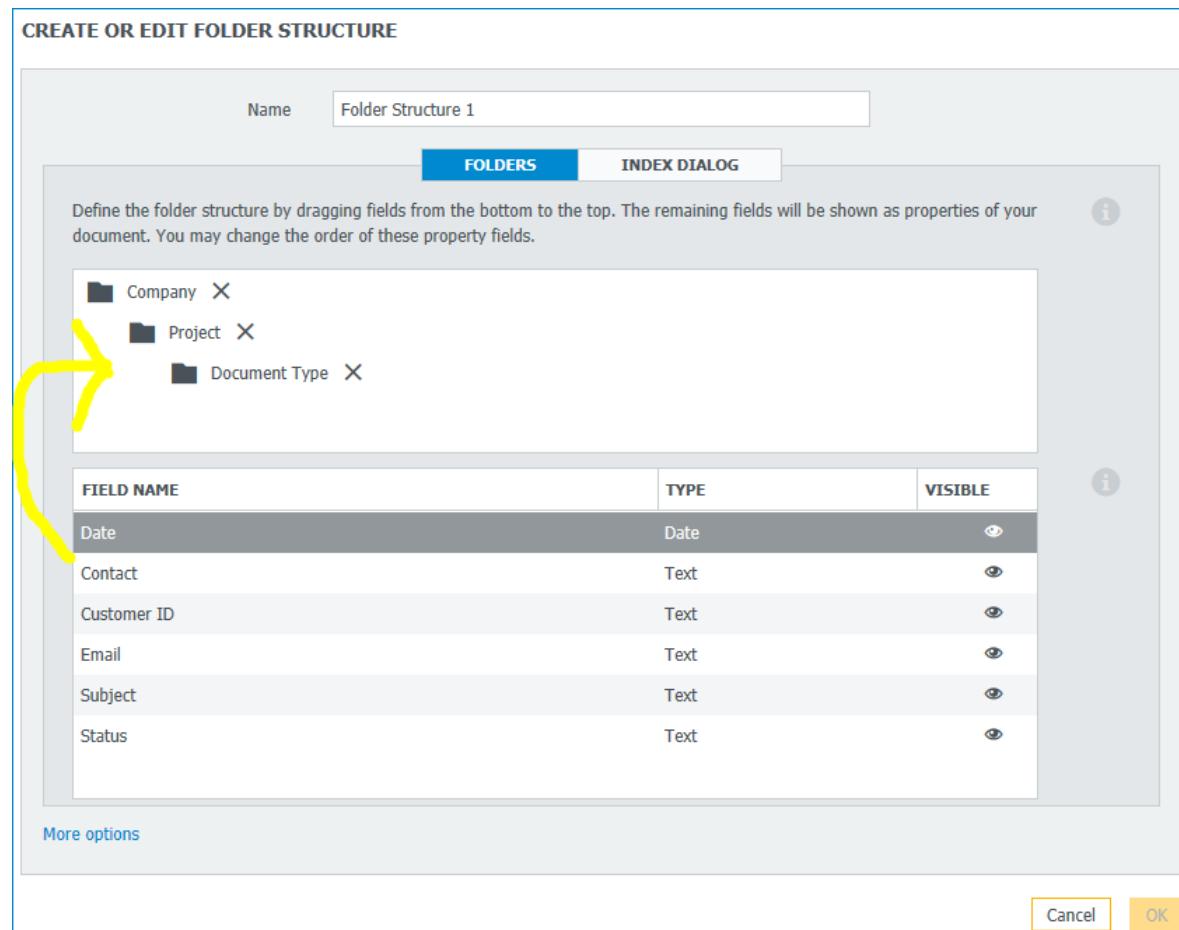
**Note:** The *Synchronization* module does not display the synchronization jobs that are created with the synchronization workflow in DocuWare Administration. The jobs from the new synchronization module are also not listed in DocuWare Administration.

## 6.1.2 Creating Folder Structures

### Component: DocuWare Configuration

Folder structures (on page 5) can now be created in DocuWare Configuration, in addition to in DocuWare Administration. There you conveniently drag the desired fields to a folder structure using drag & drop. You also select a store dialog and, if necessary, adapt the index information in the dialog.

In order to make indexing even simpler, you can predefine empty folders. The user can then work with the predefined structures to store files. Entries from select lists are used to create empty folders.



To use index fields as folders: Drag text fields into a folder structure in the file cabinet area of DocuWare configuration.

#### Benefit

- Easy to set up with drag & drop

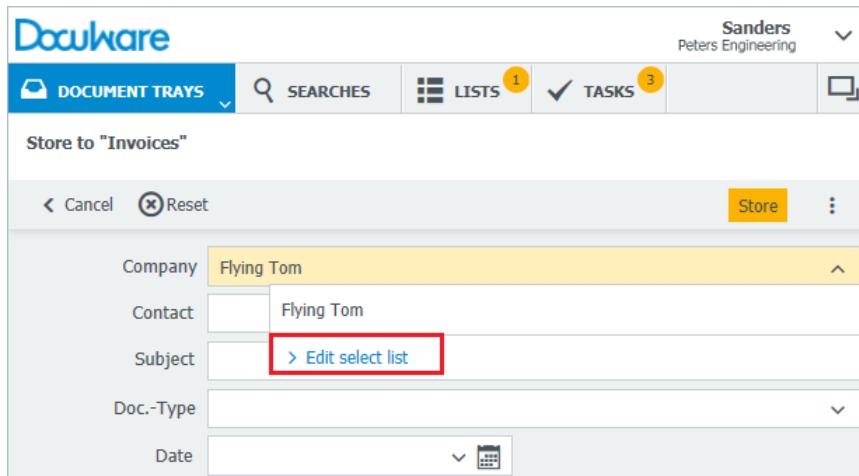
#### Where to find the function

Create folder structures in the file cabinet area of DocuWare configuration under *Dialogs > Folders*.

### 6.1.3 Opening and Editing Fixed Select Lists from the Store Dialog

Component: DocuWare Client

Directly access the "Select lists" module from the store dialog to edit select lists saved in DocuWare from external sources.



If a fixed select list is assigned to a field in a store dialog, you can directly call up the Select list module via the link and edit the select list there.

#### Application

While working, the head of the department notices that a new cost center is still missing from the DocuWare select list. They open the select list directly from the store dialog in the DocuWare configuration and add the new cost center. The select list is immediately updated for all staff.

This saves the head of the department from sending an email to the organization administrator asking them to customize the select list – less work all round.

#### Benefits

- Faster access to the fixed select list
- Easy to change the select list entries
- Less administrative work

#### How to configure the function

For the user to see the link to the select module, they need the new *Maintain Fixed Select Lists* functional right, which is assigned in DocuWare Administration under *Organization > User Administration > User > Functions > DocuWare Administration*. This right allows the user to edit existing select lists, but not to add or delete select lists.

**Note:** The previous *Select lists* right is renamed as *Manage select lists*. This right allows users to add, edit, and delete select lists. However, a link from the store dialog to DocuWare configuration is not displayed for them.

Users who had the *Select Lists* right before the upgrade to Version 6.10 are automatically assigned both rights: *Manage Select Lists* and *Maintain Fixed Select Lists*.

The rights *Maintain Fixed Select Lists* and *Manage Select Lists* can be assigned independently of each other.

## 6.1.4 More Functions for the New File Cabinet Administration

### Component: DocuWare Configuration

To make it easier to edit file cabinets in an organization, file cabinet administration is gradually being moved from DocuWare Administration to the DocuWare configuration. This DocuWare version adds the following functions to the DocuWare configuration:

- Create folder structures (on page 24)
- Set up user-defined file cabinet profiles and assign users and roles (see also Changes to file cabinet profiles and permissions (on page 26))
- Overview of the four default profiles "Read," "Write," "Owner," and "Delete:"

NAME	TYPE	USERS
Delete	system	User
Edit	system	User
Owner	system	User
Read	system	User

- Automatic Numbering (on page 7): Create number ranges for automatic numbering of documents and assign errors (only in DocuWare configuration, not in DocuWare Administration)
- Select database connections when creating a new file cabinet

## 6.1.5 Simpler Administrative Profiles and File Cabinet Permissions

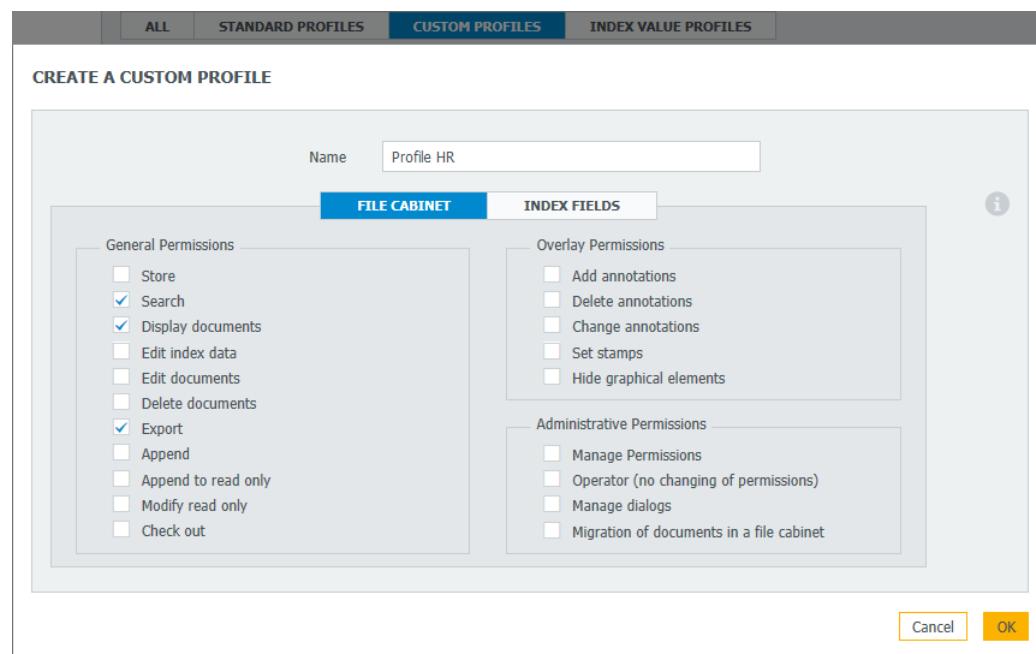
### Component: DocuWare Administration

To simplify the management of file cabinet profiles, there is now only one profile with administrative permissions: the default profile "Owner." The Administrator profile has been omitted. All users with an Administrator profile automatically receive the owner profile with the upgrade to DocuWare Version 6.10.

The administrative right "file cabinet administrator" has also been renamed "operator."

## Where to find the function

You can configure the file cabinet profile in DocuWare Administration under *Organization > File Cabinets > Profiles > Administrative Profiles*. You can find the file cabinet profiles in the DocuWare configuration in the *File Cabinets > Advanced* section.



In the DocuWare configuration the permissions for a file cabinet profile can be clearly viewed at a glance.

### 6.1.6 Modified System Requirements

Connect to Outlook is compatible with the 64-bit versions of Microsoft Outlook 2010, 2013, and 2016. DocuWare version 6.10 does not support Microsoft Outlook 2007 anymore.

MySQL 5.7 is also supported as a database.

MSSQL 2005 cannot be used with DocuWare version 6.10.

The complete system requirements can be found here <http://help.docuware.com/en/#t55049>.

## 6.2 Usability Improvements

### 6.2.1 Better View with Multiple Tabs Opened

#### Component: DocuWare Client

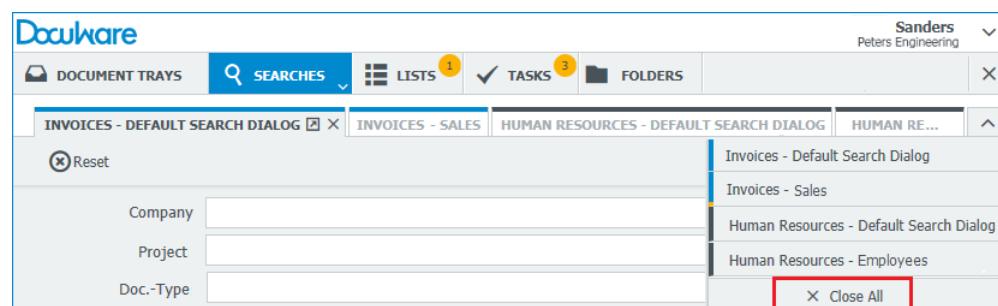
If you have several document trays, search dialogs, lists, and/or tasks open at the same time, they will be displayed as usual in multiple tabs. As a new feature, you no longer have to scroll sideways to access each of the tabs. Instead they are all shown all of the time. If there is not enough space for the whole dialog name, the name is displayed when you click on the tab.

To quickly close several tabs at once, there is now the option to close all tabs of the same type, for example all search dialogs, at once.

#### Benefits

- All opened dialogs always in view
- Quickly close several tabs at once

#### How to use the function



*To close all search dialogs at once. The same applies for document trays, lists, and folders.*

## 6.2.2 Deleting Saved Searches

Component: DocuWare Client

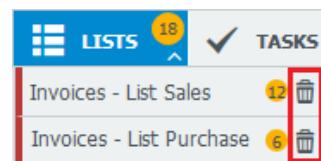
Searches that were saved as lists can also be deleted directly in the Web Client: you no longer have to switch to *Settings*.

### Benefit

- Quickly delete single lists

### How to use the function

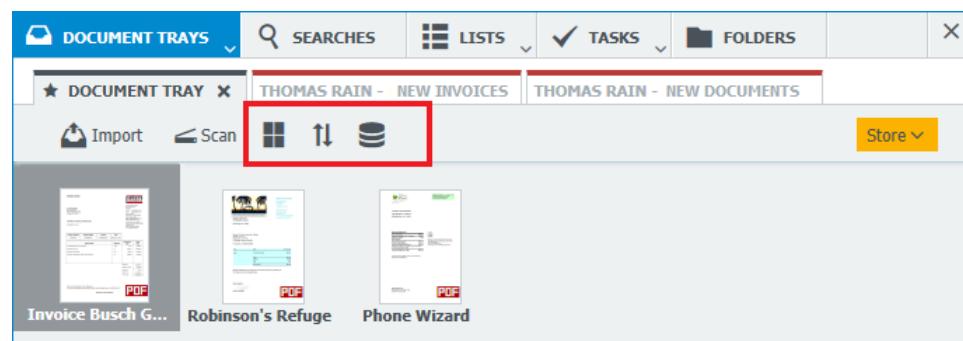
When you select lists, a trash can symbol is displayed next to the list name:



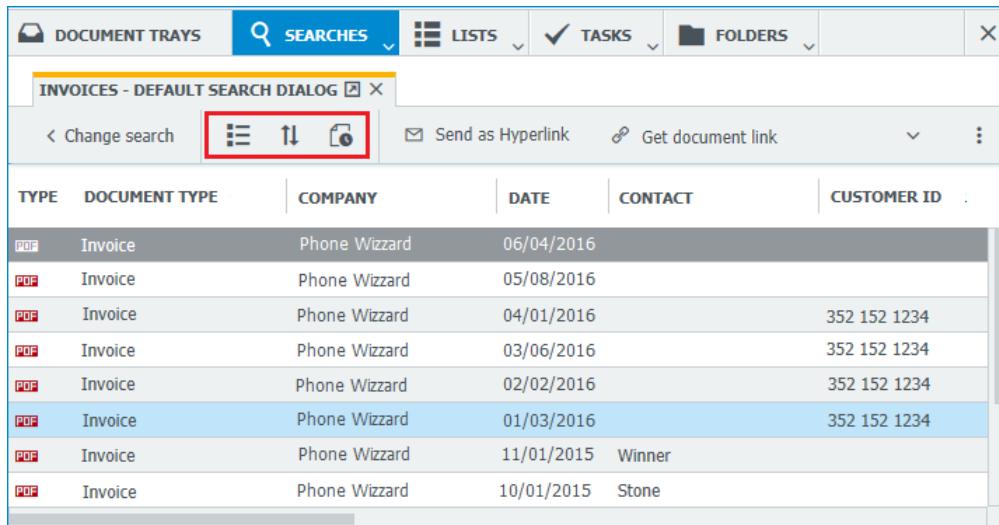
## 6.2.3 Direct Access to Important Functions

Component: DocuWare Client – Document trays, result lists

The Options menu within the document tray has been discontinued. The functions concerned can now be selected as buttons directly in the document tray.



Frequently used functions are also available directly in the result list and no longer have to be called up from the Options menu.



The screenshot shows the 'INVOICES - DEFAULT SEARCH DIALOG' window. At the top, there are tabs for DOCUMENT TRAYS, SEARCHES, LISTS, TASKS, and FOLDERS. Below the tabs, there's a toolbar with icons for 'Change search', 'Sort' (which is highlighted with a red box), 'Filter' (highlighted with a red box), 'Send as Hyperlink', and 'Get document link'. The main area is a table with columns: TYPE, DOCUMENT TYPE, COMPANY, DATE, CONTACT, and CUSTOMER ID. The table contains several rows of invoice data. The last row is highlighted with a blue background.

TYPE	DOCUMENT TYPE	COMPANY	DATE	CONTACT	CUSTOMER ID
PDF	Invoice	Phone Wizzard	06/04/2016		
PDF	Invoice	Phone Wizzard	05/08/2016		
PDF	Invoice	Phone Wizzard	04/01/2016		352 152 1234
PDF	Invoice	Phone Wizzard	03/06/2016		352 152 1234
PDF	Invoice	Phone Wizzard	02/02/2016		352 152 1234
PDF	Invoice	Phone Wizzard	01/03/2016		352 152 1234
PDF	Invoice	Phone Wizzard	11/01/2015	Winner	
PDF	Invoice	Phone Wizzard	10/01/2015	Stone	

### + Benefits

- Fast access to the most important functions
- No hidden functions

#### 6.2.4 Shortcut for Splitting Documents

Component: Viewer

To split documents in the viewer, as an alternative to the button  you can now also use the keyboard shortcut Ctrl+Alt+ comma (,).

### + Benefit

- Work faster with keyboard shortcuts

## 6.2.5 New Setup for Desktop Apps

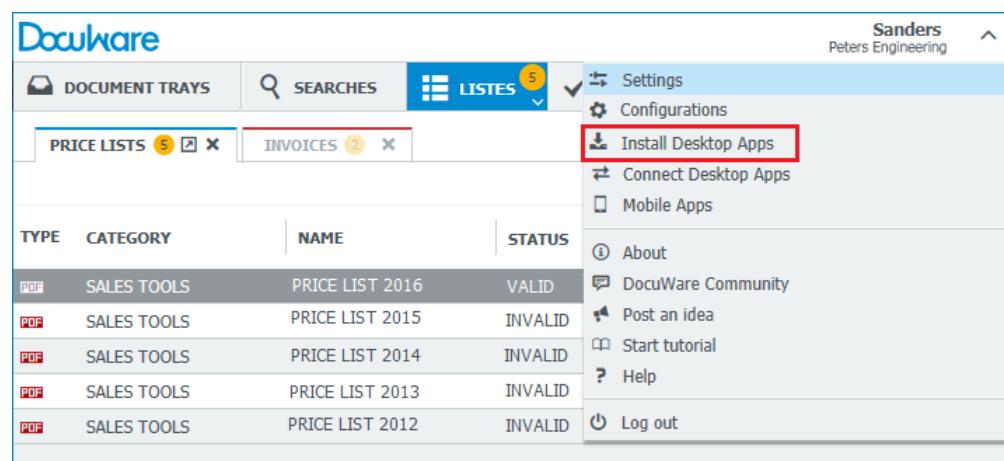
### Component: DocuWare Desktop Apps

Setup for DocuWare Desktop Apps has been completely redone, from both the technological implementation aspect and the user navigation aspect.

#### + Benefits

- Simple standard installation without having to select modules
- User-specific installation, particularly for administrators with additional modules
- Faster execution of installation
- Intuitive operation

#### ⚙ How to use the function



Start the installation as usual through the *DocuWare Main Menu > Install Desktop Apps*

## 6.2.6 New Name: Monitor Tasks

### Component: DocuWare Client, Workflow Manager

The "All Tasks" area is now called "Monitor Tasks." All tasks for workflows for which you have controller rights and that you have created with Workflow Designer will continue to be displayed here.

## 6.2.7 Assigning Data: Direct Selection of Suitable Variables and Field Types

Component: Workflow Designer

Only compatible field types will now be displayed when assigning data between workflow variables and the index fields of a file cabinet. For example, you will now only be able to assign a numeric variable to a numeric index field.

If you still need to assign different field types to each other, use an arithmetic expression for conversion.

### Benefits

- Incorrect assignments are not possible with direct field assignments.
- Conversion of field types is still possible.

### How to use the function

This function is automatically enabled for workflows created with DocuWare Version 6.10. If, for example, you wish to assign a field to a numeric variable, only numeric fields are displayed for selection.

For workflows that were created with earlier DocuWare versions, incompatible field types can still be assigned to each other.

If when assigning data you wish to convert its type, you can use the following VBA functions: *CDate*, *CDec*, *CInt*, *CStr*.

## 6.2.8 Task Is Omitted for Deleted Documents

Component: DocuWare Client, Workflow Manager

If the document belonging to a task is deleted, the task itself will also be automatically deleted in the workflow.

## 6.2.9 A Better Overview of Lists and Variables

Component: Workflow Manager

The select lists for form fields are sorted clearly:

- In alphabetical order
- Differentiated according to index fields and system fields

Global variables are also listed alphabetically.

## 6.2.10 Connect to Ricoh: User Interface in Multiple Languages

Component: Connect to Ricoh

The Connect to Ricoh client, i.e. the DocuWare user interface directly on the Ricoh device, is now available in a further 15 languages in addition to English: Arabic, Bulgarian, Chinese, Croatian, Dutch, French, German, Greek, Italian, Japanese, Polish, Portuguese, Russian, Spanish, and Swedish.

### Benefits

- Users enter information in their local language
- Fewer errors when recording and indexing documents