

# Evers minds the fine print

Succes story



**windream**  
MANAGING DOCUMENTS

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## Invoice and e-mail-management in the media industry

Evers & Evers GmbH & Co.KG from Northern German Meldorf is known as a specialist for the production of media of all kinds. As a member of the Eversfrank business group, the company is one of the leaders, not only for the production of printed goods, but of the media sector in general – both national and international. The use of environmentally friendly technologies is as important for the company as the efficient support of customers in the areas of multi-channel marketing or corporate publishing.

The entire business group contains 29 companies with about 1200 employees at 12 different places in five countries. In the business year 2014/2015, the group generated a turnover of over 275 million Euro.



**EVERSFRANK GRUPPE**  
DRUCK. MEDIEN. UMWELT.

## In the focus: integration ability of the systems

Since 2010, Evers & Evers GmbH & Co. KG has been using 250 licenses of the Business Process Management system windream BPM at its location in Meldorf. Together with the windream ECM system and the solution AutoClick of windream partner One Click Solutions (see infobox), the workflow system is used for the efficient management of incoming invoices. In addition to that, the employees at Evers are using the e-mail archiving solution of windream GmbH, windream Exchange.

Hans-Jörg Karstens, head of IT at Evers, and his employees benefit from the convenient integrability of the windream system into other applications.

### Key Facts:

- ✓ Easy integrability into applications
- ✓ Automated processing of incoming invoices
- ✓ Control over the business processes with windream BPM
- ✓ Efficient, rule-based e-mail management
- ✓ Document capturing via AutoClick



## About: AutoClick - the self-teaching document capturing solution of windream partner One Click Solution

With the self-teaching capturing software AutoClick, documents can be conveniently digitalized. Via the many configuration options, the capturing process can be adjusted customer-specifically to the following systems or workflows.

In everyday work, the increase of productivity gets clear very soon: Once trained, AutoClick recognizes the incoming documents by itself and reads the necessary information automatically. That is valid for invoices as well as delivery notes or orders. A presorting is not required.

The teaching of new documents can happen in the specific departments themselves and usually only takes a few minutes. Programming skills are not required. Teaching will be performed directly via the AutoClick capture mask through a simple change into the teaching mode. Additional workload for the IT department or waiting times for support are not necessary. Due to the short teaching times, it makes sense to teach the system nearly all documents to be processed. The capturing range of AutoClick is not limited to the header data of documents, but can reach out to a position level in invoices, in delivery notes or in orders. Data retrievals and individual steps of validation make the possibilities for increase of productivity complete and make manual processing completely unnecessary.



## How it works

In the context of several applications (windream, windream BPM, windream Exchange, AutoClick, SAGE Office Line), which Evers uses, it is of high importance that all programs involved communicate without complications. That actually works quite trouble-free, via the following processes.

## Processing incoming invoices

Incoming invoices arriving as paper documents are first scanned for further digital editing and processing. As a scan software, the scanning program “Auto-Click” of windream partner One Click Solutions from Syrgenstein is used. The separation of incoming invoices is performed via barcodes, which makes it possible to identify them at a later point.



## Further processing after capturing

After scanning, the invoices are directed to the workflow system windream BPM automatically. The responsible employees of Evers get the digitalized invoices for verification, account assignment and further processing with windream BPM. To guarantee trouble-free processes, precise business processes were designed in the workflow component. That allows users to work with invoices on a highly individual level.

In this context, windream BPM controls the invoice management and forwarding exactly according to the requirements of the electronically designed business processes. After finishing the invoice processing, windream BPM forwards the invoice documents automatically to the ERP system SAGE Office Line, where they later will be booked.





## E-Mail management with journal archiving

The e-mail archiving and management is based on the software solution windream Exchange journal archiving. It allows every in- and outgoing message to be automatically copied into a journal mailbox and to be archived from there.

Having in mind the relatively big amount of employees involved, it is clear that the complexity of the process is very high. The system works completely self-sufficiently in the background and without manual interference of the users. To guarantee trouble-free capturing and archiving processes, the e-mail archiving system windream Exchange works on the basis of precisely defined storage and archiving rules.

For example, there are exact regulations on which messages will be copied and archived in a journal mailbox and which mailboxes of the employees are involved

in the journal archiving. Certainly, the employees have access to those mailboxes at all points of time which they may view and use due to the regulations of the company.

In addition to that, the involved employees work at different places. It is not possible to go too much into detail of the process of archiving at Evers, as it would go far beyond the scope of this case study. In general, it can be said that regardless of the specific place and of the number of employee accounts connected to the system, every message will be captured according to defined rules and stored permanently and compliantly in a central e-mail archive.

Journal archiving secures that business relevant e-mail information are available in accordance with legal requirements towards retention periods and availability and without delay.



# Your contact at windream

If you are interested in more detailed information on integrations, solutions or products from the windream world, please do not hesitate to contact us.

Allow yourself to be convinced and decide in favor of windream!

## windream GmbH

Wasserstraße 219  
44799 Bochum  
Germany

☎ +49 234 9734-0

✉ [info@windream.com](mailto:info@windream.com)

[www.windream.com](http://www.windream.com)

