REISSWOLF

Description of services

REISSWOLF dok. suite.

———○ Digital archiving solution: software as a service (SaaS).

———○ Work on documents together — at any time and from any place.

———○ Instantly ready to use: no investments for IT infrastructure or ongoing maintenance costs.

———○ Documents can be shared securely with business partners or in project teams.

———○ Memory and number of access points can be extended as needed.

Living.
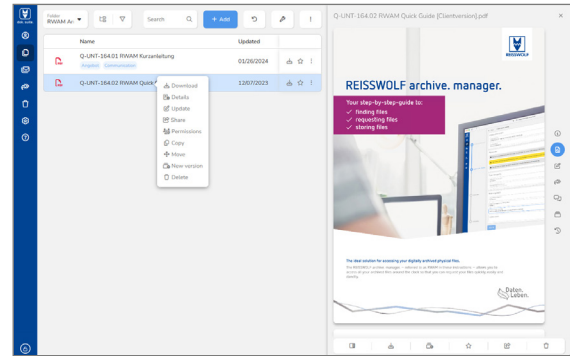Data.

REISSWOLF dok. suite.

Growing data volumes are having an increasing impact on our business processes. With the REISSWOLF dok. suite. you can access your documents quickly at any time and from any place − either directly on your browser or by using the app. Our digital archive solution enables audit-compliant document management with straightforward data control and versioning. Also, custom workflows can be set up and run with just a few clicks.

⎯⎯○ Audit-compliant storage of files and documents in line with data protection requirements.

⎯⎯○ Digital archive can be accessed from any location.

⎯⎯○ Automatic categorisation and indexing of documents.

⎯⎯○ Archived documents can be found with full-text search.

⎯⎯○ The version control logs all changes made to the document. Earlier versions can be displayed retrospectively. This minimises potential data loss in the event of infestation with Trojans or other malware.

⎯⎯○ Comprehensive authorisation settings for optimal data protection: controlled read and edit rights help the team work well together.

⎯⎯○ Existing appointments and tasks can easily be used as templates for new ones.

⎯⎯○ With standardised release workflows and practical set-up of user-defined workflows.

⎯⎯○ Fully web-based application: no local installation of clients or servers.

⎯⎯○ Maximum data security thanks to data centres provided by a German market leader.

Archiving

Documents are accessible for all employees. The user-friendly folder structure is well-organised and self-explanatory. Individual access and user rights provide secured access to data.
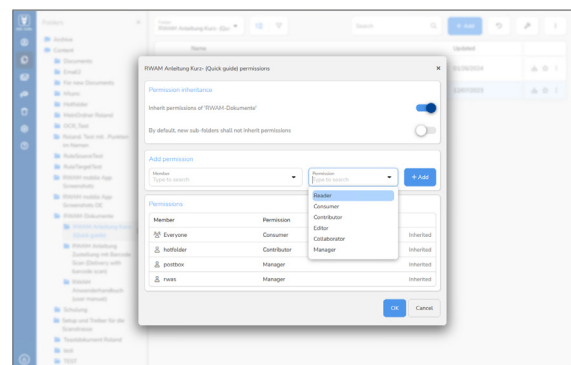

The well-organised, self-explanatory folder structure provides the necessary information transparency.

Accessing information

Whether you are using a smartphone, tablet or desktop computer, you can access the information you need in seconds, at the click of your mouse. You can use the REISSWOLF dok. suite. to access data, at any time and from any location. The search is one of the archive system's key functions, in addition to the storage of data. You can choose between full-text search for document content and direct search for document properties. This saves valuable time, especially when you are dealing with large archives and extensive data volumes.
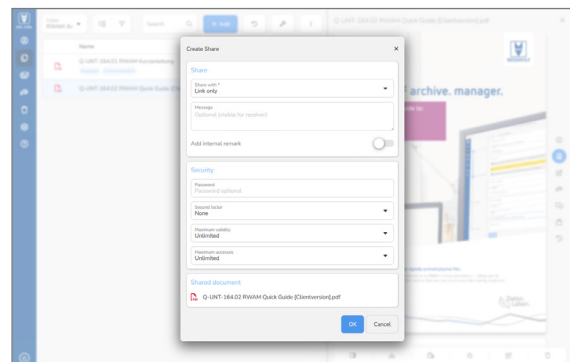

A variety of authorisation settings can be used to regulate access to documents.

Collaboration

Being able to use processes and resources jointly is essential when it comes to optimising a company's value-added chain. With the REISSWOLF dok. suite. you can work with teams, groups, companies our business partners on a decentralised basis, from different locations or at different times.
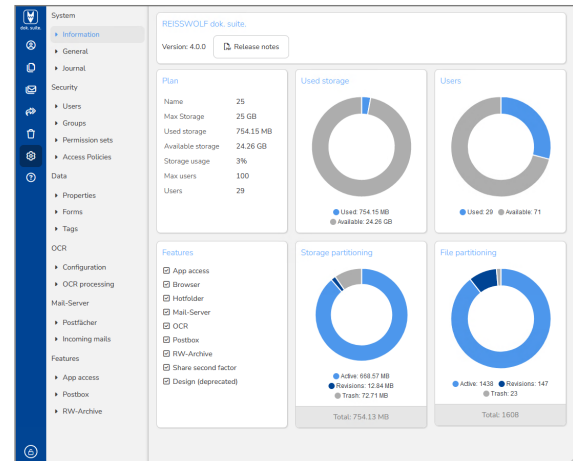

With the REISSWOLF dok. suite. online portal, employees have full data access at any time and anywhere.

Security

With its own servers in German high-availability data centres, REISSWOLF offers maximum security standards for your data. Furthermore, your documents are backed up several times a day. Documents in the REISSWOLF dok. suite. can be edited as often as necessary. Whenever changes are made, a new version is created. All versions of a document are retained indefinitely.

With the REISSWOLF dok. suite. files can be managed in a well-organised way and backed up in line with data protection regulations.

Audit-compliant

Audit-compliant means that the REISSWOLF dok. suite. meets the requirements of data protection and other legal regulations.
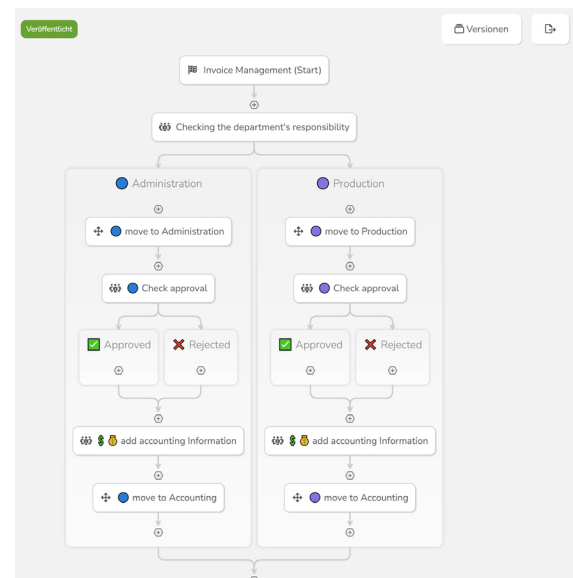
In practice, this means that every document is archived in unchangeable form, can be retrieved at any time and cannot be made unusable accidentally or as the result of malware. Changes are saved separately and logged.

Workflow- and Task-Management

The REISSWOLF dok. suite. has a powerful workflow management system. Individual workflows can be created with the Workflow Designer.
Various triggers can create tasks for individual employees, colleagues or user groups. Actions can be executed automatically and unattended. All steps can be controlled and monitored. A modern and intuitive user interface helps with the design of processes.

Interfaces

Various interfaces enable files to be integrated into the REISSWOLF dok. suite. system. Documents can therefore be uploaded via a powerful API and given keywords, properties or erasure deadlines. In addition, documents can be copied with a WebDav file transfer. Every customer has a personal email account for importing documents via email.

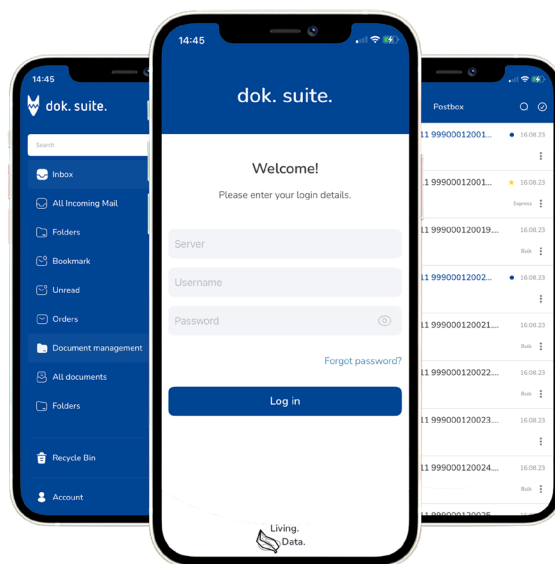## Have documents with you around the clock – with the matching app.

Tidy, secure and ready to hand at all times. With the REISSWOLF dok. suite. app you can view, manage and directly edit the saved documents even when you are away from the office. This means that can have important correspondence with you wherever you are. The application is available for both Android and iOS devices.

Download on the App Store

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Any questions?
Contact us for the answers.
T +355 69 60 50 650
info@reisswolf.al

REISSWOLF Albania Sh.p.k.
Godina 33 tek stacioni i trenit,
Rruga Industriale, Kashar,
1051, Tiranë, Albania.
www.reisswolf.al

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