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• Customer and contact details
• Retrieval of invoices, correspondence, shipment invoices and delivery addresses
• Customer hold, invoicing hold, shipping hold
• Bank account details and credit card processing
• Classification
• Invoice currency
• Account and settlement terms, automatic debiting BCA (Booksellers Clearing House for accounts)
• Mapping central and branch office structures
• Flexible special discounts
• Matrix-oriented discount model with product and customer discount groups
• Flexible document sorting
• Pre-specifications for order (price type, invoicing period)
• Using a function in the international address pool, you can import data about relocations or address modifications within Germany (data is supplied by Deutsche Post, the national postal service)

• Data about relocations or address modifications can be imported in the formats csv, xml, txt

• The system automatically includes the new address in the corresponding boxes in the “Business Partner” form. The old address is overwritten.

• The batch procedure for sales system output control (OCS – Output Control System) exports the recipient's assignment ID. This ID enables the precise import of change of address data from Deutsche Post into the Klopotek System.
Confirmation of foreign VAT registration numbers - GEN-610/9.8

The Federal Central Tax Office (Bundeszentralamt für Steuern or BZSt) offers a validation process via an internet form on its website (http://evatr.bff-online.de/eVatR/index_html), or alternatively, allows the integration of the XML-RPC interface (http://evatr.bff-online.de/eVatR/xmlrpc/) into your system. The interface is aimed at companies which wish to submit large numbers of validation requests.

The XML-RPC interface (Remote Procedure Calling) is integrated into the Klopotek system and, in contrast to single queries, has the advantage that manual entry of the business partner data you wish to check is not necessary.

- Validation requests for all non-German business partners which have a "VAT ID" or a corresponding "VAT Agent"
- Manual validation requests for business partners via an option in the user interface
- Regular, automatic validation requests in the background
- Define a number of days before the VAT ID check is repeated for positive and negative results
- Simple or qualified checks with optional official confirmation
  - Simple – takes the business partner's VAT ID in combination with the VAT ID of your company into account
  - Qualified – takes the business partner's "Name" and "City" into account in addition to the VAT IDs
- Specify a different name for the business partner which is used exclusively for the VAT ID check via an option in the user interface
- Evaluate the response supplied by the BZSt in the business partner's event log
- System alerts for serious errors during the execution (e.g. the service cannot be reached) and negative results
Publication Pool for Distribution (Prices) - JSD-S-090/6.0

• Basic module for editorial and advertising management
• Title, version, year, volume, issue structure with supplementary issues
• Regularly and irregularly published versions
• Copying/duplication of annuals
• Title changes with tracking
• Ordering terms
• European Union (EU) VAT
• Charging basis
  ‒ To the issue
  ‒ To the month
  ‒ To the day
  ‒ To the day with monthly control
• Surcharges (e.g. drop shipment fee)
• Display of out of stock issues
• Bibliographical information
• Representation of two different tax rates
• Grace copies for subscriptions not processed as standing orders
• Journal issues POD-suitable
• Publication data with sources
• Modification history: display of the logged changes to the publication pool
• Changes to publication units are taken into account in already existing orders.
• Publications without publication units (bundles, online) are possible, explicit release for invoicing.

Prices

• Fixed periods and period prices as desired (half-yearly, every 3 years, etc.)
• Automatic price determination, also for credit notes and additional charges
• Price tracking and changing with future validity
• Specific and general annual, volume and issue prices
• Prices dependent on delivery country
• Price types, societies
• Prices in any currency, with and without VAT
• Extra publication discount for direct delivery
• Publication shipping method, postage included or excluded
• Shipping costs according to method (with and without costs) in any currency
Subscriptions and single orders
- Academic periodicals and consumer publications
- Direct and bookseller trading
- Duplicate check before creating new subscriptions
- Several time periods running parallel in the system
- Single orders with several positions
- Invoicing special issues for subscriptions (additional volumes, bindings etc.)
- Specification of any number of renewal presets for any number of following durations
- Re-shipment of previously published annual volumes to subscribers
- Partial shipment for shortened first period
- Quantity change during current period with automatic invoicing/re-shipment
- Postponement of subscription period with automatic shipment/invoicing
- Complimentary copies, shipment of trial issues, trial subscriptions
- Invoicing variations (complete, postage only, no postage, free)
- Invoicing and shipping for international company locations
- Automatic future modification (e.g. student price for five years)
• Mass function for invoicing new primary charges (e.g. after invoices have been canceled) or follow-up invoicing for invoiced orders

• Invoices, credit notes, pro formas and fixed offers in the system

• Real-time calculation for single subscriptions (9.10/10.4)

• Processing of partial payments

• Automatic handling of paid pro formas

• Order with attached check

• Transaction history for orders with modified terms

• Display of invoices and credit notes for the period

• Automatic letter creation (welcome, cancellation - in any language)

• Invoice addresses, invoice shipment addresses, correspondence addresses

• Hold concept for order fulfillment, assisting correct order processing

• Discount hierarchy: publication, customer, order

• Special discounts for the customer

• Matrix-oriented discount model with product and customer discount groups

• Regular shipment resulting from the Publication Pool

• Handling variations for orders and renewals (limited, standing order, pro forma, fixed offer)
• Specifying shipping costs for the order
• Non-regular shipment for the order:
  – Re-shipment following complaint
  – Quantity change within the period
  – Postponement
  – Stopping and restarting shipment
  – Canceling and continuing the subscription
• Invoicing on the basis of the Publication Pool
• Mass change (e.g. cancel or credit all orders for a customer)
• Variable letter control
• Archiving of customer documents using archiving number
• Payment reference as invoice separation criterion
• Authorization: partial authorization agreements for specific user groups (sub-customers) within major customer contracts
• Transfer default price, authorizations and invoice date upon renewal

**Automatic Order Modification**

• Automatic change of shipping method due to a change of address
• Continuing shipment after a change of address
• Canceling shipment when new address unknown
• Changing all subscriptions of a customer from pro forma to fixed invoice and vice versa.
• Supplements, additional volumes in the Publication Pool
• Invoicing after changes in prices or price types
• Full crediting to the customer
• Customer change

**Order Renewals**

• Automatic renewal of standing order subscriptions during batch
• Reordering by customer leads to renewal in dialog
• Renewals for the generation of pro formas
• Balancing subscription periods
- Separation of address output for the first release, enabling shipment of periodical issues with and without inserts
- Number of addresses for which inserts are also to be delivered can be defined using selection parameters
- Selection parameters: role, target audience, states, Nielsen areas, postal code, invoicing variations
- Ability to take into account promotional shipment addresses for address output control
• Assignment of a product (series) from the Product Pool to a journal, for example, for handling cover bindings
• Generation of the BSD order for a linked subscription publication when creating the subscription
• Shipping and invoicing of the linked subscription product with BSD
• Student prices possible for a publication
• Manages training periods for business partner or for subscriptions (bookseller)
• Automatic price optimization for new creation, period change, renewal, cancellation, as well as change of customer or end consumer
• Price optimization dependent on customer code, exclusion for particular customer groups with direct delivery is possible
• Delayed invoicing of charged time periods is possible
• Transparent settlement of preferential prices
- Adding addresses for the mailing of complimentary copies, to the shipment of subscribed copies
- Address selection using the "Marketing" module for flexible use of random promotional shipping (e.g. also external address import) structural duplicate checks
- Check for Duplicates
- Specifying target addresses via priority rules
- Consolidation of all selected addresses within the selection results according to specific rules
- Exclusion of active subscription shipping addresses in order to achieve exact target quantities for the random promotion print run before the addresses are mixed for shipment
- Prerequisite for implementation: License for Marketing (MKG)
Suppl: Evaluation Option - JSD-Z-040/6.0

- Automatic determination of gratis period and invoice date on the creation of a new subscription with an evaluation option
- Efficient handling of promotion subscriptions
- Cancellation period as period in months or by number of issues
- Cost free portion defined as period in months or by number of issues
- Cost free portion as part of the invoicing period (proportional price)
- Cost free portion before complete invoicing period
- Statistical control
• Customer change: transfer of all subscriptions from one customer to another
• Cancellation of a customer's subscriptions
• Reactivation of a customer's subscriptions
Suppl: Shipping Pool - JSD-Z-050/6.0

• Simultaneous distribution of issues from different versions of one or more journals of a company group
• User defined label production sorting sequences for issues that are to be delivered together
• Common distribution of issues, shipment type: printed paper rate
• Shipping pool is only available for first release
• Directing inserts and promotional addresses is not possible in shipping pool
- Promoter terms for business partner (promoter role)
- Points account for promoter:
  - Debits: desired reward
  - Credits: subscriptions gained
- Payment of rewards
- Assigning promoters to or deleting promoters from the order
- Display of the promoter's credit points and the reward payment date for the order
- Filing price lists for suppliers
- Establishing the number of reward points for the publication
- Import, invoicing and accrual of usage data for online products
- Communication between the Klopotek system and online systems
- Specification of access rights for products and subscriptions
- Restricting the number of users that have access to the online system
- Usage data transfer for subscriptions via individual or standard converters
- Combination of chargeable online hits
- Invoicing subscriptions and single retrieves in the Klopotek system
- Fixed and usage related sales revenue split for flat rate subscriptions
- Online usage data accrual
- Arbitrary scales for multiple licenses
- Initial debits and additional charges
- Balancing credits, full credit, document cancellation
- EU VAT including consideration of shipping route
- Archiving of documents (PDF file)
- Calculation basis: period of validity, year, volume, issue
- Invoicing origination date: immediate, collective deadlines for the customer, choice of time intervals
- Customer specific invoice separation, invoice sorting and design
- Invoice for paid and unpaid pro formas
- Automatic debiting without invoice option
- Invoicing of advance and pro forma invoices
- Shipping with invoice for orders with re-shipment portion
- Payments due, BCA statement, transfer forms
- Gross/net invoices
- Minimum invoice amount for online settlement
Suppl: Agency Settlement for Publisher - JSD-Z-150/9.10

- Subscription business via agencies
- Agencies receive commission
- Additional fees for subscription handling per subscriber
- Revenue split calculates publisher payments and commissions per revenue share
First release, re-shipment

Distribution label

Newspaper mailing service (mailing piece, printed matter, newspaper at printed paper rate)

As many shipping methods as required

Repeated printing

Repeated access

Statistical delivery information according to shipping method
Link to BSD Stock - JSD-S-085/6.5

- Link to BSD stock for journal issue management
- Efficient stock control for re-shipments
- Management of different stock types
- Automated acceptance of journal issues as stock items
- Stock synchronization using the publication pool
• Invoicing of issues, e.g. for wholesale dealers or societies
• Credit notes for returns
• Invoicing by issue for a subscription
• Specification of weight-dependent shipment shipping costs for re-shipments
• Fixed flat rate shipment shipping costs combined with weight-dependent shipment shipping costs
• Specification of weight-dependent shipment shipping costs for several subscriptions to a publication using shipment simulation
• Shipping unit set-up
• Weight-dependent specification / shipping method optimization
• Shipment optimization for delivering issues for several subscriptions to a publication
• Internal weight-dependent and country-dependent shipping method and cost tables
Suppl: Continuing BSD Basic Edition Delivery as Journal Subscription - JSD-Z-080/6.0

- Assignment of a loose-leaf edition (basic edition) in BSD to a journal publication in JSD
- Automatic generation of an order in JSD on the creation of an order for a basic edition in BSD
- Direct branching from the JSD order to the basic edition order in BSD and vice versa
- Transfer of relevant data from the basic edition order into the pending JSD order
- Activating the delivery of issues (supplements) via the JSD order in a manner appropriate to the basic edition's status at the time of distribution
- Prerequisite: use of the JSD and BSD sales and distribution systems
Settlement of Representative's Commission - JSD-S-140/6.0

- Entering representatives with special commissions, free periods, responsibilities (areas, target groups) and exclusions
- Defining periods within order modifications should effect on commission statements
- The automatic assignment of a representative to a subscription, on the basis of his responsibilities
- Assignment of a representative per duration
- Settlement of representative's commission
- Direct and regular commission
• Sending JSD orders to remind other users and oneself
• Automatic creation of transactions for JSD orders, for example, in case of a renewal or a change in end consumer
• Creation of transactions by the user for order units
• Flexible, individually scalable, browser-based information tool
• Targeted overview of business process data
  – Condensed display of information on a customer's most important pool, sales, and sales revenue data
  – Short information from the Customer Pool (JSD)
  – Statistics: Sales revenue during the year, evaluated and invoiced sales revenue per publication (previous, current and following year), monthly view of the sales quantities
• Secure, real-time data access via internet browser or directly from JSD
• Different information is available to staff in different departments
• Personalized overview layout and contents: which data should be shown how and where
• Prerequisite for use of the administrative component:
  – License for JSD Customer ViewPoint Administration
Publication ViewPoint - JSD-S-180/8.4

- Flexible, individually scalable, browser-based information tool
- Targeted overview of business process data
  - Condensed display of a journal publication's most important pool, sales, and sales revenue data
  - Short information from the Publication Pool (journals)
  - Price and shipping costs of a publication (journal)
  - Statistics: Sales and sales revenue of subscriptions during the year, code classification according to price type, subscription amount and sales revenue (previous, current and following year), comparative monthly view of sales amounts (previous year – current year)
- Secure, real-time data access via internet browser or directly from JSD
- Different information is available to staff in different departments
- Personalized overview layout and contents: which data should be shown how and where
- Prerequisite for use of the administrative component:
  - License for Publication ViewPoint Administration
• Manages a statistical database
• Base data and consolidation levels
• Evaluated and invoiced view of sales revenue
• Variable reporting period
• Monthly, yearly and customer levels
• First import and balancing procedures
• Actualizing previous day
Statistics Reports on Customer

- Evaluated sales revenue by customer and publication
- Evaluated sales revenue by price type and customer
- Invoiced sales revenue by customer and publication
- Invoiced sales revenue by price type and customer
- New orders by price type and customer
- Sales and sales revenue by customer
- Increases and decreases by customer
Statistics Reports for Publications

- Statistics on increases and decreases over the course of time
- New orders by price type and publication
- Sales and sales revenue over the course of time

Statistics Reports for Shipping Countries

- Sales and sales revenue by shipping country
- Evaluated sales revenue by shipping country and price type
- Invoiced sales revenue by shipping country and price type
- Invoiced sales revenue by shipping country and discount level

Invoice Control Lists

- Invoice control list (by invoice)
- Invoice control list (by currency)
- Invoice control list (not printed)
- Prerequisite for implementation: License for Publishing Statistics (JSD) (Data Basis and Procedures)
Statistics Reports on Customer

- Cancellations by price type and customer
- Evaluated sales revenue and sales by price type and customer
- Evaluated sales revenue by customer and publication (expanded)
- Renewals by price type and customer
- Invoiced sales revenue by customer and publication (expanded)
- Invoiced sales revenue and sales by price type and customer
- Customer sales by publication and invoicing type
- Increases and decreases by customer over the course of time
Statistics Reports for Publications

- Cancellations by price type and publication
- Sales by publication, price type and durability
- Sales by price type and durability
- Sales and sales revenue on a monthly basis with cumulated annual values
- Evaluated sales revenue by price type and durability
- Evaluated sales revenue and sales by publication, shipping country and discount level
- Renewals by price type and publication
- Invoiced sales revenue by price type and publication
- Monthly stock changes by publication
- Publication sales compared year on year
- Publication sales by invoicing type
Statistics Reports for Shipping Countries

- Evaluated sales revenue and sales by shipping country and price type
- Invoiced sales revenue and sales by shipping country and price type
- Invoiced sales revenue and sales by shipping country and discount level

Statistics Reports for Customer Countries

- Evaluated sales revenue and sales by customer country, publication and year
- Prerequisite for implementation: License for Publishing Statistics (JSD) (Data Basis and Procedures)
Saving data selections for reports
- The user’s own data selections made for reports can be saved as selection profiles and re-used as often as necessary
- Selection profiles can be created specially for company groups, marked as ‘Own’, ‘General’ or ‘User Group’ and selected using the corresponding filters

Relative date entries in selections
- With the introduction of relative date entries, selection profiles can be defined so as to allow selection parameter evaluations or adjustments for the period to date (month to date, year to date, etc.)

Dynamic report viewing for publishing statistics (BSD)
(Prerequisite: use of the BST_PRD (3.7.4) and VLG_SYNC (3.7.12) procedures)
- Dynamic report viewing allows you to switch between historical and current views of the publishing statistics
- The historical view evaluates sales and sales revenue using a title assignment to publisher, division etc. at the time of invoicing. The current view offers a complete evaluation of sales and sales revenue using the current title assignment

Automatic handling of classification parameters
- Title classification at the proprietor and company group level
Output of:
- Subscription lists
- Label lists (Cheshire)
- Customer lists

Results of all lists can be restricted through the use of selection parameters

Online display of lists
Batch processing is available
Print out or save as a file for further processing
Internal and external lists
• Generation of a statistical database for evaluating sales revenue
• Generation of separate lists according to the publication version, publisher, price type and revenue type (type of proceeds)
• Identification of invoiced sales revenue, separate into 'achieved' / 'not achieved' within a reporting period
• Separate presentation of sales revenue figures by goods value, VAT, shipping costs and as a total
• Identified figures can be coordinated with the financial accounts
• Unpaid items carried forward at the end of the business year
• Any business year can be selected
Suppl: Export Interface Deferred Revenue - JSD-Z-130/8.0

- Accrual data is transferred to a statistics and interface table for the last posting month.
- Transfer is carried out for, among other things, secured and to be secured:
  - net goods value
  - sales tax amount
  - shipping costs
  - evaluated net goods value.
- Accrual data is subsequently exported to a text file.
Suppl: Change in Quantity Statistics - JSD-Z-110/6.0

- Identification of the inward and outward quantity movements for an issue in comparison to the previous issue
- Separate display of customer code, method of charge and price type
Suppl: ICEDIS Interface - JSD-Z-020/6.0

- Electronic exchange of new or renewed subscriptions between large bookstores or agents and a publisher
- Create ICEDIS standard text file containing customer-related JSD order data for export
- Process publisher's automated customer renewals and new subscriptions during import
- Comprehensive uniformity tests before automated renewals and new subscriptions
- Optional import simulation with exclusive logging but not saving in the database before proceeding with the actual import
Subscription Export Format ICEDIS - JSD-X-110/9.10

- Electronic exchange of new subscriptions between large bookstores or agents and a publisher (new variant of ICEDIS_E)
- Create ICEDIS standard text file containing new, customer-related JSD order data for export
- Output of an export file per publisher
- Export of new subscriptions and renewals in separate files
- Output data as an Excel file
Printing Procedures (Documents, Enclosures) - JSD-X-090/6.0

- Document printing to export interface
- Document flow control options (invoices, attachments, transfer forms)
- Option to create individual forms
- Language specific label texts
  - Define label texts depending on the language of the document recipient
- License contains the document printing export interface
• The journal sales interface package has the following interfaces:
  – Publication_K2S interface
  – Customer_K2S interface
  – Accounts_Receivable_K2S interface
  – Payment_Reminder_S2K interface

• These standard interfaces communicate the relevant sales, invoice and payment data for journals between the Klopotek and SAP systems. This information loop makes it possible to analyze data uniformly and generate the respective reports.
  – The journal, customer and invoice data (accounts receivable) is exported to interfaces from the Klopotek system. Text files generated by the batch procedure are imported into the SAP system.

• Data pertaining to payments that have been made and reminders are exported to an interface from the SAP system. The text file generated by the batch procedure during this process is imported into the Klopotek system.
- Electronic document shipment, e.g. invoices
- Shipment via e-mail, FILE or FTP
- Securing the identity of the signer and the integrity of the signed data by electronic signature
- Archiving the electronic documents
Enhanced User Management and Password security (incl. LDAP) - GEN-180/8.2

• Synchronization of the user data of an LDAP implementing directory service – for the Klopotek user schema (KAS schema)
  – Management of all user data and passwords centrally in an LDAP implementing directory service - e.g. Microsoft® Active Directory® (AD)
    (Currently only released for the LDAP implementing directory service Microsoft® Active Directory® (AD). The Klopotek software generally supports other LDAP implementing directory services. For questions and information about technical review, please get in touch with Klopotek & Partner GmbH.)
  – Responsibilities for the database for Klopotek access protection (rights in the Klopotek applications) and for central authentication (user and password) can be separated from one another.
  – Upon synchronization to the Klopotek user schema, the user name, assignment to one or more user groups and user-specific properties are synchronized.
• Use of user profiles (templates) for LDAP synchronization to assign the same user-specific properties per user group (e.g. proprietor and company group)
• Special user properties for the Product Planning and Management system (PPM) are automatically generated in the actual target databases
  – Users are generated as special staff members
  – Users are assigned to a department
  – Users have special responsibilities defined for them
  – The owner of the user settings is assigned
• Enhanced password security for the user schema (KAS schema), if an LDAP implementing directory service is not used
  – Password has limited validity and user is sent a warning prior to expiration of validity
  – Structure of the password entered is checked against sample passwords
  – Number of times incorrect passwords can be entered can be limited and the period of time until hold is lifted defined
  – List of the most recently used passwords forces users to enter new passwords
Interface Editor - GEN-420/8.4

Interface Editor is one of Klopotek's tools that makes it easy to edit data in Klopotek's standard interface tables. It works directly at database level and provides you with specific functionality to optimize editing of the standard interface tables.

Interface Editor:

- can be customized using freely definable functions (Oracle Stored Procedures) that provide user-defined functionality
- is independent of the version of Klopotek's software you are using
- adheres to the security concept (Klopotek Authentication Server)
- can only be operated via license keys for each interface table/function for security reasons
- can handle various generally available data formats for the export of the interface data
- provides print output that can be freely configured
- logs all changes to the standard interfaces if desired.
Integration of customer specific plausibility checks
  - Ensuring data consistency through customer specific rules
  - Flexibility when operating with external systems

Check when exiting a field or before saving in the database

Applicable to all objects in the Klopotek software

Prerequisite for implementation: Version 8 of the PowerBuilder™ developer environment, to create global functions for individual complex rules
UC4 Integration for Full Use License - GEN-640 / 9.8

New, modern software is available to control batch processing within the Klopotek standard software: the UC4 Automation Engine from UC4. UC4 version 8 is certified for use with the Klopotek software, and the current version (v. 9) will be soon.

With the purchase of a UC4 OEM license from Klopotek, you receive the integration layer for controlling Klopotek batch procedures. If you purchase (or have purchased) a UC4 Full Use License from another supplier, you can purchase this integration layer as an add-on. The integration layer makes it easy to link Klopotek batch procedures with UC4. If you are interested in replacing your old scheduler with UC4 or you want to guarantee the integration of Klopotek batch procedures with non-Klopotek procedures for your implementation, talk to us about your plans.

The Klopotek integration layer

- delivers programmed UC4 objects for the Klopotek applications
- supplies the necessary UC4 system settings for secure, sequential operation of the Klopotek batch procedures
- provides system settings for controlling batch initialization from the Klopotek user interface
- includes a user-friendly wizard
- optimizes UC4 performance
- makes it easy to connect UC4 to the Klopotek batch procedures and to the workflow of the components involved in a process even without specific know-how.
Multi LCL (Language, Currency, Location) - GEN-580/10.2

In companies which operate internationally, the users who work with the Klopotek software may not all speak the same language. They may also need to communicate with external business partners in different languages.

With the "Multi LCL (Language, Currency, Location)" license, the Klopotek system can be used globally, providing a multi-lingual user interface and the ability to output royalty statements and serial letters in the language of the recipient.

User interface
Support multiple languages within a single installation in order to display
- the metadata (entries from the data types, names of roles and classification categories),
- the names of boxes, options, tabs and modules in the user interface and
- the system messages
in a language which suits the respective user.

Royalty statements
the standard royalty statement can be output in the language of the external recipient (royalty recipient). It takes into account variations in regional formats for
- dates
- currency
- the character used to separate whole numbers from decimals and
- the character used to group thousands, millions, etc.

Serial letters and e-mails
Mass (e-)mailings can be created in the appropriate languages for different external recipients (business partner, author, supplier, licensee, etc.)
The Klopotek systems support numerous different business processes in the areas of sales, editorial, product marketing, production and royalties. Your system administrator can individually customize the interface in each of the systems for each user group to best suit their tasks within the business processes.

- Among other things, your system administrator can:
  - hide fields
  - modify the placement of fields
  - modify how a field is displayed (e.g. bold, italics, font, color)
  - modify the names of fields.

- Customization of the user interface is carried out with the help of "Customization Studio" from Novalys. The "Customization Studio" is integrated into PPM, MEX and ASM.

  The "UI Configurator" license includes:
  - An administrator license for the "Customization Studio" from Novalys
  - No additional licenses are required to use the customized interface on your workstations.
With the "Workflow Dashboard", users can see all the tasks which are relevant to them at a glance. Its support enables the user to control processes efficiently and to monitor deadlines.

- In relation to a reference date, you can immediately see:
  - Which tasks are due on the selected reference date?
  - Which tasks are already overdue?
  - Which tasks are due within seven days of the selected reference date?
- Clear layout separates your tasks from the tasks which have been delegated to other users or work groups for completion.
- System Alerts: automatically generated messages about modifications to defined objects which are relevant to the specific user.
- Open the object associated with the task direct from the "Workflow Dashboard"
- Tasks in the "Workflow Dashboard" are synchronized with "My Tasks"
- The Klopotek application can be configured to open the "Workflow Dashboard" automatically on start up
- Prerequisite: the "My Tasks" (IAP-S-020/6.0) license. The "Suppl: Notification System" (PPM-Z-020/6.0) license is required to display system alerts in the "Workflow Dashboard".

The licenses "Suppl: Dashboard" (IAP-Z-080/10.0), "Suppl: Quick Search" (IAP-Z-090/10.0), "Suppl: Digital Asset Management (DAM)" (IAP-Z-100/10.0) and "Suppl: Quick Connect" (IAP-Z-110/10.0) can only be purchased as a package.
In the Klopotek applications, different objects can be linked to one another, e.g. a product with contracts, production projects and supplier orders. "Quick Connect" provides you with a fast summary of the objects which are linked to an object you have opened.

- You do not have to open single tabs in different modules to find the links between objects.
- You can open linked objects directly in "Quick Connect".
- "Quick Connect" groups the linked objects by module.
- "Quick Connect" always displays the "newest" object; you can configure whether this is the object which was most recently created or most recently modified.

The licenses "Suppl: Dashboard" (IAP-Z-080/10.0), "Suppl: Quick Search" (IAP-Z-090/10.0), "Suppl: Digital Asset Management (DAM)" (IAP-Z-100/10.0) and "Suppl: Quick Connect" (IAP-Z-110/10.0) can only be purchased as a package.
• Attach files directly to an object, e.g. the cover picture to the product
• Save the files
  – in the database
  – in a file system or
  – simply as a link
• The content of the files which are saved in the database is indexed
• Full text search via the Quick Search function

The licenses "Suppl: Dashboard" (IAP-Z-080/10.0), "Suppl: Quick Search" (IAP-Z-090/10.0), "Suppl: Digital Asset Management (DAM)" (IAP-Z-100/10.0) and "Suppl: Quick Connect" (IAP-Z-110/10.0) can only be purchased as a package.
Suppl: Quick Search - IAP-Z-090/10.0

Quick Search provides you with a general search function - similar to "Google" search - which searches for the queried term in several modules simultaneously and presents the results immediately.

- Enter search terms in a universal field in the toolbar
- Search multiple modules at the same time
- Search through DAM (Digital Asset Management) content in appropriate modules

Search options
- Standard search
  - Multiple search terms return results that match all the terms used
- Enhanced search
  - Search using Oracle syntax and special characters; search terms linked with operators

Search results
- Presented in a separate docked form
- Presented in a tree structure for each module with the associated symbol, object, and snippet of content
  - Display DAM content
- Sorted alphabetically
- Display number of hits per module
- Open the associated form with a double-click

User profile
- Define the maximum number of hits
- Define whether DAM content is included in the search

The licenses "Suppl: Dashboard" (IAP-Z-080/10.0), "Suppl: Quick Search" (IAP-Z-090/10.0), "Suppl: Digital Asset Management (DAM)" (IAP-Z-100/10.0) and "Suppl: Quick Connect" (IAP-Z-110/10.0) can only be purchased as a package.
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