

*FondsDok*<sup>®</sup>

for easily putting your figures down on paper

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# € Presentation 2007

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# FondsDok<sup>®</sup> =

- Solution for efficient production of legal documents for investment companies:
  - Time saving, cutting down Expenses
  - Transparent Organization of Workflows
  - Automated Pre-press Stage

# What FondosDok<sup>®</sup> does

- Decentral Record of Contents and Central Consolidation
- Integration of External Checkpoints in the Release Process
- Automatic Creation of Lithos Consistent with Customer's Style Guide

# Decentral Record

- Access via Divided Sites in Internet Explorer
- Handling of Contents in Word and Excel
- Print Preview and Proof in Acrobat PDF-Format
- Access and Privileges to be Controlled by User-Roles

# Central Data Management

- All documents are centrally saved
- Current version for each document is always available
- Report of production steps by versions
- Protected data transfer

# Planning and Control

- Central Status Summary for the document as a whole and single elements
- Assignment of person in charge for each element in each process step
- Scheduling with due dates and predetermined schedules for each single element
- Notification system for all participants about schedules and pending jobs

# Quality Assurance

- Each change is recorded, each step is traceable
- Each change of status creates a new document version
- Shared documents are locked
- History allows:
  - Detailed overview of all changes of each element
  - All steps in release-process visible
  - Access to older document versions in the current process (only for editor)

# Final Document Layout

- **Style Guide by Customers Demand**
  - Contents: report structure, contents elements, ...
  - Design: fonts, graphics, ...
- **Manual Intervention Possible:**
  - Post-Layout of automatically generated documents
  - Creation of manual documents
- **Very Simple Rearrangement**
  - of publications for instituts, daughters, ...

# Advantages of FondsDok®

- Relieving internal resources
- Decentral linking of external roles (e.g. auditor)
- Transparent release process
- Increase of process security
- Reduction of external layout costs
- Reduction of production time

# Operation and Support

## ■ Operation of the System

### ■ External ASP Solution

Complete service-package, access by protected Internet Connection

### ■ Inhouse Solution

Operation on client server, access by Intranet/Extranet, Maintenance for Support via VPN

## ■ Support

### ■ Optional 1st- or 2nd-level-support

### ■ Mere application-support

### ■ Installation of internal support organisation

# Costs and Implementation

- **Budget:**
  - Licence fees: starting from 50.000 €
  - Customization: about 50-100% of licence fees
- **Implementation via:**
  - Creation of detailed concept
  - Customization
  - Installation + Set up
  - Training
- **Time needed: 3-12 months**

# Contact

- Further Information about FondsDok®: [www.fondsdok.de](http://www.fondsdok.de)
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