

**WINPACCS® CLOUD**

*Die integrierte Softwarelösung für internationale Hilfsorganisationen*



# Document management in WINPACCS

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Workshop

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Block III (14:30-15:15)

# Document management in WINPACCS

With WINPACCS Cloud 2019.03 version – available from Autumn 2019 – WINPACCS will offer the option of linking documents with project master data, project fundings, partners, donors and many other areas in WINPACCS. The documents can either be stored directly in WINPACCS Cloud or in an external Document Management System. Explore the new functionality in this workshop.

# Agenda

1. Key information
2. Document storage for individual objects
3. New Document management functional area
4. Configuration options for Document management
5. Prices and availability
6. Your questions

# Key information

## Direct Assignments of Objects

### Assignments

- Project master data
- Project funding
- Project budget
- Project planning
- Journal
- Cashbook
- Partner
- Partner contract
- Donor
- Bank details



### Keywords

- PR work
- Water supply
- Evaluation
- ... own choice

### Document type

- Annual report
- Calculation
- Confirmation of receipt
- Evaluation
- Interim report
- Photo/image
- Project report
- ... others possible

## Storage options for documents

- Direct storage of documents in WINPACCS Cloud (Azure Germany)
- External storage, for example in an external Document management system (DMS)

## Direct storage in Azure Germany

- Use of the new Microsoft Azure Germany Cloud platform
- „Azure Germany meets relevant privacy certifications, including ISO/IEC 27018 for protection of personal data in the cloud, the EU/US Privacy Shield, and the European Union’s General Data Protection Regulation (GDPR).“ <https://azure.microsoft.com/en-us/global-infrastructure/germany/>
- Files are encrypted with encryption key stored in WINPACCS Cloud
- Georedundant storage at several locations in Germany
- Attractive pricing and high availability

# Document management

Live demo

The screenshot displays the WINPACCS Cloud interface for document management. The top navigation bar includes the WINPACCS logo and the breadcrumb path: Projektverwaltung > 17.001 Kommunale Gesundheit & Ländliche Entwicklung Nepal > Projektcontrolling > Standard > Belegposition 3/1. The left sidebar contains a navigation menu with options: Navigation, Buchungen, Standard (selected), Analysen, EU Gesamtbudget - Restbudget, Protokolle, Änderungsprotokoll, and Datenaustausch-protokoll. The main content area is divided into two sections: 'Buchung' and 'Kostenrechnung und Abrechnung'. The 'Buchung' section shows details for a voucher with Belegnummer 3/1, Belegdatum 12.07.2017, and Buchungstext 'kostenabrechnung'. The 'Kostenrechnung und Abrechnung' section shows financial details, including Abgerechnet (Nein), Finanzierung (17.001 EC), and Abrechnungswährungsschema (European Commission InforEuro).

Belegnummer / -position	Belegdatum	Buchungsperiode	Empfänger/Einzahler/Partner
3/1	12.07.2017	2017/07	NEPAID

BW Betrag	HW Betrag	Mischkurs der Belegposition
4.000,00 USD	3.560,00 EUR	0.0000000

Abgerechnet	Finanzierung	Abrechnungswährungsschema
Nein	17.001 EC	European Commission InforEuro

AW Betrag	AW-Kurs	Abrechnungsperiode	EuropeAid
3.504,78 EUR	0.8761938	2017/07	1.2.2 Experts / consultants



## New detail area „Documents“

Many objects e.g. project master data offer area for related documents.

The screenshot displays the WINPACCS CLOUD interface for 'Project master data'. The breadcrumb navigation shows the path: Projects > 19.003 Disaster preparedness & resilience Eastern Nepal > Project master data. A 'Print' button is visible on the left. The main content area shows project details in a table format:

Project master data	
Project number	19.003
Project (English)	Disaster preparedness & resilience Eastern Nepal
Project status	active
Project type	Project
Project without project accounting	<input type="checkbox"/>

On the right side, a new detail area titled 'Documents' is highlighted with a red border. It contains a blue 'Add document' button and a close button (X).

## Uploading a file to WINPACCS Cloud

When adding a document, the file and some metadata need to be specified:

- Document title
- Document type
- Keywords
- Individual fields

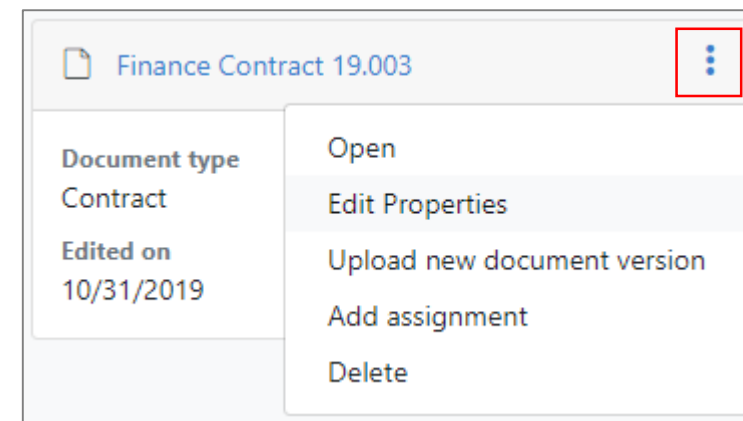
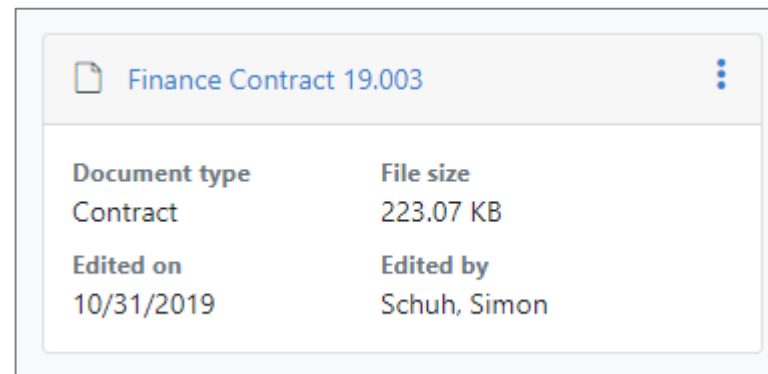
The screenshot shows a web form titled "New document - Master data" with a close button (X) in the top right corner. The form contains the following fields:

- Storage location:** Radio buttons for "WINPACCS Cloud" (selected) and "External system".
- File:** Text input field containing "Finance Contract 19003.pdf".
- File format:** Text input field containing "pdf".
- Document:** Text input field containing "Finance Contract 19.003".
- Document type:** Dropdown menu with "Contract" selected.
- Keywords:** Text input field containing "Disaster preparedness" with a close button (X) next to it.
- Processing status:** Dropdown menu with "Finished" selected.

At the bottom right of the form, there are two buttons: "Save" (blue) and "Cancel" (grey).

## Document in detail area

- Visible to everyone who has access to this object
- Click on title opens document
- Dropdown menu offers further functions to edit document



## Document in Office 365

- Office 365 works as external collaboration platform
- „Copy link“ can be used to link documents in WINPACCS

The screenshot displays the Office 365 interface for a private group named 'Partner in Development'. The left sidebar shows navigation options: Home, Conversations, Documents (highlighted), Shared with us, Notebook, Pages, Site contents, Recycle bin, and Edit. The main content area shows a list of documents under the path 'Documents > Projects > 19.003'. The list includes 'Budget proposal EU 2019.xlsx' (modified 'A few seconds ago') and 'Project Agreement.docx' (modified '6 minutes ago'). A red box highlights the 'Copy link' button in the top action bar. A notification dialog box is overlaid on the bottom right, showing a green checkmark and the text 'Link copied', with the copied link 'G9rRmRCW1wS0A?e=mVmKGR' and a 'Copy' button.

## Adding an external document

- Choose „External system“
- Insert link address
- Link can be of any type (file, folder, website...) and any file type

New document - Master data

**Storage location**

WINPACCS Cloud

External system

**Link**

**Document**

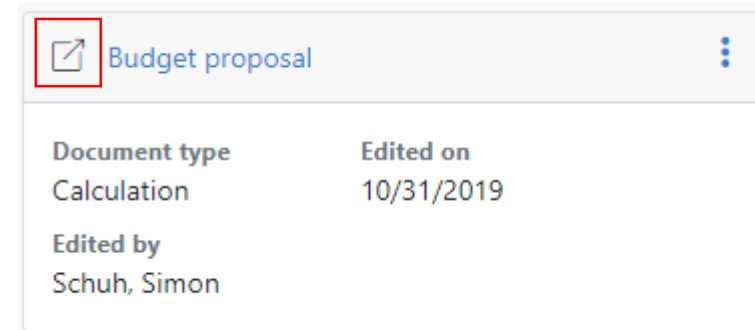
**Document type**

**Keywords**

**Processing status**

## External document in detail area

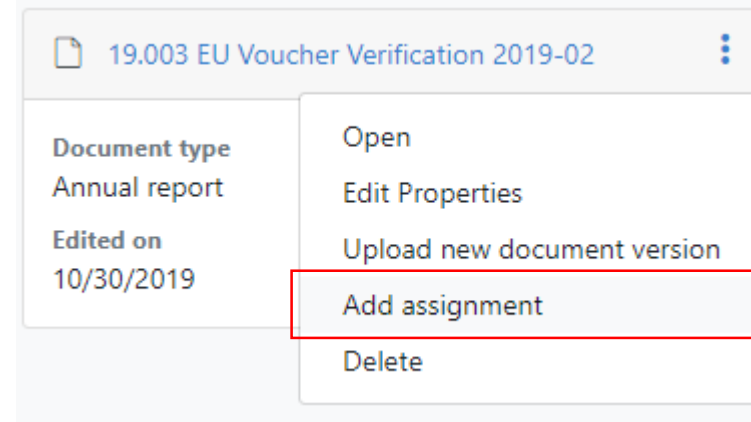
- Icon with arrow indicates external document
- Click on title opens document in new browser window



## Assign document to multiple objects

- Documents can be connected to several objects
- Examples:

Document	Object
Voucher verification	Donor Funding Budget
Framework contract with partner	Partner Partner contract



## Assign document

- All objects are shown that the user has access to
- List can be filtered by search term

Assign document ×

Object type Search

Project funding 19.003 ⊗

Project funding	Project
19.003 EU	19.003 Disaster preparedness&resilience Far-Eastern Nepal
19.003 Own Funds	19.003 Disaster preparedness&resilience Far-Eastern Nepal



# Add documents to objects

Example: Add regulations of a donor to the Donor management.

The screenshot displays the WINPACCS CLOUD interface. At the top, the logo and navigation breadcrumb are visible: Home > Donor management > 002 European Commission > Master data. A green notification banner at the top center states "The document was uploaded successfully." The user profile "andre.scharmann@partindev.org Partner in Development" is shown in the top right. The main content area is split into two panels. The left panel, titled "Master data", contains a table with the following information:

Donor	European Commission
Donor number	002
Address	B-1049 Brussels Belgium
Breakdown in title	<input checked="" type="checkbox"/>
Phone	+32 (229) 5384-50
Telefax	+32 (229) 5384-50

The right panel, titled "Documents", features an "Add document" button and a list of documents. One document is listed:

- EC 1605-2002 Financial Regulation applicable to the general budget of the European Commission

Below the document list, a table provides details for the selected document:

<b>Document type</b>	<b>File size</b>
Contract	296.45 KB
<b>Edited on</b>	<b>Edited by</b>
10/29/2019	Smith, John

# Add documents to objects

Example: Voucher verification in Project funding

The screenshot displays the WINPACCS CLOUD interface. The top navigation bar includes the logo, the text "19.003 EU", and user information: "andre.scharmann@partindev.org Partner in Development". The breadcrumb trail is: "Projects > 19.003 Disaster preparedness&resilience Far-Eastern Nepal > Project funding > 19.003 EU". A toolbar contains "Print", "Archive", "Release", "Undo", and "Status: edited". The main content area is split into two panels. The left panel, titled "General", has tabs for "Reporting currency scheme" and "Exchange rate table". Under "Master data", a table lists:

Contract number, external	
Contract number, internal	19.003 EU
Funding	19.003 EU
Consent date	5/15/2019
Grand total	1,269,840.00 EUR

The right panel, titled "Documents", features an "Add document" button and a list of documents. One document is shown:

Document type	File size	Edited on
Annual report	87.57 KB	10/29/2019

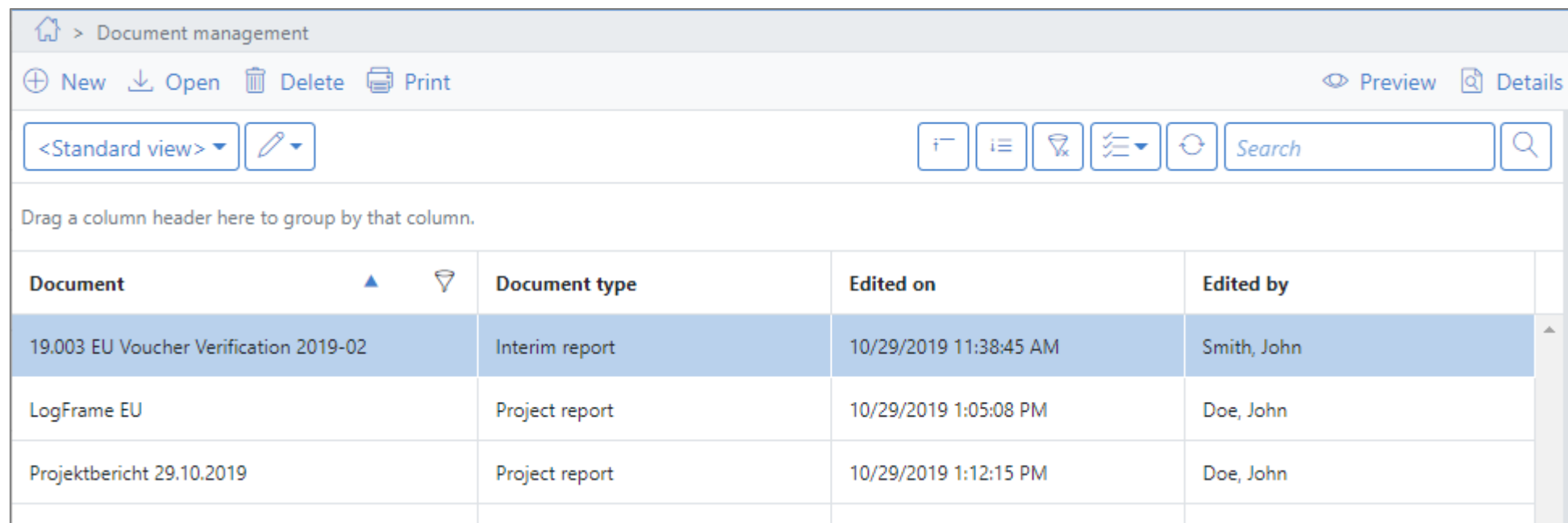
Below the table, it indicates "Edited by Smith, John".

# New Document management functional area

Manage all documents centrally

# Overview of all your documents

The functional area offers a central overview of all documents (both internally and externally stored)



The screenshot displays the 'Document management' interface. At the top, there is a breadcrumb navigation bar with a home icon and the text '> Document management'. Below this is a toolbar with icons for 'New', 'Open', 'Delete', and 'Print'. On the right side of the toolbar, there are 'Preview' and 'Details' options. A secondary toolbar contains a view selector set to '<Standard view>', a pencil icon, and several filter and search icons (including a funnel, list, and search icon) along with a search input field labeled 'Search'. Below the toolbars, a message reads 'Drag a column header here to group by that column.' The main content is a table with the following columns: 'Document', 'Document type', 'Edited on', and 'Edited by'. The first row is highlighted in blue and contains the text '19.003 EU Voucher Verification 2019-02', 'Interim report', '10/29/2019 11:38:45 AM', and 'Smith, John'. The second row contains 'LogFrame EU', 'Project report', '10/29/2019 1:05:08 PM', and 'Doe, John'. The third row contains 'Projektbericht 29.10.2019', 'Project report', '10/29/2019 1:12:15 PM', and 'Doe, John'.

Document	Document type	Edited on	Edited by
19.003 EU Voucher Verification 2019-02	Interim report	10/29/2019 11:38:45 AM	Smith, John
LogFrame EU	Project report	10/29/2019 1:05:08 PM	Doe, John
Projektbericht 29.10.2019	Project report	10/29/2019 1:12:15 PM	Doe, John

## Document management functional area

- Visibility of all documents that the user has access to
- Maintenance of properties (ensuring uniformity)
- Search for specific documents using a keyword catalog, document type, and many other criteria
- Ability to save views with groupings and filters
- Detail area with properties, assignments and file versions
- Preview of selected file types



## Informative detail area

- Check and edit document properties
- Add or remove document assignments
- Keep track of document versions



### Properties

Document	Document type	
19.003 EU Voucher Verification 2019-02	Annual report	
File size	Storage location	File format
87.57 KB	WINPACCS Cloud	.pdf
Edited on	Edited by	Keywords
11/1/2019 1:02:33 PM	Schuh, Simon	-

### Assignments

Object type	Object	Project	
Donor	European Commission		
Project funding	19.003 EU	19.003	

### Versions

Version	Uploaded on	Uploaded by	
2	11/1/2019 1:02:33 PM	Simon Schuh	
1	10/29/2019 2:52:47 PM	John Smith	

# Take a look inside

Quickly preview file contents inside WINPACCS Cloud (PDF and images)

The screenshot displays the WINPACCS Cloud document management interface. The main area shows a list of documents with columns for Document, Document type, Edited on, and Edited by. A preview window is open on the right, showing the contents of a PDF file titled "19.003 EU Voucher Verification 2019-02.pdf". The preview window includes a "Preview" button (highlighted with a red box) and a "Details" button. The document list includes:

Document	Document type	Edited on	Edited by
19.003 EU Voucher Verification 2019-02	Interim report	10/29/2019 11:38:45 AM	Smith, John
LogFrame EU	Project report	10/29/2019 1:05:08 PM	Doe, John
Projektbericht 29.10.2019	Project report	10/29/2019 1:12:15 PM	Doe, John
Projektfoto	Photo/image	10/29/2019 1:13:21 PM	Doe, John

The preview window shows the following table:

Accounting period	Journal number	Voucher number	Voucher position	Voucher date	Account number	Posting text
EuropeAid - Code: 1.1.1						
2019/07	002	13	1	7/25/2019	4121	Salaries July
2019/07	002	13	2	7/25/2019	4121	Salaries July
2019/07	002	18	1	7/31/2019	4121	Salaries 07/2
EuropeAid - Code: 1.1.2						
2019/07	002	13	3	7/25/2019	4121	Salaries July
EuropeAid - Code: 1.2.1						
2019/08	JUB	5	1	8/31/2019	4120	Personalkost
EuropeAid - Code: 2.1.1						
2019/07	JUB	5	1	7/28/2019	4120	Personalkost

At the bottom of the document list, there are navigation controls for page 1 of 1, 50 elements per page, and a "Download" button.

# Configuration options for Document management

Organisational settings for document management in WINPACCS



# Organisational settings for document management

The image displays two overlapping screenshots of the WINPACCS Cloud interface. The background screenshot shows the 'Organisation settings' page with a grid of functional areas. The 'Document management' icon, which depicts a stack of papers, is highlighted with a red rectangular border. The foreground screenshot is a zoomed-in view of the 'Document management settings' page, showing three main configuration options: 'General settings for Document management' (with a stack of papers icon), 'Individual fields for master data of documents' (with a list icon), and 'Keywords' (with a tag icon).

Organisation settings

Settings for the functional areas

- Projects
- Donor management
- Financial administration
- Installation management
- Management of fund supplies
- Company accounting
- Person administration
- Document management**
- Inventory management

Organisation settings > Document management settings

- General settings for Document management
- Individual fields for master data of documents
- Keywords

# General settings for Document management

- Available storage locations
- Maximum file size
- Current storage usage

Home > Organisation settings > Document management settings > General settings for Document management

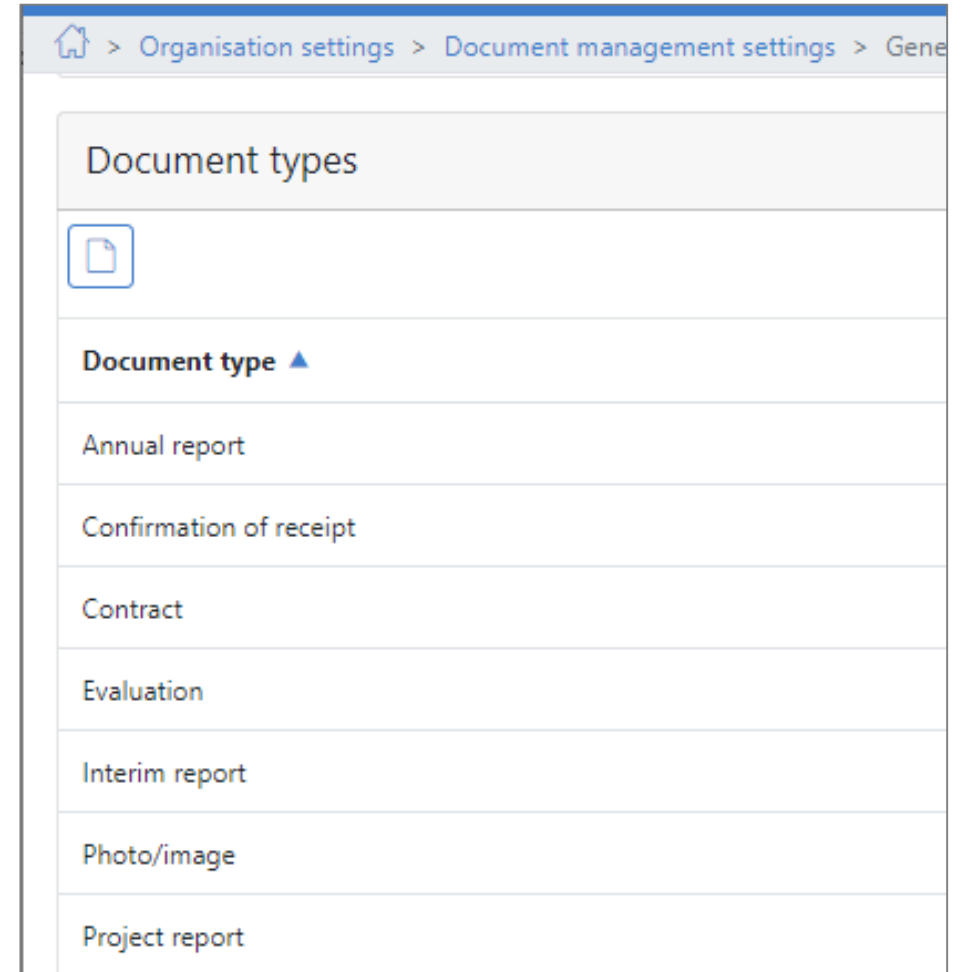
Usage	
Document management is used	<input checked="" type="checkbox"/>
Storage location WINPACCS Cloud is used	<input checked="" type="checkbox"/>
Storage location external systems is used	<input checked="" type="checkbox"/>
Storage location WINPACCS Cloud	Microsoft Azure Blob Storage, encrypted
Maximum file size in MB per document	32
Current storage usage of WINPACCS Cloud storage	0.33 MB

## Document types

The following types to categorise documents are initially available:

- Confirmation of receipt
- Evaluation
- Photo/image
- Annual report
- Project report
- Interim report

You can add various further document types.



## Individual fields

Individual fields can be defined as additional metadata for the documents. The following field types are available:

Type of field	<No selection> ▼
	<No selection>
	Text field
	Multi-line text field
	Integer
	Currency value
	Classification
	Multiple classification
	Yes / No

Organisation settings > Document management settings > Individ...

Field properties	
Type of field	Yes / No
Name in English	External Document
Length of field	
Mandatory field	<input type="checkbox"/>
Name in other languages	
Name in German	Externes Dokument
Name in French	
Name in Spanish	

# Keywords

Keywords can be defined centrally in the four languages.

Organisation settings > Document management settings > Keywords > New keyword

Document type

Keyword (English) Guidelines

Document type in other languages

Keyword (German) Richtlinien

Keyword (French)

Keyword (Spanish)

# Prices and availability

## Price per month

- 25,00 € up to 30 users and 10 GB storage
- 0,50 € per additional user
- 0,50 € per further GB

## Availability

- Since two weeks the document management is available.
- Document management can be used without additional costs until the end of 2019.

Your questions?