

# invarc sharemaster

mastering your documentation

Document management  
with unique features for frictionless teamwork  
Collaborative, audit-proof and efficient  
See the difference!

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These days,  
collaborative and  
networked cooperation

is increasingly on the agenda.

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That's why a professional system for  
document management is indispensable.

sharemaster has been adapted to those very  
needs and offers a unique set of functions.

sharemaster is suitable for every business in  
which documents like contracts, guidelines,  
editorial content or reports are edited within a  
team environment and professionally filed.

Get to know invarc sharemaster right now and  
experience document management at its best.

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# Reasons why you should use **invarc sharemaster**

mastering your documentation

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## Keep it simple

Sharemaster lets you swiftly and easily create documents. Thanks to many tools and functions, editing becomes particularly simple. The lean and intuitive user interface makes time-consuming training sessions and tutorials redundant. Sharemaster works across the range of operating systems and is compatible with all common file formats.

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## Document hierarchies

Sharemaster documents can be arranged and presented along hierarchical lines. Thanks to a summary the user has the opportunity to immediately connect the dots between primary and secondary documents.

7

## Performance – anytime, anywhere

Thanks to the highly modern Java architecture, Sharemaster is compatible with all common operating systems. Calibrated algorithms enable a unique capacity for performance, which is brought to bear on all functions of the operating system.

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## Perfect for collaborative work

Sharemaster turns collaborative working into an effortless endeavour, even when several colleagues are simultaneously dealing with the same document. Sharemaster automatically brings together the changes made and stores them centrally, thus permitting instant access to the other editors.

3

## It distributes tasks intelligently

At any position within a document, tasks can be defined and delegated to other users. The system supervises the completion of those tasks and gently sends email reminders concerning any incomplete tasks.

6

## Audit-proof and compliant with ISO 9000

Every version of a document is centrally stored. Differences between versions can be shown to all authorized users, right down to the last letter. Since sharemaster complies with high quality standards, all documents adhere to ISO 9000 – without the need for additional manual effort.

5

## Work with Hyperlinks

Embedded document hyperlinks are automatically maintained and kept in working order by sharemaster. Linked external files (for instance, in PDF and Word formats) are copied to the server, thus making them available at any time. Sharemaster provides the added advantage of giving the user the opportunity to link to individual sections within a given document. This makes it ideal for the creation of company-wide wiki pages.

# Getting work done – effortlessly!

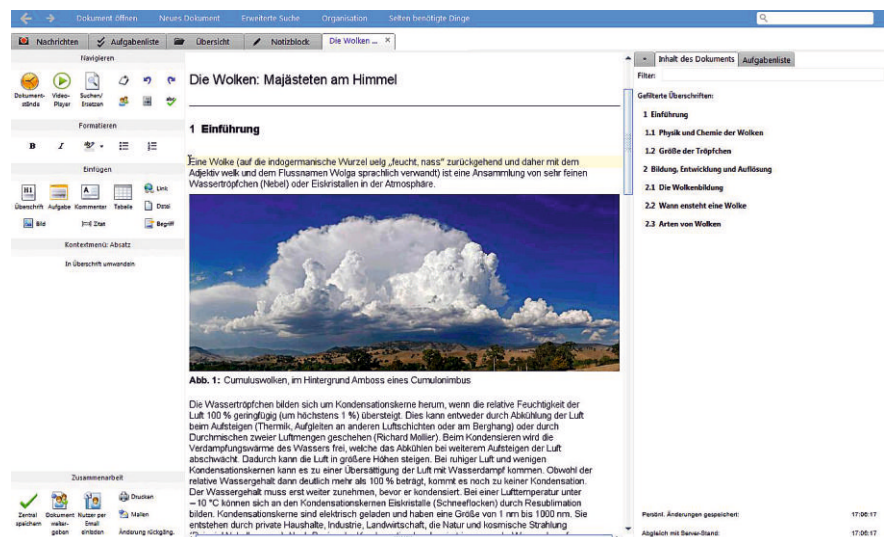
Creating documents was never more comfortable

## Getting started – instead of getting your head around it

Sharemaster users don't require an instruction manual. Instead, the flexible user interface adapts itself to the working phase that is being carried out – therefore making work swift and simple. Sharemaster's greatest strength is its usability: it is achieved by self-explanatory descriptions, clear control elements and a reduction to the most essential respective functions.

## Smooth work guaranteed

With the help of Sharemaster, documents can be created in the twinkling of an eye. It's equally simple to create tables, add images, copy/reinsert extracts to/from the clipboard, add quotes from other publications, make comments or carry out a spellcheck – in short, Sharemaster offers all usual and well-established functions that you've come to expect when creating a new document.



The User Interface with an open document.

## Formatting made redundant

Sharemaster gives you the ability to fully concentrate on the content of your document. After all, the important formatting of titles, tables, lists and images, as well as the creation of tables of contents, is executed automatically. The Sharemaster layout ensures an accurate presentation and a clear

structure. Last, but not least, functions like logo design, font and text alignment permit the individualization of any given document.





## Continually stored

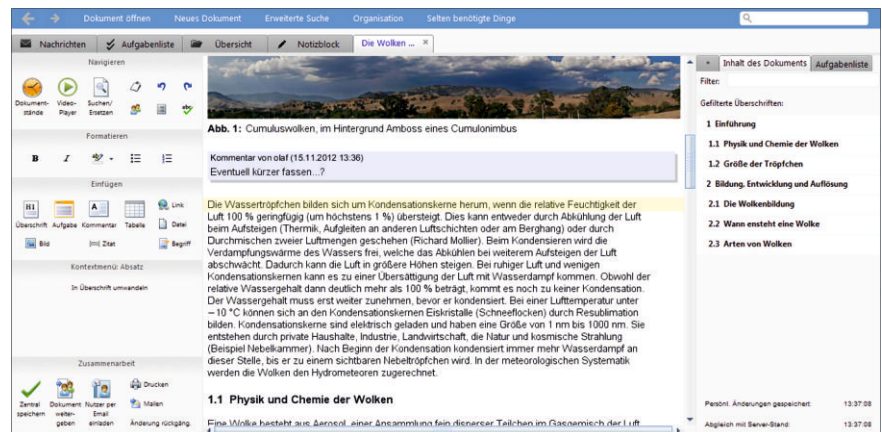
It is already at the editing stage that documents are continually stored. Even in the event of a computer crash, it is only the work done in the preceding thirty seconds that is lost.

## Getting work done – in tandem

Sharemaster permits the parallel editing of different sections of the same document by several colleagues. Whilst running in the background, Sharemaster deals with storage, revision control and updates. It is only in the event that two editors are simultaneously amending the same section that Sharemaster issues a notification to encourage consultation with the colleague concerned.

## Helpful comments function

Team colleagues can send documents to each other for review and affix notes (and/or comments) to the texts concerned. The editor consistently maintains control over the content. This will save you effort, time and paper.



Comments are an useful tool to tag text passage with notes.

## Ready for work – even offline

Sharemaster creates constantly updated backup copies of each document. In the event of a server or network failure, it is therefore possible to continue working with these documents. Once connectivity has been restored, Sharemaster automatically synchronizes all documents. Sharemaster works with storage method referred to as “Delta encoding”. In this process, it is not the complete files that are transmitted, but merely their amendments. Network load and storage requirements thus remain minimal.

## Private area for each user

Within Sharemaster, each user has access to a confidential private area, offering the same extras and reliability as the public area. This allows private documents and notes to be administered perfectly.



# Simply organized

Enjoy the good feeling of having things under control

## Keeping track

In the summary, it is possible to check the availability of documents, at a glance.

## Find what you want, instead of looking for it

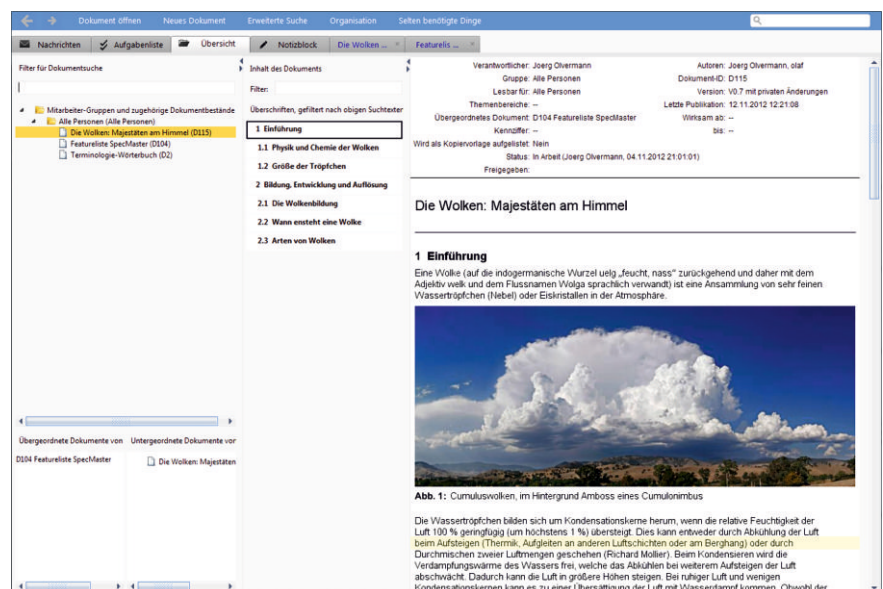
The search functions of Sharemaster are particularly extensive. It is possible to search the entire database, including all versions and deleted passages from edited documents. Information items like tasks are also taken into account here. Further, search results can be saved for later use.

## Favourites

Everything that matters, at a glance: Each individual user is automatically given a list of favourites. Here, the user can find all his documents, arranged according to frequency of their use. Hence, cumbersome searches for documents become redundant.

## Clear Responsibilities

Ultimately, only one team member is responsible for any given document, including ones that are used jointly.



The overview shows immediately all essential information about a document.

Usually, that team member is the original author. He is automatically notified of each amendment of "his" document and can decide to accept or discard proposed amendments – with the click of his mouse.

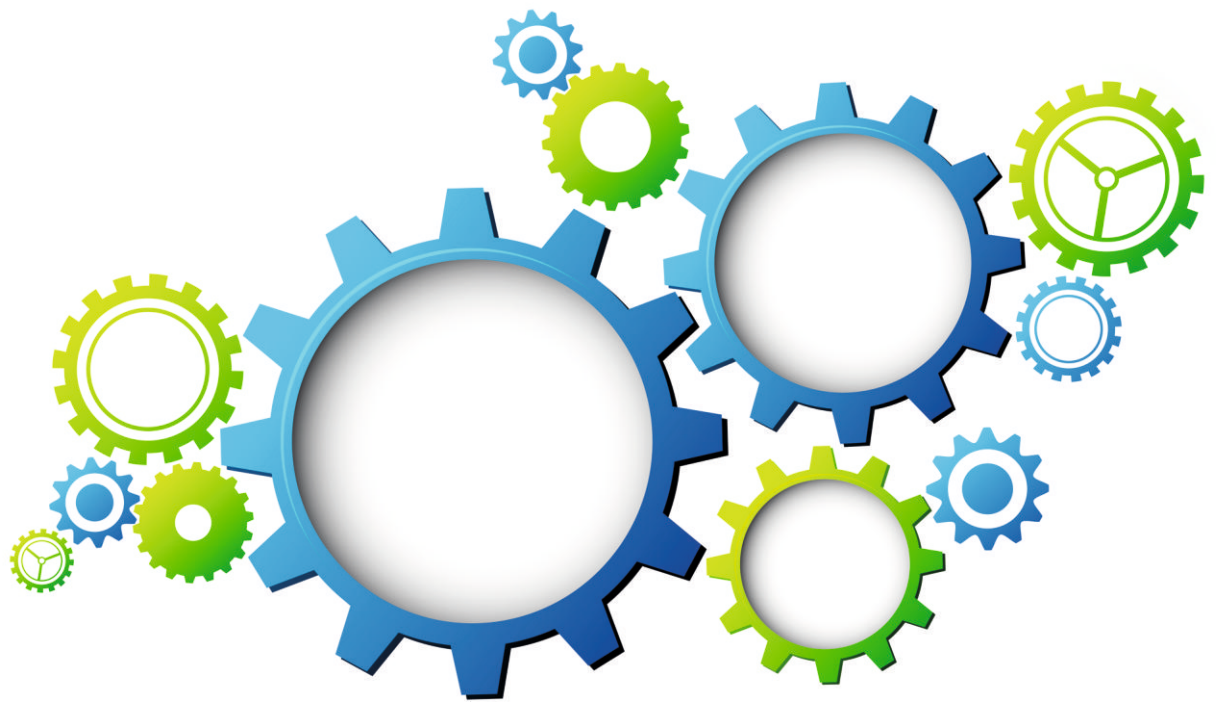
time. Users can also create groups that would be automatically informed upon publication of new documents.

## Track Changes: Staying updated

Once changes to a document are published, Sharemaster automatically notifies those colleagues to whom this piece of information is particularly

## Contacts and Messaging

The contacts section lists all colleagues and project collaborators. Individual messages can be sent at any

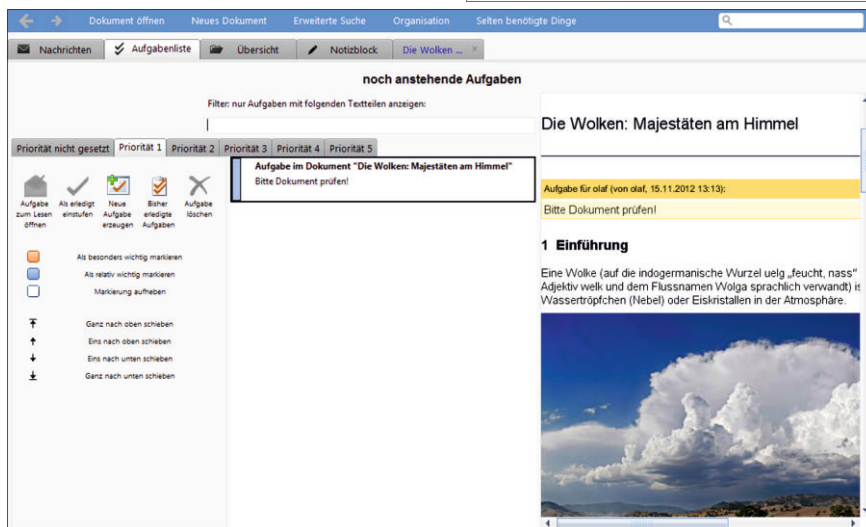
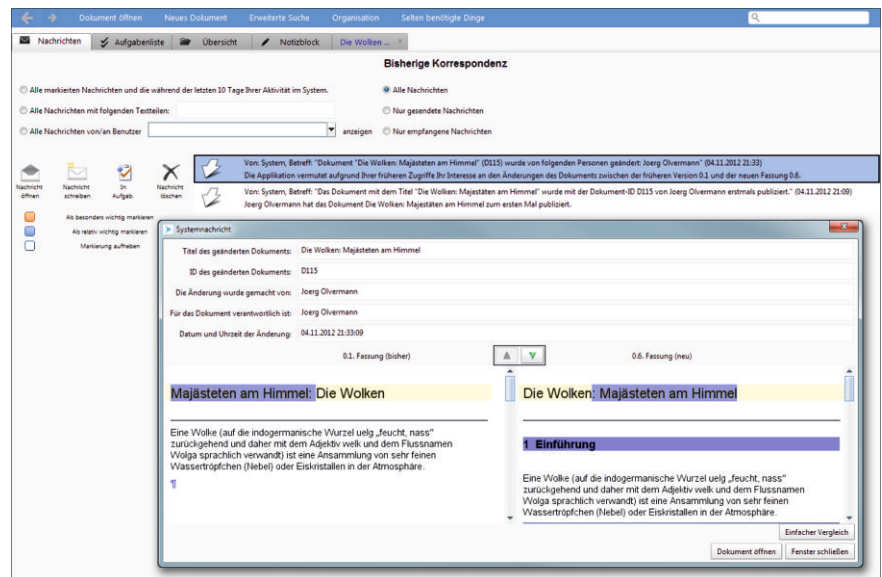


relevant. The precise extent of amendments is outlined in a direct comparison to the previous version.

## Defining and distributing tasks

Besides the capacity to create a private to-do list, it is also possible to define tasks for colleagues. These are directly embedded in the document, with the colleague concerned being notified immediately. Another notifica-

A change notification also shows the changes.



tion is routinely sent upon completion of the task.

A task also shows immediately that location.

# Truly convincing

## Benefit from efficiency and performance

### Simple from the first step: Installation

All it takes to install Sharemaster servers is the start of a service or executable file. To install a client, all you need to do is to click a link. Done!

### Independent of Platforms

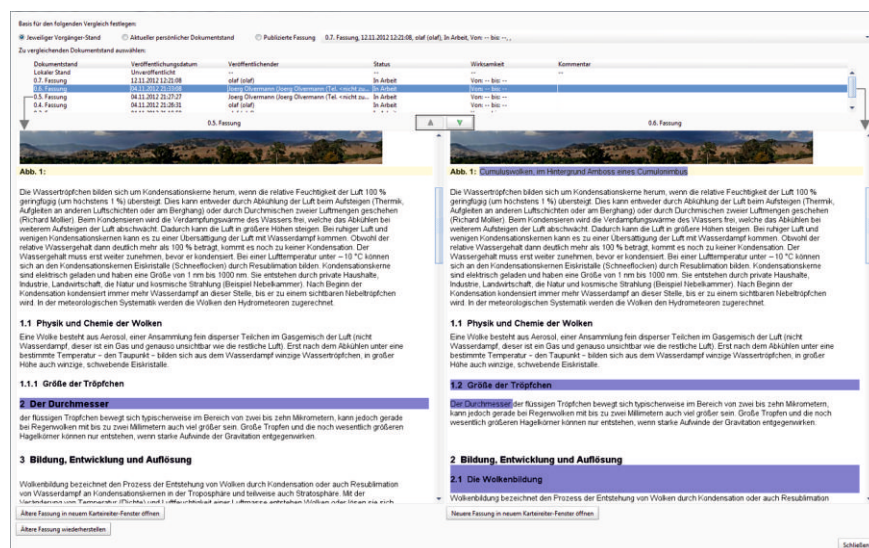
Sharemaster is usable across operating systems, whether Windows, Unix, Linux or Mac.

### Independent of File Formats

With Sharemaster, file formats don't play a role anymore. Not only can all common file formats be imported and exported – upon request Sharemaster can store a current copy of all documents in Microsoft Word or PDF format. This way, even the most recent documents will be accessible via familiar formats.

### Centralized and secured – your database

All documents are centrally stored, thus ensuring that nothing gets lost. The author of the document decides on



The change tracking shows signs exactly the differences in the confrontation.

access and editing permissions. In addition, every user can enable password protection of his account and thereby prevent access by unauthorized individuals.

### Change Logs and versioning

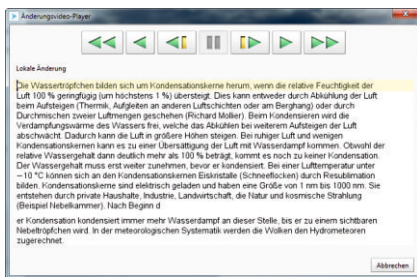
Who ended up changing what? And when were any changes made? Sharemaster has the answer for these questions: it automatically creates a

complete log of versions and amendments. Versions are directly juxtaposed, with amended passages being clearly marked. A truly convenient feature is the ability to open previous versions in document form.

### Press Play: The Change Player

Similar to a movie, all amendments made to a document are shown in an





The Change Player shows the changes step by step.

interval of thirty seconds. This function permits falling back on previous formulations or entire previous versions of a document, should the need arise at a later stage of the editing process.

### Administration: As much as absolutely necessary

Sharemaster lets the user decide on who will be allowed to read documents and who won't. Therefore, a central administrator in charge of permissions for documents won't be required. The only central, password-protected area of the system serves the administration of user data and passwords.

### Clear rights administration

Every user has rights to his own

documents. Further, he can also invite individuals to groups, of which he is a member – or create his own group. All processes are transparent and reversible.

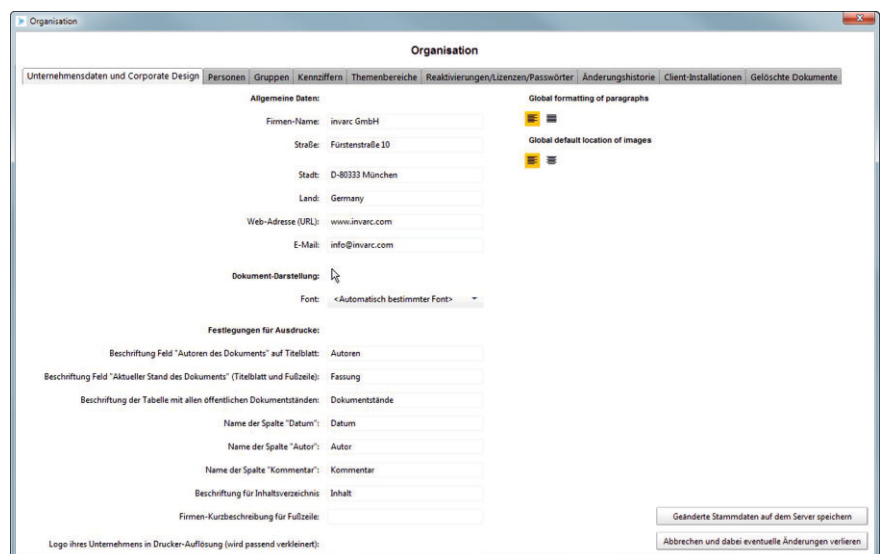
### ISO 9000-compliant

Given the automatic creation of logs for all your Sharemaster documents, they are immediately compliant with the

ISO 9000 standard – without any additional steps.

### Royalties – thanks, but no thanks!

Sharemaster doesn't cause additional costs due to external licenses in connection to databases and application servers.



The administration area combines all the necessary settings.

# System Requirements

The only prerequisite for Sharemaster Client/Server is a system running the Java Runtime Environment (from version 6 onwards)

## Client

### Windows, Mac OS or Linux

The Sharemaster client runs on all common operating systems

### Java Runtime Environment

The only prerequisite is that the Java Runtime Environment (from version 6 onwards) has been installed on the Client

### Java Web Start Technologie

The Java Web Start Technology makes it possible to start the application via the internet, by the click of a button. Java Web Start applications don't require a browser for their operation. During every start of the Java Web Start application, it is possible to check for new components. Consequently, the user can always work with the most current version.

## Server

### Windows-, Mac- or Unix-Server

The server can be installed on any of these systems. It's possible to install the server as either a service or an application.

### Java Runtime Environment

Similar to the client, the only prerequisite is an installed Java Runtime Environment (from version 6 onwards)

### Hardware

The hardware requirements depend on the extent of the documents to be administered

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Coming together  
is a beginning,

keeping together  
is progress,

working together  
is success.

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Henry Ford I.



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