### Content Management (TYPO3)

Complete website incl. Responsive design, SEO

Editorial system

Digital Asset Management

News-Feeds

Web-Reports

Forum, Galleries etc.

Social Media Integration

Can be enhanced with more than 1200 Extensions

## Advanced Features

User administration with individual rights, roles, users and user groups including LDAP integration, object protection

Documentation management system (DMS), document storage in an integrated document management system

Integrated workflow engine

Integrated report designer incl. file output in standard formats: Microsoft Excel, Word (table support), PDF, XML, CSV, etc.

Ad hoc Reporting (PDF, XML, CSV etc. und Excel)

Native Excel Exports

Integrierter E-Mail Designer und E-Mail Direktversand (z.B. einfacher Newsletter) \*\*\*

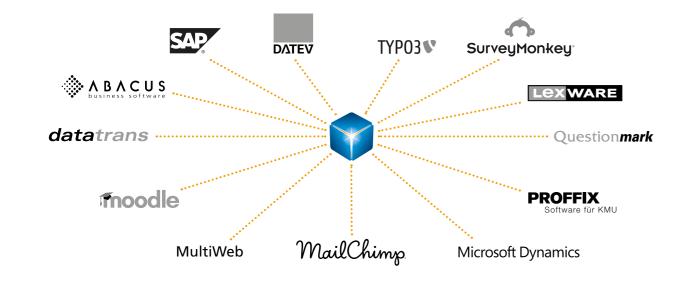
Emailing, mail merge

Import and export functions

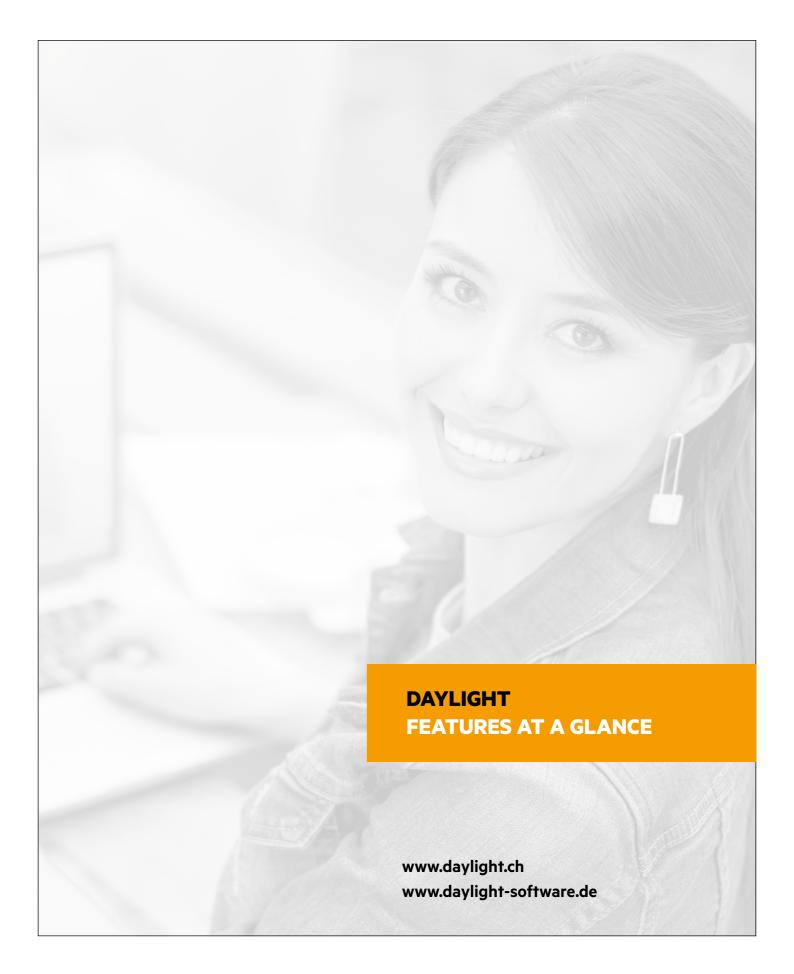
# Additional modules

Interfaces: Abacus, Datev, Lexware, Microsoft Dynamics Navision, Proffix, SAP, Tosca, Datatrans: TYPO3, Mailchimp, QuestionMark, Moodle, Adobe Indesign, Ruf Multiweb, screenIMAGE

Webservice/API for thee integration of other Content management systems and other systems







### **General functionality**

Customer-specific extensibility: All object types (person, address, event etc.) can be dynamically extended with custom fields

Multilingual content processing (same dataset in several languages – EN, FR and DE)

Multilingual user interface (application in several languages – EN, FR and DE)

Multi-tenant capability

Classification of objects of all types using keyword system

Archiving of obsolete objects

Extensive search and filter options

Configurable Gridviews (columns, sort keys, grouping, diverse other options)

Workflow enabled processes

# Membership Management, Association Management

Membership management, commissions, groups

Expert management

Free definition of membership parameters (type, groups, dates etc.)

Flexible invoicing of membership fees, price rules

Subscription management

Management of certificates

Organisation of tests, examination

Extranet functionality for experts, participants, members, online registration

### Event Management (Curricula, Module, Tests/Examination, Course, Events etc.)

Product offer construct, separation of event-specific and performance-specific information

Product planning and offer definition: Definition of tenders, teaching contents, performance parameters, etc.

Modular design and definition of training courses

Definition of performance parameters (start and end date, no. of participants, term of applications, etc.)

Lead management,

Organisation of tests, examination

Certificates, diploma, grades management, ECTS and other point systems

Universities specific functionality (BFS statistics, canton subsidies etc.), ÜK and other specific functionality

Instantiation of events, management of classes

Evaluation and assessment by participants

# Administration of participants

Individual registration forms with freely definable data fields and storable registration rules

Support for custom workflows, e.g. for admission exams

Creation of registrations incl. multiple registrations, cancelling and rescheduling

Waiting lists and preliminary reservations

Examination of registration rules such as numbers of participants, waiting lists etc.

Invitation management

Absence management, also online

## Administration of persons and addresses

Administration of persons and addresses

Multiple numbers of relations (e.g. person-institution, legal representative)

StudentLifeCycle management

Multiple billing and mailing addresses per person

Management of duplicates

## Resource management and scheduling

Storage of opening and disposition times using freely definable resource calendars

Generation of date series using rules (beginning, end, step length, number of dates)

Management of conflicts and multiple bookings in real time

Graphical resource planning using Outlook-style representations

Storage of external documents such as floor plans, CVs, descriptions etc.

Teacher and faculty management, Speakers

Automated generation of ICS calendar items, sent via mail

## Accounting

Invoicing of various articles (course/event fees and costs of any type, registration fees, fees for room and materials, cost of teaching materials, flat fees)

Creation of manual invoices (e.g. invoicing by hand)

Credit notes

Freely definable discount and pricing rules

Collective bill

Separation of invoice recipients and beneficiaries possible

ePayment (Credit card, PayPal, Twint etc.)

Multi currency

Multi chart of accounts

Multi tenant

Items and order management

## Web (Portal, Self Service Functionality)

Intelligent online publication

Offer publication and registration (curricula, module, events etc.)

Self-service functionality: My registrations/enrolments, My events, My registrations, My timetable, My transcripts, Ratings/grade (ratings, grad, ECTS, qualification etc.), web reports, documents

Membership register

Register (employees, teachers, faculties etc.)

Absence management

Web shop

## CRM

Promotion codes, voucher

Newsletter integration

Marketing lists

Event marketing

Evaluation, surveys

Mailings

Online-Marketing

Info panel, digital signage

Task- and activity management, Logging/logbook