

## Data Sheet

# PlugIns – Expansions to the Workflow Engine



Would you like imperia to adapt to your corporate processes at all times?

The imperia Workflow PlugIns make it possible.

### Freely definable: the imperia workflow

A content management system should reliably support you in the management of your content and therefore adjust itself to your individual corporate processes at all times. Just like imperia – with the Workflow Engine that allows everything, from a simple four-eye principle to multi-stage processes, complex escalation mechanisms and the integration of third-party systems (such as SAP R/3).

### At a glance: the graphical interface

Using the intuitive graphical user interface, the grid, you can define workflows with any degree of complexity. The required functions

(PlugIns) are simply dragged from a list and “dropped” onto the desktop, then connected to each other and configured using simple dialogues. Workflows created in this way can be implemented immediately.

### Practical expansion: the imperia Workflow PlugIns

The range of workflow functions delivered with imperia can be easily expanded with the greatest variety of PlugIns. Imperia AG has developed numerous useful PlugIns that make workflow design even more flexible and make working with imperia even easier.

**Archive Cleaner** – This Workflow PlugIn can be used to prevent an excessive increase in the archive size by deleting all the intermediate workflow steps of a document from the archive at the end of the workflow. Only the versions that have left the workflow are therefore saved.

**Upload Asset** – This PlugIn enables asset files to be uploaded into the integrated Media Asset Management system.

**Asset Actions** – This PlugIn defines which actions are to be available for an asset.

**Asset Versions** – This PlugIn can be used to create different versions of assets such as images.

**Edit** – This calls up templates for editing document content.

**Edit+** – This PlugIn is an expansion of the previous PlugIn, adding the option of forwarding

the document so that the next workflow step can be triggered.

**Condition** – The Condition PlugIn supports logical branches (if-else statements).

**Depublication Date** – Here the user can set a date for a document to be deleted.

**Depublication** – The Depublication PlugIn deletes all published versions (incl. copy pages) of a document.

**Document Selection** – This allows the user to choose between overwriting existing documents and creating a copy.

**E-mail Notification\*** – In distributed working environments it is not always possible for everyone to see the location and status of individual documents. For important processes, the Notification PlugIn provides the option

to be notified by an e-mail sent to a standard address when a specific workflow step is carried out.

**Escalation\*** – This PlugIn is comprised of the Start Escalation and End Escalation PlugIns. To monitor the processing time of a document via the workflow, the Start Escalation PlugIn provides the option of triggering escalations at specific points (e.g. edit or release), regardless of the time that has already passed in the workflow. A document can be forwarded to the head of a department, for example, if its release is delayed in the normal workflow. Veto mechanisms can also be mapped using this PlugIn. The End Escalation PlugIn defines the end of the escalation process.

**Existence Check** – This PlugIn checks whether a document already exists.

**Approval** – Approval is carried out within the workflow here. Comments can also be entered into the document history here. You also have the option to send the document to any previous workflow step. Changes made to the current version and to the last version rejected or published can be conveniently displayed here.

**Approval+** – This is an extension to the previous PlugIn that includes an internal and external link check.

**History Entry** – This PlugIn creates freely definable document history entries.

**HTML Converter<sup>o</sup>** – The HTML Converter generates workflow-controlled HTML files from available datasets and templates at any time. They can be automatically transferred to external conversion programs (not included in delivery). Links can then be automatically generated for the result, e.g. a PDF document.

**Content Check** – This PlugIn checks whether your document meets certain conditions at a specified point in the workflow, e.g. whether the title has been entered or the English version of a text has been created. Errors are indicated in the document and also marked on the desktop.

**Create Copy** – This PlugIn copies the present document, i.e. it generates an (almost) identical copy of the document. Unlike copy pages, the documents generated using this PlugIn are completely independent. Changes to the parent document have no influence on the child document. The PlugIn is used to generate a specific document as the basis for a new document. In doing so, all the content of the source document is adopted. Here is an example: to manage a multilingual site, all documents created are automatically duplicated. They will then be made available to the various language editing departments or translators. The language editing departments then decide independently whether the page is to be translated. If it is not to be translated, the document can be deleted without risk.

**Load Balancing** – This PlugIn enables load balancing in the workflow. Documents that are awaiting approval, for example, can be distributed among different user groups by weighting.

**Multilingualism** – This PlugIn controls the substitutions that the template processor makes for the management of multilingual content.

**Define Metadata** – This PlugIn ensures the automatic definition and modification of metafields.

**Metadata Selection** – Metadata can be edited using the Metadata Selection PlugIn. It also provides an option for implementation of a workflow for the creation of multilingual pages. To do so, a copy page is generated for each desired language. The user fills each of these copy pages with content in an editing step that is repeatedly carried out. Once all of the language versions have been created, the document leaves the workflow.

**Metaedit** – Metadata can be edited here.

**Recycle Bin** – The Recycle bin PlugIn deletes a document from the workflow, but a copy remains in the archive.

**Placeholder** – The Placeholder PlugIn serves as a programming template for the creation of your own PlugIns using the API Workflow PlugIn.

**Publication Date** – The user can set a publication date for the document.

**Publish and Delete** – A deletion date is automatically set here.

**Publish after Workflow** – A publication date is automatically set here.

**Shredder** – The Shredder guarantees that a document is deleted completely.

**SmartMeta** – This PlugIn changes the metadata of a document on the basis of a previously defined mapping table. User entries, for example, can be converted into keywords for search engines without requiring them to be manually entered by the user.

**Transformation** – The Transformation PlugIn is used to calculate the data of a document. In doing so, they are loaded from other data sources and processed so that they can then be converted and the document can be transformed accordingly.

**Reminder Date<sup>o</sup>** – The Reminder Date PlugIn sends a reminder about a document or a memo to the appropriate colleague at a specific time. This could be because a text must be revised because of current events or must be released by the person responsible. This PlugIn provides the option to return the document to the workflow at a specific time that you can set so that it automatically appears again on the right desktop at the right time.

**Integrate Workflow** – With the help of this PlugIn, you can integrate existing workflows into any parts of the workflow you choose.

\* Optional PlugIns

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