

documentjoe

Client für Windows

Anwenderhandbuch

Programmversion 0.40.1

Stand: 10.10.2026



Programm: dj-msclient · Sprache: Deutsch · Plattform: Windows

Dieses Handbuch gehört zu der Programmversion, die im Dateinamen und auf dem Titelblatt genannt ist. Die jeweils aktuelle Fassung liegt auf dem Server Ihres Unternehmens.

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1 Über dieses Handbuch

1.1 Für wen ist es gedacht?

Dieses Handbuch richtet sich an alle, die mit dem documentjoe Client unter Windows Dokumente suchen, ansehen, bearbeiten, erfassen und weitergeben. Fachkenntnisse über den Server sind nicht nötig. Wie Mandanten, Dokumententypen und Rechte eingerichtet werden, steht im Handbuch zur Administrationskonsole.

1.2 Wie ist es aufgebaut?

1. **Über dieses Handbuch** (dieses Kapitel)
2. **Erste Schritte:** Begriffe, Anmelden und das Fenster kennenlernen.
3. **Dokumente suchen:** Suchmaske, Operatoren und Trefferliste.
4. **Dokumente ansehen:** Vorschau, Seiten, Anmerkungen.
5. **Dokumente bearbeiten:** Indexdaten ändern, Aus- und Einchecken, Revisionen.
6. **Dokumente erfassen und scannen:** Dateien übernehmen, Lokale Dokumente.
7. **Weitergeben:** Speichern, Senden, Drucken, Links, Export.
8. **Kurzprozesse:** Dokumente zur Kenntnisnahme oder Genehmigung senden, Posteingang.
9. **Einstellungen und Updates.**
10. **Tastenkürzel und Fehler melden.**

1.3 Das Handbuch im Programm

Das Handbuch ist im Client unter **Hilfe → Handbuch** (F1) abrufbar. Es liegt als PDF im Installationspaket und öffnet sich im Standardprogramm für PDF. Fehlt es dort, öffnet der Client das aktuelle Handbuch vom Server Ihres Unternehmens.

1.4 Schreibweisen

- Bezeichnungen aus dem Programm stehen in „Anführungszeichen“, zum Beispiel „Einchecken“.
- Menüwege sind mit Pfeil geschrieben: **Datei → Mandant wechseln**
- Tastenkürzel stehen in Klammern: Einchecken (F9).
- Nicht jede Funktion steht jedem Benutzer zur Verfügung. Was Sie tun dürfen, legt Ihre Administration je Dokumententyp fest. Gesperrte Knöpfe und Menüpunkte sind grau.

2 Erste Schritte

2.1 Die wichtigsten Begriffe

Mandant

Ein abgeschlossener Bereich auf dem Server, zum Beispiel ein Unternehmen oder eine Abteilung. Sie sehen nur Dokumente der Mandanten, für die Sie berechtigt sind.

Dokumententyp

Die Art eines Dokuments, zum Beispiel Angebot oder Rechnung. Jeder Typ hat eigene Indexfelder.

Indexfelder

Die Merkmale, nach denen Dokumente gefunden werden, zum Beispiel Datum, Kunde oder Nummer. Sie sind der Kern der Suche.

Revision

Jede Änderung an Indexdaten oder Datei wird als neue Revision gespeichert. Frühere Stände bleiben erhalten.

Auschecken und Einchecken

Wer ein Dokument bearbeiten will, checkt es aus. Es ist dann für andere gesperrt. Mit dem Einchecken wird die bearbeitete Datei als neue Revision zurückgespeichert und die Sperre aufgehoben.

2.2 Installieren

Der Client wird mit einem Installationspaket (MSI) eingerichtet. Starten Sie es mit Doppelklick und folgen Sie dem Assistenten. Administratorrechte sind nicht nötig. Danach finden Sie „documentjoe client“ im Startmenü.

2.3 Anmelden

1. Starten Sie den Client im Startmenü.
2. Tragen Sie beim ersten Start die Serveradresse ein, die Ihnen Ihre Administration nennt. Eine Adresse gilt für alle Mandanten.
3. Melden Sie sich mit Ihrem Konto an: mit Benutzername und Kennwort (DOMÄNE\name oder name@domäne) oder, wenn Ihr Unternehmen es so eingerichtet hat, im Browser. Der Browser-Weg ist zum Beispiel bei Mehr-Faktor-Anmeldung nötig.

4. Haben Sie Zugriff auf mehrere Mandanten, wählen Sie den Mandanten, mit dem Sie arbeiten wollen.

Bei documentjoe anmelden

Bei documentjoe anmelden

Server-Adresse:

Benutzer:

Kennwort:

☐ Angemeldet bleiben

Das Kennwort liegt dann im Schlüsselbund dieses Rechners (Windows-Anmeldeinformationen), nie in einer Datei. Nur auf eigenen Rechnern einschalten. Gilt nicht für „Im Browser anmelden“.

Anmelden Im Browser anmelden

Anmeldedaten eingeben. Das Kennwort wird nur mit „Angemeldet bleiben“ gespeichert.

Mandant:

Beim Start:

Öffnen Abbrechen

Die Anmeldung mit Serveradresse, Benutzer und Kennwort

Mit „Anmelden“ melden Sie sich mit Benutzernamen und Kennwort an, mit „Im Browser anmelden“ über die Anmeldeseite Ihres Unternehmens. Danach wählen Sie in der Liste den Mandanten und öffnen ihn mit „Öffnen“. Unter „Beim Start“ legen Sie fest, ob der Client den Mandanten jedes Mal fragt.

Der Client merkt sich nach der Anmeldung eine Anmeldemarke im Windows-Anmeldespeicher und erneuert sie selbst. Sie läuft nach einer Zeit ab, die Ihre Administration festlegt (Vorgabe: 30 Tage ohne Benutzung, höchstens ein Jahr). Die kurzlebige Zugangsmarke (etwa fünf Minuten) erneuert der Client ebenfalls selbst. Ihr Kennwort wird nur gespeichert, wenn Sie **Angemeldet bleiben** einschalten.

2.3.1 Sichere Verbindung (HTTPS) und eigene Zertifizierungsstelle

Der Client spricht mit dem Server verschlüsselt (HTTPS) und prüft dessen Zertifikat mit dem **Zertifikatsspeicher von Windows**. Hat der Server ein Zertifikat einer öffentlichen Stelle, wie etwa Let's Encrypt, funktioniert das ohne weitere Einrichtung.

Nutzt Ihr Server eine **eigene Zertifizierungsstelle** (Zertifikat aus der Konsole unter Sicherheit > HTTPS), die Windows noch nicht kennt, öffnet sich bei der Anmeldung die Rückfrage „**Unbekannte Zertifizierungsstelle**“. Sie zeigt den Fingerabdruck (SHA-256) der Zertifizierungsstelle.

1. Vergleichen Sie den Fingerabdruck mit der Anzeige in der Konsole (Sicherheit > HTTPS) oder auf der Seite `https://<Server>/ca/`.
2. Stimmt er überein, antworten Sie mit **Ja**. Der Client merkt sich diese Zertifizierungsstelle nur für diesen Server. Sie liegt als Datei unter `%APPDATA%\documentjoe\ca\` (je Server eine Datei). Antworten Sie nur bei Übereinstimmung mit Ja; die Vorgabe der Rückfrage ist **Nein**.
3. Mit **Nein** bricht die Anmeldung ab: „Abgebrochen: der Zertifizierungsstelle des Servers wird nicht vertraut.“

Ist eine Zertifizierungsstelle hinterlegt, akzeptiert der Client für diesen Server nur noch Zertifikate von ihr. Wer die Zertifizierungsstelle auf allen Rechnern einer Firma verteilen will, nimmt sie stattdessen in die **vertrauenswürdigen Stammzertifizierungsstellen** von Windows auf (zum Beispiel über eine Gruppenrichtlinie); dann fragt der Client nicht nach.

Meldungen bei Problemen mit dem Zertifikat:

- „Unbekannte Zertifizierungsstelle.“: Windows kennt die Stelle nicht. Es erscheint die Rückfrage oben.
- „Das Zertifikat des Servers stammt nicht von der hinterlegten Zertifizierungsstelle.“: Der Server hat ein anderes Zertifikat als beim Hinterlegen. Fragen Sie Ihre Administration, ob die Zertifizierungsstelle erneuert wurde; löschen Sie dann die Datei für den Server im Ordner `ca`, und melden Sie sich neu an.
- „Das Zertifikat passt nicht zur Server-Adresse.“: Sie verwenden eine Adresse, für die das Zertifikat nicht ausgestellt ist. Prüfen Sie die Schreibweise der Adresse.
- „Das Zertifikat des Servers ist abgelaufen oder noch nicht gültig.“: Das Zertifikat des Servers muss erneuert werden, oder die Uhr dieses Rechners geht falsch.

2.3.2 Angemeldet bleiben

Wenn Sie den Schalter **Angemeldet bleiben** einschalten, speichert der Client Ihr Kennwort im Anmeldespeicher von Windows (Anmeldeinformationsverwaltung) auf diesem Rechner, nie in einer Datei. Läuft die Anmeldung ab, zum Beispiel weil der Rechner lange stand, meldet sich der Client selbst wieder an. Sie müssen nichts tun, und ein Dokument, das Sie einchecken wollten, geht nicht verloren.

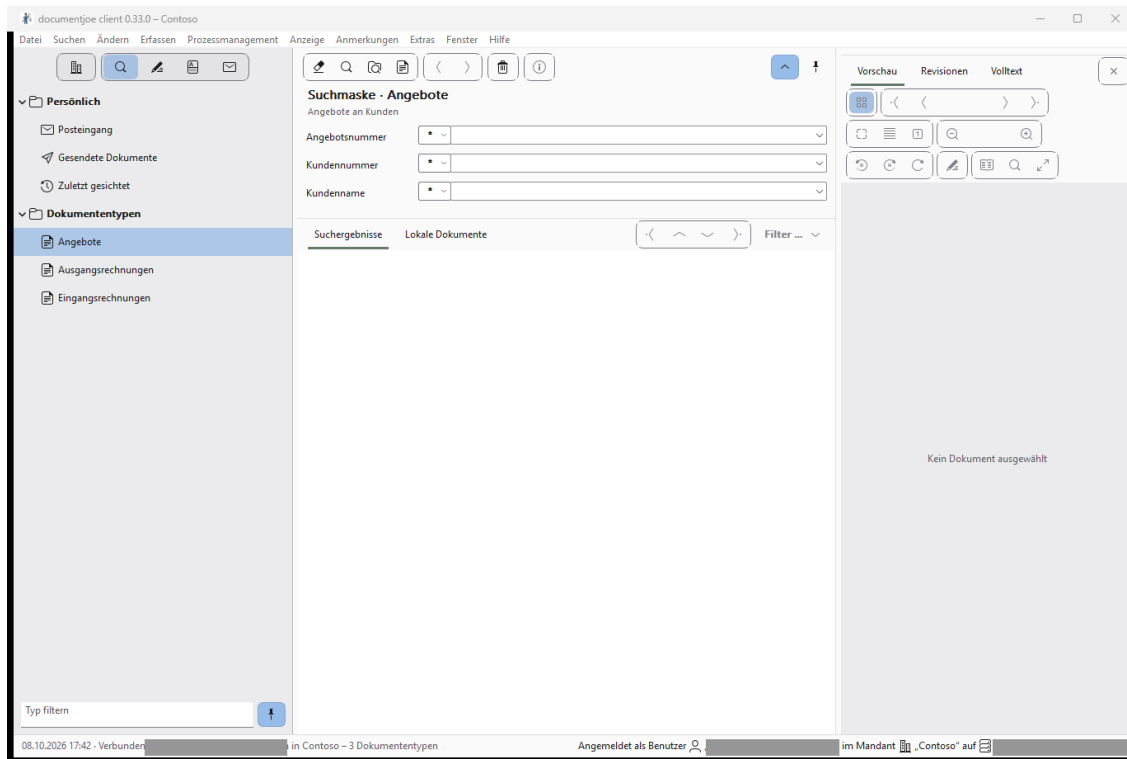
- Der Schalter ist ausgeschaltet. Schalten Sie ihn nur auf Ihrem eigenen Rechner ein.
- Ändern Sie Ihr Kennwort, nimmt der Server das gespeicherte nicht mehr an. Der Client löscht es und öffnet die Anmeldung mit dem Hinweis „Das gespeicherte Passwort wird nicht mehr angenommen – bitte neu anmelden.“ Nicht eingecheckte Dokumente bleiben in „Lokale Dokumente“ erhalten.
- Ihre Administration kann „Angemeldet bleiben“ für Ihre Domäne verbieten. Dann meldet der Client nach der Anmeldung, dass das Kennwort nicht gespeichert wurde.
- Bei „Im Browser anmelden“ gibt es kein Kennwort im Client. Dort gelten nur die langen Zeiten.
- Meldet ein Administrator Sie mit „Abmelden erzwingen“ ab, meldet sich der Client mit dem gespeicherten Kennwort sofort wieder an. Soll das nicht gehen, sperrt die Administration das Konto.

2.3.3 Abmelden

Datei → Abmelden ... fragt nach („Angemeldet als ...“) und löscht dann die gemerkte Anmeldung und ein gespeichertes Kennwort von diesem Rechner. Danach öffnet sich die Anmeldung. Das ist nützlich auf einem Rechner, den auch andere benutzen. Nicht eingecheckte Dokumente bleiben in „Lokale Dokumente“. „Angemeldet als ...“ sehen Sie jederzeit in der Titelzeile und in der Statusleiste.

Den Mandanten wechseln Sie später mit **Datei → Mandant wechseln ...** (Strg+M). Mit **Datei → Abmelden ...** beenden Sie die Sitzung (siehe „Abmelden“).

2.4 Das Fenster



Das Hauptfenster mit der Suchmaske für Angebote

Das Hauptfenster hat von oben nach unten:

- **Menüleiste** mit Datei, Suchen, Ändern, Erfassen, Prozessmanagement, Anzeige, Anmerkungen, Extras, Fenster und Hilfe.
- **Seitenleiste** links. Oben wählen Sie mit den fünf Knöpfen den Bereich, darunter stehen Ordner und Dokumententypen.
- **Werkzeugleiste** und **Suchmaske** in der Mitte, darunter die Listen „Suchergebnisse“ und „Lokale Dokumente“.
- **Vorschau** rechts mit den Reitern „Vorschau“, „Revisionen“ und „Volltext“.
- **Statusleiste** unten mit Zeitpunkt, Benutzer, Mandant und Server.

Die Bereiche wechseln Sie mit den fünf Knöpfen oben in der Seitenleiste oder mit den Funktionstasten: **Suchen** (F6), **Ändern** (F7), **Erfassen** (F8) und **Prozessmanagement** (F10). Je nach Bereich ändern sich Werkzeugleiste und Menüpunkte.

Die Trennlinien zwischen Seitenleiste, Mitte und Vorschau verschieben Sie mit der Maus. **Anzeige → Fenster zurücksetzen** stellt die Standardaufteilung wieder her. Unter **Fenster** heften Sie die Seitenleiste an.

Mit **Anzeige → Prozessleiste** blenden Sie über der Vorschau eine Knopfleiste mit

den Funktionen der Kurzprozesse ein (Senden an Benutzer, Gelesen, Genehmigt, Abgelehnt, Verlauf). Sie ist beim ersten Start aus, und der Client merkt sich Ihre Wahl. Die Funktionen stehen auch im Menü **Prozessmanagement** und im Kontextmenü.

Anzeige → Fenster zurücksetzen stellt Breiten der drei Teile, die Prozessleiste (aus), die Seitenleiste (sichtbar) und die Fenstergröße auf die Standardwerte zurück, ohne den Client neu zu starten und ohne andere Einstellungen zu ändern.

2.5 Die Titelzeile

Die Titelzeile zeigt die Programmversion und den aktuellen Mandanten: „documentjoe client <Version> – <Mandant>“.

2.6 Die Statusleiste

Die Statusleiste unten im Fenster hat zwei Zeilen und ist immer sichtbar.

Einchecken 62 %	3 warten · 2 in Arbeit · 7 fertig	▲ 1 Fehler – im Posteingang	Server: Last 6,4 von 8 · 5,3 je Minute · Restzeit etwa 24 Min. · 214 Dokumente in der Warteschlange (alle Mandanten)
09.10.2026 22:16 · 12 Dokument(e) übergeben – der Server verarbeitet sie	Angemeldet als Benutzer „muster.anwender“ im Mandant „Muster-Mandant“ auf Musterdaten		

Die Statusleiste mit Einchecken, Serverauslastung und der letzten Meldung

- **Oben links „Einchecken“:** Ein Balken mit Prozentzahl zeigt, wie weit Ihre Aufträge sind, daneben „warten · in Arbeit · fertig“. Die Prozentzahl rechnet fertige und fehlgeschlagene Aufträge im Verhältnis zum ganzen Stapel, zum Beispiel einem Import. Gibt es Fehler, steht in Rot „▲ ... Fehler – im Posteingang“. Ein Klick auf die Zeile öffnet die Liste Ihrer Aufträge.
- **Oben rechts:** die Auslastung der Dokumentverarbeitung auf dem Server, für alle Mandanten, nur als Zahlen: Last, fertige Dokumente je Minute, geschätzte Restzeit und Zahl der Dokumente in der Warteschlange. Der Punkt ist grün, wenn nichts ansteht, und gelb, wenn der Server arbeitet.
- **Unten links:** der Pfeil klappt das **Protokoll der letzten Meldungen** auf, daneben steht die letzte Meldung mit Zeit.
- **Unten rechts:** Benutzer, Mandant und Server.

Letzte Meldungen		Alles kopieren	Leeren
09.10.2026 22:16	12 Dokument(e) übergeben – der Server verarbeitet sie		
09.10.2026 22:16	2 Aufträge fehlgeschlagen – siehe Fehlgeschlagene Aufträge		
09.10.2026 22:16	Verbindung zum Server kurz unterbrochen – Aufträge laufen auf dem Server weiter		
09.10.2026 22:16	Dokument „Angebot 2026-0141“ eingecheckt (Revision 3)		
09.10.2026 22:16	Dokument „Angebot 2026-0141“ ausgecheckt		
09.10.2026 22:16	Angemeldet als „muster.anwender“ im Mandanten „Muster-Mandant“		
09.10.2026 22:16	Verbunden als muster.anwender in Muster-Mandant – 5 Dokumententypen		
09.10.2026 22:16	Mandant „Muster-Mandant“ wird geöffnet ...		

Das aufgeklappte Protokoll der letzten Meldungen

Im Protokoll hat jede Meldung einen Punkt: grün für einen Hinweis, gelb für eine Warnung, rot für einen Fehler. **Alles kopieren** legt alle Meldungen in die Zwischenablage, **Leeren** löscht die Liste.

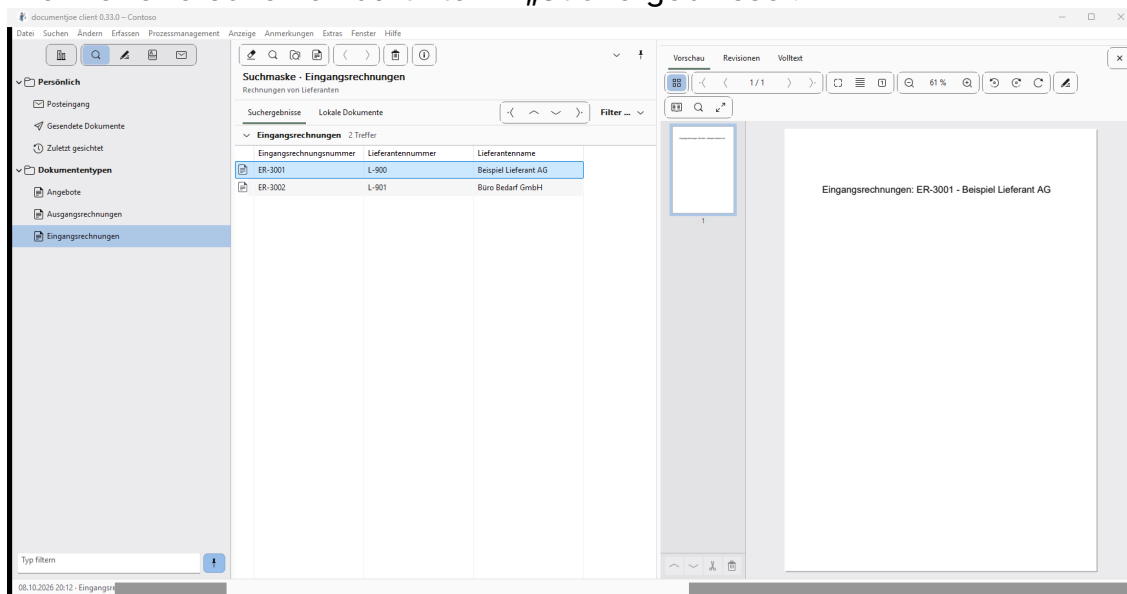
Die Zeile „Einchecken“ erscheint nur, wenn Ihr Server Eincheck-Aufträge kennt. Bei einem älteren Server checkt der Client wie bisher selbst ein.

3 Dokumente suchen

3.1 Die Suchmaske

1. Wählen Sie in der Seitenleiste einen Dokumententyp, zum Beispiel „Angebote“. Die Suchmaske zeigt die Indexfelder dieses Typs.
2. Tragen Sie in ein oder mehrere Felder einen Wert ein. Leere Felder werden nicht beachtet.
3. Drücken Sie die Eingabetaste oder wählen Sie **Suchen** → **Suchen**.

Die Treffer erscheinen darunter in „Suchergebnisse“.



Mit „Indexfelder leeren“ (**Suchen** → **Indexfelder leeren**) beginnen Sie eine neue Suche.

Jedes Feld merkt sich die zuletzt benutzten Werte. Öffnen Sie dazu die Liste am rechten Rand des Feldes.

Datumsangaben dürfen Sie in den gängigen Schreibweisen eingeben, zum Beispiel 8.10.2026 oder 08.10.26. Der Client wandelt sie selbst um.

3.2 Operatoren

Links neben jedem Feld steht ein kleines Auswahlfeld mit dem Operator. Voreingestellt ist *: Der Wert wird als Anfang gesucht, Sie dürfen den Platzhalter * auch selbst im Text setzen.

Operator	Bedeutung
*	beginnt mit oder enthält den Platzhalter
=	genau gleich
<>	ungleich
>, >=	größer, größer oder gleich
<, <=	kleiner, kleiner oder gleich
von-bis	Bereich, zum Beispiel für Datum und Beträge
leer, nicht leer	Feld ohne oder mit Wert

3.3 In allen Typen suchen und Gelöschte einbeziehen

- **Suchen → Suche in allen Typen** sucht in allen Dokumententypen, für die Sie berechtigt sind. Die Treffer stehen je Typ in eigenen Abschnitten.
- **Suchen → Gelöschte einbeziehen** nimmt auch gelöschte Dokumente in die Suche auf, wenn Sie das Recht dazu haben. Sie sind in der Liste gekennzeichnet und lassen sich wiederherstellen (siehe Kapitel 5).

3.4 Volltextsuche

Suchen → Volltextsuche ... sucht im Text der Dokumente. Geben Sie ein oder mehrere Wörter ein. Die Treffer sind nach Relevanz sortiert. Die gefundene Stelle zeigt die Vorschau an.

3.5 Die Trefferliste

Die Spalten der Trefferliste sind die Indexfelder des Typs. Ein Klick auf einen Spaltenkopf sortiert, ein zweiter kehrt die Reihenfolge um. Mit dem Filter („Filter ...“ über der Liste) grenzen Sie die gezeigten Zeilen je Spalte weiter ein.

Mit **Anzeige** schalten Sie Zeilennummern, Dokumentennummern, Revisionsnummern und den Zustand als Text ein oder aus.

Bewegen und Auswählen:

Aktion	Menüpunkt	Tastenkürzel
Dokument davor	Anzeige → Dokument hoch	Strg+Pfeil hoch
Dokument danach	Anzeige → Dokument runter	Strg+Pfeil runter
Alles auswählen	Anzeige → Alles auswählen	Strg+A
Auswahl umkehren	Anzeige → Auswahl umkehren	Strg+T

Ein Rechtsklick auf ein Dokument öffnet das Kontextmenü mit Info, Notiz, Ausgabe, Kurzprozessen sowie Ein- und Auschecken.

Mit **Suchen → Trefferliste exportieren ...** speichern Sie die Liste als Tabelle.

4 Dokumente ansehen

4.1 Die Vorschau

Wählen Sie in der Trefferliste ein Dokument, erscheint es rechts in der Vorschau. Darüber stehen die Reiter:

- **Vorschau:** die Seiten des Dokuments.
- **Revisionen:** die früheren Stände des Dokuments (Kapitel 5).
- **Volltext:** der Text der Seite oder des ganzen Dokuments. Sie können ihn in die Zwischenablage kopieren.

Die Knöpfe über der Seite blättern und zoomen:

- Erste, vorherige, nächste und letzte Seite (**Anzeige → Erste Seite** und so weiter).
- **Ganze Seite anpassen**, **Seitenbreite** oder **Obere Hälfte** als Vergrößerung.
- Drehen der Ansicht.
- Die Ansicht „Einzelseite“, „Duplex“ oder „Buch“.

Anzeige → Nur Dokument (Vollbild) (F12) blendet alles außer dem Dokument aus.

4.2 Im Dokument suchen

Anzeige → Im Dokument suchen ... (Strg+F) öffnet die Suchleiste über der Seite. Mit F3 springen Sie zum nächsten Treffer, mit Umschalt+F3 zum vorherigen.

4.3 Dokument-Info

Anzeige → Dokument-Info ... (Alt+Eingabe) zeigt Indexdaten, Revisionen, Prozessverlauf und Notiz des Dokuments.

4.4 Anmerkungen

Anmerkungen sind Zeichen auf der Seite, die Sie zum Dokument hinzufügen, zum Beispiel eine Markierung oder eine Haftnotiz. Sie werden als Standard-PDF-Anmerkungen im PDF selbst gespeichert. Sie nehmen sie also mit, wenn Sie die Datei weitergeben, und andere PDF-Programme zeigen sie ebenfalls an.

Sie dürfen Anmerkungen nur ansehen, wenn der Dokumententyp es erlaubt, und nur setzen oder ändern, wenn Sie „Anmerkungen ändern“ und „Verändern“ dürfen. Sonst zeigt Ihnen der Client im Menü **Anmerkungen**, warum nicht.

Die Werkzeuge öffnen Sie über den Stift-Knopf in der Vorschauleiste, über das

Menü **Anmerkungen** oder mit Rechtsklick auf die Seite:

Werkzeug

Hervorheben

Text

Linie, Pfeil

Haftnotiz

Mini-Haftnotiz

Block schwarz, Block weiß

Wirkung

Text gelb hinterlegen

Text direkt auf die Seite schreiben

gerade Linie, mit Spitze am Ende

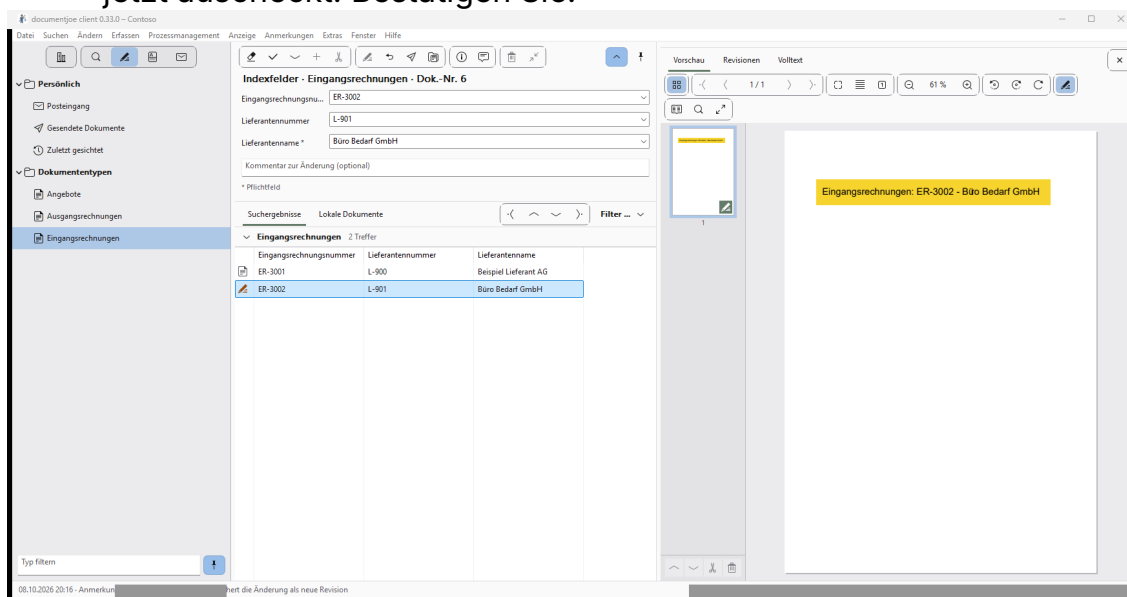
Notizzettel mit Text

kleines Symbol, der Text öffnet sich bei Auswahl

verdeckt eine Stelle (nur optisch)

So setzen Sie eine Anmerkung:

1. Wählen Sie ein Werkzeug und gegebenenfalls eine Farbe unter **Anmerkungen**.
2. Ziehen Sie mit der Maus den Bereich auf der Seite auf. Bei Texten und Notizen gibt der Client das Eingabefeld frei.
3. Haben Sie das Dokument noch nicht ausgecheckt, fragt der Client, ob er es jetzt auscheckt. Bestätigen Sie.



Ein ausgechecktes Dokument mit einer Hervorhebung; der Stift in der Liste zeigt das Auschecken

Eine vorhandene Anmerkung wählen Sie mit **Auswählen und verschieben** an. Dann verschieben Sie sie mit der Maus, ändern den Text per Doppelklick (oder **Text der gewählten Anmerkung ändern ...**) und löschen sie mit der Taste Entf.

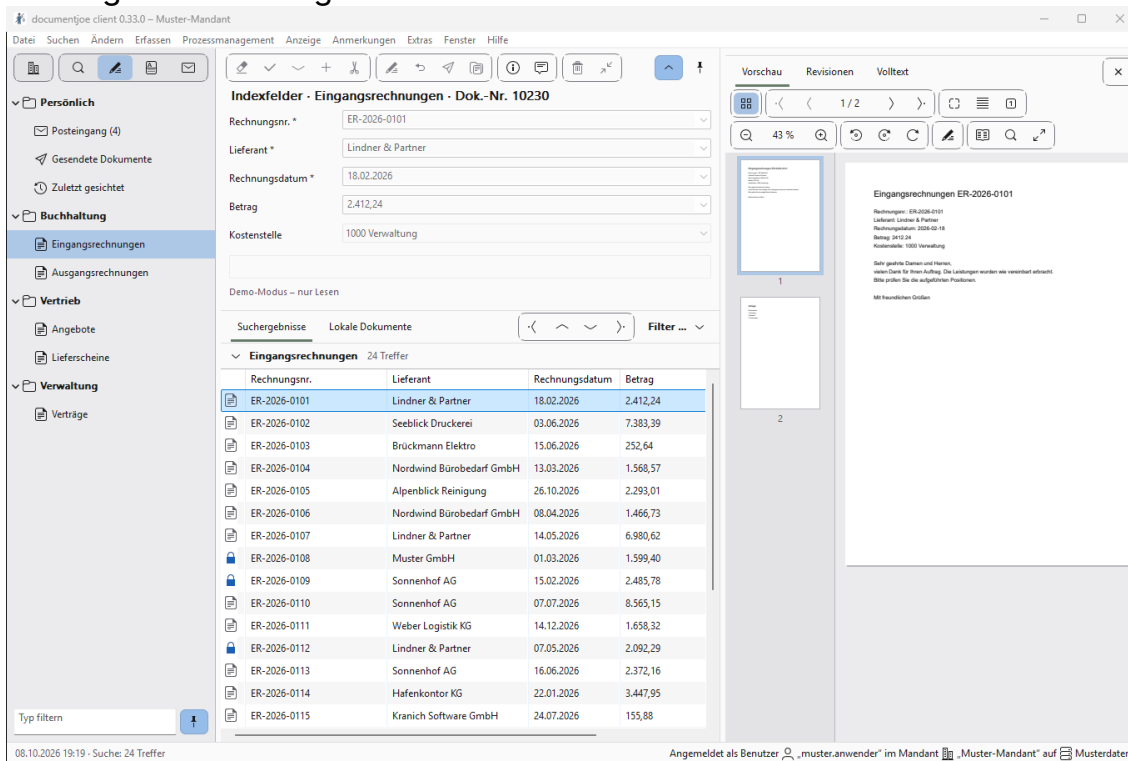
Erst mit dem Einchecken (F9) entsteht eine neue Revision mit den Anmerkungen. **Anmerkungen anzeigen** blendet sie ein und aus.

Hinweis: Die Blöcke „schwarz“ und „weiß“ verdecken eine Stelle nur im Bild. Der Text darunter bleibt im PDF erhalten. Nutzen Sie sie nicht, um vertrauliche Inhalte zu entfernen.

5 Dokumente bearbeiten

5.1 Indexdaten ändern

1. Wechseln Sie mit F7 in den Bereich **Ändern**.
2. Wählen Sie ein oder mehrere Dokumente in der Trefferliste. Bei mehreren Dokumenten ändern Sie nur die Felder, die Sie ausfüllen.
3. Tragen Sie neue Werte in die Indexfelder ein und wählen Sie **Ändern → Änderungen übernehmen**. Mit „Übernehmen und nächstes“ wechseln Sie gleich zum folgenden Dokument.



Der Bereich „Ändern“ mit den Indexfeldern des gewählten Dokuments

Jede Änderung legt eine neue Revision an.

5.2 Aus- und Einchecken

Um die Datei selbst zu ändern, zum Beispiel Seiten zu entfernen oder Anmerkungen zu setzen:

1. Wählen Sie **Ändern → Auschecken** (Umschalt+F9). Das Dokument ist nun für andere gesperrt.
2. Mit **Ändern → Lokale Kopie öffnen** bearbeiten Sie die Datei im zugehörigen

- Programm. Die Vorschau zeigt die lokale Kopie.
3. Speichern Sie in diesem Programm und schließen Sie die Datei.
 4. Wählen Sie **Ändern → Einchecken** (F9). Der Client lädt die Datei als neue Revision hoch und hebt die Sperre auf.

Wollen Sie die Änderungen verwerfen, wählen Sie **Ändern → Auschecken rückgängig**.

Ausgecheckte Dokumente erscheinen auch unter „Lokale Dokumente“ (Strg+F7).

5.3 Notiz und Schreibschutz

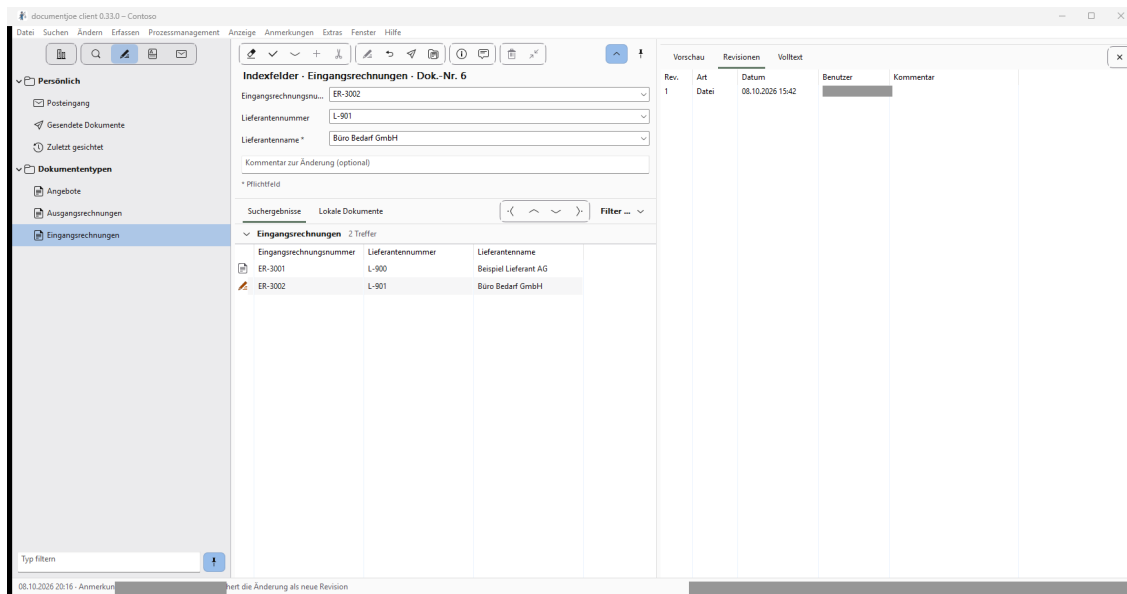
- **Ändern → Dokumentnotiz ...** (Alt+N) öffnet eine Notiz zum Dokument, die alle Berechtigten lesen.
- **Ändern → Schreibschutz setzen** verhindert weitere Änderungen. **Schreibschutz aufheben** macht sie wieder möglich.

5.4 Seiten bearbeiten

Im Reiter „Vorschau“ lassen sich Seiten ausschneiden, kopieren, einfügen und löschen (Menü **Erfassen**). Beim ersten Eingriff fragt der Client, ob er das Dokument auscheckt. Mit **Dokumente zusammenfassen** und **Dokument teilen** fügen Sie mehrere Dokumente zu einem zusammen oder teilen eines hinter der angezeigten Seite.

5.5 Revisionen

Der Reiter „Revisionen“ listet alle Stände des Dokuments mit Zeitpunkt und Benutzer. Ein Doppelklick zeigt die ältere Revision in der Vorschau.



Der Reiter „Revisionen“ mit der ersten Revision eines Dokuments

Die Spalten nennen die Nummer der Revision, die Art der Änderung (zum Beispiel „Datei“), Datum, Benutzer und den Kommentar zur Änderung.

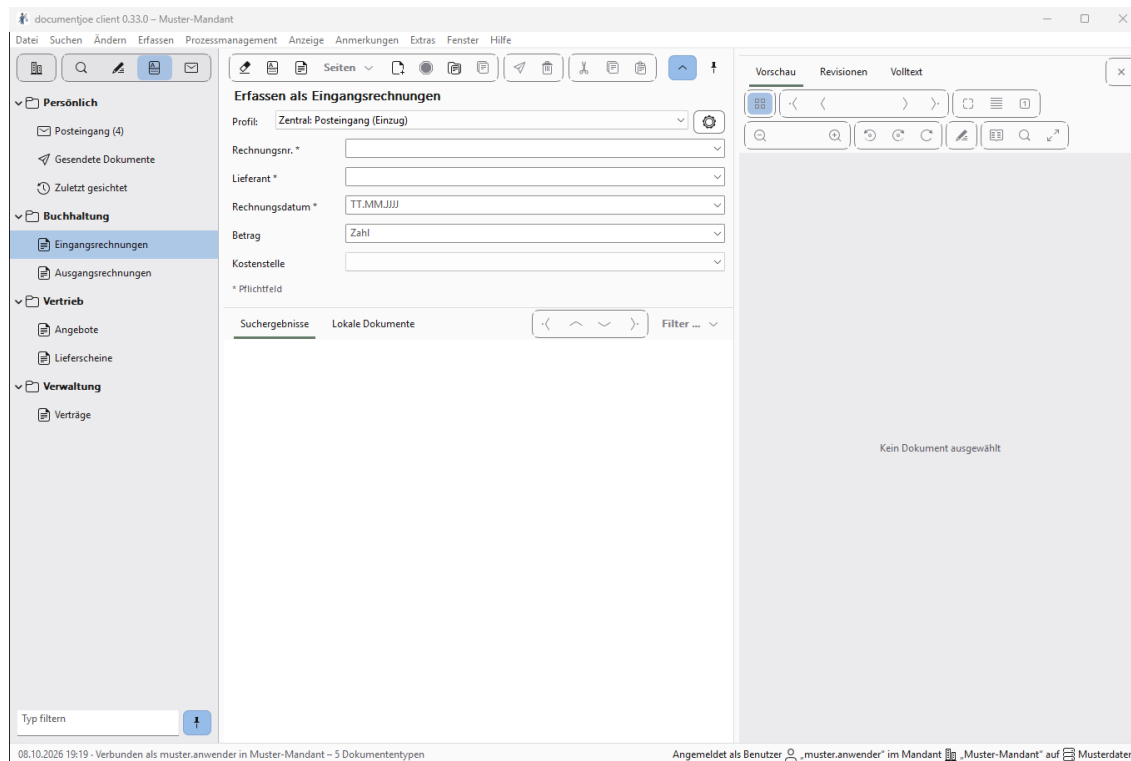
5.6 Löschen und Wiederherstellen

Ändern → Löschen (Umschalt+Entf) markiert das Dokument als gelöscht. Es verschwindet aus den Treffern. Mit **Gelöschte einbeziehen** (Kapitel 3) finden Sie es wieder und stellen es mit **Ändern → Wiederherstellen** zurück.

6 Dokumente erfassen und scannen

6.1 Der Bereich „Erfassen“

Wechseln Sie mit F8 in den Bereich **Erfassen**. Wählen Sie zuerst in der Seitenleiste den Dokumententyp, als der das neue Dokument abgelegt werden soll. Die Maske heißt dann „Erfassen als <Dokumententyp>“. Felder mit Stern sind Pflichtfelder.



Der Bereich „Erfassen“ mit Scanprofil und Indexfeldern

Die Werkzeugleiste enthält Scannen, neue Seiten, Seitenwerkzeuge, Einchecken und Entfernen. Dieselben Funktionen stehen im Menü **Erfassen**.

6.2 Dateien übernehmen

1. Wählen Sie **Erfassen → Dateien hinzufügen ...** und markieren Sie eine oder mehrere Dateien. Sie können Dateien auch mit der Maus ins Fenster ziehen. Die Dateien werden der Reihe nach in eine Warteschlange gestellt.
2. Jede Datei wird ein eigenes Dokument in „Lokale Dokumente“ (Strg+F7). PDF-Dateien werden unverändert übernommen, Bilder (zum Beispiel TIFF, JPG, PNG) werden in ein PDF umgewandelt.

3. Tragen Sie die Indexfelder ein.
4. Wählen Sie **Erfassen → Einchecken**. Das Dokument wird auf den Server geladen und aus „Lokale Dokumente“ entfernt.

Vor dem Einchecken prüft der Client die Indexfelder selbst: Pflichtfelder, Feldtyp, Länge, Nachkommastellen, Datum und bei Auswahlfeldern, ob der Wert in der Liste steht. Eine Meldung erscheint sofort am Feld, wenn Sie es verlassen oder Enter drücken. Der Client checkt erst ein, wenn alles stimmt. Der Server prüft zusätzlich, Sie warten aber nicht auf ihn.

Das Einchecken läuft im Hintergrund. Sie können weitere Dokumente erfassen, während mehrere Dokumente gleichzeitig hochgeladen und verarbeitet werden. Der Zustand steht in der Statusspalte von „Lokale Dokumente“.

Vorerfassen: Wählen Sie den Dokumententyp und tragen Sie die Werte ein, bevor Sie scannen oder Dateien hinzufügen. Sie gelten für die folgenden Dokumente.

Erfassen → Neues leeres Dokument legt ein Dokument ohne Seiten an, zu dem Sie Seiten scannen oder hinzufügen. **Erfassen → Werte auf alle neuen Dokumente übernehmen** kopiert die eingetragenen Indexwerte auf alle Dokumente in „Lokale Dokumente“.

In den Einstellungen („Einchecken“) können Sie festlegen, dass ein neues Dokument nach dem letzten ausgefüllten Feld automatisch eingcheckedt wird, sobald alle Pflichtfelder gefüllt sind.

6.3 Scannen

Der Client scannt mit Geräten, die Windows kennt (WIA oder TWAIN). Bevor Sie scannen, wählen Sie ein Scanprofil im Feld „Profil“ der Erfassungsmaske.

1. Legen Sie die Vorlage ein.
2. Wählen Sie **Erfassen → Stapel scannen** für mehrere Seiten (Einzug) oder **Erfassen → Einzelseite scannen** für eine Seite (Auflage).
3. Der Client zeigt das gescannte Dokument sofort an. Das lässt sich in den Einstellungen („Anzeige“, „Neu gescanntes Dokument sofort anzeigen“) abschalten.
4. Tragen Sie die Indexfelder ein und checken Sie das Dokument ein.

Mit **Erfassen → Scan abbrechen** brechen Sie einen laufenden Scan ab.

6.4 Scanprofile

Ein Scanprofil legt fest, wie gescannt wird. Das Zahnrad neben „Profil“ oder **Erfassen → Scanprofile ...** öffnet die Verwaltung.

Der Dialog „Scanprofile“: oben ein zentral vorgegebenes Profil, darunter ein eigenes Profil für beidseitigen Einzug

Feld

Name

Scanner

TWAIN-Treiber

Quelle

Farbe

Bedeutung

frei gewählter Name des Profils
ein bestimmtes Gerät oder „Gerätetyp beliebig“; „Suchen“ listet die vorhandenen Geräte. Unter dem Feld steht, wie viele Scanner gefunden wurden. Ein Gerät erscheint oft zweimal: als Windows-Scanner (WIA) und als TWAIN-Quelle mit dem Zusatz „(TWAIN)“

„Treibereinstellungen ...“ öffnet das Fenster des Herstellertreibers (nur bei TWAIN-Geräten)

Auflage, Einzug einseitig oder Einzug beidseitig

Schwarzweiß, Graustufen oder Farbe

Feld	Bedeutung
Auflösung (dpi)	zum Beispiel 200 oder 300
Format	zum Beispiel A4
Leere Seiten entfernen	verwirft Rückseiten ohne Inhalt
Doppelteinzug erkennen	warnt, wenn der Scanner mehrere Blätter zugleich einzieht
Seiten je Dokument	teilt einen Stapel automatisch nach der angegebenen Seitenzahl (0 = nicht teilen)
Dokumententyp	wählt beim Scannen mit diesem Profil den Typ gleich mit

Mit „Neu“ legen Sie ein neues Profil an, mit „Löschen“ entfernen Sie es, mit „Speichern“ übernehmen Sie die Änderungen.

Profile, die Ihre Administration vorgegeben hat, tragen den Zusatz „Zentral“. Sie sind am Arbeitsplatz nicht änderbar.

Beispiel für Papierakten mit Rückseiten (wie im Bild): Name „Eingang beidseitig“, Quelle „Einzug beidseitig“, Farbe „Graustufen“, 300 dpi, Format A4, „Leere Seiten entfernen“ und „Doppelteinzug erkennen“ eingeschaltet. So erhalten Sie lesbare Dokumente ohne leere Rückseiten. Wählen Sie bei „Scanner“ Ihr Gerät aus der Liste; ist es nicht angeschlossen oder ausgeschaltet, zeigt der Client „nicht angeschlossen“ und Sie können es später mit „Suchen“ erneut suchen.

6.5 Seiten und Dokumente ordnen

Auch vor dem Einchecken lassen sich die Seiten eines neuen Dokuments ordnen:

Funktion	Menüpunkt	Tastenkürzel
Seiten anfügen	Erfassen → Seiten anfügen	Strg+D
Seiten einfügen (vor der angezeigten Seite)	Erfassen → Seiten einfügen	Strg+I
Seiten voranstellen	Erfassen → Seiten voranstellen	
Alle Seiten ersetzen	Erfassen → Alle Seiten ersetzen	Strg+R
Eine Seite ersetzen	Erfassen → Eine Seite ersetzen	Strg+O
Seiten ausschneiden, kopieren, einfügen, löschen	Erfassen → Seiten ...	

Unter den Miniaturen der Vorschau stehen Knöpfe zum Verschieben,

Ausschneiden und Löschen von Seiten. Mit Strg+Klick markieren Sie mehrere Seiten. Das geht bei neuen Dokumenten und, nach Rückfrage zum Auschecken, auch bei archivierten Dokumenten: Der Client ändert die lokale Arbeitskopie, beim Einchecken entsteht eine neue Revision. Drehen einer Seite wirkt dauerhaft.

Unter **Erfassen → Dokumente zusammenfassen** fügen Sie mehrere lokale Dokumente zu einem zusammen. **Erfassen → Dokument teilen** trennt ein Dokument hinter der angezeigten Seite.

6.6 Lokale Dokumente

Der Reiter „Lokale Dokumente“ (Strg+F7) zeigt, was auf Ihrem Rechner liegt: neu erfasste Dokumente, die noch nicht auf dem Server sind, und ausgecheckte Dokumente, die Sie bearbeiten. Ein Rechtsklick auf ein neues Dokument bietet Einchecken, Öffnen, Werte übernehmen, Zusammenfassen und Teilen, Seiten scannen und bearbeiten sowie Entfernen. Bei ausgecheckten Dokumenten bietet er Info, Einchecken, Zurücksetzen, Öffnen, Speichern unter und Drucken. Beim Beenden erinnert Sie der Client, wenn dort noch Dokumente liegen.

6.7 Einchecken über den Server

Kennt Ihr Server Eincheck-Aufträge, übergibt der Client neue Dokumente und Importe dem Server und braucht danach nicht mehr dabei zu sein. Ablauf:

1. Der Client prüft die Angaben, wie Sie es kennen (Pflichtfelder, Typen, Listen). Danach legt er Datei und Angaben in einer **Übergabewarteschlange** auf Ihrem Rechner ab. Das Dokument verschwindet aus „Lokale Dokumente“.
2. Der Client überträgt die Datei in Teilen von höchstens 4 MiB. Bricht die Verbindung ab, macht er später an der Stelle weiter, bis zu der der Server schon alles hat. Das gilt auch, wenn Sie den Client schließen oder der Rechner neu startet.
3. Erst wenn der Server den Empfang bestätigt hat, löscht der Client seine Kopie. Der Server verarbeitet das Dokument (auch die Texterkennung) und wiederholt bei Fehlern selbst.

Den Stand sehen Sie in der Statusleiste. Schlägt etwas fehl, hilft die Seite **Persönlich > Fehlgeschlagene Aufträge** (auch im Menü Prozessmanagement):

Fehlgeschlagene Aufträge

Aufträge, die der Server abgelehnt oder nicht verarbeiten konnte (30 Tage), und Aufträge auf diesem Rechner, die noch nicht beim Server sind. Abgelehnte Angaben landen als Eingang im Posteingang.

Zustand	Dokument	Grund	Versuche	Seit
Fehlgeschlagen	Beispiel Rechnung 0815	Die Datei lässt sich nicht verarbeiten (besch...	5	09.10.2026 10:12

Wiederholen Herunterladen Verwerfen ... Aktualisieren Schließen

Die Liste „Fehlgeschlagene Aufträge“

- **Wiederholen** versucht den Auftrag noch einmal.
- **Herunterladen** speichert die Datei des Auftrags, damit sie nicht verloren geht.
- **Verwerfen ...** löscht den Auftrag nach einer Rückfrage; das Dokument geht dabei verloren.
- Hat der Server die Angaben abgelehnt, erscheint das Dokument als **Eingang im Posteingang** mit den vorbelegten Werten. Dort ergänzen Sie es und checken es wie einen Eingang ein.

Aufträge, die noch auf diesem Rechner liegen, stehen mit in der Liste: „Wartet“, solange der Server nicht erreichbar ist, und „Abgelehnt“, wenn der Server sie schon beim Anlegen abgewiesen hat, zum Beispiel weil das Dokument schon importiert ist.

6.8 Importieren aus anderen Systemen

Mit dem **dj importmodule** übernehmen Sie Dokumente aus dem Export eines anderen Archivsystems. Eine **Importbeschreibung** erklärt dem Client, wie der Export aufgebaut ist. Sie bekommen sie von Ihrer Administration.

1. **Beschreibung laden oder von der Administration bekommen:**
Beschreibungen, die Ihre Administration für den Mandanten hinterlegt hat, erscheinen beim Anmelden von selbst im Menü **Datei**. Eigene laden Sie mit **Datei → Importbeschreibung hinzufügen ...**. Der Client prüft die Datei und lehnt unbrauchbare ab. Mit **Datei → Importbeschreibung entfernen ...** nehmen Sie eine eigene wieder heraus.

2. **Import starten:** Im Menü **Datei** erscheint für jede Beschreibung der Eintrag **Importieren aus** Ohne Beschreibung gibt es ihn nicht. Wählen Sie den Ordner mit dem Export.
3. **Zuordnung prüfen:** Der Client liest den Export und zeigt, was er enthält. Für jeden Dokumententyp der Quelle schlägt er einen Dokumententyp im Mandanten und die Zuordnung der Felder nach den Namen vor. Markieren Sie eine Zeile und wählen Sie darunter das Ziel: den Zieltyp oder „nicht importieren“, bei einem Feld das passende Indexfeld oder „nicht übernehmen“. Als gelöscht markierte Dokumente überspringt der Client, solange der Schalter eingeschaltet ist.

Importieren aus Beispiel Altsystem

Importieren aus Beispiel Altsystem

3 Dokument(e) mit 4 Datei(en) gefunden. Die Zuordnung ist ein Vorschlag nach den Namen – bitte prüfen. Die Dokumente kommen in „Lokale Dokumente“; dort prüfen Sie sie und checken sie ein.

☒ Als gelöscht markierte Dokumente überspringen

☒ Alle Revisionen übernehmen (Zeitpunkt und Autor der Quelle bleiben erhalten; 1 Dokument(e) mit mehreren Revisionen)

In der Quelle	Wird übernommen als
Eingangsrechnungen (2 Dokumente)	Eingangsrechnungen
Rechnungsnummer (text)	Rechnungsnr.
Rechnungsdatum (datum)	Rechnungsdatum
Betrag (zahl)	Betrag
Bemerkung zur Ablage (text)	– nicht übernehmen –
Verträge (1 Dokument)	Verträge
Vertragsnummer (text)	Vertragsnr.
Vertragspartner (text)	Vertragspartner

Dokumententyp im Mandanten

Eingangsrechnungen

Zeile markieren und unten das Ziel wählen. Felder, die nirgends zugeordnet sind, werden nicht übernommen.

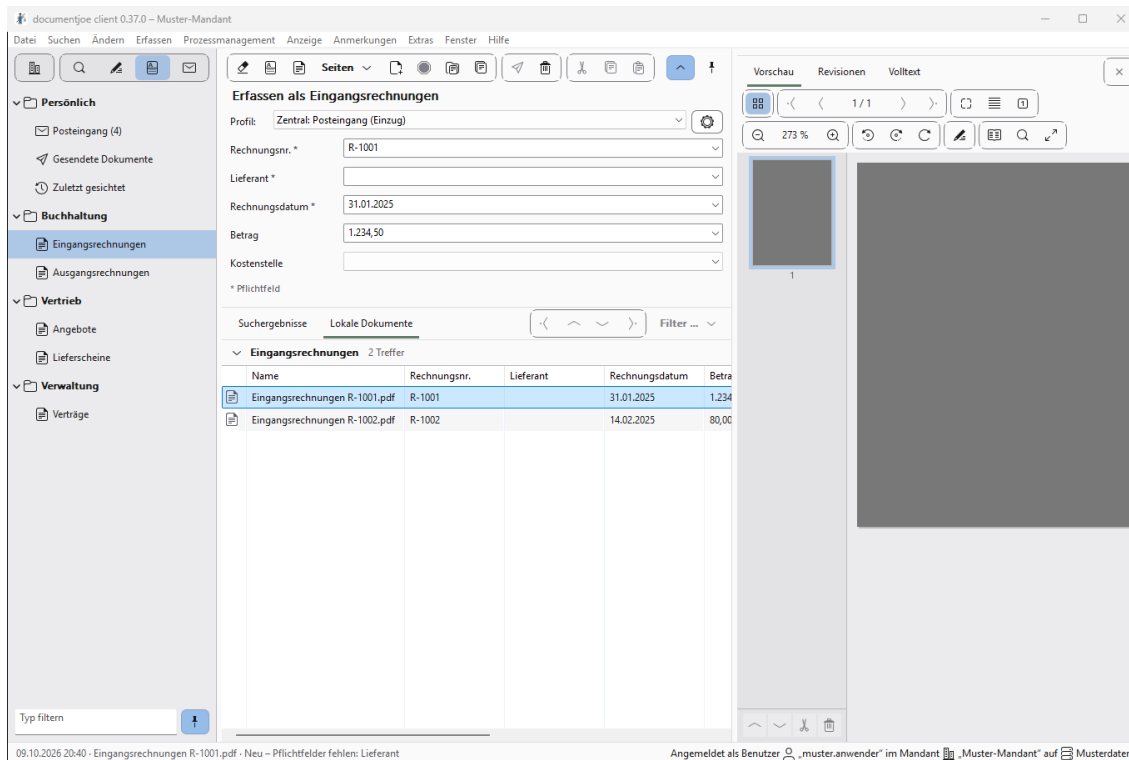
Übernehmen **Abbrechen**

Die Zuordnung der Dokumententypen und Felder vor dem Import

4. **Übernehmen:** Die Dokumente erscheinen in **Lokale Dokumente**. Seitenbilder wandelt der Client dabei in ein PDF um, mehrere Bilder eines Dokuments werden zu einem PDF zusammengefügt. Pro Lauf übernimmt er höchstens 1000 Dokumente. Dokumente, die schon aus derselben Quelle importiert wurden, erkennt er an ihrer Herkunft und überspringt sie, auch wenn sie inzwischen gelöscht sind. Was er überspringt, nennt er in der

Meldung unten. Auch beim Einchecken legt der Server dasselbe Quelldokument nie zweimal an; in diesem Fall steht im Status „Schon importiert (Dok.-Nr. ...)“.

5. **Prüfen und einchecken:** Die Werte stehen in der Indexmaske, Datum und Zahlen sind schon in die Schreibweise des Mandanten umgewandelt. Der Status zeigt, was noch fehlt, zum Beispiel ein Pflichtfeld. Prüfen und ergänzen Sie die Werte und checken Sie die Dokumente ein, wie bei neuen Dokumenten.



Die importierten Dokumente in „Lokale Dokumente“

Revisionen übernehmen: Kennt die Importbeschreibung die Revisionsliste der Quelle, steht im Zuordnungsdialog der Schalter **Alle Revisionen übernehmen**. Er ist für Administratoren des Mandanten eingeschaltet und für alle anderen gesperrt. Ist er an, bekommt jedes Dokument beim Einchecken seine Revisionen der Reihe nach, jeweils mit **Zeitpunkt und Autor der Quelle**. Eine Revision, die in der Quelle nur eine Änderung der Indexwerte war, wird eine Index-Revision. Die Historie sehen Sie wie sonst in der Dokument-Info. Ohne den Schalter kommt nur die neueste Datei, mit Ihnen als Autor. Bricht das Einchecken mitten in der Kette ab, meldet die Liste „Revisionen nur teilweise übernommen“ mit der Dokumentnummer; das Dokument ist dann schon im Archiv und lässt sich nicht noch einmal importieren. Rufen Sie in dem Fall Ihre Administration.

Der Client schreibt nichts in die Quelle. Er liest nur und legt die Dokumente

zunächst lokal ab.

7 Weitergeben

7.1 Speichern unter

Datei → Speichern unter ... speichert das gewählte Dokument als Datei. Der Dateiname setzt sich aus bis zu drei Indexfeldern zusammen. Welche Felder und welches Trennzeichen, stellen Sie unter **Extras → Einstellungen ...** im Bereich „Speichern unter / E-Mail“ ein.

Datei → Kopie lokal laden legt eine Kopie des Dokuments in „Lokale Dokumente“.

7.2 Senden per E-Mail

- **Datei → Senden an E-Mail (Anhang)** öffnet eine neue Nachricht in Ihrem E-Mail-Programm. Das Dokument hängt als Datei an.
- **Datei → Senden an E-Mail (Link)** fügt stattdessen einen Link auf das Dokument ein.

Der Name des Anhangs folgt denselben Regeln wie bei „Speichern unter“.

7.3 Link kopieren

Datei → Link kopieren legt einen Link auf das Dokument in die Zwischenablage. Wer den Link öffnet, braucht den Client und das Recht an dem Dokument.

7.4 Link öffnen

Ein Link auf ein Dokument beginnt mit `pngxc://`. Wer ihn öffnet, startet den Client oder, wenn er schon läuft, springt in dessen Fenster zum Dokument. Haben Sie den Mandanten gewechselt, wechselt der Client mit.

7.5 Drucken

Datei → Drucken ... (Strg+P) druckt das gewählte Dokument auf einem Drucker Ihres Windows-Systems.

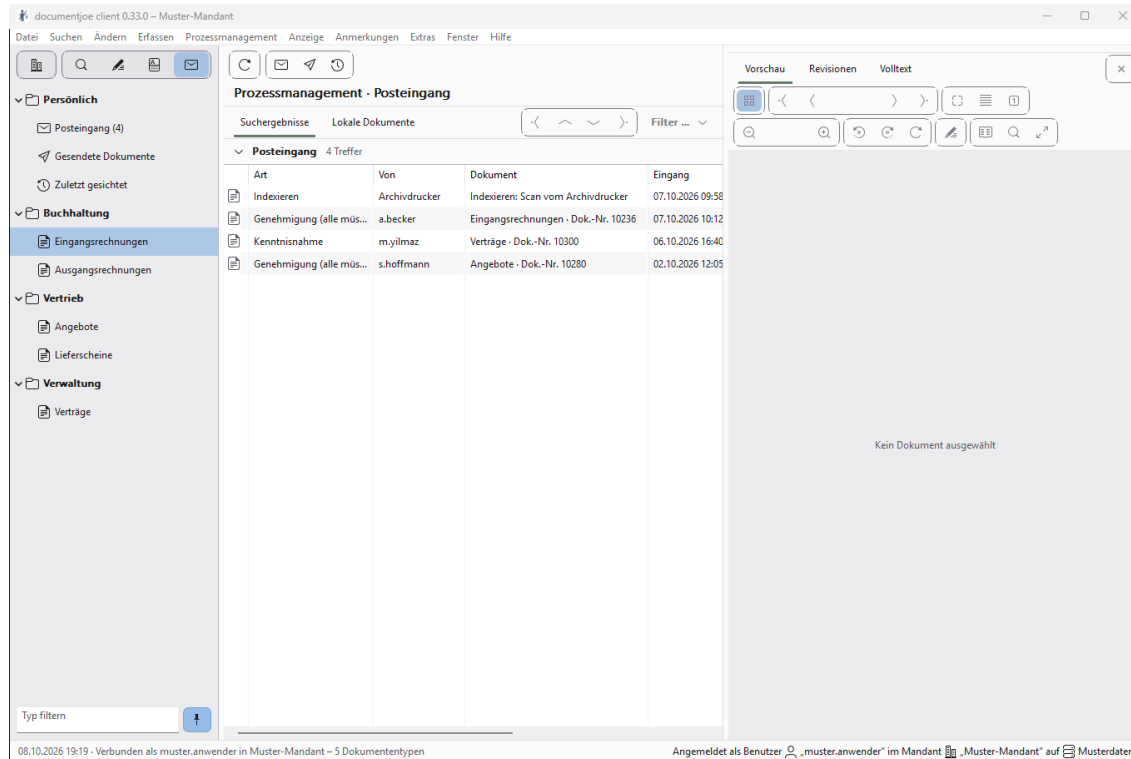
7.6 Trefferliste exportieren

Suchen → Trefferliste exportieren ... schreibt die Treffer samt Dokumenten in einen neuen Unterordner. Wählen Sie den Umfang (alle Treffer oder die markierten), den Zielordner und den Namen des Unterordners. Im Ordner liegen

eine Datei `exportindex.html`, die sich in jedem Browser öffnen und durchsuchen lässt, sowie `export.json` und die Dokumente. Mit „Dokumenttext für die Suche mitnehmen“ wird auch der Inhalt durchsuchbar, der Export wird dadurch größer und langsamer.

8 Kurzprozesse

Kurzprozesse geben ein Dokument zur Kenntnissnahme oder zur Genehmigung an Kolleginnen und Kollegen. Sie arbeiten im Bereich **Prozessmanagement** (F10).



Der Posteingang im Bereich „Prozessmanagement“

8.1 Posteingang

Der Posteingang zeigt, was an Sie gesendet wurde: Art des Auftrags, Absender, Dokument und Eingang. Kommt ein Auftrag nur über eine Gruppe zu Ihnen, steht in der Spalte „Kommentar“ der Hinweis „für Gruppe ...“, und die Zeile trägt vorn das Gruppensymbol (sonst das Symbol einer Person). Auch unter „Gesendete Dokumente“ und in der Prozesshistorie eines Dokuments zeigt das Zeilensymbol, ob ein Auftrag an Personen oder (auch) an eine Gruppe ging. Die Zahl hinter „Posteingang“ in der Seitenleiste nennt die offenen Aufträge.

Prozessmanagement → Posteingang aktualisieren holt neue Eingänge. Unter „Gesendete Dokumente“ sehen Sie, was Sie selbst gesendet haben, unter „Zuletzt gesichtet“ die Dokumente, die Sie zuletzt angesehen haben.

Bei einem Auftrag „Indexieren“ weist Ihnen die Poststelle ein gescanntes Dokument zum Erfassen der Indexfelder zu, zum Beispiel einen Ausdruck vom

Archivdrucker. Mit **Weiterleiten ...** geben Sie den Auftrag an eine andere Person oder Gruppe. Die bisherigen Empfänger verlieren ihn dann. Einen Fehldruck löschen Sie.

So erfassen Sie einen Eingang:

1. Wählen Sie den Auftrag und checken Sie ihn aus. Die Maske zeigt oben den Dokumententyp, der vorbelegt und änderbar ist, und darunter dessen Felder. Eine laufende Nummer ist grau und zeigt die nächste Nummer als Vorschau.
2. Tragen Sie die Indexfelder ein. Der Client prüft die Pflichtfelder vorher.
3. Checken Sie das Dokument ein. Es wechselt in den Zieltyp, der Server vergibt die laufende Nummer, und der Auftrag ist für alle Empfänger erledigt.

Ein Rechtsklick auf den Auftrag öffnet das Kontextmenü: Indexieren (Auschecken, Einchecken, Auschecken rückgängig, Weiterleiten, Löschen), Kurzprozesse (Gelesen, Genehmigt, Abgelehnt, Senden an Benutzer) sowie immer Dokument-Info, Prozesshistorie und Posteingang aktualisieren.

8.2 Dokument senden

1. Wählen Sie ein Dokument und dann **Prozessmanagement → Senden an Benutzer**
2. Wählen Sie die Art: „Kenntnisnahme (keine Rückmeldung nötig)“ oder eine Genehmigung.
3. Tragen Sie bei Bedarf eine Frist ein, wählen Sie die Empfänger und schreiben Sie einen Kommentar. Empfänger können Personen und **Gruppen** sein; die Gruppen des Mandanten stehen mit „Gruppe ...“ vor den Personen. Eine Gruppe zählt als ein Empfänger: Ein beliebiges Mitglied erledigt den Auftrag für die ganze Gruppe, und die Prozesshistorie nennt das Mitglied. Vor jeder Person steht in der Liste das Symbol einer Person, vor jeder Gruppe das Symbol mehrerer Personen.
4. Wählen Sie „Senden“.

Senden an Benutzer

Eingangsrechnungen · Dok.-Nr. 10236

Art

Kennntnisnahme (keine Rückmeldung nötig)

Frist (optional)

TT.MM.JJJJ

Empfänger

Mehrere möglich. Auswählbar sind alle, die diesen Mandanten schon benutzt haben. Eine Gruppe zählt als ein Empfänger: ein beliebiges Mitglied erledigt den Auftrag für die Gruppe.

Personen und Gruppen filtern

☐ Gruppe Buchhaltung

☐ Gruppe Vertrieb

☐ a.becker

☐ m.yilmaz

☐ s.hoffmann

☐ t.keller

Kommentar

Senden

Abbrechen

Der Dialog „Senden an Benutzer“ mit zwei Gruppen und mehreren Personen

8.3 Antworten

Wählen Sie im Posteingang einen Auftrag und dann:

Menüpunkt

Gelesen

Genehmigt

Abgelehnt

Weiterleiten ...

Prozesshistorie

Wirkung

Kennntnisnahme bestätigen

Genehmigung erteilen

Genehmigung verweigern

an eine andere Person weitergeben

alle Schritte zu diesem Dokument

ansehen

Der Absender sieht die Antwort in seinen „Gesendeten Dokumenten“.

documentjoe Client für Windows · Version 0.40.1

Seite 35

9 Einstellungen und Updates

Extras → Einstellungen ... (Strg+,) öffnet die Einstellungen mit den Bereichen auf der linken Seite. Mit „Speichern“ übernehmen Sie die Änderungen.

Einstellungen

Server und Mandanten

Mit Server-Adresse meldest du dich am Server an und wählst einen Mandanten (Datei → Mandant wechseln).

Server-Adresse:

Mandant beim Start:

Verbindung testen:

Bitte zuerst am Server anmelden und einen Mandanten öffnen.

Die Einstellungen, Bereich „Server und Mandanten“

Bereich

Server und Mandanten

Updates

Einchecken

Anzeige

Meldungen

Speichern unter / E-Mail

Cache

Inhalt

Serveradresse und Mandant beim Start,
Verbindung testen
installierte Version, Suche nach
Updates, Update-Quelle
automatisches Einchecken nach der
Indexerfassung oder -änderung
Darstellung (hell, dunkel oder wie
Windows), Spalten der Trefferliste,
abwechselnde Zeilenfarben, neu
gescanntes Dokument sofort anzeigen
Erinnerung beim Beenden, Rückfrage
beim Zusammenfassen
Felder und Trennzeichen für
Dateinamen
lokaler Zwischenspeicher für

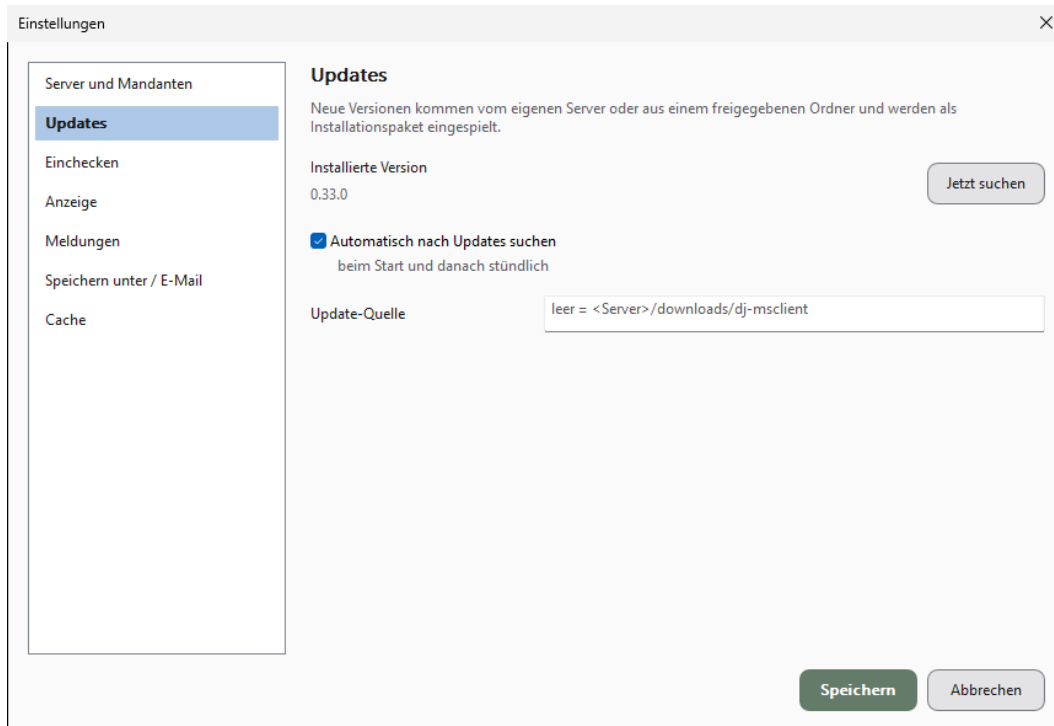
Bereich

Inhalt

ausgecheckte Dokumente,
Eingabeverlauf der Suchfelder löschen

Die Darstellung „hell“ oder „dunkel“ gilt erst nach einem Neustart des Clients.

9.1 Updates



Der Bereich „Updates“ mit installierter Version

Der Client sucht beim Start und danach stündlich nach einer neueren Version. Die Pakete kommen vom Server Ihres Unternehmens oder aus einem freigegebenen Ordner, den Sie unter „Update-Quelle“ eintragen. Ist die Quelle leer, nimmt der Client die Adresse des Servers. Mit „Jetzt suchen“ oder **Hilfe → Nach Updates suchen ...** prüfen Sie von Hand. Ein gefundenes Update wird als Installationspaket eingespielt.

10 Tastenkürzel und Fehler melden

10.1 Tastenkürzel

Taste	Wirkung
F4	Seitenleiste zeigen oder ausblenden
F5	Neu verbinden
F6, F7, F8, F10	Bereich Suchen, Ändern, Erfassen, Prozessmanagement
F9	Einchecken
Umschalt+F9	Auschecken
F12	Nur Dokument (Vollbild)
F3, Umschalt+F3	nächster, vorheriger Treffer im Dokument
Strg+F	im Dokument suchen
Strg+F6, Strg+F7	Suchergebnisse, Lokale Dokumente
Strg+A, Strg+T	alles auswählen, Auswahl umkehren
Strg+Pfeil hoch, Strg+Pfeil runter	Dokument davor, danach
Strg+D, Strg+I, Strg+R, Strg+O	Seiten anfügen, einfügen, alle ersetzen, eine ersetzen
Strg+P	Drucken
Strg+M	Mandant wechseln
Strg+,	Einstellungen
Alt+Eingabe	Dokument-Info
Alt+N	Dokumentnotiz
Umschalt+Entf	Dokument löschen
Entf	gewählte Anmerkung löschen
Strg+Q	Beenden

10.2 Fehler melden

Der Client schreibt Abstürze, unbehandelte Fehler und Hinweise in ein lokales Protokoll. Nach einem Absturz oder Fehler fragt er jedes Mal, ob er einen Bericht senden soll. Von Hand geht es mit **Hilfe → Fehlerbericht senden** Dort beschreiben Sie, was Sie getan haben und was passiert ist.

Der Bericht enthält:

- Programmversion und Systemangaben und die letzten Meldungen des Clients,
- den Ort, an dem Sie waren (Bereich, Dokumententyp), und die letzten 30 Bedienschritte (Menüpunkte, Knöpfe, Dialoge). Namen in Listen und

- eingegebene Werte sind nicht dabei,
• auf Wunsch ein Bildschirmfoto des Fensters. Der Schalter dafür im Sendedialog ist standardmäßig aus.

Namen und Mandantenkennungen ersetzt der Client durch Kürzel, Kennwörter und Anmeldemarken entfernt er. Sie sehen vor dem Senden, was übertragen wird. Der Bericht geht verschlüsselt an die Annahmestelle. Ohne Verbindung wartet er im Postausgang und geht beim nächsten Start hinaus.

10.3 Über das Programm

Hilfe → Über documentjoe client zeigt Version und Beschreibung. Mit „Lizenzhinweise“ öffnen Sie den Lizenzbrowser mit den freien Bestandteilen, die der Client enthält.

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11.2 PDFium: abseil

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11.4 PDFium: dragonbox-Apache2-LLVM

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11.7 PDFium: freetype

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11.8 PDFium: harfbuzz

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JSON parsing library (nlohmann/json)

File: vendor/json/upstream/single_include/nlohmann/json.hpp (only for ICU4C)

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File: sorttable.js (only for ICU4J)

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11.10 PDFium: lcms

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11.11 PDFium: libjpeg_turbo

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This file contains the following sections:

OVERVIEW	General description of JPEG and the IJG software.
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REFERENCES	Where to learn more about JPEG.
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Other documentation files in the distribution are:

User documentation:

doc/usage.txt	Usage instructions for cjpeg, djpeg, jpegtran, rdjpgcom, and wrjpgcom.
doc/*.1	Unix-style man pages for programs (same info as usage.txt).
doc/wizard.txt	Advanced usage instructions for JPEG wizards only.
doc/change.log	Version-to-version change highlights.

Programmer and internal documentation:

doc/libjpeg.txt	How to use the JPEG library in your own programs.
src/example.c	Sample code for calling the JPEG library.
doc/structure.txt	Overview of the JPEG library's internal structure.
doc/coderules.txt	Coding style rules --- please read if you contribute code.

Please read at least usage.txt. Some information can also be found in the JPEG FAQ (Frequently Asked Questions) article. See ARCHIVE LOCATIONS below to find out where to obtain the FAQ article.

If you want to understand how the JPEG code works, we suggest reading one or more of the REFERENCES, then looking at the documentation files (in roughly the order listed) before diving into the code.

OVERVIEW =====

This package contains C software to implement JPEG image encoding, decoding, and transcoding. JPEG (pronounced "jay-peg") is a standardized compression method for full-color and grayscale images. JPEG's strong suit is compressing photographic images or other types of images that have smooth color and brightness transitions between neighboring pixels. Images with sharp lines or other abrupt features may not compress well with JPEG, and a higher JPEG quality may have to be used to avoid visible compression artifacts with such images.

JPEG is normally lossy, meaning that the output pixels are not necessarily identical to the input pixels. However, on photographic content and other "smooth" images, very good compression ratios can be obtained with no visible compression artifacts, and extremely high compression ratios are possible if you are willing to sacrifice image quality (by reducing the "quality" setting in the compressor.)

This software implements JPEG baseline, extended-sequential, progressive, and lossless compression processes. Provision is made for supporting all variants

of these processes, although some uncommon parameter settings aren't implemented yet. We have made no provision for supporting the hierarchical processes defined in the standard.

We provide a set of library routines for reading and writing JPEG image files, plus two sample applications "cjpeg" and "djpeg", which use the library to perform conversion between JPEG and some other popular image file formats. The library is intended to be reused in other applications.

In order to support file conversion and viewing software, we have included considerable functionality beyond the bare JPEG coding/decoding capability; for example, the color quantization modules are not strictly part of JPEG decoding, but they are essential for output to colormapped file formats. These extra functions can be compiled out of the library if not required for a particular application.

We have also included "jpegtran", a utility for lossless transcoding between different JPEG processes, and "rdjpgcom" and "wrjpgcom", two simple applications for inserting and extracting textual comments in JFIF files.

The emphasis in designing this software has been on achieving portability and flexibility, while also making it fast enough to be useful. In particular, the software is not intended to be read as a tutorial on JPEG. (See the REFERENCES section for introductory material.) Rather, it is intended to be reliable, portable, industrial-strength code. We do not claim to have achieved that goal in every aspect of the software, but we strive for it.

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REFERENCES

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We recommend reading one or more of these references before trying to understand the innards of the JPEG software.

The best short technical introduction to the JPEG compression algorithm is
Wallace, Gregory K. "The JPEG Still Picture Compression Standard",
Communications of the ACM, April 1991 (vol. 34 no. 4), pp. 30-44.
(Adjacent articles in that issue discuss MPEG motion picture compression, applications of JPEG, and related topics.) If you don't have the CACM issue handy, a PDF file containing a revised version of Wallace's article is available at <http://www.ijg.org/files/Wallace.JPEG.pdf>. The file (actually a preprint for an article that appeared in IEEE Trans. Consumer Electronics) omits the sample images that appeared in CACM, but it includes corrections and some added material. Note: the Wallace article is copyright ACM and IEEE, and it may not be used for commercial purposes.

A somewhat less technical, more leisurely introduction to JPEG can be found in "The Data Compression Book" by Mark Nelson and Jean-loup Gailly, published by M&T Books (New York), 2nd ed. 1996, ISBN 1-55851-434-1. This book provides good explanations and example C code for a multitude of compression methods including JPEG. It is an excellent source if you are comfortable reading C code but don't know much about data compression in general. The book's JPEG sample code is far from industrial-strength, but when you are ready to look at a full implementation, you've got one here...

The best currently available description of JPEG is the textbook "JPEG Still Image Data Compression Standard" by William B. Pennebaker and Joan L. Mitchell, published by Van Nostrand Reinhold, 1993, ISBN 0-442-01272-1. Price US\$59.95, 638 pp. The book includes the complete text of the ISO JPEG standards (DIS 10918-1 and draft DIS 10918-2).

The original JPEG standard is divided into two parts, Part 1 being the actual specification, while Part 2 covers compliance testing methods. Part 1 is titled "Digital Compression and Coding of Continuous-tone Still Images, Part 1: Requirements and guidelines" and has document numbers ISO/IEC IS 10918-1, ITU-T T.81. Part 2 is titled "Digital Compression and Coding of Continuous-tone Still Images, Part 2: Compliance testing" and has document numbers ISO/IEC IS 10918-2, ITU-T T.83.

The JPEG standard does not specify all details of an interchangeable file format. For the omitted details, we follow the "JFIF" conventions, revision 1.02. JFIF version 1 has been adopted as ISO/IEC 10918-5 (05/2013) and

Recommendation ITU-T T.871 (05/2011): Information technology - Digital compression and coding of continuous-tone still images: JPEG File Interchange Format (JFIF). It is available as a free download in PDF file format from <https://www.iso.org/standard/54989.html> and <http://www.itu.int/rec/T-REC-T.871>. A PDF file of the older JFIF 1.02 specification is available at <http://www.w3.org/Graphics/JPEG/jfif3.pdf>.

The TIFF 6.0 file format specification can be obtained from <http://mirrors.ctan.org/graphics/tiff/TIFF6.ps.gz>. The JPEG incorporation scheme found in the TIFF 6.0 spec of 3-June-92 has a number of serious problems. IJG does not recommend use of the TIFF 6.0 design (TIFF Compression tag 6). Instead, we recommend the JPEG design proposed by TIFF Technical Note #2 (Compression tag 7). Copies of this Note can be obtained from <http://www.ijg.org/files/>. It is expected that the next revision of the TIFF spec will replace the 6.0 JPEG design with the Note's design. Although IJG's own code does not support TIFF/JPEG, the free libtiff library uses our library to implement TIFF/JPEG per the Note.

ARCHIVE LOCATIONS =====

The "official" archive site for this software is www.ijg.org. The most recent released version can always be found there in directory "files".

The JPEG FAQ (Frequently Asked Questions) article is a source of some general information about JPEG. It is available at <http://www.faqs.org/faqs/jpeg-faq>.

FILE FORMAT COMPATIBILITY =====

This software implements ITU T.81 | ISO/IEC 10918 with some extensions from ITU T.871 | ISO/IEC 10918-5 (JPEG File Interchange Format-- see REFERENCES). Informally, the term "JPEG image" or "JPEG file" most often refers to JFIF or a subset thereof, but there are other formats containing the name "JPEG" that are incompatible with the original JPEG standard or with JFIF (for instance, JPEG 2000 and JPEG XR). This software therefore does not support these formats. Indeed, one of the original reasons for developing this free software was to help force convergence on a common, interoperable format standard for JPEG files.

JFIF is a minimal or "low end" representation. TIFF/JPEG (TIFF revision 6.0 as modified by TIFF Technical Note #2) can be used for "high end" applications that need to record a lot of additional data about an image.

TO DO =====

Please send bug reports, offers of help, etc. to jpeg-info@jpegclub.org.

11.12 PDFium: libjpeg_turbo

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11.21 PDFium: zlib

/* zlib.h -- interface of the 'zlib' general purpose compression library
version 1.3.2.1, February xxth, 2026

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Jean-loup Gailly Mark Adler
jloup@zip.org madler@alumni.caltech.edu

The data format used by the zlib library is described by RFCs (Request for Comments) 1950 to 1952 at <https://datatracker.ietf.org/doc/html/rfc1950> (zlib format), rfc1951 (deflate format) and rfc1952 (gzip format).

*/

11.22 Yaru-Symbole

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```
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