

# Product Description

## d.velop documents

### (cloud)

## 1 Summary

This service description describes the product-specific functions of d.velop documents (cloud).

d.velop documents enables the customer to digitally manage and store documents and dossiers. Authorization controls can be used to differentiate access rights to content for different users. Configuration options enable the customer to define retention periods. By defining rules, incoming documents can be automatically sorted into dossiers and new dossiers can be automatically created.

Services relating to support and maintenance of d.velop documents (cloud) are described in the "Service Level Agreement Cloud & SaaS."

## 2 Definitions

### Batches and batch processing

A batch refers to a collection of pages that have been imported in the import area by scanning or uploading. A batch is not automatically saved in d.velop documents, but must first be indexed during batch processing and then saved as one or more documents in d.velop documents. Batches can be processed manually or automatically.

### Document separation

During batch processing, the pages of a batch can be separated into several documents, which can then be indexed and saved as individual documents in d.velop documents.

### Categories, document types, dossier types

Documents and dossiers always have exactly one category in d.velop documents. Category is the generic term for the document type or dossier type. A category is defined by a set of properties. Using the category's properties, the customer can control, among other things, access authorizations and automatic dossier generation.

### Properties/metadata

A document or dossier contains properties (known as metadata) that describe it in more detail. Properties are divided into "common properties" (properties that are the same for all categories) and "advanced properties" (properties that are individual and category-specific). Information about versions, history, notes and annotations are stored as metadata for documents and dossiers. Properties can be predefined by d.velop, but can also be defined by the customer.

## 3 Architecture

The scope of functions of d.velop documents comprises a number of services, which in turn contain further services and which include the range of functions described in section 4. The overall product with its defined range of functions results from the interaction of these services via interfaces. A software as a service architecture is used for this purpose. This is a microservice architecture in which each microservice implements a self-contained range of functions. A service contains the user interface, the server logic and the data storage for the respective functions. We refer to these microservices as apps.

Apps provide their functions via HTTP REST and access other apps via HTTP REST.

The user operates the product via a web client in their browser. The technical administration of d.velop documents is carried out from an administration area within the web client (technical DMS config app).

## **4 Scope of functions of d.velop documents (cloud)**

### **4.1 Scope of functions**

#### **4.1.1 Functional area: Incoming documents**

##### **(Batch-based) scanning (workstation or network scanner)**

The customer can scan documents with local or network scanners and import them into d.velop documents as a scan batch. The customer can integrate several scanners and select them from a list.

##### **E-mail archiving via e-mail inboxes**

The customer can set up 'function mailboxes' which can be reached via a separate e-mail address. E-mails can be forwarded to these mailboxes, where they, along with their attachments, can be further processed in d.velop documents according to configured rules (directly or via manual batch processing), enriched with static metadata and saved.

##### **Barcode recognition for properties**

d.velop documents can be configured to read barcode values on documents during the import process and automatically save them in defined metadata fields. The customer can treat different types and orientations of barcodes differently by defining barcode profiles. The following barcode types are supported: Codabar, data matrix, EAN-8, EAN-13, QR code, RSS-14, RSS-Expanded, UPC-A, UPC-E, Code 128, Code 93, Code 39 and ITF.

##### **Document separation using barcodes/QR codes**

The customer can configure d.velop documents to automatically set document separators based on barcodes. A barcode indicates the point at which the document is to be separated.

##### **Read xRechnung invoices (CII and UBC types)**

Documents of type CII and UBC (electronic invoices or invoices in the xRechnung XML format) can be imported into d.velop documents. These documents are displayed in the batch processing and document management areas in a human-readable format. During the import process, invoice information from electronic invoices can be evaluated via defined rules and saved as metadata for the document.

##### **Manual document upload**

Documents can be uploaded manually into d.velop documents. To do this, the customer can either select one or more documents on the hard disk and upload them, or drag and drop them onto one of the following places in the user interface: Import widget on the start page (dashboard), import area of d.velop documents (technical inbound app), dossier.

##### **Reusable templates for document import**

The customer can save templates for importing documents based on previous entries and reuse them for future imports. The metadata and category entered in the template are then copied/pre-filled into the corresponding fields when the template is used. You can create, rename and delete the templates, and you can copy the link for sharing the template to the clipboard.

### **Edit pages during import**

Before saving them in d.velop documents, the customer can edit imported documents during batch processing. Page editing includes rotating, moving and deleting. By setting document separators, the customer can determine how many and which of the pages are to be saved as individual documents in d.velop documents. Document separation can also be configured so that a document is always separated after a defined number of pages.

### **Optical character recognition (OCR)**

When PDF documents are imported and where technically feasible, the system automatically carries out OCR to generate machine-readable text from text that is not machine-readable. The OCR data is stored with the document and thus enables functions such as full-text searches of scanned documents.

### **Automatic storage in the document management system**

By configuring import profiles and DMS settings, the customer can specify that incoming documents are automatically saved in d.velop documents according to defined rules (i.e. without further manual effort required) and sorted into the correct dossiers.

### **AI-based automatic separation of document batches**

The customer can have document separators set automatically by using d.velop's own AI service. This service attempts to recognize the points in a batch of pages where a new (logical) document starts and sets the document separator there. The recognition accuracy depends on the type of document and is below 100%. It may be necessary to check the separation manually.

### **AI-based automatic categorization of documents**

The customer can have a document's category determined automatically using d.velop's own AI service. The service attempts to identify the category of the imported document and saves the category in the document properties. The three most likely categories are offered for selection, with the most likely category preselected. The recognition accuracy depends on the type of document and is below 100%. It may be necessary to check the category manually.

### **Import via REST API (interface)**

Documents can be imported and the associated categories and properties transmitted via a documented public programming interface (Public REST API).

### **Create Microsoft 365 Office documents**

d.velop documents can be configured such that the customer can create documents from Microsoft 365 (Word, Excel, PowerPoint) directly from d.velop documents (in the context of a dossier or without context) and save them in d.velop documents. In addition, the documents can be edited directly in the browser using a Microsoft 365 integration.

### **Scan from mobile devices**

Multi-page documents can be scanned using the mobile app for iOS (d.velop mobile) and saved in d.velop documents.

Alternatively, d.velop documents can be used as a web application in the browser of a mobile device, and documents can be captured with the camera and saved in d.velop documents.

## **4.1.2 Functional area: Document management and archiving**

### **Document storage**

Documents and their metadata can be saved in d.velop documents. These are saved in a digital document repository in the client's databases.

## Versioning and version overview

Documents are automatically versioned when new document versions are released. Each release that contains a change results in a new version. By deleting the current version, you can use a previous version as the basis for making further edits. A version with the status "Processing" cannot be restored after deletion. You can display an overview of all versions and open certain versions to view them.

## Digital dossier generation (also automatically based on document properties)

The customer can configure (hierarchical) dossier trees in d.velop documents. A dossier serves as a logical bracket for a set of documents. Dossiers can contain documents or other dossiers. A dossier may be contained in one or more other dossiers. Dossiers can be manually created and then manually linked into other dossiers, or d.velop documents can be configured so that incoming documents automatically create matching dossiers based on their document properties if they do not already exist. Dossiers can have properties in the form of metadata and can also pass these on to incoming documents.

## Status concept for documents and dossiers

Dossiers and documents can be classified into different processing stages: Processing, Verification, Release or Archive. When a document or dossier with the status Processing is released, it is set to the status Release. If there was already a previous version of this document with the status Release, this version is automatically set to the status Archive. If this most recent version is deleted, the statuses of the documents and dossiers change in the reverse order to what is described above.

## Manage categories and metadata

With d.velop documents, documents and dossiers can be classified into categories and assigned metadata. d.velop documents also offers an administration area for managing these categories and metadata. In this area, properties can be created, edited and deleted and datasets can be assigned to them. The customer can create, edit and delete categories for documents (document types) and dossiers (dossier types) and assign properties to them. Retention periods can be defined for categories, deletion locks can be set up, the title can be generated dynamically and permissions can be configured.

## Define retention periods

For categories in d.velop documents, retention periods can be defined that depend on a date property of the category as selected by the customer. After the retention period has expired, the documents or dossiers in this category are automatically deleted. Deletion can be prevented during the retention period.

## Activity logs

For a dossier or document, all changes to the file or to properties can be tracked in a log and filtered by time period and keywords. The log also records changes to any retention periods or deletion blocks defined for a category.

## Edit with check-in and check-out

A document or dossier can be checked out for editing so that it cannot be edited by others. After editing, the document or dossier can be checked in and released for editing by others. A document that is currently being edited can also be checked out by another editor, thus withdrawing the original editor's ability to edit the document. This behavior can be configured by the customer.

## Full-text search in documents (also using OCR)

If there is a text extract for a document (e.g. one generated by the d.velop rendition service), the document's properties and contents can be searched using keywords. Dossiers can only have their properties searched using keywords. For machine-readable PDF documents, the system can show the location(s) of the search word.

### Metadata search and search filter

The customer can search for documents and dossiers and narrow down their search results by faceting and filtering by metadata.

### Search in dossier trees

The customer can search in dossier trees by navigating through the trees starting from a specific dossier and the contents of dossiers can be displayed.

### Reusable search templates and search history

For recurring searches, search templates can be defined that contain properties as well as full-text search criteria. These templates can be organized into a personal folder tree and shared with other users via a link. Search templates can be watched and the customer can be notified by e-mail of any changes to the content of a search template's result set.

### Lists of favorites for dossiers and documents

Documents and dossiers can be added to favorites, which enables faster access. Favorites can be grouped thematically into lists. Favorites can be accessed via the favorites widget on the start page (dashboard) as well as from the user's personal area. Changes to the lists of favorites can be watched and the customer can be notified of changes by e-mail.

### Automatic PDF/A generation for long-term archiving

For incoming documents, a copy in the archival PDF-A format is automatically generated and saved as a dependent document to the original document. File formats that can be automatically converted to PDF-A are as follows: doc, docx, dot, dotx, xls, xlsx, xlsb, ppt, pptx, pot, potx, jpeg, tif, bmp, gif, png, pdf, txt, msg, eml, zip, rar, dgix, dgja, dgim. If the original document is a true duplicate of the automatically generated PDF-A document, the generated document is discarded to avoid duplicates. No PDF-A document is generated for other file formats, such as HTML files.

### Viewer for different file formats

Documents in d.velop documents can be viewed directly in the web client. This function is offered for the following file types: pdf, jpeg, bmp, tif, msg, eml, txt. The following formats are only available as a cloud service via a hybrid connector: doc, docx, dot, dotx, xls, xlsx, xlsb, ppt, pptx, pot, potx. It is technically possible to include viewers for other file formats via an extension point in the API.

### PDF editing (annotations, markups, drawings, freehand notes, rotating)

PDF documents can be marked up and annotated. Known as redlining, these markings are displayed on the document, can be shown and hidden and are saved separately from the document (no change to the original document).

The following information can be added, edited and deleted: Notes/comments, text, freehand drawings, highlighting (areas), geometric shapes, arrows, images.

When annotating texts, the customer can decide whether changes should always be saved automatically or only manually.

The file format in which the annotations and markups are saved (R1) is a proprietary file format that is only used by d.velop internal viewers and is not compatible with external solutions.

### Note function for documents and dossiers

Notes can be added to documents and dossiers. The notes then indicate who created them and the creation date on the document in question.

### Watch documents and dossiers (with change notifications)

The customer can receive e-mail notifications about changes to the contents of documents, dossiers, search results and lists of favorites.

### Merge and export PDF documents

Multiple PDF documents can be combined into one PDF document. The compiled document can then be downloaded and/or stored in d.velop documents. The compiled document can be edited (remove or rearrange pages and documents) and then its properties defined when it is saved it again.

## 4.1.3 Functional area: Workflows and business processes

### Task management

Tasks (relating to documents and dossiers or without a specific context) can be created, displayed, assigned, forwarded, marked as read or unread, edited, completed, reminded or automatically accepted. The customer can receive tasks personally or through a group to which they belong. The customer can track their activities as part of task management.

### Monitor and administer task lists

With the proper permissions, the customer can monitor the task lists of other users and forward tasks (individually or collectively) to other users as desired.

As the owner of a specific context/workflow, the customer can view all tasks in this context/workflow and forward tasks to other users (individually or collectively) or remind the recipients to complete the task.

### Task notifications

Users receive an e-mail notification when they have received a new task or when the reminder period for the task has expired. You also have the option to remind them by e-mail when the task has been completed or the due date has passed.

### Delegation rules for documents and processes

The customer can use rules to control which users are allowed to see and edit their tasks on their behalf when they are absent. The customer can set up different delegation rules for different contexts/workflows.

### d.velop process studio

d.velop documents platform edition business includes 1,000 workflow executions per productive tenant per month, and d.velop documents platform edition ultimate includes unlimited workflow executions. d.velop process studio provides tools for the automation and customization of processes. Depending on the pricing model selected, the tools can be used to design customer-specific processes in a Business Process Model and Notation (BPMN) modeler, arrange components in a form, and connect third-party systems using customer-specific JavaScript programming or via the Microsoft Power Platform connector. Once created, processes can also be monitored and administered with d.velop process studio.

## 4.1.4 Functional area: Connecting systems and data

### Connect third-party systems (ERP, CRM and others) via the API

d.velop documents offers an extensive public REST API, which you can use to connect and integrate other systems and proprietary developments. The exact scope of functions of the API is described in the publicly available documentation of the public API and is subject to change over time.

### Configurable connection of external data sources using business objects and custom logics

The customer can connect external data sources via business objects and make the data available in d.velop documents. Using this data, the customer can then carry out configurable validations against master data, automatically enrich property values of documents and dossiers from master data, and dynamically determine property datasets from master data.

### Integration in Microsoft 365 Outlook

Functions of d.velop documents can be integrated in a Microsoft 365 Outlook desktop client using a COM add-in in the Outlook client. This enables the customer to simultaneously file multiple items directly into predefined document repositories and categories. E-mails can be opened in another application (e.g. an ERP system). The customer can define a central folder where items are immediately moved when they are saved in the d.3 repository. The customer can search for a search term within the context of an e-mail, for example to find the customer dossier that matches the e-mail directly in the d.velop documents repository.

Functions of d.velop documents can also be used in the web client of Microsoft 365 Outlook. The scope of functions of the web add-in does not include multi-location storage of e-mails and direct search for search terms in d.velop documents.

### Connect portals via the API

The customer can use the open interface (public REST API) to connect their own portal solutions for provisioning or uploading documents. A fee is charged for using the open interface (public REST API) to connect portals and make documents available to users who do not have access to d.velop documents.

## 4.1.5 Functional area: Collaboration

### Forward tasks

With d.velop documents, users can forward one or more tasks they have received to other users who have access to d.velop documents. The tasks are then removed from the task list and appear in the task list of the person to whom the tasks were forwarded.

### Share/forward batches (document import)

Imported batches can be forwarded to another person who has access to d.velop documents. The user has the option to create a task with a task text for this person. The original user also retains access to the batch. A batch can only be processed by one person at a time. If a batch is being processed, other persons will receive a corresponding notification message when they attempt to process the batch.

### Share search/import templates using links

The customer can copy the link to saved search/import templates to the clipboard and share it with any other user of d.velop documents. These users can then also use the search/import templates and save them as their own templates.

### Share documents by link and e-mail

The customer can share one or more documents and dossiers as links via e-mail. With this function, an e-mail is automatically created and offered for download, which contains a corresponding text and the link to the shared items. A copy of one or more documents can be sent as an e-mail attachment. With this function, an e-mail is automatically created and offered for download, which contains a corresponding text and the attached document.

### Absence function with delegation rules

In their user profile, a user can configure their time off and out of office message, as well as the start and end of their time off. They also have the option to name another d.velop documents user as a delegate. This authorized delegate then has access to the tasks sent to the absent user(s) and can edit them.

### Share/release task lists

The customer can share their task list with one or more other users or groups in d.velop documents. These users/groups then have access to the tasks that are personally assigned to the customer. Tasks assigned to the customer via a group are not accessible to persons with whom the task list was shared, unless these persons are also in the same group and can access the group tasks this way.

### Electronic signature

The customer can have documents digitally signed from within d.velop documents platform edition. The number of included signatures depends on the documents product chosen. (d.velop documents platform edition basic includes 10 advanced seal signatures per tenant per month. d.velop documents platform edition business includes 50 advanced seal signatures per tenant per month. d.velop documents platform edition ultimate includes 100 advanced seal signatures per tenant per month). Further signatures (person-specific or seals) are subject to a fee and can be added via one of the available packages for the product d.velop sign for documents in the d.velop Store or as individual packages.

### Easily share documents with external parties

The customer can share one or more documents with external persons who do not have a license for d.velop documents. The documents are provided in a cloud storage space and can be accessed via a link. The link can be shared with other people. When sharing documents, the customer can decide whether the documents can only be read and downloaded or whether new versions can also be provided for the documents. You can set the period (max. 180 days) for which a shared link is valid/accessible. If a person with whom documents have been shared provides new versions of these documents, the person who shared them receives a corresponding notification and can now accept these versions as new versions of the document in d.velop documents.

## 4.1.6 Functional area: Configuration, infrastructure and security

### Entry points for scripts enable customization

The customer can react to events at various entry points defined in the product and execute customized, script-based logic. A public API makes it possible to query information from the DMS or execute actions in the DMS. The product's manner of functioning can be customized in this way.

### Integrated user management (with mass import)

The customer can create and delete users in d.velop documents. The customer can organize these users into user groups and create and delete these groups. The customer can organize several user groups into what are known as 'global groups'. The customer can search for entries by keyword within the list of users and groups. The customer can export/back up their created users and groups and restore these exports/backups later.

### Role-based and property-based entitlement management

In d.velop documents, the customer can assign access permissions for documents and dossiers on the category level. The objects to be authorized can be further restricted/filtered based on further properties of the category. These permission profiles can be assigned to user groups to give the users the corresponding permissions.

### Can be used with different devices (smartphone, tablet, PC)

The user interfaces of d.velop documents have a responsive design that allows them to be correctly displayed in a browser on mobile devices such as smart phones or tablets.

### Multiple languages and translation option

d.velop documents can be used in the following languages: Croatian, Czech, Danish, Dutch, English, Chinese (simplified), French, German, Italian, Polish, Serbian, Slovakian and Spanish. The language displayed is determined by the selected browser language. The customer also has the option to translate custom-created categories and properties into these languages.

### Two-factor authentication

Two-factor authentication via a TOTP-compatible authentication app can be configured for logging in to d.velop documents.

### Single sign-on (SSO)

The customer can set up single sign-on for d.velop documents using OpenID Connect.

### Active Directory (AD) integration (via ADFS, LDAP) (with filter function)

The customer can control user access management for d.velop documents from an external Active Directory. Filters can be used to restrict the users and user groups of the Active Directory.

### Authentication using additional identity providers (via OpenID Connect)

The customer can connect further OpenID Connect providers for authentication, which enables them to manage their users' authentication data outside of d.velop documents and use this data to log in to d.velop documents.

### Native mobile app (with offline use)

The customer can access d.velop documents via a native mobile app for iOS, iPadOS and Android (d.velop mobile).

Documents and dossiers can be made available for offline use. Documents are provided in the background, and the customer is notified once this is complete. The documents can be edited offline and then updated in d.velop documents once the user is online.

With the mobile app for iOS/iPadOS, multi-page documents can be scanned and saved as a multi-page PDF document.

## 4.2 Function models

### 4.2.1 d.velop documents – free for 30 days

By purchasing the service “d.velop documents – free for 30 days,” the customer receives d.velop documents with all functions (i.e. the scope of functions of d.velop documents ultimate) free of charge for 30 days. After 30 days, the customer can choose one of the three editions (basic, business, ultimate) or decide not to continue using d.velop documents. If the customer does nothing, the trial period automatically ends after 30 days and all documents and data entered by the customer up to that point will be deleted after a period of 30 days. If the customer decides to continue using d.velop documents within this period, the documents and data imported so far will be retained.

### 4.2.2 Editions

The following overview shows the scope of functions of d.velop documents (cloud) in the “d.velop documents basic,” “d.velop documents business” and “d.velop documents ultimate” editions.

- ✓ = function included in the edition
- Text = function is included as specified
- € = function can be added for a fee (e.g. from the [d.velop Store](#)).

Incoming documents	basic	business	ultimate
(Batch-based) scanning (workstation or network scanner)	✓	✓	✓
E-mail archiving via e-mail inboxes	✓	✓	✓
Barcode recognition for properties	✓	✓	✓

Document separation using barcodes/QR codes	✓	✓	✓
Read xRechnung invoices (CII and UBC types)	✓	✓	✓
Manual document upload	✓	✓	✓
Reusable templates for document import	✓	✓	✓
Edit pages during import	✓	✓	✓
Optical character recognition (OCR)	✓	✓	✓
Automatic storage in the document management system	✓	✓	✓
AI-based automatic separation of document batches		✓	✓
AI-based automatic categorization of documents		✓	✓
Import via REST API (interface)		✓	✓
Create Microsoft 365 Office documents		✓	✓
Scan from mobile devices			✓

Document management and archiving	basic	business	ultimate
Document storage <sup>1</sup>	100 GB <sup>1</sup>	1000 GB <sup>1</sup>	2000 GB <sup>1</sup>
Versioning and version overview	✓	✓	✓
Digital dossier generation (also automatically based on document properties)	✓	✓	✓
Status concept for documents and dossiers	✓	✓	✓
Manage categories and metadata	✓	✓	✓
Define retention periods	✓	✓	✓
Activity logs	✓	✓	✓
Edit with check-in & check-out	✓	✓	✓
Full-text search in documents (also using OCR)	✓	✓	✓
Metadata search and search filter	✓	✓	✓
Search in dossier trees	✓	✓	✓
Reusable search templates and search history	✓	✓	✓
Lists of favorites for dossiers and documents	✓	✓	✓
Automatic PDF/A generation for long-term archiving <sup>2</sup>	✓	✓	✓
Viewer for different file formats	✓	✓	✓
PDF editing (annotations, markups, drawings, freehand notes, rotating)	✓	✓	✓
Note function for documents and dossiers	✓	✓	✓
Watch documents and dossiers (with change notifications)	✓	✓	✓
Merge and export PDF documents		✓	✓

Workflows and business processes	basic	business	ultimate
Create, display, assign, forward, edit, remind or automatically accept tasks.	✓	✓	✓
Monitor and administer task lists	✓	✓	✓
Task notifications	✓	✓	✓
Delegation rules for documents and processes	✓	✓	✓
d.velop process studio <sup>3</sup>		✓	✓

Connecting systems and data	basic	business	ultimate
Connect third-party systems (ERP, CRM and others) via the API		✓	✓

Configurable connection of external data sources using business objects and custom logics	✓	✓
Integration in Microsoft Outlook	✓	✓
Connect portals via the API <sup>4</sup>	€ <sup>4</sup>	€ <sup>4</sup>

Collaboration	basic	business	ultimate
Forward tasks	✓	✓	✓
Share/forward batches (document import)	✓	✓	✓
Share search/import templates using links	✓	✓	✓
Share documents by link and e-mail	✓	✓	✓
Absence function with delegation rules	✓	✓	✓
Share/release task lists	✓	✓	✓
Electronic signature <sup>5</sup>	✓ <sup>5</sup>	✓ <sup>5</sup>	✓ <sup>5</sup>
Easily share documents with external parties		✓	✓

Configuration, infrastructure and security	basic	business	ultimate
Entry points for scripts enable customization	✓	✓	✓
Integrated user management (with mass import)	✓	✓	✓
Role-based and property-based entitlement management	✓	✓	✓
Can be used with different devices (smartphone, tablet, PC)	✓	✓	✓
Multiple languages and translation option	✓	✓	✓
Transport encryption (TLS/SSL)	✓	✓	✓
Data encryption (AES 265 bit)	✓	✓	✓
Two-factor authentication	✓	✓	✓
Single sign-on (SSO)		✓	✓
Active Directory (AD) integration (via ADFS, LDAP) (with filter function)		✓	✓
Authentication using additional identity providers (via OpenID Connect)		✓	✓
Native mobile app (with offline use)	€	€	✓

- 1) The cloud storage space is tenant-specific, i.e. per purchased cloud repository. The storage space can be extended flexibly for the prices mentioned in the current price list.
- 2) The following file formats are automatically converted to PDF upon import: doc, docx, dot, dotx, xls, xlsx, xlsb, ppt, pptx, pot, potx, jpeg, tif, bmp, gif, png, pdf, txt, msg, eml, zip, rar, dgix, dgia, dgim.
- 3) The d.velop documents business and ultimate editions include d.velop process studio with the corresponding functions and limitations as stated in the text. The scope of services of d.velop process studio is defined in the product description for d.velop process studio. For additional functions, d.velop process studio will need to be upgraded for a fee.
- 4) A fee is charged for using the open interface (REST API) to connect portals and make documents available to users who do not have access to d.velop documents. The price is €7.60 per 1000 documents downloaded via the interface.
- 5) documents basic includes 10 advanced seal signatures per tenant per year. documents business includes 50 advanced seal signatures per tenant per year. documents ultimate includes 100 advanced seal signatures per tenant per year. Further signatures (person-specific or seals) are subject to a fee and can be added via one of the available packages for the product d.velop sign for documents in the [d.velop Store](#) or as individual packages.