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winra – Legal Department Software

# winra-system requirements

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## **Business Unit Legal – In-house lawyers**

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# 1 Introduction and general informations

This document describes the technical requirements of winra and the demands on your IT environment in order to use winra productively.

For the operation of winra a file server and the MS SQL Database Server are sufficient. winra supports automatic software distribution programs. winra does not require an Application Server. Also, installation of a runtime engine etc. on the client PC is not required as well. The only exception here is the beA, the special electronic lawyer's mailbox for electronic legal transactions under German Law, which is provided by the BRAK, the German Federal Chamber of Lawyers. This beA interface requires the .NET Runtime 4.7.2 and the Visual C++ Redistributable 2012 version. However, these program files only have to be rolled out to the client PCs if the user wants to use the beA interface. Further information can be found in the chapter 5.

Additional general information:

- Installation: The winra installation files and installation instruction is provided in the download center of the winra-Website.
- Online-Support: We use the software "Teamviewer" for the online User-Support. In order to offer a fast and smooth support, we ask you to release this tool for online access. ([www.teamviewer.de](http://www.teamviewer.de))
- Backup: Backup your data has the highest priority. Please always perform a complete backup of the entire program, database and data inventory. If you need assistance in adjusting the data backup, then contact us!
- Virus scanning: We generally recommend the use of the latest virus scanners. It should only be used virus scanners that have been released for the appropriate operating system from the manufacturer.
- E-mail access: winra supports Microsoft® Outlook versions 2013 to Microsoft® Outlook 2019 and Lotus Notes 8.5.2 and later and Google Mail (Gmail) for Business.

We hope you enjoy this document.

For further questions please do not hesitate to contact us:


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Kind regards,  
your winra-Team!

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## 2 PC/Network Client

### 2.1 Reference notes

Installation of the winra-application on a file server is possible; local application installation is not required, but possible.

No special software installation on the workstations required, e.g. runtime engine is not necessary.

Exception: If the beA interface is to be used, the .NET Runtime 4.7.2 and the Visual C++ Redistributable 2012 must be installed on the clients. Wolters Kluwer does not provide these components. Further information can be found in the chapter 5.

Windows user rights on the workstations are necessary for the installation.

### 2.2 Technical requirements of the PCs/Workstations

Intel® Pentium™ 4 - 2 GHz 32-bit or 64-bit processor or comparable processor

2 GB RAM

In case of a local installation of the winra: 2 GB harddisk space on the workstation

### 2.3 Supported Operating Systems

Microsoft® Windows® 7 – Professional, Enterprise or Ultimate

Microsoft® Windows® 8 Pro and 8.1

Microsoft® Windows® 10 Pro

Any operating system will be supported in 32 Bit and 64 Bit, latest service packs are required.

### 2.4 Supported MS Office versions (incl. MS Outlook)

Microsoft® Office 2010 - 2019/365, latest service packs are required. Office 365 Webapps or Office Online (Webbrowser) will not be supported.

### 2.5 Supported Lotus Notes-Version (Client)

Lotus Notes® 8.5.2. and newer

Versions older than 8.5.2 as well as Basic Versions will be only supported with less winra functions

### 2.6 Supported Google Mail versions

Google Mail for business, latest version

## 3 File- and Terminalserver

### 3.1 Reference Notes

Server Virtualization will be supported

Single sign is possible

### 3.2 Server

Intel® Pentium™ 4 Single-Dual-Core System RAID 5 or mirrored HDD. More than 50 GByte is required.

32 Bit operation system: 3 GByte RAM

64 Bit operation system: mind. 4 GByte RAM

Please note, that the capacity depends on the needed data volume and the number of users.

### 3.3 Server-Operating Systems

Microsoft® Windows® Server 2012 (Standard)

Microsoft® Windows® Server 2012 R2

Microsoft® Windows® Server 2016

All operating systems will be supported in 32 bit and 64 bit, latest service packs are required.

### 3.4 Operating Systems for Terminalserver

Microsoft® Windows® Server, for supported versions please read *3.3 Server-Operating Systems*

Citrix Server (please ask for supported versions)

## 4 Database Server and Webserver

### 4.1 Reference Notes

For the winra-module "DMS 2" document management is required:

- The MS Windows-Operating Systems for the database server and the MS SQL-database server itself must be installed in the same bit mode (both 32 bit or both 64 bit)
- The following Filters must be installed by the customer on the database server for the full text search: IFilterpack for MS Office und Adobe PDF IFilter.

winra is capable to run on a Virtual Server

### 4.2 Database Server Software

Microsoft® SQL Server 2012 Standard and Enterprise Edition

Microsoft® SQL Server 2014 Standard and Enterprise Edition

Microsoft® SQL Server 2016 Standard and Enterprise Edition

Microsoft® SQL Server 2017 Standard and Enterprise Edition

Microsoft® SQL Server 2019 Standard and Enterprise Edition

All operating systems will be supported in 32 bit and 64 bit, latest service packs are required.

### 4.3 The winra-module "winra-WebPublisher"

WebPublisher only for existing customers because of replacement of the WebPublisher by the Online e-file" in 02/2019. Please contact us if you have any questions.

The following Open Source Software is need for this module. The customer will install this software:

Java Standard Edition Runtime in Version 8. The latest version (19-03) is Java SE 8 Update 201.

Apache Tomcat in Version 9. The latest version (19-03) is 9.0.16.

Apache HTTP Servers is recommended for Internet publishing.

## 5 beA – das besondere Anwaltspostfach (German Law)

Please consult your legal department about the requirements of the beA. Only then the following requirements are necessary:

The Microsoft® .NET Framework Version 4.7.2 and the Microsoft VC++ Redistributable 2012 are required to operate the beA interface.

These versions are usually included automatically when MS Windows 10 is used from April 2018.



## 6 OCR-Engine Abbyy FineReader

For the winra OCR function the OCR engine "FineReader" Abbyy is required. Please acquire this software at Wolters Kluwer Germany. It is currently supported in version 11<sup>th</sup>. For further informations please see [www.abbyy.de](http://www.abbyy.de).

The following languages will be supported:

German, English, Albanian, Bulgarian, Czech, Croatian, Danish, Dutch, Dutch (Belgium), Estonian, Finnish, French, German (new spelling), Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Norwegian, Polish, Portuguese, Roman, Russian, Serbian (Latin), Serbian (Cyrillic), Slovakian, Slovenian, Spanish, Swedish, Turkish

For the Asian and Arabic languages please ask for an auxiliary equipment of Abbyy.

German and English are factory-set. The fewer languages are activated, the faster and more accurate the recognition. Other languages can be set in the winra system administration.

### 6.1 Architecture

Installing ABBYY FineReader for winra required the following requirements:

A license server, a Windows service by Abbyy for the license control. This server needs only to be installed once in the network and will activate the license once at Abbyy. Then an online connection is no longer required. Please see required port below.

The FineReader program files. These files can be provided as winra, either on a network drive or copied locally on the client computer.

### 6.2 System requirements

**License Server: This Server will be activated only once using the TCP/IP Port.**

Latest Windows-Version

25 MB HDD

Free TCP/IP Port (Default: 3011)

Windows-Administrator rights will be required.

**Operation of OCR-Engine "FineReader":**

Latest Windows-Version

RAM: 1GB, more than 1,5 GB recommended

HDD:

- ca. 1 GB for program files of the FineReader
- 15 MB per page of the OCR-document on the local PC

## 7 Online-File

The online file enables the legal department to exchange files, documents and data via a highly secure web server.

The online file consists of three areas

- The websites
- A frontend server
- A backend server

There are 2 installation scenarios for the frontend server:

- 1) Hosting by Wolters Kluwer Germany
- 2) Hosting by the customer.

### 7.1 Webpages in the browser

Javascript is required for the correct display of the web pages of the online file. Cookies are required for session management. Both must therefore be activated in the browser.

### 7.2 Frontend-Server

The frontend server creates the Web pages and takes over session management.

The core properties of the frontend server are:

- RedHat compatible Linux in current version
- WordPress in current version
- Interface to Microsoft Office Online as preview component and for PDF conversion
- Core protected API interface to backend application
- Permanent "Up to Date" virus scan of uploaded documents using standard malware scanner ClamAV

#### 7.2.1 Hosting at Wolters Kluwer

The frontend server of the online file is hosted and operated in a computer center that is accredited according to DIN ISO 27001. The data center in which the online file is operated has an annual average availability of 99.5 percent.

The connection between frontend server and backend server is secured via a static VPN connection. The "SoftEther VPN" software is used for the VPN connection, which can be installed and configured during setup.

Advantages of hosting at Wolters Kluwer:

- Live status monitoring, reporting and troubleshooting using your own Nagios instance
- Computer center accredited according to DIN ISO 27001
- Data center reliability at 99.5 %

Prerequisites for connecting to the backend server:

- SoftEther VPN – Client
- Port 443 für die Verbindung zu Frontend-Server bei Wolters-Kluwer über VPN.

### 7.2.2 Hosting at the customer (on-premise)

As an alternative to hosting at Wolters Kluwer, the frontend server can also be hosted on your servers. Wolters Kluwer provides you with a preconfigured VM (virtual machine) for this purpose. The VM can be operated with Hyper-V and VMware.

#### Requirements:

- 2 public and free IP addresses (or reverse proxy structure)
- The Online File VM
- One HTTPS certificate for the online file (example: oa.kunden.de)
- A volume license of Office 2016 to purchase the Office Online Server
- From the volume program of Microsoft the "Office Online Server" which must be installed on a separate VM with public IP and as member of a domain and serves as viewer component for Word, Excel etc.. The "Office Online Server" is available for download in the Volume Licensing Service Center (VLSC). "Office Online Server is a component of MS Office. Therefore, it appears on every MS Office product page, including MS Office Standard 2016, MS Office Professional Plus 2016, and MS Office 2016 for Mac Standard.
- Office Online Server customization files for the online file (3 script files)
- A HTTPS certificate for the Office Online Server (Example: oos.kunde.de)
- A DMZ on the firewall in which the two servers can be operated.

### 7.3 Backend-Server

The backend server is called from the frontend server to retrieve data from your winra database. In addition, the backend server has a notification service that sends e-mails to the users of the online file to inform them about changes, for example.

#### Requirements for the backend server:

- Latest Windows
- .Net in version 4.7.2
- Open port 9070- this can be changed during the installation, but must be available first.
- Access to the winra database
- Access to an SMTP server (for the notification service)
- Port for control from winra - open for all clients on which winra runs. This can be identical to the port for the backend server.

The backend server is installed as a Windows service. Possible errors are stored in the Windows event log.

### 7.4 Other important technical data

#### 7.4.1 Data protection

Data from winra is neither stored in the frontend server nor in the backend server. While the backend server is completely stateless and retrieves the data for each process from the winra database, the frontend server stores data for the respective session. All stored session data is available in a form that does not allow direct inference from the file name to a specific file.

HTTPS is operated with current Cipher Suites in the standard and according to the valid Best Practices.

The online file, based on the underlying WordPress technology, stores cookies on the caller's computer which contain language and page settings, for example.

#### 7.4.2 Authentication

Online file accounts can be created in winra. These accounts consist of a user name, e-mail address, telephone number and password. A password can be assigned manually or winra creates it using a random generator. (This generator is re-initialized with the system time and should therefore always return different values). The password is salted and stored encrypted in the database.

A subsequent change of the password is possible both in winra and in the online file by the user.

Optionally, the winra access data can be sent to the user by e-mail.

#### 7.4.3 PDF-Download

The online file allows you to download documents and files in their original format and as PDF files. The download of a PDF document is transparent for both the user and the legal department, as the conversion is done online by the Microsoft Office Online Viewer via the integrated Microsoft WOPI interface.

## 8 Tapi-Interface

The Microsoft® TAPI-Interface 2.1 will be supported and must be provided by the telephone system of the customer. Wolters Kluwer will not support the installation of the CTI-environment.