



ALL FOUR PINACOS PACKAGES AT A GLANCE

	pinacos Free	pinacos Business	pinacos Business Plus	pinacos Enterprise
USER				
Number of Users per Account	3	5-50	5-500	unlimited
Different User Roles	Main	Main / Worker	sector-specific	individual
Multiple User Roles				✓
STORAGE				
Server	Shared Instance	Shared Instance	Dedicated Instance	Dedicated Server
Number of documents	up to 10.000	up to 100.000	up to 1.000.000	unlimited
Document Storage per Account	1 GB	10 GB	up to 1 TB	unlimited
DOCUMENT MANAGER				
Document Repository	✓	✓	✓	✓
Document Feed	✓	✓	✓	✓
Cockpit Navigation	✓	✓	✓	✓
Drag and Drop Documents	✓	✓	✓	✓
Easy Move Documents	✓	✓	✓	✓
Move Documents by Rules	✓	✓	✓	✓
Recent Documents	✓	✓	✓	✓
Favourite Documents	✓	✓	✓	✓
Important Documents	✓	✓	✓	✓
Unread Documents	✓	✓	✓	✓
Preview any Document	✓	✓	✓	✓
Document Metadata Search	✓	✓	✓	✓
Document Fulltext Search	✓	✓	✓	✓
Upload Document or Folder Tree	✓	✓	✓	✓
Download Document or Folder Tree	✓	✓	✓	✓
Restore Bin Documents	✓	✓	✓	✓
ANNOTATOR				
Annotate any Document	✓	✓	✓	✓
Stamp any Document	✓	✓	✓	✓

Sign any Document	✓	✓	✓	✓
Text Recognition (OCR)	✓	✓	✓	✓
Separator Sheet Recognition in Scans	✓	✓	✓	✓
Document 2 Page View	✓	✓	✓	✓
E-MAIL				
Splitting of incoming Email and its Attachements	✓	✓	✓	✓
Create, Answer, Resend Emails	✓	✓	✓	✓
Rename outgoing Attachements	✓	✓	✓	✓
Preview outgoing Attachements	✓	✓	✓	✓
Re-edit Emails	✓	✓	✓	✓
Preview and Annotate Emails	✓	✓	✓	✓
Serial Emails	✓	✓	✓	✓
Spam Separation	✓	✓	✓	✓
E-Mail Templates	individual	individual	individual	individual
Individual E-Mail Signatures	1	up to 2	up to 5	up to 10
E-Mail Accounts per User	1	up to 2	up to 5	up to 10
LETTER				
Create Letters	✓	✓	✓	✓
Re-edit Letters	✓	✓	✓	✓
Preview and Annotate Letters	✓	✓	✓	✓
Send Letter by E-Mail	✓	✓	✓	✓
Letter Templates	individual	individual	individual	individual
Individual Letter Background Paper	1	up to 2	up to 5	up to 10
DOCX, XLSX, PPTX, PDF				
Preview and Annotate DOCX, XLSX, PPTX	✓	✓	✓	✓
DOCX, XLSX, PPTX Editors	✓	✓	✓	✓
DOCX Templates	individual	individual	individual	individual
PDF Templates	individual	individual	individual	individual
Individual DOCX Background Paper	1	up to 2	up to 5	up to 10
Microsoft 365 (Word, Excel, Powerpoint) <i>Requires Microsoft Business Account</i>			✓	✓
CASE MANAGEMENT				
Favourite Cases	✓	✓	✓	✓

Recent Cases	✓	✓	✓	✓
Case Templates	✓	✓	sector-specific	individual
Case Coversheets	individual	individual	individual	individual
Case Coversheet Preview	✓	✓	✓	✓
User Rights Management	✓	✓	✓	✓
Upload Cases from CSV	✓	✓	✓	✓
WORKFLOW				
Inbox, Workbox, Donebox, Repository	✓	✓	✓	✓
Review, Note, Sign, Send	✓	✓	✓	✓
Split Screen View	✓	✓	✓	✓
CONTACT MANAGEMENT				
Recent Contacts	✓	✓	✓	✓
Favourite Contacts	✓	✓	✓	✓
Contact Groups	✓	✓	✓	✓
Contact Types	✓	✓	sector-specific	individual
Upload Contacts from CSV	✓	✓	✓	✓
Number of Contacts per Account	up to 10	up to 100	up to 1.000	up to 100.000
COLLABORATION				
Notify Users on Document	✓	✓	✓	✓
Annotate Documents simultaneously	✓	✓	✓	✓
Edit Documents simultaneously	✓	✓	✓	✓
Chat on Document	✓	✓	✓	✓
Share Registers to External	✓	✓	✓	✓
Online-Chat	✓	✓	✓	✓
Online-Meeting	✓	✓	✓	✓
Screen Sharing	✓	✓	✓	✓
See User Online Status	✓	✓	✓	✓
MODUL PARTICIPANTS		4,99 €	included	included
Adress Participants in Emails, Letters and DOCX		✓	✓	✓
Search Participant Reference Signs		✓	✓	✓
Search Cases of Contacts		✓	✓	✓
MODUL TASKS		9,99€	included	included
Tasks on Cases		✓	✓	✓
Tasks on Documents (Double Term Protection)		✓	✓	✓
Tasks to Multiple Users		✓	✓	✓

Task Preview		✓	✓	✓
Automated Task Workflows			sector-specific	individual
MODUL CALENDAR		6,99€	included	included
Create Appointments per Case		✓	✓	✓
Invite Users and Externals		✓	✓	✓
Edit Invitation-E-Mail		✓	✓	✓
See User Calendars		✓	✓	✓
Tasks sorted to User Calendar (requires Task Modul)			✓	✓
Calendar Synchronisation				✓
MODUL COSTS		9,99€	included	included
Cost Entries		✓	✓	✓
Cost Entries via Tasks (requires Task Modul)		✓	✓	✓
Cost Entries via Time Recording		✓	✓	✓
Draft Invoices and Invoices		✓	✓	✓
Individual Invoice Paper		up to 2	up to 5	up to 10
Invoice Template		✓	sector-specific	individual
Cost Interface				✓
MODUL REPORTS		3,99€	included	included
Predefine Reports		✓	sector-specific	individual
Evaluate any Case or Document Metadata				✓
Evaluate any Contact Metadata				✓
Create Individual Reports				✓
Data Interfaces				✓