



Media Manager

The OneOffice Media Manager saves time and money by formatting and sending OneOffice documents by e-mail and fax, or printing them via a laser printer. E-mail and fax offer significant savings in both time and cost versus traditional postage. Additionally Media Manager provides a comprehensive document storage and retrieval facility for both OneOffice documents and other media such as PDF's, video and conventional office documents.

Key Features at a Glance

- Transforms OneOffice reports into formatted full colour documents
- Sends OneOffice documents via e-mail or fax
- Sends formatted OneOffice documents to laser and inkjet printers
- Stores documents from OneOffice and elsewhere in a central repository, Document Store
- Simplifies search and retrieve of documents via an easy to use tool running in a web browser
- Links documents held in the Media Manager Document Store to related OneOffice records and transactions

Benefits

- Save cost of fulfilment and postage through the use of e-mail and fax
- Faster delivery of key documents to customers, prospects and suppliers
- Save time spent hunting for documents by using Media Manager's 'search and retrieval' capability
- Eliminate the need for expensive pre-printed stationery by printing on plain paper

Introduction

Media Manager is a powerful document management tool that reduces the time and money spent on the production, delivery, storage and retrieval of electronic documents. OneOffice documents such as invoices, quotations, purchase orders and statements can be automatically reformatted using templates which can include elements such as logos, fonts, graphics and additional comments or terms of business. The formatted documents can then be sent to the recipient by e-mail or fax, or output to a printer prior to mailing. Optionally users can preview and update documents prior to dispatch, this provides an opportunity to add additional information such as notes to a quotation.

Completed documents are indexed and filed in the Document Store. As well as managing the storage of OneOffice documents, the Document Store can also be used to hold a wide range of media including PDF's, images and video. This enables information such as datasheets, product information videos and Proof Of Delivery notes to be held in this central information repository.

Information held in the Document Store can be accessed in a variety of ways. The Document Store includes a powerful search and retrieval capability which enables users to access documents using a web browser.

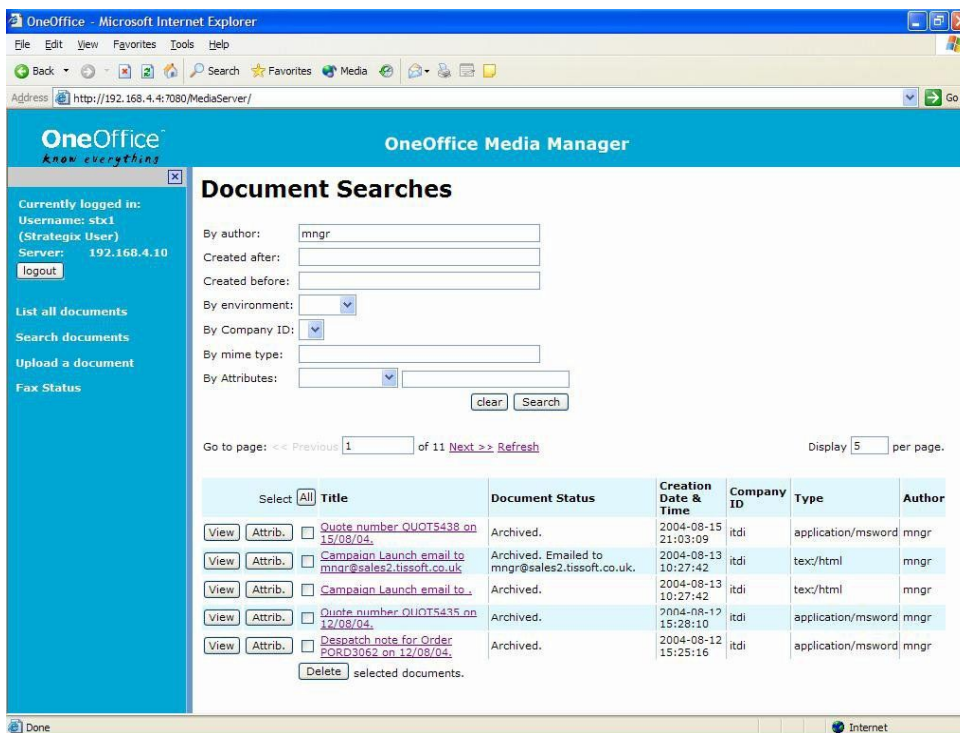


Figure 1. Media Manager includes a powerful search capability to simplify the location of documents and other media formats such as pictures and video.



Media Manager delivers...

Faster

Reports can be generated and automatically formatted quickly and easily.

Better presentation

Standard company templates can be designed and used to give a common look-and-feel to different reports using colour (where available) and company logos. The whole library of Microsoft and third-party TrueType™ fonts and tools are available to personalise the 'look and feel'.

Cost savings

E-mailing documents is virtually cost free (once the infrastructure is in place) and offers almost immediate delivery. Fax offers a well established alternative where e-mail is not available and by using Media

Manager, documents can be prioritised or scheduled to take advantage of off-peak tariffs. Where paper based documents are still required, Media Manager can eliminate the need for pre-printed forms and stationery by formatting and printing OneOffice documents using cost-effective, laser and inkjet printers.

More resilience

Media Manager takes full advantage of the services available in the Windows print system to ensure that the load from large print runs can be shared across multiple printers, which in turn provides resilience should a printer fail.

Flexibility

The output options are highly flexible. Documents can be routed to multiple destinations, for example e-mail one copy of a document and print a second. The same information can be used to create different reports, a simple example would

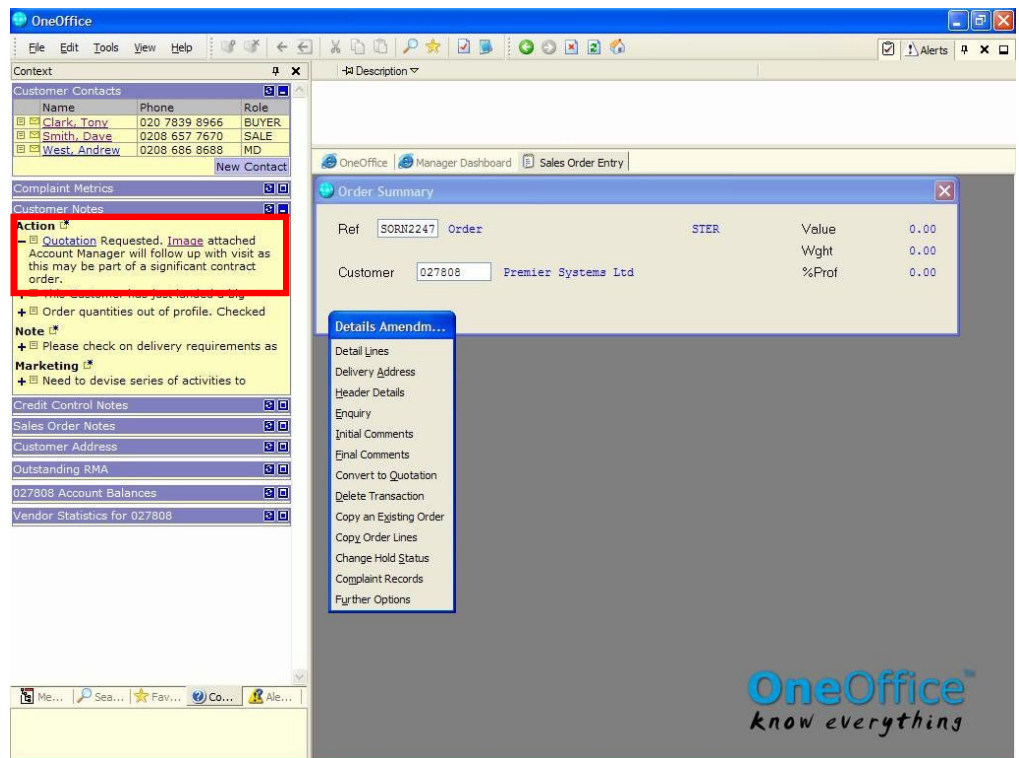


Figure 2. Media Manager can hold most forms of documents and media, including video clips, which can be linked to customer notes. In this example a copy of a quotation has been linked in along with an image of a product.



be two copies of a report are printed out, but one has a 'copy only' watermark. Printed reports can be sent to any available printers including: colour laser, inkjet or photo-realistic dye-sublimation printers, with a choice of landscape or portrait formats to suit each report layout.

Personalised

Personalised stationery can be merged with the original document content for example local branch details can be shown as well as, or instead of, head-office details.

How Media Manager Works

When a user requests a report, OneOffice sends data in XML (eXtensible Markup Language) to the Document Formatter, which displays the report in either Microsoft™ Word or Microsoft™ Excel format. The Document Formatter then submits the document, via the Media Manager, to the Document Store where it

is indexed for retrieval at a later date and either goes ahead and transmits the document via e-mail, fax or to a printer or alternatively makes the document available for the user to view and update via their PC prior to dispatch.

Document Storage

Once the document information has been formatted and sent via e-mail, fax or to a printer, Media Manager passes each report to the Document Store. This means that finished reports are readily available for users to view without the need to re-generate them in the core transactional system. The type of documents and information that can be stored in the Document Store is in no way restricted to OneOffice documents, information from other sources can be uploaded for storage and distribution, for example video files and PDF documents.

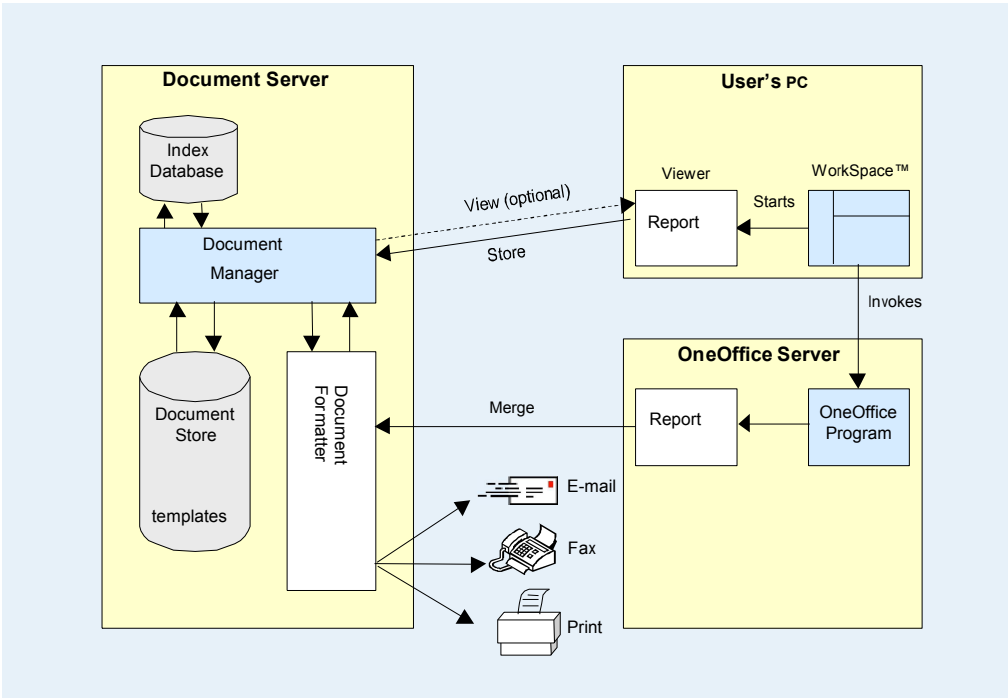


Figure 3. Documents can be formatted, dispatched and stored automatically, or the user can preview and edit a document prior to transmission.



Search & Retrieval

Using Media Manager you can retrieve documents held in the Document Store using a variety of different search criteria. For example these could include searching by customer name, by total order value - or any one of a number of other criteria.

Link Documents to Records

Documents stored in Media Manager can be linked to related transaction records in OneOffice. This powerful combination of capabilities can ensure that users have visibility of relevant documents just when they most need it.

Total Accessibility

Media Manager utilises IBM WebSphere technology to enable anyone with appropriate access permissions to view documents in the Document Store using a web browser.

Rapid ROI

The savings to be made through using Media Manager can be significant, offering a rapid and compelling ROI.

- Using e-mail and fax to send documents to customers, suppliers and partners can deliver significant and immediate savings against the cost of traditional postage and fulfilment, with the added benefit of quicker delivery.
- Creating well presented documents in multiple formats, such as e-mail, fax or plain paper printing saves expenditure on pre-printed stationery.
- Storing information in the Document Store ensures that users can find the documents they need quickly and easily, eliminating time wasted searching across the organisation.

For many organisations implementing Media Manager can deliver a full ROI within six to 12 months.

strategis

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