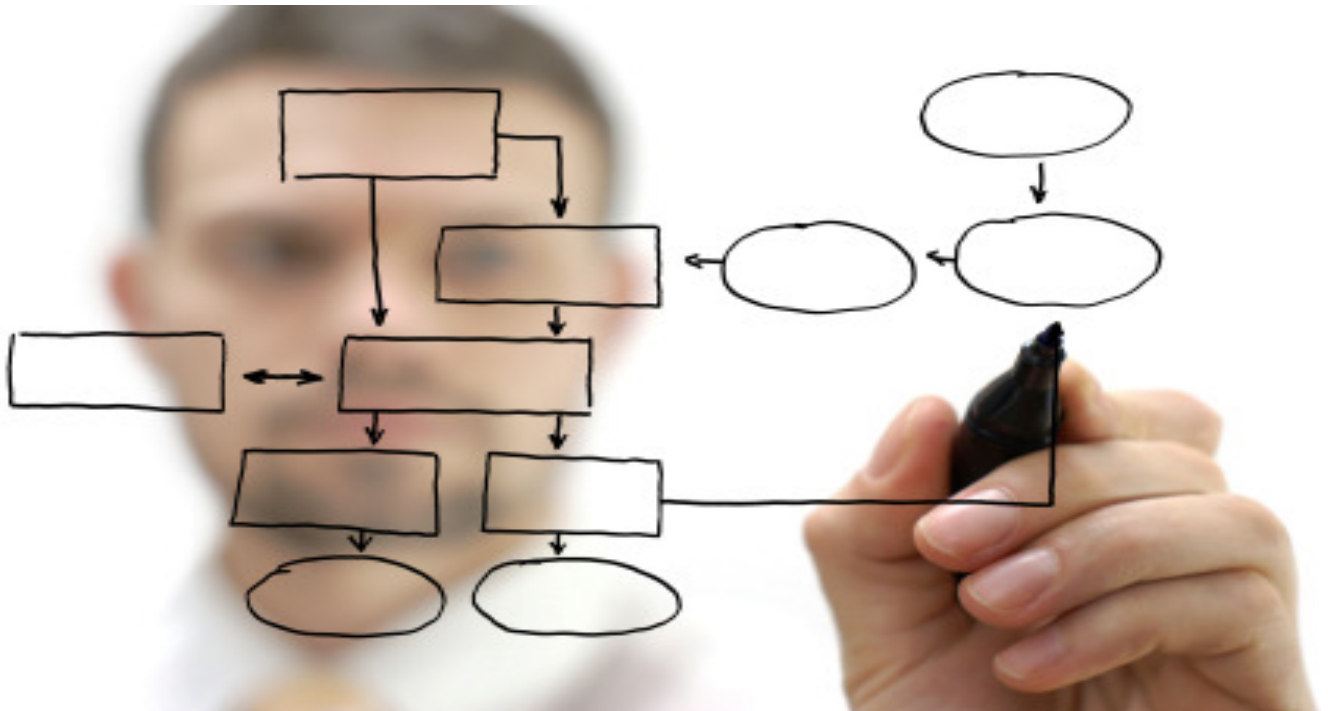


Office Automator Document Management System



Document Management Systems

Global compliance requirements, geographically dispersed teams and a desire to more effectively manage information, are challenges faced by large and small organizations alike.

Office Automator DMS integrates easily into different environments and is designed to support corporate workflows around document and other record creation, retention and destruction, thus ensuring that companies can meet legal obligations in a cost effective manner. It is also flexible enough to work well in more loosely structured environments that better support collaboration.

Documents are stored according to the way the organization works, making documents simple to find. The system also has powerful search mechanisms, cross referencing and association capabilities to allow groups of documents to be easily managed. The software will support the easy mapping of organizational, or industry standard document types and metadata into the repository.

Office Automator DMS also provides complete communications management capabilities for emails, faxes, phone calls and physical mail, integrated with the document store

Tight integration with Microsoft Office, provides a familiar platform for most users, while delivering a highly efficient set of Business Productivity Tools.

Benefits

Track Everything – Lose Nothing

Every document, drawing, email, attachment, letter, fax and phone discussion is numbered, stored and tracked.

Auditability

Office Automator timestamps all document transactions and communications and prevents any alteration or removal of records.

Legal Enforcement

Office Automator satisfies record retention requirements for admissible evidence.

Reduce Costs & Improve Productivity

Standardized automated document registration and communications processes improve efficiency and reduce costs. Users have the tools they need at their fingertips.

Complete Access Control

Office Automator provides a powerful but easy to use mechanism to control who has access, edit and email rights to documents within repository

Style Management for Communications

Every email, fax and letter created automatically complies with corporate standards on a company, project and package level.

Office Automator DMS Business Productivity Tools

OA Transaction Manager



Transaction Manager is the control centre for the Document Management System. It allows users to access and manage all formal transactions, documents drawings, spreadsheets and other files to which the user has permissions.

OA Document Generator



Document Generator uses Automated Transaction Templates¹ to create the Letters, Faxes, Email Documents, Memo's and Call Reports used within your business. The documents are automated with your business style, registration, coding and revision processes and will automatically be given a transaction number. Correspondence can be cross referenced to documents or to other correspondence as required.

OA Contacts Manager



Contacts Manager is an extended centralised global contact repository for employees and external contacts. Contacts Manager integrates with Outlook Tasks, Outlook Calendar and telephone systems. It also provides Call Journaling – while the user is on the phone they can make, file and email notes about the conversation

OA Outlook Email Manager



Email Manager integrates within Outlook to provide communications management and tracking in an environment familiar to most users. Email Manager enables users to: Create emails automated with your business style, registration, coding and revision processes; Register and manage emails and automatically track email threads; Use the centralised contact database

OA Communications Tracker



Communications Tracker provides a centralized view of the database of all informal communications including emails, phone call journals and diary entries with powerful filter and search capabilities, including the ability to view email conversation threads. Communications Tracker is integrated with Outlook Tasks and Calendar functions.

OA Mail Manager



Mail Manager provides multiple ways to collect all incoming and outgoing *physical* mail to form a part of your knowledge base by Recording and tracking incoming and outgoing mail, its storage location, location of any electronic copies, cross references and associations.

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¹ For an explanation of Automated Transaction Templates and how Business Process Automation works, see Document OA-13831