

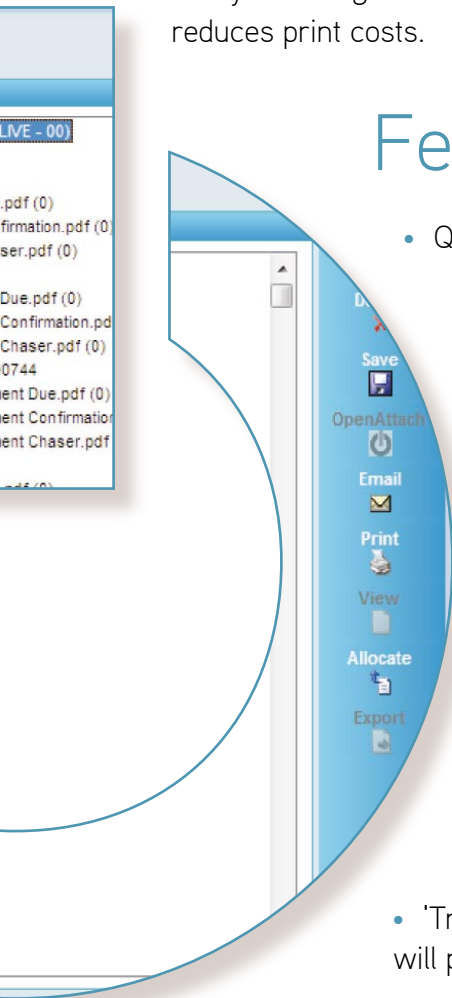
# Open Print Manager

## Flexible Print Processing

Open Print Manager provides a flexible print queue facility that allows brokers to reduce the overall time staff spend at the printer organising documents for distribution. The software collects printouts of back-office and front-office documents and converts the documents to PDF, for emailing and saving to Open Attach. It provides an individual operator with the ability to manage these as a collection of related documents in a single view and dramatically reduces print costs.

## Features

- Queues documents requested from the Core Back-Office and APM (Advanced Prospect Management) in priority order, making it possible to batch print or email documents.
- Provides a flexible user interface to monitor and maintain items contained within the print queue and perform additional actions on these such as saving to Open Attach.
- Documents are organised according to user, branch, client reference and policy reference. Selecting a particular level will cause any subsequent actions to be applied to all of the documents for that level.
- The software can convert documents (including those generated in Open Word & via the EDI process) into a PDF format for emailing, including third party document formats, such as Microsoft Office® files.
- 'Trigger' documents can be set up, which when sent to the print queue will print all documents for a particular client.
- Documents such as month end renewals, day to day reports, new business documentation, proposals, cover notes, letters and invoices – can all be printed, emailed or saved to Open Attach.



For further information contact Open GI:

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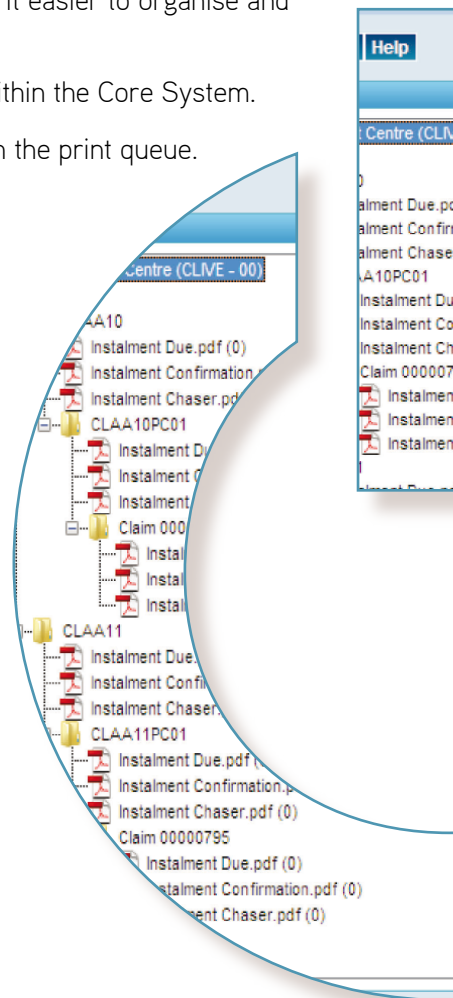
*"A flexible user interface to monitor and maintain items contained within the print queue."*

## Advantages

- Ideal for busy periods, such as renewals and month end, as it removes the need to collect individual documents from the printer.
- Documents are presented in an easy to use 'tree view' display making it easier to organise and prioritise print jobs.
- Allows documents to be printed in a pre-defined order, as specified within the Core System.
- Offers the flexibility of adding, removing and viewing documents within the print queue.

## Benefits

- Saves staff time organising printed documents for distribution.
- Sending client documents by email significantly reduces print and postage costs. Based on the average document costing approximately 75p to process\*, you can save your business as much as £36,000 per annum. \*Including postage & administration time.
- Customers receive their documentation sooner – improving overall service.



### Average Savings Per Item

Items	Per Day	Per Week	Per Month	Per Year
75	£56.25	£281.25	£1,125	£13,500
100	£75.00	£375.00	£1,500	£18,000
200	£150.00	£750.00	£3,000	£36,000

### Minimum Requirements

Open GI Processor with Ethernet installed and each PC networked to the processor			
System	2.86A ext 57	CORE	13.20A/2
Utility	3.20C	MISTLIB	2.02B
APM	6.20C	Brokerlink	3.50D/20
TruckWriter	5.00G	BikeWriter	5.00A
HomeWriter EDI	7.01N		