

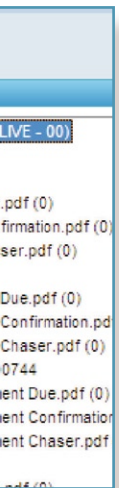
Open Document Centre

Complete Document Control

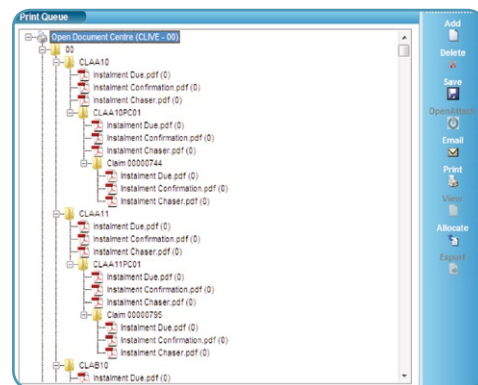
Open Document Centre allows you to control the printing process for your entire business from one central location. The software automatically converts back-office documents to PDF and provides all the tools necessary to manage multiple user print queues. Whatever your printing, e-mailing or archiving needs, Open Document Centre is an all in one solution built to make your life easier.

Features

- Manage multiple user print queues from a single location.
- Automatically convert all Core system documents requested by multiple users to PDF.
- Documents held within the print queue can be added, removed and viewed with ease.
- Organise documents according to client and policy reference.
- Documents can be queued in order of printing priority.
- Includes a flexible Windows® style user interface.
- Works in conjunction with Open Attach and Open Workflow Manager.



Windows style tree view for multiple print queues



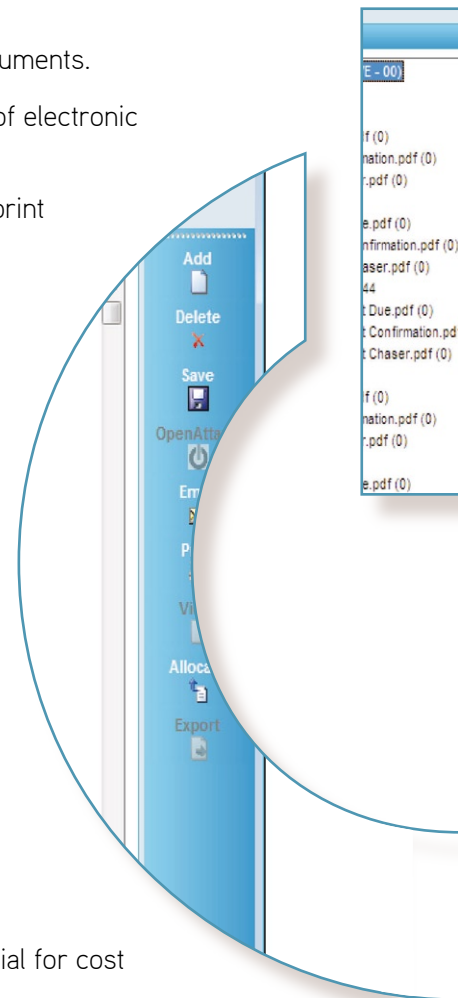
For further information contact Open GI:

T: +44 (0) 1905 754455 • F: +44 (0) 1905 754441 • W: www.opengi.co.uk

"Automate the production, printing and archiving of all your business documents from a single PC."

Advantages

- Allows you to control the printing process for the entire business from one PC or user.
- Consolidating print queues onto a central network removes the document production and management headaches from your users.
- Automatic prioritisation allows users to print documents in pre-defined groups at a time of their choice.
- Intelligent organisation and storage provides easy access to client documents.
- Automated conversion of documents to PDF format helps tamper proof electronic documents in compliance with FSA requirements.
- Ideal for a call centre environments, where the ability to handle large print volumes is imperative.
- Windows® style tree view means documents are displayed in a user friendly way.
- Integration with existing Open GI products ensures a seamless, 'hands off' flow of information and processes within the back-office.



Benefits

- Delivers significant efficiency improvements as staff don't waste time looking for, or printing individual files.
- Automating the printing and organisation of documents onto a single print queue allows users to concentrate on other tasks.
- Managing multi-user print queues from a single location avoids reliance on individual staff to print client policy documents.
- Ease of use means users require minimal training.
- The ability to issue client documents electronically provides the potential for cost savings of up to £36,000 per year.*
- Streamlining print room processing saves time and money.

*Based on the average document costing 75p to process (including postage, paper & administration time) and assuming that you print 200 documents per day.

Minimum Requirements

Open GI Processor with Ethernet installed and each PC networked to the processor.

Mist Lib	2.02B	System	2.88A or above
Core	13.40A or above	Utility	3.30E or above
Microsoft Windows Server	2003/2008 Standard (R2)		