

# Output Management

Enables Archiving &  
Delivery to Specific  
Stakeholders at Critical  
Points in the Business



## EXECUTIVE SUMMARY

Reduce Operational  
Expenses and Overheads

Reduction of labour  
intensive procedures

Improved efficiency of  
report and document  
distribution and  
delivery

Controls to prevent  
misuse, loss and abuse  
of information

Provides for automated  
document back-up  
enabling easy disaster  
recovery

Improves internal and  
external communication  
and collaboration

Enables Reliable and Secure Report and Document Distribution

Changes in the business environment require documents and reports to be available at specific intervals as directed by the stakeholder. Embrace Output Management provides configurable rules to secure access to all reports and documents as defined by the stakeholder.

Secure access is enabled to a document repository where reports and documents can be opened for perusing or printing.

Enables Automation

Timeous delivery of reports and documents is critical to making informed decisions, and the Output Management module enables automated delivery according to rules established by stakeholders.

Each user can have their own access level and delivery schedule according to their individual needs.

Multiple users can access reports simultaneously.

Centralised storage means all data is made available from the same point.

Immediate access is available after document and report creation.

Cost saving by creating electronic documents and not printed copies.

Improved efficiencies with reduced duplication of activities and minimised misplacement of original documents.



Automated email distribution of reports and documentation to a user-defined distribution list, particularly useful for day end and month end reports.

Disaster Recovery

Any business premises where documents and reports are filed can suffer a disaster.

Off-site storage and archiving with separate back-up sites provide for immediate recovery after any form of disaster.

Physical documents are stored securely and remotely with access to electronic copies via Output Management anywhere on the organisations network.

Enables Format Variety

Reports can be converted dynamically to a PDF format to prevent changes and ensure document integrity.

Connect to almost any device including printers, fax, email, ftp servers and external archives.

Embrace Customers use Output Management for:

Reducing Operational Expenses and Overheads.

Reduction of labour intensive procedures.

Improved efficiency of report and document distribution and delivery.

Controls to prevent misuse, loss and abuse of information.

Providing for automated document back-up enabling easy disaster recovery.

Improving internal and external communication and collaboration.



# Embrace Output Management

<u>Features</u>	<u>Benefits</u>
Secure online delivery of Reports	Day and month ends report automatically delivered into user driver folders. Enables the paperless environment. Distribution is quicker as user does not have to wait for the physical copy of the report
Extend Existing functionality embedded in Embrace	Routings are usually setup and used in Embrace. Minimal setup required to use output management
Storage of Standard Documentat on	On line, real time storage of documents such as invoices, debtors statement, purchase order. This allows for easy future retrieval of document

For more information on any of our products or services please visit us on the web at

[www.embrace.co.za](http://www.embrace.co.za)

or contact your Embrace Account Manager or Sales Representative.

Associated Computer Solutions  
ACS House, 370 Rivonia Boulevard, Rivonia, 2128 South Africa  
PO Box 651872, Benmore 2010, South Africa  
Tel +27 11 275 2000  
Fax +27 11 275 2233

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# Output Management Highlights

## PRODUCT

Output Management

## RELATED PRODUCTS

Available from Embrace 13.0 onwards

Lincoln PDF for high quality PDF output

Windows Active Directory to enhance secure access

Windows Requirements

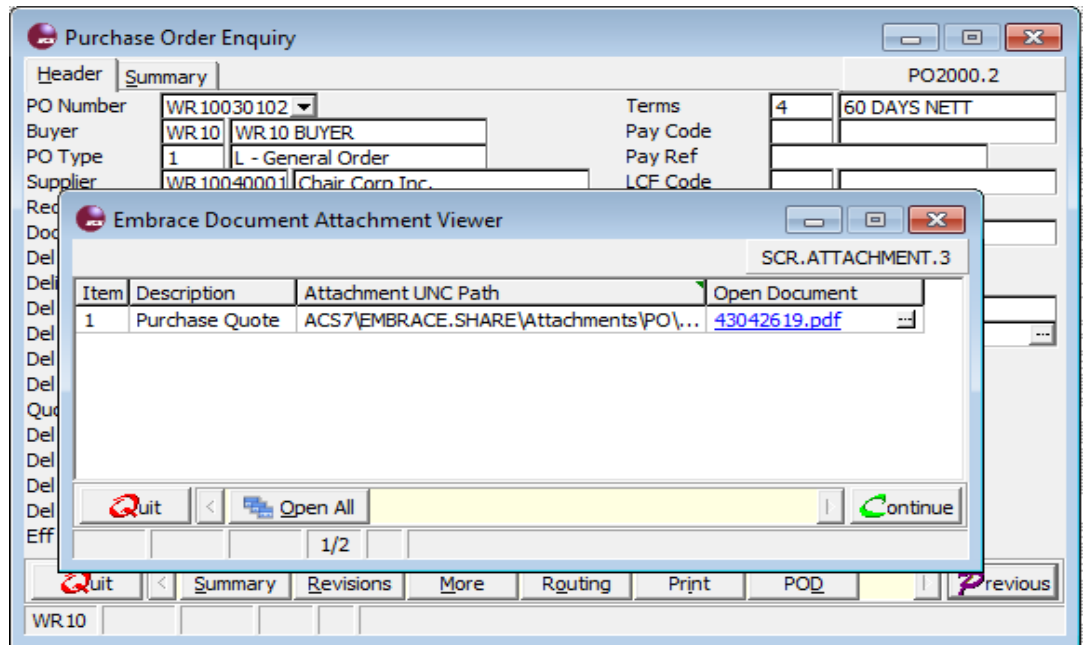
Document Distribution

Allows the distribution of reports and printed documentation to email address lists, printers, archive folders or any combination of these destinations.

Archive folders can be dynamically created on a shared network disk drive to store the output in sub-folders based on selected criteria.

Users can browse the folders, providing they have security access, either using Windows Explorer or from within Embrace using Embrace Explorer and click on the document they wish to view on the screen or route to the printer.

In order to output documents in a universally accessible format and to enable emailing of these documents, a third party PDF converter is required. ACS recommends and supplies the Lincoln PDF converter for Windows servers. The PDF converter produces compressed, high quality colour documents, ideally suited for email and web-based retrieval.



## Output Management Highlights

A hierarchy is created within the EMBRACE.SHARE directory to store archived document output. If required, this directory can be stored separately from the Embrace environment, on a separate network or server. Security can be extended if the EMBRACE.SHARE directory is incorporated into an existing Active Directory environment.

A flexible hierarchy structure can be created to store reports and documents in sub folders, based on criteria including branch, date, user, period, document type, document number, customer or supplier, job, period, company, warehouse or unique sequence number.

In addition to a report being stored in a particular archive folder, it can also be sent to multiple users simultaneously, sent via email, to a user-defined, report specific distribution list.

It is suggested that the following types of documents be initially considered- Debtors Invoice and Statements, Service Jobs Cards and Invoices, Purchase Orders, Supplier Invoices, Day End and Month End Reports. If documents are printed on pre-printed stationery they can be scanned and stored in the EMBRACE.SHARE environment.

Hyperlinks are accessible within enquiry programs, to predefined attachments, linking the Embrace applications directly to archived documents.

### RELATED SERVICES

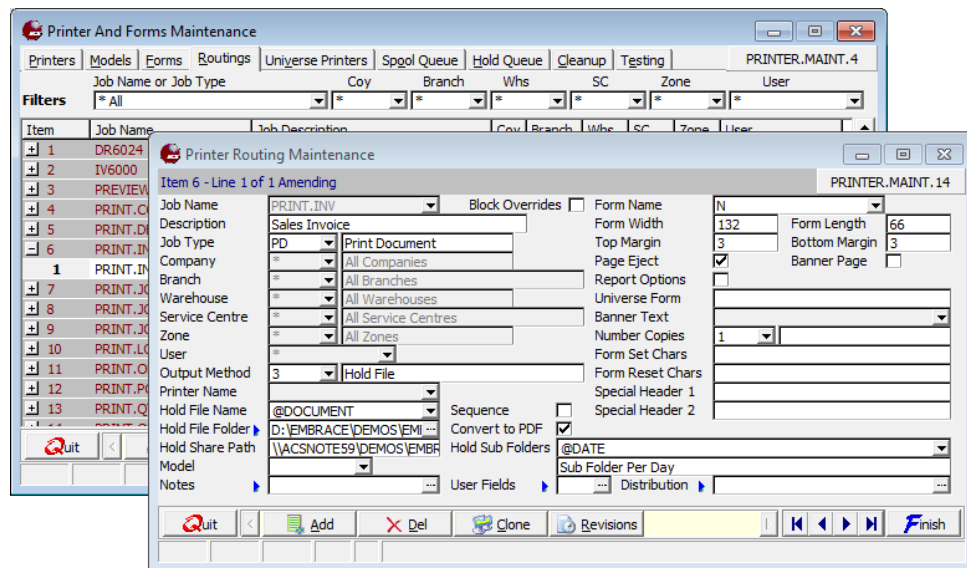
Embrace Support Representatives can assist with designing solutions and implementing additional requirements  
Application Support through the ACS Support Centre  
Embrace Training

For more information on any of our products or services please visit us on the web at

[www.embrace.co.za](http://www.embrace.co.za)

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