



WHY ACTIVEDOCS OPUS?

ActiveDocs Opus is a document automation tool which connects to your databases and therefore uses your data to assist your organisation in the following key areas:

- Risk Mitigation
- Regulations And Compliance
- Changes In Your Business Environment
- Changes In Your Organisation
- Enhancing Your Image
- Reducing Costs, Increasing Revenue
- Improving Productivity
- Improving Document Management & Content Management

Risk Mitigation – Is your reputation important to you?

Without managed document generation, document creators in your business must create every new document from nothing, or modify an existing document.

The inevitable mistakes, from nonstandard branding to poor messaging and inaccurate content, could involve your business in problems ranging from embarrassment to expensive legal action and in the worst case, imprisonment of senior executives.

How ActiveDocs assists?

Templates are a first step to standardizing documents by providing a convenient starting point for document creation using corporate standards.

ActiveDocs Opus gives your organization the tools to easily create, manage, deploy and use templates to create accurate, timely, well-branded, quality-controlled documents and avoid the inevitable consequences of unmanaged document generation.

How does ActiveDocs Opus save you real time and money?

Too Late: How often have you lost an opportunity with a client - or a partner relationship or a human resource - because it took you too long to create and deliver the proposal, contract, or offer?

Too Amateur: How often have "copy and paste" errors, or other inaccuracies, in your customer-facing documents - or your partnership contracts or HR offers and contracts - made you look unprofessional?

Too Costly: How often have these same errors put your business at risk of having to honor those errors? How much time (and money) has been lost fixing problems and redrafting documents that should have been "right first time"?

Too Time-Consuming: How efficient could you be if you could reuse specific information and data from your existing systems?

Deploy ActiveDocs Opus and see an immediate increase in productivity and efficiency. Experience fewer costs and greater revenue.

ActiveDocs Opus Key Features

- Scale-Up, Scale-Out, Component-based architecture
- Built on Microsoft® .NET V3.5
- XML support
- Real-time and high volume processing
- Browser based wizard-driven interactive document creation
- Integrated Workflow for Document Approval and Finalization
- Web Services for Automated Document Production with Auto Populate option
- Multiple document formats (DOCX, WordML, DOC, ODF, PDF, XPS, RTF, HTM) and delivery channels.
- iManage integration with Check-Out and Check In
- Supports WebDAV and SharePoint for Template and Snippet storage

ActiveDocs Opus Key Benefits

- Easy to install
- Easy to automate
- Centralized content control
- Scale up and Scale out topologies supported
- Configures for specific requirements
- Create documents in multiple languages
- Deliver by print, fax, email, directory
- Easy integration with existing applications
- No customization required to start using
- Efficient control of content
- Utilise ActiveDocs for document create anytime from anywhere
- Update templates in minutes
- Leverage existing Microsoft® Word skills
- Format and insert logos and graphics
- Dynamic template control
- Configure user access to over 40 system functions
- Customized audit reporting of document creation and delivery
- Integration with existing DMS/ECM applications
- Simple end user interface for creating complex documents
- Leverage multi-CPU, multi-server topology
- Deployment and Publication control
- Extended integration using Web Services



Out of the Box Mobility - iPad

ActiveDocs Opus is designed from the ground up for user-driven document creation through a web browser, so straight out-of-the-box it's a natural fit for anytime, anywhere document creation from the iPad.

Users don't need to be tied to the desktop - or the laptop - to create documents. iPad's connectivity and ActiveDocs Opus' exceptional usability make real-time document generation a reality for client visits, site visits, home visits, inspection reporting, sales consultations... and back in the office too.

ActiveDocs Opus Architecture

Technology - ActiveDocs Opus is built on the Microsoft® .NET Framework and Microsoft® Internet Information Server (IIS) using a SQL Server database, and supports industry standard XML. Utilizing open standards and operating in a recognizable environment, it is easy to implement, configure, and maintain.

Extensibility - The ActiveDocs Opus framework is extensible, meaning it integrates easily with existing enterprise applications and business processes and in many cases can augment or extend their functionality. This delivers to your organization a complete and comprehensive enterprise solution.

Leverage Infrastructure ActiveDocs Opus is designed to leverage your existing infrastructure integrating seamlessly with your existing fax, print and email outputs. It is compatible with a multi-system environment.

Integration ActiveDocs Opus is architected to work with other systems such as document management systems (Autonomy Worksite, Microsoft® SharePoint, Documentum, TRIM, Hummingbird and FileNet), customer relationship systems and other Business Systems (Company Portal)

Security The ActiveDocs Opus user login may use ActiveDocs Opus Security, or leverage Windows / Active Directory, or integrate with any other custom security. ActiveDocs Opus can be used in conjunction with industry standard security certificates (SSL).