

SYSPAC

Office Automation

Office Automation



Telephone Log



Address Master



QuickWriter Word/Text Processor



Security (Base, Menus, Utilities)

SYSPAC Office Automation

This application is designed to eliminate paperwork and improve inter-office communications. Included is an Address file with note pad, Inter-Office Communication, Calendar, Calculator, Sign In/Out, and Tickler Clearing screen. Office Automation also integrates with the SYSPAC Accounting modules and QuickWriter word processor.

INTER-OFFICE COMMUNICATION

- Innovative approach to inter-office communication and clearing of tasks per team member
- Enables project management of team member assignments and responsibilities
- Tasks may be automatically generated through nightly processing for date sensitive messaging (memos for collections, statements, birthdays, followups, etc.)
- Clearing screen categorizes tasks, expedites review process
- Inter-office communication may be sent to individuals, each team member within a specific group or department, or all team members
- Email / accept and send transmissions
- Unlimited lines of entry for messages and responses
- History file maintained for all messages

TELEPHONE MESSAGING

- Messages sent immediately to recipient, eliminates lost messages, and acts as a constant reminder to recipient until physically cleared through task clearing
- Unlimited lines available for message taking
- View status of call, time & date of call, who received the call
- Integrated with telephone systems and SYSPAC Time Billing & Management for call tracking and automatic logging of incoming and outgoing calls with actual length of calls reflected
- Integrated with SYSPAC Address Master for automatic display of company, primary phone number and contact person with option to change the automatic displays, plus ability to create a note pad entry containing the information from the telephone call entry screen
- View/print telephone intercom list

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CALENDAR

- Maintain unlimited calendars with unlimited entries per day, per calendar
- Calendar displays five weeks, make entries against any day - past, present, future

- Integrated with the address master for automatic display of company name in calendar description field
- Group scheduling references the team member calendars and notifies the scheduler if members are unavailable; gives option to reschedule or override, and automatically generates a memo notifying group of meeting scheduled
- Ability to move and copy entries to other dates, delete entries, print calendar listings by day and month, assign holidays
- Includes Gantt chart

SIGN IN/OUT

- View list of team members with in/out status from any station, print team member in/out activity
- Automatically displays sign in screen when team members log onto the system
- Track work-related, personal, lunch/home, other status of in/out activity
- Time-savers implemented for fast sign in/out

ADDRESS MASTER

- Maintains a comprehensive address master system including note pad
- Option to send note entered as an inter-office memo, especially useful in tracking sales leads and followups (ie: memo sent to sales department)
- Integrated with SYSPAC QuickWriter word/text processor for generation of Quick Letters mail merges, etc.
- Integrated with SYSPAC Accounting modules and all other SYSPAC modules

OTHER FEATURES

- Pop-up calculator for fast on-screen basic calculations
- On-line, user-editable help screens
- Comprehensive user reference guide

SYSPAC Telephone Log

- ◆ Ability to log all or selected incoming and outgoing telephone calls (including fax/modem calls) into the computer system.
- ◆ The database generated automatically includes date, time, length, line #, station #, which location, telephone number dialed (if outgoing), and the project number (if applicable).
- ◆ Various phone usage analysis and inquiry reports are available from the above database.
- ◆ Integrated with the SYSPAC Office Automation system.
- ◆ At the conclusion of every call, the system automatically generates a tickler message for the team member who received or made the phone call.
- ◆ This tickler message is presented to the team member in the form of a worksheet in which the team member may take “unlimited” notes concerning this call, may transfer the tickler message to someone else, create a timecard into the SYSPAC Time Management & Billing System, make an insta-print of the message.
- ◆ Integrated with the SYSPAC Address Master system as far as the outgoing telephone number is concerned (can be integrated with telephone systems and caller ID). If the phone user dials any number which is in the SYSPAC Address Master system the SYSPAC software knows the name, account number and all related information to that phone number automatically. Some of this information is automatically included in the message/tickler created for the team member.
- ◆ Incoming telephone calls for a recipient that is unavailable to take the call at the time are automatically processed by the system. A telephone tickler is created and routed to an assigned team member such as a receptionist. That person then updates the tickler with a message and dispatches the telephone tickler to the mailbox of the appropriate recipient.

SYSPAC Address Master

This module is an integral part of the SYSPAC library of software, and offers immediate access to a wealth of information related to a person or an entity.

- Unlimited number of records allowed with quick binary tree searches
- Ability to quickly search by partial last name or company name, telephone number, or any of the classification codes
- An address master record may be classified by an "unlimited" number of multiple user-defined class codes
- Ability to automatically generate a unique identification (numeric or alphanumeric) per address master record as desired by the user
- Features a dated, coded and signed note pad with unlimited text allowed per note and with unlimited number of note pad entries
- Ability to print all or certain types of the notes
- Integrated with an adaptive zip code file for the entire USA. The user may add any additional codes to the zip code file. When the zip code is entered, the system automatically brings in the city, state, and country
- Integrated with SYSPAC QuickWriter to easily generate letters and documents from existing templates and form letters
- Ability to generate "unlimited" number of "sub-lists" from the address master file and then be able to focus on just the sub-lists. These sub-lists may be generated according to any criteria revolving around the data fields related to the address master
- Ability to do "mail merges" with any of the sub-lists and any of the word processing templates
- Numerous related windows attached to the screen
- Window to maintain directions to the address
- Window to maintain unlimited phone numbers and types
- Window showing a list of "quick letters & documents" generated in the past and the ability to add, edit, copy or delete these entries
- Integrated with SYSPAC Office Automation system so when a certain kind of note is taken, the system send "live" messages to selected team members automatically

SYSPAC Address Master

- Ability to dial phone numbers automatically (if SYSPAC autodialer is installed)
- Integrated with the SYSPAC Accounts Receivable and SYSPAC Accounts Payable packages to display customer and vendor database information and full inquiries into their A/R and A/P and Deposits and Checks activity
- Integrated with A/R to be able to print a quick A/R statement
- TRW Inquiry allowed if proper authorization and auto dialer package is installed
- Ability to maintain "unlimited" contracts per record with extremely comprehensive payment terms with almost any frequency and interest rate. Ability to print the contract as a word processing template, print the amortization schedule, and even print the payment coupons
- Ability to send a message to anyone in the team if SYSPAC Office Automation is installed
- Integrated with SYSPAC Payroll and Human Resources systems
- Maintenance of personal data possible, if necessary
- Ability to make a quick personalized "FAX cover sheet" like a quick letter word processing template. Maintains a record of all correspondence
- Integrated with the SYSPAC Sales Order, Inventory Control, and Service Dispatch systems to quickly display all the items previously purchased by this address master item (if the corresponding SYSPAC modules are installed)
- Ability to maintain related information for prospects, customers, vendors, employees, salesmen, entities, departments, warehouses, etc.
- Ability to maintain an unlimited number of "other contacts" related to this address master item along with the "code" defining the type of this relationship
- Ability to maintain an unlimited number of "other addresses" related to this address master item along with the "code" defining the type of this relationship
- Ability to keep an "unlimited" list of other address master items related to this address master item along with the "code" defining this relationship
- Ability to maintain and print almost any sub-list from this address master system along with the ability to print mailing labels

SYSPAC QuickWriter

Word/Text Processor

FEATURES

- Automatic letter/document composition from pre-stored formats & text
- Automatic correspondence tracking system
- Includes SYSPAC Address Master
- ASCII transport capability
- Automatically merge data from the database
- Print labels & envelopes
- Mass mailing capability
- Conditional printing
- Spelling checker and on-line thesaurus
- Password any document
- Define characters per inch and lines per inch within a document
- Define font styles within a document
- No limit to document capacity
- Automatic page numbers, headers, footers and variable page length
- Column editor & multi-column formatting, sort columns
- Global search and replace
- Split screens for dual editing
- Ability for variable text widths within the same document
- Automatic word wrap or hyphenation
- Straight line graphics
- Indexing option

SYSPAC QuickWriter Word/Text Processor

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HARDWARE INTERFACE

- Numerous terminals and printers supported
- User may add other terminals/printers
- Printer bin control
- Optical character reader interface

USER ASSISTANCE

- Comprehensive user reference guide & quick reference material provided
- Over 20 screens of on-line printable help
- Toll-free hot-line & personalized training available

SYSPAC Base

(Menus, Security, Utilities)

This module allows the operator with the highest level of security to define unlimited security levels and assign these to previously defined team members.

- Define unlimited levels of security
- Maintain unlimited team members
- Ability to eliminated display of unnecessary options per team member
- Define personalized menus per team member
- User defined (unintimidating) presentation of allowed options
- Ability to password any displayed menu item