



Rationalization of the office communication and administration by Office automation

If you use Microsoft Word in the Office everyday, you know the problem: You can produce representative documents for your correspondence with MS Word; however you must enter well-known data e.g. the address, product or the customer information into the Word document manually.

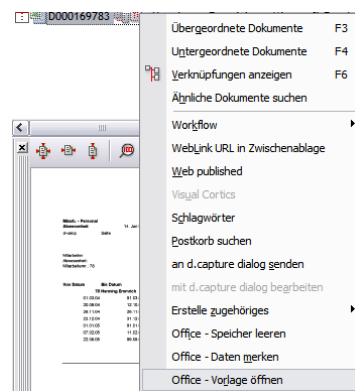
Numerous, hasty documents reach you daily as fax. After being printed they must be, however complex, sorted, distributed and finally worked on, like usual letter post. Turned around also you must print your electronically produced documents first, in order to dispatch them as fax.

With d.link for microsoft office you are now in a the position to automate these procedures to a large extent. Information from the d.3 archive can be transferred automatically when desired to the Word document – manual inputs are reduced to a minimum!

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Create Word documents using forms

d.link for microsoft office is a highly integrated, performant tool for the binding of MS Word forms to the d.3 system.



Ill. 1: By the context menu date can easily by exchanged with d.3 system.

Simply use the data existing in the d.3 system to create new Word documents. For example you want to write a letter to a customer and all the relevant customer data is already present in the d.3 system (e.g. in a customer document). With one mouse-click the postal address of the customer is transferred from the d.3 system to your new Word document – simply, fast and secure!

Binding of your personal forms!

d.link for microsoft office is highly flexible and offers to you the binding of all self created Word forms to the d.3 system.

Thus you can use any information from your d.3 system to create Word documents. For example product data, addresses, process data etc., in order to provide thereby offers, delivery notes, calculations, correspondence or other. Whatever information you would like to

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Data security

Surely not all documents in your enterprise are suitable for the comfortable fax dispatch with d.link for microsoft office. d.link for microsoft office offer to you the possibility of specifying for all kinds of documents and document classes in the d.velop d.3-system whether these may be send by fax or not.

On the other hand probably not every co-worker should have the possibility of dispatching the approved documents with d.link for microsoft office. Also

here d.link for microsoft office offers to you the possibility to flexibly specify, which co-workers are to be entitled to dispatch the approved documents by fax.

With the Office automation product d.link for microsoft office, the d.velop AG offers to you a further important component for the extension of your enterprise content management system d.3.



d.velop



Ill. 2: Arbitrary field information can be taken over for archiving.

transfer from the d.3 system to a Word document – d.link for microsoft office offers to you this possibility.

Archiving documents with automatic indexing!

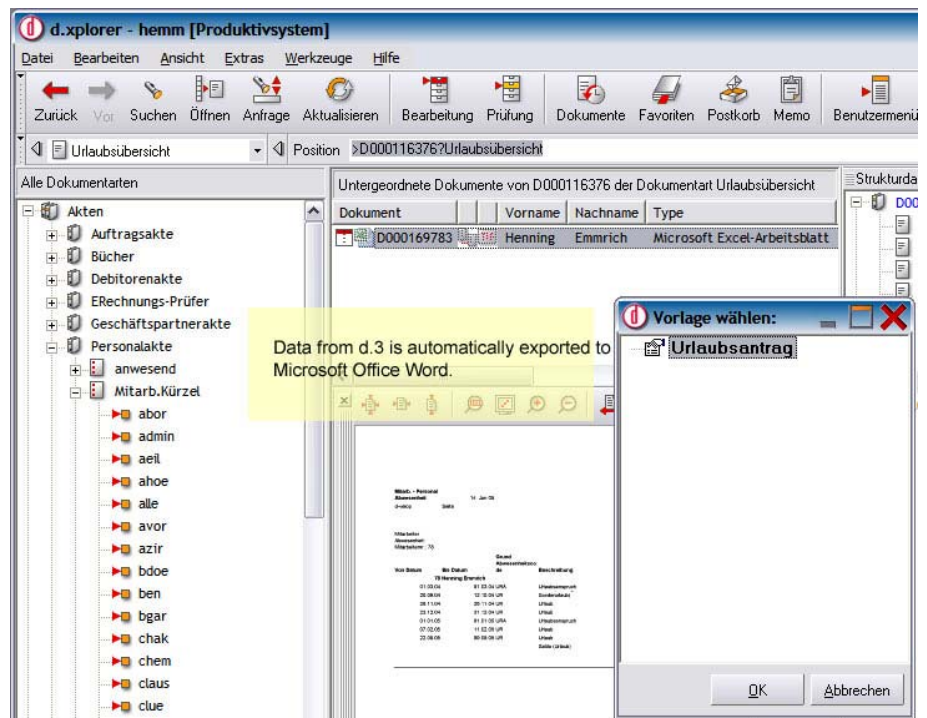
Why index a MS Word document, if all relevant data are contained? d.link for microsoft office is able to archive your Word documents, which you created on your own Word forms, in d.3 system fully automated. Without the input of key words / indices, because d.link for microsoft office can read these from the form fields of your document!

There is no easier way to archive documents revision sure!

Self made binding in two minutes!

Link self created Word forms in only two minutes to the d.velop d.3-system! The simple, administration surface which can be served intuitively permits an extremely flexible customising only few information needed. Necessary Vi-

sual basic macros are provided and merged into your forms fully automated. Programming knowledge is not necessary!



Ill. 3: Data from d.3 can be used for the production of a Word document.

d.Link for microsoft office

Flexible binding

Do you want to produce a delivery note with the data of an existing offer? The form fields in the offers differ however strongly from those in the delivery note? No problem for d.link for microsoft office! The information transfer can be arranged with d.link for microsoft office extremely flexibly, naturally without reductions of performance or user comfort.

Contact

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