



### Solutions for Report and Document Distribution Issues

Printech software and services solutions solve a wide variety of output management and document delivery challenges. The solutions on this page have been implemented to address this type of document delivery challenge.

If you have any specific questions about the solutions outlined here, please [contact us](#).

#### Solutions

##### Web-Based Document Archiving

The process of printing reports centrally and distributing them around your organization presents multiple problems. First, it is expensive to print and then distribute large volumes of reports (often used for reference only or for specific information found on a few pages of large reports). Secondly, the model of centrally printing, then distributing reports, is too slow in today's business climate. Business processes were being delayed while the knowledge worker wait for the report they need to complete their assigned task.

Utilizing [OM Plus](#) and [Report Manager](#) can almost eliminate the cost of centrally printing and storing reports. In addition to reductions in cost, there is a significant reduction in the cycle time associated with creating financial reports and getting them into the hands of knowledge workers around your organization. Reports are created and stored in a central archive. The end user receives an e-mail immediately after the report is archived notifying them that their report is available for viewing and/or local printing.

##### Automated Bursting/Bundling of Large Reports

Any organization that creates large centralized reports that need to be, burst, collated and distributed to remote branches or locations. Especially common in banking environments.

The manual collation, bundling and distribution of reports is very time consuming, error prone (risk of sensitive data being seen by unauthorized people is high) and expensive.

Utilizing [OM Plus](#) along with optional features Report Distributor Plus and Report Bundler Plus, is the solution to this problem. The central report is sent to OM Plus where RD Plus electronically collates the document (based on user defined triggers) into sub-documents. Security, as required, is applied and the document is delivered to the end-user/destination via print, fax, email or even posted to the web. Utilizing RB Plus, OM Plus can bundle multiple sub documents for delivery all at the same time, ensuring documents arrive together at the end destination. The application just "prints" to OM Plus and it does the rest.

##### Provide patient care during unplanned system or network downtime

Updated patient records and documents are required around the clock. Any interruption can impact patient care. Unplanned downtime in a centralized, network-dependent environment will cause an interruption to the delivery of patient care documents. We have created, utilizing [OM Plus](#), an unplanned downtime solution that continues to provide patient care documents in the event of system, local, or wide area network downtime.

##### Archive documents for short term re-printing

[Archive](#) is an optional module for [OM Plus](#) that stores and quickly retrieves documents spooled through OM Plus. Archived reports are optionally compressed and stored in a user-defined directory. Reports are "tagged" to be archived with a command line option or from the Status and Control screen of OM Plus. After purging from the queue, the report is indexed and stored for later display. When a report is retrieved, it is displayed in the OM Plus report viewer and can be viewed or printed. Archive gives you access to reports without cluttering up the OM Plus Status and Control screen.

##### WHY ARCHIVE?

Save space – Store and backup compressed reports.

Save time – Quickly access stored reports on-line. Simply select the stored report you want to view or print.

Save system resources – Run the report once and keep it available on-line for your users to access.

Secure report viewing – Users can only view and print reports they have permission to access.

Easy to use – Query reports by date range, user id, printer, report title, or text within the report.

Why print when you can view? – The Archive and OM Plus report viewer allow reports to be viewed on-line.

Spool a report, place it on hold, and let users view it and print only the pages they need.



## Advanced Document Delivery and Printer Management

### **Distribute Documents via e-mail instead of printing them**

Many organizations would like to send documents like invoices via email. These organizations typically print out invoices and snail mail them to their customers for payment. This slows the entire receivables cycle down while the invoice is printed, mailed and processed by the accounts payable department. In addition, many business enterprise applications are unable to create an invoice that can be emailed instead of printed.

Utilizing [OM Plus](#), is the solution to this problem. OM Plus captures the invoice and instead of printing it, will automatically email it to the customer. This greatly reduces the cost of printing and mailing invoices and because invoices are delivered much sooner, the receivables cycle is significantly reduced.

OM Plus can provide this functionality with any type of document that is typically printed then distributed.

### **Distribute Documents via fax instead of printing them**

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OM Plus can provide this functionality with any type of document that is typically printed then distributed.