

Options CMS

Correspondence Management System

Main features:

- Multiuser correspondence management system, working with standard document files on a shared fileserver. Files can be of any type: Word documents, Excel spreadsheets, Outlook Emails, Acrobat PDF, Autocad drawings, etc...
- Handles both incoming and outgoing correspondence; **Create new files, scan paper copies, or import existing files!** Documents are stored as standard files in standard folders.
- Consistent naming of the files with automatic filekeys based on userdefined key definitions. Many codes and sequence number types can be used, adjustable to most companies code / numbering strategies. Also possibility of a userdefined comment appended to end of filename.
- Additional metadata are stored in the database. Include fields like To/From/Subject/Doctype etc ... Fields can be viewed in document lists or used as part of filters to find old documents.
- Document templates can be defined for outgoing correspondence. The templates can be of any filetype, but with automatic data fill-in support for Microsoft Word, Excel and Outlook.
- Browsing of document lists can be restricted by category and/or metadata filtering. Drilldown or narrowing effect when moving from general toplevel category (show all documents, including documents in subfolders) to specialised subcategories (show only subcategory documents). Multiple levels of subcategories is possible.
- Shared person/company contact register with easy lookup and automatic fill-in of name/address/phone/fax fields to new documents. Synchronization of contacts with Microsoft Outlook.
- Document editor (e.g. Word, Excel, etc...) is launched by double-clicking a document.
- Drag-drop and Copy-Paste functions for easy integration with other products.
- Support for multiple CMS databases, e.g. if running large non-related project one can have a CMS database for each such project. Also, since CMS is not integrated with Exchange Server or similar, advanced user will not need to rely on the IT departments to set up the system.

Options is a Norwegian company developing technical and administrative software.

Options has developed business administration system with advanced recurring order management.

Options has developed software for building and managing large automation tag databases.

Options has developed software for overlay of text and graphics on live video, used by most ROV companies operating in the north sea oil industry.

Options has developed software for control and monitoring of a range of ROV skids and remote operated subsea tooling.

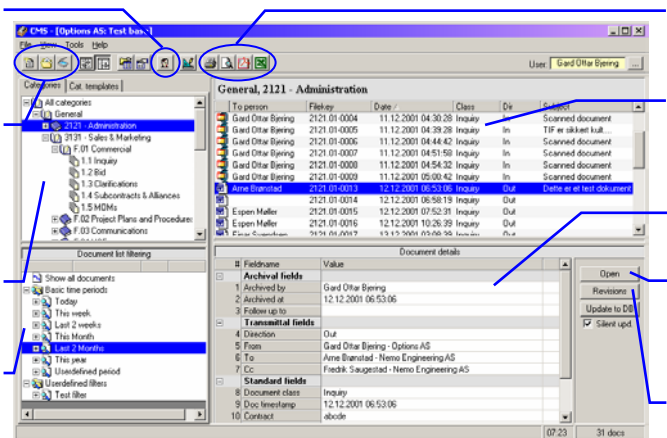
Options has developed software for module weighing and CoG calculation.

Options has developed software for acquiring, logging and displaying a vessels hydroacoustic and magnetic profile.

Options has developed software for measurement and logging of weather data.

Options has (under development) software for subsea navigation and survey.

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The screenshot shows the Options CMS interface with several callouts pointing to specific features:

- Contact register:** Points to the 'To person' field in the document list.
- Create, import or scan new documents:** Points to the 'New' button in the toolbar.
- Category Tree:** Points to the left-hand navigation pane showing a tree structure of categories.
- Filter within active category and its subnodes:** Points to the 'Document list filtering' section in the left pane.
- Print/export document list:** Points to the 'Print' and 'Export' buttons in the toolbar.
- Document list (userdefinable columns):** Points to the columns in the document list table.
- Document details:** Points to the 'Document details' pane on the right.
- Open document in associated editor (ex: Word, Excel, etc):** Points to the 'Open' button in the document details pane.
- Multiple revisions of same document:** Points to the 'Revisions' section in the document details pane.

Requirements:

- Windows 95 / 98 / Me / NT / 2000 / XP
- A shared folder on a file server (acts as base folder for a CMS database)
- 60MB Local hard drive space
- Microsoft Office 2000/XP required for use of advanced integration features in CMS