

OFSY™

COLLABORATOR

Industry analysts recently have made a revealing fact that at the end of 2001 more than 200 million business people were email users, but only 30 million people were using collaborative applications such as conferencing, instant messaging or virtual workspace applications. That means 90-95% of the time, business people are using email to collaborate. With all this great collaboration technology available, the question is – why?

Ease of Use:

It's indisputable that email is extremely easy to use for internal and external corporate communications. It works and you always got a record of what occurred. But, email does a poor job of information sharing for more than two people. Ever try to get a fast group decision using email? It's next to impossible.

Security and More

Because email works with corporate firewalls, the security of corporate content is compromised. Ease of use has lulled users into avoiding the fact that messages and attachments can be deciphered by anyone with a little technical ability. This is due to the lack of secure encryption applications when email technology was being developed. And viruses continue to plague corporate IT departments. We haven't even touched upon SPAM and the fact that some huge files that can bring network resources to a halt.

Beyond Email

Lack of awareness and product education, along with difficulty of use are some of the reasons businesses have reluctantly moved beyond email towards more collaborative solutions such as conferencing. The more robust collaboration tools can be adopted for more efficient and cost effective communication

The Essentials

The following characteristics must be apparent for a collaboration tool to be effective:

Easy to use, reliable, secure and integrated with email. When you are looking for a solution that your company can easily adopt be sure these characteristics are included in your discussions. We all need to recognize that email is just a door that opens to the larger world of collaboration solutions. True collaboration tools mitigate these problems and bring the added values of cost efficiencies and increased employee productivity.

OFSY's Collaborator module enables directors, management and employees to have easy interaction and access to information. Its various Communication tools like email, Messaging and Forums facilitate easy internal and external communication. The Personal Data Assistant is another powerful feature of the Collaborator. The Collaborator thus opens up greater communication avenues for your Company and empowers users to perform their duties better, irrespective of time and geographical locations.

E-mail integration :

Integrates E-mail with instant messaging. Instant messaging helps identify whether contacts have read a message or not. In case of the latter the message can be escalated automatically.

Profiles:

This feature helps you to identify the profile of the sender. Once identified, it allows you to perform multiple actions on the sender (within your access rights).

Attachments:

Attach up to 2 MB of data with your messages. This feature Integrates with other modules of OFSY like the Supply Chain Management, Accounting and Human Resources modules.

Actions:

When you Compose a message this feature allows you to specify actions to the recipient of the message. Actions like 'Call back' 'Will call back' etc. can be selected from a convenient drop down box, and can be accompanied with additional information like the date, time and your contact number.

Search:

The search option is an indispensable tool for users of OFSY as it enables a fuzzy search of your contacts on various parameters such as First Name, Last Name, Company Name etc.

Chat:

The chat feature allows for real time communication between between authorised users of OFSY. It is an excellent vehicle for inter and intra office communications. It also boasts of a Broadcast feature wherein messages can be sent to all users logged in, which comes in handy during online meetings.

I P Messaging :

Send instant shouts, reminders and memos between users of OFSY logged in at a particular time to simplify work processes.

Calendar and Scheduler:

An integrated calendar and scheduler will help you to plan your appointments and organise your day.

Company News:

Allows authorised users to post information related to the Company, notices events and schedules.

Contacts:

The Contacts feature allows you to store information about your internal and external contacts. It has various user friendly features that separates systematically from various kinds of contacts. The Auto reach feature enables you to make sure that a message eventually reaches a contact, even if the person has multiple methods of being contacted. Whenever you have problem tracking someone down, the search feature will easily find the person.

User :

The user section allows you to assign and modify preferences to your internal and external contacts and also allows you to modify your profile. The preferences feature also allows you to filter the spams and also block a mail list which you wish to.

DMS :

Document Management System is specifically designed to make access to material and reference papers easier to authorised members. This system acts as a desktop and library to store all pertinent information. This module is secure so that unauthorised persons do not access or copy the details in store. The module supports uploading of picture and other files, giving you a brand new experience in data analysis and sharing. It incorporates useful and time - saving features like such as Archiving and Search.

Forums :

Arenas for discussions are the best way to communicate thoughts and ideas to a group of people with like minded interests. OFSY Forums which are electronic in nature allow a group of people to start a discussion and post their ideas or comments at their leisure if the topic is deemed open-ended. A interesting feature, is that a topic can be open for comments and discussion which can be time bound. For security reasons, topics could be set by a moderator and all comments posted by registered user can be screened by the moderator.

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OFSY™

Extending Your Business Reach

Your Complete & Secure One-Stop Solution For Office Automation.

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