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'Optima2' Print Management System

Back-office 'stock' system features

Optima2 Print Management stock system has been implemented with all the 'quirks' of print and associated services in mind, i.e. unlike standard stock control systems it is capable of handling various box quantities, the production and pricing of 'overs' and is extremely versatile when invoicing on a 'per job', 'per call-off', 'consolidated' invoice basis. Please note that this feature list is not exhaustive.

Delivering into stock

- Print jobs are linked to the integral stock system, this means that when the job is delivered stock levels are automatically updated along with relevant cost information i.e. jobs are in essence delivered into stock awaiting call-off.
- It is a simple process to deliver items from suppliers direct to the customer and the remainder into stock, a common requirement when the customer requires some items delivered to them direct and the balance held to stock pending call-off.
- Multiple box quantities are easily handled; the Optima2 stock system has been designed specifically for Print Management; there is no requirement to hold stock in fixed box quantities; box quantities can be amended at a later date and also may be adjusted/set during the delivery process.

Calling off stock

- Typically FIFO stock rotation will be used automatically; however, Optima2 also affords a manual stock choice during the call-off process. Should specific stock from a known job be required to satisfy special requirements requested by a customer then a manual call-off facility can be used instead of the automatic FIFO mechanism.
- It is possible to create a single call-off and deliver items to different address and schedule different delivery dates if required, alternatively separate call-offs may be preferred in some instances.
- Should notes be added to the stock item record, these notes may be viewed whilst entering the call-off; a prompt will make the user aware that a note exists for that item; commonly these notes will be used to point out specific delivery requirements of the customer etc.
- Especially developed call-off charge and pricing mechanisms designed specifically for the print management market place affords the user powerful charging options. This means that replenishment orders to be charged at different rates is possible and may be automated; this along with batch, call-off and consolidated invoicing methods providing a flexible charging mechanism second to none in the industry.
- Back order facilities provide a flexible approach should a back order situation occur, Optima2 provides the ability to call-off items that will be printed on demand or have run out of stock for whatever reason. This is often used in conjunction with Optima On-line web based customer interface.

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Calling off stock (continued)

- The ability to amend call-offs, including charges, stock levels, delivery addresses etc. at any stage until the call-off is delivered is possible; this affords the user the flexibility to make changes up until the call-off is confirmed as delivered.
- A call-off save facility assures that users may save a call-off for later amendment and finalisation should a query occur or another task need urgent priority.
- Call-offs may be imported automatically from the Optima On-line customer user interface along with optional information e.g. personalisation details for leaflets, images, business cards etc.
- Optima2 easily handles master/sub items for use when calling off sets of different items; e.g. a point of sale stand that has say 5 different leaflets required to be despatched as a set; the user simply calls-off a quantity of the master item, allowing Optima2 to automatically call-off the linked items in appropriate quantities.

Stock administration

- Optima2 stock is a very forgiving and flexible system and boasts many user admin facilities assuring the ability to add and adjust almost any detail relating to the stock item.
- Easy to read on screen information for each item is available to the user showing stock quantities, usage, cost/sales values etc. In addition automated audit trail information shows item movement history and job history. Powerful supporting reports may also easily be printed/emailed to customers or used internally.
- Adjustments to stock levels and charges are easily applied via a simple user interface affording amendments as required over time.
- Returns handling is easy to administer affording the user full return capabilities that automatically recalculate stock levels for each individual item/job being returned.
- Renaming of the stock item/part number is a powerful tool that will trawl through all previous stock and associated job records updating them as appropriate in line with changes made.
- Various search facilities assist the user during all aspects of stock operation.

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Printed emailed or faxed documents

- Available documents that may be printed, emailed or faxed include:
 - Call-off
 - Picking note
 - Delivery note
 - Call-off confirmation (to customer)
 - Delivery confirmation (to customer)
 - Replenishment stock delivery confirmation (to Customer)
- Customer and Management Reports form an important part of the Optima2 system, whatever data is stored can be reported in just about any fashion required. Print management customers typically demand different reported information and to assist with this we supply F.O.C. a set of pre-programmed reports that can be modified to suit or new reports generated.
- A unique back dated stock reporting capability is a powerful facility; it is all too common for customers to request a stock and movement report for say August last year. Optima2 has been designed with this in mind unlike many stock systems which will only report actual stock levels at the time of printing and struggle with historic reporting.

Control

- Automatic audit trails and stock movement history records are automatically stored, i.e. Optima2 will store what stock movements have been made, who did what, when, why etc
- Confirmation of despatch by the warehouse may optionally be emailed/faxed to the customer, if this option is switched on, an automatic delivery notification will be sent to the customer by fax/email when call-off's are confirmed as despatched; assuring your customers are kept up to date.
- In line with despatch confirmation as shown above optionally Optima2 may automatically notify your customers when stock has been delivered into the warehouse, notifications may be sent fax or email.
- Stock may be stored in multiple warehouses if required and each individual warehouse has it's own re-order level along with optional location detail.
- Should the stock level of an individual warehouse fall below minimum stock then Optima2 will prompt the user; this may also be output via re-order reports.