

## Business Class Documents

# Hamworthy Combustion Discusses the Benefits of Using AutoFORM Output & Document Management Software.

### Overview

#### ■ Challenge

Existing documents did not reflect the company's innovative technological reputation.

To improve the appearance of electronic and printed transaction documents so that they reflected more positively on Hamworthy Combustion's goods and services.

For documents to be swiftly created and modified in-house so that Hamworthy could respond immediately to both customer and internal requests.

#### ■ Solutions

AutoFORM LaserNet 6.5.  
AutoFORM e-mail  
AutoFORM PDF converter  
AutoFORM PDF Archive.

#### ■ Why AutoForm?

Recommendation from Solarsoft and other TROPOS users.  
  
Tried & trusted solution for manufacturing engineering companies.

#### ■ Key Business Benefits

Document Emailing facilities cost justified the whole AutoFORM investment.

Documents will portray a professional business class image.

#### ■ Is it for you?

AutoFORM is ideal for both large corporates and SMEs. EFS Technology will work alongside you to meet your needs and budgets.



*Improved Document Corporate Image*

*£12,000 pa. cost savings*

#### First Impressions Count!

"You only get one chance to make a good impression" is an expression that underlines the value of presenting attractive, clearly laid out quotes, despatch notes and invoices. Documents represent your company and reflect the quality of your goods and services. It is a point that Hamworthy Combustion understands extremely well.

Hamworthy Combustion have grown their turnover from £37 million to £100 million in just six years largely through an attention to quality, innovation and product trustworthiness, enabling it to grow its worldwide customer base through 18 overseas offices. Hamworthy Combustion are now a worldwide market leader in the field of combustion technology and equipment supply. They address all combustion needs through its core operating divisions of Process & Petrochemicals, Power, Industrial, and Marine. With product quality and customer service so central to its marketing strategy Hamworthy Combustion sets equally high standards for the aesthetic qualities of its trading documents. To Hamworthy Combustion they are vital branding and marketing documents and as important as their website, brochures and other business communications. Hamworthy Combustion have therefore invested in AutoFORM Output Document Management software to complement their newly upgraded TROPOS ERP. Impressed with AutoFORM, Mike Giles, the IT Manager for the project would like to share his experience with other TROPOS users...

#### The Problems Associated With Script Based Output Programming

Mike Giles: "Whilst our TROPOS documents were neat and tidy, they looked like 1970's computer output which didn't portray the right image for an advanced technology company such as ours. The in-built tools within TROPOS will allow you to complete most output tasks, but they are very script driven and therefore time-consuming and laborious to use, even for someone with a high degree of programming skill. In the past, this rather thwarted our motivation to make any major changes to our documents."

## **Improving Transaction Document Corporate Image**

### **AutoFORM: Output Management, E-Delivery & Archiving**

It was with these thoughts in mind, that we attended the Solarsoft User Day and saw a demonstration of the AutoFORM Output Document Management Software. With recommendations from both Solarsoft and another TROPOS user, Firth Rixson, we recognised that AutoFORM would help us to achieve all our document output management aspirations and more. An added bonus was the ability to email documents and access document copies onscreen via AutoFORM PDM Archive.

### **Easy to use, Powerful Output Management Tools**

Although we have only been using AutoFORM for a short period we are extremely pleased with our selection. One of the many advantages with AutoFORM is that the templates are designed in any Windows graphics package, including Microsoft Publisher and Adobe Indesign. This means that we could ask the experts to do it—our marketing department. This leaves the IT department to concentrate on the data mapping, which with AutoFORM is also very easy to do.

### **Document Design is About Clarity: Not Fancy Fonts!**

We are currently re-vamping all our customer facing and internal documents. This is not just about making them look more attractive. Good document design also presents the information content clearly, with key information readable at a glance. For example putting the customers purchase order number in large text at the top of the document making it easier for the customer to process and pay, again subliminally reinforcing the impression that we are a helpful company to deal with. Being able to place text precisely where we want it to appear in the right font, size and colour is why we find AutoFORM's drag & drop data mapping facilities so useful.

### **GUI drag & drop data mapping**

AutoFORM uses a split screen document developer where sample TROPOS output is shown on one side and on the other the pre-designed template, or overlay as it is often called. The sample TROPOS output is simply 'dragged & dropped' to the overlay to create a 'route map' of where you want the TROPOS data to appear. The font size can be increased for important information and smaller for supplementary data. Totals from multi-page invoices can also be summarised on the front page. Very useful! AutoFORM also offers a number of conditional rule settings such as the ability to switch dates to be shown in either European or American format, as appropriate to the customer. There are also facilities to produce customer-specific barcode shipping labels, which we can also foresee a use for.

### **Email Purchase Orders ~ £12,000 pa cost saving**

Another major advantage that AutoFORM brings to TROPOS users is the ability to email time-sensitive documents such as purchase orders and invoices, as PDF attachments. Indeed, this feature alone has cost justified the whole AutoFORM investment.

Emailing purchase orders is now a business standard and even before AutoFORM we were only sending about 20% of orders by post. However in the past the PO would have to be printed, with 2 copies for filing and converted to PDF via our photocopier. The buyer would then email the PO to himself for checking before forwarding to the supplier. It was a similar scenario in our spare parts department, where the equivalent of one full time persons' man hours were spent manually

faxing orders and despatch advices. AutoFORM completely automates both the emailing and filing, although they are still emailed via the buyer for checking. When we calculated the cost of the management time and paper wasted with the old photocopier method, around £12,000 pa, the investment in AutoFORM was immediately signed off by our Chief Executive."

### **AutoFORM: A Very Worthwhile Investment**

In conclusion, Mike Giles says "AutoFORM will help Hamworthy Combustion to achieve a professional image. Everyone we have spoken to at EFS TECHNOLOGY, the developers of the AutoFORM software, are experienced, technically competent and customer service orientated. We recommend AutoFORM to other TROPOS users. You will definitely find it a worthwhile investment.

## **AutoFORM: Output Programming Made Easy**



AutoFORM offers a WYSIWYG interface where you drag & drop sample output data to create a route map of where you want your information to appear. It is very simple to do and does not require any particular programming experience.

### **Automated Conditional Formatting**

AutoFORM LaserNet offers a number of ways to enrich & enhance TROPOS output. For example:

- Output conversion to customer-specific barcodes for shipping labels
- Subtotals, totals and calculations
- Word processor style formatting: fonts, font & line size and text wrapping
- Automated switching of international date and number formats e.g. d/m/yr to m/d/yr & 1.000,00 to 1,000.00
- Conversion to a range of electronic formats including XML, TIFF and PDF including PDF/A for long term record keeping to international quality standards
- Automated email, fax and web-deposit delivery
- Document Management including COLD online document archiving and scanning workflow processing