

Cadac Organice Transmit

*Efficient document distribution,
specified per recipient!*



- *Speed up the distribution process*
- *Save on project FTE's*
- *Reduce errors in document distribution*
- *Record who received what and when*

Distribute your documents to multiple recipients at once and record who received what and when. Cadac Organice Transmit offers transmittal management and speeds up your distribution process, ensuring accurate document distribution.

The screenshot shows the Organice 2010 Explorer application window. The main area displays the details for a transmittal definition with ID TD-0000007. The interface includes a navigation pane on the left, a ribbon at the top with various actions like 'New Package' and 'New Transmittal Definition', and a main content area with sections for 'Package Information', 'Distribution Lists', and 'Package Documents'.

Distribution Lists				
Name	Version	Reason	Send Method	Template
Reviewers	3.0	For Review	Email	Email Template 1

Package Documents				
ID	Filename	Created by	Modified by	Version
68	Mechanical - Data Extraction and Multileaders.dwg	System Account	System Account	1.0
70	mass-balance.xls	System Account	System Account	1.0
71	Grid Schedule.dwg	System Account	Gus Weitzel	1.1

Transmittal definition

Cadac Organice Transmit distributes multiple documents efficiently to multiple recipients at once and offers management information to document controllers who need to track transmittals that have been sent. Users start by creating document packages and distribution lists through wizards. Through a transmittal definition they then specify which document package is sent to which distribution lists and whether the recipient should receive the documents digitally or on paper.



Packages, distribution lists and transmittal definitions are created within the SharePoint environment where both documents and recipient are stored and managed. Through revision management changes to packages, distribution lists and transmittal definitions can be managed. A transmittal letter is automatically generated for each recipient listing the documents and providing number of copies. The letter is in the recipient's language and is rendered in PDF, XML or as an e-mail message. The transmittal letter can easily be customized to fit corporate identity standards.

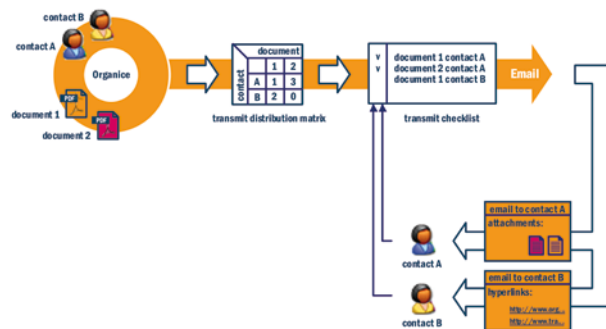
Transmittal tracking list

A transmittal tracking list in SharePoint records who received what and when. Tasks can be specified for each recipient, e.g., the recipient needs to approve the documents or revise them. A deadline can be set for tasks, and SharePoint reporting can be used to determine if recipients met their deadlines. It is possible to see all open actions per transmittal and to update all tracking items connected to a transmittal at once.

When documents are modified, Cadac Organice Transmit indicates, through its integration with the SharePoint document management environment, which recipients need to receive updates. The document controller is automatically notified by email of the need to retransmit the package.

Distribute digitally or on paper

Recipients can receive documents digitally or on paper. The recipient's preference is saved in SharePoint. Digital documents can be burned on CD or send by email with either attached documents or hyperlinks to the documents in SharePoint. To print documents, Cadac Organice Transmit can be integrated with 3rd party print applications for both in-house printing and for outsourced printing at a reprographer.



Specifications

Cadac Organice Transmit consists of a server and client component. The server component is installed and deployed as a SharePoint feature. The client component is integrated in Cadac Organice Explorer.

Cadac Organice Transmit is licensed per named user and is compatible with:

- WSS 3.0 SPI, MOSS 2007 SPI or SP2010

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Cadac Organice Americas
T: +1 617 934 0563

Cadac Organice APAC
T: +61 2 9004 7927

Cadac Organice EMEA
T: +31 45 400 1010

info@organice.com
www.organice.com