dash

You produce it, dash manages it!

Award winning Optimus dash
Changing the rules of MIS!

Optimus dash

Optimus dash has revolutionised MIS with its unique functionality, ensuring that dash can effectively manage any process or substrate and help our customers to maximise the profit in every transaction!

Print Buyers have changed over the years and no longer buy 'ink on paper'; print is now purchased as a product. Optimus dash was developed with this in mind with fast product or campaign based quotations and automation at the heart of the system.

Optimus also believes that MIS can help support our customers' business growth. MIS is no longer just an estimating engine or production control system and must be used to assist in driving sales and increasing sales activity.

Optimus dash Contents

Optimus dash Sales Solutions

Helping Support Business Growth

dash Campaign Manager

Helping our customers to promote themselves to their customers and building on dash Sales Generator, dash Campaign Manager delivers efficient cost effective marketing without increasing overheads!

Opportunities identified within the dash Sales Generator can be quickly and simply capitalised on with email or printed campaigns produced to target business growth. e.g special offers, specific customer targeted messaging or a new product launch.

DASH CAMPAIGN MANAGER HELPING OUR CUSTOMERS STAY IN TOUCH WITH THEIR CUSTOMERS!

dash Sales Enquiry & Quote Manager

dash Sales Enquiry and Quote Manager, is designed to allow the user to easily create rapid quotations whether complex or simple. Everything in the interface is highly configurable and is driven by a series of questions that are user determined. There are no restrictions on the type of questions that can be created and used to determine the business logic that is trusted!

Regardless of the product or campaign to be produced; be assured that dash Sales Enquiry & Quote Manager will be able to deliver a fast and accurate customer quotation and ultimately a fully specified production job within Optimus. This without re-keying and duplication and with the full analysis Optimus is famous for.
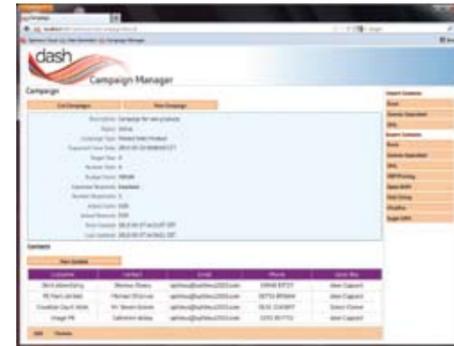
IF YOU CAN SELL IT, DASH SALES ENQUIRY CAN PRODUCE A CUSTOMER QUOTATION TO MATCH THE PRODUCT CRITERIA!

Optimus Customer Services

Optimus recognises the need for our customers to provide excellent service which is essential for customer retention and satisfaction. Optimus Customer Services ensures access to all information which may be required in one real time customer centric view; so that customer facing staff can confidently give immediate feedback on current and historical information.

Optimus Customer Services is specifically designed for users receiving telephone enquiries and provides visibility on all transactions with a customer including; quotations, jobs, proofs, deliveries, invoices, stock levels and sales orders.

OPTIMUS CUSTOMER SERVICES PROVIDING INSTANT INFORMATION AND INSTANT CUSTOMER SATISFACTION!

dash Sales Generator

dash Sales Generator shows trend analysis of sales information, vital for any business looking to increase sales and ensure that work undertaken is the most profitable.

dash Sales Generator gives a unique view of sales, added value and profitability by customer and by products sold, all in an easy numerical and graphical display. Other search criteria includes; top selling products, top customers, least selling products and most profitable products sold. This enables the users to quickly identify essential information and take the necessary action e.g. is the top selling product also the most profitable?

DASH SALES GENERATOR ENSURING OUR CUSTOMERS PROMOTE THE RIGHT PRODUCTS TO THE RIGHT CUSTOMERS!

Optimus dash
Giving Complete Production Control

Proof Tracking

We recognise that jobs can be delayed due to proofs being late or not being approved, that is why we introduced a comprehensive proof tracking solution. Visibility is key, with the following statuses being available; planned, waiting a decision, approved, rejected, approved with alterations and cancelled; ensuring production are aware of the status in real time and can plan accordingly.
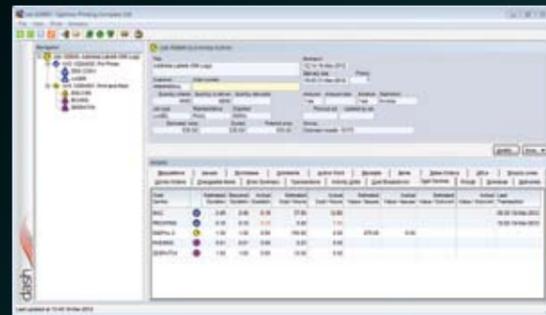
Job Tracking

In one screen, the Optimus Job Management System provides a view of the job production workflow displayed as a tree structure and with each aspect surrounding the workflow displayed clearly within tab windows; providing a unique user friendly view of every element of the job.

Fully specified production jobs are created from a successful quotation from within the dash Sales Enquiry & Quotation Manager including chargeable items (for invoicing), relevant works orders, tasks, deliveries, proofs, materials required and estimated times.
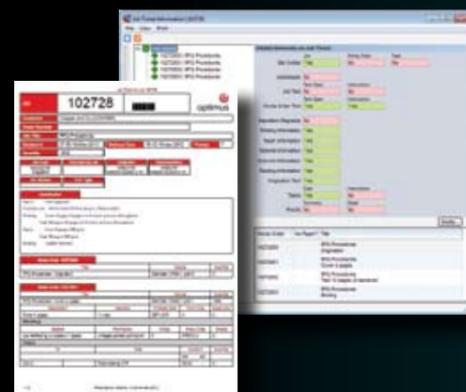
The works orders are a user defined breakdown of the production workflow within a job, for example: a cover and text could appear as two separate works orders within one job, this allows for the separate elements of the job to be worked on simultaneously and also provides an estimated versus actual overview for each element of the job and the job as a whole.

Within each works order the individual tasks are listed which are the necessary activities to produce the element of the job. Visual indications of the status of each task and works order are signified by coloured icons.

Stock/Inventory Management

Optimus Stock Management is the complete solution to enable the recording and monitoring of all transactions for any material items including warehouse and customer owned stock. This provides accurate control, analysis and reporting of stock levels, values, classifications and locations. Optimus Stock Management ensures no duplication of effort as there is no need to maintain spreadsheets for individual customer owned stock.

Optimus Stock Management facilitates the requisitioning, purchase ordering, receipting and issuing of goods, including materials and outwork to a production job, ensuring that accurate costs are automatically maintained on each job.

When a job is created from a quotation, all materials required are generated without re-keying. Stock can be automatically allocated, or if stock levels are low, a notification of an order requirement is created, thus ensuring stock levels are kept to a minimum.

Each stock item code can be recorded in differing units of measure, for example; tonnes, kilos, reams and sheets, to accommodate the quantities defined and required by the user.

Reporting and analysis on stock levels, valuations, checks, status, audit and stock movements are available ensuring complete visibility and control.

Job Comments

Optimus Job Comments provides the facility to allow users to record free text comments when required. This ensures the most accurate information is always available whilst producing the job and is available for repeat work. Optimus Job Comments enhances communication between departments and ultimately to the customer as the job progresses.

Job File Folders

Optimus Job File Folders provides the facility to hold multiple low resolution images, documents and files accessible within the Optimus job screen. This, for example, can be used to ensure that all production staff and customer facing staff have a visual representation of how the job will appear.

Job Ticket

We understand the job ticket is the bible of a production job and therefore is the key to ensuring smooth production; that is why we have ensured the job ticket was designed for maximum flexibility! The Optimus Job Ticket allows the user to define what information is required to be published including; bar codes, technical specification, special instructions, imposition diagrams, proofs, materials, outwork and packing.
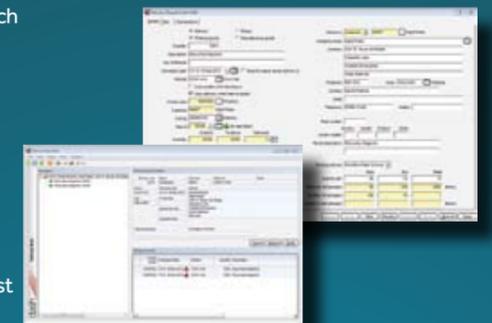
Despatch

Optimus Despatch is designed to provide complete visibility and control of all despatch activities including finished goods, deliveries to outwork suppliers and from outwork suppliers to customers, and even deliveries between customers!

In one screen, a list of delivery requirements including scheduled delivery date, proposed delivery method, weight, quantity and description of the items are all available to view.

Delivery requirements are created within the production job or within the Despatch Module, with each delivery requirement allocated a delivery method, to enable the fast creation of the delivery schedule by date and method.

Each delivery requirement is progressed through a series of statuses and once scheduled, the delivery note and labels are available for printing. Once printed, the schedule will reflect the delivery is ready for despatch.

Once despatched, with one click, the delivery requirement is marked as delivered and the production job is automatically updated with a date and time stamp.

THE OPTIMUS PRODUCTION SYSTEM PROVIDES COMPLETE TRANSPARENCY AND CONTROL, RESULTING IN EFFICIENT AND COST EFFECTIVE PRODUCTION!

Optimus Remote Data Collection

Optimus RDC facilitates the recording of actual time spent on each task by all production staff, ensuring accurate costs and produced quantities, where applicable, are collected on each production job.

Optimus RDC is a browser based application with a clear and simple interface, for staff to identify themselves and the task that they are working on. Once identified, Optimus RDC will automatically record the time spent on the task within the Optimus Job.

Allows you to Stay Connected and in Control

Optimus Task Diary

Specifically designed for Production Management, the Optimus Task Diary provides instant, easily accessible filtered views of individual tasks and associated data, to facilitate production planning.

Driven by tasks required to complete a job, information is provided in one screen for every task, proof, material requisition and any job information surrounding the task. Additional information including estimated time and actual time taken, together with estimated and actual quantities is also provided.

Multiple filters, sorts and display options that can be saved and re-used are available giving an instant, printable work-to list, with the ability to set target start and finish dates and times and display material requisitions.

Optimus Connect

Optimus Connect facilitates the automated feedback from press and post-press resources regardless of equipment age. Optimus Connect is provided with Connect Hardware Units and Software to allow the automated recording of good and bad quantities produced by a specific resource.

The Connect Hardware Unit is physically connected to the resource and collects data using a pulse or sensor. The resource Operator simply specifies the job number and the task being performed; Optimus Connect will then automatically start recording time and count against the job, the task or a non productive activity.
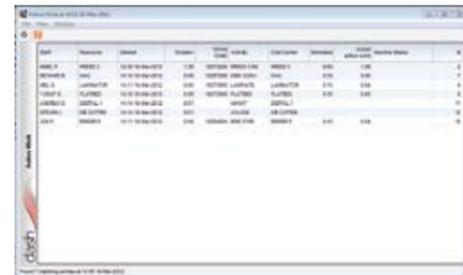
An electronic job ticket is available displaying all key information about the job and the Operator is also able to issue materials to the job as well as viewing or inputting job comments.

Optimus Active Work Screen

The Optimus Active Work Screen displays all current productive and non productive activities by staff, resource, task and job. Estimated times, current activity duration and overall actual time are displayed. Warning indicators clearly highlight where actual time has exceeded estimated times, ensuring Production Managers have an instant view of potential bottlenecks and late deliveries.

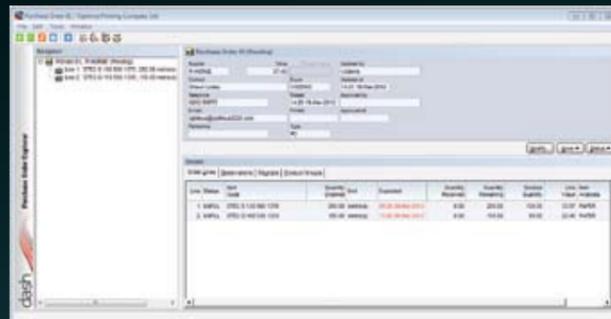**OPTIMUS – GIVING PRODUCTION MANAGERS COMPLETE VISIBILITY AND CONTROL!**

Optimus dash
Keeping Control of Your Costs

Optimus Purchase Order Processing

A comprehensive and easy to use purchasing system, Optimus Purchase Order Processing facilitates efficient purchasing and effective procurement by recording and monitoring all requisitions and purchase orders for any item required.

When a job is created, requisitions for materials and outwork are automatically generated. Where there are insufficient stock levels, the Optimus Stock Management System presents the information in the Optimus Purchase Order Processing module, which is then converted into a purchase order and can be raised by job or supplier on a daily basis or on demand.

Purchase Order statuses are easily identified by icons within the Purchase Order screen and can be printed or emailed directly to the supplier. The Optimus Purchase Order Processing Module flexibility allows for both centralised and non centralised purchasing.

Optimus Purchase Order Approvals

An easy to use additional Module which introduces spending authority controls on the purchasing power of buyers within the Print Business.

Optimus Purchase Order Approvals gives complete control over who can raise and/or approve purchase orders for set values and set product categories. Spending limits are assigned to individuals based on the Company requirements. Restrictions are placed on progressing purchase orders raised if the relevant authority is not permitted, thus preventing unapproved orders being sent to suppliers.
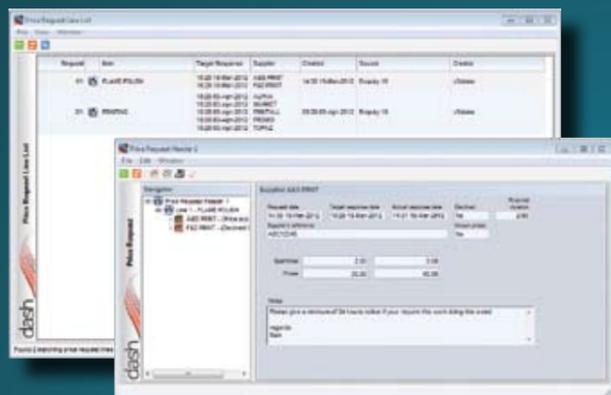
The Buyer raising the Purchase Order can quickly identify within the Module who has the authority to progress the order. With a simple click they can send an automatic email with the order details to inform the authoriser that approval is required, ensuring there are no delays in ordering material required.

OPTIMUS PURCHASING SOLUTIONS – KEEPING YOU IN CONTROL OF YOUR COSTS!

Optimus Outwork Manager

Optimus Outwork Manager is designed to manage the process of obtaining multiple prices from different suppliers. Again fundamental to Optimus dash principles are high levels of automation and speed to enable a rapid response to meet customer demands!

The process is very simple: Enter specification information once about the element of the job that you want priced, select multiple suppliers that meet the appropriate criteria to fulfil your requirements and then send out that information electronically. Optimus Outwork manager will monitor the responses back in real time, present that information and enable you to then make a purchasing decision.

Optimus Sales Order Processing

The Optimus Sales Order Processing System gives control of sales orders for all saleable stock items, regardless of whether the items were produced in house or purchased as finished goods for re-sale. The seamless integration with Optimus Stock Management and Optimus Job Management System ensures maximum production and buying efficiencies.

Optimus Sales Order Processing allows the simple and controlled handling of; Customer Call Off's, complete management of Bill and Hold stock, simple batch generation of Sales Order Invoices and flexible pricing options including contract prices, break point prices and special prices.

When a sales order is created, a visual display of all items is available together with current stock levels. Also included are stock quantities allocated to other deliveries, ensuring that only unallocated stock is available for sale. Where stock levels need to be replenished, the user will automatically be presented with the option to select suggested alternatives or requisitions are raised and passed to Optimus Purchase Order Processing to generate the required Purchase Order.

Contract or standard prices are automatically checked when the order is created thus negating the need for manual pricing intervention.

Pick and Pack Lists are easily produced identifying the goods required and the location with delivery notes produced when the order is ready for despatch. The deliveries ready to despatch appear on a Delivery Schedule, ensuring full transparency of delivery requirements for the Despatch Team. Once delivered, the order is ready for invoicing, with the invoice detail available from the Sales Order, thereby negating re-keying.

OPTIMUS SALES ORDER PROCESSING FOR THE EFFECTIVE MANAGEMENT AND CONTROL OF FINISHED GOODS!

Optimus dash
Managing the Supply of Finished Goods

Optimus dash

Giving Complete Financial Control

Optimus Sales Invoicing & Chargable Items

Optimus Sales Invoicing is a comprehensive invoicing tool allowing the fast production of sales invoices – vital for healthy cash flow!

Sales Invoices are produced from Chargeable Items, in turn, the Chargeable Item is automatically created when a job is created from a quotation. This not only negates the need for re-keying as all text originating from the quotation appears, but also ensures the customer is charged with what has been agreed in the accepted quotation.

Also, with the flexibility that Optimus is famous for, additional chargeable items can be quickly created should there be any 'extras' to be charged as the job progresses. This ensures that all relevant charges are captured and passed onto the customer.

Sales Invoices can be consolidated for those customers wishing to receive one invoice or can be individual on a job by job basis. Invoices are produced and printed within Optimus and released to the chosen Accounting System in a controlled environment, using the Optimus Accounts Link. Optimus will not allow duplicate posting to the Accounting System as only those invoices printed can be released.
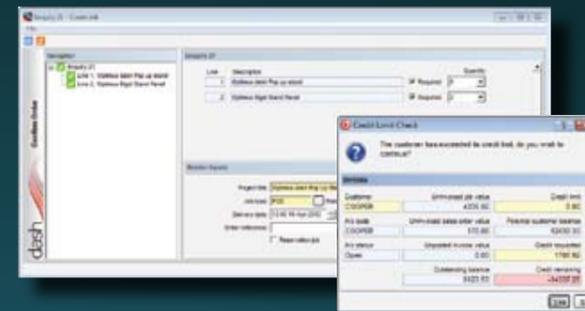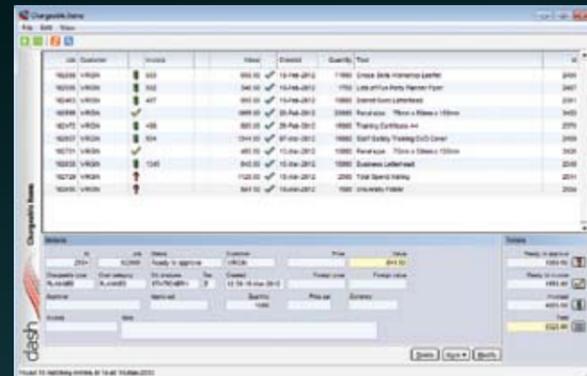
Within Sales Invoicing, a cost/price analysis is available to view, showing profitability, added value and contribution as a table, summary or graphical display of estimated, actual and variances for each chargeable item type, thus giving the vital information to understand the profitability of each charge made to customers.

Optimus Purchase Order Invoice Reconciliation

Optimus Purchase Invoice Reconciliation allows all receipts from Purchase Orders raised in Optimus to be matched to the relevant purchase invoice. This ensures that the purchase invoice is accurate and the cost is as expected. If the value or quantities on the invoice differs from the receipt, a warning is displayed.

The purchase invoice, once matched to receipts, must progress to an approved status ensuring that costs recorded on the production job are accurate for margin and profitability analysis. Equally, only approved invoices can be released to the Accounting System.

A report of goods received with no purchase invoice received is available, giving a fast and simple tool to calculate the month end accrual for the financial accounts.

Optimus Accounts Link

The importance of providing an Accounts Link that is secure and easy to use, with the benefit of seamlessly integrating to Optimus ensures there is no re-keying, thereby increasing accuracy and data integrity.

The unique open architecture within Optimus has been designed to maximise integration opportunities as we understand that Accounting Systems are a personal choice which must be accommodated.

Customers, suppliers and nominal/general ledger codes are mapped between Optimus and the Accounting System to ensure transactions raised in Optimus are posted to the correct sales, purchase and nominal/general ledger accounts within the Accounting System.

Optimus Accounts Link not only posts to the chosen Accounting System but can also receive information back e.g Credit Control which is a permission driven module and can warn the Optimus user when a job is booked in, if the customer has exceeded credit terms. This is calculated from the current debtor status and credit limit set within the Accounting System, together with value of jobs and sales orders, value of work in progress and the current job value from within Optimus.

OPTIMUS FOR GREATER FINANCIAL CONTROL, INCREASED CASH FLOW AND DATA INTEGRITY!

Optimus dash
The All Important Management Information

Whether daily, weekly, monthly, annually or year on year, Optimus dash provides key analysis to assist in making informed, strategic decisions.
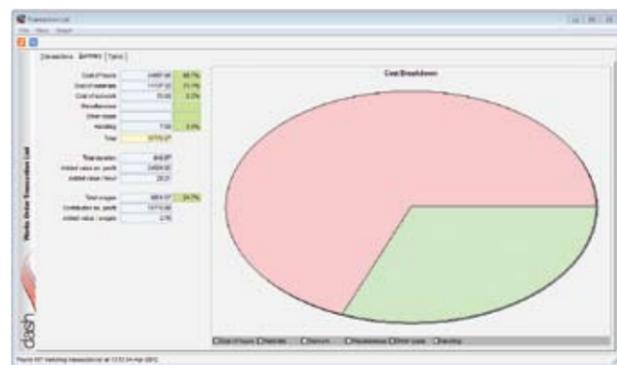

Optimus Desktop Alerts

Optimus Desktop Alerts provides instant, easy access to key information on all areas of the business using a traffic light view on the Optimus home screen. Alerts are defined by the user's role, ensuring only those relevant to the user are shown.

Desktop Alerts do exactly what the name implies; it alerts the user to current key activities at a glance, that may need immediate action, thus ensuring that any potential issues can be addressed before they become a business risk

Optimus Sales Analysis

Optimus Sales Analysis is designed to provide instant, easy access to key sales performance statistics and is driven by the invoiced revenue of the Company. A real time breakdown of sales achieved in both numerical and graphical display is available, with multiple filters and display options, giving an instant view of sales statistics by customer, product lines, representative and geographical area. Further detailed analysis of sales to added value, wage costs, contribution and profitability makes Optimus Sales Analysis the essential tool to monitor sales and profitability.
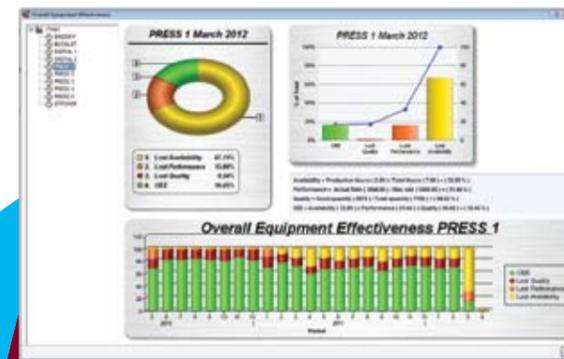

Optimus Transaction Analysis

Optimus Transaction Analysis is designed to provide instant, easy access to production costing statistics and is driven by actual costs recorded. A real time breakdown of production time, materials and outwork costs incurred in both numerical and graphical display is available, with multiple filters and display options, giving an instant view of cost statistics and trends by date, customer, department and resource.

Optimus Work in Progress Summary

Providing an instant snapshot of work in progress, an overview of cost statistics and the number of jobs to be completed together with jobs overdue, enables a complete real time view of the total order book.

Optimus Work in Progress Summary is continuously updated with materials issues, outwork purchased and time booked to each job, ensuring that an accurate picture of work to be completed is always available. Equally, a separate view showing an order book turnover prediction includes both complete and incomplete jobs in the month, enabling management to forecast turnover on a daily basis if required.

Optimus Vision – Key Performance Indicators

Optimus recognises the need to encompass best business practice and has worked closely with Vision in Print, a UK organisation promoting Lean Manufacturing principles to the UK Printing Industry.

Optimus Vision is designed to translate the wealth of information in Optimus, to identify key performance indicators vital to the continuous monitoring and improvement of key operational areas of the business.

The Key Performance Indicators are provided in a dashboard view, with the ability to drill down on each KPI for maximum benefit and includes:

Optimus Vision – Key Performance Indicators

- Overall Equipment Effectiveness
- Not Right First Time
- Job Bag Queries
- On Time In Full (deliveries)
- People Productivity
- Value Added per Person
- Stock Turns
- Floor Space Utilisation

OPTIMUS PROVIDING ALL MANAGEMENT INFORMATION REQUIREMENTS

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optimus
Inspiring Print Software Solutions