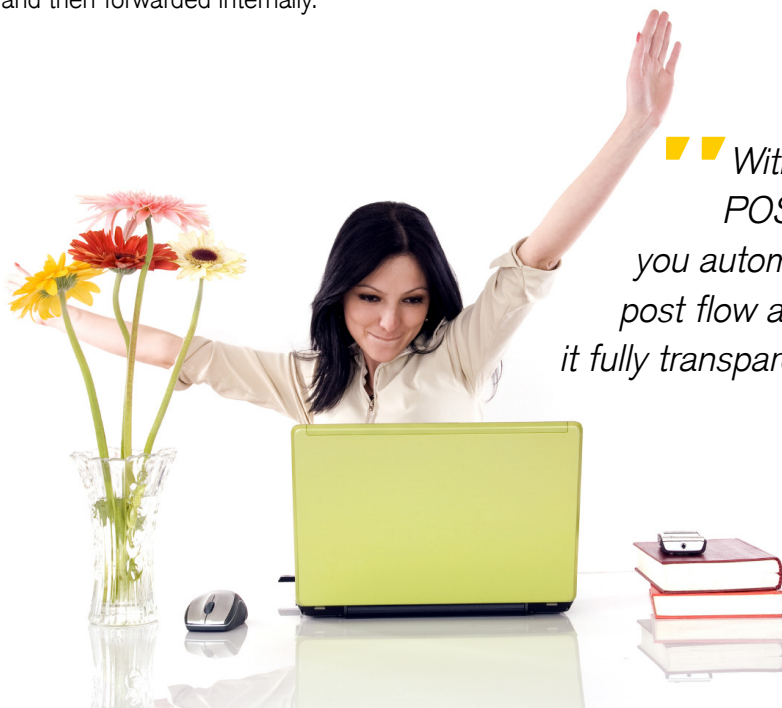


# cTubes POSTBOOK

## Automate your postal workflow Save time and money



One of the daily tasks in an organisation:  
Incoming post is logged, copied as required  
and then forwarded internally.



With cTubes  
POSTBOOK  
you automate your  
post flow and make  
it fully transparent!

### What is it about?

#### Starting point

In an organisation the daily post is manually copied and distributed. Sometimes post is scanned and then internally sent per email. The basic problems like missing status tracking, insufficient overview over the document flow and difficult long-term archiving remain unsolved with this method.

#### The solution

cTubes POSTBOOK takes care of your postal workflow. Employees permanently have complete overview over their document flow. From the incoming desk to the final completion of the task. Documents are delivered immediately and electronically. Processes speed up - time and money are saved!

### How it works

- a scanned document automatically gets a new business case number
- the document appears as NEW for the person or user group responsible for the incoming post
- the incoming handler classifies the document and forwards it to the responsible person
- now the responsible can set the case to completed or add comments and attachments and forward the document again

#### The special about it

Unlike as with email systems a post-book document remains visible for all who have been involved in its flow! on Uncompleted tasks and date overruns are easily recognized and immediate action can be taken.

### Documented cases

The history of forwards and status changes is visible for each document.

#### Mail module

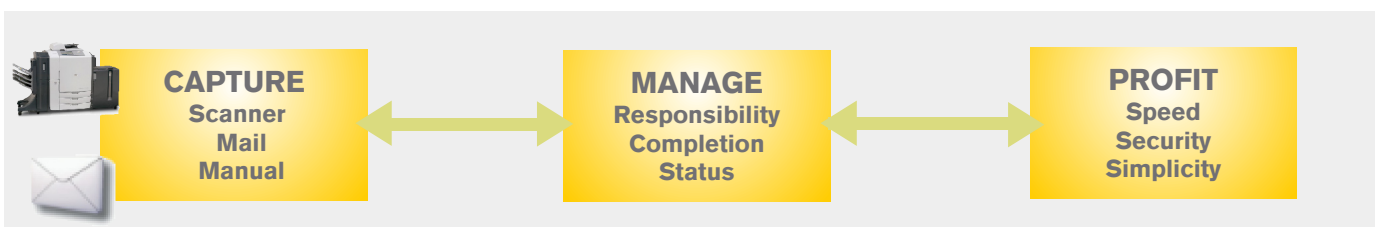
Increasingly email is used to send important documents between organisations. With the mail module emails can be fed into the Postbook - by authorized users only, so that your Postbook stays clean.

#### Outgoing post

Authorized user can create their own documents, route them internally to the secretary department, where they are posted, complete with an archived entry in the Postbook.

#### For organisations of all sizes

The system supports up to 100 users and 20.000 documents per year. Systems can be connected into clusters, for example to link different organisations with closely connected workflows.



# Benefits

## Automation

- automatic document entry via scanners
- immediate electronic document delivery
- automatic generation of serial numbers for case tracking

## Simple operation

- powerful search and filter, by text or category
- attachment support - helper documents like calculations can be attached to a main document and become part of archived document flow
- desktop shortcuts to Postbook documents are created with a click and can be added to local project folders

## Process Control

- complete rights management with support for hierarchical usergroups
- complete auditing capability of document flow - compliance with legal requirements and process quality standards
- give and take responsibility
- constant monitoring of completion dates avoids stuck cases
- ideal for business critical applications through redundancy and high availability
- supports incoming and outgoing document directions
- secure email integration - only authorized users can forward messages into Postbook

# A safe decision

## Easy to install and operate

The setup is completely self contained, no separate database system is required. User and group admin via integrated views.

## Prerequisites

Operating system: from Windows® 2000 to Windows® 7

Document storage: a shared drive where Postbook stores its documents

## Flexible and future proof

- simple customization for specific needs, like workflow dependent on type of document
- simple data export into 3<sup>rd</sup> party applications like SAP® or spreadsheets, also for long-term archiving

## Prices

Regardless of the version you start with, cTubes POSTBOOK grows with your organisation:

- **POSTBOOK Single**  
Free single user version. Seamless upgrading to a multi user license keeps your data.
- **POSTBOOK Network**  
For 3 users with manual creation of documents € 840.-
- **POSTBOOK PRO**  
With scanner integration and document history from € 4.500.- for 5 users
- **POSTBOOK ENTERPRISE**  
With email and long-term archiving from € 7.500.- for 5 users

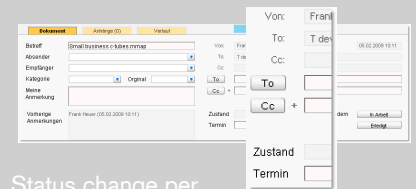
# User Interface

Three lists shown the open, archived and all documents that a user has access to.



All those lists can be filtered via categories and keywords.

All actions on documents are done via the central control-panel - ensuring easy overview.



Status change per button



One click opens the document



The history of documents is archived and visible for all involved in the case.

Document		Attachments		Story	
Date	User	Action	To		
05.02.09 11:40		Deadline change	Frank I		
27.01.09 16:05	Frank Heuer	Deadline change	Frank I		
27.01.09 15:31	Frank Heuer	Status change	Frank I		
27.01.09 15:30	Frank Heuer	Forwarded	Frank I		
27.01.09 15:30	Frank Heuer	New			

You always have the perfect overview!

## Try it now!

[www.ctubes.com/postbook/](http://www.ctubes.com/postbook/)

**cTubes POSTBOOK** is a cTubes application, made by UNIQATOR.

**cTubes** is a platform for simple and secure data sharing. Products include the free cTubes Open Reader and cTubes Network as office tools, cTubes Developer, an integrated development environment and the cTubes Enterprise Server for fault tolerant replication services. cTubes is made by UNIQATOR.

**cTubes applications** provide specific solutions on the cTubes platform. They are created by UNIQATOR or independent development partners.



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