

# iOffice® copy/print management software

100% web-based  
robust, flexible reporting  
**EASY TO USE**

Effectively manage centralized copy and print production, no matter how complex.

For organizations that maintain centralized printing facilities, the need to receive requests and track the requests through production and billing is critical for maintaining efficient, high-quality print operations.

**The Copy Module** establishes an on-line presence for your copy center. End users can access a dynamic form, from anywhere, which allows them to submit requests, attach electronic files for production, and seamlessly monitor job status.

## customizable product catalog and request types

- Provides unique catalog of request types based on production capability.
- Ability to configure on-line job submissions forms based on available service offering.
- Easily attach electronic files with job submission form.

## single portal for job tracking and management

- All production logs consolidated into a centralized portal for ease of tracking and reporting on production volume, performance and cost.

## real time price estimation

- Automatic calculation of estimated job costs prior to job submission with the ability to track chargebacks.

## easy re-orders

- Online re-order capabilities for previously submitted jobs.

## real time reporting

- Reports created on-the-fly after job is completed and archived.



**MODULAR**  
easily shares data with other systems  
**HIGHLY CONFIGURABLE**

## complete portal integration

**The Copy Module** is integrated with the portal data backbone so that updates and changes are universally shared providing a complete office and facility management suite. Workflow integration with the Mail Module is also available. The workflow allows delivery transactions in the Mail Module to be automatically created once the copy job is in the complete status.

*Real time job review and price estimate*

*Customizable Job Ticket in center with electronic file attachment feature*

Price Estimate	
Print Type	0.00
Binding	27.00
Taxes	1.90
<b>Total:</b>	<b>29.90</b>



### Did you know?

iOffice also provides modules that support the management of the workplace including space management, move management, service request, room reservation and asset tracking?