



**Ihr kompetenter Ansprechpartner  
für klassische Organisationslösungen**



## Offer Management

The active follow-up of offers is the key to successful sales and marketing. As many orders have to be tracked simultaneously, a systematized control of deadlines is indispensable for every sales representative.

The use of signals allows a quick overview of current offers and their individual status.

### Datoclip+ informs about:

- the first contact
- the date of the offer submission
- the follow-up dates
- the current progress



## 7 Datoclip+ for active files

## Customer Service

To receive follow-up orders and to win satisfied, long-term customers by good customer service must be every company's goal. This requires an active and offensive customer service, which in turn demands a customer file including all documents, always reminding you of the next activities.

### With Datoclip+ in view

- the overview of the current customers
- the last contact with the customer
- which contact was it
- when is the next activity
- what is planned
- which deadlines were met



## Purchase Management

Today, an efficient purchasing department is more than ever a requirement for the overall success of a company. What counts is not only a favourable purchase price, but also on-time delivery and continuous quality. For this, Datoclip+ is the ideal solution as it allows quick access to all orders and the related documents as well as an active tracking of deadlines and schedules. Thus, any contingency at the order processing is eliminated.

### Composition and function

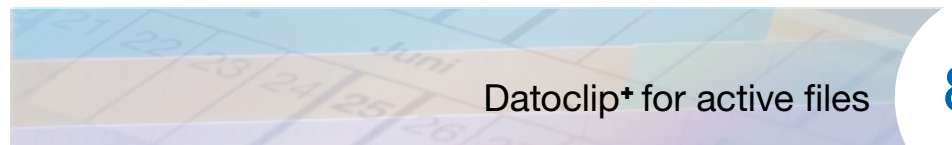
For the monitoring of deadlines in the purchasing department, Datoclip+ was selected because the coloured signals are easy to adjust. They are slid underneath the transparent cover of the scheduling bar; this ensures that accidental misalignment is avoided.

Every supplier and every purchase order gets a pocket. The names of the suppliers are written on the index label in alphabetical order.

Purchase, delivery and delivery reminder dates are marked with signals in different colours. A sliding signal which is also moved underneath the pocket header shows the current status of the order.

### With Datoclip+ in view

- active suppliers
- open orders
- order and delivery dates
- delivery reminders
- current status



Datoclip+ for active files

## Order

In order to coordinate the requests of the departments marketing, sales and production, the production planning and control department generally exercises two planning and control functions, and combines them to one overall system. The workplace-related control is carried out with the help of the control center and the work center occupancy; the order-related control with the help of organisational pockets.

The advantage Datoclip+ offers is that with one single organisational means all required order-related documents are quickly accessible and at the same time, deadline compliance can be controlled.

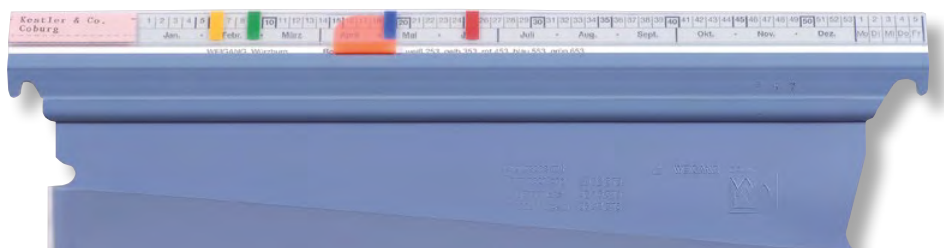
### Composition and function

The pockets are kept order-related according to order numbers, that is sorted according to product, component groups and individual components which are differentiated by different-coloured index labels (white = product, blue = component group, pink = individual component).

With the aid of signal tabs, the deadlines for material provision, the start of important manufacturing steps and the delivery date are marked at the pocket header. The current work progress is monitored with a sliding signal underneath the pocket header. The grid strips in the pocket header are clearly laid out, in below figure weeks 1-53 and weekdays Mon – Fri.

### Datoclip+ informs about:

- the total number of open orders
- the number of production orders pertaining to a customer or stock order
- provision date
- starting and finishing date
- completed tasks
- the status





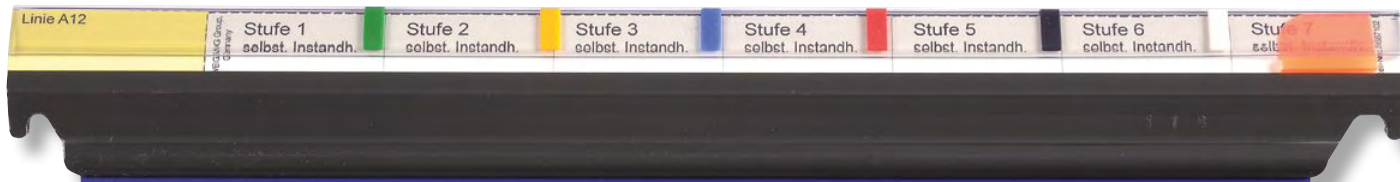


Every project, each task and every file has different requirements concerning the related processes.

For the organisation of the documents, the Datoclip+ product line offers pockets, folders and binders with different types of filing systems as for example loose-leaf-filing, strap fastening or standard-type filing system.

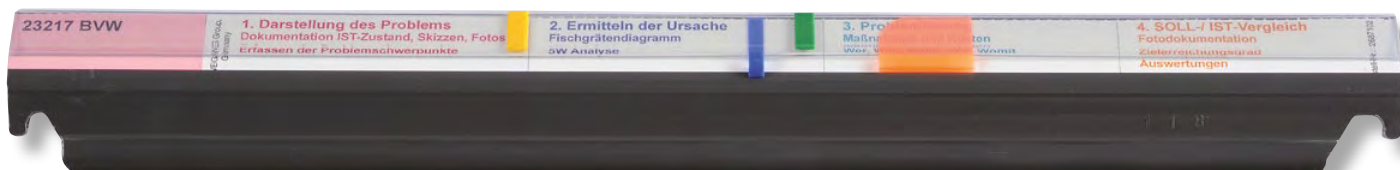


## 9 Datoclip+ for individual files



With customized grid scales meeting the respective requirements, relevant milestones are visualized and provide information about the status of the tasks at any time.

Scales created with DatoPrint are emphasized with coloured signals and signal tabs which act as a “visual alarm clock”.



... any questions?

We are glad to help!