



Introduction

Paperman is a system specifically designed for publishers enabling them to manage the paper used in the printing of periodicals, catalogues and other repeat print jobs.

Paperman can either be installed on a company's Intranet or can be used over the World Wide Web enabling a Publisher to provide access to its paper suppliers and printers.

Used over the Internet, Paperman enables publishers to integrate its home and overseas production departments into a single database of paper information.

Local and consolidated management information can then be produced from a single source.

Company Organisation

A company using Paperman can operate either as a single entity or may be operated in Divisions. Each division can operate in a different currency and is seen to own its own paper. Each division can operate a number of Publishing Groups each owning one or more titles.

Paper Suppliers

Paperman provides the facilities to set up all paper suppliers, details of the papers they supply and prices by substance.

Paper Suppliers may be given access to the Paperman database should they offer a paper management service or should they require information such as details of future print runs.

Printers

A printer's detail can be set up in Paperman including details of press profiles etc. A printer can be given access to the Paperman database to record deliveries of paper and paper usage.

Stock Management

Paperman provides the user with a single screen that enables the user to manage the future paper requirements by title.

Forecast stock balances are displayed indicating where there will be a stock shortage. By clicking single button replenishment orders can be generated.

From this screen the user can add or amend future print runs, record paper usage or create or amend purchase orders.

Stock is recorded using the FIFO model although the use of paper can be costed at a recharge price, purchase price plus percentage uplift and in addition can be based on actual usage or theoretical usage.

Stock may be adjusted, transferred at FIFO price or rejected for subsequent claims processing.

Purchasing System

The user can raise purchase orders with or without despatch control – orders can then be progressed and called off.

Deliveries may be recorded against orders and/or call-offs. This can be done by the printer if so required.

A complete management reporting facility is available to report on paper purchased by type, supplier etc.

Print Run Management

Titles are defined within which there can be various editions of different frequency, size and paper.

Each edition is made up of sections that can be printed at different locations and use different paper qualities and sizes.

Future print runs can then be created which are used to forecast future costs. Any future print run can be modified and copies and pagination can be changed as and when known.

On completion of a print run either the printer or the publisher may enter the details of the paper used.

Purchase Invoices may be approved against either deliveries or usage statements depending on the supplier's invoicing method.

Waste Formulae

Print Run waste can be defined in "make ready" copies or revolutions and in addition a running waste can be defined along with a separate bindery waste. Additionally other categories of waste can be defined for exceptions such as UV Varnishing.

Excess Paper Usage

Paperman calculates and records the cost of over and under usage such that the publisher can raise Invoices to be sent to the printers.

Paper Usage Costing

All paper used in the printing of titles can be costed and allocated to Publishing Groups and in turn can be costed to Divisions.

Metric or Imperial

Stock can be handled within a company in either metric or imperial measurement thus making Paperman suitable for North American publishing companies.

Multi Currency

Each Division may operate in its own currency and paper purchased in whatever currency the supplier demands.

• **Technical Specifications**

Paperman can be run on any PC running Microsoft Windows 98,2000 or XP with a minimum specification of:

- Pentium 3 800Mhz upwards or Celeron 800Mhz upwards processor.
- 128Mb of memory
- 2GB of hard disc

Internet Connection – preferably Broadband but ISDN 2 is satisfactory. JSA does not recommend PSTN connection.

• **Browser**

Since Paperman does not use an Internet Browser the only time the browser you are using may come into question is when installing Paperman and Progress Webclient. Internet Explorer and Netscape should both be suitable for installation but Java must be enabled.

Progress Webclient – Paperman uses Progress Webclient which is supplied free of charge.

• **Networks**

If you are installing Paperman on a PC that is connected to a corporate network you may encounter problems. JSA recommend that in such cases a member of your IT Department should take responsibility for installation on your PC.

• **Disc Space Required**

Webclient requires 12Mb and Paperman requires 70Mb + allow 10Mb for temporary files.

Further space is then used for print files – it is recommended that a specific folder is created for print files and is regularly cleaned up.