

New Benefits From Seneca CM

Introduction

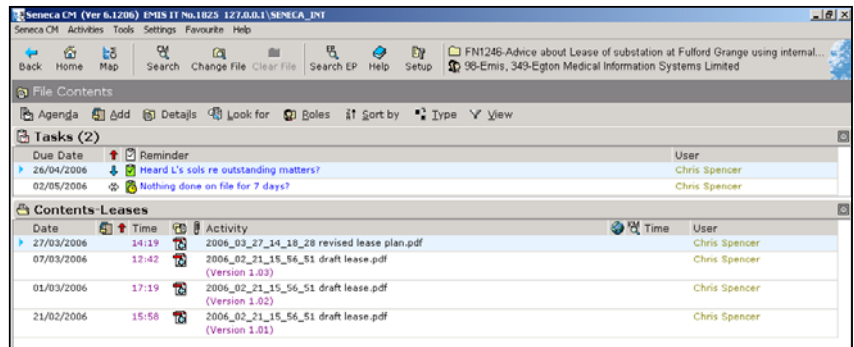
This edition of the 'Benefits from Seneca' newsletter hopefully has something for everyone: document management (including email management); synchronising your Seneca Planner with Outlook® (and/or your PDA); improved Excel® facilities and online news of the status of any issues or improvements you've raised with the help desk using a Blog.

Document Management

emis intellectual technology has added versioning and document categories to the already extensive document management features in Seneca CM.

Versioning, as its name suggests, allows users to save (or upload) a document with a version number. Any subsequent document created (or uploaded) with that document name is automatically given an incremental version number. And remember this is 'document' in the Seneca sense so it covers not only Word documents but also PDFs.

Document categories allows users to add up to five descriptive tags to each document and then to filter the File Contents to show the relevant documents. So, your draft agreements or statements or pleadings or party and party correspondence can be easily tracked and displayed.



Outlook Integration and Email Management

As well as being able to send Outlook emails, contacts and appointments to your Seneca Files via the Seneca button in Outlook you can now also:

- Right click an item in File Contents and attach it to the currently open Outlook item,
- Select multiple items in File Contents and email them en masse;
- Synchronise your Outlook and Seneca Tasks, Contacts and Appointments.

Seneca will even 'parse' the email name and see if it can find a file number. If it does it automatically adds the email to the correct file.

Drag 'n Drop

By right clicking any item in Windows you can send it to Seneca CM.

Now you can also do this by selecting and dragging the item to the minimised Seneca CM on the toolbar. Seneca will maximise and on release of the mouse button offer to add the item to a Seneca File

Excel Integration

Seneca has always offered to open the .csv files it creates for certain reports in the 'Windows Viewer'. If you have Excel installed this means the report will open in Excel.

However, you might then want to format the columns and rows or carry out additional specialist calculations. Seneca now allows you to choose the Excel template to use with the exported information and where in the spreadsheet to put it.

Support for Support

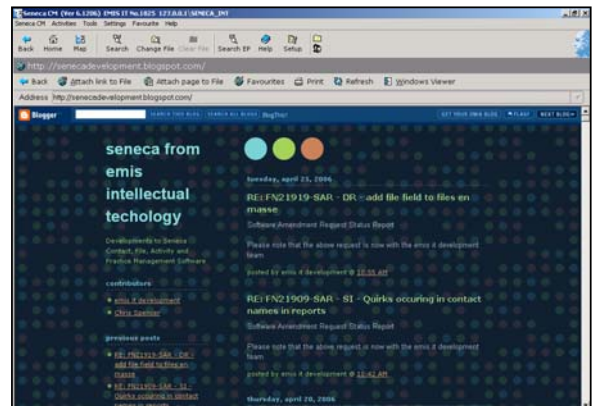
Blogs have been in the news a lot recently – one was even listed for the Mann Booker Prize. But they don't need to be just a stream of consciousness.

We wanted to improve our communication of the progress of support calls.

Now, when support calls are logged for action by a SAR (Software Amendment Request), this automatically generates a Seneca email to the caller (confirming the matter is with a developer) and a Blog entry as well.

Similar steps take place when the SAR is passed for testing or tested successfully.

Look at Help, Seneca Blog for the result.



Conclusion

We hope this Update has shown and explained some of the improvements we've made to Seneca for your benefit.

For further information or training please contact your Client Relationship Manager on 08701 223342.