



# The Emerald Green Office

## From Emerald Software Group

At Emerald Software Group, we believe that caring for the environment is not at odds with business objectives. In fact, we believe that conservation can go hand in hand with controlling expenses and maximizing profitability. We're pleased to offer the Emerald Green Office, a product suite that eliminates paper and improves processes while delivering objective business value.

### Make a Difference While Escaping The Paper Trail

**Hyarchis.Net Enterprise Content Management** Hyarchis.Net was the first full functionality Enterprise Content Management system based entirely on the Microsoft .Net platform. Hyarchis.Net can store and manage any document or file, and can scale to store billions of documents in multiple physical data stores. Hyarchis.Net includes lifecycle records management and document workflow capabilities, and integrates with other popular Microsoft productivity products such as Microsoft Office and Microsoft CRM. Hyarchis.Net can provide seamless integration in your business supply chain by allowing you to exchange documents and related information in a managed and secure environment. **Business Values: eliminate physical storage costs, instant access increases efficiencies, enforcing records management reduces risks, workflows ensure compliance.**

**Business Process Management** Truly paperless offices are possible with automated business processes driven by Business Process Management (BPM) technology. With BPM in the Emerald Green Office, you can graphically model your business processes and deploy them while minimizing programming activity. The BPM server can manage millions of actively running processes, never skipping a beat and never letting a task slip between the cracks. BPM can better leverage your investments in other technology and bring about the true value of service oriented architecture. Document-driven processes become automated, keeping paper from ever being generated, and holding participants accountable for their roles in critical business processes. **Business Values: electronic processes are significantly more efficient than paper, compliance is ensured, linked with analytics and monitoring you can tune and improve your business processes, more easily integrate with your business partners.**





**Forms Automation** With Forms Automation in the Emerald Green Office, you can stem the tide of paper by generating forms electronically. Forms and form packages can be generated by your employees, your vendors, your partners, or your customers. Collecting user data in real time using an intuitive wizard interface that enforces business rules, you can eliminate 100% of errors and omissions on critical business forms and pass electronically signed business records into your critical business processes. Emerald Software uses these same techniques to automate processes in its AllegroHR product suite,

including new employee onboarding, benefits and insurance product enrollments, mortgage and loan applications, and customer account provisioning. **Business Values: collect data and generate forms packages before they are ever generated in paper, eliminate document shipping-handling-storage costs, ensure compliance, reduce data entry processes from hours to minutes.**

**Email Management** Email messages have become critical records of business communications, and the U.S. courts have recognized this. With changes to the Federal Rules of Civil Procedures in 2006, businesses may be required to store electronic communications such as email messages for the benefit of future discovery in a court of law. Email Management in the Emerald Green Office works seamlessly with your Microsoft Exchange email server to automatically index and store your incoming, outgoing, and intra-company email messages to Hyarchis.Net, helping you fulfill a more comprehensive e-Discovery strategy when it comes to electronic messages. **Business Values: helps meet e-Discovery requirements, instant access to all company communications, indexed and managed records of communications succeeds changes in the workforce, improved customer-partner-vendor relationship management.**

**Document Composition** Document Composition in the Emerald Green Office allows you to blend your business data with easy-to-use document styling and high volume document production, giving your organization the beautiful customer and partner communications previously only enjoyed by the largest of enterprises. Let's face it, the outward-facing communications documents (invoices and statements, for example) of most ERP and financial systems are dull and lack relationship-reinforcing luster. Enterprise document automation tools from companies like Exstream and Document Sciences can cost millions of dollars and employ expensive and proprietary document styling tools. Document Composition in the Emerald Green Office is cost-effective and utilizes Microsoft Word—familiar to almost all business workers today—to style documents. **Business Values: combine customer and partner communications with marketing communications, improve and reinforce relationships by delivering more and better information, empower marketing and business users with ability to design communications without programming.**

#### Did you know?

- Paper comprises the largest bulk material in all U.S. landfills by volume?
- Paper production is the 3rd largest energy consuming manufacturing process?
- Pulp and paper production is the 3rd largest emitter of greenhouse gases?
- As paper decomposes, chemicals (such as from ink) are released into the environment?
- 42% of the world's industrial wood harvest goes to paper production?
- Global production in paper pulp is expected to increase 77% between 1995 and 2020?
- 1 ton of copier paper = 24 trees?

