

## **White Paper** **Robot/REPORTS®**

# **Paper! It's everywhere you don't want it to be!**

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Paper is everywhere in corporate America. Most software applications produce too much paper, and most corporations spend too much time and too much money printing and archiving paper. A recent study by a large corporation revealed that, including paper, printers, maintenance, supplies, floor space, storage cabinets, labor, and disposal, it cost them fifteen cents a page to print their reports. That kind of money can add up fast, so ask yourself the following questions:

- Does your company want to spend less money creating reports?
- Does your company want to move toward a paperless system?
- Does your company want a single standard and point-of-control for report distribution?
- Does your management team need quick access to archived report information?
- Do people run queries on your system(s) because they cannot retrieve information from old reports?

If you answered yes to any of these questions, you need Robot/REPORTS, Help/Systems' powerful report management software for the IBM® System i™.

### **Control your reports with powerful report presentation options**

Robot/REPORTS lets you view and manipulate reports on any 5250 green screen, PC, laptop, or other device, without special equipment. In addition to a standard System i interface, Robot/REPORTS offers both a Web-based interface (the Robot Browser Interface) and a PC interface. You can use Robot/REPORTS to:

- Reformat reports by excluding, moving, or copying columns.
- Save new view definitions into report views.
- Restrict column access to authorized users.
- Freeze page headings and columns during windowing and scrolling.
- Find items fast using scan functions.
- Highlight important report information using 26 designer colors.
- Convert report views to Portable Document Format (PDF) to be viewed or printed on any computer using the free Adobe Acrobat Reader software.
- Use a Web browser and the Robot Browser Interface to access multiple reports anywhere. You can display, print, and download your reports, add notes to reports, and make an active list of links to the reports you need to see often. You enjoy secure access to all of the information on your company's intranet, or the Internet, that you are authorized to see.
- Create electronic report notes to be viewed by everyone who receives the report, a specific list of people, or just you.

### **Reduce paper waste and target your audience with electronic bursting and segmenting**

You can reduce the paper waste that results when you send entire reports to people who need or use only a portion of the report. Robot/REPORTS can burst reports into segments electronically, making new reports

from old ones by including only the lines or pages that you need. It's easy to set up electronic segmenting and bursting using bursting tables, or the powerful OPERator Assistance Language (OPAL).

- Deliver a portion of the report to a printer or an online view. For example, send a page for a specific sales territory to a certain audience. Or, burst a report whenever a department name changes. Or create a report segment that summarizes report results by including only the lines that contain totals.
- Secure a report segment and restrict access to certain lines or pages to authorized users only.

## **Reduce errors and save time with automated report bundling and distribution**

You save time and reduce the errors that result from manually bursting, bundling, and distributing reports. Robot/REPORTS automatically bundles (sorts) all reports and report segments into a recipient packet. Robot/REPORTS also generates a packet cover sheet containing an index listing the reports in the packet, the number of pages in each report, and the packet page numbers.

- Print the packet on any printer in your System i network, including laser printers, without changing your report programs.
- Convert a report into column format and place it in a directory to download to a PC.
- Output a report as a microfiche file, or convert it to PDF format for viewing and printing on any computer.

## **Archive and access reports quickly**

Use Robot/REPORTS to back up System i report output files (spooled files) directly from an output queue. Robot/REPORTS archives the spooled files and stores the report's attributes with the archived copy, making it easy to reprint the report. You specify how many days you want the report to remain in each type of storage—online, short-term, or long-term:

- Store reports online for instant access
- Store reports using a disk drive, optical disk drive, dedicated tape drive, or tape librarian for short-term storage.
- Store reports on tape and move them to an off-site location for long-term storage.

## **Report history at your fingertips**

It's easy to display or print the Robot/REPORTS archive history anytime. This history shows the archive status of the report and the tapes on which it's stored. If you need a report from short-term storage, you just press a function key, or click your mouse to restore it. Robot/REPORTS offers a complete history of every report processed, whether printed or archived, as well as the status of every report being processed. And, the report access history display tells you who viewed or printed a report, and when.

## **Cooper Standard Automotive—Saving a small fortune with Robot/REPORTS**

Imagine printing over 5 million pages of reports every year. Imagine the small fortune you'd spend on paper, paper disposal, printers, and the time spent sorting, collating, and delivering reports. Now, imagine automating all that manual report processing, shifting from printed to online report viewing, and saving that small fortune. That's the story at Cooper Standard Automotive Limited of Canada, a tier-one supplier of automotive parts to domestic auto manufacturers such as GM, Ford, and Chrysler.

Cooper Automotive turned to Robot/REPORTS to reduce their print volume by generating online reports and archiving them electronically. Since they started using Robot/REPORTS, Cooper Automotive has tracked their print volume from the System i and has seen substantial reductions every year. In the first four years alone, they went from printing 429,000 pages per month (more than 5 million pages a year) to about 220,000 pages

per month (or about half). And, they have continued to cut their print volume every year, which at about fifteen cents saved per page, translates to a small fortune.

## **Patrick Industries—Less printing and better distribution with Robot/REPORTS**

Patrick Industries is a \$300 million company with 27 manufacturing and distribution centers located across 13 states. The recreational vehicle and manufactured housing industries represent more than 70% of their business volume, but they also manufacture and distribute a wide variety of items, including aluminum products, high pressure laminates, moldings, drawers, doors, and adhesives. On the System i, they combine Oracle® World, Robot/SCHEDULE®, and Robot/REPORTS to automate the printing and distribution of their reports.

On average, they use Robot/REPORTS to process more than 200 user-submitted reports daily, more than 100 scheduled reports nightly, and numerous weekly and monthly reports. During a typical month, they used to print more than 230,000 pages of reports for order entry, purchasing, and production scheduling. Since they introduced Robot/REPORTS and online viewing, that number has gone down significantly. The employees of Patrick Industries now view thousands of report pages online each month using Robot/REPORTS.

In addition to online viewing, enhanced report distribution is another big piece of their automated report management process. They commonly use Robot/REPORTS to process 5,000-page reports (and larger). They use Robot/REPORTS to automatically burst these reports, complete with banners to expedite proper delivery, so that each division receives only the appropriate pages. For Patrick Industries, Robot/REPORTS has meant fewer printers, less paper, lower costs, and an enhanced ability to share information quickly and efficiently.

## **Your company and Robot/REPORTS—Less paper, better reports, lower costs**

Robot/REPORTS has proven itself over and over again to companies—like yours—that want to reduce their paper load, enhance their reports, decrease their errors, increase their efficiency, and save themselves money. No matter what type of company you work with, Robot/REPORTS can improve and streamline the process of distributing critical, decision-making information, while saving you money.



**help/systems**

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