



White Paper BPO LITE ST 1.2.1.0

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BPO LITE ST is the lite version of the BPO stand alone software solutions for home, office and business. It is the stand alone version with a central database supporting the integrated functionality of user applications and project management.

Overview

BPO LITE ST is a single user multi language software solution and includes the modules: User settings, Personal Clock, Personal Agenda, E-mail, Contacts, Notes, Presentations, Project resources, Project design, Project monitoring, Project management, Data Import, Data Export and Administrator.

Due to the integration of these modules you are able to work efficient and share information of the central database easy with others. Manage your appointments, tasks, notes and events with your personal calendar, compare calendars, share contact- and project data, send e-mail from different modules, send reservations to other calendars via e-mail worldwide, manage multiple projects in one view, create your presentations with pictures, music and video's and much more.

For more information, read the online help at: <http://www.21615.eu/Support.php>
Click this [here](#) to download the BPO Lite ST 1.2.1.0 software or visit our [web-site](#).

Main menu	Applications
Scan	<i>Not available</i>
Model	<i>Not available</i>
Analyze	<i>Not available</i>
Optimize	<i>Not available</i>
Projects	Project Resources Project Design Project Monitoring Project Manager
Execute	<i>Not available</i>
Control	<i>Not available</i>
Setup	Administrator
Data	Data Import Data Export
User	User settings Personal Clock Personal Agenda E-mail Contacts Notes Presentations



User applications:

1 User settings

- Select your language
- Define your start-up sequence
- Set your password and user-id

2 Personal Clock

- 12h / 24h clock
- show your activities and notes with corresponding alarms
- integrated with your Personal Agenda and Notes

3 Personal Agenda

- Day, Week, Month and Year view in one screen
- Plan and manage your activities and events
- Write notes
- Define your own categories
- View activities, events and notes based on selected category or resource
- Time registration to update your planned activities with your real used times
- View your working times as planned with the resource calendar
- Compare multiple agendas
- Create your diary
- Integrated with Project Management and Contacts

4 E-mail

- Multiple e-mail accounts.
- Create sub-boxes for incoming and outgoing mail for easy organizing e-mails.
- Setup filters based on e-mail addresses (blocked or approved), forbidden words and IP addresses.
- Create your signature
- Send invitations directly to other agendas
- Create your own standard forms
- Automatically e-mail address detection
- HTML supported
- Integrated with Project Management, Personal Agenda and Contacts

5 Contacts

- Create your contacts with all important data
- View your contacts all at once or by selection criteria
- View all emails of selected contact
- View all appointments of selected contact
- View all notes of select contact
- View all documentations of select contact
- Integrated with Project Management, Personal Agenda, Email and Notes

6 Notes

- Create your notes
- Order them by your own defined categories
- View all notes at once or by selection criteria
- Update your note directly into you Personal Agenda
- Integrated with Personal Clock, Agenda and Contacts

7 Presentations

- Play your music, movies or view your pictures
- Create presentations with your pictures, movies and or music
- Make a play list of your presentations to view multiple presentations in one row
- Improve your picture quality by editing the colours, brightness and contrast
- Send pictures or music files directly by e-mail
- Integrated with E-mail



Projects:

1 Project Resources

- Define the resources (labour, machine, material) needed for a project
- Select directly from contacts or create new
- Specify origin, cost, description and responsibilities
- View chart of selected resources
- Integrated with Contacts, Project Design

2 Project Design

- Define project steps
 - Start time / End time
 - Start after project step
 - Resources: Labour, Machine, Material
 - Cost per resource
- Define milestones
- Many view options
 - On selected level
 - With or without resources or per resource type
 - On capacity or costs
- Update labour Personal Agenda with the planned project steps
- Labour accept / refuse planned project steps directly from their Personal Agenda
- Inform labour directly by e-mail
- Integrated with Personal Agenda, E-mail, Project Resources, Project Monitoring
- Export / Import data into/from pre-formatted Excel sheets

3 Project Monitoring

- Monitor progression of each project step for each resource
- View planned capacity against used capacity
- View planned material against used material
- View planned costs against used costs
- View status of each project step
- Inform labour directly by e-mail
- Integrated with E-mail, Project Resources
- Export / Import data into/from pre-formatted Excel sheets

4 Project Manager

- Monitor progression of multiple projects at one view
- Create view by selected criteria
- Enter Project Monitoring by just clicking the selected project step to invest
- Integrated with Project Monitoring

Setup:

1 Administrator

- Create new users
- Set user rights
- Manage database with the BPO Database Manager
- Import and update languages



Data

1 Data Import

Import data from pre-formatted Excel sheets into the BPO database.

Import data for:

- Agenda
- Contacts
- Notes
- Projects
- Private Settings

2 Data Export

Export data from the BPO database into pre-formatted Excel sheets.

Export data for:

- Agenda
- Contacts
- Notes
- Private Settings

Technical Requirements

Processor: Pentium IV or higher or equivalent

Memory: > 1 Gbyte (for Vista preferred > 2 Gbyte)

Preferred screen resolution min, 1280 * 1024

OS: XP sp 2 or higher,
Vista.

Free Disc space : Min. 500 Mbyte