SIMPLE ACCOUNTING *for* FORMS EXPERTS
ENTERPRISE EDITION

Meet Ollie!

Ollie (short for 'On-Line Internet Extensions') is an e-commerce program used in conjunction with our Simple Accounting for Forms Experts operations software (SAFE).

Ollie enables users on any Java-based web browser to enter their own orders and releases, track their shipments and obtain up to the minute usage reports.

How It Works

Ollie is installed on a web server which has a network connection to SAFE. Thus, all activities performed by users in Ollie automatically update SAFE in real-time. This means that transactions are processed as quickly and efficiently as possible.

There are three levels of interaction with Ollie: *Users*, *Administrators* and the *Processor*. Users and Administrators run Ollie from within their browser by connecting to your web site in exactly the same way they would access any other web page. Screen response is quite snappy, even at 56k modem speeds. The Processor runs SAFE which receives activity from all Ollie Users and provides fulfillment.

Users

Each User is assigned a User ID and password which they must use in order to log in to Ollie at a particular Site. A Site refers to a branch office, or department within your organization. Each User is assigned to only one Site. You may have as many Users at a Site as you like and as many Sites as you like. Each user sees only his/her own products and orders.

Once logged in, Users can perform the following functions:

- Enter orders for new items which may or may not require printing specifications. These orders may or may not include imprinting. Each product may include a preview image of the item to be ordered.

- Enter releases of products which are already in storage, or which are marked as always available

- Review Order History for a particular product or all their orders by date

- Track existing orders using UPS or FedEx tracking numbers

- Send and receive messages to and from the Administrator or the Processor

Further, each User may be restricted as to the functions he/she may perform at that Site. (For example, one User may be allowed to order a particular templated product, while another may only be permitted to release certain office products.)

Administrators

An Administrator is a User at a particular Site who is in charge of all Users at that Site. The Administrator may review orders, products and activity from all Users at that Site. Additionally, an Administrator can place orders or releases on behalf of any User at that Site.

Individual Users can be set up so that every order or release is first forwarded to that location's Administrator for approval before being transmitted to the Processor.

One Administrator in your company may be assigned as a *Super-Administrator*. The Super-Administrator is able to perform all the functions of an Administrator for every Site. In other words, the Super Administrator has the ability to review and manage orders for all Users anywhere in your organization.

Processor

The Processor runs our SAFE operations software which automatically receives orders from Users and Administrators at all Sites and provides the services necessary to fulfill these requests. As orders are received and executed on by the Processor, Users and Administrators immediately see these changes when they log into Ollie.

Frequently Asked Questions

What software do I need to run Ollie on my own web server?	1) Ollie 2) [SAFE!](#) 3) The Soft Velocity Application Broker 4) Microsoft NT Server 4.0 or Windows 2000 Server, and IIS
Can Users see each others orders?	Each user sees only his/her own orders. Only users designated as Administrators for a particular Site may have access to all orders from that customer. Further customization may be achieved using [Simple Accounting Security Extensions](#)
What is the Application Broker?	The Application Broker is really a 'translator' of sorts. It runs on the web server and translates SAFE data into HTML pages on the user's browser. It must be installed on the web server Ollie runs on---either in your office or at your ISP. If you host Ollie at your ISP, your ISP must be willing to run the Application Broker which is why we publish a list of ISP partners. The Application Broker provides platform-independence. Since the Application Broker generates standard HTML pages, the end-user computer can be almost *any* machine with a Java-enabled browser. This means that, although SAFE is a Windows program, you can run Ollie from any browser on Macintosh, Unix or other operating systems.
Can Users see a preview of what they are ordering?	Yes! You may link a graphic to every product (both full-size and thumb-nail). And, soon we will ship a complete template preview system, so that users can see their order, including specs and imprinting on screen! are available from Suntower Systems.

What about other types of files? Can Users download or print documents?	You can also link products to many other types of files, such as Adobe Acrobat PDF® files. This allows users to view important documents and print them on demand.
How many Users can run Ollie simultaneously?	By default, 50. If you need more than 50 simultaneous users, additional user licenses are available from Suntower Systems. Note, however, that the maximum number of simultaneous users also depends greatly on the performance of your web server.
How is Ollie configured. Who decides which Users can do what?	Since Ollie is essentially a 'front-end' for SAFE, all configuration of Users and Administrators is done for you by your Processor, using SAFE.
What about security? Could someone break into our site?	Ollie enables the *Secure Sockets Layer* (SSL) found on most Web servers. This is the encryption standard of the industry. It prevents unauthorized users from intercepting your data off the net. Your Processor can also implement data encryption to SAFE data files to prevent users from copying Ollie or SAFE data to other computers.
Can we customize the look and feel of our web site? Can we prevent some users from accessing Ollie while still allowing them access to general information?	To some extent. In order to keep Ollie economical, many features of Ollie are pre-configured to meet the needs of the widest variety of Users. However, many aspects of Ollie *are* modifiable to taste using standard web pages. These include: - Color schemes - Logos and graphics - All function icons

How We Can Help

If you've been concerned about the complexities of e-commerce, don't worry! We can help get it all together for you in the following ways:

- We provide ongoing technical documentation and instruction over the internet, including multi-media tutorials for all major functions of Ollie and SAFE. Contact your Processor to obtain these..

- We can sell or lease you all the hardware you need. As Authorized IBM Network Resellers, we have the expertise to get you installed and running the right way. We will pre-install and test Ollie so it's ready to run the moment we flip the switch. And we'll back our work with a three year warranty.

- We can provide the Networking Solutions you need to connect users in your office, remote offices, customers and salespeople on the road.

- We can set you up with an ISP if you wish to host Ollie remotely. We can pre-install Ollie on their server and take care of all the paperwork necessary to getting your WWW address.

- We can come to your site and provide comprehensive training on the use of Ollie for both your network administrator, office employees, and sales people in the field.