Integrated Text Processing
with Rich-Text Formatting

Calibri (Detail)   12

B I U A

OPAL ©

international

English, Deutsch, Français, Italiano

| File | Start | Edit | Activities | Persons | Projects | Tools | Help |

Find · Refresh · Go To
Find

All Activities (find & filter) · New activity · Details of activity
Activities

All Persons (find & filter) · New person · Details of person
Persons

All Projects (find & filter) · New project · Details of project
Projects

Close · Close all · Switch Windows
Windows

*O*rganising ...

*P*ending Files

*A*ctivities

*L*etters

*O*rganisations

*P*ersons

*A*ddresses

*L*istings

Information system for

Addresses, Projects, Documents and Dossiers

user-friendly   -   flexible   -   professional

The quickest way to do your correspondence.

Dolphin's Design
Wolfgang W. Rehfus

OPAL

© international

English, Deutsch, Français, Italiano

Information system for

Addresses, Projects, Documents and Dossiers (CRM)

user-friendly – flexible – professional

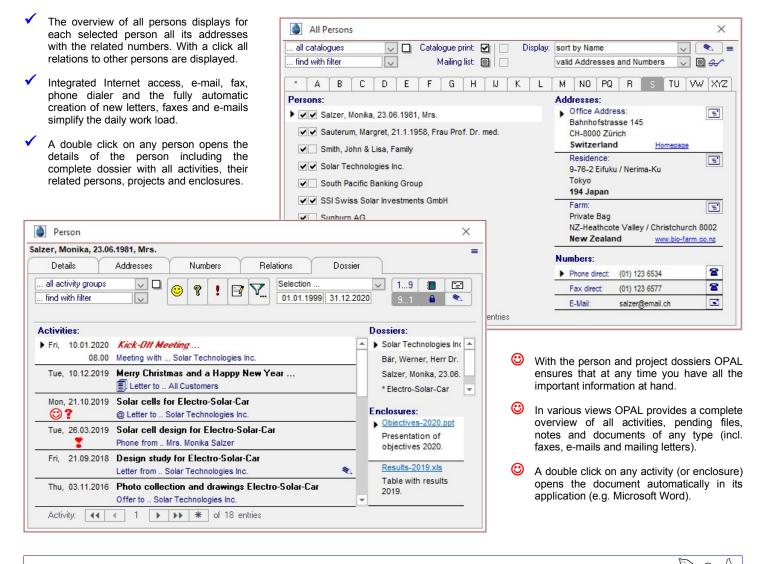The quickest way to do your correspondence ...

OPAL is an internationally designed information system with impressive functionality and a so far largely unmatched flexibility. OPAL enables the professional management of unlimited addresses and numbers for each single person. Auto-dynamic functions simplify data entry. Unlimited relations (CRM) between persons, between projects, and between persons and projects can be defined. By this means entire hierarchies may be represented.

As a result of the integrated management of all documents, activities and pending files the dossiers of all organisations, persons and projects come into being on the fly. Standard letters can be created automatically including stationery and signature.

Mail merge letters automatically appear in the dossiers of all addressees. E-mails can be sent as single or mailing e-mails, automatically personalised including attachments and directly sent via your existing Internet e-mail account.

OPAL offers an excellent user-friendliness and the multilingual user-interface (English, German, French[1] and Italian[1]) can be selected at any time. OPAL can be adjusted to the joint and individual requirements of users and is the perfect supplement to Microsoft Office. With the automatic generation of all international address formats and the integrated functions for communication OPAL is the efficient solution for global use in the private as well as the business area.

✓ The overview of all persons displays for each selected person all its addresses with the related numbers. With a click all relations to other persons are displayed.

✓ Integrated Internet access, e-mail, fax, phone dialer and the fully automatic creation of new letters, faxes and e-mails simplify the daily work load.

✓ A double click on any person opens the details of the person including the complete dossier with all activities, their related persons, projects and enclosures.

☺ With the person and project dossiers OPAL ensures that at any time you have all the important information at hand.

☺ In various views OPAL provides a complete overview of all activities, pending files, notes and documents of any type (incl. faxes, e-mails and mailing letters).

☺ A double click on any activity (or enclosure) opens the document automatically in its application (e.g. Microsoft Word).

OPAL ©

international

English, Deutsch, Français, Italiano

OPAL saves money,
precious time and enables a paper-less office.
OPAL is simply the user-friendly and professional administration for persons and addresses,
as well as the efficient management of dossiers and documents.

New Activity ...

1. New Activity for:

Solar Technologies Inc.

including:
☑ Salzer, Monika, 23.06.1981, Mrs. (Department head)
☐ Cc:

Project Dossier:
☑ * Project: Electro-Solar-Car

[Help] [Cancel] [< Back] [Next >]

OPAL activities and dossiers

With OPAL each document is stored only once as an activity and linked to all related organisations, persons and projects. By this means the document appears automatically in all relevant dossiers.

The assistant automatically creates the document of each new activity with the correct address, letter salutation, stationery, etc.

Each activity (document) can be related with any number of organisations, persons and projects.

New Activity ...

2. Activity Type and Document Style:

Phone
Note
Meeting
Letter
Offer
Delivery
Order
Invoice
Contract
Work
GUI

... / from .. / to .. / with ...

○ Hyperlink-Document
◉ OPAL-Document

○ Normal   ○ # Fax   ◉ @ E-Mail

☐ Postal Note
☐ with Signature

[Help] [Cancel] [< Back] [Next >] [Create ...]

☺ All **selection list definitions are unrestricted**. For example, the activity-types (letter to, letter from, phone call, note, meeting with, offer to, contract with, etc.) and the address-types (headquarter, office, warehouse, residence, holiday, etc.) can be defined according to the individual requirements.

☺ **Own adjustable fields** for persons and projects.

☺ OPAL manages externally stored documents in all popular file formats (*.pdf, *.docx, *.xlsx, etc.) and additionally offers the possibility to very quickly create preformatted OPAL-Documents, which are stored internally in the OPAL database (and need about **80% less memory** on the hard disk).

☺ The **stationery** is defined with headers and footers and can automatically be used for new documents including default texts.

☺ Many efficient options and filters, which include the **full-text search** of entire documents, person and project data, ensure that all required information can be found easily at any time.

✓ Complex **listings for the agenda** (A4, A5, A6, Prime Time, Time System).

✓ **Export** (*.txt, *.xls) and **Import** e.g. of address data from any database or table (e.g. MS Excel).

✓ Integrated administration of all users, access-rights and installations. Efficient database functions and many individual options per user.

💻 Modern software-technology with Microsoft Jet Database, Access, VBA, API, CDO, MAPI, TAPI and the automatic adjustment of your existing OPAL database to new versions of OPAL.

💻 Minimum Requirements: Microsoft Windows 10, 8.1, 8 (or e.g. Windows 7 Service Pack 1) and 2.5 GHz Processor, 4.0 GB RAM, 1 GB free hard disk.

OPAL Order

❏ **OPAL Solar**   320 NZD,   **270 CHF** [2]
Free version for small persons-, addresses- and project-management [2] [3]

❏ **OPAL P&P**   430 NZD,   **360 CHF**
Full version for persons-, addresses- and project-management [3]

❏ **OPAL Professional**   570 NZD,   **480 CHF**
Full version with persons-, addresses-, projects-, documents- and dossier-management

❏ **OPAL Professional Multi-User Network Installation**
Please send me an offer for   . . .   users / installations.

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first, last name: . . . .

street: . . . .

zip, city, country: . . . .

phone: . . . .   e-mail: . . . .

fax: . . . .   homepage: . . . .

date: . . . .   signature: . . . .

[1] GUI partly translated.   [2] Free offer with special conditions.   [3] With limited documents management.

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