



Softwords

A&L Computer Software Limited

August 1997

◆ *California..... here we come!*

A&L Expands!

We have some great news..... A&L Computer Software Limited's Service Team is expanding - south of the border! We are preparing to open a distributor and service/support center in California next month

What has made this possible is the generic nature of our document imaging software, A&L Document Console. As you are aware, if you have been a long term reader of Softwords, A&L Document Console was originally written for use in the medical office or clinic to significantly reduce the amount of hard copy document storage required. But obviously the same needs are present in most business environments so there is nothing to prevent a lawyer, for example, from taking advantage of the software's capabilities.

This being the case, A&L has a vast potential market to explore and has made an executive decision to initiate marketing in the US. And what better place to start than California!

David Haisell, A&L's VP Marketing, visited California in May to meet with two very capable business entrepreneurs, residents of Fallbrook, a town which is conveniently situated between San Diego and Los Angeles. This whole area is a heavily populated business corridor of California with much potential for document imaging applications.

Ray and Ruth Ann Noyes, the newest members of our Service Team, already have much experience with computers and software applications, and are an ideal choice to market, train and support new installations of A&L Document Console in California.

Also, even though the medical environment in California differs from that of Ontario, document imaging is still



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appropriate for use in physicians' offices and clinics in that state. So in addition to lawyers, insurance agents and other business environments we anticipate much interest from physicians.

So join with us in welcoming Ray and Ruth Ann to the A&L team, and please refer any friends or associates you may have in California to them. Their telephone number is listed above.

For further information on how A&L Document Console can work for your office refer to the other articles in this issue and then call your nearest Service Representative. Enjoy the future today!

◆ *The Future Is Now...*

Document Imaging

Do you realize that about 94% of all information used in business today is recorded on paper? And do you know that an astounding 2.7 billion new sheets of paper are filed each day?

The use of personal computers in business has been increasing by leaps and bounds during the last decade. Along with this increase was supposed to come a decrease in the dependency on paper since information could now be stored in electronic form.

But this decrease has not materialized. Instead, laser printers are generating paper output at an even greater rate. Copy machines are getting better and faster and can now generate excellent colour images. Fax machines can be found in just about all businesses and in many homes, producing hard-copy documents from transmitted information.

Each time a copy machine generates a copy, and each time a fax machine prints a message, the original document is being reproduced on paper. That paper usually ends up somewhere in a file folder, or in somebody's garbage can. At least recycling of paper documents is becoming

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A&L SPEARHEADS CREATION OF S'PORT FOR KIDS

We wonder how many of our readers have children who participate in organized sports. Do you have any future baseball or hockey stars in your family? Or maybe they are into swimming or gymnastics, or soccer or basketball.

We also wonder what kind of financial outlay this demands, especially if you have more than one child participating. We know it can be expensive, especially when it involves much equipment, time and travel. Not to mention the wear and tear on the family station wagon or van. Or the wear and tear on mom, who is usually the taxi driver. Let's hear it for moms!

A&L Computer Software Limited, conscious of these expenses, has been involved with the sponsorship of local hockey teams in the past few years and has found it to be a rewarding experience. As a result we have been made aware of just how difficult it can be for an association or team to raise the necessary funds to be able to operate effectively on an annual basis. Sponsorship is not easy to obtain, and a great deal of effort is expended by many in coaxing individuals and corporations to contribute money to help pay for uniforms, equipment, facilities rental and all the other operating expenses incurred.

A&L Takes The Lead

In order to help even more, as you may remember reading in the February issue of *Softwords*, A&L recently spearheaded the creation of a new not-for-profit corporation, S'port For Kids Foundation, whose mission is to help promote wholesome values in young people through their involvement in organized sport. Incorporated in May of this year, the Foundation is committed to providing guidance and/or direct funding to organizations or individuals who demonstrate they are in need, in order to promote the physical, emotional and social development of youth through sport. A&L's president, Alex Yuan, is Chair of the new Foundation while A&L's VP Marketing, David Haisell, is Director of Funds Allocation.

Heritage Village Day Celebrations

The Foundation had its public launch in Richmond Hill on June 14th at the town's Heritage Village Day celebrations. The S'port For Kids booth at this event featured, among other activities, a dunk tank which saw the Foundation's Honorary Chair, Richmond Hill Mayor William Bell, dunked several times to the cheers of hundreds of onlookers. Yvonne Tousek, Canada's 1996 Olympic gymnast, was also present to sign autographs and to help in dunking the Mayor.

The Foundation also presented awards to Elvis Stojko's father, Steve, a Richmond Hill resident and to Dwight Lacey,

CEO of CIBC Insurance in recognition of their contributions to the Canadian sport scene. For those who don't follow figure skating, Elvis Stojko is Canada's world champion figure skater, and his father, as you might well imagine, played a significant role in Elvis's development as a young skater. Dwight Lacey is quite a hockey player himself, and his sons have followed in their father's footsteps.

Expansion Planned

Even though the Foundation started in Richmond Hill, its plans are to expand to other communities in the greater Toronto area and throughout Ontario wherever the greatest needs arise. Children from six to 18 years of age who participate in organized sport will benefit, and funding will be given to organizations and individuals who meet the Foundation's established criteria and can demonstrate that they require supplementary funds to continue their sports activities.

Help will come in different forms - through coach counseling, sports injury prevention programs and officiating clinics, in addition to direct team funding. A selection committee comprised of community leaders and athletes will be formed to review applications in accordance with the criteria established by the Foundation, and after a personal interview the panel will make a determination of acceptance and of the amount to be provided to the applicant.

How You Can Help

We are sure all of our readers can understand the benefit a child derives from participating in sports activities. It goes a long way toward the development of a healthy mind and body and contributes greatly to the future role he or she will play in society.

A&L Computer Software Limited invites its many clients to support the mission of the Foundation by generously contributing toward its goals in whatever way you are able, financially or otherwise. Also, anyone willing and able to play a role in sports injury prevention clinics should please let us know.

To find out even more about the S'port For Kids Foundation please access A&L's web site at www.anl.com and click on the S'port For Kids icon found in the left margin. A&L Computer Software and the children of Ontario thank you for your contribution and for your support of our goals.



The User's Corner

A&L Document Console

How Do I Organize My Files?

OK. So you have just purchased A&L Document Console. Now what? What do you do with it? Just how do you use it? One of your objectives is to cut down on the storage of hard copy documents, while at the same time ensuring that you can find the information you need when you need it. And maybe to get it to someone else who needs it.

Where do you start? Well, the first thing to do should be to examine how you **currently** store your records. How are your hard copy files organized? Most businesses keep their files in filing cabinets, and you will probably find a collection of hanging files within which will be one or more file folders, within which will be your actual documents. Some of these will consist of only one sheet, whereas others may be a series of related pages stapled or otherwise clipped together.

When you are searching for a particular document you will need to know its location. You need to know the filing cabinet in which it is stored, the particular drawer in the cabinet, the hanging file, the specific folder itself and the name, date, reference number or whatever other means you use to identify the particular document for which you are searching.

A&L Document Console has been designed so that you can structure the way you file and access your documents electronically in a manner similar to which you currently file them manually. It gives you the ability to 'title' each document, and to identify one or more 'pages' within each document. Furthermore, it provides the capability to classify a document as belonging to a broader set of documents called a 'category.'

In addition, it gives you the ability to identify your business clients by means of a 'master record' (referred to as a CHART for a medical environment, or simply a CLIENT for other business environments) with which their file can be associated and classified using the three levels, page within document within category.

Finally, on a macro level you can establish one or more 'databases' or collections of files within your business operations to allow you to segregate different types of files from each other should you wish to do so. For example, you may wish to store inactive files in a different database from those which are active. You can also store 'image' documents in a different database from 'text' documents. The possibilities are limited by only your imagination and the nature of your business. Use your creativity. Your virtual filing cabinet is yours

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Document Imaging

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common place, helping to reduce the number of trees that would otherwise be needed for the pulp and paper industry. But this reduction does not compensate for the increased volume of paper needed today to provide for the 2.7 billion sheets used and filed each day worldwide.

Paper documents also have a major disadvantage. They get misplaced easily! In fact, business surveys have estimated that from three to five percent of paper-based documents become misplaced. This results in delays in accessing information when it is needed, and in "getting the right information to the right person at the right time" which, after all, is the prime objective of an information system.

A&L Computer Software Limited has the solution to both problems identified above - **A&L Document Console**. Our solution greatly reduces the usage of paper in your medical office or clinic, while at the same time making access to the information when needed as easy as the click of a computer mouse. No more misplaced files. No more page by page, file by file searches. **A&L Document Console** will handle all of your filing needs.

The User's Corner (continued)

yours to organize in whatever way suits your particular business operation.

The important thing to realize is that you do need to have an established, consistent filing system, and to ensure that everyone in your organization who uses A&L Document Console is familiar with that system and adheres to it in the daily filing and retrieval of information. Otherwise the location and retrieval of records could develop into a frustrating experience for all concerned.

Searching for a given document is done via the QUERY function which allows you to specify one or more parameters of the particular document being requested. Once these have been specified, a series of possible 'hits' will be displayed from which the desired document can be selected and viewed.

Multipage documents can be read easily, moving from page to page at the click of a mouse. Pages can be enlarged or reduced for comfortable viewing, and new pages can be appended to existing documents, or new documents added to existing files by using A&L Document Console's built in tools.

So, set up your virtual filing system and become accustomed to using it. You will love your improved efficiency!



The Canadian Internet and You



A&L On The Internet - WWW.ANL.COM

The last few issues of *Softwords* have contained articles pertaining to The Canadian Internet. They have introduced you to what the Internet is and to some of the features it offers the user, including the advantages of e-mail. We hope you found them informative, and that they sparked your interest in what is a rapidly growing medium for education, learning and commerce.

Yes, that's right - commerce. Greater use of the Internet is now being made by commercial organizations in order to promote, enhance and expand the potential for their business operations. Having a presence on the Internet is becoming a must for most businesses if they wish to stay competitive. One big advantage is that it gives an organization global exposure, thus expanding their business horizons tremendously. Any company can now be international if its products or services have wide appeal.

A&L Computer Software Limited is one such company. Those of you with Internet access have probably already "visited" us at our web site, which can be found at www.anl.com, but if you haven't seen us yet, we urge you to do so as soon as you can.

A web site provides a wealth of information about a company. In A&L's case you will find a variety of informative material. *Softwords*, for instance, can be accessed and read - and even printed if you wish - from our web site. You will also find all of last year's *Softwords* issues archived for your reference. So if you have lost an issue, but wish to refer to an article that you remember being in one of the newsletters, you can. It's all there for you at the click of a mouse!

At our home page (the screen you first see upon accessing our site) you will find the date it was last updated, which will be fairly frequently in order to keep you current on what's new at A&L, along with a choice of selecting either a Java, Non-Java or a No Pictures version of our site, depending upon the speed and type of browser you are using. On the left margin of the next page are a dozen dynamic icons or "hot-buttons" which, when clicked with your mouse, (you have to click on the name **under** each icon, not on the icon itself) will instantly transport you to another page, series of pages, or to more "hot-buttons," all leading to further information about A&L or other related organizations we think you might be interested in accessing.

The left margin is like a living table of contents of everything we make available at our web site for your interest. For instance, you can be transported to the **Ontario Medical Association** web site, or to the **OMSA Health Care Associates**, or to one of several other related and informative medical sites. Or you can find out further information on any of A&L's products and services. A&L's history and achievements over the past fifteen years are also summarized, (follow the **About Us/Company Profile** hot buttons), and you will find the profiles of our president, Alex Yuan and our VP Marketing, David Haisell. You can even find out more about the **S'port For Kids Foundation** described in the article on page 2 of this edition of *Softwords*.

You can also e-mail your comments or questions to us from the **Web Mailer** available at our site. Eventually, we hope to be able to have our software updates available on-line (they are currently on-line, but after downloading them you still have to call us to find out what to do with them), so all you will need to do to upgrade your A&L software to the latest release will be to click on a few buttons and - zappo - you will be running the latest version of our software on your office or clinic computer. And you may be able to pay us directly for the software you wish to download from us by using your credit card or your bank's direct banking facility over the Internet (if your bank has direct banking available - and most do, even now). The convenience of the Internet can make your life so much easier.

So if you have been delaying becoming an Internet user, now is the time to delay no more. The Internet is here to stay - and pretty soon it will be as common as, and much more useful than your television set (and even more entertaining!). Talk to an Internet service provider to find out what is involved in becoming a subscriber. It is easy and inexpensive, and the rewards are many.

Then come and visit us and let us know what you think about our site. Your comments and suggestions are always welcome. In addition to our Web Mailer, you can reach us at aswift@anl.com. We look forward to seeing you on the information highway.

