

Spotlight - Electronic Conferences

Preparation

1. Import UK demo data
2. Create a new conference "Marketing" with Class 'Folder'
3. Create 2 sub conferences for conference "Marketing" - "Brochures" and "Price List" with class 'Conference'
4. Create One email in Brochure:
SUBJECT: Standard ERP Brochure - UK
MAIL BODY: Attached is our latest Standard ERP Brochure.
ATTACHMENT: Attach our latest Standard ERP Brochure
5. Create a few e-mails in conference "Company News", at least one of mails should have a word "summer" in the subject or body
6. Log in as AM and create a new e-mail in "Company News" conference:

Subject: Summer season closing party
Body: Dear colleagues,

We've had great sales results this summer and to celebrate that you're invited to a summer season closing party on 20th of September at 19:00 in the conference room A.

Please let me know if you are planning to attend.

Best regards,

Audrey

7. Log in as ML or SJ, update the "Summer season closing party" mail
8. Log in as ND, open the "Summer season closing party" mail
9. Drag and drop conference "Company News" to Personal desktop

Benefits:

- Centralised Information Storage** – Store company documents, emails, and discussions in one place.
- Controlled Access & Permissions** – Set up access rights for different teams and departments.
- Seamless Document Sharing** – Attach and distribute files, brochures, and price lists.
- Built-In Discussion Forum** – Reply and update messages without creating new emails.
- Powerful Search Functionality** – Quickly find relevant information using keyword searches.
- Full Activity History** – Track who has read or updated emails for transparency and accountability.
- Personalised Shortcuts** – Add frequently used conferences to your personal desktop for quick access.

Script

Electronic Conferences are an easy way to store company documents and share information between different departments and employees.

ACTION: Select Conferences.

You can create conferences and sub conferences...

ACTION: Select Marketing

...and set up access rights for each of them.

ACTION: Open Brochures.

As you can see, we have one mail containing our Standard ERP Brochure. Any system record or external file can be added to an e-mail...

ACTION: Click on the email 'Standard ERP Brochure'.

and attached to the mail,

ACTION: Click on attachment and open it briefly.

Is our Standard ERP Brochure.

ACTION: Close the Sub-conference and go back to the main conferences screen.

We can also setup conferences to share daily company news to ensure all employees to get the latest information.

Let me open Company News conference; I can see a new e-mail about our summer closing party.

ACTION: Open Company News and select the mail.

Each conference posting can act as a discussion forum, I don't need to create a new e-mail to reply, I can just update the existing one.

ACTION: Write: "I'll be there. Sam" on the bottom of the mail, Save.

You can easily find information stored in Conferences by using the search function.

ACTION: Close the Summer email, Select 'Search'. Type "summer" in Text search and Run, click on "Summer season closing party"

I can also see a history of each e-mail to know who has read and updated this e-mail and when.

ACTION: Select Operations >> History. Close History, mail and conferences windows.

You can create a link to your most frequently used conferences in personal desktop of your HansaWorld system for fast and easy access.

ACTION: Highlight link to Company News conference on your Personal Desktop.

Electronic Conferences enable you to easily share and access relevant centrally stored company information.