



ImQuSo OFT Leaflet





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OFT generates MS Word templates for different type of documents

The tool is MS word file with macros (Visual Basic Applications) that presents the user a selection menu at opening with a list of template to select from. After selection of a template a new document will be generated with the content of the desired template and the OFT (master) document will be closed.

For non word templates (or word templates with a different layout) a link will be invoked to download the template from a specific location.

OFT has some help info embedded.

OFT has a link to a document ID (number) generator.

OFT has filters to narrow the length of the template picklist

User Advantages:

- One entry point for all templates
- Everybody uses consistent (nd latest versions) of templates
- Templates can be generated offline (local copy of OFT file)
- Templates selectable from picklist
- Predefined filters to shorten the picklist list (Discipline & Process)
- Limited help available
- User manual available

User Disadvantages:

- With many templates the file takes longer to load
- Not all templates will be generated
For non generated templates a direct download link will be presented





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Maintainer Advantages:

- Usage of new OFT version is enforced when user is working online
- Different page headers and footers are supported (per template)
No VBA coding needed to add new headers & footers
- Different front section (first pages) supported (per template)
No VBA coding needed to add new front section
- Different content languages are supported (per template)
Simple VBA coding needed to add new languages (spell check)
- No VBA coding needed to add new templates (only configuration)
(with existing header & footer and language)
- No VBA coding needed to manage picklist filters
- Logging of template generation count
(Template specific generation count logging is an option)
- New OFT version message text supported (Display list of changes)
- Some simple configuration checks test built-in
- Special maintenance menu available (Password protected)
- Logging of maintenance entry password errors
- General/custom document properties (for all generated templates) are supported
e.g OFT version
- Template specific general/custom document properties are supported
e.g. template name and version
- Easier to manage templates sources

Maintainer Disadvantages:

- Styles apply to all templates generated by the OFT
- Simple VBA coding needed to add new language
- With many templates the file becomes very large
- Maintenance manual not yet available





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