BRING ORDER TO CHAOS

with

Brochure Boss

An automated solution for ordering and managing brochure collections

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Presentation outline

• Why choose Brochure Boss?
  – Slides 3-7

• Overview of Brochure Boss
  – Slides 8-14

• System components
  – Slides 15-26

• Contact information and system requirements
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Part One:
Why Choose Brochure Boss
Oh, the brochures......

• Health sciences libraries and resource centers stock a large number of brochures and pamphlets.
• Ordering and maintaining a brochure collection is a tedious, time consuming operation.
Manual ordering requires:

- Reviewing existing inventory to determine quantities needed.
- Compiling an order list.
- Contacting suppliers and placing orders.

If not performed frequently enough, the inventory suffers chronic shortages
What librarians are saying:

In response to a survey, many librarians and resource-center managers indicated that they:

• Order brochures manually
• Feel they spend too much time on ordering brochures
• Have chronic shortages
• Are unable to take advantage of bulk prices

An automated solution

Brochure Boss is an easy-to-use program that makes it possible to:

– Maintain a fully stocked brochure inventory.
– Take advantage of bulk pricing.
– Save time and streamline the brochure ordering process.
Part Two: Overview of Brochure Boss
What is Brochure Boss?

- Brochure Boss is a database program
- It enables multiple areas in an institution to enter a “standing order” into the database
- Areas specify:
  - Title of brochure needed
  - Quantity
  - Frequency of order
What is Brochure Boss?

- The system consolidates the individual standing orders into one order report.
- The order report is arranged by supplier (publisher) and includes the supplier’s contact information, brochure titles and quantities to order.
- One designated person prints the report on a set schedule and places the orders for the entire institution.
Brochure Boss generates great savings of staff time and money!
Benefits of Brochure Boss

• Time spent on reviewing inventory to determine which titles to order is drastically reduced!
• The order report is produced with a click of button!
• Only one person places the orders, instead of one person in each area!
• Consolidating several small orders into one large order enables the institution to take advantage of bulk discounts and reduced shipping and handling costs!
Single user savings

Brochure boss benefits even small libraries that order only for one area by:

- Reducing time spent on inventory review and creating an order list.
- Establishing a cost-effective ordering schedule.
- Maintaining a fully stocked inventory and avoiding small emergency orders that do not qualify for bulk discounts.
Part Three: System Components
The main menu has links to the most frequently used forms and reports.
Input: Forms

Step one: Supplier Form

Suppliers (publishers) contact information and ordering instructions are entered.
Step two: Brochure Form

Brochures titles and prices are entered.
The area’s standing order is entered by selecting the brochure titles from a pull-down menu. The user also specifies quantity and frequency of ordering.
Brochure Boss automatically compiles an order report. The order report is divided into sections by suppliers. Each section includes:

- Supplier contact information
- Ordering instructions
- Brochure titles and quantities to be ordered

Sample report on the next slide.
### Monthly Order Report

**Supplier:** Physicians Health Education Products  
**Supplier ID:** 5

**Address:** 12345 Street  
**Phone Number:** (123) 234-5678

**Amp Town:** Anytown  
**Fax Number:** (123) 234-5678

**Alabama:** 12345-  
**Website:** www.hpe.org

**Contact Name:** Nancy White

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### Publications to be ordered

**Health Insurance Programs**  
**Unit Price:** $1.00

<table>
<thead>
<tr>
<th>Brochure Number</th>
<th>Qty</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Monthly</td>
</tr>
</tbody>
</table>

Dr. Smith is a member use his name to get discount pricing.

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**Total brochure:** 35

**New Therapies**  
**Unit Price:** $0.50

<table>
<thead>
<tr>
<th>Brochure Number</th>
<th>Qty</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Monthly</td>
</tr>
</tbody>
</table>

Price reduced to $0.40 if ordering more than 100 copies.

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**Customer:** Consumer Library  
**Customer:** Area 1

**Total brochure:** 65
Additional reports are easily printed with a click of a button!
Guides in distributing the brochures to the specific areas that ordered them

### Monthly Distribution By Brochure

<table>
<thead>
<tr>
<th>Brochure</th>
<th>New Therapies</th>
<th>Area</th>
<th>Quantity and Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Consumer Library</td>
<td>15 Monthly</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Area 1</td>
<td>50 Monthly</td>
</tr>
<tr>
<td>Nutrition for the Patient</td>
<td></td>
<td>Consumer Library</td>
<td>200 Monthly</td>
</tr>
<tr>
<td>Understanding Your Illness</td>
<td></td>
<td>Consumer Library</td>
<td>50 Monthly</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Area 1</td>
<td>24 Monthly</td>
</tr>
</tbody>
</table>
### Monthly Distribution Checklist for: Consumer Library

<table>
<thead>
<tr>
<th>Brochure Name</th>
<th>Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Therapies</td>
<td>15</td>
</tr>
<tr>
<td>Nutrition for the Patient</td>
<td>200</td>
</tr>
<tr>
<td>Understanding Your Illness</td>
<td>50</td>
</tr>
</tbody>
</table>
An Overview of all brochures ordered for a specific area helps fine-tune the order and avoid inventory shortages.

<table>
<thead>
<tr>
<th>Area General Order for: Area 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coping with Your illness</td>
</tr>
<tr>
<td>Diabetes Management</td>
</tr>
<tr>
<td>Emotional Side of Infertility</td>
</tr>
<tr>
<td>Health Insurance Programs</td>
</tr>
<tr>
<td>Heart Disease Prevention</td>
</tr>
<tr>
<td>New Therapies</td>
</tr>
<tr>
<td>Nurtition of the Cancer Patient</td>
</tr>
<tr>
<td>Nutrition for the Patient</td>
</tr>
<tr>
<td>Stroke Prevention</td>
</tr>
<tr>
<td>Support Services</td>
</tr>
<tr>
<td>Understanding Your Illness</td>
</tr>
<tr>
<td>What's Next? Cancer Diagnosis</td>
</tr>
</tbody>
</table>
Additional reports may be created by request. Let us know what you need to improve cost-effectiveness and inventory control.
Part Four:
Contact Information and system requirements
System requirements

• Windows compatible system
• Access 97 or later version installed

Multi-user and single-user versions available
For more information on Brochure Boss contact:

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