Do you want to share SuperOffice documents in a secure and universal format that cannot be changed? With PDF Manager you can protect the content.

Simplifying business.

AMESTO

# **PDF Manager**

### Easy, quick and reliable solution for converting SuperOffice documents to PDF format.

The PDF format allows you to share collaborate with others and at the same time protect the content of your documents. With PDF Manager, you can convert all documents in the SuperOffice activity list to PDF files with a few clicks.

### Create a PDF file in 3 simple steps

- 1. Go to the PDF Manager tab in SuperOffice.
- 2. Find your document on the list and click on the "convert" button next to it
- 3. Change or confirm the document information and press "OK". The new PDF file is automatically saved in the SuperOffice activity list.

SuperOffice.	+New QFied				Get mobile app	🜲 🔁 🖽 🛛 🛤 🚳
Oeshboard	Company More Interests Note					
Company	SuperOffice Danmark A/S					
Contact						
-	Visiting: Delta Park 46, st Postał: Delta Park 46, st			Our contact: Category:	Leverander	
20 Diary	2005 Vallersbeit 5	hand		Code:	SUPEROFFICE	
Sale .	Demak			Number	10000	
	Telephone: -45 70 10 22 01 Telefon			\$8-ms	0	
Project	Fax: +45 70 10 22 02 Fax			Business	(7/00)	
Selection	Web site: www.superoffice.dk:http://www.superoff	ice dk		Main contact:	Permitte Metter Lund	
Selection	D-mail: Information : info@superoffice.dk					
intex 🛞						
and Reports	Stop No Mailings		29-09-20	4		E De R
Marketing	Contacts Relations Projects Activity	ini Salas Requests PDF-Manager	Signicat DocArc Contact			
🔶 Service						Search:
1 mil	Created	1 Updated	1 Type	1 Tide	1 Contact	I Action II
	18/07/2020 1442:88	13/07/2828 14:42:88	Americo Tilbud	Dokument	Henrik Stockmal Jorgense	Canat
	23/06/2020 1446:03	23,06,2323 14:46:03	Americo Tilbud	Tribud	Penville Møller Lan	Cenat
	23/05/2020 14:38:10	23,06,0929 14:99:10	Enev.	Nye priser	Pernille Møller Lun	Const
	20/05/2020 12:22:07	20/05/2020 13:32:07	linev.	Text	Femile Maller Lan	Conet
	Showing 1 to 4 of 4 entries					Previous 1 Next

PDF Manager adds a tab where you can easily find the documents to be converted to PDF.

Convert from Word to PDF	vert to PDF subject Tilbud (PDF) Our ref Test Your ref	Date © Current date and time (20/07/2020, 10:06:52) O original date and time (23/06/2020 14:46:03) O Use other date
	Your ref	

Clicking "convert" opens a dialog box for setting the properties of the PDF file.



### FUNCTIONS AND ADVANTAGES

## **PDF Manager**



### Advantages

- Fast and easy to use
- Easy to share documents. The PDF-format can be viewed on all units
- A free PDF-reader can be easily downloaded
- · Secure and reliable. Documents cannot be changed

#### Requirements

Requires a subscription to SuperOffice CRM. All user plans are supported.

### Important functions

- Converst all SuperOffice documents to PDF-files
- The PDF-files are saved in the SuperOffice document archive
- The PDF-files can be opened or shared via the activity list in SuperOffice
- The PDF-files can be e-mailed from SuperOffice with one click
- Complete solutions for service, advanced offers and expected orders, invoice lines, financial information, etc.is provided
- Smart and fast configuration without any programming

SuperOffic	:Ce. + New ♀ Find				Get n	nobile app 🔶	\rm 🖪 Неір	phone 🔇
(e								(-
Oashboard	Company More Interests Note							
Company	SuperOffice Danmark A/S							
Contact	Visiting: Delta Park 46, st			Our contact:				
20 Diary	Postal: Delta Park 46, st			Category:	Leverandør			
Diary	2665 Vallensbæk Stra	hd		Code:	SUPEROFFICE			
🐌 Sale	Danmark			Number:	10000			
-	Telephone: +45 70 10 22 01 Telefon 🕻			SE-nrt	0			
Project	Fax: +45 70 10 22 02 Fax			Business:	IT/EDB			
	Web site: www.superoffice.dk : http://www.superoffice.	dk		Main contact:	Pernille Møller Lund			
Selection	E-mail: Information : info@superoffice.dk							
O Inbox								
Reports	Stop No Mailings		29-09-2	:014				→ = Task Edit
Marketing	Contacts Relations Projects Activities	Sales Requests PDF-Manag	ger Signicat DocArc Contact					
	✓ Date ↓ Type	Text			Contact		Project name	User ID 🔅
Service	20-07-2020 Amesto Tilbud	Tilbud (PDF)			Pernille Møl	ller Lund		LO
🗲 Tools	✓ 13-07-2020 Besøg				Pernille Møl	ler Lund	Gennemgang at D	. 10
	🗹 💆 13-07-2020 Tilbud				Henrik Stoc	kmal Jørgensen	Gennemgang af D	. LO
	Amesto Tilbud	Dokument			Henrik Stoc	kmal Jørgensen	Gennemgang af D	. LO
	✓ 🔄 23-06-2020 Amesto Tilbud	Tilbud			Pernille Møl	ller Lund		LO
	✓ 23-06-2020 Brev	Nye priser (PDF)			Pernille Møl	ller Lund		LO
	✓ 23-06-2020 Brev	Nye priser			Pernille Møl	ller Lund		LO
	23-06-2020 Brev	Test (PDF)			Pernille Møl	ller Lund		LO
	27-05-2020 Møde ude				Pernille Møl	ller Lund		LO
	20-05-2020 Brev	Test (PDF)			Pernille Møl	ller Lund		LO
	20-05-2020 Brev	Test			Pernille Møl	ller Lund		LO
	+ Add × Delete III Filter ± Export					✓ Mailings	Other 🗹 Documents 🗹 i	Follow-ups count: 11 Ö
						-		

The converted PDF document is archived on the activity tab, from where it can be opened or sent via email.

### **Amesto Solutions - Simplifying Business**

Amesto Solutions is the largest Visma and SuperOffice partner in the Nordic. We have delivered more than 2,500 logistics solutions based on Visma Business over the last 30 years. In addition, we have implemented CRM with over 1,000 customers throughout the Nordic region. Our great strength lies in the integration of the various systems.

At Amesto Solutions you will meet experienced business consultants with specific knowledge on how to optimize the processes and create maximum value for your company.

