FUTURE OFFICE FAST EMERGING

Every business spends a major portion of its assets on analyzing and delivering information. At Pisgah Forest the computer is being harnessed to improve the speed, accuracy and efficiency of our information processing. The big benefits are improved decision making and better management of company resources. These three stories show Olin's commitment to lead the way into the office of the future.

How To Get Answers To Your Questions About Computers

How difficult is it to use a computer? Can a computer help you in your job?

You can answer these and a lot more questions by taking a 14 hour course in our computer training center, right here at Pisgah Forest.

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To discuss the training program and arrange a demonstration contact Susan Reece, Training Coordinator for Interactive Technology Programs at 2256. If you qualify Susan will assign you a time for seven, two hour sessions.

You will train on an IBM personal computer equipped with color monitor, printer and plotter. Basically you

Gay Poor (left) and Florence Pridgen get friendly with a personal computer.

teach yourself using tape recorded instructions and an easy to understand manual.

The starter course teaches LOTUS 1-2-3, a program that can be used for financial analysis, forecasting and budgets. The program is excellent for learning the basics of daily data collection and manipulation. It requires no knowledge of computer languages.

"Our expectations are that people at all levels of administration will become familiar and comfortable with the personal computer," Susan Reece explained. "Then they will come to the center to learn or develop programs that will help them or their department. If they develop enough uses, they may then justify a request for their own computer in their office. This approach has been used at Stamford and they have 34 personal computers."

Susan says that early interest is high and urges anyone interested to contact her for a demonstration. ✪

Olin Automates Word Handling

Six administrative departments at Pisgah Forest are now linked together by a computer which specializes in handling words more efficiently. Similar installations at other companies reduce the time spent typing by 40 to 60 percent.

Word processing work stations have been installed in Financial Control, Procurement, General Accounting, Human Resources, Marketing and Group Staff offices. They are all connected to a special word processing computer and share the same programming. The system can accommodate up to 32 work stations and can communicate with similar computers at corporate headquarters in Stamford, Connecticut. Plans are under consideration to connect the system directly with Olin's supplier of office supplies and order direct — computer to computer.

When it comes to putting words on paper the system is expected to do it with less time, effort and cost. Specifically:

- Secretaries can make corrections on documents and letters without completely re-typing them. Material is electronically added, deleted and rearranged and then automatically typed out
- Documents can be electronically transmitted from department to department
- The computer automatically checks for spelling and math errors
- Lists and data can be stored and shared by all departments
- The computer will sort out data or search for names on lists
- The computer will automatically print duplicate letters and address envelopes
- Financial data can be turned into charts and graphs for better presentations.

Jo Ann Whitmire, Secretary in Human Resources, studies ways to make her department more productive using the new office automation system.

In all we are going to be able to communicate better because of greater speed, more accuracy and increased word handling capability for all administrative personnel. ✪

Customer Orders To Go Pops

Each order Ecusta receives for paper starts a communications chain reaction and an avalanche of paper. The information chain includes customer service, production control, order entry, manufacturing, shipping, traffic, billing, credit, marketing and the customer.

These departments and the customer pass back and forth a mass of information on the terms of the sale, prices, product specifications, freight rates, the status of the order, and shipping and billing data. All this is

"We expect to be proud of the results."

necessary to enable Ecusta to provide a product which will completely satisfy the needs of our customers.

In 1980 a study of this complex process was begun. Managers from customer service, order entry and data processing under the direction of John Link formed a task force to improve order entry procedures. The goal — take advantage of the power of the computer to reduce paperwork, supply timely and accurate information, reduce the chance for errors and protect data security. "The end result," noted John Link, "is that Ecusta will be better able to respond to our customers' needs and that we further establish our reputation as the best in the industry."

This four year project is called POPS — Paper Order Processing System. POPS will be implemented by early to mid 1985. Customers will be able to get faster answers to their questions. The computer will store all essential information, keep it up to date and instantly make it available to authorized personnel. Binders with specifications and prices will disappear. Documents will be distributed throughout the mill only as needed — not as much as three months in advance. Documents sent to customers will be easier to read and understand.

"The computer made POPS possible," John Link concluded, "but it has taken thousands of manhours to thoroughly analyze our old system, decide what we wanted to improve, determine how to improve it and then make sure it all will work. We expect to be proud of the results." ✪

The POPS task force gathers around a computer terminal. They are Judy Nicholson, Lou Maney, Carolyn Brown, Joyce Galloway, John Link and Delmar Hardman.