

# capture office online

**NEW VERSION INTEGRATES WITH PLUS LICENSING SYSTEM**

*Our market-leading Capture Pro/Lite backoffice image library management software has had a complete make-over ... and gone web-based*

[www.capture.co.uk](http://www.capture.co.uk)

- Easy to use with simple interfaces.
- Multi-lingual keywording and online thesaurus.
- Completely cross-platform (Macs and PCs).
- Handles latest IPTC and XMP standards.
- Batch upload high-res images from anywhere.
- Invoicing, accounts, rights, agents and contributor management.



## Why choose Capture?

- We have been building sophisticated backoffice software for the image library industry since the 1990s, and have taken all that knowledge and created a brand new, web-based, simply powerful system to meet today's challenges.

## Who is Capture Office Online (COO) for?

- Our backoffice software still comes in two flavours: **Pro** for agencies with contributors and the need to manage royalties; **Lite** for smaller libraries and photographers built on the work of a single source.

## What will COO do for you?

- Allow you to run your image library business with maximum efficiency, handling all tasks from project and customer relationship management, all financial matters and communications, cataloguing and keywording, picture traffic ... right through to publishing images so they can be sold on the web.
- Integration and flexibility — while Capture has software systems that can fulfill **all** your needs, if required COO also integrates with 3rd party accounts systems and client-facing web modules.

## Key features include:

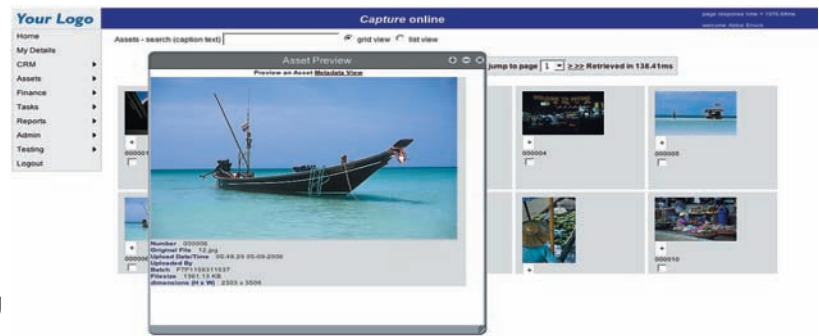
- Completely web-based backoffice system that allows the potential for staff to log on and work from anywhere — including doing remote keywording.
- Syndication functions and special features to deal with agents and distributors.
- Contributor and royalty management.
- Easy to use interfaces that can be personalised.
- Batch features to ingest multiple assets — that could include high-res images, pdfs, movies, text documents ... any kind of digital file.
- Fully multi-lingual, both in terms of staff using the system (simultaneously from different countries within the same system) and multi-lingual keywording and captioning, including a machine translator for main languages.
- Integrated communications tools — emails, ftp, calls, meetings, letters, faxes ...
- Capture Keyworder provides powerful metadata and thesaurus functionality.
- Full rights and licensing management.
- Cross platform — Windows, Macs, mixed network.
- Invoicing and full management accounts module.
- Capture Web version 2 provides new state-of-the-art ecommerce system for selling images, and integrates fully with COO.

### For further information contact:

Capture Limited  
The Old Coach House,  
14 High Street, Goring-on-Thames,  
Reading, Berkshire RG8 9AR, England  
Tel: +44 (0)1491 873011  
Email: [info@capture.co.uk](mailto:info@capture.co.uk)  
Web: [www.capture.co.uk](http://www.capture.co.uk)  
Fax: +44 (0)1491 875558

**Key features continued:**

- Suitable for large organisations and single photographers.
- Design your own printed document layouts (invoices, delivery notes, labels).
- Comprehensive CRM (contact relationship management) system with sales and marketing functions.
- Task manager and prospects system.
- IPTC and XMP import and export.
- Price book — uses the PLUS (Picture Licensing Universal System) matrix and factor functions; can be standard or per client.
- Three-layered security system: login via username and password, protected by SSL encryption; user 'roles' can be defined allowing access to appropriate functionality; areas of the system can be restricted to specific IP addresses.
- Zoom screens can be dragged to the most convenient spot.
- Wide range of reports, including best sellers and the ability to analyse the effectiveness of attending an exhibition or running an advertising campaign.
- High res image files already online can be re-purposed — meaning they don't have to be hosted twice.
- Concurrent user licences.
- Contributors can log on to check their accounts.
- The only software required on client machines is a web browser.
- Integration with a wide range of 3rd party platforms and financial and imaging systems.

**Value added extras of working with us:**

- Capture Ltd is the leading UK supplier of integrated image library management systems, and have a wealth of experience in dealing with a wide range of image archives.
- We are at the heart of the picture library industry — not only because of our position as UK market leaders — but also because our own archive, Travel Ink Photo Library, is part of Capture Ltd.
- Just like you, images are of paramount importance to us and we are experts in all areas, from scanning to running an image library ... as well as developing the necessary software.
- Our unique position in the market place ensures that we always have our finger on the pulse of what both picture users and image libraries need in terms of software and delivery of images.
- Around 80 businesses are currently working with Capture. This represents a tremendous body of knowledge and experience.
- In the digital world, an image is only as good as its keywords ... we are experts in areas such as keywording and cataloguing of images.
- We hope that working with Capture Ltd is a positive and inspirational experience.

**Price Guide:**

**One off costs:** Prices start as low as £1,955.

**Annual costs:** Annual maintenance/support/licence approx 20% of one-off cost.

**Hosting:** Just because Capture Office Online is web-based, it doesn't mean it has to be hosted in a high-powered, public-facing web hosting environment with expensive hosting costs. It is an office management system — so you could host it in-house. Or get rid of the hassle of maintaining a server, and let us host.

If you host with Capture Ltd, prices start at £25/month for up to 0.5GB.

*Note: if your high res images are already online, you will not have to host them twice.*

**Possible additional costs:**

- Any extra development required is subject to a detailed quote.
- Project management – the current costs allow for the following training and/or consultancy: Capture Office Online Lite (7 hours); Capture Office Online Pro (10 hours); Capture Accounts (2 hours).
- Look and feel of system – your logo, background colours and fonts can all be controlled from the administration area; anything more is subject to a detailed quotation.
- If you choose to host, a dedicated, clean server with full remote access is required. Installation costs: £250.

**Terms:** 50% deposit payable with order; 50% payable on installation.

Prices in estimates are valid for 30 days only. All prices exclude VAT.