

meta.crm

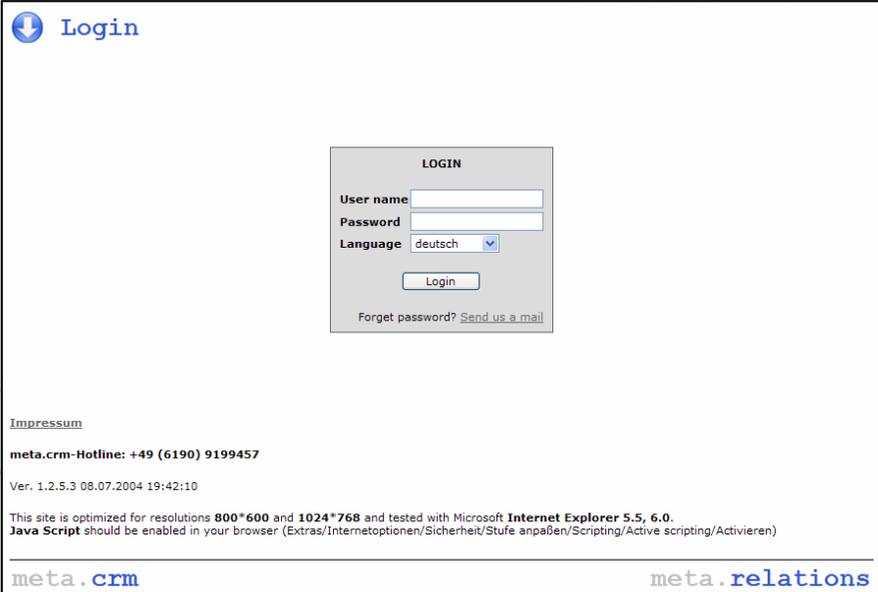


Introduction

meta.crm is a web-based, easy to operate communications database for media and investor relations, which allows you to administer all your addresses and contacts via the Internet. You can pass information on to your contacts via e-mail, fax, SMS and post using meta.crm.

meta.crm is available over the Internet to all users, no matter where they are. This means no client installation is required.

Updates are available for all users at the same time. It also means no administration and data backup work for your company.



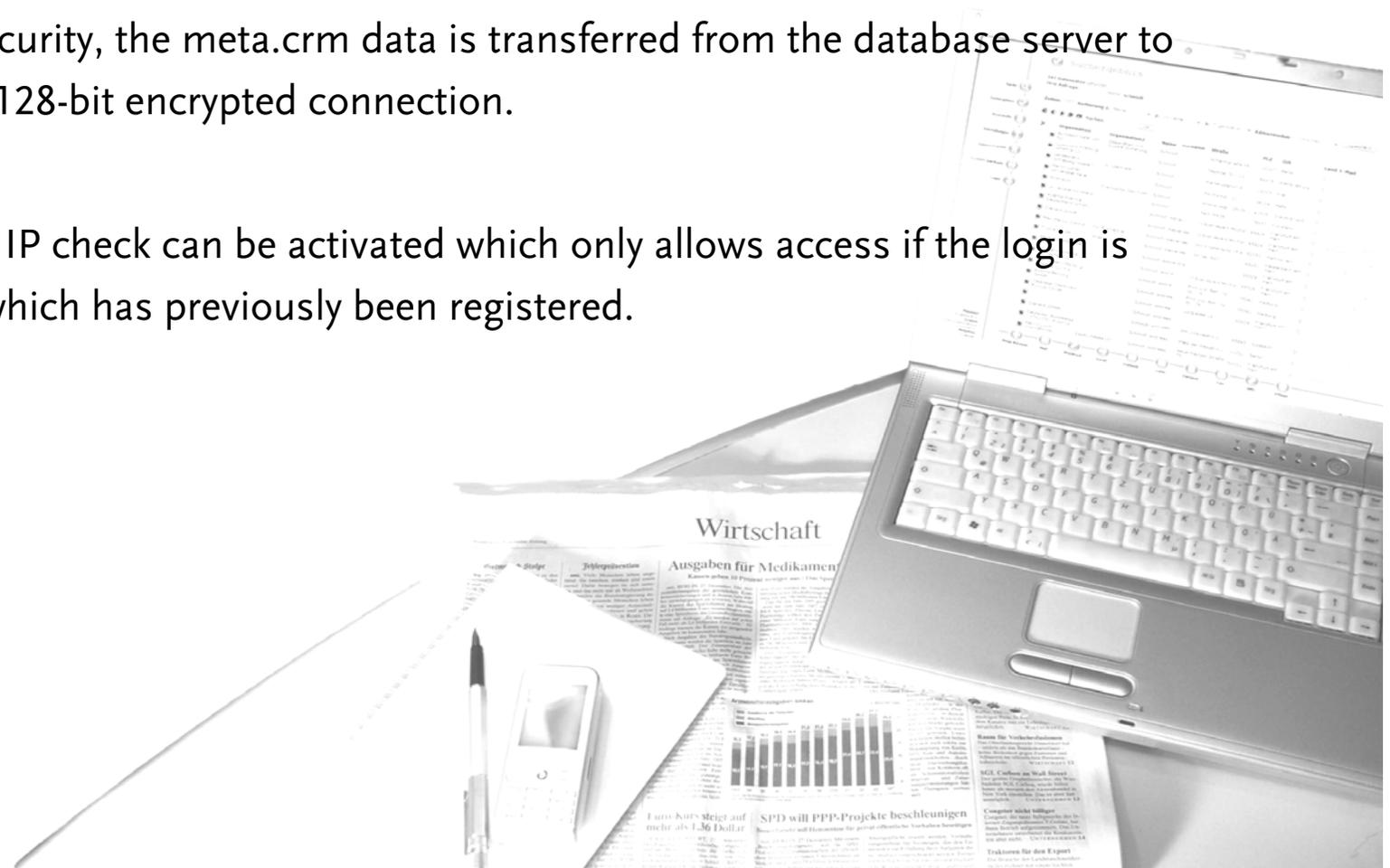
The screenshot shows a web browser window displaying the login page for meta.crm. The page has a white background with a blue header area containing a download icon and the word "Login". In the center, there is a grey-bordered box titled "LOGIN" containing a form with the following fields: "User name" (text input), "Password" (password input), and "Language" (a dropdown menu currently set to "deutsch"). Below the form is a "Login" button and a link for "Forgot password? Send us a mail". At the bottom of the page, there is a footer with the text "Impressum", "meta.crm-Hotline: +49 (6190) 9199457", "Ver. 1.2.5.3 08.07.2004 19:42:10", and a note about browser optimization: "This site is optimized for resolutions 800*600 and 1024*768 and tested with Microsoft Internet Explorer 5.5, 6.0. Java Script should be enabled in your browser (Extras/Internetoptionen/Sicherheit/Stufe anpaßen/Scripting/Active scripting/Activieren)". The footer also features the "meta.crm" logo on the left and "meta.relations" on the right. The background of the slide shows a blurred image of a desk with a newspaper, a pen, and a computer keyboard.

Security

meta.crm is an application that you can use to edit addresses over the Internet. These addresses are administered in a SQL database.

To guarantee data security, the meta.crm data is transferred from the database server to your computer via a 128-bit encrypted connection.

At the same time, an IP check can be activated which only allows access if the login is from an IP address which has previously been registered.



Multilingual functionality

The meta.crm user interface is multilingual (currently available in German, English and French). You can set the language you want when you log in. More languages can be incorporated on request without any major problems.

The multilingual functionality and Internet-compatibility make meta.crm perfect for use in international companies.

Options

Manual ?

General

Language: english

Password:

Confirmation: ...

Use this country during the creation: Ge

Mailing origin country: Ge

Einstellungen

Handbuch ?

Allgemein

Sprache: deutsch

Kennwort:

.....

eintragen: Deutschland (D)

Deutschland (D)

Options

Manuel ?

Général

Langue: français

Mot de passe:

Confirmation:

Introduire ce pays pendant l'enregistrement: Allemagne (D)

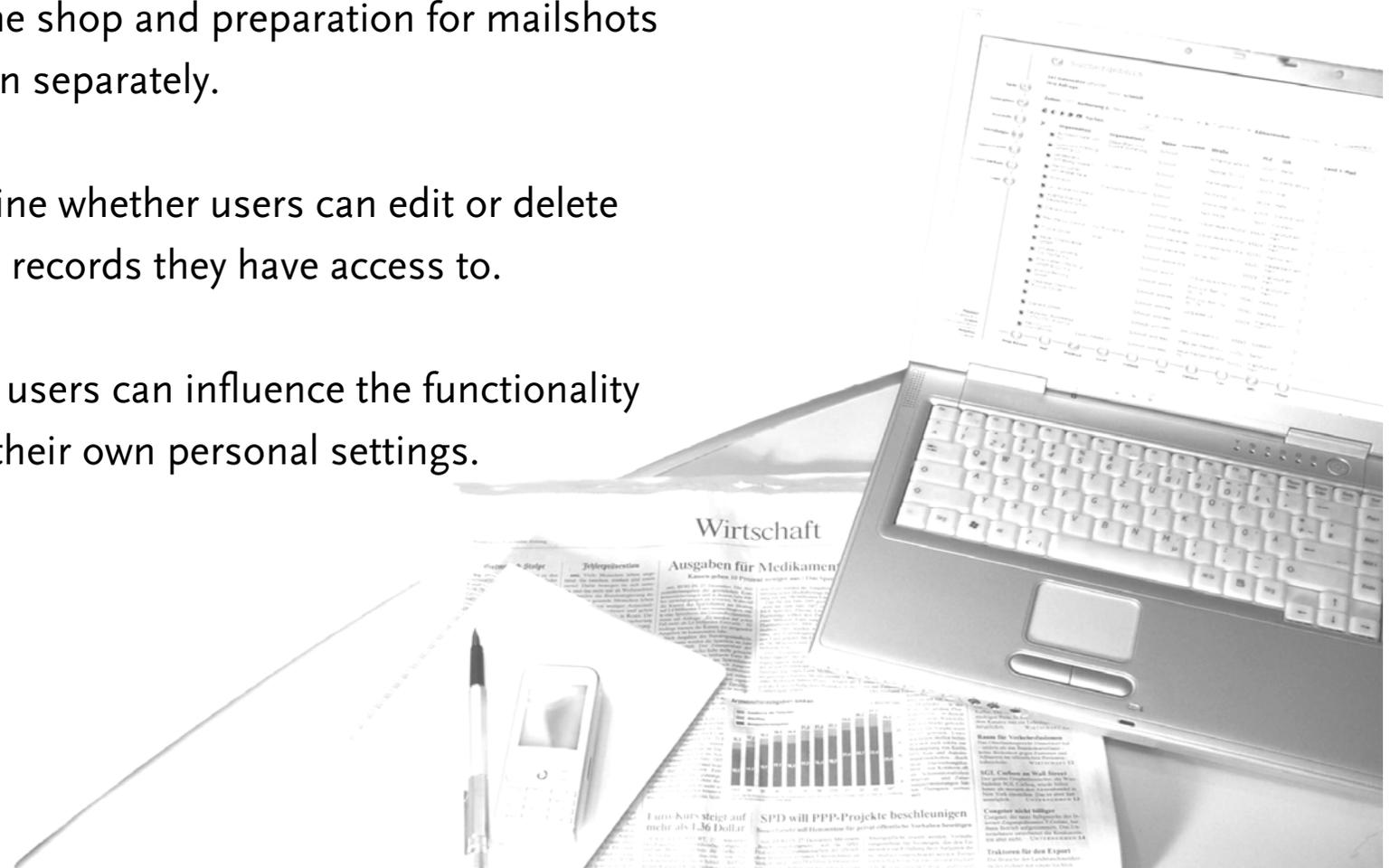
Origine de l'expédition: Allemagne (D)

Modular structure

meta.crm's modular structure means you can decide which higher-level functions you want your employees to have access to. Functions like administration, the investor relations tool, broadcast faxing, data maintenance, the shop and preparation for mailshots can all be switched on separately.

You can also determine whether users can edit or delete addresses and which records they have access to.

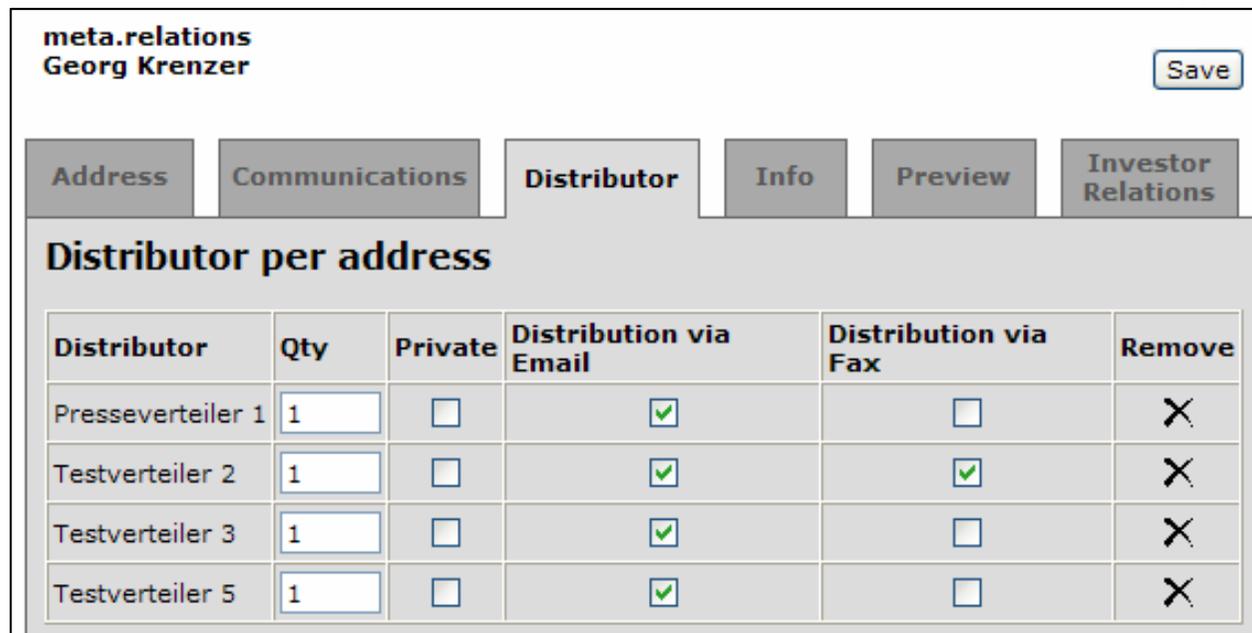
At the same time, all users can influence the functionality of the software with their own personal settings.



Distribution list maintenance

You can incorporate your addresses into various distribution lists. For each distribution list, you can decide the means by which your contact is to receive the information you send.

You can even assign multiple addresses to the distribution list at the same time using the maintenance function.



meta.relations
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Save

Address Communications **Distributor** Info Preview Investor Relations

Distributor per address

Distributor	Qty	Private	Distribution via Email	Distribution via Fax	Remove
Presseverteiler 1	<input type="text" value="1"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Testverteiler 2	<input type="text" value="1"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Testverteiler 3	<input type="text" value="1"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Testverteiler 5	<input type="text" value="1"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Fax broadcasting

You can also send faxes to your contacts using meta.crm. The fax function is designed for simultaneous sending of large numbers, so it is perfectly suited to sending out your information quickly all around the world. You can also schedule faxes to be sent out automatically later on.

Once the faxes have been sent, you can use the integrated fax protocol to check what has been sent correctly.

 **Fax**
Counter: 57

Short description	<input type="text"/>
Consider preferred distribution type	<input type="checkbox"/> Refresh counter
Fax content (*.pdf, *.doc)	<input type="text"/> Durchsuchen...
Cost center	CS_DMS
	<input type="button" value="Prepare fax"/> <input type="button" value="Send fax immediately"/>
Optional: Send at (time within next 24 hours)	<input type="text"/> : <input type="text"/>

 **Fax details**

Short description	Date/Time	Cost center	Sent at	Job	Sent	In process	Error	Total
KITA	15.03.2004 18:57:43	CS_DMS	Immediately	14541339	1	0	0	1

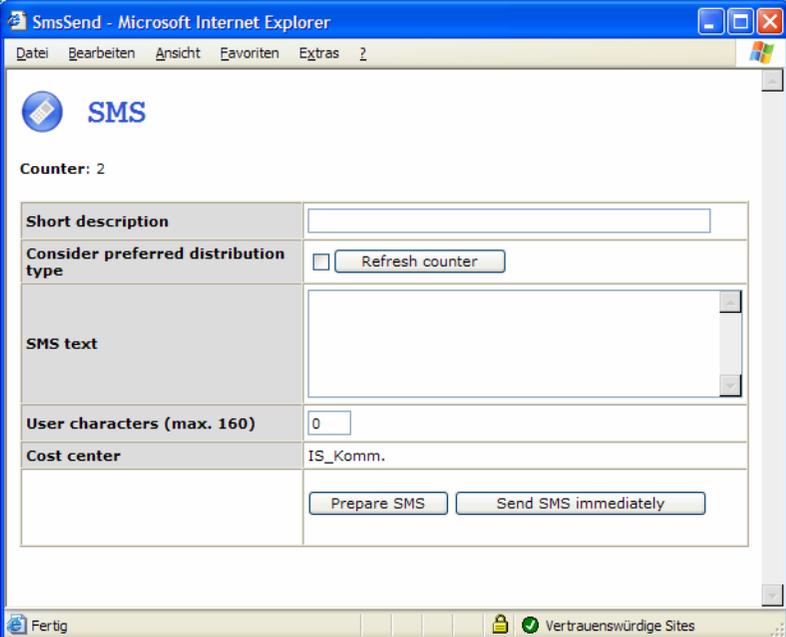
Company1	Name	First name	Fax no.	Fax no. 2	Status	Description	Sent at
Der Wochenblick Verlagsgesellschaft mbH			06144938120		SENT	delivered	15.03.2004 18:57:00



SMS transmission

You have the possibility to send SMS messages to compatible phones. This function is designed for simultaneous sending of large numbers of short messages.

So it is perfectly suited to sending out your information quickly all around the world in particular to inform your contacts about crisis situations. You are able to reach your contacts independent of their current whereabouts.



SmsSend - Microsoft Internet Explorer

Datei Bearbeiten Ansicht Favoriten Extras ?

 SMS

Counter: 2

Short description	<input type="text"/>
Consider preferred distribution type	<input type="checkbox"/> Refresh counter
SMS text	<input type="text"/>
User characters (max. 160)	<input type="text" value="0"/>
Cost center	IS_Komm.

Fertig  Vertrauenswürdige Sites



Interfaces

meta.crm has interfaces to Microsoft Office and other office suites. So that this is possible over the Internet, we have developed a module that can communicate with your local applications.

You can link your contact data to Microsoft Word and other word processing programs, transfer the e-mail addresses to Outlook and Lotus Notes and export lists to Excel. It is also possible to update your local Outlook contacts at the touch of a button.

Create WinWord file

Output <input type="checkbox"/> in file <input type="checkbox"/> Fax or directly in WinWord: Mailing <input checked="" type="radio"/> Letter <input type="radio"/> Label <input type="radio"/> Envelope Insert <input checked="" type="radio"/> Insert <input type="radio"/> Overwrite Position <input checked="" type="radio"/> Top of document <input type="radio"/> Cursor position	Prepare addresses <input checked="" type="radio"/> Like indicated in address <input type="radio"/> Name always first <input type="radio"/> Company always first Language of letter header Like address ▼
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You have to **install** the program [MetaCR](#)

Create Excel file

Output <input checked="" type="radio"/> In Excel directly <input type="radio"/> In CSV file (Separator <input type="text" value=";"/>)

You have to **install** the program [MetaCRM Local](#) before you **first time** use this function

Email

Number of Emails: 1458

Output <input type="checkbox"/> in file	<input checked="" type="checkbox"/> Refresh counter
Consider preferred distribution type	
Enter recipients in	<input type="radio"/> To <input type="radio"/> CC <input checked="" type="radio"/> BCC

You have to **install** the program [MetaCRM Local](#) before you **first time** use this function

Outlook contacts

Output <input type="radio"/> Search in private Outlook folders only <input type="radio"/> Search in private and public Outlook folders
--

You have to **install** the program [MetaCRM Local](#) before you **first time** use this function

Mail-merge function

This direct interface to Microsoft Word allows you to produce mail-merged letters at the touch of a button, generate various labels and print the addresses stored in meta.crm directly onto envelopes.

Before exporting, you can prepare the addresses and set the language in which the salutation is to be generated.

During the export, the address are set up using a logic defined within the program. There is no need to waste time sorting out printing errors.

Create WinWord file

Output in file Fax

or directly in WinWord:

Mailing Letter
 Label
 Envelope

Insert Insert
 Overwrite

Position Top of document
 Cursor position

Prepare addresses Like indicated in address
 Name always first
 Company always first

Language of letter header Like address ▼

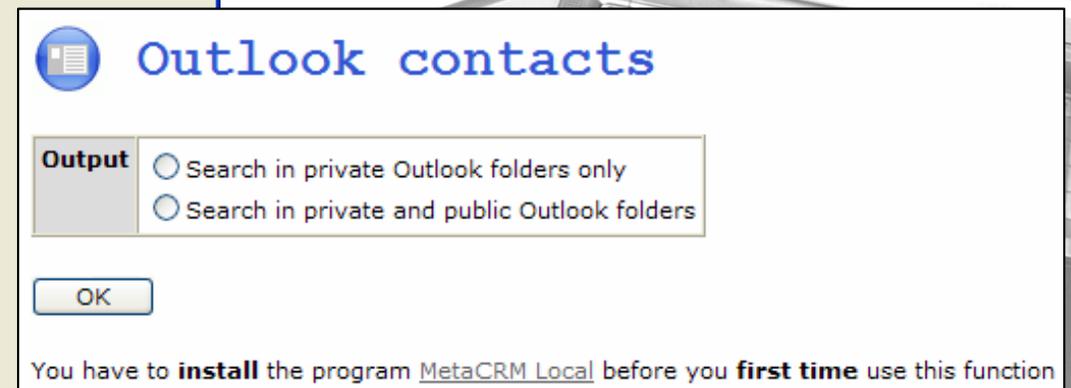
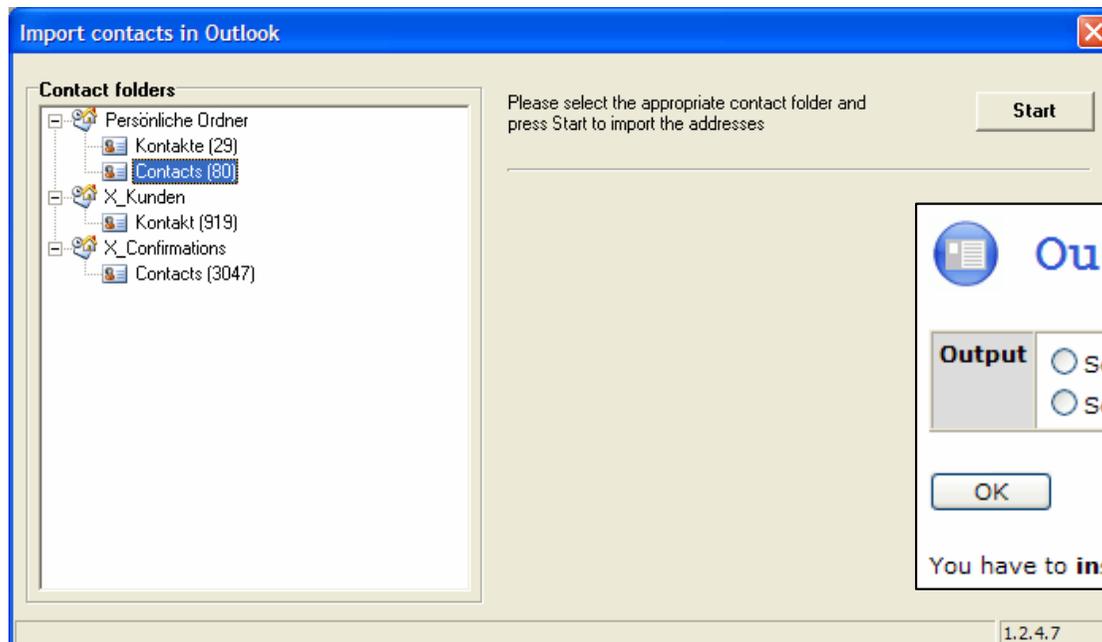
OK

You have to **install** the program [MetaCRM Local](#) before you **first time** use this function

Updating contacts in Outlook

In meta.crm, you can maintain the addresses for all your company contacts on a central basis. If your employees need the addresses on the local machines, they can be transferred to contacts in Outlook at the touch of a button.

If employees do not have direct access to meta.crm, you can also export the address to public contact folders.



Investor relations functionality

As well as organising media addresses, you can also administer your shareholders, investors and analysts using meta.crm. You can use the Investor Relations function for this.

As well as administering analyst assessments, you can also keep a log of meetings you have had.

IR type of address: Institutional holder bond

Shares

Shares	In %	Date	Comment
50	5,00	09.10.2004	5% Shares

[New](#) [Development](#)

Analysts

	2003	2004	2005	Recommendation	Value	Comment	Date
EPS	5	6	7	Hold	12	Dies ist ein Test, ob der Kom.	11.09.2004
EBIT	3	4	65				

[New](#) [Development](#)

Meeting notes

[New meeting](#)

Edit	Delete	Date	Occasion	City
		20.02.2004	Ocassion	Wettenberg

Meeting note Edit

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Date *

City * Occasion *

Organising bank

Contents of meeting*
2
3

General Sentiment before
after

Company Add participant

Participants

Other

Additional participants

Participants Test Customer

Customers



Aventis Real Estate



Aventis foundation



be.fair



Ticona



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