



Image courtesy of ponsulak at freedigitalphotos.net

## Transforming SAP Communication with Arch Floe

Buckinghamshire County Council (BCC) is an organisation with approximately 15,000 employees serving a population of over half a million residents. The Council provides a wide range of services to residents including education, healthcare, transport and environmental management.

BCC has undertaken to improve SAP output communication across the entire organisation, using Floe and the Arch Adaptive Document Platform.

“Floe is brilliant” said Carol Howe, SAP Analyst at BCC. “Our e-mails now look very professional, which was easily achieved in-house without any specialised training. Once you get started, you can create a new e-mail template in just a few days. We plan to convert all of our e-mails to Floe”

Floe is available by easy subscription for unlimited use. Every organisation running SAP can derive benefit from Floe in both their internal and external e-mail communication.

## Transforming SAP e-mail communication

The following form has been approved and is now awaiting your action to create a new post or multiple posts.

To open this form to view the post details, please click on the link provided below.

If you can process the request, please complete the following steps:

- 1: Create the post(s) in SAP based on the information within the form.
- 2: Enter each individual post number into the section "Post Numbers" within the form.
- 3: Add any comments if required in the comments section.
- 4: When finished go to the Action dropdown field at the bottom of the form and select Update.
- 5: Click on the Ok button to complete.

If you are unable to process the request, please complete the following steps:

- 1: Add any comments if required in the comments section.
- 2: Go to the Action dropdown field at the bottom of the form and select On-Hold.
- 3: Click on the send button to end.

The form status will change to "On Hold" and a new e-mail with a link to the form in the new status will be sent to you. When you are ready to process the form please use the link in the new mail.

[Click to launch this form](#)

SAP e-mail output before Floe



### Buckinghamshire County Council Vacancy Approval Form

**Form Number:** 1000011926  
**Initiator:** Mr FG Smith  
**Portfolio:** Business Serv Plus - Consultancy

**Date:** 29.01.2016  
**Time:** 12:16:01

**Action:** This vacancy form has been approved and is now awaiting your action to create a new post or multiple posts.

To open this form to view the post details, please click on the link provided below:

[Click to launch this form](#)

**If you can process the request, please complete the following steps:**

1. Create the post(s) in SAP based on the information within the form.
2. Enter each individual post number into the section "Post Numbers" within the form.
3. Add any comments if required in the comments section.
4. When finished go to the Action dropdown field at the bottom of the form and select Update.
5. Click on the Ok button to complete.

**If you are unable to process the request, please complete the following steps:**

1. Add any comments if required in the comments section.
2. Go to the Action dropdown field at the bottom of the form and select On-Hold.
3. Click on the send button to end.

The form status will change to "On Hold" and a new e-mail with a link to the form in the new status will be sent to you. When you are ready to process the form please use the link in the new mail.

*SAP Payroll is one of many services provided by Business Services Plus*



SAP e-mail output with Floe

"Floe gives us an easy way to create professional e-mail output from SAP. It has been an instant success and I would happily recommend it to any organisation looking to ensure that their SAP-generated e-mail content looks professional and contemporary."  
Adrian Clarke, SAP Lead, Buckinghamshire County Council

