Product
Overview

ONE TOOLBAR.
COMPLETE CONSISTENCY.

BrandOffice®
by **BRAND**QUANTUM

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AUTOMATED BRANDING FOR DOCUMENTS.
ONE TOOLBAR. COMPLETE BRAND CONSISTENCY.

Creating brands that resonate in the hearts and minds of your target audience requires the delivery of a consistent brand experience across every single touchpoint. BrandOffice®, developed by BrandQuantum, is a software solution that seamlessly integrates with Microsoft Office to empower every employee in the organisation to automatically create consistently branded documents, PowerPoint presentations and Excel reports and ensures the brand remains relevant as it evolves.

BrandOffice® delivers:

- Consistently branded documentation

- Business compliant communications every time

- Empowered staff that deliver consistent brand experiences

- Ease of use through seamless integration with Microsoft Office

- Cloud based platform allows brand compliance and brand integrity from anywhere at anytime

- Saves valuable time and resources while delivering a consistent brand

- Improved customer experiences which drive the bottom line

SIMPLIFIED BRAND CONSISTENCY.
BUSINESS COMPLIANT COMMUNICATIONS.

BrandOffice® is a cloud based add-on application for documents created within the Microsoft Office suite (Microsoft Word, Excel and PowerPoint) that ensures that all branding, formatting and corporate identity specifications are automatically applied uniformly across all business documents. In addition, BrandOffice® addresses business compliance and risk issues and ensures all employees within an organisation work efficiently and effectively and produce brand and business compliant communications and content, no matter where in the world they may be.

A SINGLE TOOL.
A SUITE OF APPLICATIONS.

BrandOffice® enables every employee to create brand and business compliant communications by giving quick access to a common brand approved content library and brand standards including logos, colours, fonts and styles working from within the Microsoft Office suite. As your brand evolves the BrandOffice® platform is able to accommodate changes to the brand and content that can be implemented instantly across all documents housed on the BrandOffice® platform.

DRIVE EFFICIENCY. DELIVER VALUE.

BrandOffice® directly impacts your bottom line by driving employee efficiency and productivity. As a cloud based solution, it is quick to implement, doesn't require any upfront investment and creates value almost instantly. BrandOffice® provides full reporting functionality, giving you insights to improve your decision making.

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SEAMLESS FUNCTIONALITY. STANDARDISE YOUR BRANDING.

FEATURE	DESCRIPTION	BENEFIT
CENTRALLY MANAGE BRAND STANDARDS ACROSS MICROSOFT WORD, EXCEL AND POWERPOINT	BrandOffice® houses your brand documentation standards across Microsoft Word, Excel and PowerPoint. Standardise your colour palette, fonts and document style sets. Include standards such as page settings, margins, fonts, bullets, chart sets, table sets and more.	Create consistently branded documents, PowerPoint presentations, tables and charts. Evolve your documentation dynamically as your brand evolves. Cater for geographic differences in brand standards such as language and format settings.
BRANDOFFICE® TOOLBARS	A minimal installation file gives users access to toolbars and functionality from within Microsoft Word, Excel and PowerPoint. Toolbars are synchronised from the cloud to the users' desktops and available offline.	Users have access to brand standards and brand-specific content no matter where in the world they are. Multiple toolbars mean users can switch between brands on the fly and have access to the latest brand content and productivity enhancing features.
CLOUD BASED BRAND ADMINISTRATION	The BQ Ignition Engine™ is cloud based and is hosted securely on Microsoft Azure.	Administer your brand toolbars, documentation and user access through the console which is available anywhere, anyplace and anytime.
PERMISSION BASED BRAND ROLES	Different brand user roles allow different users access to different toolbars and documentation.	Give your team access to toolbars, documents and content relevant to them.
SHARED BRAND RESOURCES	Give toolbar users access to required brand resources such as logos, stock library images, iconography and more. Share various file formats such as PDF, JPG and website links.	Ensure that users always have access to the latest version of marketing collateral, images and content. As your library grows always keep your users up-to-date.
BRAND TOOLS	Create brand themes and brand style sets and share these with your users on the fly. Create multiple base template sets as well as standards for tables and charts. Apply style sets to existing or new documents.	Ensure consistency of documentation at the most granular level. Implement changes to brand styles quickly and effectively.

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FEATURE	DESCRIPTION	BENEFIT
CENTRALISED CONTENT AND POWERPOINT SLIDE LIBRARIES	Content inserts and library slides are available to users directly from the toolbar.	House content independently of templates and ensure your documents are always up to date. Product write-ups, executive biographies, and commonly used content is available for users to use across their documents, presentations and spreadsheets.
CENTRALLY MANAGE YOUR STATUTORY INFORMATION	Centrally manage statutory information such as company details, disclaimers and terms and conditions.	Ensure business compliance and manage the business risks associated with out-dated or incorrect company information. Safeguard your brand integrity and commercial security.
CUSTOMISABLE SYNCHRONISATION	Customisable synchronisation intervals to keep your branding up to date. Customisable reporting.	Flexible synchronisation intervals allow you to cater for periods of high brand change such as brand launches or macro-economic legislative changes.
REPORTING	Real-time audit trail of user activity, documentation generation and content usage.	Detailed reports provide valuable information regarding usage of toolbars and documentation. Enhance the efficiency and effectiveness of users and reward your brand champions. Quantify your brand integrity ROI.
SCALABLE AND FLEXIBLE	As a cloud based solution, BrandOffice® is quickly and easily set-up and deployed.	Get your users up and running in no time, and dynamically manage toolbars and content as your brand changes and grows. Rapid return on your brand investment.

For more information, visit www.brandquantum.com or contact us on +27 (0)10 045 0905 or ignite@brandquantum.com

Technical Requirements

- .NET Framework 4.6.1
- Windows 7 or higher
- Microsoft Office 2010 upwards
- Administration rights to install the software
- Internet connectivity to synchronise the required toolbars
- ±7MB installation file
- Toolbar storage space dependent on toolbar files

BRANDQUANTUM
IGNITE CONSISTENCY

ABOUT BRANDQUANTUM

BrandQuantum's innovative and secure brand consistency and integrity solutions help organisations to overcome their critical brand implementation challenges and assist them in achieving brand consistency across multiple platforms. BrandQuantum's solutions include BrandOffice®, BrandMail® and BrandForms® which ensure brand consistency at every customer touchpoint.