

**OPERATIONAL AND HOSTING SERVICES****1.5 Output Management**

DTI provides production, design, preparation, and delivery of reports to customers.

- Production includes printing, microfiche/film, and or online storage/viewing
- Preparation includes bursting, collating, folding, and envelope stuffing
- Delivery includes postage/mailing, courier coordination, and online storage
- Secure handling of reports regardless of media
- Integration with other operational management systems such as job scheduling

**List of services**

1. Production Services
2. Preparation Services
3. Delivery Services

**1. Production Services**

**Service Description** – DTI provides output production services in the form of printed output, microfiche/microfilm, and online storage/viewing. The services are available to systems that are housed by DTI (mainframe-based or server-based).

**Features / Benefits / Costs** – Output is produced and handled in a secure manner, and where possible, integrated into other data center services such as production scheduling. These services are generally for high-volume workload or use of special electronic forms features. Using DTI’s shared production facility provides both cost and feature benefits to the customer. For cost details, see \*[Cost Allocation](#).

**How to request services** – Please contact \*[Your IRM](#) or \*[Customer Relationship Specialist](#) for requesting this service.

**Applicable policy / standards** – See the [DTI Enterprise Standards and Policies](#) section of the DTI website for generally applicable policies and standards.

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## OPERATIONAL AND HOSTING SERVICES

### 2. Preparation Services

**Service Description** – DTI provides output preparation services in the form of bursting, collating, folding, and envelope stuffing. These services are restricted to output produced at the DTI data center.

**Features / Benefits / Costs** – Output preparation is conducted in a secure manner. These services are generally for high-volume workload. This is considered a “value added” service to the Production Services described above. For cost details, see \*[Cost Allocation](#).

**How to request services** – Please contact \*[Your IRM](#) or \*[Customer Relationship Specialist](#) for requesting this service.

**Applicable policy / standards** – See the [DTI Enterprise Standards and Policies](#) section of the DTI website for generally applicable policies and standards.

### 3. Delivery Services

**Service Description** – DTI provides output delivery services in the form of postage and mailing, courier coordination, and online storage of reports. These services are restricted to output produced at the DTI data center.

**Features / Benefits / Costs** – Output delivery is conducted in a secure manner. These services are generally for high-volume workload. This is considered a “value added” service to the Production Services described above. For cost details, see \*[Cost Allocation](#).

**How to request services** – Please contact \*[Your IRM](#) or \*[Customer Relationship Specialist](#) for requesting this service.

**Applicable policy / standards** – See the [DTI Enterprise Standards and Policies](#) section of the DTI website for generally applicable policies and standards.

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