

OfficeBase *for Body Corporate Management*

Email & Document Management

Manual filing systems are now being replaced by electronic storage systems.

With a fully structured electronic filing system:-

- You free up manual storage space
- Reduce the time spent looking for documents

OfficeBase is an email and Document Management system which enables you to manage an organisations email and electronic documents across a network.

Corporate compliance dictates that

A Body Corporate Manager must be able to find and retrieve documents as needed.

- To store a document is easy
- To retrieve a document can frequently be far more difficult.

However in *OfficeBase*

Documents are stored by Property, and Unit or Lot no.

This enables the user to find documents quickly and easily without the need to use Windows Explorer

Just think about the 100's or 1000's of emails documents that are strewn over your network in a totally unstructured manner. Without a good document management solution the problem of searching for and retrieving a document will only get worse with time as more documents are added.

OfficeBase stores most electronic records (including e-mails, word documents, excel spread sheets, scanned documents, photographs, Movies, Wave Files etc;)

without the need to create Folders and Filenames.

Do you have to ask the questions

What did I call the File ?

Where did I put it ?

Then You need *OfficeBase* !

OfficeBase for Body Corporate Management

Features & Benefits in Ver. 4.5

PURPOSE	Electronic Document, Record, and Email Management	EDRMS
	Structured Storage & Retrieval of all files by / From:-	
	Property	Yes
	Unit or Lot No	Yes
	& Contact	Yes
MODULES		
	Contact Manager (CRM)	Yes
	Document Manager	Yes
	Email Management	Yes
	TASK Manager (Workflow)	
	Security Module	Yes
	Integrated Scanning Module	Yes
	Integrated PDF Converter	Yes
	Batch Scanning with defined templates for indexing (Optional)	Yes
	Integrated module for Publishing documents to WEB site (Optional)	Yes
FUNCTIONS		
	OfficeBase is integrated with most Microsoft Office Applications	Yes
	Documents are associated with clients companies & or Matters	Yes
	Documents are stored in their Native Application	Yes
	Version Control	Yes
	Dependence on Windows Explorer	NO
	Eliminates need for naming Convention	Yes
	Folders & File Names created automatically	Yes
	Automatic capture of emails from Outlook- optional	Yes
	Assists with Corporate Compliance	Yes
	Quick & Efficient Retrieval of Documents & Emails etc	Yes
	Download Clients records to Folders	
	Access Security	Yes
	Security against accidental or Malicious deletion of documents	Yes
	Append to images	Yes
	Staple or Note function	Yes
	Network Product	Yes
	SQL Database	Yes
	Attractive Cost Of Ownership	Yes
BENEFITS		
	Reduces the Incidence of misplaced documents	
	Substantially improves a users productivity	
	Eliminates the need to allocate folder and file names	
	Eliminates the need for a uniform naming convention	
	Allows emails & records to be shared on a network	
	Allows records to be created and executed in their native application	
	OfficeBase is a "GREEN" product. Saves paper, filing & Space.	
	You can change Practice Management Software without the need to change OfficeBase.	
SECURITY		
	Backups provide copies of documents that manual systems do not have	
	User security selectively limits access to documents	

For further information, please visit our WEB site at

Or contact us

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