



MULTIBASE AUSTRALIA PTY LTD

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HARD TO FIND EMAILS ?

OfficeBase Automatically captures and stores your emails by contact.

Consider the following features:-

- o OfficeBase interfaces with Microsoft Outlook
- o OfficeBase email stores emails by contact
- o Allows for quick retrieval of emails by contact
- o Eliminates the need for outlook folders
- o Reduces the incidence of misplaced emails being copied to the incorrect folder
- o emails may be deleted from outlook thus reducing the size of the PST file.
- o A notepad function allows you to add notes to an email
- o A follow up task can be associated with an email
- o Requires minimal support (if any)
- o is easy to install

In a company:-

- o emails can be shared between users provided a user has the security level associated with an email.
- o email management assists with corporate compliance.

OfficeBase email management can be upgraded to:-

- (a) OfficeBase Standard which includes document management
- or
- (b) OfficeBase Professional which includes OfficeBase Standard and scanning .

OfficeBase email Management can be installed either under

- (a) Outright Purchase from \$600 for a 5 user solution
- or
- (b) Monthly Subscription from \$30 per month for a 5 user solution

If you would like further information relating to OfficeBase please contact:-

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OfficeBase EMAIL MANAGEMENT

MODULES	Contact Manager	Yes
	Email Management	Yes
	TASK Manager	Yes
	Security Module	Yes
FEATURES	OfficeBase is integrated with Microsoft Outlook	Yes
	Automatic capture of emails from Outlook	Yes
	Quick & Efficient Retrieval of Emails from contacts or projects	Yes
	Progress Notes can be added to every email	Yes
	TASK Manager allows emails to be followed up	Yes
	Dependence on Outlook Folder Structure	NO
	Dependence on Windows Explorer	NO
	Eliminates need for naming Convention	Yes
	Folders & File Names created automatically	Yes
	Assists with Corporate Compliance	Yes
	Network Product	Yes
	SQL Database	Yes
	Attractive Cost Of Ownership	Yes
SECURITY	User security selectively limits access to emails	Yes
	Security against accidental or Malicious deletion of Emails	Yes
	Backups has copies of documents that manual systems do not have	Yes
BENEFITS	Reduces the Incidence of misplaced emails	
	Substantially improves a users productivity	
	Eliminates the need to allocate folder and file names	
	Eliminates the need for a uniform naming convention	
	Allows emails to be shared across the network	