

If you have to ask :

“What did I name that Document?”

“Where did I put it?”

Then you need...



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

The solution is **OfficeBase**



*OfficeBase is a
“green”
product.*

*It allows you to
save paper,
filing time
& space.*

*To store a document is easy.
To retrieve it can be far more difficult.*

Within **OfficeBase** Documents are stored in a structured database with the required combination of any of the following:

- Company
- Subject
- Client
- Project
- Entity
- Category
- Matter
- Description

This:

- allows for quick & efficient retrieval of documents
- eliminates the need for costly document searches

OfficeBase

- Integrates with Microsoft Office
- Is compatible with most scanners
- is easy to use, with minimal training required
- Is a feature rich system

OfficeBase

enables a corporation to securely manage emails and electronic documents across a network. Corporate compliance dictates that a business must be able to find and retrieve documents on demand.

OfficeBase is the solution.

OfficeBase

- Eliminates the need to store most of your Manual Files
- Provides immediate access to electronic Documents
- Saves valuable time in filing and retrieving manual documents
- Saves manual filing space

Structured Storage & Retrieval of all Documents are made under several Criteria including: Client, Company, Project , Matter, Subject, Category etc.

MODULES

Contact Manager (CRM)	Yes
Document Manager	Yes
Email Management	Yes
TASK Manager (Workflow)	Yes
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 contact Project, Subject etc.	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 Client/project records to folders	Yes
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 user's 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

SECURITY

Backups provide copies of documents that manual systems do not have
User security selectively limits access to documents

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