Managing Business information
in the 21st Century

Take Control of Your Business !!!

Eliminate your paperwork nightmare

Add Structure to your electronic data with *OfficeBase!*

Every business needs an effective and reliable method for managing documents, records, and emails.

- Complete document management, storage and retrieval
- Quick and efficient retrieval of emails and documents
- Provides a network platform for all records and emails
- Comprehensive client & contact database
- Document creation for most Microsoft Office Record types
- Automatic association of these records with client, contact or project etc.
- Substantially reduces your dependence on Microsoft Windows Explorer
- Eliminated the need for a naming convention
- Automatically captures emails from Outlook
- Eliminates the need to store emails in Microsoft Outlook inbox
- Access Security
- Security against accidental and malicious deletion of records
- Records can be sealed for security
- Integrated scanning functions
- Staple or Note function
- Assists with Corporate Compliance
- Attractive Cost of Ownership

For further information, please visit our WEB site at   www.multibase.com.au

Or contact us   Ph: 07 3371 7410   e-mail sales@multibase.com.au