

Workflow Essentials:

## Drives your business' workflow and information management



"Frankly, I can't understand why every Manager does not take advantage of the big savings that could be made by having their own unique software system customised from OST's fundamental building blocks"

*Workflow Essentials* offers a consistent, easy-to-use and easy-to-learn interface to keep your manufacturing on track.

### Why have this?



The phone rings. Harry answers the phone. It's Mary Smith. Harry's mind flashes back to a call last week where Mary asked for pricing and availability on four products.

Harry fumbles around on the desk for the scrap of paper on which he wrote the four products. He cannot find the page. Embarrassed, he asks Mary to repeat the list.

Harry asks Mary to hold on the line while he goes and checks whether they have stock available...

### When you can have this?



The phone rings. Harry answers the phone. It's Mary Smith. Mary says she is looking for price and availability on four products.

Harry has *Workflow Essentials* on his PC. With one mouse click he has the customer list on screen. He types: 'Mary' as the search string, locates 'Mary Smith'. One double click later Harry is informed that Mary buys from them regularly.

As light conversation, Harry asks Mary how the items she bought last time are working out. Meanwhile, Harry has mouse clicked to bring up the product list. As Mary states each product name, Harry highlights it on the screen and quotes the price and availability.



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For a list of the services we provide please visit our website at: [www.ostdatabasegroup.com.au](http://www.ostdatabasegroup.com.au)

# Turns stumbling blocks into stepping stones...

# For Business Management Workflow Essentials

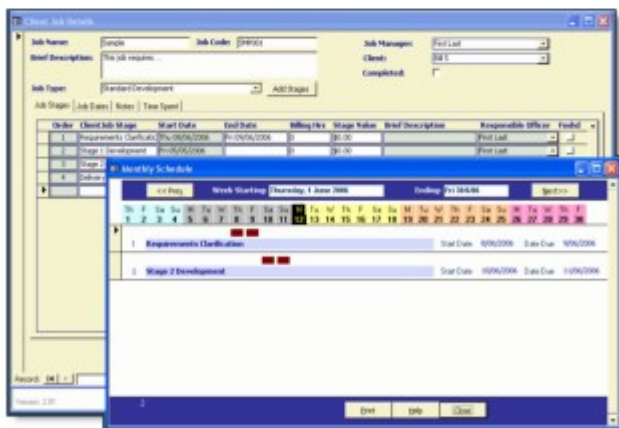
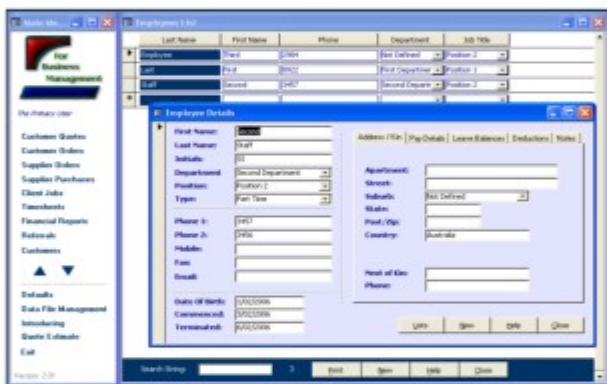
When used as a base product, *For Business Management - Workflow Essentials*\* helps your business manage the key functions and processes within the **Five Portals of Business**:

- **Resources** - Assets, Employees, Stock...
- **Marketing** - Advertising, Leads, Sales...
- **Operations** - Jobs, Sales, Production, Systems...
- **Administration** - Sales Purchasing, Payroll Tracking...
- **Leadership** - Financials, KPIs, Forecasting...

\* Customisation is available to enhance the products' suitability for your specific workflow and information requirements.



With our unique template system, *Workflow Essentials* building blocks can be customised for a relatively LOW COST



The 'Out of the Box' version of *For Business Management - Workflow Essentials* contains components and relevant reporting for:

- **Clients and Marketing** - Prospect and client details, marketing sources and associated reporting.
- **Client Quotes, Jobs and Orders** - Prepare client quotes, track client jobs, and manage orders and payments.
- **Suppliers and Purchases** - Manage supplier orders and outgoing payments.
- **Employees** - Manage staff and subcontractor details.
- **Products** - Manage stock levels and product details.

*For Business Management - Workflow Essentials* can be customised to:

- **Link to an Accounting package** such as MYOB or QuickBooks.
- **Link to a web based newsletter engine** as possibly provided for within a Content Management System web site.
- **Provide extended CRM capabilities** including client file notes, appointment scheduling, and todo lists.
- **Provide advanced job management** including employee timesheets, and extended project management.
- **Provide other facilities** for the management of resources, events, surveys, meetings...

Please contact us for a FREE demonstration version of *Workflow Essentials*



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