



OST Database Group Newsletter

All the Latest News & Products from  OST Database Group

Includes a FREE
Half Yearly Planner!

June 2008

Issue 4

Thinking Meetings:

Minute Keeper® Goes Web!

Software for Managing Meeting Agendas, Minutes & Actions



A sample screenshot of Minute Keeper®

Are meetings as much fun for you as do it yourself dentistry? Do they fill up the emptiness in your week? Or do they suffer death by committee?

One solution is to get them organised and to not prolong the pain any longer than you have to. The rule is to think through why the meeting is needed, get down the agenda and get everyone organised.

If you want the meeting to count, identify minutes and actions, and identify by whom and by when things will get done. Get in, get out and get things done!!

To this end, we've been perfecting Minute Keeper®, our meeting management product for some time now.

Properly set up, it speeds up entry and distribution of agendas and minutes. And it lets you quickly find that decision that was made some years ago, that no-one now wants you to remember.

We're currently in progress of moving Minute Keeper® to the web. Please check out this version at: www.minutekeeper.com.au and get back to us with your thoughts and feedback.

Thinking Software:

Looking to move to Microsoft® Office or Microsoft® Access 2007 SP1?

Please talk to us...

Microsoft® Access 2007 is structured somewhat differently to its predecessors. Some existing databases will upgrade seamlessly to Microsoft® Access 2007, while other databases will require some tweaking.

We ask that you give us a call on (07) 3420 5457 when you are considering making the move so we might test your system.



In This Issue:

- Thinking Meetings:*
Minute Keeper® Goes Web! 1

- Thinking Software:*
Looking to move to Microsoft® Office or Microsoft® Access 2007 SP1? 1

- Thinking Business:*
In Search of Answers 2

- Thinking Associates:*
We don't do everything ourselves... 2

- Thinking Business:*
Asset Management 3

- Thinking Software:*
Do you have a software register? 3

- Thinking Operations:*
How well do your staff write emails? 4

- Thinking Products:*
Product Range 4

- Thinking Ahead:*
Half Yearly Planner 5

Thinking Business:

In Search of Answers

Your new prospective client or member rings you. As part of your sales and/or membership process, you note down their name, address, phone numbers, how they got onto you, their specific needs, the various categories you consider they belong to - the business type, client type, car type and their preferred brand of socks, ties or mouse traps.

And to what purpose?

After entering this data into your database, you might expect that you can:

- Filter, view and print your prospect, client or member list by: name, suburb, client type, marketing source, gender, sock brand, or any combination of these and more.
- Batch your prospects, clients or members and send them information on your new product line or specials for the month.
- Send your prospects, clients or members Birthday or Christmas cards.
- Print a contact list for tracking phone calls.
- On adding sales details, identify the relative successes of your various directory or newspaper ads, and other marketing campaigns.
- Identify the purchaser client type and suburb locations of your most popular stock items.
- Confidently indicate the gender of most prospect callers when the radio or TV marketing team asks you.



Take a moment to write down the ten most important questions you would want answered about your prospects, clients or members and then give us a call on (07) 3420 5457.

Thinking Associates:

We don't do everything ourselves...

We at OST Database Group realise that we cannot do everything ourselves so when we need help we seek the assistance of other businesses, such as:



Kieu Tran

For Accounting Support: Q's Accounting & Taxation Services

- Small Business Returns
- Rental Property Returns
- Income Tax Advice
- Business Tax Advice
- Bookkeeping & BAS Service
- Company Tax Returns
- Trust Tax Returns
- Super Funds Tax Returns
- Sole Trader Tax Returns
- Partnership Tax Returns



Noel Spann

For Business Support: ECROTrain Small Business Success Centre

- E-Books
- Mentoring
- Leadership Skills
- Coaching
- Productivity
- Membership
- Tele-Coaching
- Entrepreneurial Mindset
- Marketing
- Customer Management
- Best Practice

Why burden yourself with **LABORIOUS** bookkeeping?

P: 07 3841 6690 W: www.q-accounting.com.au

Do you **KNOW** what you **NEED** to **SUCCEED**?

P: (07) 3345 2414 W: www.ecrotrain.com.au

Thinking Business:

Asset Management

Why have this?



Carol realises that an expensive piece of equipment has gone missing. It is unclear who used the item last or which department is ultimately responsible for it.

Carol refers to the item at the next general staff meeting. Unfortunately Carol cannot locate or obtain the specific details of the item or any supporting documentation. To make matters worse, no-one recorded the serial number and there are conflicting opinions about its physical appearance.

When you can have this!



Carol realises that an expensive piece of equipment has gone missing. The asset register indicates that the equipment was returned to stores four months ago. (Sometimes you cannot control all of your staff, all of the time...)

Carol immediately sends an email to all staff, with a description, serial number, asset number and a photo of the item in an attached PDF document.

While the original purchase document is buried in taxation files from some years ago, a scanned copy is accessible from within the Asset Register.

One of the staff sheepishly sends a reply email indicating that the item has been located.

Thinking Software:

Do you have a Software Register?

Software is an asset in your business helping you with your marketing, administration, operations, resource management and most notably with your leadership and decision making.

The right software adds value to your business and like any asset, it needs to be managed, maintained and tracked in a spreadsheet, word processing document or database.



While not offering any official 'tick of approval', we do offer a basic software register within our open source **freeware** version of '**For Personal Belongings**' on our website at: www.majorsoftware.com.au. Please take the opportunity to trial or use this product and get back to us with your thoughts and feedback.

Thinking Operations:

How well do your staff write emails?

yo client,

lol. sorry 4 the mixupp. pete sent yr parsil to the rong address. well send u a new 1.

steve :)

R emails by yr staff part o yr public face? Yr marketing imige? How wood u feel if I werked for u and rote emails 2 yr klients like dis?

We have developed an educational software package focusing on writing simple business emails - Challenge Work (English) - Sample Business Emails.

If you think that this product may be of use or interest, please visit our Challenge Work website at: www.challengework.com.au and review our demonstration version.

Thinking Products:

Product Range

The OST Database Group line of products are designed to help organise your business operations, marketing and workflow.



Workflow Essentials
Gives you control of your Business Workflow



Glimpse
Gives you control of your Clients & Prospects



Focus
Gives you control of your Business Marketing

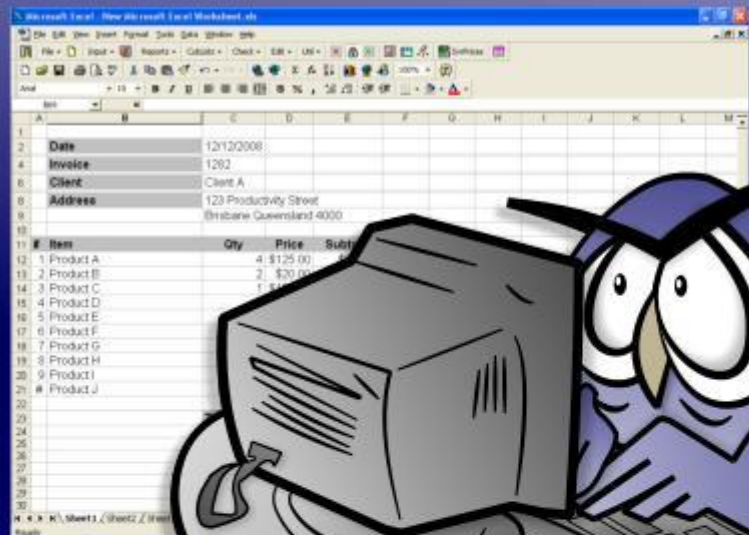


Minute Keeper
Gives you control of your Meetings

Do Microsoft® Excel spreadsheets play an important part in your business?

We've got the solution...

Talk with Phil, a member of the OST Database Group team. He has extensive experience in building and extending software systems written in Microsoft Excel



This newsletter was produced by OST Database Group. Copyright © OST I/a OST Database Group. All Rights Reserved. No part of this document may be reproduced without prior written consent by OST Database Group.

Microsoft, Windows and Windows Vista, are either registered trademarks or trademarks of Microsoft Corporation. Other organisations, brands and product names used in this publication may be trademarks or registered trademarks of their respective organisations.

OST I/a OST Database Group
Address: Level 1, 34 Devlan St, Mansfield QLD 4122
Postal Address: PO Box 456, Mt Gravatt QLD 4122
Phone:(07)3420 5457 Fax:(07)3420 5458
Mobile: 0404 465 185
Email:contact@ostdatabasegroup.com.au
Website: http://www.ostdatabasegroup.com.au
ABN: 52 291 638 852

Name:

Half Yearly Planner

July - December 2008

Wk	Week Starting	M	T	W	T	F	S	S	Notes
28	Jul 07/08	7	8	9	10	11	12	13	
29	Jul 14/08	14	15	16	17	18	19	20	
30	Jul 21/08	21	22	23	24	25	26	27	
31	Jul 28/08	28	29	30	31	1	2	3	
32	Aug 04/08	4	5	6	7	8	9	10	
33	Aug 11/08	11	12	13	14	15	16	17	
34	Aug 18/08	18	19	20	21	22	23	24	
35	Aug 25/08	25	26	27	28	29	30	31	
36	Sep 01/08	1	2	3	4	5	6	7	
37	Sep 08/08	8	9	10	11	12	13	14	
38	Sep 15/08	15	16	17	18	19	20	21	
39	Sep 22/08	22	23	24	25	26	27	28	
40	Sep 29/08	29	30	1	2	3	4	5	
41	Oct 06/08	6	7	8	9	10	11	12	
42	Oct 13/08	13	14	15	16	17	18	19	
43	Oct 20/08	20	21	22	23	24	25	26	
44	Oct 27/08	27	28	29	30	31	1	2	
45	Nov 03/08	3	4	5	6	7	8	9	
46	Nov 10/08	10	11	12	13	14	15	16	
47	Nov 17/08	17	18	19	20	21	22	23	
48	Nov 24/08	24	25	26	27	28	29	30	
49	Dec 01/08	1	2	3	4	5	6	7	
50	Dec 08/08	8	9	10	11	12	13	14	
51	Dec 15/08	15	16	17	18	19	20	21	
52	Dec 22/08	22	23	24	25	26	27	28	
53	Dec 29/08	29	30	31					

Wk	Week Starting	M	T	W	T	F	S	S	Notes
----	---------------	---	---	---	---	---	---	---	-------

Public Holidays:

13th August Royal Queensland Show (Date differs for different parts of Brisbane)
25th December Christmas Day
26th December Boxing Day



Courtesy of:
OST Database Group
 Level 1, 34 Devlan St, Mansfield QLD 4122
 P:(07)3420 5457 F:(07)3420 5458
 E:contact@ostdatabasegroup.com.au
 W: http://www.ostdatabasegroup.com.au