

# Organise your business better.

- Documents ▶
- Tracking ▶
- Collaboration ▶
- Libraries ▶
- Lists ▶
- Searching ▶
- Communication ▶



# Is your business struggling to manage data, applications, information, multiple systems?

## The Problem

It's a common complaint we hear all too often from our clients. Overuse of internal emails... Can't keep track of documents, requests, or issues... Trouble extracting data...

The resulting confusion can mean:

- Work being duplicated (and who can afford that?)
- Insufficient (and inefficient) paper-based processes
- Spreadsheet inconsistencies, restrictions, limitation and currency

## Our Solution



The A7 BMS is a business management system that allows you to better organise your business.

It provides an effective way for your business to:

1. Collect and store business data
2. Manage your business's systems

It is an intranet portal to centralise enterprise-wide information, a document management system, and provides an easy way for your organisation to share and track information.

The A7 BMS is powerful, simple for end users to use, configured to enforce business rules and facilitate workflows, flexible to allow you to gradually build functionality, and can integrate with existing systems.

## Simple Business Data Collection

### Intranet portal

- Management system data
- Business registers
- Contact details
- Workflows
- Reports
- External system integration

## Business Management Systems

### Document management

- **Structured folder framework** – easily find policies, procedures, templates, libraries, lists
- **Set permissions** - for adding, editing and viewing
- **Searching** - all online information including databases and intranet
- **Version control** – check-in/check-out
- **Meet government or industry compliance standards** - facilitate accreditation and audit requirements

### Information sharing and tracking

- **Portal** - databases, reports, business applications, lists, links, calendars, tasks, project tasks, issues tracking
- **File sharing** - simultaneous multiple user access across organisational and geographic boundaries
- **Automation and notifications through workflows** – generate tasks from online enquiries, orders placed, bookings made, changes to content
- **Collaboration** – discussion boards, project team areas
- **Accessibility** - access files when remote from work without VPN or Terminal Services; access business documents on an iPad

