

## What our client's say...

*"The system that was easy to learn and use, had robust and customisable functionality and was not expensive. The Officenet Team in Gloucester are knowledgeable and responsive."*

**Mr Chris Charlton**  
IT Manager, Buttress Fuller Alsop Williams

*"Officenet Systems are a joy to deal with and are very supportive."*

**Mr Ted Martin**  
Director, Martins HI-FI Ltd

*"It's good value for money; and being able to review all incoming & outgoing documents on a single page is a real benefit."*

**Mr Simon Carey**  
Managing Director, Barnwood Construction

*"Using Officenet Workplace has greatly improved our efficiency and given us significant time savings, but the greatest improvements have been in accuracy."*

**Mr John Wand**  
Director, Roadphone Ltd

Discover a whole lot more at [www.officenetworkplace.co.uk...](http://www.officenetworkplace.co.uk...)

- Discover **100 good reasons** to choose OfficeNet Workplace.
- Discover the solution that **every construction company wants**.
- Discover 50 ways to **dramatically improve your business**.
- Discover **the ultimate office solution** for the construction industry.
- Discover a system so good it will **change your business forever**.

**OFFICENet**  
WORKPLACE

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The smart **project and administration**  
**software solution** for the construction industry

**OFFICENet**  
WORKPLACE

# It's not just a software solution...

**Officenet Workplace™** is the complete project and administration software solution for the construction industry. It's designed to make your business faster, better organised and more profitable.

OfficeNet Workplace™ has been created to make administration control, project management, workflow and documentation - easy. It provides many time saving features and allows you to capture, store and retrieve the entire knowledge of a company. It's ideal for any project orientated company with 3-3000 employees; it's incredibly intuitive to use and automates many daily office duties and project tasks, while allowing you to securely share information both internally and from remote locations.

## Seeing is believing

OfficeNet Workplace enhances so many aspects of your business that you really have to see it to appreciate just how good it is! It's not just because it's been designed specifically for the construction industry; it's because it's been meticulously planned and carefully refined over several years to simplify and accelerate many tasks. In short, it's a revelation and an 'absolute must' for any construction company!

## Scalable and simple

The system is modular and has many additional time saving functions and optional features - yet it acts as a single solution. It's completely seamless and designed to maximise efficiency: work completed in one module automatically updates all the others. Data and contact information are stored centrally and shared globally - saving countless hours of duplication through every department.

## Integration is easy

OfficeNet Workplace™ is often supplied on its own ultra-reliable Linux server. It's designed to fully integrate with any existing network and the company's IT specialists will install

the system at your premises. Workplace uses your everyday application software to perform its duties. You simply select the task (letter, fax, email etc) and Workplace™ opens the software, auto-inserts any contact details ready for you to start typing. All documents can also be saved against a Company and a Project simultaneously for powerful document retrieval!

### Key benefits

- **Makes your business faster, better organised and more profitable.**
- **Captures, stores and shares the entire company knowledge base.**
- **Use one system to access all information and data.**
- **Accelerates many daily office duties.**
- **Powerful, fast and totally reliable.**
- **Integrates with your everyday software.**
- **Never lose or misfile documents ever again.**
- **Easy to learn and intuitive to use - at every level.**
- **Total data security, incremental back-ups and remote access.**
- **Complete peace of mind for 3-3000 users.**

*"You have to see it to appreciate just how good it is. We have grown from £7M to £15M without needing anymore administration staff and that's thanks directly to Officenet Workplace!"*

**Mr Chris Gabb**  
Managing Director  
Barnwood Shopfitting Ltd



### Diary and task reminders

The company diary and to-do list allows you to view and set other peoples appointments (with permission), read your own to-do's and post to-do's for others (can set forward dates too).

### Favourite links

Publish regularly used website links for others to use.

### Quick start icons

Instant access to all the main areas of the system - find, edit and send any document in an instant.

### Integrated email

Fully integrated email with shared inboxes (ability to view others inboxes).

### Today's documents

View recent incoming and outgoing documents.

For further information or a demonstration, call, email or go online now.

**T** 0800 9700 554 **E** info@officenetworkplace.co.uk **W** www.officenetworkplace.com

## Module overview



**Companies or projects** - Powerful system database to view ALL documents associated with a company or project as a single list irrespective of file type. One click response allows you to create a letter, fax, e-mail, with all contact details pre-filled - you can revise documents create notes and appointments for a person and even auto-dial telephone numbers with just one click (Compatible Phone system required).



**EDMS** - All incoming paperwork is scanned and saved against a Company and/or a Project name. Fax's automatically appear and scanned documents can be emailed to one or several contacts - or left in central repository. EDMS can be electronically backed-up and allows you to create PDF's, fax, print and even view document audit trails.



**Company diary and to-do lists** - Global diary with month, week day views. To-do lists that allow you to view, send, set deadlines and forward date appointments and tasks both publicly or privately.



**OfficeNet Mail** - A truly integrated email system with familiar file folders, allows you to file emails with attachments & notify others. Central address book for all to use, email document audit trail, allocate emails to a company or project, drag and drop filing (including attachments). View others inboxes from your desk top (with permission). Attach files to outgoing mail from OfficeNet Workplace™ or network locations.



**Administration** - System control for global settings and optional features e.g. user permissions, display features and custom fields. Create system templates for faster document creation, configure label types and print options, telephone extensions and system setting for OfficeNet's VoIP telephone system.



**Accounts** - Optional fully integrated accounting package with automatic internet bank reconciliation, integrates with many other modules such as time sheets, diary and project costing. It has many features and can automatically generate and send reoccurring invoices, BACS payments, late payment fees and much more in this easy to use package.