

A PAPERLESS FUTURE

is within easy reach...

progressive document management



officetech



SAVE, SEARCH & RETRIEVE DOCUMENTS QUICKLY & EASILY

OfficeTech is an intelligent, fully integrated software solution that coordinates your client and business documentation in one central location for all users to access.

Through an intuitive interface, OfficeTech offers an easy-to-use approach to the sharing, distribution and storage of your workplace documentation flow.

The result is a paperless environment that will not only change the way your office looks, but enhance its functionality and the productivity of your staff by measurable degrees.

Officetech features

- ▶ allows your staff to capture, manage, publish and share documentation throughout its entire lifecycle.
- ▶ enables desktop access to data stored in the one location.
- ▶ scalable and grows as your business grows, without expensive upgrades.
- ▶ customisable to meet the specific requirements of your business and industry, no matter how large or small.
- ▶ integrates fully with Microsoft Office to minimise user training and enhance change management processes.
- ▶ creates a true paperless environment, significantly reducing storage space and document handling costs.
- ▶ offers a fool-proof search engine with full text based search options.
- ▶ fast and cost-effective to implement, and comes with in-house training and ongoing customer support.
- ▶ provides a disaster recovery solution ensuring your business continuity and reducing downtime.
- ▶ includes a complete and compliant tasking module providing a full workflow solution and tracking system.
- ▶ Australian-made with Australian-based technical support to understand and meet the demands of local business.

ENJOY MORE TIME & MONEY FOR TAKING CARE OF BUSINESS



One central
File location



Increased team
Efficiency



Integrated
CRM



Mobile
Application

**An integrated, intuitive, paperless
document management environment**

OfficeTech benefits – the bottom line

- ▶ increased productivity
+ improved operational efficiency
= *greater profitability*
- ▶ more affordable with seamless installation, and easier to administer and operate than competitor products.
- ▶ cost-effective and user-friendly for fast ROI.
- ▶ workflow tracking for better client service.
- ▶ providing an environmentally-friendly paperless workplace.

Implementation without interruption

OfficeTech is a fully customised application designed to suit your business. As such, implementation begins with a full consultation to design and understand your document management needs.

Once installed by our fully qualified and trained technicians, your staff members are trained in all aspects of the OfficeTech software with your desired outcomes as our implementation goal. As a total turnkey solution, your OfficeTech software comes with no hidden extras or expensive hardware upgrades.



Legal Compliancy

The OfficeTech Document Management System meets the requirements of various State and Federal legislation, including Electronic Transaction Act 1999, ATO Tax Ruling 2005/9, Evidence Act 1995.

Support

A wholly **Australian-owned** and operated enterprise, Technosoft Solutions provides comprehensive telephone and remote support from our Melbourne based office.

As a fully customised application, our software comes with no hidden extras or expensive upgrades.

You can rest assured our software has been developed by Australians to meet the high standards of Australian industry.



Speak to one of our consultants today and discover how easy it is to streamline your office workflow.

Phone +61 3 9816 9566

Technosoft Solutions

As a leading supplier of document management software, Technosoft Solutions enables Australian businesses, large and small, to turn large amounts of paperwork into a manageable and streamlined information flow. We build custom solutions that accommodate the requirements of your specific business enabling a paperless office.

The OfficeTech Suite

Technosoft Solutions' flagship product is OfficeTech, with integrated products CRM, ScanTech & eLetterbox also available from the product range.

Our web based solution - OfficeTech Web is also available for those businesses requiring a web based solution.

office tech

An integrated suite of document management applications

- officetechweb
- scantech
- CRM
- eletterbox