



## OneOffice 3000 Overview

OneOffice 3000 is a new generation of business management software combining sales, manufacturing, order processing, stock management, customer care and finance in a single innovative system.

This seamless approach gives you a 360° view of your business, enabling you to respond to important events and make truly informed decisions.

### Key Features at a Glance

- Comprehensive range of modules support the requirements of most small to mid-sized businesses
- Industry specific modules
- Visibility across every department and process
- Active Intelligence™ proactively monitors business activities highlighting issues and opportunities when they are important
- WorkSpace™ provides a single intuitive interface to all aspects of OneOffice
- Customisable dashboards for intelligence based decision support

### Benefits

- Component based design enables you to choose the solution that is right for your business
- Vertical industry modules support the unique needs of specific vertical markets
- Active Intelligence™ delivers the right information to the right people at the right time, helping them do more in less time
- A low-touch, proactive environment which can reduce errors and increase sales & margins
- Powerful development toolset enables Accredited Partners and IT teams to extend core OneOffice 3000 capabilities quickly and

### Business Automation for High Speed Commerce

- Single, intuitive user interface
- Active Intelligence™ for real-time activity monitoring
- Business performance monitoring and analysis
- Dashboard intelligence for information based decisions
- Vertical market specific modules
- Electronic commerce
- Powerful development toolset to simplify extensions to standard product
- Fast implementation for early ROI

This highly integrated approach is coupled with a new user interface called Workspace™ which combines the various components of this application into a rich, but easy to use desktop.

OneOffice 3000 has a simple objective which is to support all your company's business activities by sharing relevant information among your knowledge workers in a timely and context sensitive manner. Subject to individual security authorisation, OneOffice 3000 actively brings key information to workers across departments which helps them to make better decisions which save money and increase margins.

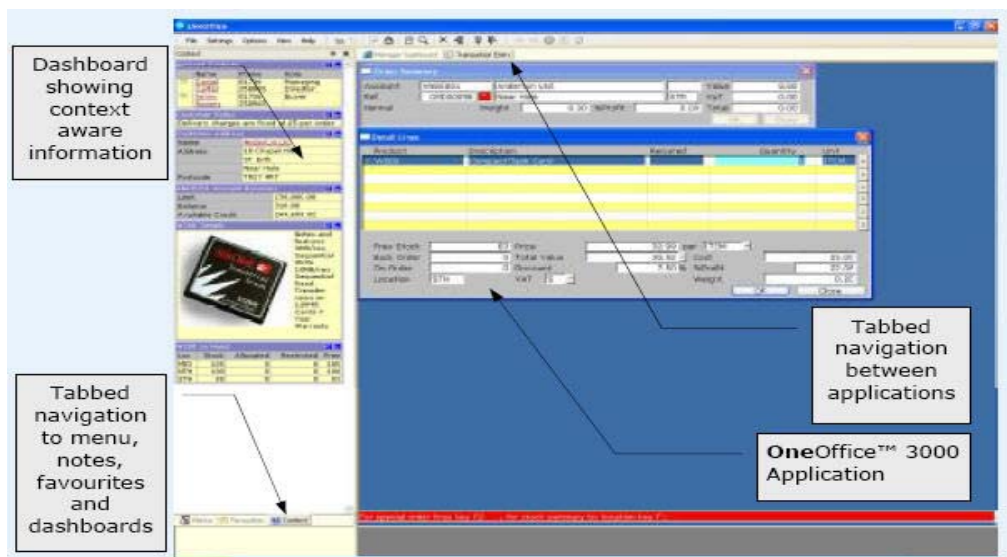


Figure 1. WorkSpace provides a straight forward and intuitive way for people to navigate and use OneOffice 3000. Active Intelligence helps users make the most out of every opportunity.



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## Key Features

### ICAEW Accredited Ledgers

OneOffice 3000 ledgers offer full multi company and multi currency processing, with unlimited profit centres and the option to retain and re-process historical data. The combination of extensive built in analysis functions and direct integration to industry-standard tools makes for a uniquely powerful management reporting system.

### Adaptable To Your Needs

OneOffice 3000 is configurable to your company's way of working. You can set parameters in each module to adapt it to your commercial methods, policies and priorities. You can build your own reports and enquiries and links to third party products, integrate with task-specific hardware such as bar code readers or POS tills, or commission company-specific tailoring

### Drill Around

OneOffice 3000 uses a holistic approach to data management. As well as offering a Drill Down capability to enable users to 'drill' from a summary to individual transactions and documents, OneOffice 3000 includes Drill Around to enable users to drill across to transactions.

### Microsoft Office Integration

OneOffice 3000 integrates directly with Word, Excel, Access and other industry-standard office automation software. You can mailshot your customers and suppliers, analyse real-time business data in spreadsheet or database format and present accounting information in visual form at the touch of a button.

### Functional Distribution

OneOffice 3000 helps you sell, buy and stock in a commercially realistic way, with sophisticated unit handling, pricing, delivery and invoicing functions. The distribution suite offers close but flexible links between sales and purchase ordering, a full range of stock costing options, shipment tracking, and batch and serial number handling.

### Integrated Manufacturing

OneOffice 3000's manufacturing suite links directly to accounts, order processing and stock control modules. It handles bills of material and process routes of any level of complexity and simple production orders or full works order processing.

### E-Commerce Capabilities

OneOffice 3000 enables you to trade electronically with customers and suppliers, or to pass stock and product data between remote sites or mobile reps. Whether you want to sell via the web, build EDI links with customers or suppliers, or keep pricing in step across multiple locations, OneOffice 3000 provides a secure, productive and flexible environment to achieve your commercial aims.

### Euro Compliant Currency Handling

OneOffice 3000 features Euro compliant currency handling throughout, so you can use Euro bank accounts, pay suppliers in Euros and invoice customers in Euros.

Triangulation and rounding are handled in accordance with relevant legislation, statements can be printed by currency and you can view currency conversion information at transaction level.



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## Industry Specific Solutions

The strength of OneOffice 3000's core modules have led many developers to use them as a basis for their own industry-specific packages. These packages link to Global ledgers, provide the features required in key vertical markets, and share OneOffice 3000's technological flexibility and 'look and feel'.

For many businesses OneOffice 3000 already contains all the features needed to successfully run the business. For some sectors the additional capabilities of vertical specific modules are required

These sectors include:-

- Airline Revenue Accounting
- Box Plant Management
- Casino Management
- EPOS
- Fashion Distribution
- Fees Ledger
- Food Distribution
- Fund Management
- Investment Management
- Laundry Management
- Leisure Management
- Linen Rental
- Membership Management
- Office Supplies
- Order Management System
- Packaging
- Plastics Manufacturing
- Professional Time Recording
- Retail
- Sales Prospecting
- Stock Count Data Capture
- Textile Manufacturing
- Trade Counter
- Workwear Rental

## Technology

OneOffice 3000 is based on the latest and best technologies for line of business applications. It offers you a choice of mainstream databases, user interfaces and operating environments, integration with industry-standard office automation and data analysis tools, and the ability to link with task-specific hardware such as POS tills, bar-code readers and imaging systems.

## WorkSpace

Using this single common desktop across the full range of business processes that can be managed through OneOffice simplifies training, improves efficiency and reduces the cost of managing multiple systems.

The facilities within WorkSpace include:

- A single window providing access to all the OneOffice 3000 programs
- Designed to optimise user ergonomics with an intuitive and flexible use of screen real estate, plus quick direct access to information and records.
- 'Explorer' style menu system ensures that any OneOffice 3000 program is only a few clicks away.
- User customisable 'Favourites' Menu for fast access to commonly used programs.
- Simple tabbed windows for quick navigation between active OneOffice 3000 programs.
- An embedded web browser to display information delivered via intranet and internet
- Workspace panes can 'auto-hide' or be 'pinned' in place and resized at will enabling users to select the optimal configuration of available screen space for their needs.
- Extensible architecture to support the introduction of new features into WorkSpace



## Active Intelligence

Active Intelligence is a new, patent pending technology which replaces the traditional rigid procedural approach used in business software of passively capturing and storing data with a new approach that ensures users see the information they require to make timely and informed decisions, just when they need it.

Active Intelligence uses a component called a Contextual Co-Processor to determine the nature of the tasks each user is currently working on and then to assist them by providing additional, relevant and timely information. For example, if a user is working on Product X and Customer Y, then the Contextual Co-Processor can identify and deliver additional information to the user for that Customer/Product combination; the user can also elect to see other apparently unrelated but relevant information.

This straightforward, flexible approach ensures that users have the information they need to make well informed decisions just when they need it. This reduces the learning curve for new starters while maximising efficiency, customer satisfaction and most importantly revenue.

## Simple Data Access

OneOffice 3000 offers direct access to your data using industry standard ODBC drivers enabling people to use Microsoft and other third-party office software for reporting, analysis, marketing and general operational purposes, mailshot customers using Word, merge ledger data into Excel spreadsheets, show 'Top Ten' customers in an Access database or use industry-standard tools to design your own financial reports.

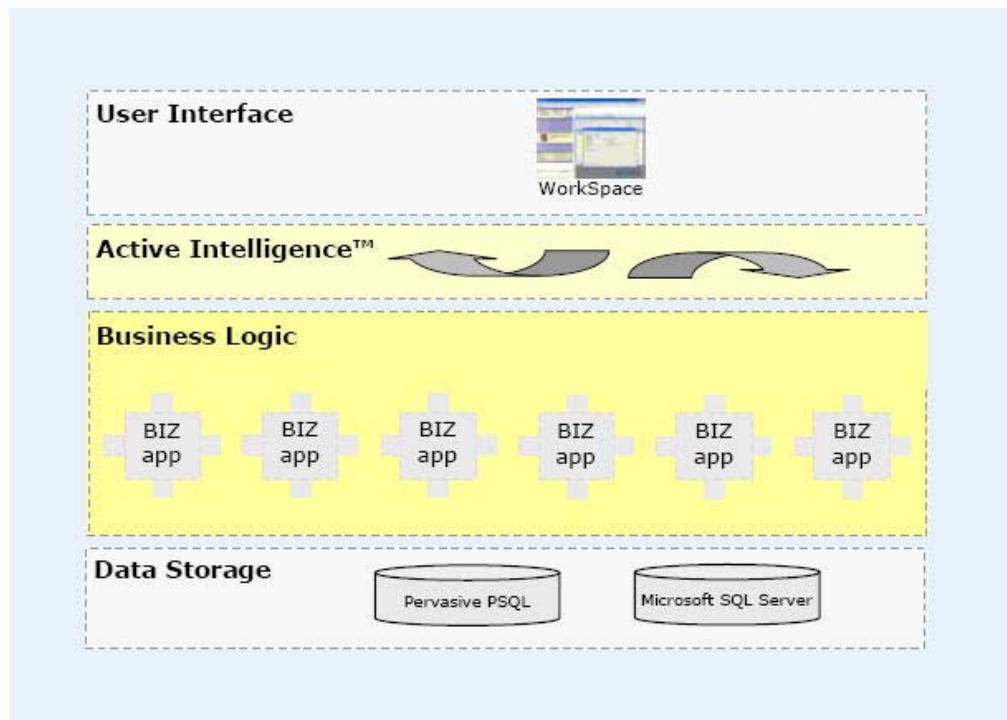


Figure 2. OneOffice 3000 Schematic—Multi-Tier Architecture. OneOffice 3000 is a component based software application enabling organisations to select and evolve the best system to suit their needs.





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Handles partly depreciated assets, asset extensions, pooled and leased assets, multiple depreciation methods and non-capitalised assets. Numerous user defined fields plus optional integration to General Ledger.

### **Payroll/BACS**

A flexible package which can handle any number of employees and a wide variety of payment methods and integral cheque printing facilities. Optional BACS module links with Payroll and/or Creditors Ledger to provide automatic transfer of payment details to BACS via third party communications software.

### **Stock Control**

Manages comprehensive stock figures for multiple locations/warehouses. Serial number and batch tracking, shelf life and full movement recording. General Ledger postings by profit centre, location and group. Sophisticated stock transfer and adjustment options and comprehensive stock take functions.

### **Sales Order Processing**

Multi-location sales orders, quotations, repeating orders, direct orders, back to back orders, draw down orders, invoices and credit notes. Customer-specific pricing, optional price expiry dates and trade/quantity discount schemes. Close but flexible links with purchasing, plus credit card handling and flexible document production.

### **Purchase Order Processing**

One-off and repeat orders with delivery dates by line and matching against sales orders. Goods receipts match incoming goods against part orders, part order lines or multiple orders. Invoice entry matches invoice lines against any number of orders by order number, delivery reference or from a list of goods received.

### **Landed Costs**

Build, track, record overheads and cost shipments of imported goods, including multiple consignments of different goods from different suppliers, together with assignment details and associated overheads. Sophisticated overheads calculation and apportionment. Re-costing of shipments allows for accurate allocation of costs of goods already sold.

### **Sales History**

Provides detailed information such as specific sales successes, past trends, who's purchased what and customer purchase history. Automatically records and indexes SOP invoice details. Limitless years of data, in detail or summary form, gives instant access for enquiring and printing using standard or user-defined report formats.

### **E-Commerce**

Enables commercial documents such as sales and purchase orders, invoices and acknowledgements to be transmitted electronically with user-defined translation of product and account codes. eCommerce can also be used for the upload of sales and purchase orders, stock master files and stock balances.

### **Intrastat**

Gathers details of invoiced deliveries from purchase and sales ordering systems and uses them to pass information in the format required by HM Customs and Excise. Data can be imported automatically via standard interfaces with Sales Order Processing and Purchase Order Processing and third party application, or input manually.



### Bill Of Materials

Extends Stock Control with the facility to cascade through virtually limitless levels of assemblies, sub-assemblies and components. Trial kitting for simple planning, where used enquiries, back flushing and bill duplication facilities makes it ideal to use either standalone (with Stock Control) or in conjunction with Works Order Processing.

### Works Order Processing

Used as an extension to Bill of Materials, allows works orders to be raised directly to back to back with sales orders. Production tracking — including routing, workstation control, operations and labour, control — combines with powerful costing features to offer a complete manufacturing package.

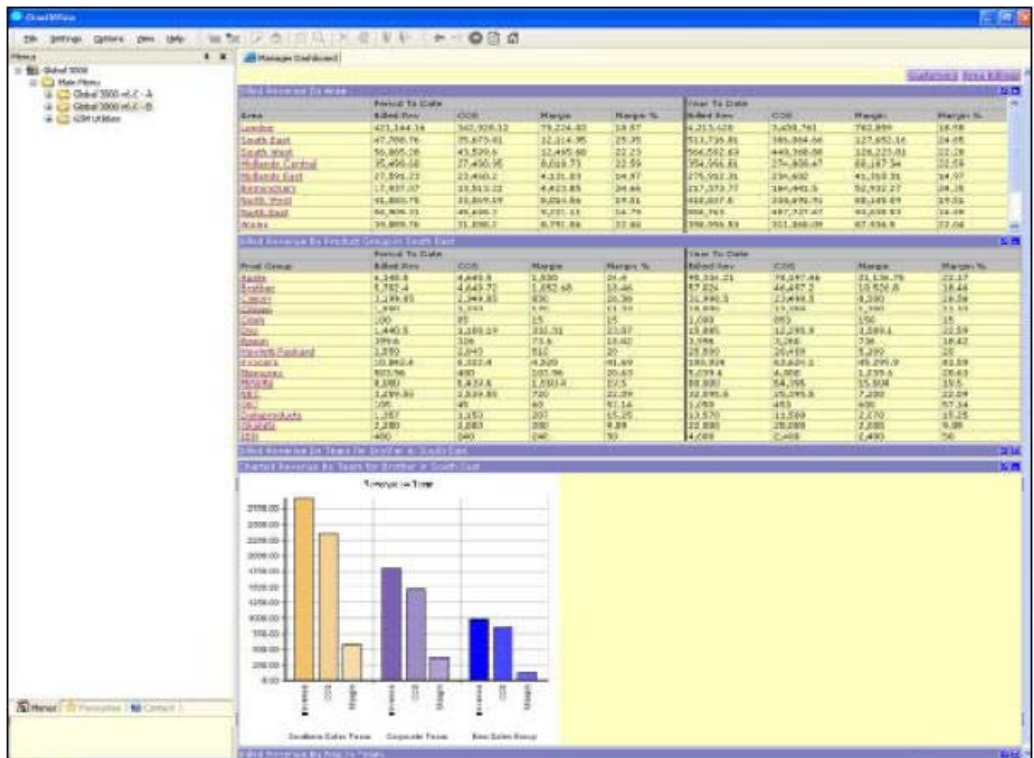


Figure 4. These Role Based-Dashboards are being used by a sales manager. In this example the current dashboard includes a graph showing a comparison between the performance of different sales teams.



## Our Partners

OneOffice 3000 software is sold, implemented and supported via a highly skilled international distributor and reseller network of over 150 systems houses. Our reseller partners work closely with their clients to deliver the specific solutions that today's business users require.

## Summary of Benefits

OneOffice 3000 is designed to provide smaller and mid-sized organisations with a business wide software solution in a single, packaged application. Instead of wasting effort and money integrating applications from several different vendors, this approach means your company can benefit from a fast, cost effective implementation now and significantly reduced cost of ownership in the future.

OneOffice 3000 provides an environment which balances low touch, automated, high speed commerce with pro-active human intervention when things go wrong or when new opportunities occur. This can prevent costly errors and increases sales and margins. In summary, OneOffice 3000 provides:

- A single application for your whole business
- Visibility across every department
- Context based customer & product information
- Outstanding customer service
- Real-time commercial management
- Rapid ROI
- Competitive advantage



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