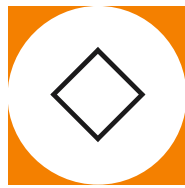


Ellyard Enterprises

Gold Coast. Queensland. Ph: 07 5530 7663 Mobile: 0414 599 939

Presents



ManagePoint

Electronic Knowledge Management



project
paper-less

Ellyard Enterprises are proud supporters of Project Paper-less.
Printed on recycled paper

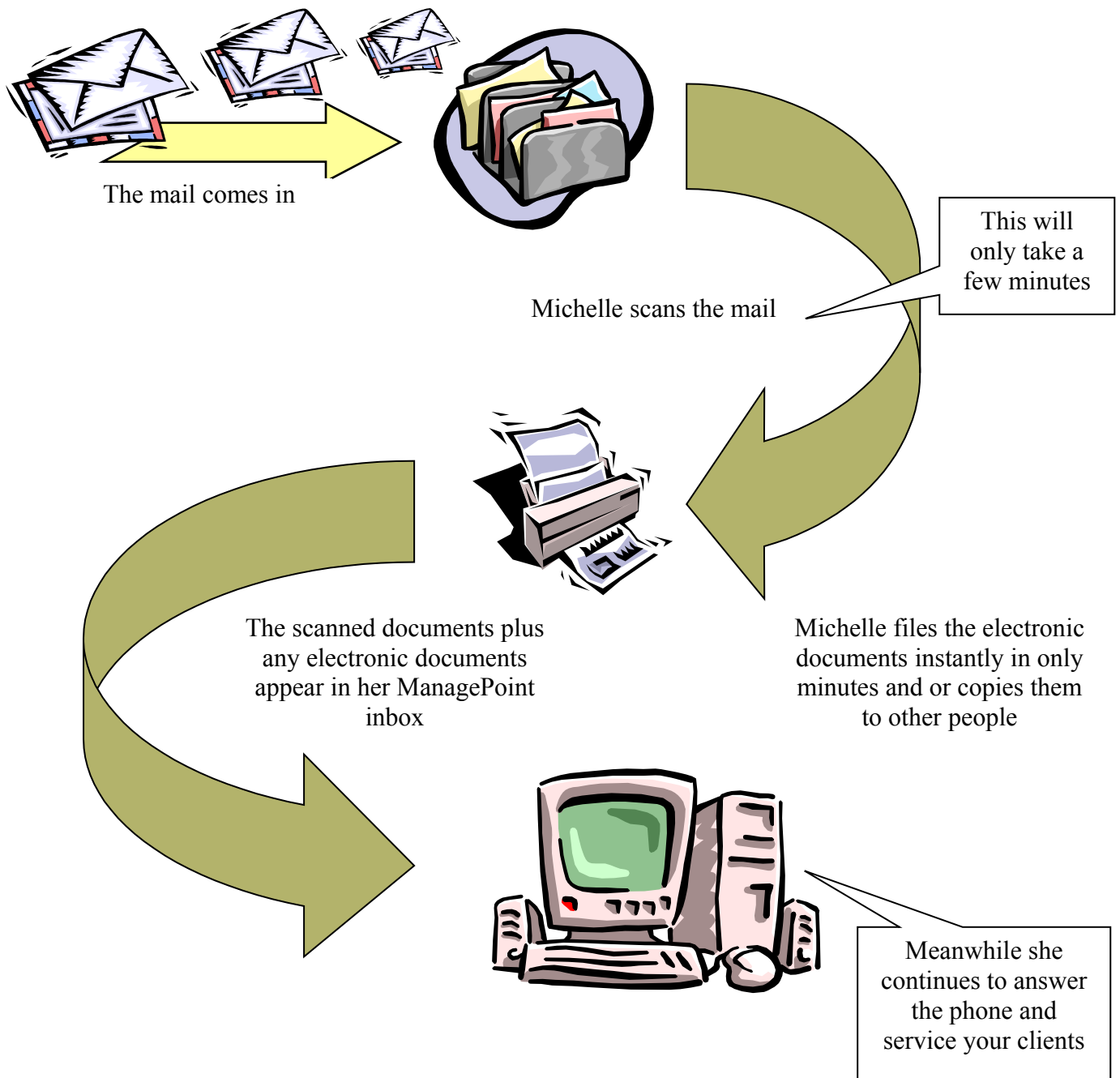
Overview

ManagePoint is a complete knowledge management solution.

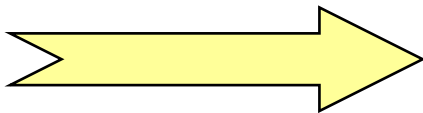
It is designed to simplify everyday tasks where information is involved. In a nut shell, ManagePoint is the best way to centralise your entire information whether it be paper or electronic, in-coming or out-going into a central database. You will then be able to retrieve any piece of information instantly. We have found this increases productivity dramatically allowing you and your staff to spend most of your day conducting the important business instead of paper shuffling, whilst providing great customer service.

The following pages show typical work flow.

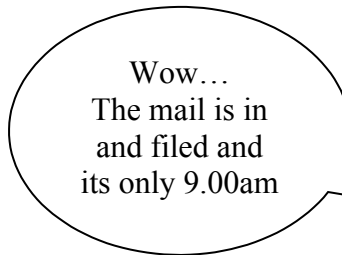
Information comes in:



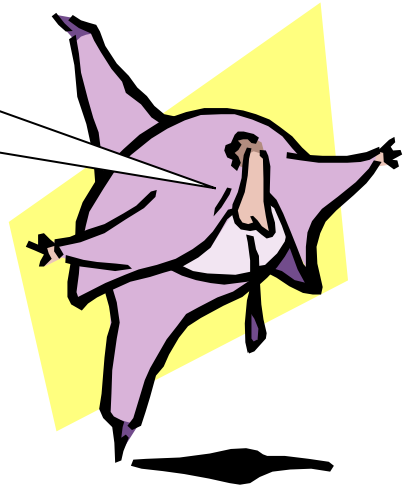
Your information is then processed:



Michelle can then forward the scanned or paper based mail to John

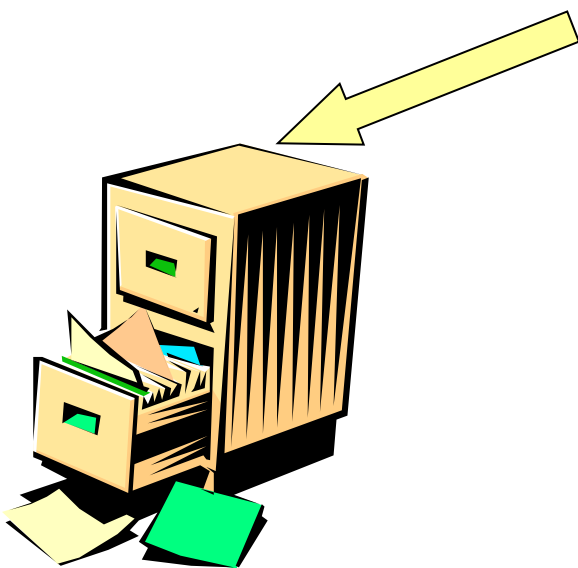


Wow...
The mail is in
and filed and
its only 9.00am



John knows that the electronic documents have already been securely filed. So they no longer disappear in people's in trays

John can keep the paper as he did before...



...or he can shred it!



Your information is now available:

A Client phones for information

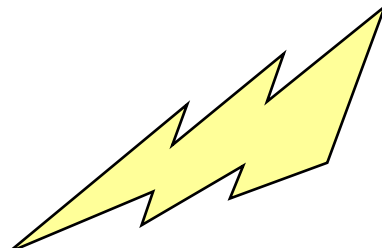


Hello Mr Client, how may I help you?

Jane finds the information instantly in ManagePoint

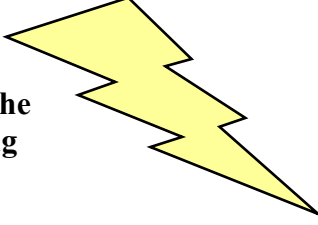


...certainly. I have your file in front of me right now!



...and she faxes or emails the document to the client before they have even finished talking

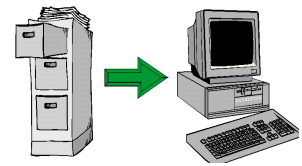
...yet another very satisfied client



The Features

ManagePoint is a simple solution to use but has an extensive list of features which are customised to meet your needs.

- ✓ Existing electronic documents can be imported or printed directly to ManagePoint
- ✓ Emails from Outlook can be added to the database directly
- ✓ Word and Excel documents can be added to the database directly
- ✓ We use high speed scanners for the mail to save time
- ✓ Documents can be scanned individually or as a batch
- ✓ Instant document retrieval, irrespective of original format
- ✓ Multi search, cross reference fields for power searches
- ✓ Option to email, fax, print or cut to DVD from the desktop
- ✓ Extensive administrator and staff training
- ✓ Comprehensive procedures and processes manual
- ✓ Content management software included
- ✓ Document tracking and audit trail for version control
- ✓ Password protected levels of security
- ✓ Concurrent access to your information
- ✓ Option to work away from office and still have access to everything
- ✓ No more losing or misplacing documents. We even minimise human error when filing



Benefits to you

Some of the benefits to you and your company are:

- ✓ No off-site archiving
- ✓ No more wasted time filing, finding and refiling
- ✓ No more lost or misplaced documents
- ✓ Get office floor space back
- ✓ Increase productivity dramatically
- ✓ Greatly reduce printing, photocopying, stationary and postage costs
- ✓ Happier clients and happier staff
- ✓ Greater document security and inbuilt redundancy



The importance of Training

Ellyard Enterprises provides extensive training and implementation services. The key to getting you the results as we have for so many other companies is successful and comprehensive implementation. We will spend the necessary time to help you get up and running from day one with great results.

Customised Procedural / Productivity Manual

Our individually customised Procedural Manual brings it all together. We customise this manual to meet your individual requirements. We will look at each of your procedures and processes and customise this electronic document for you and then make it available to all staff and teach them how to use this document to complement the training.

Who we are

Ellyard Enterprises is a consulting firm that specialises in services and products for Electronic Knowledge Management, office procedures and productivity. Ellyard Enterprises has extensive knowledge and experience in this market. The recommended solution is sourced from a business partner of Ellyard Enterprises. We have worked with the ManagePoint solution for 14 years. The product has been on the market for 16 years. We are certified trainers for ManagePoint.

We can also supply you with an Electronic Knowledge Management comparison document if required, please let us know.

Karen Ellyard

Karen has been a productivity consultant for over 12 years and has extensive knowledge of ManagePoint and associated document management solutions. Karen is a skilled analyst and problem solver dedicated to finding elegant solutions to complex problems and prides herself on her determination, strong communication skills and her knowledge of client needs.

Flexible and responsive to change, with good lateral thinking ability and intuition, Karen has been using her ability to train all types of personalities for over 20 years. Karen's attention to detail has demonstrated her strong organizational abilities and development of office procedures and procedure manuals, delivery of procedural consulting, project management, training, and education.

Karen's excellent leadership and communication skills compliment her commitment to professional excellence.

With her willingness to exceed all expectations, Karen is sure to meet your implementation and training needs.

We look forward to working with you

Ellyard Enterprises welcomes the opportunity to work with you on this project. We are very confident that you will be thrilled with the outcome. We believe this solution will have the greatest impact to productivity and increased revenue that you will see this decade. Please feel free to contact us on 07 5530 7663 or 0414 599 939.

