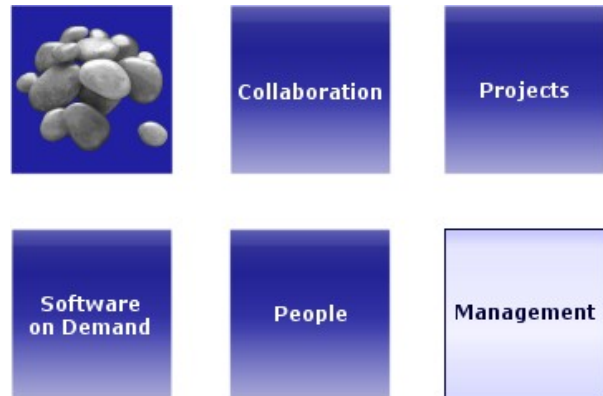


OnSuite Management Services

– the on demand business support solution

Access powerful business support tools on the Web

Providing staff with effective support tools is essential for an efficient business. Staff require easy to use tools to support their day-to-day routine tasks and to minimise administrative overheads. To ensure your records are up-to-date, staff need to be able to access your administration systems when at home, while travelling or when at a client or satellite office. OnSuite Management Services provides the on demand solution to your business support requirements, all delivered to you as a software service.



Manage timesheets, expenses and resources with OnSuite Organisation Manager

Eliminating paper-based administration systems that are only readily available to office-based staff and that can create nightmares for the administrators, is a high priority for many organisations. Organisation Manager solves many of these problems without the need for a major software installation or steep learning curve.

Organisation Manager provides full support for:

- recording, approving and processing staff timesheets and expenses
- requesting and managing use of meeting rooms and other shared resources
- raising, approving and processing travel requests.



Organisation Manager supports several roles – staff, managers and administration staff. Access to documents is controlled by these roles providing a built in approval cycle and workflow.

Financial reports analysing costs by account code or project are easily produced.

Manage purchase requests with OnSuite Purchase Manager

Implementing a process for tracking purchase requests and ensuring that the best supplier is used can be difficult especially when staff are not always in the head office.

Purchase Manager enables staff to raise purchase requests, submit them for their manager's approval and then follow the progress of their request from the order being placed to delivery and verification - wherever they are located.



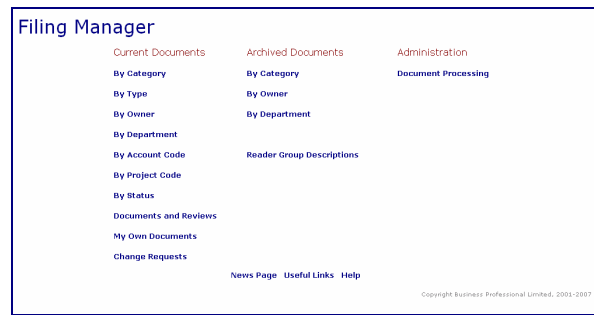
Supplier information can be stored and supplier performance classifications made known to staff to ensure that only satisfactory suppliers are used. Supplier catalogues can be created so that consistent product names are used. At a click of a button on the original request, administration staff can quickly and easily generate a purchase order to send to the supplier.

Financial reports analysing purchase orders by account code, project, order status and supplier order are easily produced.

Manage your documents with OnSuite Filing Manager

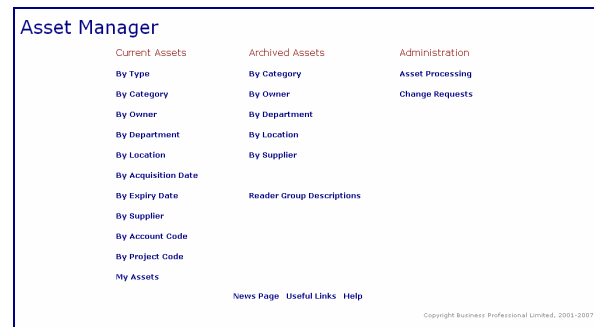
Provide your staff with a repository of useful documents that is available to them wherever they are located. Filing Manager enables:

- document records to be created and classified
- access to documents to be controlled both by roles and named individuals
- document review records to be created and maintained.



Manage your business assets with OnSuite Asset Manager

Keeping track of all your capital assets, software, insurance and license renewals can be difficult in a diverse business environment. Asset Manager enables you to do this easily. Asset records can be stored on-line, depreciation calculated according to your chosen method and the current value of your assets quickly ascertained. Access to asset information is controlled by you so that confidential information is only available to the staff with a need to know.



Assets can be listed in a number of ways including type, location, category and expiry date.

Use the browser of your choice

OnSuite Management Services supports Microsoft Internet Explorer for Windows, Mozilla Foundation Firefox 1.0.x (on Windows® and Linux®) and Mozilla 1.7.x browser for Linux.

Deploy and manage OnSuite Management Services with ease

OnSuite Management Services lets you deliver administrative support to your staff with rapid, no-touch deployment. With an intuitive Web-based interface, you can help reduce or avoid training costs typically associated with deploying dedicated client-based solutions.

Reduce overall costs

OnSuite Management Services delivers the flexible, function-rich browser-based business support solution that your staff need to efficiently manage their daily activities. No-touch deployment with minimal need for training can help you lower your administration costs, while helping your staff to improve productivity and business responsiveness.

Also, as hosted, on demand solutions you have no software to install or manage - we manage the servers, the security, the backups and the upgrades for you. All you need is web access to use the solutions anywhere, anytime - ideal for distributed teams and client offices as well as your main office locations.

For more information

To learn more about OnSuite Management Services

Visit: www.business-prof.com

Call us on +44 1236 449741

Email us at info@business-prof.com

