




Business Administrative Software

A photograph of a person's hands typing on a laptop keyboard. The laptop screen displays a business dashboard with various charts and graphs, including a bar chart and a donut chart. The person is wearing a white shirt. The background is a wooden desk with a pair of glasses and a smartphone.

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What is our Administrative Software?

In simple terms our Business Administrative Software is a set of computer and server programs we have developed and combined to create a unique system.

This system is used to manage the storage of all your businesses administrative data and information as well as providing functionality to manage dozens of complex functions relating to administrative and management tasks.

Our Proprietary Business Administrative Software has been carefully and precisely designed, developed and programmed with the aim of taking businesses and companies to the next level in their administrative departments and sectors.

Our System has been developed to provide functionality in multiple areas of the administrative sector for commercial, manufacturing and service businesses.

This has been done through developing dozens of pieces of software that work together to create one of the most comprehensive Business Administrative Software System's on the market.

Our Software is guaranteed to save your Business time and reduce human and administrative mistakes by up to 95% through the automation of many administrative processes.

At the click of a button have quick and easy access to every invoice, quotation and order ever made by your business. Allow for automation to take place between Inventory and Stock Management, Orders Received and Invoices and Quotations to be sent out.



Functions included in System

- Login and Logout Software
- User / Staff Authentication and Authorization
- Customer Relationship Management
- Inventory Management
- Stock Management and Control
- Employee Management and Control
- Order Creation Management
- Quotation Software
- Invoice Software
- Supply Chain Management
- Dashboard and Analytics
- Straight Purchase Software for over-the-counter sales
- Easy Access to all Documents and Records
- Communication Software Platform
- Event and Task Scheduling Software.
- Data Privacy and Protection.
- Notification and Alert System
- Audit Trails
- Administrative Control of whole system.

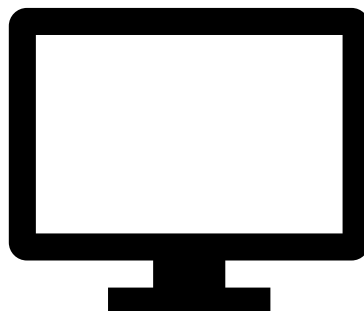
Software Functions Explained

User / Staff Authorization and Authentication

- Fully secure Login and Logout software for users of the Admin System to access your application.
- Easily create user accounts for all your staff members.
- Easily set role-based access and privileges to individual users allowing them to access parts of the application they should be allowed to access. (As a default all users are set to 0 access therefore access needs to be given to them by an Admin User.)

Customer Relationship Management

- Create customer profiles to store all of your client's general information.
- Easily send quotations and invoices to clients through their customer profiles.
- Allocate orders to old regular clients or new clients.
- Lifetime documentation and recording of client orders.
- Easily track customer relationship statuses (good, bad, in between) through CRM analytics.
- Monitor regular, potentially regular and non-regular clients.
- Access sales history of each client.



Software Functions Explained

Inventory Management

- Create categories and sub-categories for your inventory.
- Easily add all your businesses products and inventory to the system.
- Set attributes like dimensions, descriptions, product codes, supplier codes, pricing, costs and available stock to each product.
- Allow the system to track and manage stock levels through provisioning the products stock values for each order.
- Get system alerts and notifications for when stock is running low.
- Included automated server software system used to record stock levels and product data every month. This is used to create accurate historical inventory records which can easily be accessed. This is also combined with the sales history to provide you with accurate sales analytics over long periods of time.



Software Functions Explained

Employee Management and Control

- Upon creating a new user for the system an employee profile is generated for the user.
- Easily allocate tasks to employees through the system.
- Easily access attendance records created daily by the system of which employees are logging on. Login times, Logoff times and time spent on the system is captured for every employee, every time they log on.
- Check all users that are currently online at any given time.
- Access user logs that monitor which users do what while they are using the application. All user activity is captured by the system which can be accessed by admin users.

Order Creation Management

- Create new orders whenever an order is received.
- Easily track and edit all active orders.
- Set orders to new clients or easily link orders to already created customer profiles.
- Set dates, delivery statuses, payment statuses, discounts, order prices, collection types and more for each order.
- Automatically have order forms generated for each order. These forms can easily be accessed and distributed amongst staff.
- Easily access all old orders documents and all old order details.
- Have access to all details from deleted or incomplete orders.
- Access user logs that monitor which users do what while they are using the application. All user activity is captured by the system which can be accessed by admin users.

Software Functions Explained

Quotation and Invoice Software

- Create and Send Quotations to new or old clients.
- Access to every quotation that has ever been sent through the system.
- Create and Send Invoices for active and passed Orders.
- Easily access every invoice that has ever been sent through the system.



Supply Chain Management

- Create Vendor and Supplier Profiles.
- Easily add supplier orders to the system.
- Track incoming stock and costs of stock.
- Access to all historical purchases and orders from suppliers.
- Automatic update of stock levels upon arrival of completion of supplier orders and arrival of new stock.

Software Functions Explained

Dashboard and Analytics

- Access to Business Metrics organised and outputted by the system.
- Access to performance indicators and state of operations.
- Monitor all sales, orders, products and employee data.
- Get month to month performance comparisons between sales, orders, products and employee work rate.
- Charts and Graphs to give a visual display of performance indicators.



Straight Purchase Software

- Record over the counter purchases for physical branches or stores.
- Generate receipts for each straight purchase.
- Easily record all in store sales.
- Access every purchase receipt ever created by the system.

Software Functions Explained

Document and Records Access

- Full storage of all historic inventory records, user and staff interactions, created quotations, invoices, orders, order forms, supplier purchases, employee attendance, straight purchases, sales, product sales, receipts, analytic reports.
- Hold over 50 million records of data.

Communication Software Platform

- In-built broadcast messenger system to deliver messages to all staff members.
- Allocate tasks to individual employees through the system.

Data Privacy and Protection

- Weekly offsite back-ups are done to secure your data.
- All employees' passwords and user information are encrypted to protect their system accounts.
- User privileges prevent users without the proper authorization from accessing any data they should not.



Software Functions Explained

Notification and Alert System

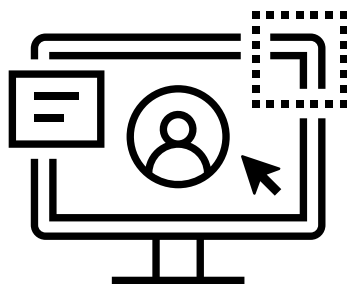
- Get alerts from the system when stock is running low for products. The low stock value can easily be set in the system settings to suit your preferences of when you would like to be notified.
- Set system calendar alerts for upcoming tasks to notify staff and users. All upcoming orders are automatically added to the system calendar.
- Accurate alerts on active orders due dates, payment dates and delivery or collection dates.

Audit Trails

- Easily view all employee interactions on the system.

Administrative Control

- Take full control of the system with access to system settings.
- Easily add users and user authorization roles.
- Access to all user logs and order logs.



Want to know more about the system?

Feel free to contact us on any of the platforms below to schedule a meeting.

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For more information on our Company Visit:



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Demo versions of the system are available on request.



Excellence Designed

Developed

Deployed