



WORKBOOK

DOCUMENT MANAGEMENT

Documents	Ext	File Type	Date
1st draft of the job.vsd	vsd	Microsoft Visio drawing	18/08/2010 10:46:40
revised draft of the job.vsd	vsd	Microsoft Visio drawing	18/08/2010 10:46:40
revised draft of the job.vsd	vsd	Microsoft Visio drawing	18/08/2010 10:52:56
final invoice.docx	docx	Microsoft Word 2007	18/08/2010 10:39:20
complete overview of expenses.accdb	accdb	Microsoft Access database	18/08/2010 10:43:56
logo.png	png	PNG image	18/08/2010 10:02:41
2nd price estimate.xlsx	xlsx	Microsoft Excel 2007	18/08/2010 10:53:40
price quote.docx	docx	Microsoft Word 2007	18/08/2010 10:53:35
initial price estimate.xlsx	xlsx	Microsoft Excel 2007	18/08/2010 10:53:40
final price estimate.xlsx	xlsx	Microsoft Excel 2007	18/08/2010 10:53:40
Agenda.docx	docx	Microsoft Word 2007	17/09/2010 17:13:07

WorkBook is an integrated, adaptable business management system that helps you and your employees make better business decisions based on knowledge about projects and finances. WorkBook cooperates and works together with Microsoft Dynamics software, automating and streamlining business processes that help you drive your business to success.

'Document Management' is a highly effective and time-saving part of WorkBook. We provide a section for saving and storing documents for:

- A customer
- An individual job
- A supplier
- An employee

The handling of documents is very important in the running and effectiveness of a company. That is why WorkBook has several places where you can store those important documents needed to complete the task ahead without searching through all those personal documents and email attachments.

In the Jobs book, each individual job has a 'Documents' tab automatically created with some subfolders making it

simple to differentiate between documents. You can have documents stored in each folder that will be necessary in order to complete that job. Documents can be saved in here for safe storage with the ability for all employees working on that job to easily and quickly view these important documents.

'Document Management' also presents these advantages:

- You can automatically create subfolders by default upon creating the job
- Coming soon is a simple drag and drop feature enabling you to attach documents quickly
- The complete project team can attach and access all documents

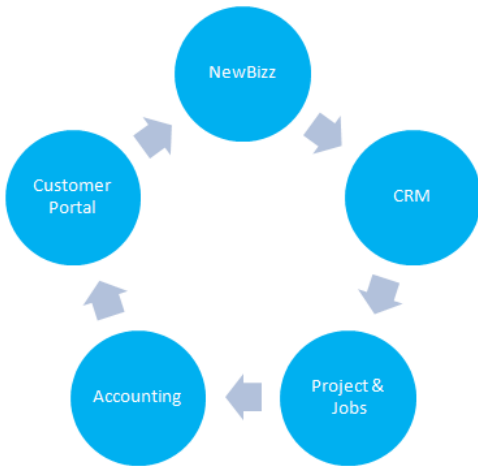
There are now no excuses for storing documents everywhere on your local computer.

<http://www.youtube.com/watch?v=tAhqWau2S9o>



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WorkBook can be used in the Professional Services industry with a vertical focus primarily on these sectors:

- Consultancy
- Advertising & Design
- Communication & PR
- Architects
- Digital Agencies

Key Benefits + System Advantages

- Easily and highly scalable
- Advanced technology supports your growing business
- Supports connectivity with customers, vendors, business partners and employees
- Robust, comprehensive functionality, all-in-one system
- Supports entities across countries, sites, languages and currencies
- Customisable, Adaptable and Modular ERP system
- World leading Project Management Tools
- Always up to date with the latest Microsoft Technology

WorkBook provides a first-class web-based business system for project and resource planning. We create a fantastic day-to-day overview and ensure optimised utilisation of resources.

We know our users and we are here for our users!

Our software contains all the tools necessary for project management aimed at project driven businesses.

WorkBook is extraordinarily user friendly which makes the system highly adaptable for end users.



About WorkBook Software A/S

WorkBook is a specialist in developing systems for project driven organisations with tight integration to business systems like Microsoft Dynamics and other Microsoft platforms. Our system handle all working related processes - from CRM and new businesses, project and resource handling, mileage allowance, expenses, time registration, document handling, invoicing, accounting and management reports.

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