

## Office Management & Executive Reporting

### OVERVIEW

An integrated business system needs to be able to manage the major business processes, the smaller everyday tasks and the higher management reporting. **The Priority** has the functionality to handle all your businesses transactions and to provide the company's executive with all the information and comparisons to take vital business decisions. The ability to handle all employees appointments is an important building block in the planning of the enterprise's resources.

### CONTACT LIST

**The Priority** has not only the facility to keep details for all contacts associated with suppliers, customers or business partners, but also categorises them according to their job function. In this way the transactions and documents that are sent to your suppliers and customers are automatically personalised for the attention of the appropriate individual. Logging of specific communications with organisations can be identified with these contacts by drop-down list.

### APPOINTMENTS

Due to the complete integration evident throughout the whole of **The Priority**, appointment diaries can be kept and updated for all employees in the organisation. These are automatically updated by various parts of the system that need to specify actions for individuals. For example, Tasks in the Marketing module that are entered for a user will create an appointment as will Service Calls within the Customer Service module.

### HUMAN RESOURCES

An area of business automation that is often neglected is Human Resources. The tasks involved in this field are often long and laborious. **The Priority** helps by keeping all personnel records and providing tools to assist with record keeping and the processes of HR development, career management and candidate selection. Record access is tightly controlled as with the rest of the system.

- ▶ **Keep a handle on all the company's activities and get the reporting you need to manage the business.**
- ▶ **Automatic personalisation of documents to specific contacts in suppliers and customers.**
- ▶ **Integration across the whole system means that diary management now becomes trivial.**
- ▶ **Complete management of your human resources and HR processes.**

## MAIL

Ease of communication between staff is of paramount importance when trying to improve efficiency and effectiveness. The Mail facility within **The Priority** fulfils both this requirement and the need to communicate effectively externally. The mail facility allows communication between users, is an integral part of the system's workflow processes and links with whatever e-mail system you operate. Linkage with your e-mail system allows users to receive and read mail whilst logged into **The Priority** and to send external documents to suppliers and customers from within **The Priority**.

## LIBRARY

If you are operating within a very technical industry or environment, the task of managing documentation for your employees' reference can be time-consuming and expensive. With **The Priority** you can reduce the costs of this management task by knowing instantly where all publications are situated, who currently is using them and what is your current publication inventory.

## EXECUTIVE REPORTING

A business system should not be just for the operations staff to control their everyday activities. The senior management are in constant need of information to make strategic decisions about the direction of the company. **The Priority** provides this information by taking the operational data and presenting it in the optimum manner for such senior level decision-making. A number of analysis modules provide reporting for executives in an easy-to-use format.

## PRIORITY EXECUTIVE INFORMATION SYSTEM

As an additional tool for the management of the organisation, there is a specific executive information system integrated with **The Priority** to enable senior managers to manipulate the operational information into the format that is most useful to them. Unparalleled tools are available for drilling down to the detail of the company's operational transactions.

▶ **Extend your internal communication system to all users and externally to all your suppliers and customers.**

▶ **Keep a tight grip of your technical reference and get control of your publication budget.**

▶ **Senior managers will also find the system indispensable in their strategic decision-making.**

▶ **All data is available to executives for drill-down, slice & dice facilities.**

**eMerge Information Technology Limited**  
Speedwell House, Speedwell Close  
Chandlers Ford Industrial Estate  
Chandlers Ford, Hampshire  
SO53 4BT

Tel: +44 (0)845 230 6740  
Fax: +44 (0)845 230 6750  
[www.emerge-it.co.uk](http://www.emerge-it.co.uk)  
[info@emerge-it.co.uk](mailto:info@emerge-it.co.uk)