Standard ERP

Digital Office

Align technology, employee and business processes to accomplish higher levels of efficiency.

Standard ERP Digital Office is an entirely paperless and highly collaborative work environment. It goes beyond traditional office management practices, providing employees with the necessary flexibility to accomplish business tasks in a cost-effective way.

Standard ERP Digital Office allows businesses to work smarter. It provides a space for electronic document storage, generates precise reports and allows employers to schedule multiple meetings on the go. Digital Office is the way to future-proof workforce productivity and business efficiency.

Standard ERP Digital Office comprises of the following tools:

Multi-User Calendar

- ► Instantly see the availability of all your employees/colleagues with Day Planner calendar view.
- ► Book group meetings by viewing other user calendars.
- ► Invoice time spent on customer-related activities.
- ► Color-code activity types in the calendar.
- ► Send reminders for essential events.
- ► Monitor and create new tasks across multiple calendars.

Electronic Conferencing

- ► Store, track and add new documents to the Standard ERP system.
- ► Link documents to multiple records within the system.
- ► Build an in-house document/information library with access-based rights.
- ► Verify that employees have read all memos via an acceptance button.
- ► Record comments and track changes in documents attached to an email.
- ► Be GDPR compliant – all attachments are encrypted on the server.

Multi-User Task Manager

- ► Assign tasks to multiple employees and track progress with color-coding.
- ► Establish a to-do list and facilitate collaboration between employees.
- ► Monitor the workload of employees and assign new tasks accordingly.
- ► Create follow-up activities and automate recurring events.
- ► Set up a single or multi-level approval process.

Business Notifications

- ► Notify users by SMS or email when something has been shipped or reserved.
- ► Notify the responsible or assigned personnel to take action if required.
- ► Approve purchases, expenses, leave applications and much more.

HansaWorld offers clients an unrivalled range of versatile technology applications allowing Standard ERP to be used throughout an entire organisation. This capability reduces dependence on costly interfacing between third-party applications.

Get the most out of Standard ERP by implementing the full functionality of Digital Office throughout your organisation!

Certified HansaWorld Business Partner:

HANSAWORLD