

ProBIZ® Application Suite

Overview

ProBIZ® is an affordable, flexible solution that connects the people, information and processes that help you manage your business more effectively. Easy to set up, customize, and use, it can help you increase productivity, make informed decisions, and improve business performance. Ideal for small-to-medium sized business companies, ProBIZ® offers fully integrated modules for Contacts, Warehouse/Inventory management, Human Resources management, Proposal and Project management with full reporting capabilities. It adapts easily to changing needs with increased controls, reliable multi-user access, efficient storage mechanisms for transactions and the ability to scale as your business grows. Designed specifically for small-to-medium sized business communities, ProBIZ® delivers superior business applications that take advantage of the latest technologies with constant innovation and improvements. ProBIZ® suite of products delivers a sound combination of functionality, technology foundation, ability to grow and change, and service that can truly benefit your business -- an integrated set of business applications and custom services that integrate your business processes, no matter how complex.

Why ProBIZ?

✓ **360° View of your Customers**

Your customer data is stored in one place, so that all your employees get a full picture right from a sales call to closing a deal to tracking the work till completion

✓ **Real-time Business Data @ your service**


Your data is available to your employees in real-time, when they want, where they want. This is achieved by storing the data in one location, eliminating costly duplication of information.

✓ **Lower Total Cost of Ownership**

Avoid the cost of purchasing expensive standalone or incompatible applications for each department in your organization. ProBIZ offers a secure web-based solution with no need for any additional software, providing you with significant cost savings.

ProBIZ® includes the following Modules

- **Contact Manager**
- **Human Resource Manager**
- **Warehouse Manager**
- **Proposal Manager**
- **Project Manager**

 **Security & Enterprise-wide reporting are standard across all the modules.**

ProBIZ® - Contact Manager Module

Product Overview, Features and Benefits

ProBIZ's Contact Management tools provide a powerful means to handle your contact and sales management needs. With Contact Manager, you can organize your daily business activities easier than ever before and save time doing it. And by being organized, you can establish better relationships with your customers and prospects.

With Contact Manager, you can keep track of both customers and prospects. In addition to the general contact information, you can define your own fields, keep unlimited free-form notes about conversations you have with contacts, send letters, e-mail, and schedule and track future events for follow-up. Contact Manager provides alarms for upcoming events so you don't let anything slip through the cracks.

With Contact Manager, you can create groupings of contacts based upon your criteria. Want to see a list of all contacts that have done business with you in the past week? How about a list of contacts that haven't done business with you in the last month? Whether you have 100 contacts or 10,000 contacts, you can work with just those contacts you want to use. You can do all these and much more!

Contact Manager automatically creates a complete history of your interaction with each contact. Detailed information about the phone calls, email sent, letters sent or notes taken is all instantly available. Using this information you can make better decisions about what the next step should be. What is more important than the past history with a client?

Key Features

- Manage all contact information (customers and prospects) in one place
- Track completed activities for each 'relationship' with a contact that includes a record of meetings held, letters sent, emails sent and received, calls completed, reminders and much more.
- Manage your schedule with ease with the ability to setup recurring events for different horizons (daily, weekly, monthly), reminders and notifications.
- Manage letter and email communication with your contacts. Includes a built-in spell checker for letter-perfect document creation.
- Flexibility to share contact information among your users.
- Fully secured access to the contact information – this is achieved with the provision for granular security (up to the field level) in all the Contact Manager screens.
- Facility to import contacts directly from Microsoft Outlook, so there is no duplication of effort.
- Generate reports with the built-in reporting engine in HTML, DHTML and PDF formats.

Key Benefits

- Provides users with a single comprehensive view of customers and prospects alike
- User-friendly interface lets you quickly and easily organize your business or private contacts
- Real-time access to information helps minimize response time to customer enquiries

Interested?

Experience the power of ProBIZ® Contact Manager today!

Sign up for a demo CD that will guide you through the various application components that interest you most. Because each ProBIZ® module is customizable, add-on capabilities are possible as well. For more specific details, we recommend that you contact us.

ProBIZ[®] - Proposal Manager Module

Product Overview, Features and Benefits

Robust features that can be fully customized as needed to meet your company's unique business needs: Unlike other proposal automation applications, ProBIZ[®] offers a robust and flexible set of features that are completely customizable to reflect the way your company sells, regardless of your industry. You can make modifications through intuitive User interfaces -- in real time -- allowing you to respond immediately to changes in your selling strategy or in your marketplace.

Cost effective, easy to access, and easy to use: ProBIZ[®] is an Application Service Provider (ASP), which means we support the application over the Internet through our servers and hardware. ProBIZ's ASP model eliminates the need on your end for a huge financial investment in hardware, software, IT support, networking, or other costly infrastructure. ProBIZ[®] is designed for non-technical Users -- all your sales team needs is a computer with an Internet connection, or a wireless handheld device, and they can access <http://www.promenos.com> from anywhere in the world, at anytime.

The Proposal Manager enables Knowledge Managers to design powerful document templates, known as smartlogs that automatically create a tailored proposal. The software eliminates many of the manual, redundant tasks involved in creating sales communications, freeing sales professionals to spend more time personalizing the document and pursuing revenue-producing activities.

Key Features

- Superior tools to create, edit, and maintain a dynamic knowledge base
- Integrated with Acrobat PDF
- Create customized, reusable proposal templates based on knowledge base content
- Edit the content of the proposal any time to generate user defined proposal reports
- Deploy the application locally or access through the web.
- Accommodates the diverse document generation needs of global and mobile enterprises
- Automatic notification of overdue work order
- Ability to manage multi-user projects
- Builds history of all completed proposals
- View proposals by User, priority, type date, etc.

Key Benefits

- Ensures content is up-to-date, accurate, and available to users immediately upon demand
- End-users work within a familiar interface, minimizing training requirements
- Powerful formatting, editing, and Spell Check capabilities
- Quickly assembles persuasive, professional proposals containing the most up-to-date and approved content from the knowledge base
- Enables users to quickly and easily create a work order for field crews
- Eliminates time-consuming manual tasks like creating the proposal from scratch
- Simple point and click selection process using captured client content
- Email proposal to client in Adobe PDF format
- Virtually no training is required to utilize the application

ProBIZ[®] web-based proposal generator enables local and mobile professionals to rapidly create customer required proposals and other sales documents. The application quickly and easily guides users through a simple point and click content selection process, captures personalized information about a specific opportunity, and automatically assembles a complete personalized proposal.

Interested?

Experience the power of ProBIZ[®] Proposal Manager today!

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ProBIZ® - Human Resource Manager Module

Product Overview, Features and Benefits

Trying to keep up with HR benefits, enrollment, compensation, performance reviews and all the compliance requirements can be a nightmare! These tasks effectively outgrow spreadsheets, paper files and homegrown solutions. ProBIZ's HR management solution is specifically designed for companies to provide full-scale HR management capabilities from one centralized location. With all the information at your fingertips, you will have time to focus on more strategic HR issues that affect your company.

Key Features

- Record key information for each employee with the ability to track job position, wage, dependent and contact information
- Manage employee compensation, reviews/appraisals and bonuses
- Setup and track benefit packages to individual employees with the ability to record details of payments and percentages for both employee and employer contributions.
- Track timesheet information and process payrolls with full compliance for government requirements.
- Track employee training information – courses to attend/attended, certification requirements, flexibility to schedule training courses and maintenance of grades.
- Manage vacations company-wide for all the employees using in built vacation scheduling tools. Provides intuitive tools such as a calendar to display the vacation information for individual employees as well as the ability to request/schedule vacations.
- Monitor employee attendance using different seniority, accrual and carry-over rules, with the flexibility to setup an unlimited number of attendance plans.
- Generate standard and custom reports in HTML, DHTML and PDF formats.

Key Benefits

- Empower employees to take greater control of their time and attendance. Builds on employee self-sufficiency – by having access to their own time and attendance information, thus providing an enhanced employment experience.
- Real-time reports give HR managers a measure of total hours worked against total costs and thus know the true cost of employees.
- Due to its integration with other ProBIZ® modules, finance departments could benefit by receiving a complete picture of employee efficiencies and trends for the entire organization over extended periods of time.
- Reduce needless overtime through examination of management reporting tools and thereby increase employee attendance.
- Minimize payroll costs, by eliminating cumbersome manual timesheet entries, manual calculations and duplication of data entry.
- Fewer routine calls are made to the HR department allowing HR personnel to focus on more strategic initiatives, thus providing more value to the company.
- Allows supervisors and team leaders to monitor employee attendance and vacation trends and allows them to better assess the strengths and weaknesses of their teams and take remedial action.

Interested?

Experience the power of ProBIZ® HR Manager today!

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ProBIZ® - Security Manager Module

Product Overview, Features and Benefits

We recognize that ProBIZ® subscribers have concerns about the security of their business data as it moves across the Internet/Intranet. We therefore take very seriously the responsibility for keeping your data safe. ProBIZ® provides its subscribers with the most advanced security methods for protecting your data as well as restrict access to the application only to authorized users.

Data Security Features

ProBIZ® offers the following *Data Security* measures:

- Uses industry-leading SSL encryption technology to safeguard data against unauthorized access and intrusion.
- Backups of online customer data are done regularly so you can remain confident that your data is safe.

User/Application Security Features

ProBIZ® User/Application security enables you to configure your users and assign security to the users either via predefined or custom security roles. All system functionality is accessed through menus, menu items, and buttons. All of these functions are secured, meaning that only users who are given access to specific functions will be able to perform those functions.

Below is a list of the main ProBIZ's *User/Application Security* features:

- Setup application users and passwords
- Use predefined security roles or define custom roles to associate users to the roles
- Setup user rights (control levels) to various application areas/components. Depending on the application area, administrators can choose to provide No Access, Read, Add, Edit, Delete or Full Control rights.
- Authentication process can be configured to limit unsuccessful user access attempts to a predefined number within a 24 hour period
- Complete Security Audit trail logs when a person enters data, maintains (edits) existing data, and removes data. Audit trail provides accountability of users, deters users from fraudulent activity or mistakes, and tracks transaction history.

Key Benefits

- Provides authorized users with a single point of administration of the ProBIZ® suite of products
- Real-time reporting on the number of users accessing the system, the login and logout times and a complete audit of any and all changes that happened in between.
- Allows to share information without compromising the integrity of your data or your business "know-how" information
- Periodic backups of data minimize system downtime in the eventuality of an unexpected system crash.

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ProBIZ[®] - Warehouse Manager Module

Product Overview, Features and Benefits

ProBIZ's powerful and flexible Warehouse Management tools give you a thorough understanding of your company's inventory assets, so that you can make better business decisions. Because they are Web-based and completely integrated, ProBIZ[®] applications help everyone in your organization - no matter where they're located - stay informed of inventory changes. The result? **Increased efficiency** and **productivity**, and a **better bottom line!**

If your company has inventory to manage, ProBIZ[®] can give you accurate and up-to-the-minute information whenever you need it. Every transaction is stored centrally in a single database, no matter who enters it, meaning that inventory data immediately reflects any sales, purchasing, receiving or shipping activity.

Key Features

- Full life cycle management of an Inventory from Purchasing/Receiving to Master Inventory maintenance to Work Orders to Asset management to Shipping/Order processing
- Full support for bar code enabled tracking and location of inventory items results in elimination of data entry errors and "double-keying" of information
- Maintenance of an unlimited number of items along with item manufacturer specification manuals/documents
- Flexible addition of inventory items on the fly
- Facilitates easy tracking of several inventory parameters including but not limited to:
 - Quantity and value of inventory
 - Item attribute tracking such as size, weight and color
 - Item reorder points
 - Real time tracking of Available/In-Stock/Committed/On-Order/Adjustment/Allocated quantities of any inventory item
- Allows positive and negative inventory adjustments
- Ability to define Supplier Catalogs to associate inventory items with default/preferred suppliers/vendors
- Track vendor part number
- Track multiple prices per inventory item
- Allows grouping of items
- Manages kits and assemblies (bill of materials)
- Supports multiple location inventory tracking
- Provides off the shelf standard Warehouse manager reports as well as comes with the ability to generate on-the-fly reports. Multiple report formats supported, including HTML, DHTML and PDF.
- Interfaces with the Accounting and Proposal Manager modules
- Full security control of the application components provided – security is role based with the ability to restrict access to users up to the field level.
- Can be easily customized to meet any unique process requirements

Key Benefits

- Reduces turn-around time in processing orders (purchases, work orders and shipments)
- Easily locate inventory with custom search features that helps the analyst to physically track the item
- Easily generate charge back to accounts anytime
- Improves vendor and customer satisfaction
- Eliminates duplication of duties/effort and reduces data input time
- Real-time reports show inventory items that are over-used, under-used or not used at all, thus eliminating costly over-stocking or stock-outs of inventory.
- Provides warehouse analysts with real-time inventory information

Interested?

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ProBIZ[®] - Project Manager Module

Product Overview, Features and Benefits

ProBIZ's Project Manager is a web based, integrated project management and job tracking solution that streamlines your entire project management cycle from staffing all the way through managing and executing projects. With ProBIZ[®] easy-to-use interface, you will be able to organize, streamline, track and centralize any type of project. This powerful tool improves team communication and adds visibility to all steps of the project management process. ProBIZ[®] will help all team members, including internal and external resources easily stay on schedule, access project documents, understand deliverables and communicate with other team members. With the ability to track a project from start to finish, your projects will be delivered the way you want them: on time and on budget.

Key Features

- Stay updated on all company-wide issues. Use as an internal audit system, for client support tracking, or for project and non-project related queries.
- Project managers can publish and review documents and track input from their teams. Documents are uploaded into customizable folders and shared between team members for more collaborative working
- Project managers can upload pictures and review and track pictures related to projects. Pictures can be assigned to specific projects and made accessible to the various members of the project group.
- Each user can access their specific overdue, current and upcoming tasks cross-project, from anywhere in the system.
- Powerful schedule features, including work time estimates, dependencies ensure that every team member is clear on their deliverables and project time frames. Subtask levels, synchronization of main tasks, and flexible management of task positioning and association of documents and issues with tasks.
- Keep team members updated regularly with automated email notifications. A completely customizable system allows you to send email notifications for nearly every action taken within the system.
- Centralized data provided in a flexible, customizable reporting format for all aspects of your project. Print reports or export to PDF for further review and analysis. Now includes cross-project and global reporting for tasks and expenses.

Key Benefits

- Reduce, monitor, and improve resource time and costs
- Improve the time management skills and productivity of your team
- Accurately and efficiently manage projects
- Automate Milestone and employee notifications

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