

| E-Office |                       |          |
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## 1. INTRODUCTION

For successful business transactions proper implementation of business administrative tasks is a must.

E-square's **E-office** is user friendly windows based software which manages **address book, scheduler, appointment diary, daily cash and bank transactions, product inquiries, service call** etc. within minutes.

So, say farewell to the nightmare of trying to manage different administrative tasks with an awkward mix of spreadsheets, word documents, database files and cumbersome email folders.

## 2. Objective

To automate complete business administrative tasks.

## 3. Area of Application

Personal data bank and planner/scheduler  
Small scale organization/offices

## 4. FEATURES & Advantages

Address book module is use to store and print contact details and also filter and search contacts based on user's criteria.

Address book can be divided into different categories business address book, personal address book, friends address book etc.

Scheduler reminds about important tasks on specified date and time.

Bank book maintains and verifies bank transactions.

Cash book maintains petty cash transactions.

Inquiry module maintains state of inquiry about products and services. Again it also gives the user status of pending, in-progress and complete inquiry reports.

Total follow record behind a particular inquiry can be known through inquiry module.

Service call module gives user the status of pending, in-progress and complete calls. Total call records behind a particular product/customer can be known through service call module.

Task allocation module keeps records of tasks which are allocated to employees.

## 5. MODULES

### Address Book

1. New Address Book
2. New Contacts
  - General information
  - Business information
  - Home information
  - Personal details
3. Search/Print Contact details
  - Book name
  - First name, middle name, last name
  - Date of birth
  - Address (area, city, state, country)
  - Gender
  - Email id
  - Alphabetical search

### Scheduler

1. Setting of alarm
  - types of event (casual, regular)
  - status (active, de-active)
  - subject
  - notes
  - one-time setup
  - daily-time setting

### Bank Book

- New bank account
- Deposit/Withdrawal entry
- Search entry and print bank statements
  - Name
  - Bank account number
  - Deposit/ withdraw
  - Cheque status
  - Cheque number

### Cash Transactions

1. Cash receive/payment
2. Search and print transactions
  - a. Party name
  - b. Particulars
  - c. Transaction date
  - d. Receive/payment

## Inquiry management

1. New inquiry entry
2. follow up inquiry
3. inquiry status (pending, in-progress, complete)
4. search inquiry
  - a. company name
  - b. contact person
  - c. pending , in-progress and complete status
  - d. product name
  - e. priority (high, medium, low)
  - f. date
  - g. follow up date
  - h. followed by

## Service Call

New Service call

follow up Service call

Service call status (pending , in-progress, complete)

Search and print

Caller name

Address

Company name

Phone number

Service call date

Service call followed up person

## Task Allocation

New Task generation

view employee task

task start date

task complete date

employee name

task status (in-progress, complete)

if completed (successful, fail)

## Bill Printing

1. New bill generation
2. Search
  - Bill number
  - Client name
  - Product
  - Date
3. Bill printing

## Utilities

Letter writing

Measurement conversion

Time zone

Personal diary

Help