

THE OFFICE UTE

A SIMPLE SOLUTION FOR



CENTRALISING DOCUMENTS



DEFRAGMENTING DOCUMENTATION



UPDATING UNCONTROLLED DOCUMENTATION



DOCUMENT AND PROCEDURE STANDARDISATION



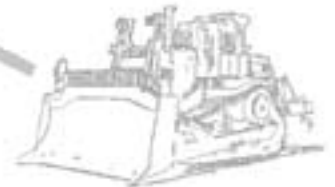
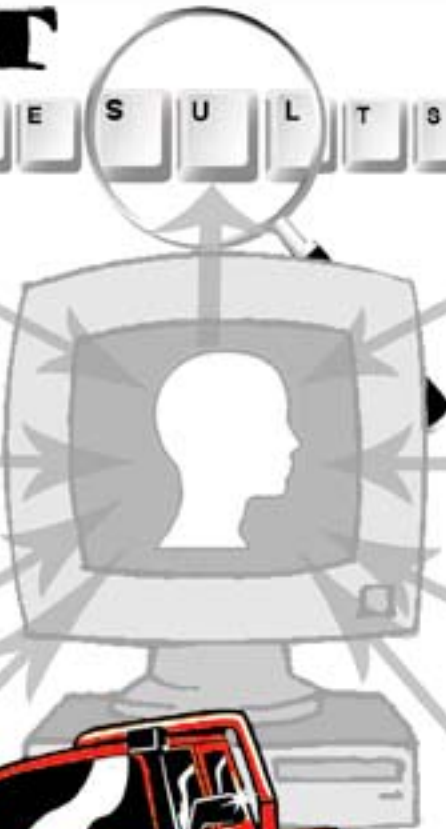
NHVAS DOCUMENTATION REQUIREMENTS



SALES INVENTORY LISTINGS

GET

R E S U L T S



GET THE UTE

The OFFICE UTE is a web site that operates within the confines of your business (called an intranet)

You have full control of your intranet and its content
 You never have to do any maintenance as I do all the work for you
 As it is an internal system it need not contain any expensive bells and whistles that may be required on a public web site
 Your intranet is stored locally on your own computer (or network) and works like any other program on your computer

All of your company documentation that you would like to have organised is stored within your intranet

Documents are easily accessed by employees
 Documents are easy to update
 Paper based documents or Files can be stored electronically or converted to electronic forms
 Archived documents can be electronically stored



Keep data in a logical easy to follow order

Your intranet is laid out in a logical easy to use manner that people will find comfortable to use as navigation is the same as any web site. There are no new things to learn as all of your existing data is used. Updating your intranet is done by myself so information is always current without imposing any burden on existing staff. Having someone compile data that has experience in the farming, trucking and mining industry will ensure data cohesion rather than the Chinese translation that you could otherwise receive. Data for multiple dealerships can be kept separate or combined as you see fit.

National Heavy Vehicle Accreditation Scheme

Keep your auditors happy with easy access to all of your NHVAS statutory requirements by keeping it all in one easy to find location. This might include copies of internal audits, corrective actions, comtrak lists, permits, RFS certificates, vehicle use codes, GCM/ATM etc. Keep copies of your load restraint guide, speed business rules, fatigue business rules and schedules, mass routes and maintenance schedules in an easily accessible place for all employees to refer to for guidance.

ASSETS

TRAILER MASS LIMITS									
REGO	CODE	GTM	GVM-ATM	FASS	REGO CODE	ISSUE CODE	MASS	MAINT	
07 00 07	7L 30	22,000 kg	22,000 kg	2,000 kg	7L	90 070	0	0	
07 00 07	7L 30	22,000 kg	22,000 kg	2,000 kg	7L	90 070 (Blue Mass)	0	0	
07 00 07	7L 30	22,000 kg	22,000 kg	2,000 kg	7L	90	7000	7000	
07 00 07	7L 30	22,000 kg	22,000 kg	2,000 kg	7L	90 070 (Blue Mass)	7000	7000	
07 00 02	07 10	22,000 kg	22,000 kg	2,000 kg	7L	90	0	0	
07 00 02	07 10	22,000 kg	22,000 kg	2,000 kg	7L	90	0	0	
07 00 02	07 10	22,000 kg	22,000 kg	2,000 kg	7L	90	0	0	
07 00 02	07 10	22,000 kg	22,000 kg	2,000 kg	7L	90 070	0	0	
07 00 02	07 10	22,000 kg	22,000 kg	2,000 kg	7L	90	0	0	
07 00 02	07 10	22,000 kg	22,000 kg	2,000 kg	7L	90	0	0	
07 00 02	07 10	22,000 kg	22,000 kg	2,000 kg	7L	90 070 (Blue Mass)	0	0	
07 00 02	07 10	22,000 kg	22,000 kg	2,000 kg	7L	90 070 (Blue Mass)	0	0	
07 00 02	07 10	22,000 kg	22,000 kg	2,000 kg	7L	90	0	0	

Maximise Sales Potential

Ensure all dealership staff have access to up to date detailed machine listings as soon as a trade deal is done, even if the trade is still in the field. Have the ability to issue a potential client with a printout of a machines details for their consideration. Keep your sales staff selling rather than updating sales lists. Have consistent trade appraisals done that can be offered to clients as independent. Email details or video footage of your trader.



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