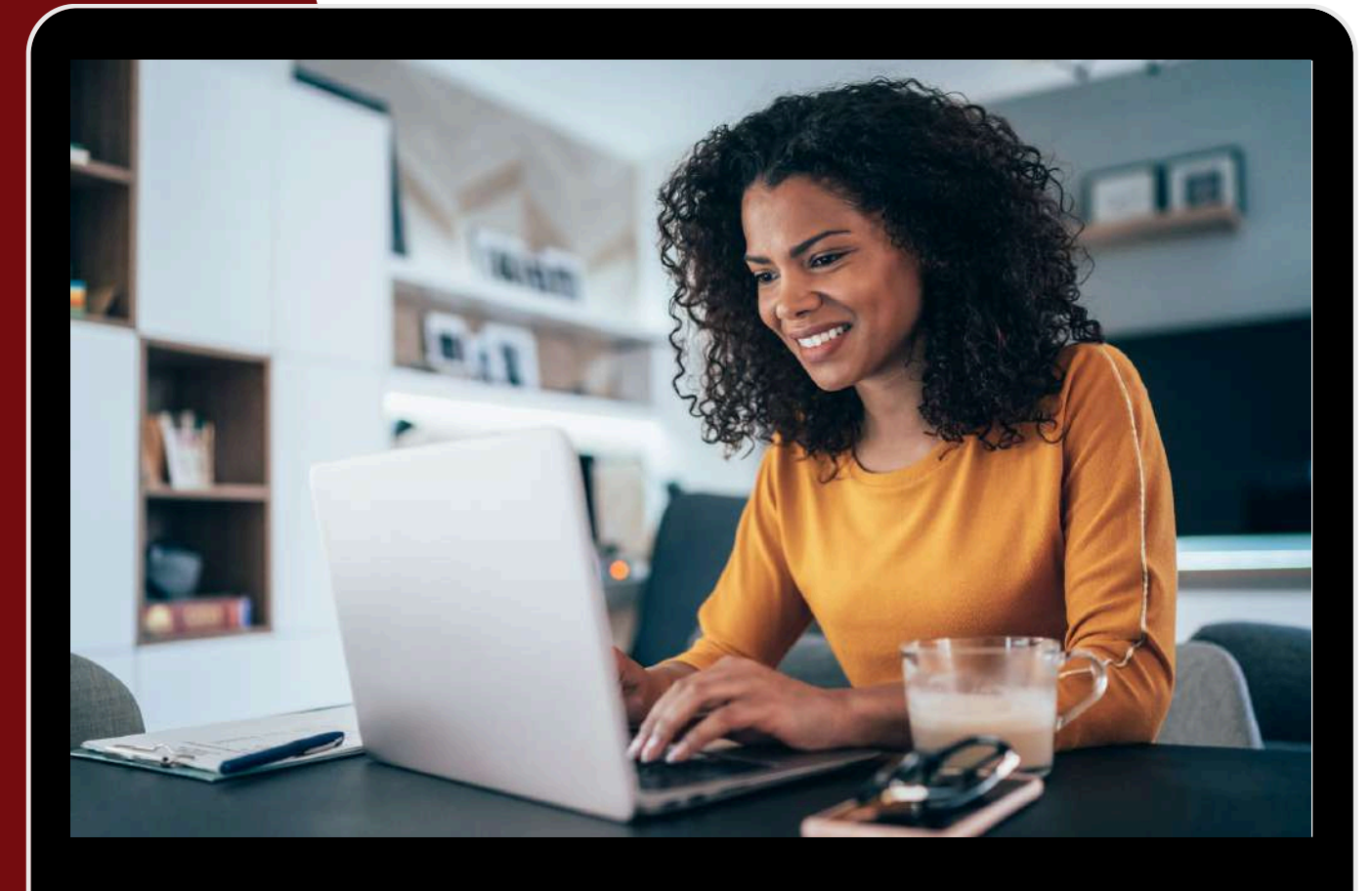


e86



Office Manager: Revolutionizing Business Operations with Efficiency and Productivity

 www.om.e86.ng



EXECUTIVE SUMMARY

Office Manager is an all-in-one business management solution designed to streamline operations, enhance productivity, and simplify the complexities of day-to-day business functions. Whether it's generating invoices, managing expenses, overseeing logistics, or handling HR tasks, Office Manager offers a comprehensive suite of tools that allow businesses to operate more efficiently and effectively.

Our solution is specifically crafted to meet the diverse needs of businesses by integrating core functions such as accounting, tax management, inventory tracking, and custom reporting into one user-friendly platform. With tailored subscription packages and flexible pricing, businesses can select the level of service that aligns with their operational goals.

Additionally, Office Manager is fully customizable, offering advanced features like multi-currency transactions, role-based user access, and automated payment reminders. Clients also benefit from round-the-clock customer support, ensuring that every aspect of their business is managed smoothly and securely.

Office Manager promises to optimize your workflows, save time, and provide detailed insights into the performance of your business. Our mission is to empower organizations to operate smarter, and we're confident that Office Manager is the solution to achieve that goal.

WHY OFFICE MANAGER?

Office Manager is the ultimate solution for businesses looking to streamline operations, improve productivity, and manage day-to-day tasks effortlessly. Here's why Office Manager stands out:

- **Comprehensive Business Management:** Office Manager covers all your business needs, from generating invoices and managing expenses to handling accounting, logistics, HR, and more—all within a single platform.
- **Real-Time Financial Insights:** Gain full visibility into your financials with our robust expense tracking and tax management features, helping you stay on top of your finances and make informed decisions.
- **Enhanced Productivity:** Automate routine tasks, reduce manual processes, and focus on core business functions. Office Manager's tools save time and improve operational efficiency.

- **Customizable for Every Business:** Whether you're a small startup or a large enterprise, Office Manager is flexible and can be tailored to fit your specific requirements with customizable roles, reports, and workflows.
- **Mobile-Friendly Management:** Manage your business on-the-go from any device. Whether you're in the office or out in the field, Office Manager keeps you connected and in control.
- **Affordable and Scalable:** With flexible pricing options and subscriptions that grow with your business, Office Manager provides cost-effective solutions for businesses of any size.
- **24/7 Customer Support:** We understand that business doesn't stop, and neither does our support. Our team is available around the clock to assist with any issues, ensuring smooth operations.

Office Manager is more than just a software tool; it's a game-changer for businesses looking to operate smarter and more efficiently in today's fast-paced environment.

PRODUCT FEATURES AND CAPABILITIES

Office Manager offers a wide range of powerful tools and features designed to help businesses streamline their operations, improve efficiency, and optimize workflows. Below is a breakdown of its key features:

- **Invoicing and Payments:**

- Generate pro-forma invoices, payment invoices, and payment receipts with ease.
- Track payments from customers and manage vendor payments.
- Automate payment reminders for overdue invoices to ensure timely collection.

- **Expense Management:**

- Record and document expenses for better financial oversight.
- Manage tax rates and tax groups efficiently, generating tax summary reports when needed.

- **Accounting:**
 - Simplify accounting processes, including expense tracking and multi-currency transactions.
 - Create and customize financial reports to gain valuable insights into business performance.
- **Inventory and Sales Management:**
 - Track sales and purchase orders to stay on top of your inventory.
 - Manage inventory levels, and set up sales and purchase approvals to prevent stockouts and over-purchasing.
- **Logistics Management:**
 - Generate and track waybills for product shipments.
 - Manage shipping processes and logistics with integrated tools that ensure seamless operations.

- **HR and Personnel Management:**

- Handle employee management, including setting up departments and tracking personnel records and payroll.
- Schedule reminders for employee birthdays and other key events to maintain strong team morale.

- **Customizable Roles and Permissions:**

- Create custom user roles to assign specific access levels to your team members.
- Ensure data security and proper workflow by defining approval hierarchies and permissions.

- **Business Analytics:**

- Access detailed analytics to monitor sales, expenses, and performance metrics.
- Generate custom reports that offer insights into your business growth, helping you make data-driven decisions.

- **Multi-Location Management:**

- Manage multiple business branches seamlessly within a single system.
- Track sales, inventory, and expenses across various locations with ease.

- **Mobile Accessibility:**

- Manage your business on-the-go, with mobile-friendly access to all features from any device.

- **Automated Workflow:**

- Automate repetitive tasks such as sending payment reminders and managing approvals for a smoother operation flow.

- **24/7 Customer Support:**

- Enjoy round-the-clock email, call, and meeting support for any issues or concerns.
- Our dedicated support team ensures that your operations run smoothly, minimizing downtime and disruptions.

- **Customization Options:**

- Tailor Office Manager's features to suit your business needs by working with our team to create the perfect setup.
- Adaptable to various industries, Office Manager grows with your business and offers scalable solutions.

SUBSCRIPTION PACKAGES

Office Manager offers three flexible subscription packages designed to cater to the unique needs of businesses, ensuring you get the best value while enhancing operational efficiency. Each package provides a comprehensive suite of tools and features tailored to your business scale and requirements.

- **1. AWUF Package**

- **Monthly Subscription:** ₦8,000

- **Yearly Subscription:** ₦96,000 (One-time yearly payment attracts a one-month discount)

- **Features:**

- Pro-forma Invoice Generation
- Payment Invoice & Receipts
- Customer and Vendor Management
- Expense Tracking & Management
- Manage Tax Rates and Groups
- Generate Tax Summary Reports
- 24-hour Email Support & Scheduled Meetings
- Waybills Tracking
- Birthday Setups & Reminders
- Sales and Purchase Orders Tracking



2. OGBONGE Package

- **Monthly Subscription:** ₦12,000
- **Yearly Subscription:** ₦144,000 (One-time yearly payment attracts a one-month discount)

Includes all AWUF features, plus:

- Inventory Management
- Advanced Business Analytics
- Create Custom User Roles for Team Members
- Set Up Sales and Purchase Approvals
- Multi-Currency Transaction Support
- Create Custom Reports
- Personnel and Department Management
- Automated Payment Reminders
- Branch Management for Multiple Locations



3. YAKATA Package

Customization Package

- Tailored pricing based on customization needs.

Expectations:

- **Customizable features to suit your specific business requirements**
- **Fully tailored solution based on your unique operational workflow**
- **Consultation to discuss personalized services and feature customization**
- **Ideal for businesses seeking advanced integration and highly specific tools**

Whether you are a small business looking for a streamlined solution or a large enterprise needing advanced features, Office Manager offers the right package to help manage your operations smoothly. Contact us today to find the perfect fit for your business needs.

3. YAKATA Package

Customization Package

- **YAKATA Package (Customization Available)**
- For businesses with more unique needs, our YAKATA package offers full customization of our services. We will work closely with you to tailor the Office Manager system to your specific business requirements. Pricing is flexible based on your needs.

Payment Flexibility

Our subscription plans are flexible, allowing you to choose a billing cycle that suits your business—whether that's monthly, bi-monthly, quarterly, or yearly. The yearly plan comes with a one-month discount as an added benefit.

Customer Support

All packages come with 24-hour support via email and phone. You also have access to live chats and meetings upon request. Our onboarding assistance includes tutorials, user guides, and in-depth customer support to ensure a smooth start for your business.

Security & Data Protection

We prioritize the security of your business data with features such as:

- Secure data encryption
- Regular backups to prevent data loss
- Access controls to manage who can see and modify information
- Adherence to industry best practices for data protection and privacy

Add-ons & Customization

While we do not currently offer third-party tool integrations, customization services are available to adapt Office Manager to your business's specific needs. Let's discuss how we can further enhance your experience through tailored solutions.



Detailed Feature Overview

Office Manager is a comprehensive business management solution designed to handle a wide range of tasks, enabling your business to operate more efficiently. Below is an in-depth overview of the key features and capabilities offered across our subscription packages:

1. Invoicing & Payments

- Pro-forma Invoices: Create draft invoices to share with clients before sending finalized billing.
- Payment Invoices: Generate professional invoices quickly, including itemized billing for products or services.
- Payment Receipts: Automate receipt generation once payments are processed.

4. Sales & Purchase Management

- **Sales Order Tracking:** Track sales orders, from placement to delivery, ensuring smooth operations.
- **Purchase Order Tracking:** Monitor supplier purchases and stock levels to avoid shortages or overstocking.

5. Inventory Management (Available in OGBONGE Package)

- **Inventory Monitoring:** Keep track of inventory levels, set reorder points, and get notified when stock is running low.
- **Inventory Valuation:** Understand the value of your current stock at any time through automated calculations

6. Business Analytics (Available in OGBONGE Package)

- **Custom Business Reports:** Generate detailed reports on various business metrics to guide decision-making.
- **Performance Dashboards:** Visualize key performance indicators (KPIs) such as revenue, expenses, and profit margins.

7. Personnel & HR Management (Available in OGBONGE Package)

- **Employee Management:** Record and track employee information, including role assignments and performance.
- **Departmental Organization:** Organize employees by department for better team structure and task assignments.

8. Approval & Role Management (Available in OGBONGE Package)

- **Custom User Roles:** Define user permissions and assign roles to employees based on their job functions.
- **Sales & Purchase Approval Setup:** Implement a multi-step approval process for sales and purchase orders, reducing the risk of errors.

9. Multi-Currency Transactions (Available in OGBONGE Package)

- **Currency Flexibility:** Support for multiple currencies, enabling you to operate seamlessly across borders.
- **Automated Conversion Rates:** Automatically apply the latest conversion rates for accurate international transactions.

10. Waybills & Logistics

- **Waybill Generation:** Create and manage waybills for goods being shipped, ensuring all deliveries are tracked.
- **Logistics Oversight:** Stay on top of the logistics process to ensure timely deliveries and updates for your clients.

11. Email & Communication Management

- **Automated Payment Reminders:** Set up reminders for clients to pay outstanding invoices, reducing late payments.
- **Birthday Setup & Reminders:** Automate birthday messages and notifications to clients and employees.

12. Custom Reporting (Available in OGBONGE Package)

- **Tailored Reports:** Customize reports based on your business needs, from financial summaries to employee performance.
- **Advanced Analytics:** Get deeper insights into your business performance, operations, and sales trends through detailed analytics.

13. Branch & Department Management (Available in OGBONGE Package)

- **Multi-Branch Support:** If your business operates multiple locations, manage each branch separately while maintaining an overview of overall performance.
- **Departmental Hierarchies:** Organize departments within each branch to streamline operations and reporting.

14. Security & Data Protection

- **Access Controls:** Define who has access to certain information and system functions, ensuring only authorized personnel can view or edit sensitive data.
- **Data Encryption & Backup:** All data is securely encrypted and regularly backed up to prevent data loss or unauthorized access.



Support and Customer Service

At e86 Limited, we believe that exceptional customer service and reliable support are key to ensuring the success of our clients. With the Office Manager solution, we offer a comprehensive range of support services to assist you every step of the way, ensuring smooth implementation, troubleshooting, and continuous operation. Our goal is to provide quick, responsive assistance, so your business can focus on what matters most.

1. 24-Hour Email and Call Support

- **Round-the-Clock Availability:** Our support team is available 24/7 via email and phone to resolve any issues, provide guidance, or answer queries.
- **Dedicated Support Line:** We offer a dedicated support line for urgent requests or issues that need immediate attention.

2. Personalized Meeting Assistance

- **Scheduled Consultation Calls:** For more complex issues or system optimizations, we offer the option to schedule personalized meetings with our support team.
- **In-Depth Problem Resolution:** These consultations allow for more in-depth problem-solving, training, or customization discussions to ensure your needs are fully met.

3. Onboarding & Setup Guidance

- **Guided Onboarding:** We assist with the setup and configuration of the Office Manager solution, ensuring all your systems and processes are correctly aligned from day one.
- **Initial Training Sessions:** To help you get the most out of Office Manager, we offer virtual training sessions for your team, covering key features and functionalities.

4. Knowledge Base & Self-Help Resources

- **Comprehensive Documentation:** We provide a robust knowledge base with articles, FAQs, and step-by-step guides to help you troubleshoot issues or discover new ways to use the platform.
- **Tutorial Videos:** A series of video tutorials are available to walk you through specific tasks or advanced features, ensuring you can use the tool independently.

5. Service-Level Agreement (SLA)

- **Guaranteed Response Time:** We commit to clear response and resolution times as outlined in our SLA, ensuring that your issues are addressed promptly.

- **Priority Support for High-Tier Packages:** For clients subscribed to the **OGBONGE** or **YAKATA** packages, we offer priority support with faster response and resolution times for any support inquiries.

6. Feedback & Continuous Improvement

- **Customer Feedback Loop:** We actively encourage feedback to help improve our service. Regular surveys and feedback forms allow us to understand your needs and continuously enhance our product and support experience.
- **Continuous Updates & Improvements:** We roll out regular updates and new features based on user feedback, industry trends, and technology advancements to keep Office Manager running smoothly and efficiently.

Customization Services

At e86 Limited, we understand that every business is unique, with its own set of processes, workflows, and challenges. That's why Office Manager offers extensive customization options to tailor the platform to your specific business needs. Our goal is to provide a flexible solution that grows with your business, enhancing efficiency while seamlessly integrating with your operations.

1. Tailored Functionalities

- **Bespoke Feature Adjustments:** We offer the ability to customize features and functionalities of Office Manager to fit your exact operational requirements. Whether you need to adapt existing workflows, create new modules, or add specific reporting tools, our team is ready to build what you need.

- **Custom User Roles and Permissions:** We can create customized user roles and permissions, allowing you to assign responsibilities and access rights that align with your internal structure.

2. Business Process Integration

- **Workflow Automation:** We help you automate key business processes within Office Manager, reducing manual work and enhancing operational efficiency. From invoice generation to employee management, our team can tailor the platform's automation features to suit your needs.
- **Custom Approval Flows:** We design custom approval workflows for processes such as purchase orders, sales approvals, and multi-level management sign-offs, ensuring smooth operations and compliance with your internal policies.

3. Advanced Reporting & Analytics

- **Custom Reports:** We offer the ability to create personalized reports, allowing you to track and analyze specific metrics that matter most to your business. Whether you need detailed financial reports, sales performance analytics, or employee productivity insights, we can build custom reports to help you make data-driven decisions.
- **Enhanced Business Intelligence:** For clients who require more in-depth insights, we provide enhanced business intelligence tools, including customizable dashboards and advanced data visualization options.

4. Integration with External Tools

- **Third-Party Software Integration:** While Office Manager is a standalone system, we can integrate it with other business software, such as CRM systems, accounting tools, or project management platforms. This enables you to have a seamless data flow between different applications, improving efficiency and reducing the need for manual data entry.
- **Custom API Development:** If your business requires integration with unique or proprietary systems, we offer custom API development services to ensure Office Manager fits seamlessly into your existing tech ecosystem.

5. Scalability and Future-Proofing

- **Flexible Scalability:** As your business grows, Office Manager can scale with you. We offer ongoing customization options to ensure the platform remains relevant to your expanding needs, whether that involves adding new users, expanding storage capacity, or integrating more complex workflows.
- **Future Feature Add-Ons:** We continuously work on developing new features and modules. If you foresee future requirements that are not currently available in the system, we offer the flexibility to develop and implement those features as your business evolves.

6. Security Customization

- **Enhanced Security Features:** In addition to our robust default security measures, we can offer tailored security solutions such as multi-factor authentication, custom data encryption protocols, and more to align with your business's specific security policies and compliance requirements.

7. Custom Training for Teams

- **Tailored Training Programs:** To ensure your team gets the most out of the customized features, we offer personalized training sessions designed specifically around the modified functionalities. This guarantees that your employees are well-equipped to utilize the platform effectively.
- **Ongoing Custom Support:** As part of our customization services, we provide dedicated ongoing support to troubleshoot and optimize any tailored solutions implemented in Office Manager.

Conclusion

The launch of **Office Manager** marks a significant opportunity for businesses to streamline their operations, improve productivity, and ensure seamless management across various departments. With its robust features, flexible subscription packages, and tailored customization options, **Office Manager** is designed to meet the diverse needs of businesses of all sizes.

At **e86 Limited**, we are committed to providing ongoing support, ensuring a smooth implementation process, and delivering an intuitive, user-friendly platform that evolves with your business. Whether you are looking to enhance your accounting, logistics, HR functions, or overall business operations, Office Manager offers the tools and solutions to make it happen.

We look forward to working with you to implement **Office Manager** and help your business achieve new levels of efficiency and success.

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