

Business Administrator

Intelligence for business

8 Managers



**Business management system
for small businesses**

Buy online only at
www.chalestra.com/baworld

A state-of-the-art business management powerhouse... ... designed especially for SMEs

A high-performance central core...

Clear benefits

- Strategic advantages can be gained against competition, tax and administration
- Less time spent at the office doing administration and bureaucracy
- Advanced Contact Management system is core across the entire system
- Advanced systems to make life easy
- Powerful on-board facilities, including PoS, mass-marketing, account management, multiple currency invoicing, sales desk tools and personnel management
- Easy-to-use systems cut down on HR costs to build value and competence
- Live reporting ensures decisions are relevant and timely
- Fast reporting ensures minimal tax accounting drag
- Ability to discover your best markets through business reporting
- Find new ways of trading and expanding your own market
- Virtually zero IT and implementation costs
- Gain market intelligence from peers across Business Administrator World

... with eight highly focused,
dedicated business managers.

Business Manager

Business Manager provides sales information from a number of perspectives and offers a variety of tools for doing business. It provides live up-to-the-second information with some commentary, and provides clues for strategic management and business development.



Contact Manager

Contact Manager has the job of managing contacts. It manages contact details, provides focus on ensuring information is up to date and offers an array of routes to staying in touch with contacts, a vital process for good business.



Contact Relations Manager

Business Administrator recognises that CRM is a critical business function that helps develop business relationships. Contact Relations Manager provides a track record on the relationship events with a contact, whether these were by phone, eMail, letter, meetings, etc.



Finance Manager

Finance Manager has the job of managing finance, reporting on high-level financial issues and providing a variety of tools to execute financial functions. It is also responsible for finance and tax reporting.



HR Manager

HR Manager manages information about your personnel, and security and offers a variety of tools, not least the ability to run the payroll.



Project Manager

Any initiative or non-routine process that could bring focus to business objectives is considered to be a project. Projects can be used for countless objectives, including the charging of time to customers, measuring time on internal projects and powerful stealth marketing.



Supply Chain Manager (SCM)

SCM manages the route of purchases from ordering through delivery to invoice receipt, payment and accounting. It possesses a stealth order management system, which can automatically create and submit orders when stock levels fall too low as well as bar-coding systems for managing stock.



Trade Manager

Trade Manager manages customers, both cash and account, and assigning sales to them. Trade manager also has credit control facilities that drive to collect monies owed to your business.

System overview

Business Administrator is composed of a central core and eight function managers.

The central core is the brains within Business Administrator and there is no access to it for users.

Access is achieved through the each of the managers, where each focuses on its own business discipline.

The managers offer access to command, dialogues for data entries and live information feedback about your business.

Serving computer

In a busy environment, a serving computer should be a part of the system. A serving computer is one that is not in general use, but is assigned to manage heavy workloads and to prevent the scenario where users cannot use Business Administrator because it is too busy. Serving computers are usually used by larger SMEs with a high turnover of work.

Security

Access to the system is granted through a lead person, usually the person who installs Business Administrator, and access is specifically granted on a need to know basis.

There is no security for the database itself. Security is controlled through Windows rights.

Maintenance

Business Administrator should not need a large degree of maintenance as it is designed to look after itself. It should have access to Business Administrator World over the Internet, so that it can remain up to date with the latest information and upgrades. Business Administrator manages its own upgrades with no support required from IT.

Information, support and help

These are provided through the Business Administrator World website where there is a dedicated Information Centre.

Access to Business Administrator World is easily accessed from the web icon on the Command Bar, which leads to the Member Pages. These Member Pages provide a wealth of information about doing business with Business Administrator, access to the Information Centre, and it helps manages your licences.

The Business Administrator Network

Through Business Administrator World, a network emerges that allows member business to communicate and share information if they wish. This offers access to business benchmarking, trading, messaging and a host of other functions that enable business to work together and help drive each other.

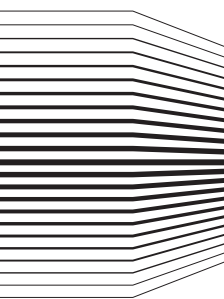
Economic consequence

Business Administrator is at its best in extreme economic scenarios. In recessions, it can help explore developing risks, cut costs, business retasking and live business assessment, and offers you the chance to respond positively to crises. And it will continue to help you identify opportunities that present themselves.

In powerful economies, it can help you harness your resources to take advantage of developing opportunities, as well as helping you explore what those opportunities are. It will also help you efficiently develop your resources so that you can take full advantage of the economy.

Thousands of functions Eight managers One system Business configuration options

Many business processes...



... focused into eight business managers...

- Business Manager
- Contact Manager
- Contact Relationship Manager
- Finance Manager
- HR Manager
- Project Manager
- Supply Chain Manager
- Trade Manager

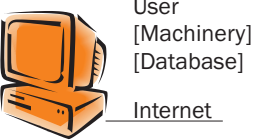
... to create one system...



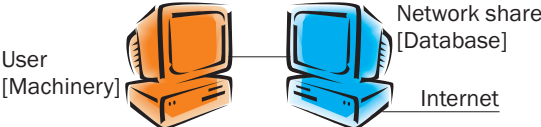
... to drive your business

Micro business

Single computer

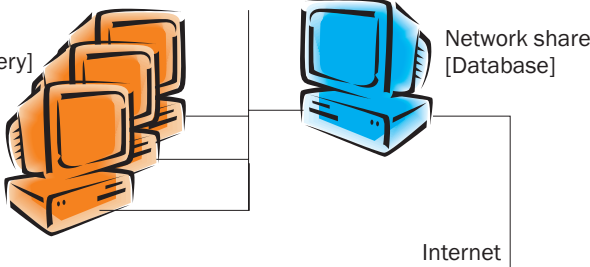


or, two computers



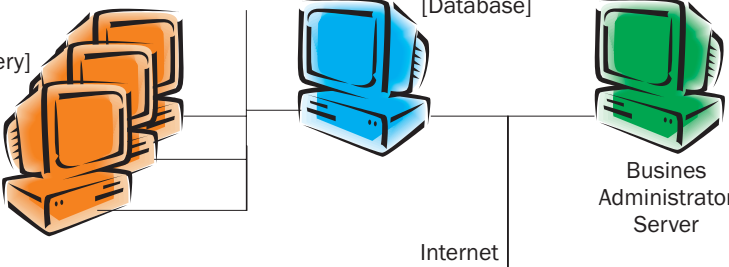
Small business

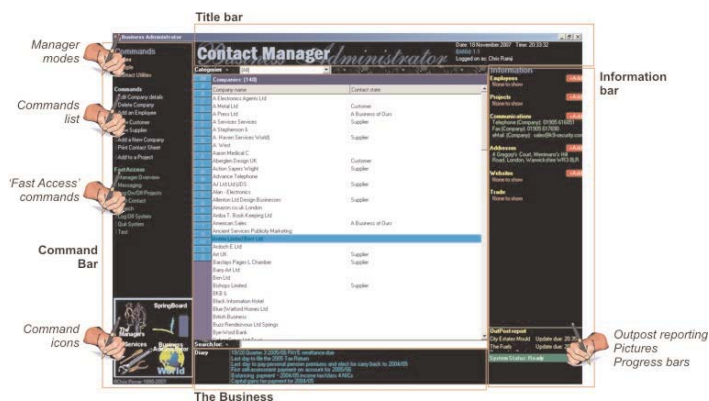
Users [Machinery]



Larger business

Users [Machinery]





What is Business Administrator?

Business Administrator is a state-of-the-art business management powerhouse designed for SMEs. It is feature-laden with a wealth of tools, skills and capabilities run by eight dedicated business managers, which will help you achieve excellence in business management. We believe it's the most advanced business management system to date, and it's made in the UK.

Most tools save money or time on a job-by-job basis. Business Administrator not only does both of these, but does them on a global scale, harnesses all process to reap further benefits.

The key objective of Business Administrator is to simplify and streamline business processes. By doing this it cuts down on the costs and time of running a business, freeing up business resources, exposing strengths, weaknesses and opportunities, and informing you about your markets. With Business Administrator, your business should become lythe and highly dynamic in responding to changing economics and markets.

Business Administrator is capable of proliferating benefits for business development.

Why Business Administrator?

According to a recent SME survey, 7 out of 10 complained that the biggest restraint in their businesses was the volume of administration. We also know that the greatest reason for business failure is a lack of real information or misinformation. Business Administrator will not tell you what you want to hear: it will tell you what's real.

Business Administrator not only cuts down on administration by annihilating middle processes, but reaps benefits from the information it gains. For example, when you tell it you've made a sale, the manifestation is in reporting: not paperwork. Comprehensive reporting manifests as a global picture, which provides a bench for comprehensive and accurate decision making, as well as advanced marketing. From clear reports on those sales, you can set and properly target budgets. The benefits multiply.

By bringing competence, it means that your personnel will have access to some of the best processes available today. And savings in time and cash will multiply as they build and use the system. You can then use the savings and information to grow your business.

Business Administrator is important to businesses because it frees up critical resources, particularly time and cash, and it exposes hidden resources and opportunities. It's important because it means you can target all your resources on what you're supposed to be doing: business, and earning money.

Live reporting is essential to the management of any business: knowing the facts. Business Administrator achieves live reporting by committing to global processing at blistering speeds. It means that decision-making information is in your hands.

In it's work, and through the information it provides, Business Administrator can also expose weaknesses in your business, offering you the chance to correct them, and therefore strengthen your business further. When it exposes opportunities, you can pursue those to boost income and savings.

Who wins?

With Business Administrator, everybody wins.

Your business

- Your business wins because it efficiently uses all its resources. Harnessed information can be reinvested into the business to grow it further, or reap further benefits.
- Business Administrator reduces your business risk and helps you ride economic and fiscal storms by providing you with accurate information about your changing business, your markets and the economics of your environment. It allows you to move or reposition your business to provide focus on opportunities and ensure benefits are constantly reaped.
- In more positive times, it will offer you real clues on where and how you should focus your business to achieve maximum growth. It will even show you your business weaknesses so that you can take evasive action on economic downturns.

Owners

- Owners win because of maximised profitability and the ability to reduce time burden. Growing businesses provide more security and ease, and staff respond better to requests when they are happier.

Staff

- Staff win because they will gain a more secure lifestyle.

Customers

- Customers win because of your business' increased efficiency and possible passing on of cost savings. They will also buy in to the increasing competence within your business.

Everybody wins

Economies are driven by businesses. The more efficient those businesses, the more efficient the economy, and that's how everybody wins.

The experience - what to expect

- Highly desirable, colourful graphical interface
- High visibility, highly focused, simple-to-use system
- Live system with live information feedback through dedicated information bar
- Highly automated system
- More competence in business management
- Time saved through faster end-to-end processes - telling the system you've sold something manifests in reporting - no middle administration, no paperwork

Key business features

To carry out the full scope of its work, Business Administrator is laden with state-of-the-art features and facilities and systems usually only available to large institutions.

- Powerful mass marketing functionality
- Comprehensive contact management system
- Your own sophisticated, in-house call centre management system through Contact Relations Management (CRM)
- Full trading capabilities
- Full financial management capabilities
- Live business reporting
- Product breakdown and budget management
- Automatic administration management systems
- Automatic supply management systems
- Point of sale (POS) functionality
- Full onboard barcoding facilities
- Cash and account management
- Automatic credit control management
- Invoicing features multiple currency
- Dynamic chronology management
- HR management

Contact us

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www.chalestra.com/baworld