

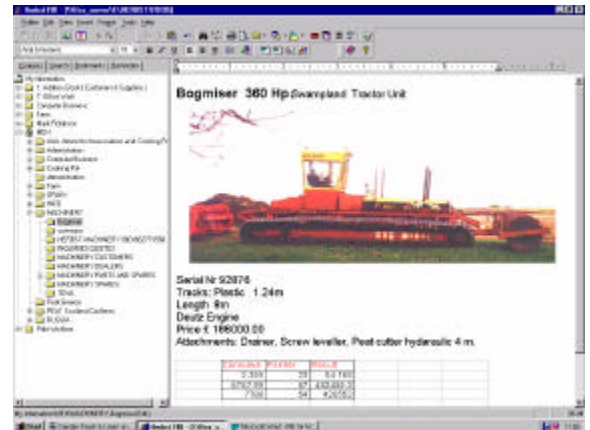
herbst FBI

Information Management System

- Benefits of using FBI
- FBI offers you
- FBI and Internet
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Knowledge is your company's most important asset. It is constantly under attack from failing memories, missing scraps of paper, or staff turnover.

FBI tackles this by centralising your information, and making it accessible on demand to those who need it.



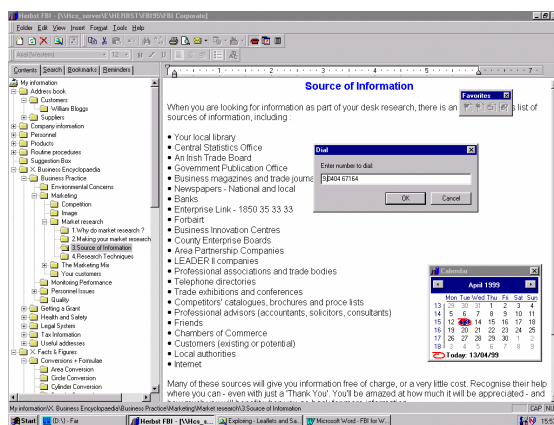
Benefits of using FBI

Contacts

Keep track of all your correspondence with customers and suppliers. Record quotations, contracts, invoices and agreements as they are made. Anyone within your company can now access and utilise this resource – if you want them to.

Products

Technical documents, sales leaflets and literature, support information and price lists are all available on demand.



Work Together

Share ideas, suggestions, design drawings and documents between employees – two heads are better than one!

Calculate

Select text or spreadsheet to make light work of business calculations, quotations, price lists, budgets or 'what if' forecasts.

Employees

Each employee or department can have their own branch on the tree. Project information, development strategies, personal details, and private notes are stored securely.

Plan Ahead

Use the ready made templates to create business plans, employment contracts, company policy documents, and safety statements (required by law).

Teleworking

Combine FBI with a laptop, and sales or support people have access to all their information just as if they were sitting at their own desk. On returning to the office, all that has to be done is to upload the day's results for others to access.

Business Encyclopaedias

FBI comes complete with ready made encyclopaedias. Regularly update and add to these to build up a reference library on line, filled with useful information.

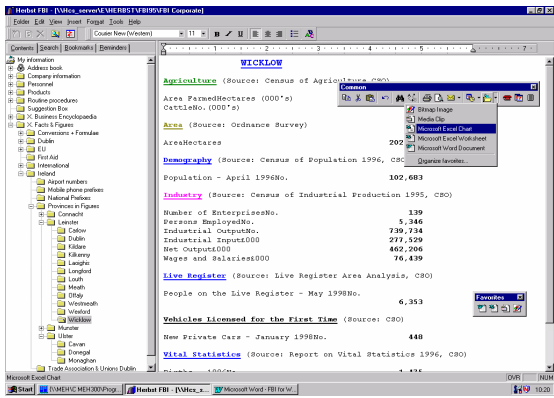
☞ Tax information

☞ Business & Finance guides

☞ Personal issues

☞ Facts, figures and contacts for local areas, the EU and the world.

☞ International dialling codes, currencies, holidays and statistics.



FBI Offers You

- ✓ Multi-user or single-user data usage: texts, documents, pictures, sound, video, spreadsheets, etc.
- ✓ **User-friendly** interface.
- ✓ Ability to limit access to certain sensitive information with **Password Protection**.
- ✓ **Share** ideas, suggestions, and documents between employees.
- ✓ **Embedded** spreadsheets make light work of business calculations.
- ✓ Business **Encyclopaedia** full of useful information.
- ✓ Post **Reminders** to colleagues or yourself.
- ✓ Fast **Search** facility gives instant retrieval of stored information.
- ✓ **Sounds Like** search even finds a word misspelled or names you are not sure of.
- ✓ **Bookmarks** allow you to tag regularly used folders.
- ✓ Combine FBI with a laptop and **Sales** or **Support** people have access to information on the road.
- ✓ Direct access to **Email** and **Internet** via hyperlink.
- ✓ Direct **Phone Dialler**.
- ✓ **Spell Checking** with American and British English dictionaries.
- ✓ On-line in-text **Calculator** for "on the fly" calculations.
- ✓ **Links** to most popular software applications such as Excel, Word, etc.



FBI and Internet

You can quickly and easily copy information from an Internet Web-site into a FBI folder, modify if necessary and then find and print it when you need to.

How FBI works

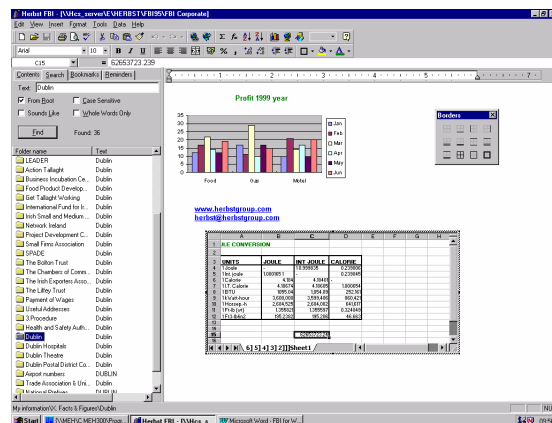
Your information is stored in folders. These folders are arranged in a tree structure.

All you do is pick a folder from the tree and put in whatever you want to remember.

Publish

Herbst FBI has the power of a full word processor, allowing you to view, edit, print, fax or email your information.

Anything that was once on paper can now be securely stored, retrieved and shared using this system.



Integrate

You can run other applications from within FBI. This allows all your daily work to be done through a friendly and consistent interface.