

OfficeGT™ offers advanced tools for businesses that want to automate office information flow more effectively and help everyone become more efficient. The software includes modules designed to boost office productivity and give the entire office more control of contacts, projects and business information. OfficeGT is designed to help project managers, professionals, administrative staff, sales and management be more organized, productive and efficient.

OfficeGT assists project and service based organizations track projects, people, time, expenses and budgets. It instantly organizes the administrative and project management portions of any business that involves people and projects (or jobs, cases, accounts, etc.). The program allows all team members to contribute to office information for maximized office productivity.

What type of organizations use OfficeGT? Some examples are::

- [Engineering Firms](#)
- [Architectural Firms](#)
- [Legal Firms](#)
- [Contractors](#)
- [IT / Software Development](#)
- [Manufacturers](#)
- [Research and Development](#)
- [Facility / Public Works Dept.](#)
- [Consulting Firms / Consultants](#)
- [Government](#)
- [Accounting Firms](#)
- [Real Estate / Property Mgmt.](#)

...and other businesses that assign a unique client, project or case number for their projects.

OfficeGT is designed for organizations that have standardized on Microsoft Office products such as Microsoft Word, Excel and Outlook. It provides correspondence automation, exports valuable data to Excel, and synchronizes contact data with Outlook to make everyone more productive. The database used is MS Access for simple administration.

OfficeGT includes the following productivity modules:

Centralized Contact Management

[<-click for more info](#)

- Centralize contact information for office productivity
- Instantly have access to and update contact information
- Contact information is easily exported and imported to Microsoft Outlook™ Contacts
- Provides up-to-date marketing lists and integrated mail merge marketing letters

- One-click correspondence generation
- One-click e-mail generation

Real-Time Project Management

- Tracks project information from marketing to closeout
- Provides tools to manage projects, budgets, tasks, schedules and resources
- Powerful project issue management system that keeps the whole team informed and on track
- Integrated with Timesheet & Expenses to track Budget vs. Actual
- Also tracks marketing, proposals and sales process
- Use completed project information for experience lists and marketing

Automated Correspondence

- Provides consistent, professional and uniform correspondence for entire office
- Drastically reduces time getting correspondence out the door or into e-mails.
- Automatically populate contact and project information into MS Word™ template or Outlook™ e-mail
- Includes pre-made MS Word™ templates for letters, memos, transmittals, faxes and other common forms
- Easily modify or create new custom automated templates to fit your business

Electronic Timesheets & Expenses

- Records timesheet and expense information electronically
- Enables managers to approve timesheets and expenses electronically
- Configurable for daily, weekly and semi-monthly timesheets and expenses
- Eliminates data entry errors
- Record detailed notes with any time or expense entry
- Creates detailed time reports for attaching to T&M invoices

Powerful Integrated Reports

- Over 65 Business Reports including:
 - Project Lists - Budget vs. Actual - Resource Planning - Project Schedule - Project Issues - PM Reports
 - Time by Project - Time by Department - Time by Employee - Time by Phase
 - Vacation and Sick Time Reports - Payroll Service Summary Report
 - Marketing Lists - Potential Projects - Project Experience - Profiles
 - Billing Performance by Employee
 - Reports can be exported to PDF, Word, Excel, and other formats.
 - Reports can be e-mailed for paperless distribution and documentation.
 - Customize any report and Add more reports using Seagate Crystal Reports™ (Sold Separately)

Flexible Queries

- Over 40 pre-built Queries to the data the way you want it
- Sales, Marketing, Project, Customer, even Christmas card mail merge lists included!
- Query Builder enables you to customize or add new Queries
- Export data to text or Microsoft Excel™

Add-On Modules (sold separately)

- Web-Based Project Issues, Timesheets & Expenses

- QuickBooks™ Timesheet Integration
- Web-Based Training
- Additional User Licenses

OfficeGT can be used over a network by all employees or by anyone who needs access to project and people information.

OfficeGT is a proven solution that has evolved into one of the fastest ways to help get any office more productive and efficient. There are over 1,000 users being productive with OfficeGT right now. Organizations ranging from one person consultants to 200 person multi-office organizations have found it as their office productivity and automation solution.

Within one day after installation, most organizations find they have become more efficient, organized, and automated. With all data safely centralized, the workgroup can communicate more effectively both internally and with customers.

Imagine solving the top 10 time wasting activities in your office by installing and using a single software application:

1. Everyone maintaining contact information individually (i.e. Outlook Contact folders). This not only requires everyone to type in the same information, but they all have to independently maintain the information to keep it up to date when e-mails, phone numbers, addresses change. If their computer crashes - more wasted time rebuilding.
2. Typing in contact information over and over again into correspondence, fax cover pages, e-mails, forms and other correspondence that are sent to customers, vendors, and interoffice. A huge timewaster for both secretaries and professionals who type their own letters, forms, faxes, etc.
3. Entering timesheets in spreadsheets or on paper forms. This typically requires looking up the project numbers, billing codes, etc. on paper lists (or from memory) and filling in the timesheet.
4. Re-entering all the timesheet data into an accounting program.
5. Entering expense reports in spreadsheets or paper forms. Manually looking up and typing the project and expense codes, then doing the math is a major time waster for every employee involved.
6. Multiple people managing project leads / marketing activities in spreadsheets or paper then keeping the boss up-to-date on the status of each one whenever he wants the information.

7. Doing income projections by managing a separate project list in a projections spreadsheet. Many managers don't do projections because they are simply too time consuming manually.
8. Project managers trying to find out what the project budget is from management and tracking budget vs. actuals in spreadsheets.
9. Project managers trying to find out where they stand in relation to the project budget from accounting. What such wasted time by the both the project manager and the bookkeeper.
10. Team members trying to document and manage all the unresolved (and resolved) issues on all the simultaneous projects they are doing and being able to give a "to-do" punch list to the various team members and customer.

In one day, **OfficeGT** solves each of these time-wasting activities (and others) with efficient information processes, storing all data in a central database. That is why most customers find the application pays for itself within the first month of use.