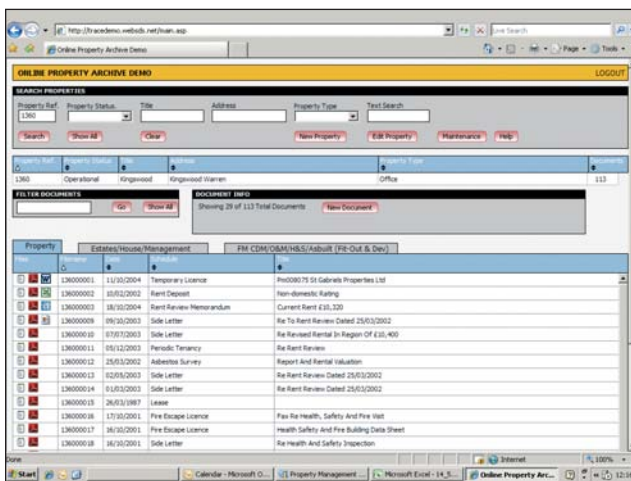


## Document Management in o6ix

All corporate occupiers have large amounts of information relating to their properties including emails, contracts, leases, reports, blueprints, site surveys, photos, letters, invoices, plans and drawings. Filing these documents takes time and finding them again when you need them can take even longer, especially as some documents may be in someone else's email in-box. The o6ix Document Management module provides the solution.



### Information at your fingertips

From within o6ix you can see at a glance all emails, Word and Excel documents, CAD documents and floor plans, photographs and PDF files that relate to any given property, lease, landlord, tenant, supplier or other predefined field. Multiple links means that the same communication or file can be accessed from all relevant screens by you or any other authorised person.

- Better informed business decisions are possible because all related information is easily accessible
- Documents and emails are filed against relevant properties, tenants, leases and suppliers and available to everyone who needs them
- Everyone can react more quickly to queries because staff can have all related email communications and files at their fingertips
- Reduced cost of paper storage
- Risk to your business is reduced, when dealing with US companies, by complying with Sarbanes Oxley
- The o6ix document management component will link to any compatible third party Document Management System

Don't work harder, implement o6ix Document Management in your company and work smarter instead.