

# Connect Your People to the Information They Need



The way we work has changed. With the right information, employees can be just as productive working in their home or in the field as they are in the office. Accounting or business management systems that can't deliver information where it's needed will hold you and your team back.

## Extend the reach of information

Your employees and your customers have become accustomed to having the information they need at their fingertips no matter where they are. If your business is not using technology to promote that same connectivity in the workplace, you are missing opportunities to better serve your people and your customers.

Transform the way your people work with a solution that works the way they want to use it – over the web, through a SharePoint portal or using a traditional desktop computer. With a business solution from Microsoft, employees can perform business processes and connect through the tools and channels they're used to – such as instant messaging, email, voice and presence. And remote staff members have the flexibility they expect, so they can work and be productive wherever they are.

## Connectivity drives satisfaction

By extending access to your business management systems and your productivity tools like Microsoft Office, you give your people greater flexibility, help them be more productive and

ultimately provide a better experience for your customers. For example:

- Employees working from home or on the road can access documents, submit or approve orders according to established workflows, and collaborate with others to keep business moving.
- Remote self-service capabilities allow employees to streamline administrative tasks, like entering payroll hours, tracking time and accessing HR documents.
- Automated requisition management allows employees to submit purchase requisitions online which will route to managers for approval and on to the purchase order system.
- Access customer records to provide accurate, timely service and extend sales opportunities.

A business solution from Microsoft extends the reach of information and connects your employees to keep them productive wherever they work.



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