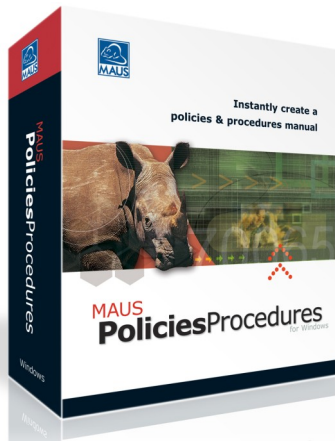


MAUS

Policies & Procedures Manual

Create & Implement Your Own Customised Policies Manual!



"When I first used the MAUS software I knew I had hold of a fabulous tool. The software helped our staff understand their obligations and also helped us understand our obligations to our staff. Fantastic program"

Martin Wren
CEO—Nova Employment

MAUS Policies & Procedures Manual is designed to help companies develop a complete operations handbook incorporating procedures, workflow documents and business forms into one comprehensive reference manual.

This innovative software will allow you to create a handbook that is specific to your business, not just a collection of standardised policies and procedures.

An operational handbook translates a company's business direction into clear goals and easy to follow guidelines.

This increases the flow of communication between departments and divisions and ensures that staff at all levels are provided with clear procedural information.

Clearly defined policies & Procedures increase productivity. They provide employees with a reference source on many operational questions allowing staff to make faster decisions while complying with company guidelines.

Whether your business is large or small, MAUS Policies & Procedures Manual will save you an enormous amount of time and money in creating a tailored handbook.

The easy to use policy tree enables you to move efficiently through each section, while a simple to use reporting feature keeps you focused on the policy creation process.

Suitable for all industries, MAUS Policies & Procedures Manual comes complete with over 90 customisable sample policies and procedures.

Included in the GOLD, Enterprise and Consultant editions of policies manual is an extensive compliance module. This module allows a stress free approach to managing all new/updated policies. Features include; Automatic email function to all employees for every policy (manual for Gold), policies logs, employee acceptance manager and traffic light system.

KEY BENEFITS & FEATURES

- Produce a finished policies and procedures handbook in minutes.
- Creates a standardised set of systems and documentation.
- Instantly export to web or word so all employees can view.
- Ensure easy employee collaboration and centralised documentation.
- Improve performance and reduce mistakes.
- Ensure legal compliance with the version control and logging feature
- Instantly email the policies to your staff ensuring you keep your employees updated with changes.
- Create a traffic light report system that instantly shows areas that you may not be in compliance.

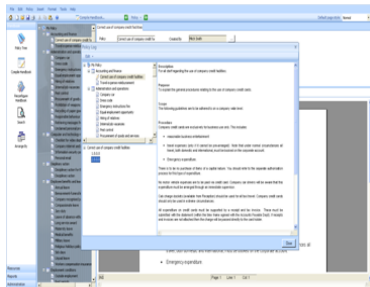
Compliance Manager (GOLD Edition):

Creates a log of policies along with their versions & a traffic light report of employees consent to the policies

- Automatically emails new / edited policies to all employees
- Automatic management for staff acceptance of policies
- Automatic traffic lights for easy to read status of policies acceptance
- Automatic warnings for all employees who do not respond to emails



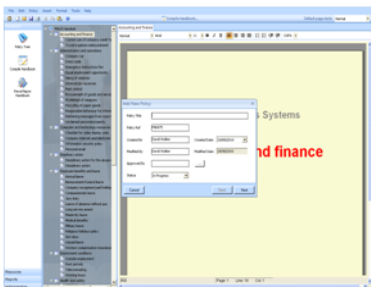
Increase productivity through better communication



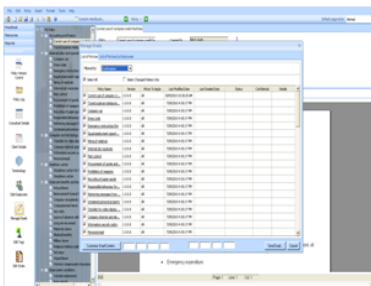
Version Control
Each policy is re-recorded. If a change is made the version of the policy is automatically incremented and a log of the previous policy is documented and logged.



Resources Library
Contains over 90 sample policies and procedures. Can also store any pre-existing guidelines that you wish to add to your manual.



Policies Wizard
Enables you to easily add policies and procedures to your handbook. Can be entirely customised to the individual needs of your organisation. Allows the recording of approved by, modified by and time.



Compliance Manager
Creates a log of policies along with their versions & a traffic light report of employee consent to the policies

Who Should Use MAUS Policies & Procedures Manual?

If you are in a management or supervisory position and are looking to ensure the smooth operation of your business, MAUS Policies & Procedures Manual is the perfect solution. This unique package will save you an enormous amount of time in the document creation process while providing you with valuable assistance in tailoring the right policies and procedures for your organisation.

Managing Directors	Human Resource Managers
Marketing Managers	CEOs
Senior Managers	Operations Managers
Sales Managers	Product Managers

Five key reasons why you should use MAUS Policies & Procedures Manual

1. Resources library contains over 90 sample policies and procedures
2. Policy creation wizard help you create new policies and procedures
3. Policy tree provides you with instant access to each part of your manual
4. Reports module gives you a complete picture of your manual
5. Publishing formats export your manual in PDF, HTML, Rich Text Format

Policies & Procedure Versions Available;

MAUS Policies & Procedures Professional

MAUS Policies & Procedures Professional Edition is ideal for Business Owners who need to create only one Policies & Procedures Manual. This is the basic version which includes: 90 sample policies, extensive employee filtering and management system, policy creation wizard and a search and arrange by function.

MAUS Policies & Procedures Professional Gold

MAUS Policies & Procedures Professional Gold Edition is ideal for Business Owners who need to create only one Policies & Procedures Manual however would like the additional compliance feature of Version Controlling, Policy Logging and Traffic Light Report of Employee Policy Approval. This edition is great for small to medium sized business with a focus on compliance and keeping up to date reference material.

MAUS Policies & Procedures Enterprise

MAUS Policies & Procedures Enterprise Edition is ideal for Medium to Large Businesses with 15+ Employees. Features Include that of the Gold Edition along with Network Capabilities, Multiple Manuals, Import/Export Function, and Email Module. The Email Modules allows for finalised policies to be sent out to staff in the organisation and manage compliance. An essential tool, for any larger sized business that demands the upmost level of organisation.

Consultants Edition

Consultants Edition is ideal for Human Resource Consultants or Business Consultants. Includes Unlimited Policies Manuals, Export/Import Function, Version Control and Email Functionality. You will also receive a License that gives you the Copyrights to Legally use the software as a Consultant.

Summary of Features

90+ customisable sample policies and procedures, resources library, resources tree, policy tree, policy wizard, start up wizard, import module, publishing module, reports module, Compliance module, administration module, password security, wide range of export formats and much more.

The step by step process>>

1. Create your own policies handbook
2. Use policies from the Resource Library
3. Customised policies with the Policies Wizard
4. Compile your handbook
5. Publish your handbook in either PDF, HTML or RTF
6. (GOLD) Policies Automatic emailed out for acceptance

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