



expense management solutions

- Photocopy Monitoring
- Fax Monitoring
- Print Monitoring
- Email Monitoring
- Telephone Monitoring
- Sundry Monitoring
- Digital MFP Monitoring
- LAN Fax Monitoring
- Web Access Exceptions Management
- Report Management
- Central Management
- Email Notifications
- Softlog "Touch Station"

**SOFTLOG**  
your solution to  
**EXPENSE**  
**MANAGEMENT**

**EFFICIENT OFFICE PTE LTD**

17 Phillip Street, #08-00  
Grand Building  
Singapore 048695  
Tel: (65) 6435 0802 Fax: (65) 6435 0803  
Email: [sales@eoffice.com.sg](mailto:sales@eoffice.com.sg)  
Website: <http://www.eoffice.com.sg>

**EFFICIENT OFFICE (HK) LTD**

Unit 6, 5/F, Tower A, Southmark,  
11 Yip Hing Street,  
Wong Chuk Hang, Hong Kong  
Tel:(852) 2342 1638 Fax:(852) 2342 1357  
Email: [stanley.mak@eofficehk.com.hk](mailto:stanley.mak@eofficehk.com.hk)

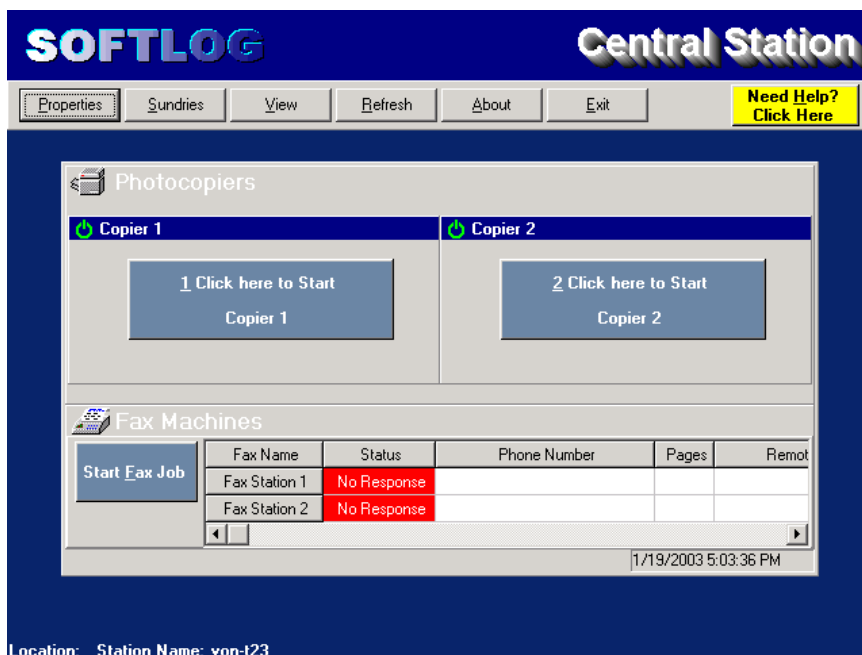
**BUSINESS NETWORK SOLUTIONS SDN BHD**

22C, Jalan Petaling Utama 9,  
Batu 7Jalan Klang Lama,  
46000 Petaling Jaya,  
Selangor Darul Ehsan, Malaysia  
Tel:(603) 7785 5288 Fax:(603) 7785 5280  
Email: [nickfoo@bns.com.my](mailto:nickfoo@bns.com.my)  
Website: [www.bns.com.my](http://www.bns.com.my)

**SOFTLOG HEADQUARTERS**

The Softlog Building  
337 Water Street  
Fortitude Valley Qld Australia 4006  
Website: [www.softlog.com.au](http://www.softlog.com.au)

# COPY/FAX WORKSTATION



**Softlog's Copy/Fax Workstation is by far the most advanced workstation technology for monitoring and controlling photocopiers, faxes and digital multi-function equipment.**

**Windows 32 bit Application**

By far the most advanced workstation technology, runs on Windows 95, 98, 2000 and NT Client.

**Supports Multiple Copier/Fax Devices**

Controls any practical combination of photocopiers or facsimile machines from a single PC, minimising your hardware costs.

**Incoming Fax Notification**

You can nominate one or more staff members, to be notified via email, every time an incoming fax is received.

**Email Confirmation of Outgoing Faxes**

Staff can be notified via email that their own outgoing faxes have been successfully transmitted.

**Step by Step "Help Wizard"**

Nicknamed the "Partner Button" it's a step by step wizard that takes staff through the process of using the system to charge a copy or fax job using Central Station.

**EFFICIENT OFFICE**  
Your authorised Softlog distributor





expense management solutions

- Photocopy Monitoring
- Fax Monitoring
- Print Monitoring
- Email Monitoring
- Telephone Monitoring
- Sundry Monitoring
- Digital MFP Monitoring
- LAN Fax Monitoring
- Web Access Exceptions Management
- Report Management
- Central Management
- Email Notifications
- Softlog "Touch Station"

**SOFTLOG**  
your solution to  
**EXPENSE**  
**MANAGEMENT**

**EFFICIENT OFFICE PTE LTD**

17 Phillip Street, #08-00  
Grand Building  
Singapore 048695  
Tel: (65) 6435 0802 Fax: (65) 6435 0803  
Email: [sales@eoffice.com.sg](mailto:sales@eoffice.com.sg)  
Website: <http://www.eoffice.com.sg>

**EFFICIENT OFFICE (HK) LTD**

Unit 6, 5/F, Tower A, Southmark,  
11 Yip Hing Street,  
Wong Chuk Hang, Hong Kong  
Tel:(852) 2342 1638 Fax:(852) 2342 1357  
Email: [stanley.mak@eofficehk.com.hk](mailto:stanley.mak@eofficehk.com.hk)

**BUSINESS NETWORK SOLUTIONS SDN BHD**

22C, Jalan Petaling Utama 9,  
Batu 7Jalan Klang Lama,  
46000 Petaling Jaya,  
Selangor Darul Ehsan, Malaysia  
Tel:(603) 7785 5288 Fax:(603) 7785 5280  
Email: [nickfoo@bns.com.my](mailto:nickfoo@bns.com.my)  
Website: [www.bns.com.my](http://www.bns.com.my)

**SOFTLOG HEADQUARTERS**

The Softlog Building  
337 Water Street  
Fortitude Valley Qld Australia 4006  
Website: [www.softlog.com.au](http://www.softlog.com.au)

## Softlog Station's features continued....

### Personal Lists and Look-ups

Built in "most recently used code" list for each user along with a Personal list that staff can build themselves, made up of their own selection of charge codes.

### Auto-fill Fields

Type in the first letter to any field and Central Station auto-completes the closest match for you, saving even more time.

### Pricing Flexibility

Almost any form of pricing structure can be set-up and managed for Copying and Faxing charges. For example, you may wish to charge a flat rate per page, apply a base rate per job, use stair-cased pricing or a combination of all three. These are just some of the many pricing options available, providing you with the flexibility and control to make any changes your pricing structure quickly and simply.

### Staff Pin Security

Staff must enter a valid PIN security code to gain access to the attached equipment. This provides the firm with total security over their equipment and also allows the firm to track, monitor and identify the usage.

### Client Validation

Means that staff *must* enter valid Client/Matter Charge Codes. Although the workstation will normally validate Client/Matter and Staff Codes with the Softlog Controller the workstation will also automatically maintain a local copy of the firm's Client/Matter file so that if the workstation becomes disconnected from the network full functionality is maintained.

### Office Codes

Up to 30 internal Office Codes can be pre-defined, each with its own cost rate, for costing of all non-chargeable photocopying/facsimiles. Staff can easily select the correct Office Code from a drop-down pick-list.

### Auto-Remarks

Remarks can be entered for both chargeable and non-chargeable jobs. Lists of pre-defined remarks can also be set up for fast selection by staff when entering a job.

### Search & Scan

The powerful yet simple to use search and scan feature allows staff to quickly view the Matters which belong to a particular client, Search by Client, Search by Matter Code, Search by Matter Description, Perform instant key-searches or Scan for key-words. Designed to provide staff with many different ways of identifying the correct matter charge code to allocate against a job.

### Sundry Charges Module

This module is incorporated into the Central Station Copy/Fax Workstation software, allowing staff to record a wide range of additional client services such as Couriers, Binding, Postage, even while copying or fax jobs are being processed. For example, a staff member could call up the Sundry Charges windows while in the middle of a copying job to record associated costs such as Binding, Stapling, etc.

**EFFICIENT OFFICE with SOFTLOG**  
your solution to expense management

