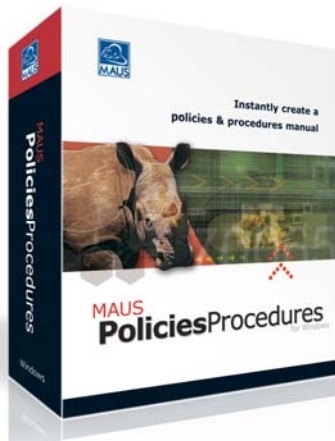


MAUS

Policies & Procedures Manual

Create Your Own Customised Operations Manual!



"(MAUS) Policies & Procedures Manual is a great tool for creating a policies and procedures handbook. A very simple system to use, this is perfect for any business, no matter what size or industry"

Grant Hyman
G&J Business Services

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 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 additionally comes complete with over 90 customisable sample policies and procedures.

At a click of a button, MAUS Policies & Procedures Manual provides you with:

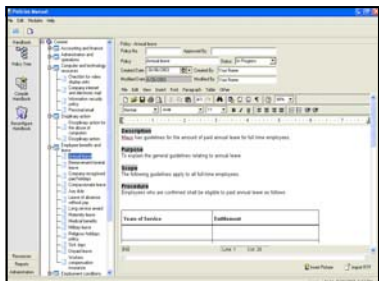
- A dynamic resource library to create and store your own customised policies and procedures
- Instant access to over ninety sample policies and procedures
- An easy to use document creation wizard
- A comprehensive range of instant reports on the status of your policies and procedures
- The ability to add company specific details to your manual such as a logo

Key Benefits:

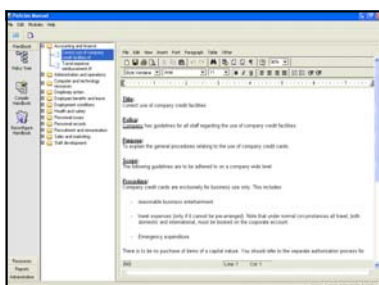
- Promotes better organisational communication and reduced inefficiencies
- Suitable for any organisation or industry
- Increases employee productivity through clearly defined procedures
- Creates easily understandable goals and guidelines for operating your business
- Software available on a 30 day risk free purchase trial
- Saves 50-90% of the time normally taken to complete a policies manual



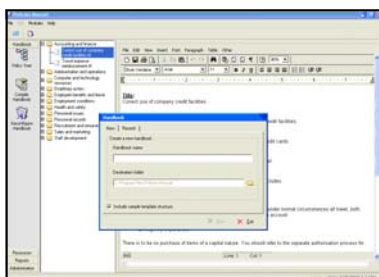
Increase productivity through better communication



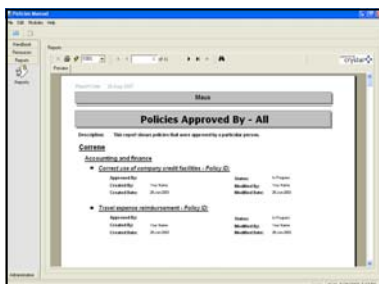
Policy Tree
Presents your entire policies and procedures manual in an easy to view format.



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.



Reports Module
Reports on any aspect of the policy creation process including approved policies, policy status, date created and much more.

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

How will this product help you to be successful?

MAUS Policies & Procedures Manual assists you with creating a company handbook that clearly and concisely documents the operating policies and procedures of your business. The handbook provides guidance, removes confusion and ensures that your employees easily understand your policies. This leads to increased organisational efficiency and higher levels of productivity from your staff.

Other MAUS products for use with MAUS Policies & Procedures Manual

MAUS MasterPlan helps you save 50-90% of the time to create winning business and marketing plans. Simple to follow question and answer format to create a customised plans for your business. Complete with financials, strategic overview & milestones.

MAUS Job Description contains over 3,800 built-in job descriptions that can be customised to suit your requirements. Create your own library of descriptions that can used again and again. Use the hiring module to create instant employment ads and interview questions direct from your description.

MAUS Performance Review is the ultimate performance appraisal tool. This easy to use software application allows you to easily monitor and record the performance of your staff. The program saves time in the review process and protects you from unfair dismissal.

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, 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

Published by MAUS Business Systems - www.maus.com.au

Corprat Pty Ltd T/A MAUS Business Systems ABN: 55 084 644 208. Minimum System requirements - a Pentium PC or higher machine 256Mb + RAM. MAUS software compatible with Windows XP and Vista. A hard disk with least 100mb of free space is required.

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