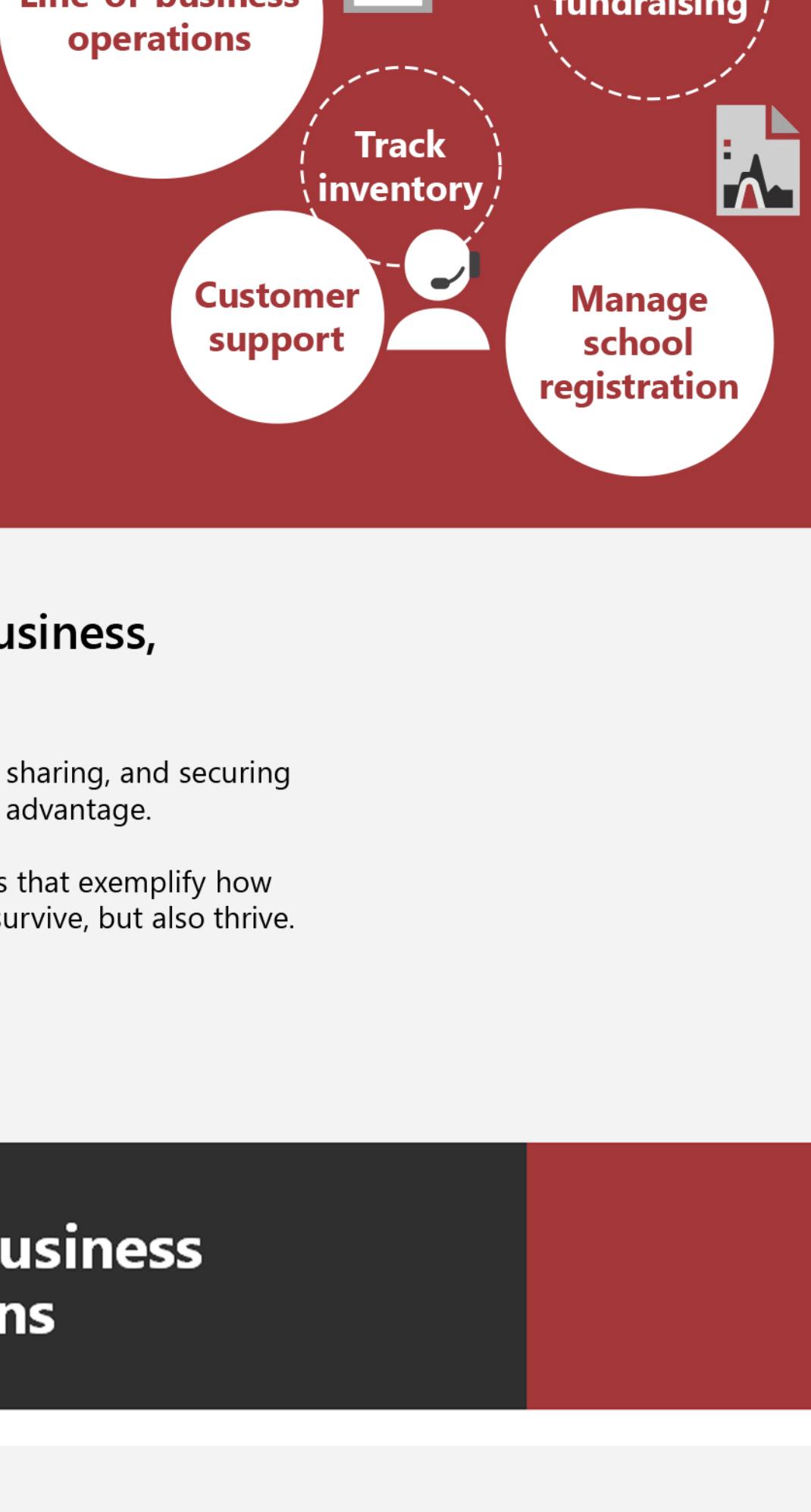


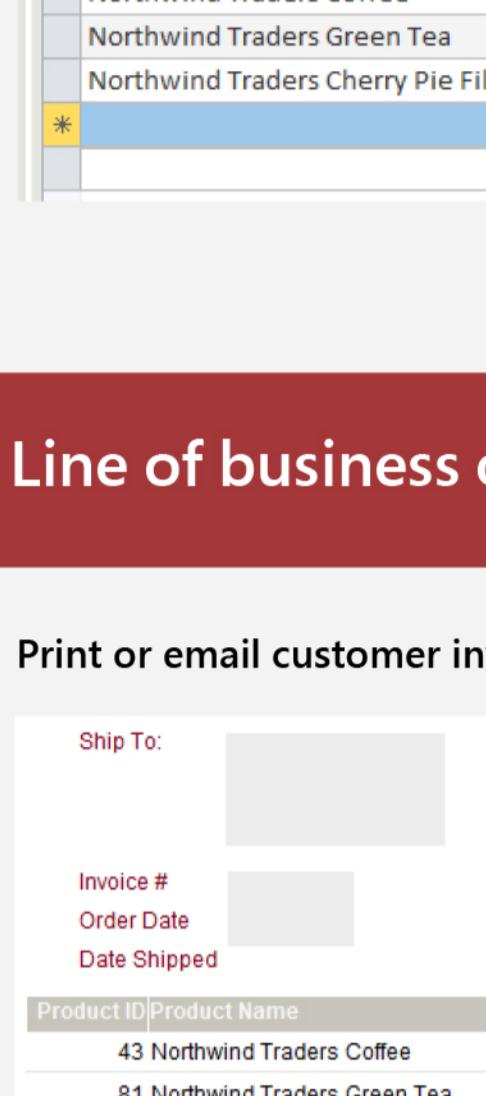
Common Access solutions



Data is the lifeblood of any business, no matter how big or small.

Efficiently capturing, reporting, viewing, filtering, sharing, and securing data is so vital, that it's a recognized competitive advantage.

What follows are five common business solutions that exemplify how Access helps ensure your business can not only survive, but also thrive.



Line of business operations



Streamline day-to-day functions and tasks for a small business or corporate department

- ✓ Take customer orders
- ✓ Replenish inventory
- ✓ Purchase items
- ✓ Update supplier details

Line of business operations

Authenticate users with a password

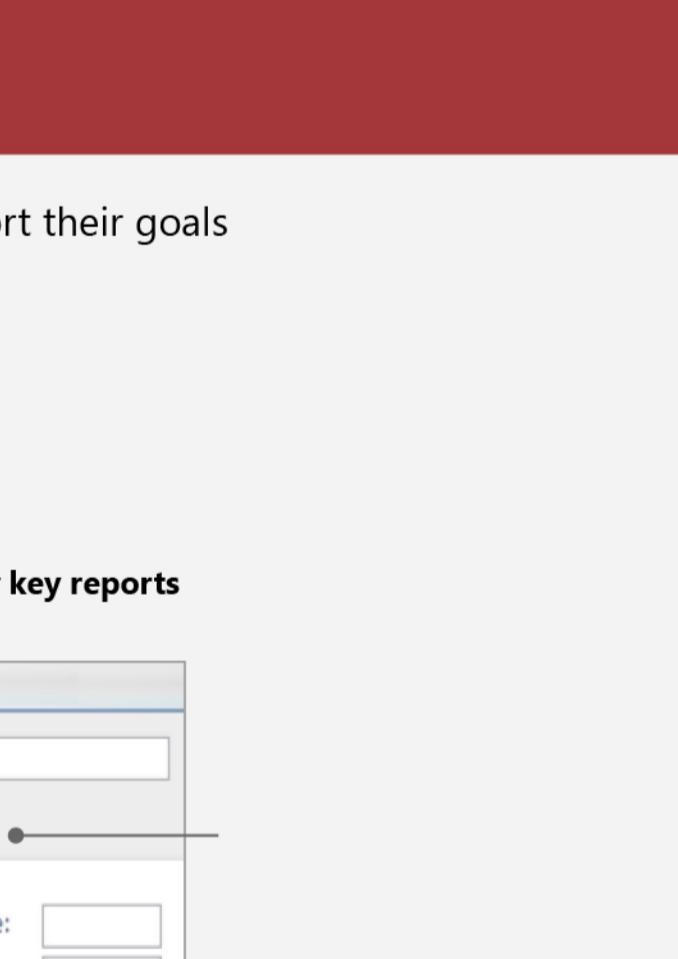
Easily filter for and create a desired sales report

Create a customer order

Line of business operations (continued)

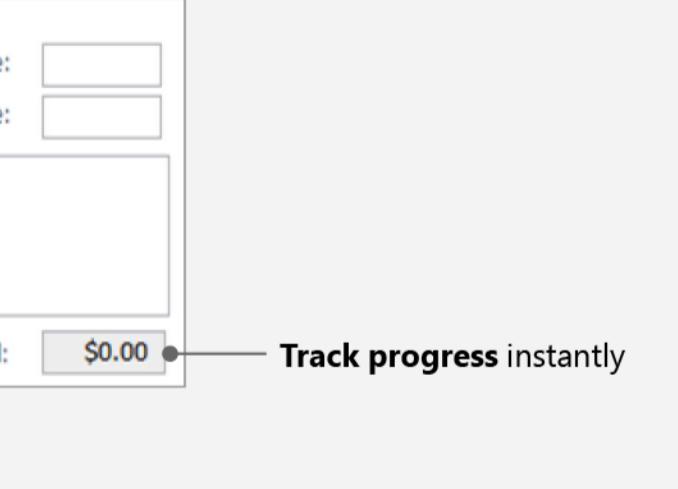
Print or email customer invoices

Create charts



Maintain inventory: create, read, update, and delete

Compare orders between each salesperson



Enhance:

- Handle forgotten passwords
- Report gross profits
- Add aging report of unpaid customers

Track inventory

Keep track of products, such as grocery store items, boutique clothing, and sporting goods hardware.

- ✓ Know what's on hand
- ✓ Minimize back orders
- ✓ Avoid over-stocking
- ✓ Keep popular items in stock

View a supplier

Click command buttons for convenient tasks

Click tabs for more information

Click a tab for specific information

- ...and then drill down to see products supplied
- Click a tab for specific information
- Click the edit icon for speed data capture
- Attach related documents

Enhance:

- View upcoming events
- Send event flyers
- Merge data with Word to print form letters
- Print packing list

Track inventory (continued)

Filter datasheets/forms and then save the filters

Who are the top suppliers?

Process to restock items below minimum level

Track inventory (continued)

Which products have a quantity under 20?

For items over 50, what's on hand?

Clean data (name changes, moves, duplicates, and so on)

- ✓ Remove duplicate data
- ✓ Spell check
- ✓ Change case
- ✓ Remove spaces
- ✓ Manipulate strings
- ✓ Convert values
- ✓ Find Duplicates Query Wizard
- ✓ Spell checker
- ✓ LCASE and UCASE functions
- ✓ Trim functions
- ✓ Left, Len, Mid, Replace, Right functions
- ✓ Type Conversion functions
- ✓ Avoid over-stocking
- ✓ Keep popular items in stock

- Click tabs for specific information
- Click the edit icon for speed data capture
- Attach related documents

Enhance:

- Print course catalogs
- Schedule course changes
- Contact substitute teachers

Customer support

Organize support details, issues, employee assignments, escalations, and resolutions

- ✓ Capture support case details
- ✓ Track reminders
- ✓ Analyze support issues
- ✓ Resolve issues

Quickly enter and view details from one convenient form

- Click tabs for specific information
- Click the edit icon for speed data capture
- Attach related documents

Enhance:

- Generate case histories
- Send surveys and chart answers
- Create knowledge base articles

Nonprofit fundraising

Nonprofits live and breathe by their donors and regular fund drives support their goals

- ✓ Know generous donors
- ✓ Keep contacts up-to-date
- ✓ Track campaign success
- ✓ Automate mailings

Capture, view, and update all campaign details

- Click tabs for key reports
- Click buttons for key reports
- Track progress instantly

Enhance:

- View upcoming events
- Send event flyers
- Merge data with Word to print form letters

Nonprofit fundraising (continued)

For more information, see

support.office.com/access

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