



# BASIC Guru Intranet

Basic Guru offers the use of internet technologies within an organization to achieve better results than the conventional means of data access and transfer. Basic guru will help in cutting costs, easy and offer fast accessibility of day to day information.

## INCREASED PRODUCTIVITY

An Intranet can cut down the time your employees spend on routine communication tasks. If you are using email internally you already know the benefits over trying to get someone over the phone.

## ACCESS

Do your employees spend time chasing paper? Trying to hunt down paper forms, reports, documents, micro-film? Consider converting these documents to electronic formats using scanners, and then upload them into your resource library. Log on from anywhere 24/7.

## SECURITY

Add password protected documents. They can only be opened by individuals who have the assigned password for access. Upload employee reviews for the employer to access in the future once saved.

## TASKS

Consider putting forms on BASIC Guru. Design forms for frequently requested tasks within your organization. For ex. Request for PC repair, stationary reorder from supply room, telephone messages.

## OTHER USES

- Employee newsletters
- Products/service information
- Tutorials
- Project Information
- Competitive Analysis
- Sales Figures
- Technology Support
- Internal Information Libraries
- Policies and Procedures



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