Seasons Greetings
from everyone here at:
OST Database Group

Thinking Business:

When it comes to planning business systems that work... Sometimes things can be confusing.

We help take the confusion out of business systems.

One of the significant skills that we are required to have in our line of business is systems analysis - in fact it is the name of a discipline that we are required to study as part of our diploma or higher computer-programming courses.

We are taught to identify client requirements - listen, observe, note down and collect documents - relevant to a client's current circumstances. We are then taught to analyse those requirements, plan and design one or more possible solutions, check on the feasibility of each and identify a preferred option.

We can work with clients and their staff to thrash out such options together - brainstorming, mind mapping, analysing data flow & workflow, and preparing rough sketches to validate our thinking - all with a view to taking the confusion out of each client's unique business system requirements.

Where you consider we may be able to assist your business or that of an associate in analysing system or business requirements, please do not hesitate in contacting us. We can offer initial advice as part of a quote, or organise a more thorough investigation as a prelim to a larger project.

In This Issue:

INSIDE: Christmas holiday activities for your kids: Colouring In Picture, Word Find & Creative Ideas for Old CDROMs

Merry Christmas from Everyone at OST Database Group

Merry Christmas

Thinking Business:

Using Good Business Systems Saves Time & Reduces Stress...

Why have this?

Sam is a new bookkeeper reviewing the end-of-quarter business figures in preparing the BAS statement. It is fairly clear that business profit is low for the quarter.

Sam mentions this to Bill the foreman. Bill indicates that he hasn't noticed any change this quarter. After further discussion however, Bill admits that they do not usually keep a good track of employee hours against individual jobs, subcontractor invoices, purchases, nor wastage.

When you can have this?

Sam is a new general manager reviewing the end-of-quarter business figures. The business profit for the quarter looks healthy.

Sam is aware that purchases employee/subcontractor expenses wastage are clearly checked against individual jobs and relevant management reporting is available.

At a glance, Sam can view against each job: its current status, percent completed, its anticipated cost, the anticipated cash in, profit and payments to date.

Find out how healthy your business is by running through our **FREE Business Health Check** available for download from the OST Database Group website at: *www.ostdatabasegroup.com.au/dl/BusinessHealthCheck.pdf*

OST T/A
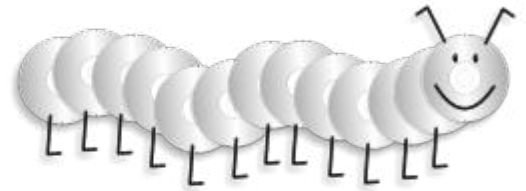**OST Database Group**
Specialists in Database Design, Development & Renovation

The OST Renovation Owl

Put some colour into the OST Renovation Owls' life

Creative Ideas for Old CDROMs

If you are like most computer users, you have accumulated a pile of CDs that you don't use any more. These CDs may of come from the cover of a computer magazine, failed the burning process or could be music that you don't listen to any more.
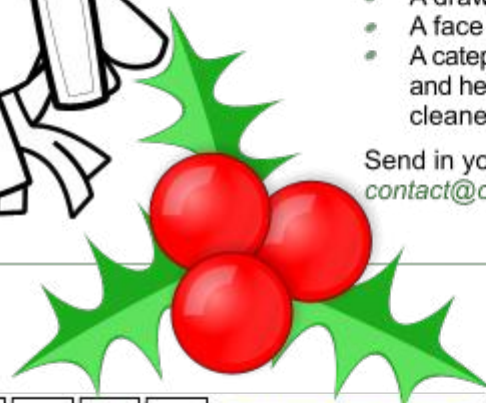
Instead of throwing them away, why not use them for something creative? Here are some ideas:

- A mobile
- A mural
- A drawing of a car with CD wheels
- A face with CD eyes and ears
- A catepillar with CDs threaded together and held in place with tape. Use pipe cleaners for legs.

Send in your ideas to:
contact@ostdatabasegroup.com.au

Christmas Word Find

h	p	r	o	g	r	a	m	s	e	v	g
v	g	h	o	l	i	d	a	y	x	h	k
m	a	p	C	b	k	r	e	l	x	t	g
a	m	k	h	t	y	w	y	i	b	l	y
c	e	t	r	e	e	t	p	g	d	w	v
o	s	n	i	p	t	b	e	d	t	n	o
m	n	i	s	n	i	o	i	s	j	l	g
p	a	b	t	e	w	a	j	t	e	i	p
u	b	b	m	k	y	x	a	q	s	g	x
t	w	l	a	w	x	y	b	w	z	h	j
e	t	e	s	x	z	r	h	m	x	t	x
r	l	s	d	n	y	q	r	a	q	s	n

Word Search

Words to find:

- **lights**
- **nibbles**
- **bytes**
- **bits**
- **holiday**
- **programs**
- **games**
- **computer**
- **tree**
- **Christmas**

Thinking Databases:
OST Helps Draw Information From Your Database

It's time to get the information from your database to drive your business

One of the reasons we have database systems in our business is to draw out answers to questions relevant to us in a timely manner.

We might ask questions like:

- Which of our products are the best performers?
- Which of our products are the worst performers?
- How do most of our clients find us?
- What suburbs do most of our clients come from?
- In which suburbs do our best products sell in?

In order for OST to get the database information we require, you need to:

- be clear on what you need to know and why;
- phrase relevant questions;
- enter or have entered relevant data;
- consider reports in the database to supply the answers in a format you can understand.

Some business approaches to getting this information might be:

- A SWOT Analysis - thinking through your business Strengths, Weaknesses, Opportunities and Threats.
- Having a meeting with all relevant staff and brainstorming the businesses' shortcomings and areas of improvement.
- Taking some quiet time as a manager/owner and focusing on what you don't know and what you could gleam from your business data.
- Bring in OST Database Group to assist with this process.

OST Database Group template based product line records a wealth of business data. Let us help you to draw out informative and valuable information to drive your business in 2008. Contact us for more information.
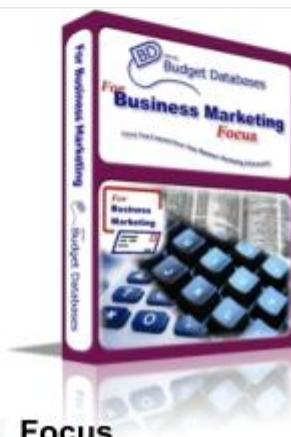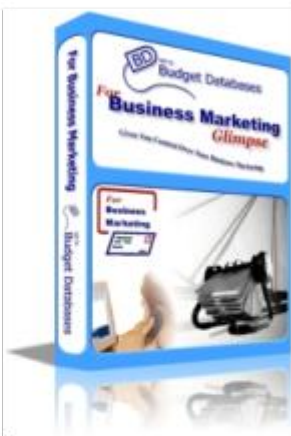
Thinking Workflow:
Our Products

Workflow Essentials
Controls Your Business Information

Focus
Gives you control of your business marketing

Glimpse
Gives you control of your customers and prospects

Half Yearly Planner

January - June 2008

Wk	Week Starting	M	T	W	T	F	S	S	Notes
1	Jan 01/08		1	2	3	4	5	6	
2	Jan 07/08	7	8	9	10	11	12	13	
3	Jan 14/08	14	15	16	17	18	19	20	
4	Jan 21/08	21	22	23	24	25	26	27	
5	Jan 28/08	28	29	30	31	1	2	3	
6	Feb 04/08	4	5	6	7	8	9	10	
7	Feb 11/08	11	12	13	14	15	16	17	
8	Feb 18/08	18	19	20	21	22	23	24	
9	Feb 25/08	25	26	27	28	29	1	2	
10	Mar 03/07	3	4	5	6	7	8	9	
11	Mar 10/07	10	11	12	13	14	15	16	
12	Mar 17/07	17	18	19	20	21	22	23	
13	Mar 24/07	24	25	26	27	28	29	30	
14	Mar 31/08	31	1	2	3	4	5	6	
15	Apr 07/08	7	8	9	10	11	12	13	
16	Apr 14/08	14	15	16	17	18	19	20	
17	Apr 21/08	21	22	23	24	25	26	27	
18	Apr 28/08	28	29	30	1	2	3	4	
19	May 05/08	5	6	7	8	9	10	11	
20	May 12/08	12	13	14	15	16	17	18	
21	May 19/08	19	20	21	22	23	24	25	
22	May 26/08	26	27	28	29	30	31	1	
23	Jun 02/08	2	3	4	5	6	7	8	
24	Jun 09/08	9	10	11	12	13	14	15	
25	Jun 16/08	16	17	18	19	20	21	22	
26	Jun 23/08	23	24	25	26	27	28	29	
27	Jun 30/08	30	1	2	3	4	5	6	
Wk	Week Starting	M	T	W	T	F	S	S	Notes

Public Holidays:

1st January	News Years	24th March	Easter Monday	9th June	Queen's Birthday
28th January	Australia Day	5th - 13th April	School Holidays	28th June - 13th July	School Holidays
21st March	Good Friday	25th April	Anzac Day		
22nd March	Easter Sunday	5th May	Labour Day		