



# office.

The power and flexibility of Office gives you the freedom to manage your service whenever and wherever you are. Office makes regulation easy. And built-in apps and intuitive software create an incredibly personal experience.

## office lite

\$150 p/m

## office core

\$200 p/m

## office essential

\$300 p/m

### Dashboard

Get real-time insights on all key areas of your business with our dashboard widgets including occupancy, revenue, bookings, and outstanding accounts.



### Reporting

With the right data insights, you can find hidden opportunities you didn't know existed. Get all the data you need at your fingertips with pre-built reports covering all key aspects of your service.



### Parent Web

With Office, you can feel close when you're far away. Your child's educators can send you real-time updates, photos and videos throughout your day.



### Automated CCS

The Child Care Subsidy is the main way the Government assists families with their child care fees. Office automatically submits your attendances so you don't have to.



### Master Roll

The Child Care Subsidy is the main way the Government assists families with their child care fees. Office automatically submits your attendances so you don't have to.



### Digital Attendance

Office's HUB helps services simplify attendance recording and data capture for families, childcare providers and government. No more paper and a quick and easy way to manage your service.



### Parent Accounts

Easily manage all your parents billing and accounts receivable through Office's Account system. Parents can view their accounts in real-time, allowing you to reconcile easily.



### Payment Integration

Office's payment gateway connects with our trusted sister company, Debitsuccess, for maximum security in payment processing.



### Parent Mobile App

Office helps your child get the best start in life by personalising their learning. Relive important moments in a private online community that grows with them over time.



### Parent Mobile Bookings

Just one tap shows your availability to local parents, helping you increase occupancy and maintain profitability. It is the perfect business companion.



### Digital Waitlist

Maximise your wait list. Sort and manage by age, priority and other custom filtering criteria set by you. Reach out quickly to your wait list and fill open places with the click of a button.



### Digital Enrolment

Guide prospective families through a seamless online enrolment and streamline your internal admissions process with an online enrolment management system.



### Multi Service Reporting

Keep track of little and big things with reports that can include links, tables, and more across all your centres no matter how big or large. See all of your services aggregated in one report.



### Rostering

Simply create and edit rosters, then notify your employees with a click. Anytime, anywhere. Easily track employee hours for greater payroll accuracy and insight into workforce productivity.



### Digital Time and Attendance

Our Time Clock can run on any computer or tablet. It lets your staff clock in or out using a quick photo or PIN. You can also check at a glance to see who's late, on a break or should've gone home.



### Role Based Permissions

Give different user roles so the user can manage employee details, service settings, access reports and manage educators. Even assign read only roles.



### Xero and Aurion Timesheet Integration

Connect to Office to create a powerful, end-to-end solution in the cloud for your customers. We'll take care of the integration, so you can focus on the needs of your customers.



### Custom Enrolment Forms

Office's proprietary system allows you to collect the information you need from parents via our custom enrolment forms.



### Access to Tableau and API Services\*

Services are provided access to the Booster services of API and Tableau to further enhance reporting and data analytics. (\*Additional charges apply.)

