



# OUR FAVOURITE CLOUD PROGRAMS

*guaranteed*

TO HELP YOU BE  
MORE PRODUCTIVE

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Some are free, some aren't.

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**Either way, we think they are well worth telling you about because they have helped us be more productive, and we know they can help you in the same way too.**

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# 1.

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What do you use it for?

Why do we love it?

Where can you get it?

# Trello

Organising pretty much anything.

You can collate information, managing projects, tasks, ideas and more

- ❖ It's FREE for the basic version, which has lots of useful features
- ❖ You can share your work with others to collaborate on projects
- ❖ You can easily move & duplicate tasks across different projects
- ❖ You can use the free app on the go to add ideas/tasks
- ❖ The functionality is easy to learn

Download it via this link:  
<https://trello.com/home>

# 2.

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## Office 365

It's the cloud version of the Microsoft Office software suite – Word, Excel, Powerpoint, Outlook, OneNote & Publisher

- ❖ All the applications you use every day at the office can now be accessed from anywhere at any time – PC, phone & tablet
- ❖ 1T data storage & sharing is included in price – so no unwanted surprises
- ❖ Data automatically syncs across all your devices
- ❖ Comes with an uptime guarantee of 99.9%
- ❖ Software updates are automatic, so no interruptions while you work.
- ❖ Data security is world class, as you would expect from Microsoft

BMS can supply and install the software for business customers

# 3.

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# Skype

Video & voice calls, messaging & file sharing across the web

- ❖ It's FREE when you contact anyone else with a Skype account
- ❖ You don't have to leave your desk to meet with someone, so it can save you a lot of money & time on travel
- ❖ Instead of interrupting your boss's closed door meeting, you can instant message him to find out what he wants ordered for lunch
- ❖ It works on PC, mobile, tablet and TV
- ❖ You can group up to 25 people on one call
- ❖ Your skype phone number is universal, so you can be anywhere to receive a call

Download it via this link:

<http://www.skype.com/en/>

# 4.

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# GoToMeeting

Presenting remotely & video conferencing with screen sharing capabilities

- ❖ All you need is a phone and a PC or mobile device to make a presentation to one or many people anywhere in the world
- ❖ You can collaborate with others via video conference, share your screen, change presenters, draw and highlight on screen
- ❖ Record your sessions so that you can play them back or share them with absentees later
- ❖ It's affordable – from less than \$650 for a full year, you can host as many meetings as you like with up to 25 attendees. Compare that to a few Sydney/Melbourne return flights for business and the cost savings are significant.

For more information or to make a purchase visit:  
<http://www.gotomeeting.com.au/>

# 5.

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# Mailchimp

Email marketing and database management

- ❖ Another FREEBIE for up to 2,000 database subscribers. And this also lets you send up to 12,000 emails as well. Even the paid plans (more emails/more subscribers) are cheap – from \$10 a month
- ❖ You don't need to be a designer – there are plenty of email templates you can choose from. You just need to type what you want to say
- ❖ You can embed forms so people can easily sign up to your database
- ❖ Analytics is included so you can see what communications are working best for you
- ❖ The Mailchimp app gives you access to work from anywhere

Download it via this link:  
<http://mailchimp.com/>

# 6.

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What do you use it for?

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# Smartsearch

To securely store, manage, search and edit documents

- ❖ It eliminates inefficient paper processes
- ❖ Less paper = more office space
- ❖ It frees up admin time to focus on more important tasks
- ❖ It's easy to install and use
- ❖ Access what you need from anywhere using a mobile device
- ❖ The software can be tailored to suit your business needs
- ❖ Accounts Payable 3-way matching can be automated – think of the time and frustration that will save!

BMS have partnered with Square 9 to supply, install and tailor the software for business customers

# 7.

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# Evernote

Take notes, collect information, collaborate & share ideas and information from anywhere.

- ❖ From novice, to expert – it's easy to set up and use
- ❖ The FREE version has loads of functionality – and the \$50 upgrade to Premium is also very affordable
- ❖ Bookmarking webpages, emails and pretty much anything digital means you won't forget anything you come across
- ❖ Audio recording of conversations is easier and more accurate than traditional note-taking
- ❖ You can sync everything across all your devices using their app
- ❖ It has really powerful search functionality – you can even search within snapshots & images

Download it via this link:

<https://evernote.com/>

# 8.

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# MYOB

Manage your accounting needs

- ❖ You don't need to be an accountant to use it
- ❖ Data syncing means that multiple users can access the most up to date information all the time
- ❖ You can choose to work online, or offline if you prefer and upload your work once you are happy with it
- ❖ Pay your bills and your team from anywhere at any time

For more information or to make a purchase visit:

<http://myob.com.au/>

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