

## Products & Services Profile

### The Firm:

The Digital Consulting Group Limited (DCG) has been providing Business Information and Communication Technology (ICT) Solutions since 2005.

Our team consists of highly motivated professionals with relevant expertise and certification. This background provides your organization with a business partner who will add value to the overall IT requirements of your organization.

By basing ourselves on the features demanded by larger companies, we have created innovative, user-friendly applications that are now available to small and medium-sized companies/ organizations. Our expertise in IT and business finance provides us with the knowledge to develop solutions that answer the needs of today's clients. These solutions allow you to:

- (i). increase productivity
- (ii). reduce the operating costs
- (iii). increase customer satisfaction
- (iv). develop & promote your business

### Vision:

To be the leading provider of specialized consultancy services in major urban centers in East Africa.

### Mission:

To make businesses work for our clients by optimizing their IT potential and resources. To offer our customers quality services full of value. To create customer satisfaction through application of world-class standards in all phases of service delivery. To develop long term mutually beneficial relationships with our clients and suppliers.

**Slogan:** To succeed in business!

## Products and services:

We are glad to introduce you to our services as follows:

### A. Software Solutions

We strongly believe value based management requires complete, accurate and relevant information.

This has inspired the development of our customized applications/solutions that include:

1. Fidel Hotel Management System
2. Supply Chain Management System
3. Human Resource Management System
4. Payroll Management Systems
5. Custom Accounting Software ( also support QuickBooks Pro; Pastel, Sage, Tally, ACCPAC)
6. Loans management systems
7. Point Of Sale (POS) software, equipment & accessories
8. Property & Plots Management Systems
9. Hospital/ Clinic Management Systems
10. School/ Colleges Management System
11. Design ,development and implementation of specialized business management systems and provision of Computer networking, parts & accessories supplies

These products are sharply focused on delivering customized functionality and cost effectiveness, they are Windows based and highly scalable for small-to-large companies.

Designed for speed, accuracy and ultimate convenience, they are poised to increase your productivity, revenue and customer satisfaction. When successfully implemented, quick wins in report production that managers can trust will be many.

#### SOFTWARE FEATURES IN BRIEF:

**1. Fidel Hotel Management System:** Key features include,

- a) Reservations ( Guest bookings, guest check –in ; guest check-out; Rooms Chart; Rooms schedule)
- b) Customized system security levels
- c) Inventory
- d) Payroll
- e) Cashier / POS (point of sale) module
- f) Accounting Module

- g) Reports ( unlimited custom reports)
- h) Marketing ( CRM)

## **2. The fastSUPPLY Stores Management System (FSCMS)**

The FSCMS is designed to achieve the highest efficiency in the organisation's stock distribution chain. It reduces the amount of time taken to acquire consumables and assets whilst keeping a close watch over the stock movement.

Information on stock is available on a real-time basis. Reports can then be extracted allowing for easy forecasting, charging or remedial measures. Its key features include:

- i. Online Stock requisitions (Requisition Vouchers)
- ii. Email notification & Alerts
- iii. Online Approval of request
- iv. Complete Stock Management module
- v. Automatic Stock Coding
- vi. Stock Movement (Issues & Returns to stores)
- vii. Stock card
- viii. Suppliers' records
- ix. Bidding ( requests for quotations, bid analysis & awards)
- x. Local Purchase Orders (LPO)
- xi. Goods Receipt Note (GRN)
- xii. Fixed Assets Register
- xiii. Reporting - Varies from basic documents such as Requisitions, Dispatch Notes, returns, GRNs, LPOs, tracking reports and stock cards.

In addition to these the system provides for custom reports created using an inbuilt report writer, which offers the user the flexibility to generate customized reports that can then be printed or exported to spreadsheet formats.

**3. Human Resource Management System** is designed to perform the following functions:

- Manage personnel information and tracking (Biodata, employment record, dependants, next of kin and qualifications among other)
- Maintain employee leave profile allowing for monitoring of leave balance, leave usage, and online leave application and approval
- Generate alerts for expiring of contracts and end of probation periods
- Generate alerts for expiry of documents such as passports, work permits and visas
- Monitor employee training
- Monitor employee conduct both recommendations & reprimands
- Provide customized unlimited report writing (apart from many standard reports included)

## **4. Fast Pay Payroll Management Software**

The fast Pay system is a powerful user friendly, reliable and flexible payroll and HR system designed to give businesses instant payroll and HR efficiency.

The software is window based and has ideal features that allow one to automate routine tasks and streamline business process through workflow thus reducing and eliminating time consuming administrative burdens.

Its powerful reporting capabilities enable one to generate HR & Payroll Reports, print Pay Slips, PAYE forms and Returns with a touch of a button!

## B. Information Technology Consultancy

We help business organizations to design, develop and implement successfully their information management systems. A modest consultancy fee is charged on pre agreed terms of reference e.g users training , system implementation and support. We also provide security solutions for business data.

## C. Company Secretarial Consultancy Services

Our scope of company secretarial services includes:

- Maintenance of company registers ( computerized member registers)
- All the formalities on a change of ownership (change of officers and members)
- Preparation and filing of annual returns
- Sending timely reminders to prepare the company accounts
- Documents for Annual General Meetings, including notices for the members and minutes for signature by the chairman
- Provision of a registered office address in Nairobi, Kenya

## D. Web Services:

- **Web Design Services** - We are capable of developing any type of a website from a simple page to a Hi-tech Ecommerce Website, we strive to make your online presence a real experience.
- **Web Hosting** - Enjoy up to 99% Uptime for your website
- **Domain name registration**- Acquire that unique TLD (.com, .org, .info, .biz, ac.ke, .go.ke, .tv, .lt)
- **Intranet Solutions**
- **Online Marketing and Search Engine Optimization** - Have you website ranked on top search engine, drive crazy traffic to your website and attract GREAT SALES!!

## E. Graphic Design, Branding & Promotional items

- Logo design
- Pull Up Banners
- E-Design - newsletters
- Multimedia
- Calendars
- Brochure and Job Cards
- Bill board designs
- Vehicle Branding
  
- Promo give a ways/ gifts ( key holders, Pens, mouse pads, etc, etc)

## F. Promotional Documentaries

Television and still photography, we specifically tailor these tools to effectively get the message across. We produce documentaries, feature stories, news and TV spots & Reality shows. Our stories take innovative surge to explore complex issues and express points of view rarely seen on public television. We focus on current affairs, the environment, wildlife, business, art, culture, health, education, gender and any other human-interest stories. We also provide freelance crew services for local and foreign productions.

**Promotional Documentaries:** We produce documentary films on social issues affecting society in general as well as corporate affairs documentaries.

## Value Proposition:

The value proposition offered by Digital Consulting Group Limited is quite simple: Timely and practical solutions for client's ICT problems, all at a very reasonable and competitive rate. Most important DCG offers a 100% satisfaction guarantee, high Quality, thus building and retaining the client's confidence.

## Selected Clientele:

We feel honored to have worked with numerous business organizations from all sectors of the economy across East Africa. Below is a selected clientele list:

Organization	Contact Person	Industry
RwandaAir Express	Flora Butamire	Airline

<a href="http://www.rwandair.com">www.rwandair.com</a>	(PA to the chairman)	
Adopt A Light Ltd <a href="http://www.adopt-a-light.com">www.adopt-a-light.com</a>	Ms. Esther Passaris	Advertising & Lighting
<b>Kenya Airports Authority (KAA)</b>	Mr. Koech (ICT)	Transport
(ASAL Based Livestock and Rural Livelihoods Support Project – AIIPRO) <a href="http://www.allpro.go.ke">www.allpro.go.ke</a>	Mr. James Tendwa (Project Coordinator)	Ministry of Livestock Production
<b>Kenya Development Learning Centre (KDLC)</b> <a href="http://www.kdlc.ac.ke">www.kdlc.ac.ke</a>	Mr. Joseph Ndungu ICT Manager	Education
Biblia Sacco ( <a href="http://www.bibliasacco.com">www.bibliasacco.com</a> )	Mr. Mbuvi ( FM)	SACCO
<b>Movement of Men Against Aids in Kenya</b> <a href="http://www.mmaak.org">www.mmaak.org</a>	Mr. Michael Onyango (Director)	NGO
Samantha Bridal Magazine ( <a href="http://www.samanthabridals.co.ke">www.samanthabridals.co.ke</a> )	Catherine Masitsa- Rozsa	Events Management
<b>Africa Point Ltd</b> <a href="http://www.africapoint.com">www.africapoint.com</a>	Mr. Muigai (Director)	Tourism
<b>Chairmania Enterprise Ltd</b> <a href="http://www.chairmania.co.ke">www.chairmania.co.ke</a>	Ms. Catherine Njoroge (Managing Director )	Events Management
<b>Premese Africa Development Institute</b> <a href="http://www.premeseafrica.org">www.premeseafrica.org</a>	Mr. Mulwa (Principal)	Academic Institution
<b>Kenya Scouts Association</b>	Mr. A. Miriti (National Executive Commissioner)	Association