TondeSoft Ltd
Total IT Solutions & Software Development Powerhouse
Enabling Commerce, Delivering Trust

Tel: 0539228215
WhatsApp: 0275498774
facebook.com/tondesoft
tondesoft.com

PrintMediaERP

Feature Overview & Capability Guide

PrintMediaERP is TondeSoft's dedicated enterprise resource planning system for printing and media production businesses, connecting your public-facing storefront, production floor, sales, workforce, inventory and finances on one platform. The sections below outline each module available in the system and what it does for your business.

PUBLIC PRESENCE

1 Public Website

LIVE

A live, customer-facing website connected directly to the ERP, showcasing your printing and production services and giving prospective clients an always-on window into your business.

CORE ERP

2 Front Desk Hub

The central point for receiving walk-in and phone-in job requests, giving front-desk staff a single screen to log new orders, check job status and coordinate with production.

3 Production Depts

Organises work across each production department — from design to printing to finishing — so every job can be tracked as it moves through the departments responsible for it.

4 Analytics Dashboard

A real-time overview of sales, job throughput and departmental performance, giving management the numbers they need to spot bottlenecks and make faster decisions.

SALES & BILLING

5 Orders & Billing

Captures print and media job orders and generates invoices automatically, keeping sales and billing tightly linked so nothing is produced without being billed.

6 Customer Payments

Records and reconciles customer payments against orders and invoices, giving staff a clear, up-to-date view of what has been paid and what remains outstanding.

7

Product Sales (POS)

A point-of-sale module for over-the-counter sales of stationery, print products and finished materials, updating stock and revenue the moment a sale is made.

8

Printing Services

Manages the specific job details of print work — sizes, materials, finishing options and turnaround times — so quotes and production instructions stay accurate and consistent.

9

Client Portal

CLIENT

A self-service portal where clients can submit new job requests, review proofs, track order status and make payments online, cutting down on back-and-forth phone calls.

HR & WORKFORCE

10

Clock In / Out

Lets staff clock in and out digitally, giving an accurate, tamper-resistant record of working hours across every department and shift.

11

Attendance Logs

Keeps a running history of staff attendance, making it easy to spot patterns, manage lateness and support payroll processing.

12

Staff Management

Maintains employee profiles, roles and department assignments in one place, simplifying day-to-day workforce administration.

13

Payroll Management

Automates salary calculations, deductions and payslip generation, reducing manual payroll work and ensuring staff are paid accurately and on time.

STOCK & INVENTORY

14

Inventory & Stock

Tracks finished goods, print supplies and consumables in real time, so staff always know what's on hand and what needs replenishing.

15

Material Purchases

Manages purchase orders for raw printing materials — paper, ink, vinyl and more — from request through to receipt and stocking.

16

Material Usage Logs

Records exactly which materials are consumed on each job, giving accurate job costing and helping control material waste.

17 **Materials Layaways**
Reserves specific materials against upcoming jobs, ensuring stock is set aside and protected for confirmed orders before it can be used elsewhere.

18 **Blank Stock Purchases**
Tracks the purchase of unprinted blank stock — paper, apparel, promotional items — kept separate from finished inventory for clear, accurate stock control.

FINANCE & ADMIN

19 **Expenses Management**
Logs and categorises business expenses, giving a clear, organised record for budgeting, cost control and financial reporting.

20 **Complaints & Tickets**
A structured system for logging customer complaints and support tickets, assigning them to staff and tracking each one through to resolution.

21 **Accounting & Reports**
A built-in accounting module that consolidates sales, expenses and payments into clear financial reports for owners and accountants.

22 **Reports & Analytics**
Generates detailed operational and financial reports across sales, production and inventory, helping management track performance and plan ahead.

23 **Users & Permissions** ADMIN
Role-based access control lets administrators define exactly what each staff member can see and do within the system, protecting sensitive business and client data.

PrintMediaERP is delivered, hosted and supported by TondeSoft Ltd, with modules that can be deployed together or rolled out in phases to match your operation's pace and budget. To arrange a live demonstration or discuss a tailored implementation for your business, please reach out using the contact details below.

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A closer look

PrintMediaERP | Visual overview



Industry context



Product visual

BUILT AROUND YOUR OPERATIONS

PrintMediaERP is part of the TondeSoft portfolio of practical business management solutions. The preceding catalogue outlines the functional areas and capabilities available for discussion and deployment.