

# SMART Platform



## WorkShare

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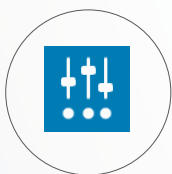
Enterprises spend years and a lot of money building their supply chain, but there's often little visibility or measurement of procurement performance, and yet this is the second largest business cost, where a small gain can really improve bottom line profit.

Workshare enables continuous connection with your supply chain. Through improved collaboration & efficiency we can save you hours of valuable time managing procurement. Workshare integrates with our strategic sourcing, compliance

and SRM tools to control costs & risks.

We'll track your procurement spend and future exposure in real time, creating a single point of truth and implementing robust risk management & KPI based performance. But the key purpose of Workshare is to build quality data, to empower your negotiations, have a 360 degree view of your suppliers, and create big data analytics to identify new opportunities to drive down costs.

# KEY FEATURES



## COLLABORATION DASHBOARD

- ✓ Connects suppliers to every project, site, contract and catalogue, with file sharing, chat forum, secure document libraries, activity log, calendar & SRM



## SMART CONTACT LINKS

- ✓ Fully automated CRM links supplier staff to contracts & projects by pre-defined roles



## MOBILE ACCESS

- ✓ Rapid deployment with mobile connection for Suppliers in the field



## SHARED VIEWS

- ✓ You & your Suppliers share online files using instant click and share technology with version control, archiving & email alerts



## ZERO ENTRY BARRIERS

- ✓ No Supplier fees, and mobile access for PC, tablet and mobile



## WORK ORDER MANAGEMENT

- ✓ SWMS uploads, optional online work check lists, scorecards & reviews





# KEY BENEFITS



## Group activities – Instantly in touch 24/7

With over 80% of a project or contract's life cycle happening in the post award stage, companies face ongoing governance pressures to establish audit trails of supply chain activities. Workshare manages this phase & helps control contract risk. Our scalable enterprise solution can be deployed instantly delivering a suite of purpose built collaboration apps to : share files, upload supplier reports, plan events, log work actions, record and index documents, apply security access controls, all in one place, eliminating the corporate risk in email vulnerability and removing the need for complex records management simply to find files.



## Event scheduling- shared calendars

Scheduling events is an important phase of ongoing project control. To meet this key demand Workshare provides a calendar/scheduler to every project, contract and site. This provides a central time-line across multiple people and projects, with schedulers for appointments or recurring events making key events highly visible while drill down reports make reporting a breeze.



## Click in - Instant secure connections for linking suppliers globally to projects & contracts

Workshare delivers instant connection using click in technology, allowing you to link Suppliers to any project, contract, or bid catalogue, sharing and collaborating in a secure cloud environment.



## Secure Document sharing & integrated record management

Workshare provides full records management online. Every project or contract has its own locked document files for the Buyer & Supplier. Document management is easy, simply open a project or contract, upload a file and start sharing with in-built security controls linking existing members with email alerts. Suppliers have their own private document dashboard that displays all existing file uploads, making searching simple. Record management links support ongoing expansion to your corporate filing system such as SharePoint and Trim



## iCourier saves \$000's in subscription fees

Managing files from suppliers can be difficult especially when they exceed mail box limits Workshare has its own solution iCourier, an integrated open license drop-box service saving thousands in subscription fees. ICourier manages Supplier uploads for: documents, invoices, plans, or catalogues. Every upload file is receipted, dated, indexed and automatically linked to associated projects or contracts, saving Buyers from ever needing to search for files.

# APP SPECIFICATIONS



## Collaboration Tools

- ✓ Unlimited Project & Contract Boards
- ✓ Unlimited Sites / Building Register



## Main Features on all boards

- ✓ Drop box
- ✓ Secure documents Library
- ✓ Shared document library
- ✓ Click and connect
- ✓ SRM for contacts
- ✓ Integrated forums
- ✓ KPI schedulers
- ✓ Budget scheduler
- ✓ Stakeholder mappers
- ✓ Log trails
- ✓ Note pad for managers
- ✓ Calendars



## Dashboard

- ✓ File summary
- ✓ KPI reporter
- ✓ Budget reports
- ✓ Charts and drag drop reporting



## Records Management

- ✓ Document sharing & trim support
- ✓ Meta tags for record management



## Instant Sharing online

- ✓ Lock access to allocated Suppliers & internal users
- ✓ Secure for projects / contracts
- ✓ Members only



## Budget planners

- ✓ Budget Planner
- ✓ Advanced Budget
- ✓ Cash Planning
- ✓ Cash burn
- ✓ Account integration



## Clause bank library

- ✓ Link in KPI
- ✓ Batch KPI allocations



## Risk registers

- ✓ Links to risk registers
- ✓ Integrated risk planner
- ✓ Integrated risk mitigation



## Customisation

- ✓ Customised meta data



## Email / messaging

- ✓ Integrated email alerts
- ✓ Integrated mail via forums
- ✓ Alerts on events
- ✓ Link to skype camera



## Contract Tags

(Contract Types, Groups, Division)

### Mapping fields by:

- ✓ Type of Contract (Works, Facilities etc.)
- ✓ Bid Process (RFQ, Negotiated etc.)
- ✓ Internal Purchase Group
- ✓ Cash Flow Directions (Income / Expense)
- ✓ Purchase Method (Tender, RFQ etc.)
- ✓ Contract Group (IT, Facilities, Etc.)
- ✓ Activity Level (Active, On Hold)
- ✓ Contract Officer
- ✓ Procurement Code
- ✓ Agency Owner
- ✓ Country & Region
- ✓ Fund Source & Fund Type



## Projects Tags

### Mapping fields by:

- ✓ Type
- ✓ Client
- ✓ Status
- ✓ Billing mode
- ✓ Time sheet flow



## Site Tags

### Mapping fields by:

- ✓ Type
- ✓ Group
- ✓ Building
- ✓ Floors



## Optional Linked apps:

- ✓ Asset Registers
- ✓ Works
- ✓ Advanced Budget
- ✓ Inductions
- ✓ Check lists



WorkShare

# SMART Platform



[smartplatform.com.au](http://smartplatform.com.au)