ENABLE> SYSTEMS
BUSINESS MADE SMARTER

Systems Made Smarter

BY AMPLEXUS SOLUTIONS

INTRODUCING ENABLE>SYSTEMS

Business Made Smarter

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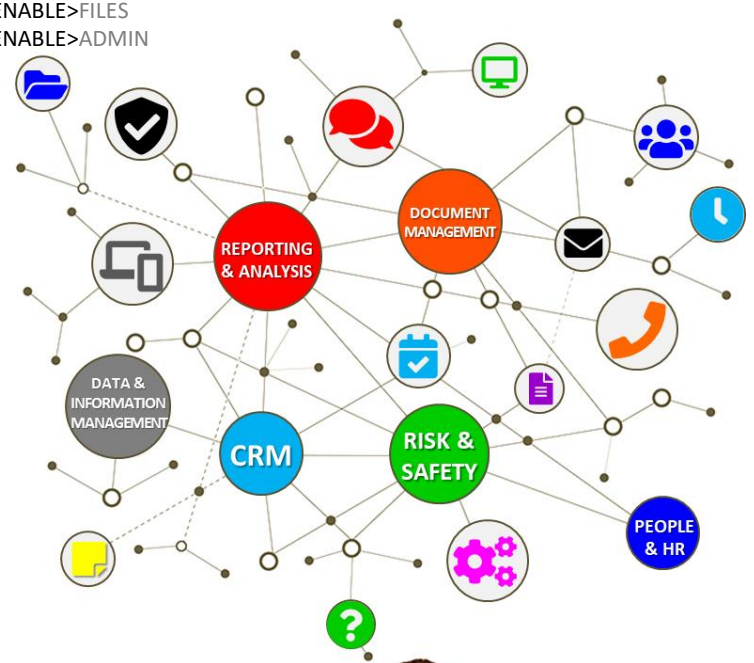


ENABLE> SYSTEMS BUSINESS MADE SMARTER

AMPLEXUS SOLUTIONS SYSTEMS MADE SMARTER

SMARTER BUSINESS

Technology Enabling Business Outcomes

In today's fast paced digital world, real-time access to systems & information is no longer a luxury as they have increasingly become a necessity for all businesses. Enabling staff, contractors, visitors alike within your business anywhere anytime is an important foundation for success.

In recent years *Cloud Computing* has become more prevalent & common across most industries. Accessibility to cloud computing has empowered businesses of all sizes to quickly & easily implement affordable systems, solutions, services & platforms previously only available to large organisation with significant IT budgets.

Software as a Service (SaaS) is a software distribution model where a third-party provider hosts applications & makes them available to customers over the internet. SaaS is one of three main categories of cloud computing, alongside *Infrastructure as a Service* (IaaS) & *Platform as a Service* (PaaS). SaaS removes the need for businesses to install & run applications on their own computers, hardware or in their own data centres. This eliminates the expense of hardware acquisition, provisioning & maintenance, as well as software licensing, installation & support.

CLOUD COMPUTING + SAAS = BUSINESS BENEFITS

Common business benefits of utilising SaaS can include:

› Greater organisational effectiveness & efficiency
› Affordability
› Improved data security
› Scalability
› Mobility
› Improved productivity
› Reduction of costs
› Disaster Recovery (DR) & Business Continuity Planning (BCP)
› Enhanced protection, control & competitive advantage

ENABLE>SYSTEMS (**E>S**) is a purpose-built modular cloud-based SaaS solution providing businesses of all sizes access to essential functionality supporting compliance, record management, decision making & other critical aspects spanning core functions across all businesses.

SMARTER SYSTEMS

Purpose Built To Improve Any Business

Not all businesses perform equally. Each business possesses unique characteristics that define what they do & how they do it. The same thinking can be applied to IT systems & solutions. Often IT solutions require significant customisation to make them meaningful for a business to effectively utilise. Not only does the customisation process consume time & effort, it can quickly become a very costly exercise to tailor a system to reflect the unique aspects of an individual business. In many situations a business' investment in customisation can also go unrewarded with system implementations often either remaining incomplete or alternatively being cancelled if implementation drags on or expected benefits are not realised.

Designed specifically with customisation, flexibility & ease of use front of mind, **E>S** makes it easier for your staff to perform in their roles. Improved access to information, data & insights enhances ability to sell, service or manage staff, projects, contractors or other key business functions. As a powerful modular solution, **E>S** can enable your staff across service, operations, HR, safety, management, sales & marketing in achieving business goals.

E>S has been developed with an intuitive *User Interface* (UI) & leading *User Experience* (UX) front of mind. Our development framework & system architecture leverages a responsive design that helps ensure a seamless experience for users irrespective of the device make **E>S** effective across computers, laptops, tablets & smart phones. Mobility, flexibility & instant access to critical information improve staff understanding & productivity allowing them to do more.

The ability to consolidate all your important data, information & related files in one centralised system can help your staff obtain deep understanding of relationships, issues, & interdependencies essential in successfully navigating & personalising & interactions. Effectively managing information, interactions & communications are fundamental to exceeding expectations & knowledgeable staff providing personalised service in promoting loyalty, retention & overall success.

BEST PRACTICE DESIGN

Developing Unique Integrated Capabilities

In leveraging industry leading methodologies, **E>S** has been designed & developed to help ensure users of all capabilities find it intuitive to use.

SECURITY
› Industry standard encryption ensures security of your data both at rest (host) & in transit (to client/device)
› Two Factor Authentication, comprehensive audit logging & user monitoring

DATA SOVEREIGNTY
› Unlike many other solutions, your **E>S** data is 100% stored in Australian Data Centres located in Sydney
› Compliance with specific APRA & Australian Privacy laws requirements

RESPONSIVE
› **E>S** user interface & intuitive screen layouts automatically adjust to suit your device screen size when using PC, laptop, tablet or smart phones
› Improves useability on smaller screens

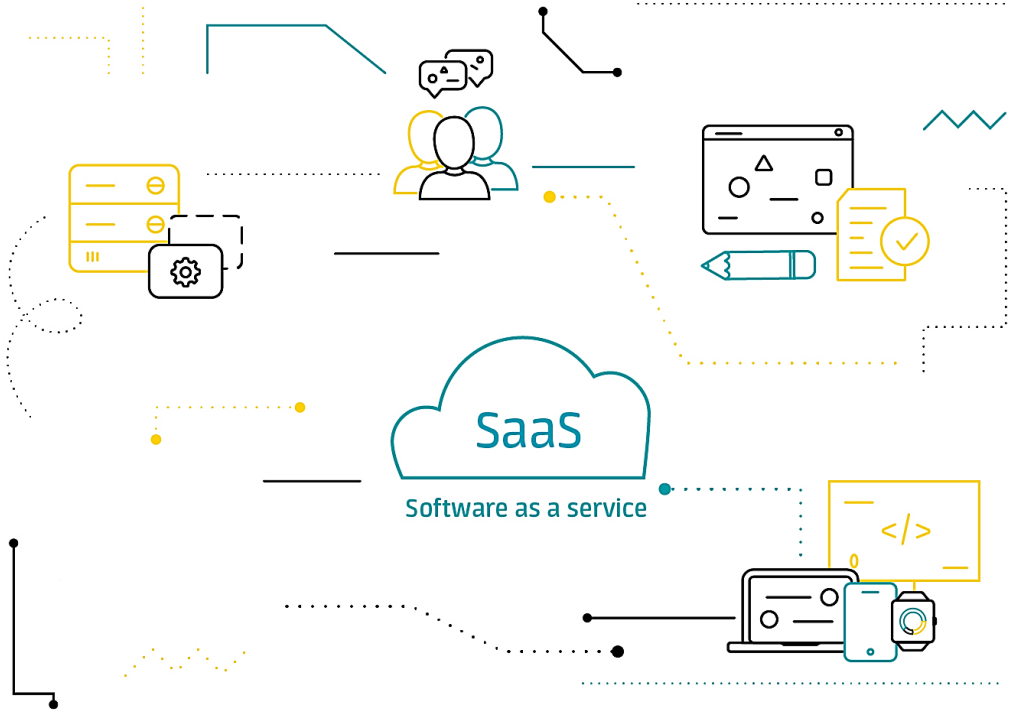
MODULAR
› **E>S** is developed with integrated specialist modules providing transparent user experience across specialist functionality
› Subscribe for what you need & want

CUSTOMISABLE
› **E>S** is designed to be tailored to your business' specific circumstances & needs
› Personalise **E>S** to via adding your business logo, own background images & specific log-in URL

FLEXIBILITY
› Global & contextual elastic search helps you find what you need quickly
› User access levels, rights & controls provide flexibility with **E>S** deployment to management, users, staff & other users

FULLY HOSTED SaaS SOLUTION
› No on premise infrastructure required nor IT specialists expertise & skills
› No capital expenditure required thereby avoiding expensive upfront costs such as investment in hardware, etc.

SYSTEM PERFORMANCE
› Powerful host servers makes real time access fast to enable **E>S** users to be more efficient & reduce wait time
› Hosted by global leader in cloud computing Amazon Web Services (AWS)



INTUITIVE FEATURES

Embed Behaviours

E>S incorporates key foundational features across modules that help embed key behaviours across your business users.

MOBILITY & ACCESS
› Cloud based providing global access anywhere anytime via internet
› Ideal for businesses with single or multiple sites, mobile/remote or virtual staff
› Accessible from any device including smart phones, tablets, laptops or PC's

CENTRALISED STORAGE
› Convenient single storage source for your business data, information, insights, files & documents available across all your work sites & selected staff
› Improves speed & efficiency of locating information, documents, forms, etc

STAY CONNECTED
› Helps keep you connected with staff, clients/customers, partners, contractors, etc via interactions, social media & professional networks
› Integrated with Microsoft 365, google maps, ABN & address search

DOCUMENT & INVOICE GENERATION
› Powerful document generation engine leveraging your templates to generate professional documents quickly & easily based on information captured in **E>S**
› Invoice generation & payment tracking from your invoice templates

DATA CONFIDENTIALITY
› Role, User & Attribute based **E>S** permissions with our system provide exceptional control options over your critical data & information
› Individual based controls & audit logging enables monitoring of system usage

DASHBOARDS & REPORTING
› **E>S** module dashboards are customisable
› Ad hoc, real-time & regular reporting
› Export your data to facilitate external analysis, review, reporting, etc

TOOLS
› Integrated tools to help make doing business easier such as ASIC ABN & business name search, Google street address look-up & directions to features
› Form builder, External Users QR Forms, Favourites, Number & ID generation

MY COMMUNICATION HUB
› A centralised User communication hub
› Keeping users engaged & up to date for all your message, notification, actions & reminder fags

FLEXIBLE INTEGRATED MODULES

Empowering Your People & Business

E>S integrated modules continue to evolve & currently include:

ENABLE>CRM
› A powerful *Customer Relationship Management* (CRM) system that enables you to quickly & easily find or understand your important interactions with customers/clients, partners, suppliers, other businesses & people

ENABLE>PEOPLE & HR / PEOPLE & HR+
› Enabling you to better manage your day-to-day people & HR related matters in supporting your compliance efforts with record management, confidentiality of information & related matters

ENABLE>STAFF / STAFF+
› As your most valuable asset, enabling staff to do more is a key goal for businesses. ENABLE>STAFF/STAFF+ is an employee self-serve portal providing access to key information, schedules, clock on/off, forms, documents, etc.

ENABLE>WHS
› A customisable *Work Health & Safety* (WHS) system to help you achieve WHS compliance, minimise & controlling risk as well as integrating important safety processes, documents, forms & templates within your workplace

ENABLE>CONTRACTORS*
› Successfully managing contractors is an important function for many businesses. ENABLE>CONTRACTORS makes it easier for you to manage, monitor & work with contractors or suppliers

ENABLE>SCHEDULES*
› Scheduling solution for rostering staff & timesheets without the headache. Includes geo-locating, reminders, etc. Integrates with ENABLE>STAFF+ ENABLE>PEOPLE & HR+

ENABLE>ASSETS*
› Every business utilises a variety of different assets, equipment & resources. ENABLE>ASSETS allows business to mange their assets, depreciate, track warranties, service/maintenance, check in/out, etc.

ENABLE>HEALTH
› Specialist simplified practice management module for physiotherapists, exercise physiologists, etc. Includes patient/client management, clinic notes, invoicing, online forms, etc.

ENABLE>ACTIONS
› Action center is a centralised module where users can conveniently review, monitor & update *Actions* that span the other modules. *Actions* are also conveniently embedded within other modules to enhance usability

ENABLE>REPORTS
› Your important data & information captured in **E>S** can be easily accessed via a series of reporting options including saved regular reports, exporting of data or creation of distribution lists among other options

ENABLE>FILES
› Effective document/file management is important in most businesses. While external sources can be used, files/documents can be truly embedded in your business by being attached to people, entities, events, actions, etc

ENABLE>ADMIN
› Comprehensive System Administration functions including controlling & monitoring users, picklists, system options, audit logging, document/email templates, notification rules & other system admin functions

* In development

ENABLE>CRM

More Than Just a CRM

ENABLE>CRM is a dynamic & powerful *Customer Relationship Management* (CRM) system. An essential **E>S** module, **ENABLE>CRM** quickly & easily enables businesses to capture important information & interactions that can happen every minute of every day between your staff, customers/clients, partners, suppliers, vendors, contractors, prospects, leads or other people & businesses improving awareness, understanding & decision making among some of the key benefits.

Essential to all businesses are their staff, clients, customers, contractors, suppliers, partners & related parties who are critical for sustainable & profitable operations. Accessibility to information, data & insights when combined with the interconnected dealings & interactions they have with people across your business, can facilitate opportunities for personalised sales, service or support from your business creating competitive advantage. Embedding a system that can capture real-time interactions, events, incidents, actions across your business functions & sites can enhance decision making with by empowering your people to think, understand & relate more quickly. Accessibility to information & insights can remove knowledge, skills or awareness obstacles to entrust your people to excel in their roles.

ENABLE>CRM can improve communication, time management & prioritisation with system users prompted for upcoming important events, actions via notifications & alert framework. The importance of a customer, client or partner relationship can be visible enabling for example the ability to adopt the right strategy at the right time.

The options & business uses of **ENABLE>CRM** are extensive:

- ✓ Personalise service
- ✓ Enhance communication
- ✓ Understand relationships
- ✓ Identify, review, highlight & manage internal or external interactions your staff have
- ✓ Enhance both productivity & effectiveness via quick access to call, email or obtain *People* & *Entity* details, files, notes, actions & events
- ✓ Stay connected via social media & professional networks to be in the know

ENABLE>PEOPLE & HR*

Helping People Management & HR Easier

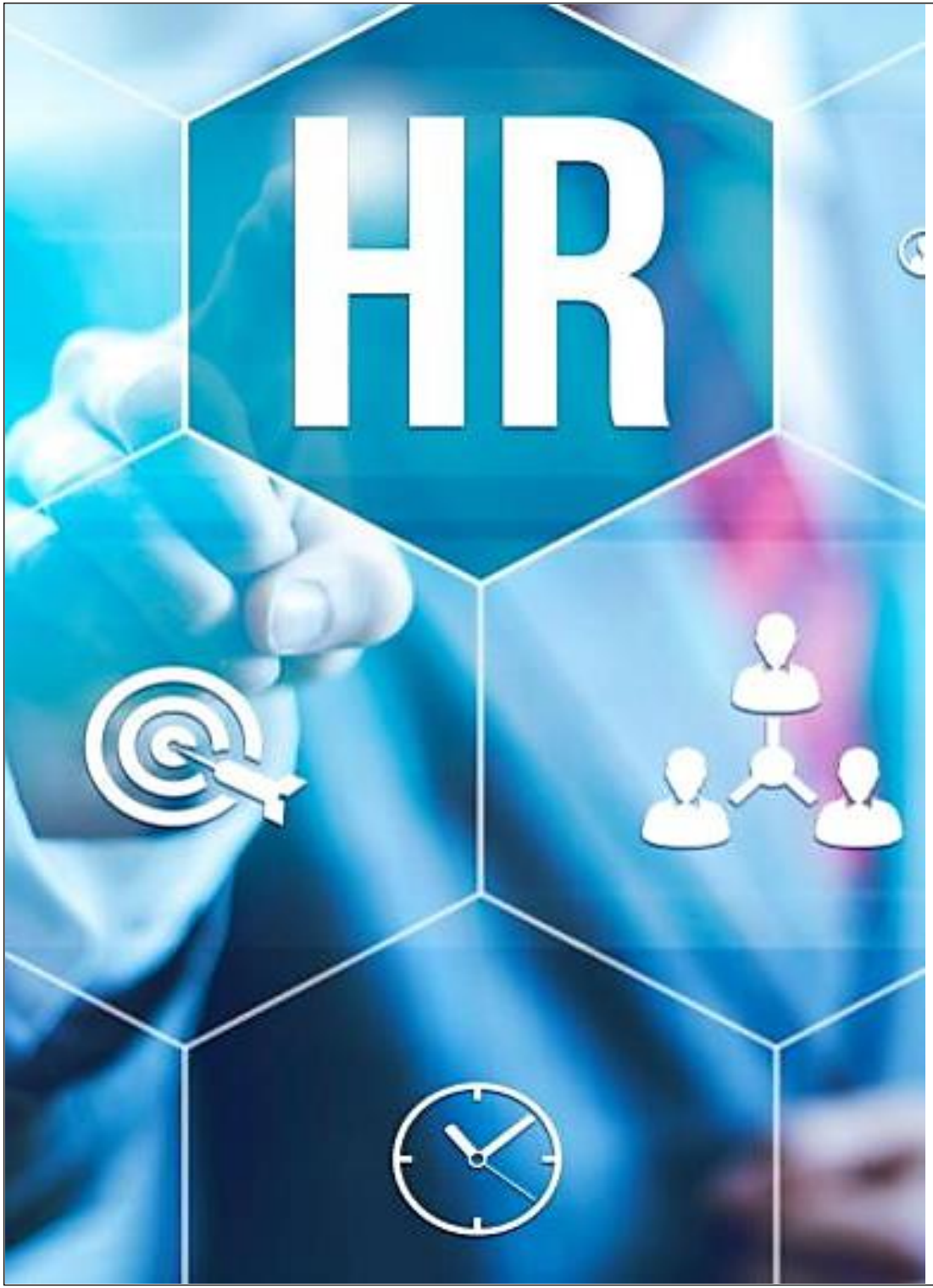
ENABLE>PEOPLE & HR is currently a key component of our strategic development road map providing key functionality of a *Human Resources Information System* (HRIS) with core human resources specific features for supervisors, leaders & management^. **ENABLE>PEOPLE & HR** is an optional module that seamlessly integrates with the staff specific a self-service portal (**ENABLE>STAFF**) as well as other **E>S** modules.

We promote people are the most valuable asset of any business & it is important for businesses to be able to effectively interact, manage & document people related matters efficiently, securely & confidentially. **ENABLE>PEOPLE & HR** is therefore progressively being developed to include the following core functionality:

- ✓ Pre-employment Questionnaires (as part of your recruitment process)
- ✓ Induction process
- ✓ Centralised repository for staff personal details including:
  - › *Address & contact details*
  - › *Bank account & superannuation*
  - › *Emergency contacts, medical conditions & related matters*
  - › *File notes regarding performance, behaviour, etc*
- ✓ Review & approve:
  - › *Staff leave requests*
  - › *Training requests**
  - › *Business expense claims*
  - › *Employee complaints, grievances or suggestions**
- ✓ Manage & produce:
  - › *Letters templates*
  - › *Document templates*
- ✓ Work Hours / Timesheets
- ✓ Clock on – Clock off functionality
  - › *FairWork requirement for most awards*
  - › *Geo-locating*
  - › *Linked to schedules*

^ excluding payroll given businesses require an accounting solution with single touch payroll

** In development – some features/functionality might not be production ready. Please ask us*



ENABLE>STAFF / STAFF+*

Enabling Your Employees

ENABLE>STAFF is currently a key component of our strategic development road map & will provide an affordable self-service staff portal that helps enable your staff to manage much of their own people & human resources related matters. An optional module that seamlessly integrates with other modules.

Enabling your staff access specific information, documents, forms or processes can materially reduce admin effort & related costs. Centralising key employee information valuable asset of any business & it is important for businesses to be able to effectively interact, manage & document people related matters efficiently, securely & confidentially. **ENABLE>STAFF** is therefore progressively being developed to include the following core functionality within our integrated **ENABLE>STAFF** portal. **E>S** *Staff Users* will have self-serve secure access:

- ✓ Staff can update & manage their personal details including*:
  - › *Address & contact details*
  - › *Bank accounts*
  - › *Superannuation*
  - › *Emergency contact*
  - › *Medical conditions, etc*

- ✓ Ability for your staff to complete, request or report*:
  - › *Complete Pre-employment Questionnaire (as part of your recruitment process)*
  - › *Induction & training processes*
  - › *A workplace hazard*
  - › *An incident*
  - › *A grievance, complaint or suggestion or related matters*
  - › *Leave – annual, personal, maternity, unpaid, etc*
  - › *A business expense claim*

- ✓ Company wide information
  - › *Staff Directory for other employees (Tenant setting that can be turned on or off)*
  - › *Staff Messages*
  - › *My Communications Hub*

- ✓ **ENABLE>STAFF+ ADDITIONAL FEATURES**
  - › *Clock on – Clock off functionality as required by FairWork*
  - › *Shift management - Work Hours / Timesheets*
  - › *Scheduling*

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ENABLE>WHS

Safer Workplaces

Developing a strong safety culture in your business & enhancing safety expertise is important in minimising workplace injuries, workers compensation claims as well as business & financial impacts.

ENABLE>WHS is a smart, intuitive & customisable *Work Health & Safety* (WHS) system. Designed to be quick to implement & easy to use, **ENABLE>WHS** can help you achieve WHS compliance, minimise & control risks as well as embed important safety processes, documents, forms, checklists & templates within your business or workplaces.

ENABLE>WHS is an optional **E>S** module providing internal & external people across your business access to:

- ✓ Hazard, incidents & injury management
- ✓ Risk management & investigations
- ✓ Hazardous chemical registers, fire alarm reports, toolbox/pre-start talks, etc
- ✓ Record management & reporting
- ✓ Integrating WHS forms to your sites & sub-locations (e.g. work areas, workspaces, etc)
- ✓ Complete core customisable forms including:
  - › *Identify a workplace hazard*
  - › *Report an incident*
  - › *Register an injury*
  - › *Workers compensation claim management*
- ✓ Store & communicate critical information
  - › *Assign & monitor Actions*
  - › *Attached photos, videos, files or documents*
  - › *Notify other system users*
  - › *Policies & Procedures*
  - › *Checklists*
- ✓ View important Registers (e.g. Register of Injuries), filter on ratings, status & export data
- ✓ Aspects of *Contractor Management* are available with our development team continuing to refine functionality

ENABLE>CONTRACTORS*

Enabling Contracting

Developing a strong safety culture in your business extends to those outside your immediate business. Under the Work Health & Safety Act (Cth) 2011 (WHS Act), a business must ensure the health & safety of workers including contractors while they are on or near your site/s. The WHS Act requires contractors to deliver services & products while ensuring they meet the work health & safety measures.

ENABLE>CONTRACTORS is designed to complement **ENABLE>WHS** for those businesses who need to ensure their contractors are complying with your WHS safety processes & procedures.

ENABLE>CONTRACTORS is an optional **E>S** module providing the ability to manage & monitor contractors including:

- ✓ Contractor RAG (Red Amber Green) Rating/Status
- ✓ Improved document management
  - › *Contracts*
  - › *Insurances*
  - › *Qualifications*
  - › *Licences*
- ✓ Reduce risks & improved safety
- ✓ Reminders & alerts
  - › *Expiring insurance, licences, etc*
  - › *Onsite Check In – Check Out*
- ✓ Safety induction & reporting
  - › *Behaviour standards*
  - › *Reporting incidents*
  - › *Checklists*
- ✓ View important Registers (e.g. Register of Injuries), filter on ratings & export data

** In development – some features/functionality might be not be production ready*

ENABLE>SCHEDULES

Workforce Management Made Easier

Taking the headache out of rostering staff is another key challenge many businesses face daily. Possessing the ability to eliminate guesswork or key person knowledge in attempting to schedule the right staff, in the right place, at the right time can save a significant amount of time, effort & therefore money. Our scheduling solution can eliminate manual processes to help ensure appropriate staff coverage for every shift - every day providing improved insights you need to better predict staff needs.

ENABLE>SCHEDULES is an intuitive & customisable workforce rostering & management solution for single or multiple site business. Designed to be quick to implement & easy to use, **ENABLE>SCHEDULES** can help reduce both management/supervisor & administrative effort required to effectively roster staff. Improve staff productivity & avoid your staff fatigue via being overworked by not receiving enough rest between shifts or by having poor shift combinations. In time improved forecasting of staff needs can also lead to

ENABLE>SCHEDULES is an optional **E>S** module providing Management, Supervisors & HR to schedule your staff:

- ✓ Rostering & staff management
  - › *Real time rostering changes*
  - › *Date & time*
  - › *Site & location*
  - › *Staff availability*
  - › *Leave management*
  - › *Reduce absenteeism & tardiness*
  - › *Proximity management alerts – geo locating staff's location at time of Clock On – Clock Off*
  - › *Reduce lost work hours via ability to monitor start, breaks & end times*
  - › *Supports compliance with FairWork & legislation requirements*
- ✓ Employee timesheet management
- ✓ Integrating with **ENABLE>STAFF+** to provide:
  - › *Clock On – Clock Off*
  - › *Shift reminder alerts*
- ✓ Export data to payroll system

ENABLE>ASSETS*

Manage Your Assets Efficiently

Asset management systems are used by businesses of all sizes to keep track of the equipment & inventory essential for their day-to-day business operation. Having an accurate, real-time asset tracking system is more important than a lot of businesses realise. Businesses without asset management can typically lose considerable money & effort before seeking a better solution.

ENABLE>ASSETS is designed to make managing a businesses diverse assets, quicker, easier & more efficient. **ENABLE>ASSETS** is an optional **E>S** module providing the ability to management & monitor assets including:

- ✓ Flexible Asset Categories & Types to suit your specific business, with standard assets:
  - › *Vehicles – Cars, trucks, vans, forklifts, etc*
  - › *IT equipment – PC, laptops, tablets, phones, printers, monitors, etc*
  - › *Plant & equipment*
  - › *Furniture*
  - › *Software*

- ✓ Fixed assets register
  - › *Purchase information*
  - › *Depreciation*

- ✓ Ability to print QR codes to allow staff to quickly access information relevant information, including service history, safety information, user manuals or the likes

- ✓ Record management & automatic reminders for:
  - › *Warranty expiry*
  - › *Service*
  - › *Maintenance*
  - › *Check In – Check Out (to individuals)*
  - › *Asset location (i.e. Sites / sub-location)*

- ✓ Safety induction
  - › *Standard operating procedures*
  - › *Safe work method statements*

- ✓ Reporting & monitoring
  - › *Usage*
  - › *Assets by staff member*
  - › *Service history*

** In development – some features/functionality might not be production ready. Please ask us*

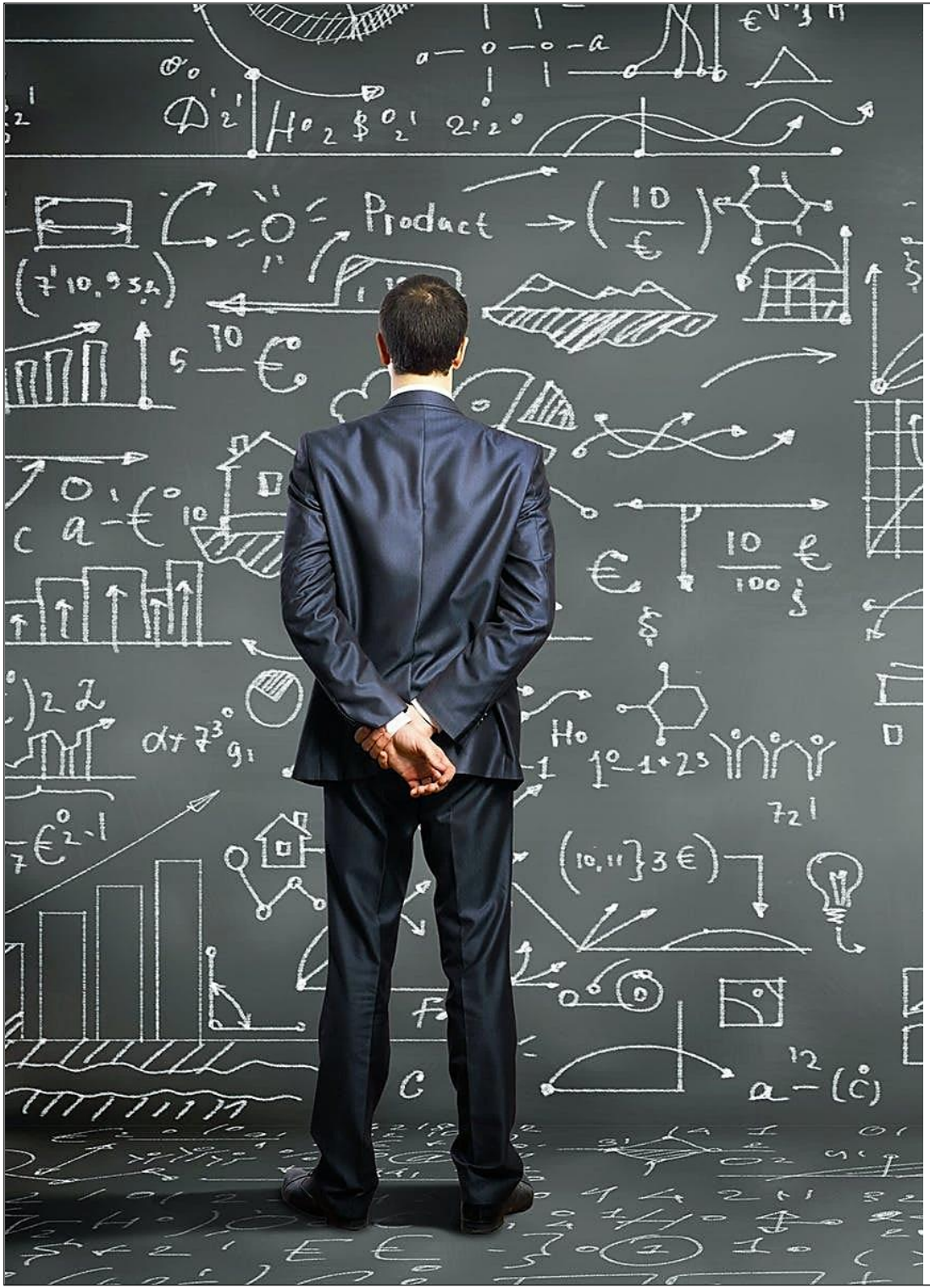
ENABLE>ACTIONS

Get Things Done!

ENABLE>ACTIONS is an essential **E>S** module & a foundational feature that is embedded within other modules. Action centre is a centralised module where users can conveniently review, monitor & update *Actions* that span the other modules. *Actions* are also conveniently embedded within other modules to enhance usability.

At Amplexus Solutions we love Stephen Covey's *7 Habits of Highlight Effective People* & his *Big Rocks* analogy for time management, prioritisation & getting things done. **ENABLE>ACTIONS** is one of our big rocks & is a central location where users can quickly & easily review, monitor & update actions.

- ✓ Drag & drop visual Actions
- ✓ Elastic search to quickly find the right Action
- ✓ Action Timeline providing historical progress taken on each Action
- ✓ Review links to other **E>S** objects such as Entities, people, etc
- ✓ Add notes or comments to provide other users visibility of progress
- ✓ Attach files
- ✓ Filter & sort Actions to find what you need when you need it
- ✓ Ownership & Accountability
  - › *Assign Actions*
  - › *Personal Actions*
  - › *Team Actions*
- ✓ Action setting & filtering
  - › *Status - On-Hold, To Do, In Progress, Completed*
  - › *Prioritise – High, Medium, Low*
- ✓ Support compliance obligations by demonstrating efforts to close Actions



ENABLE>REPORTS

Data Enabling Analytics & Insights

Data is raw facts & statistics. Information is data that is accurate & timely; specific & organised for a purpose; presented in context that gives it meaning & relevance & increase understanding thereby decreasing uncertainty. The key importance of information is it allows a business to make informed decisions by presenting data in a way that can be easily interpreted by people across a business.

Your important business data & information captured in **E>S** can be easily accessed & analysed. **ENABLE>REPORTS** is an essential module incorporating reporting options designed to help you access your data, convert it into information to help you report & better understand your business.

ENABLE>REPORTS continues to be enhanced & currently includes:

- ✓ Query builder
- ✓ Creation of data views for speed of access data subsets
- ✓ Customised backend complex reporting
- ✓ Reporting ad hoc & regular
- ✓ Ability to export of data to easily integrate with your external reporting tools & processes
- ✓ Creation & management of *Distribution Lists*

Future **ENABLE>REPORTS** developments will include:

- ✓ Dynamic dashboards incorporating data & graphs
  - › *Point in time*
  - › *Trend analysis*
  - › *Period specific*
- ✓ Alerts

ENABLE>FILES

Enabling File & Document Management

Effective document & file management is important in most businesses. While external sources can be used, when files & documents can be truly embedded in your business by being attached or linked to the important interactions, events, cases, workflows actions or the likes, it allowed a richer understanding along with ease of access.

ENABLE>FILES is an essential **E>S** module & a foundational feature that is interconnected with all other modules.

ENABLE>FILES allows users to:

✓ Upload files & documents using drop & drag for:
- *Document templates – for use in the system*
- *Documents – excel, word, PowerPoint, pdf, etc*
- *Images – jpg, png, tiff, etc*
- *Videos*
- *Audio files*
- *Email messages – using Chrome browser*
- *All other file types*

✓ Attach/link files to:
- *People records*
- *Entity (business) records*
- *Interactions*
- *Events*
- *Actions*
- *Cases*
- *Workflows*

✓ Add keywords/tags to easily find & log

✓ Preview files

✓ Send to allowing quick & easy file sharing or notification

ENABLE>ADMIN

System Administration Made Easier

With any IT system, it is important to be able to effectively & efficiently control use of the system to help ensure data security, monitor usage, customise settings or related matters. Many businesses have internal IT experts who are au fait with system administration (sysadmin) functions yet other businesses often will outsource these functions to given lack of specialist knowledge or expertise.

ENABLE>ADMIN is a comprehensive System Administration control centre designed to make using **E>S** easy. Using **ENABLE>ADMIN**, your System Admin (Tenant Administrator) can:

✓ System monitoring including:
- › *System alerts*
- › *Storage limits*
- › *User limits*
- › *Subscription details*

✓ User control
- › *Audit log monitoring & reviews*
- › *Module access*
- › *User Group management*

✓ Make system customisations including:
- › *Update system Picklists (used in drop-down lists or inline selectors within **E>S**)*
- › *Event types*
- › *Category + Interaction types*
- › *Dashboard settings*

✓ Management of important system resources including:
- › *Integrations such as **E>S** Integration to other system API's*
- › *Document template management*
- › *Email template management*
- › *Notification rules*
- › *Keywords/tags*
- › *Rate cards – for costing & invoicing when utilised*

E>S BY AMPLEXUS SOLUTIONS

Smarter Systems Smarter Business

- Amplexus Solutions Pty Ltd is a privately owned Australian business. Our Founders & Directors possess a combination of extensive commercial & technical experience essential in the design, development & support of leading innovative systems & solutions. Our overarching philosophy is technology should make business easier, more rewarding while supporting delivery of exceptional customer service experience & support.

- **ENABLE>SYSTEMS** is made smarter via our ability to blend our extensive real-world commercial & technical experience in developing solutions that are flexible as well as customisable to client needs. In today's fast paced digital world, having real-time access to information is no longer a luxury it has become essential. Enabling staff to do business anywhere anytime with efficiency is important to remaining competitive. **ENABLE>SYSTEMS** is a modular cloud-based software designed to make core business functions smarter not harder.

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AMPLEXUS SOLUTIONS
SYSTEMS MADE SMARTER

Business Made Smarter

ENABLE>SYSTEMS