

Access TaskCentre

Your business relies on a series of common administrative tasks to keep it running smoothly. Access TaskCentre is a proven Business Process Management (BPM) application designed to ensure that these activities take place on time, every time. By eliminating the need for human intervention in tasks such as updating web content and sending out financial statements, Access TaskCentre removes costly administrative processes and improves employee productivity. Boasting powerful features, ease of use and straightforward integration, Access TaskCentre is a popular choice with Access customers looking to further boost competitiveness and ROI.

Workflows	Document automation	Subscriptions & requests	Business alerts	Delivery
Purchase order authorisations	Document creation and deployment	Customer financial statements	Client near credit limit	Deploy as Email, SMS Message or Fax
Customer credit level authorisations	Sales team reports	Shipment tracking	Stock levels near minimum	Print document
Product discount requests	Customer statements	Stock availability	Project budget exceeded	Upload to Web / Intranet
	Financial statements		Missing timesheets	

Your processes, your rules

Access TaskCentre has wide range of functions enabling you to automate practically any business process. TaskCentre's key functions are shown in red (above) with just some of the areas you can automate shown in white. The benefits of each function and their practical applications are covered on the next page.

Reduce administration

From automatically sending financial statements to updating your web content, automating a business process enables your skilled staff to concentrate on revenue-generating tasks – not repetitive administration.

Increase employee productivity

All company applications prompt your employees to do 'something' – i.e. run a report, escalate an issue, produce and deliver documents. With TaskCentre, these procedures are dynamically triggered, regardless of company rules or policies, instigating a prompt response to tasks.

Early indication of events

Close integration with your Access system means you can set rules to alert you when an event has – or is about to – occur. For example, using the alert functionality to advise people of low stock levels ensures not only that goods are re-ordered but allows other departments (e.g. sales and customer services) to advise clients appropriately.

Benefits

Automate a wide range of activities

Remove administrative tasks

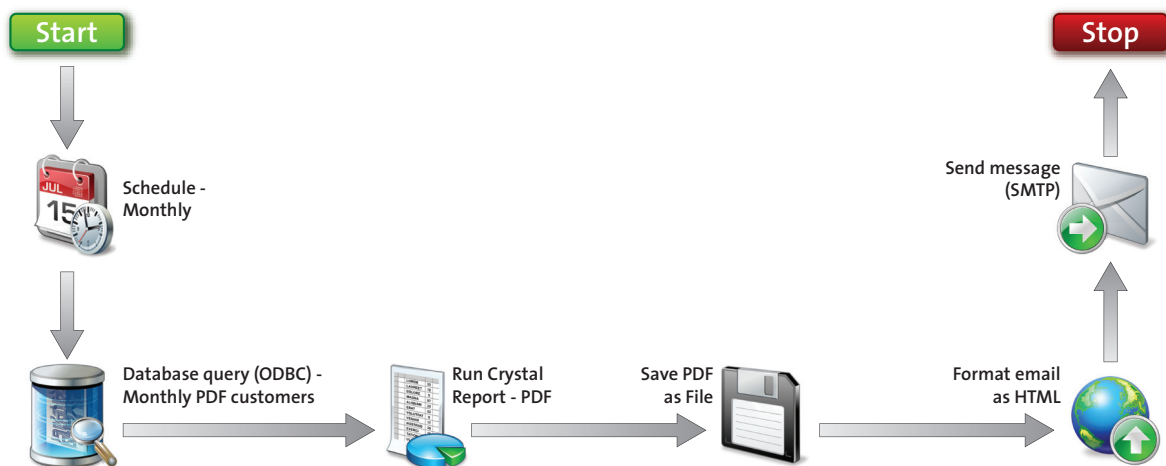
Increase employee productivity

Fast return on investment

Manage by-exception

Straightforward to set up and use

No need for bespoke development



Behind the scenes: this diagram illustrates the key stages involved in delivering a monthly customer statement via email using Access TaskCentre.

Straightforward setup

Automating a process is simple. Using a series of drag and drop tools, you could, for example, ensure that a specific Crystal Report is automatically created every Monday morning and sent at 09:00 to a specified user group. Your Access consultant will be able to advise you on the level of automation that will best benefit your business.

No need for bespoke development

TaskCentre provides straightforward integration with any other database application without the need for time-consuming and costly bespoke development. This applies whether you have another business application, legacy system or an online web service.

Automate any process

Practically anything can be automated by using TaskCentre – the actual functionality used will depend on your specific processes. The key areas of functionality available are covered below, along with their practical application and benefits:

Data services & integration

Provides seamless integration between Access software and other database applications without bespoke development. Examples include:

- Application integration
- Web services integration
- Data migration.

Workflow

This function enables you to route business tasks to contributors and decision makers, significantly increasing productivity and reducing your operational costs. Examples of workflow for Access solutions include:

- Multi-level purchase order authorisations
- Customer credit change authorisations
- Product discount requests.

Subscriptions & requests

By providing 'self service' information to employees, customers and trading partners, you can significantly reduce the admin burden placed on employees to fulfil inbound information requests for common business data and documentation.

Examples of subscriptions/requests for Access solutions include:

- Financial statements
- Stock availability
- Shipment tracking.

Advanced business alerts

This powerful function ensures customers, employees and trading partners can be informed of critical events via HTML emails or SMS messages as they happen. This enables you to manage by-exception when used in conjunction with reports.

Alerts can also be used to prompt relevant actions (e.g. when prompting staff to originate, amend or approve data generated in timesheets, expenses or workflow Forms).

Key examples of advanced business alerts for Access solutions include:

- Customer approaching credit limit
- Warehouse levels approaching minimum level
- Stock approaching sell-by date
- Missing timesheets.

Document automation

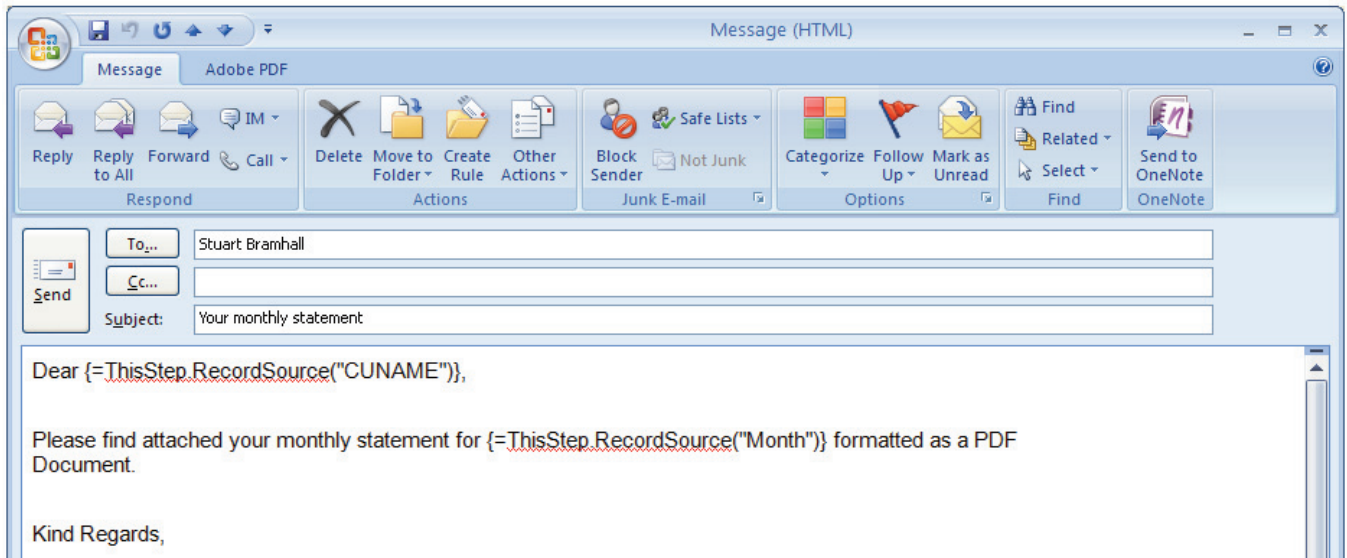
By automating the creation and distribution of everyday business documents, you can significantly reduce and even remove the administration tasks from the workloads of skilled employees.

Examples of document automation for Access solutions include creation and distribution of:

- Financial reports
- Sales team reports
- Project income/expenditure.

Web content publishing

Providing customers, trading partners and employees with real-time information is a must in today's fast-moving world. TaskCentre enables you to automate the publication of database information to websites,



Customer satisfaction: using Document Automation technology within Access TaskCentre, your customers can expect to receive fully formatted financial statements at the same time each month.

intranets or customer/trading partner portals, dramatically increasing the visibility of this information to key decision-makers.

Examples of web content publishing for Access solutions include publishing of:

- Stock availability (to e-commerce web site)
- Departmental KPIs
- Purchasing history to trading partner portal

Who we are

Access UK is a specialist software developer and consultancy business with over 20 years' experience. Our team of expert accredited consultants operate across the UK and Ireland. Aside from an impressive array of software awards, we're also ranked 85th in The Sunday Times 100 Best Companies to Work For 2011.

Proudly independent, all our software is developed in the UK, supported locally and accessible globally. Our solutions take a whole-company approach, aiming to cut through complexity and increase efficiency. At every level.

Already field-leaders in accounting and finance, Access also offers solutions for manufacturing and distribution, professional services automation, carbon emissions measurement, reporting, payroll, document management, service management and CRM.

Further information

To see a TaskCentre demonstration, contact us on **01206 322575**, or email **info@theaccessgroup.com**

For further information about the Access software portfolio, visit our website at **www.theaccessgroup.com**