

# BMS TR - Collaborative Management System

## Collaborate with Single, Secure Multi-Site Access

Publish and share information across multiple sites within the organisation, allowing easy access to shared information in a secure way. Provide individual location environment and shared environments to enable better communication and access to processes and procedures.

## Facilitate Compliance & Accreditation

Provides a full audit history of your processes and procedures, while enabling better management of information and changes. Provides a detailed history of changes with previous version access, change control and integration between Processes and Procedures

## Embed Continuous Improvement

Through documenting tasks within the organisation and linking these tasks to their respective processes and procedures, easy access to failing processes allows regular review and update

### Powerful Core Functionality

- Document Store
- Change Requests
- Review Alerts
- Version and Archive
- System Administration Reporting
- Secure User login
- Browser based

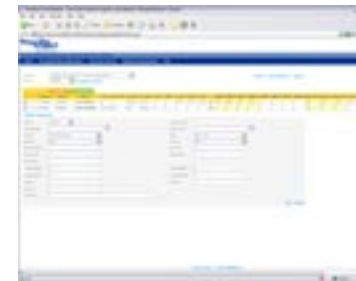


## BMS Overview

BMS is an intuitive collaborative management system that enables an organisation to improve the management and communication of key processes, procedures, job tasks and company information in a secure environment.

## Business Modules

BMS is a scalable solution which will grow with your company; add-on modules are available to expand the complete business management solution:



- Communication Portal
- Document Control
- Process Management
- Procedural Management
- People & Process Synergy
- Business Reporting Library
- Programme Office
- Metrix

## Integrate Disparate Business Systems

Consolidate your disparate systems by linking between the various management software of the organisation, through the BMS central portal. Interact with modules in BMS and outside software systems creating real time interaction and reporting. Record business critical information and share data across the organisation through a secure portal.

## Capture and Report Management Information

Capture, analyze and disseminate information across the organisation allowing easy access to information and regular updates and reminders. Management is able to run a range of comparisons and variance reports initiating operational improvements within the organisation. For more information see Flexible

*"I would have had to pay consultants thousands to compile and comprehend this kind of information. This software is probably the greatest tool I have for determining where my advertising dollars are being spent most effectively"*

A. Woods Marks - President, La-Z-Boy Furniture Galleries, Huntsville, Alabama

*BMS - "as a company we have found using BMS a major benefit in allowing us to focus on our business activities, understand them better and make real process in improving them"*

Mike Huber, CEO Belfort Furniture, Belfort Furniture, Dulles Virginia

## Case Study

‘Extract from Consultant review’

With a need to consolidate multiple systems within the business as well as develop the core process maps and procedures the BMS system was implemented in X.

Documenting processes and managing all changes to procedures within BMS enabled the business to better control and update and share information. This led to being able to consistently achieve Best Practice. Linking processes and procedures ensured users were able to easily view their pertinent information and understand their roles within the business, while also understanding the input and output effects on their role. As the company progressed the comprehensive detail created was supported through interlinking information to carry out internal audits on their processes and procedures.

To better understand the operational details of the business, the organisation documented job tasks and linked them processes and procedures. Carrying out appraisals on a regular basis meant managers were able to identify areas of concern and assess those processes for improvement and change. Continuous Improvement was encouraged and became standard practice as the direct benefit of changing and improving processes was seen.

With the comprehensive securities provided through BMS users were provided Ownership, Edit or Read responsibilities to processes and procedures. This ensured the people actoning tasks were given the ability to create Change Requests, or if appropriate make direct changes to a document or process. All changes were tracked with histories to ensure amendements were valid. The effect of this responsibility ensured users were actively reviewing and updating their processes on a regular basis.

X are now looking to achieve a fully automated tracking system that will report on failing processes and/or procedures in the business. This would ensure the progression of their Quality Environment and better assist in internal and external Audits.

P M Pugh  
Process Management Consultant

- Integrate** Disparate Business Systems ●
- Capture & Report** Management Information ●
- Collaborate** via Single, Secure Access ●
- Facilitate** Compliance & Accreditation ●
- Embed** Continuous Improvement ●

