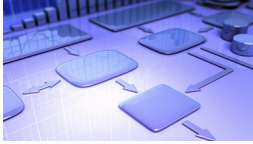


# Business Process Management

In the course of any business, gathering, updating and reporting on information accurately and in a timely manner is key to delivering any project on time and on budget: forms need filling, reports need creating.



Part of the core functionality of the ICON System is a template driven, web-based interface used to record, track and report on information.



This functionality is of use to any business type as it can be used to drive and deliver a whole range of business processes.

Using the system provides consistency in that there is only one place when the information is logged and updated rather than, as often happens, multiple copies of reports being held and updated by different people.

## The ICON Solution

Any paper-based form can be configured as a template in the ICON System. The template is then used as a basis for whatever the business project is, a team of users is assigned to the project, permissions are granted and the gathering and disseminating of information can begin.

It is also quick and easy to set-up multiple projects at the same time, based upon the same or differing templates.

Information can be input by any member of a chosen team of users. By defining permissions, team members will only see the information they are meant to see; they can only edit the information they are meant to edit.

The system records a full audit history; for example who changed a date and when, when a price was increased and who made the change, etc..

## File Handling

Any type of document can be uploaded to the system. Folder structures mimic Windows Explorer and can go to as many levels as required. Permissions such as full, read-only and hidden, can be set at folder level. All uploads and downloads are tracked.

The ICON System has three types of folder. Firstly, a 'standard' folder for any type of document. Next a 'photograph' folder which displays images in a thumbnail format. The third type is a 'certificate' folder where documents are assigned a 'valid from' date and 'validity duration' for tracking when inspections are due.

## Reporting

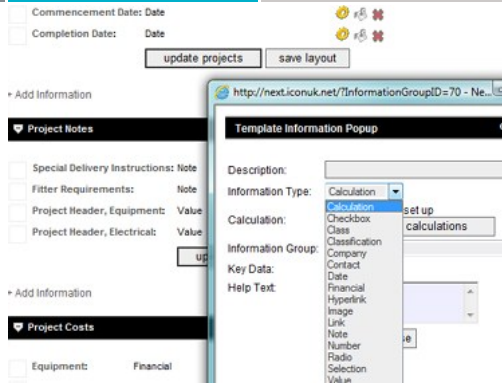
A simple reporting tool allows on-the-fly reporting. Selected users can choose which information to report on and have that information compiled into an Excel spreadsheet which is then immediately made available for download.

“The beauty of the system is in its simplicity. Within half an hour an administrator can set-up a template to record information with a corresponding folder structure then start the recording process.”

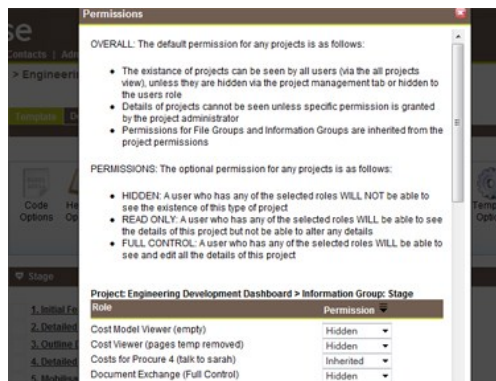
Chris Lovelock, ICON

ICON's Business Process Management solution is one of a number of products to help those involved in Specification Management, Property and Project Management.

For more information on the ICON System and its unique complementary support service, please telephone 01858 468345 or visit [www.iconsystem.co.uk](http://www.iconsystem.co.uk)



Create your template from a whole range of information types.



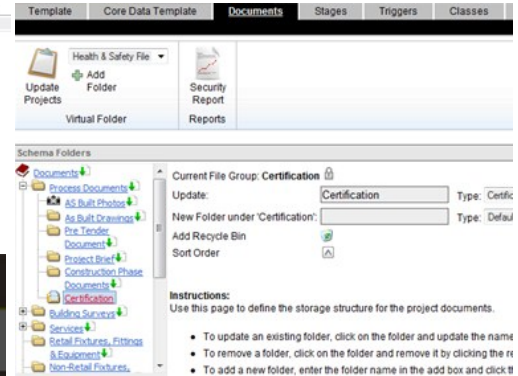
Assign permissions to information groups.

## Standard Information types:

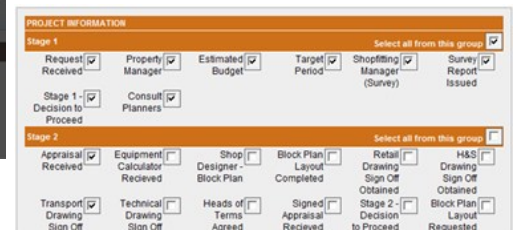
Templates can be based upon the any of the following types of information:

- Checkbox, for 'yes' or 'no'
- Company, a company
- Contact, a user
- Date, in dd/mm/yy or yyyy format
- Financial, i.e. cost in pounds sterling
- Hyperlink, a link to any web page
- Image, to display a picture in the template
- Note, a free-form text box
- Number, any numerical value
- Radio, a set of radio button options
- Selection, a drop-down list of options
- Value, a single line of free-form text

(Note: more complex information types such as Calculations, Stages, Links, Triggers and Dependencies are also available.)



Create a folder structure for any documents you may want to store.



Choose what information to report on.

“The system provides complex reporting in the format of on-line dashboards which can have RAG (red, amber, green) statuses, key dates flagged etc.. Reports can be created showing what has changed since the last time the report was run.”

Rob Wylie, ICON

## Request a demonstration:

If you would like to know more, please call us on the number below and we will arrange to give you a demonstration.

ICON • Information working for you

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