

**ActionBase**  
*connecting people & process*

## Managing actions across the enterprise

Within every organisation there are unstructured and ad hoc processes that are difficult to manage. Examples such as management meetings, continuous improvement projects, quality control and audits all involve a process that is typically different each time it is carried out. Although organisations attempt to model and standardise these processes flexibility is required and therefore much of the important information such as human communication, decisions and actions are captured in tools such as email and documents.

Email, documents and spreadsheets are tools that provide the user with a flexible approach but unfortunately they also lack transparency, are difficult to monitor and can quickly become out of control.

ActionBase allows people to continue to work in their familiar environment of e-mail and documents but adds structure to that so that they can actually manage it, report and track and know exactly what's going on in each business process.

“ Effectively manage unstructured and ad hoc processes in your familiar working environment. ”

“ ... capture the what, who and when. Nothing falls through the cracks. ”

Available on a wide range of devices



ActionBase is connecting people and driving operational excellence in many industries by ensuring that business critical actions are tracked through to completion whilst providing management the visibility needed to improve the process and implement lessons learned.

ActionBase integrates with the Microsoft Office suite (Outlook, Excel and Word) in addition to providing flexible web and mobile apps. This is empowering users to better control any action defined in ad hoc and unstructured processes

where email correspondence, spreadsheets or documents are typically used.

The ActionBase database captures and manages the process, all communication, attachments and interaction are visible and audit ready. For the first time organisations can analyse and implement lessons learned from past experience and continuously improve their internal processes and procedures.

## ActionBase in action

ActionBase has been implemented by hundreds of customers worldwide. The flexibility the software provides means it is applicable to any industry and virtually any business process. Our customers are leveraging the technology we offer in key mission critical scenarios where follow up is a must.

Here are some examples:

### Operational Excellence and Continuous Improvement

Identify, capture and track opportunities for improvement. Create and manage the action plan - ensure visibility and accountability. Provide key metrics and reporting.

### Audit Management

HSE, ISO and environmental audits - managing findings and recommendations as part of the audit process. Supplying visibility, issue and risk awareness, and ensuring follow-up on non-compliant areas across different business units.

### Inspections

Follow up on corrective and preventive actions.

### Lateral 'lesson learned' implementation

Manage the lesson learned analysis process and implementation into ongoing operations.

### EPA, PSM, OSHA and DTI audit findings

Stay compliant and ensure any audit finding is implemented.

### Incident Reports

Reporting, investigation and recommending with immediate corrective and preventative action and following up to completion.

### Management Meetings

Summarising decisions and tracking action items needed to be carried out in order to meet the strategic goals of the company.

### Hazard Assessment & Management

### Committee Governance

Summarising the review, decisions, changes and recommendations while ensuring follow-up of those recommendations



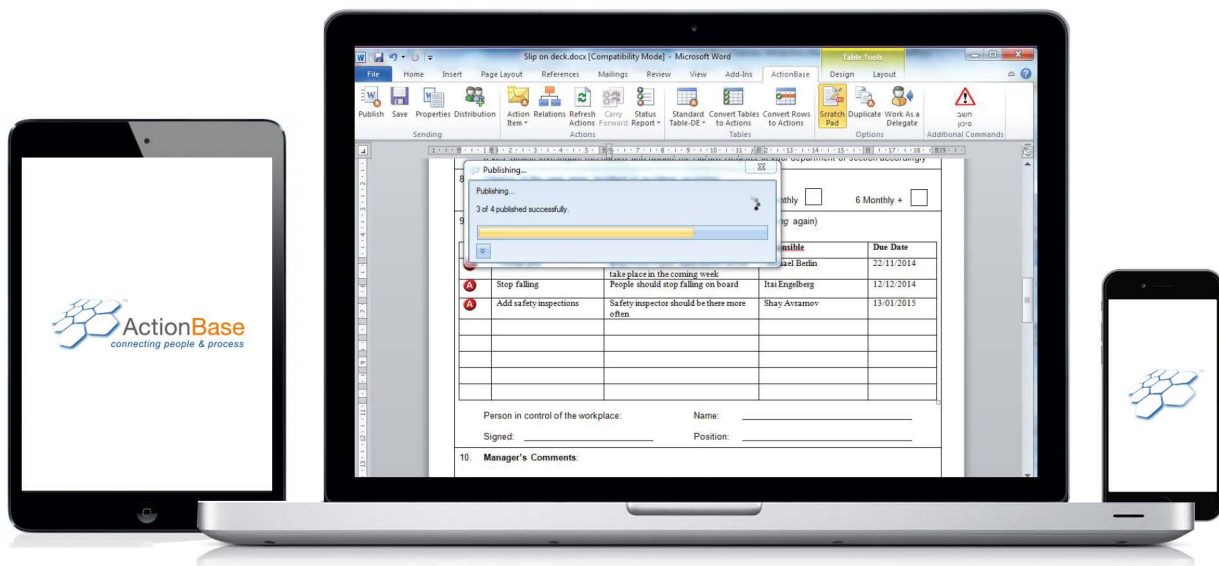
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## With ActionBase you can :

-  **Improve communication and increase visibility of key process information**
-  **Reduce email and document overload**
-  **Reduce time to insight**
-  **Centralise information for real time reporting and analysis**
-  **Reduce the risk of regulatory non-compliance across operations**
-  **Have immediate audit readiness**
-  **Save operational time and costs through effective management of the corrective action process**
-  **Ensure task accountability**



Outlook



Word



Excel



Web

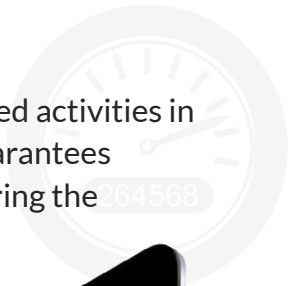


Mobile

## ActionBase driven value

ActionBase allows organisations to effectively manage human process and human interactions in an innovative way. ActionBase is simple to install, simple to use and being integrated into Microsoft Office allows users to retain their familiar user experience and avoid unnecessary application switching. In addition, fully functional web and mobile clients provides complete flexibility to the user.

Users initiate, follow up and collaborate with peers on ongoing processes and related activities in their familiar Office environment. This synergetic unified working environment guarantees users are able to stay on top of activities and remain productive and responsive during the process lifecycle. ActionBase drives breakthrough productivity while ensuring management visibility and control into the status of business critical human processes that were previously almost impossible to manage and monitor.



Management dashboards for KPI reporting



Configurable solution suite



Create and monitor actions via Outlook, Word, Excel, Mobile and Web



Visibility across the organisation



Create and track complex actions and processes

