

The background features a dark gradient with several colorful sticky notes (green, purple, blue, yellow, red) scattered across it. Each sticky note has a white line-art icon: a house, a person, a car, and a person with a cape. The text 'forms @ work' is centered in white, with the '@' symbol inside a red circle.

forms @ work

Features Summary 2017



“forms@work is a rapidly configurable workflow and forms engine allowing the creation of forms for such purposes as absence management, HR, sales reporting, procurement, invoice registration, stock control and document management.”

Introduction

Our clients range from small 10 user start-up's to international conglomerates with thousands of employees.

forms@work is designed to operate in both small local offices and in a distributed Multi-Location environment.

It's strong workflow engine provide a truly international solution which can scale and evolve with the changing needs of your business.

Organisations deploying forms@work achieve greatly improved workflow efficiencies and ensure internal and regulatory Compliance.

forms@work is renowned for its ease of use and is implemented in organisations throughout the UK, Ireland, Europe, Asia and The United States.

forms@work exports data to all the leading Finance Systems including:





systems@work Users

systems@work software is used by many of the world's leading organisations across a wide variety of industries, services and the public sector. A small selection of our many clients include:



You can learn more about our Clients and see Case Studies by visiting:
<http://www.systemsatwork.co.uk/casestudies/>

Our Team



At systems@work, we recognise that the most important aspect of any solution is the team of Consultants tasked with managing the implementation and the after sales support available once the project is completed.

At the heart of our offering is a group of experienced and highly skilled application specialists, systems architects and support staff who are responsible for delivering all aspects of our Professional Services.



Key Features of forms@work

Easy Form Entry



000 (User 000 - Administrator) Reference Number 65 Marketing Event Request

Location	From Date	To Date	Memo
UK	17/10/2016	21/10/2016	Expo 2016

<input type="checkbox"/>	Trans. Date	Item	Item Name	Notes	Cost	Cost Local
<input type="checkbox"/>	14/10/2016	508	Exhibitor Materials	New Stand	1 200.00 GBP	1 200.00 GBP
<input type="checkbox"/>	14/10/2016	502	Company Travel	Travel To Exhibition	800.00 GBP	800.00 GBP
<input type="checkbox"/>	14/10/2016	502	Company Travel	Hotel In Dublin	700.00 EUR	588.24 GBP
						2 588.24 GBP

Submission Notes:

Response:

forms@work enables employees to enter data quickly and effortlessly. Employees can select items without needing to understand or know any account code information.

Search

First characters
 Global

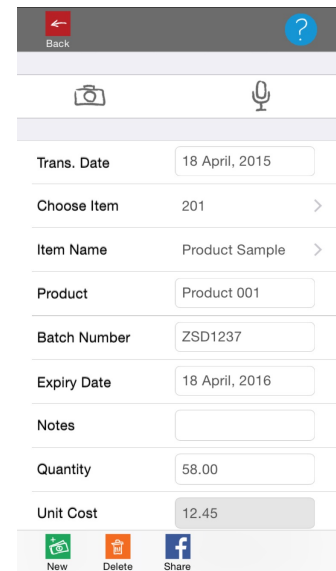
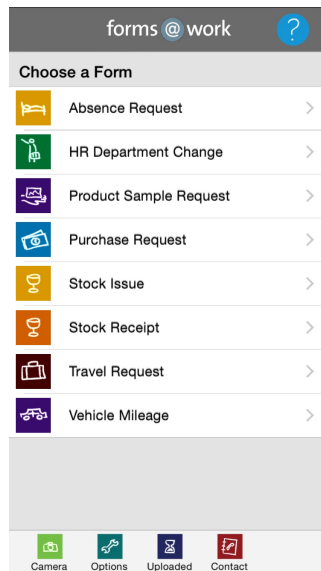
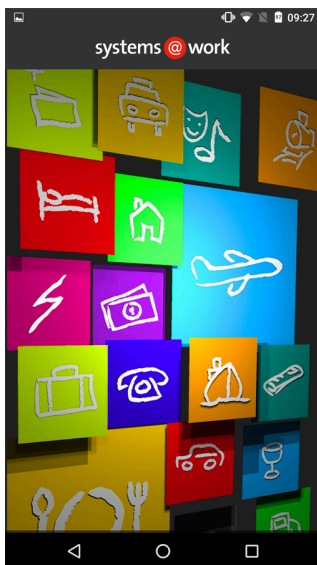
Item	Item Name
501	Location Hire
502	Company Travel
503	Guest Travel
504	Company Accommodation
506	Guest Accommodation
507	Catering
508	Exhibitor Materials
509	Other Costs

Forms can be designed with drop down fields to speed entry and eliminate errors.



Mobile App Support

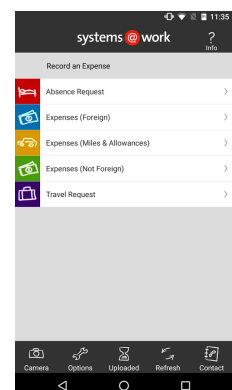
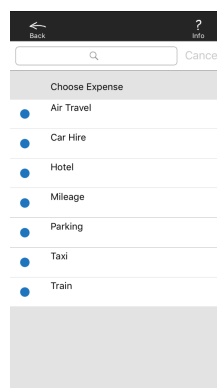
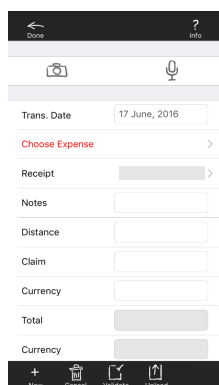
Our forms@work iPhone & Android Apps allow users to upload forms based data from their mobile device.



Images and audio can be captured by the employee on the move and managers can also authorise forms from the app.

Administrators can limit the forms and data that is available on the phone and allow employees to partially complete and upload data which can then be completed at the desktop or laptop.

Alternatively, forms can be immediately submitted for approval when uploaded from the mobile device.





Standard or Customised Expense Forms

Multiple forms can be setup and configured in forms@work depending on data capture requirements. Examples include:



← Today **Forms** Planning Reporting Employees History Administration

Create Form

Form Types	
→	Absence Request
→	HR Appraisal
→	HR Bonus
→	HR CV
→	HR Department Change
→	HR Employment Contract
→	HR Salary
→	HR Start
→	HR Termination
→	Invoice Approval
→	Marketing Event Request
→	Product Sample Request
→	Purchase Request
→	Stock Issue
→	Stock Receipt
→	Travel Request
→	Vehicle Mileage



Different form types can be made available to groups of employees (so for example staff on the road can see different forms than office based employees).

forms@work

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					2 588.24 GBP

Submission Notes:

Response:

Summary Description	Location	Duration	Trip Number
Flight to LA	Los Angeles	01 - 05 Hrs	

Trans. Date	Expense Type	Expense Dept	Client	Carrier	Class	Notes	Claim	Rate	Trip Cost	Attach
03/09/2014	Air Travel	Sales	Everest Tours	Airline - BA	02 - Business	Flight confirmed with agent	3 000.00 GBP	1.0000	3 000.00 GBP	
11/09/2014	Air Travel	Sales	Everest Tours	Airline - Virgin	03 - First	Flight confirmed with agent	5 000.00 GBP	1.0000	5 000.00 GBP	
									8 000.00 GBP	

Submission Notes:

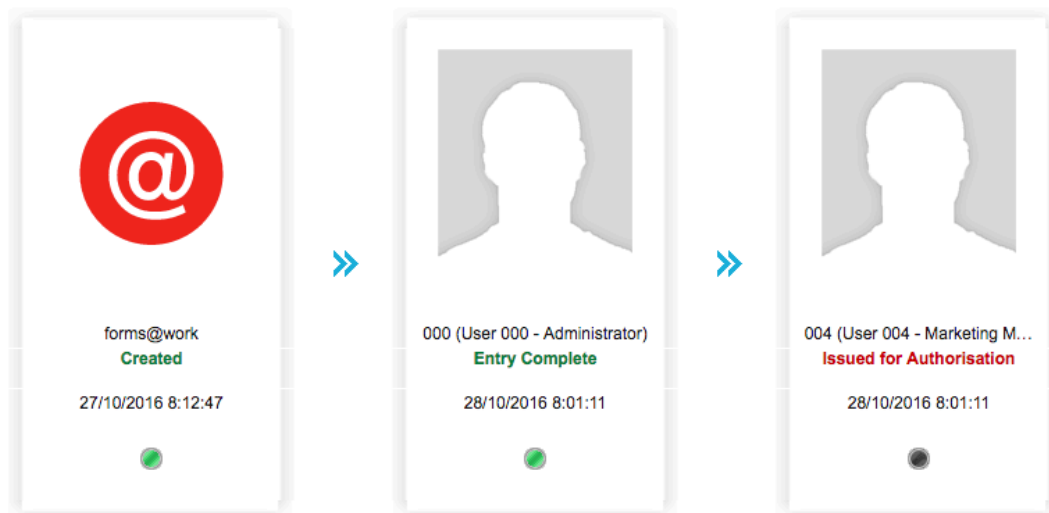
I am going to two conferences in September, (in NYC and Los Angeles)



Advanced Workflow

The forms@work routing rules and workflow engine enables forms to be routed to multiple approvers throughout the organisation based on a combination of definable factors:

- Forms can be routed based on reporting lines.
- Forms can be routed based on spending limits.
- Forms can be routed based on data selection or other customisable rules.



When staff submit a form they are given a clear visual representation of where the form is being routed for authorisation.



Extensive Reporting

forms@work includes an extensive range of reporting options to ensure that employees, management and finance have full visibility over all data captured.

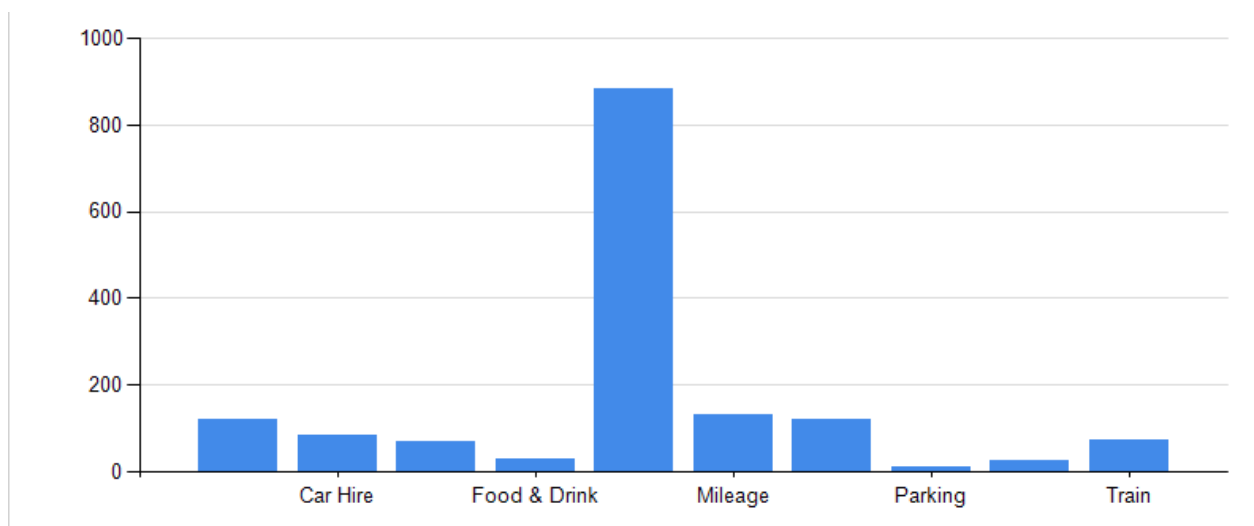
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← Today Forms Planning **Reporting** Employees History Administration

Absences	HR	Inventory	Invoices
All Absence Requests	All Employee Documents	Daily Stock Movements	All Invoice Approvals
My Absence Requests	All Employee History	Inventory Items	Invoices Awaiting Approval
My Approved Absences	Employee List	Stock Balances	My Invoice Approvals
		Stock Movements	

Shortcuts

- All Employee Documents
- All Marketing Event Reque...
- All Product Sample Reque...
- Marketing Items
- Stock Movements





Reports can be configured as required and made available to some or all individuals based on role or other criteria.

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Stock Balances

Stock Location	Item	Item Name	Movements	Balance
+ ▾	+ ▾	+ ▾		+ ▾
Warehouse 01	0001	Item 0001	..	100
Warehouse 01	0002	Item 0002	..	364
Warehouse 01	0003	Item 0003	..	56
Warehouse 01	0005	Item 0005	..	8
Warehouse 02	0002	Item 0002	..	83
Warehouse 02	0004	Item 0004	..	56
Warehouse 02	0005	Item 0005	..	12
Warehouse 03	0004	Item 0004	..	65
Warehouse 03	0005	Item 0005	..	12
Warehouse 04	0003	Item 0003	..	87
Warehouse 04	0005	Item 0005	..	8
				851

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All Marketing Event Requests

Form No	Calendar Month	Trans. Date	Employee	Name	Item Name	Cost	Curr	Cost Local	Notes
+ ▾	+ ▾	+ ▾	+ ▾	+ ▾	+ ▾	+ ▾	+ ▾	+ ▾	+ ▾
0000000055	2018012	03/08/2016	001	User 001 - Standard User	Location Hire	5 000	EUR	4 201.68	
0000000055	2018012	03/08/2016	001	User 001 - Standard User	Company Travel	1 350	GBP	1 350	
0000000055	2018012	03/08/2016	001	User 001 - Standard User	Guest Travel	500	GBP	500	
0000000055	2018012	03/08/2016	001	User 001 - Standard User	Company Accommodation	3 000	EUR	2 521.01	
0000000055	2018012	03/08/2016	001	User 001 - Standard User	Guest Accommodation	600	EUR	504.2	
0000000055	2018012	03/08/2016	001	User 001 - Standard User	Catering	2 500	EUR	2 100.84	
0000000055	2018012	03/08/2016	001	User 001 - Standard User	Exhibiton Materials	950	GBP	950	
0000000055	2018012	03/08/2016	001	User 001 - Standard User	Other Costs	1 000	GBP	1 000	
								13 127.73	



Corporate Policy Enforcement

One of the most important functions available in forms@work is the ability to enforce corporate policies with workflow processes. Rules can be configured in forms@work to ensure that employees enter all required information and the system can then validate the form at the point of entry and advise the employee if there are any problems with the data entered.

Trans. Date	Expense Type	Client	Receipt	From	To	Notes	Journey	Claim	Total	Vat	Net	Attach	Drill
21/10/2016	Hotel	Oil Reserves Ltd	Non VAT Receipt			Hotel In London		340.00	GBP	340.00	340.00		
25/10/2016	Mileage	JPD Ltd		NW6 1LL	WC2 4DE	Office To City	5.01			2.25	2.25		
21/10/2016	Hotel	Oil Reserves Ltd	Non VAT Receipt			Hotel In London		240.00	GBP	240.00	240.00		
25/10/2016	Mileage	JPD Ltd		NW6 1LL	WC2 4DE	Office To City	5.01			2.25	2.25		
25/10/2016	Parking	Oil Reserves Ltd	Non VAT Receipt			Parking		12.00	GBP	12.00	12.00		
25/10/2016	Taxi	Oil Reserves Ltd	Non VAT Receipt			Taxi		14.00	GBP	14.00	14.00		
									10.01		610.50	610.50	

Warning 1 A limit of 300 GBP applies to hotels for all UK Employees

Policies can be set at a global, country, departmental or individual level and configured to be either advisory warnings or rejections.

Error 7 Trans. Date You have entered a future date
Error 8 Trans. Date You have entered a future date

Additionally, submission messages can be created which require employees to acknowledge their understanding of company policy. These messages can be configured on a per form basis so that employees in different jurisdictions or with different roles see messages that are tailored to them.



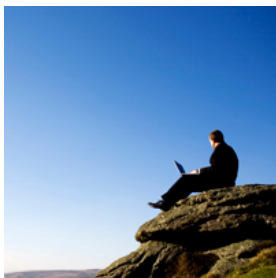
Finance System Integration

One of the primary benefits of implementing a workflow engine is the elimination of time consuming and error prone transaction rekeying.

forms@work is unrivalled in its integration credentials and will export transactions of all types in the appropriate format for major financial systems, HR systems and other business applications such as Payroll and bespoke Practice Management solutions.



Accessible From Anywhere



Because forms@work is browser and app based it can be deployed within your organisation but still be available to employees in any location.

forms@work supports HTTPS and also VPN based setup and there is a dedicated app for iPhone and Android.

Summary

forms@work is a highly functional and robust Workflow Solution and can be deployed in your organisation for as little as £5 per user per month.

Organisations deploying forms@work benefit from increased efficiencies and ensure internal compliance, exceptional financial control and powerful reporting.

Proven Pedigree

forms@work has been implemented in organisations throughout the UK, Europe, Asia and North America.

Exceptional Reporting

One of forms@work's core strengths is the power and flexibility of its Analysis & Reporting engine. The integrated browser based reporting combined with the power and flexibility of the reporting toolset will provide extensive reporting functionality.

Improved Business Process

forms@work will eliminate the data duplication, manual intervention and time lags inherent in manual based systems.

Quick & Easy For End Users

forms@work enables employees to enter data quickly and effortlessly using forms that are so easy to use that no end user training is normally required.