

ActionBase for Office



The bridge between the process and your daily work

Human processes which account for %80 of our daily work are actually carried out using email correspondence, meetings and plain documents.

ActionBase for Office is a human process management solution for managing human processes like board of directors decisions, compliance , internal audit or just plain action items.

- Workflows system are too rigid for the dynamic reality
- Project management system are incapable of managing the day to day activities
- There is a gap between procedures, best practices and working documents to the actual work

ActionBase is a unique solution for these challenges offering a friendly yet comprehensive Office integrated environment for managing human centric collaborative processes.

With ActionBase you can define working document such as work plans, meeting minutes, procedures, best practices and reviews and follow up on the entire working process through completion of all action items and subsequent action items created during the dynamic process.

ActionBase provide managers and process owners with governance capabilities with full process visibility allowing them to react on time and not when it is too late.

Manage strategic processes such as:

- Board of directors and executive management
- Internal control and audit
- Quality and compliance
- Fraud case management
- Project management



The business value of using ActionBase:

1. Effectively manage any type of human centric business process otherwise managed in emails and plain documents
2. Full visibility—process participants are all on the same page and constantly up to date
3. Follow up and managerial control over progress of corporate decisions and goals
4. Bridging the gap between documents and daily work
5. Simplicity—ActionBase is fully integrated into Microsoft Office client applications

