

ActionBase for Office:

ActionBase is a pioneering solution in the growing market of **"Collaborative Human Process Management"**.

Executive managers, compliance officers, internal controllers and project managers are all facing the same challenge of managing multipart human processes spanning across the organizational silos and beyond. Such high performance processes involve numerous steps and activities, making the managerial orchestration process difficult to handle.



ActionBase users initiate and engage in multipart human centric processes that are usually handled through **meeting** documents, **Excel** check lists and **e-mail** correspondence.

ActionBase is a single system of record capturing all ongoing processes and activities in a single organizational data store.

With ActionBase:

- Managers gain full visibility and control over the effective process and can follow up any activity, making sure nothing dissolves and runs out of momentum.
- The process is collaborative and dynamic in nature, spanning across teams, business units and even beyond the organizational boundaries as users work together with both suppliers and customers.
- Reporting, alerting and syndication mechanisms work effectively to streamline work and information flow between all parties involved.
- Managers and process owners have a real-time picture of their process and can make informative decision balancing resources, timeline and expectations.

The key success factor of ActionBase is its complete integration with MS Office so that users retain their natural working experience.

ActionBase makes sure everyone is on the same page and in synch as users work on any document with highly effective smart documents technology called ActionDocs™ and efficient collaborative module integrated into Outlook called ActionMail™.

ActionDocs:

ActionDocs enables users to work on any document and describe a human process, a repeatable procedure or best practice with all its related Action items, all within a regular Word document.

ActionDocs adds the dimension of follow-up and execution, turning any Word document into a **dynamic & smart Word document**.

When an ActionDoc is published, each process step is automatically assigned and distributed to the relevant assignee's ActionMail within their Outlook.

The document is seamlessly updated on every status update so the initiator can follow up and see the process progress directly on the document.

ActionDocs is fully integrated with ActionMail thus all initiated processes and action items can be followed up on from Outlook's ActionMail module.

ActionDocs can be used within every document you create. Meeting minutes, audit findings, review documents, work plans, external reports and checklists are just a few examples of how our customers use ActionDocs in their daily work to ensure the process is carried out efficiently and in a timely manner.



ActionDocs revolutionize traditional documents.

The process action items defined in the document are automatically sent out to the relevant recipients as ActionMail and status updates are displayed directly on the document.

ActionMail:

ActionMail is essentially an email on "Steroids". In the ActionMail module each process step or action item is assigned and received as an ActionMail within Outlook, very similar to an email message. ActionMail is a collaborative action item where users can create, respond, add files and initiate subsequent action items or new workflows as part of their work.

The beauty of ActionMail is that it all works from within MS Outlook so users can enjoy Outlook's simplicity and ease of use while taking control over their processes, assignments and workflows.

Unlike regular email, **ActionMail is a single line** item collating all relevant information – correspondence, files, responses, audit trail (and) related workflows and action items and acts as a system of records for all processes, activities and collaborative items.

The process initiator has full visibility over the entire human process and can see how the process evolves as participating parties work is being carried out.



*ActionMail message is a single line item in Outlook which relates to a process step.
It contains all relevant information concerning people, roles, files,
responsibilities, status updates, audit trail and the next steps of the process*

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