

Join up your business..

Product overview



**CAPTURE
DECISIONS
GOALS
CHANGE
KNOWLEDGE
COHERENCE
TRANSPARENCY
COLLABORATE**

About Business Optix

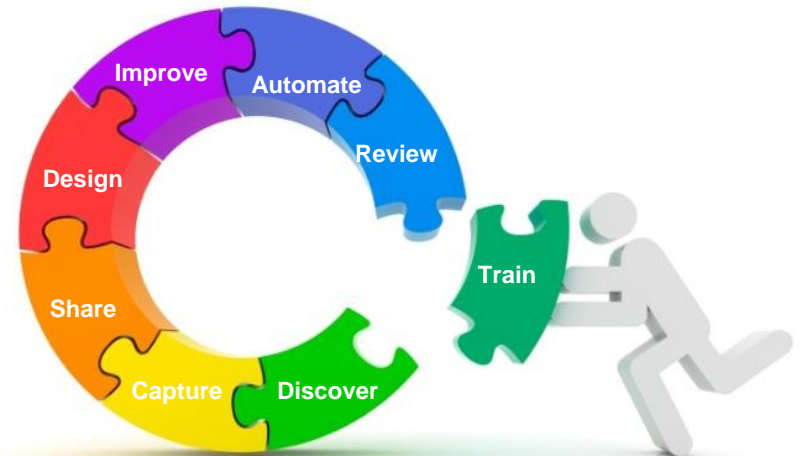
A software platform that allows our clients to map, redesign and transform their business through publishing their systems, processes and knowledge in the Cloud.

We enable the people in your business to:

- Capture best practice and knowledge
- Share, review and inform
- Make decisions to achieve business goals and manage change

We provide your business with:

- A desktop app to enable you to document, share and improve business processes and methods
- A Hosted platform that enables users to access and interact with published processes, documentation and content and join up existing knowledge and applications.



Ease of use | Speed of capture | Rapid feedback | Informed decisions | Instant visibility

Positive results in days

Key features and benefits

Characteristics

- Quick to learn...productive business users in a morning
- Easy to use
- An integrated repository for all content
- Import existing data / information from Visio, Excel
- Link relevant files: documents, images, reports

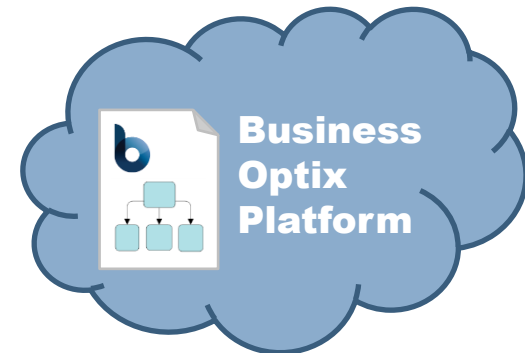
Easy to maintain and update

- Models in a shared library
- Models linked for an **integrated view of organization**
- Collaborative development: workflow moves proposed processes through approval cycle
- Reviewers access and comment on models through the web – providing simplicity and version control

One-click Intranet or Extranet publication

- HTML, PDF, Data Sheets, Training material
- Dynamically update web site with workflow

Reporting on any model information



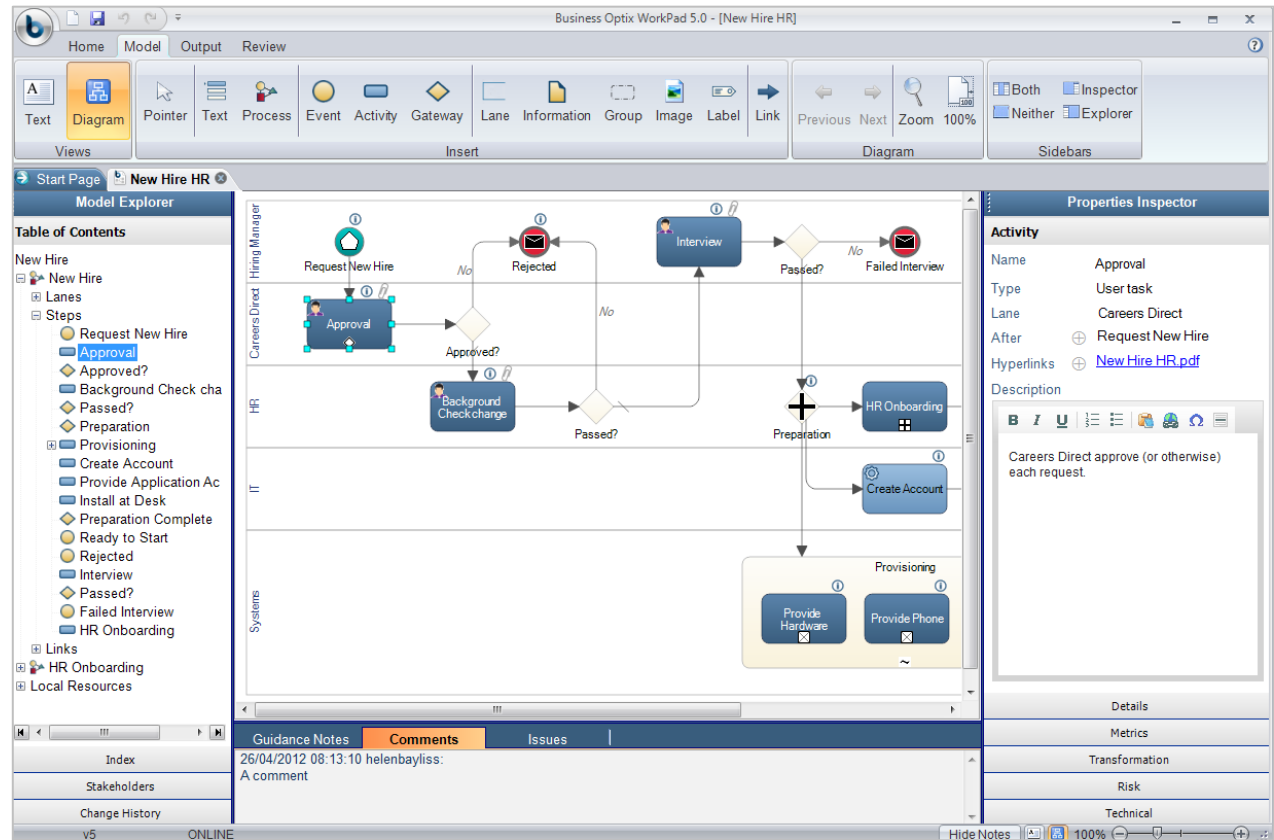
Benefits

- ☑ Quickly create and publish content
- ☑ Reaches across organizational silos
- ☑ Quickly link all relevant information to business processes
- ☑ Encourages a culture of sharing
- ☑ Easy to report across processes and associated data capture
- ☑ Assess what-ifs for organizational process change
- ☑ Increase system adoption levels through best practice and focus on business goals

Creating content – Business Optix Author

Desktop tool for the creation and capture of content.

- Standard stencils to capture processes, diagrams, Lean Value Streams, Benefits Realization, Service Management, Organization charts
- Workspace to create your model with standard features for each type of model
- Properties tray that enables details about a step to be captured including links to files, systems, associated data, metrics, risk levels and transformation properties



Accessing content – Hosted Library

A hosted library for sharing and collaboration.

The screenshot shows the 'Project Workout' community page. At the top left is the 'businessoptix' logo. The top right corner displays 'Welcome Helen Bayliss | My Settings | Logout' and a search bar with the text 'Search...'. A left-hand navigation menu includes 'Home', 'Forum', 'Recently changed', 'Browse', and 'Reports'. The main content area is titled 'Welcome to the Project Workout Community' and is divided into three sections: 'In this library', 'Other links', and 'Business Optix links'. 'In this library' contains three items: 'The Zone - articles, FAQs and links as well as some interactive overviews of the principles behind Project Workout', 'The Project Framework', and 'Management Architecture'. 'Other links' includes 'Project Workout website'. 'Business Optix links' includes 'Documentation' and 'Support'. A 'powered by businessoptix' logo is located in the bottom left corner of the page.

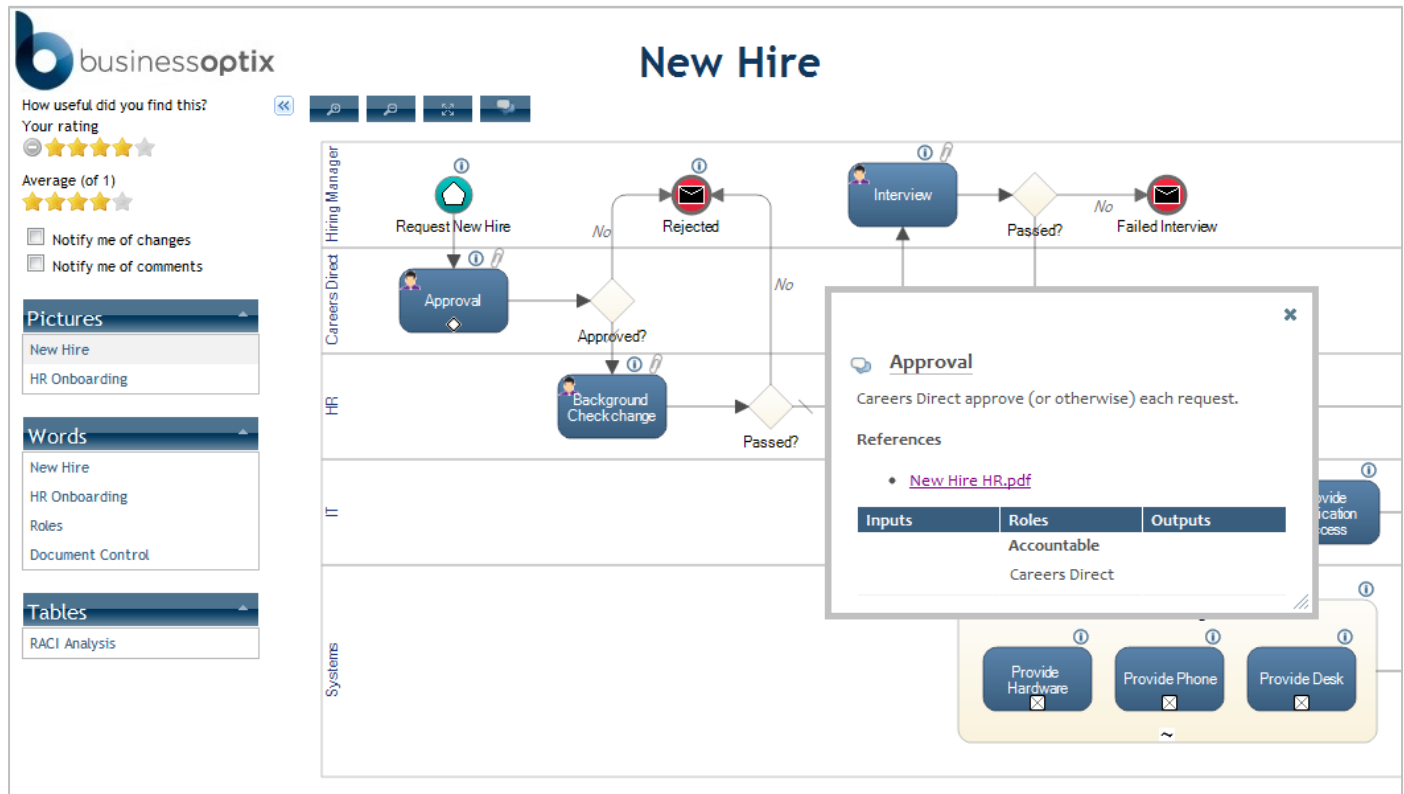
Viewing content - Browser

The library provides users with access to the content via a browser for review, comments and collaboration.

The user is also able to rate content and ask to be notified of changes.

Clicking on an activity/step provides further details of what has been captured about that step including links to files, system screens etc.

Where there are sub processes the user can click down to access them from the one screen.



One click PDF output

The image shows a stack of four overlapping PDF pages for a 'New Hire' process document. The top page is the front page, followed by a summary page, a document control page, and a detailed process page. The document is titled 'New Hire' and is Version 1.1, approved. The author is S. Wetherall. The document includes sections for Document Control, Contents, Roles, and a detailed process flowchart. The flowchart shows the steps from Request New Hire to Approval, Background Check, and Provisioning. Below the flowchart are tables for Triggers and Outcomes, and a list of deliverables.

Document Control

Title	New Hire
Type	Process
Author	S. Wetherall

Distribution

Organization	
DFGT	

Approvals

Name	
Ron Jackman	HR

Review

Name	
Emma Nichola	
John French	

Change History

Version	Date
1.0	05-August-2009
1.1	04-March-2010

Contents

- Roles
 - Hiring Manager
 - Careers Direct
 - HR
 - IT
 - Systems
- New Hire
 - Approval
 - Background
 - Provisioning
 - Provide Hardware
 - Provide Pkg
 - Provide Des
 - Create Accs
 - Install at De
 - Provide App
 - Interview
 - HR Onboard
- Deliverables
 - CV

1 Roles

1.1 Hiring Manager
The Hiring Manager is responsible for the overall process.

1.2 Careers Direct
Careers Direct have first approval on all requests.

1.3 HR
HR perform a background check on every hiring request.

1.4 IT
IT are responsible for provisioning hardware and software.

1.5 Systems
Systems are responsible for providing the necessary software.

2 New Hire

Triggers

Trigger	To	Inputs	Description
Request New Hire	Approval		May be initiated by email, web form, telephone call, etc.

Outcomes

Outcome	From	Deliverables	Description
Ready to Start	Preparation Complete		When ready to start, the Hiring Manager is informed.
Rejected	Approved?		The Hiring Manager is notified if the request is rejected, whether by Careers Direct or as a result of HR's Background Check.
Failed Interview	Passed?		

2.1 Approval
Careers Direct approve (or otherwise) each request.

2.2 Background Check
HR perform a Background Check on every hiring request.

2.3 Provisioning
The provision of hardware, phone and a desk may happen in any order.

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Templates can be configured to client's output style.

One click output gives clear and precise documents including:

1. Front Page
2. Summary and Purpose
3. Document Control
4. Table of Contents
5. Role, System, Location information
6. Diagrams
7. Tables, including cross reference information
8. Closing Summary

Because the output is consistent, people know where to look and how to find information.

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