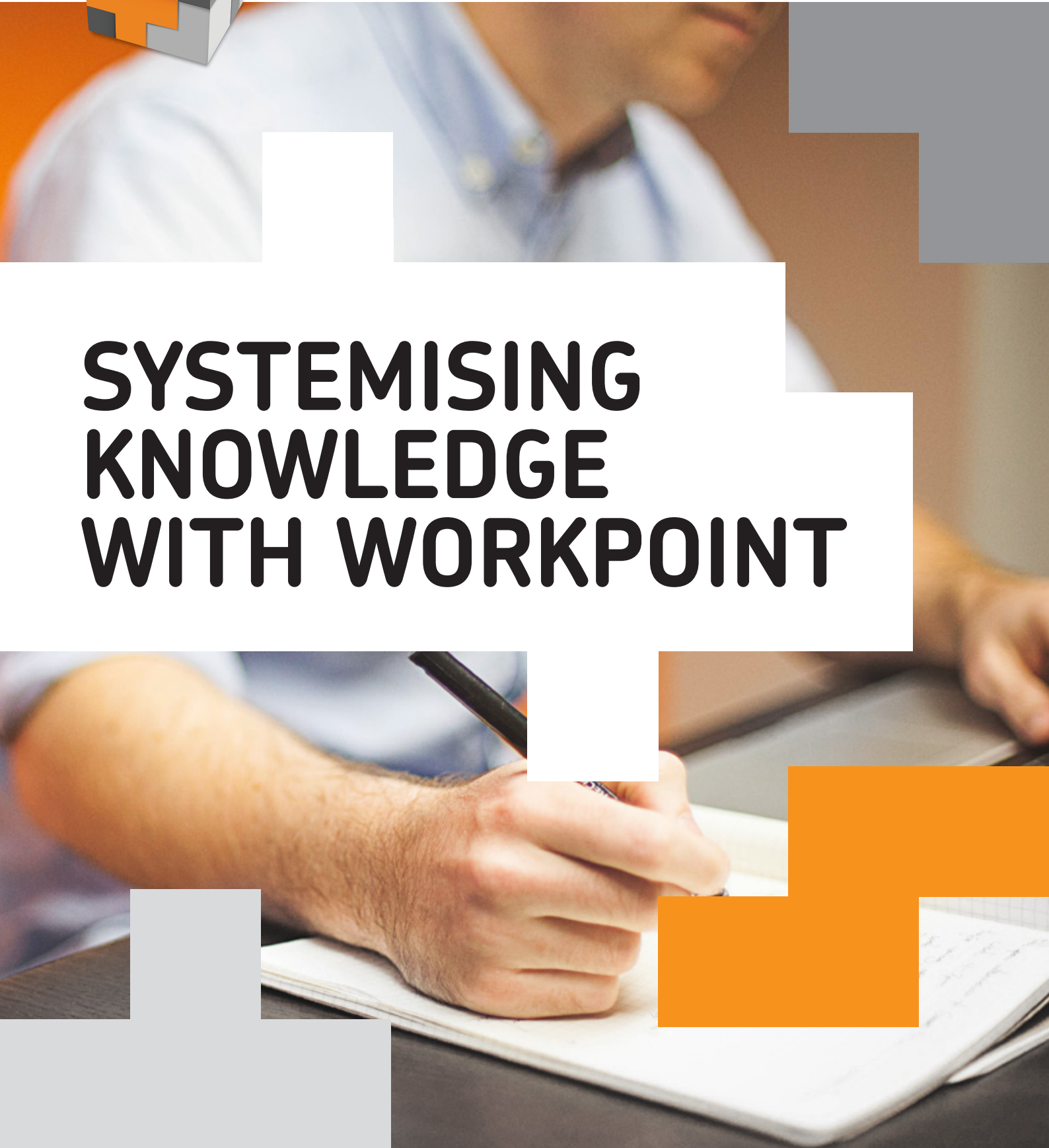


SYSTEMISING KNOWLEDGE WITH WORKPOINT



What is WorkPoint

Systemising knowledge across business solutions

WorkPoint is vertical business solutions supporting advanced knowledge-sharing by way of case and project management among others. This renders the organisation far less vulnerable, because all data can easily and quickly be found. It codifies workflows, ensures optimised workflows and increases profitability.

WorkPoint makes it possible to coordinate and manage all business-critical information from a single place and makes it available throughout the organisation, ensuring no data is lost. Emails and documents are coupled to the individual case or project. As a result, WorkPoint makes it possible to manage complex cases or large

projects, so that the project itself and the management of same are orchestrated from within the one and same system.

WorkPoint ensures effective sharing of knowledge:

- ▶ Saving knowledge is easy because you work in office - your usual system
- ▶ High degree of data discipline, hereamong that data is able to be inserted quickly and securely into the data structure
- ▶ WorkPoint ensures sharing of knowledge because knowledge is easily found and hence valuable.



WorkPoint delivers business critical solutions/apps atop Office 365 and SharePoint

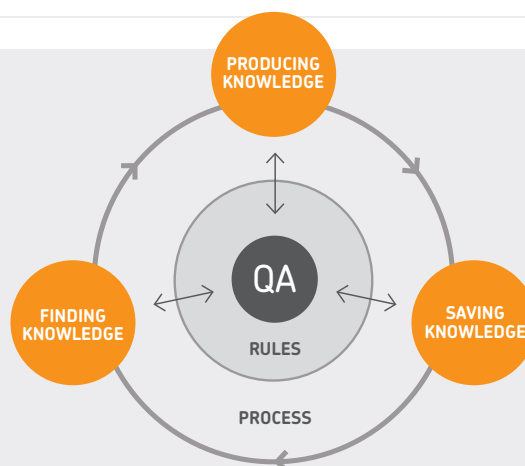
- Document management
- Project management
- Email management
- Case management
- Task management
- Contact management
- Contract management
- Quality assurance
- Records management
- Legal solutions
- Stakeholder management



Horizontal product – vertical solutions developed by WorkPoint and partners

Business functions and features	Business modules – Knowledge is shared across business solutions							
	Contacts	Projects	Cases	Contracts	Legal	Employees	CRM	Your solutions
Documents	×	×	×	×	×	×	×	×
E-mails	×	×	×	×	×	×	×	×
Tasks	×	×	×	×	×		×	
Events		×			×		×	
Notes		×			×		×	
Stage gate		×	×	×	×		×	
Sub cases		×	×					
Risk mangement		×		×				
Doc. review		×			×			
Stakeholders	×						×	
QA		×	×		×			
Your choice	×	×	×	×	×	×	×	×

Wheel of knowledge
 Through customized rules and processes knowledge is produced, saved and easily found and subtracted for specific needs and purposes



Please check our partner portal for whitepapers about WorkPoint support.workpoint.dk

Compose WorkPoint so the solution suits your requirements

Here are some of the valuable solutions applicable to many companies:



Efficient case management with standardised workflows and procedures

WorkPoint offers efficient case and document management in all processes, resulting in uniform oversight of all cases in the organisation, as well as affiliating all clients, stakeholders, information, masterdata, documents, and emails to individual cases. Automated versioning of documents ensures that all changes and approvals are always registered.



Contacts management with intuitive document and email management

Gain an overview of contacts, correspondence, and current tasks. WorkPoint's contacts management system offers you the complete overview of collaboration partners and meetings as well as the entire correspondence of the organisation. Adding to this, it affords access to important documents, agreements, collaborative work with partners, and more.



Journal important emails and attachments directly to a folder

Many companies receive critical information and documents via email. WorkPoint ensures important emails do not end up in the inbox of the individual employee, but are viewable by all, and are instantly affiliated with the case or project, the emails concern. By utilising the simple drag and drop functionality in Outlook, emails and attachments can be affiliated directly to a folder/archive.



Efficient management of workflows and processes

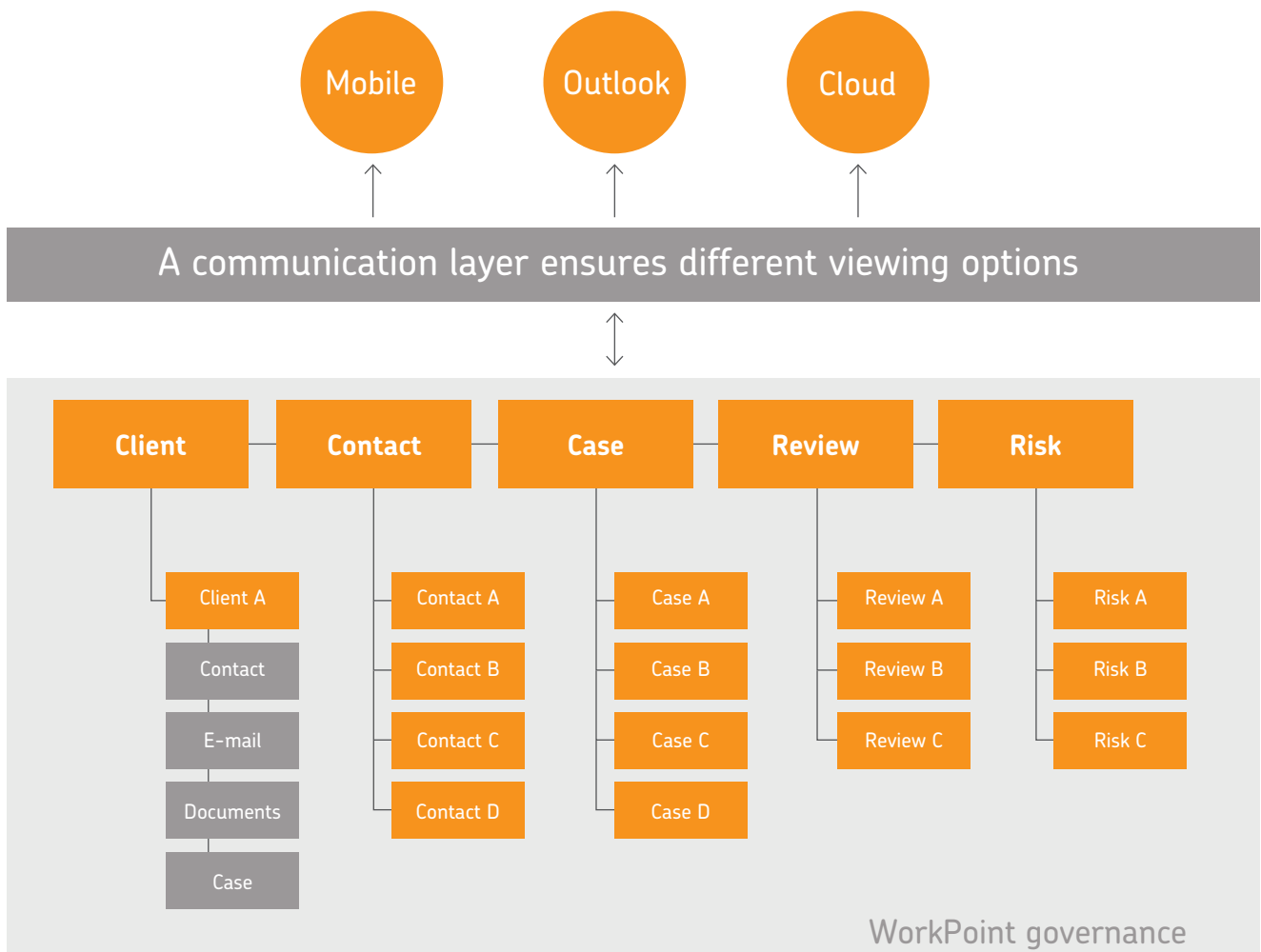
WorkPoint is an efficient tool for managing workflows and processes. If you need to systemise procedures and workflows, WorkPoint easily and elegantly guides you through all the phases. WorkPoint is a robust tool to manage the allocation and execution of tasks, ensuring high quality and minimises the risk for human errors. In addition, it affords an efficient reviewing tool.

Governance – the logic behind

Hierarchical, modular standard solution ensures overview

Systematic and automated management of relations is a prerequisite for creating a system able to deliver overview at a high level, while also presenting the necessary in-depth information on a detailed level. By focusing on your processes, you create good governance for your company.

WorkPoint 365 is based on a modular structure consisting of lists and sites, sorted hierarchically. The site structure offers solution uniformity, making it possible to create relations among the modules, which are also able to inherit and aggregate data.

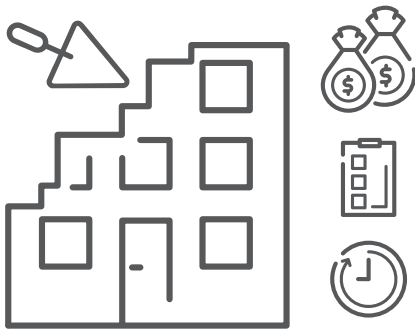


How **WorkPoint** differs from SharePoint

WorkPoint is SharePoint in a whole new way

Build a business critical solution with specialist development or WorkPoint. The difference is your starting point, and your guarantee to obtain the specified result within a given time frame and cost.

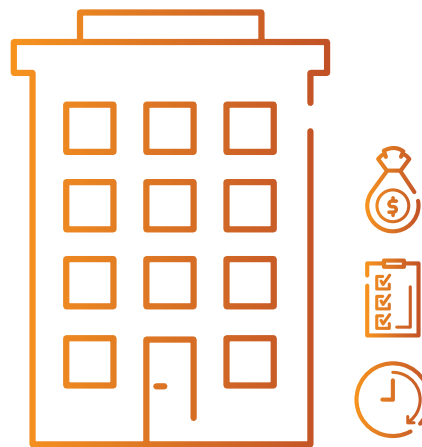
SharePoint requires specialist development



Microsoft Office incl. SharePoint is the foundation

- Time consuming
- Often a costly process
- Risky outcome
- Requires specialist development

SharePoint with WorkPoint



Microsoft Office incl. SharePoint is the foundation

- Easy to implement and calculate
- Fully integrated to Office 365
- Scalable and easy configuration
- Modular standard solution

Why choose a standard solution?

Here are six reasons why you should prefer a standard solution on SharePoint:

1. Forget all about time-consuming and cost-heavy SharePoint projects. WorkPoint is a standard business-solution for Office 365 and SharePoint.
2. WorkPoint is like a big-builder house – a modular standard system, easily configurable to manage many tasks. In addition, it is possible to integrate with ERP systems. As a result, this allows for great flexibility.
3. Easy for the end-user! By utilising WorkPoint, SharePoint has moved out into Outlook, Word, and so on. 80 percent of the tasks and work can be done in Outlook, Word, Excel, and PowerPoint, increasing user-satisfaction and ease the adoption of the solution.
4. WorkPoint comes with built-in governance. Coupled with automated classification and structure (inheritance) of data, oversight and management is ensured.
5. WorkPoint is a framing tool – not an archival system. Knowledge is produced, maintained, and found in WorkPoint – all within the rules defined by your needs. This includes among other things how tasks are produced, when they should be executed, which templates to use, and which metadata should be tagged within which project, case, etc.
6. WorkPoint ensures automated journaling of email and documents.





<https://www.fsjsolutions.dk/workpoint-365>