

CONTRACT MANAGEMENT

The Challenge

Organisations are expected to manage a multitude of contracts ranging from a small number with many variations through to hundreds, worth millions of dollars. The issues that arise from this included each contract being different with regards to contract period, contract obligations, information on key stakeholders, both external and internal.

Managing these contracts efficiently can be time consuming, with ever-greater amounts of time and resources being required to meet the needs of a diverse range of organisations.

The Solution

Fraame Solutions offers a unique and simple to use information management system, designed to ensure organisations can meet all their contractual obligations.

The solution, FileVision, brings together all of an organisation's information, from contract agreements, amendments, contract period, key contacts, correspondence and reports: putting the right information at the fingertips of the right people when and where they need it.

The Benefits at a Glance

Keeping in touch with your funder

Keeping in touch with your funder and external stakeholders ensures good relationships and better communication. Each time they contact your organisation you can quickly record information and assign tasks related to either a document or a person.

Immediate access to update contracts details

Giving the right staff quick access to information and documentation without having to retrieve it from filing cabinets or other locations offers an immediate impact not only on service delivery but it also optimises staff time for the more important tasks.

Link your documents, be assured of version control

Contracts can generate an extensive amount of paperwork; FileVision can link documents together so staff have complete access to all relevant information. Management can be assured that the correct version of a contract is viewed and actioned and that all appendix, addendums and related documentation is found quickly and easily with one search. Version control is an automatic feature of FileVision ensuring that all staff see the latest version automatically, and those with correct access can view older versions, no information is lost but older versions are never accidentally used.

Have a complete picture of your funder

All data needed to complete contractual obligations and reporting can be captured. Automatic actions can alert a staff member(s) when a contract needs renewing or reporting needs to be completed, the functionality within FileVision can meet each organisations individual needs.

Increased speed and accessibility using scanning hardware

Filing cabinets bulging with the same document and multiple copies of drafts can be a thing of the past, any document can be scanned into FileVision or any electronic file can be saved and then easily retrieved by staff when and where needed. By using the web-client function, staff from remote branches also have access quickly and efficiently.

Automate regular tasks

FileVision can create workflows and automatic actions to any document or CRM record ensuring that work is never left in someone's "in-basket" or "slips through the cracks."

Documentation status

FileVision can show any staff member the status of a document at a glance. Status or sensitivities can indicate if a document needs approval or sign off, if it is under review or completed. Automatic notifications can be assigned to any document with an unapproved status.

The System at a Glance

FileVision offers the best features from integrated document management (DM), customer relationship management (CRM) and workflow. It eliminates the need to purchase separate applications, not to mention the expense and time consuming process of integrating these components. FileVision can also seamlessly co-exist and compliment your organisations other key business applications such as finance and payroll.

FileVision allows easy access to contract records by contract number or funder name and can be retrieved via a web browser on any computer terminal throughout the organisation. The strength and effectiveness of the FileVision system comes from:

- Simple implementation
- Powerful cross referencing, indexing and keywording
- Its fast high quality viewer
- A multi-layer annotation feature with access control.
- Full and secure version control
- Document approval status handling and audit trail.

FileVision runs on the Microsoft Windows platform. It integrates with Microsoft Office applications and can easily interface with back office solutions via Web Services.

FileVision



Fraame Solutions Limited www.fraame.com

Fraame Solutions is a leading business solutions provider. Launched in 2003, Fraame has offices in Sydney and Christchurch, and offers it's customers business consulting services through to the full implementation of information technology solutions. Fraame is a Development Solutions Partner of the Hewlett Packard Corporation.



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