

## Arcspan Fact Sheet

Arcspan provides service organizations with an integrated solution that helps them optimize their human capital assets, empower their people, and collaborate with their clients. As a result, organizations are in a better position to increase their efficiency through knowledge sharing, built-in workflow processes and integrated best practices.

### Time & Attendance Management

- Standard Web Based Interface with automated setup of business rules to simplify capture of time and attendance data
- Time and attendance data automatically routed for approval, hence providing accurate status and notification
- Provides automatic status reports
- Provides single point of entry for reconciliation and billing
- Automatic consolidation for project management, resource management and contract management
- Automatic integration with back-end Human Resource and Finance applications

### Expense Management

- Standard Web Based Interface with automated setup of business rules to simplify processing of expense data
- Capability to allocate expense data against specific projects to accurately track overall project costs
- Expense data automatically routed for approval, thereby providing accurate status and notification
- Integrates expense information against projects, to provide an accurate reconciliation of exact project costs

### Resource Management

- Balance resource assignments and upcoming demand
- Allocates people with optimal skill sets to highest priority projects
- Optimizes resource utilization and effectiveness
- Tracks resource skills and core competencies
- Provides an automated resource profile with automated notification after project completion
- Fully integrated with Time Management and Project Management modules

### Project Management

- Provides accurate information on key project indicators, for example, project status, rates and consumption, projects at risk, etc.
- Plans and controls projects from end-to-end with the ability to accommodate up to 7 levels of information capture
- Integrates with Microsoft Project
- Tracks project deliverables and milestones and sends automated alerts for intervention and escalation
- Integrates time and expense information against projects, to provide an accurate reconciliation of exact project costs

### Knowledge Portal

- Supports high level of information customization
- Provides role based access to all levels of information
- Individual modules also have an additional layer of role based security
- Open architecture supports integration of data from back end applications to provide a consolidated role based view
- Supports customized "dashboards" at functional and consolidated levels
- Robust viewing and reporting tools for data analysis
- Links with Contract Management, Resource Management, Time & Expense Management
- Supports workflow between business units for approvals, project updates and project completion

**Client Relationship Management**

- Tracks client demographic data and billing information
- Tracks information on upcoming initiatives and work requests
- Supports customized "dashboards" at functional and consolidated levels
- Robust viewing and reporting tools for data analysis
- Links with Contract Management, Resource Management, Time & Expense Management

**Business Intelligence**

- Capability to export data for customized reporting as common file formats
- Supports on-line consolidation across multiple reporting levels
- Generates real-time web based reports with the ability to print, e-mail or export to MS Excel
- Supports flexible report selection criteria.