

# MONTAGE *Online*

**Workflow that works the way you do!**

## What is Montage Online?

Montage Online is our market leading workflow engine that allows you to run your business your way. Our unique design allows you the flexibility to have the system configured for **your** business processes, exactly how you want them.

Deployed via our secure cloud, your staff, contractors or clients can access it anywhere anytime.

Simply, Montage Online is a centralised business portal that delivers:

- Flexibility to capture data previously inaccessible
- Your version of streamlined business processes
- Improved data governance
- Transparency and visibility of your processes
- Ability to share data between your systems

## Leverage the Montage Capability?

Montage Online was designed to allow you to do many things your way... leverage the numerous components available to you.



## Dashboard

Home > Dashboard

### Processes I need to action

TYPE	DESCRIPTION	LOGGED	ASSIGNED TO	STATUS
Incident	Slipped on wet floor	03-Jun-2014	Cap, Andy	Draft

### My Active Processes

TYPE	DESCRIPTION	LOGGED	ASSIGNED TO	STATUS
Leave Request	Cap, Andy: Leave without Pay: LWOP	03-Jun-2014	Orange, John	Submitted

*Dashboard: Montage Online is designed to be a simple to use system, ensuring all users no matter their computer literacy can complete their assigned tasks.*

## What can Montage Online do?

Montage Online is a framework that can be different things to different organisations, and although called the same thing, often looks different. The solution is capable of being used for enabling:

### Health and Safety

- Incident Management
- Hazard and Risk Management
- Policy Reviews
- Standard Operating Procedures

### Human Resource Functions

- Timesheets
- Contract Creation
- Leave Requests
- Payroll adjustment request
- Employee On-boarding and off-boarding
- Performance Development
- Training
- Company Policy Sign off

### Compliance and Management Functions

- Expense Claims
- Purchase approvals
- Work Order Creation
- Schedule of Maintenance
- Food/ Practice Compliance (Global GAP)

### Sales & Marketing & Portal

- Opportunity Management
- Customer Orders

Any other peripheral business process.

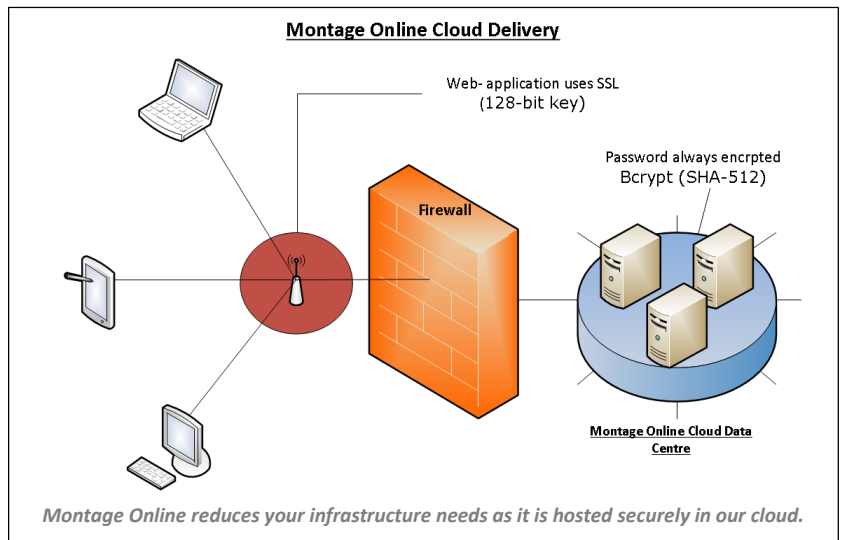
## Why Montage Online – Reactive or Proactive?

Some organisations are reactive. They log issues and report on them, they fill out paper forms and then misplace those forms in piles of paper on desks.

Others dare to be different, they choose to be proactive. They have a vision of how they want their organisation to be.

- Whether it being measurably the best, and enabling their organisation through proactive performance development of their employees.
- Or aspiring to new heights in terms of Health & Safety, encouraging staff to have the health and wellbeing of their employees so engrained in their business, culture and people, that their behaviour is second nature.
- Striving for industry leadership through the implementation of technology to drive recruitment, time capture and payroll.
- Or simply just encouraging your staff to nominate others who are displaying the desired behaviours and values of your business, so they can be publicly recognised

*Incident screen: Process screens can be configured specifically to your needs in terms of capturing the right information at the right step.*



## What are some of the benefits of Montage Online?

- Capture unique business data requirements
- Manage a unique business process
- Enable governance of processes & decision making
- Establish visibility and transparency of business processes
- Integrate disparate data sets to make more informed decisions
- Automate the creation and assignment of digital processes on a schedule
- Reduce the systems in your business by enabling one organisation-wide solution

### Edit Health + Safety Event

Home > Process > Health + Safety Event

View History Log

**DRAFT**

**INVESTIGATION**

**H+S REVIEW**

**CLOSED**

Short Description: Fell off the ute when feeding out hay

Date of Incident: 14/5/2015

Time \* [ ] Shift \* [ ]

Category: Lost Time

Location \* [Christchurch] Physical Location: Paddock 32

Reported By: Gerry Mason (FA) Reported To: Bruce Springsteen

Details Of Incident

I was feeding out the hay on the back of the ute when the ute went down a rabbit hole and I was thrown out of the ute.

Affected Persons

**ADD**

NAME	TYPE	PHONE	INJURY
Peter Farmer	Employee	021888777	First Aid Only

*Process Steps: Montage Online allows you to define the steps in your processes. You can have as many or few steps as you require.*

**DRAFT**

**SELECTION**

**DETAILS**

**MANUAL CHECKING**

**COMPLETE**

**ARCHIVED**