FlexiForms

...turns forms and spreadsheets into interactive data

Do you need to:

- **Report key results quickly and easily?**
- **Manage consistent performance and compliance across multiple sites?**
- **Reduce downtime on plant and materials?**
- **Stay in control of day-to-day processes?**

FlexiForms is an advanced operational solution which enables you to monitor, measure and control what's going on in your business. Using our software on laptops, smartphones, tablets and PCs your teams will be able to record information faster and more efficiently than ever before.

FlexiForms is more than a collection system - it collates and analyses data to give you full visibility on any current issues as well as tracking the key trends. So, whether you need to provide a report on average temperatures, produce KPI results or make sure compliance training is targeted at the team that needs it most, FlexiForms can help.

Key benefits:

- Brings together information from different sources and multiple sites to give you full visibility
- Replaces outdated paper-based forms and spreadsheets – live information is fed directly into the reports
- Accurate and easy to use with tick boxes, electronic signatures and built in timings
- Totally flexible – one solution meets the needs of all your management teams and operational areas
- Works on your existing PCs, laptops, smartphones and tablets - there's no need to invest in expensive, dedicated devices

FAQs:

How does it work?
FlexiForms works by creating electronic versions of your day-to-day forms and spreadsheets such as cleaning sign off sheets and monitoring forms, for example. There's no more struggling to read terrible handwriting or wrestling with overstuffed filing cabinets to find a report from three months ago – just a simple, fast and consistent process.

Your team members can either fill in the electronic forms on the move using a laptop, tablet or smartphone or input the results using a desktop PC. The system uses tick boxes and drop down menus to make sure that information in recorded in the same way each time. Electronic signatures and time/date stamps means you can always see who

has filled in the form and when. But that's not all. As well as enabling your team to record information more efficiently, the powerful system consolidates and analyses the key data, which means you can see exactly what's happening in the business. So if temperatures are dipping, rooms are not being cleaned or the number of complaints is rising in a particular area then you will know all about it.

Can I add any form or spreadsheet to the system?
Yes, FlexiForms is fully flexible and it doesn't matter what format the information is in or whether it's for HR or Health & Safety we can help you to create electronic versions of any form or spreadsheet. You will really see the difference it makes to those forms and checksheets that need to be filled in regularly. Additional forms can be added quickly and easily so it's a very scalable solution.

How secure is the system?
Each manager and administrator has a secure personal log-in which gives them access to the information you want them to see and nothing else. The system administrator can check and update these permissions whenever they need to.

How can FlexiForms be used for reporting results?
FlexiForms is a fantastic way of bringing together all the operational information you need for reporting results – whether that's for internal KPIs or industry award and recognition schemes. You can set up the forms and processes you need to collect the appropriate data and then produce reports, graphs and charts straight from the system saving huge amounts of time and effort.

What if my operational processes are inconsistent?
You'll get more out of FlexiForms if your processes are consistent before you start. Don't worry if you need help and advice, our specialists can show you what works best. Just ask us for details.

How do I get started?
We provide face to face training at a venue of your choice to help you set up and get the best out of the system. We also run a series of seminars and workshops across the UK each year to share new ideas. Further training to meet your specific needs is always available.

Does FlexiForms need to be installed on our server?
FlexiForms will need to be hosted on a web server; however hosting can be included as part of the licensing package. For the full specification and details of what you need to get started – just speak to our technical team on 0844 7365227 (Option 1).

How much does FlexiForms cost?
There is an initial set up charge which includes developing the first few forms and training to use the system plus an annual licence fee. The cost depends on the number and complexity of the forms you would like us to create for you. Any member of your team can use the system once it's up and running. Please contact us for the current licensing and payment options to suit your needs.

To find out more:
Please email contact-us@cascade3d.com or call 0844 7365227 (Option 2). We look forward to hearing from you soon.