



BOARD OF DIRECTORS - COMPANY REPORT BUILDER REGULARTORY AUTHORITY

THE CHALLENGE:

Once a month, the state government regulatory authority board members meet to discuss a range of items and review a large number of documents. In the past secretariat staff had to spend hours physically collecting papers from a number of sources, compile the reports and print and copy huge folders of papers for distribution to various regions of the state prior to the meetings.

Not only was this an incredibly labour-intensive task but it also posed a significant security risk, with printed papers being easily accessed by non-authorised individuals.

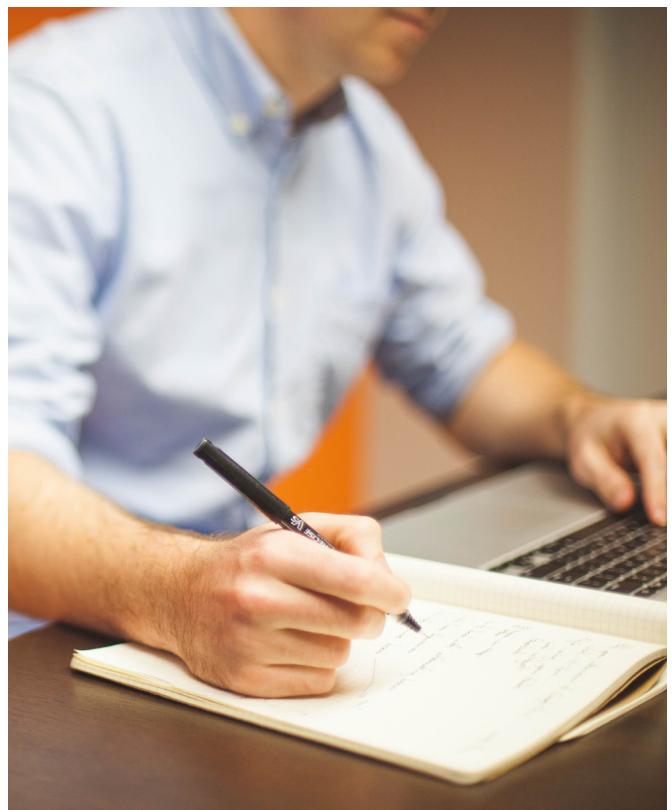
SOLUTION:

Working with the authority, Fifth Ocean Technologies was able to create customised SmartForms to meet all requirements. The solution allowed easy compilation of a large number files and, once completed, secure distribution to selected members of boards or committees to display on their iPads.

Added notes and information editing can be updated immediately, in real time and shared. Members achieve a sense of connectedness, increased information accessibility with reduced costs and carbon footprint impacts – everyone is happy.

The technology was debuted in time for the monthly Board meeting in September 2011.

Enhancement to the feature set was added in February 2012, allowing further multi-tiered access levels "private" in addition to "public". Due to the sensitivity of the documents within, the "private" area is only available to classified staff of the company.



Key benefits include:

- Eliminating paper and manual tasks with easy uploading of data
- Automatic distribution to relevant members
- The facility provides highly secured internal and external access to specified folders and files of selected staff, such as Board Members
- Each end-user may have own private folders, that are not accessible to other participating end-users.
- Group of end-users may have access to shared folders.
- Internal access to end-user files/folders is available using existing collaboration facilities i.e. intranet portal.
- End-users are able to open, edit and save documents when accessing internally or externally, subject to availability of relevant software on device, e.g. Microsoft Word.
- End-users are able to manage (add and delete) private folders and files.
- Facility offers full logging of activities for auditing purposes.



RESULTS:

In the inaugural year using the facility, board members and secretariat staff unanimously agreed the Company Report Builder was technology they were pleased to use.

The time saving and security benefits are just some of the successful outcomes implemented for the Board Members. The amount of hardcopy documents produced has been dramatically decreased and board members noticed an improvement in information sharing and sense of connectivity.

Further enhancements are planned in the future to allow "Drop Box" style functionality - highly secured storage and access of data.

Reports generated and distributed via email in a choice of file formats.