information leader

Capture Manage Comply Improve.

InformationLeader
Capabilities Document

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Become an InformationLeader

For over two decades organisations have used InformationLeader to manage their information, introduce traceability, and acquire powerful insights from their captured data.

This document is a high level look at just some of the solutions that we've provided to businesses, government agencies, and auditing bodies around the world.

Each solution can be tailored to your organisation, enhancing and building on your strengths, and helping overcome the specific challenges that your organisation faces.

Join our growing list of success stories and become an Information Leader today!

Learn the InformationLeader Way

Increased regulation and competitive pressure has meant that for organisations to be successful they need a much finer control over processes to minimise costs and meet regulatory requirements.

To achieve this, management systems are needed to handle business information at all levels of the organisation – from initial data capture through to final reporting. Tracking this information can mean massive amounts of paperwork and a myriad of independent software solutions; both requiring a great deal of maintenance to coordinate and manage.

InformationLeader solves this problem by consolidating paper and software based business information into a single system, while maintaining full auditability and compliance with all international regulatory requirements. InformationLeader then adds value to this captured information by enabling insight and visibility via powerful reporting features.

InformationLeader began in Queensland, Australia in 2001 for a multi-site food export firm servicing multiple overseas markets. Born out of a highly regulated export industry, the system has always had to meet international standards for data capture and compliance and do so while servicing geographically disperse users.

With compliance, traceability, and cloud features built in right from the start InformationLeader is a mature, proven solution with the flexibility required by the modern working environment. It is now used in food, hygiene, health, government and other industries worldwide.

> **"We have made a bold investment in the best information management system we could find - InformationLeader.**

Features & Benefits

The InformationLeader platform has been used in industry and government around the world. Its flexibility and wealth of features has delivered quantifiable gains and significant return on investment in a broad range of scenarios.

Its feature set is derived from a wide range of information capture, management, and reporting requirements. Each feature has been implemented in a way to deliver the greatest benefit to all InformationLeader users.

Real-time, electronic data capture
Processes and their associated data is centrally maintained, allowing real-time reporting to all key stakeholders and instant escalation of issues.

Complete traceability of all information
Review historic data and perform on the spot audits validating your business processes.

Rapid customisation
Change as fast as your business environment does – system changes can be rolled out rapidly, while operating under a robust and reliable versioning system.

Consolidates business information
A centrally managed information storage system with built in business rules and data security on a generic platform to suit almost all situations.

Flexible enough for any industry
Each solution can be tailored to your organisation by your own staff, enhancing and building on your strengths while helping overcome the specific challenges that your organisation faces.

A web based solution available over a corporate intranet or internet
No client installation means that there are no conflicts with existing software. Organisations also have the option to host the solution internally to retain ownership of their data.

Grows with your organisation across multiple sites
The ability to maintain consistency of data and business processes across the entire organisation, growing with the business as more sites come online.

About Theta Technologies

Theta Technologies is a Brisbane-based software development and implementation firm. Over the past two decades we have successfully used our software platform, InformationLeader, to help organisations across a wide range of industries capture and manage their data, whilst meeting all compliance and regulatory requirements. With partnerships both locally and around the world Theta Technologies has established itself as a leader in providing electronic solutions to compliance problems worldwide.

What We Do

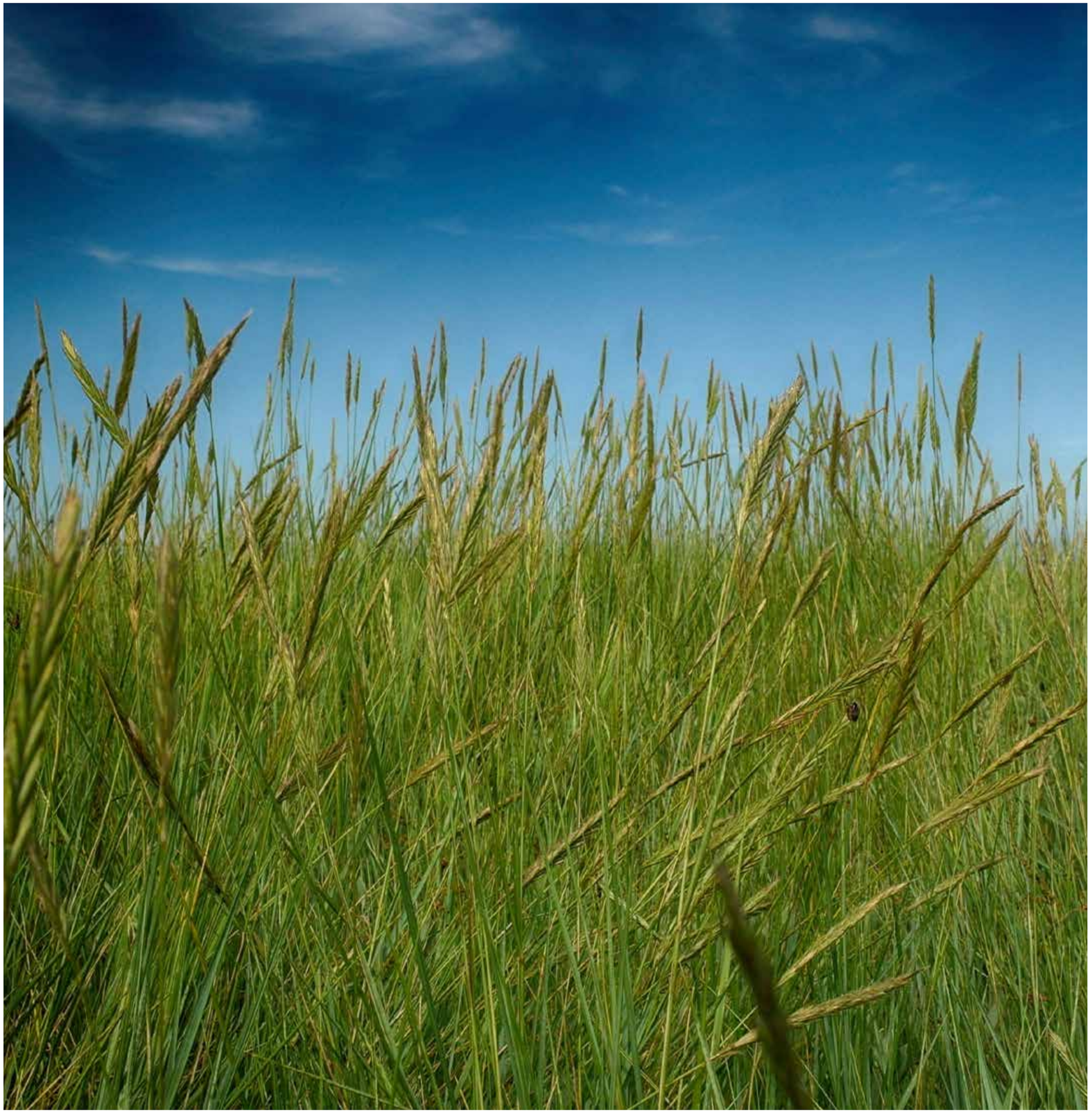
Our experienced implementation team of Business Analysts first learn your organisation-specific needs and processes through consultation with key stakeholders. This scoping phase allows Theta Technologies to identify detailed requirements for forms, document structure, workflows, and reports. Once completed and approved, the digitization process begins – design and build of bespoke scenarios within the InformationLeader platform. These scenarios are tested and reviewed to ensure the final design meets all requirements before system handover.

The InformationLeader project implementation includes training staff as end users and details how to use the platform and navigate the newly developed scenarios. Optional administration and builder training is available for designated employees who are taught how to build electronic forms and workflows, as well as creating new users, roles, or configuring permissions.

Operating from our Brisbane office alongside our Business Analysts, our in-house technical support team is available to provide professional assistance once your InformationLeader implementation is complete.

Helping Organisations Big and Small

Whether you're a small-to-medium business, large organisation, or global enterprise InformationLeader is here to help turn your regulatory requirements into an opportunity for continual business improvement: focus on activities that drive performance and value, rather than sifting through paper.



Quality Assurance

InformationLeader has helped exporters meet stringent US FDA, EU, Japanese, and Australian requirements for over a decade. Its feature set has been designed from the ground up to not only get on top of compliance requirements, but to turn compliance into continuous improvement.

Single-site. Multi-site. Export or domestic. Big and global or local and agile. InformationLeader is flexible enough to meet your specific Quality Assurance requirements, including HACCP, ISO, and PHI performance.

Scenarios

- Pre-Op Hygiene
- Process Monitoring
- Microbiological Recording and Review
- Pre-shipment Review
- Metal Detection
- Recipe Specifications and Batching
- Cleaning In Place logs
- Carton Meat Assessment
- Plant Hygiene Index (PHI)
- Meat Hygiene Assessment
- AUS-MEAT Quality Control Check
- HACCP Verification Records
- Product and Production Facility Audits

Process Monitoring Records

Flexible form design to monitor production processes

Process monitoring forms are used to monitor products in red meat, poultry, dairy and other industries and can be modified by document controllers to suit changing customer requirements.

Intelligent automation enforces business policies and best practices

Out of target/out of spec results can instantly notify relevant stakeholders via email, SMS, system message or dynamic colour highlights which can keep operators informed.

Connect external systems and devices

Barcode scanners can be used to draw information from existing data sources. Product, supplier, and customer details can be drawn from existing systems to minimise duplication and eliminate data inconsistencies.

Real-time data capture

Capture information in real-time, eliminating double entry by using tablets and other portable devices.

Fully versioned records

Records saved in the past look exactly how they did at time of capture, including all relevant documentation and summary reports – an essential requirement for auditable systems.

Fully auditable data capture

All data entry stamped with user data and timestamp. All changes made to information is retained in change history, resulting in greater information ownership and responsibility.

Flexible reports

All data captured in InformationLeader can be used as part of trending/summary reports, enabling businesses to turn compliance into continuous improvement.

Multi-site Ready

InformationLeader systems have been built from the beginning to support multi-site/plant organisations, with template structures and permissions easily duplicated and further tailored for each site's specific needs.

Quality Assurance Checklists

Flexible form design to accommodate many audit types

Forms are used to replace traditionally paper based checklists for pre-operational hygiene, environmental, pest control, and many other audit types, specifically tailored to your organisation's requirements.

Intelligent automation enforces business policies and best practices

Various scoring/rating mechanisms are supported and automated, and audit results can trigger required workflows and notifications to all relevant stakeholders.

Can attach supporting tools and documentation

Documentation such as standards, policies, and procedures can be linked to audit checklists, ensuring that personnel are working with the latest information at all times. Tools such as risk calculators and decision trees can also be linked to ensure consistency and increase ease of use.

Evidence such as documents, pictures, video and audio can be attached

Supporting evidence such as documents, pictures, and other media can be electronically attached to any part of the audit checklist to help future review of any issues identified during the audit.

Fully versioned records

Records saved in the past look exactly how they did at time of capture, including all relevant documentation and summary reports – an essential requirement for auditable systems.

Corrective/preventative actions linked to audit items

Corrective/preventative action items can be manually or automatically raised, enabling electronic tracking of important issues resulting from audits.

Flexible reports

Reports increase consistency and can be used to highlight all unacceptable items and rapidly summarise issues. Reports can also be used to identify problem areas and focus points for subsequent audits.

Pre-shipment Review & Inspection

Review key information from the shift's records at the click of a button

Massive time savings collating the shift's documents and ensuring that all required information has been captured.

Instant notifications of out of spec results

Expedite record review by ensuring that all out of spec (or out of target) record values have automatically notified the appropriate stakeholders, and are highlighted on the pre-shipment form.

Drill down capabilities to view specific records

Any items of interest identified in the review record can be further examined with InformationLeader's linking functionality.

Output information into formats required by export bodies automatically

Government/auditing bodies standards require summary information in specific file formats prior to export – InformationLeader can generate all the required paperwork from the provided data automatically in the required format.

Fully versioned records

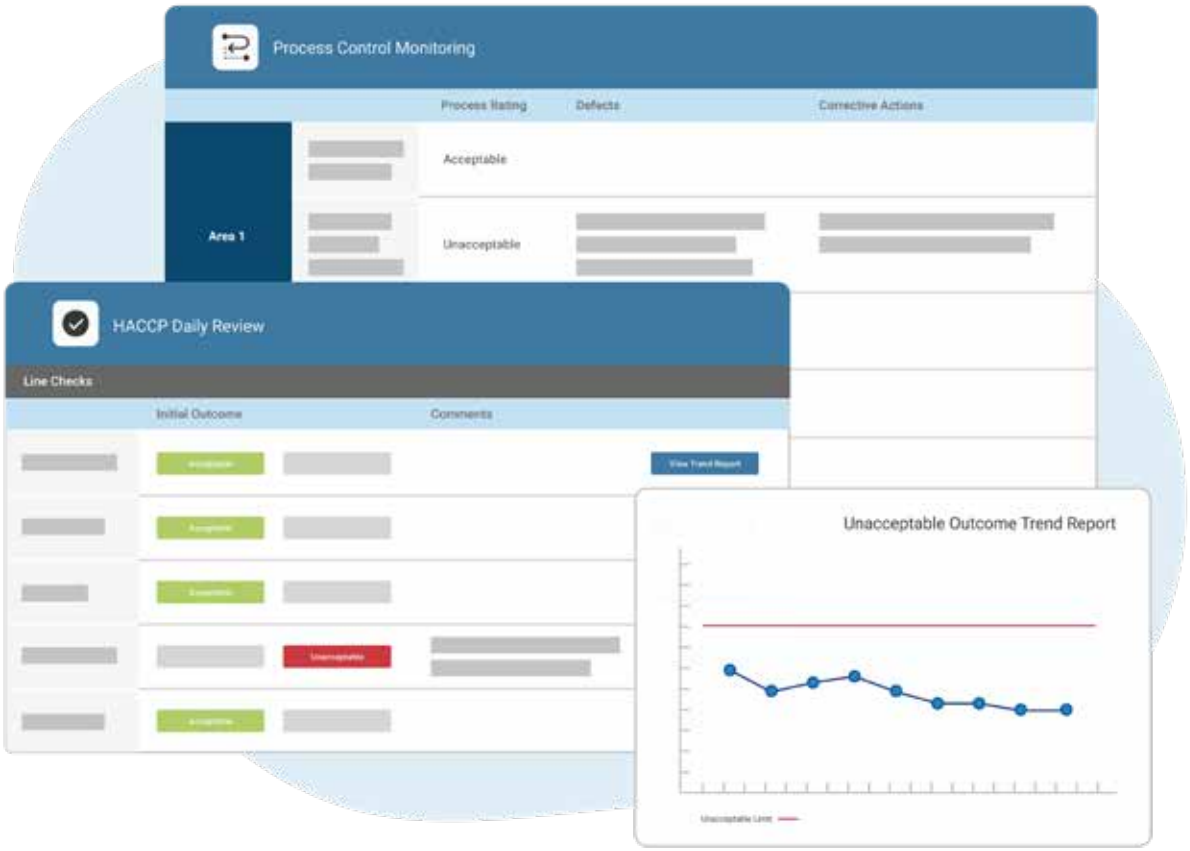
Records saved in the past look exactly how they did at time of capture, including all relevant documentation and summary reports – an essential requirement for auditable systems

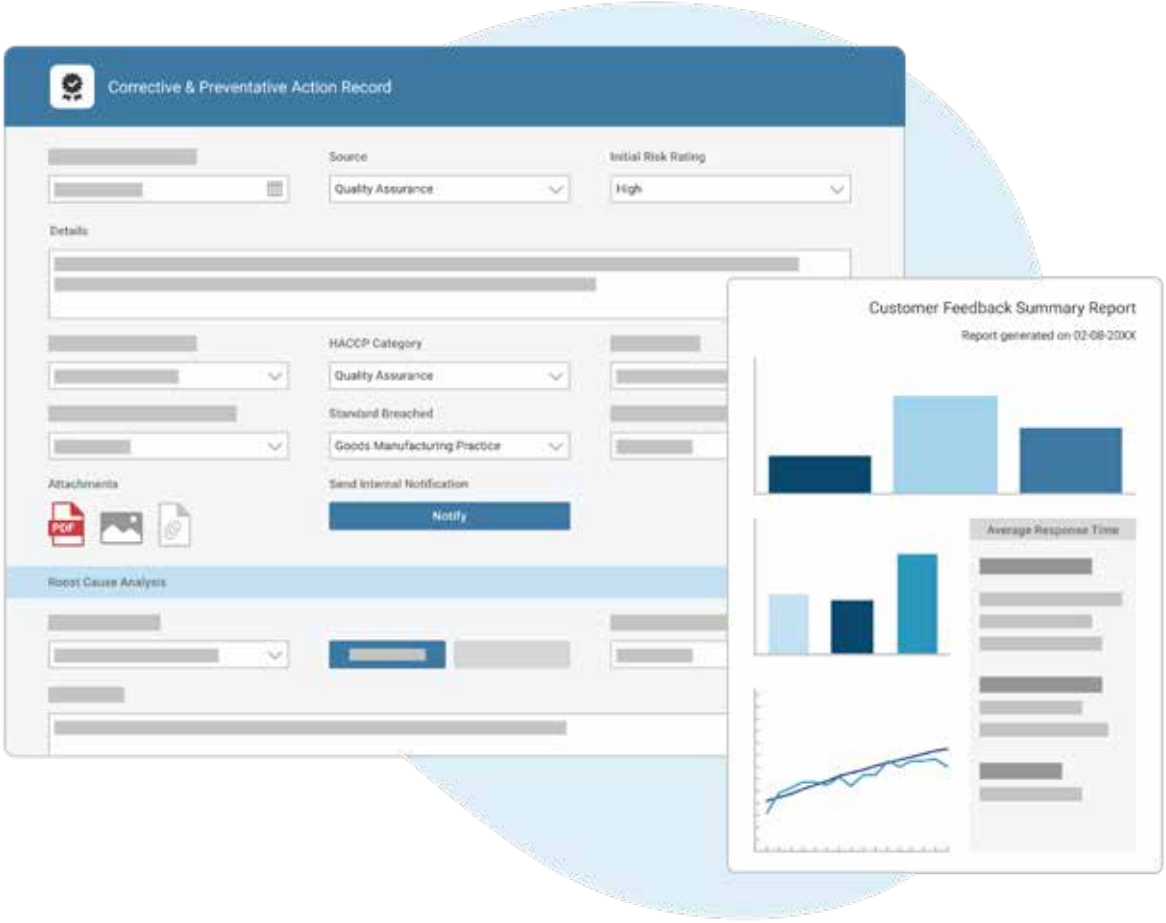
Electronic signatures lock down results

InformationLeader's signatures meet and exceed electronic signature requirements and provide security from data changes after sign off.

All information grouped as required with as much automated data entry as required

Pre-shipment forms can be customised to best meet your specific requirements, balancing your needs for ease of use and manual oversight.





Corrective Actions

Flexible workflow designer

InformationLeader's 'Request Builder' allows you to tailor the system workflow to your specific requirements with no programming required. Workflows can also be associated with any record captured in the system, assisting with issue management.

Automated notifications

The right stakeholders can be notified via email or system messages at the right time.

Can contain as much detail as required

All interactions with the workflow are tracked, and further information can be captured through associated electronic forms. This enables root cause analysis, allowing organisations to focus resource allocation to solving issues.

Reports can be generated against any data captured

Further business insight can be gained through InformationLeader's powerful reporting features. Response times, cause analysis, and other views into the information can be tailored for the specific audience.

Fully versioned records

Records saved in the past look exactly how they did at time of capture, including all relevant documentation and summary reports – an essential requirement for auditable systems.

Evidence such as documents, pictures, video and audio can be attached

Supporting evidence such as documents, pictures, and other media can be electronically attached for future review of the corrective action.

Secure, permission controlled access

InformationLeader's security structure ensures that only users with the correct credentials can view, participate in, or close corrective actions, ensuring that correct procedures are followed.

Supplier & Internal Audits

Flexible checklists to cover many standards

Having electronic records of all possible audit requirements saves carrying and transporting a multitude of paper audits and supporting documentation. Checklists can also be adapted to any changes to auditing standards or be expanded to cover new requirements.

Flexible reporting

Consistent, polished audit reports can be generated straight from the captured data at a click of a button. Tailored reports can also be generated to highlight only the areas of concern, and can also be used to flag issues that have repeatedly occurred at a particular farm in the past.

Remote use with InformationM8

InformationLeader can be used in an offline mode with the companion app, InformationM8, enabling accurate data capture in even the most remote areas.

Fully versioned records

Records saved in the past look exactly how they did at time of capture, including all relevant documentation and summary reports – an essential requirement for paperless systems.

Centralised data storage

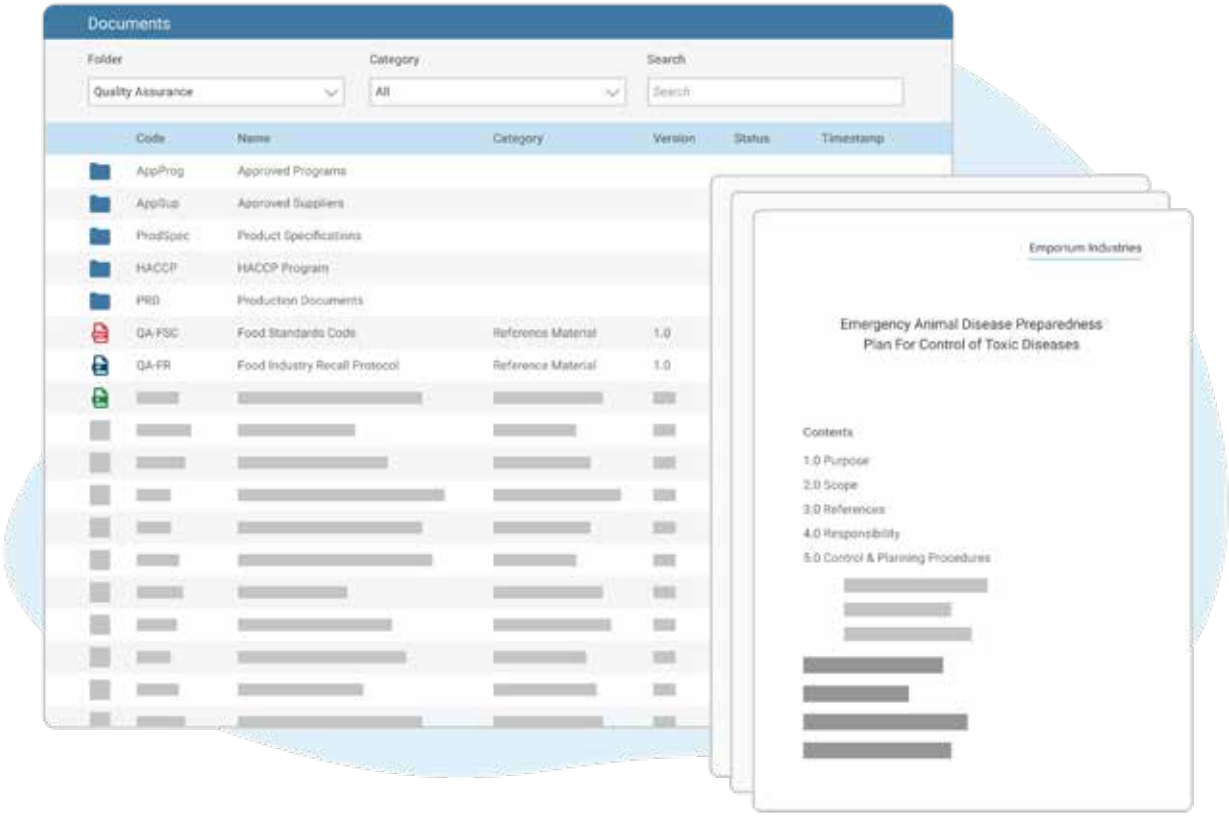
Data from remote devices can be synchronised to the central database location, where follow up issues, next audit scheduling, and other administrative tasks can be performed. Any template changes will also be automatically sent out to all remote devices, ensuring that auditors are working with the most up to date information.

Can attach supporting tools and documentation

Documentation such as standards, policies, and procedures can be linked to audit checklists, ensuring that personnel are working with the latest information at all times. Tools such as risk calculators and decision trees can also be linked to ensure consistency and increase ease of use.

Evidence such as documents, pictures, video and audio can be attached

Supporting evidence such as document, pictures, and other media can be electronically attached to any part of the audit checklist to help future review of any issues identified during the audit.



Document Management

Centralised documents storage

All documents are stored centrally, ensuring that all users with access to the system can view the latest information. Many export plants store their HACCP, ISO, GMP and other key policy and procedure documents in InformationLeader for its security and centralised features.

Permissions controlled through roles

InformationLeader's role based permission structure ensures that only users with the correct access levels can view their relevant documentation. Users can be restricted to the PDF version of documents, and only see documents that they are permitted to see.

Powerful searching features

Searching capabilities allow users to search through not just the keywords and metadata of documents, but also to rapidly search through the contents of any uploaded document into the system, saving administrative time in locating and collating relevant information.

Review date notifications

Documents due for review automatically notify all relevant parties, ensuring that no document renewal is missed and further minimising administrative overheads.

Full versioning of documents

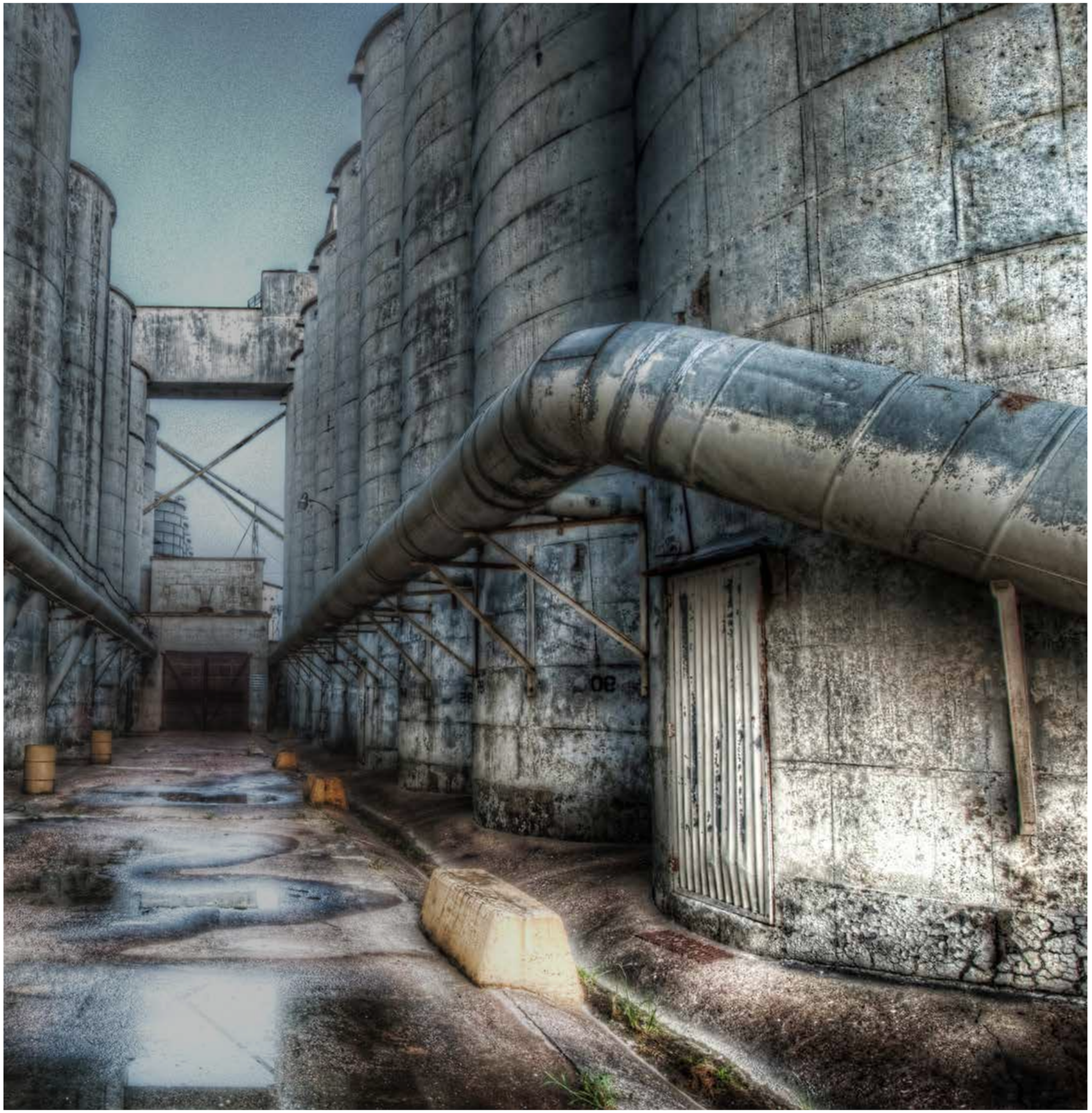
All document revisions are retained in the system, enabling past records to refer to the standards and procedures relevant at the time. Automatic PDF watermarking also helps in limiting uncontrolled documents.

Release control

Document release control allows document controllers to manage the release of new documents, tracking and gathering electronic signatures from relevant stakeholders and automatically notifying them when updated documentation has been released. This helps maintain compliance and cuts down on administrative costs.

Bulk uploading support

InformationLeader implementations can include a bulk upload of existing documentations to drastically reduce set up time and ensure that all supporting documentation is available when the system is rolled out.



Health & Safety

The safety and wellbeing of your workers is paramount and adherence to regulated health and safety requirements goes a long way towards ensuring this. InformationLeader allows you to manage your occupational health and safety information in an easy to use system.

From risk identification and analysis, and employee training and certification through to incident reporting and identifying opportunities for improvement, InformationLeader gives you a complete health and safety information management system. InformationLeader even has the flexibility to adapt to the different laws and regulations required by the jurisdictions that your organisation operates.

Scenarios

- Incident, Injuries, and Near Misses
- Certification Tracking
- Safety Meetings
- Workplace Inspections and Audits
- Hazard Identification and Risk Control
- Site Inductions
- Ergonomic Checklists

Safety Talks

Centralised topic setting

Topics of the week/fortnight/month can be set up at a centralised location, making distribution automatic. This ensures a consistent message across all sites while cutting back on administrative costs.

Attachable media

Topics may include pictures and other relevant media to ensure that the ideas presented for each topic is clearly communicated to the intended audience. This can also be distributed automatically in the system.

Easy to generate handouts and exercises

Personnel delivering the talks can easily generate reports that summarise the topic and organises the attached images into an easy to read and distribute handout. These can also include any suggested readings or exercises to ensure that the message has been heard.

Track meetings from head office

Head office can track which sites have created safety talk records and have filled out attendance sheets. An overall safety snapshot can identify which areas have or have not been performing the safety meetings.

Auditability

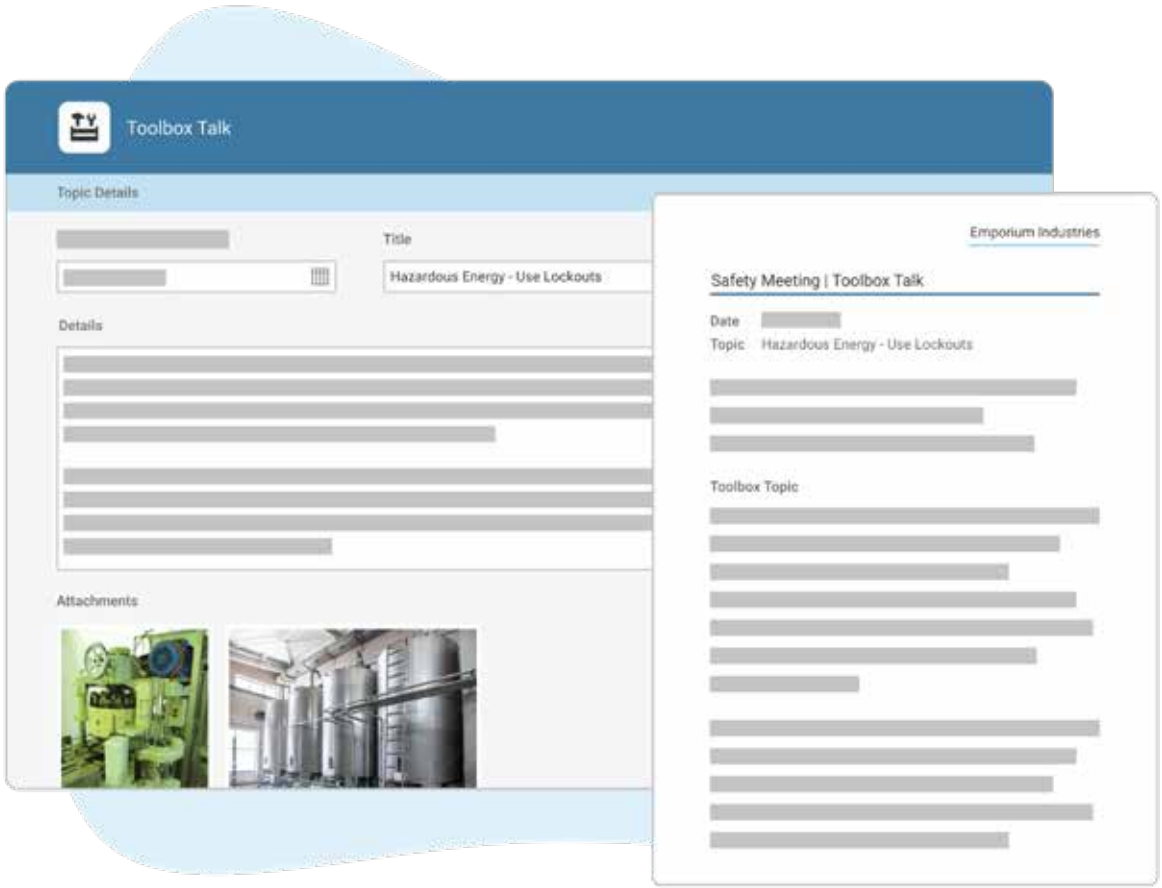
Having all safety information in InformationLeader means that there is a full audit trail – following an incident, officers or management can easily look back and identify if the employee has attended training/safety meetings.

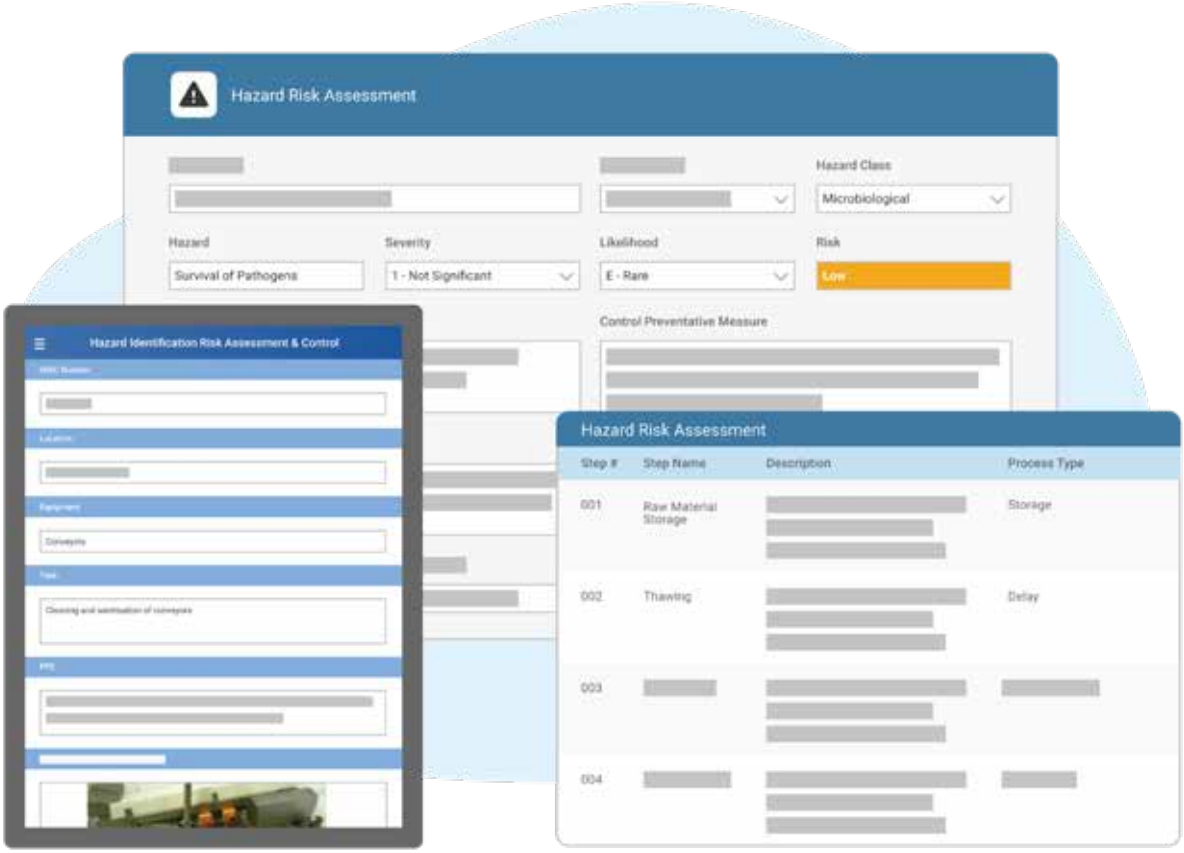
Flexible form design

Each form in InformationLeader is highly flexible, ensuring that no future data capture requirements are missed.

Track ideas and feedback

The centralised and integrated nature allows for trackable feedback and ideas generated by employees.





Hazard Identification & Risk

Flexible data capture forms

Data capture forms can be customised to meet various hazard identification and risk analysis requirements. This ensures that your system will meet any current and future risk management policies.

Embedded media items

Images, sound files, and videos can be embedded into forms to ensure that risk items are properly communicated or illustrated to personnel.

Flexible calculation tools

Automated risk calculators and other assessment tools such as decision trees can match existing business requirements and can be modified to match future ones.

Automated notifications

Items meeting or exceeding acceptable risk levels can trigger email, system messages, or launch workflows involving all relevant stakeholders automatically, ensuring compliance and reducing administration cost.

Link to supporting documentation

All relevant documentation and policies can be attached to the risk assessment forms, ensuring that the latest policies and standards are being applied.

Highlighting and reporting features

Completed hazard identification and risk analysis/control records can be automatically compiled into a hazard manual that can be included in safety induction procedures. High risk items can be highlighted automatically.

Fully versioned records

Records saved in the past look exactly as they did at time of capture, including all relevant attachments and summary reports – an essential requirement for auditable systems.

Incident Management

Flexible data capture forms

Incidents, near misses, and injuries can be tracked according to your legislative and insurance requirements, ensuring that all required information is captured. Clickable image maps can make this even easier.

Multi-site support

InformationLeader systems have been built from the beginning to support multi-site/plant organisations, with template structures and permissions easily duplicated and further tailored for each site's specific needs.

Automated notifications

Emails, system messages, and workflows can be automatically generated on recording an injury or other incident, reducing administrative costs and ensuring correct procedure is followed.

Powerful reporting

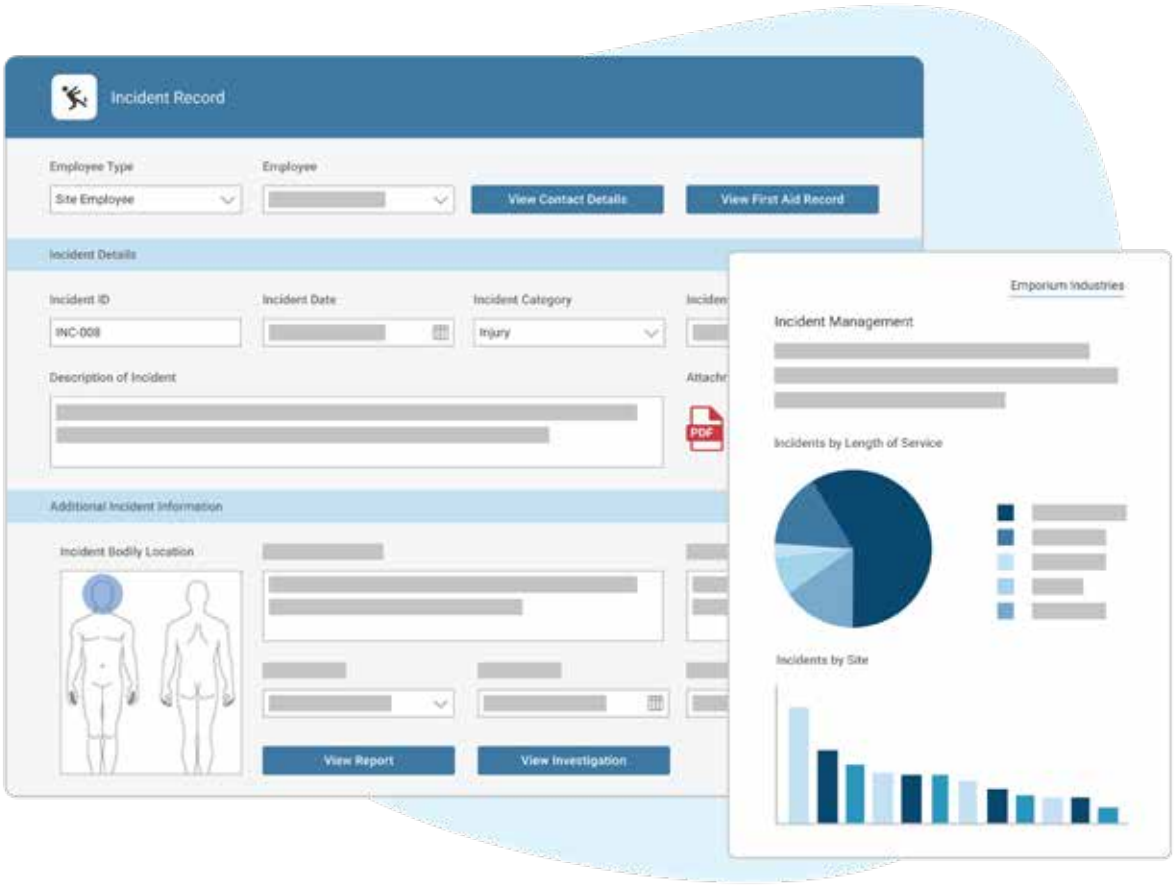
Reporting in InformationLeader can identify training gaps, trends (e.g. incidents repeatedly occurring with a particular piece of equipment), and can summarise all collected evidence regarding an incident.

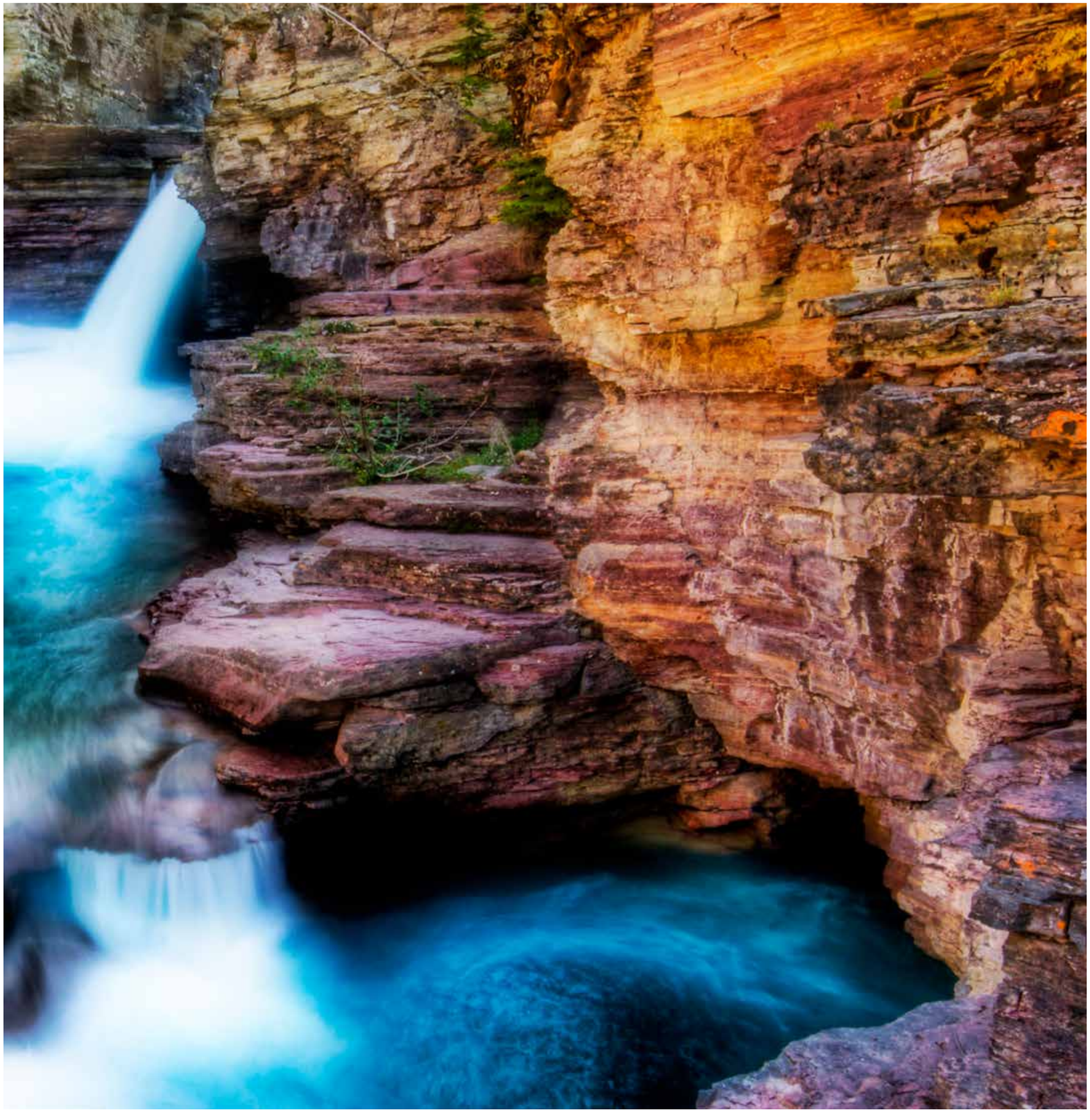
Link to supporting documentation

All relevant documentation and policies can be attached to the incident management forms, ensuring that the latest policies and standards are being applied.

Fully versioned records

Records saved in the past look exactly as they did at time of capture, including all relevant attachments and summary reports – an essential requirement for auditable systems.





Environmental Management

Operating as an environmentally responsible organisation is now the norm, not the exception.

InformationLeader allows you to implement a web based, electronic version of your environmental management system.

The built in document management system houses environmental policy, plans and other documentation. The highly flexible forms module allows you to capture outcomes, undertake audits, and ensure that your facility is meeting stated objectives and targets.

The workflow module allows you to record and track audit outcomes to ensure that outstanding issues are actioned and followed up.

The reports module can assist identification of trends and demonstrate compliance at the click of a button. Data validation and automated notifications customised to how your business operates and your own targets as well as according to client specifications.

Scenarios

- Track Greenhouse Gas, Waste, and Carbon Emissions
- Log Electricity, Water, and Fertiliser Usage
- Store Training Records
- Log Water Quality Data
- Environmental Management Plans
- Approval, Lease and Other Obligations Tracked and Managed
- Store Environmental Impact Documentation

Resource Tracking

Flexible resource tracking forms

Electricity, water, fuel, and greenhouse gas emissions can be tracked and compared against production related information such as product output, operating times, suppliers, and maintenance incidents to identify any trends and minimise waste.

Integrate with monitoring devices

Monitoring devices can log data directly in to Information Leader to ensure accuracy and eliminate the need for end-users to 'double enter' information.

Powerful reporting features

Reports can relate tracked resources to production information to help identify any anomalies or optimum operating rates. Reports can also be scheduled to automatically be sent to relevant stakeholders at regular intervals.

Fully versioned records

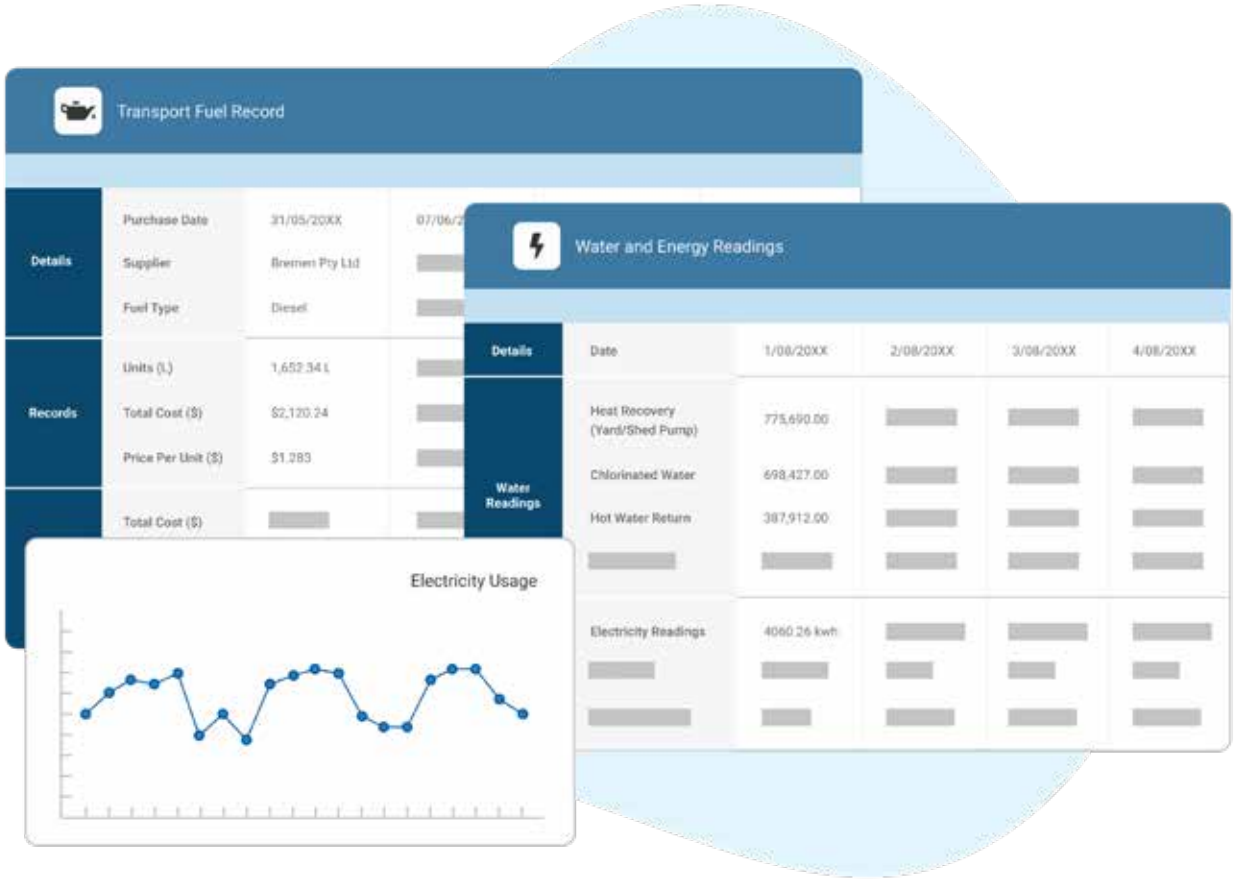
Records saved in the past look exactly as they did at time of capture, including all relevant attachments and summary reports – an essential requirement for auditable systems.

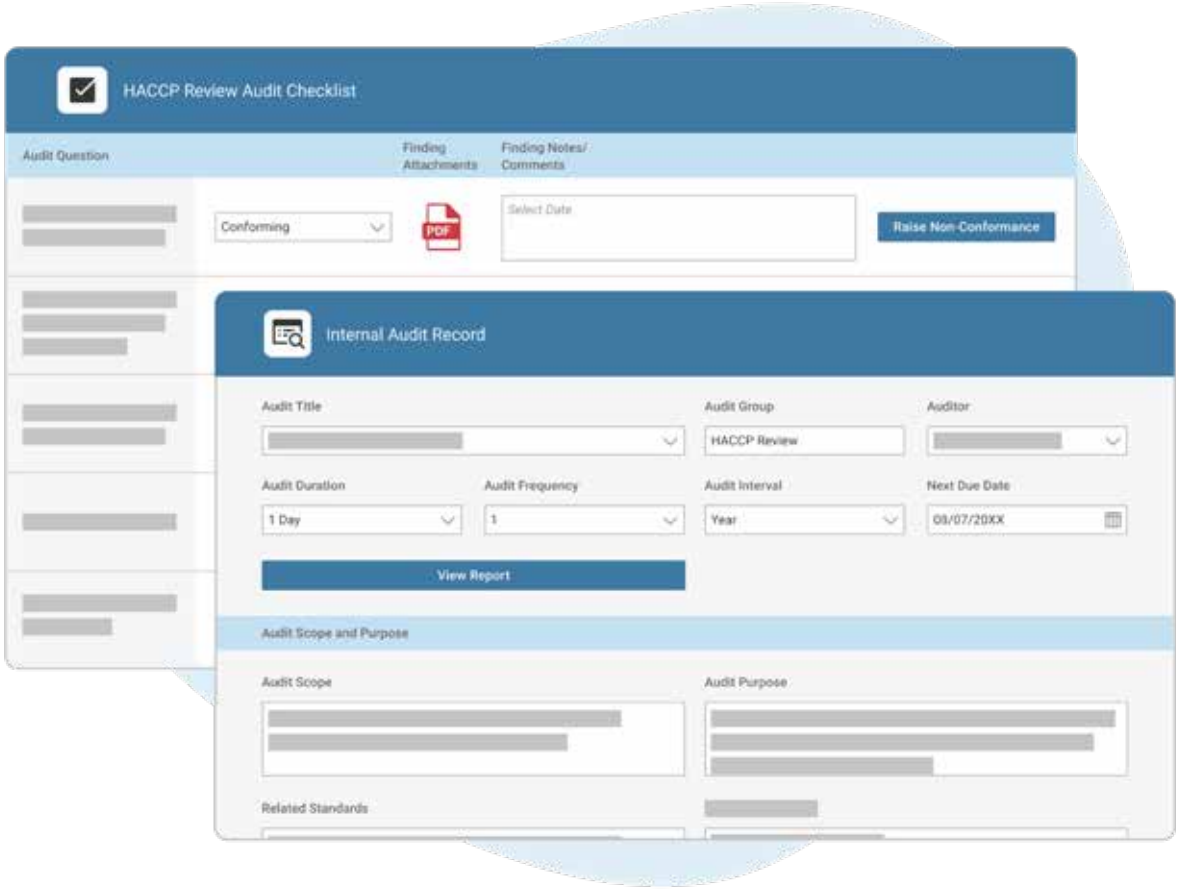
Automatic notifications

Emails, reports, system messages and requests can automatically be sent from forms based on your defined threshold limits. This enables instant notifications and items can be actioned with minimal delay. All action items can also be tracked and trended to identify average response times.

Live tracking

Any data captured in InformationLeader can be exposed to live data reporting services such as Microsoft's SQL Server Reporting Services, enabling live resource use tracking.





Audit Scheduling

Flexible Audit scheduling

Multiple audit types can be scheduled for each site, with multiple due dates and audit frequencies providing greater flexibility.

Automated notifications

Notifications (email, report, system messages, or workflows) can be automatically triggered before or on due dates to ensure that no revisits or site contact is missed.

Drill down capabilities to view specific records

Once audits have been performed, management or staff can drill down into the audit itself and view results and any actionable items.

Audit management reports

Reports can summarise any aspect of the captured information enabling more efficient management of audit schedules. Audits can be grouped by time, audit, auditor availability, priority and any other metrics recorded on the schedule form.

Fully versioned records

Records saved in the past look exactly as they did at time of capture, including all relevant attachments and summary reports – an essential requirement for auditable systems.

Electronic signatures lock down results

InformationLeader's signatures meet and exceed electronic signature requirements and provide security from data changes after sign off.

Customised stakeholder views

Reports can be customised for each stakeholder, increasing their efficiency and ensuring that they are viewing only the up to date information relevant to them. For example, auditors can run reports that only show their upcoming audits in the next two months, while audit managers can view all upcoming audits sorted by type and location.

Corrective Action Tracking

Flexible workflow designer

InformationLeader's 'Request Builder' allows you to tailor the system workflow to the specific business requirements. Workflows can also be associated with any record captured in the system, assisting with issue management.

Automated notifications

The right stakeholders can be notified via email or system message at the right time.

Can contain as much detail as required

All interactions with the workflow are tracked, and further information can be captured through electronic forms associated with the workflow. This enables root cause analysis, enabling business to focus resource allocation to solving issues.

Reports can be generated against any data captured

Business insight can be gained through InformationLeader's powerful reporting features. Response times, cause analysis, and other views into the information can be tailored for the specific audience. Dashboarding can bring this information onto the Home page.

Fully versioned records

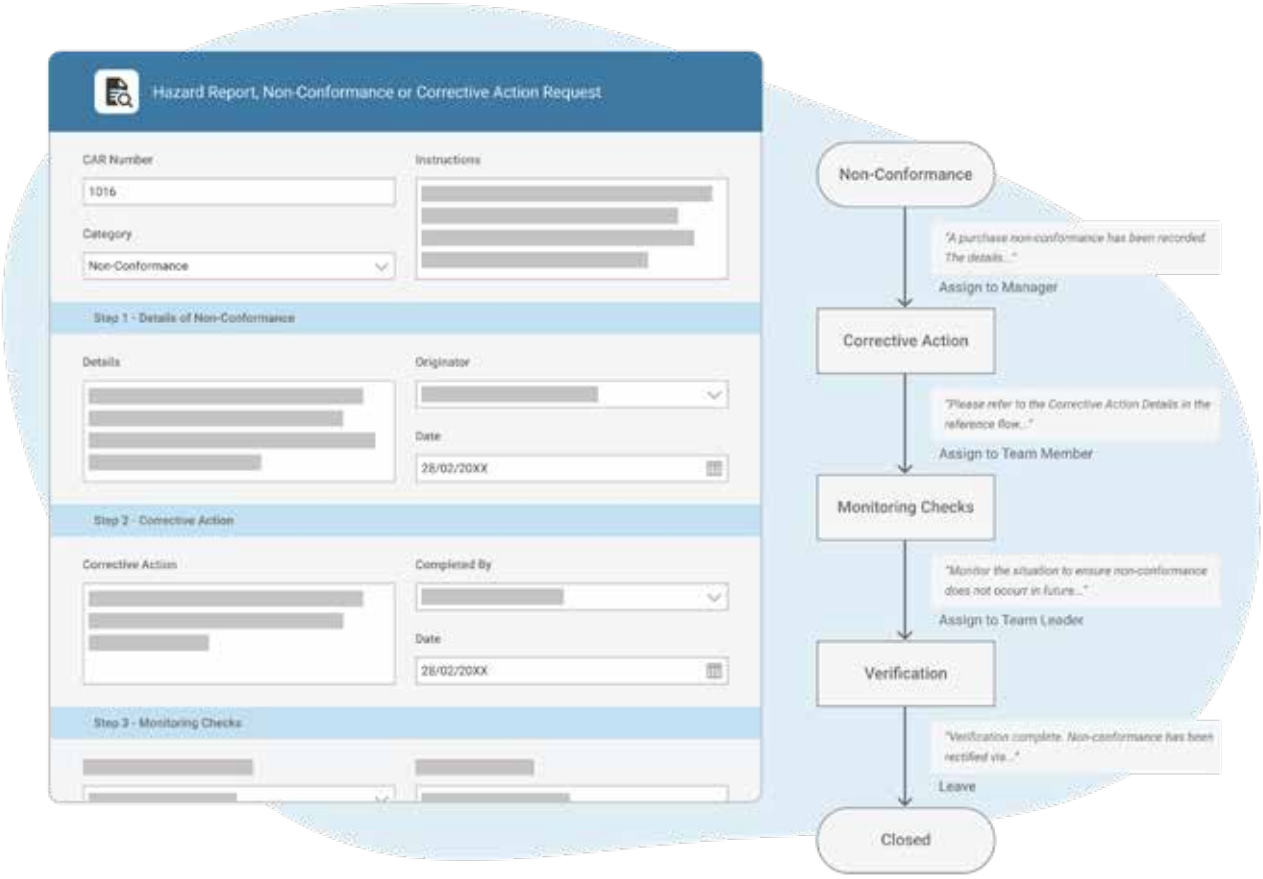
Records saved in the past look exactly as they did at time of capture, including all relevant attachments and summary reports – an essential requirement for auditable systems.

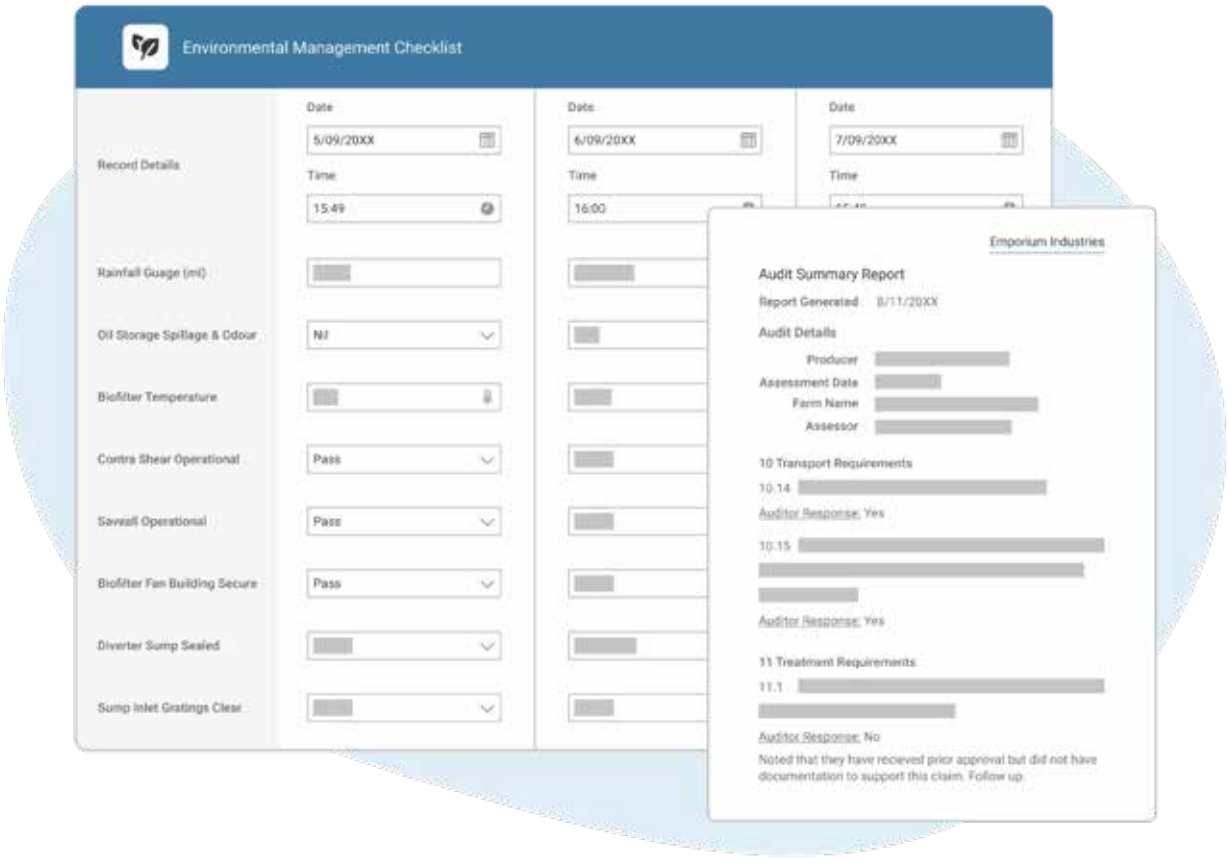
Evidence such as documents, pictures, video and audio can be attached

Supporting evidence such as document, pictures, and other media can be electronically attached to help future review the corrective action.

Secure, permission controlled access

InformationLeader's security structure ensures that only users with the correct credentials can view, participate in, or close corrective actions, ensuring that correct procedures are followed.





Environmental Audits

Flexible checklists to cover many standards

Having electronic records of all possible audit requirements saves carrying and transporting a multitude of paper audits and supporting documentation. Checklists can also be adapted to any changes to auditing standards or be expanded to cover new requirements.

Flexible reporting

Consistent, polished audit reports can be generated straight from the captured data at a click of a button. Tailored reports can also be generated to highlight only the areas of concern, and can also be used to flag issues that have repeatedly occurred at a particular farm in the past.

Remote use with InformationM8

InformationLeader can be used in an offline mode with the companion app, InformationM8, enabling accurate data capture in even the most remote areas.

Fully versioned records

Records saved in the past look exactly as they did at time of capture, including all relevant attachments and summary reports – an essential requirement for auditable systems.

Centralised data storage

Data from remote devices can be synchronised to the central database location, where follow up issues, next audit scheduling, and other administrative tasks can be performed. Any template changes will also be automatically sent out to all remote devices, ensuring that auditors are working with the most up to date information.

Can attach supporting tools and documentation

Documentation such as standards, policies, and procedures can be linked to audit checklists, ensuring that personnel are working with the latest information at all times. Tools such as risk calculators and decision trees can also be linked to ensure consistency and increase ease of use.

Evidence such as documents, pictures, video and audio can be attached

Supporting evidence such as document, pictures, map files, and other media can be electronically attached to any part of the audit checklist to help future review of any issues identified during the audit.

Administration

Support departments such as HR, training, maintenance, and IT are always under pressure to do more with reducing budgets and minimising the transactional cost of supporting the production functions of a business.

With InformationLeader, paper based forms, spreadsheets and processes can become efficient electronic work streams managed over the internet, allowing central and regional departments to seamlessly work together and access the information they need, when they need it.

Informationleader meets the accountability and audibility needs of business yet remains flexible enough to adapt to changing customer requirements and environmental conditions.

Scenarios

- Centralised Employee Record
- Leave Application Forms
- Time Sheets
- Accident and Injury Claims
- Issue Management
- Change management
- Purchase Orders
- Client Register
- Training Schedules and Course Information
- Customer Complaints
- Assets Management
- Resource management
- Help Desk Register
- Document Control
- Invoice Requests

Employee Records & Training

Flexible employee record forms

InformationLeader's employee record forms can capture all the details that your organisation needs to track about your employees – contact details, qualifications, memberships, training, and other details.

Link between different InformationLeader systems

Employee records in InformationLeader can link to other systems such as quality assurance, health and safety, and environmental systems. This enables businesses to rapidly view an employee's action history within the system – e.g. view all audits they've performed.

Flexible training records

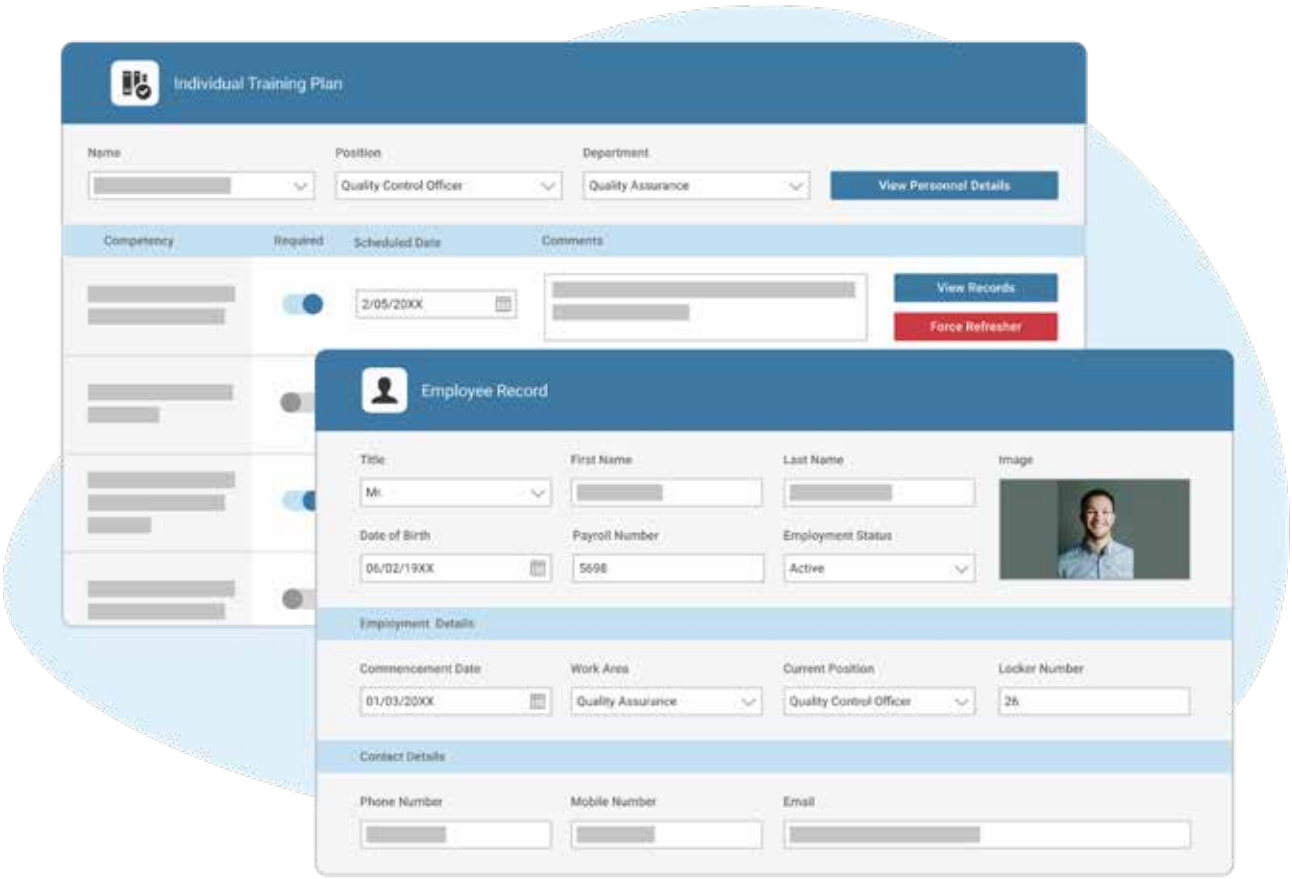
Multiple training record types can be registered in InformationLeader and associated with employees, training courses can be scheduled, and participants for each course can also be logged into the system. InformationLeader can also be used to perform assessments, with automatic result calculations and certificates able to be generated out of the system.

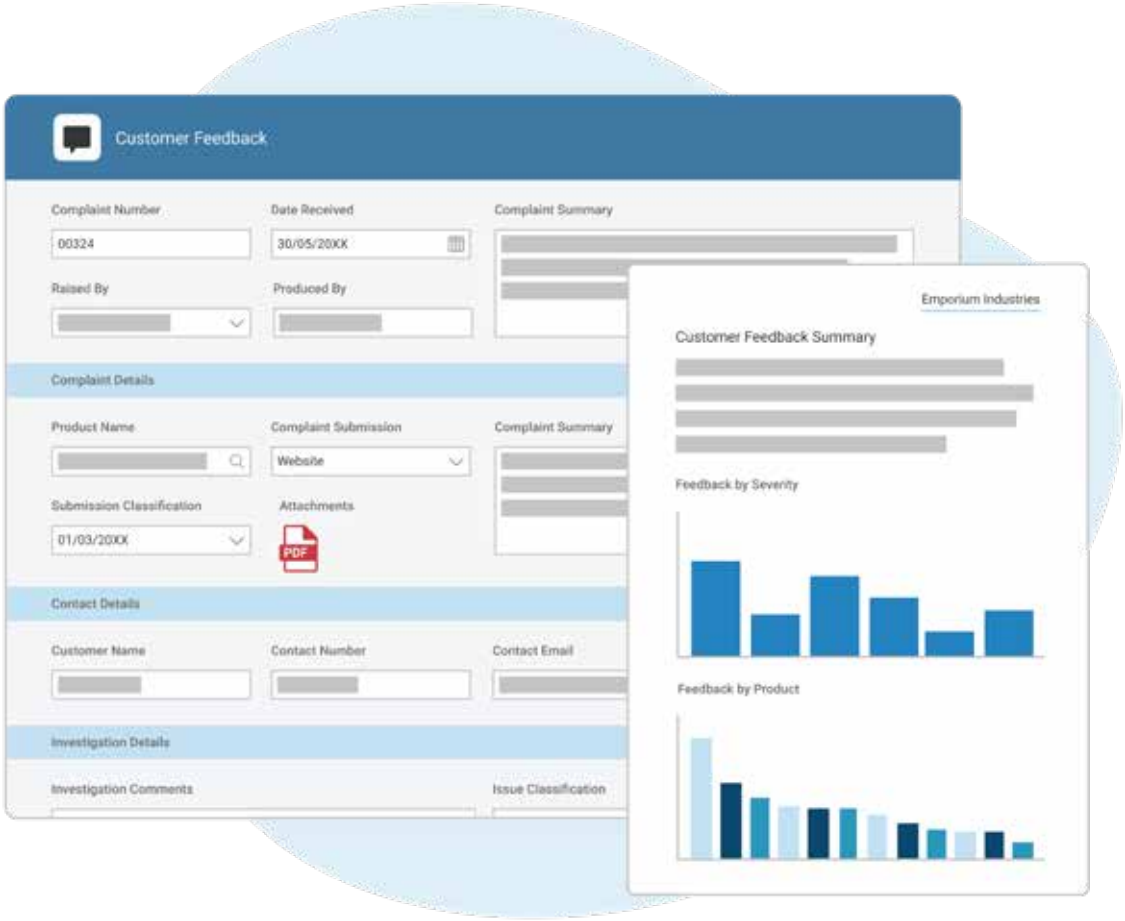
Automatic notifications

Due dates and other business defined thresholds can trigger automated emails, reports, workflows and system messages when they occur, reducing administration costs and enabling more accurate record keeping.

Fully versioned records

Records saved in the past look exactly as they did at time of capture, including all relevant attachments and summary reports – an essential requirement for auditable systems.





Customer Complaints

Flexible complaint information capture

All required customer complaint information can be captured in InformationLeader's flexible electronic forms. From basic information such as an automatically assigned complaint number, customer name, and complaint details through to investigations, customised links to existing supplier databases, and product lists the customer complaint form can be tailored to meet your specific needs.

Automatic notifications to relevant stakeholders

Certain complaint types may need to be handled by certain stakeholders or receive extra attention – InformationLeader can generate emails, reports, or workflows automatically as the information is saved into the system.

Complaint tracking and escalation

Complaints can be associated with an InformationLeader workflow that can have automated escalation functions. These ensure that no issue is left unattended, escalating unactioned items and notifying supervisor users.

Flexible reporting

Custom reports can provide insights into the which products or services generate the most number of complaints.

Fully versioned records

Records saved in the past look exactly as they did at time of capture, including all relevant attachments and summary reports – an essential requirement for auditable systems.

Web services enable data to be registered over a public facing web page

An Australian government agency logs complaints about certain devices on their public facing website. These notifications are then automatically turned into InformationLeader forms and start workflows that then take full advantage of InformationLeader feature set.

Evidence such as documents, pictures, video and audio can be attached

Supporting evidence such as document, pictures, and other media can be electronically attached to any part of the audit checklist to help future review of any issues identified during the audit.

Time Sheets

Flexible time sheet forms

InformationLeader time sheets come in various formats to suit business requirements – either day by day time sheet logging, exception (leave, sick day etc), or allow for small time blocks to split billable time out into required lengths.

Automated notifications

Thresholds for expenses, hours, or other trackable items can have automated notifications triggered, ensuring that business policies and procedures are followed and leaving an auditable trail of information where required.

Time sheet handling via workflow

Time sheets can be managed by an electronic workflow, ensuring that time sheets and associated documentation are processed according to correct business procedures.

Expense tracking

Expenses can be logged into InformationLeader time sheets, and any electronic receipts or documentation can be attached. Any thresholds can also trigger automated notifications.

Output reports into accounting system formats

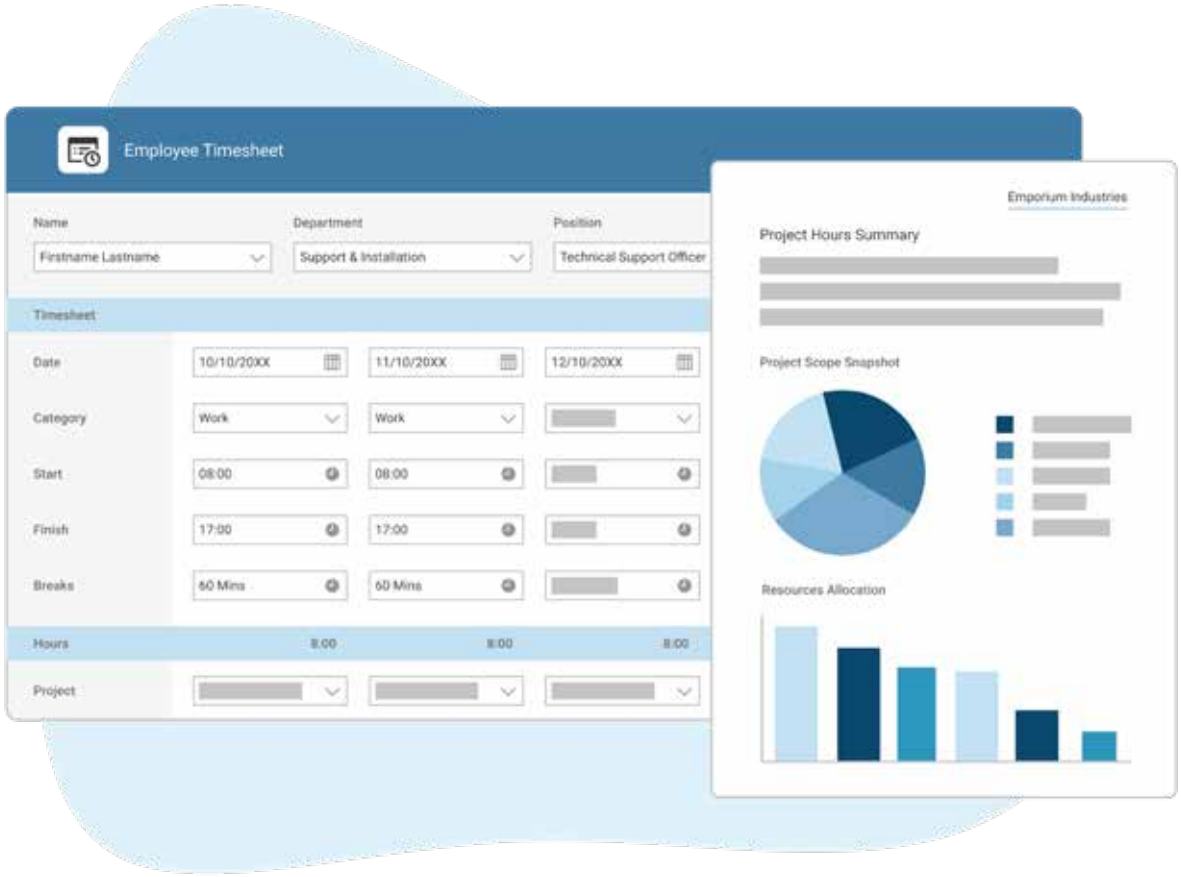
InformationLeader's reporting module can output the data into file formats that can be imported into standard accounting packages e.g. MYOB.

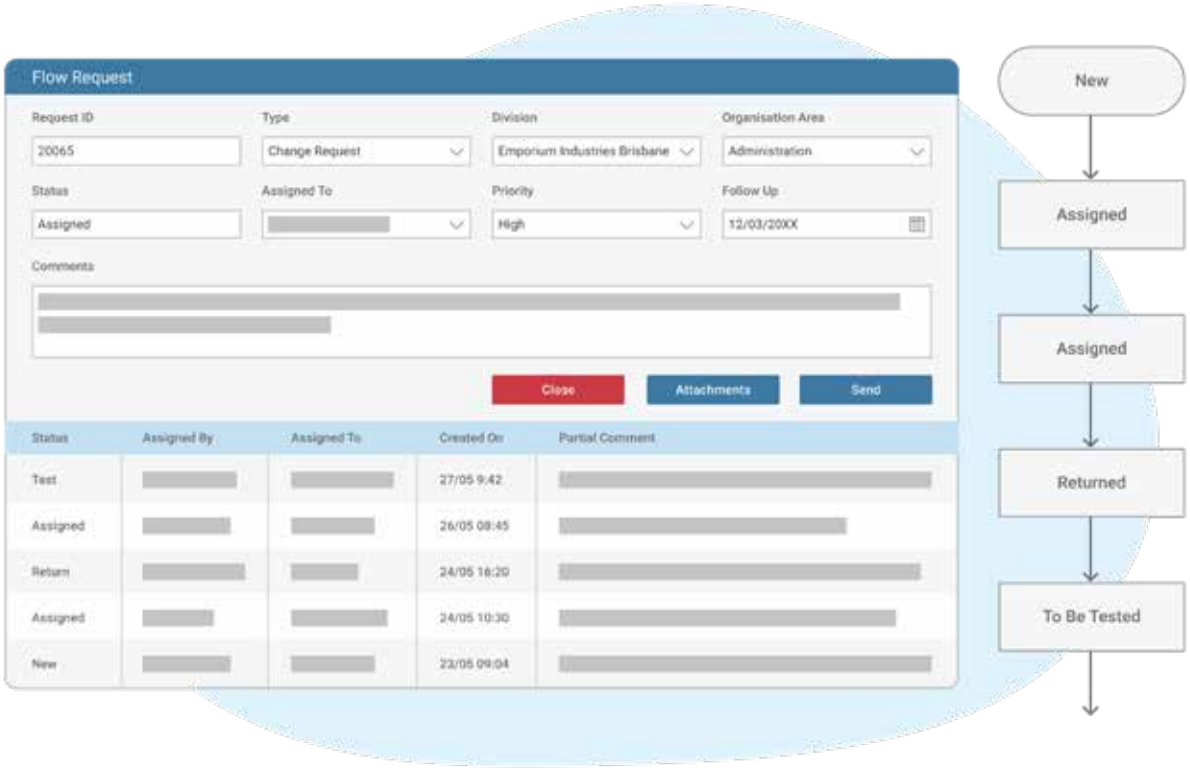
Fully versioned records

Records saved in the past look exactly as they did at time of capture, including all relevant attachments and summary reports – an essential requirement for auditable systems.

Creator level access/Permission levels

InformationLeader's permissions structure can restrict users to only see the forms that they created, resulting in greater data security.





Issue Management

Flexible workflow designer

InformationLeader's 'Request Builder' allows you to tailor the system workflow to your specific business requirements with no programming required. Workflows can also be associated with any record captured in the system, assisting with issue management.

Automated notifications

The right stakeholders can be notified via email or system message at the right time.

Can contain as much detail as required

All interactions with the workflow are tracked, and further information can be captured through electronic forms associated with the workflow. This enables root cause analysis, enabling business to focus resource allocation on solving issues.

Reports can be generated against any data captured

Further business insight can be gained through InformationLeader's powerful reporting features. Response times, cause analysis, and other views into the information can be tailored for the specific audience.

Fully versioned records

Records saved in the past look exactly as they did at time of capture, including all relevant attachments and summary reports – an essential requirement for auditable systems.

Evidence such as documents, pictures, video and audio can be attached

Supporting evidence such as document, pictures, and other media can be electronically attached to help future review of corrective action.

Secure, permission controlled access

InformationLeader's security structure ensures that only users with the correct credentials can view, participate in, or close corrective actions, ensuring that correct procedures are followed.

Purchasing

Flexible purchasing forms

Purchase order forms can be tailored to your exact business requirements and can connect to existing (ODBC compliant) inventory, accounting, or production systems to eliminate duplication of information and decrease administrative costs.

Regional preferred suppliers

Head office or a central location can specify the preferred suppliers for each division in InformationLeader, ensuring that the most cost effective suppliers are used for purchases.

Workflow control

Purchase order forms can be controlled by an electronic workflow to ensure that its processing follows correct business procedure. The flow and notifications can be tailored to your specific business requirements.

Automated reporting

Summary reports (such as invoices or purchase orders with company details) can be automatically generated and emailed to relevant stakeholders.

Output reports into accounting system formats

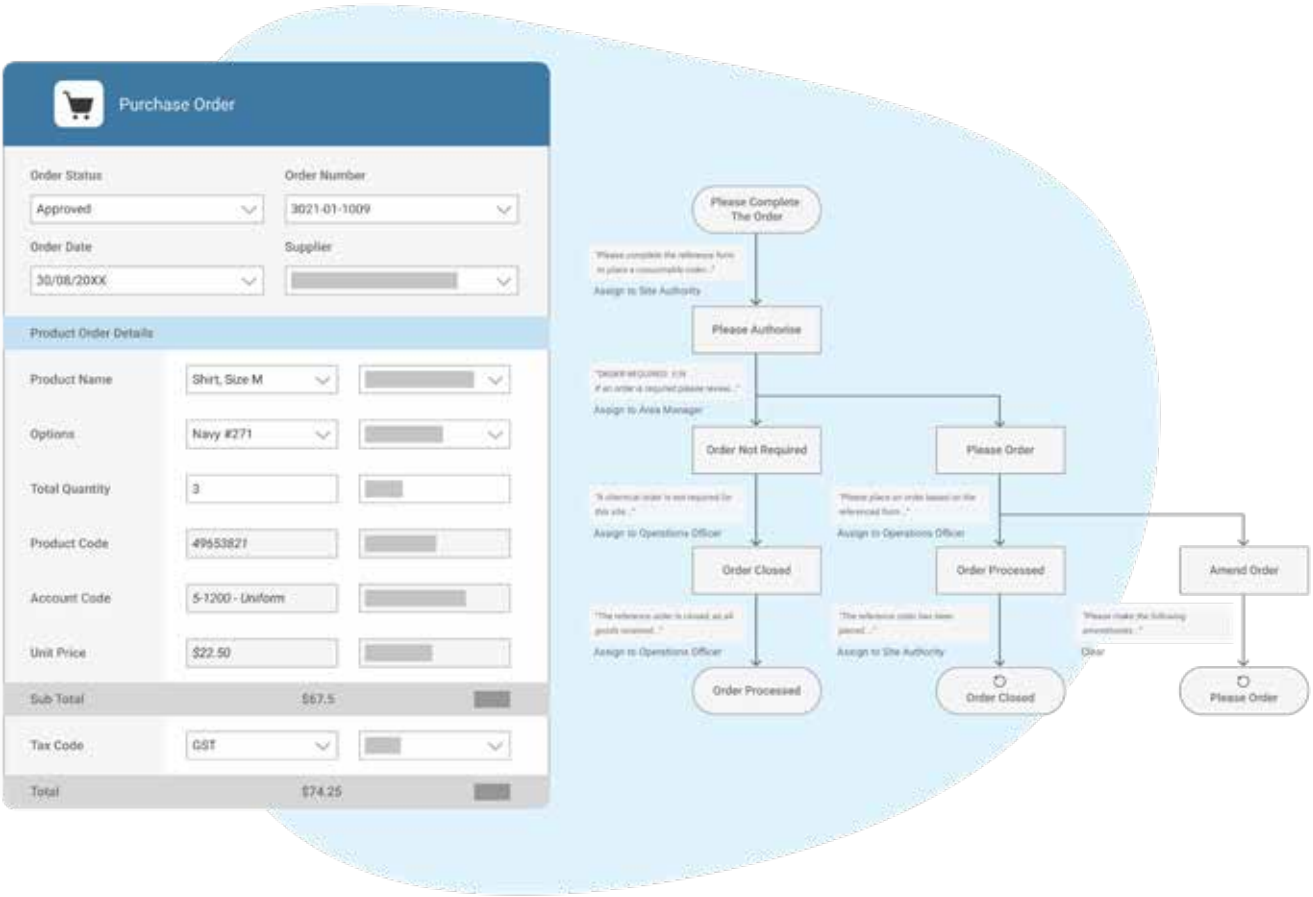
InformationLeader's reporting module can output the data into file formats that can be imported into standard accounting packages.

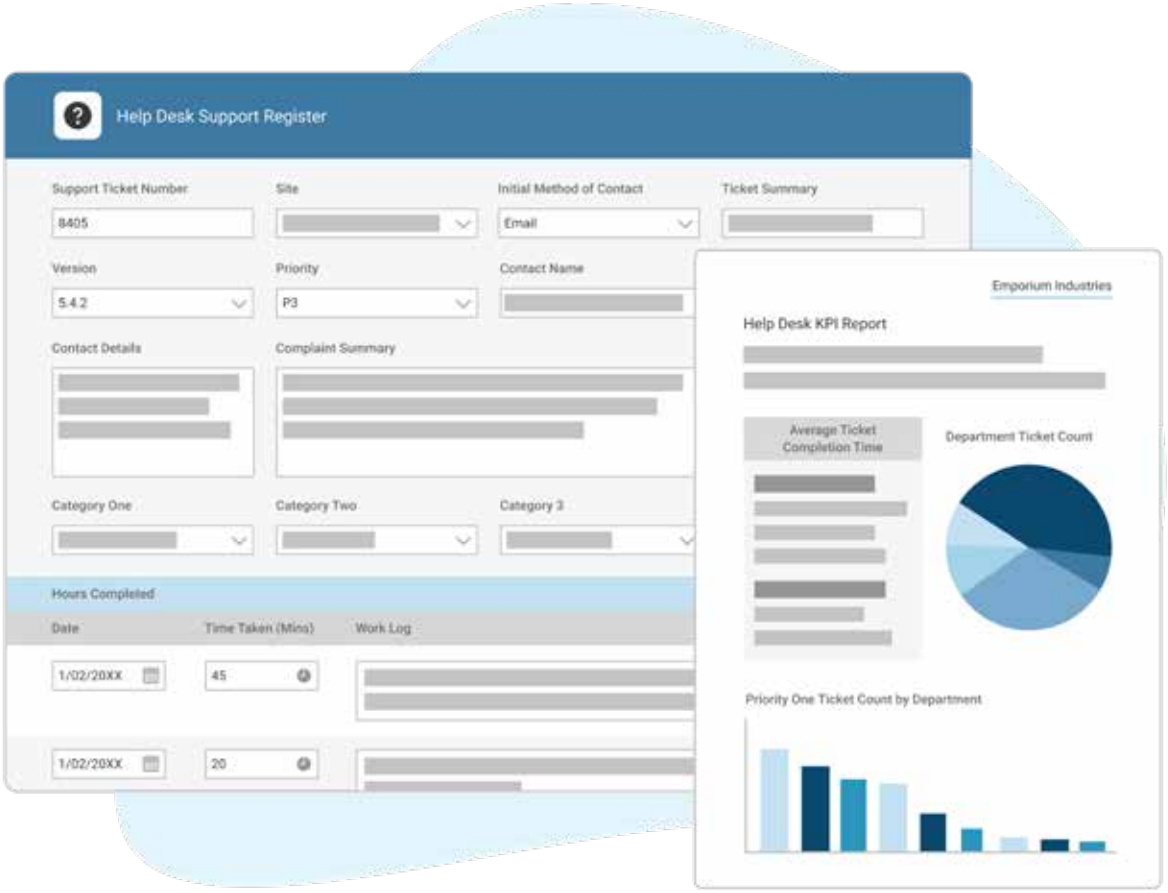
Fully versioned records

Records saved in the past look exactly as they did at time of capture, including all relevant attachments and summary reports – an essential requirement for auditable systems.

Electronic signatures lock down results

InformationLeader's signatures meet and exceed electronic signature requirements and provide security from data changes after sign off.





Help Desk

Issue Lodgement

Issues, Help desk, and IT system change requests can be lodged on flexible InformationLeader forms that can be modified to your specific organisational requirements.

Managed Workflow

Electronic forms can be managed by a workflow that matches your organisation's processes to ensure that required protocol is followed and to allow tracking

Resource Allocation

Link into InformationLeader user lists, employee detail forms, or ODBC compliant HR/Payroll systems to keep up to date lists of resources available.

Scheduling

Reports and InformationLeader's Job Scheduler allows for automated notifications and report generation that can send notifications via email.

Response Time Tracking

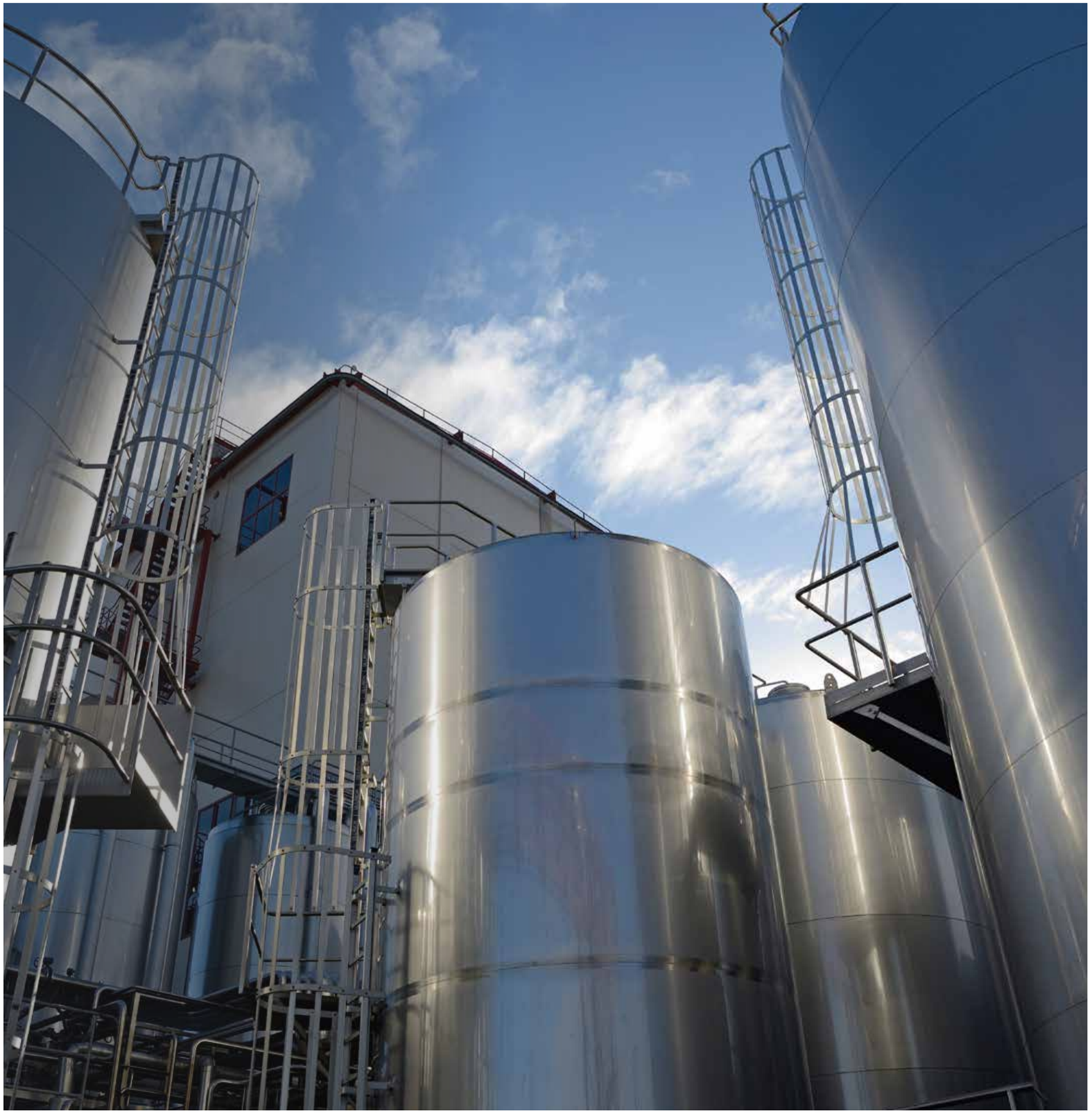
Managers can generate KPI reports that work out average response and resolution times to ensure that targets are being met and also to highlight or quantify problem areas.

Integrated Knowledge-base

Frequently asked questions, instructions, quick guides, and manuals can be maintained in InformationLeader's built in Document Management module for quick reference.

Supporting Information Register

IT Assets, consolidated login registers, and infrastructure details can also be maintained in InformationLeader forms to round out a complete help desk solution for your organisation.



Hazard Analysis & Threat Assessment Plans (HACCP, TACCP)

TACCP (Threat Assessment and Critical Control Points) is based upon the Hazard Analysis Critical Control Points (HACCP) framework. The focus of each of these programs is on threats and hazards in food production.

HACCP and TACCP programs utilise control plans, which include strategies for mitigation and correction procedures. Supply chain audits, quality control checks, and supplier assessments are some of the scenarios entailed in the control plan.

Within InformationLeader a standard template is easily customisable to include these risk assessment tools for your business.

Scenarios

- Hazard Analysis Critical Control Point (HACCP)
- Threat Assessment and Critical Control Point (TACCP)
- Vulnerability Assessment Critical Control Point (VACCP)
- Hazard Analysis and Risk-based Preventative Controls (HARPC)
- Workplace Health and Safety Risk Assessment
- Environment Risk Assessment
- Job Safety Analysis

HACCP Plans

Flexible templates

A standard template is easily customisable to include the Risk Assessment tool for your business.

Inbuilt drag-and-drop flow charts

The built in drag-and-drop flow chart builder with automatic coding, numbering, and renumbering negates the need for separate flow chart software, while making preparation of or updating existing plans quick and easy.

Link to other Plan sections, procedures, and other forms

Easy links can be made between sections of the plan. Direct links are possible to procedures for easy reference, and Monitoring and Verification forms for completion or review.

Output reports into any format

Reporting functionality is available to display the Plan in any format required, including but not limited to Word and PDF documents.

Tailor your Plan for different audiences

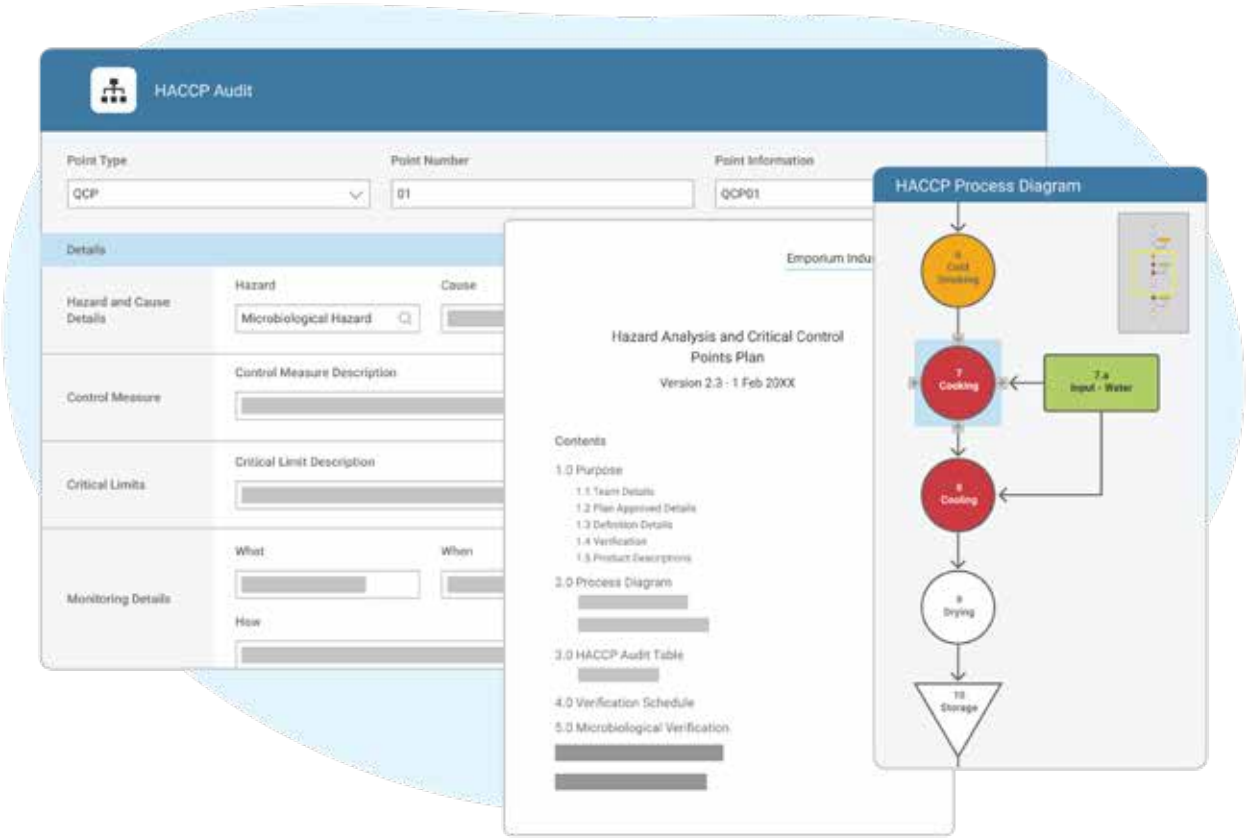
Reports can be tailored for specific audiences using only relevant sections chosen from the Plan template.

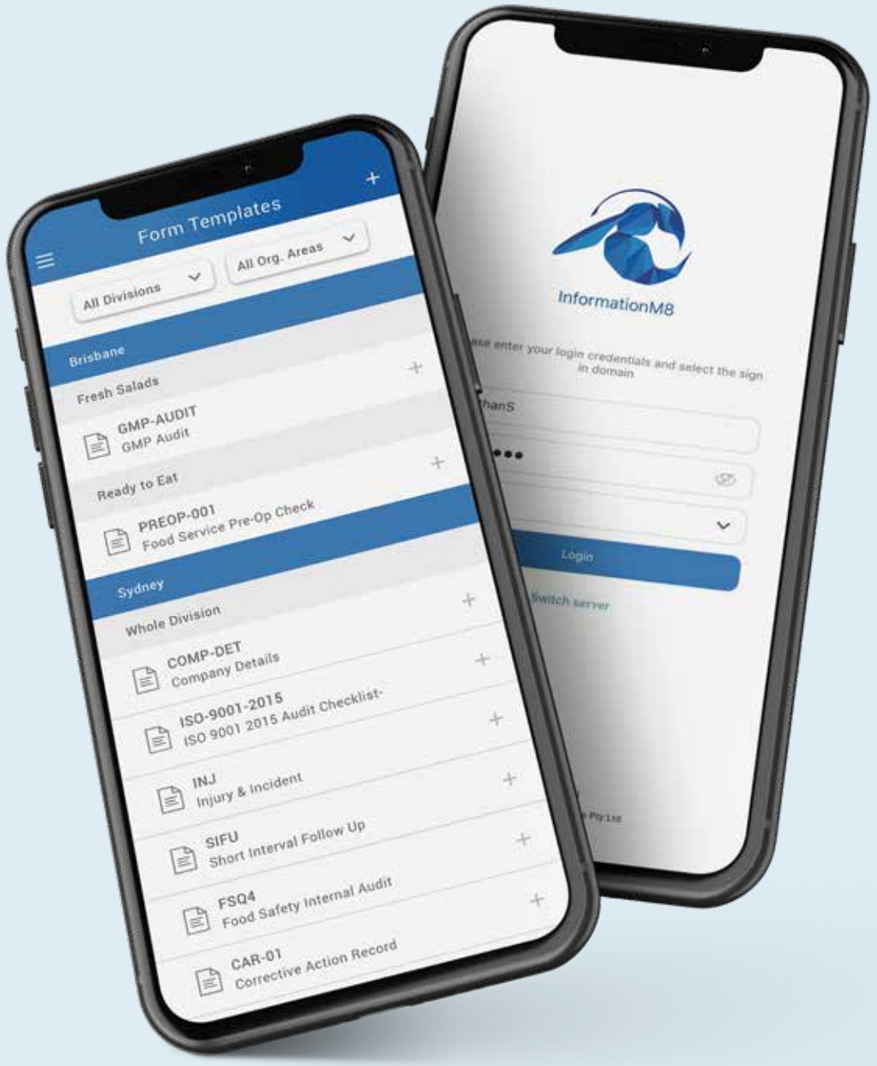
Fully versioned records

Records saved in the past look exactly how they did at time of capture, including all relevant documentation and summary reports – an essential requirement for auditable systems.

Release control

Release control allows document controllers to manage the release of new documents, tracking and gathering electronic signatures from relevant stakeholders and automatically notifying them when updated documentation has been released. This helps maintain compliance and cuts down on administrative costs.





Introducing InformationM8: The InformationLeader App

Capture auditable data any time, any where with InformationM8. With a new, responsive interface and offline capabilities InformationM8 extends InformationLeader's capabilities to Android and iOS phone and tablet devices.

Deliver Efficiencies

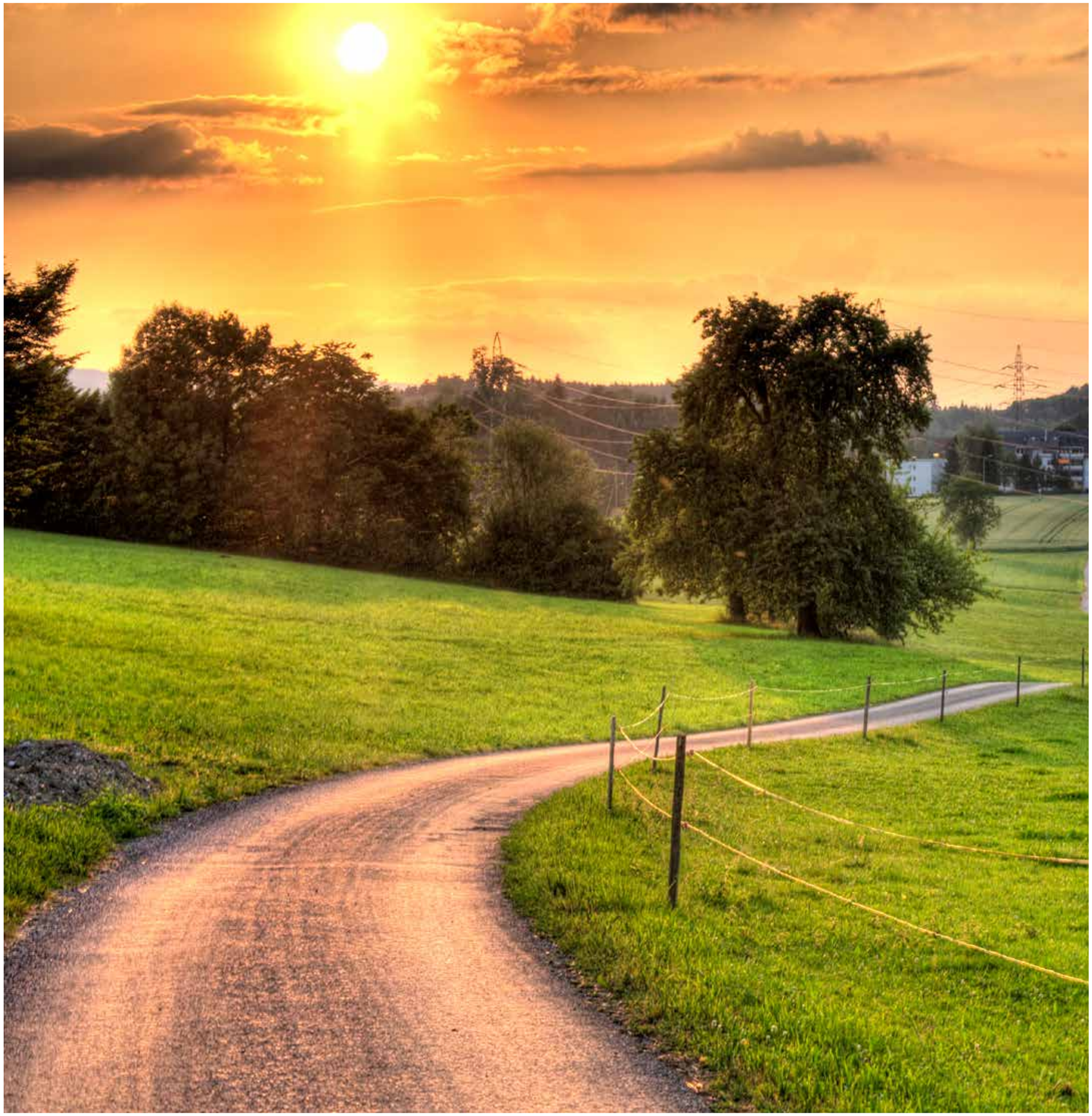
Picklists, pictures, automated calculations and the elimination of data re-entry means that entering data is not only more accurate but it is significantly faster than existing manual processes.

Data Accuracy

InformationM8 provides smart offline and online data capture forms that automate calculations and guide data entry to increase the accuracy of captured data.

Improve Your Business

InformationM8 improves your InformationLeader experience by reducing administrative overhead, eliminating double entry of remotely captured data and increasing data accuracy. InformationM8 can work with existing InformationLeader scenarios with minimal configuration and is available now on the Apple App Store or the Google Play Store.



Thank you for your interest in InformationLeader

If you'd like to learn more or organise a demonstration of the platform:

Call us at any time on +61 7 3275 0800

Email contact@thetatechnologies.com.au

Or visit informationleader.com

Notes

For more information:

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