Action Approval Tasks Anywhere with Confidence.

OneList is a game-changer for Managers

IQx
Business Solutions

What's Your Approval Bottleneck?

Email Clutter

Supporting Documents

Too many Apps

Logging into multiple systems

Unable to action on my phone

All the information to make a decision

Empower Managers to make Confident Decisions Easily

1

Provide one simple to use App for all tasks:
- Aggregate workflows from multiple systems
- Action all system tasks, everywhere on any platform
- Visibility of all open tasks (app icon badge count)

2

De-risk the decision making process:
- Have all the necessary supporting information and documents available with the approval task
- View comments of prior approvers
- Easily manage delegations

3

Improve Timeliness of Approvals:
- Reduce end-to-end approval decision time (>70%)
- No longer be the bottleneck to decisions
- Able to action tasks quickly and easily

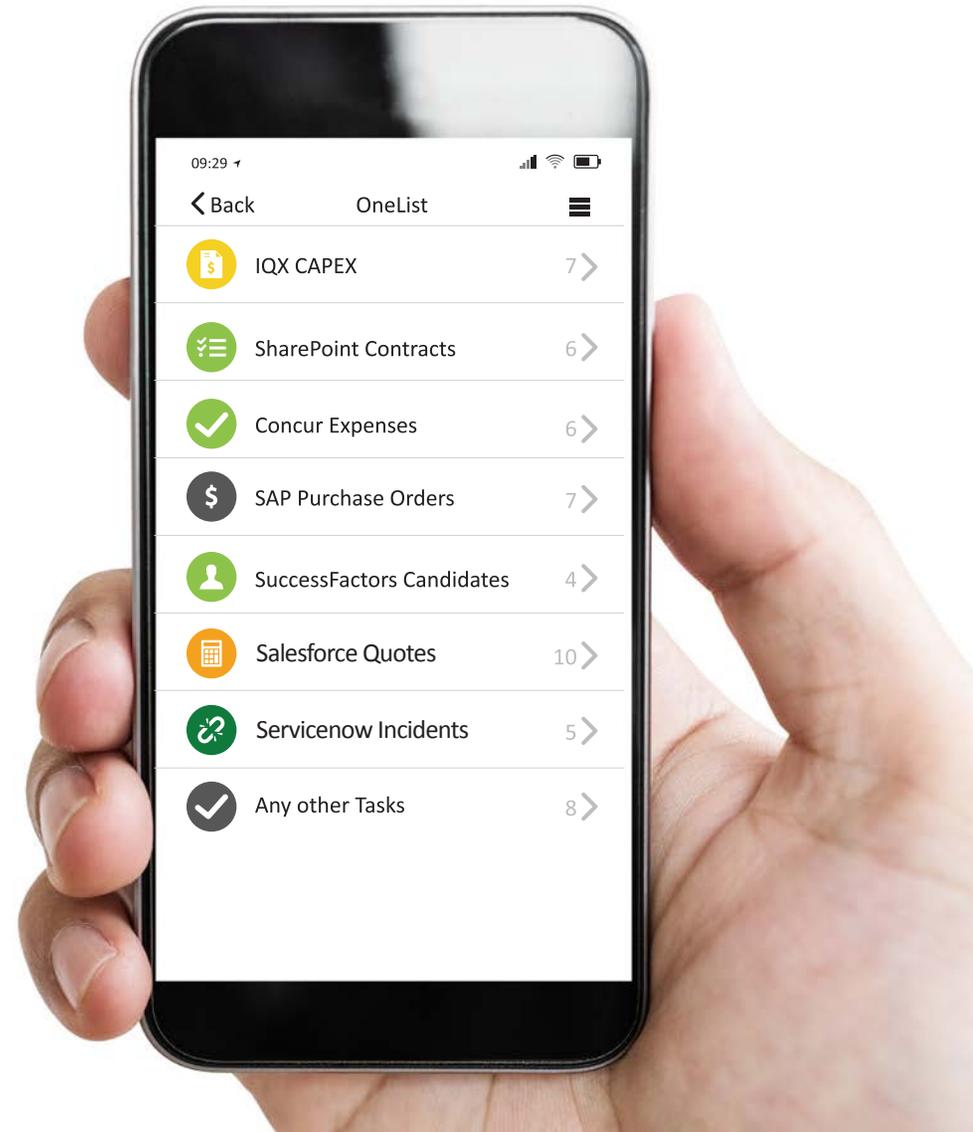# Aggregate Workflows from Multiple Systems

As the pace of digitalization of business processes accelerates, managers are increasingly bombarded with more emails and more apps to make critical business decisions.

The ability to accelerate critical business processes through a centralized mobile approval solution enables organizations to master their environment and simultaneously streamline and future-proof their business.

Rather than clogging up email or deploying multiple companion apps for each process and system, business decision makers need to review and approve multiple disparate tasks via one consistent user experience.

In today's busy environment, the benefits of speed and efficiency for business decision makers creates real business value and potential competitive advantage.

One centralized app, one login to automate multiple approval tasks and manage critical business processes within SAP, SuccessFactors and other systems is imperative in todays organizations.

OneList | All system tasks. Actionable. Anywhere.

Increase Productivity with Mobility

Our workforce is mobile and our managers even more so. This means decisions makers need solutions that work anywhere, on all devices.

Travel, work from home, in the field, client site or at their desk. Managers must be able to action all tasks in a timely manner to avoid being the bottleneck in business processes and decision making.

To achieve this managers require an intuitive and consistent end-user experience for fast and effective task completion. Supporting a wide range of user-interfaces is necessary to ensure a seamless cross platform experience; native iOS, Android and Windows App for mobile and offline approvals, Web App, as well as Email Add-in for desktop users.

Improve Visibility with a Glance

By consolidating all approval tasks into one app, Managers have clear visibility of tasks and receive push notifications drawing attention and action.

Push notifications considerably improve both visibility and timeliness versus email. They ensure managers are kept up-to-date with the latest tasks, or team comments on a task needing to be actioned.
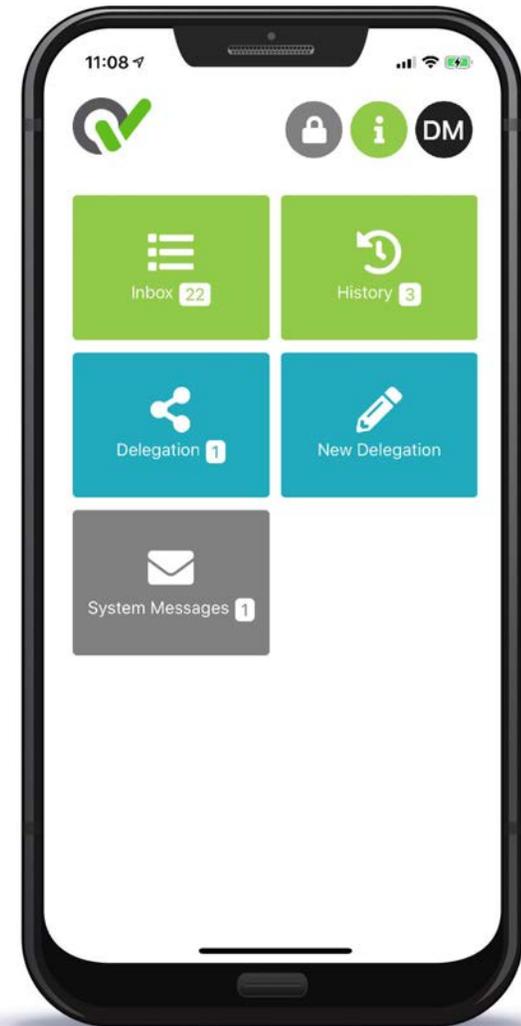
Utilizing push notifications for approval tasks means capturing the immediate attention of managers as they reach for their phone or have it setup to chime when tasks are added or updated.

In addition, app icon badge counts highlights the number of tasks open to managers. This offers another reminder that they need to approve, reject or delegate tasks inorder to keep business processes moving.

> *Rather than clogging up email or deploying multiple companion apps for each process and system, Tomago Aluminium identified OneList Approvals as a perfect solution to enable business decision makers to review and approve multiple disparate tasks via one consistent user experience.* *Read full case study.*

App icon badge shows number of tasks open.

De-risk Business Decisions

Management is about making decisions. Every day managers are bombarded with requests demanding decisions. Many of those decisions are routine such as vacation approvals. Others, like Capital Expenditure have long-term impact and career defining implications.

What matters most to executives is simply that their critical business decisions are de-risked. This means less data and more information;

- Offering comparability between alternatives.
- Visibility to contextualize in accordance with strategies and plans.
- More commentary and supporting documentation.
- The ability to request a pre- or post-approval in-flight.
- To continuously improve the evaluation framework.
- Retaining evidence and justifications.
- Audit trail of prior approvers.

Ultimately, the objective of business process automation is to ensure that executives can sleep easy, knowing they've made the right decision.

By mobilizing and simplifying the decision interaction and integrating deeply with source systems. Managers can be confident that they have a single source of truth and transactional updates are triggered automatically.

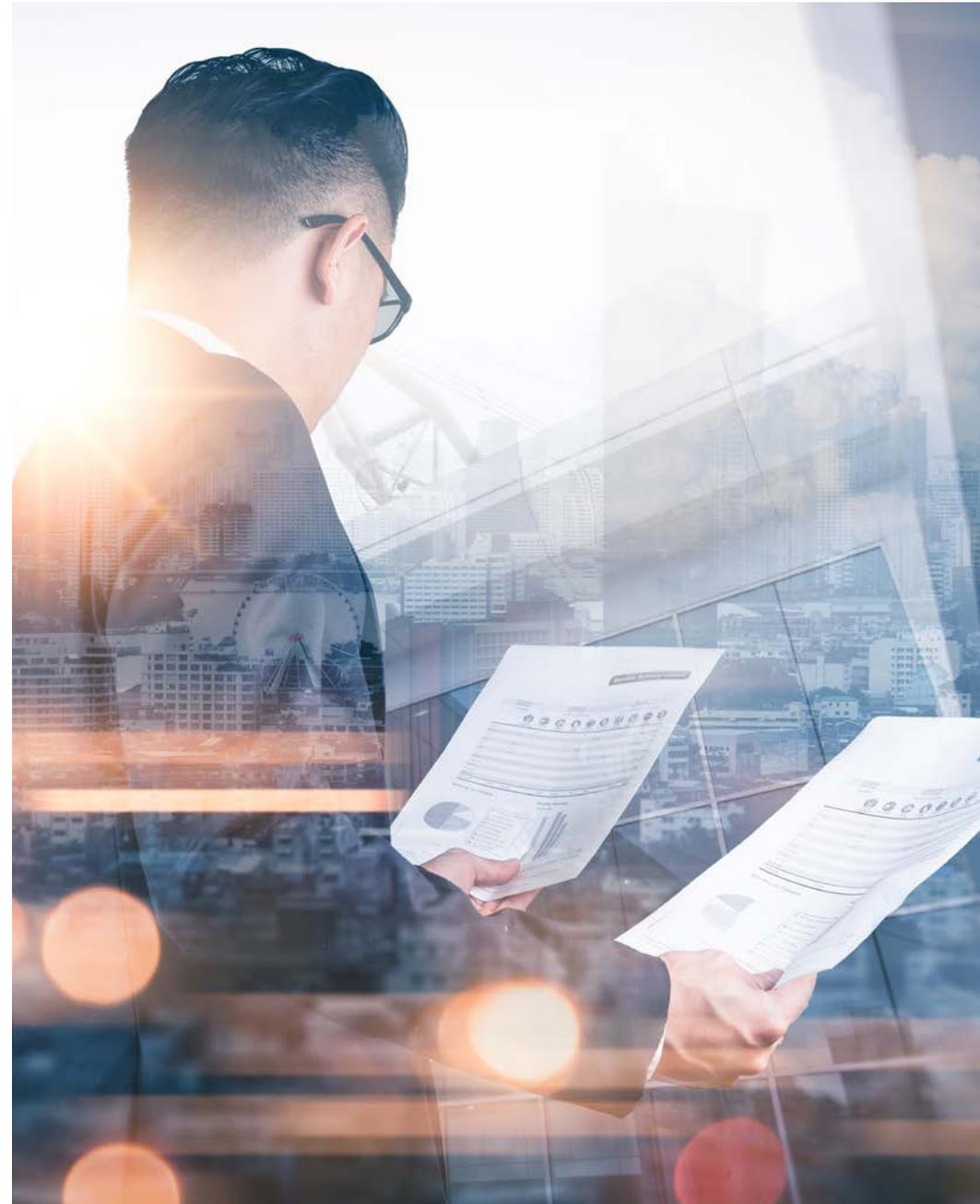# Supporting Information at your Fingertips

Making confident business decisions requires all the supporting information to be reviewed. When these are all located in one place, associated with the relevant approval task request, managers can act quickly.

Managers with one app that provides deep drill down on request details, related business data, supporting documents and the full prior approval audit trail equals fast, confident decisions.

By consistently tailoring the presentation of key information relevant to the organization and the decision point, better decision-making is facilitated. This information could include:
- Key elements from the underlying business object
- Relevant items from related objects
  (e.g. Capital Project or Vendor details)
- Supporting documentation (e.g. Quotations)
- Real-time supplementary information
  (e.g. Current Departmental Budget status).

At Tomago Aluminium, faster approvals helped reduce multi-step approval sequences from days to hours and have delivered direct business savings. Managers are enabled to make easier and more-informed business decisions due to increased access to supporting data and documentation.
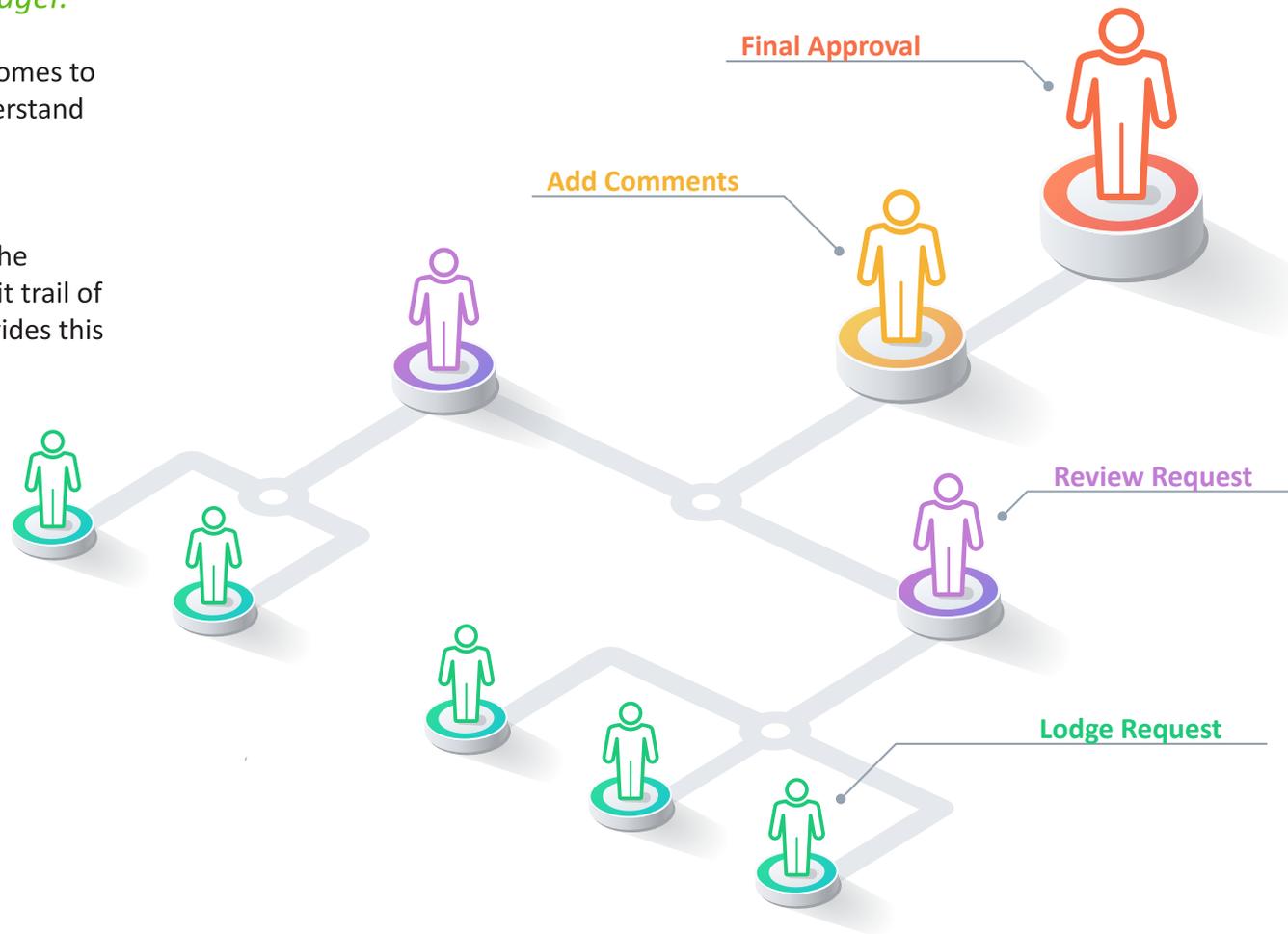***Read full case study.***

Prior Approvers Decrease Decision Risk

Most business decisions go through a number of steps before getting the final sign off from management. An audit trail of prior approver comments means a fast start for any manager.

Making the correct decision is key, and when it comes to making the final decision managers want to understand what has happened at each step in the approval processes.

Managers want to know what has transpired in the business process, by whom and why. A clear audit trail of prior approver comments and amendments provides this context and understanding immediately.

Teams make the best decisions. So trust yours, and get the best expert opinions before making your final decision, accurately and confidently.
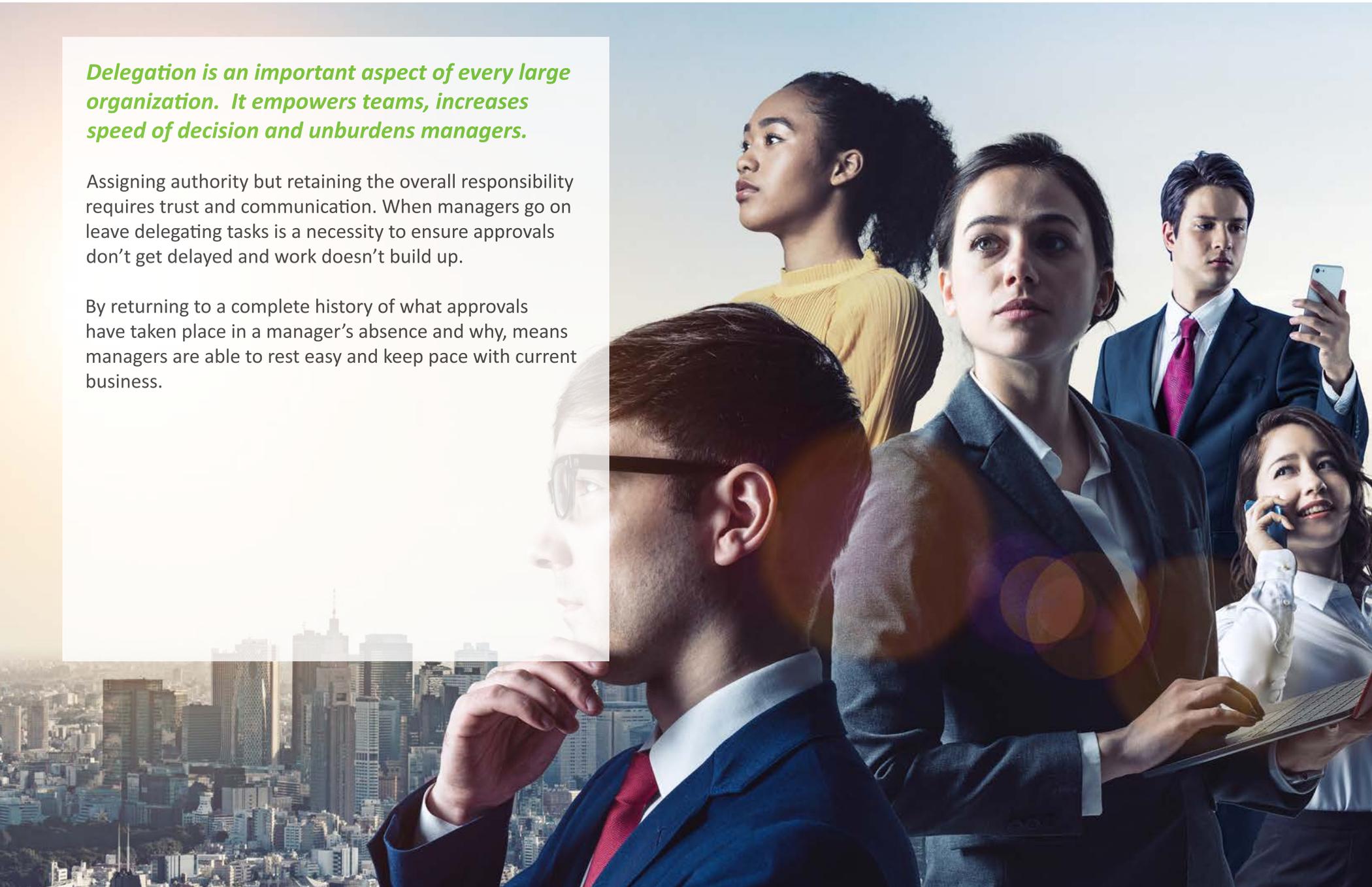
Final Approval

Add Comments

Review Request

Lodge Request

The Power of Delegation

Delegation is an important aspect of every large organization. It empowers teams, increases speed of decision and unburdens managers.

Assigning authority but retaining the overall responsibility requires trust and communication. When managers go on leave delegating tasks is a necessity to ensure approvals don't get delayed and work doesn't build up.

By returning to a complete history of what approvals have taken place in a manager's absence and why, means managers are able to rest easy and keep pace with current business.

Timeliness for a Competitive Advantage

The effective integration of technology aims to simplify workflow and boost efficiency. By consolidating and mobilizing task approvals, you can save time and put the focus where it is needed most – on what you do best: running a growing and game-changing business.

By combining decision tasks across various business applications, with all the required supporting documents, in a user-friendly mobile app and web app, Managers can be more effective and timely in their task completion.

Removing Bottlenecks Improves Business Velocity

Managers no longer need to be the bottleneck in businesses causing delays, inefficiencies or operational stoppages due to lost or unactioned approval tasks.

By bringing together worklists from multiple systems, managers are able to more rapidly access and respond to assigned approval tasks.

This improves overall business process efficiency by reducing approval bottlenecks. For example; being able to stop approval delay to replace critical equipment which would cause operational stoppages, has enormous business benefits.

"Wherever our people are, they can view what needs to be approved, the corresponding attachments and do their approvals. It has made the manager's lives much easier," said Lesley Anne Clifton, IT Superintendent of Tomago Aluminium.

Read full case study.

All system tasks. Actionable. Everywhere.

Get started today.
Request a Free Trial of OneList

Request Free Trial

www.iqxbusiness.com   sales@iqxbusiness.com

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