(T W E E K !)

(TWEEK!DR) – Delegations Register – Data Sheet

(TWEEK!DR) – Features at a glance

- Create, approve & publish delegations on-line
- Record delegate details & display on-line
- Integrate Delegations with Finance Codes
- Search for delegate records on-line
- Display delegations held by individual delegates

- Generate sample signature forms
- Create audit trail and view complete history
- Auto-notify when delegation expires
- Verify transactions with sample signatures
- Save time, reduce paperwork!

(TWEEK!DR) – Overview

(TWEEK!DR) addresses all aspects of delegation management on-line: from creation of delegation schedules, through to approval and publication, allocation and exercise of delegations.

It provides flexibility in searches and displays details in a consistent manner, enabling staff to quickly identify relevant approval authorities. Forms are generated on the fly to collect sample signatures for transaction verification and auditing purposes. Save more time and effort by storing sample signatures in-system or in a document management system like TRIM for viewing by authorised employees.

Easy to maintain using a series of on-line forms, the system incorporates automated tasks to reduce workloads and maintain effective, unobtrusive communication with your delegates. Management can be centralised or decentralised depending on business needs.

(TWEEK!DR) can also be integrated with the (TWEEK!DM) Document Management System, forming a comprehensive all-round solution to your company's policy and delegation management needs.

(TWEEK!DR) – Purchase Options

(TWEEK!) offers two purchase options in respect to the (TWEEK!DR):

1. **System as Service** - A dedicated client account providing access to a complete implementation of the existing system, including re-branding of your user interface (within system constraints) to reflect your corporate colours and logo.

2. **Corporate Implementation** - Your own corporate implementation of the existing system, hosted on a dedicated server, including re-branding of your user interface (within system constraints) to reflect your corporate colours and logo.

(TWEEK!DR) Management Add-ons:

1. **Start-up Administration** - (TWEEK!) will co-ordinate and oversee initial data population and process re-engineering while you go about your business, resulting in a more seamless transition.

2. **Ongoing Administration** - (TWEEK!) will administer your system for you, leaving you to focus your resources on your primary business objectives.

(TWEEK!DR) Sales Enquiries

For further information, or to arrange a demonstration of the system, please contact:

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