Simply Office 365

# Consultant Hub

The **Consultant Hub** focuses on the needs of firms that provide compliance services to regulated financial service companies. It is also equally applicable to any consultancy firm that wants to improve its internal processes.

**Centralised Tagged Content**
All your information centrally stored, version controlled and accurately tagged and classified. Keep control of your intellectual investment in your compliance documents and ensure consultants always use the latest version.

**Increased Efficiency**
Pre-built workflows alert Consultants of impending or overdue service activities and alert Partners when engagements are due for review or renewal.

**Partner Oversight**
Dashboards enable Partners to view allocation of engagements to Consultants and to quickly pre-empt service issues by identifying and addressing overdue or late running service activities.

**Improved Collaboration**
Consultants can quickly and easily collaborate across clients and engagements. This standardised approach enables Consultants to more easily cover for colleagues during periods of illness or holidays.

## Client Portals

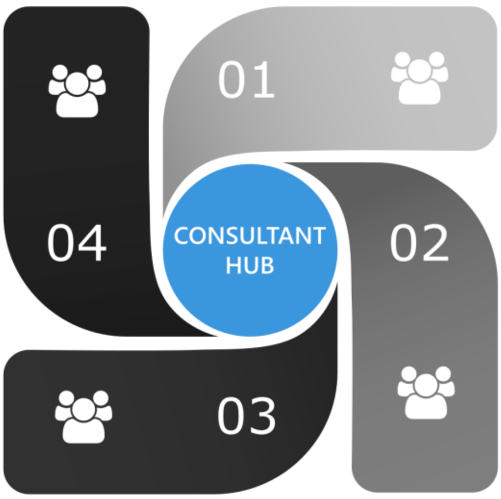
Extend the Hub by creating client specific portals, enabling clients to securely access and view their compliance information.

## Knowledge Hub

Add a centralised knowledge area for storing internal or external research and industry papers.

## Standard Features

- Centralised list of the **Organisations and Contacts** your firm interacts with. Sync contacts to Outlook.
- **Engagements** enable you to record details of all client engagements and to track review and renewal periods.
- **Assign** Partners to your Clients and Consultants to your Engagements.
- Quickly view the allocation of Consultants to Client Engagements to **identify under / over utilisation**.
- The **Legal Library** enables predefined templates for Letters of Engagement, Terms of Business, etc. to be defined, ensuring only the latest contractual terms are used.
- **Electronic document signature** services can be integrated to the Legal Library to speed up the signing process.
- **Industry specific tags** (Type of Firm, Permissions, Regulator) can be attached to all hub content.
- Purpose designed **Compliance Template library** for centrally storing and managing all compliance document templates which can be tagged by Type of Firm, Regulator or Permissions.
- **Client Service Activities** can be scheduled and assigned to consultants. Dashboards and Alerts enable you to keep track of service commitments.
- **Policy Library** for storing and controlling all Client policies, procedures and manuals.



# Consultant Practice Hub

# Extensions

## Client Portals

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| **Security** | Each of your clients has **secure authenticated access** to their own portal |
| **Sharing** | Clients and Consultants can easily **share information** with each other |
| **Branding** | Dual **branding** for both your Hub and for each of your client sites |

- A **Compliance Calendar** can be populated for each Client and tailored to their regulatory permissions and business dates.
- The Client or Consultant can **update** the event to confirm the action has been taken, this generates a **new event** for the following year.
- **Upcoming events** are displayed in the Consultant Hub, providing the practice with a single view of all Client upcoming events.
- A **document library** enables the Consultant and Client to upload and share information. **Alerts** inform the Consultant when new information is uploaded.
- Clients can record **"Compliance Alerts"** such as errors & breaches or complaints. Consultants can review and respond to each Alert.
- Each Client has a filtered view from the Consultant Hub of all **policies, procedures and manuals** that apply to them.

## Portal Extensions

Easily extend the Client Portal solution you provide to Clients with additional plug-in compliance services.

**Client Due Diligence**
Secure store for the Client to upload Client Due Diligence documents related to a Client or Investor and to submit to the Consultant for review and/or approval.

**Financial Promotions**
Secure store for the Client to upload marketing and other financial promotional material (including supporting documents) for the Consultant to review, comment and/or approve.

## Knowledge Hub

A purpose designed Knowledge Hub for storing, organising and publishing internal and external research and industry documents.

- Replace archaic folder structures with modern **metadata** and **electronic classification** techniques.
- Provide Consultants with **intelligent views** of recent knowledge articles and powerful search capabilities to find historic information.
- Fully **mobile compatible**, enabling knowledge documents to be accessed when on the move.
- The Knowledge Hub has powerful **news creation and publication** capability enabling knowledge and industry news to be easily disseminated.
- When **Client Portals** are connected, news can be tailored and published on each Client Portal home page.
- Centrally record and track key industry and **Regulatory Events**, and publish these to staff and to clients through Client Portals.