

## ANALYSING THE ACTIVITIES OF FRONT-LINE STAFF

**FORMIC'S FUSION SOFTWARE PROVIDES AN "ALL IN ONE" DATA CAPTURE SYSTEM FOR ABC ALLOWING YOU TO DESIGN, PRINT, SCAN ACTIVITY CARDS AND VALIDATE THE DATA.**

Every organisation that relies upon large numbers of front-line staff to deliver service needs to know how they spend their time. And the more intimate their understanding, the more they are empowered to deploy this resource effectively – raising service standards, cutting costs and eliminating waste. Formic's activity analysis software helps service-based organisations get the best return from their single largest investment - people.

### **FAST PROJECT TURNAROUND**

If you are already running activity analysis projects you will know how intensive and time-consuming they can be. Designing, distributing and eventually processing activity cards can take weeks of work. Formic's activity analysis software enables users to design activity cards by simply "dragging and dropping" objects, such as tickbox groups, from a template library. The finished card design can then be printed to paper, or at a single mouse click, published to the web. Formic can even deploy the same card design to remote devices, such as tablet PCs or PDAs.

Manually keying hundreds of activity cards into a computer system is a false economy. With Formic's Fusion software, simply load the completed cards into a scanner, sit back and watch the software automatically read card after card, without ever tiring – up to 50 times faster than manual keying-in. Data from electronic forms is processed at even greater speed.

What's more, the system's in-built audit trail maintains a complete history of changes to data values, from the first moment cards are processed.

### **MORE ACCURATE RESULTS**

For accurate, reliable results you'll want a high percentage of activity cards returned and carefully completed. Fusion's design module enables you to create professional-looking forms that users find quick and easy to complete.

Accuracy can also slip during manual data entry. Program your Fusion system to rigorously crosscheck data values and you'll be alerted when it finds any invalid cards. The result is highly reliable data, free of human error.

### **THE FOUNDATION FOR ABC**

Applying financial costs to Activity Analysis data determines the true cost of service provision. The data fields in your cost accounting system can be matched to fields on the activity card you design, ensuring perfect synchronisation during data transfer.



## BENEFITS

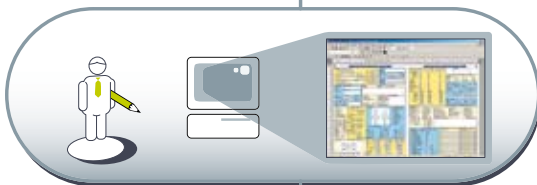
- Design and code activity cards using Fusion's purpose-built design module
- Capture and process activity analysis data many times faster than manual keying-in
- Process paper and electronic cards simultaneously
- Achieve high data reliability by creating your own rigorous validation routines
- Run larger projects due to increased processing capacity
- Simple analysis and presentation of data via tables, charts and graphs
- Synchronised transfer of data to cost accounting systems for Activity Based Costing (ABC)



### 01 PROJECT PLANNING

PLAN THE PROJECT AND RUN A PILOT TO ENSURE ACCEPTANCE IN THE FIELD.

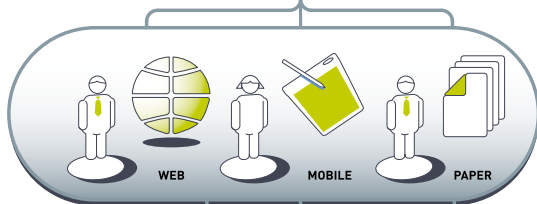
Think about the phrasing of questions, permutations of permissible activities and response recording options. Consider how these will be laid out on the page to ensure ease of completion.



### 02 ACTIVITY CARD DESIGN

USE THE FUSION SYSTEM TO DESIGN YOUR ACTIVITY CARD BY SIMPLY "DRAGGING AND DROPPING" DOCUMENT OBJECTS, SUCH AS TICKBOX GROUPS, FROM A TEMPLATE LIBRARY.

Anyone with a basic grasp of Microsoft Word or PowerPoint will find the navigation and toolbar menus instantly familiar. Adding the final design touches will make the card aesthetically pleasing and easier to complete.



### 03 DATA COLLECTION

YOUR FINISHED CARD DESIGN CAN BE PRINTED TO PAPER OR, AT A SINGLE MOUSE CLICK, PUBLISHED TO THE WEB.

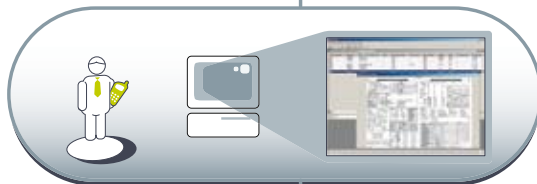
Remember that on-line cards are instantly available and, unlike their paper equivalent, do not require scanning. Formic can even deploy your card design to mobile devices, such as tablet PCs or PDAs.



Load the completed cards into a scanner, sit back and watch Fusion automatically read card after card, without ever tiring. On-line cards can be processed simultaneously – the visual display enables you to monitor progress and instantly correct any recognition failures and cards not conforming to the pre-set validation rules. The result is highly reliable data, free of human error.



PROCESS



### 04 ANALYSIS & REPORTING

THE RESULTANT DATA IS PRESENTED IN A RECOGNISABLE, EASY-TO-READ GRID FORMAT.

Filter and re-order headings for easy analysis. Create graphs or charts for your reporting. If you need to assign financial costs to activities, the data can be transferred to any leading cost accounting system or Microsoft Access. Data cleanliness is assured because Fusion will never allow you to export invalid records.



DATABASE OR  
STATISTICAL ANALYSIS  
TOOL