

Document Management +		
<p>Streamline document organisation across your business. Effortlessly manage, search, and collaborate on files. Enhance productivity with secure, user-friendly document management.</p>	Centralised document storage	Documentation can be easily managed from a central repository, allowing authorised users to search and update, saving time and improving efficiency.
	Version control	Ensure all document changes are tracked, recorded, and easily accessible with version control. Allowing you to maintain accurate records and a full audit trail of the document's progress.
	Document work flow automation	Automatic routing of documents for review, approval, and sign-off, ensuring that documents move through the approval process quickly and efficiently.
	Template Generation	Create document templates to standardise branding, layout, and document numbers across the business. Reduce time spent and reduce errors and inconsistencies with auto-population of the relevant data held within the system.
	Security and Access Controls	Restrict access to sensitive documents, ensuring only authorised personnel have access.

CRM +		
<p>The CRM module simplifies logging and managing sales opportunities from start to finish. It enables your team to organise tenders, proposals, or projects, eliminating scattered data and missed opportunities and streamlining your sales process.</p>	Information Capture	Capture essential details, such as work location, dates, and timescales. Create a detailed work quote with personnel and equipment requirements, seamlessly linking to other modules for estimation.
	Integration with Projects and Document Management	Generating a tender automatically creates a folder structure for easy document organisation, including technical sheets and client correspondence.
	Seamless Integration	Designed to seamlessly integrate with other areas of our comprehensive system to ensure a smooth data flow throughout the sales process and beyond.
	Email Integration with Outlook	Generate a unique email address for each tender to allow seamless email tracking and provide full client communication transparency.

Personnel Management +		
<p>Managing employees, contractors, and agency staff is easy with our Personnel Management module. You can easily track all the necessary personal information and allocate resources to projects with flexibility and security.</p>	Optimised Workforce	Effectively manages employees, contractors, and agency staff while ensuring flexible and secure allocation of resources.
	Personnel Information Management	Keep all employee data, including emergency contacts, travel documents, medical records, and training competencies, in a centralised location for easy access and overview.
	Absence Management	Simplify employee absence management with our team availability tracker.
	Seamless Integration with Projects Module	Improve resource utilisation and reduce overhead by efficiently allocating personnel based on essential information, certifications, and availability.
	Seamless integration with Timesheets Module	Accurately tracks time spent on each project, facilitating analysis and effective resource management.
	Comprehensive Reporting	Detailed reporting capabilities provide valuable insights for workforce management, project allocation, and time tracking to support informed decision-making.
	Security and Data Protection	Prioritises the security of sensitive personnel data. Accessible only by authorised personnel, ensuring data protection.
Timesheets +		
<p>Streamline time tracking, enhance workforce management, and improve project & resource management accuracy with the timesheet module.</p>	Time Tracking	Employees can log their working hours on a daily or project basis and get a detailed breakdown of time spent on specific tasks.
	Project Association	Users can easily track time entries for specific projects or clients, ensuring accurate project-based billing and resource allocation.
	Task-Level Detail	Tasks within a project can be tracked at a granular level, enhancing project management by capturing task-specific time data.
	Automated Time Calculations	Automatically calculates total hours worked and minimises errors.
	Approval Workflow	Enables supervisors to review and approve time entries.
	Reporting and Analytics	Generate detailed reports on employee time usage and review analytics for informed decision-making and resource planning.
	Integration with Other Modules	Seamless integration with project and personnel modules ensures consistency and accuracy across various organisational functions.

Projects +		
<p>The projects module enables you to maximise efficiency. From planning to execution, you can streamline tasks, allocate resources, and monitor progress. You can also create, control, and manage all project-related tasks from one location, with seamless integration and data flow between the modules.</p>	Centralised Project Management	Users can manage projects efficiently from a single location. The Caiman IQ system's modules are seamlessly integrated, ensuring a comprehensive approach to project management.
	Task Management	Supports task assignment, tracking, and completion.
	Resource Allocation	Efficiently allocate both personnel and material resources to ensure optimal utilisation.
	Budgeting and Cost Tracking	Enables effortless project budget creation and real-time cost tracking.
	Document Management	Centralises all project-related documents and files, ensuring accessibility and version control.
	Progress Tracking	Real-time project tracking and reporting with analytics for strategic decision-making.
	Audit Planning and Management	Plan and manage audits effectively, improving tracking and overall management.
	Workflow Automation	Automates repetitive tasks to improve efficiency and reduce manual intervention.
Audits and Actions +		
<p>Empower accountability with our Actions and Audits module. Easily track and manage actions, ensuring compliance and transparency. Streamline audits for a robust governance framework and continuous improvement.</p>	Ensure Compliance	Systematically manage non-performance issues, incidents, and opportunities for improvement to ensure compliance and continuous improvement.
	Action Identification and Assignment	Identify the source, assign tasks accordingly, and monitor the progress with transparent tracking of all actions.
	Robust Audit Planning	Allows customisation of audit frequencies, creating and managing audits, setting up notifications, and ensuring scheduled audits.
	Root Cause Analysis	Captures and identifies the underlying causes of issues and enables the creation and assignment of actions for resolution.
	QHSE and Compliance	Enables tracking of all raised issues and progress made, critical for Quality, Health, Safety, and Environmental (QHSE) compliance.
	Risk Assessment Module	Create detailed electronic risk assessments managed from one central location. You can also create customised risk metrics to evaluate potential risk levels accurately. This enables you to proactively take measures to effectively mitigate risks and quickly identify areas that require more attention.

Asset Management +		
<p>Optimise your asset management with our comprehensive module. Track, analyse, and maintain your assets, ensure compliance, and maximise efficiency in asset utilisation.</p> <p>Oversee inventory, streamline shipping logistics, and schedule proactive maintenance. Ensure compliance with equipment certification, simplify defect reporting, and monitor utilisation. Conduct thorough hazardous substance assessments for a holistic approach to asset optimisation, ensuring safety and efficiency at every stage of the asset life cycle.</p>	Comprehensive Asset Tracking	Enables centralised tracking of all assets throughout their lifecycle. Manages the entire asset lifecycle, from acquisition to disposal, including maintenance, repairs, and decommissioning tracking.
	Real-time Asset Visibility	Real-time visibility of asset status, location, and condition enables proactive decision-making and resource allocation.
	Efficient Inventory Management	Track status, location, and maintenance needs of equipment, machinery, and valuable assets. Our system maintains stock records, including consumables, with preferred and minimum levels and automatically initiates a requisition request when inventory is low.
	Integrated Logistics Tracking	Track equipment as it moves between locations and projects. Automate information transfer from purchase orders, such as commodity codes, export rating codes, and item values, to save time and ensure accuracy.
	Maintenance Scheduling and Management	Allows scheduling and management of preventive and corrective maintenance tasks. Optimises asset performance and extends lifespan.
	Integration with Action Module	Connect defects to the action module to ensure efficient resolution and accountability.
	Asset Utilisation Analysis	Analyses asset utilisation and performance metrics. Informs decision-making on optimising asset usage.
	Compliance and Regulation Tracking	Ensures adherence to compliance standards and regulations. Provides documentation for audits and regulatory reporting.
	Customisable Reports	Generates customisable reports for daily insights into asset performance.
Procurement +		
<p>Simplify procurement processes from requisition to payment, streamline workflows, ensure compliance, and optimise supplier management for efficient cost control.</p>	Management	Our system for tracking item location and movement provides a complete solution for a smooth procurement process. It allows you to track specific items in real-time from purchase orders and monitor their movement and estimated arrival times. Providing valuable insights into the entire procurement lifecycle.
	Audit Trail and Traceability	Maintain a detailed record of each item's lifecycle stages, providing robust traceability from requisition creation to field receipt. This ensures that all procurement activities are documented and easily accessible for future reference.
	Supplier Management	Manage supplier information, contracts, and performance efficiently. Facilitates the evaluation and rating of vendors based on performance.

Process Mapping 

With our process mapping module, you can visualise and optimise workflows, streamline processes, enhance efficiency, and foster collaboration. This will enable you to achieve clarity and agility in business operations for sustained success.

Management	Efficiently manage processes, align with document workflows, and enhance organisational controls for improved compliance in critical areas such as QHSE and business governance.
Structured Process Breakdown	Enables the systematic breakdown of complex processes into a structured RACI format, promoting clarity on roles and responsibilities for each component.
Comprehensive Tracking and Version Control	Ensures unique process map numbers for distinct identification and organisation. Oversees revision histories, review cycles, and approval stages for precise version control.
Visual Representation with Swim Lane Structure	Presents complex processes visually, utilising a swim lane structure with checkpoints for clear task representation.
Enhanced Understanding of Task Flow	Facilitates a better understanding of task distribution and stages within each process. Incorporates visual cues to signify necessary involvement at specific checkpoints.
Seamless Integration with Documentation	Linking associated documentation with each process provides a centralised view of tasks, materials, work instructions, and guidance.
Dashboard Integration	The system integrates with user dashboards and displays relevant processes based on their roles and organisational requirements.
Specialised Focus on QHSE and Business Governance	Tailored for Quality, Health, Safety, and Environment (QHSE) roles and broader business governance. Ensures clarity on roles, work instructions, and processes, fostering compliance and understanding within these critical areas.
Dynamic Adaptability for Onboarding	It can act as an onboarding tool to assist new employees in understanding their job-specific processes. It visually illustrates the organisational structure and guides efficient adaptation and integration into the company's workflows.

The cost-effective modular system that will grow with your business.

If you're tired of using outdated systems or spreadsheets to manage your business, it's time to switch to Caiman Software's all-in-one business management solution.

We offer onboarding and training to make the transition as seamless as possible. Our customer support team is available to assist you with any questions or concerns.

If you want to learn more about how we can help you connect your software systems and take your business to the next level, please don't hesitate to contact us today.

Contact the team:

info@caiman-soft.co.uk

+44 (0)1224 973 010

Caiman Software Development Ltd
5 Carden Place, Aberdeen, AB10 1UT