# **Re-flow**

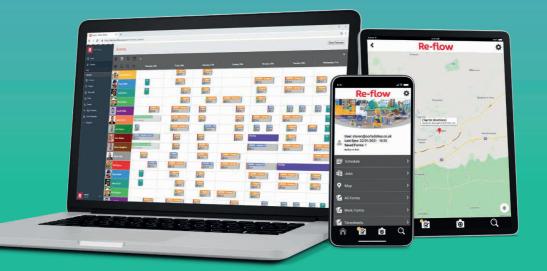
# Field management software that puts your team to work



### **Re-flow your business**

Re-flow is a workforce management tool for businesses with staff working outside the office, on location, that need a solution to improve planning, communication and evidencing in the field.

- Instant access and sharing of information anywhere, anytime.
- Ultimate control of scheduling, staff resources and reporting.
- Safety, Health, Environment, Quality and Compliance Management.
- Fast decision making with real-time project information sharing and scheduling.
- End-to-end audit trail with documents, images and forms tagged and grouped together forever.



### Streamline every step across your workflow

#### **Create jobs and tasks**

Oversee all operations and personnel, schedule and amend jobs, view incoming data and forms.

### On-site schedules and maps

Access job information, task lists, schedules, work plans and timesheets, all location and time stamped.

#### Sign off, time and date stamp

**Receive data and** 

produce reports

Record project

invoice clients

information.

and produce

reports.

Complete and sign documents with staff and customers on-site, with time and date stamps and geolocation confirmation.

### Photos and calculations

Take photos, make calculations and check stock.

#### Access, complete and submit forms

Risk assessments, site audits, toolbox talks, holiday requests, return to work and more... all built bespoke for you.

### Who is Re-flow for?

Re-flow is for field operations managers, keeping their workforce focused, updated and compliant while working at remote sites.

Keep an indisputable audit trail of who did what work, when, and why. Re-flow makes the transfer of data, between management and worker, instant and paper free.

Companies in construction, highways, landscaping, civil engineering and telecoms use Re-flow to improve operational efficiency, save time and money and stay focused on getting the job done.

#### **Ditch the Downtime**

Almost 5% of a site manager's working time is spent manually checking their own work and subcontractors' work.

Centre for Management of the Built Environment, 2017



### Six reasons to digitally transform you business with Re-flow



### 1. Custom configured

Your business is unique, so Re-flow has been developed to flex around your requirements, meaning you don't have to work around 'off the shelf' limitations and you can get straight into maximum productivity.

### 2. Remove paperwork pain

Forms lost in the back of a truck, or interpreting handwriting are familiar frustrations, so use Re-flow software to crunch your paper forms into dynamic digital forms. Eliminate unnecessary paperwork and keep all project information, documents and photos together forever!

The average admin in the UK construction industry prints 6,000 pages of work orders every year... and then has to reprint 35% of them due to a major change.

Independent Project Analysis Group, 2012

#### 3. Take control

Have ultimate control with real-time job, document and workflow management, showing you where your team are, what they're working on and what information they're collecting. Enforce checks, policy and process adherence and control the uploading and sharing of information. Unite communication within your workforce, regardless of location or working hours.

### 4. User friendly

Your field workers want something that works and that's easy to use. We understand this is vital for take up... so we've created an app that's clever under the hood, but simple and streamlined to use.

### 5. Always-on

Have confidence that your workforce is connected and keep an instant real-time overview of your entire workflow. The responsive scheduler and live syncing means you can refocus activities and manage issues as they happen and can be sure that you are working safely and effectively.

### 6. Confidence in compliance

The facility to log what work is carried out through time and date stamping, photographic evidence and materials barcode scanning, provides robust reporting for even the most stringent audits.

### Instant, seamless, paperless, inform



Include detailed specifications, images, location maps and routes, and attach assets such as pdfs. Assign jobs to groups or individual staff, and split projects across multiple dates.

A task always includes a tick and a comments box, but can also include the requirement to complete and sign a form and /or read a statement or document.

### **Jobs and tasks**

Through the dashboard, simply setup jobs and assign new or pre-set task lists.

Set up ordered task lists – where workers must complete each task one at a time, before being able to move to the next. "The system has been extremely well received by our mobile staff which provides them with an easy-to-use, functional system to complete their tasks appropriately and professionally."

Greg Clarke, Managing Director, Quality Marking Services



### **Dynamic Forms**

We can build any kind of form you need into the app, from timesheets to toolbox talks, each bespoke to your unique requirements.

Re-flow can even integrate formulas into forms to automatically calculate concrete and asphalt quantities required, timesheets, mileage and stock forms can also automatically add up and present totals.

Capture the data you need from the office, or field, with our feature friendly form builder.

### ation exchange across your teams

### **Maps and schedules**

Assign map locations and overview all jobs on one map in the dashboard, while your staff can see the location and route markers for their jobs in the app. The scheduler provides you with a means to easily view, drag, drop and assign all your jobs and staff across time. "If you're looking for a one-stop solution that will convert all of your paper forms and also give you and your clients the ability to access your data in the cloud, then Re-flow is definitely the company to speak to."

Matt Pitt, Managing Director, Kaboodle



21% of admin's day is spent delivering, chasing or clarifying and transcribing paper forms into electronic data.

International Data Corp, 2017

"Since implementing Re-flow, our defect reporting has increased by 90%, which means we're going to identify faults before they become big expensive faults and that's where I expect us to save money."

Sam Hennessy, Business Improvement Manager, Toppesfield



### **Photos and guides**

Take photographs using the device camera, and then annotate, mark-up and even add measurements to the picture. The image is time and date stamped, and automatically attached to the job. It can then be accessed by other workers, as well as management in the dashboard. This useful tool helps during estimating, provides a record of work done, damage caused, or can even be used to document an accident.

Re-flow can act as a company manual. The dashboard includes a section where you can add all your staff policies, health and safety details, guides and instructions. It's content managed, much like a website CMS, so you can create as many pages as you like and it's all searchable by your workers in the app.

### Downtime from missing stock or plant wastes 3.2% of working time.

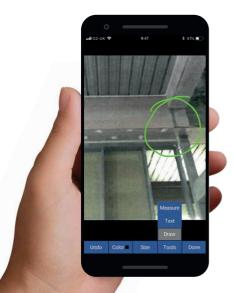
Lean Construction Institute UK, 2010

"It's a real gamechanger. Freed from the burden of huge amounts of admin, we have more time to focus on actual landscaping and company development. I fail to see how it wouldn't benefit almost any business

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Asphalt Calculator	
Select asphalt type	
Asphalt Type (kg/m <sup>3</sup> ) AC32 BASE L/Stone	
Enter details	
Length (meters) 20	
Width (meters) 5	
Area (m²) 100	
Depth (mm) 30	
Compaction (%) 95	
Asphalt required (tonnes	)
Minimum 7.22	
	Q

which has staff working remotely. The unforeseen benefits just keep appearing; recently we found it made us a contender for a large contract which demanded live reporting. It's a fantastic product as it is – but when backed up by Re-flow's tirelessly supportive and flexible approach – well, I just wish we'd got on-board years ago. We'd certainly never go back"

Oliver Hemson, Commercial Department Manager, Tony Benger landscaping



### The mobile app

### Bring your own device

The Re-flow app operates on any modern Apple or Android smart phone or tablet. The dashboard can be accessed on any up-to-date web browser, on a PC or Mac, desktop, laptop or tablet.





### Signing, scanning and tagging

Need your forms to be signed off? We include a facility so that users (or even groups of users) must electronically sign specific forms. Their signatures are stored with the data in the dashboard.

When a user completes a form in the app, we can stamp it with a time, date and even a GPS location marker. This means you can be sure that forms, such as timesheets, were filled in at correct times, dates and on-site. "Our old management system was very heavily reliant on paper, which was slow inefficient and burdensome, so we had to find a much quicker efficient way of processing information. Now we've moved to Re-flow, information moves throughout the company and at the push of a button we're able to send information to staff and receive it back from them."

Will Stops, Managing Director, Landscape Services

The app includes a facility to scan bar codes and QR codes. If your business locates and logs equipment, parts or materials in this manner, then your staff can use this tool to scan and record items straight into forms.



### Responsive

The app runs smoothly and efficiently, re-sizes for any device screen size, both in portrait and landscape, and all information and form fields render the same across Apple and Android devices.

### **Small and secure**

All content to the app resides behind a secure SSL, so your information is safe. The app is engineered to be as compact and streamlined as possible, to keep the download file size small.

#### Works offline

All files are stored on the device, so when there's no Internet connection, your workers can still access all the information they need for a job, as well as record activity and complete forms. Once a connection is restored, the device automatically syncs information to and from the cloud.

### **Returns and reporting**

Forms on the app are easier to complete, with most fields using dropdowns, to limit confusion. With ordered task lists, information has to be completed before the worker can move to the next section and with the dashboard, you can enforce checks, policy and process adherence and direct the uploading and sharing of information.



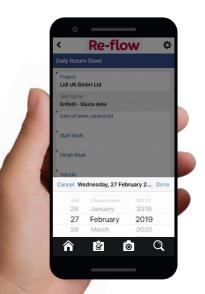
Using information submitted in a bill of quantities, you can quote and invoice customers immediately with Re-flow, pulling across all client details, logos, terms and any other required information.

All Re-flow reports are built bespoke for your specific requirements. Some uses might include:

- Comparing skill sets in each location or actual wage costs per site.
- Which vehicles or plant is requiring the most frequent or costly maintenance to help decision making on asset write down.
- The prerequisite training/expiry dates of current training that if absent/lapsed would make upcoming training invalid.

Re-flow also integrates with the most popular accounting platforms such as Sage, Zero and Quickbooks to map information across seamlessly. "The biggest surprise using Re-flow was the level of service, and the speed of service. It's the best I've ever experienced in any system. For me that's great because in an operational environment it's critical to get any issues fixed quickly. That's what sets Re-flow apart, and a great string to their bow."

Andy Kearns (Transformation & Compliance), Opals



## In good company





























Begin your digital transformation today. Call or request a demo. 01392 574002 | info@re-flow.co.uk www.re-flow.co.uk



