![advanced]

Welcome to **My**Workplace®

The power of doing less

Because big ideas need space

Big ideas need space

For many, the start of a new week means another long list of things to accomplish. With more meetings and applications to get your head around, it feels as though there simply aren't enough hours in the day.
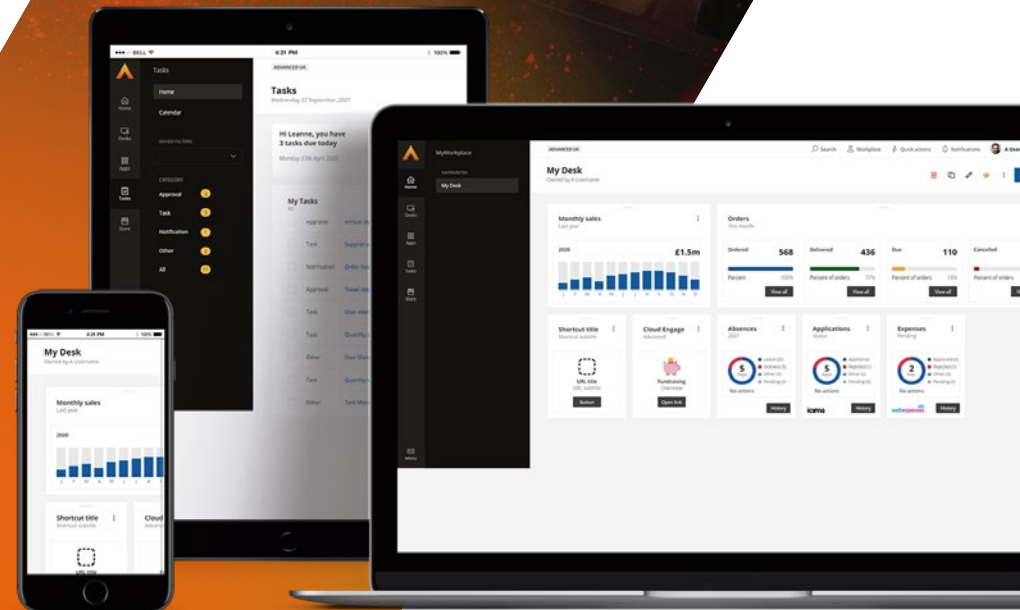
And let's be honest – there is no such thing as effective multitasking.

But you know it doesn't have to be this way, right? The role of technology is to make life easier, and we deliver exactly that to our customers.

We believe in the power of doing less, but achieving more.

We believe in getting back to what you love, not being restricted by distractions.

We believe in possibility. **Welcome to Advanced.**

MyWorkplace®

What is **My**Workplace® ?

MyWorkplace® - All your business systems in one, unified platform.

A platform which saves time on the daily tasks, allowing you the space to focus on the big priorities.

Our mission is to enable our customers to achieve more, by doing less. MyWorkplace® is designed to remove barriers which stop employees from making a difference every day.

We built **My**Workplace® to make work easier for everyone – all the way from CEOs to managers and apprentices. One single sign-on gives your teams access to all the software applications they need. When they need them. In one place. Raise a PO. Book annual leave. Request travel. Buy stationery. All at the click of a button. Welcome to MyWorkplace®.

"Give your people the tools to make work easier and in turn they'll create success."

Gordon Wilson, Advanced CEO

Why **My**Workplace®?

Personalisation

The pandemic has shown us that the workplace needs to be flexible to enable employees to work in the best possible way. The same can be said for the software we use at work. One size does not fit all - we should provide employees with the tools they need in a way which enables them to focus and unleash creativity and success.
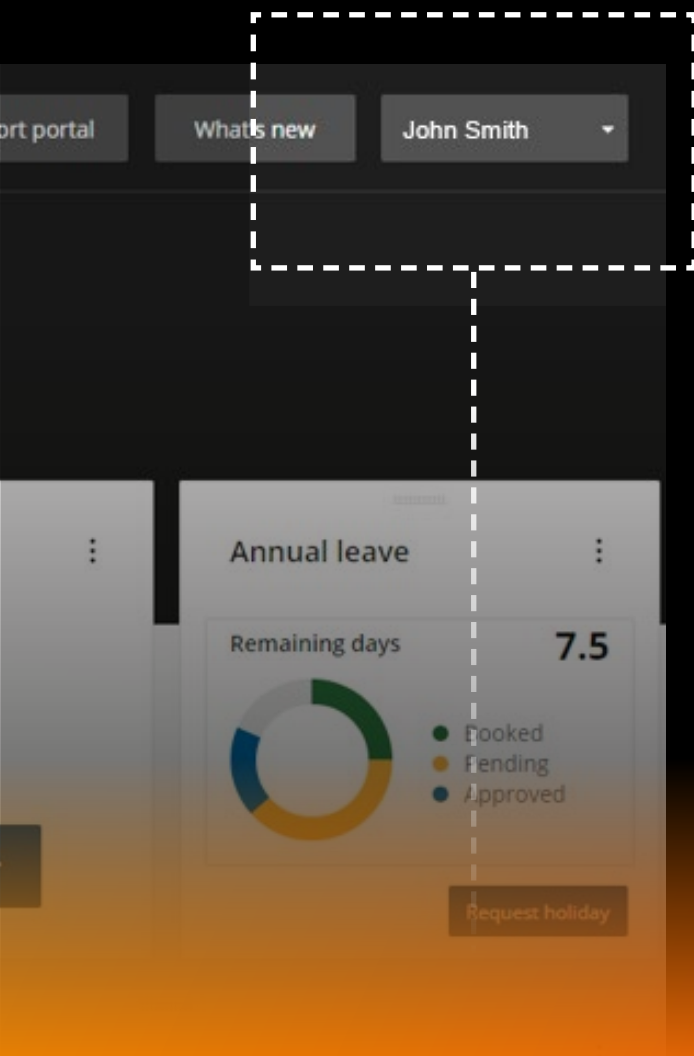
Productivity

With more meetings and more apps than ever before - achieving productivity in the workplace is becoming increasingly challenging. MyWorkplace® has been built to enhance user productivity with quick and simple tools to help employees get the job done.

Insight

To make timely business decisions, users need to be able to readily access accurate and up-to-date information at their fingertips. MyWorkplace® is designed to unify business systems and make it simple to access data insights across your organisation, meaning actionable insight is just a click of a button away.

Single Sign On (SSO)

A key feature of MyWorkplace® which customers can take advantage of is SSO. MyWorkplace® unifies your Advanced and non-Advanced applications, meaning your teams can access everything in one place without having to remember multiple log ins and passwords.

It also reduces the burden of managing users and access to applications from a security and IT management perspective.

Centralised user management

if you have MyWorkplace® with Cloud HR and Cloud Financials, you only need to create or delete users once and log in once. When you are logged into MyWorkplace® you have access to all your Advanced solutions, including applets which provide easy access to small slices of functionality.

Federated authentication

Single sign-on means that customers can integrate MyWorkplace and the Advanced products within MyWorkplace to their corporate directory (e.g. Azure Active Directory).

STAY FOCUSED

MyWorkplace® is designed to remove admin barriers which stop employees from making a difference every day.

Tasks

When tasks and actions are not monitored, they can quickly pile up which makes for really unproductive working. MyWorkplace® includes a built-in Task Manager that identifies user-related tasks across all the shared Advanced applications, presenting them in one central location.

By bringing together a combined list of activities from all the connected applications, the MyWorkplace® Task Manager helps you keep on top of priorities. It also allows you to take action, without having to go through the main product application, with it all combined in your main MyWorkplace® screen.

✔ **Task Manager**

A built-in Task Manager that identifies user-related tasks from across all your shared Advanced applications
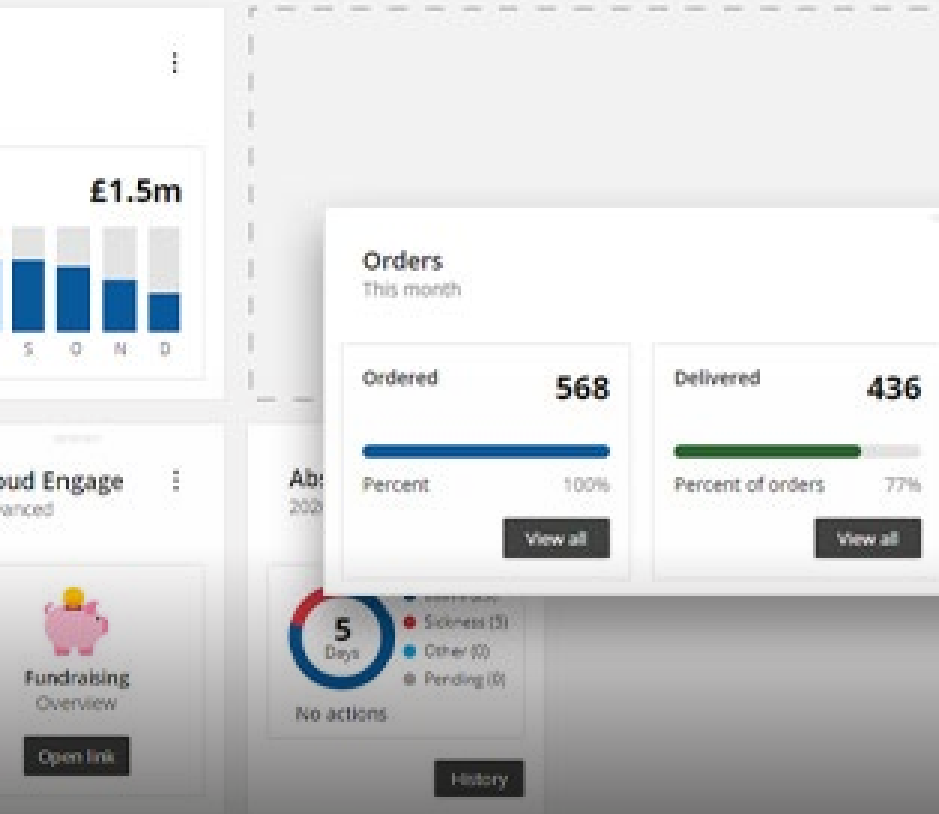
✔ **Automatically completed for you**

Next step actions, entry of data, reassigning or escalating activities can all be automated

✔ **Get on top of admin**

Make sure your to do list is always up to date with inbuilt notifications when something new comes in

		All	Today	Week
	Priority	Action By	Status	
ing Order 351	1	02/03/2020	Urgent	
rs on time	2	06/03/2020	incomplete	
e authorised	3	18/02/2020	Complete	

Desks

Desks put the 'My' into MyWorkplace®. They enable employees to choose and personalise the applications and functions within them which are most important to them. As the main interactive space in MyWorkplace®, users have Desks to improve their daily productivity – focusing on the things important to them.

✓ **Create space and remove distractions**

Enable employees to choose and personalise the applications which are key to them. By removing the noise often found in big systems, users can focus on the small amounts of functionality that truly matter to them and their specific role.

✓ **Designed to empower users to work however suits them best**

We don't let our managers or senior leaders organise our physical desks, so why should they dictate how we organise work on our device? MyWorkplace® enables users to personalise their virtual desk as they see fit.

✓ **Do more, with less**

By creating personalised Desks, users can quickly access exactly what they need. Having easier access to applications and workflows means you and your teams can do more with less getting in the way.

Applets

Applets reside on the Desks – and each Applet represents a specific information point, short workflow or small piece of activity (e.g. booking annual leave) from an application like Cloud Financials or Cloud HR. Multiple Applets can be placed on a single Desk and you can mix and match them from different applications.
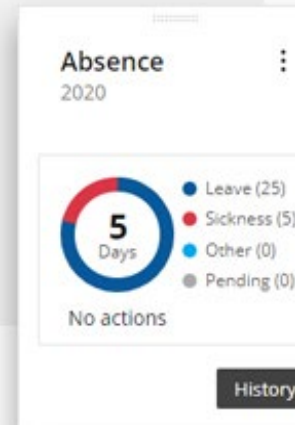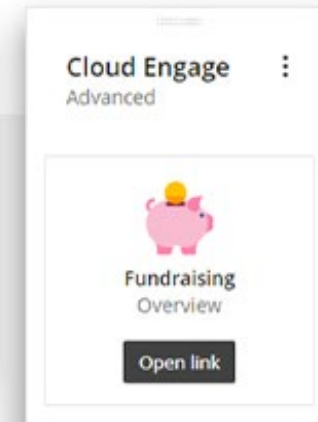
✔ ## Improve productivity

Applets simply enable users to get stuff done with no fuss. Each Applet represents a small action, for example raising a PO, booking annual leave or inputting expenses.

✔ ## Remove admin

Saving time on the basics means no longer having to deal with lengthy administration. Employees are freed up to focus on the important, value-adding activities that they're passionate about.

Monthly sales
Last year

2019 £1.5m

J F M A M J J A S O N D

Cloud Engage
Advanced

Fundraising
Overview

Open link

Absence
2020

5 Days

No actions

● Leave (25)
● Sickness (5)
● Other (0)
● Pending (0)

History

Orders
This month

Ordered 568
Percent 100%

Delivered 436
Percent of orders 77%

Due 110
Percent of orders 19%

Cancelled 22
Percent of orders 4%

View all

"AVA helps us all remove the admin and get back to the part of our jobs which we love. Instead of spending time booking annual leave we can focus on nailing that marketing campaign, or spending time with our teams to complete personal development plans"
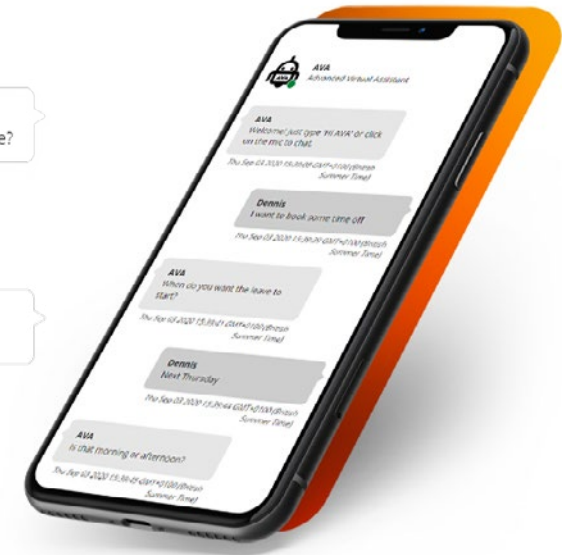
WATCH VIDEO

Explore features & functionality

AVA (Advanced Virtual Assistant)

Our Advanced Virtual Assistant (AVA) resides in MyWorkplace® to help answer enquiries and complete quick tasks across all applications within the platform.

AVA helps all users of MyWorkplace® increase productivity by being on hand to assist with the little queries which crop up every day.

AVA can provide the information your teams need, as they need it. Spend less time searching and more time doing. AVA can also respond to your people's queries and questions, removing lengthy back and forth and allowing them to focus on what's important. Customise your AVA experience to your business needs, so that your people have got the tailored help they require.

AVA is currently available for all Advanced Cloud HR customers and will be available for all customers in 2022.

Advanced Store

MyWorkplace® includes a store, showcasing additional solutions from Advanced and our partners that you can utilise within the MyWorkplace® platform.

Customers see a clear view of our complete solution offering and can get the best from the MyWorkplace® platform by adopting further applications which will continue to drive productivity and business efficiency for their teams.

MyWorkplace® will feature and recommend additional applications not just from us but also our partners too. Based on your current solution set, the platform will feature applications which we believe may be of use to you from our experience with other customers and your market needs.

Senior decision makers will have the ability to make enquiries and speak to a sales representative from within MyWorkplace®, empowering you to drive change and improvements across the business.

Advanced Marketplace

Marketplace provides you and your teams with a single, centralised portal for your end users to purchase goods and services from your approved suppliers.

Based on our Advanced spend management solution, Cloud Marketplace, Advanced Marketplace provides finance and procurement teams with complete control over purchasing and spend. Cloud Marketplace will make it easier than ever before for teams to get access to the suppliers they need to purchase from directly within MyWorkplace$^®$. And because it is an online marketplace you benefit from the combined purchasing power in terms of the prices that you pay.

Advanced Marketplace will be available for customers in 2022.

Find out more

Partner Applications

MyWorkplace® will also give customers access to our wider partner ecosystem. At Advanced, we partner with leading software providers in the market which provide an additional efficiencies and business benefits to our customers.

Leverage the power of additional applications that can improve business efficiency directly within MyWorkplace, surfacing partner Applets in personalised Desks in the same way as our own software solutions.

"We constantly strive to improve the range of products and services we can offer our customers that will be truly transformative to their business growth and success. Our partner applications available within MyWorkplace will help our customers expand their technology eco system without adding extra layers of complexity to business processes."

Amanda Grant, Chief Product Officer, Advanced

Partner Applications

Fiscal

Offers a P2P risk management solution driven by AI technology, to safeguard businesses against fraud. The software seamlessly monitors all transactions and delivers visibility of the entire AP process within businesses.

FISCAL Technologies is the leading provider of supplier risk intelligence solutions that empower progressive finance teams across the globe to protect organisational spend.

FISCAL's award-winning software and services use forensics and Artificial Intelligence (AI) to provide a unique view of supplier risk. FISCAL continuously protects working capital and increases profitability, while defending against reputational and financial risks and maintaining regulatory compliance.

iCompleat

iCompleat is a modular SaaS application that provides customers with an accounts payable (AP) solution that enables high-quality digital invoice automation, purchase to pay, online buying and digital procurement at an affordable cost.

iCompleat specialises in making Accounts Payable and Procure to Pay online buying easy for businesses. Automating the important, time-consuming and often admin-heavy tasks guarantees that the risk of human error, fraud and financial loss is significantly reduced. iCompleat enables organisations to make more informed financial decisions and spend more time proactively driving business improvements, enhancing cost savings and enabling growth.

Vena

Vena is a finance-led enterprise FP&A solution that has been developed to pair with excel interface. Allows users to budget, forecast and report in a familiar environment.

Vena Solutions is a Financial Planning and Analytics (FP&A) ecosystem powered by certified planners who believe in celebrating business growth by providing the tools to celebrate your company's strengths and championing them. Vena helps businesses to succeed by improving overall visibility of accurate organisational data, financial planning and analysis, finance-led collaboration, reporting and financial management solutions plus support with implementation.

Partner Applications

Stripe

Stripe delivers an online economic infrastructure that aims to remove the barriers online commerce faces and support its growth. Stripe's software and API's allow users to manage their business digitally, accept payments and send pay-outs.

Stripe is a technology company that builds economic infrastructure for the internet. Businesses of every size—from new start-ups to public companies—use Stripe's software to accept payments and manage their businesses online.

Western Union

Western Union Business Solutions offer a cross-border business payment and foreign exchange solution, which allows businesses to access over 130 currencies and a global networking spanning over 200 countries and territories.

Western Union Business Solutions enables companies of all sizes to send and receive cross-border payments and manage foreign exchange. With deep expertise in moving funds around the globe, access to over 130 currencies, and a global financial network spanning more than 200 countries and territories, it helps companies spend less time managing international financial transactions and more time growing their businesses.

Webexpenses

Webexpenses is an automated expense management solution that removes manual inputting processes and increases business efficiency.

WebExpenses is a Software-as-a-Service (SaaS) company, providing solutions to help businesses manage invoice processing, payment services, corporate travel and support with organisational growth, such as full auditing. Its aim is to streamline business by removing outdated, manual processes to improve efficiency and overall financial visibility.

Partner Applications

sales-i

An enhanced sales enablement platform, that uses data driven insights to make smarter sales decisions for wholesale, distribution, and manufacturing.

sales-i delivers smarter selling to manufacturers, distributors and wholesalers creating a more complete picture of what's really going on with customers. sales-i provides complete visibility into the inner workings of the customer base, unmissable cross and up-selling opportunities are proactively delivered to users along-side up-to-date insights into any changes in customer spend patterns.

Bridging the gap between sales analytics and CRM data, sales-i gives the user access to all pertinent information around their customer from any device.

iCIMS

iCIMS is the talent cloud company that empowers organisations to attract, engage, hire, and advance the right talent that builds a diverse, winning workforce. iCIMS accelerates transformation for a community of more than 4,000 customers, including 40 percent of the Fortune 100.

iCIMS offers a cloud-based recruitment solution that improves the way in which we hire for the future. iCIMS platform, the Talent Cloud, optimises the digital landscape to empower organisations to attract, engage, hire, and support a winning workforce. It is an innovative solution, transformative to every stage of recruitment and talent acquisition on a global scale, allowing organisations to capture the hiring market with velocity.

Portt

Portt is a strategic intelligence platform that helps users to streamline their contract, supplier and supply chain management procurement processes.

Portt is an intelligent sourcing, contract and supplier management platform. Here to enable the strategic potential of your procurement team, Portt allows businesses to streamline the necessary, unlock the opportunity, realise the outcomes.

Finance

World-class financial functionality is just a click away.

Our Cloud-based accounting software for mid-enterprise organisations, Cloud Financials, is available within MyWorkplace®. Finance teams and employees across the business will benefit from having instant access to Applets in MyWorkplace®, surfacing functionality from within Cloud Financials.

With Cloud Financials enabled via MyWorkplace®, teams get direct access to the powerful functionality which sits at the heart of the solution. Personalised Applets help you quickly and easily gain entryto the functionalities and information that matters to you. Whether you're a CFO looking for a dashboard or a manager in charge of an accounts payable team viewing long approval lists.

By integrating Cloud Financials into MyWorkplace®, finance team members save time with easier access to the solution. As non-finance users can easily make use of simple finance tasks too, finance teams can focus more on strategy and value-adding tasks.

Benefits of the MyWorkplace platform for Cloud Financials:
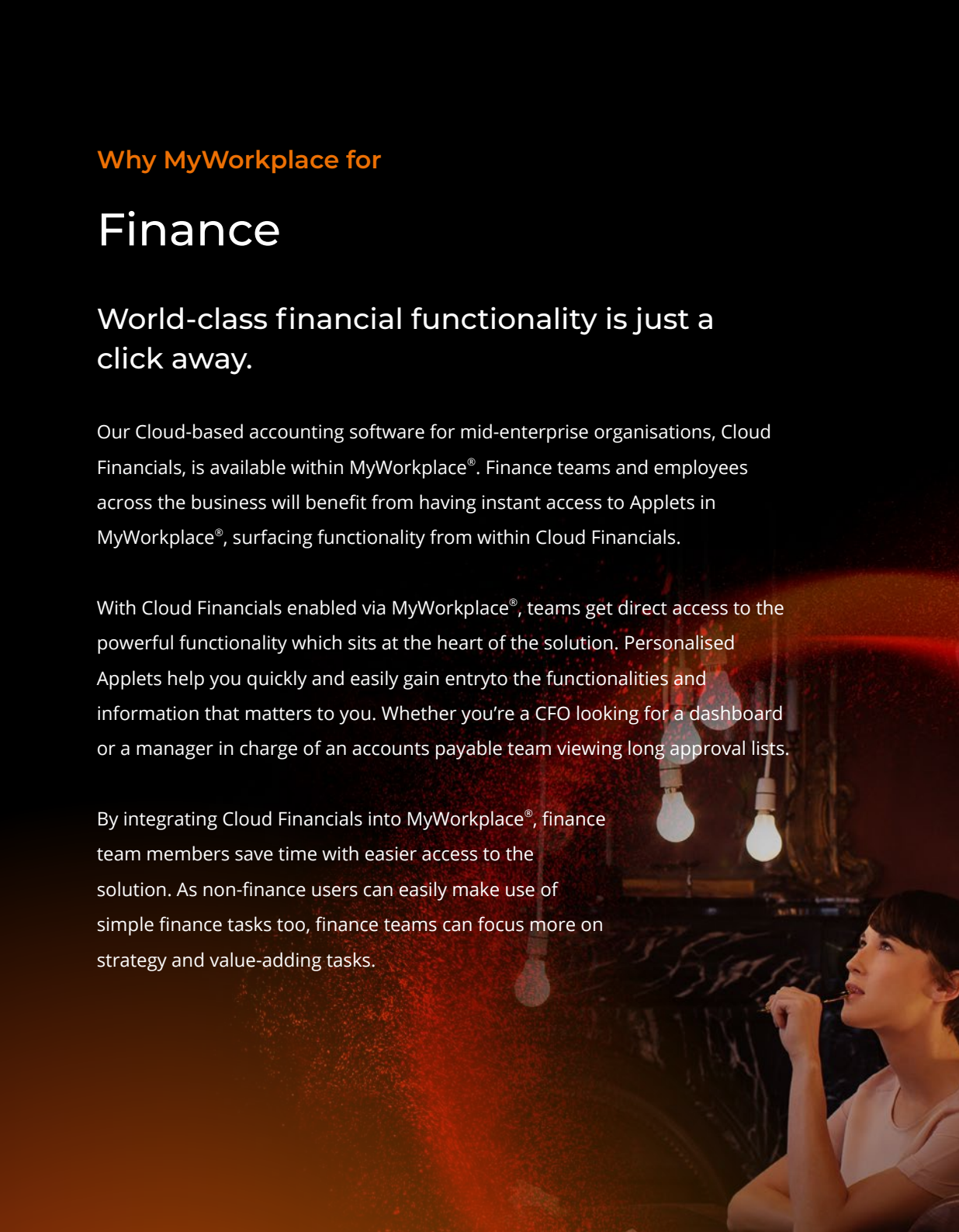
Non-Finance Users

MyWorkplace® enables non-finance users to easily access key finance tasks directly from their personalised Desk, making it easier than ever before to raise a PO or submit an invoice. Just a click of a button gives users access to exactly what they need to action within Cloud Financials, meaning non-finance users not only save time but don't have to ask finance for help navigating the system.

Finance Team

MyWorkplace® frees up your finance team to focus on the big priorities. Easy access to bank reconciliation, timesheet entry, accounts payable and more are all Applet options available to add to your own personalised Desk.

Finance Director/CFO

CFOs and senior finance leaders can also benefit from up-to-date reports and dashboards integrated into Desks. Put simply, you no longer have to dive into the system to check on performance as it's all there for you in an instant, every day.

"One of the things which knocked our socks off was MyWorkplace. You can simply press a button to raise a purchase order or input expenses. MyWorkplace is such a huge win as it makes it so easy for people to access systems. People in our business are getting system fatigue and this is going to make it so much easier from an adoption perspective."

Julia Shaw > Head of Finance > Nugent Care

Applets available within Cloud Financials:

User Manager

Finance can manage users and permissions of Cloud Financials directly from MyWorkplace®, saving time using the system.

Task Manager

Centralised task management brings all finance tasks across the platform.

Single Sign On (SSO)

One sign-on into MyWorkplace provides finance and non-finance users with full access to Cloud Financials, increasing adoption.

Reports and 'Dashlets'

Key financial information, available in an intuitive report on your personalised Desk, means you always have the latest up-to-date information.

Accounts Receivable and Accounts Payable Batched Review

Quick access into batches created for senior members of the finance team, providing a simple entry point to review.

Accounts Receivable Cash Allocation

Allocation of cash to customer accounts is a daily task for AR teams. Ensure ease of use, ability to work alongside dashboards providing data and reduction in need to log into multiple systems.

Bank Reconciliation

This is a daily routine which is carried out in finance. Completion can be time consuming and distractions with other tasks and queries can interrupt this routine. Simplify the user experience with a quick entry point for this daily task.

Timesheet Entry

Normally finance have to load this into Cloud Financials manually – get quick and easy access to add this into the system at the click of a button from your Desk.

Financials Statement Enquiry

Have important information displayed directly within MyWorkplace without having to query this with the finance team.

Aged Debt Enquiry

Key enquiry for credit control and AR teams when chasing debt, simplified.

Update Exchange Rates

A daily task for some finance teams, directly available from your personalised Desk.

HR

End to end employee management in one central location.

Our Cloud-based employee management solution, Cloud HR, is available within MyWorkplace®. HR teams, managers and employees can all benefit from instant access to Applets surfacing functionality from Cloud HR, directly within MyWorkplace®.

Employees are empowered to create their own personalised Desks using MyWorkplace®, helping them shape Cloud HR around their requirements. Whether it be for simply booking annual leave and logging sickness, or managing teams and training programmes for their reports.

Benefits of the MyWorkplace platform for Cloud HR:

Employees

Employees in your organisation will have easy access to their day to day HR requirements directly from MyWorkplace®. From requesting annual leave, logging absence or sickness, adding their PDP or requesting training. Employees can add tasks to their desk to speed up daily tasks, and preventing them from contacting HR for help
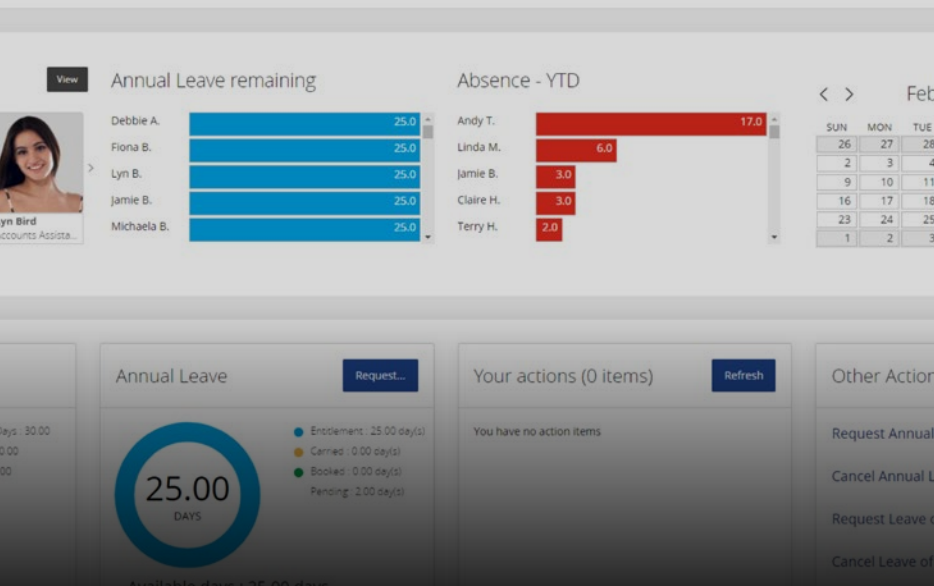
Managers

Managers can get a holistic view of their team, approve annual leave and absence requests as well as use Applets to manage their own day-to-day tasks.

HR Teams

MyWorkplace® enables employees to self-serve in an easier way than ever before, meaning less queries for you and more time to focus. HR teams can get a holistic view of employees in certain groups and across the business as a whole, with intuitive dashboards and reports directly within their Desks.

"MyWorkplace makes the day to day so much simpler for not just HR teams, but employees across your organisation. By centralising key HR tasks in one place your team are more likely to self serve information and get tasks done quickly without asking for HR's help."

Alex Arundale, Chief People Officer Advanced

Applets from CloudHR include:

Annual Leave

Live view the system showing entitlement, carried over, booked and pending annual leave and have the ability to book annual leave within Cloud HR.

Learning & Development

View competencies and professional qualifications and book training with access to the learning and development Applet.

Diary

A list of diary events pulled from Cloud HR e.g. an upcoming work/service anniversary or booked training.

My Team – Annual Leave/ Absence / Calendar

Multiple Applets are available to show a manager their team, including photos and contact details as well as absence tracking and a complete calendar view of upcoming leave/absence.

Expenses

Outstanding/approved/declined expenses available for an employee to view.

Personal Information

View and update your personal information such as address, bank details and contact details.

Single Sign On (SSO)

One sign-on into MyWorkplace® provides HR and non-HR users with full access to Cloud HR, increasing adoption.

Task Manager

Centralised task management brings all HR tasks across the platform together.

User Manager

HR can manage users and permissions of Cloud HR directly from MyWorkplace, saving time using the system.

Reports and Dashlets

HR users and leaders can access all the reporting functionality from Cloud HR in their Desk. Intuitive, real-time data gives you a complete view of your employees in your central workspace.

Case Management

Employees can log cases with HR directly from their own Desk, making it easier than ever before to have their voice heard.

Job and compensation

A simple way for employees to quickly grab their employee documentation, request flexible working or payroll information.

Why MyWorkplace for

IT

Although there is no dedicated IT solution available within MyWorkplace, we recognise there are huge benefits for IT teams when our customers invest in a Cloud solution from Advanced which sits on the MyWorkplace® platform.

For IT teams, security remains the number one priority. MyWorkplace® offers IT teams complete peace of mind by providing a secure, central platform for application use.

Benefits of the MyWorkplace platform for Cloud IT:

Security

- Based on the Amazon Web Services (AWS) platform, MyWorkplace® delivers the security benefits of a trusted Cloud platform.

- AWS is utilised by major technology companies and is recognised as being the oldest and most established platform for Cloud services (Netflix, ESPN, BBC and LinkedIn all use AWS).

- 24/7 monitoring and management of the platform.

- Single Sign On (SSO) means the log in process is simplified across all business applications and ensures compete transparency.

- Federation security controls mean IT has complete control over user access and only authorised employees can access the platform.

Resilience

- Benefit from AWS data centres and a network architected to protect your information, identities, applications and devices.

- Meet core security and compliance requirements, such as data locality, protection and confidentiality.

Scalability

- Utilising AWS means MyWorkplace® is a serverless, scalable solution which can grow and expand alongside your organisational goals.

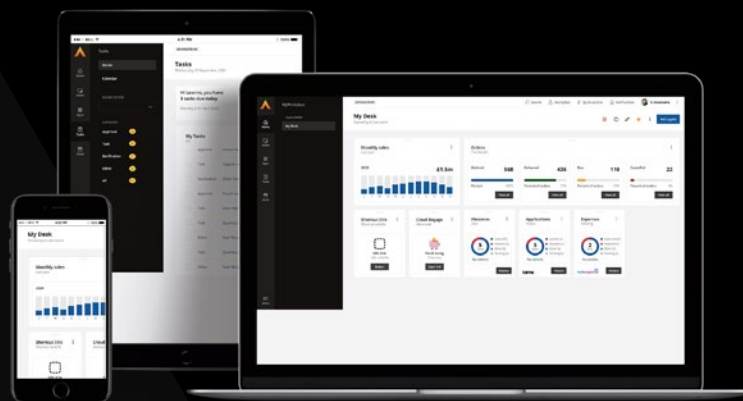**Personalisation and Time Saving**

- Adapt MyWorkplace® to the needs of the IT team is your business – freedom over applets means you can streamline IT processes and centralise activity to reduce support calls.

Discover more
with **My**Workplace®

Interested in finding out how Advanced
and MyWorkplace can support your business?

Contact one of our team members today!

Contact Us