

# TEMPLACMS

Fully integrated management software for cleaning contractors

## FULLY INTEGRATED SOFTWARE FOR CLEANING CONTRACTORS



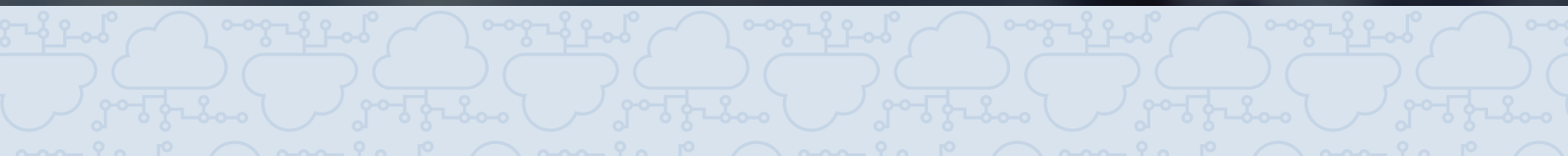
**TEMPLACMS**  
Fully integrated management software for cleaning contractors

Unlock the profit potential of your company by using technology to automate and speed up everyday processes. Release your field management to look after staff and clients, rather than waste time on administration.

TemplaCMS helps you budget, gives you clear visibility of all expenditure, supports your admin, operations and sales teams in their roles and reassures clients that you are serious about customer service.

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## Five major frustrations faced by cleaning contractors:

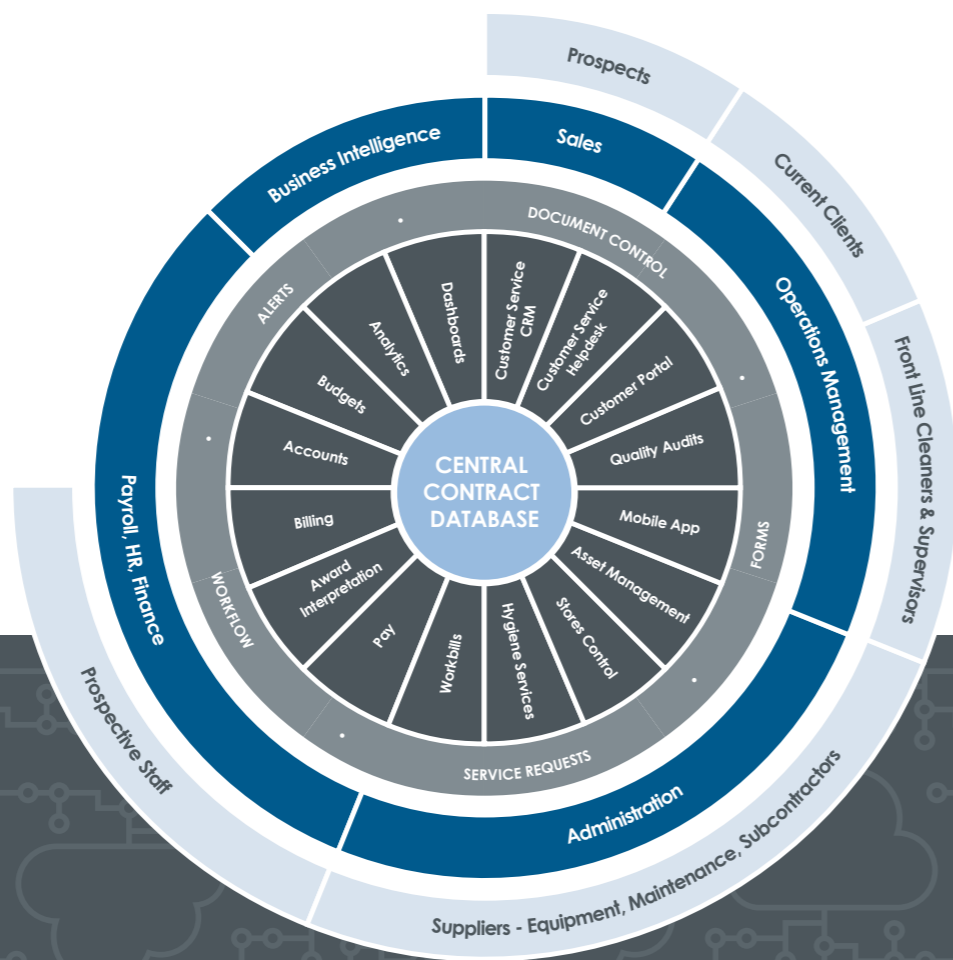
- 1 Lack of budget control, especially within pay, holiday, national insurance and materials usage
- 2 Unable to analyse profitability at task, site or client level
- 3 Unwieldy and unreliable processes for managing and invoicing ad hoc work and consumables
- 4 Duplication as a result of poor integration with accounts packages or reliance on MS-Excel
- 5 Poor implementation of quality audits and ineffective presentation of KPIs to clients

## How does TemplaCMS integrated software address these and other challenges?

The fundamental issue at the root of these problems is multiple unconnected systems. With many systems used to store data and manage a cleaning company's different business processes, it is often difficult to guarantee the accurate completion of transactions or to effectively analyse their results.

TemplaCMS resolves this problem by centralising all contract data in a single database. The TemplaCMS business modules then use this single integrated data resource to process and analyse your internal and external transactions in a consistent way, using the single accurate version of the data. One version of the truth!

↓ The diagram shows how different stakeholders interact with the software.



## Five ways to increase profit with TemplaCMS

- 1 Wages and budgets brought under full control
- 2 Accurate analysis of non-profitable contracts or tasks
- 3 Ad-hoc work and rechargeable consumables always invoiced correctly
- 4 Integrated system reduces admin time, transaction errors and stationery costs
- 5 Proactively managed quality audits and KPI production improves service delivery and contract retention

A £12m turnover, London based client returned their whole investment in CMS in year 1 through savings gained implementing CMS e-timesheets alone.

**“The combination of Templa’s clear understanding of our business objectives and their professional design of the software solution made our choice straightforward. No other comparably priced system has this level of functionality.”**

Julian Lingham - Finance Director, Regular Cleaning Services

## How the TemplaCMS Modules benefit your cleaning company

CORE SYSTEM	BUSINESS BENEFITS
CONTRACTS	A centralised real-time contract database offers instant securable information to staff at all levels
BUDGETS	Accurate comparison of budget and actual spend within pay and purchasing potentially saves £000s
PAY	Integrated 'live' e-timesheets and workflow approval radically improves pay cycle completion
WORK BILLS	Automated control of periodic and one-off work ensures work is completed and invoiced promptly, with work bill profit and loss
STORES CONTROL	Full purchasing control of the business, budget management and workflow approval reduces unnecessary expenditure
BILLING	Automated billing of contracts, one-off work and rechargeable consumables means no lost revenue
ACCOUNTS INTEGRATION	Multiple company, shared databases means no data errors, with full multi currency support
ANALYTICS	Instant profit and loss accounts highlight loss making clients, sites or tasks, improving decision making
ASSET MANAGEMENT	Identifying where assets are held and whether they have been PAT tested ensures compliance
WORKFLOW & DOCUMENTS	Automated workflow-driven decision processing increases accountability and improves productivity. Integrated document management centralises all business correspondence

SERVICE POINT	BUSINESS BENEFITS
MOBILE CMS	Mobile device technology means operations staff become more effective and productive
QUALITY AUDITS	Scheduled auditing and KPI measurement monitors and improves service delivery
CUSTOMER SERVICE	Help desk management of SLA delivery increases customer satisfaction
CUSTOMER PORTAL	Real-time KPI information and work schedules improve client transparency

ADD-INS	BUSINESS BENEFITS
TEMPLACMS T&A BY <b>CleanJack</b>	Time and attendance with 2-way real-time integration to rosters and pay, deployed via a simple-to-use display terminal
DASHBOARDS	User-defined KPI graphs and alerts promote a pro-active work environment
ADVANCED FORMS	Electronic forms completed on site automatically update the contract database when synchronised to the server
HYGIENE SERVICES	Scheduled routing and delivery of in-house washroom products, with smart-phone integration for delivery confirmation, including automated billing
AWARD INTERPRETATION	Common in Australasia, Scandinavia and the USA, centrally negotiated pay terms automate worked time payments

## Who uses TemplaCMS?

The organisations using TemplaCMS vary in both size and spread of operations. Whether you are a pure cleaning company or an FM Group, turning over from £2m - £200m and beyond, you are in good company.

Read what some of our experienced users say about TemplaCMS.

**Nicki Francis, Group FD – Churchill Group**

**Churchill**

Three years ago our growth plans took on another level, but our back office systems had been struggling for ages. Payroll was a huge admin drain taking days to complete. Selecting TemplaCMS at the time has proven to be the right decision, helping us move forward with its ability to adapt to our ever changing group-wide requirements in cleaning, security, ambulance make ready, water hygiene and catering. With our volumes, its automation and exception management have been vital and the financial controls it delivers are exemplary in helping us manage the business. Payroll takes significantly less time, our employee count has doubled, whilst our admin team headcount has remained the same. Plus we have made vast improvements within admin and operations using other aspects of the system.

**Jonathan Smith, MD - Office and General**

**o&g**  
group

We wanted a budgeting and analysis capability that would actually allow us to figure out which customers were profitable. In the past it was like driving through fog with the headlights off. It was alright when we were travelling at 5mph, but now we are travelling at 70mph we need to see more clearly! The Board had to think hard about the search for an integrated software system to run all the company's key business processes.

**Alastair Fox, Executive Director -  
Contract Cleaning and Maintenance**

**CCM**

We realised that we needed much better visibility of our key cost elements, notably payroll, and greater flexibility to analyse our business the way we want, both of which TemplaCMS delivers as part of its core system.



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