# SAFIRE

## BUSINESS ESSENTIALS

**WORKFLOW AUTOMATION AND DIGITAL MENTORING**

## SAFIRE BUSINESS ESSENTIALS: THE KEY TO ALL YOUR ORGANIZATIONAL MANAGEMENT NEEDS

SAFIRE is there to ensure nothing falls through the cracks. From succession planning to managing your reporting requirements, or organizing your clients, SAFIRE manages all compliance, assets, contacts, contractors, projects, and HR in a single centralized location - reducing the time spent on repetitive tasks or searching for information.

## CONTACT US

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**AOS PARTNERS**

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# WHAT SAFIRE CAN DO FOR YOU

## COMPLIANCE

- Keep all your information at your fingertips - saving time searching for login credentials or due dates.
- Know exactly what and when compliance is due, and who is responsible.
- Schedule contract review dates, criminal record checks, project milestones, and funding dates.

## HR MANAGEMENT

- Quickly apply on/off-boarding processes, view education, permissions, and recurring HR compliance.
- Fulfill reporting requirements while creating organizational continuity.
- Digitized profiles allows for easy customized access to audit trails for compliance and re-assigning of tasks.
- Manage tasks assigned to your staff, and re-assign during turnover.
- View any staff analytics or audit trails.

## CLIENT & CONTRACT MANAGEMENT

- Organization-wide Rolodex.
- Manage all the information about each client including all contact information, contracts, and scheduled compliance updates.
- Attach important documents to individual client profiles

## MEETING MANAGEMENT

- Manage meeting invitees, communications, minutes, and arising action items.
- Track/search resolutions or board motions, committee members or events.
- Assign and re-assign tasks with ease.

## PROJECT MANAGEMENT

- View each project, its stage/status, documents, and outstanding tasks.
- Track project funding, start/end dates, reporting requirements, and budgets.
- Fulfill reporting requirements.
- Keep projects on track with assigned tasks

## ORGANIZATIONAL MANAGEMENT

- Identify all positions including those which are critical.
- View what each critical position is responsible for, who is the primary, and who is the backup.
- Identify all deliverables/outcomes each department is responsible for including which ones are essential, and what resources are needed.

## ASSET PLANNING & MANAGEMENT

- Track purchase and maintenance of assets, no matter how big or small.
- Schedule inspections and maintenance, view warranty, lease buy-out information, and insurance.
- Know the expected useful life of assets, and identify replacement budgets.

## WHO WE ARE

Since 1995, AOS Partners has been creating custom systems that empower our clients to do what they do best and set themselves apart from their competition.