

A Scalable Solution for Media Production Firms Seeking to Improve Staff Utilization, Reduce Turnover and Foster Growth:

- » Browser-based environment permits everyone to view, update and share information, from *any* Internet-connected computer
- » Available as a locally installed or hosted (SaaS) solution
- » Automatic e-mails notify staff and managers of critical production events and assignments
- » Option to combine time entry and forecasting into one, unified database
- » Integrates with the leading Time and Billing Systems
- » Custom reports provide instant status overviews of staff, workflow, and projects

- » Is it difficult to determine *who* can do *what* in your studio?
- » Would you like to improve the way you monitor staff and freelance experience, project status, and track career development?
- » Is your production workflow limited by inefficient communications during the staffing process?

Improve Staff Development

Track each staff member's previous projects, training and expertise to assist the practice in achieving growth, enhancing job satisfaction and improving project outcomes. Identify gaps in order to help you improve utilization and strengthen each staff member's personal career path.

Balance Staff and Contractor Utilization

Deliver *measurable* improvements in staff **utilization** and **satisfaction** by reducing downtime for some and over-allocation for others. Match the *right* project member to the right task. **Resource Process Manager** helps you establish skill sets and correlate staff availability with task requirements and previous projects.

Simplify Scheduling

Stop wasting effort trying to manage projects with tedious spreadsheets and archaic manual systems. View projects and availability **on-line** with **Resource Process Manager's** straightforward staffing tools.

Share Knowledge Effectively

Unlike manual systems that isolate information on desktops or in spreadsheets which are difficult to share and update, FourthLink provides a **common platform** for staff, freelancers, and project data. Everyone views, updates and shares information in real time from any Internet-connected computer.

FourthLink's Resource Process Manager is *incredibly* easy to use. Within days of installation, you and your team will be reviewing skill sets, tracking opportunities, scheduling projects, and running reports based on real-time, comprehensive views of your production and team data.

Features include:

- » **Shared activity, tasks and projects** on a collaborative platform: everyone can see and share project information
- » **Automatic E-mail notifications**— Staff can be notified of projects and managers and production personnel can be notified by the system of critical events.
- » **Custom reports** for instant status overviews of staff members, freelancers, tasks, and projects





Proven Success

TIME ENTRY/FORECASTING

- Single Screen to Enter Worked Hours
- Forecast can be Entered Weekly to Update Schedule
- Integrates with leading Time and Billing software packages



SIMPLE SKILLS TRACKING

- Search by Availability, Skill Set and Experience Level
- Simple Display of Assigned and Un-Assigned Team Members
- Easily Assign Staff to Available Tasks



DYNAMIC REPORTING

- Fast, Up-to-the-Minute Management Reports
- Well Organized and Easy to Read
- Easy Export to Excel, HTML, PDF



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