

*Recaudit provides a scalable solution to future growth. It enables an organisation to centralise, rationalise and control its processes and implement best practice.*

*Other features can include:*

- ❑ Built in custom diary - links to MS Outlook™ Calendar to record events
- ❑ Mailmerge of database data with standard texts for email and letter communication
- ❑ Text messaging directly from the program
- ❑ Export of data to an Excel™ worksheet
- ❑ Data records linked directly to related electronic document storage folders
- ❑ Printout of a day's or a week's workflow
- ❑ Exclusion of holidays and week-ends from milestone calculations
- ❑ Invoice generation from standard charges
- ❑ Reminder facility
- ❑ Personal and shared notes
- ❑ Complex reports on system data using Crystal Reports

#### Fully networkable

- ❑ Uses either standard Access™ or SQL Server databases
- ❑ Secure logon to protect data and restrict user rights
- ❑ Preferences maintained for individual users
- ❑ Program updates downloaded directly from the Web, via email or dropbox
- ❑ Support available by remote access, email or phone

For further information, visit:

[www.resoco.co.uk](http://www.resoco.co.uk)

# Recaudit

## *Process Recording, Management and Audit*

*Proven, software modules  
adapted to monitor and  
measure performance*

Resoco Limited, 10 High Street, Histon, Cambridge CB24 9JD  
Tel: +44 (0)1223 234200  
[enquiries@resoco.co.uk](mailto:enquiries@resoco.co.uk) • [www.resoco.co.uk](http://www.resoco.co.uk)

Input is through a series of interconnected and ergonomically designed forms. Data cells are completed using drop down lists, calendar entries, check boxes or freeform text. Data validation helps avoid entry errors caused by mis-keying or out-of-sequence events.

Legislation and stakeholders in organisations demand high levels of performance measured against internal or external criteria. Such demands call for administrative systems that record and report on compliance for processes, schedules and outputs.

*Recaudit is a collection of proven program modules which Resoco adapts and customises to suit client's operational needs.*

- ❑ suitable to monitor almost any sequence of events, tasks and time lapses
- ❑ provides end-to-end monitoring of process inputs and outputs
- ❑ warns of critical deadlines and non-conformance
- ❑ records classification of non-conformance and delays
- ❑ reports on work-in-progress (WIP), critical deadlines, milestones and next deadlines
- ❑ presents instant Key Performance Indicators (KPIs)
- ❑ supplies traceability and audit trail for process critical stages
- ❑ single mouse click interrogation of KPI statistics to examine individual records

**Report dates**

**Opt-in only**

Draft sent to student: 22/03/2010

Amendments requested: 23/03/2010

Corrections done: 24/03/2010

QA Complete: Mike Freeman

Final sent to FB: 24/03/2010

Final sent to Student: 24/03/2010

Report accepted by FB: 31/03/2010

From FB to correct: 22/01/2015

Corrected to FB: 22/01/2015

**Days**: 4

**Next deadline**: 24/03/2010

**Total Days**: Process days: 12

**Reason for lateness**

Draft late: [dropdown]

FB Final late: [dropdown]

Student Final: [dropdown]

Eval form sent: 22/01/2015

Eval form returned: 22/01/2015

Stats complete: 22/01/2015

### Maintains control

Records dates for each process step and calculates next deadline, days per step and total days

**KPI analysis**  
Provides instant summary KPI statistics with immediate access to underlying records

**KPI - Matching records**

Date	LastName
22/06/2015	Bedawi
15/06/2015 ...	Marriot
15/06/2015	Thomas

Close

Reasons for >15 days (no records found)

**Critical List**

Due soon: 0 Due today: 0 Overdue: 1 FB: 0

Showing entries starting 360 days ago.  
Results complete.

Interim Invoice Client Meeting Final Report Internal QA Final Invoice  
Draft kick-off Draft Report Internal Draft Report Client

Task	Status	Client
1 Not updated	Overdue	Jon Walters

Form

Close

### Workflow of critical actions

Daily report of outstanding and due tasks. Mouse click access to corresponding records