

# Powering your upturn

World class practice  
management "in a box" from  
**£1 per person** per day



workspace™  
mini

Revolutionise your practice management systems

UNION SQUARE

# workspace<sup>TM</sup> mini

**Workspace mini has been designed specifically for small and medium sized Architects, Engineers and Consultants to rapidly deploy and leverage world class practice management processes and techniques.**

## **What are the fundamentals of world class practice management?**

- A clear and well defined electronic email management and archive policy.
- A centralised and accurate contacts, projects and fee bid list.
- An easy to follow quality assurance system.
- An automated holiday and leave management system.
- A simple and centralised approach to filing, categorising and searching for all documents.
- An intranet "out of the box" delivering all your job running controls.
- An accurate and timely cost and expense management system.
- A platform for flexible working to allow access from home, site or client offices using multiple devices.

You may have heard of Workspace. It is used by many of the construction industry's largest and best known professional services organisations: Grimshaw, Benoy, RPS, Chapman Taylor, Calford Seadon, RLF and Buro Four to name just a few.

Workspace mini is different because we have taken all the great things that our clients love about Workspace and made them accessible to smaller organisations. This has been achieved by creating a preconfigured template using our unrivalled experience of working within the sector over the last decade.

This means that today you can gain access to world class practice management at a fraction of the historical cost.

***"Workspace was the most flexible, cost-effective product on the market."***

**Lee Corbett,**  
Managing Director, Grafik, 30 staff



## Email Management

If you are struggling to gain control of email sent and received by your organisation, then this part of Workspace mini will be invaluable to you. Workspace mini can ensure that every email sent or received by your organisation is securely stored in a central repository that cannot be tampered with and is suitable for use within the evidence phase of the litigation process. Stop using public folders and network drives to store your contractually important email. Workspace mini minimises changes in working practice by integrating seamlessly with your email client; dynamically built folders automatically appear in Outlook for the duration of the project (users simply think they are filing within Outlook). Workspace mini simplifies compliance with both your contractual & quality assurance procedures by making it more difficult for users not to follow procedure. If you are struggling with storage requirements and fighting with mailbox limits then Workspace mini is the answer as emails are no longer stored within the email system.



## Contact and Project Database

Having a centralised database for contacts and projects is recognised as a key requirement for any practice. Workspace mini is delivered preconfigured with a fully integrated contacts and projects database. Simplicity of setup and ease of use have been core to our design philosophy which means within minutes you can be uploading and creating contact and project records. The built in project directory management system enables you to link contacts and organisations to projects so that at a glance you can see who is involved and what their role(s) are. From here you can generate and automatically file emails, template documents and drawing transmittals. Your email client will link seamlessly with the central database which means you no longer need to manage contact and more particularly email addresses and distribution lists within your email system.



## Document Management

Controlling documents is a central part of any quality assurance system and it is widely recognised that network shares do not provide the level of control and audit that modern practices demand. The introduction of proper document management controls is core to every Workspace mini installation. Once checked into the system a document cannot be revised, opened, emailed or formally transmitted without that fact being recorded. The system is delivered preconfigured with your choice of standard company templates, so all your project and quality assurance documentation can be generated automatically and directly from the system at the click of a button. Built in alerts notify users of key documents being placed in the system and the approvals system can ensure that certain types of documents cannot reach the central repository until approved by an appropriate member of staff.



## HR, Sickness and Holidays

Many practices still rely on manual processes and pieces of paper for recording basic HR details and managing leave and absence. Within Workspace mini every member of staff has their own HR record that only they, their line manager and designated senior users can view and update. The system maintains a graphical leave matrix and is aware of all statutory holidays and the company scheme. Applying for holiday is completed "online" through the intuitive intranet interface and approval is automatically routed to the individual's line manager who can quickly evaluate leave requests against project or department teams. Workspace mini users enjoy an efficient and paper free environment for managing this otherwise wasteful and inefficient process.



## Intranet

Because Workspace mini is a pure web application it can sit alongside and integrate with your existing Intranet. If you are tired of your existing Intranet and need a change then you can take advantage of the advanced features built into the system to allow you to create discussion groups, publish news articles or search the email and document stores using the Google style search facility.



## Timesheet, Expenses and Job Running Controls

It has never been more important to have timely, accurate and up to date project costs and forecast fee information. Timesheet access is centralised through the Intranet interface making access for staff simple and an integral part of their working day. Live cost and forecast data on any project or the practice as whole is delivered to managers live through the advanced search framework. With margins tightening and clients ever more demanding it has never been more important to have total clarity on your key financial information. Designed specifically for the professional services sector the system can be rapidly deployed and is quickly taken up and used by staff and managers alike.

***"With Workspace we can share knowledge more easily and can be confident in ensuring high-level consistency across the organisation."***

**Terry Monan**  
Director, Osel Architecture, 20 staff

***"Workspace drives efficiency gains and makes us more profitable."***

**David Ward,**  
Director, Triangle Architects, 20 staff

***"Workspace has prevented crucial business information disappearing and has reduced the amount of paper-based documentation within the office."***

**Anthony White,**  
Senior Associate, Michael Sparks Associates, 30 staff



## About Us

Union Square Software is a UK based software house dedicated to supplying the construction industry with world class web based document and enterprise data management solutions.

## About Workspace mini

Workspace mini has been designed specifically for small to medium sized professional services organisations. Workspace mini is based upon the award winning and market leading Workspace Enterprise Portal used by more construction industry organisations than any other document and practice management system. Workspace mini

for professional services is delivered with a preconfigured template based on our "best practice" experience in delivering solutions to more than 30,000 users within the industry. This approach allows you to rollout the system to your staff without undertaking the rigorous consultation and configuration process associated with the implementation of its older brother Workspace.

## Turnkey Delivery

Within as little as 90 days, your practice will be driving out clear business benefit and return on investment. Union Square are a collective of industry experienced and IT professionals who will work with you from inception to go-live and beyond.

Utilising our proven delivery methodology and documentation, we will guide you through the installation, set-up and training stages, through to successful go-live. You will benefit from our experiences of implementing this technology to over 130 of the UK's leading construction practices.

- **Email Management, Vault and Archive**
- **Document and Drawing Management**
- **Contact, Project and Practice database**
- **Practice Intranet**
- **Project Data Management**
- **Time, Expense and Job Running Controls**

**Find out more at:**  
[www.unionsquaresoftware.com/mini](http://www.unionsquaresoftware.com/mini)

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