



SIX.COM Pty Ltd

MAR002 Six Systems Software Overview REV(4)

## Six Systems Business Software

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### Cloud Computing

Smart Solutions



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## Six.Com Services

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Six.Com can provide services to;

- deliver real business benefits through implementation of Six Systems business software,
- assist with business requirements analysis
- manage your Six Systems implementation project
- assist with safety system accreditation (AS/NZS 4801:2001, ISO 18001, NSCA 5 Star, NOSA 5 Star) (ISO 9001 quality systems)

### **Assist with business requirements analysis**

Many companies develop specific processes to manage their business and require these to be supported in a business application. Six.com can work with your business to help map processes and develop business requirement specifications.

### **Manage your implementation project**

Six.com has over 20 years of experience in project managing new technology and business system implementations. We have the expertise and experience to manage a successful implementation of Six Systems within your company.

### **Assist with Health, Safety, Training, Environmental and Quality Assurance System accreditation**

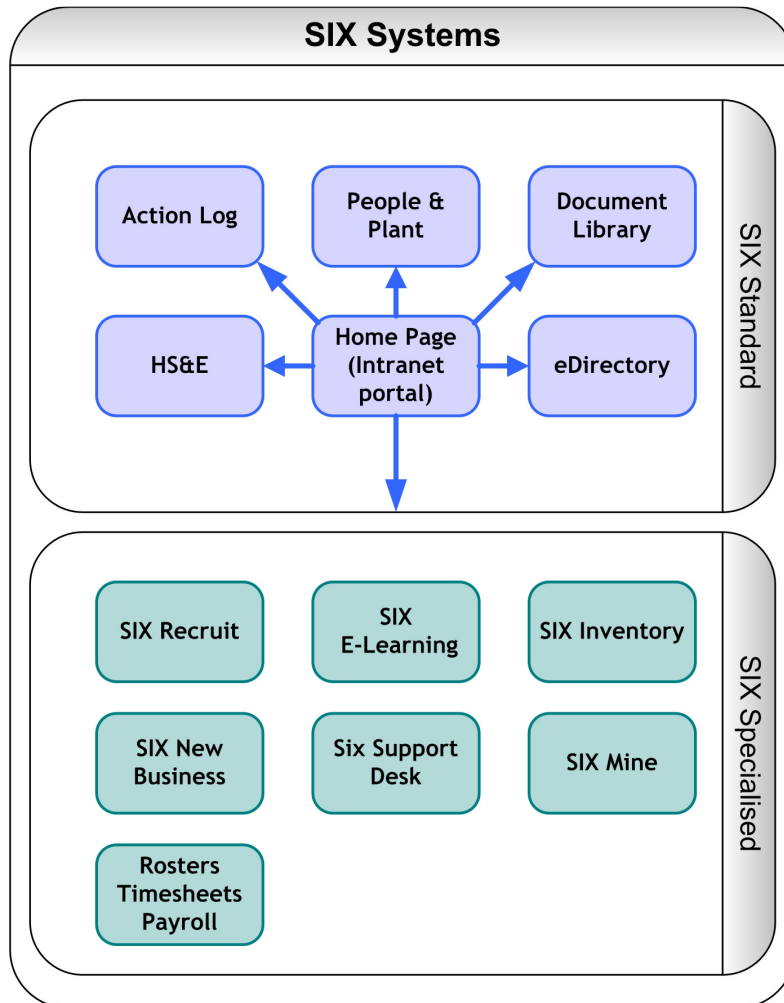
Six.com has over 20 years experience working across various companies. Working within Senior Executive management positions within Safety, Training and Health who have successfully achieved certification against AS/NZS 4801:2001, ISO 18001, NSCA 5 Star and NOSA 5 Star, ISO 14001 and ISO 9001 Quality using some earlier versions of Six Systems.

The rigorous requirements of these levels of certification have underpinned the Six Systems development. We are available to work with your company to put the necessary processes around your Six System implementation that will be required to achieve the desired certification.

## Six System Software

### Introduction

Six Systems from Six.Com Pty Ltd comprises of a set of integrated, web based software modules designed to optimise your business performance.



Six Systems is comprised of Six Standard, our flagship product with the option of additional integrated modules from our Six Specialised range.

## Six System Standard

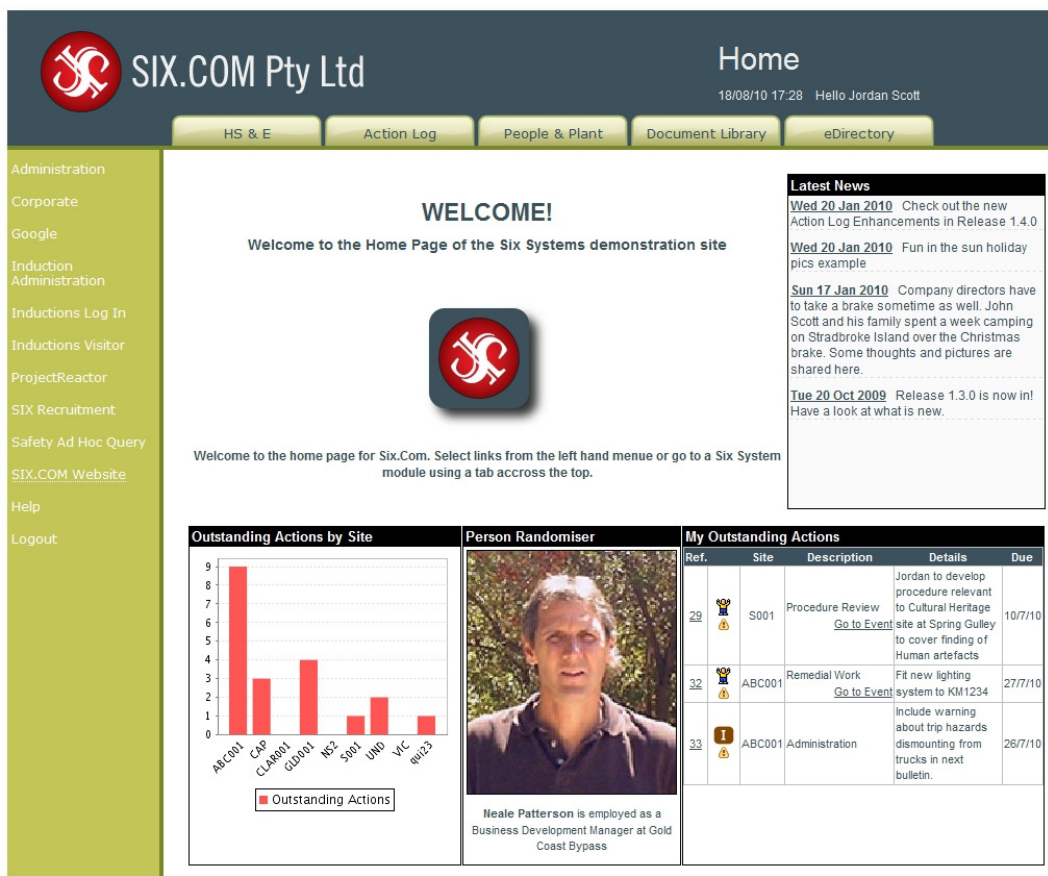
Our Six systems Standard application Suit can provide the following functionality

### Home page (intranet portal)

The Home Page module provides an intranet portal to the Six Standard and Six Specialised modules in an easy user managed content management system (CMS).

- Use as a communication portal by posting relevant news articles, alerts and reminder messages
- Brand the front page individually for specific client user groups, alliances and partnerships
- Incorporate dashboard items (such as statistics by site and users actions) to show real time information
- Include useful links and shortcuts for system users

### Example home page showing dashboard items



**Home**  
18/08/10 17:28 Hello Jordan Scott

HS & E | Action Log | People & Plant | Document Library | eDirectory

**WELCOME!**  
Welcome to the Home Page of the Six Systems demonstration site

**Latest News**

- Wed 20 Jan 2010** Check out the new Action Log Enhancements in Release 1.4.0
- Wed 20 Jan 2010** Fun in the sun holiday pics example
- Sun 17 Jan 2010** Company directors have to take a brake sometime as well. John Scott and his family spent a week camping on Stradbroke Island over the Christmas brake. Some thoughts and pictures are shared here.
- Tue 20 Oct 2009** Release 1.3.0 is now inf! Have a look at what is new.

Welcome to the home page for Six.Com. Select links from the left hand menu or go to a Six System module using a tab across the top.

**Outstanding Actions by Site**

Site	Outstanding Actions
ABC000	9
CAP	3
CLAB001	4
GLD001	1
NS2	2
S001	1
UN0	2
W/C	1
W023	1

**Person Randomiser**

**Neale Patterson** is employed as a Business Development Manager at Gold Coast Bypass

**My Outstanding Actions**

Ref.	Site	Description	Details	Due
29	S001	Procedure Review <a href="#">Go to Event</a>	Jordan to develop procedure relevant to Cultural Heritage site at Spring Gulley to cover finding of Human artefacts	10/7/10
32	ABC001	Remedial Work <a href="#">Go to Event</a>	Fit new lighting system to KM1234	27/7/10
33	ABC001	Administration	Include warning about trip hazards dismounting from trucks in next bulletin.	26/7/10

This is a key module and keeps track of people related information including training and qualifications. Sites and organisation structure details are managed within people as well.

A summary of functions within the people module include;

- Capture details to create a comprehensive person record
- Training and competencies – record training and competencies attained and automatically show in a skills matrix. Receive alerts when training/qualifications are about to expire.
- History – keep track of what site/gathering a person worked on
- Medicals – record details of medicals, receive alerts when medicals are about to expire.
- Performance review – engage supervisors on site to conduct performance reviews
- Leadership matrix – drive safety ownership through set up of individual leadership matrixes.
- Visas and Permits – keep records of Visas, Passports and work permits for overseas workers. Receive alerts when these are about to expire.
- Personal documents – keep a copy of personal documents such as letters of offer and contract variations (kept in a confidential area)
- Reporting – run reports from a comprehensive list of report options
- Manage access – access to Six Systems is managed from within the person module. To give a person access simple enter them into the people module, give them a username and password and click on some boxes to set their access levels.
- Sites – set up new sites for your company
- Alerts – set up automatic reminders by creating and configure e-mail alerts for HR, Safety, Action log, and Plant items

The Health Safety and Environmental (HS&E) module provides comprehensive incident, investigation and management reporting capabilities. This allows incident analysis at job, site, region and country level (24/7) and other levels of sophistication required by Corporate Governance.

The HS&E module provides full functionality to

- Record incident details including people, plant and environment
- Record drug testing results and manage Health and wellbeing incidents
- Analyse causal factors
- Assign and track actions
- Record investigation details including photo's and files
- Record hours and provide all performance reports
- Record and manage claims
- Comprehensive reporting including a printed incident report, graphs and charts and data drill down

Action system that incorporates a single place to view and manage events and then actions assigned to people as a result of board or senior management directions. Capability to hold all Executive Board meetings/actions, Financial audits/reviews, Project reports/audits, Incidents, Inspections, Hazard analysis and all business and project meeting requirements, for an action and close out recording process.

Some of the key features include;

- Set up/record events
- Assign actions to people (linked to event with stated actions and dates to complete by)
- Report on actions assigned, actions due and actions overdue
- Upload files and photos against events and actions
- Link events and actions to items in the master plant list (Plant Module)

Six.com will work with the customer to customise the Action Log module to meet business requirements. All parties including contractors need to be fully involved.

## Plant

The plant module is designed to manage and track all fixed/mobile plant, equipment and company assets. This allows a single asset register to be maintained across the company (all countries and sites).

Key features of the plant module include

- Plant record (comprehensive plant details recorded including picture)
- Plant tracking against site and/or person assigned
- Maintenance and service log (workshop log)
- Document library link (link documents like user manuals to the plant record)
- Attachments (attach plant specific documents)
- Reminders (set up reminders to track reoccurring events like registrations and inspections)
- Track readings to keep a record of hours/kms and fuel usage
- Track and plan conditional maintenance (e.g. maintenance based on hours/kms)

## Document Library

Six Systems includes a central corporate document library bringing quality assurance to your documentation process.

The key features of the Document Library module include;

- Comprehensive classification (classify documents according to your corporate classification schema)
- Version control (follow standardised version controlling, view the last updated date for all documents)
- Review dates (set next review date and track a history of all review events for the document)
- Archive (all previous versions are never lost or deleted, but archived, to be accessed during audits and inspections)
- Search options (search library using part of the title or description, or search by selecting subjects and categories)
- Administrative function
  - Set up and manage Tabs, Groups, Subjects and Type
  - Upload documents and classify
  - View number of times a document has been downloaded
  - Control who has what rights to view individual documents

 eDirectory

eDirectory allows controlled (read only) access to contact information and provides a valuable central resource to any project .

eDirectory provides the following features/functions.

- Search
  - People search - look up contact details
  - Site Search - search for a site and display related information and a list of all people attached to the site
  - Company Search – search for contact numbers of companies, suppliers and customers
- Schedule – Enter the schedule of key people so that anyone can view it
- Mail merge – create mailing lists to use with mail merge
- Printed phone list – create phone lists that export to excel for printing

## General Functionality

Six Systems provides the following functionality across the applications

- Certification – The systematic approach of Six.com will match the expectations of any 3rd party auditor that wishes to view evidence of H&S compliance to AS/NZS 4801:2001 . Implementing Six Systems and implementing a continuous improvement methodology will allow your company to meet ISO 8001, NSCA 5 Star, NOSA 5 Star ,ISO 14001 and ISO 9001 Quality.
- Customer configuration – the look and feel of the application can be customised with your company logo and corporate colour theme.
- Administration – all modules have an administration level access that allows configuration of settings and tables to cater for company specific set up.
- Alerts and reminders – e-mail notifications can be set up for many items, like when an incident is entered, an action is assigned or when a medical is about to expire.
- Reporting – standard and query type reports are available throughout the applications and include HTML, Excel and PDF outputs.

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## Six System Specialised

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Our Six Systems Specialised Suite contains a number of additional modules that are designed to add specialised functionality. These modules seamlessly interconnect with "Six System Standard" to provide a truly integrated solution.

### SIX Recruit

This application is designed to integrate with your current Internet site. This application gives you the functionality to create jobs, publish them to a page on your internet site, accept job applications (complete with attached CV and cover letter) and process them, all through a backend database.

Applicants can be managed through a customizable workflow process with relevant skills and qualifications tagged to their application. This information can be queried to search for people that match specified skills profiles.

Note: Six Recruit can also be linked to a recruitment platform like SEEK (through an on-link agreement) so that applications made on SEEK link to and use SIX Recruit for the application.

### SIX E-Learning

This module provides a full online Learning Management System (LMS) to create manage and deliver online training. Create custom training programs using the content management system; reduce costs by delivering training and inductions on line. Track when people log on and do training, automatically update their training records, get automatic alerts when inductions are about to expire.

Key features of this module include;

- My Account – a section for trainees to view progress against their training and enrol on courses.
- Course Management – enrol people on training and send them e-mail alerts. View who is scheduled.
- Course creator – Easy to use content management system. Use this to create training courses incorporating multimedia items (Text, graphics, animation, sound and video)
- Reporting – run reports

Training can be accessed through a visitor mode, for people visiting your site or a login mode (for staff and contractors) requiring a username and password.

Note: A persons training record in Six Systems (people module) is automatically updated when E-learning training is completed.

## SIX Inventory

This application provides you with a basic inventory management system that integrates with Six Systems Standard and allows you a corporate view of all inventory/stock/parts kept at all sites. This enables you to

- **Locate stock/parts** - Search for and find a specific part anywhere in the company
- **Manage availability** - Keep track of what is stored where, stock levels and what needs to be purchased
- **Reduce/Manage Costs** - Keep an eye on the value of stock held nationally and by site
- **Keep accurate details** - Print out a stock take report and undertake stock takes

## SIX Business Development

This software has primarily been designed to support business development within civil and mining contracting companies, however can be customised to meet any business type.

Key features include the ability to

- Identify opportunities and prospects
- Record companies and contacts,
- Track tenders submitted and contracts won
- Report on "sales pipeline"

## SIX Support desk

This software is designed for managing a support desk function and tracking IT equipment and allocation. This software supports the set up of an online support centre/helpdesk for your staff (e.g. IT support desk, Project support desk). Features include the ability to;

- Allow user to log support requests, track what has happened to their request and get email notification that their request is complete.
- Manage requests by assigning them to a person, set up notifications and alerts. Record outcomes, track effort (hours) and report on support Centre activity
- Enter and track all software licenses
- Enter and track IT equipment such as mobile phones, laptops, desktop computers Servers and printers

## SIX Mine

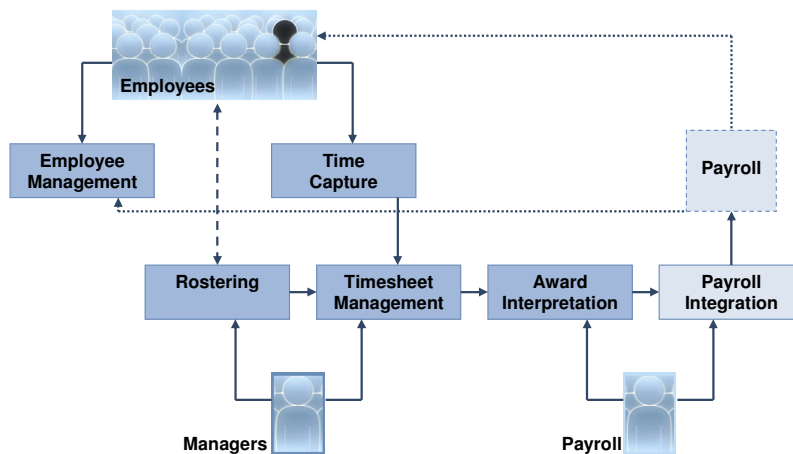
This software is designed for planning and tracking production in an open cut mine. Features include the ability to;

- Plan circuits
- Enter production details at shift end (enter loads hauled and track Direct Job Costs and production per circuit).
- Analyse reasons for delay and optimise plant usage.
- Track plant maintenance from workshop logs, enter downtime and track availability (integration with Plant module)

## Time & Attendance, Rostering, Payroll

This fully integrated system offers automated key solutions.

1. Rostering Solution
2. Time and attendance
3. Time sheets Solution
4. Payroll Solution
5. Employee Self Service



Full details of Time & Attendance, Rostering and Payroll solutions can be provided on request. This functionality is delivered as a package, fully integrated with Six Systems.

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## SIX.COM working with your business

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### Online Software (Cloud Computing/SaaS)

The only technology required to access and use this software is a computer with internet access (all common browser applications are supported). The application and data is stored on one of SIX.COM's secure servers and is available 24hrs a day 7 days a week.

### Data is secure and remains the customers property

Every customer has their own installation of the software and a separate database. All data (information entered into the system) remains the property of the Customer and can be handed back to the customer at any time.

Customised security including SSL inscription and tokens can be implemented to meet specific client security needs if required.

### Access and log on

All users must be set up with a username and password to be able to gain access to the system (no unauthorised access). This is managed and maintained within the application by a designated system administrator. Simply click some check boxes and access rights are added.

### Corporate System Integration

Six.Com has experience in integrating Six Systems with current corporate/enterprise database systems to provide a truly seamless implementation. This typically requires an interface to pull information from and/or push information to a corporate system.

### Effective Solutions

SIX.COM provides affordable yet highly effective web based solutions for today's business environment. The value proposition to your business includes;

**Application sophistication** – Sophisticated feature rich business applications.

**Scalability** – An enterprise level system that is fully scalable to support a growing business.

**Reduced IT costs** – There is no big capital outlay for technical infrastructure or high monthly infrastructure support costs. Pay based on monthly usage. Six.com provides industry standard server infrastructure and technology.

**Accessibility** – A system that is accessible from any location/site that has internet access (worldwide).



**System performance** – A system designed to perform well over the internet and in places with low bandwidth.

**Ease of use** – A system that is easy and intuitive to use. Users access this software within a browser and use standard website navigation. This greatly reduces training requirements.

**Data security** – your data/information asset is managed within a high security data centre with offsite backups.

**Business continuity** – your system can be completely re built from backup and made available online within hours in the unlikely event of disaster, ensuring business continuity.

**System administration and support.** SIX.COM provides a support desk contactable via e-mail or phone. Worldwide assistance in resolving issues and providing user support is available.