

WORX - THE CUTTING EDGE BUSINESS SYSTEM FOR MULTILINGUAL PROCESSES.

LTC
WORX



WORX IS THE CUTTING EDGE BUSINESS SYSTEM TO MANAGE DOCUMENT AND LANGUAGE RELATED PROJECTS IN YOUR ORGANIZATION MORE EFFICIENTLY. INSPIRED BY KEY PLAYERS IN THE TRANSLATION AND LOCALISATION INDUSTRY AND COMBINED WITH MORE THAN A DECADE OF DEVELOPMENT EXPERIENCE, WORX HELPS YOU MONITOR AND MANAGE YOUR ORGANIZATION BY CENTRALIZING ALL CRITICAL BUSINESS INFORMATION. AUTOMATE WHAT YOU CAN, CONTROL WHAT YOU NEED WITH WORX, THE COMPREHENSIVE, FLEXIBLE AND USER FRIENDLY WEB BASED BUSINESS MANAGEMENT SYSTEM.

MANAGE YOUR MULTILINGUAL PROCESSES

your software. your rules.

Boost productivity

Worx is designed to boost productivity and streamline production processes to add real value to your business.

Manage all your multilingual processes

Create your own workflows for quoting and project management of all your language projects including Translation, Localization, Interpreting, Subtitling, Consultancy and Language Training. Worx can also be used to manage other activities including Publishing, Authoring, DTP, Transcription and more...

Flexibility

Customise drop down menus and change label names to personalise Worx to suit the way you do business. Create your own templates, workflows, reports to save time and consistently deliver service excellence. Customise each Worx user's access rights to protect sensitive information and only show relevant information to their role.

Cost projects quickly

Determining the cost of projects prior to their start is easy with Worx. Calculate estimates, profit forecasts and more in just a few clicks. Use pre-defined price lists and our TM analysis Quick Quoter to quickly and easily create unique quotes for clients and suppliers.

Keep an eye on finances and your whole operation easily

Create invoices and purchase orders in Worx, ensure that they are sent out in a timely manner and monitor all outstanding payments. Keep track of your business operations with an array of preset reports to support finance management, resource planning and sales, order custom reports or learn to create your own to cover all aspects of your business.

Manage resources effectively

Worx features comprehensive, searchable databases for all your resources. With Worx finding the right resource for a project, managing them, sharing files and information is a breeze. The Worx portal system allows all users (Clients, suppliers and managers) to log on to their own secure portal to submit and access the files and data they need, when they need it, 24 hours a day (please see overleaf for more information).

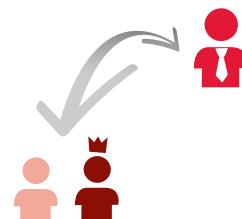
WORX AT A GLANCE

MANAGE YOUR LANGUAGE BUSINESS WITH OUR UNIQUE WEB BASED PORTAL SOLUTION. WORX PROVIDES CLIENT, MANAGEMENT AND SUPPLIER PORTALS WHICH YOU CAN ADAPT EASILY SO THAT USERS HAVE ACCESS TO THE INFORMATION THEY NEED - ANYWHERE, ANYTIME.



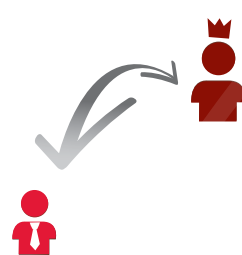
THE MANAGEMENT PORTAL

provides managers and PMs with everything they need to manage your business's processes effectively. Managing and tracking Requests, Projects and Finances has never been so easy.



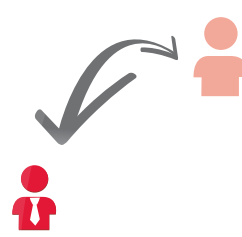
THE CLIENT PORTAL

allows clients to communicate directly with your business through a professional interface. Offer your clients peace of mind, improved control and efficiency with portals that can be embedded into your website.



THE SUPPLIER PORTAL

allows your suppliers such as translators to access their own profiles, access all relevant task information and files and deliver completed work right inside the portal.



	<ul style="list-style-type: none"> • Submit requests • Receive quotes • Approve quotes 	<ul style="list-style-type: none"> • Receive requests • Calculate quotes • Send quotes for approval • Track request quotes • Convert requests to projects 	
	<ul style="list-style-type: none"> • Send updates • Receive updates • Receive completed projects 	<ul style="list-style-type: none"> • Generate projects • Manage projects • Allocate resources • Send purchase orders • Monitor timesheets and bonuses • Monitor request, project, task status • Monitor deadlines and deliveries • Deliver completed projects 	<ul style="list-style-type: none"> • Update profile • Update availability • Receive tasks and files • Track tasks • Receive and track POs • Approve POs • Track time spent on tasks • Deliver completed tasks
	<ul style="list-style-type: none"> • Track and close projects • Invoice client • Monitor accounts payable • Monitor accounts receivable • View strategic reports 		



WORX ACADEMY
GET THE MOST OUT OF WORX



STEP 1: CHOOSE A SOLUTION

Worx is offered in two solutions which you can choose from to best suit the IT infrastructure you have access to.

- Local Installation

Leverage your existing know-how and IT infrastructure and install Worx in-house. Our support team is at the ready to handle any technical queries you may have.

- SaaS Solution

If instead you prefer to have total peace of mind and leave installation and maintenance to us, consider our fully hosted and subscription based SaaS solution.

STEP 2: LEARN ABOUT WORX AND IMPLEMENT SWIFTLY

The Worx Academy

Enrol in the Worx Academy to learn more about Worx in your own time and at your own pace. It's free for all Worx users and features a host of education themed areas to help you get the most out of Worx.

Access our courses to learn everything from basic set-up to advanced use of Worx. Ask us questions and discuss issues with other users in the Student Union.

Take advantage of the searchable Frequently Asked Questions area and download all Worx manuals from the Academy's Library. Getting the most out of Worx has never been this easy. Check out www.ltcinnovates.com today and contact us for a free tour.

Individual Training Programs

In addition book webinars and on-site training sessions with a dedicated consultant to make the most out of the flexibility Worx offers and to implement as swiftly as possible. We are here to help.

STEP 3: GET SUPPORT WHEN YOU NEED IT

LTC Product Support

At LTC, we know that our customer base is our most valuable asset. As a result, we implemented the LTC Excellence System, which is based on our philosophy of making customers our top priority. We want you to get the most out of our products and have a positive experience when using LTC Worx.

We are committed to providing the highest level of support to all of our customers, at all times. Our experienced team of support engineers is always ready to help you resolve all technical challenges.

Our Promise:

- We will respond to all queries within 24 hours.
- We have clearly defined procedures for our support, which means that you always know what to expect.
- We have a dedicated, experienced, specialist support team consisting of developers, engineers and network-administrators.



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