



 **BriefingLine**

YOUR DAY · YOUR COMMITMENTS · ONE APP

Introducing BriefingLine

Your day is now in hand

BriefingLine is the essential app that brings together busy professionals, daily commitments in one place.

Tasks, meetings, emails, and documents that need to be reviewed are presented in one easy-to-read prioritised timeline.

- Single point of contact for communication
- Everything to hand
- Information bound to the activity
- Executives and assistants have common live view of the day's priorities



For more information, please visit:
www.briefingline.com



Bring your day into line

Making time count as your day unfolds

BriefingLine is the communication tool for busy professionals and their staff – that captures all your priorities, in one app.

You, as a professional, want to make the best use of your time during your busy day - whether you are in business, parliament, local government or the health sector.

The challenge is: how do your staff ensure you always have the latest information? How do you let them know the outcome of those meetings, and other priorities, so any resulting actions can be set in motion? In other words, how can you make this communication as efficient and seamless as possible? This is where BriefingLine comes in.

On your phone, in one place, you can see your schedule, calls, documents, emails and other tasks, in priority order. Your staff can add and move items as priorities change and they, in turn, can see when you have, for example, completed a call or attended a meeting and then can see any resulting actions. You can even attach photos and voice recordings to make sure your staff get everything they need to progress while you get on with your day.

All of this information is delivered to your phone, where it is stored locally, to make sure you always have access, even if you are offline. If you complete items or have comments or actions for your staff, while offline, these will be sent back up to your staff the next time you get a signal.



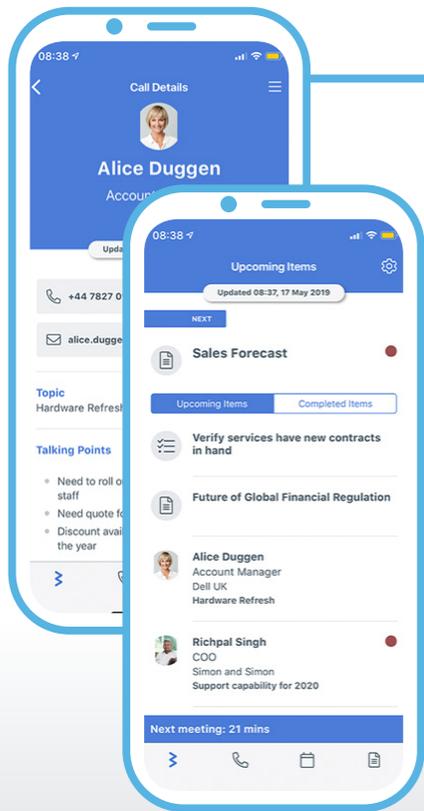
Secure by design

Multi-layered security to keep your data safe

All of the components of the BriefingLine solution have been designed with security at their centre. BriefingLine uses modern proven standards for encryption, authentication and authorisation. The servers are deployed into a secure cloud environment, that can be hosted in your locality, or within your own internal infrastructure.

All data in BriefingLine is encrypted at all stages: on our servers, on your device and during transmission. On the app you can enable biometric login so you don't have to remember extra passwords. BriefingLine uses modern security standards which have been tested and validated globally.

-  **All data is encrypted during transmission**
-  **Data in the databases is encrypted**
-  **Data on the executive's phone has two layers of encryption so even if the device is compromised the data is still secure**
-  **Data on the executive's phone can be protected via biometrics**
-  **BriefingLine data is automatically purged from a device if the device is lost or stolen and someone attempts to use the app**



➤ You have just come out of a meeting and have 10 minutes to spare. What's the most important thing you should do next?

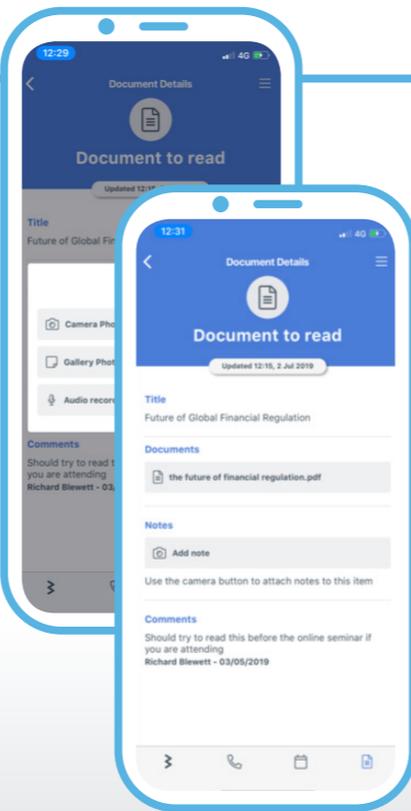
Your staff maintain a list of priorities

The latest priority list is visible to you and is updated on demand

Priorities have talking points so you have all the information to hand

Calls based priorities allow the call to be made by you directly from inside the app

The outcome of the briefing item can be recorded and will automatically be visible to your staff



➤ You want to see all of your commitments in one place. Schedule is synchronised to my phone

Your calendar is available within BriefingLine

Your staff can add private briefing documents and comments to the appointments

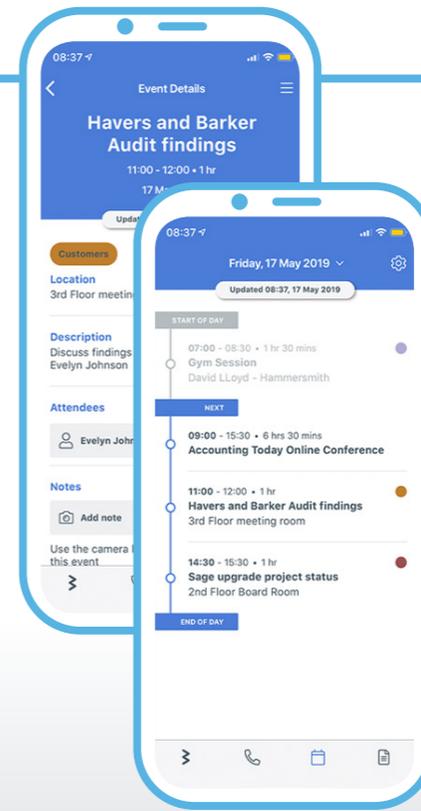
You can contact other attendees easily from within the app

Your staff can identify who is going to be the point of contact in your office for an appointment so you can contact them easily

After the meeting you can attach your notes so your staff can take any actions immediately

Appointments are automatically kept in sync with your calendar

BriefingLine can use Office 365, Google Calendar and Exchange as calendar sources



➤ You need to see a list of all key documents your team has submitted for you to review. As you review documents, you want to add notes and audio memos for my team

Documents to read include:

- Title
- Multiple documents per entry
- Team comments

Once a document has been read users can send the following feedback

- Camera photos - handwritten notes, white boards etc.
- Gallery photos
- Voice memo notes
- Typed comments

Input from the document review is automatically fed back to the professionals supporting team





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