

COMPLEO FOR LEASING

A key enabler for effective compliance on leasing application process with document tracking and monitoring capabilities plus timely notifications to specific stakeholders

ESSENTIALS

- Built with reliable EMC Documentum®
- Ideal for keeping manifold tenants
- Optimized for use in the Philippines
- Ensures all team members have access to a complete set of documents throughout the leasing process
- Capable of sending accurate and timely notifications on leasing contract expirations
- Designed to generate informative reports and summaries for improved decision-making
- EMC Certified

THE LEASING DOCUMENTATION CHALLENGE

Over the last few years, several development firms and corporations have been engaged in providing leasing services. With the opening of more available lands for occupation, the number of areas being leased and tenants has also increased. But through the course of the leasing process, vital documents including applications, contracts and agreements are at a crucial state with the absence of effective administration and collaboration among members.

In handling thousands of documents, the issues being faced include the lost and misplacement of documents, submission of repeating documents, and bypassed approvals. Accuracy of lease information being kept and compliance to deadlines and expiration of contracts are dealt as well. Because of these difficulties, operational efficiency cannot be raised to its maximum level and more opportunities are lost in return.

CONTROL, COMPLY, SIMPLIFY

Optimized for use and first in the Philippines, Compleo for Leasing is a centralized platform designed to work with any task-oriented lease processing system configured according to the conditions of clients. With a user-friendly interface, it covers all lifecycle stages of retail leasing application including, but not limited to *Retail Leasing Application, Pre Termination, Renewal or Extension, End of Contract, Amendment, Change in Area, Re-concept, Change in Company Name, Change in Management, Assignment of Lease, and Sub Leasing.*

Among many, the solution also offers a clear document version history and prevents the loss of critical communications with its tracker and notification features. Accompanied with an advanced search capability, users can also quickly and accurately search and retrieve documents with proper authorization. The status of applications and actions required are described as well. To fully represent a powerful leasing document management system, Compleo for Leasing fulfills three (3) core modules:

Initiator

Allows application definition by describing the applicant's information, application type, document checklist and submission process to include creators, reviewers, approvers, document restriction, prerequisites and completion targets.

My Task

Allows performers (creators, reviewers and approvers) to upload and update documents in each lifecycle stage. It enables them to check out documents, check in updates, approve and attach additional documents and comments, and more. Alerts are triggered to each performer to remind them of all impending tasks assigned to them.

Project Tracker

Allows viewers to track the progress of each application. It can track where and why the application is progressing and even tracks each document and its corresponding performer.

Infobuilder
A First Datacorp Affiliate



SOLUTION OVERVIEW

EMC²



EXTENSIVE BENEFITS

By using Compleo for Leasing by Infobuilder, the risks and struggles of managing the growing number of tenants and its associated documents are controlled and supervised. With the several stages involved, the system provides an organized and clear management of multiple tasks. Specifically, the solution offers:

- New and enhanced efficiencies in the management of leasing documentation lifecycle
- Provision of a detailed document checklist
- Simple procedures on viewing documents with set permissions
- On-time task delivery to all performers with deadline and expiration prompts
- Document submission, review, and approval tracking with application status
- Convenient web access to core EMC Documentum content services
- Security, version control, library services, content lifecycles

EMC CERTIFIED

The Compleo solution from Infobuilder carries the “EMC Certified” accreditation. This accreditation ensures tight integration and product roadmap alignment between the application and EMC platforms. It further assures that the complete solution can be integrated and configured based on a client’s business processes and associated enterprise applications. Certified applications generate rapid return on investment, shortening time to deployment and replacing expensive customizations.

ABOUT INFOBUILDER

Based in the Philippines, Infobuilder is dedicated to providing world-class IT services by constantly re-inventing and introducing innovative solutions to its customers. Founded in 2004, the company has achieved success with implementations in government and banking institutions, as well as large utility, oil, and insurance companies. Thanks to this work, Infobuilder has been recognized as one of the leading ECM consulting firms in Southeast Asia.



ABOUT EMC DOCUMENTUM SOLUTIONS

This solution is one of many content management solutions offered by the EMC Information Intelligence Group and its partners. These solutions help organizations to solve business problems specific to their function or industry. By combining EMC and partner technologies and services, these solutions help organizations to streamline and automate processes, increase productivity, address their information compliance and retention requirements, foster creative work, and lower costs.

LEARN MORE

To learn more about Infobuilder and the Compleo solution, visit www.infobuilder.net. To learn more about how EMC products, services, and solutions help solve your business and IT challenges contact your local representative or authorized reseller—or visit us at www.EMC.com

ABOUT EMC

EMC Corporation is a global leader in enabling businesses and service providers to transform their operations and deliver IT as a service. Fundamental to this transformation is cloud computing. Through innovative products and services, EMC accelerates the journey to cloud computing, helping IT departments to store, manage, protect and analyze their most valuable asset — information — in a more agile, trusted and cost-efficient way. Additional information about EMC can be found at www.EMC.com

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