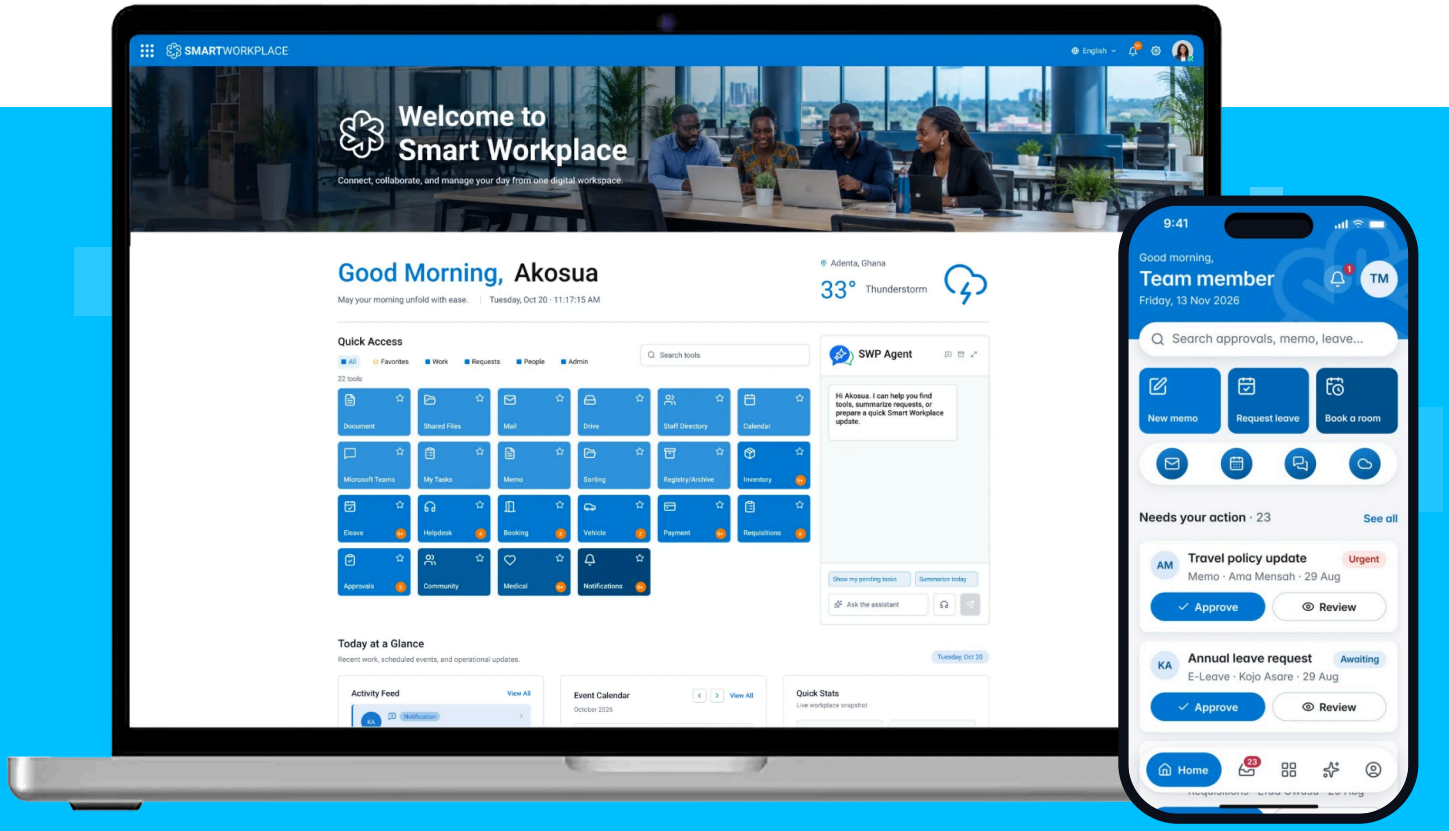
Your Entire Workplace. Connected!

Approvals, memos, leave, documents and everyday workplace services in one place, on desktop and mobile.



Stop Chasing. Start Deciding.

When requests live in email, paper memos and corridor conversations, nobody knows what is waiting on whom. Smart Workplace puts the work, the people and the record in one place.

WITHOUT IT

- Requests arrive by email, paper memo or corridor conversation.
- Paper memos and correspondence are slow to circulate and easy to lose.
- Leave forms travel from desk to desk and approvals stall.
- IT and facilities issues are reported informally and fall through the cracks.
- Physical files and ad hoc folders make records hard to track or audit.

WITH SMART WORKPLACE

- Approvers see a single queue with context, history and a clear action.
- Electronic memos reach the right people quickly, and the record stays in one place.
- Employees submit once and get a decision; managers approve from the same queue.
- Tickets are logged, prioritised and resolved, with visibility for everyone involved.
- Documents are captured once, routed to the right desk and archived where they can be found.

WHAT YOUR ORGANISATION GAINS

01

One Home for Everyday Work

The tools your organisation enables sit together in one portal and one mobile app, in your colours.

02

Decisions That Keep Moving

Everything waiting on a person is in view the moment they sign in, with the context to act on it.

03

Records You Can Find

Correspondence, policies and files are captured once, routed for action and archived for later retrieval.

04

Work That Follows You

The web portal and the mobile app run on the same services, so work started at a desk carries on from a phone.

05

Your Organisation in Control

People sign in with the work account you issue and govern. There are no separate consumer accounts.

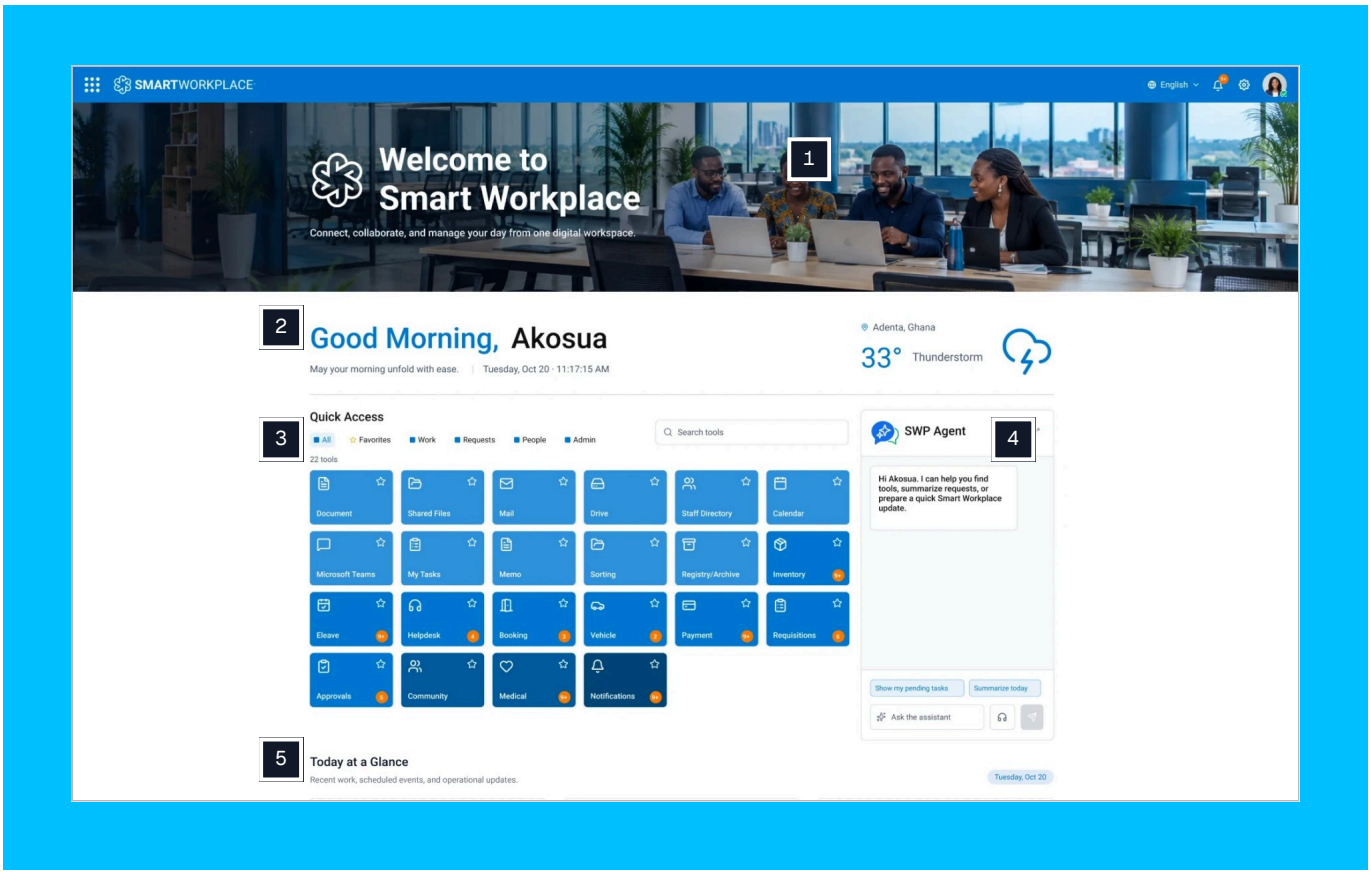
06

A Team Behind It

eSolutions Consulting Ghana handles discovery, configuration, migration, training and ongoing managed support.

One Home for Every Workday.

One page, in your organisation's colours, with everything a person needs to start the day.



1

Welcome Banner

Your organisation's welcome and message, first thing after sign-in.

2

Greeting

A personal greeting with today's date, the time and the local weather.

3

Quick Access

Every enabled tool as a tile. Filter, search, and see what is waiting.

4

SWP Agent

A built-in assistant that helps find tools and summarise requests.

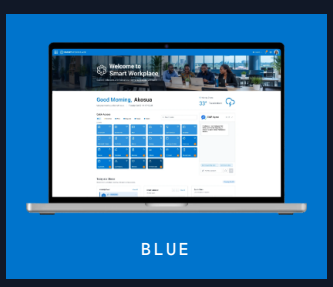
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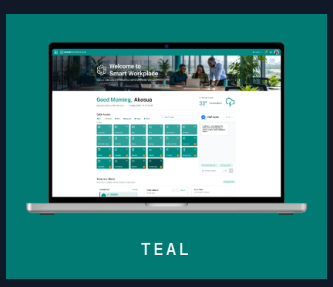
Today at a Glance

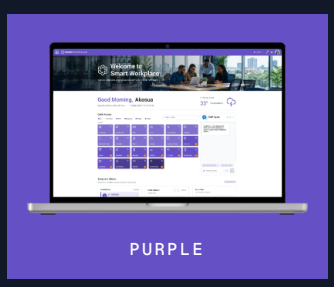
Activity feed, event calendar, quick stats and the latest news.

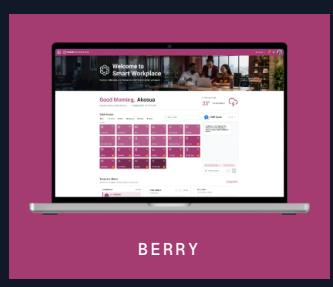
Your Organisation's Colours, Built In.

ONLY THE COLOURS CHANGE









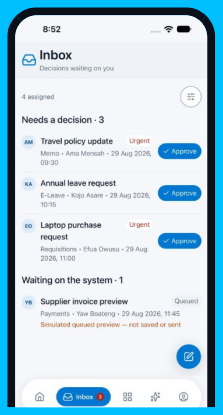
Less Chasing. More Doing.

Six workflow areas at the heart of Smart Workplace, each on the web portal and in the mobile app.

01 · APPROVALS

Keep Decisions Moving.

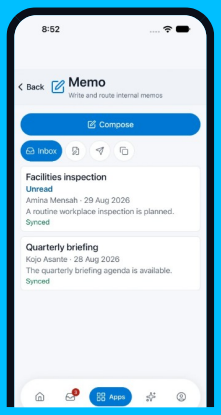
One queue of everything waiting on you. Open the request, read the context and approve or review, from your desk or your phone.



02 · MEMOS

Make Communication Actionable.

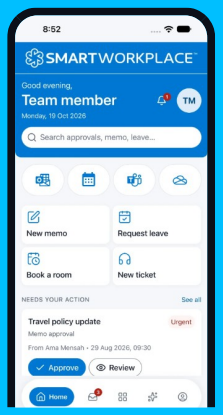
Write and route internal memos, read the ones sent to you, and keep the record where it belongs.



03 · LEAVE

Time Off Without the Paperwork.

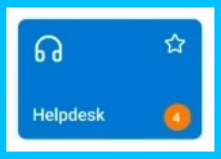
Check leave information, submit a request in minutes and follow it through approval, from any device.



04 · HELPDESK

A Clear Next Step for Everyone.

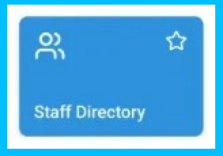
Raise a support request, track its status and get help from the managed service team or your own IT desk.



05 · STAFF DIRECTORY

Find the Right Person, Fast.

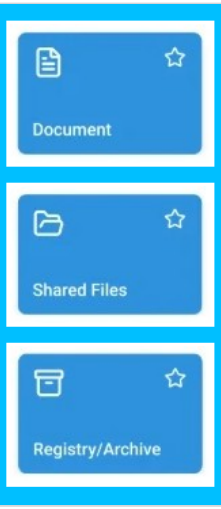
A directory organised around your departments: colleagues, roles and contact details, on web and mobile.



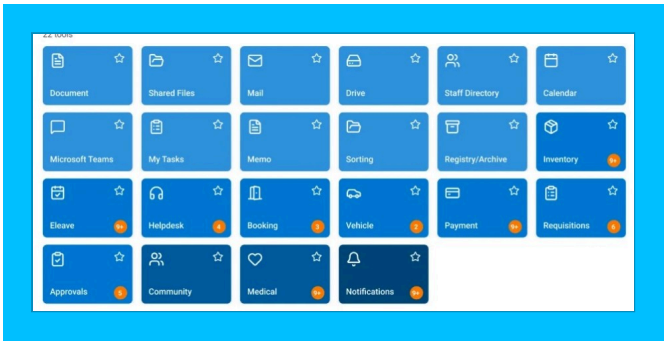
06 · DOCUMENTS

Digitise, Route and Archive Records.

Document management for correspondence, policies and files: captured once, routed for action and easy to find later.



Every Tool, One Tile Away.



Beyond the six workflow areas, Smart Workplace brings the other tools your people use into the same home. Each is a tile in Quick Access.

Which modules are switched on, and how each is set up, is agreed for each organisation during discovery.

DOCUMENTS AND RECORDS

Shared Files	Files shared with you and your teams, in one place.
Drive	Your own working files, reachable from the portal.
Registry/Archive	The register of correspondence, archived so it can be retrieved.
Sorting	Sort incoming documents before they are routed.
Circulars	Organisation-wide notices issued to staff.

COMMUNICATION

Mail	Your work email, opened from the portal.
Calendar	Meetings and events from your work calendar.
Microsoft Teams	Opens Teams for chat and meetings.
Community	A shared space for staff conversations.
Notifications	Everything that needs your attention, in one list.

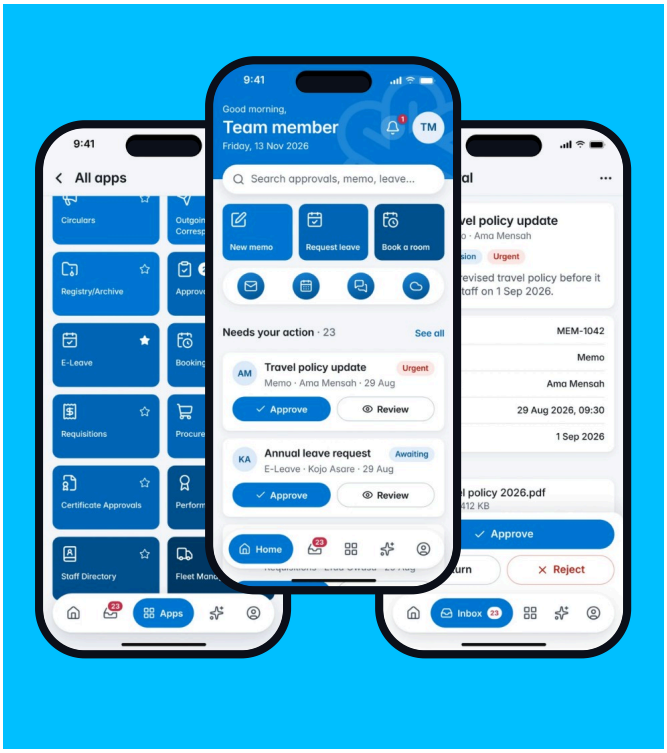
REQUESTS AND SERVICES

Requisitions	Request items such as stationery or equipment, routed for approval.
Payment	Payment requests, such as supplier invoices, routed for approval.
Claims	Submit a staff claim and follow it to a decision.
Booking	Book meeting rooms and shared spaces.
Vehicle	Request an official vehicle and follow the request.
Medical	Staff medical requests, handled in one place.
Food Menu	The staff canteen menu.
Inventory	Track stock and assets held by the organisation.
Marketplace	A marketplace for staff.

WORK AND INSIGHT

My Tasks	The tasks assigned to you, and what is due.
Performance	Staff performance reviews and objectives.
Reports & Analytics	Reports on activity across the workplace.
Power BI	Opens your organisation's Power BI dashboards.

Start on the Desk. Finish on the Move.



The workplace portal, in your pocket: decisions waiting on you, memos, leave and correspondence, on iOS and Android.

Web portal	The shared home for everyday work, opened in a browser.
Mobile app	Your inbox, decisions and memos, with the same services behind them.
Work-account sign-in	People use the account your organisation issues and governs.
Built-in assistant	SWP Agent helps people find tools, summarise requests and prepare updates.
Your brand	The portal is themed to your organisation's colours.
Security, stated plainly	Some controls are part of the product, some come from your platform or licence, and some are configured during deployment. We tell you which is which.

One Experience. Four Deployment Paths.

The same Smart Workplace on the foundation that fits your organisation. eSolutions recommends a path during discovery, and agrees with you where services and records are hosted.

01

Hybrid

Alongside your existing workplace systems, with the cloud services you select.

For organisations keeping existing systems.

02

Office 365

On a Microsoft 365–centred workplace foundation, following your tenant and licence.

For Microsoft 365 organisations.

03 NEW

Collaboration

Smart Workplace Collaboration: a collaboration foundation based on open-source components.

For an open-source foundation.

04 NO CLOUD

On Premise

Entirely on your own servers, storage and network, with no cloud services.

For records kept on your premises.

HOW WE DELIVER

Built and Managed by eSolutions Consulting Ghana.

One team, from the first workshop to everyday support. Timelines and service levels are agreed for each engagement.

01

Discover

Understand the organisation, its requirements, existing systems and the deployment path that fits.

- Requirements workshop
- Systems and records review
- Path recommendation

02

Configure

Set up the environment, security policies, document classes, workflows and services.

- Environment set-up
- Security policies and identity
- Workflows and services

03

Adopt

Migrate users and records, onboard teams and run training with change support.

- User and records migration
- Device enrolment where applicable
- Training and change support

04

Manage

Provide ongoing managed support, security testing and optimisation after go-live.

- Managed support
- Security configuration testing
- Optimisation and updates

USED BY INSTITUTIONS ACROSS WEST AFRICA



NCA REGULATOR	**FDA Ghana** REGULATOR	**Ghana Gas** ENERGY
GACL INFRASTRUCTURE	**PHDC** ENERGY	**SIGA** PUBLIC AGENCY
SIC Insurance FINANCIAL SERVICES	**SIC Life** FINANCIAL SERVICES	**Unique Insurance** FINANCIAL SERVICES
ACET RESEARCH AND POLICY	**Côte d'Ivoire PME** PUBLIC AGENCY	Read the case studies on the website.

Bring Your Workplace Into One View.

Request a guided 30-minute demo. We will walk through the workflows that matter to you and the deployment path that fits.

Request a Demo

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SMART WORKPLACE IS A TRADEMARK OF ESOLUTIONS CONSULTING