Information delivered perfectly to your clients' hands

Office Handover Digital Toolkit

CITY-INSIGHTS™
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Harness the power of the mobile revolution for perfect project handovers.

Smartphones are the ideal way to put rich, intuitive handover information into your clients' hands and reduce follow-up time. The City-Insights Digital Toolkit is a quick and simple mechanism for becoming an organisation known for excellence in mobile comms.

The Toolkit 'pins' digital multimedia information to specific building locations and equipment on the site – quick introductions, detailed best-use tips, downloadable manuals and troubleshooting guidelines. Optimised for smartphones and tablets, the Toolkit acts as a combined user guide, click-to-call directory and 'Digital Concierge'. Answers to common questions need only be given once and are available any time right where they are most needed.

Use the power of mobile to save time and money.

1 User guides and service manuals

2 Building staff and contacts

3 Local services and amenities guide

4 Explain and promote efficient usage

Delivering the City-Insights Handover Toolkit can be done quickly in two stages:

1 Stage 1 - Setup

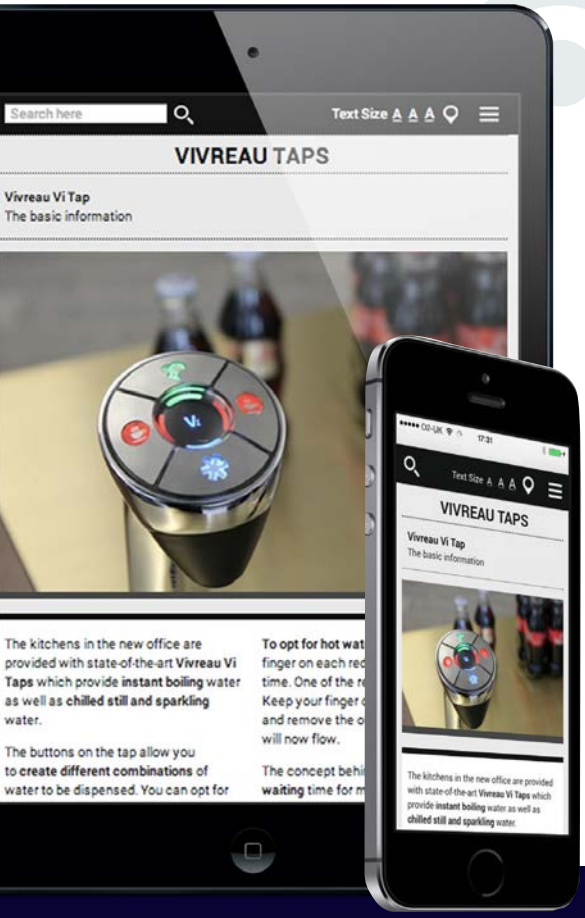
Client meeting followed by creating framework for the information.
Typically covers:

- Setting key goals and outcomes
- Establishing Toolkit scope and structure
- Creating an empty Toolkit in client's branding and colours
- Setting up Toolkit URL and hosting
- Providing branded artwork template for signage

2 Stage 2 - Content Development

Site visit and liaison with client team to gather information for Handover Toolkit. Typically covers:

- Building use and facilities
- Building management and services team
- FAQs
- Office layout principles
- Equipment user guides and manuals
- Consumables reordering
- Servicing and breakdown
- Tips for efficiency
- Local area amenities & transport links



What this Toolkit does for you:

- Reduces print and distribution costs of manuals and guides
- Allows efficient handling of enquiries, with click to call directly to the right person
- Saves Office Manager time by answering FAQs
- Helps staff to operate efficiently in their new working space from Day One
- Delivers instant, up to date information into your clients' hands
- Can extend to be a guide to local facilities and amenities
- Optimised for any smartphone, tablet or PC

For more information on the City-Insights Office Handover Digital Toolkit contact

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