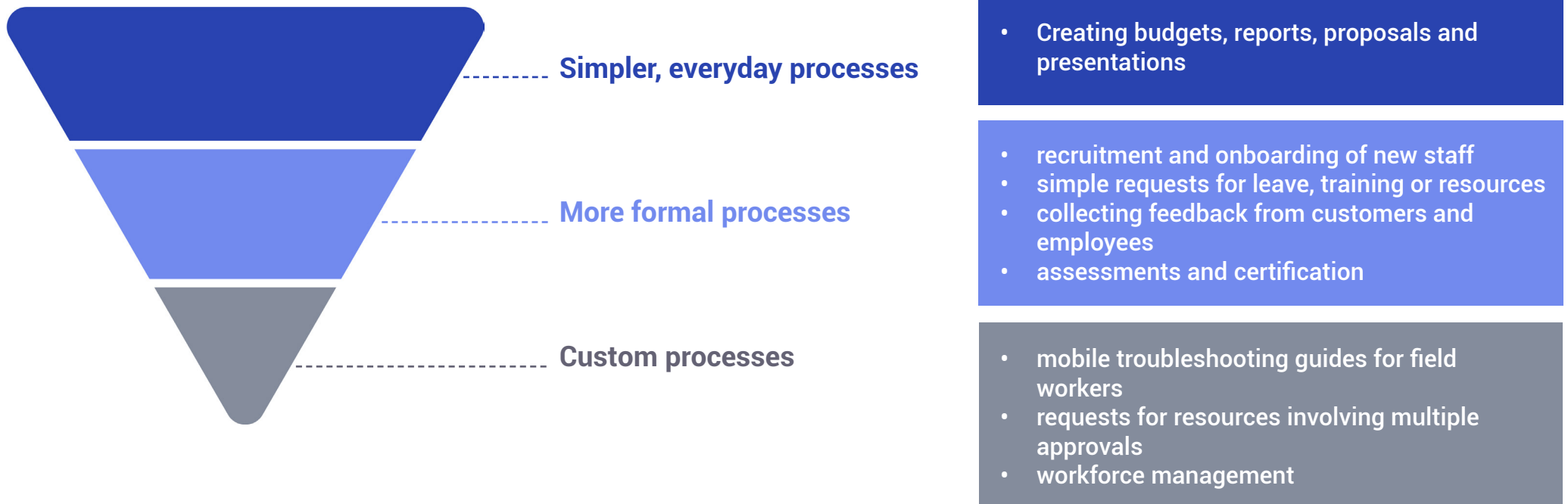


How to simplify business processes with G Suite



Handle simpler, everyday processes with Sheets, Docs and Slides



Custom templates with company branding

Quickly create new documents with the correct formatting



Simultaneous editing by multiple contributors

Gather content, revise and approve documents more quickly, with one version of the truth, a full version history, and any changes instantly visible to all collaborators



Comments

Resolve issues faster, with discussions right there in the document



Fine-grained data protection

Exert greater control over who can update content in specific cells in Sheets, and who can access, edit and share files



Two-way connection to external data sources

Seamlessly interact with company data, with quick and easy importing of data into Sheets for further analysis and charting. Send updated data back to source systems with a few clicks.



Shareable macros

Automate repetitive tasks - formatting data, creating pivot tables and running mail merges - for colleagues



Dashboards

Easily create dashboards that automatically update as new data is entered



Embedded content

Effortlessly ensure data stays current and consistent, with automatic updates to documents when source data changes



Tracked approval requests

No need to manually track approvals or use external tools to manage the approvals process

Manage more formal processes with Forms



Custom forms with company branding

Quickly create simple forms to capture information from job applicants, employees, customers and prospects



File uploads

Easily add the ability to upload files such as CVs or videos and images to forms



Smart form design, powered by machine learning

Save time when creating forms with automated suggestions for likely options for question answers



Quiz functions

Quickly turn any form into a quiz, with options for automatically processing and displaying results



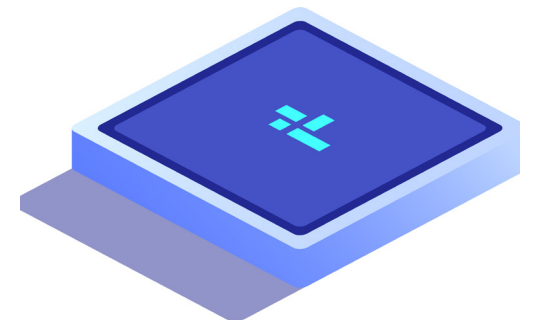
Kiosk mode

Easily create locked-down forms for public or internal use

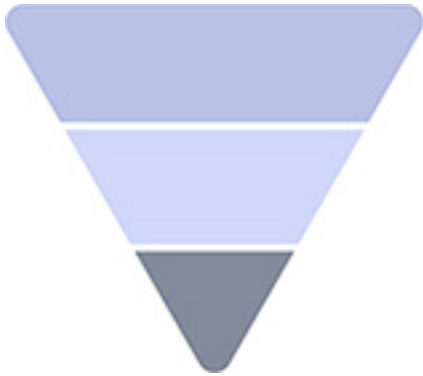


Add-ons

Easily manage multi-step processes with add-ons that extend the capabilities of Forms -- like Google Hire, an applicant tracking system that coordinates activities across multiple tools in G Suite



Enable custom processes with App Maker



Low code application development environment

Empower knowledge workers to develop robust custom apps without programming skills



Graphical interface to create the right data structures and link to existing data sources

Quickly set up and structure the data powering apps



Drag-and-drop, widget-based interface to build and preview user screens

Quickly and easily create attractive, user-friendly user interfaces and link them to back-end data and actions without programming skills



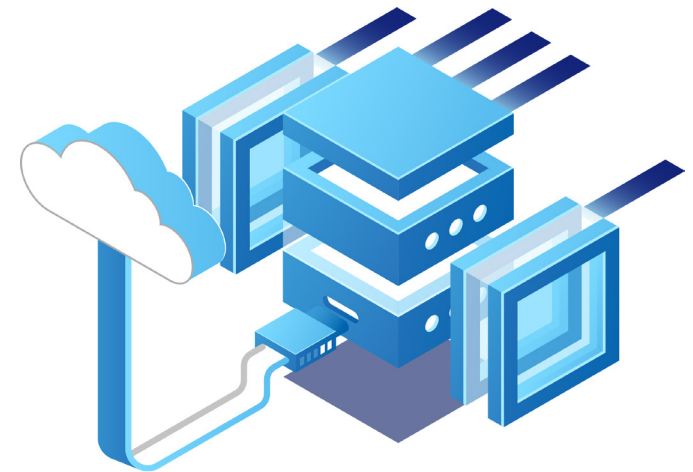
Options to add custom logic and use third-party libraries

Easily tap into powerful features like creating documents on the fly or triggering alerts and emails



One click go-live

Instantly make apps available to selected users and roles.



G Suite is packed with a wealth of features like these that you can use to simplify and speed up your business processes and become more innovative and dynamic. To find out more about how your business can benefit from G Suite, come and talk to the business transformation experts at Ancoris.



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