# SYNCHRO

## **New Features in SynchrO**

### **Draft of PIT**

This feature enables a user to save PIT as draft when a new project is created. The project will appear on the dashboard with project status as 'PIT (Draft)' under 'My Project' section of the dashboard. Later, user can start a project as per their convenience

### **Project Access to Stakeholders**

A new dashboard has been developed with ability to add projects team members on projects. Users can delegate the ongoing projects and add additional stakeholders to provide visibility into specific projects

### Non-Kantar Projects' Setup in the System

- This feature enables a user to create a project where agency used is Non-Kantar
- A new waiver is raised for Non-Kantar Agency Projects and approved on the system
- The BAT users can perform the actions on agency's behalf

### **Advance Search**

Now, the Advance Search option also enables the user to search for projects by SP&I contact and agency name on the dashboard

### **Dashboard Modifications**

Project Activity Type in the dashboard has been improved and shows an endmarket name for single-market projects and 'Multi-market' label for multi-market projects. Also, Flag for easy identification of confidential projects on the dashboard has been added



### **Other Improvements**

- Users can add multiple PO numbers in the system
- In the PIT stage, addition to the country option, region and area options are also added to the end-market list

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### **Project Tracking**

#### **Visibility into Project Status**

This feature will highlight the current stage as well as the pending and completed activities of the project. This feature is extended into two views - within project (separate page in all the stages) and outside project (separate dashboard for viewing the project status)

### Tracking of 'Wish you were here'

The ability to track 'Wish you were here' feature will be modified to check whether someone who is not on SynchrO has already been requested or not. This feature allows to send a reminder to the requested user about the request to join SynchrO.

#### **Project Activity Tracking on SynchrO**

Activity Log will enable BAT users to view detailed actions performed at every stage of the project. This feature has been added to track any tasks performed in the project and identify the key actions performed by the user on a timely basis.

### **Reminder and Alerts**

This feature enables a user to choose Reminder and Alert support to set reminders based on the type of reminders that a user wants to receive, and view the alerts of all the pending activities, respectively.

### **SynchrO IRIS Automation**

In the report stage of a project, instead of providing the excel template. Now, the user will be required to fill in IRIS summary form or will have an option to select 'Summary for IRIS not required' if IRIS Summary is not mandatory for the project

### **Oracle Documents**

This new feature will allow the user to view all the approved Oracle Methodologies grouped under specific sections of business or application areas and have access to all Governance Information for the SPI community



### **Document Repository**

Document Repository is a separate space to upload reports, which is accessible to all BAT users as well as to some selected agencies users. The user will be directed to the dashboard, which will display the list of reports that have been uploaded. The user can upload a new report as well as view the details of an already uploaded report from the dashboard.