

## access Workspace Services Catalogue



At Access we pride ourselves on the depth and breadth of skills across our 400 certified professional services employees. These Consultants, Programme Managers, Project Managers, Trainers and Solution Architects are here to provide you with the industry expertise and product best practices that help you deploy, adopt, operate and integrate our market leading software applications. Either on-premise, or in the Cloud. Our Professional Services teams help hundreds of customers like you, every week, to improve their productivity, increase their efficiency and ultimately provide them with the freedom to do more.

### Day Rate Service options

Service	Description	Customer Outcome	Pricing
<b>Days Consultancy</b>	Up to 6.5 hours consultancy per day, delivery methods of remote or on-site agreed ahead of work commencing	Desired outcome agreed by client and consultant ahead of the scheduled day	per day
<b>Remote Consultancy</b>	Up to 3 hours remote consultancy	Desired outcome agreed by client and consultant ahead of the scheduled day	per day
<b>Project Management</b>	Time to manage the timings of the project to provide an update on progress that has been made and ensure everything is on track.	Professional Project management providing clients to support they require to implement their projects successfully	per day

### Implementation Services

Service	Description	Customer Outcome	Pricing
<b>Workspace Onboarding Service</b>	Administrator training (1hr), Environment spin up, logo changes and aim to leave with a standard Workspace	Able to administer users, setup Workspace, embed Workspace into the company (particularly Collaborate & Noticeboards)	Fixed Price
<b>Access Digital Tax Onboarding</b>	Environment spin up, noticeboard creation (including training materials), 30 minute Onboarding call to understand needs and explain available options and follow up email with instructions of next steps	Full understanding of Access Digital Tax and methods available for submission. Also able to administer Access Workspace	Fixed Price

### Advisory and Adoption Services

Service	Description	Customer Outcome	Pricing
<b>Administrator Training</b>	1 hour training covering the basics of Workspace such as member management, noticeboard administration and Apps	Enable new user or existing user requiring a refresh of their knowledge to be able configure and develop the software to meet their needs.	Fixed Price