



Leaving you time for what really matters

Lamplight Features...

Lamplight is based around a core system with all the functions you need to improve your efficiency and monitor your impact.

As your needs grow and change you will need a system that can grow with you. Lamplight has a number of modules that can be added to the core system from day 1 or added at a later date.

The core system is created as a response to a diverse range of sector organisations and their requirements for a flexible, intuitive, customisable system allowing statistical reports to be produced at any time.

The functions within the core system are:

- accurate monitoring and reporting
- case management
- funder contact management system
- mail merge communications
- interactive diary
- search facilities

Impress your funders, improve your efficiency and demonstrate your impact

Lamplight is a powerful web-based management system for charities. It is flexible, easy to use, and secure, with packages to suit any budget.

Have your data, your way. Switch on Lamplight.

Call us to arrange your demonstration on 020 7558 8793.

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Communications Module

The core system already comes with a host of communications features. But you may need more. The communications module takes these core features further. In addition to mail merge, email, texting and letter writing you will now have much greater versatility with your communications.

This module is just **£5 per month per project** and has the following additional features:

1. Extended communications logging
 - View communications sent
 - Upload additional documents to case file
 - Log communications received
2. Professional formatting
 - Create multiple templates
 - Build an image library
3. Communication reports
 - Report of how many people or organisations received a mailing
 - Link communications reporting to attendance and outcomes



Lamplight – Communications Module



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Staff Management Module

You can record basic information about your staff and volunteers in the core system. However the Staff Management module simplifies the monitoring and administration you need to do internally as well as with your service users.

This module is **just £10 per month per project** and has the following features:

1. Time Sheets

- Time Sheets created automatically from work records
- No need to separate data entry
- Report on information gathered

2. Outcome Monitoring

- Keep track of staff and volunteer development
- Record outcomes and outputs quickly and easily
- Set reminder for training and staff reviews

3. Restrict access to staff files

- keep information confidential



Lamplight – Staff Management Module



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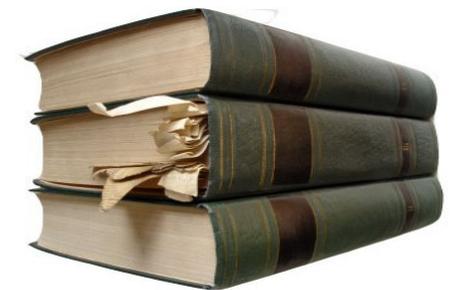
Library Module

The core system allows data to be shared among database operators, the library module takes this further.

Organisations are able to:

- document and store evidence
- attached files and weblinks
- produce and store static resources
- store report results
- create discussion threads on library items.

This module can be attached to your core system for **£5 per month per project.**



Lamplight – Library Module



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Evaluations Module

Organisations often carry out evaluations or collect questionnaires relating to different areas of their services. These are frequently anonymous, which is to say, they are not linked to a service user's profile.

This module allows you to record the answers to those evaluations or questionnaires and report on the results, just **£5 per month per project**

1. Flexible set up

- Specify the questions and options yourself
- Add to and edit existing questionnaires
- Quick and easy data entry

2. Full reporting

- View results by date ranges, group, or work area
- Filter the results according to specific answers (e.g. what were the responses to questions for a particular borough?)
- Download information to a spreadsheet



Lamplight – Evaluations Module



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Evaluations Direct Module

Invite your external contacts to complete your survey style data via a secure web-page linked to your Lamplight database.

Using this module in connection with the Evaluations module, you can create campaigns to invite your contacts to complete your evaluation templates/surveys on-line. The responses are transferred directly and securely to your system and to profiles, ready for your reports to be run.

This module is available for **£5 per month per project**



Lamplight – Evaluations Direct Module



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Publishing Module

Improve your communications with current and potential service users. With the Publishing Module you can ensure that events are well advertised and information is available to those visiting your public facing sites, perhaps your website or Facebook page for example. In a controlled and secure way, use information which is already within your Lamplight system to share with others.

For **£5 per month per project**, it enables you to publish:

1. Profile Details
 - create directories of organisations
 - create individual profile information, perhaps a staff contact list
2. Work and Activities
 - create lists of forthcoming events
 - searchable lists of courses and activities



Lamplight – Publishing Module



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Costing Module

Enabling you to allocate costs to staff and other resources so that you can calculate what your different services costs.

1. Costing
 - costs of workarea (perhaps your training course)
 - costs of locations used
 - costs of staff (hourly and on-costs when linked with Staff Management Module)
 - expenses
2. Expenses
 - complete expense claims linked to specific work
 - track and manage expenses to authorise the claim and payment status
3. Full Reporting
 - view and download total cost information
 - present cost data categorised by work completed

This module is available for **£5 per month per project.**



Lamplight – Costing Module



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Invoicing & Charging Module

The invoicing and charging module is aimed at organisations that need to charge for their services – whether that's the people attending or other funders. You can set up rules that tell Lamplight how much to charge, and who should pay. For example, you can set up rules that:

- charge attendees at training sessions or events
- give discounts for early-bird bookings, or penalise late cancellations
- charge different amounts for different services, based on what it is, how long it lasts, staff present, and resources used
- apportion funding – invoice funders for work with particular people/organisations based on their characteristics

System administrators can initially set up rules that are as complex as you need – so that when you come to use them, you just choose from a short list and Lamplight does all the complex logic and maths. You can then see the charges due from different people in their profiles, and batch these in bulk or individually to export them to your finance package ready for invoicing.

This module is available for **£10 per month per project**.



Lamplight – Invoicing and Charging Module



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Waiting List Module

Does demand for your services outweigh what you are able to offer, is the management of waiting lists part of your everyday administrative tasks? With the waiting list module Lamplight works for you, improving efficiency and producing information for easy day to day use and analysis. The waiting list module will allow you to:

- Create multiple waiting lists
- View the progress of each waiting list:
 - date joined
 - time spent waiting
 - date left
- Create customised information table views about those on the waiting list
- Easily view the waiting list(s) each person/organisation is connected to
- Set lists to automatically update when work commences
- Run and analyse customised waiting list turnover and progress reports

This module is available at just **£2.50 per month per project**



Lamplight – Waiting List Module



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Multi-media Module

The multi-media module lets you add pictures, video, and other files to your records in Lamplight. You may want to upload CVs, or a video of a session, or photos of users – all up to you. You have richer case notes and additional evidence of your work. Files can be attached to profiles, or to work and other records.

Files uploaded can be previewed – including many document formats, and can easily be downloaded. You can optionally add them to Lamplight’s main search index, so you’ll be able to find them from the main search bar later.

You can even link to Flickr photos and Youtube videos (which don’t use any of your storage) and view them within Lamplight.

The media module comes with 5GB of storage per project; this can be increased if required.

This module is available at just **£5 per month per project**



Lamplight – Multi-media Module