



epic Features



Strategic Planning & Execution

Empower leadership with tools to define, track, and deliver strategy.

Strategy on a Page

One page. All your strategy. Zero fluff - Assign objectives, allocate owners, and monitor progress in real time.

Manage Objectives

Turn goals into momentum. Epic's Manage Objectives feature helps teams capture, track, and execute strategic and operational targets—with live updates, smart delegation, and progress that actually moves the needle

Strategy Reports

Red, Amber, Green—and everything in between. Visualise progress like a pro and spot wins before they happen.

Strategy Dashboard

Visualise execution with Red-Amber-Green performance indicators across monthly and year-to-date views.

Strategy KPI Tracker

KPIs that actually mean something. Track what matters, ditch what doesn't, and stay ahead of the curve.

Risk Register

Stay ahead of uncertainty with structured risk tracking across strategic, departmental, and project levels.

Projects

Link objectives to projects and generate live reports with integrated timesheets, risk tracking, and site diaries.

Dashboards

Build custom dashboards that spotlight your priorities—bringing clarity to performance, operations, and leadership.



People & Performance Management

Foster a culture of accountability, feedback, and recognition.

Performance Appraisal (KPI Scorecard)

Choose from flexible scorecard formats to evaluate performance with clarity and consistency.

Staff Survey

Capture meaningful feedback and spark better conversations between staff and managers.

360° Review

Design multi-source reviews —customisable, comprehensive, and easy to deploy.

Activities

Assign recurring tasks with progress ratings to keep staff & teams aligned and accountable.

Weekly Commitments

Build a rhythm of focus by setting weekly goals that drive personal and team momentum.

Assignments

Delegate tasks with deadlines and track completion in a way that's clear, simple, and effective.

Kudos

Celebrate the wins—big or small—with one click. Epic's Kudos feature makes recognition fun, fast, and contagious, turning everyday appreciation into a culture-building tool.

Suggestions

Got ideas? Toss 'em in. From genius hacks to “why didn't we think of that?” moments—this is your team's improvement engine.

Live / Pulse Surveys

Run instant feedback polls during meetings or events to capture sentiment in real time.

Surveys

Design and deploy custom surveys to gather insights on any topic, from engagement to customer satisfaction.

Company Poll

Launch quick polls and view live results to gauge team preferences and opinions.

Participation Points Lucky Draw

Reward platform engagement with a gamified draw—turning everyday actions into chances to win.

Deadlines & Events

View deadlines and events captured in **epic** on a personalized Calendar with links to each item for quick & easy updating



HR & Workforce Operations

Streamline employee lifecycle and workforce administration.

Job Detail

Create structured job profiles with Epic Copilot—clarifying roles, responsibilities, and qualifications.

Training Needs Analysis (TNA)

Empower staff to explore training options and submit requests that align with their growth goals.

Staff Records

Centralise employee files and training history for secure, structured, audit-ready management.

Company Documents

Store and retrieve essential documents in one secure, searchable hub - find what you need, when you need it.

Onboarding & Offboarding

Deliver consistent, structured experiences for new starters and exiting staff—complete with task flows and document trails.

Leave Management

Manage leave requests, approvals, and balances online—giving staff and managers full visibility and control.

Staff Directory & Organogram

Generate a visual directory and organogram with names, faces, and reporting lines—instantly.

Company Videos

Upload training and culture videos with built-in quizzes to reinforce understanding and track engagement.

Staff Card

Issue QR-coded access cards for secure, mobile-friendly tracking of staff arrivals and departures.



Compliance & Quality Management

Ensure operational excellence and regulatory alignment.

Non-Conformance

Log and resolve issues with full traceability—turning problems into opportunities for improvement.

See Something, Say Something

Enable staff to report safety concerns instantly via mobile—triggering alerts and supporting proactive resolution.

Standards Management System

Audits without anxiety. Plan, track, and present evidence like a compliance pro.

Site Diary

Daily logs that don't get lost. Dual sign-off, structured entries, and peace of mind built in.



Operational Tools & Admin

Simplify internal processes and resource management

Tender Management

Manage tenders with live contributor tracking, deadline alerts, and historical insights that boost win rates.

Inventory Management

Stock levels that speak for themselves. Reorder alerts, monthly counts, and zero guesswork.

Meeting Management System

Meetings that don't waste time—or energy. Epic's Meeting Management System turns chaos into clarity with smart agendas, live tracking, and AI-powered summaries that actually know what matters

Fleet Management

Allocate vehicles, track usage, and manage travel authorisations—all paperless and mobile-enabled.

Weekly Timesheets

This feature provides a paperless and automated method of completing weekly timesheets and publishing a consolidated report linked to a project.

Service Manager

Log, route, and resolve every service request automatically—giving employees fast answers and managers full visibility.

Periodic Timesheets

Shift work, sorted. Digital sign-off and audit-ready records—no clipboard required.

Travel Authorisation

Submit, approve, and audit travel with ease. No forms. No fuss. Just fast, smart authorisation.

Asset Register

Know what you own, where it is, and what it's worth. Asset tracking that's actually useful.

Property Condition Assessment

Conduct structured property inspections with photos, notes, and repair quantification—ready for client reporting.



Relationship Management

Strengthen connections with clients, suppliers, and stakeholders.

Customer Relationship Management (CRM)

Log customer interactions, track engagement, and generate weekly reports to drive service-led growth.

Rate My Service (RMS)

Add a feedback link to your email signature and let customers rate you in real time. Brave? Yes. Brilliant? Absolutely.

Supplier Relationship Management

Centralise supplier records, track document expiry, and assign follow-up tasks for compliance confidence.