

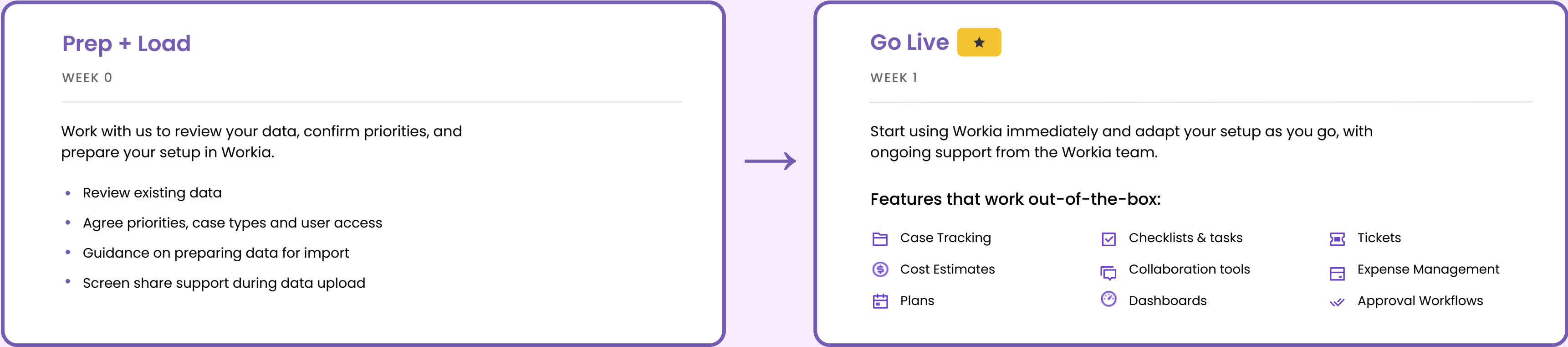
# Getting started with Workia

Your path to go-live in 1 week with configuration options as you need them.

You (supported by Workia)

Your IT Team

Vendor + Workia



## Once you're live, you can configure and connect:

Integrations

OPTIONAL

Integrations in Workia are self-service and can be set up by you or your IT team in minutes, with 24/5 in-app support available

HRIS (Workday, SAP SuccessFactors, Oracle HCM)

Docusign

SSO

ServiceNow

Supplier Connections

OPTIONAL

Connect to 80+ Equus Ecosystem suppliers available in Workia.

Select from existing ecosystem connections available in Workia and click connect

Request a new supplier connection if it is not already available

Once you request an ecosystem connection, some vendors will provide a key for instant connection, others require background setup with the Workia team.

## Adopt features at your own pace

Unlike other tools, there is no hurry to do everything at kick off, you can adopt features whenever you want. In Workia, clicking to configure does not take long, it's streamlined and intuitive with immediate chat support 24/5 if you get stuck or want advice. While clicking is fast, deciding how you want to configure your email/report/plan often needs internal discussion and decision. Workia comes pre-stocked with out of the box checklists and templates to give you a starting point.

|                         |                 |                                    |                                            |            |                  |
|-------------------------|-----------------|------------------------------------|--------------------------------------------|------------|------------------|
| Email templates         | 15 mins each    | Document templates                 | 20 mins each                               | Checklists | 1 hr / case type |
| Cost estimate templates | 30 mins each    | Compensation calculation templates | 30 mins each                               | Ticketing  | 15 mins          |
| Reporting               | 10-30 mins each | Email integration (Outlook/Gmail)  | <div>*May require IT approval</div> 2 mins | Plans      | 30 mins each     |