

# Safety

Confirmation of the safety of employees and orders can be made in the event of a disaster.

Email of safety confirmation of affected areas during a disaster can be sent. All employees can report their condition through a computer or a mobile phone. This application also comes with training feature.

#### References and Contacts Information

The safety situation of all employees in the affected area can be checked in real time and contacting a representative of a employee for their behalf can be

#### Comprehensive Safety

Emergency announcements will be made during a disaster and the way to a shelter can be made. These information can also be accessed thorugh smartphones.

#### Save the Reports

The safety reports of the disasters and safety training can be downloaded in a CSV file and can be saved.



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# Visitors Management

Visitors' Information &

businesses more organized

#### Record the Details Of Visitors

A reservation for a conference and registration of visitors' information can be made in advance.

#### Smooth Visitor Management

Receptionists, the number of the visitors, the place for the visitors and others can be set in advance to ensure smooth management

#### New Searchable Past Visitors' Information

Record information of visitors to the company in the past can be revised and checked.



#### Time Card

Start working by clicking a button

- · Working System Setting Working systems such as OT, night shift, etc can be set.
  - · Export the Working Reports The clocking details can be printed out and downloaded into CSV file.



## **User Directory**

An application of storing the users information

- . Listed View of All Contacts Information Contacts information of each user of desknet's NEO will be arranged in a list according to the positions, departments, etc.
  - · Easy Management & Search Contact information such as contact numbers and email address can be known easily



# Purchasing

#### Reservation

(Japanese Version Only)

All the purchases can be recorded.

- · Compilation of Goods Purchases All the goods purchases can be recorded by group.
- · Scheduled Purchasing The purchasing date and time can be set for the regular purchase items.



## Memo Pad

A personal electronic notepad that can be used anywhere.

 Record Ideas and Notes Record anything such as work procedure by label and save any images or files

. Check by PC or Smart Phones At Anytime Can be used anytime even if at outside.





# Inventory

Company's stock can be organized systematically.

- · Management of In & Out Stock Company's stock can be managed and organized smoothly and in and out data can be examined in details.
- Automatic Stock Notifications Automatic mail notifications will be sent to the person in charge in order to prevent stock shortages.



## Address Book

Sharing and manage the contact information of suppliers and customers.

- · Manage the Suppliers Information Company name, email addresses, phone numbers, etc can be managed and shared.
  - Personal Use

The Address Book can also be used individually. All users can use this application freely.

 Sharing Contacts Information Access right for any department or user can be set (eg: Finance Department only) to be shared or protected.



# Payment Settlement

(Japanese Version Only)

Record all costs in a business

- · Settlement Process More Efficient All costs such as transportation expenses, goods expenses, etc can be managed easily.
- History Downloads Settlement records can be downloaded in CSV format. and can be used by other software.