Workflow

The groupware is completed with the Workflow.

Various application forms that can be submitted to the person in charge easily. The access rights, automatic routes flows and the format of a form can be made easily.

A quick way to create all types of application forms and business flows.

Work application forms such as approval documents and travel request can be paperless made. The progress managements of businesses can be more efficient. The routes of a workflow can be splitted and shared to other users.

Merits for Applicants and Approvers

Simple & Flexible
You can easily create an application forms by arranging the parts. The rules, approvers and others can be set and will lessen the burden in the process of handling the forms.

Fixable Formats
Applicants can set the formats of the form themselves and controlling changes in each form. Approvals can prevent any changes being made on each forms.

Save and Use Again
Forms can be saved and exported for use in other system and arranged in every document management folders automatically

Merits for Approvers

Easier Approval Process
Dates for checking the forms, circulations & reports submission to the person in charge regarding the application forms can be fixed.

Refferable Details & History
Approvals can write comments when doing the aprroving process which makes the valuation process easier. Older forms can be revised first before applying for the second time.

Delay Prevention
Even the approvals are on a business trip, notification email still can be received and automatic approval can be set.

Merits for Applicants

Easy Formats & Routes Editing
Applicants only need to choose the subject of the form Applicants do not need to bother about the steps in the approval process.

Checkable Progress of Approval
The person in charge for approval & approval percentage can be checked. No need to worry about loss or damages.

Save & Use Again
Application forms can be copied for multiple use and simple changes can be made easily

The routes can be set automatically by selecting the format.
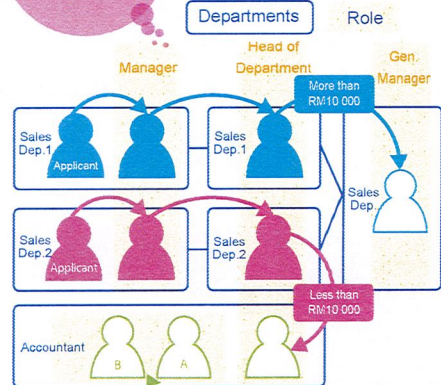
Departments   Role

Document Management

All company documents can be stored and shared with ease.

All company documents, files and folders can be categorized according to the respective departments and shared among the members.

Stress-free Document Management
Bulk uploads and moving a document by drag & drop operation can be made to manage the document effectively. Read rights for every document and folder can be specified.

Long Period Document Storage
Documents can be stored for a long time and can be revised easily.

Efficient Document Management
Data and files on the server can be scanned easily which enable the efficient management of documents.

Easy to Search
Equipped with a full-text search function and the result will be displayed in a list. Searches performed including text and HTML content in the attached files.
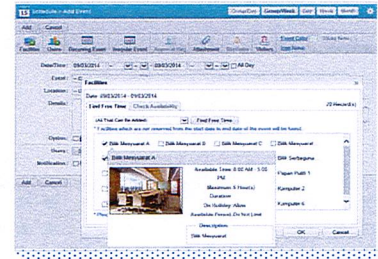
Num. of Clicks & Shorten URL Features
You can create a short URL for direct access to the documents and circulars. The shortened URL can be shared and the number of clicks of the URL can be known.

Create a short URL by a single click.
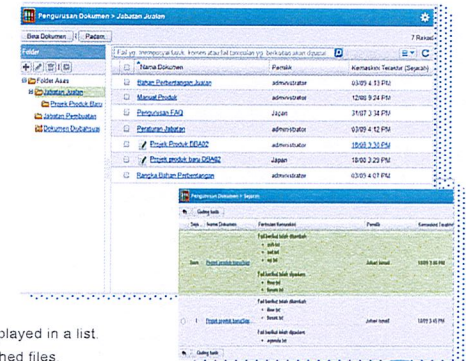
Facility Reservation

Manage company facilities such as conference rooms easily.

Reservation of A Meeting Room
All facilities of a company can be booked in advance.

Terms and Conditions Setting
Terms of use, duration of use and other terms and conditions can be set on each facilities.
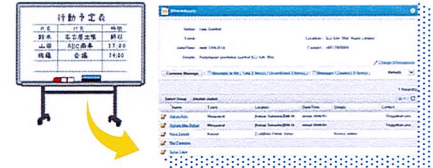
Provisional Reservation
Approvers and administrators of each facilities can be set.

Whereabouts

Keep updated with current location of all members easily.

Current Location Confirmation
Changes of location of members can be checked and confirmed. Members who are at outside of the company can be tracked easily.

Smooth Connection
Current location updates will be updated through mobile mail and notes can be sent easily.

Fast Connection
Notes from members from different location can be checked using smartphones. Communication can occur in fast and easy way.