

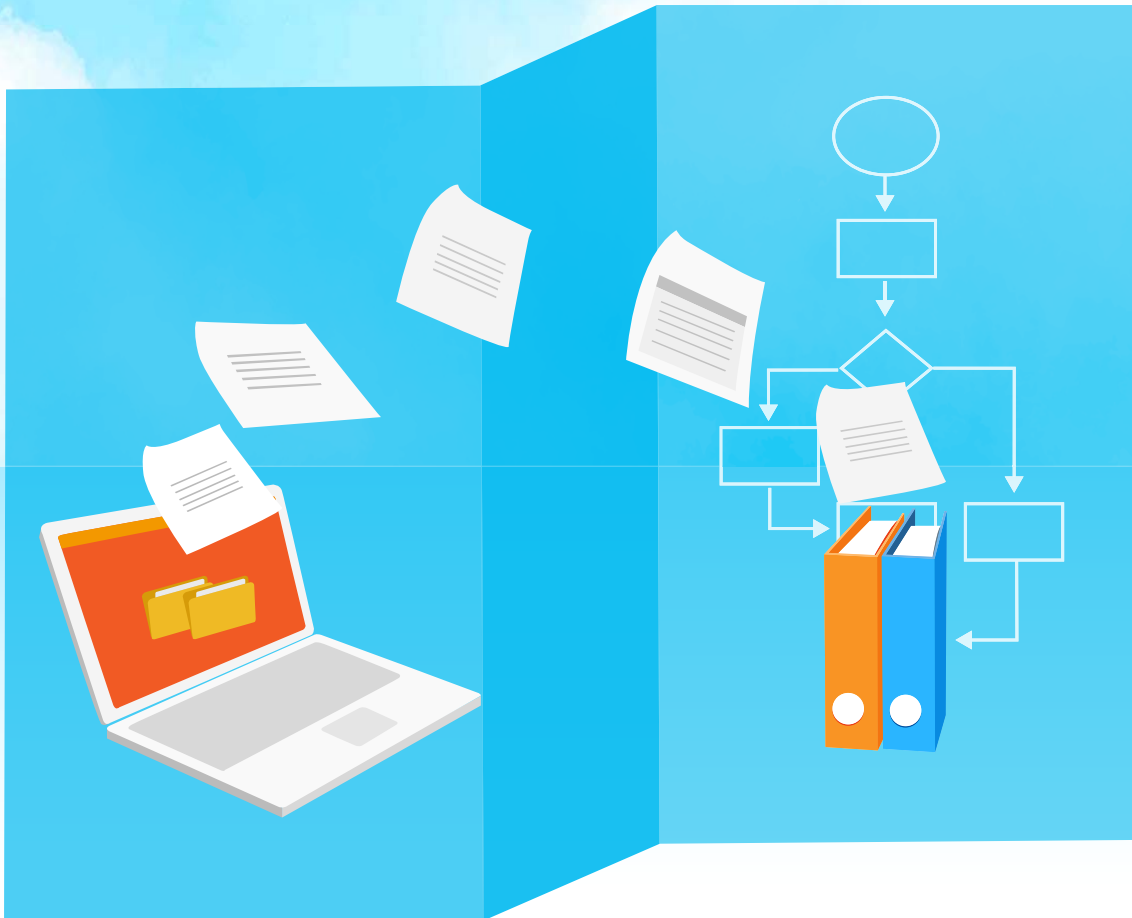


8Manage OA Office Automation

An Integrated collaborative office platform
with automatic connection to actual business



8Manage OA



Office Automation

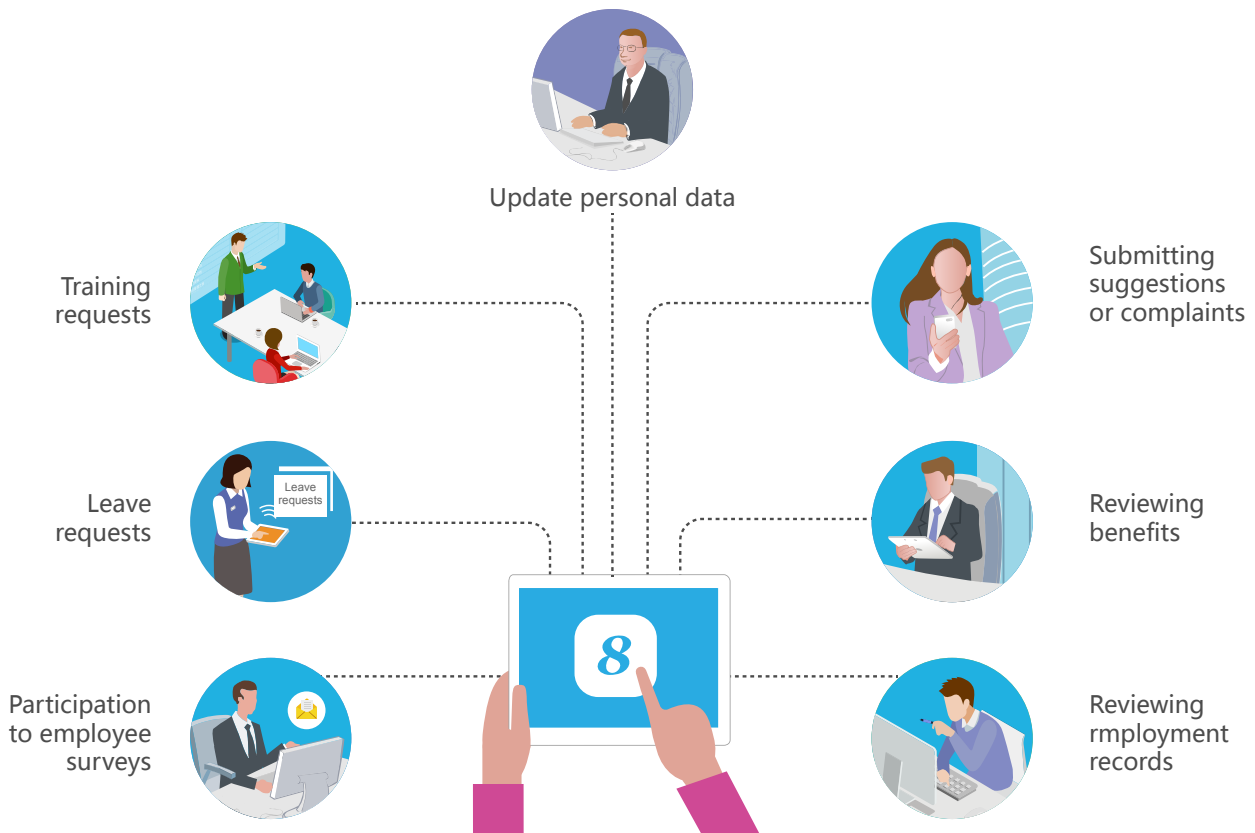
e-Form & e-Flow

Office Automation is not only a paperless activity coordination platform, but also a bridge closely connecting different organizations. By using the browser and centralized database in the 8Manage OA system, the user can easily manage the editing, approval and publishing of information and obtain assessment and feedback from the people in real-time. The system forms an effective linkage between information publishers and receivers and helps organizations to publish different types of information such as announcements and meeting notices. It allows everyone to deal with business communications effectively at any time and anywhere.

e-Form & e-Flow Management

8Manage OA provides a user-defined e-Form and e-Flow facility to allow users to create different notification and request forms for reviews, comments and approvals. It also provides the employee portal for each user. In the Employee Portal, the user can access to different facilities such as:

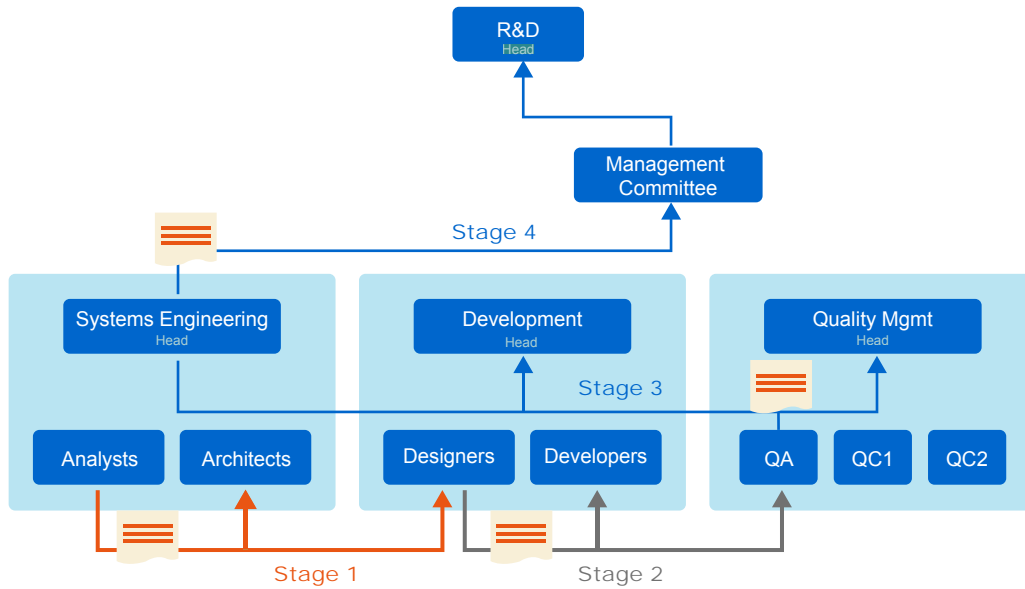
- Office Equipment Request
- Material Request
- Service Request
- Off Hour Building Entry Request
- Parking Permit Request
- Transportation Request
- Facility Request
- Book Borrowing & Returning
- Award Nomination
- Internship Request
- Office Change Request
- Mail Stop Change Request
- Special Interest Group Registration
- Lost & Found Registration
- Visitor Registration
- Complaint & Suggestion



8Manage OA also can search and account the form by its type, requestor, and/or request time. 8Manage OA can also calculate the sum, average, max and min of the form values.

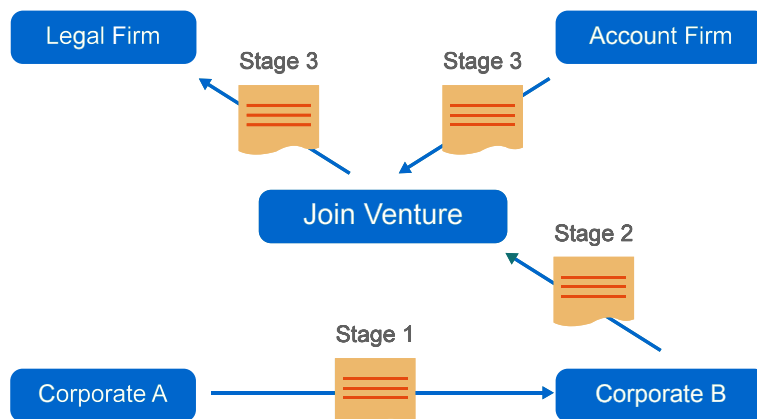
Intra-department Document Approval Flow

8Manage OA allows the user to define multi-stage document approval flow and with multiple steps in each stage. 8Manage OA also allows the user to specify what stages and steps will be executed in parallel and what stages and steps will be executed in serial. The user can also define when an approver rejects the document, the re-approval will start from the beginning or the rejection point.



Interdepartmental and Inter-company Document Approval Flow

Similar to the intra-department document approval flow, the user can define interdepartmental and inter-company document approval flow. Users from different departments and companies can do approval via login, email or smart phone.



Document and Knowledge Management

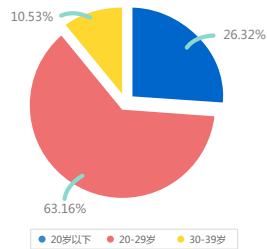


8Manage OA provides a thorough system to manage documents by putting them in different libraries and files, allowing users to keep files in order and compile them into indices. 8Manage OA also offers a mechanism for the users to check in, check out and control document versions. This document management system can be used both as a separate module and as a joint one connected with other modules. For example, it allows a connected library to be created automatically when adding a new contract or a new project by relevant policy settings, further continuing to use the same file settings of the pre-defined library templates. Moreover, it supports to instantly move the documents from any contract or any project into a library and the relevant document link of the contract or the project will automatically be updated.

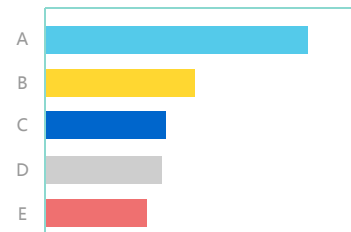
8Manage OA also supports the function of classifying knowledge, allowing users to compile documents into indices and search for them by knowledge classifications, which can be pre-defined in enterprise policies.

Online Survey

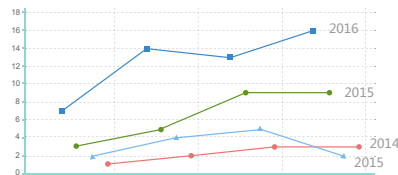
Client's age distribution



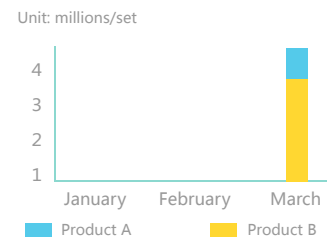
Top 5 products Favored by Clients



New customers Quantity



Product sales Volume

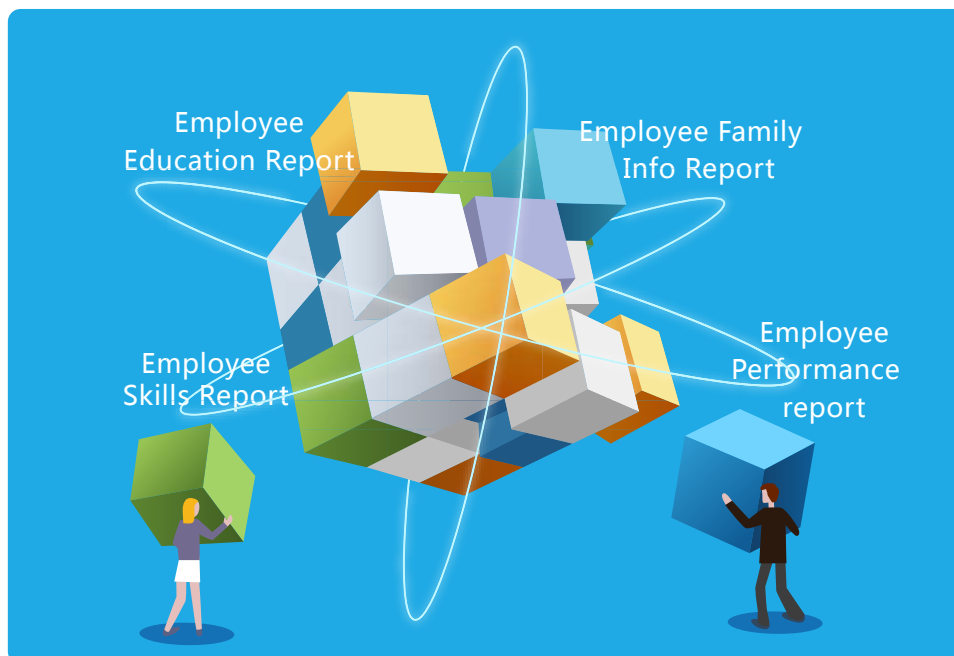


8Manage OA supports customized content and scope of online e-Survey, and to support the automatic analysis and query as well. 8Manage OA online e-Survey can be used for customer behavior surveys, to collect employee comments and the confidence of project members. 8Manage OA online e-Survey may be used for the following tasks:

- Investigation of customer behavior
- Investigation of customer satisfaction
- To collect feedback of clients on any market activities
- To collect feedback of clients on new products or services
- Collection of employees' views on the (new) management system
- Collection of the annual evaluation on other employees or departments
- Collection of the learning and training needs of employees
- Survey the evaluation of project members on plan completeness and operability
- Survey the confidence of project members on task schedule
- Survey the appraisal of project members on project management

8Manage OA also provides many other convenient features of online surveys, including the maintenance of enterprise survey databases, anonymous surveys, repeatability investigation, automatic investigation, investigation of reminder message and so on. These functions help users handle the e-Survey easier.

Customized Report Generator



8Manage OA provides a [state-of-the-art point-and-click Report Generator](#) to allow business users to simply point to any field or fields that they want to search and generate a report. The system will perform accordingly. The simple-to-use but powerful mechanisms allow the business user to (a) select whatever combination of fields that he wants for search and report and (b) specify the layout or display order of the fields to be displayed in the report. It also allows the user to select different types of statistics (e.g., SUM, COUNT, AVERAGE, MIN, MAX) to be included in the summary line of the report.

With the 8Manage OA [Point-and-click Report Generator](#) , business users no longer need to learn SQL or depend on the IT staff' s assistance before they can do data mining and report generation.

8Manage can provide best combination of standard products & redevelopment services for enterprise management and over 500 corporations in Asia are using our following modules on-premises or SaaS:

8Manage PPM : Project and Portfolio Management

8Manage Timesheet : Resource Time and Cost Management

8Manage SRM : Supplier Management, e-Procurement and e-Tender

8Manage ERP : Enterprise Full Automation

8Manage CRM : Corporate Client CRM and Consumer CRM

8Manage ITSM : Service Management

8Manage HCM : Human Capital Management

8Manage OA : Office Automation

8Manage EDMS : Electronic Document Management System

8Manage Kanban : Visual Agile and Lean