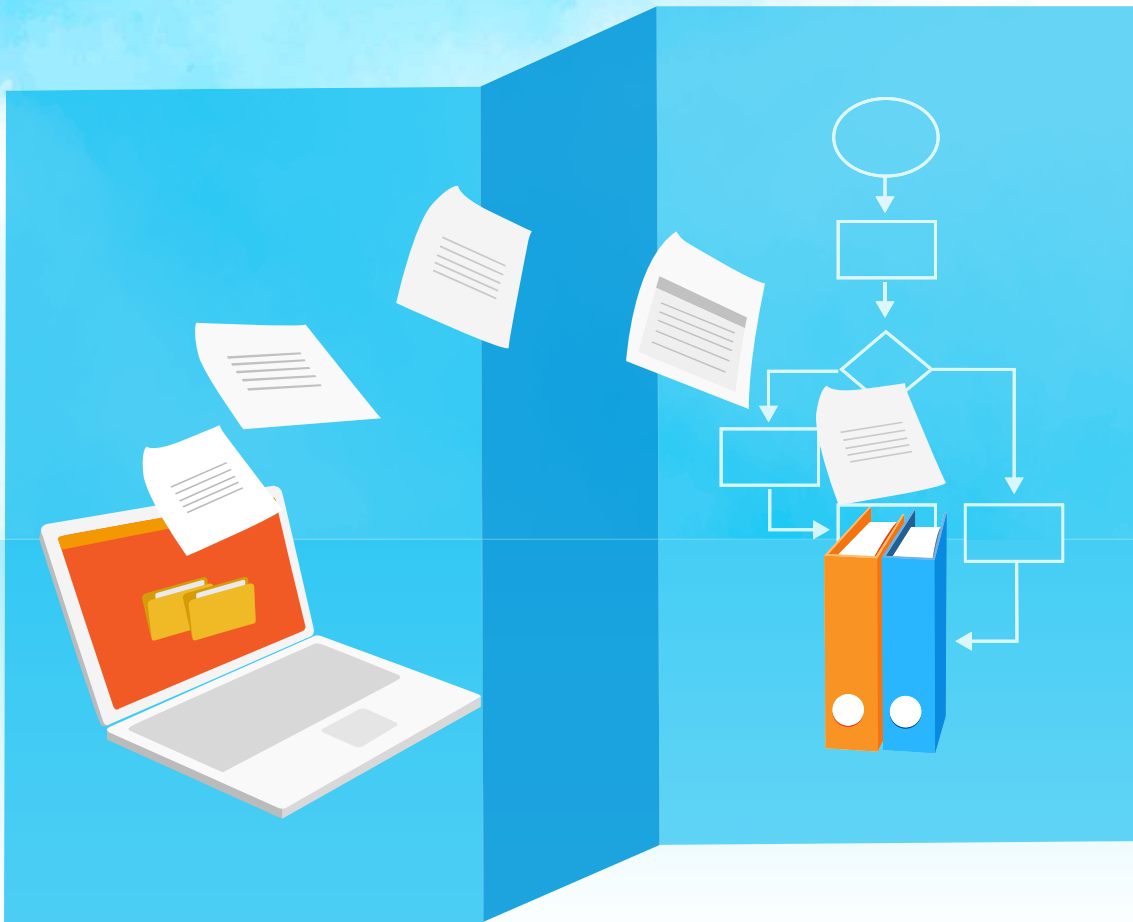


```
<form action=?=3_SERVER/
<div id="tabs" class="tab
<div id="tab_main" st
</div>
<label>
Заголовок<br>
<input type="
</label>
<?php if ( ! $site
<label>
Главное фото.
</label><?php
<input type="f
</label>
<label>
Краткое описани
<textarea name
</label>
<label>
Сайт по http
name="i
</label>
Телефон<br>
<input name="i
</label>
E-mail<br>
<input type="
</label>
```

Office Automation

An Integrated collaborative office platform
with automatic connection to actual business



Office Automation

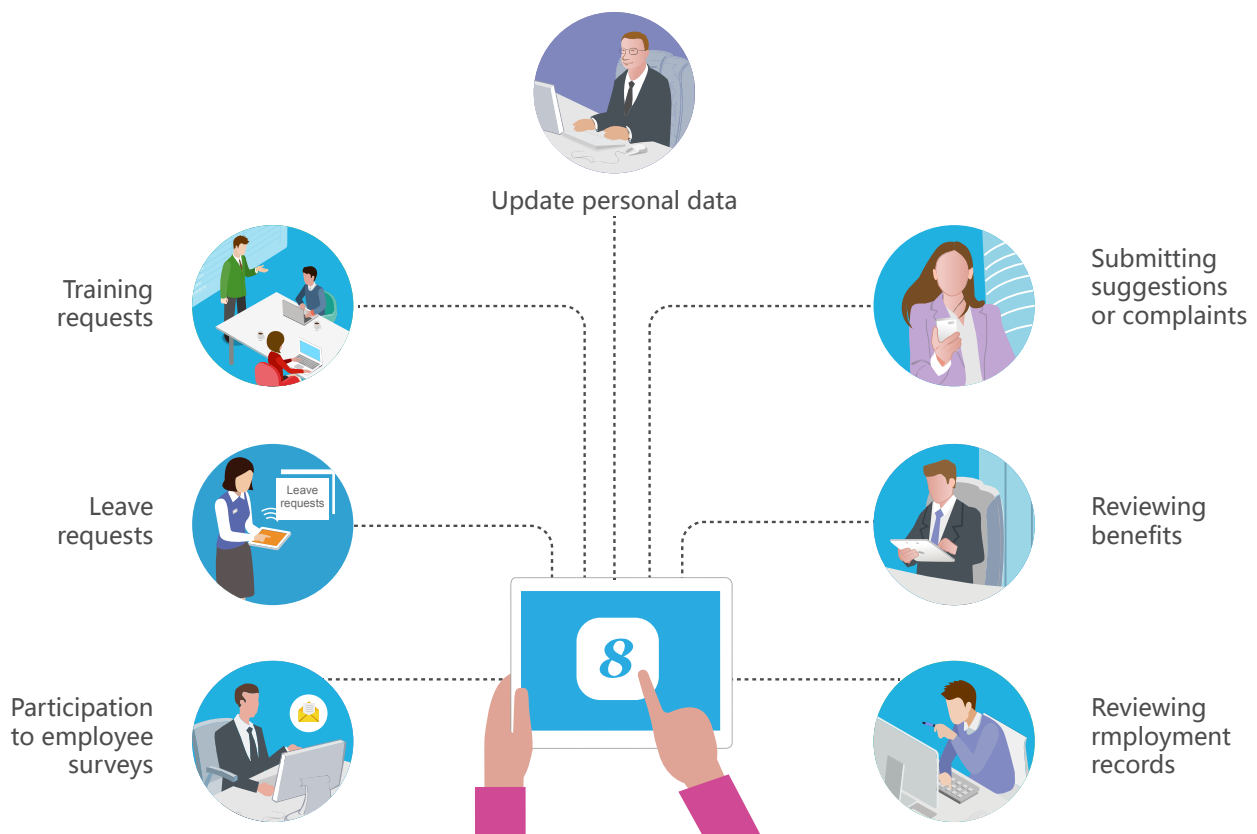
e-Form & e-Flow

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 8 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

8 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:

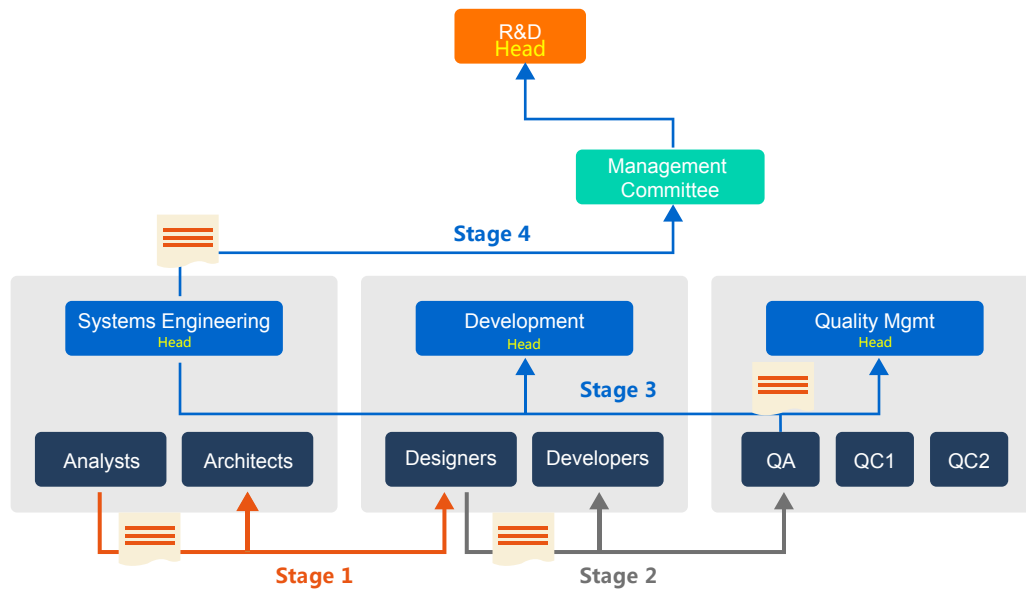
- Office Equipment Request
- Material Request
- Service Request
- Off Hour Building Entry Request
- Parking Permit Request
- Transportation Request
- Facility Request
- Book Borrowing & Returning
- Award Nomination
- Internship Request
- Office Change Request
- Mail Stop Change Request
- Special Interest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



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

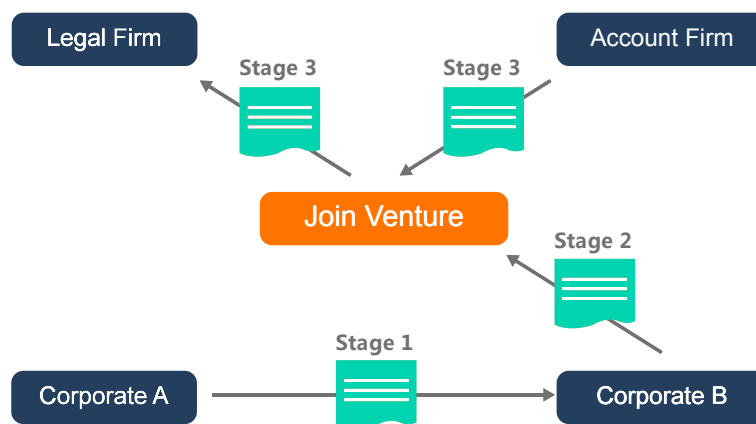
Intra-department Document Approval Flow

- 8 OA allows the user to define multi-stage document approval flow and with multiple steps in each stage.
- 8 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

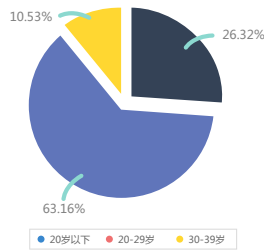


8 OA provides a thorough system to manage documents by putting them in different libraries and files, allowing users to keep files in order and compile them into indices. 8 OA also offers a mechanism for the users to check in, check out and control document versions. This document management system can 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.

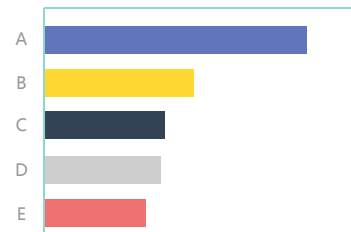
8 OA also supports the function of classifying knowledge, allowing users to compile documents into indices and search for them by knowledge classifications, which can be pre-defined in enterprise policies.

Online Survey

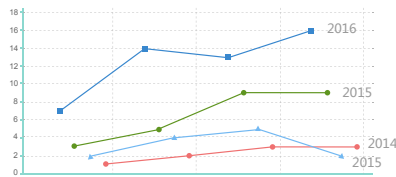
Client's age distribution



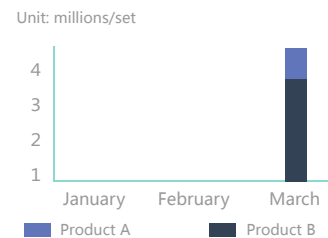
Top 5 products Favored by Clients



New customers Quantity



Product sales Volume

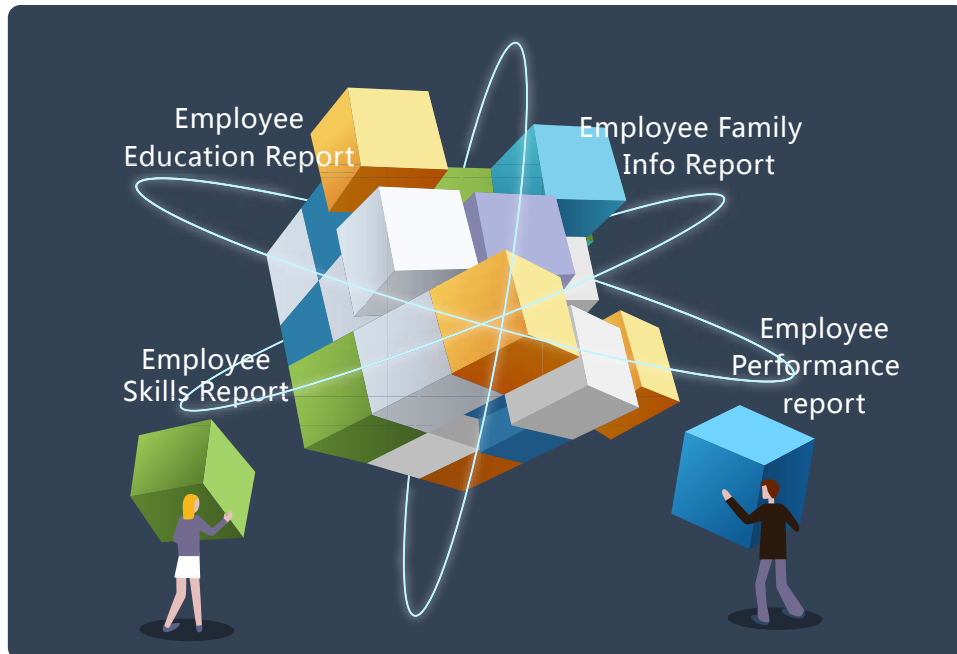


8 OA supports customized content and scope of online e-Survey, and to support the automatic analysis and query as well. 8 OA online e-Survey can be used for customer behavior surveys, to collect employee comments and the confidence of project members. 8 OA online e-Survey may be used for the following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

8 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



8 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 8 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.

OA Feature List

Feature	Description
Form & Flow	
Forms	Support to define common customized fields of all form types.
	Support to define customized fields and basic settings of specific form types.
	Support to create forms like request form, registration form, survey form, complaint & suggestion form etc. for data collection, enrollment, request and reply, review and approval purposes.
	Support different search criteria for different form types.
Workflows	Support to define different workflows based on form types and groups.
	Allow to define different response types for each approval step of multiple-stage workflows, such as for approval, comment and info only.
Expense Mgmt	
Expense Request	Support to add and submit expense requests for approval.
Expense Advance	Support to add and submit expense advances for approval.
Expense Report	Support to add and submit expense reports for approval.
Reimbursement	Support cashiers to handle expense payment and delivery after the expense items are approved.
Search	Support to search the expense records in the organization.
Approval	Support to define the approval workflows for expense request, expense advance and expense report.
Client Mgmt	
Client Info	Support to record client info, such as name, region, industry, type, contacts.
	Support self-defined fields on the client page.
Client Interaction	Support to record interactions with clients, including interaction time, participators and results.
Supplier Mgmt	
Supplier Info	Support to record supplier info, such as name, region, industry, supplier type, contacts.
	Support self-defined fields on the supplier page.
Supplier Interaction	Support to record interactions with suppliers including interaction time, participators and results.
Custom Settings	
My Attention	Support to handle outstanding work items on the self-defined dashboard.
Navigation View	Support user-defined graphical navigation flows that allow to proceed to the specific pages quickly by clicking the navigation icons.
Profile & Delegate	Support personalized settings such as personal password, delegation, my menu, etc.

Other Assisting Functions	
Communication	Support address book, announcement, chat and discuss forum.
Leave	Support to submit leave request and obtain approval, view leave balance and track the leave calendar.
Schedule	Allow to submit business trips and meetings for approval.
Timesheet	Allow to fill in, submit and track timesheets.
Facility & Equipment	Support to apply for facilities & equipment such as meeting rooms.
Working Calendar	Managers can view and assign tasks to subordinates from the working calendar.
Report	Support to view statistics reports for the entire organization.

8 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:

8 CRM : Corporate Client CRM and Consumer CRM

8 Service : Service Management

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

8 PPM : Project and Portfolio Management

8 New Way : Visual Agile and Lean

8 Timesheet : Resource Time and Cost Management

8 EDMS : Electronic Document Management System

8 OA : Office Automation

8 HCM : Human Capital Management

8 All-in-one : Enterprise Full Automation

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