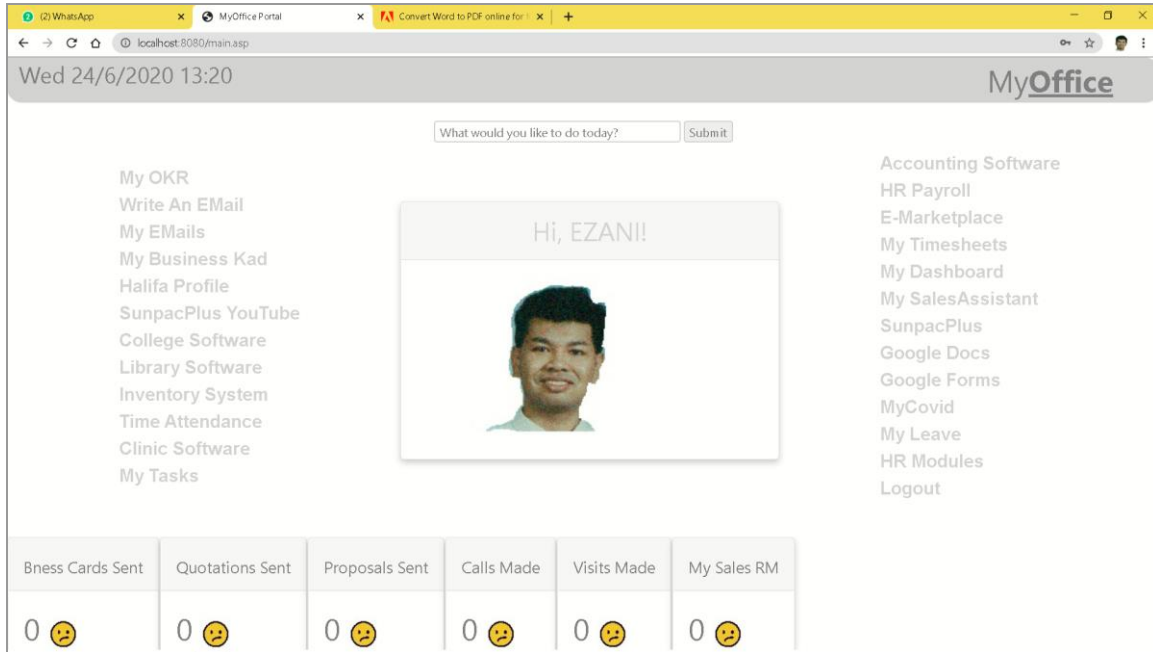


MyOffice©

Web office with leave, timesheets, document online
“Work from home with your office online !”



Why MyOffice?

With the advent of Covid-19 pandemic, working from home has become the new normal.

Now more than ever, more and more people are working from home and needing a virtual office that can allow them to continue functioning as if their physical office is at hand!

MyOffice is a web-based Internet virtual office complete with internal email memos, timesheet submissions, leave management claims management and tasks management which can be accessed by popular web browsers. It comes with features like :-

- Internal email and memo portal separated from your public email
- Clean card-based UI allows for a pleasing and relaxing experience on your eyes

- Allows you to submit and approve timesheets online and view how you allocate your time between various jobs or projects
- Allows you to apply for leave online and approve leave
- Inbuilt staff performance management and employee monitoring based on OKR
- Integrated with SunpacPlus© application backend
- Performance management with emoticon and colour indicators with KPI
- Manage your employees easily online
- Password-protected
- Wide range of HR and miscellaneous reports

Just by subscribing to MyOffice, you have a full ready-made ready to run Internet virtual office to easily manage yourself and your staff.

Write Internal Memos

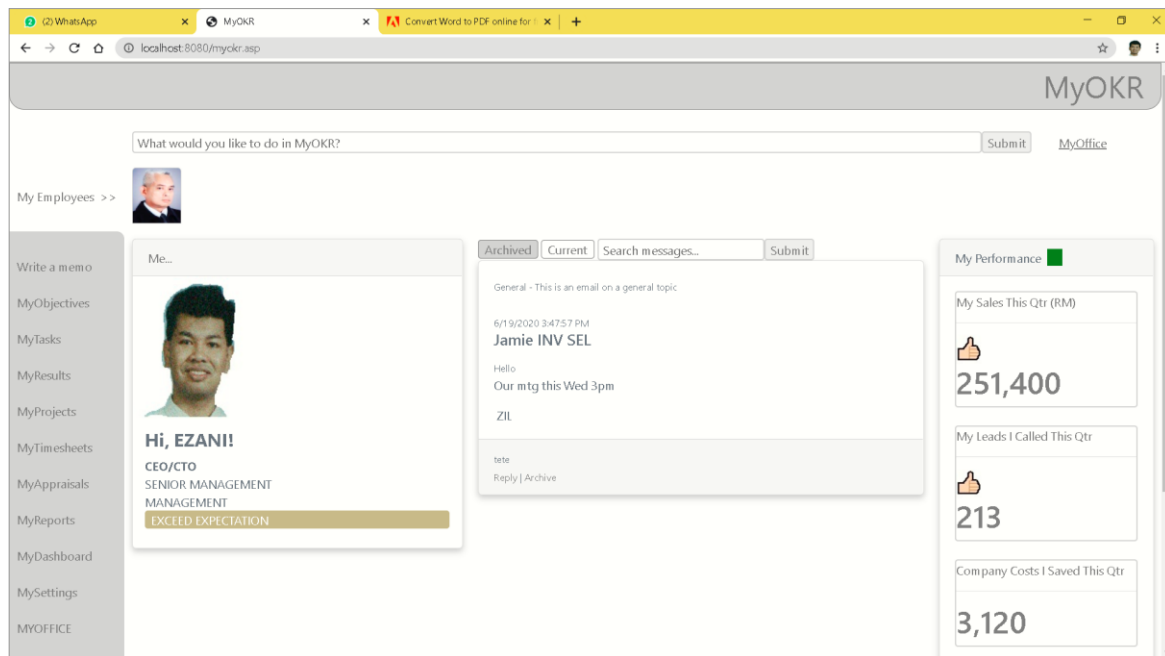
MyOffice allows you to collaborate with MyOffice users through an internal memo system just like LinkedIn.

Links to Google Docs and Google Forms

MyOffice links to Google Docs and Google Forms so you can easily create all types of documents whether it be a letter, report, spreadsheet or presentation easily on the Internet.

MyCovid

MyCovid monitors your locations and your temperature readings. It also monitors people who visit and enter your premises capturing data such as Name, Phone Number and Temperature Reading.



Connects to your Web Store

MyOffice connects to the StoreFront online web store companion product so you can put your products on the Internet where the whole world can see them complete with pictures, price, description and able to capture customer orders.

MyOKR

MyOKR uses the latest OKR technology which has been used by Google to enable you to manage your projects and objectives and key results in an agile and flexible manner.

MyTimesheet

MyTimesheet allows you to easily submit timesheets online and allocate your time according to the various job and project IDs.

MyLeave

Easily submit leave and easily approve your subordinate leave requests with everything done online on the Internet!

MySalesAssistant

MySalesAssistant assists you in the preparation of sales documents such as proposals, quotes, LOIs, LOAs, etc.

MyDashboard

MyDashboard allows you (and your boss) to easily see a roundup of your all round performance for the company which can be broken down into various categories such as lead

calls, proposals sent, sales closed, sales funnelling, company internal cost savings, employees mentored, training programmes attended, etc.

TECHNICAL SPECIFICATIONS

MyOffice Menus

- Login
- My Tasks
- My Timesheets
- My Leave
- Write An Email / Memo
- Employee & Email Portal

Performance Indicators

- Potential Leads Called
- Potential Leads Visited
- LOIs sent
- Quotations sent
- Sales deals closed
- Company cost savings
- No of employees mentored
- Training courses CPE went to
- Individual and average ratings

Web Server Requirements

- (24 x 7 availability)**
- Intel Pentium / AMD processor
- 2 GB RAM or higher

- SVGA monitor or laptop
- Mouse/touchpad
- 36 GB hard disk or higher

- Windows™ 10 or higher
- Internet Information Server 4.0 or higher
- ISP account

Browser Requirements

- Google Chrome, Firefox, Safari, Mozilla or Internet Explorer 10.0 or higher

For enquiries, please call :-

Ezani 019-660-2336 / ezanihalim@gmail.com

URL : <http://www.mysoftware2u.com>

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