

OA Feature list

Feature	Description
My Workbench	
My Dashboard	<p>The system will push the user's outstanding work items to her dashboard in real-time; when the user login the system, she can view and handle her work items directly from her dashboard, such as read the announcements, do the approvals, accept tasks etc.</p> <p>The system also provides personalized components as quick entrances of different works.</p>
Working Calendar	Working arrangements will be automatically pushed to the working calendar for visual tracking. Managers can view and assign tasks to subordinates from the working calendar.
Navigation View	Support user-defined graphical navigation flows. By clicking the navigation icons, the user can proceed to the specific pages quickly.
Self-defined Forms & Workflows	
Self-defined Forms	<p>Support user-defined document types and forms for data collection, enrollment, request & reply and review & approval purposes; examples are request form, registration form, survey form, complaint & suggestion form etc.</p> <p>Support different search criteria according to document type.</p>
Self-defined Workflows	Support defining different workflows according to document type and group. For multiple-stage workflows, the user can define different response types for each approval step, such as for approval, comment and info only.
E-Document	Support user-defined format, signing & issuing of E-document.
Electronic Signature	Support handwriting E-signature.
Document Library	
Structure & Control	Support the definition of the document library structures and management of document versions, check-in & check-out, access rights and access logs.
Knowledge Classifications	Allow user-defined knowledge classifications for document indexing.
Document Searching	<p>Allow to search and view the documents by names, knowledge classifications, key words or full-text;</p> <p>Allow to search and track documents of different formats including word, excel, ppt, pdf., etc.</p>
On-line Reading	Support on-line read-only mode to prohibit copying.
Communication Tools	
Address book	Provide the address book for internal users and external contacts.
Announcement	Allow approving, publishing, viewing, commenting and tracking of all announcements related to the current user. Users can also locate specific announcements by search criteria.
Meeting	Support the management of the entire meeting process including the meeting logistics, task assignment, participation, meeting minutes and other documents.
Discussion Forum	Provide the effective discuss forum for employees to communicate. Each user can post a topic and solicit comments from others. The admin users can block the unreasonable comments.

Chat	This instant communication tool allows one-on-one chatting or multiple users chatting. Each user can send text messages, pictures and attachment files to all participants using the Chat function. The system supports viewing and tracking of all on-line chat threads, as well as chat privilege control to avoid unnecessary disturbs.
eSurvey	
Question Pool Mgmt	Allow user-defined question pools, question areas and questions
	Allow different questions linked to different business objects
	Allow different questions having different scoring methods
eSurvey Setup	Allow eSurvey setup with mandatory and/or discretionary participants
	Allow eSurvey setup with response control
	Allow eSurvey setup with timing control
Measurement Mgmt	Allow user-selected measurement questions
	Allow user-defined measurement cycles
	Allow user-defined measurement sets
Display Mgmt	Allow user-selected display sets
	Support multiple instances of real-time display components
Employee Portal	
Profile & Delegate	Personalized settings such as personal password, delegation, my menu etc.
Mobile Office	
Mobile Office	<p>Provide mobile APP for the experience of works approving, viewing & tracking and instant communications anywhere and anytime. The APP supports both Android and IOS systems.</p> <p>With mobile APP, the managers can approve the announcements, document flows, expenses, timesheet s and all other kinds of business items such as contracts, orders, projects etc. The employees can read the company announcements, participate in the discuss forums, send & receive instant chatting, view/modify/submit different business items including timesheet, clients, contracts, deliverables, projects etc.</p>