



What to search



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Documents

Org Chart

Product/Services

Pro

Pro

Pro

Navigation > Dashboard

Dashboard

All-in-one management

489

New Projects



236

Pending Projects



\$ 185

Total Cost



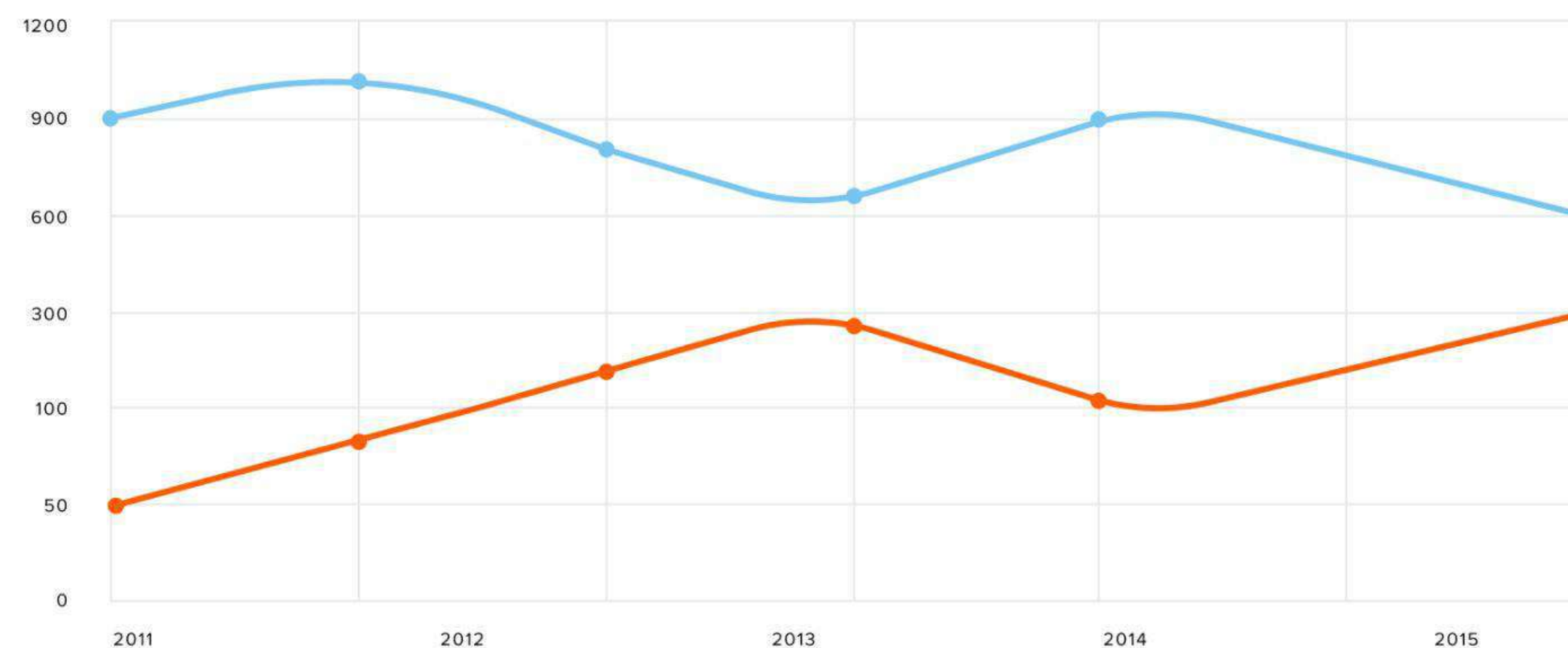
\$ 900

Total Cost

Yearly Earning

Earnings trend of past years

Export CSV



Earnings \$

Sales



Sales Analytics

March 2017

\$ 24561 ↑



Bandwidth Usage

March 2017

50 GBs

Earning Report

Detailed Earning Report

July

Recent Coments

Latest Comments on users from Material

Michael Jordan

INTRANET

An intranet is a mini private network that allows the employees of a business to communicate within themselves conveniently.

Benefits of Intranet

- Boost productivity and communication
- Incorporated and paperless distribution
- Save time and reduce cost
- Increases collaboration and team spirit

INDEX

BASIC

Dashboard

Loaded with recent updates from the various module

Contact Directory

To keep track of contacts and display them to members

Document sharing

Full featured document management module that has a Google docs like feel.

User module

Full featured user management module

Knowledge Base

To keep track of faqs, useful link and display them to members

Support

To keep track of faqs, useful link and display them to members

Organization Chart

Drawing your department hierarchy into flow chart

PRO

Product & Orders

Full featured product & order management module

Classifieds

Drawing your department hierarchy into flow chart

HR Requests

Full featured HR request management module

Jobs

Full featured jobs / job applicant management module

Meeting Room

Full featured meeting room management and its booking

Mail Module

Enables the sending & receiving of emails from Intranet itself

Timesheet

Full featured timesheet management module

News & Events

To keep track of news and display them to members

Polls

Full featured voting system in which members can vote against the poll

Chat Module

For real-time communication between the members

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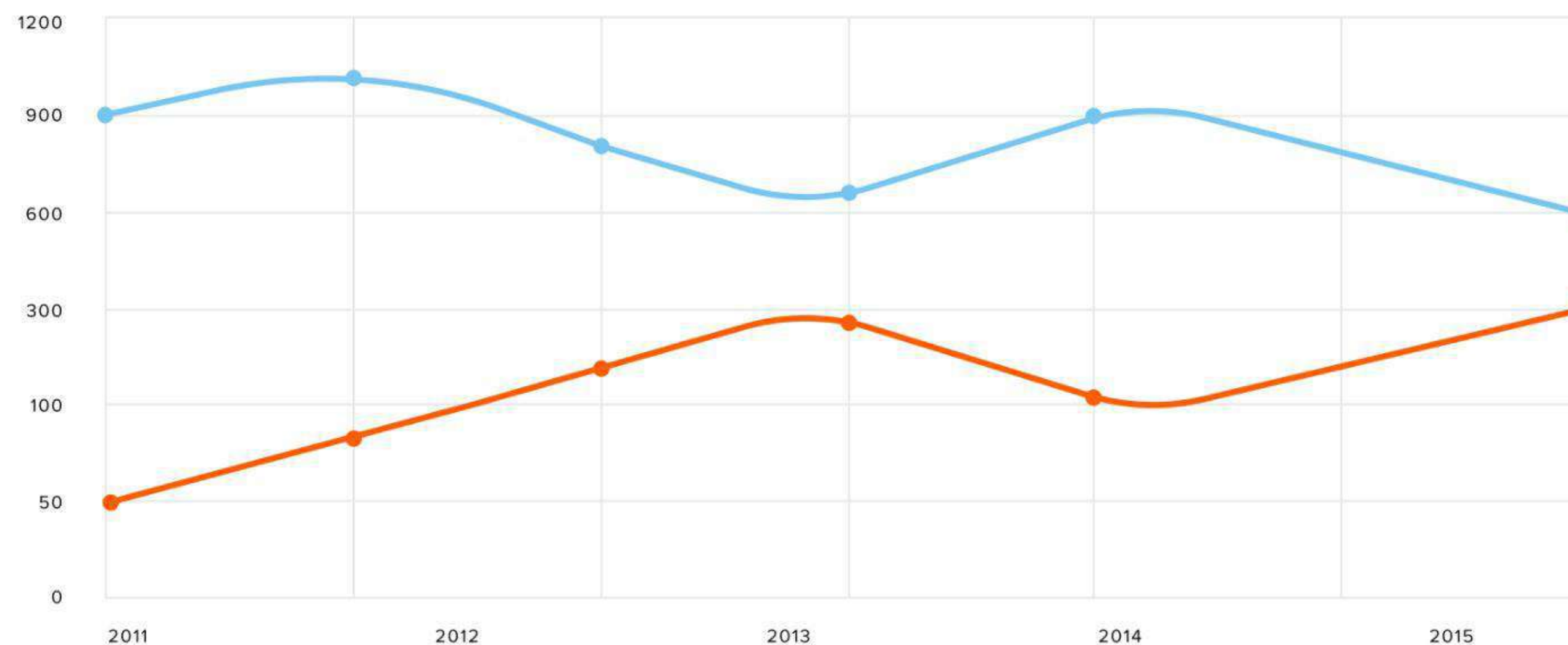
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Michael Jordan

DASHBOARD

The events widget displays upcoming events like panels. The upcoming birthday widget displays upcoming employee birthdays. The newcomer widget displays new employees who have joined the company.

The organization chart draws your department hierarchy in a flowchart form with the department head. Users can easily navigate from the chart to a list of employees in a particular department.

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Navigation > Contacts

Contacts

Manage your connections

Search Contacts



New Contact

Id	Name	Designation	Phone	Email	Action
1	Airi Satou	Sales Manager	04 4567 66 Ext 248	airi@email.com	
2	Cedric Kelly	Office staff	050 123 45 67	cedric@email.com	
3	Dai Rios	Marketing Executive	050 123 45 67	Dai@email.com	
4	Martena Mccray	Sales Manager	04 4567 66 Ext 248	airi@email.com	
5	Angelica Ramos	Plant Manager	04 4567 66 Ext 248	cedric@email.com	
6	Martena Mccray	Project Lead	050 123 45 67	Dai@email.com	
5	Angelica Ramos	Plant Manager	04 4567 66 Ext 248	cedric@email.com	
6	Martena Mccray	Project Lead	050 123 45 67	Dai@email.com	
5	Angelica Ramos	Plant Manager	04 4567 66 Ext 248	cedric@email.com	
6	Martena Mccray	Project Lead	050 123 45 67	Dai@email.com	
5	Angelica Ramos	Plant Manager	04 4567 66 Ext 248	cedric@email.com	

CONTACTS

The contact directory module is a full-featured contact management module that keeps track of contacts and displays them to members. It supports category management.

What to search

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Navigation > Documents

Documents

Organize your files



- Administration
- Private
 - Public
 - Store
 - New
 - Operations
 - Human Resources
 - Recycle Bin

- Downloads
- Survey forms
- Company profile
- Marketing Documents
- Data
- Application forms

DOCUMENT SHARING

The document module is a full-featured document management module with a Google Docs-like feel. It fulfils the need for an integrated file management module supporting role and user-based security. This module protects documents for safe access and distribution.

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Pro

Navigation > Users

Users

Manage users

Users

Superiors

HR Managers

Departments

Search Users



Users Details

New User

Id		Name	Designation	Phone	Email	Action
1		Airi Satou	Sales Manager	04 4567 66 Ext 248	airi@email.com	
2		Cedric Kelly	Office staff	050 123 45 67	cedric@email.com	
3		Dai Rios	Marketing Executive	050 123 45 67	Dai@email.com	
4		Martena Mccray	Sales Manager	04 4567 66 Ext 248	airi@email.com	
5		Angelica Ramos	Plant Manager	04 4567 66 Ext 248	cedric@email.com	
6		Martena Mccray	Project Lead	050 123 45 67	Dai@email.com	
7		Angelica Ramos	Plant Manager	04 4567 66 Ext 248	cedric@email.com	
8		Martena Mccray	Project Lead	050 123 45 67	Dai@email.com	
9		Angelica Ramos	Plant Manager	04 4567 66 Ext 248	cedric@email.com	
10		Martena Mccray	Project Lead	050 123 45 67	Dai@email.com	

USERS

The user module is a full-featured department/client/department-wide user management module to keep track of departments, users and clients. This module enables the HR manager to be assigned to the company and the superiors to the employees. It supports setting the department head and adding employee photos, contact details, personal details, family details, official details, bank account details and documents.

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Navigation > Company > FAQs

Frequently Asked Questions

Answer to the most common questions

How about the legal side – Non-Disclosure Agreements, Contracts, etc.?

Yes, naturally both are available and even more. This helps to keep our business relationship transparent, safe and organized.

With every project we take on there are always:

Detailed proposal incl. deliverables, scope of work, time and cost

■ Invoice

■ Terms and Conditions

■ Non-Disclosure Agreement

■ Project site map

■ Layout cut

■ Visual draft

General FAQs

Support Ticket

Leave Management

Product & order

I don't know exactly what my requirements are. Can you help me?

What if I want upgrades in the future or changes to a web project that has been developed by you or another agency?

Do you provide hosting too? Can I use my preferred web host but have the site built by you?

Do you optimize websites for search engines (SEO)?

What services do you offer?

What technologies do you work with?

KNOWLEDGE BASE

The FAQ module is a full-featured FAQ management module that tracks FAQs and displays them to members. It also supports category management.

The valuable links module is a full-featured link management module that tracks useful links and displays them to members. It supports category management and department-wide link filtering.

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Support

Support Request Management

Requests

Categories

Agents

Support Requests

Requests details

All

Resolved

Pending

Cannot be resolved

Export CSV

Id	Requested by	Title	Category	Date	Status	Priority
1	Airi Satou	Sales Manager	Product	05-10-2018	Pending	Medium
2	Cedric Kelly	Office staff	Sale	05-10-2018	Cannot be Resolved	High
3	Dai Rios	Marketing Executive	Marketing	05-10-2018	Resolved	Medium
4	Martena Mccray	Sales Manager	Trading	05-10-2018	Resolved	High
5	Angelica Ramos	Plant Manager	Products	05-10-2018	Pending	Medium
6	Martena Mccray	Project Lead	Sales	05-10-2018	Resolved	High
7	Angelica Ramos	Plant Manager	Sales	05-10-2018	Pending	Normal
8	Martena Mccray	Project Lead	Sales	05-10-2018	Cannot be Resolved	High
9	Angelica Ramos	Plant Manager	Sales	05-10-2018	Pending	Normal
10	Martena Mccray	Project Lead	Sales	05-10-2018	Resolved	High

SUPPORT

The support module is a full-featured support ticket management module that keeps track of support tickets raised by members and their processes. It supports category management and helps with desk agent assignments. The support ticket category is assigned to the help desk agent so these agents are responsible for resolving the tickets that fall under this category.



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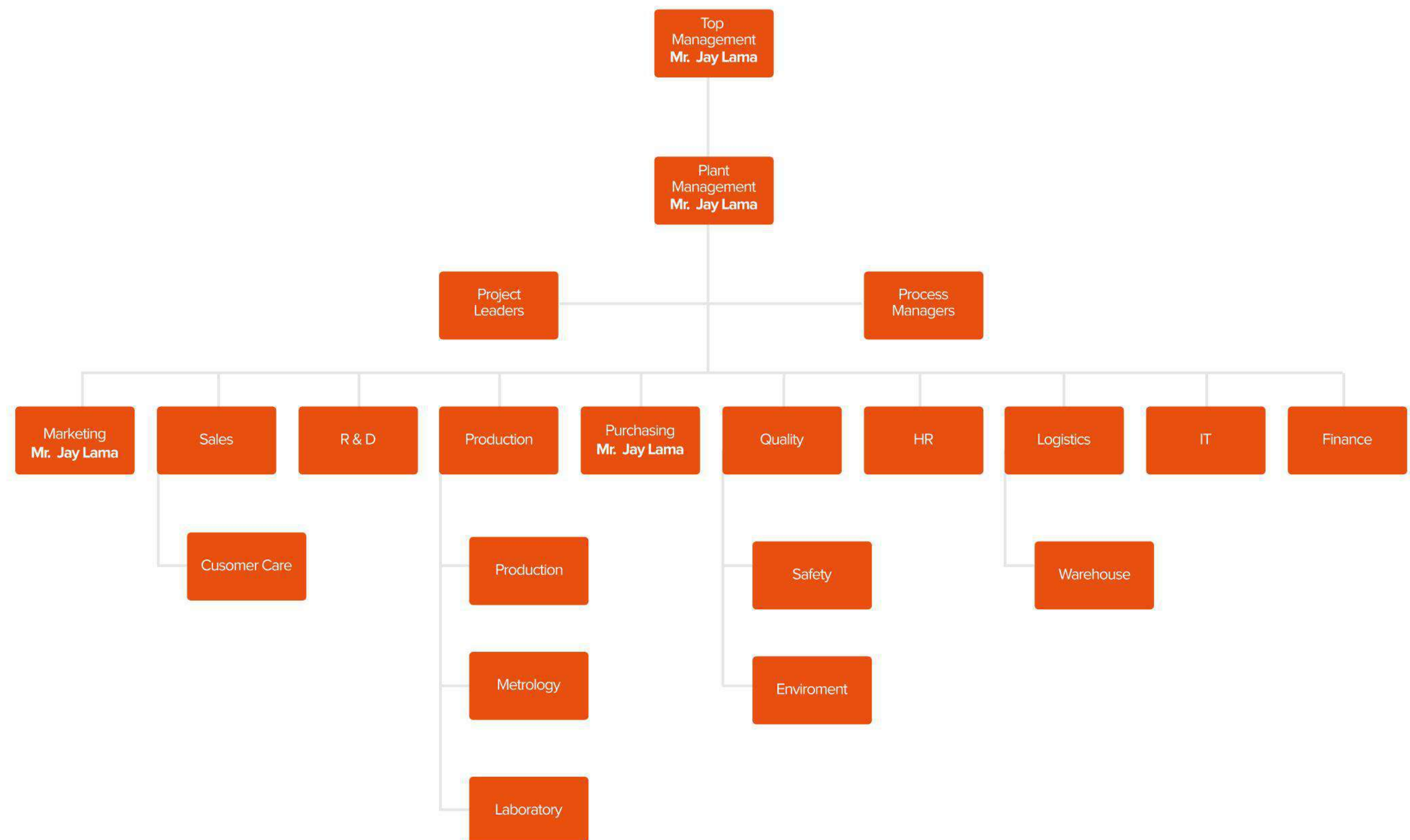
Pro

Navigation > Org Chart

Organization Chart

Full organizational hierarchy and structure

Org Chart



ORGANIZATION CHART

The organization chart is for drawing your department hierarchy in a flowchart form with the department head. Users can easily navigate from the chart to a list of employees in a particular department.

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