INTRODUCTION OF ELECTRONIC OFFICE SOLUTIONS MOFFICE 2.0

VIETTEL GROUP - VIETTEL TELECOM CORPORATION

Say it your way

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1. INTRODUCING SOLUTION

INTRODUCING MOFFICE 2.0 SOLUTIONS

Electronic office solutions MOFFICE 2.0 is a software system for managing, operating include missions :

  1. Document managing: received & sent text.

  2. Managing the signing process of writing texts.

  3. Job managing.

  4. Managing meeting & car traveling schedules.

  5. Managing library, directory.

  6. Digital signature, email, SMS integrated.

INTRODUCING MOFFICE 2.0 SOLUTIONS

Electronic Office MOFFICE 2.0 includes versions base on web platform and SmartPhone, Tablet devices (iOS, Android):

1. Web platform: serve the audience of employee, clerical clerk, assistant.
2. MOFFICE version 2.0 on mobile devices: serve manager and leader as hierarch.

MANAGING RECEIVED AND SENT TEXT

MISSION :

1. Managing received & sent texts : received, storage, transmiss texts.
2. Research, statistics, report text.
3. Handling texts: to get leader opinion & directions and assign to person handle the text.

ADVANTAGES :

1. This is a tool for staff in the agency receiving and processing texts.
2. Exploiting, searching the text serves work quickly and accurately
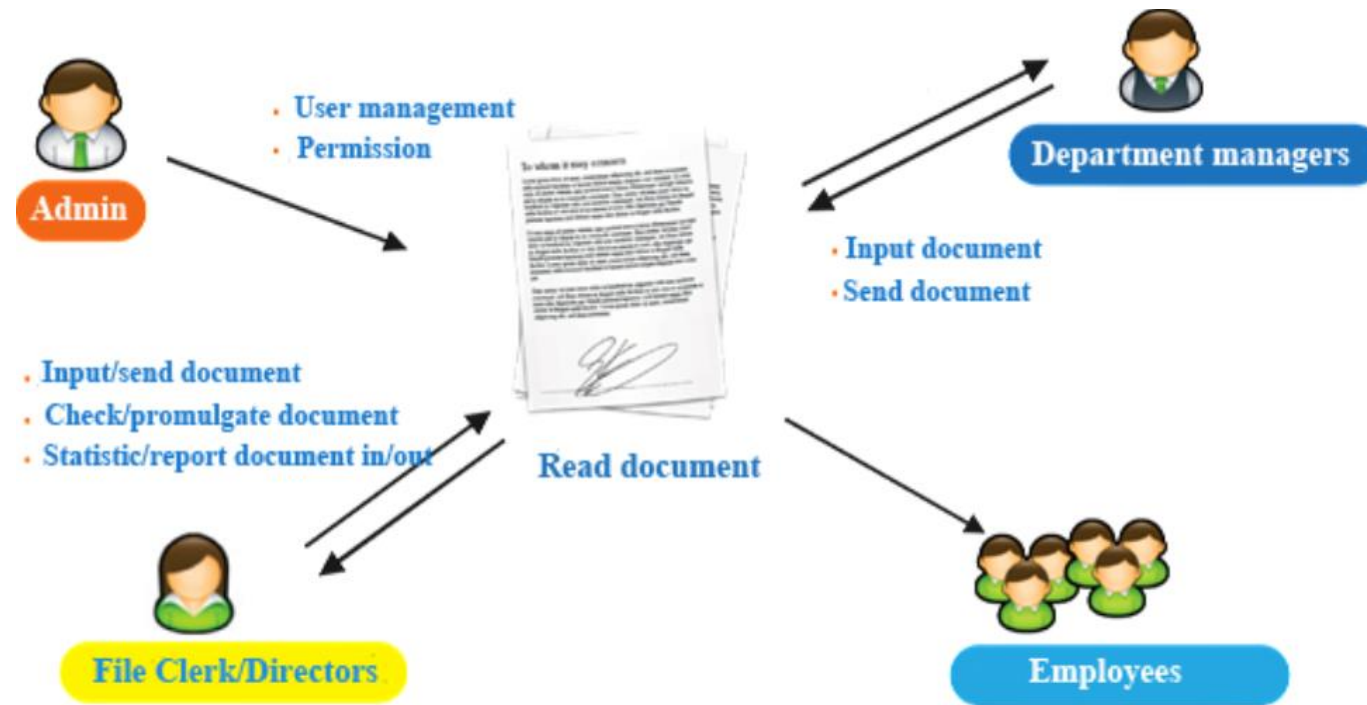
MANAGING TEXT SIGNING PROCESS
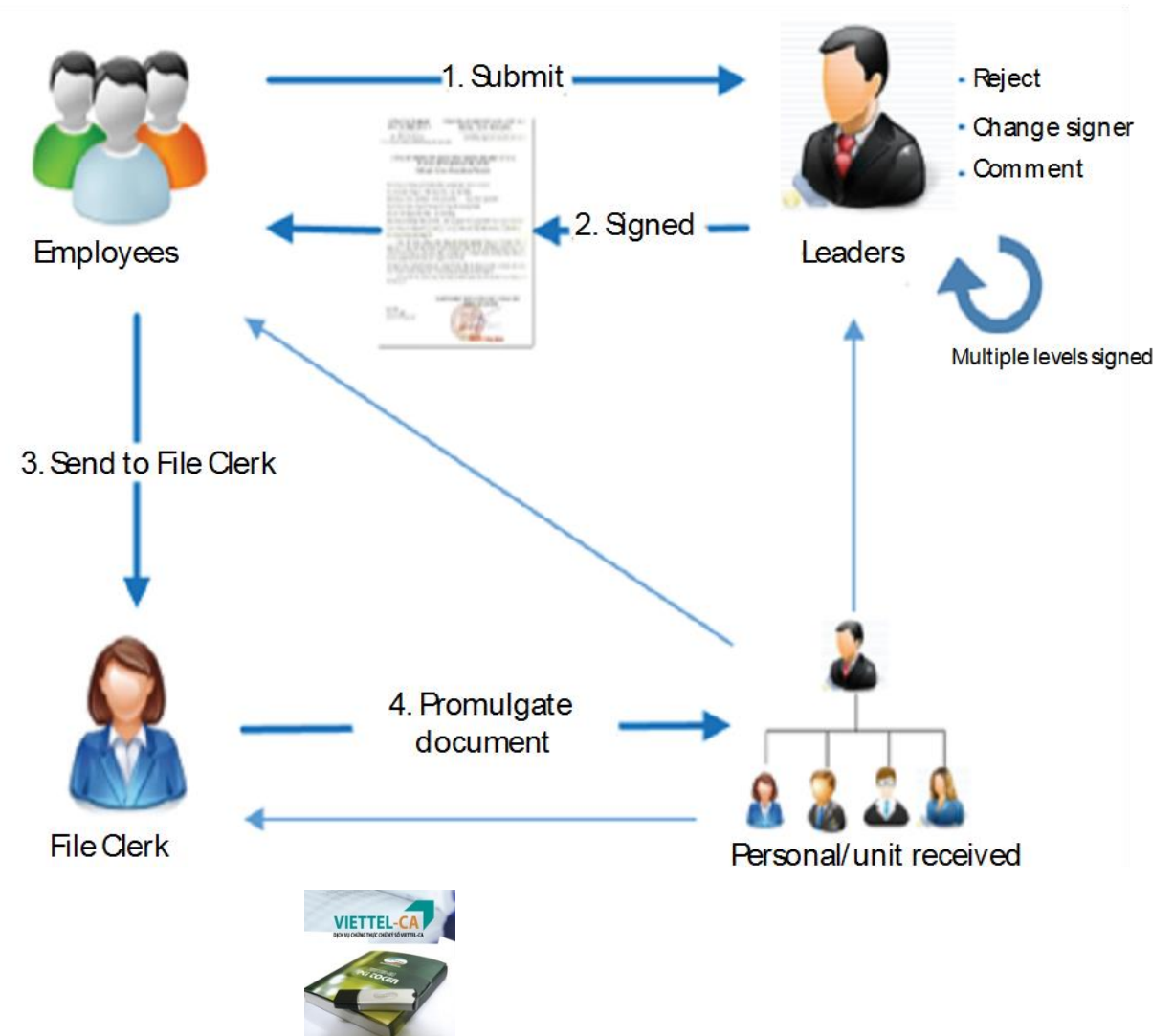
MOffice 2.0

MISSION :

- ❖ Signed text flow definition
- ❖ Managing the text sign process.
- ❖ Displaying text that is waiting to be signature submitted on the workspace.
- ❖ Integrated digital signature CA.

ADVANTAGES :

- ❖ The dynamic signing process.
- ❖ Convenient for text processing to the levels.
- ❖ Digital letters to be authenticated, ensure safety and security are certified
- ❖ Ensuring legal validity of texts.

Employees
1. Submit
Leaders
- Reject
- Change signer
- Comment

2. Signed

Multiple levels signed

3. Send to File Clerk

File Clerk

4. Promulgate document

Personal/unit received

VIETTEL-CA

MANAGING WORKS

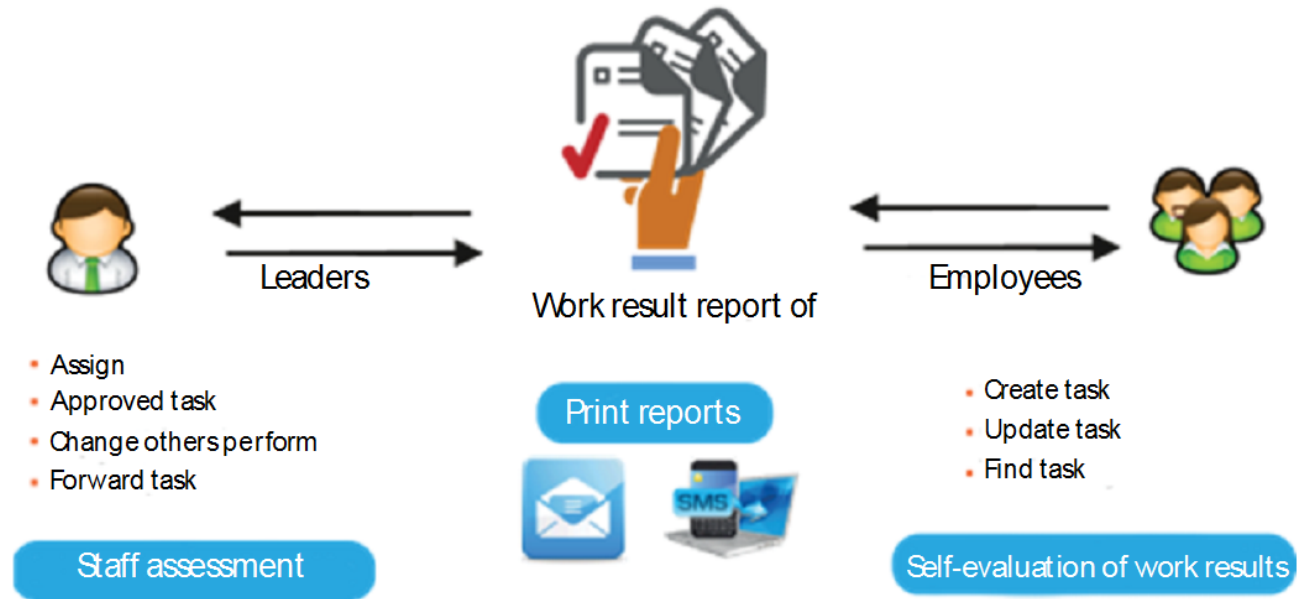**MISSION :**

❖ Creating and assigning works.

❖ Handling, controling assigned work.

❖ Approving of results, appreciating, grading, reporting.

❖ Remind works

ADVANTAGES:

• *Easy work tracking, person & departments managing*

• *Contacting the processes of handling work between departments and individuals to help track the efficiency of individual, department ' work in different levels*

• *Flexible reportation*

Leaders

Work result report of

Employees

- Assign
- Approved task
- Change others perform
- Forward task

Print reports

- Create task
- Update task
- Find task

Staff assessment

Self-evaluation of work results
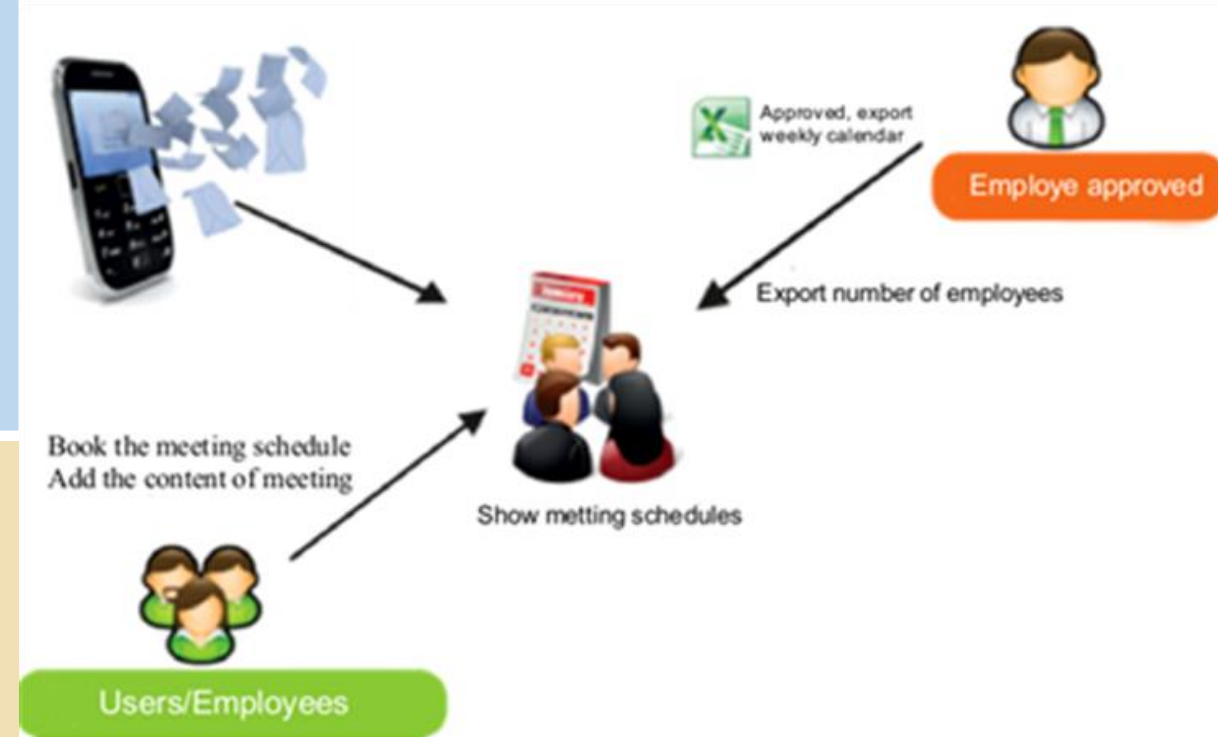
MANAGING MEETING SCHEDULES

MOffice 2.0

MISSION :
1. Registering, changing, delaying the meeting schedule.
2. Approving of the meeting schedule.
3. Noticing of the meeting schedule via: sms, email, reminder.
4. Show day, week, month calender .
5. Show week schedule of persons & leaders.

ADVANTAGES:
1. Arranging the meeting schedule easily, conveniently and quickly.
2. Automatically send email/SMS reminder to individuals.
3. Following up the meeting schedule .
4. Integrated with Microsoft Outlook calendar program, and on the popular operating system platforms on mobile devices such as iOS, Android, Blackberry OS.


Book the meeting schedule
Add the content of meeting

Users/Employees

Show metting schedules

Approved, export weekly calendar

Employe approved

Export number of employees

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MANAGING LIBRARY

MOffice 2.0

MISSION:
❖Library of specialization: support the review of electronic documents stored on the system.

❖Electronic directory of office, providing whole system -wide directory for the office.

❖Announcement: support to create the announcement quickly sent to all employees in the office.

ADVANTAGES:
• Fast & accurate.

• Visual, easy to manipulate.
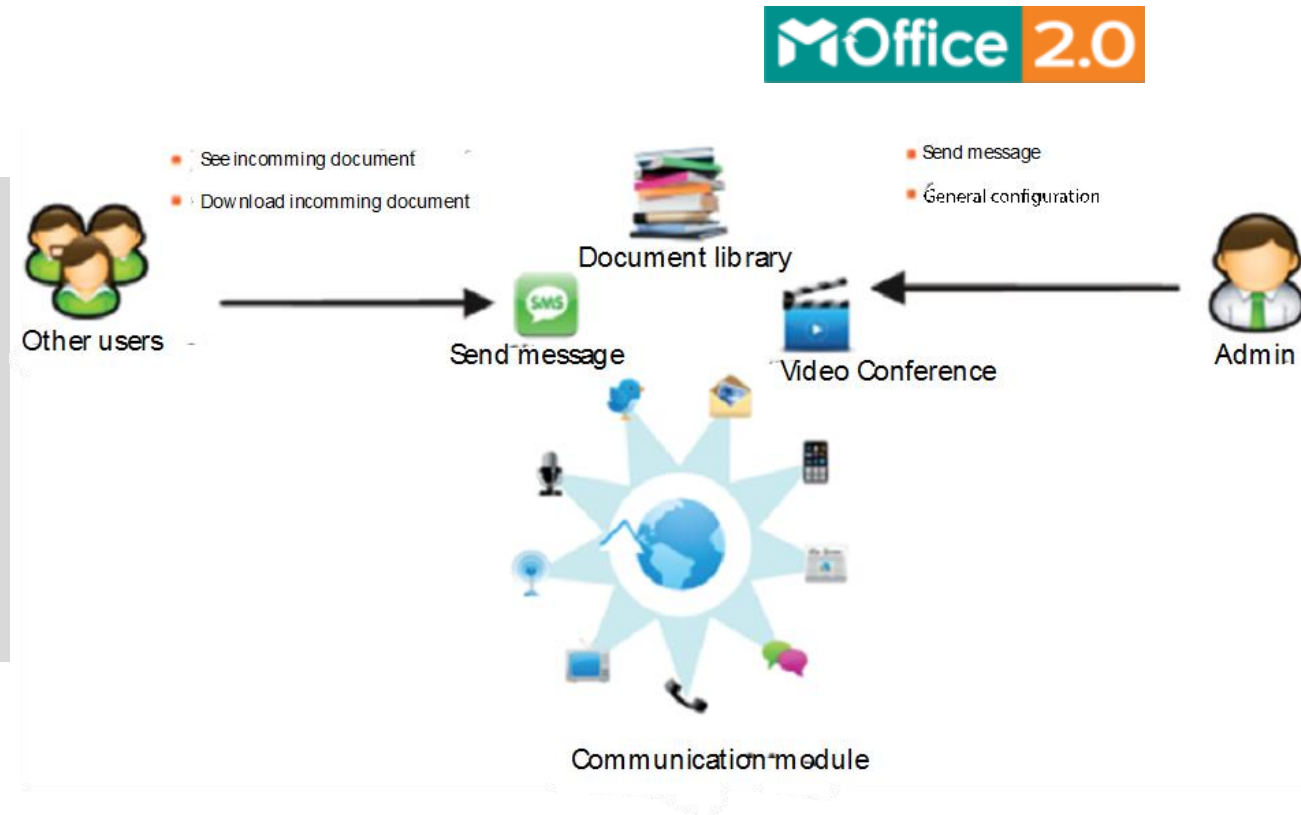
INTEGRATION AND EXTENSION

✓Integrated email features.

✓Integrated SMS features.

✓Integrated CA digital signature.

✓Mobility: Smartphone, Tablet.

✓Integrated devices: Scan.

✓Providing the API to easily expand the system, and integrate with other systems.

2. DEPLOYMENT BENEFITS

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DEPLOYMENT BENEFITS FROM mOffice 2.0

MOffice 2.0

| INCREASING THE EFFICIENCY OF ADMINISTRATIVE & CLERICAL WORK | ⇒ | IMPROVING THE QUALITY OF WORK | ⇒ | REDUCING COSTS, STRENGTHEN GOVERNANCE |

INCREASING THE EFFICIENCY OF ADMINISTRATIVE & CLERICAL WORK

❖ *Information about the texts, job profiles, work schedules of all the departments in the company are managed throughout, comprehensive and unified.*

❖ *Ability of easily integrated with digital equipment and software systems in the agency.*

❖ *Flexible dencentralization in many levels to users, high security*

IMPROVING THE QUALITY OF WORK

❖ *Exchanging informations be quickly and accurately*

❖ *Shortening the time of job processing.*

❖ *Increasing the efficiency of using office'S resources.*

❖ *Responding large amounts of data, simultaneously multiple users, optimal performance*

REDUCING COSTS, STRENGTHEN GOVERNANCE

❖ *Reducing the cost of buying paper, printing..*

❖ *Reducing the time of storage, transporting dispatch.*

❖ *Wide up the working space*

❖ *Many choices of lively, diverse reports.*

3. DEMO APPLICATION

THANK YOU

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