

CSM Technologies

Proposal for Design, Development, Implementation and Maintenance
of **KWANTIFY**

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Version 1.0



KWANTify

enterprise management portal

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1 Executive Summary

Leading portal practitioners have learned important lessons in sponsoring and implementing their enterprise portal efforts. These lessons are organized around a common theme: Implementing an enterprise portal is an ongoing effort that can be directly linked to the enterprise's business goals. With the right implementation, an enterprise portal provides a flexible way to improve information delivery at a lower cost and aligns IT resources in support of the changes businesses must make to add ongoing value. CSM has researched over 50 enterprise portal implementations through in-depth discussions with IT and Line of Business executives to identify and benchmark the economic benefits resulting from their portal implementations.

Kwantify also known as the "Enterprise Management Portal" provides a system wherein all business processes which may be used in an organization, can be integrated, utilized, maintained, managed and most importantly used. In other words Kwantify is an opportunity to e-organize your business literally.

2 Requirements

Whilst many organizations are slowly recognizing the value that knowledge and insight can add to their business, also many are still struggling with the management of the knowledge work force. We all acknowledge that the monster manager is likely to destroy any potential that employees, and subsequently the organization as a whole, may have.

Kwantify - a knowledge management and productivity tool make sure that all facets of business process are adequately captured within its framework and enable organization specific approval system, electronic documentation and records management. This framework supports rapid configuration of a wide range of systems including collaborative networking, sharing documents, knowledge acquisition and knowledge representation, and also various combinations of mind sharing technologies.

Kwantify framework serves as a robust enterprise platform for managing people, applications and systems in any routine business processes and provides significant competitive advantages. The frame configures tailor made approval system to perfectly fit any organization's changing management needs. The overall systems architecture is presented in terms of a heterogeneous collection of systems providing a wide range of application functionalities like knowledge tool, communication tool, hr tool, accounts tool, facilitation tool, purchase tool & administration tool

2.1 Expected Outcomes

CSM expects that Kwantify should provide an IT enabled business solution that supports the automation of all office and business administration process along with applications to monitor productivity and enhancing the knowledge base of the organization.

The expected outcomes are as follows:

- Common database: uses a common database for storing and retrieving information of all sorts whenever required.
- Secured access: information stored inside can be accessed and used only by a set of users who have the required rights. Even with a user id and

password, information graduates within the grades in the organization and hence in the system.

- Automated mechanisms: reduces running around time to process a document enabling administrative processes to be solved at the desktops.
- Varied reports: exemplary number of reports from each module supports decision making processes.
- Expandable: Kwantify can be extended according to the organizations' requirement with no further programming changes.

2.2 Problem Solving Tools

Most intranets operate on a very ambiguous platform touching superficially the basic needs of an organization, with little consistency and navigational support. Kwantify works differently in manoeuvring business processes not only to get into the luxury of informative needs but also to suit employees according to their access to such information.

Achievement comes in terms of a more user-friendly approach to look-feel of the product. People more-easily recognize their location and places of reach in the portal—no small feat when navigating a large information space. By integrating services and presenting personalized snippets on the initial screen, intranet portals also reduce the need for users to browse far and wide to obtain needed information, thus making it easier for them to perform their jobs.

Naturally, Kwantify extends to include a unified security environment, including single sign-on that frees users from constantly having to enter usernames and passwords. Realizing this approach pays dividends: today most help desk calls concern lost passwords. Furthermore multiple logins disrupts users.

3 Proposed Solution

3.1 Summary

Kwantify would allow your organization to make processes and knowledge generation streamlined and transparent. Anyone who can use Microsoft Windows and can browse the internet will have no problem using this system. Entirely database driven, Kwantify is incredibly robust - making it suitable for sites ranging from low traffic, small business sites to large corporate sites requiring hundreds of updates daily. Kwantify can help streamline your content updates without much of an effort. Kwantify is accessible via a password protected secure administration area - wherein each user is provided with a unique username & password of his own

3.2 Users

We foresee two types of the system:

3.2.1 Administrator

Kwantify is managed back stage by a **Super Administrator** who is responsible for running the show throughout the organization. This administrator has rights over and above the users and sector or location administrators (if any) in your company.

Depending on the proliferation degree of your company, you decide the division of your administrators. In other words, an SME can have just administrator whereas a bigger unit may have one for each department. The nomenclature depends on how you want to name them!

Once the system is installed, either the network administrator or the system administrator of your organization has to create the first user of Kwantify - The Administrator. This person would be responsible for carrying the system forward. This process again is accentuated with a user friendly wizard who asks you question specific to the role of the first user (the administrator).

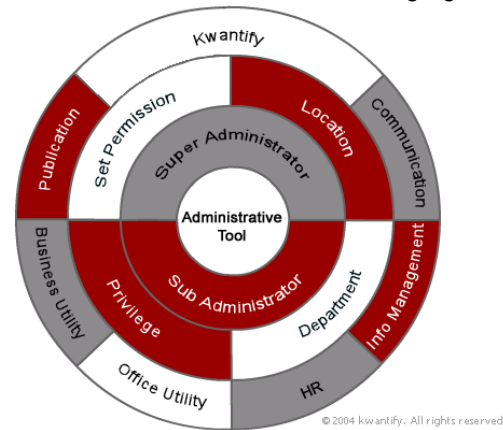
3.2.2 General Users

Kwantify runs with unique user identification for each user. These users who assign themselves a password and use Kwantify are the Users of the system. A user is generally created by an administrator who is also responsible for giving rights to the former to view and use Kwantify.

As access to information is different for different people, Kwantify also has rights to segregate people with. Users can have filtration of information by way of their **hierarchy** set while constructing your organization in Kwantify. Also users may have different rights for information. Kwantify differentiates these accesses to information by providing few users with only 'view' rights, few with both 'add & view' and the rest with 'manage' rights. In other words, **you can alienate information according to grades of an employee in the organization.**

3.3 Frame Work

A knowledge management and productivity tool is the outcome to the challenging business need that ensures improved planned activity that flows from documenting standardized and agreed-on practices, to enhance efficiency and productivity. By providing customized workflow solutions we make possible corporate meet their business objectives.



This promotes sharing and use of knowledge such as ideas, expertise, best practices within organization and facilities customized process to help improve organizational performance.

This tool allows knowledge mapping, knowledge sharing, text mining, document management, collaboration, surveys and workflow process management to make certain information reaches the appropriate person at the right time.

This Tool makes sure that all facets of business process are adequately captured and also enables organization specific approval system, electronic documentation and records management. This framework supports rapid configuration of a wide range of systems including collaborative networking, sharing documents, knowledge acquisition and knowledge representation, and also various combinations of mind sharing technologies.

This tool serves as a robust enterprise platform for managing people, applications and systems in any routine business processes and provides significant competitive advantages. The tailor made approval system to perfectly fit any organization's changing management needs. The overall systems architecture is presented in terms of a heterogeneous collection of systems providing a wide range of application functionalities like knowledge tool, communication tool, hr tool, accounts tool, facilitation tool, purchase tool & administration tool.

The Administration part along with its tools creates an organization for Kwantify, right from creating users and departments to facilitating them with various roles and responsibilities, throughout it. Imagine an organization with diversified areas of operations spreading across the globe! And imagine the whole organization enclosed within Kwantify for all its interactions! All this is possible, because of the Administration of the system.

3.3.1 Manage Country/Locations

The first thing that the Super-Administrator has to do to configure Kwantify Portal is creating the Office Locations. This is very much essential for integrating the office timing of different office locations. While creating the countries, the Super-Administrator is asked to select the time zone as this is required for synchronisation of office timings in different geographical locations.

3.3.2 Manage Hierarchy

Kwantify allows the Super administrator to create the top level hierarchy in the office. This top level hierarchy is called "Location" by default but the SA has the

right to change it to some other nomenclature as per the convenience of the company. While creating the First level of hierarchy, the system asks the Administrator to select the hierarchy level of that particular level. The SA can select the hierarchy level to be one level, two level or three levels. The SA can also assign an Administrator for the particular hierarchy level in this section. Once the Sub-Administrator is created for the particular level, he can manage the sub-levels.

3.3.2.1 Manage Sub-Levels

The Super Administrator can manage the sub-levels of any particular hierarchy. Also if a sub-administrator is assigned for the top layer, he can also manage the sub-levels. Managing sub-levels is to create sub layers and assigning sub-administrators for the sub-layers.

This way the responsibility of the administrators can be further minimised by creating sub-administrator in each levels. The Higher level administrator can overwrite any changes made by the sub-administrator, but the reverse is not true.

3.3.3 Manage Links

After creating the structure or hierarchy for Kwantify, the role of a Super Administrator, is to provide the users of the system to various facilities, present in the system, with different access permissions. These facilities, in Kwantify are known as 'Business Processes or Functionalities'. In 'Manage Links', the SA designates these business processes and gives them a name and space in Kwantify that suits the organization.

There are two types of links to designate a business process with - Global Link (which gives a space to a business process) and Primary Link (which gives a name to the business process). Apart from this, the SA also assigns the set of links (global and primary) to users with different rights of accessibility.

3.3.3.1 Manage Global Links

In any kind of a system, there is a space to locate a specific business process/application /functionality. In Kwantify, it is called a Global Link. In other words, these are the links within which a user finds a business process.

Global links are generic to an organization. Therefore, an SA has the privileges in Kwantify to create or name its own Global links for the organization.

The SA makes a study of all business processes embedded in Kwantify vis-à-vis the requirement of all users. After the report is framed, he/she names the Global links according to the business process (s), it would contain. The global links can also be created for a particular Department or a group of users.

3.3.3.2 Manage Primary Links

As Global link becomes the place where you locate a business process, the primary Link can be the name by which you address the business process.

Apart from allocating a name, the super administrator also decides the nature of operation the primary link would exhibit. This means, the organization may/may not be using a separate web interface for some of its operations. If, they are, the

SA tags the primary link name to 'External' type of function and mentions the browser to which the link name should point.

In case, the organization would be using an operation (or business process), embedded in Kwantify, the SA points the primary link name to 'Internal' and chooses a functionality to use the business process.

3.3.3.3 Assign Links

The links are now created. However, users would not be able to operate on a link until, they are assigned to it. In other words, a link needs to be tagged to users, to be used by them.

Tagging user (s) to a link requires to give special rights to the group of users like - view, add or manage. With 'view' rights, the users can only see; with 'add' rights, they can add and; with 'manage' rights they can edit/modify also.

In case, users are not yet created, while assigning links, the SA has to first create users and then come back to assign link to the users.

Assigning links feature is available to all administrators, as this is related to the user Management section. The SA can assign links to anyone in the organisations where as the sub-administrator can use this feature to assign links to users in their own area only.

3.3.4 Manage Users

Managing User consists of - User Profile, Set Permissions and Group. In this console, the administrator updates a user profile, gives permissions for using business processes, assigns additional responsibility and may/may not enrol a user as a member of a group.

As the administrator updates a user profile, the applicant becomes a member of Kwantify, with specific information about his/her profile.

A user is entitled to operate on certain business processes, having higher rights in some and lesser in others. The administrator at 'Set Permissions' permits these rights.

3.3.4.1 User Profile

A new user's profile reaches the administrator at the request console. This profile is entered by the applicant himself/herself at 'New User' at the 'Login' page of Kwantify.

Once updated by the administrator, the applicant becomes a user of Kwantify.

As the administrator updates a profile, along with it, he/she allocates the reporting authority for the user and certain other responsibilities. He can assign three reporting authorities for a particular user.

3.3.4.2 Set Permission

To operate the business processes embedded in Kwantify, a user needs to have specific permissions (view/add/manage) for each.

The Administrator does this for his/her own location.

Whenever any user is created the default permission for all the links created globally or for the user's department is assigned to the user. The administrator can use this tool to overwrite the default permissions.

3.3.4.3 Manage Groups

In Kwantify, a group is defined to act on certain policies and business processes, and be eligible to certain privileges. Group reflects a team of members having a common function (job responsibility) irrespective of location, department or sub-department they belong to.

The members of the group (s) can be from any department and location

3.3.5 Roaming Access

The users who are travelling frequently can access Kwantify from remote locations if Kwantify is running on a server that has static IP. They can access different modules like attendance, mail, leave etc.

If somebody is accessing Kwantify from outside the office intranet, it is very necessary to secure the data that is travelling from the Kwantify server and the client.

While Registering in Kwantify the user can opt for roaming access feature so that he can access Kwantify from outside the office premises (LAN). In that case no information would be stored on the client machine to ensure that access to Kwantify is secured.

The second advantage of Roaming access in Kwantify is that the system won't allow any user to login to Kwantify who don't have the roaming access feature enabled. This prevents mis-utilization of Kwantify by users.

The system administrator can give the Roaming access privilege to some users who frequently travel so that those users can put their attendance as well as use Kwantify to share information.

The system administrator has to configure Roaming access feature by giving the internal IP range of LAN in the office network. The administrator does not have to give internal IP of each computer in the office LAN. This information is necessary for each location.

The Location Administrator can configure the Roaming access of his/her location whereas the super administrator can configure the RA of all locations.

3.3.6 Request Console

To maintain a level of gate keeping in Kwantify, the users are not entitled to certain privileges like creating hierarchy, adding projects etc. Also, a need to address to the grievances of users and to give an eye to their suggestions was necessary. Request console fulfils these necessities, by being a mailbox, wherein the administrator of the system at the location receives all such issues addressed by the users. These requests are checked and necessary action taken on them, subsequently by the administrator. These requests are generally forwarded to the administrator by the user's higher authority thus having a cross check to the authenticity of the request.

The administrators get feedback/suggestions and users registration details from this console.

3.3.7 Personalise Kwantify

A super-administrator can modify the look and feel of the login page to suit the organization's image. Kwantify ensures flexibility of changing not only the colour theme of the page, but also the logo and the company name among others.

To personalize a login page, the console helps in - Colour scheme, Logo, and Header.

In this console, the SA can choose amongst the colour schemes for the login page, change the logo therein, modify the text of the header and change the company name. He can also change the theme of the header in the inner page according to the colour scheme of the login page, if he so desires.

The privilege to personalize the login page is given only to the super administrator to avoid duplication of job at each location.

3.4 Process Tools

3.4.1 HR Tools

The greatest thing about a job is the working culture that inspires not only learning interesting skills, but also to acquire the respectable responsibility that comes with holding a job. One of the benefits of kwantify is in the possibility of building good working culture. This is possible only when everyone in the organization has information on policies, contacts, programs, activities and efforts. The mission of the Kwantify is to ensure that the rights of employees are protected and that the framework promotes a proactive employment information system with focus on events that values relationship, to ensure that an ethnically diverse workplace is achieved.



Employees tool within the framework of Kwantify enables leave approval process with a fully automated system which helps Finance and HR Departments sleep better at night knowing that their leave programs are efficiently managed and accurately tracked. Thumb Rule a storehouse for organizations polices & procedure, an employee database to share information on individual employee's capabilities, an office directory to get in touch with any employee from anywhere. A tour approval system to ensure frontline revenue generators has their approval in time. A process to recognize extra effort, Ex-employee Alumni to keep extended relationship even after an employee leaves the organization. Help Desk to see every employee is at ease while executing jobs. My Link to be on the virtual information highway and feel good with Birthday Wishes, Well Wishes, & Year(s) of Service compliments. What's New to keep everyone abreast of what is happening around? My Album to capture individual reflects that everyday is a day of improvement.

3.4.1.1 Attendance

Cost effective route of bigger profits, created for better manpower efficiency, is available through Kwantify's integrated attendance system. Easy-to-use monitoring of staff attendance, quickly saves vital management time, rapidly reduces administration costs and gives businesses a new competitive edge to the toughest commercial environments. Your system entering time is automatically recorded as your Office time-in and likewise your system logging out time is considered your Office time-out. You can either use the work flow embedded in Kwantify or upload your own biometrically generated attendance report and look for analysis reports on attendance in Kwantify.

The salient Features of the application are:

- Capture employee time and attendance effectively
- Apply complex work and benefit rules consistently via software
- Eliminate manual calculation errors from employee timesheet records
- Schedule work efficiently, avoid unnecessary overtime

- Allocate labour costs to departments, products, clients
- Meet legal compliance obligations
- Use state-of-the-art software to truly automate time and attendance

3.4.1.2 Leave

The Leave module provides comprehensive accounting and management of all leave types supported by an organization. Employee leave may be accrued by individual employee or established as scheduled leave as part of an accrual group, performed on a scheduled date or by employee employment or anniversary date. Leave may also be accumulated and used in either days or hours. With the Leave module, organizations can define up to any number of leave types. Employees can view their leave allowance and apply for different types of leave, which their managers may authorize or decline, all online. The Leave Module is also integrated with our new Absenteeism Tracker, where HR administrators and managers can monitor absenteeism and analyze any cost to their business.

Functions and Features:

- Up to any leave reasons can be recorded for detailed leave reporting.
- Historical leave records may be adjusted or reversed.
- Leave is tracked by individual or scheduled leave accrual group in either hours or days.
- A maximum leave level can be set for each accrual group or individual employee.
- Negative available amounts of leave are allowed with management control.
- Leave days can be accumulated to future use with a maximum limit.
- You can attach or detach the encashment from the leave facility.
- Empowering Employees with self-service, introducing cost and time efficiencies, and relieving HR of day-to-day administration.
- Simplifying Administration by allowing companies to seamlessly enter data around their choices into HR, payroll and other back office systems without time-consuming re-keying. This smart module allows two-way integrated data feeds and is designed to interact efficiently with all major payroll and HR systems, as well as companies' in-house administrative systems.
- Measuring the Financial Impact provides companies with an advanced reporting interface to run a full range of real-time reports. These can help measure and manage trends, as well as highlighting any absenteeism issues within businesses. Cost factors can be applied to various leave and absence types, allowing a company to further analyze the real financial impact of sickness and absenteeism on their business.

3.4.1.3 Claims

The Claims Management System is an application designed to streamline the cost of processing and handling damage and shortage claims for your industry. The software handles all areas of claim management including claimant information tracking, bill information, and claim payments. Claim payments, transmittal receipts, and advance from salary are all tracked by the system and used to calculate the total cost of claims. Using the report formats, claimants can access data on all claims immediately. Managers can query the database for reports on

the most common claimants and current claim liabilities. Multiple claims can be sent / received by multiple users at concurrent timings. The Claims Management System is a total solution for your claims processing requirements.

Some of its features include:

- Stores claimant information which can be added to the system as needed or extracted from current systems.
- Stores in-depth claim information including information on claimants, and the claims applied.
- Claims store shipment, inspection, and status dates, and comments.
- Claims can be assigned status codes (open, closed, paid, etc.) to reflect their current processing status. (All status codes are configurable to suit your organization.)
- A claim tracks both the claim amount and the paid amount.

3.4.1.4 Extra Effort

Using this system employee can apply for working late hours. After such an application is granted, the managers can view the overtime for different employees belonging to different departments. This overtime sheet is specially designed to meet the requirements of your organization and also includes racial discrimination of time and hour tracking. Once you enter the overtime hour the software will automatically calculate the overtime salary. Customization can be done as per the requirement. Our system is a tightly integrated suite of HR and Payroll modules with a price/performance ratio that is unprecedented in the industry. It enables companies to precisely manage all aspects of employee time and attendance. It can operate as a stand-alone software-only system or as part of a complete solution combined with a variety of other options.

Functions and Features:

- Time and Attendance uniformly and comprehensively applies an unlimited number of pay policies to time and attendance data.
- Leave Management is done by accurately logging leave records; benefit time accrues automatically (sick, vacation, personal, etc.) according to an unlimited number of accrual policies.
- Job/Task Tracking by monitoring time spent on assignments to ensure accountability and measure productivity.
- Workforce scheduling by visually organizing staffing needs by day, week, or month to ensure proper coverage and eliminate expensive overstaffing.
- Strategic Reporting by transforming raw data into useful information that provides managers strategic insight into their organizations.
- Messaging is enabled by communication to from managers to employees on the employee home page.

3.4.1.5 Advance Payment

This is a System designed for the effective management of salary advances. The Salary Advance Management System keeps track of the monthly instalments payable on account of salary advances and their subsequent settlement. At the end of the month it also generates some very useful reports on the status of outstanding advances. It is a very easy, flexible and user-friendly advance management process that takes care of all your requirements relating to accounting and monitoring advance processes in employees. The application keeps a track of advances taken against the pay of each employee. In integration with the claim module, this system provides a fool proof interface to Loan/Advance Management.

Salient features of the module:

- Employee Management: Used to define, modify, delete and search an employee.
- Agency Management: Used to define, modify, delete and search an agency.
- Salary Reference Management: To view or create salary scales.
- Advance Request: Used to place and approve an advance request by Human Resource Manager, Budget & Finance Officer and Deputy Resident Representative.
- Payments: Used to pay against an approved advance request. Also used to search payment records.
- Instalments Recovery: Used to update instalment recovery as well as search instalment recovery records.
- Reports: Various reports available from the system to monitor records of advances in the company.

3.4.1.6 Employee Handbook

Employee handbook is a space devoted to the organization wherein, useful rules and policies find their place. Every decision-notifying message can be uploaded to this section tagging its date of being placed. As this section is open for general viewing all users can view all files. However, they cannot save changes to the file they view. The privilege to enter information or files is only available to the HR, as this section is sensitive to the organization. The employee eligible to upload is given rights by the administrator of the system. This section also has embedded features of tagging versions of a file for users to realize and compare the changes made in rules & policies of the organization.

Salient features of the module:

- Search options get you to the requisite file no sooner
- Online HR manuals which can be referred back any time anywhere
- Organization wide exposure to all the rules and policies
- Notifying changes becomes easier with no resources spent on manual notices

3.4.1.7 Employee Documents

As an employee joins an organization, a file / register opens in his/her name about his/her credentials. Employee Document in Kwantify forms this integral register which boundaries all essential documents of an employee. During the event of an employee applying to register into Kwantify, certain details from the form are stored as Documents of the employees. These documents can be edited by the employee himself after he is registered to the system. He may make changes to the existing data or edit the data.

Salient features of the system:

- It is a singular editable console for all documents of an employee. Any document pertaining to the conduct of the employee is stored here.
- Apart from the employee, the HR personnel can view and edit the fields.
- Rest employees can just view certain generic parts of the form.

3.4.1.8 Company Holiday Calendar

This calendar is a composite collection of all holidays - weekly and annually in the company. Since the holidays may vary from country to country even in the same organization and also from location to location within a country, the management of the calendar is given to employees holding manage rights or supreme rights in the module. This person may add/edit/delete holidays. He can categorize holidays into fixed and optional as well as weekly half days, full days and annual holidays. The users can view this calendar and see the description of each holiday entered.

Salient features:

- Apart from serving as a holiday calendar, this calendar also highlights your events for the day, week or month as planned.
- Its strategic location in the home page ensures visibility the maximum.

3.4.1.9 Recruitment Module

For an organization, this module encircles the entire process of recruitment right from a candidates profile to recruitment instructions. As a result, it curbs many indigenous processes to save on resources. Most of the approvals being done on the system reduces human intervention infinitely and provides error-free information within a factor of minutes. The module looks after the entire gamut of job posting, assimilating resume database, sorting according to requirement, searching resumes vis-à-vis jobs posted, and conferring interview, short listing candidates and ultimately making the final selection.

Salient Features of the module:

- It consists of a generalized process flow of manpower requirement which can be extrapolated by all organizations.
- Unique sort filters gets you to the information you need at the earliest.

- Search features mix-match resumes with posts and provides you a comprehensive report
- Organizes interviews and judges comment to form a decision
- Hastens the decision taking process.

3.4.1.10 Passport / Issue Return

In countries other than your own, you are required to hand over your passports to the organization you are working for. In case of the event of travelling outside the country, you are supposed to request for the return of your passport for specific time unless otherwise. This application synchronizes this process flow where after filling up the requisition, the system takes care of the hierarchical flow and gives you the status of the card.

Salient features of the module:

- Now you can apply for your passport within a time period of few days and forget about the process till you get it in your hands.
- A report indicates the approval of passport return at every stage of the process.

3.4.1.11 Tour Module

Proceeding to tour involves long processes of approvals, amendments, reschedules and claims with sanctions. In addition to it approval processes serve as a tiresome exercise in the tour itinerary. The Tour module of Kwantify speaks about synchronizing all the said processes and providing efficient reports to back up the plan. The unique approval processes enables users to just submit details and sanctions reaches them in no more time. Apart from this, tour can also be applied for a fellow person who was unable to get to the system. Approval intimations are taken care by excellent Internal Messaging system which requires no human intervention ate and ultimately making the final selection.

Salient Features of the module:

- A composite calendar provides a comprehensive report of the tour (s) planned.
- Option for planning concurrent tours
- Options for planning a tour for others in same department
- Sync with the Claims approval process for payment clearances
- An alert message on the home page to indicate your business leave and the coordinates

3.4.1.12 Salary Certificate

During your office tenure, you might come across a requirement of a salary certificate useful at so many places. A salary certificate is issued by the HR department with approval from the Accounts. This simple process of releasing a certificate and keeping record of it, is captured in this application. The request after getting forwarded from the Accounts dept. gets issued at the HR desk.

Attributes of the application:

- Sustains a record of merged Endeavour of HR and Accounts Department in issuing a salary certificate to an Employee.

3.4.1.13 EOS Certificate

In certain organizations, there is a provision for annual leave of minimum 1 month. During such periods or during the completion of a tenure in the company, an individual is required to hand over responsibilities, charges, utilities allocated to him and naturally the pc he works at to fellow subordinates or concerned person (s) and get approval for it. This ensures smooth rotation of jobs without hindrances. The application here takes care of this process where a request mail goes to all person (s) concerned and they are required to accept that for the process to get completed.

Salient Features include:

- The user has to enter his/her entire details in the Application form along with other details like Job responsibilities, documents, items etc hand over to the concerned person.
- Now even if a person is on long vacation, responsibility distribution is completed in time
- Prevents pilferage of vital information and office resources

3.4.1.14 User & Admin Reports

Accentuating the importance of self-help, Kwantity brings you a comprehensive array of reports that is useful to you and your department. It also adds to the knowledge of the organization. This report library provides you with statistical report of your interaction with each of the module in the Intranet. This helps higher ups to decide which module clicks and which doesn't to get better ROI from the system. Also the user gets report on requisitions he has made, leaves availed etc. Admin reports helps inform the user the changes the Admin has configured in the system. This helps keep a grasp on the system by all users. Although devoid of any work flow, these reports are essential for taking management decisions according to employee contribution.

Salient features of the report section:

- One console for all types of reports beneficial for user as well as the decision makers of the organization.

3.4.1.15 Birthday & Best wishes

Apart from certain important processes of the office, small little things are also required which provide a congenial atmosphere. A small wish from everybody to a person in the office is the minimum an employee ought to do to maintain decorum. This directory of important dates is available via this application in your desktop at no extra effort. Whosoever has an important date comes as a notification to the homepage. All that is needed to be done is to click and send a mail to the person. This simple application is alike a messenger on the homepage which indicates the important dates of the employees in the organization. Wherever there is an occasion a link would appear to send a greeting to the concerned person. This information is trapped from the registration pages of a user.

Attributes of the application:

- A console to display all important dates relating to each individual who is the user of Kwantify.
- It is an interface between users to send wishes in no time.
- Can store and send images along with wishes.

3.4.2 Knowledge Tools

Learning and knowledge are not organizational functions. They happen to and through individual people. An organization only "learns" when an individual is able to impart the understanding to the organization as a whole. Thus a learning organization must encourage and support this type of effect from its individual learners. If the individual's learning, insights or experience are explicitly captured in a way they can be shared with the rest of the organization, then it becomes part of the organizational knowledge base. The more directly a knowledge-sharing tool is tied to user needs, the more likely it is to be widely used. Our knowledge management tool in Kwantify purposes to enhance existing processes, not to create a separate activity. Our type of knowledge-sharing initiatives therefore starts with a candid assessment of the tools employees may be laying back to improve their job performance, as opposed to preconceived notions of what would be nice to have.



Kwantify's Knowledge management is a systematic process of capturing this knowledge, organizing it, filtering it and presenting it in a way that improves understanding among your employees in a special interest area. When employees possess the requisite knowledge or information and are able to use it at the right moment, relationships with customers, dealers, suppliers and distributors generally improve. Such knowledge workers make better decisions by increasing the amount of relevant information that they have access to. Therefore our knowledge management system introduces these elements of expertise and experience through collaboration capabilities and shortens the time it takes to make better decisions.

Kwantify promotes sharing and use of knowledge such as ideas, expertise, best practices within organization and facilitate customizing processes to help improve organizational performance. Kwantify ensure measurable results, and a rerun on the investment you make in improving your organization's processes and practices. Kwantify allows knowledge mapping, knowledge sharing, text mining, document management, collaboration, surveys and workflow process management to make certain information reach the person at the right time.

Knowledge repositories, e-learning applications, search and data mining tools, synchronous interaction tools are all part of our knowledge management system. Contact us with your specific requirements and we'll get back with a suitable proposal.

3.4.2.1 Folder Management

Document management as a technology and a discipline has traditionally augmented the capabilities of a computer's file system. By enabling users to characterize their documents, which are usually stored in files, document management systems enable users to store, retrieve, and use their documents

more easily and powerfully than they can do within the file system itself. The basic mechanisms of the document management systems performed, among others, these simple but powerful tasks is to add information about a document to the file that contains the document, organize the user-supplied information in a database and create information about the relationships between different documents.

The DMS is a database that captured information about a document, such as these:

- Author: who wrote or contributed to the document
- Origination date: when was it started
- Completion date: when was it finished
- Related documents: what other documents are relevant to this document
- Associated applications: what programs are used to process the document
- Main topics: what subjects are covered in the document
- Case: to which legal case (or other business process) is the document related

3.4.2.2 Employee Directory

Kwantify offers a fully searchable custom directory software solution. The main advantage of this solution is to figure out the communication details of any employee within no time. Elaborate search features make the search an easier affair. You can search by user, department or designation. All communication coordinates are trapped from the user registration form during 'new user registration'. Therefore, we ensure no more duplicity of job.

Our range of directories caters to specific need of your requirement:

- Business Directory: Businesses listings with address, photos, map links and more...
- Professional Directory: Display photos, certifications, a biography and more. This is a fully searchable model.
- Organization Directory: Put your company directory online with e-Directory software. Photos, job titles, contact information and more...

3.4.2.3 Project/Task Management

Every organization's basic requirement from any software is to improve productivity in reduced resources and applications catering to this requirement should be an expert in mapping, monitoring and indicating progress in production. Considering every work as a project, Kwantify's Project management provides a user-friendly system to systematically assign and monitor tasks of a project. This system provides a basket of facilities of knowing all details about a particular project.

The salient features included:

- N-tier architecture: A project can be assigned/re-assigned to any level of people starting from top to bottom.
- Dynamic nomenclature: you can change the names of reporting officers according to your company

- Reporting system: reporting system helps monitor and compare between planned and actual.
- Cost component: Value attached to all people involved can be calculated automatically if given values.
- Graphical representation: Aids with colourful graphs to support and value add the progress chart.

3.4.2.4 Useful Links

Every time you are in the midst of a job and want to refer to some URL which you consider important, Kwantify requires you not to move out from your screens. The application we are talking of is a section which can be used to categorize important links and save for future use. Apart from this, you can share these links with your peer groups to help access information sooner than ever. You can also suggest keywords for a link to help search options operate better. Also a small description can accompany a link to tell others you share the file with about the content in the link.

Extra features along with the application:

- Categorizing links: Specific folder to store particular categories of links
- Sharing Options: Aids you in sharing your links with others. You can share certain links and not the rest.
- Links Summary: A short description of the links/categories helps you search for specific links knowing about their content.

3.4.2.5 Glossaries

There are certain words prevalent in an organization or in general an industry which employees may refer back to from time to time. These words changes for a certain period of time. A dynamic Glossary as in Kwantify caters to the basic requirement of looking/searching for these words along with their meanings. A user can also edit these words for new to update the glossary section.

The salient characteristics of the system:

- Editable sections: Glossary is editable meaning you can change or modify the words as and when required
- Search options: Alphabetically arranged words become easier to search than any other feature.

3.4.2.6 Do You Know

Certain facts which we require in our day-to day office hours, sometimes skip our memory. When reminded of such things and various other facts about the industry or nature of work and just interesting news, helps makes the day at office a smoother affair. 'Do you know' can be a collection of such facts compiled and sent to the homepage everyday. A concerned person may have the authority to put such facts or the system can create a repository wherein on a daily basis the 'do you know' section gets updated.

The salient characteristics of the system:

- Maintaining Archive: Facts in this category can be re-used from the archive on a later date with the help of a proper retrieval system.
- One time re-filling: Facts can be entered into the system for a certain period of time, and the section in the homepage gets updated daily.

3.4.2.7 What's New?

Certain achievements, applications or announcements that we encounter in our day-to day office hours, sometimes skip our memory. When reminded of such things and various other facts about the industry or nature of work and just interesting news, helps makes the day at office a smoother affair. 'What's New' can be a collection of such announcements compiled and sent to the homepage everyday. A concerned person may have the authority to put such messages.

The salient characteristics of the system:

- Maintaining Archive: Facts in this category can be re-used from the archive on a later date with the help of a proper retrieval system.

3.4.3 Communication Tools

Information sharing and knowledge management is about getting the right information to the right people in a way that they can use it. If people actively look for the information, it's relatively easy. But how do you get information to people if they don't know they need it, and don't go looking for it?



Our communication tool thus provides the capability to initiate dialogues and coordinate the output of a distributed organization to support goal directed activities. For employers it's an efficient way to communicate with employees and boost morale; for employees, it's the best way to solve the issues of every day work - and life.

Our intranet is inherently a user-pull model, where users acquire information based on their current information requirements rather than on what happens to be pushed through their in-baskets. This is perhaps the most significant aspect of the paradigm shift requiring behavioural changes in both publishers and users of information.

This is because your organization information management focuses on developing and optimizing processes and interfaces. Because of its distributed nature, information management in our intranet focuses on collecting and communicating "state" information.

Your corporate intranet site and your e-mail messages are not two distinct elements. They are therefore intimately linked and mutually supportive. Apart from that every other correspondence which augments knowledge building and assimilation viz opinion poll, chat, discussion forums etc have integral capabilities to drive more traffic to your site. All of this means that you can communicate with and provide information to your patrons to a degree that would have been unimaginable just a few years ago

3.4.3.1 Discussion Forum

Businesses that recognize that the knowledge of their team is one of their most valuable assets rely on discussion forums to converge thoughts and ideas. It's often difficult to get all key decision-makers in the same room at any given time, many of the employees being on move and visiting client sites frequently. When in this type of situation, Kwantify's discussion forum is the best solution to turn on, to get everyone's feedback on critical business decisions.

Exceptional features in Discussion Forum:

- Generate effective online communication. Stimulate valuable peer-to-peer discussion among decision makers.
- Shared Forum: Decide with whom to share and otherwise for each question.
- Centralized discussion archive: Relevant knowledge from the forum can be instantly accessed at any time to improve decision making.

3.4.3.2 Opinion Poll

Polling brings forth decisions faster than ever by getting to everyone concerned within your office. With Kwantify you can create poll questions involving a shared set of users and debarring others. Once authenticated such questions are open for voting on the web. Thus you have an easy way to find out what you want judged and opined about.

Exceptional features in Poll:

- Instant results: Know instantly the result of your poll question.
- Shared Poll: decide with whom to share and otherwise for each question.
- Analyze: Draws analysis of poll answers to get you closer to your decisive requirement.

3.4.3.3 Internal Messaging

Mails are an integral part of any organization at today's date. The importance of a mailing system increases many fold when the speed of accessibility increases. This means a mailing system which is required by an office to function within and outside the office and reach the recipient in not more than 30 Seconds. This is what Kwantify's Internal Messaging has got to offer. Apart from this basic utility, it functions as a notification system, wherein all your approval processes and other work functions are stored. And this being not the end, it has all other utilities as a normal mailing system.

Salient features:

- Create Folders: You can create/add folders to segregate your mails.
- Notifications: Receive approval notifications from your approval processes.
- Quick accessibility: get mails faster than any other mailing system within and outside your office premises.

3.4.3.4 Text Chat

Chat is a useful application that allows a number of people on the World Wide Web to talk to one another simultaneously. The ability to chat on the Web can be a quick way to hold a virtual meeting. It allows users to chat in real-time with one another. Chat can be used for special events such as seminars or meetings for persons who wish to communicate from other locations.

Exceptional features in Chat:

- Generate effective online communication. Stimulate valuable peer-to-peer discussion among decision makers.
- Shared Forum: Decide with whom to share and otherwise for each question.
- Centralized discussion archive: Relevant knowledge from the forum can be instantly accessed at any time to improve decision making.

3.4.3.5 Suggestions

Users have grievances. If they don't have grievances, they have suggestions to improve the system; because they are the end users. Any user to the system can submit a suggestion request to the concerned person. The suggestion goes as a request to the corresponding administrator (department/location/ system) to his console. The administrator can either work on the suggestion himself or forward it to concerned authorities.

Salient features:

- Two way communication: Helps user interact with the system in sending messages and get replied on the system itself.

3.4.3.6 Quotes

Following certain ethics is now a principle of every organization. Quotes start the day of all employees with a new added zeal, making people think and ponder for few moments. In this section, you can add a quote, and let it get published on home page. A manger to the module can edit/modify and/or manage the entire section. You can store quotes on one-time basis for days together to be automatically updated daily.

The salient characteristics of the system:

- Maintaining Archive: Facts in this category can be re-used from the archive on a later date with the help of a proper retrieval system.
- One time re-filling: Facts can be entered into the system for a certain period of time, and the section in the homepage gets updated daily.

3.4.3.7 Announcement

Bringing announcements, notices, memos, decisions to the organization-wide is now an easy affair with Announcement section in Kwantify. People may have rights to add announcements. Certain others may just have rights to view posted announcements and few others have rights to manage i.e., edit or modify existing announcements. Announcements again are of two (2) types - Company wide and Department wide. When selected accordingly as announcement is visible to a secluded group of users. Even within a department you can choose who should and should not view the announcement.

The main features of the application:

- Sharing: you can share announcements with people you want to.
- Archive: All announcements may be stored in archive to refer back to.
- Types: Announcements can be segregated into company and department type announcements.

3.4.3.8 Events

Kwantify encloses an application to map all your events forthcoming and bygone to the system and display them company wide. These events can be company specific or for a department only. The distinction can be mapped during adding an announcement. However events cannot be added by anybody. Though users with manage rights may add events but before getting published they would have to be authenticated by the user with manage rights.

Additional features in Events:

- Archival system: You can archive events to refer on future dates
- Indicator: The indicator of the events is the scheduler or company calendar, where the event once published would be marked to the specific date till the expiry of the event.

3.4.4 Business Utility Tools

With longer sales cycles, increased competition and intense pressure to win new customers, managing the sales process is more important than ever. However, simply tracking contacts and opportunities is no longer sufficient. Today's sales solutions must combine operational functionality with rich customer intelligence to effectively drive intelligent sales cycles.



Our Sales Force Automation service consisting of Sales Track and Visitor Log lets your company use the intranet to take snapshots of its sales activity on a daily/ weekly/ monthly basis. It can help you keep track of the activities of your sales force, their contacts, calls, targets, actual, expenses, orders and collections on a daily basis at minimal expense. It can also generate comprehensive reports on their performance daily or over a month/ year, you can even communicate and guide the sales force using the service. Thus it also cuts down on the communication costs between you and your sales force.

While the details of the business model will vary with each enterprise, Kwantify's business solutions are an amalgamation of few process flows which look after the sales is made, thus ensuring customer care as guaranteed.

3.4.4.1 Library System

As employees to an organization, every employee has the privilege to utilize the books and other library resources available, for mutual fulfilment of objectives. This application is a tool to lend resources to an employee and track record for monitoring. Any employee can give requisition for a facility available. However, it passes through different stages of approval. On getting recommended to use the service, you would be issued the resource you have sought. Various notifications throughout the process inform the status of the lent item till it reaches your hands. The entire transverse is recorded to be utilized at necessary places. Kwantify's library comes equipped with an automatic tracking system, sent reminder to the loaner on the non-receipt of the item on the prescribed date.

Features of this module:

- This module helps in keeping a record of the entire library system right from borrowing books to adding new books to the Library.
- Keeps a tracked record of book transactions
- Search options help you search from the entire library by optimizing options on author, book title etc.

3.4.4.2 Visitor Register

Almost all organizations maintain a visitor book wherein is recorded all visitors incoming times and reasons. The record serves the purpose of a systematic administration. The objective of the application is to make information reach the concerned person with or without the human presence. This register records the time and reason and the person who had been tried to contact. The job of entering the required information rests with the front officer, who is the focal point for such requests.

Succinct features of the module:

- Visitor: The profile of an individual who visits the company is maintained here for the knowledge of the concerned person as to who he is, to whom he has to meet and the purpose.
- Status: the status of all the visitors who have visited the company till date is stored here

3.4.4.3 Currency Converter

You can perform interactive foreign exchange rate calculations, using live, up-to-the-minute currency rates. Our currency converter helps make on-line foreign exchange transactions with guaranteed best rates. Kwantify introduces an RSS feed for this application so that all currency changes which are daily updated would be available for your job. A simple application where the manager of the application would have to just synchronize the currency codes and get a world of information at his finger tips. To start, simply type the value of currency to convert in the amount box. You may include commas and a decimal point. Next, select the source and destination currencies using the scrolling selection boxes. Currencies that are obsolete -- or that are being phased out -- will be indicated by an asterisk (*). When you are finished, push the "Perform Currency Conversion" button, and the results of your conversion will be displayed.

Attributes of the application:

- View exchange rates for top currencies and convert currencies from over 100 countries.
- Daily Updating process brings all the currencies immediately to your fingertips.

3.4.4.4 Sales Tracking

Your marketing team is juggling an ever increasing set of demands. Our wide selection of acclaimed sales software will help you automate and streamline your marketing tasks and to increase your marketing effectiveness. We have extensively researched and assembled the most powerful marketing software. Kwantify's comprehensive and easy to customize, Sales Track empowers companies to manage people and processes more effectively, so reps can close more deals. With Sales Track, executives spend more time selling and less time on administration. With the powerful analytics and customizable dashboards that Sales Track provides, executives have the real-time information they need to be effective. Sales Track provides powerful opportunity management, forecasting, reporting, and

customization capabilities, so sales managers can be confident their teams are producing at their full capacity.

3 important modules it consists of:

- Local Visit: Tracks the movement of executives in the field and their client interaction pattern
- Sales Call: With the easy-to-use sales analytics tools, managers can analyze their sales pipelines, perform win-loss analyses, stay ahead of competitive trends, and more
- Customer DB: Managing leads effectively and optimizing lead flow across sales and marketing are critical to achieving sales success.

3.4.4.5 Support Tracking

The Kwantify support tracking is a family of offerings dedicated to minimizing downtime, maximizing business benefits, and helping all of our customers succeed. For all your inhibitions with the system you are using or for any problems you face real time being a user of the system, you would need to contact the support system for error tracking and debugging. Kwantify takes care of this process by providing a user friendly screen to be entered by the user and submitted, for it to follow a standard procedure and get recorded for further actions. Once action is taken, the ticket can be closed by the address.

Important features which make the module:

- Interactive model: A two-way interactive model, which helps the addressee come up with the exact problem while interacting with the addresser for the only solution. This saves time and resources in trial & error methods.

3.4.4.6 Bid Bond / Bank Guarantee

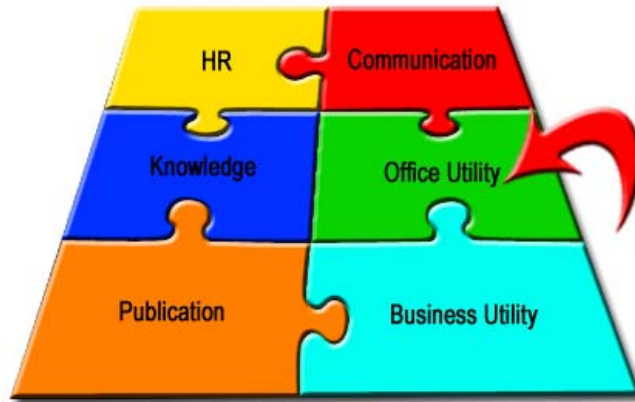
Almost Kwantify automates the process of presenting a bank guarantee in return of order/tender security. Apart from preparing the bond paper, the process takes care of the sanctioning of the request. A bank guarantee is generally required to be presented to a associate bank against the security deposit of a work order. As you submit a request and the sanctioning authority grants it, the Finance has to be kept in loop and it involves money and risk. After the approval from the Finance department, the request goes to an executioner who prepares the bond paper in question.

Salient features of this module:

- You can now rest assured by applying for a bank guarantee ensuring timely approval
- Saves times on running around from department to another in getting the required sanctions
- Alerts indicate the stage of issue of the bank guarantee
- Reports track records of projects entering or leaving the organization.

3.4.5 Office Utility Tools

Office Automation does not always mean "punch a button and do everything from start to finish". Sometimes the job still requires some manual steps through the work process. It may also be limited by the level of programs available to the user. Or, perhaps they are limiting the automation to a level of programs that they are familiar with. Office Automation or Utility Tools does not always mean programming a new tool. Sometimes a better understanding of the existing tools is all that is needed. A wise selection of the tools that are available may be all that is necessary.



An understanding of the cultural, social, political, economic and technical characteristics of office automation systems and intranet technologies to organizations; an understanding of the components used to implement office automation systems ; and an understanding of the methods and practices required to analyze, design and implement office automation systems has gone into designing Kwantify's Office Utility Tools.

Kwantify helps you identify those aspects of your business that can most effectively benefit from automation to increase productivity and save time and money. Office automation services includes tools to organize your time within the office hours, automated processes to asset tracking and requisition, monitoring office processes for lending and returning and rewriting or upgrading custom software.

3.4.5.1 Meeting Organizer

Meetings are an integral part of every organization. These meetings have some agenda of discussion and are restricted to a group of users. After the meeting is closed, it is generally required to have a 'minutes' of the meeting prepared and circulated within concerned persons. These are the basic activities of any meeting program. Kwantify's Meeting organizer also works on the same principle of not only scheduling a meeting but also bringing forth its outcome.

Succinct Features of Meeting organizer:

- Scheduler: You can call upon few members of your system to participate in the meeting from various departments.
- Meeting coordinates: You can choose a venue for the meeting along with time duration and the commencing time.
- MOM writing: Minutes of the meeting can be written by the organizer of the meeting or any group member who has been asked to participate in the meeting.

3.4.5.2 Conference Hall Booking

In an organization, various congregations take place. Meetings, conferences, get-togethers, trainings and the list continues. For any such activity, Kwantify provides a system to reserve the congregation venue for a particular period of time. An alert shows the status of a hall required to be booked. On getting authorized to use the venue/hall for your request, you can commence your congregation.

Salient attributes of the module:

- **Alert Messages:** If the venue you are looking ahead to is already booked you get an alert stating the time slots the same hall is available or the status of other halls available.

3.4.5.3 Business Card

Business cards or visiting cards are one of the important elements of functioning in an organization. To fasten the process of requesting for fresh business card, Kwantify's module has been designed. Prior to this, maintaining records for issue of b-cards, called for a lot of files and records. Here you request for a specified number of cards at least a week before. As and when your higher authority sanctions the card and its specified number, an executioner carries out the function.

Concise features of the module:

- **Notifications:** You receive notifications at every stage of your requisition till you receive the cards physically. This acts as an Order Tracking system.

3.4.5.4 Stationary Demand / Issue

Request for office stationary materials like Files, folders, pens etc required for office purposes in Kwantify's Stationary Requisition form. It saves you resources and time for applying and getting the request approved. After you submit a request, the rest work of granting and the material being physically handed over to you is done by the system. Mail notifications make aware the status of the request. The higher authority sanctions and the concerned department facilitate your request within no time at all.

Talk about features of the module:

- **Notifications:** You receive notifications at every stage of your requisition till you receive the cards physically. This acts as an Order Tracking system.

3.4.5.5 Assets Issue / Return

It's said that a value of a company is recorded by its assets. Kwantify presents a system to record those assets of the company in a proper systematic approach. Stringent calculations in the back-end suffice the connection of assets with the finance. You can increase the number of assts in the register. You can also loan certain assets as per records and according to availability. The process flow in the system takes care of asset to be lent or not to be.

Salient features of Asset Register:

- Calculations: Interim calculations assess the age of the assts and their worth according to rules which serves the purpose of valuation of the company and also to prepare the P/L statement.
- Loan: You can loan assets according to availability for a particular period of time.

3.4.5.6 Demo Approval

Whenever you are required to showcase a product or activity or service to a client, at their locations, you would have to physically carry certain essential commodities with you. This demo approval process serves as a check gate to enable you to demonstrate your products at the client's end. This request can be granted by the sanctioning authority that permits the commodities to move out for a specific purpose and for a specific period of time.

Salient features of the system:

- Notifications: You receive notifications at every stage of your requisition till you receive the cards physically. This acts as an Order Tracking system.

3.4.5.7 Vehicle Requisition

For official purposes if you have to requisition the company vehicle, you can use the Vehicle Requisition module. Here you can check the availability of the vehicles and request for the free one. On event of the request being granted, you can avail the facilities of the vehicle for the prescribed time. This module helps in maintaining a track of the calls made by the employees and also the performance of the vehicle.

Special features in the process:

- Check status: You can check the status of the vehicles before applying. In case you have applied before hand, an alert message signals the non-availability of the specified vehicle.

3.4.6 Publication Tools

Often, corporate websites that were developed in during the Net boom are left abandoned or they consist of some redundant data which cannot be used any longer. A cursory look at several corporate websites suggest that they were developed years back, have been updated infrequently, and often contain shareware - contain content extracted 'as is' from company brochures and marketing material and used on the website.



Content management by way of publishing tools can help almost any business small to large to eliminating this factor of redundancy without depending on a band wagon. Content management has a few different purposes: 1. to easily obtain, upload, and collaborate on data files within a company. 2. Communicate through an integrated messaging system. 3. Present and manage content for publication on the internet.

There are several ways in which you can use Kwantify's Publishing Tool:

Press Room: Keep your members up-to-date on developments and engaged. An easy way to handle all of your organization's communications, including news releases, media relations, and e-newsletters.

Resource Centre: Provide your audience with a comprehensive source of your organization's research and information. Features include category management, relational resource tagging, and resource review update notices.

Scholar Centre: The Scholars Centre provides users with quick access to profiles, published materials, and contact information

3.4.6.1 Corporate News

News pertaining to your organization can be accommodated in this section. This application has a facility to accept news titles, detailed news text and dates between which the news items should be displayed on the site. You can also schedule an expiry date to the news item to avoid stale news highlighting the home page of the portal. During the time period specified, these news titles can be either scrolled on the Home Page or can appear as a list on the news and events section. Certain users have the rights to upload news items in this section to preserve the sanctum.

Salient features of the system:

- Archiving process to refer back to later date news items.
- News is uploaded only by user with requisite rights to check the validity of the news items being published.

- An expiry date can be tagged to a news item to eliminate date redundancy.
- User-friendly interfaces help to input client information and other details in much lesser time than keeping records.
- A simple but robust search option gets your data to the desktop within moments.
- An expiry date can be tagged to a news item to eliminate date redundancy.

3.4.6.2 World News

Important news pertaining to world around you can be accommodated in this section. This application has an RSS feed which browses through various news sites with RSS compatibility and drags news items to your home page. So a small application saves you even the trouble of daily updating. A daily synchronization routine helps update information regularly on the home page with no effort at all. During the time period specified, these news titles can be either scrolled on the Home Page or can appear as a list on the news and events section.

Salient features of the system:

- News is uploaded only by the system with the minimal user interface.

3.4.6.3 World Weather

Surely you would like to the weather you are running on including those countries which are of business value to you. World Weather in Kwantify has an RSS feed which browses through various weather sites with RSS compatibility and integrates them to your home page. So a small application saves you even the trouble of daily updating. A daily synchronization routine helps update information regularly on the home page with no effort at all. During the time period specified, this information of few countries which you would like to view can be either scrolled on the Home Page or can appear as a list on the respective section.

Salient features of the system:

- Weathers of different locations are uploaded only by the system with the minimal user interface.

3.4.6.4 Corporate News Letter

News letter or publications pertaining to your organization can be accommodated in this section. Corporate News Letter has a facility to attach of article to be displayed on the intranet. You can also synchronize the article to be published on a specific date from an earlier date. To make better the look of the news letter you can change its position also on the home page. It has an archival process where the items are stored after elapse of news items. Text Search helps you refer to older articles in the system. You can also schedule an expiry date to the news item to avoid stale news highlighting the home page of the portal. During the time period specified, these news titles can be either scrolled on the Home Page or can appear as a list on the newsletter section. Certain users have the rights to upload news items in this section to preserve the sanctum.

Salient features of the system:

- News is uploaded only by user with requisite rights to check the validity of the news items being published.
- An expiry date can be tagged to a news item to eliminate date redundancy.
- User-friendly interfaces help to input client information and other details in much lesser time than keeping records..
- A simple but robust search option gets your data to the desktop within moments.

3.4.6.5 Daily Cartoon

Are you in charge of your company's Intranet? Would you like people to make a habit of reading the Intranet pages? Adding a free daily business cartoon to your pages can make your traffic grow! A cartoon on the home page makes all the difference to the ambience of the company. Kwantity understands this aspect of organizational behaviour to provide you a console to upload your daily cartoon material. You can also synchronize the cartoon to be published on a specific date from an earlier date. It has an archival process where the images are stored after elapse. Certain users have the rights to upload news items in this section to preserve the sanctum.

Salient features of the system:

- Cartoons are uploaded only by user with requisite rights to check the validity of the news items being published.
- Archival process to get through to a specific cartoon by browsing through dates.
- User with manage privileges can upload cartoons of specific size to the Intranet.
- He / she also can specify the artist and the theme.
- Articles can be uploaded for a period of time and according to dates, they change automatically

3.4.6.6 Image Gallery

Workplace is a place where most of us spent the important part of day. To bring in the personal touch, to your workplace, this application has been designed. Employees can create categories and store photographs of their desire into the system. As the privilege of creating a category and storing photographs in it, is open to all employees, 'My Album' can contain both professional and personal pictures. Apart from this, you can choose to share or not to share your uploaded images with others for other locations also.

Important features which make the module:

- Facility for designated employees / administrators to upload images to a centralized universal library of images.