WELCOME

To

MY OFFICE ERP

A Virtual Administrative Manager

MY OFFICE ERP

A Virtual Administrative Manager

Office management Solution (OMS)

Task Management Solution (TMS)

Office Management Solution
A Virtual Administrative Manager

This Office Management Solution (OMS) helping the organisation to manage Task to complete in a timely manner and empower the People to deliver the best performance .

What are the Modules in MY OFFICE ERP ?

1. Task Management Solution -TMS
2. Cost Management
3. Claim Management
4. Attendance Management
5. Data Management
6. Report Management
7. Communication Management

Task Management Solution
A Virtual Administrative Manager

This Task Management Solution (TMS)
helping the organization to manage each
Task to complete in a timely manner

Task Management Solution
(TMS)

Every Service Provider need to track the status of their accepted work/assignments regularly in order to ensure the efficiency of their organization.

How it work ?

1. Cloud solution
2. Access 24X7
3. Access from anywhere
4. Browse internet
5. Android Mobile App

What is there in
Task Management Solution (TMS) ?

1. Request Status
2. Add Request
3. Request Report
4. Auto generation
5. Search

What is Request in TMS?

1. Each work/assignments accepted by a Service Provider will be considered as a "Request" in the TMS

2. Each Decision taken for implementation is also considered as "Request" in this TMS

Request Status ?

1. New Request
2. Today's Request
3. Overdue Request
4. Next 5 Days Request
5. Pending Request
6. Completed Request
7. Ready to Close Request
8. Closed Request

New Request

1. On registration of one request in your organisation, it will show as new request in Administrator Login.

2. On Allocation of one Request to a manager or executive, it will shown as New in their respective Login

Today's Request

At the time of Allocation, Admin will provide a "Due Date" for completion of the request. It will display all request carry current date as Due date will display here. Critical for today work plan

Overdue Request

Request which are not completed on due date will fall into Overdue request. This has to either complete or postpone to a future date is the solution not to fall into the overdue list.

Very Critical for efficiency of every organisation

Next 5 day's Request

At the time of Allocation, Admin will provide a "Due Date" for completion of the request. It will display all request carry current date as Due date will display here.

Critical for today work plan

Pending Request

All Request pending as on date whether due or not will display here. Every manager or executive can understand the number of request allocated to them but not completed from this report.

Critical for efficiency of managers/executives

Completed Request

Once the assignment /work completed, the manager or executive can move the request to completed. It will not show further in pending list.

Ready to Close

Manager can move the request to "Ready to Close" after verifying the history and satisfy himself that the procedure of the organization is completed.
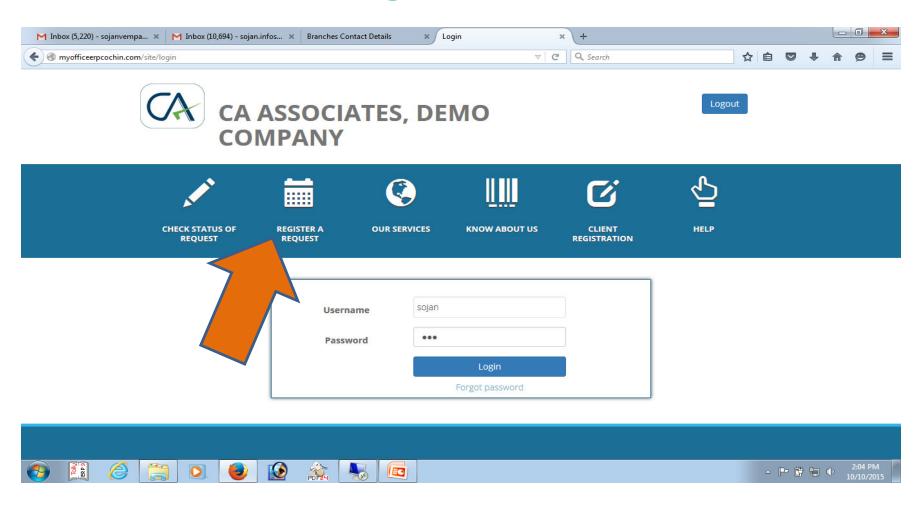
Closed Request

Administrator can move the request to "Closed request" after verifying the history and satisfy himself that the procedure of the organisation is completed. Admin can reactivate the Request anytime…
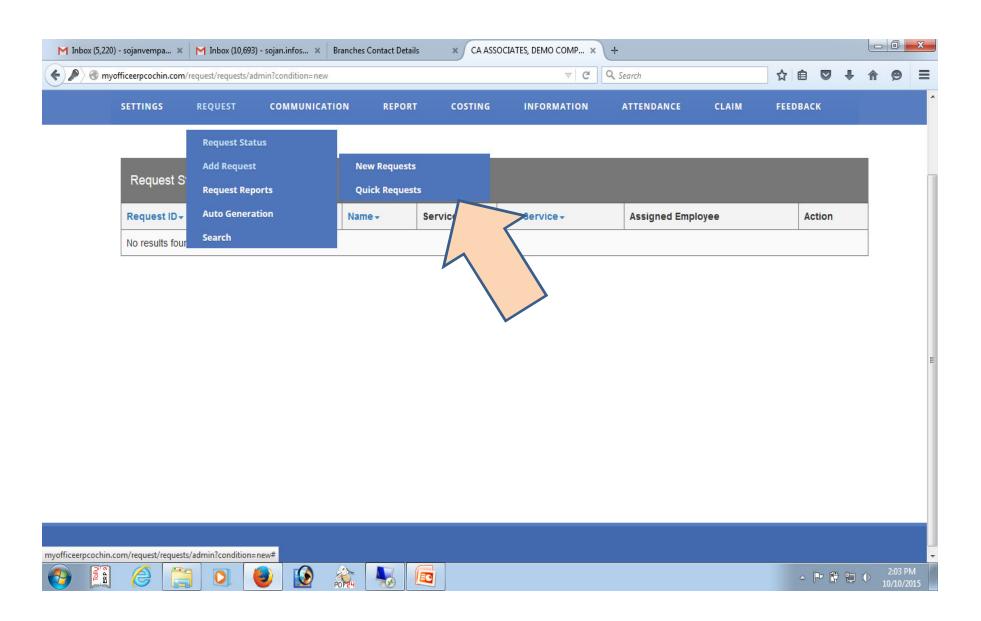
Who can Register New Request ?

Public
Login Holders (Admin, Manager, Executive & Clients)

Public can register through "Register a Request" from the home page of the organisation

2. All login holders can register by clicking Request> Add Request > New Request or Quick Request

Request Reports ?

1. Periodical Report
2. Updations
3. Performance Tracker

Periodical Report

You can select all the Request generated for a specific period and analysis the status from a single report

Updations

Admin/manager can get the work updations made by managers/executives on every request through this link.
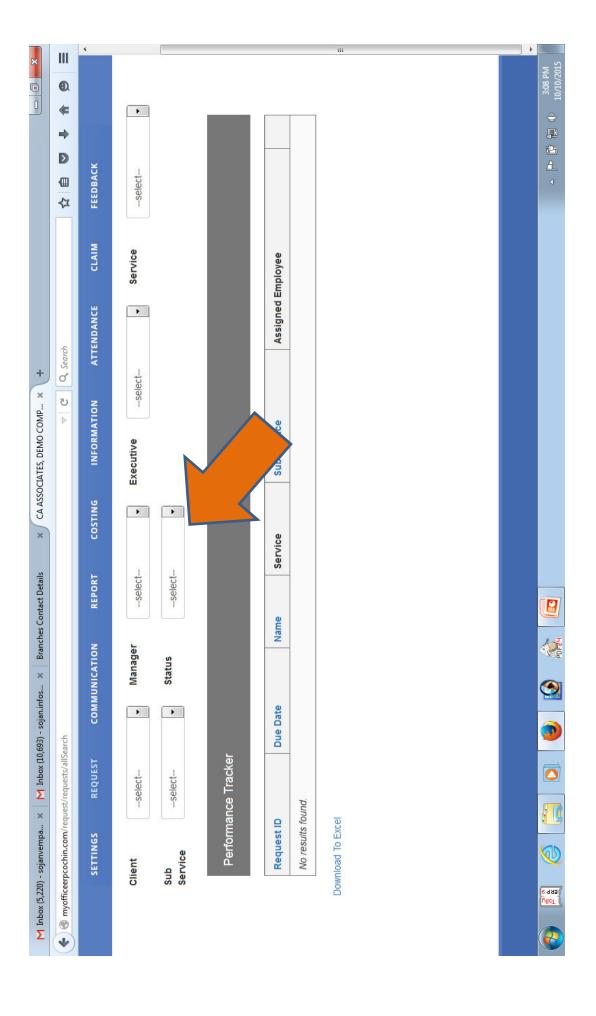
This will helpful for knowing the summary of activities of that day or a selected period.

Performance Tracker

You can analysis the status of request on the following Manner

1. Client wise

2. Manager wise

3. Executive wise

4. Service wise

5. Sub Service wise

This will help during the performance evaluation of employees of the Organization

myofficeerpcochin.com/request/requests/allSearch

SETTINGS REQUEST COMMUNICATION REPORT COSTING INFORMATION ATTENDANCE CLAIM FEEDBACK

Client   --select--   Manager   --select--   Executive   --select--   Service   --select--

Sub Service   --select--   Status   --select--   Service   --select--

Performance Tracker

Request ID	Due Date	Name	Service	Sub Service	Assigned Employee

No results found.

Download To Excel

3:08 PM 10/10/2015

Auto Generation?

1. Register the periodical commitments
   (Eg. TDS filing Quarterly, Vat return Filing – monthly, Bank Reco – Weekly etc)

2. Request will generate automatically on scheduled date

3. No need to Remember and Generate

4. Intimation will go to Client on scheduled date

5. Zero chance to miss the commitment.

Search ?

1. Name search

   Login Holder can give the Client Name for Identifying the Request details.

2. File No. Serial No Search

   During Registration, there is an option to give the File Number or Serial Number.

   You can use that number for Identifying the Request details

Settings ?

1. Manager (For Creation of Managers)
2. Executives (For Creation of Executives)
3. Client (For Creation of Clients - Not one time customers)
4. Service Of the Company (Information on the Home page)
5. Know About the company (Information on the Home page)
6. Add Locations (Add different Location)
7. Add Services (Services Category Provided by Organization)
8. Add Sub Services (Specific Services under service)
9. Information (General Information of the Organisation)
10. Company Profile (Features available for software)
11. Help (Manage Help of this organisation. Upload files…)
12. Back Up (You can take back up regularly for safety purpose)
13. Company Logo (You can add through Information)

Feedback ?

1. Feed back;

   You can fill the feedback on the solution.

2. Suggetions;

   You can suggest the required additional features for improvement of the solution. We may incorporate the feature, if it is a general Requirement, in next quarterly up gradation.

Thanks

Customer Care
Team Accountants (P) Ltd