

HumanWork BASIC is an application easy to approach for small workgroups, ready to use and open for self-configuration. It provides convenient tools simplifying group communication and cooperation which reduce the cost and time of task execution.

HumanWork BASIC provides team members with a friendly work environment, within which they:

- 》 have a permanent access to the central database of all company's documents, tasks, cases and contacts
- 》 transfer tasks and documents
- 》 execute tasks
- 》 run discussions and organise network conferences
- 》 are informed about important deadlines and events

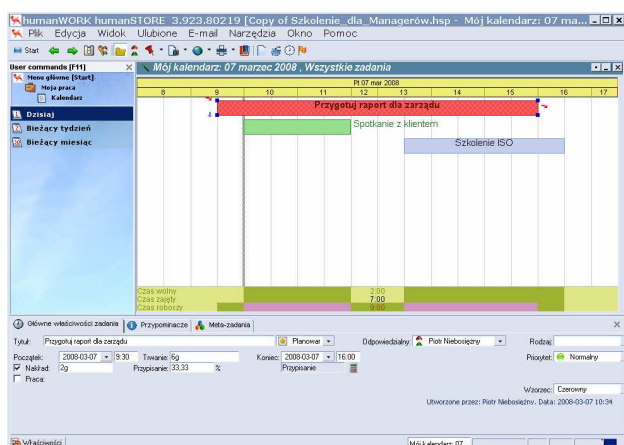
HumanWork BASIC COMPONENTS:

Calendar

Manage time efficiently

Calendar is a tool for an effective time management which gives the employees an access to the updated information at any time and any place.

It allows to create individual and group timetables in real time including the availability of people, resources and access rights.



Reminders

Do not let forget

HumanWork ensures an immediate reminding about important facts and events. The reminders might refer to due times, sending of urgent documents, reception of an important message, etc.

Apart from informing a particular person, the reminders can perform a specific action, for example send an e-mail, form a task or start a procedure.

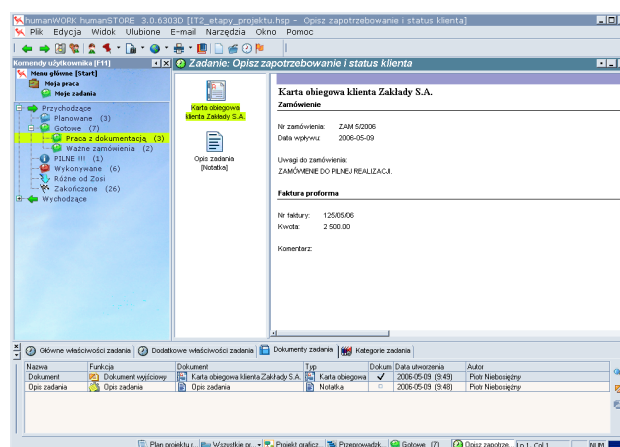
My Tasks

Delegate work effectively

All team members tasks either self-scheduled or received from their co-workers are sent to their personal task inboxes.

Similarly to mail programmes, the inbox owner can freely adjust filters defining in detail which type of tasks are to be stored. That guarantees the selection of properties and allows to find out of its content.

Along with tasks, it is possible to transfer documents necessary to their execution. Due to that, each person in the team has a full and updated information of how, when and what to do.



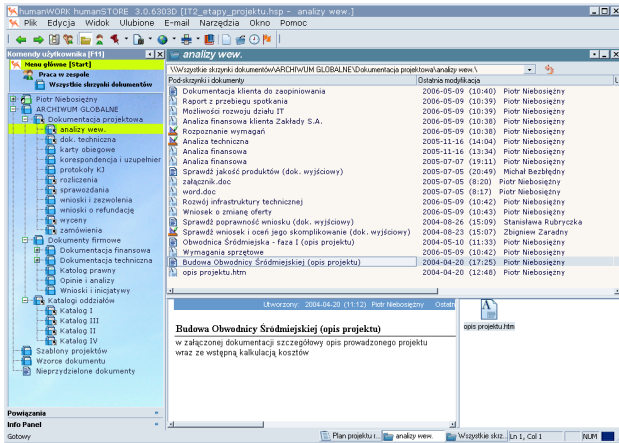
Document Repository

Gain a fast and easy access to documents

HumanWork gives an access to the central repository of all company e-documents and simplifies the administration and maintenance of outward archives.

Document access can be controlled through the rights access which guarantees data confidentiality. The system also enables the versification and security before overwriting a document that a particular group is working on.

Documents can be stored in document boxes and randomly grouped due to settled categories. Owing to that, each document is always in the right place along with the documents sharing the same features (i.e. task, case or author). All these solutions facilitate the maintenance and search of a bulk number of documents created in every day work.



Forum

Communicate clearly and easily

Forum is an effective tool ensuring a fast and ordered communication to office and mobile workers. It enables the running of talks on current issues but also organising network conferences and the execution of task, cases and project-based multi-thread discussions.

HumanWork Forum operates similarly to internet discussion lists. It has a subject which can be complemented by participants' statements, comments or parallel issues and their summary.

Documents, tasks and emails can also be entered as a part of a statement which, due to the automatic synchronisation, transmits the received answers directly onto forum.

E-mail

Enclose electronic mail directly to work environment

HumanWork enables a full service of electronic mail with an unlimited number of accounts. The sending and receiving of messages takes place in the same way as task transfer.

E-mails are sent to definite inboxes according to the settled filters. The filters also enable defining a certain task or a business procedure to be run by the particular message.

HumanWork can work with mail systems based on SMTP/POP protocol as well as MS Exchange Server.

Contacts

Maintain contact database

In HumanWork all information concerning contacts can be inserted in the address books. Contact data, apart from personal data, also store information about related tasks, issues and projects.

Contact documentation can be automatically collected in document boxes according to settled filters.



HumanWork is a platform for dedicated applications supporting teamwork, task and document flow, project management as well as the automation of business processes.

Learn about other HumanWork applications:

- › **HumanWork OFFICE**
- › **HumanWork PROJECT**
- › **HumanWork CRM**
- › **HumanWork CONTACT CENTER**
- › **HumanWork HELP DESK**



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