

HumanWork OFFICE is a solution for all those teams which require a central management of information in task and document flow processes to work more easily and effectively.

HumanWork OFFICE proceeds the data of all company processes and incidents and, in due time, provides the appointed people with information on task execution and the required documentation. The competences of the workers as well as confidentiality of data are regulated by individually defined access rights.

HumanWork OFFICE 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
- 》 arrange work and document flow
- 》 transfer tasks and documents
- 》 execute tasks
- 》 monitor the course of processes and work progress
- 》 run discussions and organise network conferences
- 》 are informed about important dates and events

## HumanWork OFFICE COMPONENTS:

HumanWork OFFICE has all components of HumanWork BASIC:

**Clendar**

**My tasks**

**Reminders**

**Document Repository**

**Forum**

**E-mail**

**Contacts**

as well as:

## Work and Document Flow Engine

### Hire your personal assistant

Task and Document Flow Engine is used as a personal assistant of the users which coordinates and maintains all their actions. In an optimal way, it orders a sequence of launching planned tasks and, in due time, it delivers them to appointed people along with required documentation.

After tasks have been executed, the system informs the particular people and provides them with further tasks. In this way, all team members are always informed of their current duties. They do not need to control the process of task flow in order to warrant their proper course.

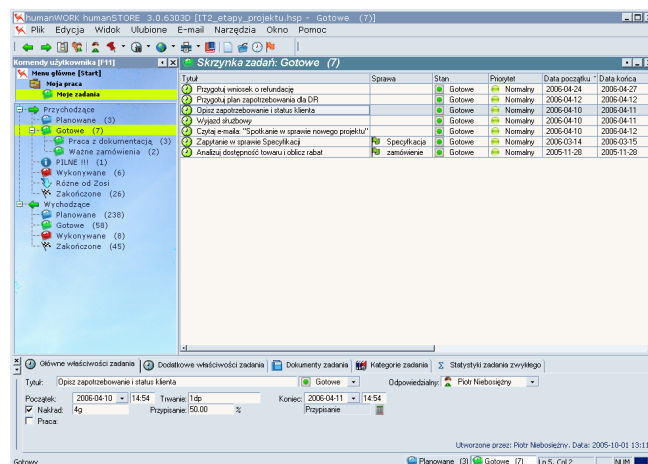
The unconstrained and ordered course of information guarantees a better teamwork which reduces time and cost of realised processes and enables its optimization.

## Extra Components:

**Business Procedure Creator**

**Teamwork Organizer**

**Chancellery**





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



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