

myTEAM[®]

PROCESS MANAGEMENT

Manages internal company processes,
assignment of tasks and work
with documents

A MODULAR PORTAL
**SOLUTION DESIGNED
TO SHARE INFORMATION,
MANAGE AND AUTOMATE
PROCESSES**, MAKING
COOPERATION BETWEEN
TEAMS AND INDIVIDUALS
MORE EFFICIENT



KVADOS[®]
SOFTWARE SOLUTIONS

TASKS, AGENDAS AND INFORMATION IN ONE PLACE

The ambitious aim of the myTEAM® solution is to unify, streamline and simplify everyday processes. The hallmark of modern, efficient companies is freedom from the world of paper documents and daily administration. Tasks need to be generated for ongoing routine processes, meetings, projects and innovative ideas, and there must be tools to delegate these tasks and monitor their completion.

ASK YOURSELF...

Are all your tasks in order?

Do you need to be kept informed of the completion of tasks?

Is it important for you to approve documents or invoices on time, or know in what phase of approval they are?

Do you want to find information faster and more easily?

Is knowledge of various processes limited to particular employees?

Do you waste time with processes that a system could do by itself?

Don't be enslaved by your duties. Let myTEAM® lend a helping hand.



Our solution is based on the Microsoft SharePoint open software platform that gives access to the company's internal process portal through a standard web browser without requiring end users to install additional software.

AREAS COVERED BY THE myTEAM® SOLUTION



- **Basic administration** and central task manager
- Analytical tool for work with **tasks**
- Easy organization of meetings in the **meeting centre**
- Process approach to **human resource management**
- Set of practical tools for **managing documents**
- **Timesheets**, vacation requests and authorization of business trips
- **Budget system** with budget planning
- Management of overhead purchases with records of **requisitions and orders**
- Comprehensive **invoice approval** process
- Distribution of correspondence through the **mail room**
- Tools for **fleet management and property management**
- **Service Desk** to handle requests
- **Project websites** for clear project management
- Overview of **reporting activities linked to contracts**
- Support for managing **marketing** activities
- **Bid and tender management**

WHY myTEAM® IS SO USEFUL

Every organization is confronted with numerous administrative matters on a daily basis. We have described these processes, organized and sorted them into areas, and designed the myTEAM® solution to handle them based on the principle of building blocks. Individual modules can be put together to create a system tailored to your company's specific needs, with solutions that contribute to its general prosperity.



All company tasks, tasks from meetings, projects and other processes are placed in a central task manager that provides an overview of tasks and monitors their completion

We have also added our own components to the SharePoint platform to facilitate operation of the user interface

A full-text search engine with suggestions saves time when searching for documents and information

The screenshot displays the myTEAM interface with a central task manager table. The table lists tasks with columns for status, due date, and progress. A callout box highlights a task with a red label for '10.6.2016' and a blue label for '15.6.2016'. The sidebar on the left contains navigation menus for 'Knihovny', 'Seznamy', 'Důležité odkazy', 'Weby', and 'Dlaždice'.

Nadpis	Štítky	Termín splnění ↑	Stav	Hotovo	Přijazeno	Vytvořeno
certifikace pokladni systému k vahám myCASH		31.3.2016	Probíhá	90%	Pastrňáková Jitka	18.9.2015
Prezentace myTEAM		31.5.2016	Nezahájeno		Pastrňáková Jitka	18.4.2016
Projektový web - licenční karty		10.6.2016	Probíhá	99%	Pastrňáková Jitka	7.6.2016
Příprava školení na nové CRM, aktualizace směrnic		15.6.2016	Probíhá	50%	Pastrňáková Jitka	30.5.2016
Prodej HW - návrh tabulky pro evidenci		30.6.2016	Nezahájeno		Pastrňáková Jitka	15.6.2016
Proces - vazba licence vs agenti		30.6.2016	Probíhá	25%	Pastrňáková Jitka	30.5.2016
Leady - telemarketing		30.6.2016	Nezahájeno		Pastrňáková Jitka	30.5.2016
Dotaz na SharePoint - metadata nabídky		30.6.2016	Probíhá	20%	Pastrňáková Jitka	18.4.2016
Revize produktového listu myTEAM		30.6.2016	Probíhá	80%	Pastrňáková Jitka	8.4.2016
Pipeline pro myTEAM - GRM Hanky		30.6.2016	Probíhá	10%	Pastrňáková Jitka	7.1.2016
připomínky k cestákům pro Jirku Sem		1.7.2016	Nezahájeno		Pastrňáková Jitka	27.6.2016
Poslat pravidelně premiový report		1.7.2016	Nezahájeno		Pastrňáková Jitka	8.4.2016
Leady - telemarketing		31.7.2016	Nezahájeno		Pastrňáková Jitka	30.5.2016
Poslat pravidelně premiový report		1.8.2016	Nezahájeno		Pastrňáková Jitka	8.4.2016
Leady - telemarketing		31.8.2016	Nezahájeno		Pastrňáková Jitka	30.5.2016

Easy orientation with coloured labels and highlighting of overdue tasks

Project management tools can also be included



Analýzy



Smluvní dokumentace



Akceptační protokoly

Změnové protokoly

RACI

Prezentace stavu projektu

Testovací scénáře

ISSUE Registr

Podklady od zákazníka

Uživatelská dokumentace

SW ISSUE Registr

Centrum schůzek - Externi

Šablony dokumentů

Tým projektu

Centrum schůzek - Interni

Ostatní

myTEAM® uses proven principles and approaches to manage meetings more effectively



We created myTEAM® to handle internal company needs and minimize wasted time, costs and resources.

We have taught the system to automate as many routine processes and tasks as possible. The system we supply today has thus proven effective in the standard operation of our own company and a number of reference clients. Take advantage of this practical experience and make the work day easier for you, your employees and your entire organization.

REFERENCES

We value and respect the uniqueness of every client. We approach all clients individually with respect to the needs and specifics of their business. Customers using the myTEAM® solution include:

PRIMARY BENEFITS

For individuals

- **Saves time** when searching for information, tasks and documents
- **Systematic sorting of documents** brings order
- **Improves work organization** through the clear assignment of tasks
- **Ensures nothing is forgotten** and **increases motivation** for the timely completion of tasks
- Automatically **sends reminders of deadlines** arising from internal company processes

For teams

- **Improves communication** for teamwork and project management
- Uses proven procedures to **prepare and conduct meetings**
- Makes it easy to **share documents** and keep the team informed
- **Improves the quality of management** by delegating tasks
- **Helps to complete** individual goals and subsequently the entire project
- **Addresses authorization** for the approval of invoices and documents
- Uses roles to **handle substitutions** and personnel changes
- **Prevents needless costs due** to missed deadlines

For management

- **Unifies the company by establishing** uniform rules and processes
- **Concentrates management of the company's internal processes** into a single environment
- **Provides oversight and control** of the state of company operations
- Ensures operations and regular audits **run smoothly**
- **Reduces document administration costs** by eliminating paper trails
- **Ensures the security** of information by establishing access rights and authorizations
- **Keeps inboxes** and data servers from becoming overloaded





DRIVING YOUR BUSINESS

KVADOS has been a respected producer and supplier of its own software solutions, services and consulting since 1992. The quality of these solutions is certified according to international ISO standards in the field of information and communications technology. The fundamental principle of our work is quality project management and the ability to understand the processes and operations of our clients. To do so, we use the vast experience of our specialists and know-how, which has been proven in the 12 countries worldwide where we operate.

We continually focus on seeking new market opportunities and strive to achieve the leading position in the field. It is no small task we have set ourselves. We aim to continually supply products and services that help our customers achieve their goals, enable their businesses to perform better, and make their company processes more efficient. When developing solutions, we prefer a creative and innovative approach. That is why we are also a founding member of the IT Cluster Association – a driving force in the research and development of new technologies in the Moravian-Silesian Region. Commercially, we work with leading international companies, which consider us a stable partner, as do our customers.

KVADOS

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OUR SOLUTIONS, THAT WE OFFER

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CRM with support for business processes in the field

myTEAM[®]

PROCESS MANAGEMENT

Manages internal company processes, assignment of tasks and work with documents



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WAREHOUSE MANAGEMENT

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A modern style of retail sales

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PRIVATE CLOUD SOLUTION

An environment to reliably and securely run applications

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