# About CNX247

Simply say CNX247 is a collaborating software that empowers employees of an organization to work remotely on different projects or tasks all at the same time. It’s rich features enable concerned persons to communicate with each other on task, track expenses, approve or decline requests and much more.

To benefit from these rich features that CNX247 offers, obviously you’ll have to register to be part of the platform. Also if you’re looking forward to collaborating with someone on a particular task, the *invite* function in the activity stream gives you the leverage to do.

CNX247 solution revolves around but not limited to task, project management, chat and calls, workflows, video conferencing, workgroups, CRM, file sharing, procurement, and much more. CNX247 is responsive and works perfectly on all modern browsers and devices.

# CNX247 Benefits

* Collaborate on task, projects
* Receive auto-generated reminders on task, projects, workflow requests
* Assign task to other employees and monitor progress
* Create workgroups for projects or tasks and share files
* Send bulk SMS/email
* Interactive contact directory
* Visuals on projects, task using Gantt chart
* Schedule events
* Face-to-face video call and voice call
* Live streaming of recent activities within the organization via activity stream
* Manage leaves
* Query employee
* Conduct employee evaluation

# Key Features

* User profile
* Project
* Task
* Workgroups
* Workflows
* Human Resource
* Procurement
* Telephony
* Chat
* Logistics
* Clock in/out
* Activity Stream
* CRM
* Calendar
* Accounting
* CNX247.Drive
* Report and Analytics
* SMS/Email portal

## 1. User Profile

Every employee is entitled to his or her account on CNX247. Your individual profile host activities that relate to you. You can update your profile to reflect your qualification, work experience, skills, change password and also choose a transaction password. In addition to that, in an event that you receive a query or evaluated by the HR or your supervisor, such record will also show in your profile under the *Display* tab.

## 2. Project

The project option is accessible by all users of CNX247. So, anyone can create a project but in most cases the *Accountant* needs to be in the know. This is because the *budgeting*  option when creating a new project affects the accounting aspect of the application. In most cases prior to creating a new project, the funding account ought to be credited by the accountant.

This feature also enables you to assign participants, responsible persons, observers, project managers among other key features needed to consider this a functional project.

Once a project is created, only the project manager and the person who created the project can make changes to the project or delete it off the system.

Another feature under the project that is only accessible by only the project manager and the creator of the project is *Profit Margin.* This feature enables either the project manager or creator of the project to carry out financial analysis on the project. Generating chart showing the financial performance of the project in a period of 12 months.

## 3. Task

The beauty of creating a task could be your ability to assign it to someone else. Anyway you can as well assign a task to yourself; making you the responsible person. A new task by default has only a *due date* which could also be considered as a *deadline.* So, how do you know when a task starts? Good question! Each task without a *start date* has a start button by the side. This button is only accessible by the responsible person (i.e the person who’s executing the task).

## 4. Workgroup

Workgroup generally refers to a small unit within an organization with an objective of fulfilling an obligation. Anyone within the organisation can create a workgroup. The objective of that workgroup will be clearly defined in the description section. Also, accompany a workgroup with a unique image for ease of identification.

Worthy of note; only members of a workgroup can access the workgroup and also share files or take actions within that workgroup.

One may choose to leave a workgroup. At that point, just click on *Leave* within the workgroup to leave the workgroup. Before we leave this section, the creator who is the owner of the workgroup may choose to *remove you* from the workgroup.

## 5. Workflows

If you’ve ever thought of requesting for leave, or sending in an expense report or still a purchase request; workflows are the place to go. The moment you get to workflows; ***Run Business Process*** will have all the options for requests. Click the corresponding link depending on the mode of the request or action you intend to take.

People who are meant to approve requests will see all the requests waiting for their input under the workflowssection in the *Assignment* table. Clicking on the title of the request will open up more features as pertaining to that request for you.

The requester will see his or her requests under *My Request* tab.

## 

## 6. Human Resource

The human resource module enables whoever is in charge to monitor activities such as employee attendance, approve or decline leave requests, assign roles to employees as pertaining to CNX247, query an employee, carry out employee evaluation among other related tasks.

## 7. Procurement

## 8. Telephony

Telephony is built into CNX247. You don’t need to install additional software or addons to get this working. Now you can call your team member(s) directly within your browser without having to use your phone. So, anyone who is on CNX247 with an internet connection can make or receive voice calls.

## 9. Chat

You could initiate private or group chat, share files with colleagues within CNX247. This feature enables you to engage in real-time conversation with your chosen person on the platform without having to wait for replies provided the other person is also online. Your online status is available to everyone.

## 10. Logistics

Register frequent routes, take into account company drivers, etc. Anything that relates to maintain or run a functional logistic system within your organisation is featured under logistics.

## 11. Clock in/out

Clock in/out generally keeps record of when an employee resumes to work and when he or she leaves. Your presence in the workplace does not automatically clock you in. The employee will have to log unto the system to clock in. Only then will he or she will be clocked in and the same applies for clock out.

## 12. Activity Stream

See activity stream as your newsfeed. It updates you of recent happenings within the organization. Public announcement, internal memo, messages, etc are made available on your activity stream. So, to be in the know of recent happenings within your organisation, keep tabs on activity streams.

## 13. CRM

CRM - Customer Relationship Management helps you keep tabs on your customers or potential clients. This keeps records such as emails, phone number, address, among other related information that will enable you to keep in touch with the customer.

## 14. Calendar

The calendar module shows all events on the calendar. You could toggle the calendar to show today’s events, tomorrows or show them in a list.

## 15. Accounting

As the name implies; accounting module helps you carry out financial operations such as generating trial balance, income statement, balance sheet, issue receipt among other accounting tasks.

## 16. CNX247.Drive

If your work requires file sharing, this feature may be your go-to-place. Upload files to a common repository and share it among all employees of your organisation.

## 17. Report and Analytics

You could generate sales reports or performance reports across tasks and projects using the report and analytics module.

## 18. SMS/Email Report

SMS/Email report module enables you to send bulk SMS/email. Just upload a list of contacts, compose your message and click the send button.