User Manual of

Office Management Software

Version 1.0

Documented

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Over view

This is just like other android based applications. Easy to understand.

Targeted Users:

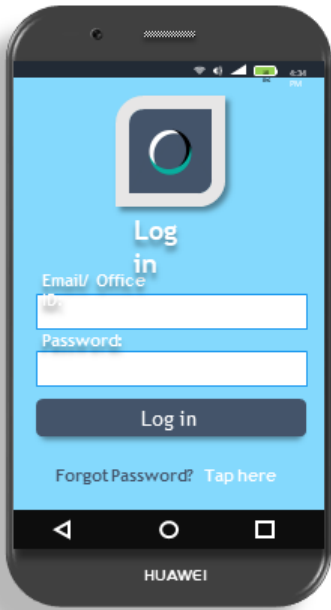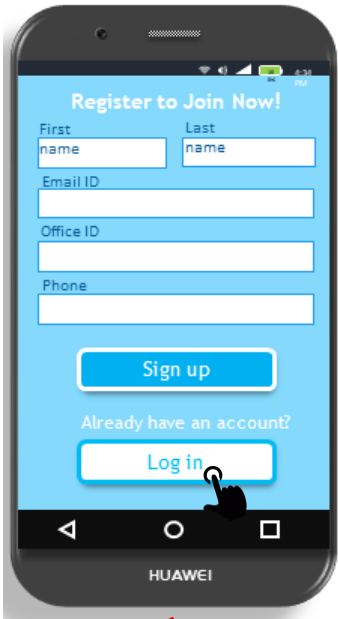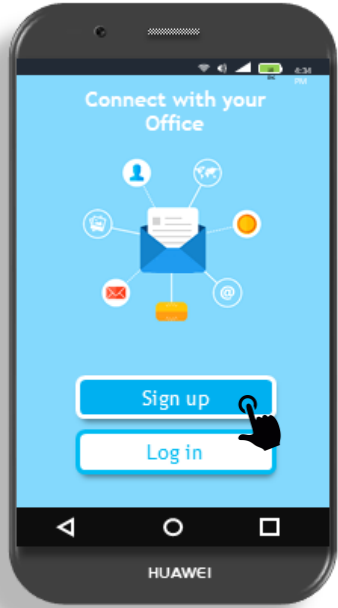Employees of the companies that likes to work in teams.

Goals:

This app provides almost every single services an employee needs to keep up the pace in their work places. One can self-monitor their works through checking out their day to day work progress and also can define how they should distribute their work to make up in time. The ultimate goal is to lift-off the pressure on individuals through proper work distribution. Time management becomes easier which can also benefit the company.
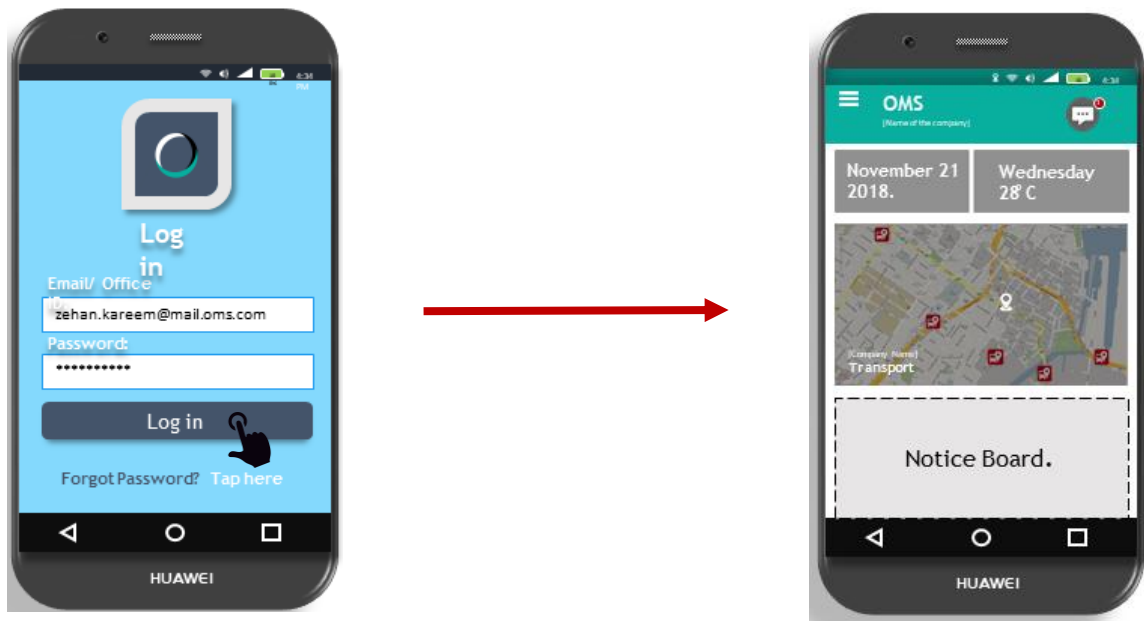
Features:

The app comes with the simplest beautiful UI so that the users can easily understand and use it. The amazing features includes a built in messenger, notepad, push notifications, transport tracker, project live and a cloud storage etc.

Get Started

Connect with your Office

Sign up

Log in

Register to Join Now!

First
name

Last
name

Email ID

Office ID

Phone

Sign up

Already have an account?

Log in

Log in

Email/ Office ID:

Password:

Log in

Forgot Password? Tap here

Coming Soon!
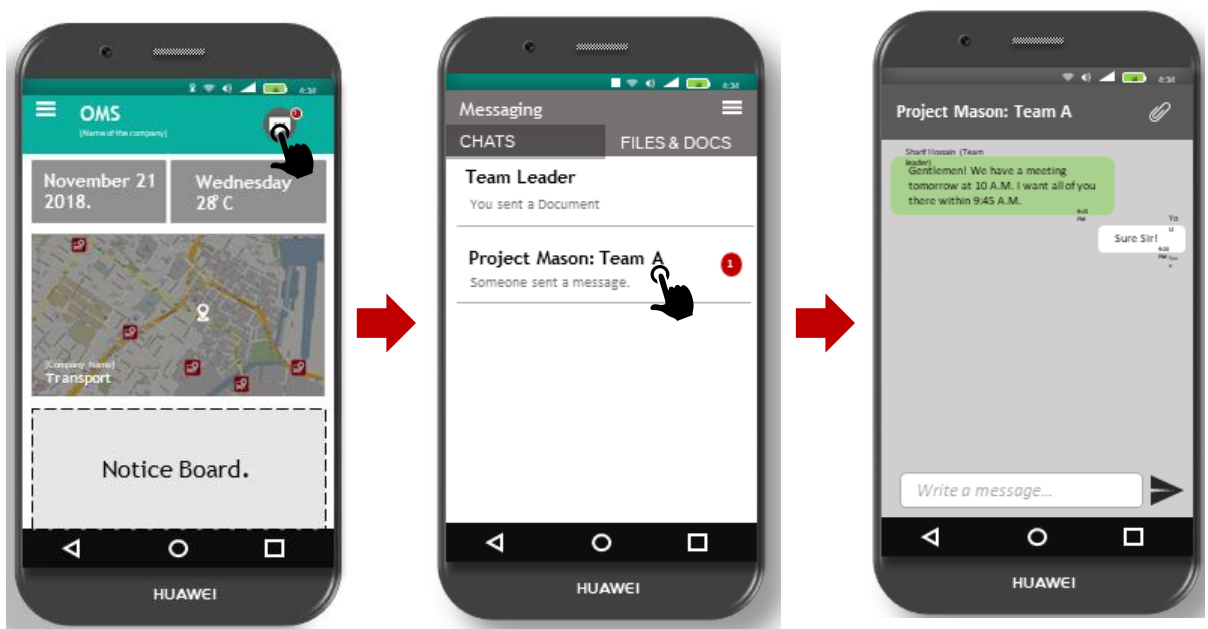
The login is going to be much easier, just scan

Logging in

Logging in is pretty simple. You just put in your office's email, or your own phone number and put in your password and you get to the home page immediately.
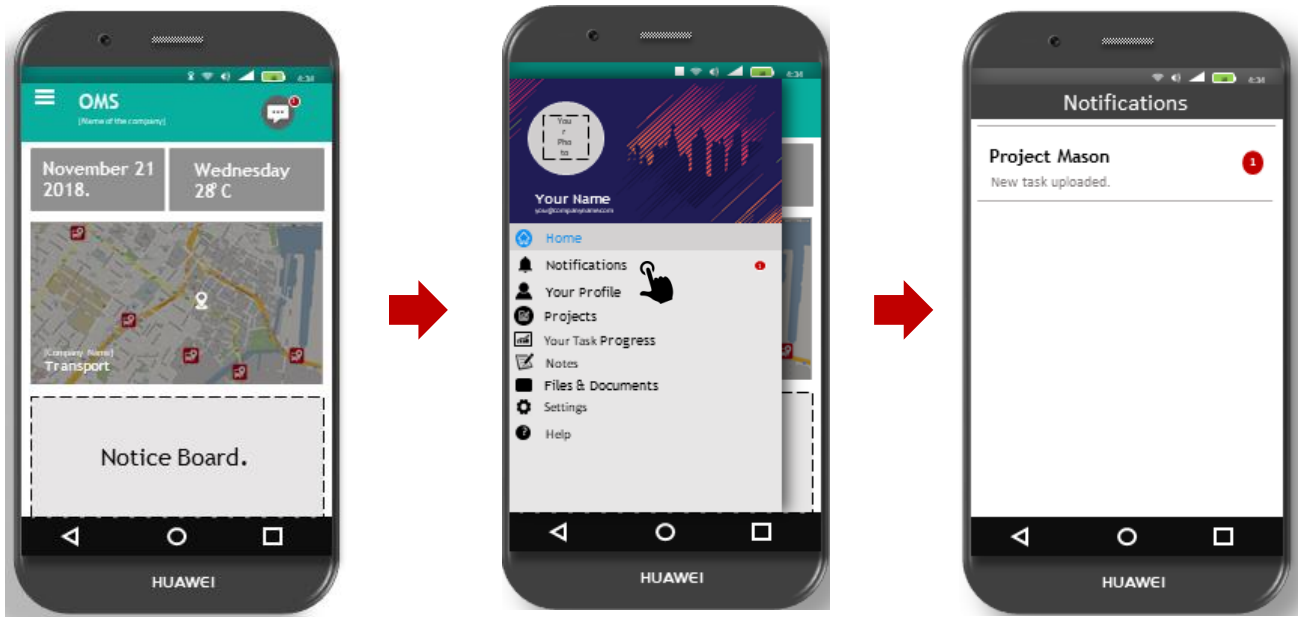

The Messenger

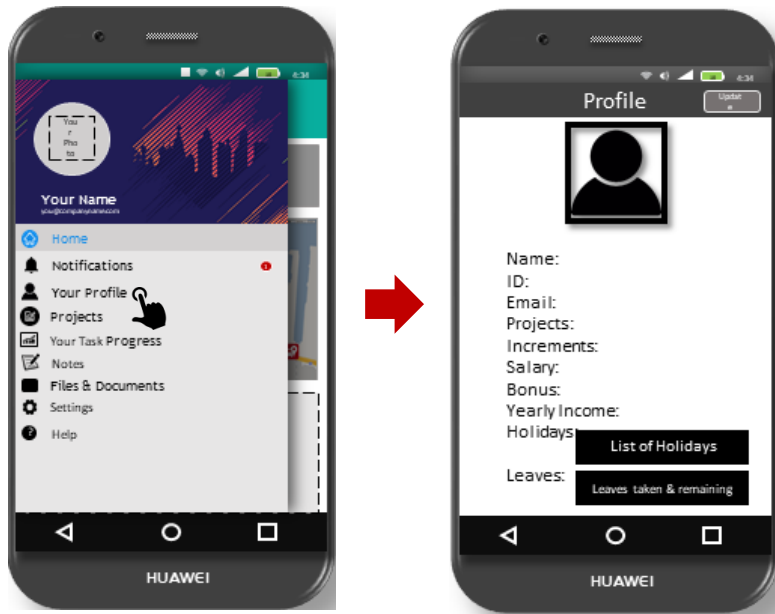On the top right corner there is a messenger icon. If you tap on that it will take you to the messenger.

The menu bar and other accessories

If you tap on to the menu icon on the top left corner which looks like three horizontal bar aligned together, you'd be able to access other accessories as notes, notifications, settings, projects etc.
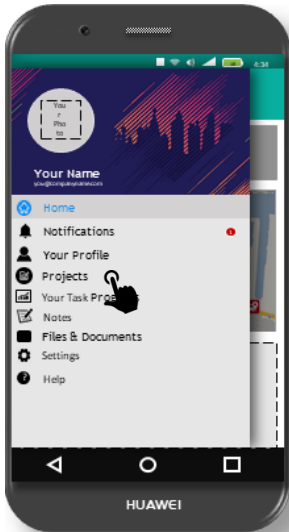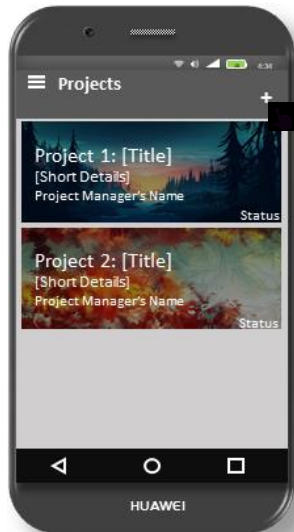

Notification Check
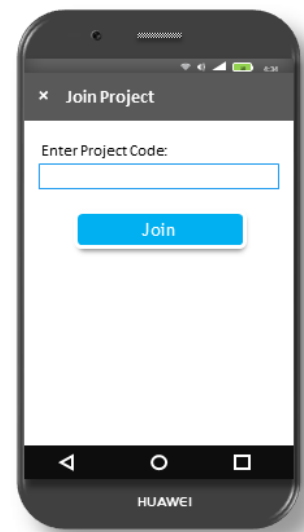

Profile Check

Projects

It let's you check out on the projects you're in and you can add yourself in new projects.
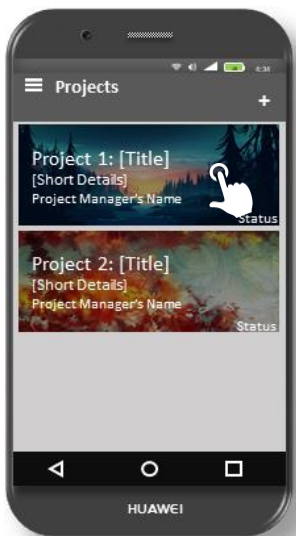

Tap On Project

Tap on the Plus icon

Enter code to join a Project

Tap on the Project
Cover

Tap on 'Members'
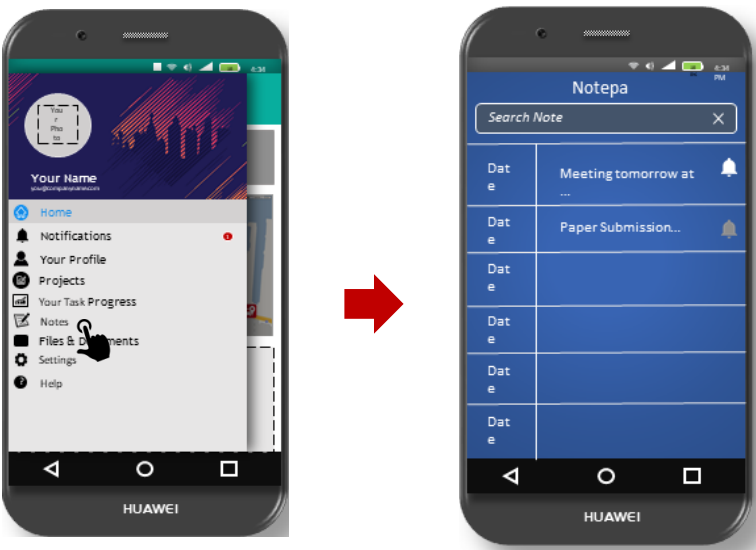to see members list.

Tap on Teams to see
teams

Task Progress and Graph view:

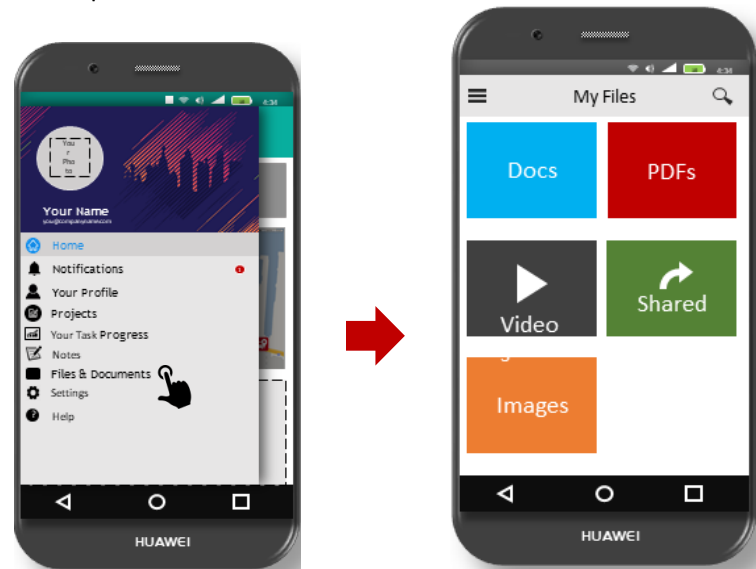Tap on Task Progress

Tap on Graph view

Notepad:

Tap on Notes

Tap on 'Files & Documents to access 'My Files' as in the Cloud Storage.