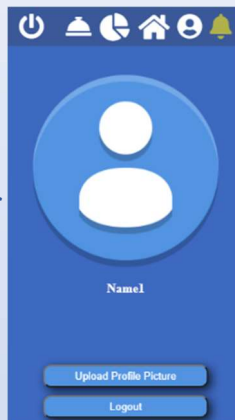


# CEIS

## Software Features (User Access)

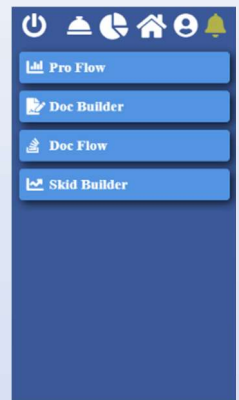
### Logout

- Single click logout button Logout from
- Navigation
- Logout from Profile Bar



### Quick Access

- Provides a fast and easy way to Modules
- Only Accessible by Admins (user level 1)



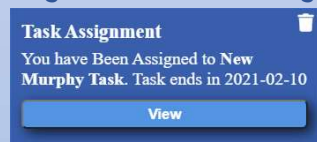
### Notification Alerts

- Provides notification alert
- Types of Notification

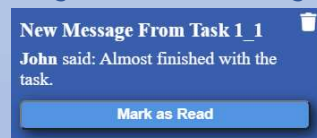
#### 1. Message



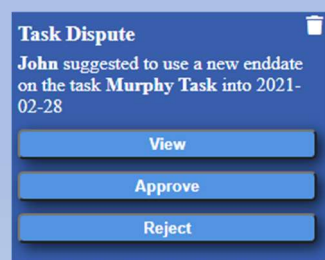
#### 2. Page Redirect Message



#### 3. Single Action Message

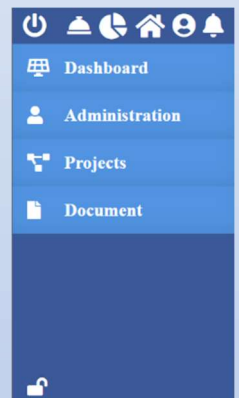


#### 4. Multi Action Message



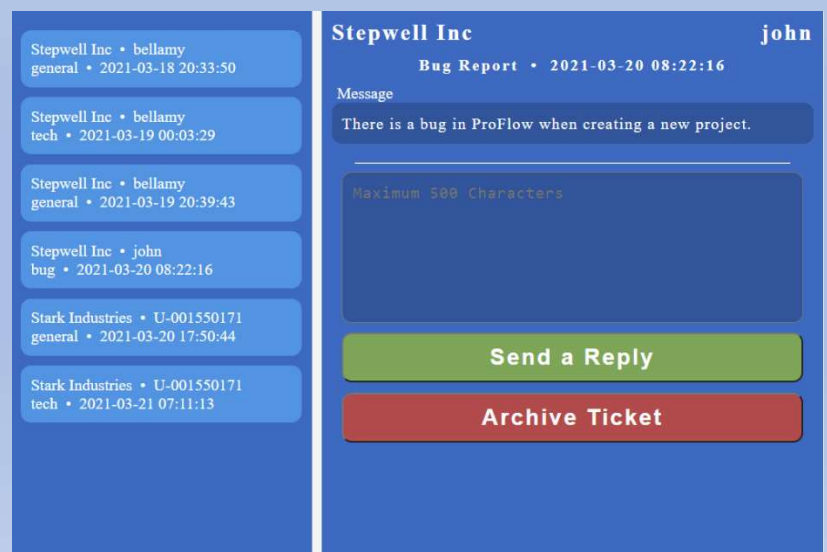
### Navigation Lock

- Prevents side navigation from expanding



### Complains

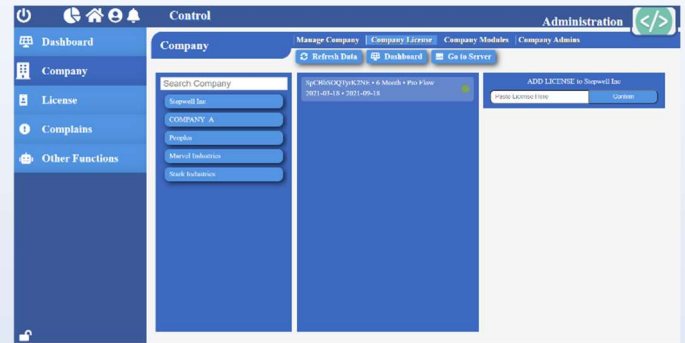
- Receive complains from users
- Send response to users
- Types of Complains
  1. General Inquiry
  2. Bug Report
  3. Tech Assistance



## Software - Admin Control

### Company (Software Admin Access)

- Create and manage companies
- Assign licenses to companies
- Assign various modules
- Create and manage company admins



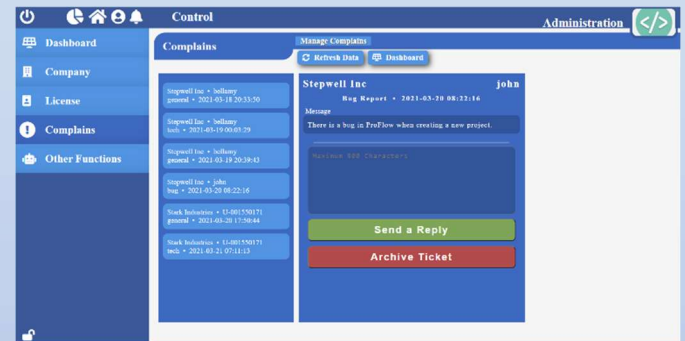
### Licenses (Software Admin Access)

- Create license keys for various modules
- View a list of assigned licenses for all



### Complains (Software Admin Access)

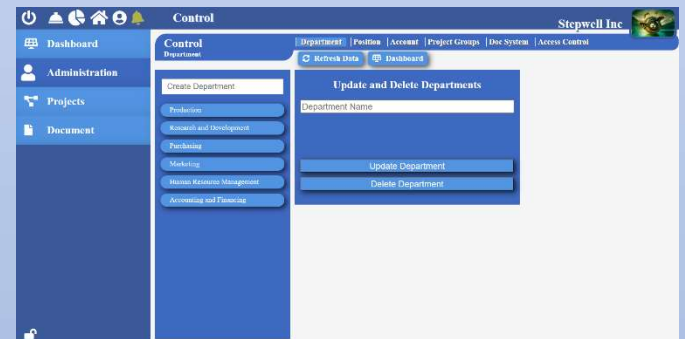
- View and manage complains received from users
- Send response to complains



## Company – Admin Control

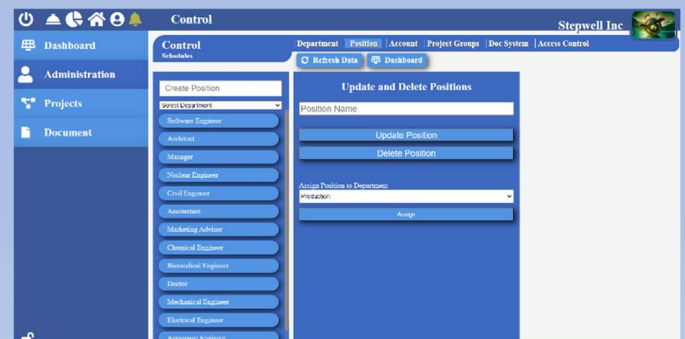
### Department (Company Admin Access)

- View a list of all the departments in the company
- Add, update, and remove company departments



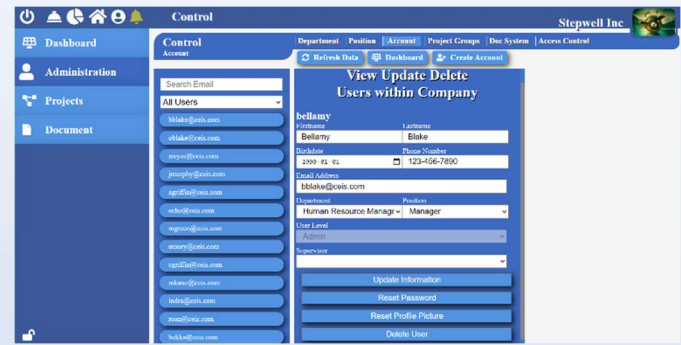
### Positions (Company Admin Access)

- View a list of all the work positions available in the company
- Add, update, and remove work position
- Assign positions to departments



## Accounts (Company Admin Access)

- View a list of all users accounts in the company
- Add and update company users accounts
- Assign positions to users
- Assign supervisor



## Project Groups (User Access)

- Create and manage group of projects
- View, add, and remove users from project group



## Doc System (Company Admin Access)

- Organize documents by categories
- Create custom document categories and subcategories



## Access Control (Company Admin Access)

- Provide access to module to your company users
- Restrict module access to chosen users



## Company - ProFlow

### New Projects (User Access)

#### Create Projects

- Create multiple projects
- Connect multiple users to your project



### Build Project – Technical

- Provide detailed project description
- List priority of the project in details
- Create detailed project strategies



### Build Project – Schedule

- Create multiple temporary documents
- Create multiple temporary tasks
- Create and assign multiple temporary resources



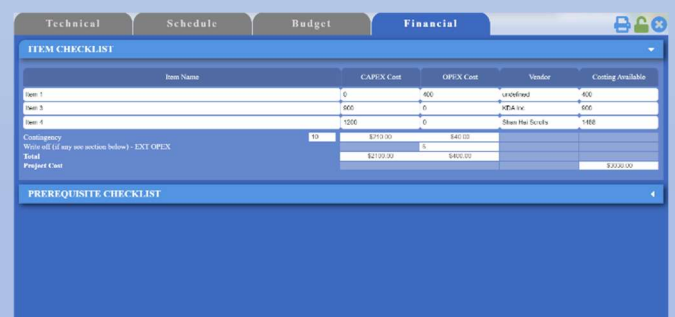
### Build Project – Budgeting

- Assign hours and rate for all temporarily created resources
- Create a detailed budget schedule for all your resources
- Upload invoices for your suppliers



### Build Project – Financial

- View and manage financial aspect of the project



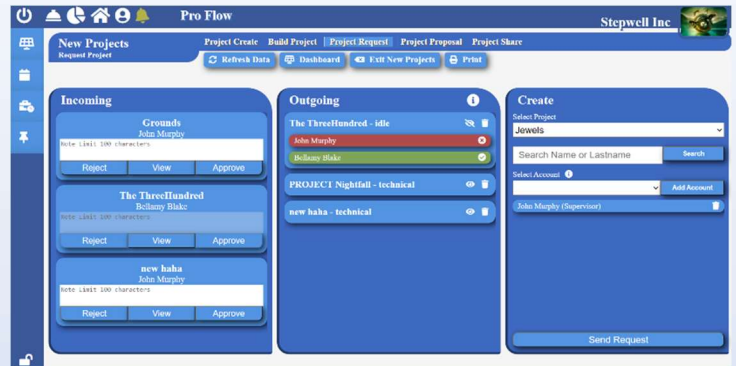
### Project Lock

- Record and track any changes made by your colleagues
- View and revert all the recorded changes



## Project Request

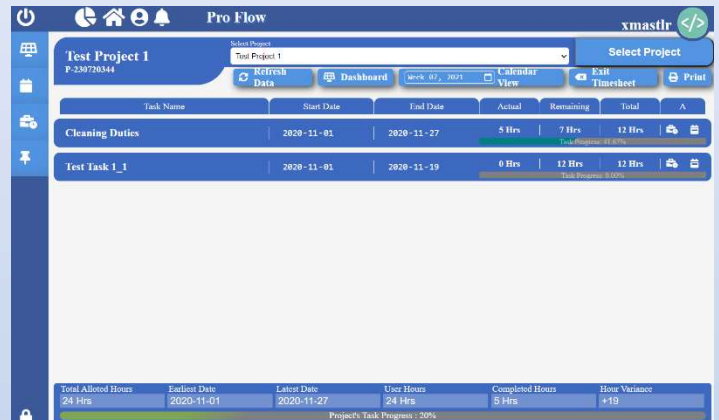
- Send project for review and approval
- Send project request to multiple



## Company - ProFlow

### Project Timesheet (User Access)

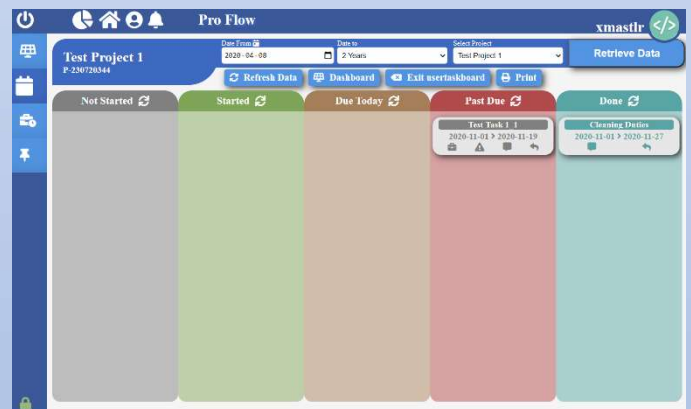
- Assign hours to task
- View start and end date of the task
- View precisely when and total hours worked on a task each week
- View tasks progress and remaining hours



## Company - ProFlow

### My Task Board (User Access)

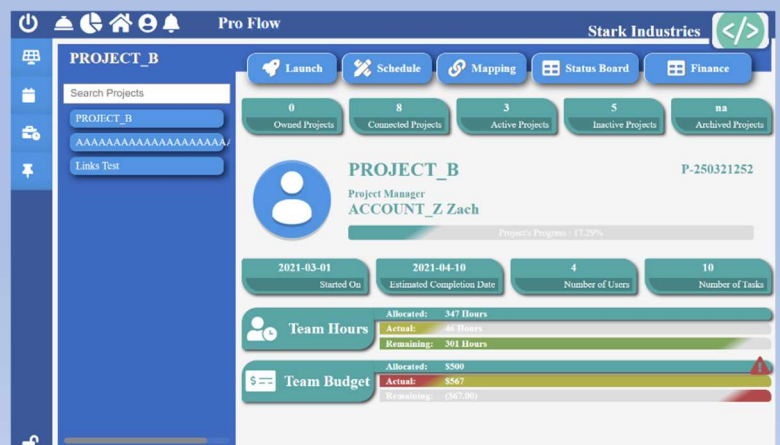
- Detailed view of your tasks and their deadlines
- User's can indicate task has been started
- Send quick message to project manager regarding a particular task
- View incoming messages from project manager regarding a particular task



## Company - ProFlow

### Active Projects (PM & Supervisor Access) Dashboard

- Track overall progress of your project
- Display number of users and tasks connected to the project
- Overview of team hours
- Overview of project budget





## Launch

- Connect more users to the active project
- Create, view, and distribute project minutes
- Create, view, and delete project register
- Create, view, and delete project notes
- View a list of all uploaded documents
- View and modify technical and financial aspects of the active projects



## Mapping

- Map documents – Assign temporary documents schedule to actual documents
- Map resources – Assign responsibilities of temporary resource to actual resource



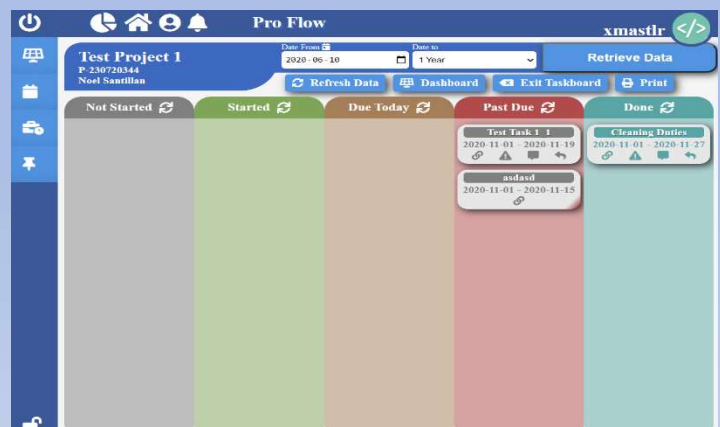
## Schedule Board

- Detailed view of all project documents
- Add and update documents stages
- Assign documents as milestone
- Add, update, and remove tasks of a document
- Assign users and/or suppliers to tasks
- Assign hours to resources



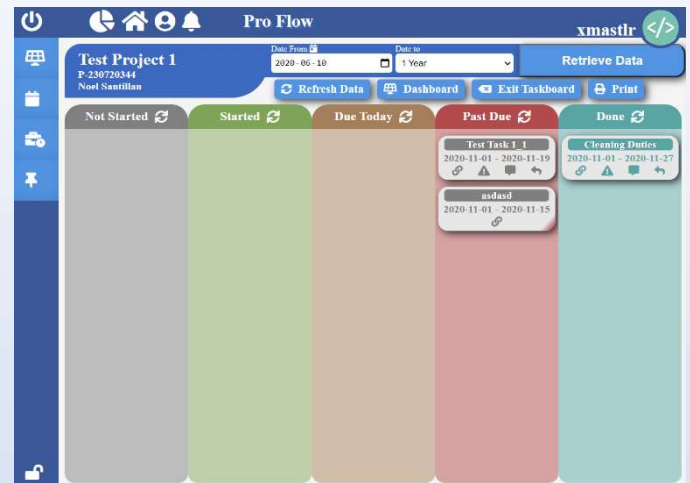
## Task Board

- Organized view of all tasks in the project
- View progress of all tasks in the project
- Easy communication with the team assigned to the task
- View and resolve any task disputes



## Document Board

- Detailed view of all the documents in the project
- Track progress of all documents (actual and planned)
- View current stage of all project documents
- View start and end date for all stages of all project documents



## Resource Board

- Track progress of tasks assigned to your inferiors
- View start and end date of the project
- View total allocated project hours, user hours, completed hours, and hour variance
- View total allocated and actual hours of all the users working on the project

Account Name	Type	Total Hours	Start Date	End Date	Actual Hours
Raven Reyes	Team	12 Hours	2021-03-23	2021-03-31	9 Hours
John Murphy	Team	108 Hours	2021-02-01	2021-02-01	26 Hours
Murphy Issue P2		12 Hours	2021-02-02	2021-02-01	3 Hours
Raven Issue 1		12 Hours	2021-02-02	2021-02-19	3 Hours
Coco Ryan		12 Hours	2021-02-02	2021-02-02	12 Hours
Murphy Task		12 Hours	2021-02-01	2021-02-25	0 Hours
Task 1.1		12 Hours	2021-02-01	2021-02-10	0 Hours
Project Meeting		12 Hours	2021-02-11	2021-02-16	7 Hours
New Murphy Task		12 Hours	2021-02-01	2021-02-01	5 Hours
IMP 1.2		12 Hours	2021-02-01	2021-02-09	0 Hours
New Murphy Task		12 Hours	2021-02-01	2021-02-10	0 Hours
Maisty Green	Team	6 Hours	2021-02-01	2021-02-17	0 Hours
<b>Total Hours</b>		<b>108.00 Hrs</b>			<b>26.00 Hrs</b>
					<b>16.67%</b>

## Budgeting Board

- Track progress of resources working on the project
- View allocated hours, actual hours, and hour variance of the project
- View allocated and actual hours of all resources of the project
- View and update rate of all users and suppliers working on the project

Team Member's Name	Allocated Hours	Actual Hours	Rate	Timezone	Materials	A
Noel Santillan	24 Hrs	5 Hrs	\$17.00	NA	NA	
Jacob Sant	12 Hrs	0 Hrs	\$32.00	NA	NA	
KDA Inc (T & M)	8 Hrs	N/A	N/A	NA	\$600.00	
<b>Number of Users</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>44</b>	<b>5</b>	<b>11.36%</b>
						<b>Assigned Rate : 100.00%</b>

## Tracking Board

- Track project budget
- View allocated, remaining, and actual budget of the project
- View allocated, remaining, and actual budget of all project resources

Team Member's Name	Rate	Allocated Hours	Actual Hours	Allocated Budget	Actual Budget	Remaining Budget	A
Emery	\$27.00	12 Hrs	0 Hrs	\$324.00	\$0.00	\$324.00	
Marcel Kane	\$0.00	12 Hrs	0 Hrs	\$0.00	\$0.00	\$0.00	
Abigail Griffin	\$0.00	5 Hrs	0 Hrs	\$0.00	\$0.00	\$0.00	
Maisty Green	\$23.00	5 Hrs	0 Hrs	\$115.00	\$0.00	\$115.00	
John Murphy	\$32.00	108 Hrs	26 Hrs	\$3456.00	\$832.00	\$2624.00	
Raven Reyes	\$100.00	12 Hrs	0 Hrs	\$1200.00	\$0.00	\$1200.00	
Bellany Blake	\$0.00	12 Hrs	2 Hrs	\$0.00	\$0.00	\$0.00	
klawatt Inc (Lampson)	\$0.00	N/A Hrs	N/A Hrs	\$0.00	\$0.00	\$0.00	
<b>Number of Users</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>\$5065.00</b>	<b>\$832.00</b>	<b>\$4233.00</b>	
						<b>Budget Variance : 16.33%</b>	

## Spending Board – Dashboard

- Detailed view of all project budget item
- View CAPEX budget and actual cost
- View OPEX budget and actual cost

Budget Item	Company	CAPEX Budget	CAPEX Actual Cost	OPEX Budget	OPEX Actual Spend	Vendor	Action
Caravan	Internal	50	\$100	\$100	0		
Galvan	Internal	50	\$100	\$100	0		
Auto Machine	Internal	50	\$100	\$100	0		
Super Mixup	Company	\$1000	\$100.00	50	0	Two One	
Super Mix	100	\$1000	\$200.00	50	0	Supermix One	

## Spending Board – OPEX Spend

- Detailed financial view of all project resources
- View allocated hours, actual hours, pay rate, user's role, budget, and actual amount of company users

Team Member Name	Role	Rate STD	Allocated Hours	Actual Hours	Budget Amount (per day)	Actual Amount (per day)
John	Senior Member	25	12	0	300	0
Sarah	Senior Member	25	12	0	300	0
John Smith	Senior Member	25	12	0	300	0
John Smith	Senior Member	25	12	0	300	0
John Smith	Senior Member	25	12	0	300	0
John Smith	Senior Member	25	12	0	300	0
John Smith	Senior Member	25	12	0	300	0
John Smith	Senior Member	25	12	0	300	0
John Smith	Senior Member	25	12	0	300	0
John Smith	Senior Member	25	12	0	300	0

## Spending Board – CAPEX Spend

- Add financial information of all project suppliers
- Add invoice details
- Upload a copy of invoice for all project

Supplier Name	Budget Item	Service Date	Service Detail	Invoice Number	Exchange Rate	Actual Spend	Payment %	Action
John	Internal	2024-02-01	John Smith	1000000000	1.00	1000000000	100%	
Sarah	Internal	2024-02-01	Sarah Smith	1000000000	1.00	1000000000	100%	
John Smith	Internal	2024-02-01	John Smith	1000000000	1.00	1000000000	100%	
John Smith	Internal	2024-02-01	John Smith	1000000000	1.00	1000000000	100%	
John Smith	Internal	2024-02-01	John Smith	1000000000	1.00	1000000000	100%	
John Smith	Internal	2024-02-01	John Smith	1000000000	1.00	1000000000	100%	
John Smith	Internal	2024-02-01	John Smith	1000000000	1.00	1000000000	100%	
John Smith	Internal	2024-02-01	John Smith	1000000000	1.00	1000000000	100%	
John Smith	Internal	2024-02-01	John Smith	1000000000	1.00	1000000000	100%	
John Smith	Internal	2024-02-01	John Smith	1000000000	1.00	1000000000	100%	

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