TASKEN PLAYBOOK

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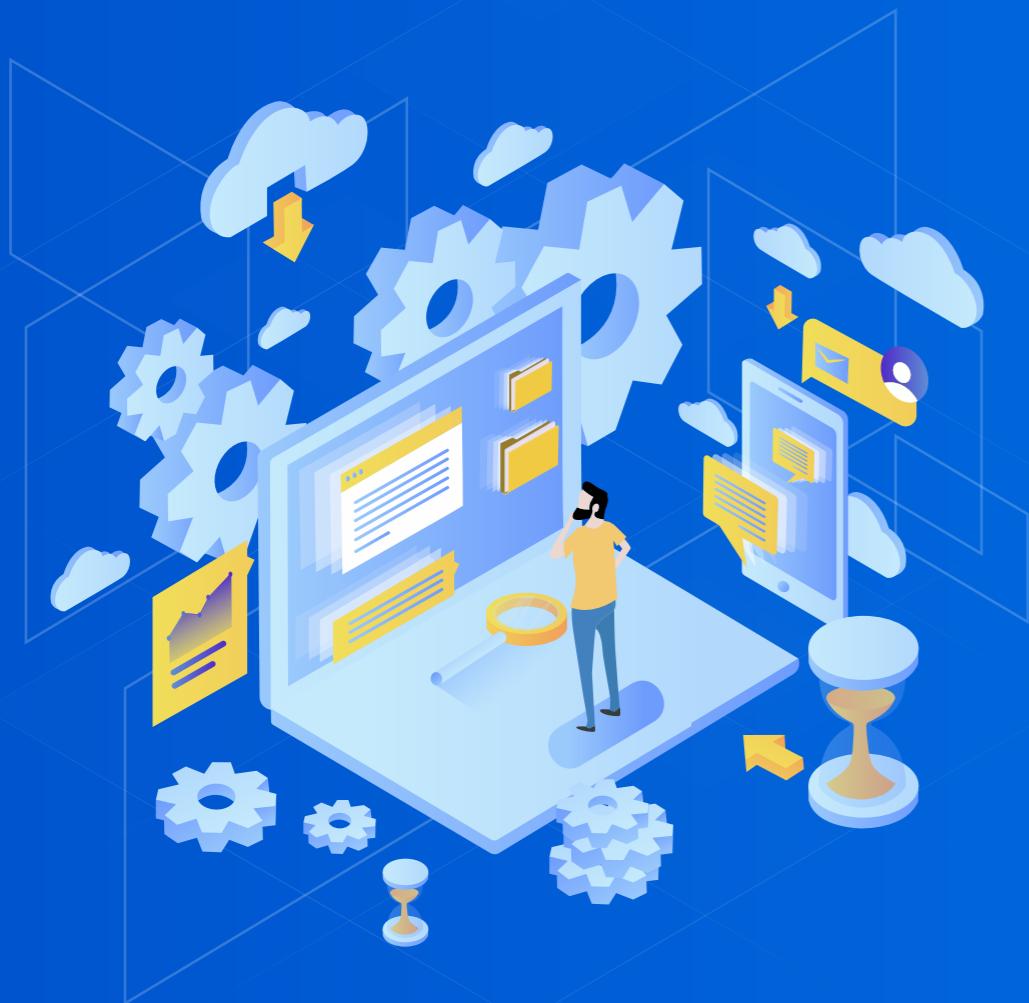
What is Tasken?

Tasken - Task Management Software, a Solution Developed by Opus Solution

The best integration platform for Sharepoint Online, Office365 ecosystem. Move your business in the right direction by setting and tracking comprehensive goals for all personnel and departments.

With task management tools including delegation, deadlines, recurrence, reminders, progress indicators, and more, TASKEN is helping teams of all sizes manage task lists and get more done in a single easy-to-use online workspace. Whether you are measuring organizational performance, objectives and metrics, goals, risks, financial resources, projects or plans, TASKEN can enable you to deliver the full story.

Why Tasken?
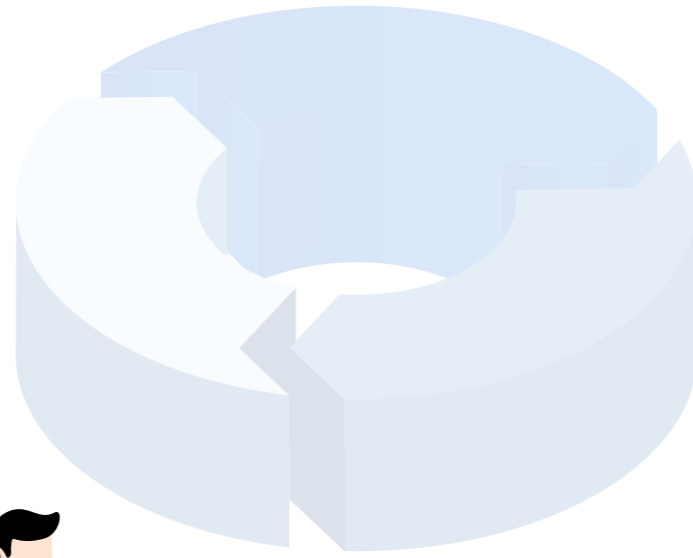
Delegate

Create detailed tasks and assign them to fellow team members. Add participants with assignee and supporters, deadlines, reminders, subtasks and more. Forget pining them for status updates. Simply look for the visual indicators showing percentage complete.

Collaborate

Attach conversations to specific tasks. Update progress, share task lists alongside files, pictures, videos, spreadsheets and more. Watch coworkers edit documents and make progress in real time. Keeping conversation update via email and mobile devices.

Monitor

Monitor progress on tasks with overviews on individuals, departments, teams, and projects. Or get a global overview of all tasks visible to you. Jump into conversations with the team about task progress, potential roadblocks and completions.

Meet deadlines

Keep the team aware of shifting due dates, upcoming milestones. And overdue deliverables with global, team and project calendar views. Sync calendar of tasks, targets, projects progress on multiple mobile devices as well as QR code mobile device sync method to keep commitment of work.

Tasken for Digital Transformation

- Data and Process were designed centralized and consistency with Microsoft platform working environment

- Cloud solution strategy with Microsoft cloud platform with Office365, Sharepoint, Kaizala

- Information Architecture supported and planned across enterprise solutions

- Office365 ecosystem enhanced and external system integration

- Azure AI & IoT platform supported

- MFA Security as well as ISO 9001:2015 & GDPR compliance

Benefits of Tasken

FOR EMPLOYEES

✓ **Single Sign On**
Authentication through only 1 company account system along with digital signature, ensures security

✓ **Easy Tracking**
Data files, requests, tasks can be searched by keyword in one single place

✓ **Employee engagement gamification**
The employed results that offers points, status, and rewards as the improve the skills, goals, or objectives the company is trying to meet in digital environment

✓ **Transparency**
Audit/movement of trail of requests is transparent

✓ **Professional knowledge**
Enterprise data is turned to record management knowledge and available for new employee learn to start and help themselves

Benefits
of Tasken

FOR LEADERS

✓ Get Organized

Meetings, email, calendar and contacts are all synchronized to work together, automatically updated across all devices and working everywhere

✓ Decision Making

Effectively analyze data discover useful information, suggest conclusion and support enhanced decision making

✓ Reminds and Assistance

With regard pendency of designated category of tasks, approvers get regular AI alerts, reminders and automation process rules

✓ Recognize and Predictable

Output of eOffice is measurable by KPIs and metrics that allow leaders predict and drive into business performance

FOR COMPANY

✓ Quality

Streamline business process, ensures that every action is performed identically – resulting in high quality, reliable results

✓ Consistency

Apply inherit rule and automation process to all level of service to your business

✓ Time saving

Empower productivity and mobility, decrease 80% operation time of approval process

✓ Metric Visibility

Tracking the progress with status and measure performance of your workforce
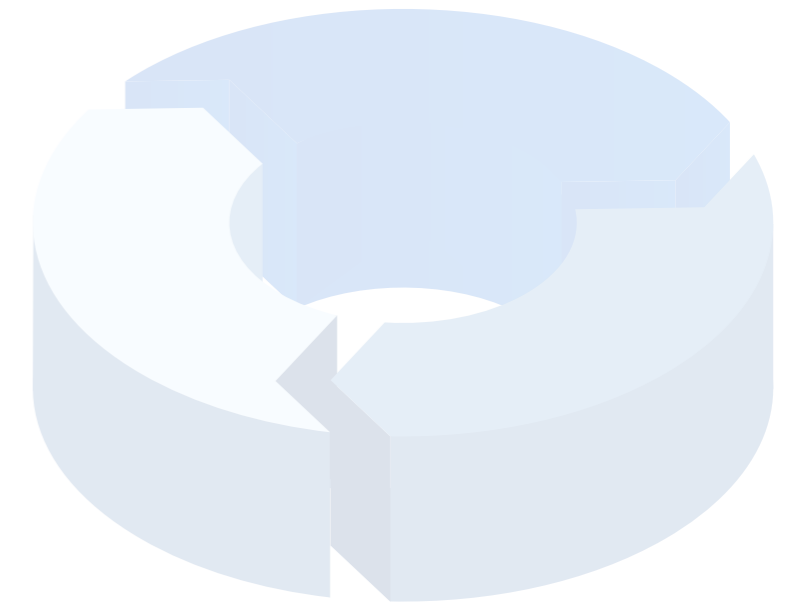
Tasken Function

Company Information Architecture

Information architecture design, Organization chart and Responsibility, Internal process standardization, Result objective evaluation and KPI.

Task Central Repository

Having a central location to collect, store, and report KPI data makes it much easier to manage metrics that are unified around a strategy map. Summarizing and focusing the detailed data that you deal with every day into something that's coherent for management helps to help ensure synergy and attainment of corporate goals. By using data from such a repository (or warehouse) to support the generation of your KPI metrics, you can very effectively score your performance against business objectives, monitor progress in real time, provide drill to detail capability, generate cause-and-effect models and, most importantly, measurably improve the bottom line.

Elimination of Departmental Barriers

Regardless of the specific performance criteria that is central to your immediate or long-term business goal, each key performance indicator should be structured so it connects to the duties of everyone at the company and, as such, eliminates departmental barriers. By keeping KPIs simple and attaching them to your company's mission, customer experience, and/or financial performance, you can better maximize employee understanding on how to contribute. And when coupled with incentive programs that reinforce behaviors that work toward attaining KPIs, high employee engagement usually results.

Closed-Loop Process

Effective scorecarding and exception management are powerful catalysts for making the need for change visible and the opportunity for improvement clear, helping to close the loop in the performance management cycle and to replace the "blame culture" that often sprouts when areas of low performance are revealed.

Performance Measurement

Within the dashboard, KPIs are presented in a manner that gives executives enhanced analytical insights, showing not only the current levels of performance against each KPI, but providing the capabilities to create "what-if" scenarios and exception reports which are immensely helpful in giving vital information to executives to initiate necessary corrective (or proactive) actions.

Centralized Notification

As a part of mobile-centric strategy, employees communicate with teammates over Kaizala mobile messaging platform, businesses have no control over security protocols. They cannot control dissemination of sensitive data in chat groups, control group access as an individual level or verify the identity of group members. Kaizala is built on Office 365 trust and secure principles. The Office 365 compliance framework details the protocols that need to be followed while handling user and customer data.
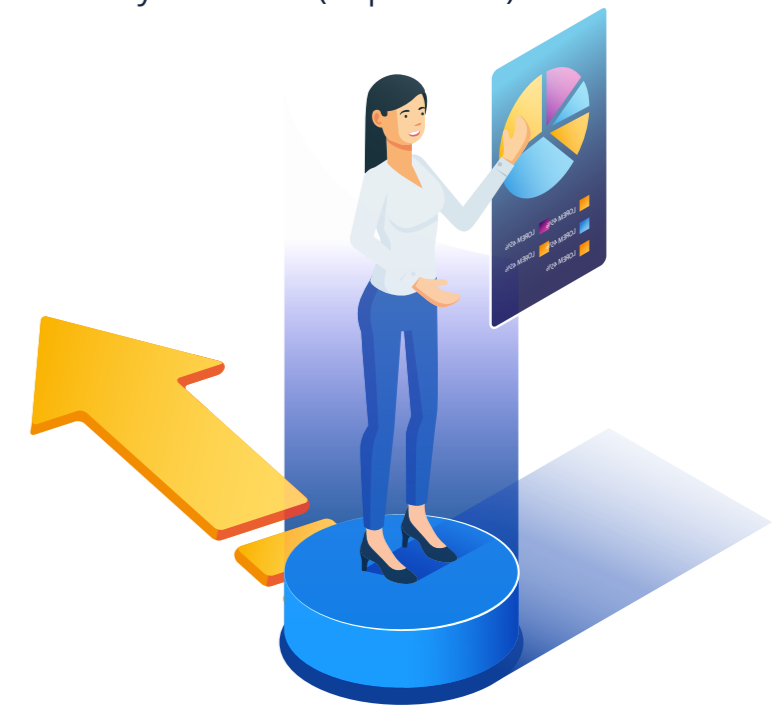
Key Features of Tasken

Taske Modern Workplace

Tasken KPI

Tasken RMS

Tasken EMS

Tasken Project Management

Tasken IT Helpdesk

Tasken Leave Management

Tasken Budget Plan & Finance Management

Tasken DMS

Tasken ATS

Tasken ECM

Tasken Room & Car Booking

Tasken EIM

Tasken HRM

Tasken CRM

Tasken IA

Tasken Modern Workplace

Let your organization embrace modern ways of working. Join our Tasken Modern Workplace.

A new culture of work is here. It's open and collaborative, letting you work together securely, from anywhere in the world. This is the modern workplace with Office 365 and Window 10. Use these training scenarios to get stared and do you best work.

Modern Workplace works to provide seamless communication and multi-device experiences to help bring teams together, enable productivity, and help drive digital transformation. It creates an environment in which employees can enjoy secure, highly reliable platforms for exchanging ideas, having conversations, collaborating, and doing their best work.
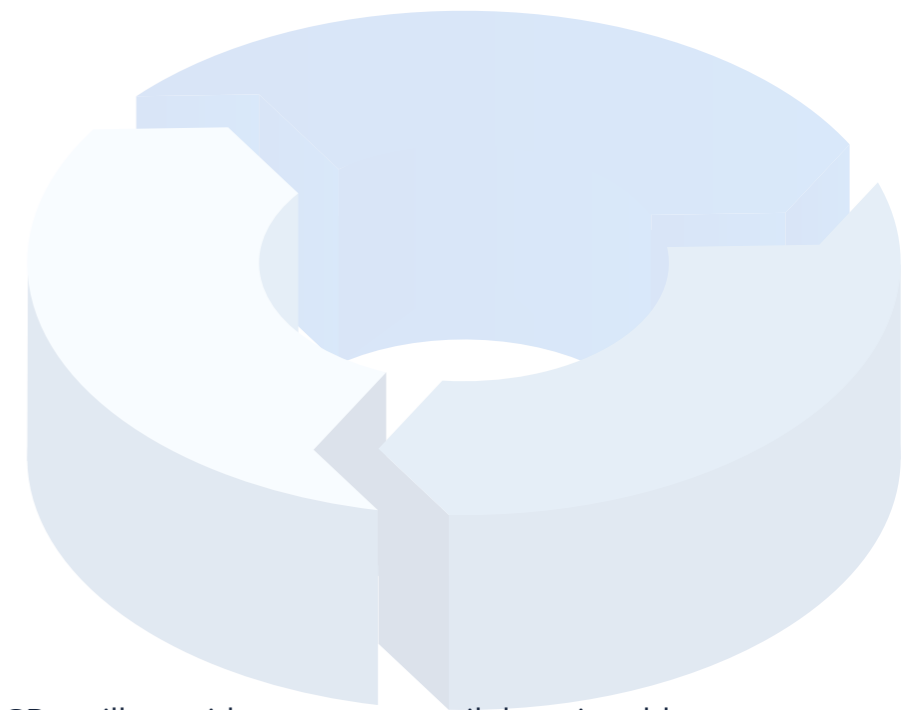
- Email Online with 50GB mailbox with company email domain address, access everywhere on any devices

- Personal Calendar to setup appointments, meeting and events with employee, customer, external users, sync with any devices, share calendar with another people

- Personal Drive 1TB storage, sync with any devices, share files with any people to collaboration, control versioning, changes tracking, search full text by keywords within file's content

- Company Data File Server 1TB storage + 10 GB for each user and full functionalities as Personal Drive

- Chat & Online Meeting video conferencing for up to 250 people HD calling, compatible HD hardware and broadband connection with at least 4 Mbps required, built-in, fully integrated voice and video on any devices

- Corporate Social Network is very similarly to Facebook but for your company employees only to share content with people, and tools live together, to provide instant access to everything your teams may need

- Security & access with Single sign on in 1 login account, support multi factor authentication via SMS, Apps, Calls over all company system applications

Tasken KPI Driven Management System

Move your business in the right direction by setting and tracking comprehensive goals for all personnel and departments.

Tasken KPI provides organizations with the capabilities to create, manage, visualize and analyze Key Performance Indicators (KPIs). Typically, data can be entered manually or automated from existing databases and third-party applications. This data is then used to form the basis of KPIs that can be displayed on dashboards and reports. Tasken KPI also provides analysis functions that help businesses see how their KPIs are performing against targets, strategic goals or objectives.

- Allows tracking progress of corporate goals and resolutions
- Assign tasks, supporting and discussion in ONE place
- Allows the progress report and review process to be completed
- Real-time workflow display that allows monitoring of status reports at any time
- Manage assignment and permission according to each department, direct manager levels
- Synthesized report export system allows users to synthesize multi-dimensional report types
- Closely monitoring, support automatic reminders with SLA
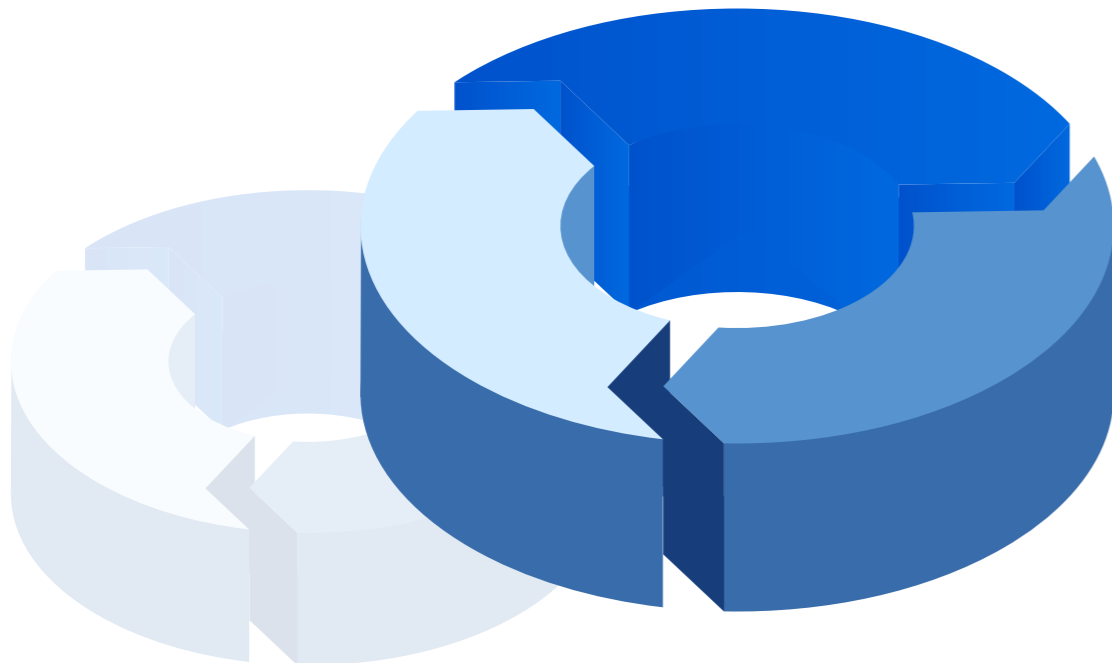
It visualizes vital information at a glance. Many BI platforms can help you dig through and analyze millions of points of data. Tasken KPI helps you hone in on a few priority metrics at a time to avoid analysis paralysis.

It focuses your organization's efforts. No more confusion about goals—once your KPIs are set and your team can monitor their performance against them, team members can focus on improvement.

It gives you a centralized view of your data. The data to measure your KPIs may be scattered between your CRM system, multiple Excel spreadsheets and a proprietary database. Tasken KPI can pull all of this information together into one centralized location.

It saves time on data collection. Once your data sources are integrated with the platform, Tasken KPI takes care of the rest. Gone are the days of manually updating numbers on a recurring basis.

Tasken Request Management System

A comprehensive, efficient, flexible solution to manage global compliance-sensitive funding requests

Tasken RMS is a Request Management System solution that helps organizations reduce cost and improve employee satisfaction by providing process definition, workflow automation, and visibility for areas such as Information Technology, Human Resources, Finance, Sales, Marketing and other types of services. Basically, any department that receives requests can do it better with Tasken RMS.

- Allows the integration of budget management for financial-related requirements. Align organizational budgeting and planning processes to enterprise strategy by collaborating your strategic plans and corporate budgets
- Integrate information from multiple sources including accounting systems, ERP, CRM and more, offering better control to the budgeting process and eliminate the manual effort in collection and consolidation
- Manage approval according to the organization chart
- Assign workflow, ensure consistency, and automate request delivery
- Allow editing approval under workflow. Tasken RMS gives you a self-service portal to approve requests from enterprise systems. It enables approval workflow for service catalog, identity management, access management, and user provisioning requests. Tasken RMS also lets approvers take action at any time online and with a mobile application.

✓ Tasken RMS effectively manages the external grant request submission and approval process for multiple activity types in an ever-shifting regulatory environment. RMS allows organizations to easily track and report on a variety of request activities, providing requestors, approvers, and administrators full visibility into the grant processing lifecycle. RMS tracks the entire workflow of a grant request including registration, request submission, review and approval, contracting and payment, outcomes and financial reconciliation, and custom reporting

✓ With Tasken RMS, it's easier than ever to accept requests, forward them to the right team/person and provide an overview of the requests made so as to keep users notified. It leads to improved performance of employees and boosts an organization's capability to handle service requests in a professional manner
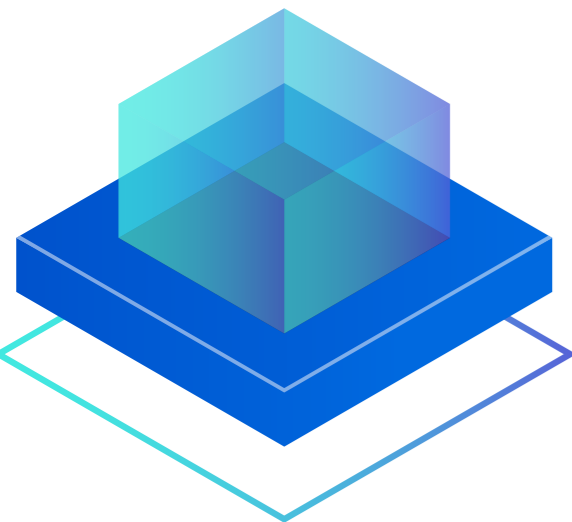
Tasken Internal Communications and Announcements

Increase internal cohesion and work efficiency. Help people easily exchange, discuss and work together.

Intranet portal is an active portal that helps to connect your business to the digital workplace. This is a business solution beyond Office, transforming Office 365 and Sharepoint into a lively, intuitive and flexible business portal that focuses on business communication and collaboration.
Tasken EMS provides companies the ability to share ideas, post documents, merge schedules, upload photos and collaborate on projects within a single secure intranet portal.

- Company intranet portal with modern design and unified interface with company logo and branding
- Department portal allow members within department can build their own content, document and calendar management
- Photo gallery is easy with our drag-and-drop photo uploader, select the ones that you want to display, automatically determine the best layout to use and customizable by yourself
- Video gallery with professional intelligent video channels for your company to create, securely share, and interact with video on any devices, 500GB of storage + 0.5GB per licensed user (only available with Modern Workplace package)
- Utility modules and the daily workplace included such as Calendar upcoming events, Company internal announcements, Internal Assessment Survey, Company document library, Quicklink & System Access

Increase productivity
Online working space with scientific organization system on Tasken EMS helps you easily manage the work of each employee and department.

Reduce time wastedt
All information along with the corporate document system is scientifically organized and sufficient which help employees and managers save time in searching and handling work requirements.

Staff satisfaction
Employees of companies using Tasken EMS are satisfied with the cohesive, shared, transparent and professional working environment that Tasken EMS brings to their business.

Tasken Project Management

The easiest way to manage any project with your team.

Tasken Project Management is designed for any project or workflow.
Plan ahead, set priorities and track projects from start to finish. From
simple checklists to kanban boards, we've got you covered.
Plan, track and collaborate using the preferred project management
software of more than a million businesses.

- Centralization management of company running project, unique
  all tasks and implementation progress
- Manage project profile, timeline and documentation such as
  planning project, related document
- Easy partition project type and search by keyword when required
- High available system requires always must be online and
  accessible everywhere
- Management project's progress buy gantt chart, calendar, Kanban board
- Allow user synchronize all project tasks to Outlook and mobile devices
- Security protection for any project information
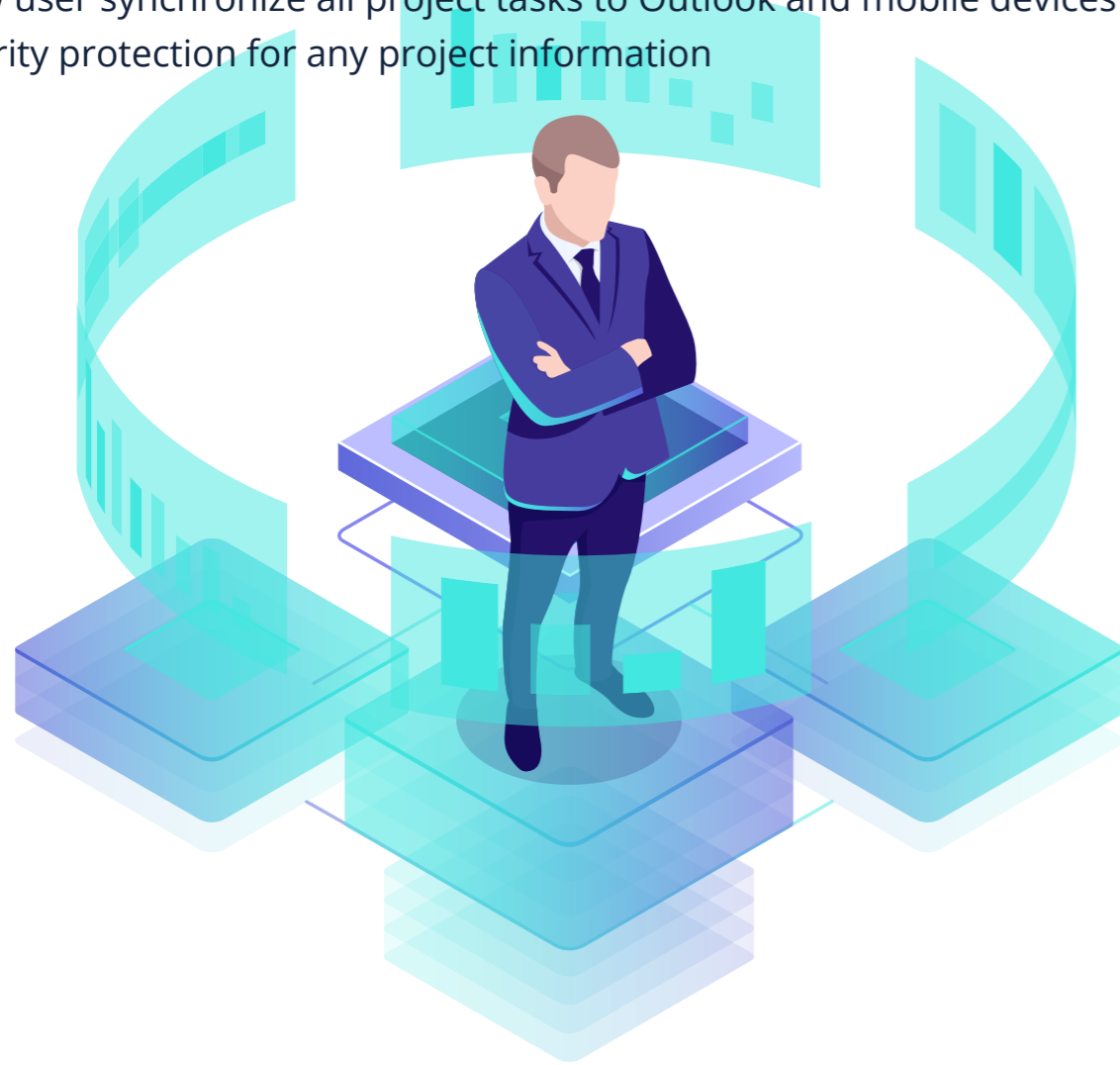
Plan projects with ease

Milestones, task lists, and tasks help you organize complex projects into
easily manageable units. Get more refined control by creating blueprints
that automate your task's workflow.

Get in-depth insights with Gantt charts

Gantt charts provide a detailed visual on the schedule and progress of
your tasks. Record critical tasks, manage task relationships better with
four dependency types, and set baselines to track deviations.

Collaborate seamlessly

Employees, clients, vendors, or consultants, from near or far can work
together with our collaboration tools.

Keep track of time:

Everyone working on a project can easily log their billable and non-billable
hours using timesheets. The built-in integration with Tasken Invoice
automatically generates invoices from timesheets.

Track and fix issues fast

Log issues and track them as they get fixed and tested. Define custom
workflows and business rules. Track code changes made in GitHub and Bitbucket.

Manage your documents

Make sure your team always has access to the latest version of all project
documents. Work together on documents, presentations, and spreadsheets
using our online document tools.

Tasken IT Helpdesk

Ensure you have the right IT help desk in place.

Turn every ticket and workflow into an effortless experience for your team and a uniquely personalized one for your customers. Tasken Helpdesk is the right software for your needs as we are proud to provide you with a cost-effective helpdesk solution

- This system help your IT department improve this process to improve quality and duration from IT helpdesk support team
- Easily prioritize certain users based on SLA policies
- Its auto-responder helps System Admin to set up workflows by ticket type
- Track issues that have been resolved or opening
- Satisfaction surveys for end user after completed a request
- Easy to turn a ticket from Helpdesk system to knowledge base or FQA
- Report dashboard by status

Support more easily

With a helpdesk software, your agents can respond to emails, answer phone calls and chat with customers from one place. No need to juggle various tools and logins.

Increase Efficiency

A helpdesk software can help automate most support tasks. Your team can dedicate all of its efforts towards tackling the customer's problems instead of figuring out paperwork and maintenance.

Strengthen collaborative efforts

You can collaborate efficiently with a helpdesk software. With better visibility of who is responding to a ticket, which customers already have answers and which tickets still need to be answered, your team can support customers better together.

Provide better responses

Communication is easier and answers are more helpful when you have more context. You can always access past interactions with any customer on any channel from a single, unified customer database.

Improve Customer Loyalty

A Helpdesk software can streamline your customer support process so that it is easier to make customers happier. Happy customers mean loyal customers who will keep returning to your business.

Analyze and Improve Faster

Are your teams' responses fast and accurate enough? A good helpdesk software will provide the metrics you need to measure your team's performance so you can learn when to improve and when to appreciate them.
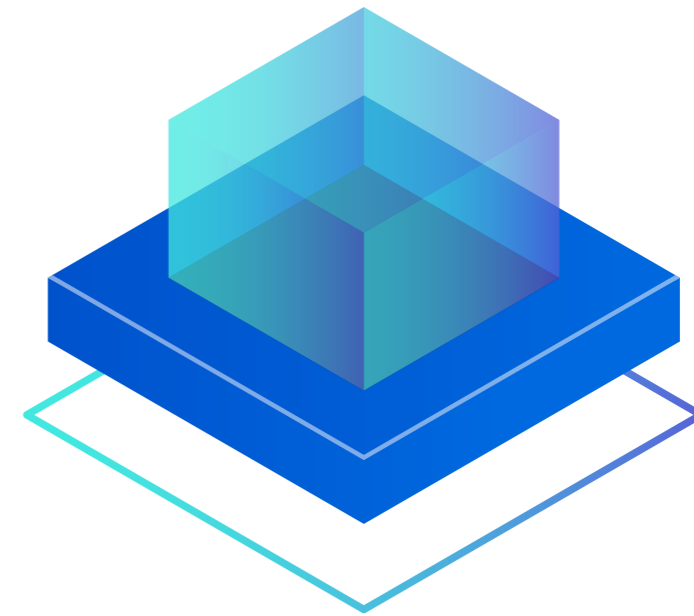
Tasken Leave Management

A simpler, more coordinated way to effectively manage your employees' absence

As HR staff, your inbox might be inundated with multiple leave requests for approvals. Now, you can set aside the tedious work by customizing your organization's leave types and entitlements.

Tasken Leave will assess your organization's current leave of absence policies, identify improvement and efficiency opportunities and recommend solutions for your organization and your employees.

- Provides the login system to allow user login and submit an online request. Allow a user Cancel a submitted request
- Workflow review browsing by standard of business workflow, integrate with email system to send message
- Dashboard page for reserved for administrator, Manager, Admin system
- Follow a dedicated people to submit request on behalf. Email warning for Manage for each 3 days if not approved
- Manage employee list and the budget of year. Allow report and export to Excel
- Manage permission for Employee, Manager, Admin

Send your excel spreadsheets on vacation

The modern way to address workers' fundamental leave rights. Our leave management system makes things easy for employers, eliminating the hassle of spreadsheets and Access databases.

Avoid additional costs for the company

Many companies fail to properly track the amount of vacation and leave time taken by employees, which can lead to them facing unforeseen costs. With our excellent reporting system, you can quickly view all the information you need and identify any anomalies.

Ensure privacy and quick approvals

With Tasken Leave's advanced security and approvals system, employee absence requests are addressed only to the person or persons responsible for their approval, through a streamlined process which fully complies with privacy requirements.

Keep track of all requests and approvals

Our application keeps track of the whole process, from the employee's request right through to the manager's approval. Managing vacation and leave requests with our software eliminates the risk of inconsistencies, ambiguities and errors.

Keep your information secure

All data entered in the Tasken Leave platform is secure in our data centers and remains your property. This means more than a contractual guarantee, because you can also export the data at any time.

Tasken Budget Plan & Finance Management

Make better decisions, increase profit and accomplish your goals.

Tasken Budget Plan is a professional system for financial department, department managers to control and monitor expenditure base on plan and actual budget in year. It is a total process from do budget plan, project proposal, spend budget in year by management activities, payments... all above progresses are controlled and reported promptly. Tasken Budget Plan helps thousands of businesses, nonprofits and their advisors drive better decision making through these time-tested processes.

- Allow business user access system to create new, add, edit a budget for department and plan it for payment categories
- Manage permission and create user groups according to specific flowcharts
- Any requests that related to financial can be integrated
- Approval process and email notification
- Exchange of information and status updates correctly and keep track
- Admin report for department budget and history of payment

✓ Real-time budget control

Tasken Budget Plan provides you with full budget management and monitoring functionality for contract management, ordering, hiring of external staff, and billing. Budgets can be monitored from both the order process and the invoicing process, providing you with real-time control of your budgets

✓ Flexibility

Budgets can even be updated from external financial or ERP systems. In addition, you can easily create budgets by entering them directly into Tasken, via an imported Excel document or through an interface from the financial system.

✓ Continuous current insight

In Tasken Budget Plan, budget holders immediately assess the impact on the budget when assessing a contract, purchase order or invoice. In this way they can determine whether to reject or approve expenses based on current information. Once a commitment is made, it is automatically reserved on the budget. This means that all approved orders, contracts and invoices that are in circulation, as well as the payments already made, will be deducted from the budget. As such, budget holders always have insight into the remaining budget when approving transactions, avoiding unexpected over expenditure.

✓ Clear budget reports

With Tasken Budget Plan you have all the information organized in a single dashboard system for comprehensive budget reports. This gives you a clear picture of costs and expenses at both individual and company-wide levels. Budgets can be defined based on multiple criteria, such as departments, cost centres, cost types, commodity groups, users, and combinations of these. This makes it possible to capture an organization's complete budget plan and to view budgets at any level to the smallest detail!

Tasken Document Management System

Organize, manage, collaborate on all internal corporate documents

Tasken DMS is a management solution that allows businesses to control the production, storage, management and distribution of electronic documents, yielding greater effectiveness and the ability to reuse information and to control the flow of the documents.

- Allows you to create new document or upload existed document from a computer
- Share document and privacy
- Send to people, group or departments to join and compose online
- Keep track of word processing
- Receive and manage centralized processing of incoming / outgoing documents
- Update the word processing results on the system
- Look up the document to follow the criteria
- Admin reports & statistic
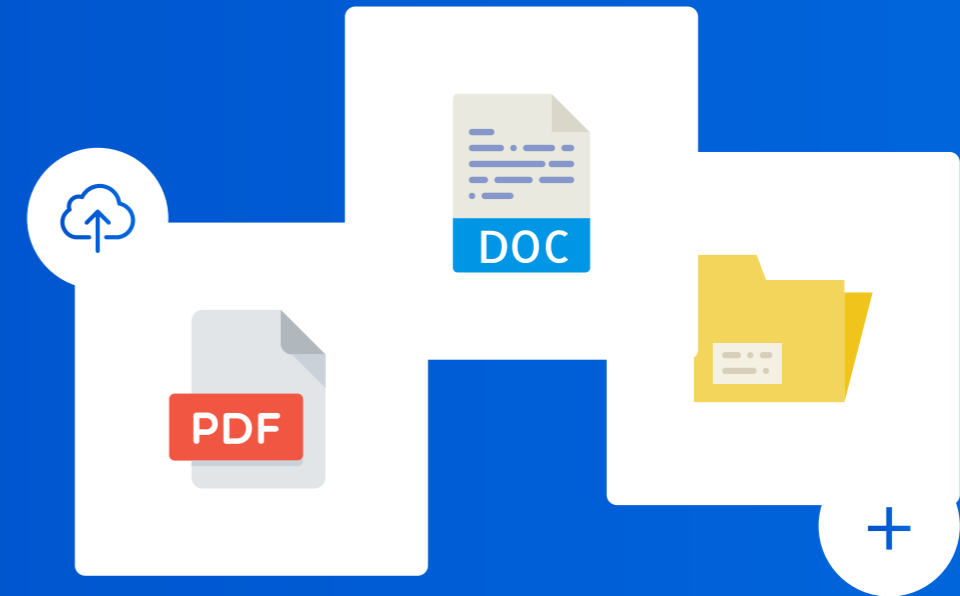
Organize and share electronic documents

Tasken DMS manages any type of electronic document in any file format. You can organize electronic documents into hierarchies of folders and c ompound documents within three types of workspaces that reflect the different ways in which people work: Enterprise Workspace; Project Workspaces; and Personal Workspaces.

Apply custom metadata to documents

Tasken DMS lets you associate extra information, called metadata, with documents. Metadata is indexed and can be used to easily retrieve and generate reports on documents based on your custom criteria. Each piece of metadata information is an attribute, and sets of attributes can be grouped into categories that can be associated with any document. You can also add to your attributes, which improves the accuracy of attributes and enhances query precision.

Work directly from popular document authoring tools

Tasken DMS allows users of popular desktop authoring tools, including Microsoft Word, Excel, PowerPoint, and Outlook, to open and save documents directly from the repository. Using Windows Explorer, users can drag and drop documents and folders between their desktop and the repository.

Work together seamlessly

Working with internal and external collaborators can be smooth and effortless with features like security level controls on folders and documents, pinpoint comments, and a secure link generator. Tasken DMS provides version control, that automatically saves each new version of a document as a copy, so you can access the document's entire history and revert back to any previous version.

Tasken Attendance Tracking System

A time tracking, scheduling, and billing solution all in one.

Taking employee attendance and tracking hours is a tedious, thankless job. It takes hours of time, messy paper work and is not the core responsibility of HR or management. They would rather be focused on core issues moving the company forward, handling complex benefit process or recruiting the top people possible. Instead, many are forced to spend their time tracking employee hours to make sure nobody improperly reports hours. Fortunately, there are now automated systems that make this process dramatically easier.

Uniquely flexible time and attendance tracking solutions of Tasken ATS can easily conform to your payroll and compliance requirements!

- This system allow import or retrieve data from Access control system from Factory, Farm, Office
- Allow Admin Login to correct data or export to excel with agreed template
- Easy to compare with working plan and integrate with OT system for OT records verification
- Allow Admin to manage Location office
- System support features to allow Team Leader in Factory and Farm can plan Working Shifts for their team
- Report export to Excel such as Time Report, Report per User, Report per Office/Location, OT detect Report

Workflow Management

An integrated attendance management system can provide good visibility of all data and can ease the workflow of payrolls, leaves and performance reviews. Notifications/alerts are automated and the manager can approve requests immediately. With just a few clicks, Tasken ATS can help manage schedules, allocate work, and easily keep track of shift swaps. It can also help you to forecast workloads, resources, and budgets.

Real-time tracking

Cloud-based attendance management enables real-time tracking and provides automated inputs for payroll processing. This helps in managing alternative payment schedules and makes all information available in real time. Managers can create "scheduled versus actual" reports to adjust work schedules and direct workforce activities in real time.

Compliance

Inaccurate records can cost your organization a lot of money in overtime payment, and can also violate labor laws, resulting in expensive legal defense and fines. Regulations require that employers track attendance and provide the necessary compensation to their employees for any excess hours worked in the spirit of fairness. Tasken ATS that integrates with your payroll simplifies this process while making it seamless.

Tasken Contract Management System

Automate and enforce across the full contract lifecycle–from authoring, collaboration and signing to operationalizing contracts for every purchase.

Whether you simply need a fully searchable archive of your executed contracts or a solution for full authoring and automated workflows, our contract lifecycle management solution can solve your organization's needs today and tomorrow.

Tasken ECM, by definition, is about managing the lifecycle of your contract – from initiation through approval and execution. But it doesn't end there. Contract lifecycle management also includes post contract management activities like measuring performance of the contract and alerting the appropriate people for expirations and renewals. It also includes the ability to search and find any contract at any time for any reason and to report on all aspects of your contracts.

- Allow user review and approve a contract as well as co-auditing online with other people
- Build workflow automation for review and approval agreement
- Send email notification to related people
- Store and categories of agreement types
- Report for expired agreement
- Status and history tracking
- Report dashboard by status, categories
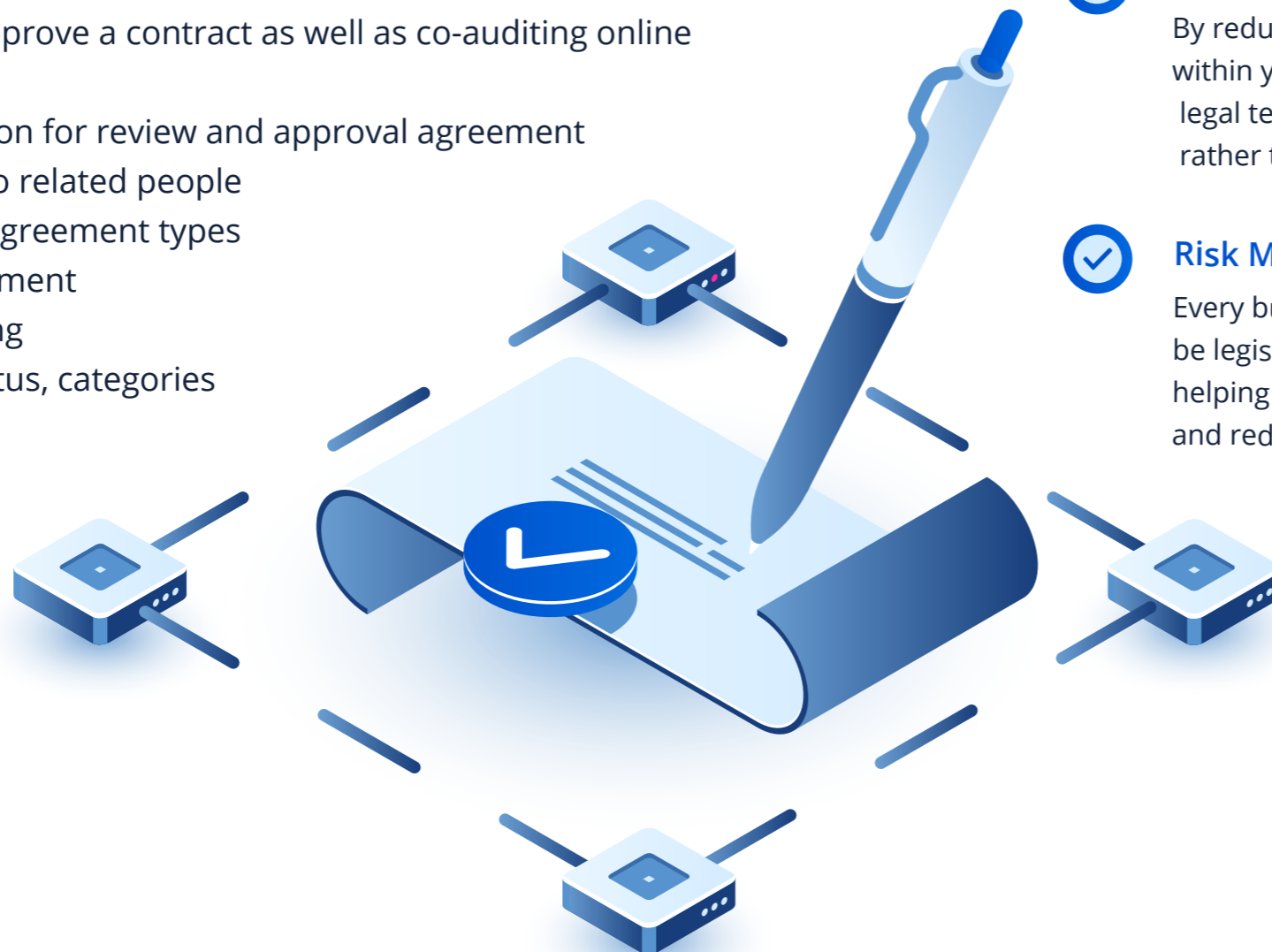
Cost reduction

A clear line of sight of all your contract documents and arrangements enables you to identify wasted spend and area for consolidation.

Real-Time Access

Real-time access to financial and legal compliance reporting streamlines productivity and profitability through various departments and even entire organizations.

Time saved

By reducing the amount of time spent on admin you free up people within your business to focus on other areas that add value. For instance, legal teams can spend more time on activity that requires their expertise rather than basic administration, which doesn't.

Risk Management & Mitigation

Every business contract can bring with it some level of risk, whether it be legislative, financial or supply chain. By increasing visibility and helping to quantify those risks, Tasken ECM helps to manage compliance and reduces the chance of any kind of failure or penalty.

Tasken Room Booking

Smart technology enables effective management and planning of company meetings, makes company processes simpler and helps to use company space in a better way.

As HR staff, your inbox might be inundated with multiple leave requests for approvals. Now, you can set aside the tedious work by customizing your organization's leave types and entitlements.
Tasken Leave will assess your organization's current leave of absence policies, identify improvement and efficiency opportunities and recommend solutions for your organization and your employees.

- Allows the user to view meeting schedules and select meeting rooms by date and time.
- Manage meeting reservations requirements
- Manage service requests for meeting rooms such as tea, water
- Track the booking process. Submit meeting request for approval
- Admin reports
- Approval process to avoid duplication. Admin support for changing meeting schedules when there are unexpected, important meetings

Time Zone Sync
If your offices are located in multiple locations, the system can handle the appointments in all time zones and you can choose to display the time-zone of the user or allow them to view your time-zone. This is a useful feature when you have people joining the video conference or meeting from multiple locations.

Easy to Share & Collaborate
You can easily collaborate with other people just by simple link sharing. You can add superusers with special access privileges to each schedule, which makes it easier to work with multiple schedules.

Automated SMS/Email Reminders
You can configure the system to send automatic email and SMS reminders, which means you can never forget a meeting. The system also sends notifications to the admin when a new appointment is created. You can also configure the system to pre-approve or get approval from the admin before the confirmation.

Easy Access Control
Allow anyone to access the schedule with the link or limit the access to certain IP addresses or specific email IDs depending on your organization requirement.

Scheduling Made Easy:
You can easily set the default length of the meetings, set breaks between meetings, create custom forms to get user details and more.

Tasken Car Booking

Tasken Car Booking is a fast-growing free online car rental booking software with easy-to-maneuver features and functionalities that make it an ideal booking software for car rental companies.

- Allow user to create vehicle registration request form
- Find and check the vehicle to meet the requirements
- Track processing and approval status
- Receipt of vehicle registration request
- Request for approval workflow
- Car list information management
- Driver management. Manage car history
- Manage maintenance schedules

Real time availability
Automatically track vehicle availability within select periods by class or model.

Flexible rates
Easily setup flat or complex rates for different seasons.

Fleet management
Setup vehicle classes and manage information according to your needs.

Maintenance plans
Schedule maintenance, create repair orders and keep track of costs and damage over time.

Reporting
Easy to use management dashboards that allow you to keep track of key performance indicators.

Business protocols
Setup rules and protocols for cancellations, fuel charges, no-shows and other contingencies.

Integrated bookkeeping
Create efficient integrations that hook into your bookkeeping services.

Tasken Electronic Invoice Collecting & Management

Get the fastest invoice to payment workflow on the market with integrated digital forms.

Our E-Invoicing software lets you manage your invoicing and billing needs with a simple and effective user interface, allowing you to create, track, and manage invoices easily and effectively.

- A solution to support employee engagement into company activities, allows company employees to collect electronic invoices by forwarding an email containing the invoice attachment to a dedicated email such as invoice@companyname.com, the system will automatically upload to the system
- Allows users to upload electronic invoices from PCs, create and manage unlimited invoices. Create and manage unlimited suppliers
- Automate investigate invoice information and extract metadata
- Allows searching and filtering according to user conditions
- Allows users to preview electronic invoices in the browser and download them in a readable format such as HTML, PDF, XML, ...
- The system will automatically confirm if there are any errors and warnings for business users. Report aggregator, automatically calculate taxes and costs
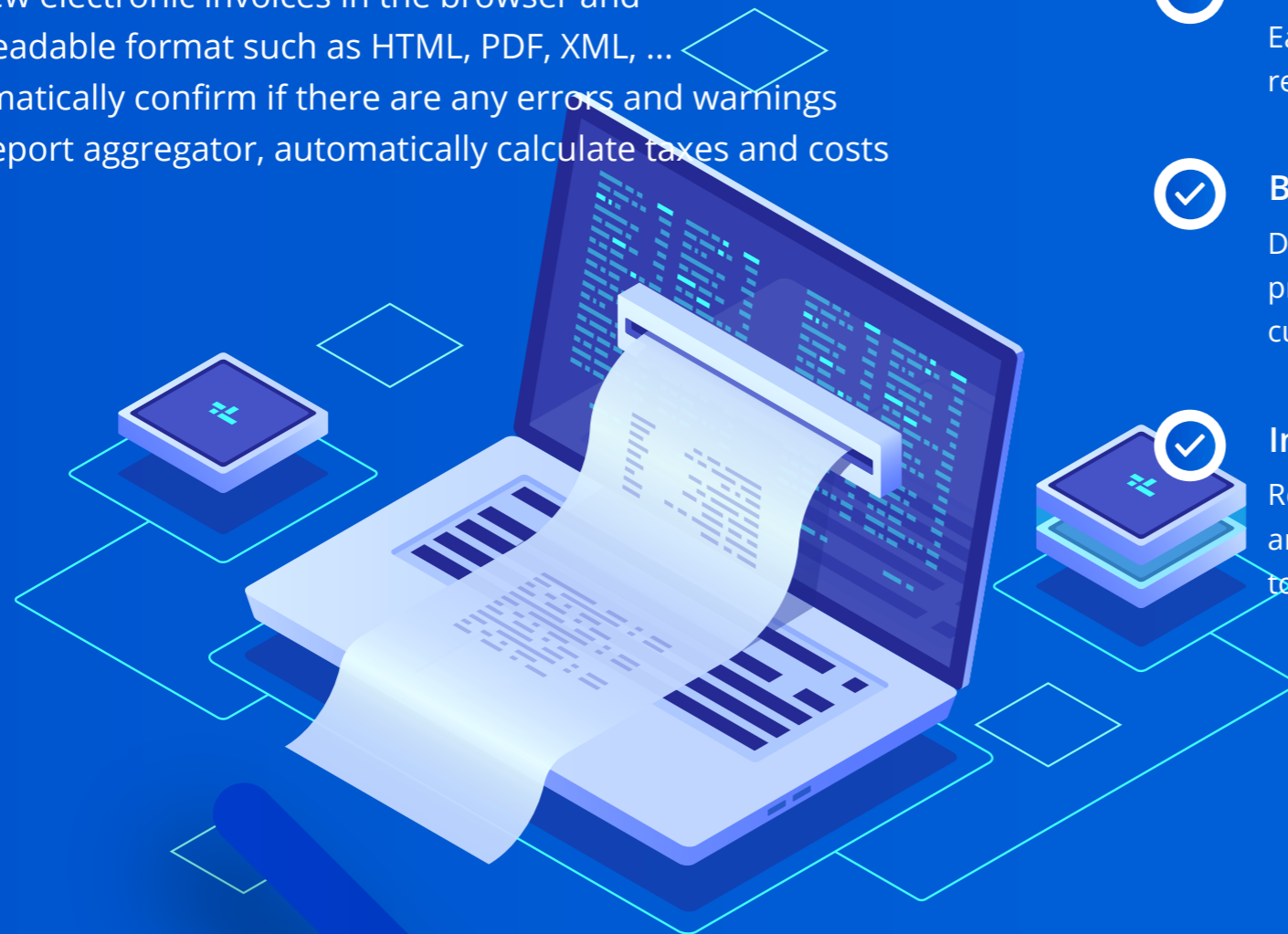
✓ **Experience reduced costs**
Save up to 80% on invoice processing costs by simplifying and automating the sending and archiving of electronic invoices to your customers.

✓ **Get paid faster**
Collect accounts receivables faster and lower your company's DSO by significantly reducing customer invoice processing and delivery time

✓ **Ensure compliance**
Ensure your customers' invoices are 100% compliant with the Accounting Standards, covering all obligations of authenticity, integrity as well as legibility of sent invoices.

✓ **Anywhere, any device**
Easily manage invoices in real-time, with no geographical or time restrictions, using any device (PC, Mac, tablet or smartphone).

✓ **Better support**
Deliver invoices to your customers according to their preference and provide them online, secure access to the web portal, bringing better customer support and service.

✓ **Improve productivity**
Reduce the amount of time spent on processing invoices while eliminating any handling errors, streamline business processes and allow your people to focus on higher value goals.

Tasken Human Resource Management

Personalized HR software that brings your employees together.

Streamline end-to-end employee management processes – recruitment, onboarding, payroll, performance management, leave and claims management. Tasken HRM gives organizations the much-needed tools to manage their most important asset – the people. A powerful and extensive features-list makes Tasken HRM easier, accurate, and more efficient.

- Allows management of personnel information
- Human resource information
- Set up salary calculation and monthly payroll
- Send payslips to staff via email and make them accessible for employees in their private intranet section. So that we can reduce the risk that other staff can see the salaries and furthermore staff can find a history of their payslips in their private internet section without asking the HR
- Each Job Description has a unique number and an online application form attached to it so that candidates can key in the information we request and upload their CV, Projects and submit the form
- The HR receives the application in an online system and continue with the application process

Pay day is a great day for everyone. We'll make it even better
Tasken HRM addresses the entire spectrum of enterprise payroll requirements, thereby ensuring accurate, faster and more efficient payroll processing with relative configuration.

Drive your business with the right talent
Tasken HRM allows you to enhance your recruitment process by making it simple, transparent, intuitive and interactive. This is achieved by streamlining the entire hiring process

Keep your best people working for you
Tasken HRM allows you to align your workforce with organizational goals by tracking relevant milestones or key employee performance indicators throughout the year.

Spend your time working, not tracking
Tasken's Timesheet Management module monitors and generates timesheets for each employee, tracking regular working hours, as well as overtime and time off payments.

All things in one place for your people
Tasken HRM provides a host of personalized services via employee dashboards. Employees can view information pertaining to them and manage their daily tasks from a single, secure platform.

Tasken Customer & Sale Management

A complete CRM suite of powerful features to help you create happy, smiling customers.

Tasken CRM is a system that manages a company's interactions and relationships with both current and potential customers. Tasken CRM enhances the customer relationship through managing customer interaction, tracking leads, and streamlining processes. Our overall goal is to increase sales by improving business relationships.

Winning customer love

When you have a 360° view of your prospects you understand them better, and you make the kind of decisions that create lasting r elationships with them.

More business opportunities

You can tap into the rich context in Tasken CRM to cross-sell and up-sell smarter. Your deals are always alive; they're just waiting to become bigger..

Pipelines without bottlenecks

Spot and eliminate stale deals faster, zero in on the hottest deals, and transform your pipeline into a dynamic, updated sales engine.

Data entry days are over

Spreadsheets and emails expect you to enter data by default. Tasken CRM is built to free up your time for real sales activities.

Clarity in communication

Customers don't have to repeat information, and reps can use historical context to quickly take conversations forward.

Utility beyond sales

Marketing and customer support teams can also use Tasken CRM to optimize email campaigns and improve ticket conversations.

Tasken Enterprise Information Architecture Management

The success of your business can depend on its digital environment.
Information architecture can help determine the kind of digital
place you want to build.

- Digital transform employee human resource information data modeling
- Implement security policy to manage user profiles and company data
- Digital transform the organization chart to system architect data modeling
- Transform all enterprise document content types to system architect data modeling
- Transform service level agreement (SLA) to system architect data modeling

Assess and recommend how to meet and exceed and organizations
overall performance by providing total office solutions.

Better Knowledge of Context for Content Used

Maintainable Robust Classification System

Support in analyzing and developing customer requirements

Increases Reuse of Content Reducing Production Costs

Increases Revenue Opportunities to easily Expand to New Markets