

VO Suite

Business Challenges

- Tired of managing data through paper forms
- Not able to track your staff movement.
- Not able to manage your events, appointments, meetings etc..
- Want to share information easier..
- Informing announcements and events to staffs through email.
- Manual way of managing leave records.
- Manual way of managing claim records.
- Excel mode of staff directory.
- Manually tracking your staff information & particulars.

Business Solutions

- Ease of use, instant information delivery.
- Up-to date information anytime and anywhere.
- Electronic workflow of information process.
- Work across geographical barriers
- Secured data access, audit logs, reports.

Business Package

A basic starter pack is available for just a group of 20 users.

- VOffice 20 user pack
- VOffice 50 user pack
- VOffice 100 user pack
- VOffice 200 user pack

A Office for eGeneration

Virtual Office a cost effective web-based portal solution for corporate collaboration. VO enhances communications between staffs on day-to-day activities.

It is a fully integrated workflow solution which improves your working efficiency, productivity and communication.

One centralized portal for data collation & collection.

Features and Benefits

Operational Efficiency

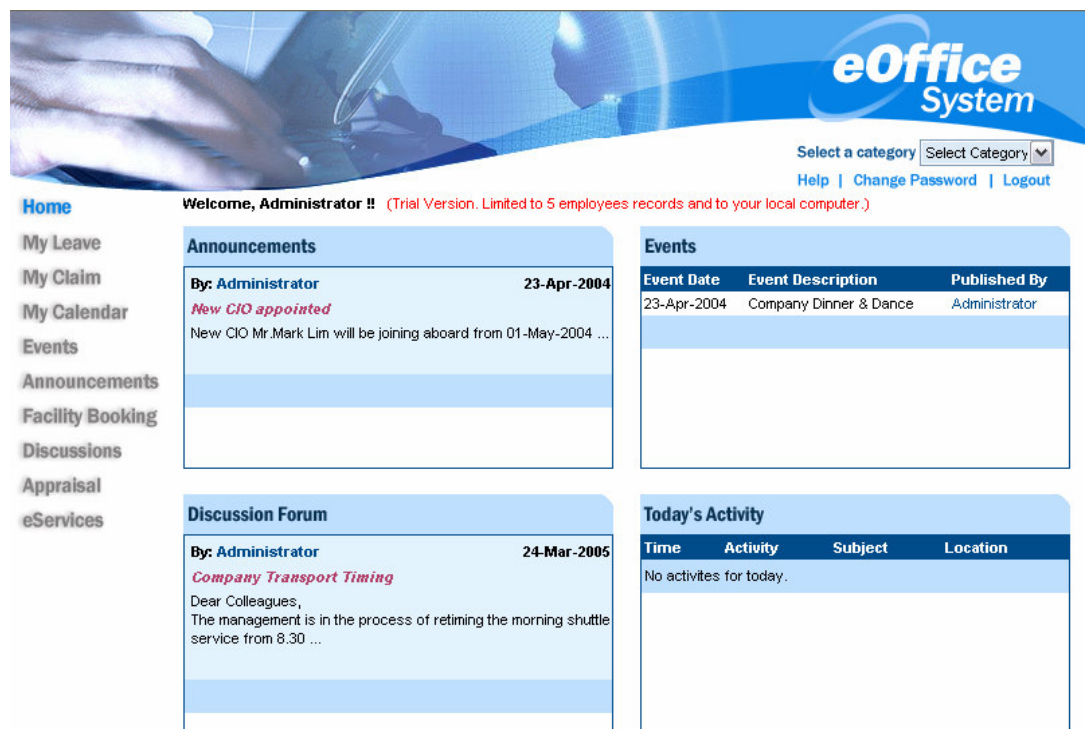
- Calculate the time you spent each day on updating and tracking data through paper forms. Think of how much time & cost you could save if you can carryout the same task effectively & efficiently using VO IT automation.

End-user Productivity

- Share instant information at same time across geographical borders (multiple location office). Exchange & share information electronically instead of time wasting snail mails, fax, phone calls.
- VO helps you to manage your time easier with VO event calendaring. It tracks staff movements, meetings, appointments.
- VO helps you to manage book and check your resources such as Meeting room, Conference room, Projectors and other utility equipments etc...
- User managed self maintained Discussion threads.

Cost Saving

- Cut down your cost on stationary, fax, phone calls etc...
- Cut down your administrative overhead.



The screenshot shows the eOffice System web portal. At the top right, there is a navigation bar with "eOffice System" logo, a "Select a category" dropdown menu, and links for "Help", "Change Password", and "Logout". Below the navigation bar, a welcome message reads: "Welcome, Administrator !! (Trial Version. Limited to 5 employees records and to your local computer.)". The main content area is divided into several sections:

- Home**: A list of menu items including My Leave, My Claim, My Calendar, Events, Announcements, Facility Booking, Discussions, Appraisal, and eServices.
- Announcements**: A section titled "By: Administrator" dated "23-Apr-2004" with a red headline "New CIO appointed" and a sub-headline "New CIO Mr.Mark Lim will be joining aboard from 01-May-2004 ...".
- Discussion Forum**: A section titled "By: Administrator" dated "24-Mar-2005" with a red headline "Company Transport Timing" and a sub-headline "Dear Colleagues, The management is in the process of retining the morning shuttle service from 8.30 ...".
- Events**: A table with columns "Event Date", "Event Description", and "Published By". It contains one entry: "23-Apr-2004", "Company Dinner & Dance", "Administrator".
- Today's Activity**: A table with columns "Time", "Activity", "Subject", and "Location". It contains the text "No activities for today."

eLeave & eClaim Module

Flexible

- User defined leave & claim types. Leave & Claim profiling for different group of employees. Working calendar profiling of different group of employees, Mass leave & claim adjustments.

Smart Process Engine

- Two level approval process, auto approval and auto escalation process.
- Monthly reminders of leave information.

Configurable Policy

- User defined calendar year, Department level leave control, Carry forward leave policy, Incremental policy.
- Restrict advance leave or exceeding available claim limit.

Proxy Leave Application

- Delegation of leave & claim system for users not able to access the application.

Extended Visibility

- Managers are able to view subordinate leave and claim information up to 'n' levels.

Claim Limits & Ratio

- Monthly claim limits, flexible employee & company deductible ratio.

Others

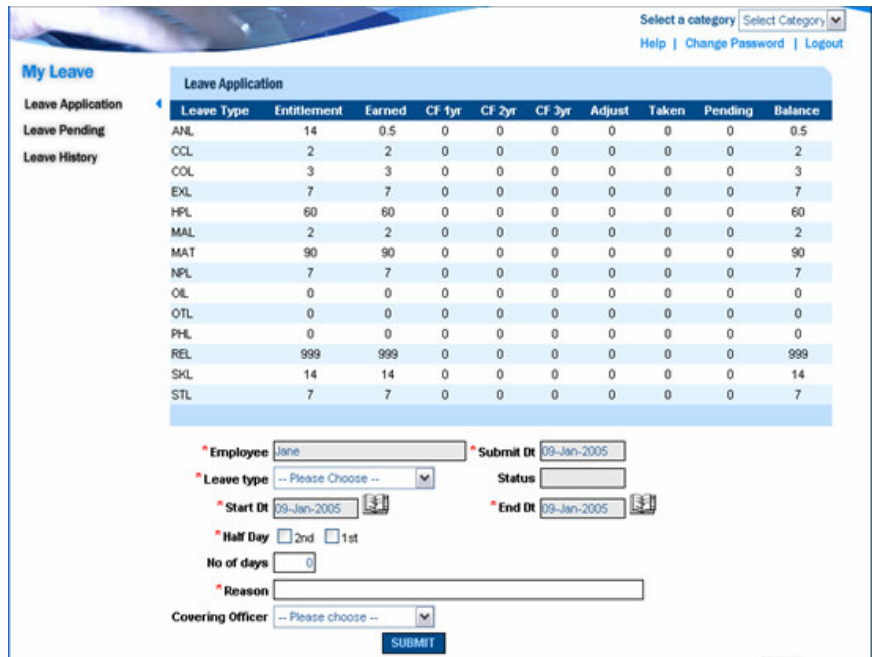
- Easier Non-IT staff administration.
- Partial claim approval.

Minimum Server Requirements:

Win XP Professional, 2000 or 2003
 Internet Information Server (IIS)
 Pentium III 450Mhz, 256MB RAM
 500MB hard disk space,
 MS SQL 2000 or MS Desktop Database Engine
 Network connectivity, SMTP, HTTP services

Minimum Client Requirements:

Win 98, XP Home, XP Professional, 2000 or 2003
 Pentium III 450Mhz, 128MB RAM
 Microsoft Internet Explorer 6.0, Netscape 7.0
 Network connectivity.
 Screen View: True Color 1024 x 768



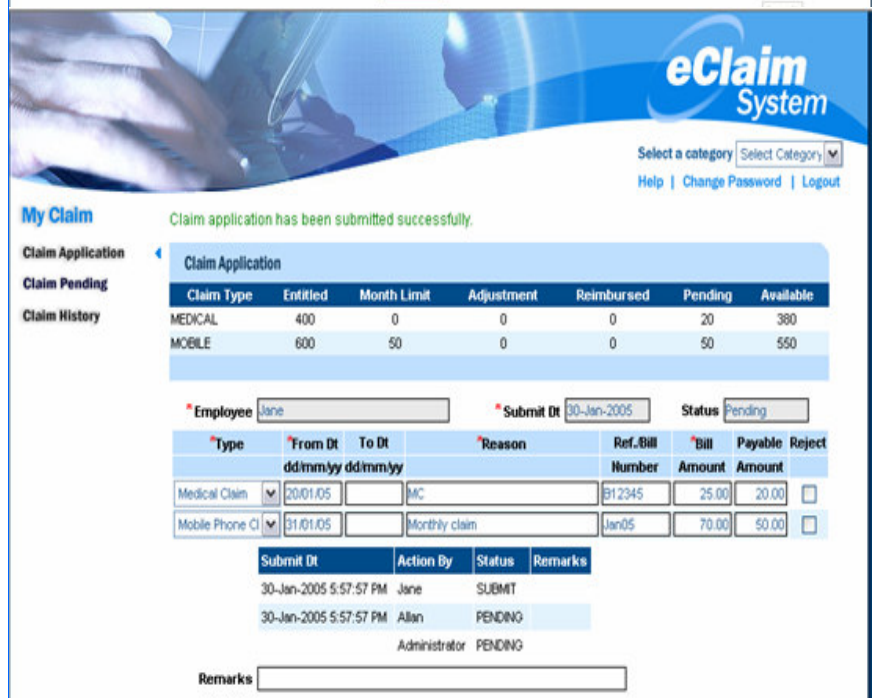
Select a category Select Category
 Help | Change Password | Logout

My Leave

Leave Application

Leave Type	Entitlement	Earned	CF 1yr	CF 2yr	CF 3yr	Adjust	Taken	Pending	Balance
ANL	14	0.5	0	0	0	0	0	0	0.5
CCL	2	2	0	0	0	0	0	0	2
COL	3	3	0	0	0	0	0	0	3
EXL	7	7	0	0	0	0	0	0	7
HPL	60	60	0	0	0	0	0	0	60
MAL	2	2	0	0	0	0	0	0	2
MAT	90	90	0	0	0	0	0	0	90
NPL	7	7	0	0	0	0	0	0	7
OL	0	0	0	0	0	0	0	0	0
OTL	0	0	0	0	0	0	0	0	0
PHL	0	0	0	0	0	0	0	0	0
REL	999	999	0	0	0	0	0	0	999
SKL	14	14	0	0	0	0	0	0	14
STL	7	7	0	0	0	0	0	0	7

* Employee * Submit Dt
 * Leave type Status
 * Start Dt * End Dt
 * Half Day 2nd 1st
 No of days
 * Reason
 Covering Officer



Select a category Select Category
 Help | Change Password | Logout

My Claim

Claim application has been submitted successfully.

Claim Application

Claim Type	Entitled	Month Limit	Adjustment	Reimbursed	Pending	Available
MEDICAL	400	0	0	0	20	380
MOBILE	600	50	0	0	50	550

* Employee * Submit Dt Status

Type	From Dt	To Dt	Reason	Ref. Bill Number	*Bill Amount	Payable Amount	Reject
	dd/mm/yy	dd/mm/yy					
Medical Claim	20/01/05		MC	B12345	25.00	20.00	<input type="checkbox"/>
Mobile Phone Cl	31/01/05		Monthly claim	Jan05	70.00	50.00	<input type="checkbox"/>

Submit Dt	Action By	Status	Remarks
30-Jan-2005 5:57:57 PM	Jane	SUBMIT	
30-Jan-2005 5:57:57 PM	Allan	PENDING	

Administrator PENDING

Remarks

The Company

Espore Corp Pte Ltd is a one-stop IT solution provider with vast experience in deploying state-of-the-art IT solutions, with a proven track record in providing reliable and cost effective IT services to our customers.

Espore has the following services to offer:

- Software Development
- Network Infrastructure & Security
- IBM / Lotus Solutions
- Managed IT Services
- Business Software Solutions
- Hardware Procurement
- Voice over IP Services
- Hosting Services

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