Transense All In One Office Software--

OM Collaboration Office Software

White Paper

Cloud Computing-Wisdom Office

1、Summary

The SAAS(software-as-a-service), applies on the cloud computing!　The original action in Transense Software, is designed to work for online collaboration office, which makes you feel the joy while working.

Transense Software online office platform (www.etransense.com) is an online office platform for corporate or teams.　It enables corporate and teams work in different fields. Transense Software provides you with: Transense OM Collaborate Office Software, Transense CRM Customer Relationship Management Software, DRP Distribution Resource Planning Management Software, HR Human Resources Software, PES Talents Recruitment Software, HMS Headhunter Management Software. Those software make you freely combine what you need.

Transense Software OM Collaboration Office Software, enables corporate and teams work in different field, and manages all office affairs online at a platform.　Functions include such as: internal immediate communication, affairs arrangement, schedule reminder, public notice, file transmit, internal email, internal forum, work flow.　Moreover, users can freely combine module functions according to your corporate requirements.
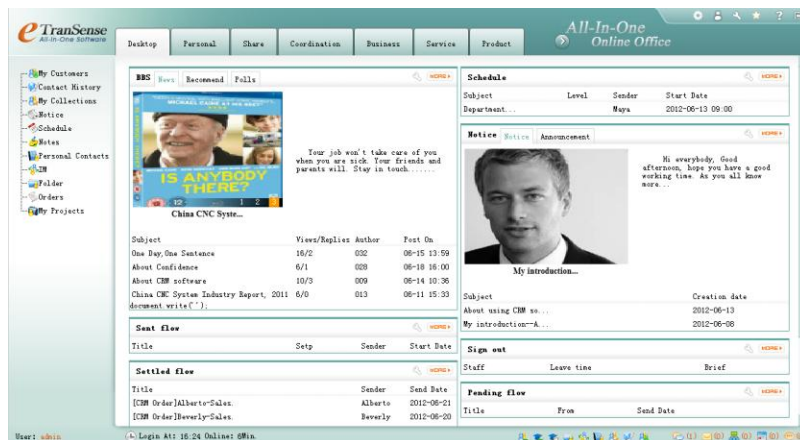
2、Transense OM Collaboration Office Management Platform

◆　**Work At Any Time, At Any Place(No Area Limited)**

Problems Corporate Are Facing:

1. Cross-area Operating Makes Communication And Cooperation Harder
2. Refined Management Makes Communication between Employee Harder, Needs Communication Feedback Much In-time.
3. Branch Structure Develops Larger Than Before, which Makes Cooperation More Difficult.

4. Employs Needs to Increase Self Study Capability. Therefore, Knowledge Accumulation In Corporate Become More Important.

5. In the Era Of Current Network Information, Transense Software Embody Global Network Office Image.

◆ Definitely Private Internal Office Platform

1. Transense OM is not MSN、SKYPEY software. It is a all-in-one office platform designed for internal office working. Office quality is stronger, and privacy is better than before. There is no interruption or intruder in internal office.

2. Improve office management quality by settings agenda, daily reminder, online text.

3. Public can not go through employee quickly.

4. Knowledge is well shared by forum and information sharing.

5. Internal email makes internal collaboration and work report faster

6. Workflow pushes work progress. Workflow with image display is easy for usage.

◆ Strict System Safety Control, Flexible Member Permission Right Control

1. Freely set permission right for employee.

2. Comprehensive member login and visiting history are well recorded.

3. Services of custom user interface and functional column are much suitable for you

4. Deploy Transense unique system safety control platform. The security level is powerful as that in bank. Transense has advantages like Encryption treatment to key word in database, permission control settings for each member, login history, operation diary, data auto backup and recovery.

◆ Expend System Functions At Any Time, Free Combination Of What You Need

1. Transense all-in-one office management software has more than 300 function modules, which included internal collaboration, human resource, customer management, distribution resource planning, etc. All those functions are brick structure, so you can combine functions you need.

2. Provide second development interface, support the third party carry on second development interface;

◆ Completely Based On B/S Structure .NET Environment

1. Three-layer structure of .NET, C#, B/S for development platform

2. Easy to understand due to IE operation interface.

3. Zero configuration and zero maintenance for User terminal.

3、Transense OM Online Office Platform-Function Structure Panorama

The First Level Module	The Second Level Module	Main Functions
Personal Affairs	Daily Schedule	Agenda, Personal Affairs Arrangement, Team Work Arrangement, Reply, Reminders of Weekly Affairs, Subordinate Agenda Inquiry, Agenda Category, Important Level Settings, Agenda Reminders
	Notes	Easy Use Notes;
	Address List	Personal Address List, Import & Export, New Contact, Group Category Settings;
	Immediate Communication	Internal Immediate Communication. Electronic Business Card, Online Contacts, Inbox, Sent Box, Mass Texting, Forward Text, Save Messages to Notes Or Agendas;
	Personal Folder	Personal Files Storage, Customize Folder Classification Settings, Upload, Download, Inquiry, Arrangement;
	Favorite Websites	Favorite Websites, Group Classification, Website Remarks, Private Collection, Public Collection, Settings;
	Individual Settings	Personal Information, Change Password, Menu Settings, Connector Settings, Seal Settings , Login Record, System Reminder;
Email	Mailing	Compose Mail, Inbox, Sent Box, Draft Box, Deleted Mails, Junk Mails, Mass Mails, Forward; Transfer Mails into Immediate Message; Transfer Mails into Internal Mails(Usable after purchasing Internal Mailing Module); Transfer Mails into Recruitment Info. (usable after purchasing PES Recruitment Software); Transfer Mails into Head-hunter Info (usable after purchasing HMS Head-hunter Software);
	Put On File	Put On File;
	Email Accounts	Email Account Management, Email Space Overview;
	Mail Settingss	Mail Folders Settingss, Mail Template Settingss(Personal & Public Templates);

	Mail Monitoring	Mailing Monitoring, Monitoring Department Or Organization, Deleted Mails Management, Clean Up Deleted Mails(This Extra Module is payable);
Self-service Platform	Online Attendance	Simple Online Attendance Function, "Punch In & Punch Out In Morning; Punch In & Punch Out In Afternoon", Punch Card, Inquiry, Attendance Report Export;
Public Information	Notice	Post Notice, Read Notice, Notice Reply, On Top Notice, Notice Category Management, Notice Display Mode, Mobile Text Notification*;
	Internal Address List	Basic Information of Staff, Contact List, Serving Information, Personal Picture, Contacts Management, Permission Control for Address List; Public Phone, External Organization Relation Settingss, Contacts, Phone Number Settingss, Social Phone Number Inquiry & Management
	Out For Business Record	Out for Business Record, Destination Description, Reminder, Approval, Inquiry, Record Export;
	Attendance Statistic	Easy Online Attendance Statistic, Attendance Can be Calculated by Department Each Month;
Files Storage	Internal Files	Files Inquiry, Files Image Display Mode, Tree-structured Display Mode, Comments, Search;
	Category Management	Category(Standard File, Regulations, Product Service), File Permission Control, Subcatalog Permission Succession, Customize Permission Control;
	Plug-in For Read Only Files	Plug-in for Online Read Only Files, No Download & Edit for Online Reading in Word or Excel Files, Mass Upload & Mass Transfer Tool(Need to Purchase for this extra function);
Meetings Management	Meetings Summary	Summary of Meeting Rooms Usage, Meeting Rooms Usage Arrangement of This Week, Arrangement Export, Print Out;
	New Meetings	Add New Meetings, Meetings Attendant, Meetings Reminder, Daily Schedule Reminder, Text Reminder, Meeting Time Arrangement, Reminder Settings;
	Meeting Management	Meeting Info Inquiry, Management, Export;

	Meeting Settings	Meeting Rooms Management & Settings, Meeting Category Management & Settings;
Internal Forum	Internal Forum	Internal Forum for Staff, Custom Forum Settings, Forum Category Settings, (Pet Name & System Account Simultaneous Log In);
	Forum Management	New Forum, Posts Management, Forum Settings, Administrator Settings, User Settings;
Internal Email	Mailing	Internal| Compose, Internal| Sent Box, Internal| Inbox, Internal| Draft, Instant Reply, Reply Reminder, Forward to External Mail, Forward to Immediate Message;
	Keep-on File	Keep-on File Arrangement, Mail Category Management;
	Email Space Summary	Internal Mail Box Usage Summary;
	Email Settings	Mail Symbol Settings & Management, Mail Template Management(Personal & Public Template);
My Workflow	New Workflow	Issue & Customize Workflow; Standard Format Need to Set Up Before Starting Using(Common Public Documents like Directory Documents, Work Log, Work Plan(Weekly, Monthly, Quarterly, Annual),Work Summary ;
	Sent Workflow	Check Through My Issued Work Flow, Print Out, Cancellation, Push, Management;
	To Do Workflow	Check Through To Do Work Flow, Handle, Mass Handle, Mobil Text Reminder;
	Finished Workflow	Check Through Finished Workflow, Search, Keep File;
	Draft	Unfinished Workflow, Returned Workflow, Cancellation;
	Folder	Workflow Files Settings & Management;
	Push Reminder	Push Reminder of Already Got Workflow;
	Entrust Affairs	Entrust A Person With The Right of Workflow At A Period Of Time;
	Handle Advice	Commonly Used Workflow Treatment Advice Settings & Management;
Workflow Management	Workflow Monitoring	Workflow Inquiry, Workflow Reset, Workflow Push-up;

	Entrustment List	Entrusted Person List;
	Workflow Inquiry	Group statistic inquire of custom form field;
	Reset Log	Workflow Rest Operation Log;
	Workflow Statistics	Staff Workflow Statistic Report, Workflow To Be Handle、Finished and Sent; Export Statistic Report;
Workflow Settings	Workflow Design	New Workflow, Graphical Workflow Design, Workflow Image Display, Template Settings, Permission Control Modification;
	Working Bench Components	System Working Bench, Custom Working Bench Management
	Basic Settings	Workflow Data Settings(Workflow Category, Document Category, Security Level, Urgency, Treatment Advice), Electronic Seal Management, Permission Control of Seal Management;
	Seal Management	Workflow Seal Settings & Management;
System Management		
Institution Settings	Institution Information	New Institution, Institution Information Management, Sort Institution;
	Department Information	New Department, Dept. Management, Sort Dept., Batch Create New Department, Batch Create New Position
	Position Information	New Position, Position Management, Sort Position, Position Member, Batch Create New Member;
	Employee Information	New Employee, Position Allocation (Main Job, Part Time), Employee Information Management, Account Lock, UKEY Settings, Personal Folder, Email Space Settings.
Software Management	Overview	System Application Overview, Authorization Information, List of system software module, Update certification;
	Menu Settings	New Menu, Allocate Menu Module, Sort Menu;
	Role Rights	New Role, Role Range, Role Rights, Role Member, Role Desktop Settings;

	Extensible Software	Recommend other extensible software of Transense All-In-One office management software.
System Settings	System Parameter	System Welcome Page Settings, System Basic Parameter Settings;
	IP Settings	System IP Visiting Extend Limitation, Exception Users Settings;
	Change Logo	System Login Page, System Top,
	Reminder	System Reminder Log, Empty Log
	File Backup	File Bank Backup
	Clean Up System	Clean Up System File (Email, Internal Mail, Instant Message, Official Document Workflow, Login Log, Operate Log),you can clean system every three months, six months, one year, two years or above three years.
	Control Item Management	Third-party Control Application Management
System Log	Login Log	Login Log, Login Time, Login IP, Have Not Login Log, Login Export
	Log Operation	Login Management, Query, Export;
System Instruction	Initialization Guide	System Initialization, OM OA System Initialization Settings, CRM DRP System Initialization Settings, HR System Initialization Settings, Senior Personalized Application Settings;
	On-line Help	Link to Transense Software System Instruction Center;
Select Extra Service		
System Development API		Provide "Transense All-in-one Platform API Development Interface" "Development Case Study" And Interface Development Technology Support Service
SAAS Service		1、Provide High Efficiency Cloud Computing Server Space 2、Provide Database Backup, Recovery Function, "24 hours A Day, 7 Days A Week" Data Backup 3、Provide System Maintenance, Software Update, Safety Maintenance Work During Service Period 4、Provide Domain Name System Resolution Service(Log In Office Management Platform By Key In Your Domain Name) 5、Provide Online Technology Support For Free Trial Customers

	6、 Provide Online Guidance, Remote Training, Software Application Explanation Service

4. Transense OM Collaborate Office Software Functions:

1. Transense OM is mainly designed to provide corporate internal staff with all-in-one online office platform, which speeds up internal communication and work collaboration；

2. Transense OM support multi-organization structure, which handle online office management for branches, partner institutions and internal staff.

3. Transense OM applies pure B/S structure, and zero maintenance for user interface.

4. Transense OM platform interface can be changed to your logo and propaganda slogan.

5. It includes commonly used office management software functions such as: public notice, missions arrangement, affairs reminders, staff out registration, internal email, work flow, which completely meet your practical office management requirements.

6. Based on Transense all-in-one software systematic design, brick structure and more than 300 module functions, it enables you freely combine and expand modules.

Cloud-Wise Office！

TRANSENSE SOFTWARE

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