

# i3TeamWorks

## “Pay for the work that is done, and not the time that is spent”

We often hear about “performance”, but how does an organization define performance in a manner that is easily understood and appreciated, not only by managers, but by those that they manage as well?

The measurement of such performance is currently left to an employee’s superiors, and in many cases is entirely subjective. There are many opportunities for the abuse of employee evaluation processes. Amongst other things, sly employees may paint themselves as doing more than they actually do, and unscrupulous managers can base evaluations entirely on personal preferences.

I3TeamWorks is designed to iron out the inconsistencies in employee evaluation, and to cultivate a corporate culture wherein work is being managed transparently across the whole company.



## Management Tools

**i3TeamWorks** is designed with modular concept. Starting from Clock In/Out, Human Resource, Task Management System right up to Invoicing System. These modules effectively will help your business to manage resources more efficiency.

Built as a platform to be able to run on Smart Devices, PC Desktop as well as on Tablet. This also means that information is at the finger tips anytime, anywhere.

You can pick and choose the right modules to start to address the critical part first, and then slowly add more at your own pace.





i3TeamWorks is built around a core module that focuses on the creation and management of Tasks. Employees or managers create these Tasks, and the performance and completion of these tasks are updated in real time. This results in improved throughput and effectiveness. No more nagging or reminding is necessary, as the performance of a task is visible by all relevant persons, ensuring total transparency.

### **Manage, Monitor & Measure; But NOT Micro Manage**

A manager's role is to plan, delegate, and of course: manage. However, it is much too easy for a manager to morph into the roles of a motivator or messenger. Valuable time is spent reminding employees of their tasks, and assisting them in the completion of such tasks. This is far from the doctrine of effective delegation that is preached in business schools worldwide, and is a prime example of bad management.

## **Performance Measured !**

- Instilled the corporate culture of Accountabilities & Responsibilities.. whereby the performance of task is the mainstay .
- A transparent daily task priority will ensure that employee priority match their superior expectation, thus achieving the performance via teamworks.
- Cultivate the culture that Staff Appraisal is measure by the performance of task
- Able to identify problem as soon as Task Performance is delay, manager can then help employee to achieve the full potential
- Manager's role is to help employee achieve their potential, and most important, to focus their role as manager.
- Easily implementing Flexible Working Hour, to provide working environment for staff in today's traffic condition
- Able to run on Desktop PC . Tablets & Smart Phone.
- Employee DashBoard View upon login to show the full summary status of Task
- Manager DashBoard View upon login to show staff force performance



## **“Do the best salespeople make the best sales managers?” “NO!”**

The manager plans the strategies, whilst the salesman is sent to close the deal. They have very unique identities that are mutually exclusive. Managers also have a myriad of tasks that are unrelated to sales, such as monitoring and measuring the team’s performance.

Again, i3TeamWorks is designed to help you do this easily and effectively. Often there is a discrepancy between the expectations of a manager and the person he manages. It is often assumed that staff should know what they have to do. With i3TeamWorks, there is no more confusion. All expectations are harmonized on the same platform, eliminating misunderstanding and the resulting inefficiencies within the workforce.

## **Run Your Office Anytime, Anywhere**



## **Open Office Implementation & Flexible Hours**

The modern working environment is evolving, arguable for the better. No longer are people tied to their desks or their workplace computers in this age of mobile Internet and its associated hardware. Theoretically, tasks can be completed and managed anywhere, and i3TeamWorks is here to assist.

The suites of applications within i3TeamWorks were engineered to provide the necessary tools for the proper management of a mobile workforce. You will be able to implement an Open Office concept to perfection. Combined with the implementation of Flexible Hours, this can all be managed from within i3TeamWorks, resulting in a happier and more effective workforce.

## **Effective Delegation**

To some managers, delegation means telling some one to do a task. However, how can one know whether it is being carried out? Do you need to constantly ask for updates, and wait to be informed all the time? Or even worse, wait for trouble to surface before dealing with it? Fire Fighting takes up a lot of valuable time, and hardly ever with favorable results.

With i3TeamWorks, all expectations are documented and effectively conveyed to the person performing the tasks. Managers are able to easily identify when a task has been started, monitor its progress, and be INFORMED of a task’s status and completion. An informed manager is an efficient manager, as he will know where and when his management skill are required.

## Task Management System (TMS)

### Features

- Handle Multi-Companies, Multi Department across the Group
- Each Task are able to assign to any employee across the Group
- Track each task to it completion, to be verified by superior or assigned staff
- Color Coded of Task to differentiate Status, e.g. Read, In Progress...etc
- Task are easily measured by progress in form of percentage updated by person in charge.

### Reports

- Task Report by employee by departments
- Task List by Calendar View for Created Tasks by employee
- Task List by Calendar for Assigned and CC for each employee
- ask Report listing to be filtered by status of Task Ticket, sorted by Staff name , Assign To and Issued By

### KPI Management

- Define KPI for each Department within the Company to be accomplished by employee.

### Features

- Linking Daily/Weekly/Monthly routine task (monthly task) and link them to KPI
- System auto-generate each monthly task at 1st of every month.
- System will auto-close all previous month Monthly Task and tag against the KPI individually
- Focus the attention to each staff priority and accountability to update the status
- Daily/Weekly/Monthly Alert can be configure to the system to auto-remind the status of performance

### Reports

- Detail KPI Report listing that shows number of task assigned under each Department.
- KPI Performance Report by employee
- KPI Performance Report by Department with all employee
- Report shall be emailed out from the system to individual staff / employee for Annual Performance review

## Project Task Management

- Improve Project Efficiency via Tracking of Project via Milestone & Task assignment
- One Glance View to have all milestone & task assignment shown in one view and their individual status
- Projects are categorize by Types, Clients and Companies

### Features

- Enable to create Multiple Milestone & Multiple Task, which can individually assigned to different personnel across the Company Group

### Reports

- Monthly Project & Task Detail Report by Department by Staff
- Project Gantt Chart with Milestones and Task listing for easy tracking by Project Manager and it's transparent to all staff involve in the project
- Project Report by total hours spent per each staff under specific project

### Meeting Management

Improves meeting process and time efficiency

### Features

- Create Meeting, invite Attendees, Assigned cc both internal and external parties
- Create Minutes of Meeting, Agenda
- Update Decision & also allocate Task Assignment
- Task assign through Meeting Management shall be viewed on Task Management system

### Reports

- View scheduled meetings in Calendar form with detail of Date&Time.
- Meeting Report are able to be classified by Companies, Attendees, Meeting Requestor, Date & Venue.

### Schedule Task

To allow user to preplan or delegate future repeated task weekly or month. The system will auto-generate Task at given time. This will ensure that necessary work is being completed and not missed out.

### *Email & Alert Setting*

Depending on each company requirement, i3TeamWork allows the managers to set the schedule to send out Reminders and Alert, with the purpose to notify users about their performance, and also the set target as well as KPI

### *News & Announcements*

As integral part of the i3TeamWork, this is an important front page view is a place where important News and Announcement can be make to all staff. Good news, new employee joining....etc will definitely improve internal communications

### *Forum*

Heathy discussion regarding work issues improve internal communication. It is also a feedback where employee are free to air their opinion. Will proper guidance, this is where corporate culture can be nurture in a healthy manners.

## Office Automation Make Easy with i3Team Works



## SALES MANAGEMENT



### *Features*

- Manage Sales Force from Lead Generation to Closing of each sales lead
- Customer Relationship management for all activities
- Real time Alerts on Target Achievement on Daily / Weekly / Monthly on Sales Target, Visitation, Telemarketing & Canvassing Activities.
- Allow Sales Force to plan their travelling & meeting schedules via Visitation activities
- Setting of Visit Frequency limit for each contact to ensure that regular customer are being properly service.
- Contact Central will accumulated all transaction, e.g. Visitation, Telemarked and Memo updates to the same screen, thereby giving a total view of customer's status
- Help each sales person to have handy customer information at a glance to ensure proper coverage of services.

### *Reports*

- Track Conversion of Leads Generation for all stages.
- Track Conversion of Contact from various Categories (user define)
- Analysis report provided by each category of Contact Source eg contacts collected via Social Network, Live Event, Magazines .. etc
- Evaluate Staff performance by reviewing current month Sales Leads Value, Proposal Value, numbers of Activities as well as their forecast for next month.



## *Telemarketing*

### *Features*

- Enable Phone calls to be invoke from Contact List
- Keeping Log of Phone call make to customer by Sales Staff
- Enable Notes & Comment to be record for each customers' contact
- Allow setting of Next Call, and Reminder to notify sales staff when the date & time is due

### *Reports*

- Date and Time of calls made are automatically recorded into the system and it's tabulated into number of calls by each employee
- Comments which has been submitted through the system are visible in a complete listing by each customers/contacts
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## *Quotation System*

Provide as a way to allow all sales person to send out quotation or proposal and integrate with the Sales Lead Management & Approval Centre. With

## *Customer Relationship Management (CRM)*

### *Features*

- Instant Update Contact Detail via taking photo of business card
- Canvassing module for salesman usage when performance cold calls
- Manage Conversion of New Leads to Potential customers
- Library of Product Information at finger tips to be send to customer anytime, anywhere

### *Reports*

- Track Conversion of Contact from various Categories (user define)

# HR MANAGEMENT

## *Attendance Clock in/Out*

### *Features*

- Clock In & Clock out
- GPS Location Based. e.g. Configurable within 500m around office
- Able to allow Staff to clock in / out at Remote Location .. Setting Defined
- Program Setting to set Allowed Clock In time & Clock out time
- Declaration as Emergency Leave if Clock In after certain time
- Application of Leaves, EL, Medical Leave...etc

### *Reports*

- Real time Attendance Listing by Company

## *Organisation & Staff Records*

A central Depository of all staff records, and the organisation structure to records their position in the company.

This is part of the core module of i3TeamWorks, and also use for User Management to access i3TeamWorks.

Each user by defaults can use 2 devices, eg PC and Tablet or SmartPhone. Additional can be granted by SuperAdmin .

## *Staff Leave Management*

This module allow staff to apply for leave anytime anywhere. Leave Balance can be accessed by staff with their own individual login and password. Hence, no more checking with HR every time for their leaves balance. Handle various type of leave such as Medical, Emergency, Compassionate & Annual Leave.

All Leave will be routed to Approval Centre for

# APPROVAL CENTRE

## Features

In any business, for manager or business owner, the major part of office operation centre around Approval Process. In today, paperless environment help by the Smart Phone, this tedious process can be easy carry out anytime, anywhere.

As one of major module of i3TeamWorks, Approval Centre is designed to handle all type of approval , e.g. Purchase Requisition, Purchase Order , Staff Leave Application, Expense Claims.

With user defined escalation in place, any approval will be automatically route to the correct manager to electronically signed the document before it is routed to the next. And comment or notes can be added for any queries back to the requestor.

Whether a request is approval, hold or rejected. The system will keep track, and requestor is able to know it status anytime.

## Expense Budget Conttol

As integral part of the Approval Centre, is another module that will allow management to set the budgetary limit of expenses,

## Aprpoval Situation such as

*Staff Leave Management*

*Expenses Claim*

*Quotation Submission*

*Marketing Campaign*

*Purchase Request & Order*

*Customer Credit Approval*

*Vendor Approval*

# MEMO

## Features

Another important function in any business, is preparing memo to internal staff with regards to certain happening. An essential part of communication so that all staff are on the same page.

With the change in technology and also the easy availability of Smart Phone, MEMO can now be created inside i3TeamWork, and address to any staff or by group or by department.

Advantage versus the old ways of using paper to sign off, in i3TeamWorks, user will be notified that there is a MEMO for him/her. Once he/she open and read it, the system will keep track of the memo status. As such, with user acknowledgement that he has read it, there is no more argument as to the visibility of the MEMO.

MEMO of any type such as General Notices, Reminder, Warning...etc can be created.

## Upgrade Your Office to be Paperless now



# MARKETING CAMPAIGN MANAGER

## Features

Business today will not excel without the proper marketing effort to be carried out. Over time, all these marketing campaign, it is very difficult to assess which one is successful and which one is not.

Carrying out successful marketing campaign will ensure constant pull to the product and services of a business, and ensure performance. Better Analytics will gives a better grasp of what the consumer behaviour.

Also, execution of the marketing campaign also require teamworks and performance of the task associate with it, will determine the success rate.

## Mass Email Campaign the Easy Way

This module is design to handle marketing campaign of various type. Right from planning stage to the final. Specially cater to Email Marketing as the default from designing of graphics , approval and finally the mass sending of promotion material to selected customer email addresses.

Also, one is able to lodge all related expenses related to the campaign and at the same time, to record the response rate of such campaign

# DOCUMENT CENTRE

## Features

Any business, will have many documents, such as product information, contracts, agreement ..etc. Normally these document are kept and only to be accessed by certain staff. There is times, when contract expire, no one notice until the other party raised the issue.

Document Centre is design to solve the sharing of documents across the whole organisation. To ensure security, the owner of these document can set who can or can not access these documents.

On top of that, one can set whether these document renewal date, and when due, will auto generate email to notify the owner of such event.

**Start create electronic  
library for your company  
documents, and be  
reminded of renewal if  
required.**





# BUSINESS PLAN

## Features

Whether it is managers or business owner, all of us will have clear vision of what to carry out to get the maximum returns. The success of such Business Plan will then be the execution of such plan.

Without a transparent platform among work force sometimes create the situation of the right hands don't know what the left hand is doing. This hinder the progress of the Business Plan. And it is a hurdle that will drain the organisation.

With i3TW Business Plan, a platform is create for defining the goal os the plan in greater detail and outline the outcomes of such goal. Thereafter, it can then be further breakdown into task to be delegated.



With the platform, all task execution status is group together for monitor live. This will ensure that everyone involved are on the same page.

**Interested to know more, please contact**

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