

OA Feature List

Feature	Description
My Workbench	
My Dashboard	<p>The system will push the user's outstanding work items to her dashboard in real-time; when the user login the system, she can view and handle her work items directly from her dashboard, such as read the announcements, do the approvals, accept tasks etc.</p> <p>The system also provides personalized components as quick entrances of different works.</p>
Working Calendar	Working arrangements will be automatically pushed to the working calendar for visual tracking. Managers can view and assign tasks to subordinates from the working calendar.
Navigation View	Support user-defined graphical navigation flows. By clicking the navigation icons, the user can proceed to the specific pages quickly.
Self-defined Forms & Workflows	
Self-defined Forms	<p>Support user-defined document types and forms for data collection, enrollment, request & reply and review & approval purposes; examples are request form, registration form, survey form, complaint & suggestion form etc.</p> <p>Support different search criteria according to document type.</p>
Self-defined Workflows	Support defining different workflows according to document type and group. For multiple-stage workflows, the user can define different response types for each approval step, such as for approval, comment and info only.
E-Document	Support user-defined format, signing & issuing of E-document.
Electronic Signature	Support handwriting E-signature.
Document Library	
Structure & Control	Support the definition of the document library structures and management of document versions, check-in & check-out, access rights and access logs.
Knowledge Classifications	Allow user-defined knowledge classifications for document indexing.
Document Searching	<p>Allow to search and view the documents by names, knowledge classifications, key words or full-text;</p> <p>Allow to search and track documents of different formats including word, excel, ppt, pdf etc.</p>
On-line Reading	Support on-line read-only mode to prohibit copying.
Communication Tools	
Address book	Provide the address book for internal users and external contacts.
Announcement	Allow approving, publishing, viewing, commenting and tracking of all announcements related to the current user. Users can also locate specific announcements by search criteria.
Meeting	Support the management of the entire meeting process including the meeting logistics, task assignment, participation, meeting minutes and other documents.
Discussion Forum	Provide the effective discuss forum for employees to communicate. Each user can post a topic and solicit comments from others. The admin users can block the unreasonable comments.

Chat	This instant communication tool allows one-on-one chatting or multiple users chatting. Each user can send text messages, pictures and attachment files to all participants using the Chat function. The system supports viewing and tracking of all on-line chat threads, as well as chat privilege control to avoid unnecessary disturbs.
Employee Portal	
Expense	Support expense request, expense advance, expense report and reimbursement and their associated request-approval processes.
Leave	Support the current user to submit leave request and obtain approval. 8thManage also allows users to view their leave balance in different leave types (e.g. annual leave, sick leave etc.) and track their leave calendars.
Timesheet	Allow the current user to fill in, submit and track his/her timesheet.
Profile & Delegate	Personalized settings such as personal password, delegation, my menu etc.
Enterprise Mgmt	
Facility & Equipment Mgmt.	Support to apply for facility & equipment and fill in info such as match type, purpose and request period etc.
Fix Assets Mgmt.	Support to record the information of the fixed assets including the usage conditions maintenance, the asset depreciations etc.
Big Data Report (Point-and-click report generator)	
Big Data Report	Support report for internal user, external user, group, client, supplier, assignment, and document flow.
	Support to set access privileges, search criteria, group setting, and display columns of statistics and calculated.
	Support the report display in 2D Table, 3D Table, Bar Chart, Pie Chart, and Trend Graph.
	Support the custom fields of internal user, external user, group, client, assignment, and document flow to display in big data report and its column and display as search criteria. *Custom field types of "Text(2000)", "Date Range", "Time Range", and "Score 1 to 10" do not display in big data report or display as search criteria.

Note1: If you need to use iOS app of 8Manage, you must apply for an account from Apple Inc.(\$299/Year) before we offer iOS app.

Note2: The operation or UI of the same feature in iOS and Android may be different, and the fields in the App is not completely the same as that in the website.