

## Functionalities List

### 1 Dashboard

- 1.1 Calendar (daily, weekly, monthly view and integrated with 'Travel' and 'Work')- Integrated with Google Calendar
- 1.2 *What's new?* widget- a FYI of relevant items for each user
- 1.3 *What's pending?* widget- actionable items
- 1.4 *Who's where?* widget- View of who's out of the office, for what purpose and for how long
- 1.5 *My next trips* widget (view upcoming trips- flight details, hotel details, etc.)

### 2 Time

- 2.1 Planner- 'Drag and drop' tasks into the calendar (integrated with Tasks, Leave Management, and Travel) and create events (and possibility to link project/task, invite team, add description, colour code, suggestions for suitable times for meetings )
- 2.2 Automated Timesheet recording- processing and approvals (integrated with the clocks on the Task Boards)
- 2.3 Processing Leave/Out of Office Requests & Approvals
- 2.4 View Individual, Team, Company Leave (data also feeds into the '*Who's where*' widget on the dashboard, as well as 'Projects' and 'Calendar')

### 3 Office

- 3.1 Purchase Requests & Approvals (Integrated with 'Projects'- a purchase can be assigned to a project and deducted from budget in realtime)
- 3.2 Expense Claims & Approvals (Integrated with 'Projects'- as above)

### 4 Travel

- Travel management tool integrated with skyscanner for reserving flights, hotels, car hire, trains). Booking
- 4.1 Requests and Approvals (integrated with the Projects module)
- 4.2 Trip expenses (Process Claims & Approvals)

### 5 Work-Project and Task Management

- 5.1 Quick and easy Project set up
- 5.2 Dynamic Gantt (integrated with Task Boards and automatically updates from all other modules)
- 5.3 Editable Project Portfolio Management (Overview, Risk Alerts, Milestones tracker)
- 5.4 Task Boards- 'Pick up' for tasks assigned from 'Projects' tool or create new tasks.
- 5.5 Task tickets- Assign team, Create deadline, Alerts, Priority, Create and Manage Checklist, Upload Documents (integration with Google Docs), Comments, Built-in stopwatch/timer, Colour coding, Updates status and move along staging posts

### 6 Reports

- 6.1 Customisable reports about status of expenses, tasks and time, per Project, Activity, Employee, Department, Year, Month, Week and Exportable to Excel

### 7 Communication Tools

- 7.1 Instant Messaging, Chatrooms, Video conferencing
- 7.2 Synchronised mobile App for voice and video calls

### 8 Other Functionality/Features

- 8.1 Step-by-step set up of office(s), departments, managers, employees, and customisation (working timetable, holidays, leave request categories, expense categories, etc.)
- 8.2 Manage individual profile, upload photo, etc.
- 8.3 Application Programming Interface (API)

### 9 Sapenta Mobile App (mobile version of the web application- in sync)

- 9.1 Profile- manage/update your profile from your smartphone
- 9.2 Expenses- Upload and submit expense claims on the go. Snap, click, submit.
- 9.3 Calendar- view monthly calendar and create events
- 9.4 Travel- access all travel/booking details
- 9.5 Tasks- access Task Tickets, Execute and start timer/stopwatch, create new tasks, etc.
- 9.6 Leave- request and approve leave
- 9.7 Project- view project portfolio and status
- 9.8 *Who's where*- see who is out of office, the purpose and for how long
- 9.9 Actionable alerts- make approvals, accept meeting requests, etc. with a thumb swipe