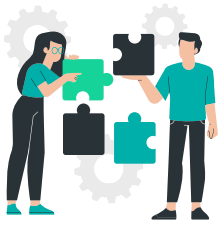





Digital Workplace

HR - PM- Sales

Module	Unit name	Description
Digital Workplace 	Workbench	<p>The Workbench provides an overview of any information related to Business Processes, Emails, Notifications, and Tasks. The Workbench also gives the ability to connect an email or notification to a process or task simply by dragging and dropping.</p> <p>Comidor Workbench is an easy way to monitor Tasks, Processes, Notifications, Calendar, and Mailbox all in one place.</p>
	Calendar	Comidor provides a fully interactive calendar where you can monitor your activities (tasks, meetings, assignments, events, etc) and orders (assigned tasks) on a daily, weekly, or monthly basis. You can view your group tasks and the organization's non-private tasks. It offers a workload overview for individuals or teams in terms of time, enabling improved scheduling.
	Tasks	<p>Comidor Tasks offers a reliable and transparent approach to Task Management managing personal tasks, team tasks, assigned tasks, and tasks assigned to other users. All Comidor tasks can be managed, even if they were created using another Comidor unit (Quick Adds or Calendar). Tasks can be created to complete a one-off task, such as writing a report on the impact of GDPR. A task like this can be created by a manager and assigned to a user or can be created by individual users themselves. The task will appear in the user's Timesheet and time spent on the task can be allocated against it.</p> <p>Tasks can also be linked to a Process, which is a course of action that can be assigned to and completed by multiple users, teams, and groups. Processes are made up of multiple tasks; if there are no tasks, then there are no actions to complete the Process.</p>
	Mailbox	<p>Comidor Mailbox enables you to communicate with both colleagues and non-Comidor users. The Comidor Integrated Mailbox server allows you to connect and manage as many accounts as you wish, and to send and receive emails. Comidor Mailbox has many standard email functions (creating new emails, forwarding, replying, deleting, linking, attaching files, etc.) as well as extra functions such as attaching signatures, marking emails as important when sending, various confidentiality options, an out-of-office message, and an online HTML editor. Save regularly used email templates and use them to quickly send emails, or save emails as drafts to send later.</p> <p>If emails are not connected to Comidor, internal messages can still be sent to colleagues. To send notifications and reminders to non-Comidor users, link the email account to Comidor.</p> <p>Link the customer support email account to Comidor to receive Tickets from customers or link the marketing email to send Campaigns and Forms</p> <p>To fully utilize the activity stream within the Workbench, connect the Email address to Comidor.</p>
	Contacts	Comidor Contacts facilitates your Contact Management, communication, and therefore collaboration with these Contacts. Comidor offers options to categorize and manage your contacts more efficiently, send group internal and external emails, and even email a form (e.g., a questionnaire) to conduct your survey.
	Knowledge Base	Comidor allows you to create your own Knowledge Base, which serves as the central repository for all the information your chatbot needs to support your employees and answer questions.
	Events	<p>Comidor provides the ability to create and manage events where users can confirm their participation. Events are a different type of Process and repetitive Events can be automated with the use of Process Templates and Process Scheduling.</p> <p>By confirming participation in an Event, a new task will be added to the Calendar, which will be distinguished from tasks by a different color.</p>
	Task Reports	<p>Comidor offers plenty of predefined reports as well as a report builder tool for creating customized Task and CRM Reports. Comidor Reports don't come as a separate Comidor package; rather, they are embedded in most Comidor units (Tasks, Opportunities, Income, Expenses, Budgeting, Account, Projects). Additionally, users can create custom Reports using the Custom Report Builder.</p> <p>To be able to see meaningful data in the following Reports, you must first insert data.</p>
	Notes	<p>Comidor Notes enables users to record important data and information, which they can then share and link with other users and objects.</p> <p>Users can also add a personal note using the Quick Add Menu.</p>
	Notifications	<p>Notifications can be triggered according to specific conditions that users define.</p> <p>A notification can be linked to processes, so that pre-selected users receive a system notification in the notifications bar when any changes are made.</p>
	Timesheet	Through Timesheet Unit, you can manage your Tasks and Expenses related to Project Work Packages assigned to you by your manager.
	Topics	<p>Comidor Topics are a type of Process and can be used as a channel of communication between colleagues.</p> <p>Users can determine the topic category and who will have access to it.</p>
	Wikis	<p>Wikis is a great way to quickly and efficiently transfer knowledge inside and around the company. Comidor's Wikipedia-style pages can be used to maintain a business knowledge database, such as introduction tutorials, reference manuals, or integrated YouTube videos.</p> <p>Users can search, edit, publish or unpublish, delete, print, export to PDF, or see the history of an existing Wiki page.</p>

Module	Unit name	Description
HR Automation 	Approved Hours	In the Approved Hours Report, you can check the approval status of all the hours worked by employees.
	Candidates	Create a repository of all your Candidates' personal information, skills, and attachments, and connect them with other Comidor apps.
	HRM Entitlements	The HRM Entitlements Report enables HR managers to view the entitlements created for each personnel, along with their status. It also offers filters for division and company, as well as print and export options.
	Hours per Employee	In the Hours per Employee Report, you can check all the hours worked by employees.
	Inflow/Outflow	In the Inflow/Outflow Report you may check the FTE and the number of Personnel entering/exiting the company. You can also apply filters and print or export your results.
	Overtime Report	The Overtime Report makes it easy for managers to track the total hours spent per employee in detail, including total capacity, remaining capacity, public holidays, hours worked, surcharge, and other useful information. It also offers filters, print, and export options.
	Polls	With this App, users can create polls, collect live responses to questions, and view real-time results. Simply choose a deadline date to accept votes, define the participants of the poll, one or more questions, and their answer options. Participants will receive an automated notification to participate in the poll, and a report of the poll will be produced automatically.
	Training Reports	In Training Reports, you can check all the trainings an employee has participated in by applying filters and viewing the relevant information.
	Trainings	Trainings enable the management and tracking of all Personnel Training sessions. Users can add new Training events, create an agenda, and then invite users and groups.
	Skills	Skills management enables managers to identify Personnel depending on their skill set. The "Search by Skills" and "Skills per Person" features are also available through Personnel. Skills can be used in conjunction with Job Title and can be added to specific Personnel by their manager, either manually or while allocating Job Titles.
	Substitutes	Users can select another user as a substitute for a specific date range. Once the substitute has been selected, they will automatically receive the tasks and be given permission to edit or complete them for the specified dates of absence.
	Substitute Tasks	Access all Tasks from other users that you are substituting for, as well as the related period, through this dedicated app. Substitute tasks are not visible in Calendar, Workbench, or other Task Management Comidor units.
	Absence Report	Keep track of the approved, pending and rejected personal and team Absences. Line Managers can get a weekly overview of their subordinate's absence requests.
	Absence Management	Comidor Absence Management is an essential tool for every business to ensure accurate and efficient handling of Personnel absences. All users are able to submit absence requests, which are automatically sent to their line manager for approval. Whenever a request is approved, a notification is sent to the user who made the request, and entries are added to the absence calendar.
	Job Titles	Job Titles allow users to add specific Jobs with their own code and description and then match them with relevant abilities and responsibilities. Matching a person with a Job Title will give managers the ability to automatically add the skills of the Job Title to the person's profile, along with any other manually added Skills. A Job Title is associated with a specific Job Activity, Job Group, and these are automatically populated when a new person is added, based on the selected Job Title. Finally, Service Costs and Service Sales Costs are related to specific Job Titles, so you can calculate the cost of resources in the project's financials.
	Personnel	People Management helps every business organize their staff, as well as automate the entire recruitment process. Personnel records can be categorized according to pre-defined or customized characteristics and linked with their CVs and any other relevant documents. When viewing specific Personnel, you can view their Personnel Schedule and basic Entitlement, which are based on the personnel's regional code. Regional codes are set in regional settings by system administrators. The skills of each individual can be added either manually or through the person's Job Title assignment. You can search for personnel with specific skills to assist with Project Management and other business decisions. Absences can also be managed via the Personnel unit.
	Employee Requests	Comidor Employee Requests are used by Personnel to submit personal requests that relate to or do not relate to the work lifecycle, working environment, activities, equipment replacement, etc. Every user can add a request. When an Employee Request is added, it needs approval from the manager of that Personnel. Whenever the manager approves an employee request, a notification is sent to the user who made the request, so they are informed.
	HRM Age Report	The HRM Age Report is a valuable resource for employers, providing them with an insightful overview of the age demographics of their employees. It can reveal how many employees fall into each age range, giving employers a better understanding of the ages of their staff and helping them to develop more tailored management strategies accordingly. Filters, print and export options are available.

Module	Unit name	Description
Project Automation 	Budget Vs Actual	Get a Budget Vs Actual report for your project's income or expenses for a specific period of time. Budget, Actual, Income/Expenses, Debit/Credit and Cash in/out details are shown in a daily grid. Filters, print, and export options are available.
	Budgeting and Forecasting	Comidor offers this business app for Finance Management. Budgeting and Forecasting offers the appropriate tools to organize all business accounting data and extract useful reports and charts. All entries can be linked with Projects, Schedules, Accounts, and more in order for managers to get a full overview of each case.
	Project/Workpackage Analysis	Project/Workpackage Analysis refers to a feature that allows users to analyze and track the progress of individual work packages or tasks within a project. A workpackage is a unit of work within a project that has a defined scope, duration, and resources. Project/Workpackage Analysis in Comidor enables project managers to break down a project into smaller work packages and track their progress. It provides a graphical representation of work package completion status, which can help project managers to identify potential delays and take corrective actions. The feature also provides detailed information about the progress of each work package, including the start and end date, the percentage completed, the total hours per week/month or quarter for a specific project/workpackage, the resources allocated, expenses, and the dependencies. Additionally, it enables project managers to set milestones and deadlines for each work package, assign tasks to team members, and monitor their progress. Filters, print and export options are available.
	Projects	Comidor PM Module can help you deliver successful projects easily no matter the size or complexity. You may import an MS Project file, associate a workflow pattern with the Project or start from scratch by designing a new Gantt chart. Each project is based on 3 main user levels (Echo Model™): Project Managers, Team Leaders, and End Users, but Supervisors and Followers can also be included. Comidor Projects come with lots of features such as a Gantt Chart, Deliverables, Milestones, BurnDown Chart, KanBan Board, Work Packages Constraints, Resources Cost, Financial Breakdown and more. Following Comidor's philosophy of integrated information, you may connect your Projects with all other elements in Comidor such as Incomes, Expenses, Documents, Tasks, Events, Opportunities, Contracts, E-mails and more.
	Project Expenses	All Expenses that are added by simple users in their Timesheet to all projects, are shown in Project expenses table.
	Project Accounting	Get an overview of all income and expenses added to all Projects through Project accounting business app.
	Yearly Projects Review	The Yearly Projects Review provides a visual representation of the project's progress and performance over time through various metrics and key performance indicators (KPIs). This feature helps users to identify trends and patterns that can assist in making informed decisions for future project planning and management.
	Project Actions	All Actions that were added in multiple Projects can be monitored in the Actions business app,
	Rag status Parameters	Set up and benchmark the monitoring of all project margins with RAG Status Parameters.
	Project Risks	For successful Projects monitoring, you need to track Project risks. Risks can be monitored either from the related Project record or from Risk Management table, which brings all Risks from multiple Projects.
	Personnel Booking	Project Manager schedules Personnel booking based on Project's Requirements. All Personnel Booking for every Project can be monitored in this business app.
	Project Expenses Report	With the Expenses Report, it is easy to check all the Expenses in Projects and ensure that no expense is going unaccounted for. This report can be used to quickly identify any potential discrepancies in the expenses and ensure that they are promptly rectified.
	Personnel Booking Approvals	Personnel participation in a Project implementation can be confirmed or rejected through Personnel Booking Approvals business app by Personnel Resource Manager.
	Projects Financial Report	The Financial Forecast Report is a forecasting tool available in Comidor that provides financial projections for a project over a specified period. When generating a report, you have the ability to narrow the results down by selecting a Functional Group, Division, Account, or Work Type. This will ensure the report is tailored to your exact requirements. In the report table, you can see the Project(s) Financial Forecasting amount in the mode you have selected. This is actually the expected amount of money based on the scheduled work hours of labor that are about to take place and the Sales Rates of employees, given in the Project's Currency.
	Progress Management	In Progress Management business app you can add and monitor the % completion of all your Projects. Filter, search and export capabilities are also available.
	Task Approvals	Project Managers can approve or reject hours spent and added by Project members in Project Work Packages using task Approvals.
	Team Task Approvals	Line managers can approve or reject hours spent and added by Project members in Project Work Packages using Team Task Approvals.
	Work Packages	Projects Unit is highly connected with Work Packages Unit. Project Manager 1 & 2 and the Supervisor are able to create and manage Work Packages inside the Project's Gantt Chart.
	Team Planning	With Comidor Team Planning, managers can easily track and manage the availability of their subordinates in a weekly and daily grid.
	Customer Complaints	For successful Projects monitoring, you need to track also the customer complaints, Monitor all customer complaints from multiple Projects in this business app.
	Earned Value Analytics	Earned Value Analytics will help you get the cost performance of a Project based on actual accomplishments, as it is difficult to evaluate Project financials using only traditional Project Management methods.
	Resource Availability Analysis	Resource Availability Analysis Report helps Managers and Resource Managers to be aware of their Personnel workload in order to Approve or not Personnel booking requests.
	Expenses Approvals	Project Managers can approve or reject Expenses added by Project members in Project Work Packages using Expenses Approvals.
	Project Reports	Project Managers can select a specific Project or multi-check Projects and select Report, so as to get a full overview of a specific Project's Work-Packages, Tasks, Risks, Deliverables, Issues, Actions, Lessons Learned and Customer Complaints.
	Lessons Learned	Monitor all Lessons Learned that were added in multiple Projects in this business app.
	Projects Analysis	With Projects Analysis, users can view detailed reports on project performance, resource utilization, budget allocation, and other metrics.

Module	Unit name	Description
Sales Automation 	Account	Comidor Accounts refer to people or companies related to your business such as customers, vendors, partners, and competitors. Comidor Accounts enable a 360-degree approach to managing all of these entities and enable any business to gain a competitive advantage. Categorize your Accounts and manage them more efficiently, and send group internal notifications, external emails, and surveys quickly and efficiently.
	Accounts Reports	In Account Reports, you can view a report for previously created Accounts, such as Account Overview, Account per Category, or Accounts per Country. You can apply multiple filters depending on the selected Report and view the results in a Content or Graph view. You can also print or export the results.
	Account Timecards	Account Timecards Unit helps Manager(s) and Team Leaders to be aware of all Tasks that have been added under an Account. The Account Timecards business app consists of a filters area and a Weekly Calendar into which you can only view the workload of your team.
	Campaigns	Use Campaign process order to promote new products/services, send seasonal updates, make announcements, and maintain relations with your market groups. Using Filters users can group potential Contacts, Accounts, Leads, etc., and create several Campaigns per specific group. Export statistics from each campaign and improve the next one.
	Campaign Templates	Use Campaign Templates to create the Campaign content and apply it the Campaign process order to promote new products/services, send seasonal updates, make announcements and maintain relations with your market groups.
	Contracts	Create Contracts for every customer with their Contract duration dates. Every day the user can open the Contracts unit and just at a glance check which contract is about to expire. All Contracts can be categorized according to user's needs and can also be related to several Comidor entities.
	Leads	Comidor Leads offers you a dedicated area for your leads. Organize, manage, monitor, and convert them into valuable clients. Additionally, there is a funnel report to help you understand where leads are dropping off in their customer journey, and a pipeline report to track which stages of the sales process each lead is in.
	Opportunities	Comidor Opportunities allow the in-depth monitoring of potential deals. Opportunities are coming as a second level in the Comidor CRM process: Leads turn to Opportunity which is probably associated with a Contract. This unit gives you the chance to monitor your potential deals, check tenders, and see how many opportunities your salesmen have turned to actual sales. Furthermore, in the Opportunities table, you can access some reports such as the Comparison, Funnel, Won/Lost, Competition, or Pipeline for even more insights into how your opportunities are performing.
	Opportunity Reports	Have an overview of your Opportunities data grouped per state, account and salesperson. Switch to table or graph view and apply date filters.
	Personas	Create personas for different customer types and monitor the As-Is vs To-be customer journeys.
	Tickets	Comidor's Ticketing system can help organizations handle their issues and monitor the progress of their resolving path. Tickets are connected with an email receiving these "action-to-do messages" from customers.

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