

teczo.com[®]
Online Business Solutions

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The four main functional categories that Teczo provides add direct benefits to your business in achieving operational efficiencies in your organization.

General:	Product Development:
<ul style="list-style-type: none"> Shorten the average time to complete an action item. Real time publishing and making announcements. Manage contact information in a central environment. Strategic collaboration among members. 	<ul style="list-style-type: none"> Manage technical enquiries from internal and external customers. Organize technical issues and bugs of the existing products. Identify potential features from existing products to new product generations. Manage product change notifications.
Sales & Marketing:	Operations & Administration:
<ul style="list-style-type: none"> Record all the profiles of partners without losing them. Identify the effective channels for customer sourcing over time. Identify the key customer projects that salesman is working on to ensure sufficient resources are being allocated to serve the deal. Gain clear visibility of the customer by aligning their forecast with your plans. 	<ul style="list-style-type: none"> Increase workforce productivity and reduce labor cost. Manage time attendance of each staff.

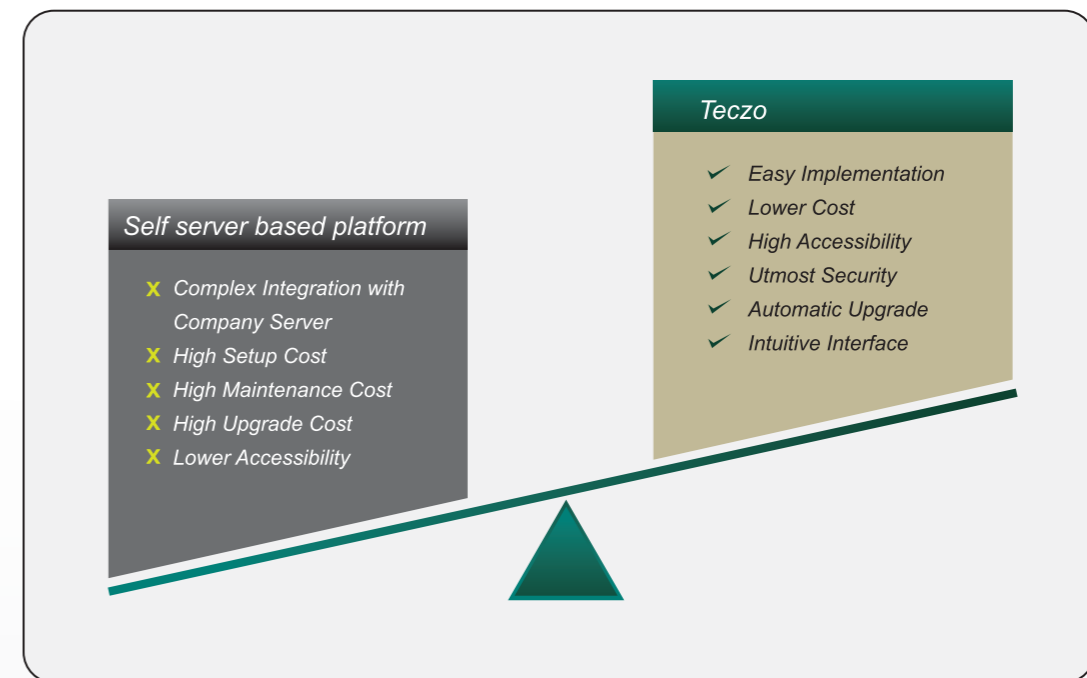
360° Collaboration

Within each category are modules. The modules are arranged to meet the different functional categories collaborated in any direction across various key business processes. This ensures the smooth running of a competitive firm today focusing on exceeding customer satisfaction. In each module, you may create your own topics, attach files, make comments and feel free to collaborate with your peers effectively.



Customer focused modules enabling 360° collaboration on business processes

Teczo's on-demand system eliminates your expensive hardware and software installations, expenditures for system maintenance and reduces your overall costs, thereby increasing your ROI directly. You can simply focus on your core business activities, and leave the rest to us.

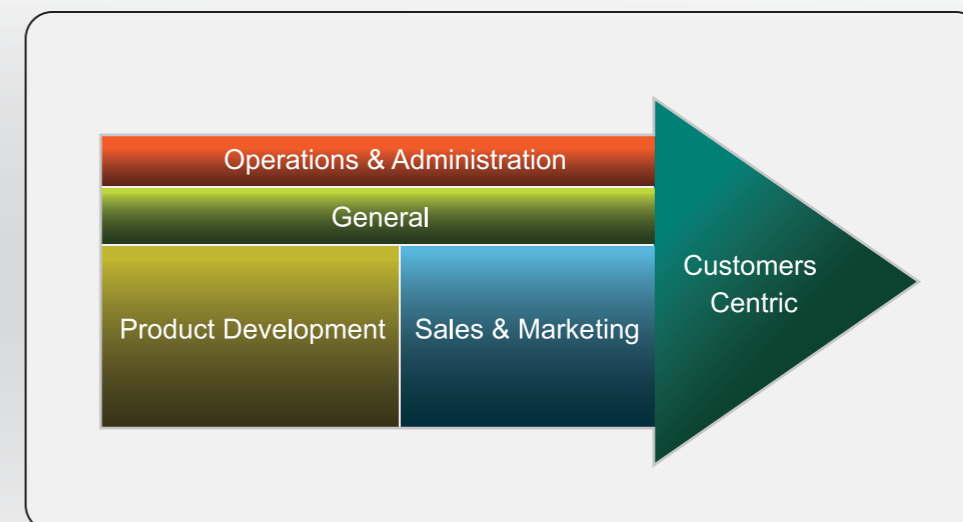


Teczo vs. Self Server based licensed platform

Focusing on Your Customers

Teczo modules are organized into different categories to streamline the management of different business processes. This encourages collaboration among various functional units and answers the need for an efficient and secure knowledge management system for the modern organization.

The platform is divided into four main categories: General, Product Development, Sales & Marketing, and Operations & Administration. These categories support the essential backbone of the chain value inside our customers.



Teczo is designed to fit your company's value chain to serve demanding customers of today.

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How Teczo Fits in Your Organization

Teczo can be adopted by any kind of organization and business. The Enterprise edition is designed for every organization with modules in General Operations and Sales & Marketing. Enterprise Plus edition has additional modules from Product Development, which are geared towards companies that need to develop products or projects.

	Enterprise	Enterprise Plus
General		
Action	✓	✓
Announcement	✓	✓
Contact Management	✓	✓
Forum	✓	✓
Sales & Marketing		
Customer Projects	✓	✓
Partner Profile	✓	✓
Product Development		
Bug Tracker		✓
Product Development Tracking		✓
Technical Support Center		✓
File Storage		
Default Storage per Organization	500MB	1GB



Our Time & Attendance module provides the combination of hardware using smartcard and fingerprint sensor with Teczo's backend. This allows your organization to keep track of the time and attendance of your staff by clocking in and out when coming to work. This module also allows annual leave management for each staff and enables reports to be printed for time attendance and leaves records.

tecClock can be used together with Teczo platform, or even standalone by itself if you are simply looking for a time and attendance solution.

Overview of Features

Teczo's on-demand enterprise collaboration platform is loaded with tons of features which focus on the system's collaborative functions.

Easy-to-use Interface



Summary Table

The Summary Table provides you with a thorough list of all your items in the module.

Details View

The Details Page displays the complete information of an item. It is separated into three key areas or columns:

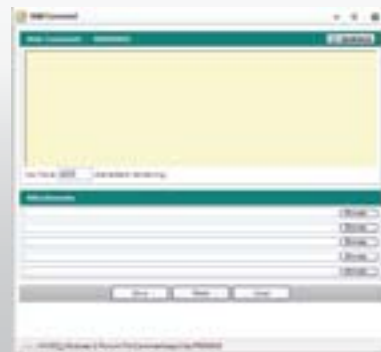
Details Column - key information of the topic.

Comments Column - all comments and attachments made in the item.

Access Rights Column - users who have access to the item.



Interactive and Collaborative

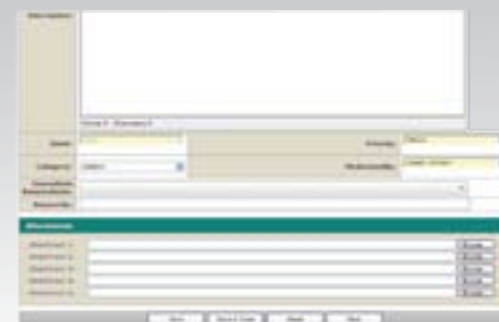


Comments

We encourage active participation and communication among members of the organization. Adding comments is the most appropriate way to contribute your thoughts and ideas on an item.

Add Items

Teczo's user-friendly interface allows users to create and upload new records quickly and easily.



Easy to Manage



Filter

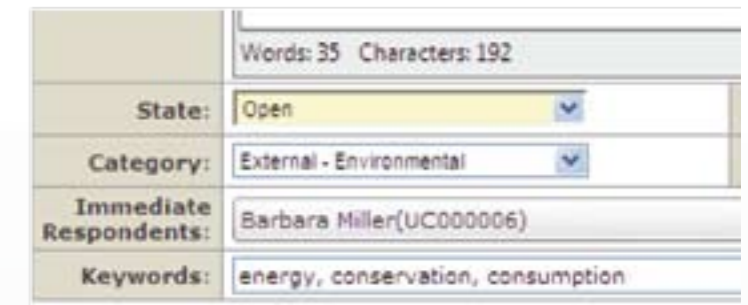
Teczo's modules are equipped with a powerful filter that allows you to quickly and precisely find specific topics.

Keywords

The keywords feature can be used for tagging and indexing. Defining keywords will give you a chance to set a granular level of grouping your items.

E-mail Notifications

Teczo notifies users by e-mail about new topics, and unread updates of items they have access to.



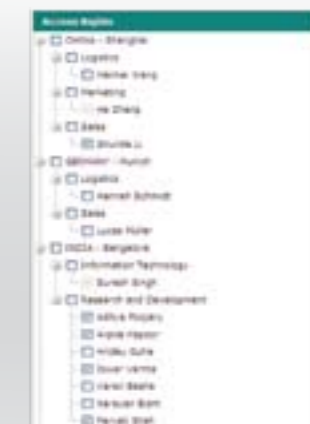
Deadlines

It is easy to set project and action deadlines in the Teczo system. Revising deadlines is also enabled to keep up with the flexibility of your organization's scheduling.

Setting Access Rights

Access Rights

Teczo's access rights control allows users to set limitations on who can access the items they have published. Users can be selected from the list individually, or by groups. The access rights also display the default members who are automatically granted access to items.



With all these functions and features in place, Teczo equips your organization with the best possible collaboration synergies amongst different members, teams or even divisions and drive the business processes that make your business successful today.