



Y O O V
OFFICE AUTOMATION

雲端企業數碼化管理系統





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管理層 Management

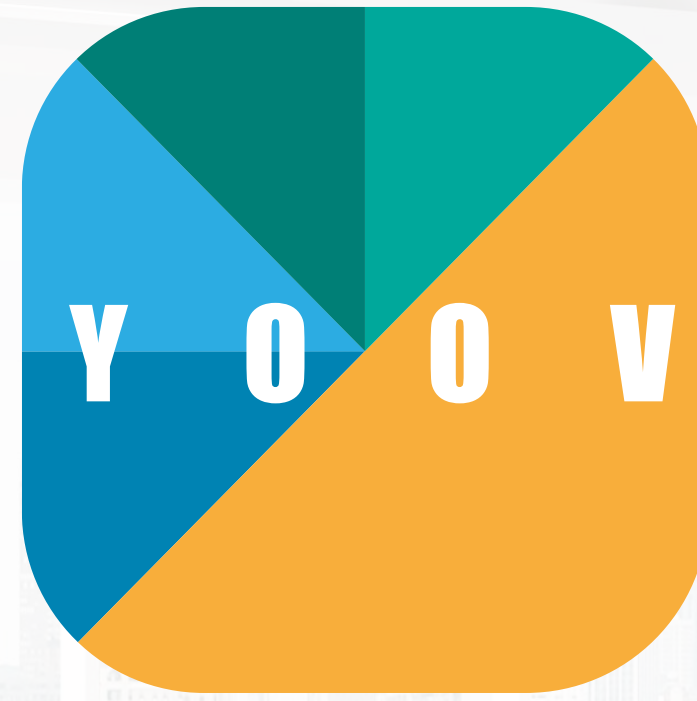
- 自定審批 Custom Approval *
- 分店管理 Branch Management *
- 企業採購 Corporate Purchasing *

人力資源管理 Human Resources

- 薪酬計算自動化 Payroll Automation
- 排班 Rostering
- 招聘管理 Recruitment Management *

員工 Staff

- 提交開銷費用 Reimbursement Submission
- 假期申請 Leave Application
- 強積金管理 MPF Management *



A one-stop platform for enterprises to automate daily operation process

一站式雲端企業自動化管理系統，把企業日常營運數碼化

including but not limited to **Custom Approval, Branch Management *, Corporate Purchasing *, Payroll Automation, Rostering, Recruitment Management *, Reimbursement Submission, Leave Applications, MPF Management ***

當中包括 **自定審批*, 分店管理*, 企業採購*, 薪酬計算自動化, 排班, 招聘管理*, 提交開銷費用, 假期申請, 強積金管理***

*** Related modules will be completed in year 2018**



Features 主要功能



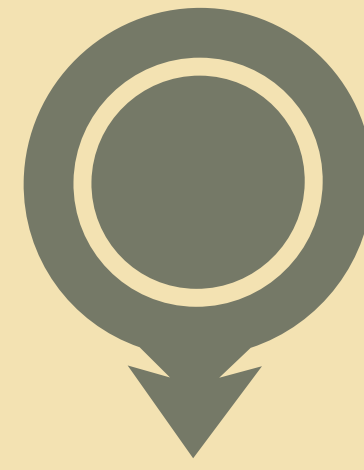
自定審批 Custom Approval *

You can customise your own approval form and the approval flow. With YOOV OA App, you can review and approve such application anytime and anywhere.

用戶可以製訂個人化的審批流程及表格。透過YOOV OA 手機程式你更可隨時隨地批核申請。



* Related modules will be completed in year 2018



分店管理*

Branch Management

Easily organize and handle the operational needs of the branches. Making all the resources application in YOOV OA, you have no longer need to retrieve relevant records in the mountains of e-mails. Records are always clearly listed in YOOV OA.

輕鬆安排及處理分行的營運需求。透過系統申請物資的需求調配物資時就更清楚方便。不用再於堆積如山的電子郵件中找回相關紀錄。



企業採購*

Corporate Purchasing

All YOOV OA users are grouped to form a digital community. Each merchant offers its own products or services in the community at a preferential price for direct sales. At the same time, it gives YOOV OA companies the opportunity to expand their market share and increase their competitiveness.

集合各 YOOV OA 用戶，形成一個數碼社區，各商戶以直銷優惠價在社區內提供自家產品或服務，同時亦給予使用 YOOV OA 的企業開拓市場的份額，提升競爭力。

* Related modules will be completed in year 2018

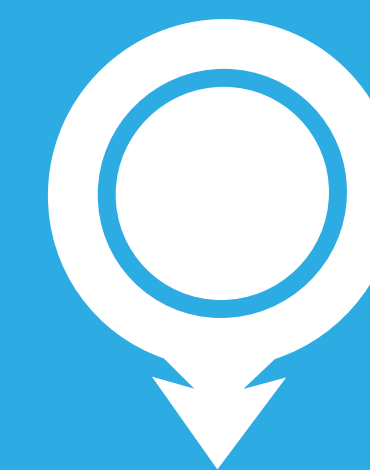




薪酬計算自動化 Payroll Automation

All the leave and punctuality is consolidated in the system, by inputting the initial parameters, pay roll slip will automatically appear in your screen.

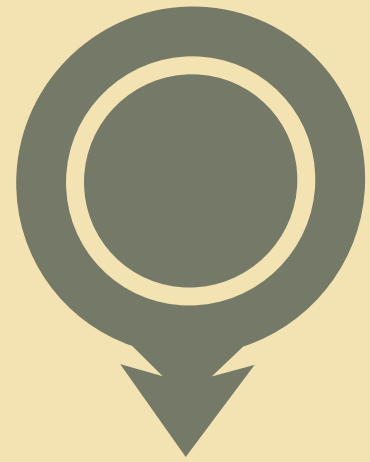
所有的假期及出勤記錄都會被整合在系統中，通過輸入起始參數，工資單會自動出現在屏幕上。



排班 Rostering

Managers can say goodbye to paper time table and leave application as they can arrange all the shifts in a systematic way in YOOV OA portal.

管理人員從此同編更表及A4紙說再見,用YOOV OA 平台管理及編製更表更便捷！



招聘管理*

Recruitment Management

After getting the right person, YOOV OA simplified the process of preparing the hiring contracts and notified the candidate.

找到合適的員工後, 往往需要花點工夫替新員工作準備, 編輯僱用合約, 發送電子郵件通知等, YOOV OA系統將步驟簡化, 節省人力資源部門所需的時間。



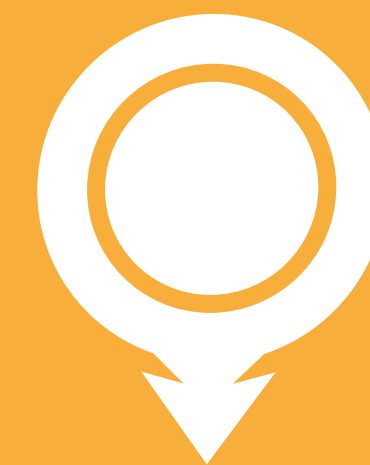
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提交開銷費用 Reimbursement Submission

Staff can throw away the reimbursement form plastic tapes, paper clips. With YOOV OA, they now can just hand in the submission and the bill proof with their hand-held devices.

員工可以將膠紙,萬字夾放在一旁。通過YOOV OA，他們現在可以用手機提交報銷申請及證明文件。



假期申請 **Leave Application**

Employee can avoid the desired day leave crashed with colleagues. Manager can also review schedule and application in seconds with YOOV OA mobile application. Plan your holiday in minutes.

員工於申請假期時既可以避免與其他同事申請的日期相撞。經理亦可以透過YOOV OA手機程式審視及完成批核手續。以後大家計劃放假旅行就更加容易。



強積金管理

MPF Management *



You can manage and consolidate MPF accounts with YOOV OA, it will no longer be a complicated task. Manage your retirement pensions easily, plan well for your retirement. (Related service might referred to MPF Intermediaries for processing.)

通過YOOV OA系統, 大家可以處理已滾存多時的個人帳戶做整合. 積金自由行不再是複雜的事。從此大家可以簡簡單單地管理退休金, 保障自己的退休生活。(有關服務或將交由指定的強積金中介人代為處理)

* Related modules will be completed in year 2018



公告平台

Announcement Platform



Staff with authorization can directly broadcast announcements and files to the company with YOOV OA Universal Announcement platform. Reduce the loading of the mail server and storage.

員工授權後可以直接透過YOOV OA通用公告平台向公司發送消息和文件。減少郵件服務器和存儲的負載。



Benefits 好處

Reduce time cost 節省時間成本



Staff have no longer spend their time working with those approval forms, bills, keep tracking records, filing etc. They can now making their time focusing on work related to core business.

員工不再需要花時間處理審批表格，賬單，保存追蹤記錄，存檔等。他們現在可以將時間專心用於與核心業務相關的工作。

Paperless 無紙化

Goodbye papers! Traditional physical paper forms should be eliminated. Save your money, Save your working space, Save your world!

再見A4紙！去除傳統的遞交物理紙張表格觀諗。節省你的金錢，保存你的工作空間，拯救你的世界！





提升效能 Enhance efficiency

After saying goodbye to papers, all the data are digitalized. Search, Review, Transfer and Edit the data just with clicks and keyboards in minutes.

告別紙張後，所有的資料都已數碼化。搜索，查看，傳輸和編輯資料只需在彈指之間完成。



Thank you 多謝！