



COLLABORATION AND BUSINESS PROCESS MANAGEMENT



COLLABORATION

myTeam, as a corporate collaboration software application, supports the company's management system through a structured and unified communication approach. myTeam adds to the efficiency of the organization while promoting the internal relational productivity by keeping people and teams aware of and focused on their tasks.

PLAN	DO	CHECK
- Organizational mapping (departments, teams and team members) - Resources, processes and functional structure definition - Service Level Agreements and business process definition - Document structure vs. roles vs. process definition	- Record of non-conformances, events and complaints - Activity requests and assignment - Process and activity execution - Assignment of responsibilities - Distribution of information and documents	- Status report per department, team or team member - Status report of processes and activities - Control of Service Level Agreements - Follow up and control reports - Action plans per process, teams and departments

The tasks are displayed on the calendar or on a structured list in the format of a timeline.

The screenshot displays the myTeam v2.0.0 web application interface. The top navigation bar includes tabs for Collaboration, Business Opportunities, Processes, Documents, Expenses, Billing, Settings, and a search icon. A sidebar on the left contains links for Profile, Collaboration, MyWork, My Team, Activities Scheduler, Unavailability, and Reports.

My Work - Jonathan Gomez

20/12/2013 17:04:44

To do | Today | Tomorrow | This Week | Overview

Description	New	Act
Action Documentary	0	
Appointments	0	
Business Opportunities	0	
Procedural activities	0	
Processes	0	

Activities that I requested

User	Pending
Anthony Smith	5
Davidson Marshall	1

New Activity / Appointment

User: [User Avatar] **Appointment / Activity**

Type of Appointment: Administrative work Date: 23/12/2013

User Responsible: [Dropdown: jonathan.gomez] Deadline: 23/12/2013 Time: 17:05

Please indicate the Entity or Business Opportunity associated with the Appointment

Entity: [Dropdown: Amazon] Department: [Dropdown: Sales]

If the User Responsible is not identified, please select a department, role or sales agent

Role: [Dropdown: Sales agents]

Notes: Elaborate IT proposal for interface development

[Cancel] [Save]

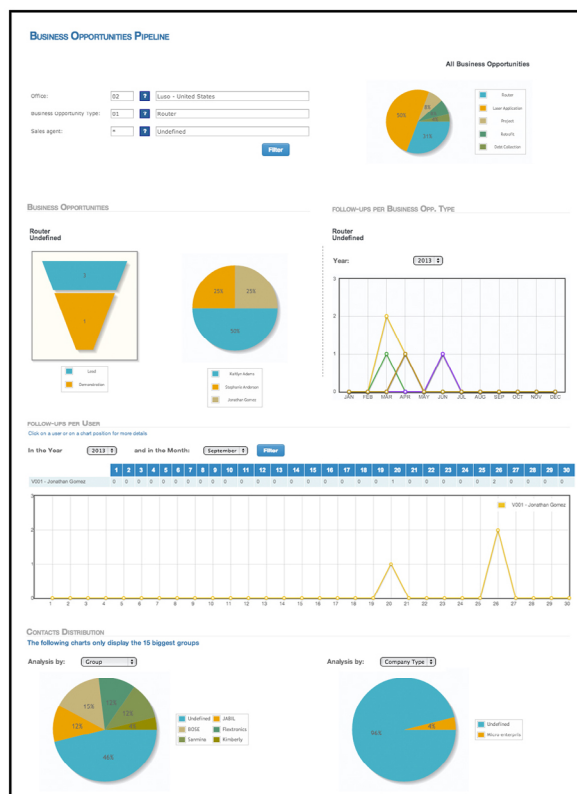
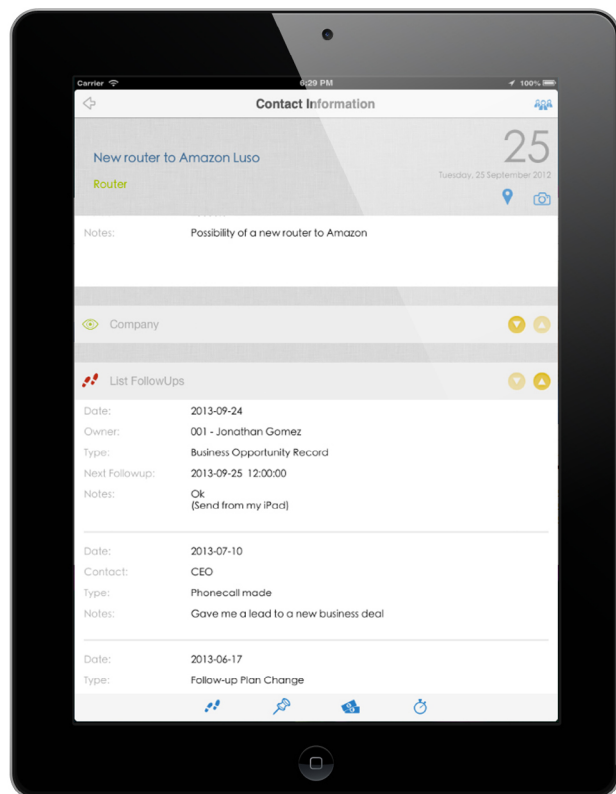
22 to 28 from December, 2013

Show 24 hours ☐

Sun 22/12	Mon 23/12	Tue 24/12	Wed 25/12	Thurs 26/12	Fri 27/12	Sat 28/12
8						
9						
10						
11						
12	Replacement of Mechanical Component	Integration with Customer System		Repair Electrical	Training	
13						
14						

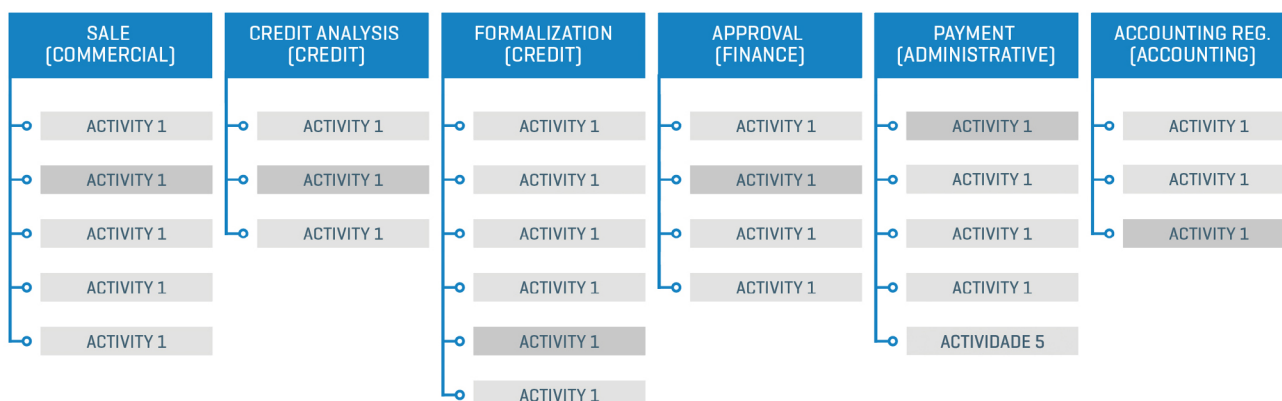
BUSINESS OPPORTUNITIES [CRM]

The business opportunities and CRM module allows the management of your customer relationships from the initial contact through the conclusion of a business deal. It allows the configuration of different areas of business and the definition of the phases of any business funnel. For each phase, a duration time is defined; delays are identified; and reported, accordingly, to the sales people or managers.



PROCESSES

A process is the map of a set of sequential or parallel activities performed across the organization, is handled by different team members (or assigned roles) and observes a pre-defined workflow from its inception to its conclusion.



PROCESSES ➔

BILLING

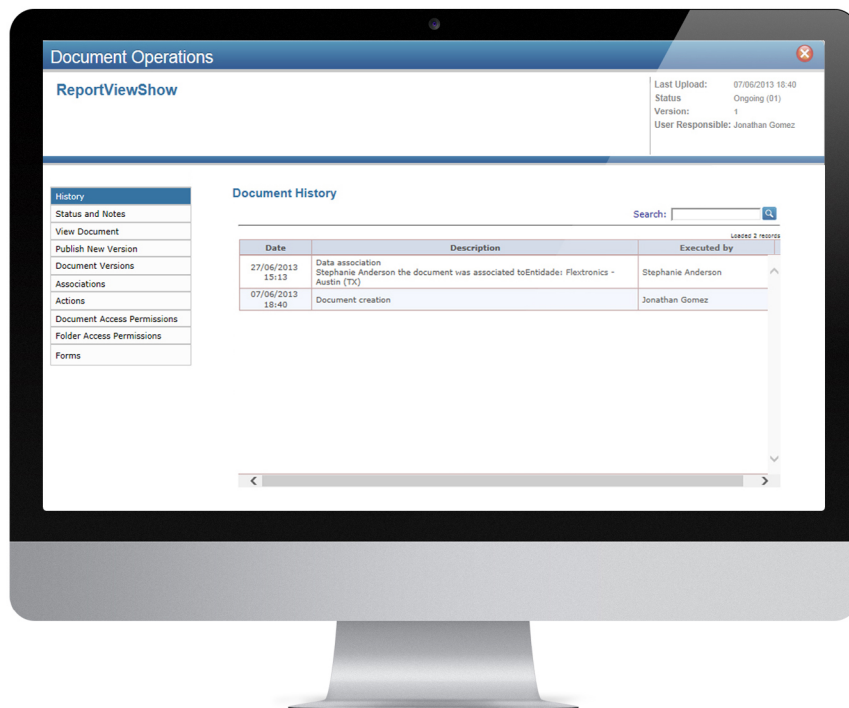
myTeam also generates invoices, receipts, credit notes and other accounting / financial documents.

It controls the current accounts of customers and suppliers and produces sales maps, treasury and statistical analysis.

If you work at a start-up that does not have yet an invoice system, there is no need to look further. myTeam is ideal to organizations that need to issue billing documents in a steady and easy manner.

DOCUMENTS

The document management module provides features to manage and archive documents according to the ISO 9001 standard. The access rights and permissions are established according to the departments and functions privileges and each team member can only access the documents that are authorized by his/her profile, function or department.



OUTLOOK INTEGRATION

The myTeam Outlook add-in integrates email messages from MS Outlook with myTeam. Email messages are uploaded into myTeam via add-in and can be used to trigger:

NEW PROCESS	PROCESS ACTIVITIES	BUSINESS OPPORTUNITY	FOLLOW-UP	EVENTS	APPOINTMENTS OR ACTIVITIES
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WHAT IS IT USED FOR?

- To do the right thing (effectiveness)
- In the right way (efficiency)
- Always better (continuous improvement)
- In a timely manner (on time)
- All the time (predictable and consistent)
- At the first time (without mistakes)
- The expected way (planned and organized)
- In a profitable manner (with lower costs and optimized processes)

HOW DO I INSTALL IT?

myTeam does not need any installation procedure since it is offered as a Software as a Service (SaaS) model.

Opening a myTeam account provides access to 2 users at the chosen URL. The application can be accessed by users via a thin client and a web browser (compatible with Internet Explorer, Firefox, Google Chrome or Safari) and is available in the Android and iOS platforms.

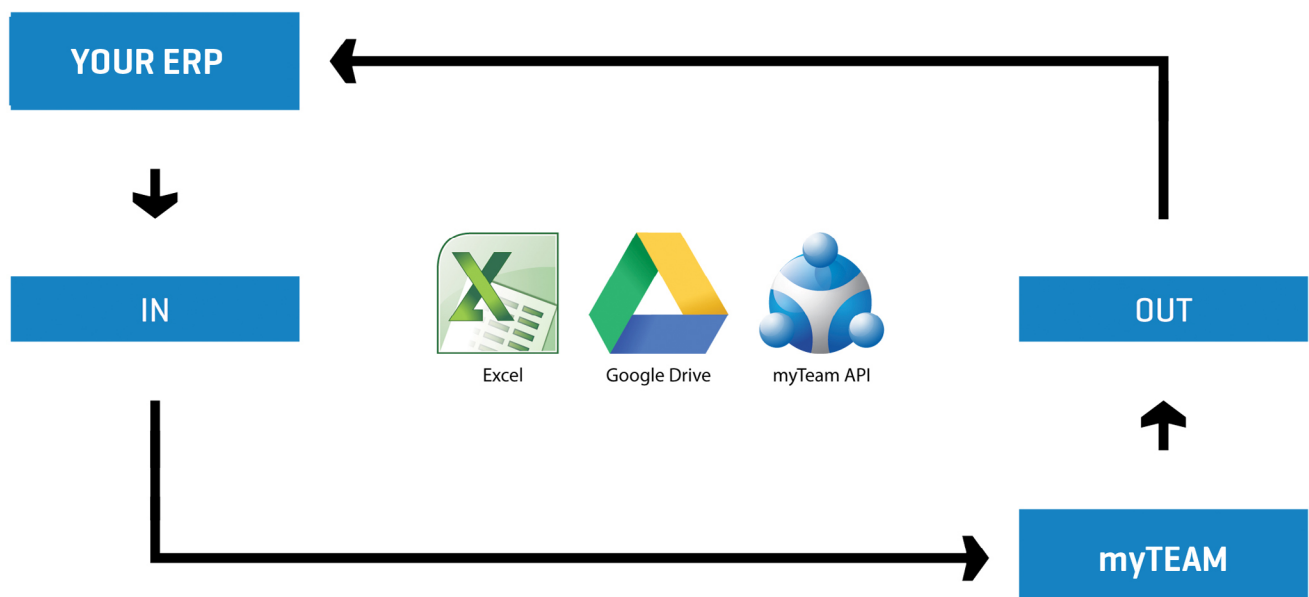


HOW TO CONNECT TO MY ERP

myTeam connects to your ERP in a variety of ways

- MS Excel
- Google Drive
- myTeam API
- Staging Area

Consult us to find the solution that best suit your technological environment.



FEATURES

Collaboration Management

- Organizational structure
- Functional structure
- Roles vs. Periodic activities
- Activities and appointments
- Sales Expectations
- Pending issues and meetings
- Responsibilities' assignment and communication
- Team and team-members' status outlook
- Effectiveness and efficiency control
- Workload follow-up
- Operational reporting
- Email automation for reports and analysis
- Outlook ® Integration

Processes

- Workflow definition
- Role management
- Profile management
- Access permissions
- Service Level definition
- Activities automation
- Email communication automation
- Real Time tracking
- Integration API
- ISO 9001:2008 ready

Costs Control and Expenses Management

- Budget definition
- Expenses registration
- Expenses ceiling and notifications
- Budget follow-up

Document Management

- Document tree structure
- Forms and surveys
- Registration, classification and revision
- Activities associated with documents
- Process and entities association
- Document processes
- Document events history
- Document versioning history
- Access permissions and status
- Reports and Dashboards

Business Opportunities

- Customer prospecting and Business Opportunities
- Follow-ups
- Process association
- Shared calendars
- Sales visits planning
- Documents association
- Templates
- Information and communication workflow automation
- Pipeline and commercial funnel

Billing

- Clients and suppliers
- Invoices, receipts and credit-notes
- Other financial and accounting documents
- Current accounts
- Timesheet

- ✓ video tutorials
- ✓ detailed information

To learn more about myTeam, please visit:

 www.myteam.uk.com

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 **Bettertech**
Working Solutions for Better Results