

WorkDo Quick Start

An Introduction

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V.171204

WorkDo: Best solution to simplify work!



WorkDo is the only integrated dynamic organization management software in the market with many built-in tools for better collaboration and communication!

Security, efficiency, privacy



Work, Life, Separated

Work and life separated for better focus

Centralized Management

One software for multiple workplaces

Top-Level Security

Encrypted cloud storage for security

Limited Access

Bind workplace with company email

VIP Service

- ✓ One software with multiple tools within
- ✓ Cross-platform: mobile and web-interface
- ✓ Supports English, Traditional/Simplified Chinese
- ✓ Industry-leading number of members in one workplace
- ✓ Demo workplace for trial experience

Divide and simplify work processes



- ✓ An integration of complicated work processes
- ✓ Teams/projects/groups for better collaboration
- ✓ Add buddies for one-on-one communication
- ✓ Workplace/groups/buddies and all the tools
- ✓ My Shelf to store items for your eyes only

Different levels of authority



Manage Members

- Many ways to join
- Limit who can invite
- Quickly remove members

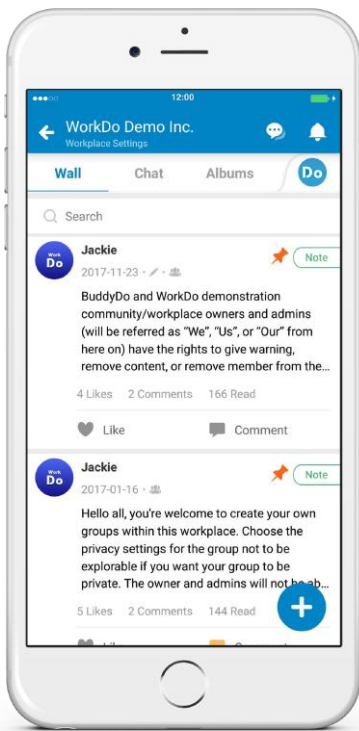
Data Divided

- Limit who can use tools
- Separate data storage
- Individual groups for team discussions

Content Control

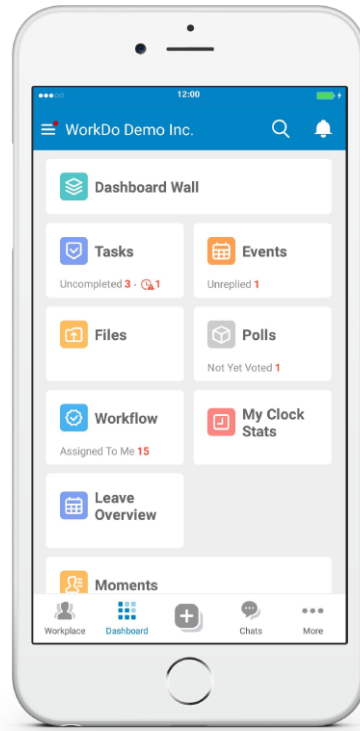
- Limit who can post
- Can recall messages
- Admin can edit all posts

Fast track to important items



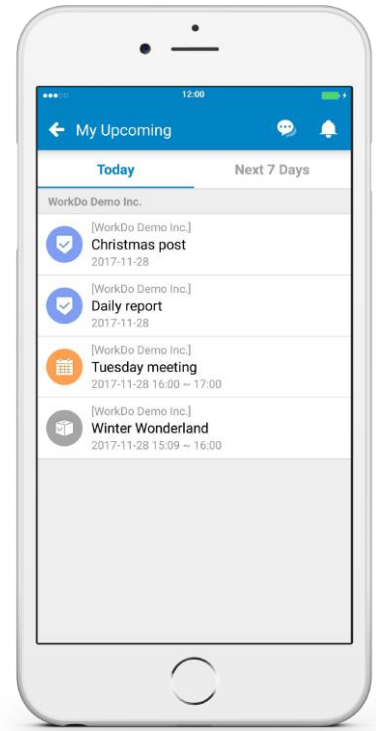
Wall

Workplace/Groups/Buddies
Everything in one glance



Dashboard

A fast route to
all items in your groups



My Upcoming

With multiple workplaces,
see all items related to you

An all-in-one software



Tasks

Assign, manage and track tasks progress.

Leave

Apply and approve leave on mobile.

Attendance

Manage in/remote attendance.

Approvals

General approval tool.

Events

Set up meeting with Conf. Rm. tool.

HR

Quickly find colleague profiles and company calendar.

Expenses

Fast and paper-less process to apply and record company expenses.

CRM

Quick access and record activities and tasks to maintain good customer relations.

And...

Many more tools such as Files, Conf. Rm., Notes, Polls and Phonebook.