

ACCOUNTS



OCIMS Accounts features such as accounts receivable will facilitate the Account Manager to keep track outstanding balances, easily apply cash to outstanding invoices and schedule recurring charges for faster invoicing to the clients whereby the accounts payable will facilitate the Account Manager to set up and schedule recurring payables for invoices paid to the suppliers on regular basis.

FACILITIES

OCIMS Facilities is an efficient management of your company resources like meeting room, vehicles, projector, sports facilities etc. Our reduces costs in key areas, supports a more informed strategic planning process and is able to help you deliver an efficient service to your customers. Automated reminder can be sent online or through email before day of use to allow workers to cancel if they do not require use the resource on a particular date and to allow other worker the opportunity to use. With OCIMS Facilities, resources are effectively managed and there is no wastage of resource.



ORGANIZER

OCIM Organizer is a simple calendar like event scheduler that you can access from your PC or any mobile devices that can be connected to OCIMS. Just click on any time slot of a particular date and you can begin typing and organizing your day. Organizer allows workers to create appointments and events, organize discussions and meetings, import, export event and print the calendar of events. Event can be shared with other workers whereby simply select a time on your calendar, create an appointment, and select co-workers to invite. Co-workers are able to browse through the same calendar page to share details of the event. Organizer allows workers to easily track and manage the things to do with the To Do List.



CONTACTS

You are able to access your contact information online, anytime, anywhere with OCIMS Contact. You are able to locate the contact information you need easily by searching in the online address book. View by categories or full contact list, and filter alphabetically. Online contact management allows you to store and manage contact information in one central location and share it company wide. When your workers leave, important contact details of clients and partners are still available and accessible.



DOCUMENT

Reference documents is an important aspect of any organization and needs to be managed well to ensure that it can be shared among workers, easily accessible and versions are well segregated. With OCIMS documents, documents are easily accessible from workers PC or any mobile devices. Just click on the icon and all document available are listed whereby search can be done based on all or part of the document title or through department whereby any documents submitted by workers of a department will be grouped together. Another click on new submission button allows for workers to attach maximum of 2 documents per title, provide description and remarks of the document. Name and date will be automatically captured by the system.



MESSAGING

OCIMS messaging eliminates time wastage between employees in endless meeting, telephone conversation or even conferences. OCIMS Messaging allows you to exchange information with your co-workers and employees personally or simultaneously and you are able to share documents by attaching the documents to your message. Corporate news or urgent announcement can be sent out really quickly and you will be able to do so without leaving your desk. The feature allows you to select your co-workers through fast scroll for their individual names or you can send to a batch of people by selecting the department.

OCIMS

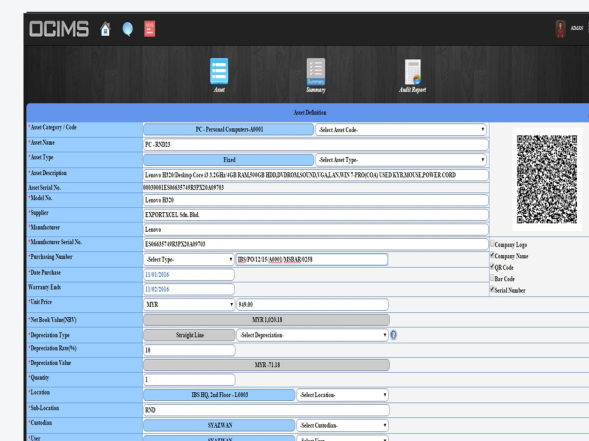
ORGANIZATION COMMUNICATION INFORMATION MANAGEMENT SYSTEM



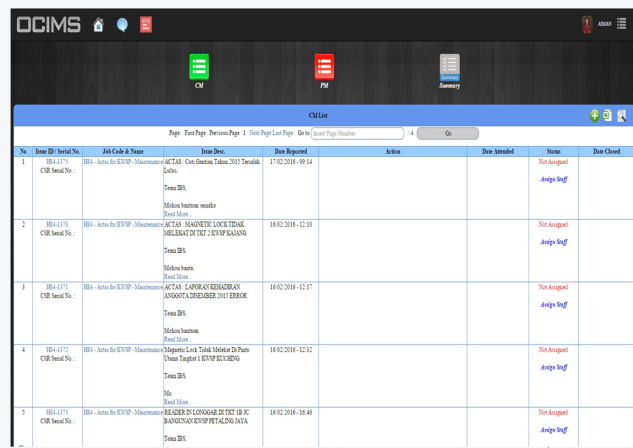
Discover how bosses, workers and colleagues communicate faster and easier with our OCIMS. OCIMS is designed with iPad, Tablet PC, iPhone and Android interfacing making it the application of choice for those always on the move. With easy to use icons for navigation, OCIMS allows you to do important and crucial office task and communications with minimal effort. Our OCIMS is developed to cater for the new increasing demand of touch technology making it a more desirable application.



ASSET



Are you too busy to manually track your assets and provide the required reports for auditing? OCIMS Asset makes it easier than ever to keep a detailed account of all of your assets including asset details and usage history. The catalog feature allows asset to be grouped together, assignment of asset custodian to workers, record asset details such as supplier, part number, warranty and other information. The tracking feature allows easy management of assets check out and in to workers, assign asset to a borrower or new custodian, set accounting codes, view asset check out status and history. Most importantly, OCIMS Asset provides the capability for report to be generated for auditing, monitoring and tracking purpose. Integration to barcode technology makes labeling and tracking much easier and faster.



MAINTENANCE

OCIMS Maintenance is able to keep track of the company's asset that requires maintenance services to ensure that it is working effectively. An automated reminder can be sent to the custodian before work is to be carried out and it can be extended to 3rd party maintenance work provider through email notification. Integration with other OCIMS modules reduces the manual data entry required as most of the details of equipment or machine will have been capture during the earlier purchasing stage.



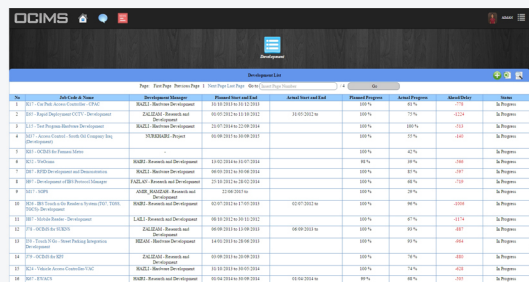
PROJECT

With OCIMS Project you can quickly see all of your projects as well as detailed progress within each project that has been completed. The project definitions show you all the details about a specific project including Project Manager, start date, project amount, project status, project progress and status project issues.

DEVELOPMENT



OCIMS Development will facilitate the management to monitor products that are currently or to be developed in the future. The features allow respective staff involved in the product development to update their product and progress whereby the management can monitor the status and progress of the development in the summary feature.



TASK



See a real-time overview of what has been accomplished and what should be done next for each worker and project. OCIMS Task provides simple to use task management that allows task to be assigned and timesheet can be produced for management review and cost allocation. Just a single click on Task icon on your dashboard and a summary of the organizational task will be displayed in an easy to understand table. From the same page you are able to add task, view task list based, search task based on individual workers, department, priority, deadlines and etc. The timesheet icon allows for more detailed breakdown structure for each individual on a monthly basis.



STAFF

OCIMS Staff provides fingertips information on workers attendances and movements within the office. Employer is allowed to view their workers daily attendance allowing them to know who is in and who is not for the day. Monthly attendance report for department or individual can be viewed online or printed if required. OCIMS Staff also display the summary of individual leave consist of information such as allocated leave, leave balance, leave taken and leave carried forward. Supervisors will be given an alert notification when a worker request for leave and the alert shall remain until leave is approve/not approve by the supervisor. This features only available if it is integrated to an access or attendance control system.



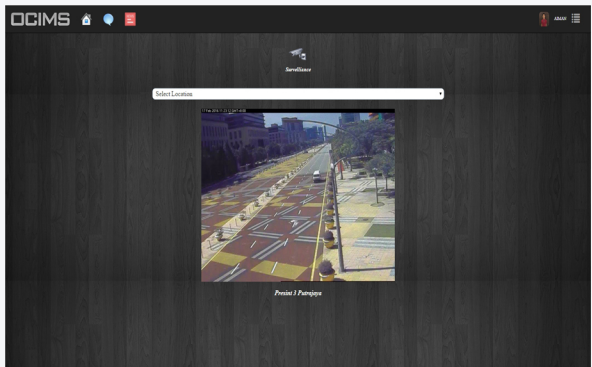
CLAIM

OCIMS Claim enables online submission of various claims including overtime, medical, traveling, mileage and general expenses. It is designed to incorporate the best practices in claim management whereby it is simple to use and allows you to manage a claim. With OCIMS Claim, Administration personnel can view related documents and files in one place so everything is there for references. With the search based application, previously entered claims can be track by a variety of status or criteria.



AUTOMATION

We offer you the freedom to view LIVE video images with OCIMS Surveillance. With 2 simple clicks you are able to view remotely the video images of the connected cameras from your PC or any mobile devices that is connected to OCIMS. Just select Surveillance icon and select location from the scroll menu. The module provides companies with the flexibility to have video monitoring capability from a single source and you do not need any other software for viewing and monitoring purposes.



PROCUREMENT

It's important for many companies to ensure that their purchasing for asset, stock or project comes with proper tracking and monitoring. OCIMS procurement allows management to have a good supplier management policy and information need to build up supplier analysis can be gathered from a single source. PO issued can be tracked and delivery can be monitored by the Purchase Order generated from this module.



SALES

OCIMS Sales allows easy invoicing, administrative controls and enables user to keep track of all sales made to clients. OCIMS comes with an Automated Reminder whereby system will send a reminder to your client about their overdue invoices thus reducing the hassle of too many follow up calls. You can also set recurring invoices and send out invoice to your regular clients on a monthly basis.



KPI

One of the key elements in OCIMS is the ability for OCIMS Performance to be integrated to OCIMS Payroll for the processing of bonus and workers increment taking into consideration workers individual performance. It provides the tool for evaluating employee performance, managing employee trainings & development and promoting right employees to critical positions through comprehensive performance evaluations based on the user definable KPI and competencies score computation. It provides input for staff development plan through training need tables, increment and bonus simulation analysis, staff demerits point tracking, performance analysis and competency gap reports.



MARKETING

OCIMS Marketing is able to track and measure company's marketing efforts with the list of Marketing Activities pursued. It is percentage based on the chances of the opportunities no matter what the value is. Integration with OCIMS Task, allows the business leads to assign specific task to account managers accordingly to ensure that the sales is close successfully. Even if staff updates activities in their individual task, the updates will appear in the marketing module for easier reference. These features allow respective staff involved to be aware of necessary actions and react quickly to optimize and close business opportunities successfully. Business intelligence report can be generated to provide increased insights of the marketing effectiveness thus adapting to existing or new plan and marketing strategy. The search button for marketing module or any other module in OCIMS is readily available at the top of each page to serve user queries promptly.