



Productive24

CATALOG

IT systems created with Productive24

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introduction

about the technology

The Productive24 platform opens a new era in business software development, radically simplifying and accelerating its delivery, maintenance and development. The number of new functional modules and systems created with Productive24 grows week by week, streamlining the work of enterprises from all industries. The catalogue we present to you contains only **selected examples of solutions built with Productive24.**

tailor-made software

Considering the flexibility offered by Productive24 technology, this list should not be treated as a closed set of IT solutions, but rather as an inspiration – a proposal and starting point for discussion about how a given system or process digitised with Productive24 could look in your organisation. In Productive24, the possibilities for customisation are enormous, and dedicated software – created from scratch – is built quickly and efficiently. This catalogue is also intended to illustrate the versatility and flexibility of our tool.

benefits of the ecosystem

The IT systems presented here can be grouped into several application areas: people, organisation, processes and sales. This is a conventional division – regardless of which solution (or its fragment) you are interested in, all modules and applications built in Productive24 – both the ready-made ones ("box") and those customised – can be freely combined and intertwined, giving the effect of synergy of organisation based on data and processes. From the perspective of the end user, they form a single, extremely intuitive and convenient to use solution. What is also important, the Productive24 application ecosystem is available both through the web application and in the form of native mobile applications.

the first choice supplier

We would be extremely grateful if you would share your opinion on the solutions described here and your ideas for other systems or potential collaborations. We would be happy to show you Productive24 live, and our analysts are available to help you transform your vision into working software. We hope that reading this document will convince you that when looking for any IT solution or supplier on the market it is worth thinking first about the Productive24 platform – we will be happy to guide you towards total digitisation of your business.

Paweł Więsek

Business Development Manager,
Productive24





01

About the Productive24
platform



We have replaced software developers with algorithms

This allows us to create business IT systems
10x faster, 20x cheaper, 30x easier.

What is Productive24?

Productive24 is a platform that enables the creation of complex, multilingual, cross-platform IT systems independently by business analysts – without the involvement of programmers.



Uses

Productive24 replaces dozens of unrelated domain systems quickly and inexpensively . The platform also works well where the limitations of boxed systems do not allow the fulfilment of unique Customer requirements or where the development or modification of large domain systems is too time-consuming or too expensive.



New areas of IT



Gaps in digitisation



Inflexible ERP, CRM...



Unique processes



High mobile requirements



Old-fashioned IT systems



MVP and platforms for start-ups



Individual needs

Many applications - one system

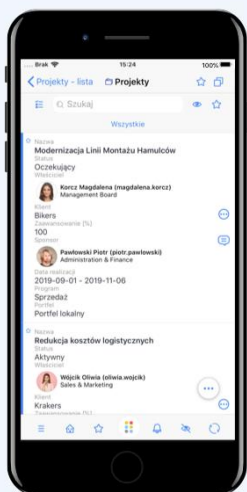
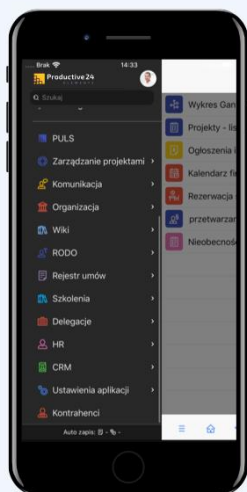
Regardless of whether you are implementing processes for marketing action planning, claims handling, transport protocols, customer management in Customer Service or HRM applications, the platform will provide a coherent, cross-fertilised set of applications that can be created and changed quickly and cheaply - independently by business analysts.



Online, offline, omnichannel

In Productive24, once an analyst has created a system configuration, the platform's algorithms automatically translate it on the fly into:

- WEB applications (Safari, Chrome, FireFox, Edge - RWD);
- native mobile applications for Android, iPhone and Windows (offline, database application).



Productive24

Individual
approach like in
custom project



At a price and
speed like in
out-of-box
solution

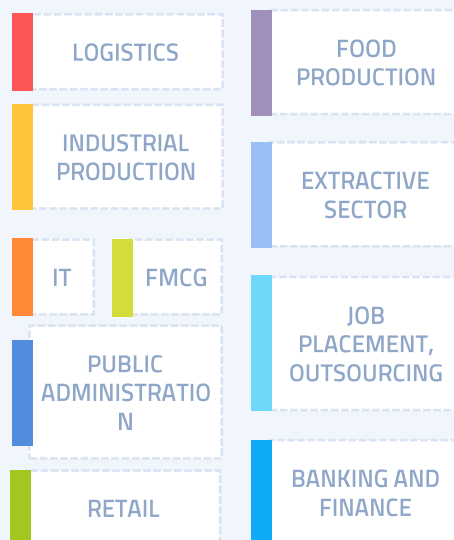


"Best in Cloud" according to IDG Computerworld

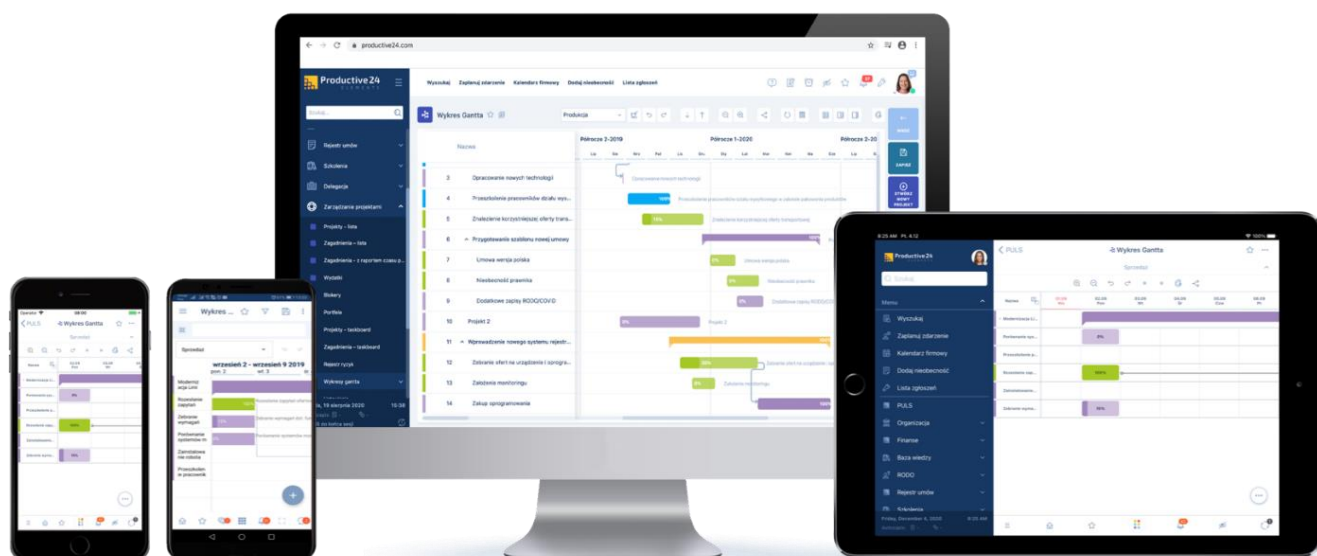
In Productive24, an innovative way of creating software (algorithms instead of developers) was combined with the automation of its implementation and sharing in the cloud, for which the solution was awarded the main prize in the "Best In Cloud" competition organized by IDG Computerworld.

We build digital advantage for companies in all industries

Productive24 applications in the area of human resources, project, organisation, and other management - including dedicated systems reflecting individual company processes - are used by institutions and companies from almost all industries.



selected CLIENTS



Support to the organisation in all areas

The Productive24 application ecosystem supports an organisation's productivity in all areas - according to its specific processes.



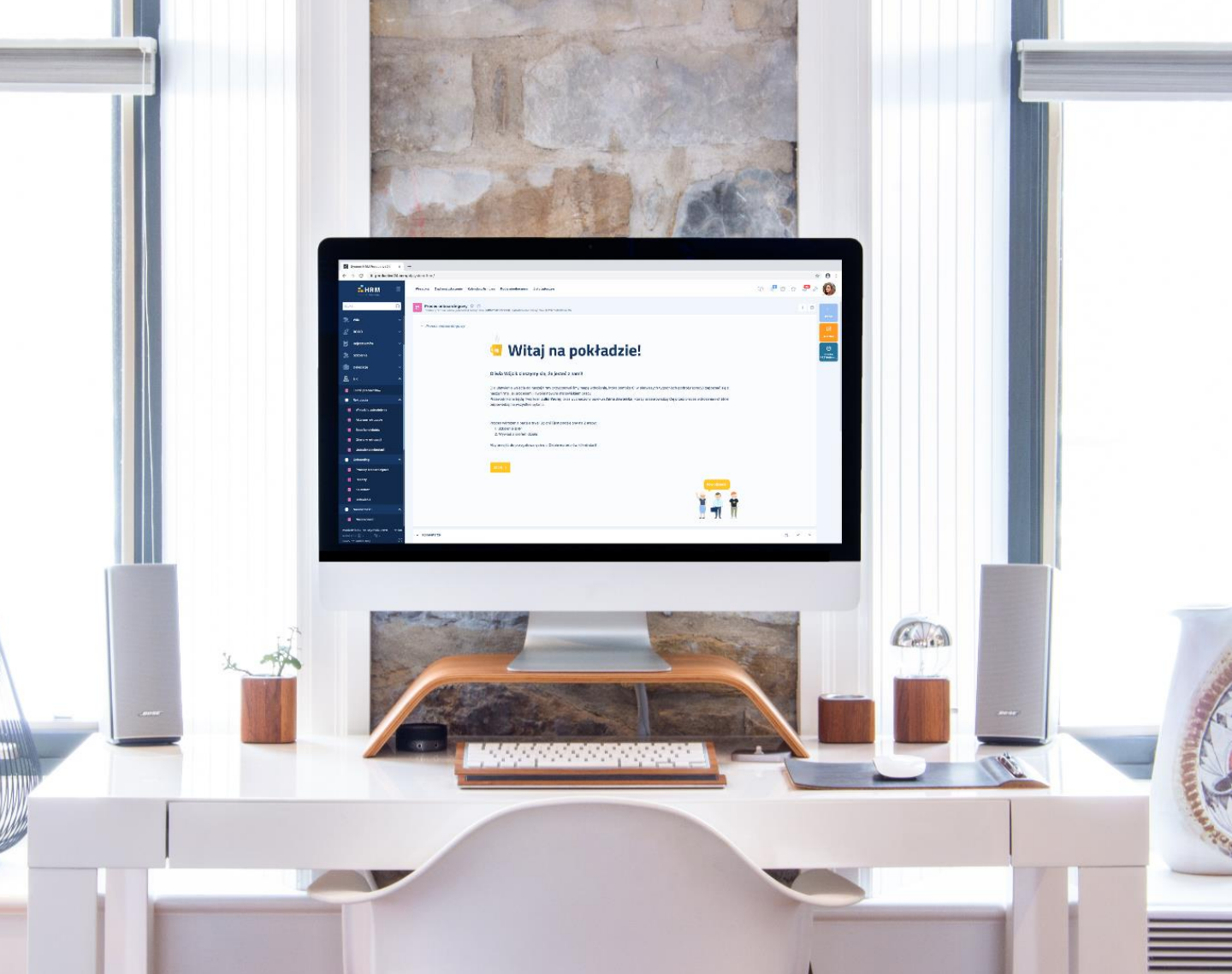
02

Examples of systems
built on the
Productive24 Platform



HRM/HCM System

Take your organisation's human resources and human capital management to the next level



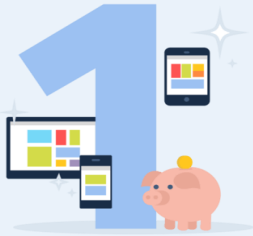
Productive24 HRM System

HRM system based on the Productive24 platform is a comprehensive solution that allows to **simplify**, **accelerate** and **automate** internal procedures related to **human capital** and **human resources management**, while ensuring a **high level of data security**.



What makes HRM Productive24 stand out?

ask for a
DEMO!



Tailored system at a price of an off-the-shelf solution

Can you imagine a system you model exactly the way you wish? To make it reflect the way your organization works? To make it work not only on the browser but also offline and as dedicated, native mobile applications? So that it could be modified at no additional cost? And, of course, without spending millions on it? With the Productive24 platform, you can get this solution within just a few weeks – and at the price of an out-of-the-box solution.



Revolutionary technology

The HRM system is based on the Productive24 platform, which enables the creation of advanced IT systems independently by business analysts – without the involvement of programmers. Productive24 drastically reduces the time, resources and budgets necessary to build comprehensive business IT systems. This way, customized software – depending on its complexity – can be delivered to the client even overnight.



Comprehensiveness – 360° view of the organization

A unique value of the Productive24 platform is its ability to map any business processes carried out in various departments and combine them all in one coherent system – HRM Productive24 enables the collection of all data on employees and their activities.



The digitalization of the recruitment process, which is our core business, was a main decisive factor for moving further processes of The Adecco Group to Productive24. With Productive24 we can fully manage the employee lifecycle in an organization.

Mateusz Bednarski

Senior Business Solution Specialist

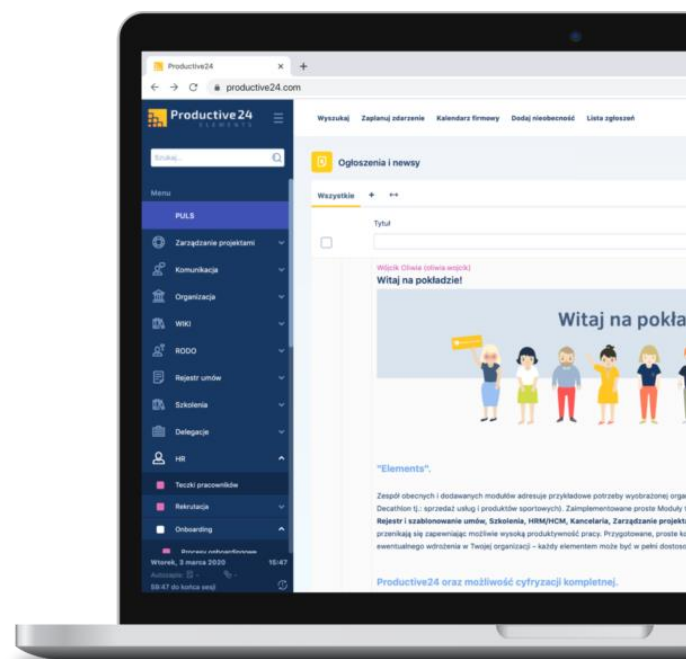
The Adecco Group



case
STUDY

Sample HRM Productive24 functions

The HRM Productive24 functionalities enable comprehensive management of all HR processes, e.g. automation of the **employment planning process** – from the request to hire new employees to their **recruitment, employment process, development management, training, evaluation, to their retirement**. What's more, the solution is designed to **effectively support group work**.



Employment applications

- Reporting recruitment needs by generating hiring requests.
- Accepting expenses (e.g., advertising, relocation).
- Requests processing according to the established acceptance path (hierarchically) or based on specific parameters (e.g. salary amount higher than average, annual budget overrun, etc.).
- After accepting the application, the system automatically generates a new recruitment process and sends a notification to the recruiter.

Support for multiposting ads

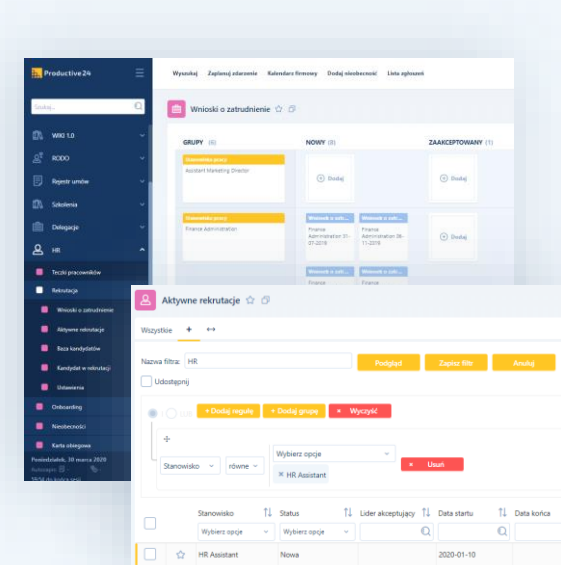
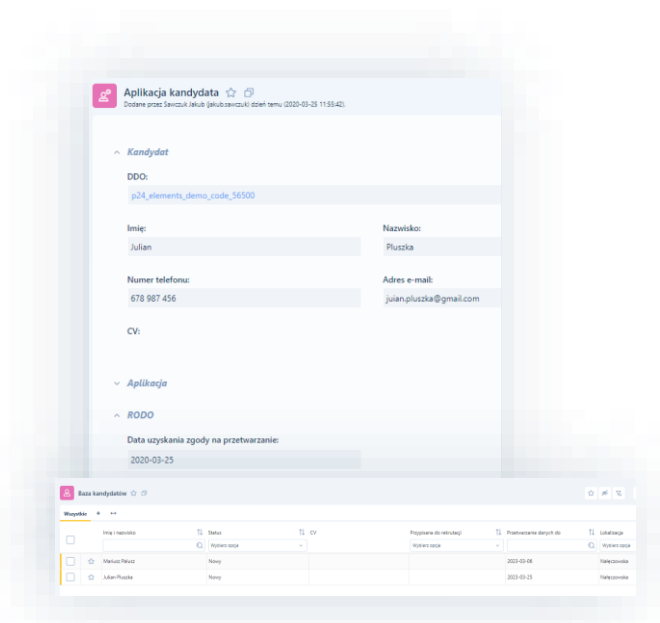
- Internal advertisements published on Productive24 and targeted at current employees).
- Productive24 also allows you to automatically generate an e-mail template of a recruitment advertisement and send it to publication at portals such as OLX or Indeed (more portals in preparation).
- When a recruiter starts the recruitment process and selects the appropriate publication option, the system automatically generates an e-mail message with the set content (taken from the template).

Recruitment tests and evaluation forms

- At any stage of recruitment, the system can require candidates to complete questionnaires or tests, and recruiters to complete surveys to assess candidates.
- Evaluation forms can include, for example, closed questions with allocated scores (single and multiple choice), closed questions without scores, open questions or annexes.
- The system automatically checks the results of the tests and the results of individual candidates can be compared in graphical form (reports).
- Candidate assessments can be created on the basis of various predefined templates.

Candidate database

- Every new offer is recorded automatically in the register (along with the recruitment context).
- A candidature can be assigned to any number of consecutive recruitments, with the history of those recruitments retained.
- Candidate evaluation forms.
- Possibility of adding comments and remarks from recruitment meetings in the comments section.
- Offers can be limited in time or narrowed to one recruitment only.
- Compliance with GDPR – the system makes candidates' personal data anonymous when their consent to be processed expires (automatically after a given period or at the request of the candidate).
- The solution can act as a Candidate Relationship Management tool.

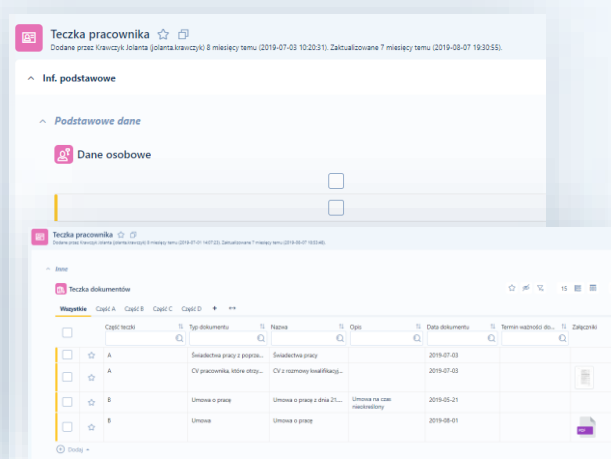


Recruitment processes, ATS

- Managing the entire recruitment process from a single intuitive view.
- Transparent preview of the candidate selection process (Kanban board) and the database of candidates, which can be assigned to any recruitment process with a single click.
- Easy drag&drop change of recruitment statuses.
- Different paths and templates for recruitment processes.
- Automatic feedback after recruitment (e-mail)
- Automatically generated employee cards and pre-onboarding and onboarding processes for newly hired employees.

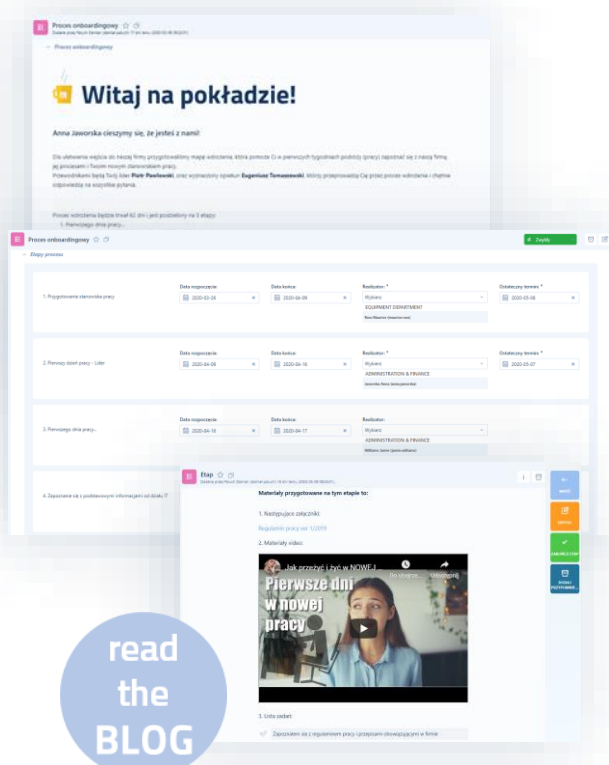
Employee profiles and e-files

- Digital storage of all HR documents related to the employee files.
- The folders contain all data required by law and allow for the storage of required documents as attachments.
- 360° view of the organization – e-files as a central places for managing other significant areas associated with the Employee Life Cycle such as: absences, business trips, contracts, training, competency assessments, onboarding processes, work acceptance protocols, etc.



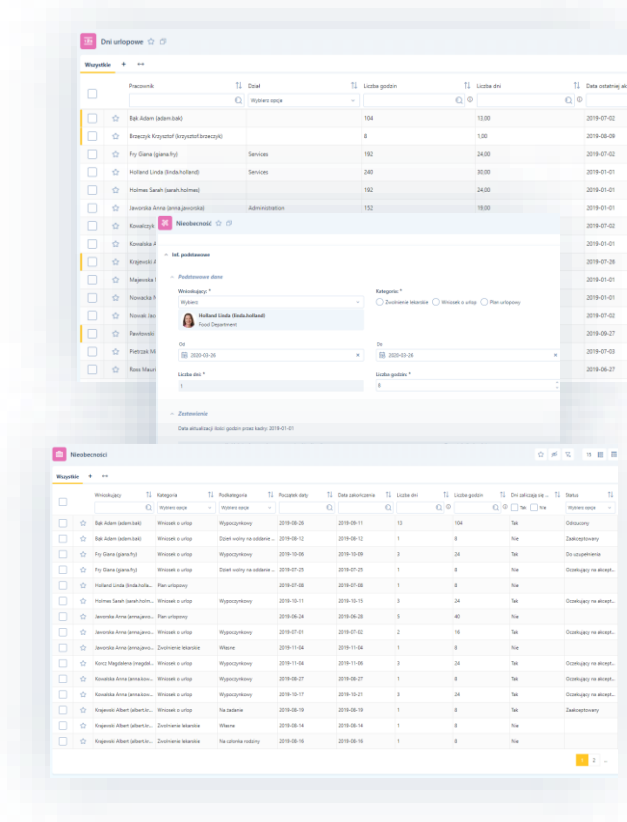
Employee preboarding and onboarding

- Pre-onboarding - automatic generation of a request for workstation preparation or necessary documents.
- Workflow defined by people responsible for the onboarding process of new hires.
- The leader, "buddy", and persons responsible for particular stages of integrating new employees to the organization are assigned immediately. Automatic generation of notifications with optional consideration of escalation through the organization hierarchy.
- The content of each stage is defined individually for the particular onboarding process (e. g. training, quizzes/questionnaires, attachments, project documentation, tasks, IT orders, etc.),
- Reminders, escalations, and notifications of upcoming deadlines and next steps in the process are available,
- Progress tracking and visualizations available in calendar views, Gantt, taskboard, etc.



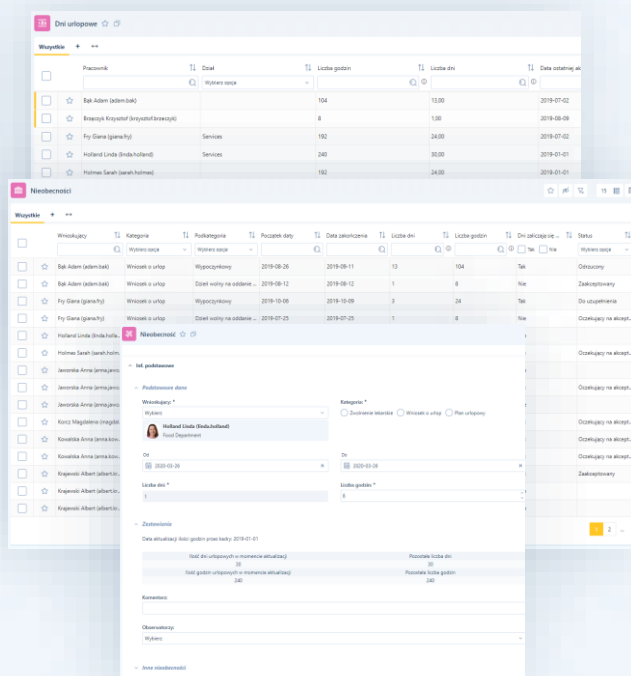
Employment

- Creating and storing personal data forms for an employment applicant.
- Generating necessary medical examination requests (initial, periodical, control).
- Employee card (profile) – a collection of any information about an employee. The data can be visible and editable depending on the authorizations granted, e. g. the HR department can see all data, other employees can see only basic data, and a given employee can edit only selected data in his profile).
- Templates for contracts and HR documents.
- Signing a certain type of employment contract.



Absence management

- Work Time Registration,
- Holiday Database- automatic calculation of available days off.
- Creating plans, reporting any type of absence including e.g. holiday leave or sick leave (types managed by administrators).
- Automatic calculation of working days based on the company calendar.
- Managing the availability of certain leave types depending on the nature of the employment.
- Preview of reported team absences. Thus, employees can plan their absences more efficiently.
- Information about business trips displayed together with the Absence Module, connection with the employee calendar and meetings planning.



Work schedule

- Analyzing schedules from an employee and workplace perspective.
- Creating employee work schedules easily, including reported absences.
- Multiple schedule views and advanced data filtering (by time, company, person, facility/point of sale).
- Creating schedule templates and duplicating programs.
- Notification system for employees and superiors (contractors).
- Fast drag&drop changes to schedules.
- Employee requests to take shifts not assigned to anyone (shift exchange).

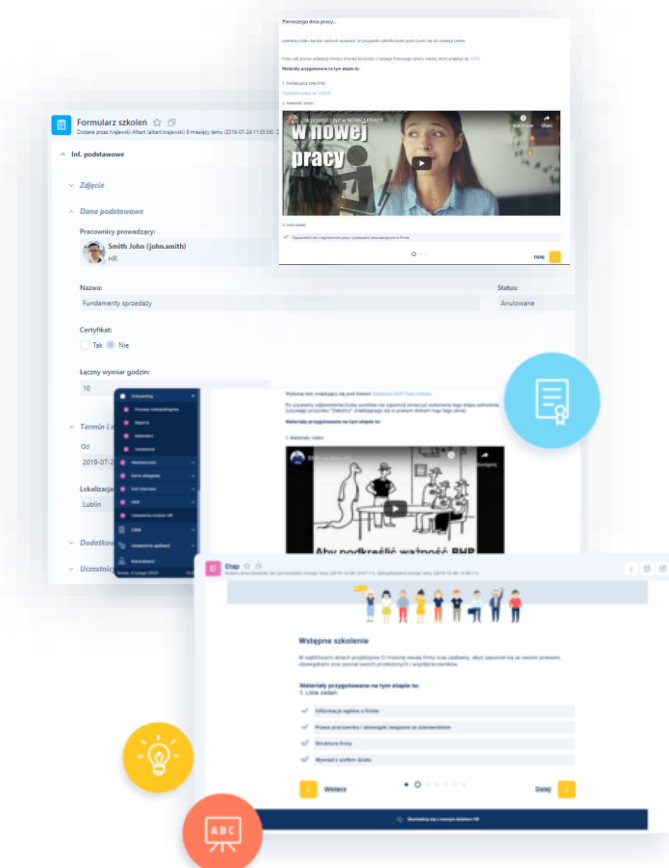
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Training

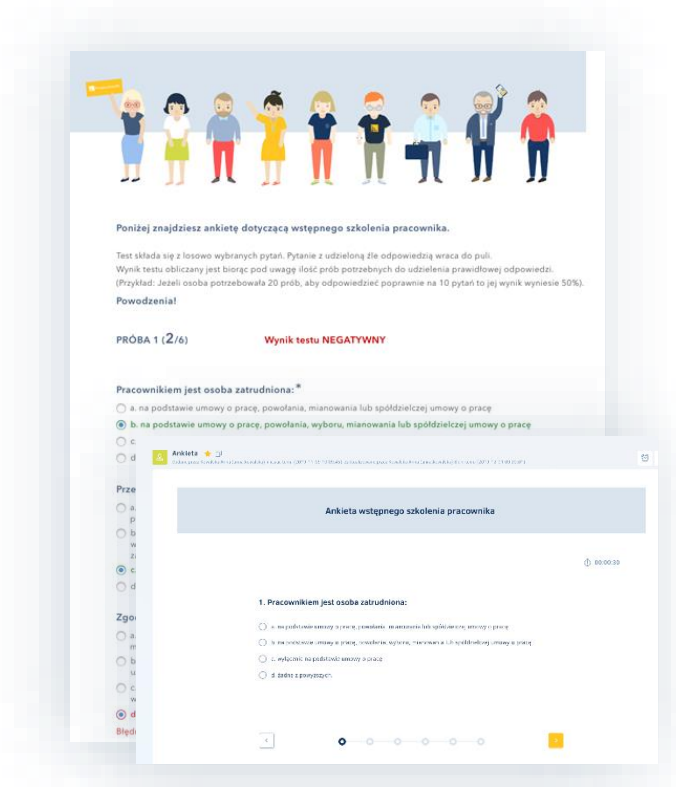
- Organizational knowledge management
- Training management – planning, organization and settlement
- Repository of training materials
- Quizzes, surveys and tests
- Competence profiles

More: LMS Productive24



Tests, surveys, quizzes

- Surveys, tests and quizzes – different forms available, e. g. multiple-choice questions, open questions etc.
- The option to randomly select questions from the pool, incorrectly answered questions automatically returned to the pool.
- Adding question weights and selecting the type of answer (text answer, multiple-choice answer, etc.).
- Statistics – test passed/failed, a number of attempts, the best result, completion percentage, progress bar).
- Management functions: verification of training progress, monitoring the performance of selected employees.



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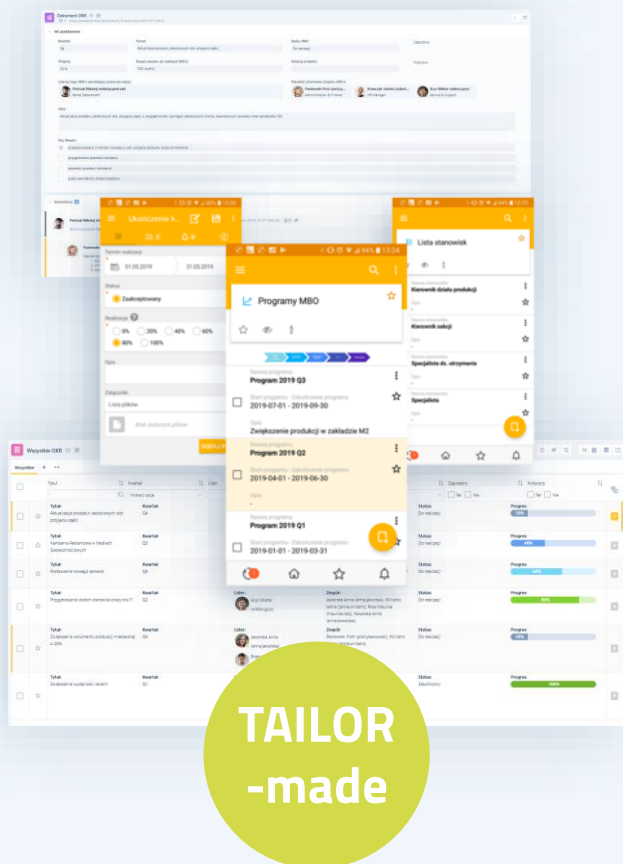
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Periodic assessment (360°, competences)

- Creating and managing templates for assessment questionnaires, possibility to change the person responsible for conducting an assessment.
- Carrying out assessments according to different systems and methods of assessing an employee, e.g. 90°, 180°, 270°, 360° etc.) and the organisation's own standards.
- Competency profiles, grouping competencies (e. g. a set of company competencies), different criteria for assessing the same competence depending on the position.
- Scores and descriptive grades.
- Periodic evaluations for a group of employees.
- Verifying the status combined with dynamic granting of certain rights (e. g. an employee will see their assessment once it is accepted by their superiors).

Management by Objectives (e.g. MBO, OKR)

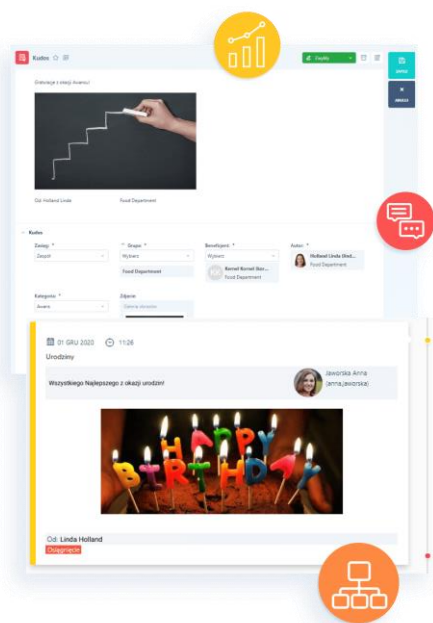
- Objectives and Key Results (OKR)- setting quality objectives and measuring key results.
- Defining business and development objectives.
- Possibility of grouping objectives - e.g., a set of corporate objectives derived from company strategy.
- Assigning objectives to individual employee assessments.
- Possibility to identify and contextually store career aspirations based on conducted periodic assessments and defining the objectives.
- Defining organizational objectives and linking them to employee objectives.
- Cascading objectives.
- Monitoring and evaluating the achievement of objectives, flexible modification of objectives.
- Swapping objectives between employees.



Kudos

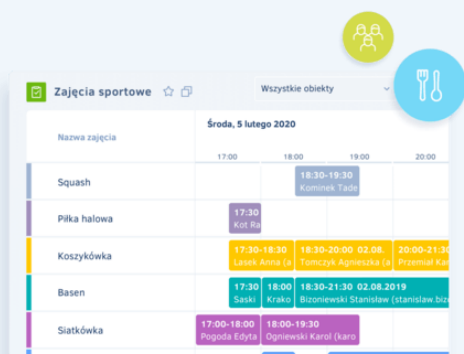
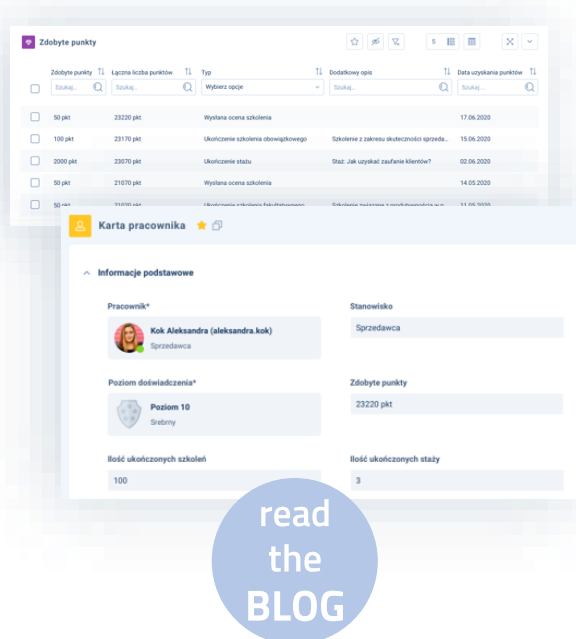
A module for giving praise ("kudos") to employees in a company-wide forum.

- Awarding praise for specific accomplishments or events, e.g., first day on the job, birthday, company anniversary, project completion, job change, etc.
- View in whiteboard mode (e.g., timeline), visible to both the entire organization and a selected team.
- Possibility of awarding points that can be exchanged for prizes - in accordance with the adopted cafeteria system.
- Maintenance of statistics on the number of commendations and awards.
- Generating a summary of kudos received over a specified period of time (e.g., quarter, year) or, for example, at the end of a collaboration (as part of the offboarding process).



Talent management

- Information about the scoring system available to all users.
- Various forms of gamification, e.g. per position (position KPIs) or per activity (e.g. completion of given tasks).
- Visibility of awards earned (e.g. for completed training) and functions performed (e.g. trainer or mentor) on the employee's business card - in the employee profile and/or organizational structure.
- Records of the employee's completed training, both mandatory and optional - along with the number of credits/marks earned.
- Gamification in the form of interactive quizzes.
- Using QR codes, NFC tags.



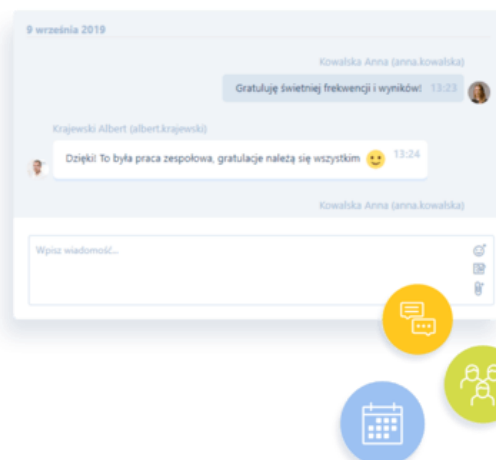
Employee benefits

- Central database of benefit offers.
- Employee's own choice of benefits.
- Operating a cafeteria plan.
- Surveys - satisfaction survey.
- Generating Total Rewards Statement.
- Signing up to use the value-added services available for the position.

Modern system of group work

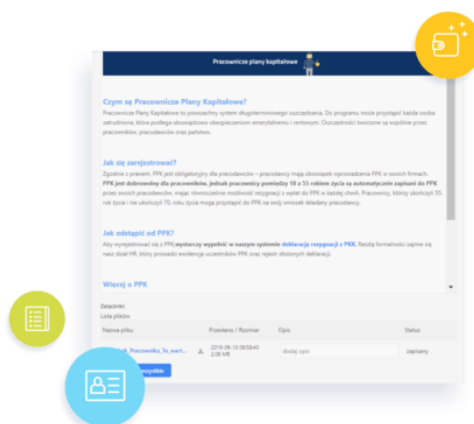
- Built-in communicator (chat).
- Synchronize meeting schedules with company calendars.
- Organization structure.
- Activities of team members.
- Task management.

More: Digital Workplace Productive24



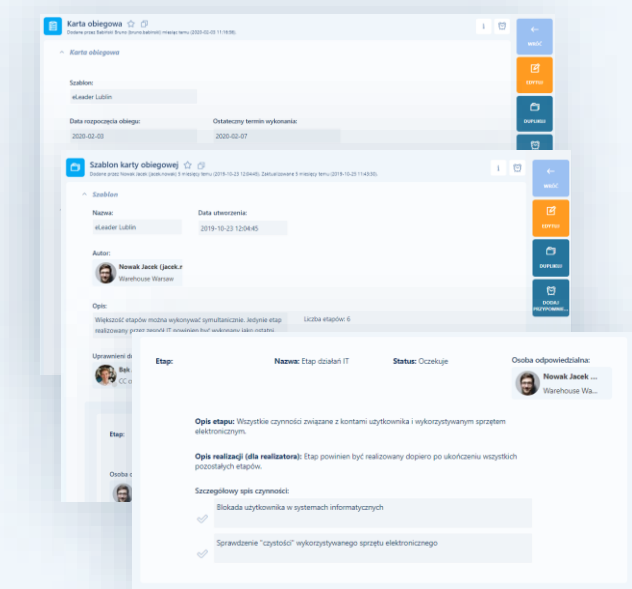
Employee Capital Plans

- Maintaining records of ECP participants.
- Recording and retaining submitted declarations.
- Knowledge base available for employees.



Clearance slip

- Creating clearance slip templates with any number of steps, activities assigned, and people responsible for completing them.
- Automatically setting the status of the clearance slip and its various stages depending on the degree of completion of each stage and the activities contained therein.
- Potential module extensions: automating the procedure of handing over company equipment with free definition of actions required in the procedure, creating security procedures with separate tasks and persons responsible for their cyclic verification, integrating the clearance slip with the system of automatic notifications performed on the Productive24 platform - e.g. IT and HR notifications.



Offboarding: exit interview

- A module for obtaining meaningful feedback from an employee who is leaving the organization.
- Constructing surveys with any question layout and content (both open and closed questions).
- Efficient and quick conducting surveys.
- Recording and analyzing the results obtained
- Creating summary statistics along with their graphical representation (charts etc.).



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LMS System

Exploit the entire knowledge potential of your organization



Learning Management System Productive24

The Productive24 Learning Management System (LMS) is a flexible tool built on the basis of the Productive24 platform, which provides the appropriate environment for developing skills and acquiring knowledge by the employees in your organization.

The system has a wide range of possibilities necessary to create, acquire, and share knowledge, which supports the process of building a Learning Organization.



LMS Productive24 enables to:



Support employees' growth both at the beginning (systemized onboarding) and during (training, tests, and quizzes) their career.



Comprehensively manage and publish both content and data dictionaries with the possibility to grant certain permissions.



Verify the knowledge in order to measure the progress of employees.



Create individual career paths and to apply various gamification techniques.

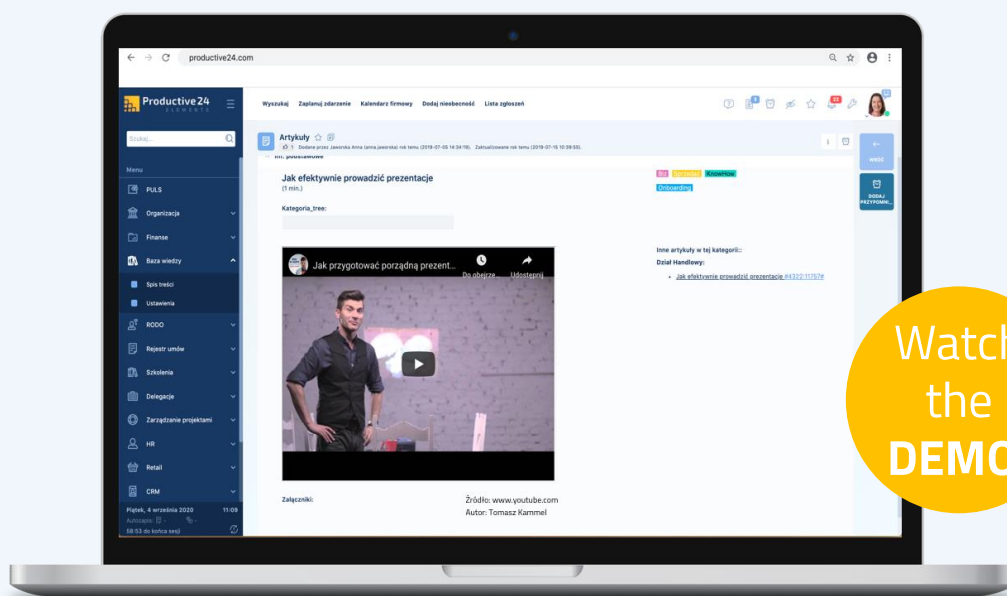


Create and continuously expand the complex knowledge base.



Share the knowledge and opinions through a comprehensive system of communication and cooperation (comments section, notifications, brainstorm, chat).

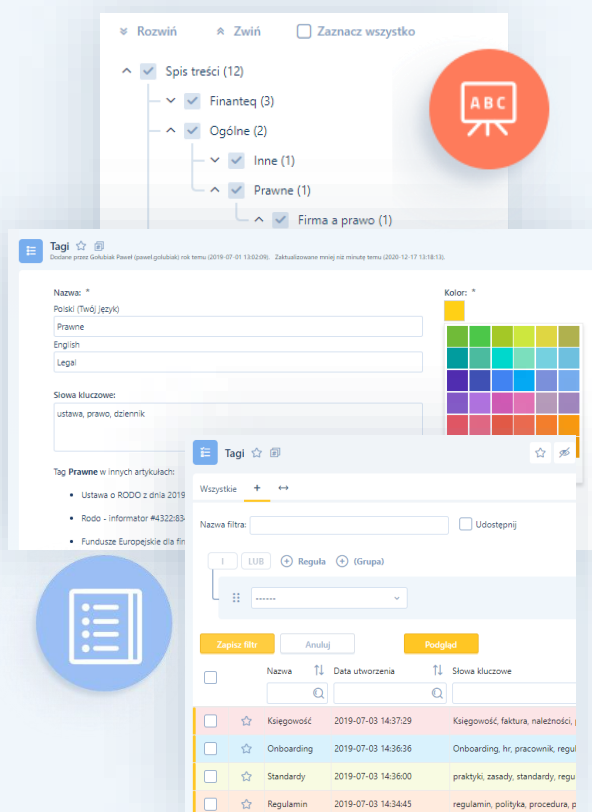
Sample system functionalities



Knowledge Base

A "WIKI" module allows to organize and easily share all organizational knowledge.

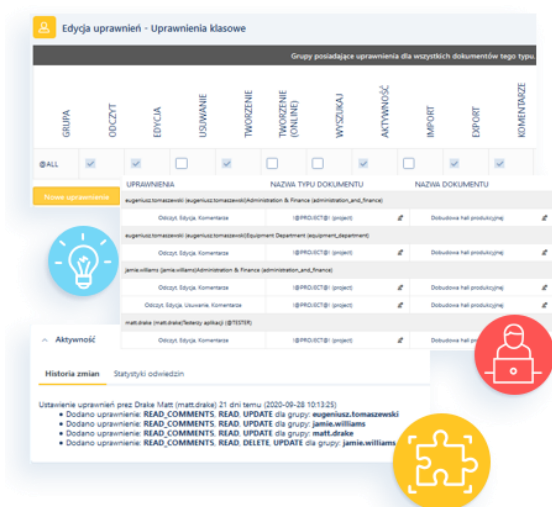
- Comprehensive knowledge base with specified groups, categories, and tags.
- Automatically generated table of contents.
- Materials available for users in accordance with permissions granted.
- Verification of the list of people who are not familiar with the article, regulations, or procedure.
- Possibility to post a link to a given article, anywhere in the system.
- Automatic generation of the confirmation of reading (regulations, article, procedure, etc.).



Content Management and Access Control

The advanced structural authorizations in Productive24 allows for multi-level access management – both to a single document and single piece of data.

- Creating announcements, regulations, a new set of rules. Optionally the possibility to generate read confirmation.
- Approving documents and their further content changes by the authorized units.
- Creating tags.
- Document versioning.
- Automatic notifications.
- Authorization groups.
- Dynamic parametrization of dictionaries based on given criteria and adopted authorization system.

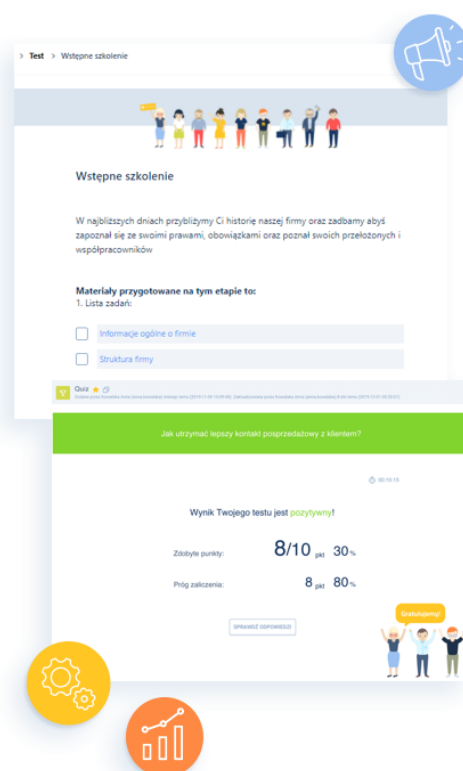


Training, tests and quizzes

Training resources database knowledge verification – all in one system.

- Constant access to training resources (online and offline).
- Adding and storing various types of attachments.
- Survey, test, and quiz creator.
- Digital Learning Repository.
- Different types and methods of selecting questions.
- Question scoring.
- Results statistics.
- Evaluation of progress.

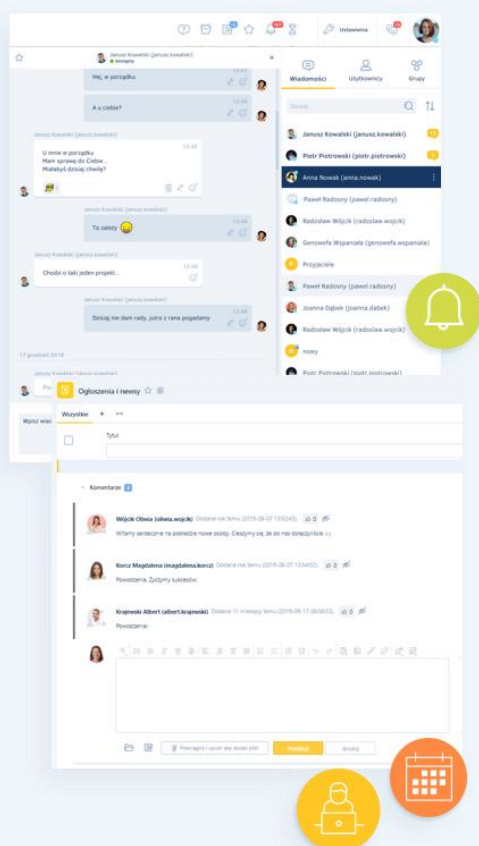
More: HRM Productive24

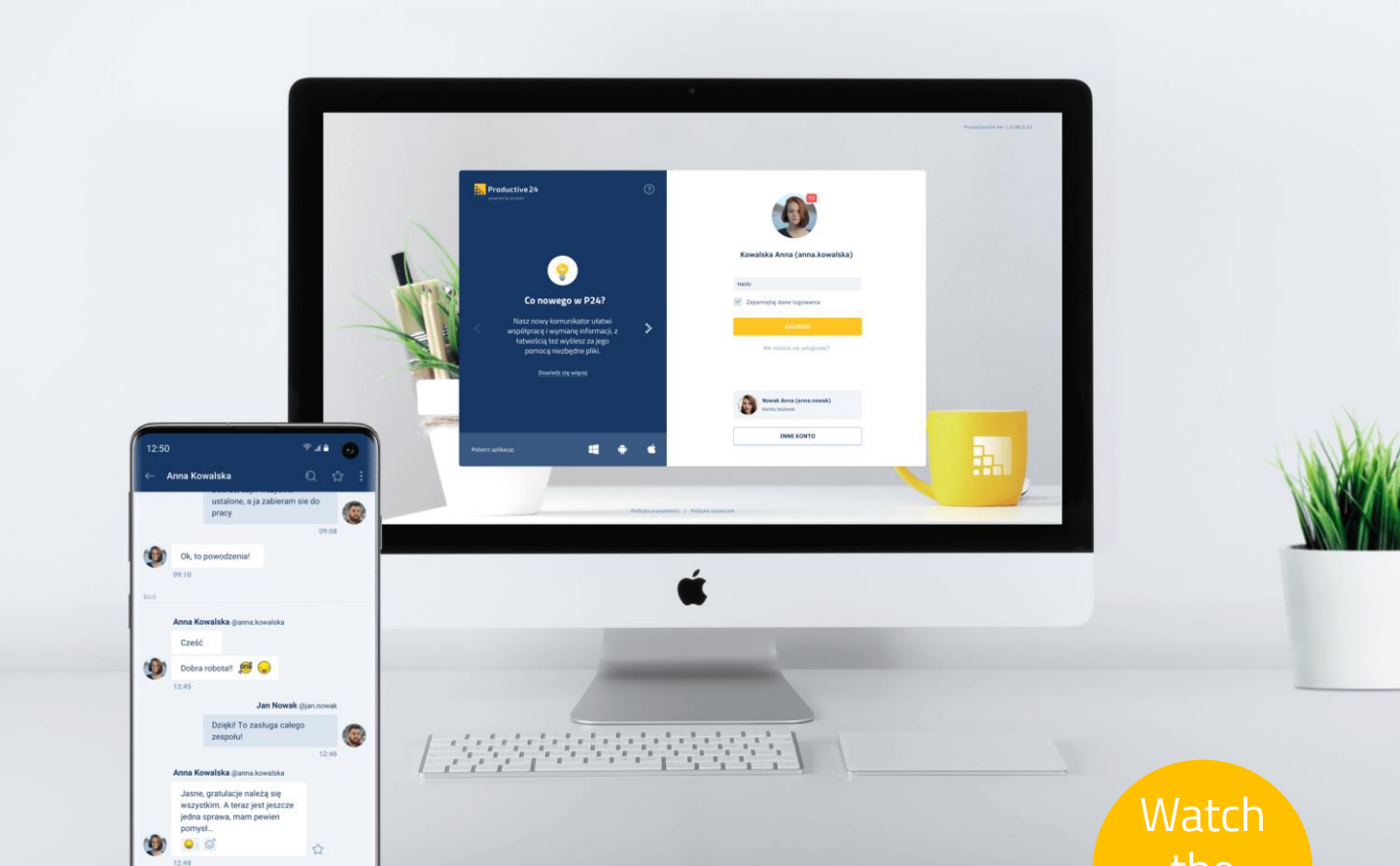


Commenting and notifying tools

Complex comment and notification system, supporting effective group work.

- Flexible system of notifications (e-mail, push, system ones), sent after the given action is completed.
- Conducting multi-threaded discussions with any number of nested replies.
- An advanced text and image editor (for the attached images).
- The comments section successfully replaces e-mails, and thanks to the possibility of embedding the comments section anywhere in the system, all discussions are saved contextually.





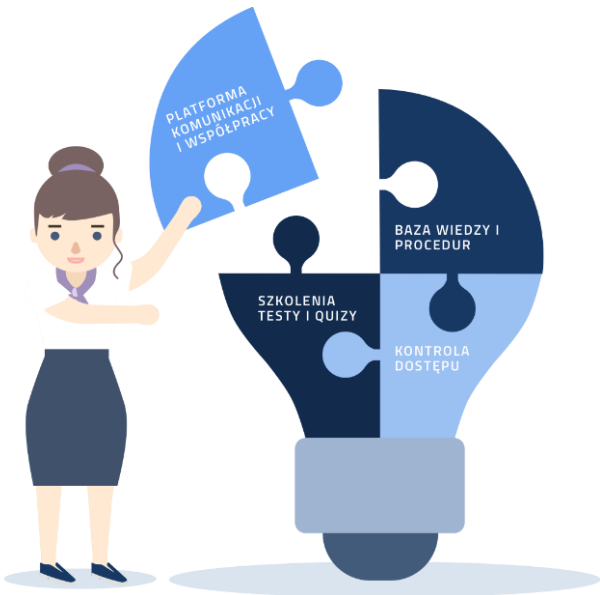
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DEMO!

Learning organization

With LMS Productive24 you can easily manage organizational knowledge and store it in a single system.

Thanks to the system functionalities, such as brainstorming, discussion, and comments section employees can easily communicate with each other in order to share and exchange knowledge on a daily basis. Employee growth is also supported by various gamification elements.

Additionally, the system enables effective and secure access control to all resources and complex knowledge verification with the use of tests or quizzes.



Business application ecosystem

Each system built on the Productive24 platform can be freely combined with other Productive24 solutions.

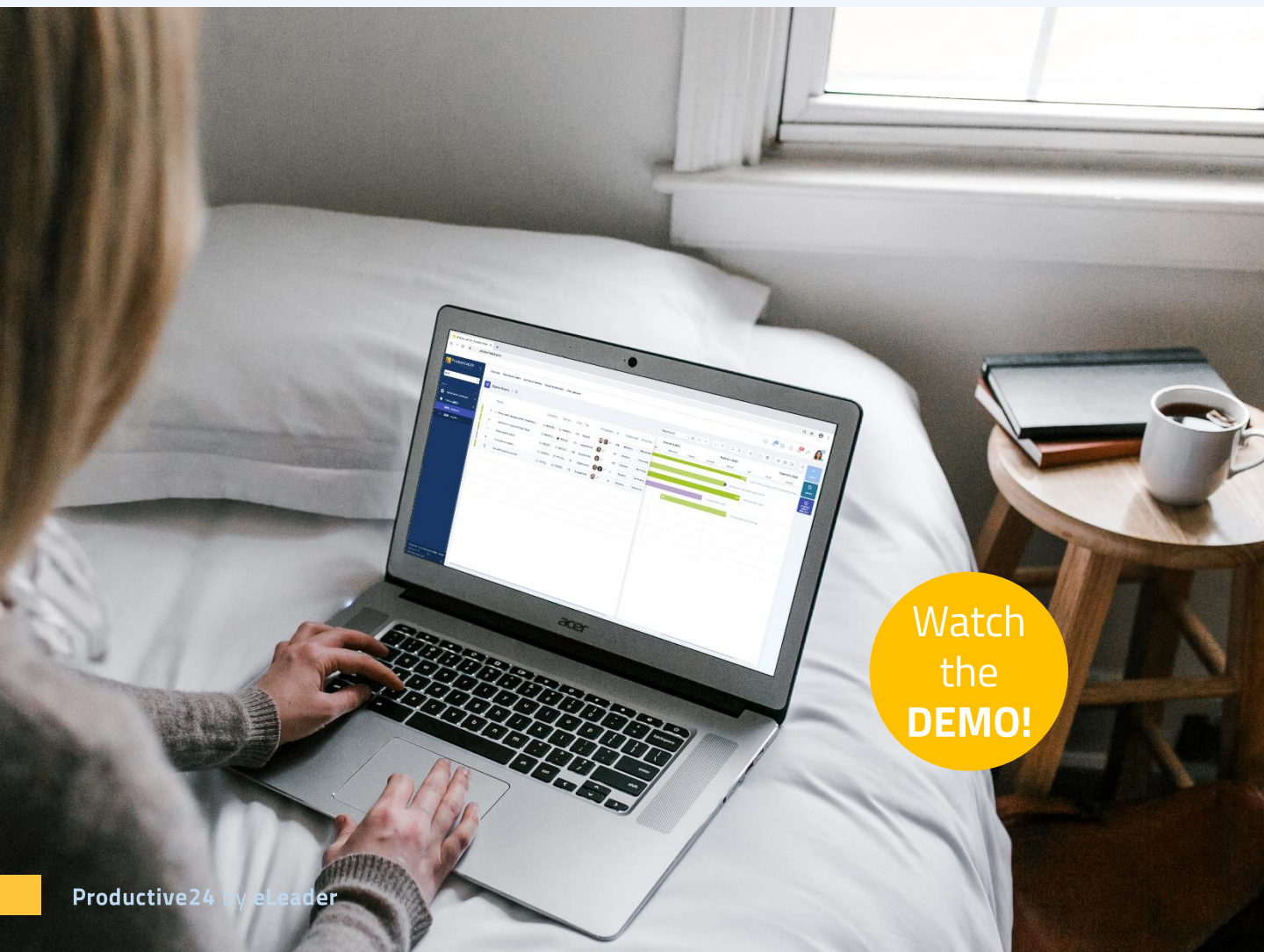
The LMS system may be linked with systems such as:

HRM/HCM System

Training, tests and quizzes as part of onboarding and supporting further employee development.

Digital Workplace

Knowledge base, comments, announcements and notifications as a support for group work system.



Watch
the
DEMO!



Organizational management

Gain full control over your organisation



Organizational Management Productive24

The Organizational Management system built on the basis of the Productive24 platform contains multiple functionalities designed for comprehensive management of every administrative and operational area – from improving primary organizational issues to controlling and supporting areas such as finance, law, and others.

 **Organizational Management**
Powered by Productive24



Thanks to the implementation of Productive24, we have centralized our IT systems, eliminated unnecessary bureaucracy, and most importantly we've automated our processes and gained a flexible tool with great development potential.

Katarzyna Bochanysz

*HR Project Team Recruitment Leader
ARRA Group*



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With Productive24 you can:



Manage either the entire organization or its selected operational areas from a single central system.



Optimize and automate the process of document and correspondence flow.



Effectively manage all company resources e.g. fleet, equipment, devices, properties, etc.



Monitor and control the flow of funds in the organization. Manage budgets, expenses, advance payments, etc.

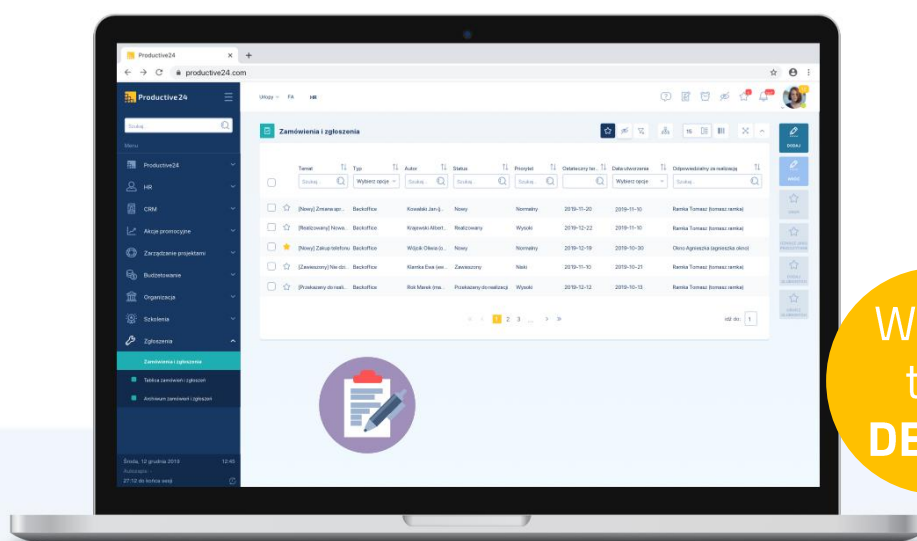


Keep and manage any registers and records effectively.



Manage and handle various types of requests (legal, back-office, IT) and complaints from a single service desk system.

Selected functions of the application



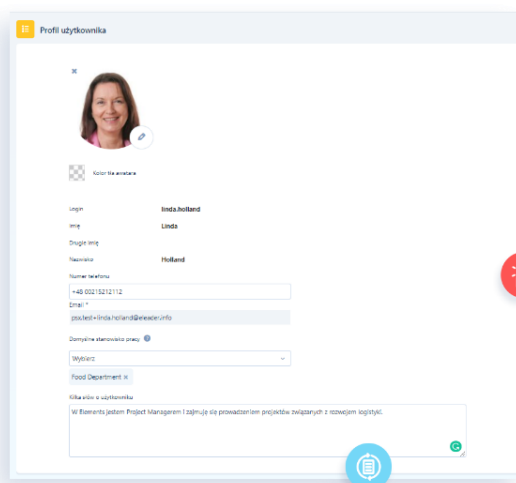
GENERAL ORGANIZATIONAL MANAGEMENT



Employee profile management

Access to current employee data in accordance with the permission granted.

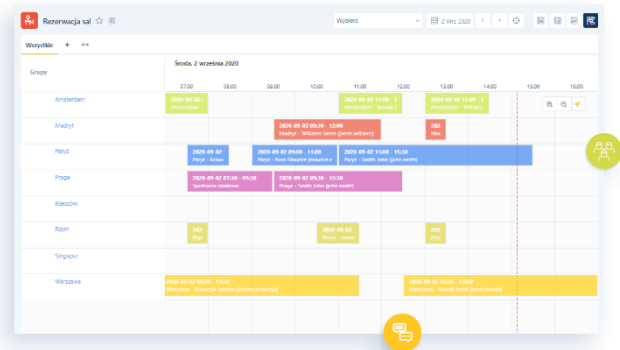
- Self-registration of the new employee.
- A transparent structure that reflects the hierarchy of the organization.
- Various methods of presenting contact data.
- Granting authorizations and privilege escalation.
- Flexible user card.
- Records of the equipment assigned to the employee.



Resource reservation

The advanced system of the company's resource reservation which significantly improves daily activities in the organization.

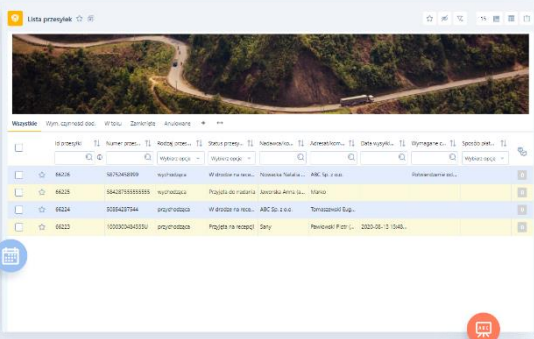
- Conference room booking system.
- Fleet management.
- Office equipment reservation (multimedia projectors, cameras, etc.).
- Managing other resources available in the organization.



Correspondence management

Managing the correspondence by keeping the records of incoming and outgoing mail, with the possibility of changing their statuses.

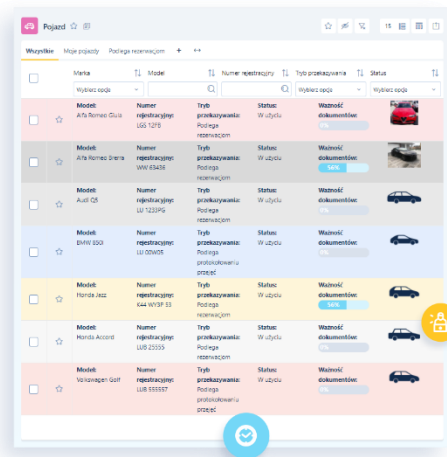
- Keeping records of incoming and outgoing parcels and letters (correspondence register) including both company and private ones.
- Various shipment processing paths and some additional features (necessary signatures, information about the insurance, etc.).
- The simple process of changing the status of the parcel.
- Archive of all registered mail and parcels.



Fleet Management

Comprehensive fleet management system.

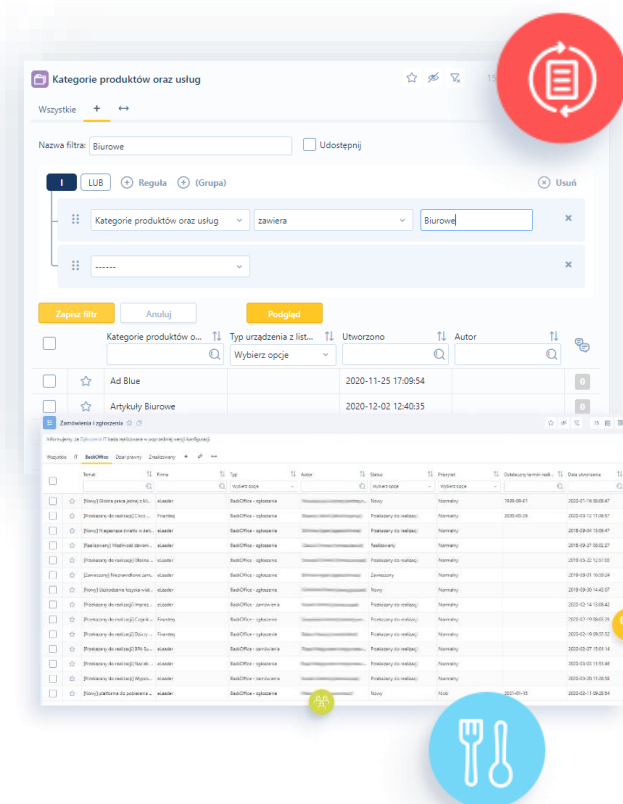
- Register of Vehicles.
- Vehicle history card (technical information, the validity of documents, information on upcoming actions, e. g. vehicle checkup, assigned user etc.).
- Maintaining a record of all activities related to the vehicle (e.g. fines, accidents, inspections, checkups, etc.) as well as mileage logbook.
- Automatic generation of vehicle handover protocols.
- Booking vehicles from the company calendar view.



Orders and purchases

Managing the process of placing orders and purchase processing, to ensure full control over the expenditure.

- Planning and managing requests and orders for the organization's internal/external services, fixed assets, and other office equipment.
- Managing the list of services and goods available for particular group of users.
- Different types of requests and orders, priority, and deadline setting.
- Automation of the order acceptance process based on given parameters, e. g. purchase value, applicant type, etc.
- Purchase history and price trend of the ordered product as well as the automatic forecasting of expenditure.
- Automatic generation of inquiries and orders.
- Automatic exchange rate conversion.
- Adding purchased equipment to the records. (e.g. device module or part warehouse).



Service Desk

Service request management system (ticketing system), including dealing with both internal and external tickets. The module is available to the company's contractors in any scope of the project.

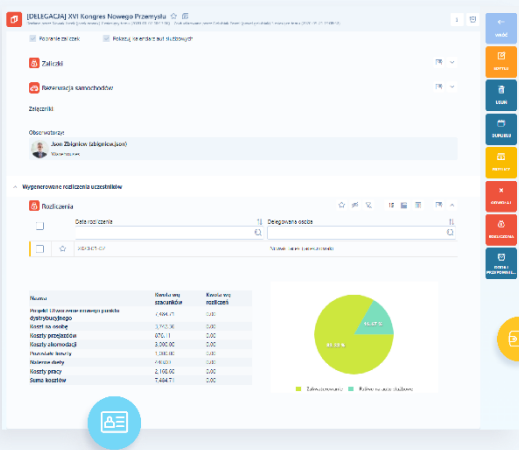
- Receiving and managing the tickets.
- Monitoring the effectiveness of incident management.
- All tickets are visible on a single taskboard.
- Editable data structures: dictionaries of categories and priorities of tickets.
- Reporting the time spent on closing the ticket.
- Generating necessary reports.

More: Service Desk Productive24

Electronic Document Flow

Supporting the process of electronic document flow – EDF (paperless).

- Automatic document generation (e. g. Applications, forms).
- Multi-stage documents acceptance process, various acceptance paths.
- Account assignment to the cost centers.
- Support for any kind of complicated application workflow.
- Possibility to attach documents (files with any extension) as well as to map them in the system.
- Documents can be linked to any register of correspondence or a list of files.



Video: Mobile OCR Productive24

Devices and equipment

Maintaining a record of the company's devices and equipment with their current status.

- Full list of equipment and devices, including their type, model, technical condition, and any other given parameter.
- Creating the device list with selected parameters, e.g. equipment that is insured or purchased with the support of EU funds.
- Booking company devices and equipment with the use of a shared calendar.
- Visible device booking list with all necessary information i.e. person making the reservation, type or duration.

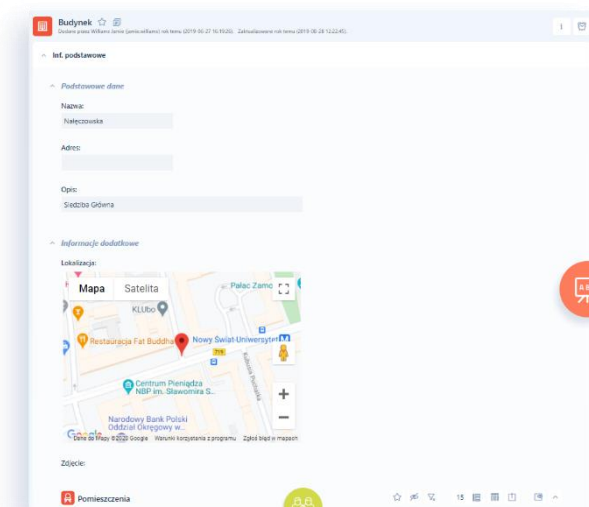
The screenshot shows the 'Lista wyposażenia' (Equipment List) interface. It features a table with columns for equipment ID, name, type, manufacturer, model, and status. The table lists various devices like smartphones, laptops, and printers. There is a search bar at the top and a sidebar with navigation icons.

Numer ewidencyjny	Nazwa wyposażenia	Typ	Producent	Model	Status
2651645	Smartphone - Apple Ipho...	Smartphone	Apple	iPhone 8	Rekomendowany dla klie...
265423	Laptop - Acer Aspire 3 (2...	Laptop	Acer	Aspire 3	Ułokozony
34	Smartphone - Redmi Not...	Smartphone	Redmi	Note 8	Tylko do zastosowań wlas...
3562365	Smartwatch - GARMIN Vi...	Smartwatch	GARMIN	Vivoactive 4	Rekomendowany dla klie...
65655654	Laptop - DELL Vostro 588...	Laptop	DELL	Vostro 5888	Tylko do zastosowań wlas...
S/N 123456	TV - SAMSUNG (Test pos...	TV	SAMSUNG	(Test posiadania)	Na testach
S/N 123456	Alicesoria - SAMSUNG (T...	Alicesoria	SAMSUNG		Rekomendowany dla klie...
S/N 123456	Drukarka - brother (Test p...	Drukarka	brother	(Test przekazania)	Tylko do zastosowań wlas...
S/N 123456789	Monitor - DELL 22" (S/N...	Monitor	DELL	22"	Rekomendowany dla klie...
S/N 123456789	Laptop - Lenovo (Testy re...	Laptop	Lenovo	(Testy rezerwacji)	Rekomendowany dla klie...
S/N 259888	Komputer stacjonarny - A...	Komputer stacjonarny	Apple	Air 13"	Rekomendowany dla klie...

Properties management and maintenance records

Managing all company properties and premises.

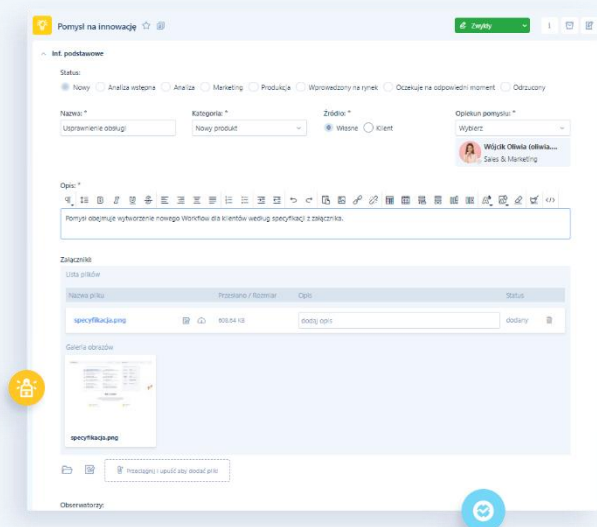
- Register of company properties with their basic parameters, such as location, list of rooms, technical condition, equipment.
- Reporting all failures and required maintenance repairs with the ability to monitor their progress (Service Desk module).
- Managing and/or supervising people involved in property maintenance, e.g. cleaning staff, security staff, etc. (part of the HRM Productive24).
- Maintaining the records and managing of all lease agreements and real estate contracts, e.g. monitoring their expiry date. (part of the Contract Management)



Innovation management

Possibility to submit users' own ideas for the development of the organization and managing the process of implementing those innovations.

- The list (backlog) and ranking of ideas. Conducting analysis in order to obtain subsidies, e. g. from EU funds or any other schemes (such as the ones launched to respond to the COVID-19 pandemic).
- Assigning the idea to the person responsible for its analysis.
- Conducting a discussion about proposed ideas (e. g. in the comments section). Notifying users of all changes made in a certain stage of the process.
- Accepted ideas ready to implement in the Project Management System build on the basis of the Productive24 platform.



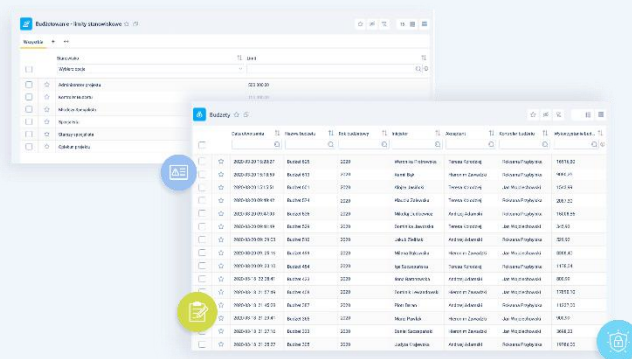


Budgets and expenditures

Planning, creating, and managing budgets. Complex processing of expenses in accordance with current requirements (Case Study Lublin City Office).



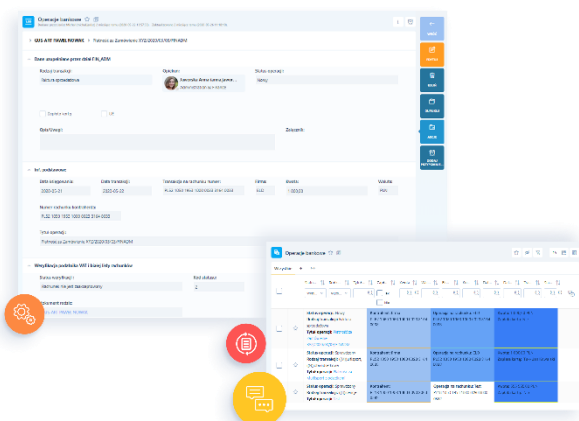
- Automation of the budget planning process based on previously agreed financial plans for certain departments or projects.
- Various ways to model the decision-making process.
- Recording all budgetary expenditures (also with the aid of OCR technology).
- Automatic validation of provided values, verification of items located on predefined lists.
- Current budget.
- Change management – submitting requests for transfer of funds between projects. Modifying budget in accordance with the given request.



Banking operations

Recording and monitoring all current banking operations, including income and expenditure in the organization.

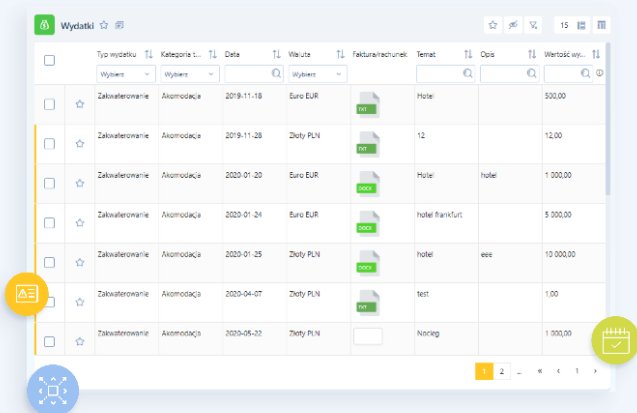
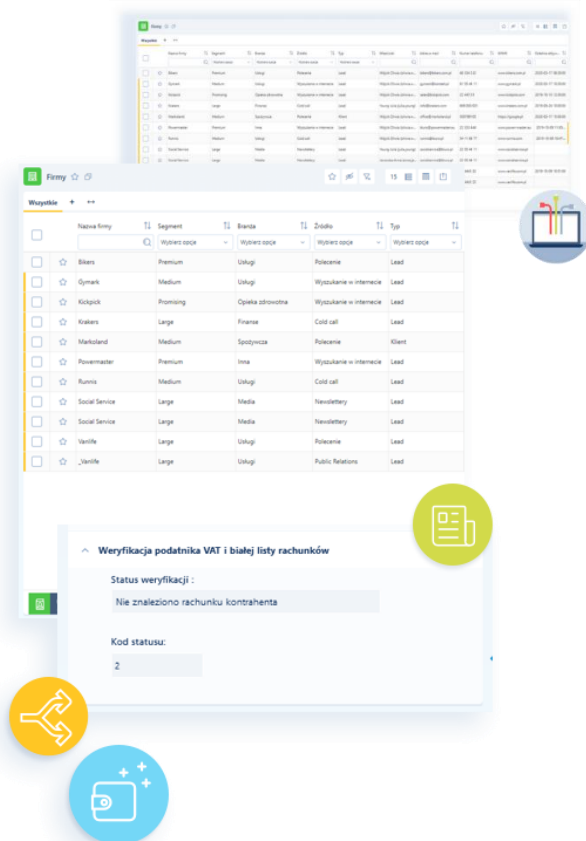
- Keeping records of all banking operations.
- Operations classified by the type of transaction, amount, and date of payment.
- Possibility of adding attachments, conducting discussions, and providing further explanations.
- Control of the completeness of cost documents in relation to banking operations performed in the current period.
- Verifying the white list of VAT taxpayers after completed transactions.



The white list of VAT taxpayers

Contractors/companies database supporting the process of recording all invoices coming from the same contractor, control of expenses specified for specific suppliers.

- Verification (before the transfer) in order to ensure if the bank account number of a given contractor is on the white list of VAT taxpayers.
- Database of contractors – created and updated by company employees.
- Integration with the Central Statistical Office – the system automatically (based on the TIN) retrieves data of registered companies from the Central Statistical Office.



Costs record and settlement of advances

Effective control over the costs in the organization (including off-budget ones).

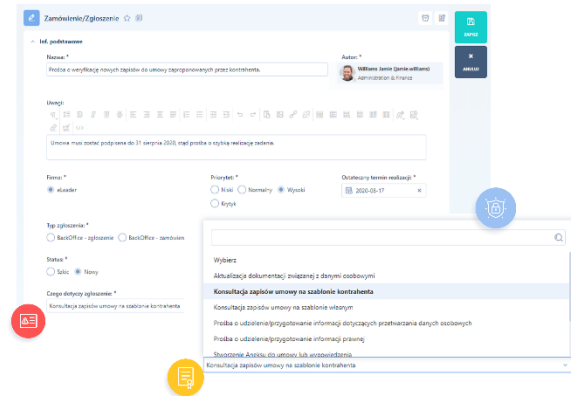
- Reporting, accepting, spending/receiving, and settling advances, e. g. required for a business trip.
- Reporting all costs from mobile platforms, with the aid of OCR technology, available both online and offline.
- Providing information about the applicable limits for each employee, as well as for a certain expenditure type and about the current amount of costs reported in a given accounting period.



Requests for legal support

A module designed to improve the process of coordination of selected departments in the organization with a legal department by managing the requests for legal support.

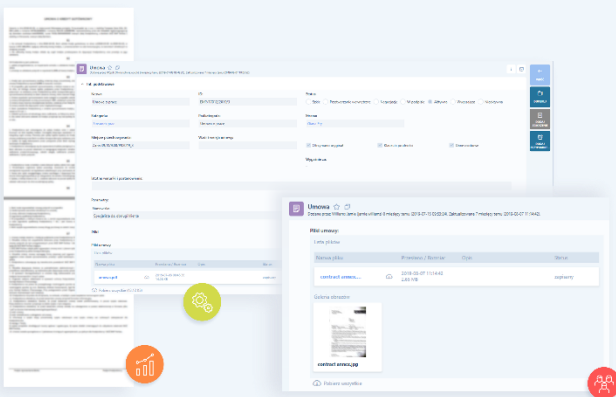
- Creating and processing the request for a consultation, expert opinion, and legal documents.
- Possibility to prioritize tasks while providing their deadlines.
- Knowledge exchange, adding comments, conducting a discussion according to a given issue.



Legal document generator

Automatic generation of acceptance protocols, contracts and other legal documents.

- Automation of the process of generating staff documents (contracts).
- Simple and transparent assessment of the results of work carried out by the company's contractors (including all types of agreements).
- Managing the templates of applicable legal documents.

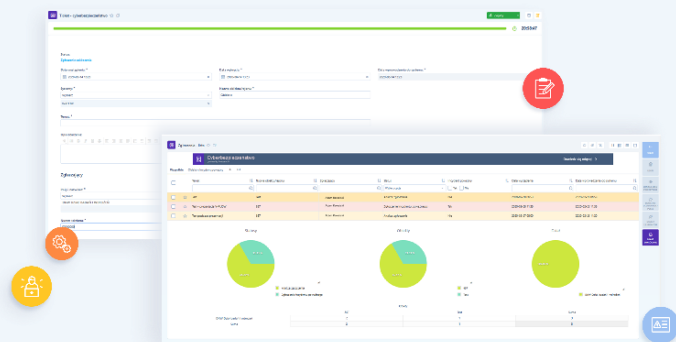


A cybersecurity ticketing

Module designed to report any cybersecurity breaches.

- IT systems register. Visible roles of employees responsible for certain activities.
- Reporting potential cybersecurity incidents (also via mobile app).
- Managing the tickets in accordance with the applicable policy.
- Automatic notification of new submissions and all status changes (via e-mail, push, or system notifications).
- Automatic generation of application forms, dynamically – depending on the given stage.
- Keeping a register of all submissions/forms and security incidents ready to report to the CERT.

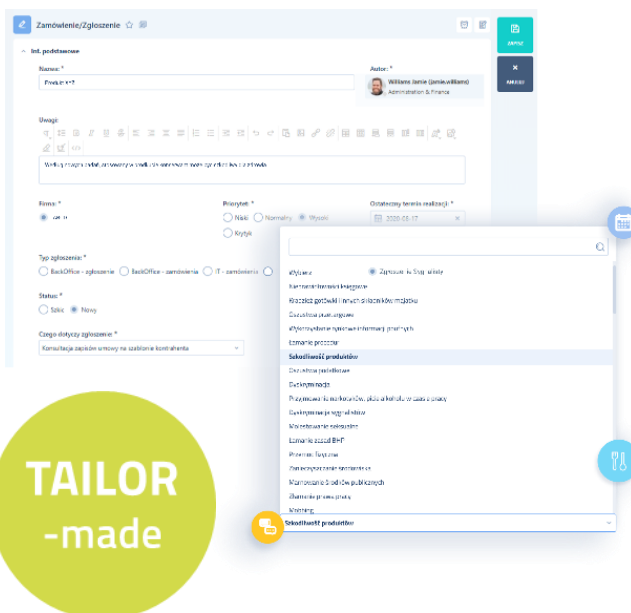
TAILOR -made



Whistleblower

The Productive24 platform enables safe (anonymous) reporting of any compliance violations. The main aim is to detect all negligence as quickly as possible and to eliminate the unethical behavior of employees or managers. Examples of functions of the Whistleblower module:

- A flexible and easily modifiable list of compliance violations.
- Possibility to report potential violations via multiple channels (WEB application, mobile application).
- Setting the parameters for handling the request (priority, verification deadline, and necessary actions to take, etc.).
- Individual paths of assessing applications, according to their category and process, with full protection of sensitive data.



TAILOR -made



**Watch
the
DEMO!**



Project management

Track progress and the effectiveness of all projects
in your organization



Project Management Productive24

Project Management Productive24 is a flexible system built on the basis of the Productive24 platform, which enables you to automate and centralize the process of managing projects in your organization.

A unique feature of the solution is the possibility to incorporate: tasks, key elements of the process, or even the entire processes, in a given project, which are created in other systems developed in Productive24.

 **Project
Management**
Powered by Productive24



The solution provided by Productive24 has significantly improved our procedures, ensured the security and transparency of data, and most importantly enabled to manage all processes within a single IT system.

Robert Żyśko

*Deputy Head for strategy, academic and smart city
In the Department of Strategy and Entrepreneurship
Lublin City Office*



You will get:



Full automation of project management processes in your organization.



A digital workplace supporting the group work with a modern communication channel.



Continuous improvements of the internal project environment as well as better relations with the external environment.



A flexible system adjusted to your needs, with a possible development and further modification.



Valuable support for the company's board and PMO in managing project portfolio.



Full visibility and control of all your projects achieved by combining the Project Management system with other systems build on the basis of Productive24 platform.



Improved accountability and enforceability of all tasks. Moreover, higher responsibility for task completion among the team.



Easy tracking of project progress, constant monitoring of all risks and blockers for the project.



Much more than a typical Project Management system

In Productive24 all projects and processes can easily interweave. A separate business object from another application with its own logic and its own decision path can be a stage or a task set for the project.

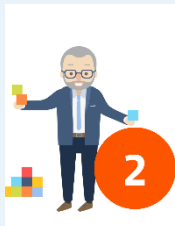
Task statuses are automatically updated after being modified in another application. It all happens automatically, without unnecessary manual work, which provides a high level of automation of cross-departmental processes as well as improves the management of the organization on many levels.

Manage your projects with Productive24



Plan your kick-off

Plan meetings and create new tasks. Strengthen cooperation and invite your team to joint meetings where you will discuss the details of the project together.



Create new projects

Determine the scope of the project, its timeframe, and selected participants. Assign a project to a selected portfolio, program or a specific customer from the CRM database.



Manage your projects

Add new tasks, assign roles in the project, report your working time, add expenditures, add blockers, and assess the risk. Constantly monitor the effectiveness of the project.



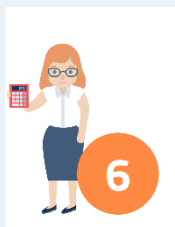
Let's visualize!

Use Kanban Board, create new Gantt charts and graphs. Identify connections, determine the order of tasks and plan the critical path.



Use various management methodologies

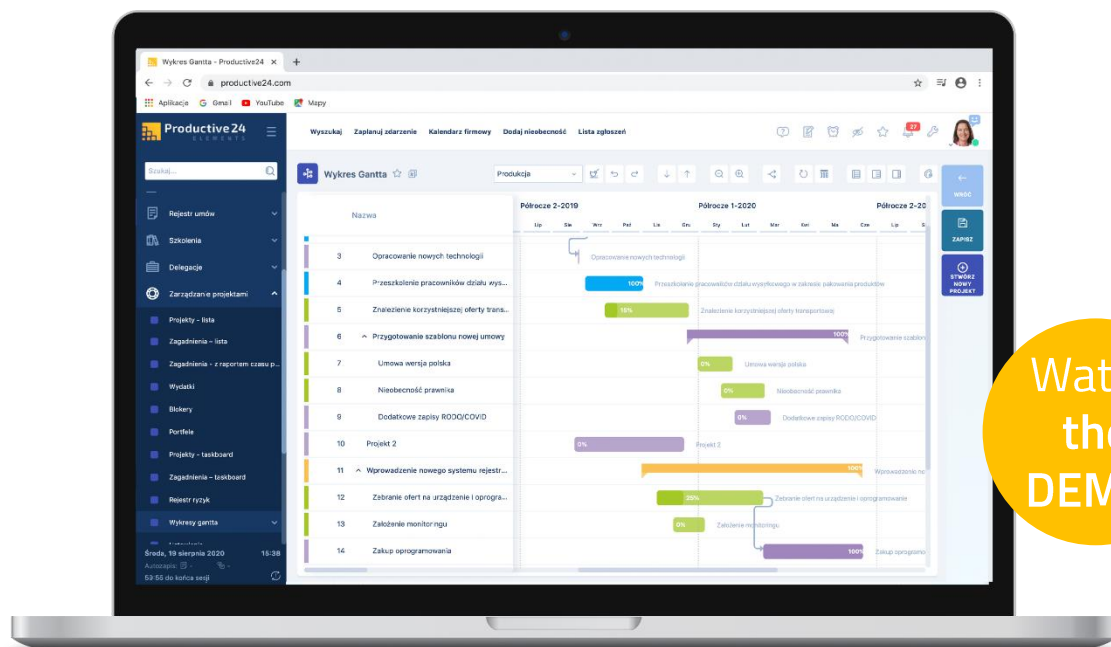
Combine various project management methodologies applied in your organization in one central tool!



Measure the effectiveness

Track project expenses, control the time needed to accomplish the project, set and measure any KPIs, analyze risk, and identify blockers. Calculate and evaluate ROI.

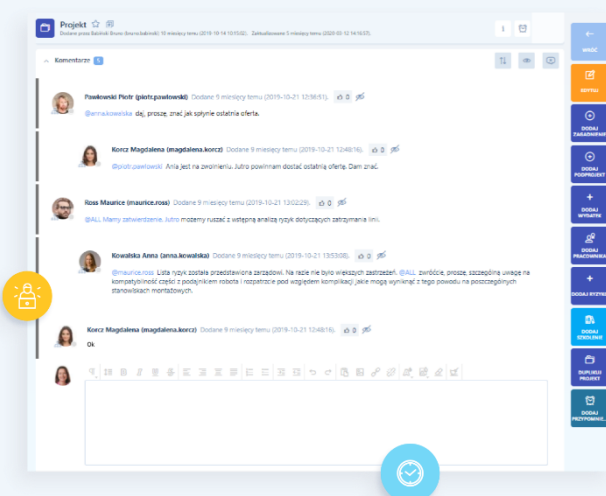
Sample system functionalities



Communication

Effective communication within project teams. Control over the information flow within the organization.

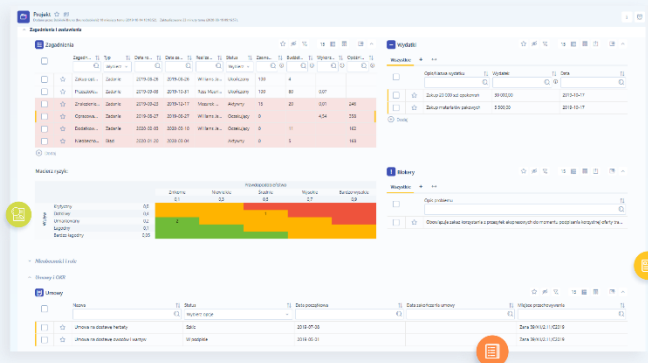
- Built-in communicator.
- Announcements, discussions and brainstorming.
- Well-designed comment section with all social media features.
- Advanced notification system.
- Document versioning (visibility of changes made).
- Sharing the best project management practices in the knowledge base (WIKI).



Planning and managing projects

Successful project implementation, thanks to advanced planning, coordinating and controlling.

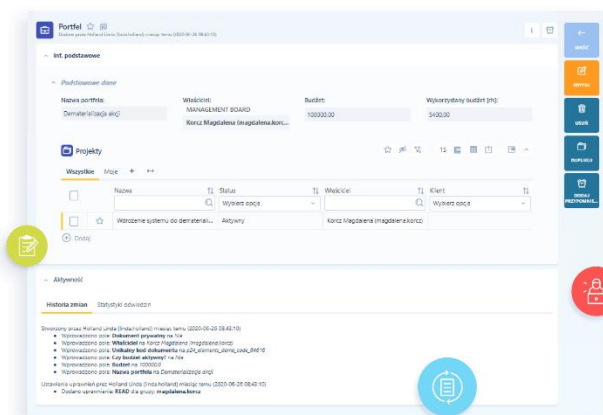
- Planning and creating new portfolios, programs, and single projects.
- Setting objectives, conducting a risk assessment, and determining blockers in projects.
- Project lifecycle management.
- Service-Level Agreement (SLA)
- Implementing various management methodologies.
- Resource planning – identifying resources necessary for successful project implementation.



Portfolio management

Arranging, grouping and immediate access to selected issues, projects and programs.

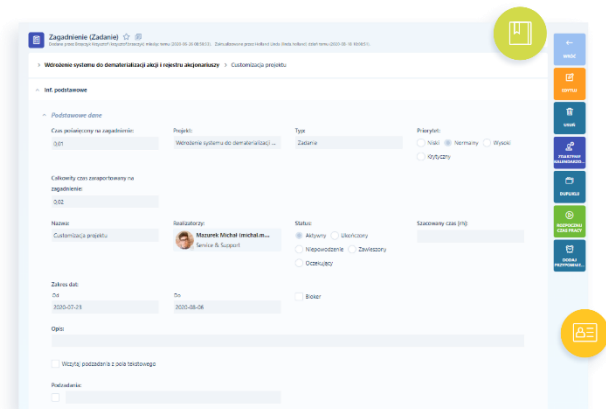
- Creating and assigning projects to selected portfolios
- Possibility to manage multiple projects at the same time.
- Quick and in-depth insight into the project status.
- Evaluation, selection, and allocation of resources according to the project hierarchy.
- Data import and export.
- Monitoring budget assigned to a given product portfolio.



Task management

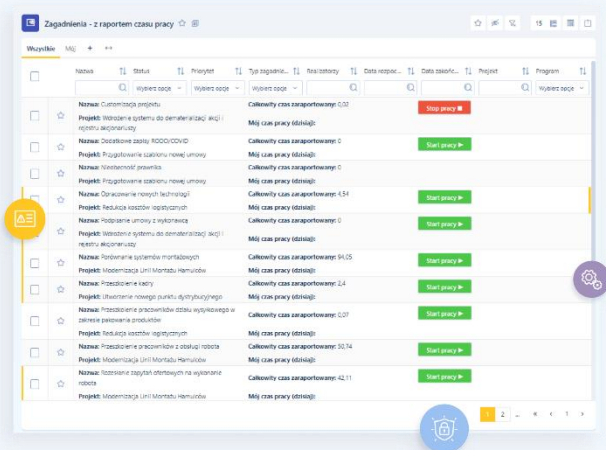
Simple project task creation and distribution. Constant monitoring of current progress.

- Adding new issues (tasks). Optionally after the permission is granted by the acceptor (e. g. Product Owner).
- Assigning roles in projects and delegating duties.
- Creating various types of tasks.
- Service desk task management.
- Automatic notification of assigned tasks exceeded deadlines or changes made to the project.



Reporting time and expenditures for a project

Assessing the effectiveness of the project by controlling the expenditures and reported working time necessary to accomplish the project.

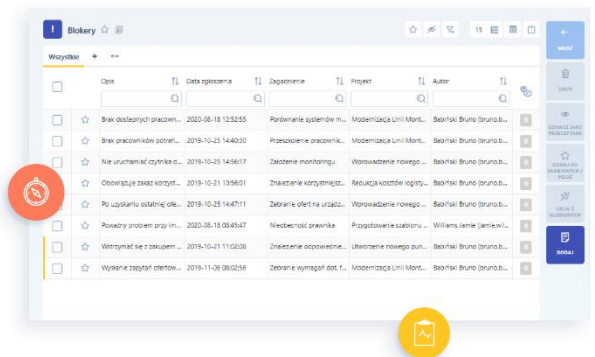


- Reporting the expenses incurred during the project.
- Estimating the time needed to accomplish certain tasks in the project.
- Reporting the time spent on particular issues and on removing the blockers.
- Providing an accounting of each stage of the project (acceptance protocol).
- Comparing the estimated task time to the actual time spent on that task.

Risk assessment and blockers evaluation

Conducting risk analysis and determining the main blockers in the project.

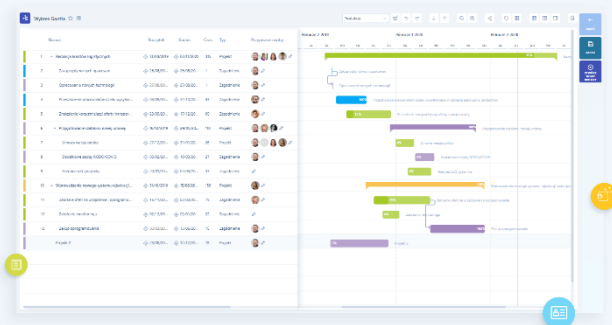
- Adding blockers to selected projects.
- Reporting the time spent on removing blockers.
- Keeping a record of risks in projects.
- Assessing both the probability of certain risk occurrence and the extent to which it may affect the project.



Gantt Charts and Taskboard

Planning and managing projects with the use of Gantt charts and task boards (Kanban).

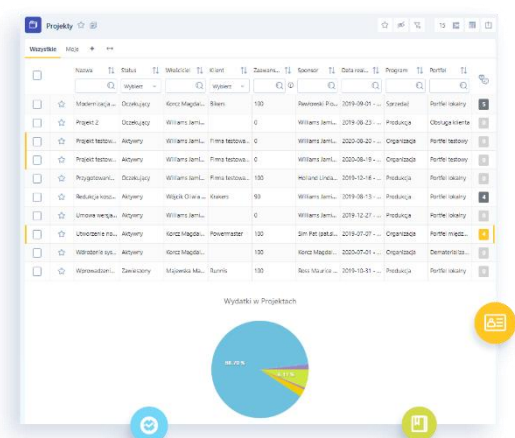
- Simple task adding to the Gantt Chart and Kanban Table.
- Identification and the analysis of links between certain tasks in the project (Gantt).
- Setting the order of tasks and determining the critical paths.
- Visualization of tasks divided by stages.
- Simple task management on Kanban Board with the use of the drag&drop method.



Project Records

Keeping an up-to-date record of all projects.

- Status update.
- Percentage of completion.
- Assigned owner and sponsor.
- The program and portfolio to which the project belongs are visible for the user.
- Filtering, sorting and searching for certain items on the project list.



Business application ecosystem

The project management system can be linked to systems such as:

Business Trips

If the business trip is linked to a project, it affects its overall costs (on-going ROI control).

CRM

Selected projects can be assigned to a specific client from the CRM database (project portfolio per client).

Organizational Management

Improved process of flow of documents related to the project and allocated budget.

LMS

The best practices and procedures about project management available in one knowledge database.

Service desk

Managing all requests that are necessary to accomplish particular project.

Contract Management

The improved process of generating documents related to project implementation (acceptance protocol).



GDPR System

Take care of the secure management of your
organisation's personal data



GDPR Productive24

GDPR Productive24 is an IT system built on the basis of the Productive24 platform, which allows you to safely and effectively manage processing personal data in the organization.



With GDPR Productive24 you can:



Manage personal data in accordance with General Data Protection Regulation (GDPR).



Precisely monitor and control all processes associated with personal data management in the company.



Provide the records of activities associated with the processing of personal data.



Generate dedicated reports and data sets.



Constantly monitor expiry dates of previously granted rights to process the personal data.



Conduct a risk analysis to minimize certain risks.

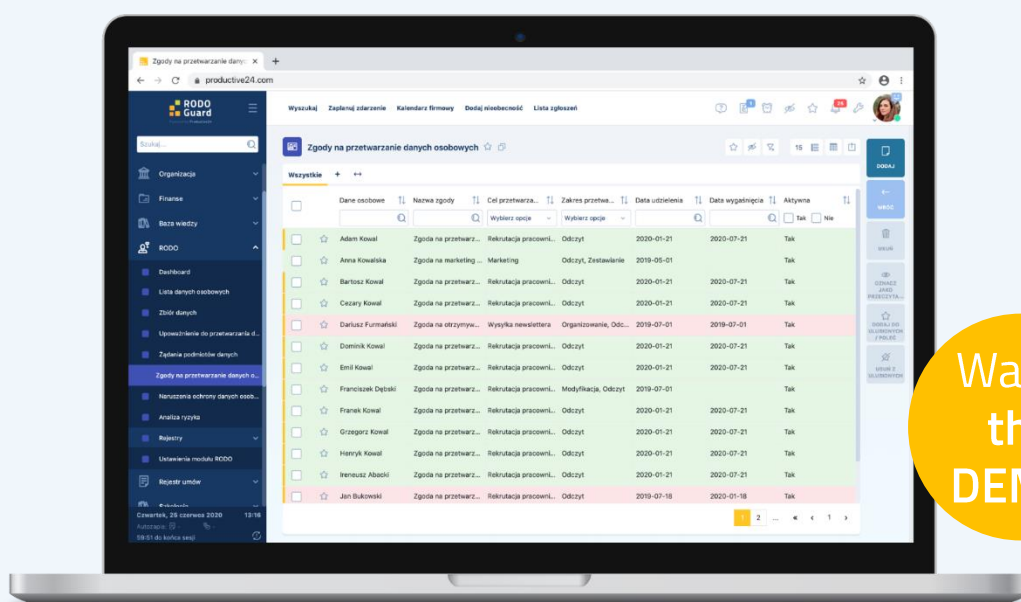


Efficiently identify and report any personal data breaches.



Optimize the process of searching for various documents in regards to personal data access management.

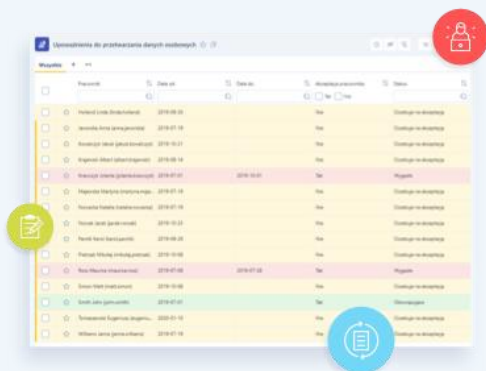
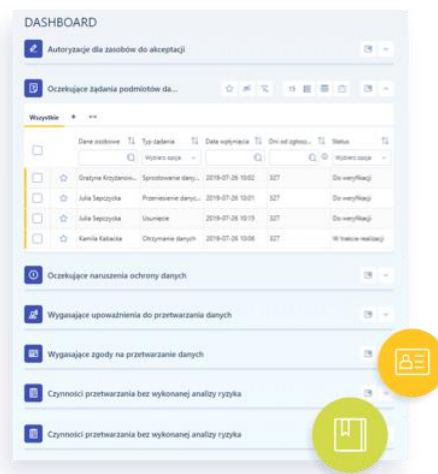
Sample system functionalities



Data recording and control

Recording personal data in a single system to ensure appropriate control over the data (data administration).

- Interactive dashboard containing the most important information.
- A list of personal data.
- Filling system (candidates, contractors etc.).



Authorization management

Supporting the process of authorization management, consent management, and subject management in accordance with the GDPR guidelines.

- Granting authorization to process personal data.
- Data subject management (rights and requests).
- Consent management.
- Granting authorizations in accordance with the workflow adopted.

Risk management

Automation of the risk management process, including its estimation and analysis as well as impact assessment.

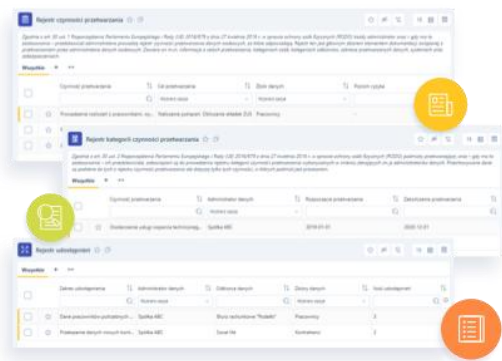
- Data breach registry.
- Risk analysis.
- Risk matrix.
- Adding tasks to a certain risks.



Registers

Updating all registers on a daily basis, including a preview of all activities and operations on personal data.

- Records of processing activities.
- Records of all categories of processing activities.
- The register of granted access to personal data.
- Full history of changes and document versioning.



Flexibility

As the solution is built on the Productive24 platform, the system is flexible and can be quickly modified and adjusted according to specific needs, changes in the law, or a new interpretation of the rules.



Business application ecosystem

The GDPR Productive24 system can be linked to systems such as:

HRM/HCM

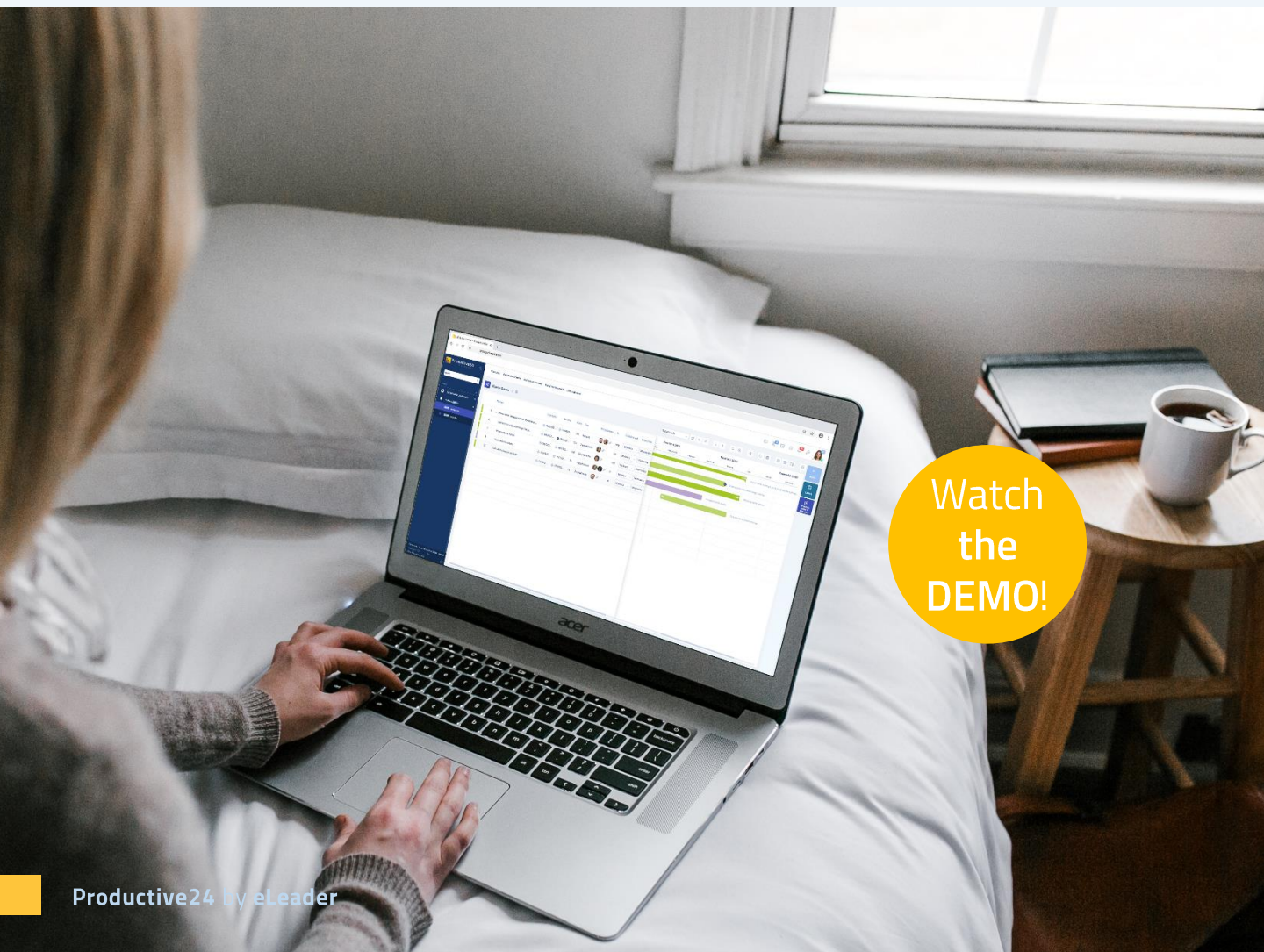
All employee personal data collected and processed within the organization is protected in one secure location.

CRM

All customer data collected in the CRM database will be stored in one central location and protected against unauthorized access.

Project Management

Granting and managing permissions allows you to securely store the data of all contractors assigned to specific projects.

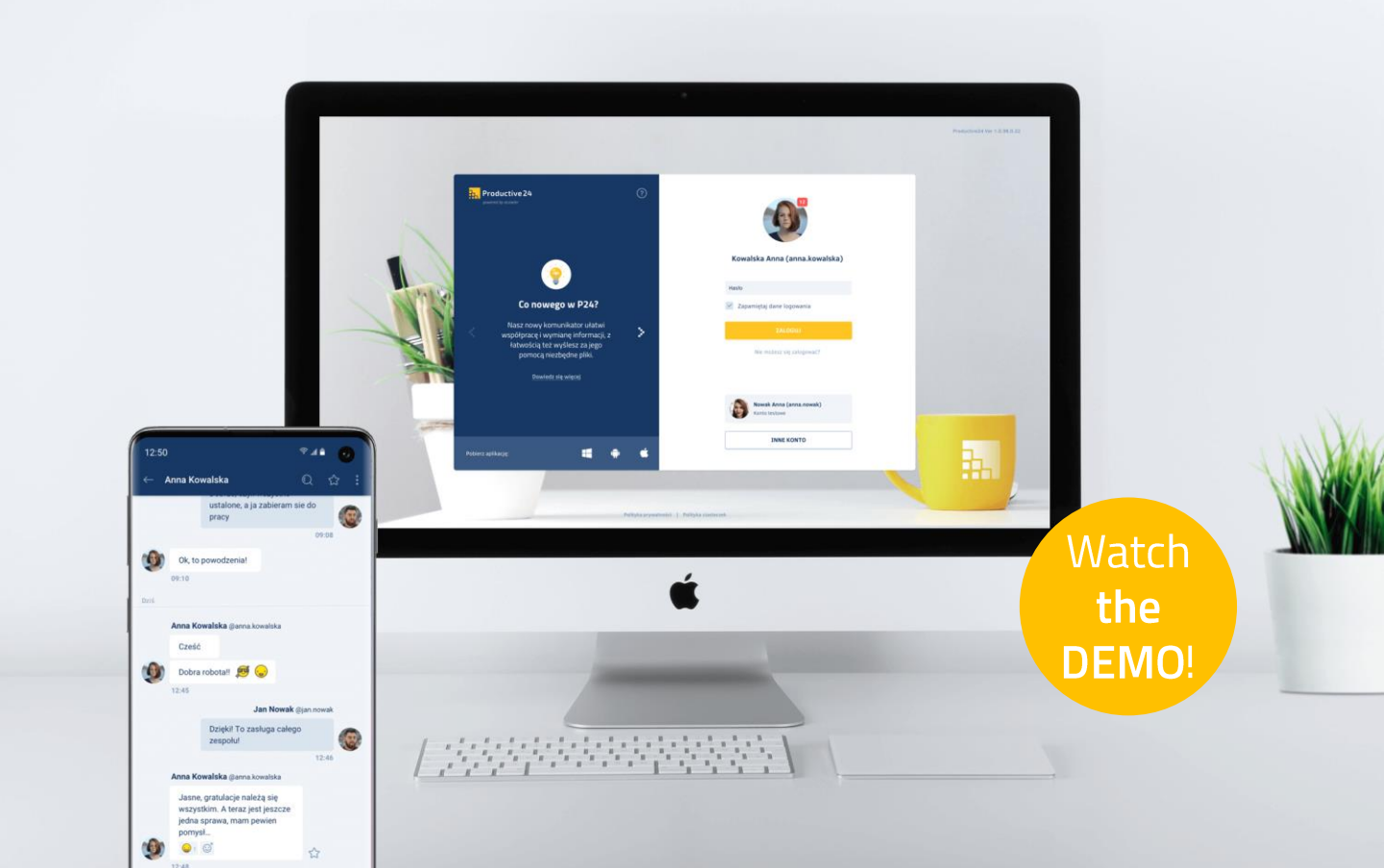


Watch
the
DEMO!



Digital Workplace Platform

Find a new way to support your teams and create unique digital workplace



Digital Workplace

Digital Workplace is a set of business applications built on the basis of the Productive24 platform. It supports and automates the process of communication and teamwork in the organization. Productive24 creates a digital workplace and allows you to maintain business continuity and work wherever you want, i.e. in the office, at home, in the field etc.

 **Digital
Workplace**
Powered by Productive24



Thanks to Productive24 we can access our data anytime and anywhere, also offline which significantly improved the process of communication and cooperation in our team.

Katarzyna Bochanysz

*HR Project Team Recruitment Leader
ARRA Group*



With Digital Workplace Productive24 you can:



Quickly and easily communicate with the entire team anytime and anywhere.



Support group work and increase its effectiveness.



Create an effective notification system and ensure that users receive all necessary information at all times.



Support remote working by creating a digital workplace and provide access to important data both online and offline - from anywhere and from any device.



Ensure the right process of knowledge sharing (including work results) between your employees.



Expand and modify system components to map all processes in the organization adequately.

Main Benefits:



Support for multiple
communication
channels



Employer
engagement and
employer branding



Effective flow of
information

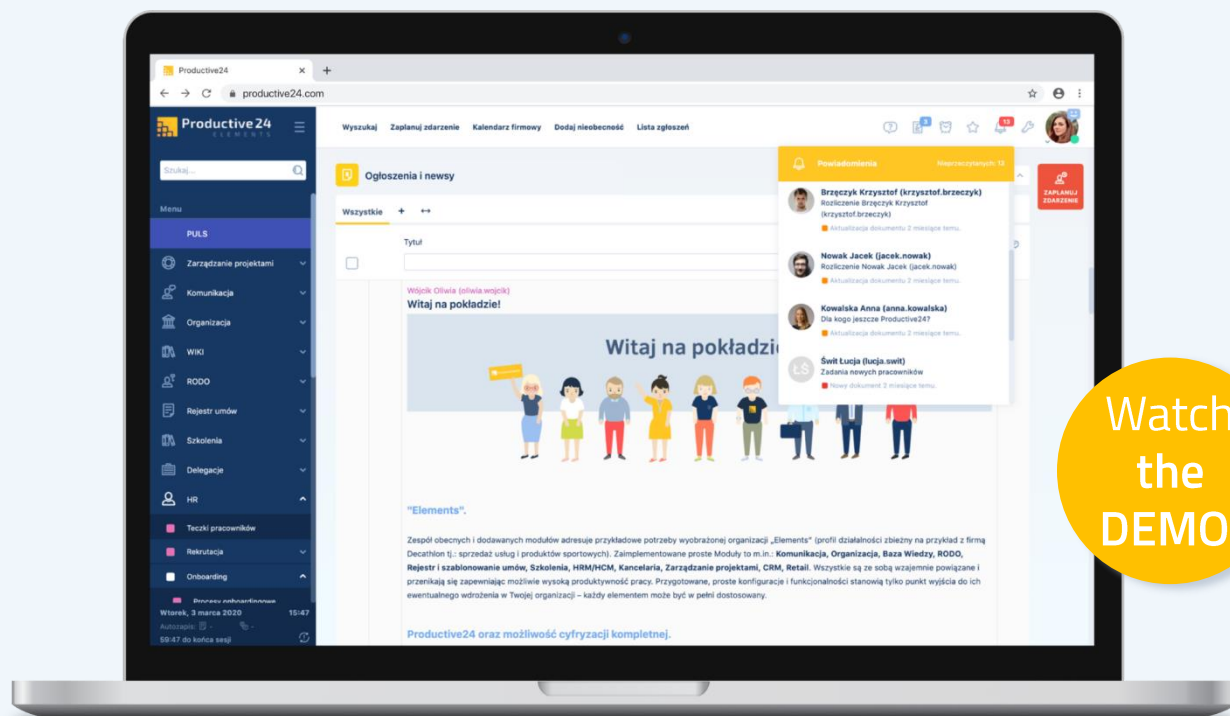


Increased efficiency
of main processes

read
the
BLOG

Watch
the
DEMO!

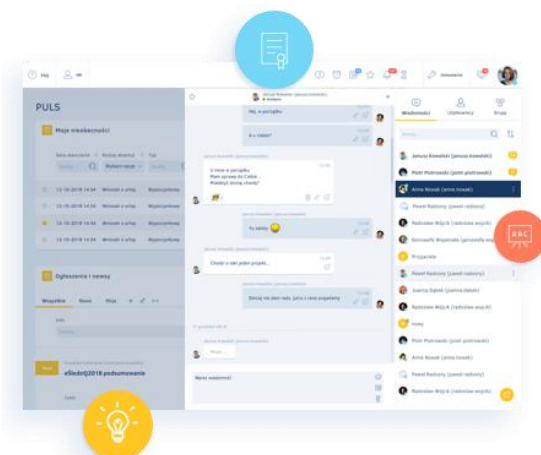
Sample system functionalities



Embedded chat

A modern communication channel for users. Direct conversations and dedicated group chats available both in the WEB application (online, RWD technology) and in the form of native mobile applications.

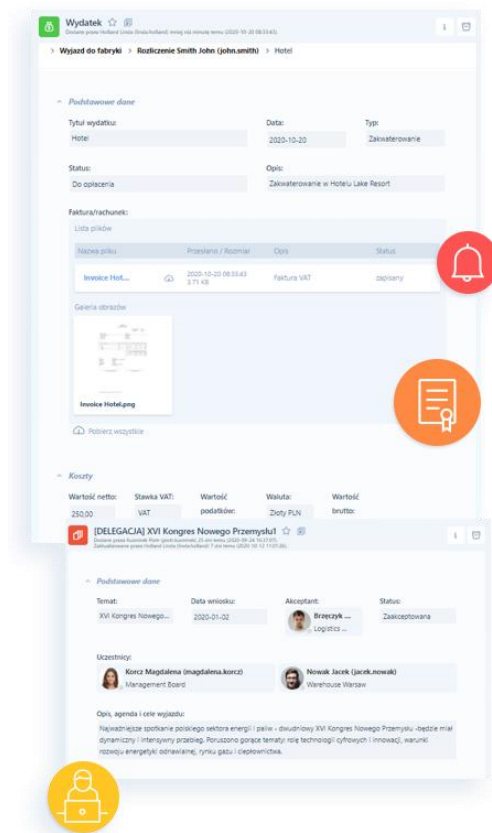
- Built-in communicator with the possibility of creating individual conversations and group chats ("rooms"), including thematic ones (created contextually for given projects, tasks, requirements etc.).
- History of communication saved contextually.
- Setting availability statuses e.g. online, away, busy, invisible.
- Quoting, tagging users, and adding various attachments.
- Emoji, likes and other social media elements available.
- Starting conversation from the organizational structure level.



Document Collaboration

Collaborating on various parts of the document, in accordance with granted permission.

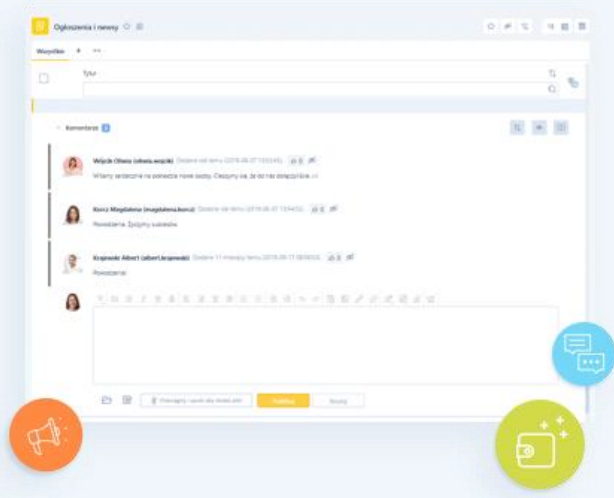
- The risk of overwriting is eliminated thanks to the special algorithms.
- Thanks to an extensive system of granting authorizations and notifications, Productive24 allows different people to complete tasks in given processes and work on selected parts of the same document or process.
- Users have access only to authorized parts of documents. If the preparation of a part of a document requires completing a certain task, after the task being completed (e. g. calculations, data verification, etc.) users will be automatically notified.



Comments Section

Complex commenting system, supporting effective group work and significantly decreasing the number of e-mails sent.

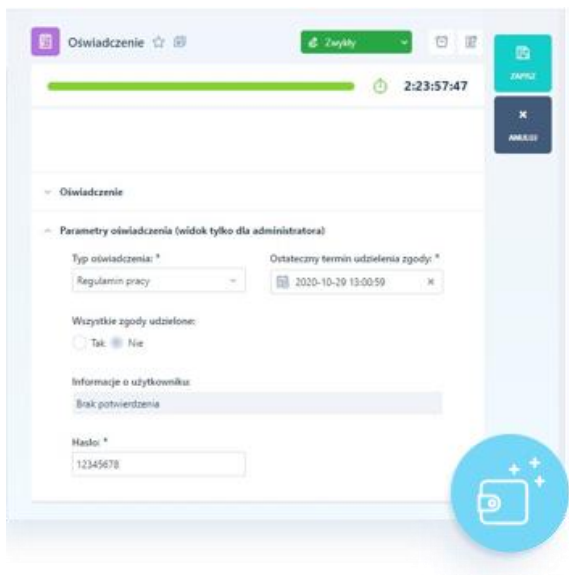
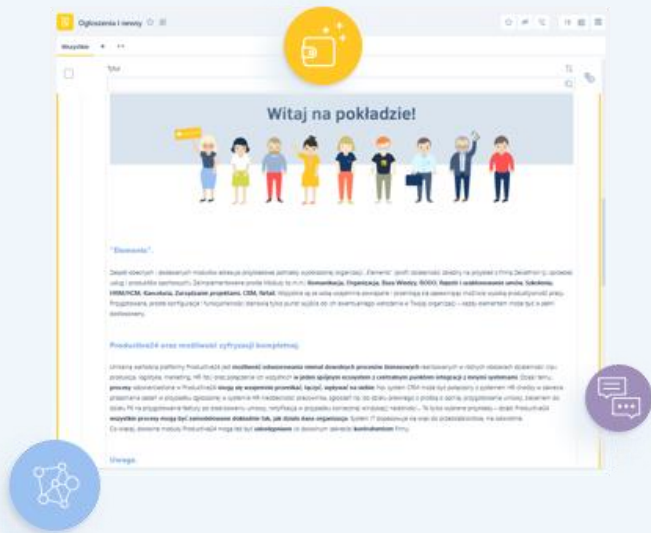
- Inserting comments section anywhere in the system e.g. below documents, projects, tasks, applications, etc.
- Conducting multi-threaded discussions with any number of nested replies.
- Flexible notification system (e-mail, push, system notifications), sent, e.g. when a new comment is written, when a reply to our comment appears or when a particular person is tagged.
- Complex text and image editor. Possibility to add and play video files right in the comments section.
- Adding and playing video files directly in the comments section.



Announcements, discussions and brainstorm

Modules designed for easy and quick communication between certain groups of employees.

- Sharing announcements addressed to either all users or selected groups.
- Access to the visit statistics under each advertisement. Multi-channel notifications for users with the request to read to content.
- Mandatory approval before the publication of the advertisement (in accordance with the adopted decision path)
- The backlog of ideas: collecting ideas and voting for the best one.



Statements

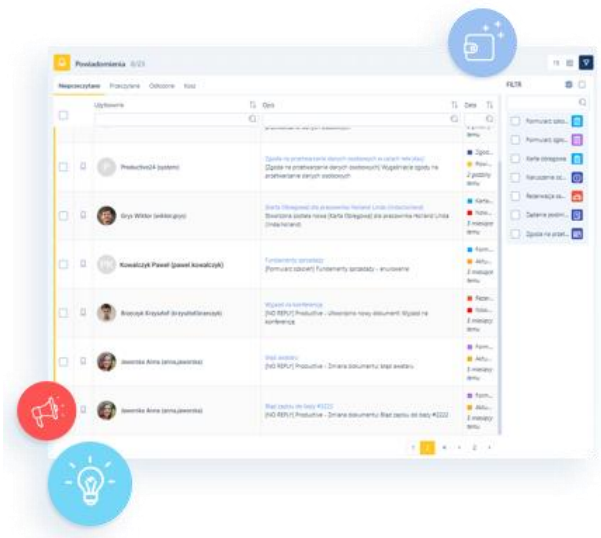
Generating documents that are obligatory to read and enforce them from the Productive24 application.

- Creating announcements, orders and regulations with the option of generating read confirmation.
- Possibility of generating obligatory control questions or tests.
- Timer - Managing the time limit for an employee to submit a statement of review of a document.

Notifications

Advanced, multi-channel notification and reminder system which improves communication and work performance.

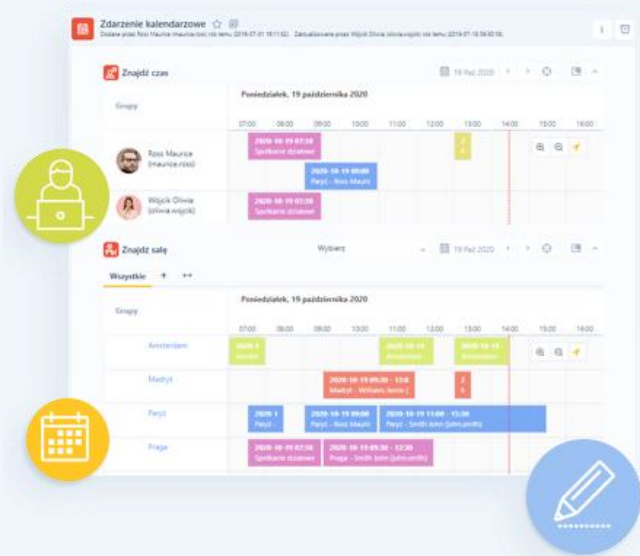
- Notifications both generated automatically by the system or created individually by the user.
- Notifications sent through an internal mailbox (contextually aggregated). Easy notification filtering (through category).
- Sending e-mail notifications and generating PUSH notifications available on mobile platforms.
- Notifications with calendar events. (in outlook, gmail etc.).



Calendars and main activities of team members

Activity calendar. Planning one-time or cyclical tasks both personal or for other team members.

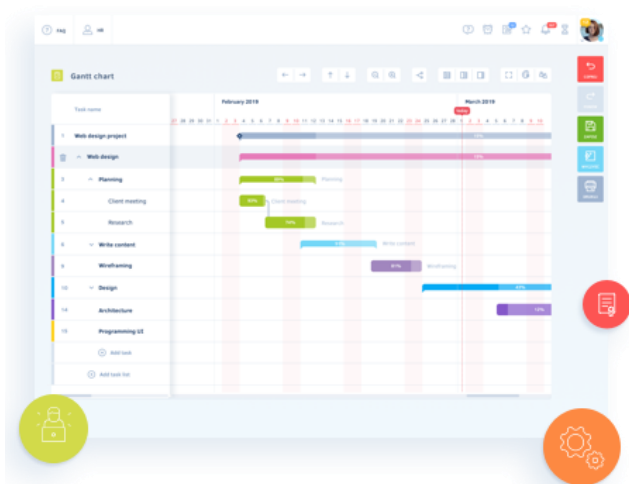
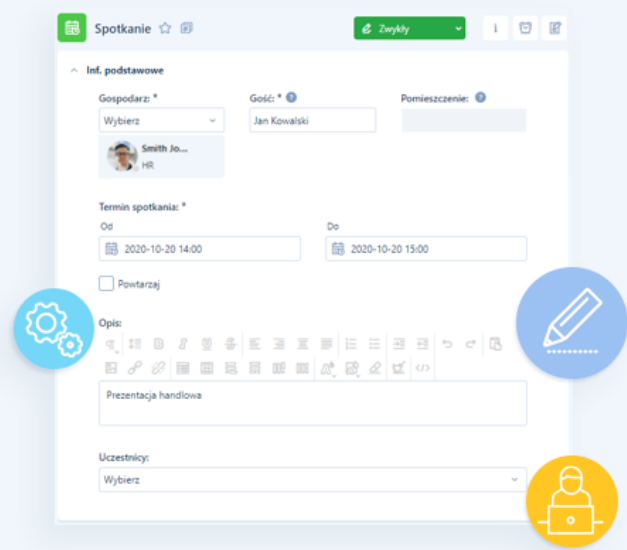
- Monitoring the activity using different views i.e. daily, weekly, or monthly, grouped or as an agenda.
- Automatically generated notifications after creating new activities or modifying existing ones.
- Possibility of adding own multi-channel reminders to a given activity.
- Employee calendars being visible for supervisors according to the company's structure and hierarchy.



Meeting scheduling

Effective planning and scheduling internal and external meetings (without making several phone calls or sending dozens of e-mails with necessary updates).

- Accessing and comparing employee calendars in order to check their availability and schedule meetings.
- Booking a meeting venue – supported by the conference room booking module. The system will display currently available rooms, sent notifications to the reception (with the information about the host, guest, number of participants etc.).
- Creating events and sending invitations to all participants.
- Various calendar views available to users.



Reports

Presenting aggregated data in a dynamic way using many different graphic views.

- Gantt Charts.
- Taskboards (Kanban Board).
- Tables and lists.
- Charts (bar, line, pie etc.).

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the
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CRM System

Automate your sales processes and focus on building a long-term customer relationships



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the
DEMO!

Productive24 CRM System

CRM Productive24 is a system built on the basis of the Productive24 platform, which by automating the work of the sales department allows you to effectively manage customer data in order to build long-term relationships and improve customer engagement.

This solution can be easily adjusted to the individual needs and can map the unique selling processes of each organization.



CRM Productive24 enables:



To comprehensively manage both customer base and business contacts base.



To manage all leads and assign them to a specific salesman.



To constantly monitor customer-related activities.



To manage promotional campaigns and focus all activities on leads that meet certain criteria.



To keep detailed records, create all necessary reports and measure KPI.



To ensure the security of key sales data and protect personal data processing, all in accordance with GDPR.

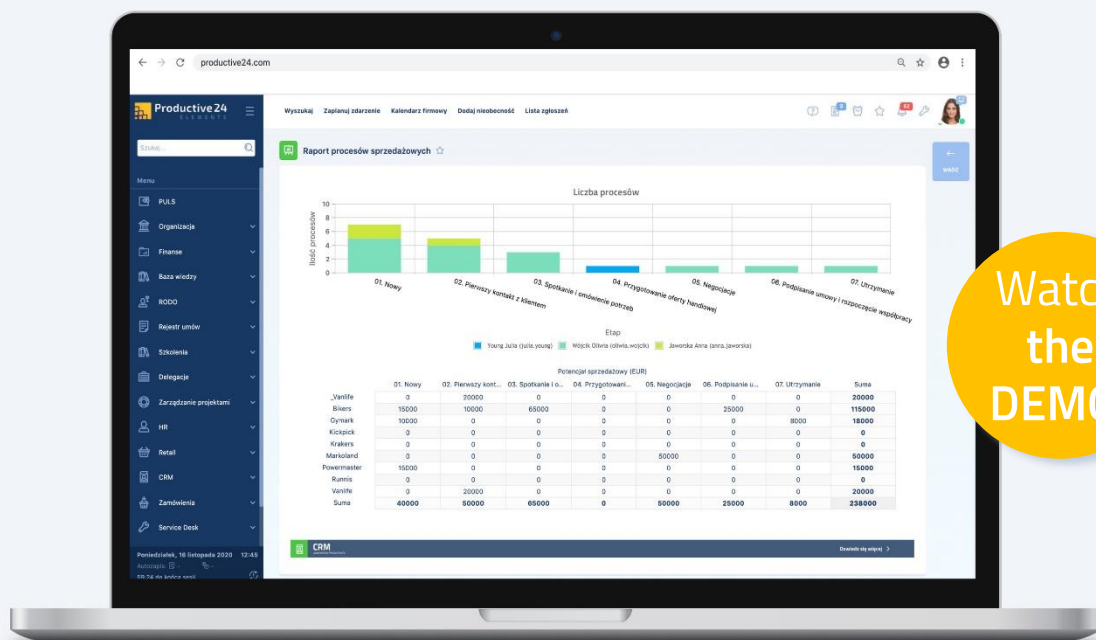


To properly conduct a competitive analysis and optimize sale activities.



To receive a customized system, tailored to the needs of your organization.

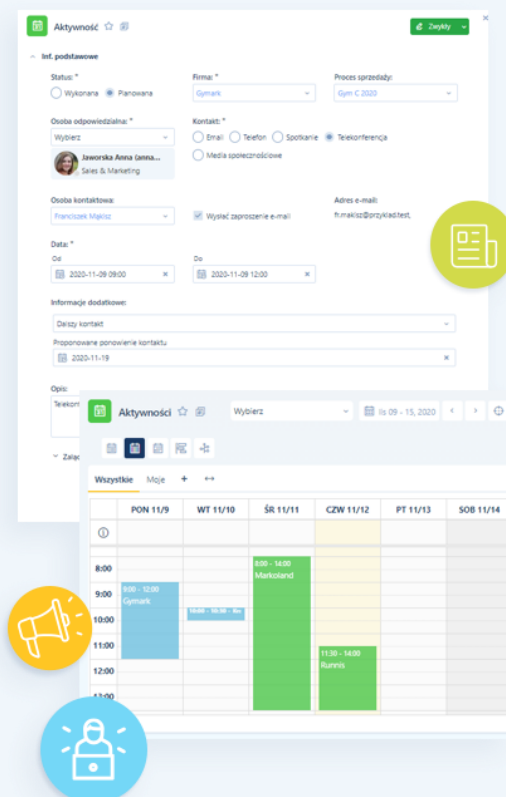
Sample system functionalities



Activities

Monitoring and managing all current leads and deals from a single place.

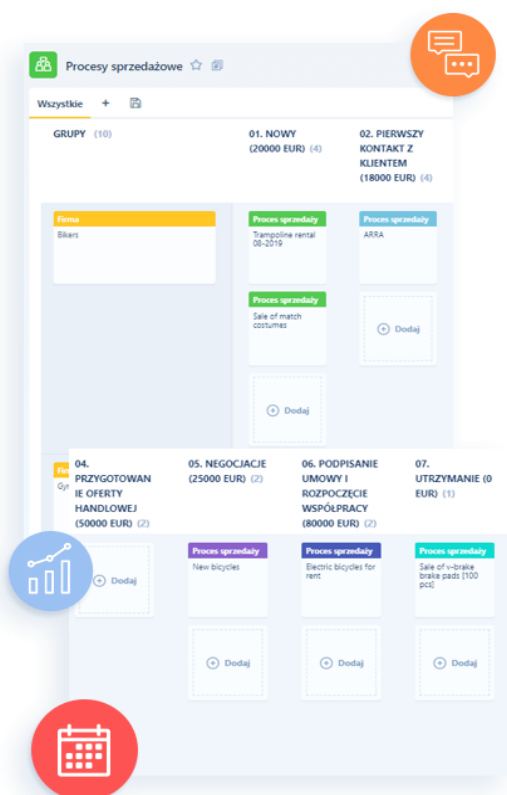
- Adding sales processes from the calendar.
- Various calendar views, i.e. daily, weekly, or monthly.
- Advanced filtering, sorting, and searching for given sales processes.



Sales leads and sales processes

A visual representation of all sales processes with their current statuses.

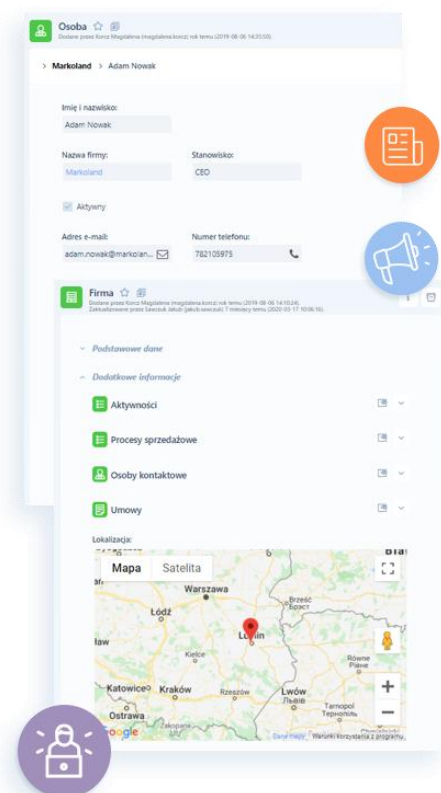
- Separate, dedicated sales processes for various products.
- Adjusting sales processes to the individual requirements of the client.
- Engaging certain departments to take necessary actions during certain stages of the sales process.
- Measuring the potential of sales leads.
- Conducting a sales campaign dedicated to a particular group of clients or specific sales leads.



Companies and contact persons

Managing all relevant information about customers, leads, prospects, companies, and contact persons.

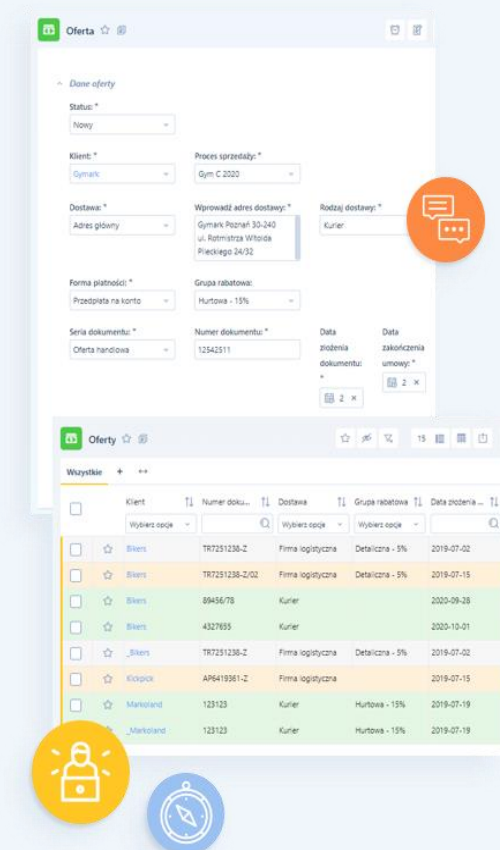
- A list of contact persons and companies with all necessary information, such as activities, assigned contracts, personal details, etc.
- Adding a contact person, the sales process, and the assigned contract from the level of the company view.
- Task planning and creating reminders.
- Advanced filtering, searching, and sorting.



Commercial Offers

All commercial offers available in one central place.

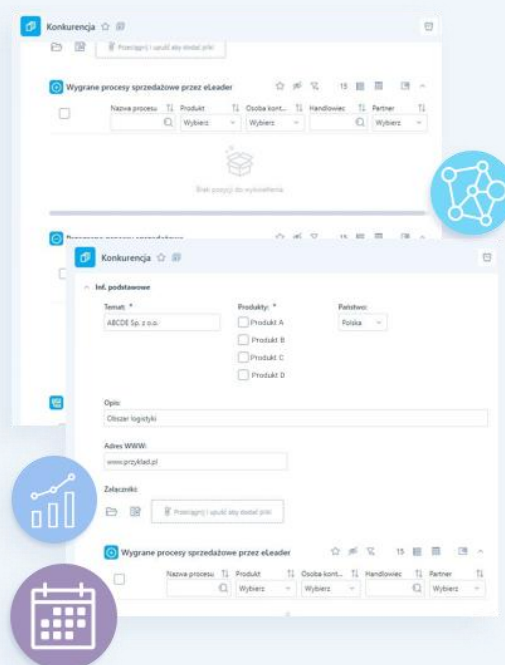
- Assigning offers to the selected customer and to the sales process while determining the status of the bidding process.
- Selecting a payment method and time, granting discounts.
- Information on the submission date, duration and expiry date of the tender/contract.
- Selecting products from the product catalog.
- The list of offers with the possibility to filter, sort, and search for specific items.



Competitor analysis

Keeping detailed records and analysis of existing competitors.

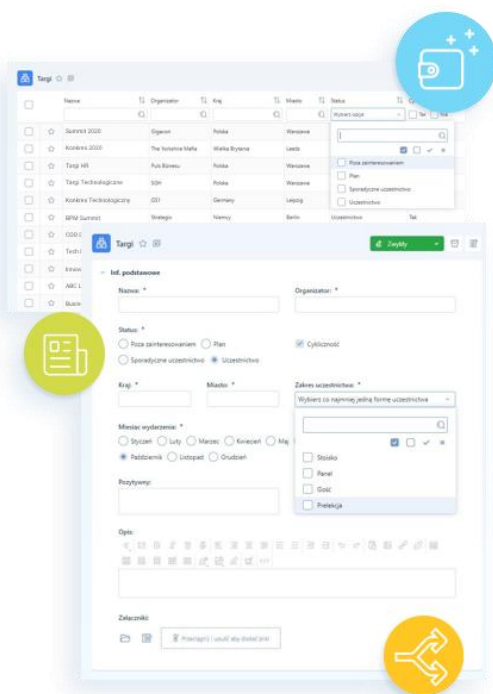
- 360-degree view of competitors and their offer.
- Providing detailed information about the competitors (e.g. strengths and weaknesses, successful/unsuccessful sales processes, market feedback etc.).
- Attaching documents (e.g. price list, commercial presentations, marketing materials).
- Conducting discussions in the comments section.
- Complex catalog of all processes including win/lose tenders with given competitors.



Trade fairs and events

List of trade fairs and events in which the company has participated or is going to participate.

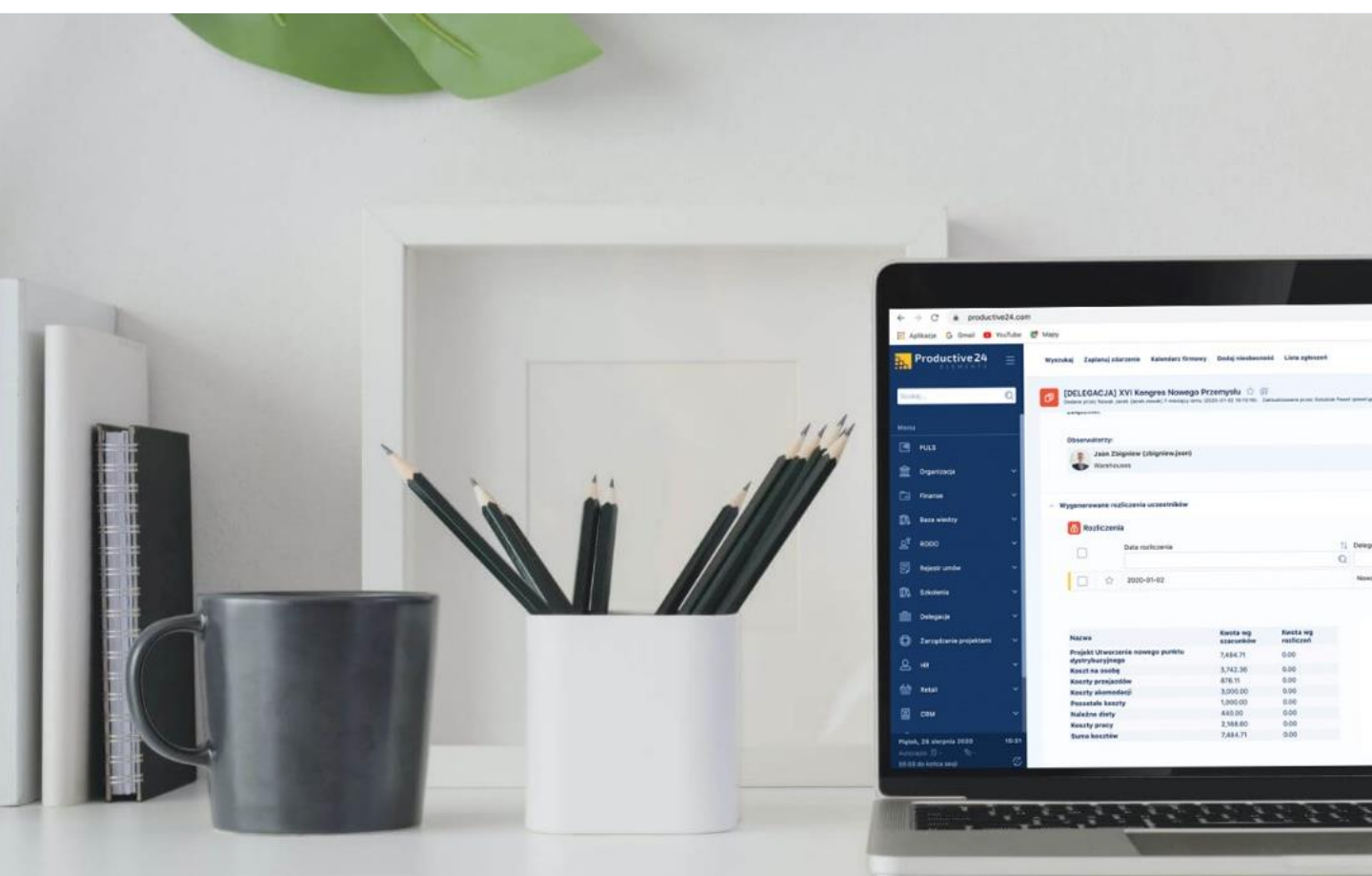
- Adding planned events and keeping a record of the archival ones.
- Providing information about the cyclicity of the event, the scope of participation, estimated and incurred costs.
- Storing all materials provided during the event.
- Conducting a discussion in the comments section.
- Assessing positive and negative aspects of participating in the event.
- List of the business contacts, leads and sales processes resulting from the event.



Reporting

Creating complex, personalized reports. Presenting aggregated data dynamically with the aid of various graphic views.

- Evaluating the effectiveness of selected processes.
- Monitoring unsuccessful processes, analyzing the weaknesses of the offer.
- Ongoing control of all trader activities.
- Goal achievement assessment.
- Analyzing planned and actual revenue and profit.
- Comprehensive notification system with various mechanisms and complex logic preventing all negligence and focusing the activities around clients in the CRM base.





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Customer Feedback – the way to better understand your customers.

Customer feedback is an extremely important source of information. Productive24 enables to gather feedback from both current and potential clients (B2B).

The feedback assigned to a given customer in the CRM database allows the team responsible for taking care of that customer to exchange comments and implement all suggestions – opinions considered valuable can automatically be transferred to other Productive24 applications, such as the innovation management module (idea backlog), to product management app (PLM, Retail&Promotions Management) or project management (Project Management Productive24).

Business application ecosystem

Each system built on the basis of the Productive24 platform can be easily combined with other solutions.

The CRM Productive24 system can be linked to systems such as:

Service Desk

Customers (listed in the CRM database) can easily report all problems and incidents.

Project Management

Calculating ROI and the percentage share that customer has in a given project.

Business Trips

The settlement of business trip expenses and the records of all costs related to the meetings with a client.

Contract Management

Creating new contracts, e.g. NDA, trade agreements, etc. Further processing of those documents in accordance with the GDPR and internal policies.

Digital Workplace

Ensuring that there is a smooth flow of information between salesmen and a project team directly working with the customer (notifications, comment section, chat etc.).

Organizational Management

Budgeting, invoices, requests for legal advice, and resource reservation e.g. conference room necessary for the meeting with customers.



Service Desk and Tickets

Handle requests with the highest standards



Service Desk Productive24

Service Desk Productive24 is a ticketing system (ITS) built on the basis of the Productive24 platform, which is a single point of contact between the service provider and the users, designed for managing incidents and service requests and handling communication with the users.



Powered by Productive24

Service Desk Productive24 enables:



To handle incoming tickets from employees, customers or external users.



To standardize the processes of handling service requests and add created procedures to the existing knowledgebase.



To automate and control the purchasing process.



To create any reports on processed incidents or service requests as well as to measure KPI.



To improve the communication process and notify users (via e-mail, system, or PUSH) about changes in their request status on daily basis.



To provide support for both an IT department and Helpdesk in the process of incident management as well as to control SLA compliance.

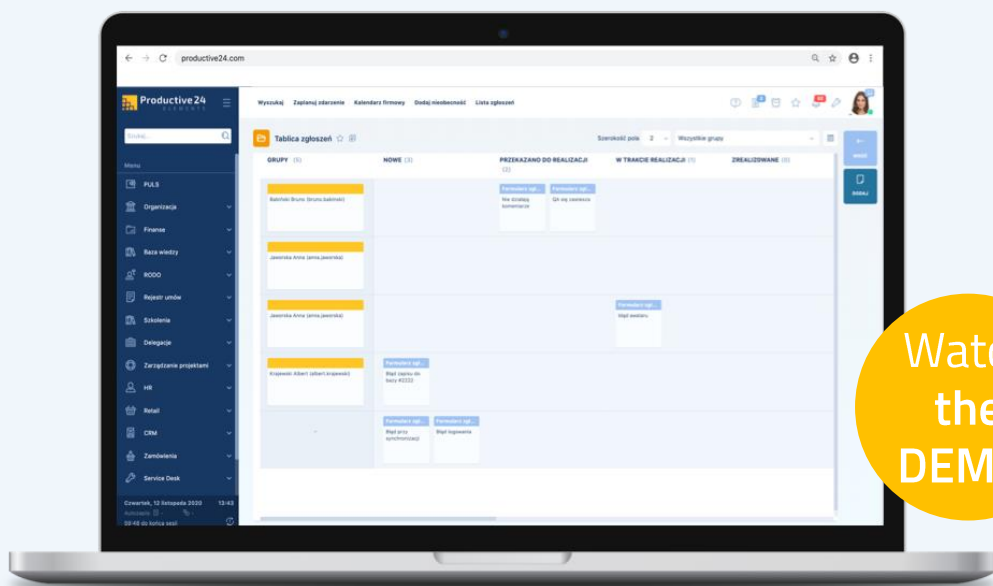


To measure the NPS and collect customer feedback.



To adjust the solution to the individual needs of the organization.

Sample system functionalities



Creating Service Requests

Dealing with incoming inquiries for various departments, e.g. IT department.

- Customized application forms.
- Detailed description included in the request.
- Defining category, subject, type, and priority of incoming tickets. Identifying connections and associations with given applications and contracts.
- Tracking ticket fulfillment progress.
- Automatic categorization and assigning tickets to the right employees.
- Possibility to add observers.
- Various forms of attachments (.png, .jpg, .pdf etc.).
- Ensuring SLA compliance.

Service Requests Management

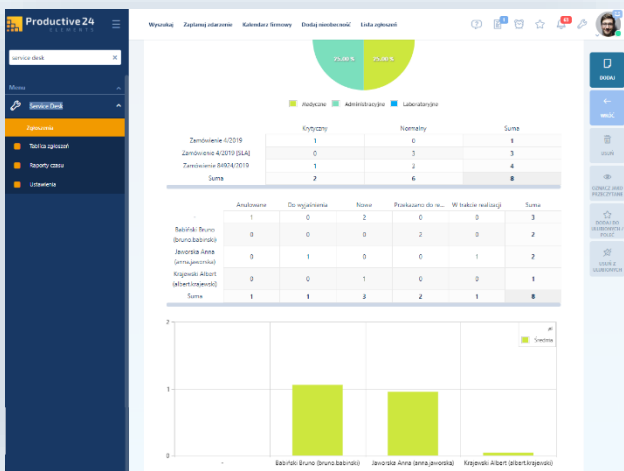
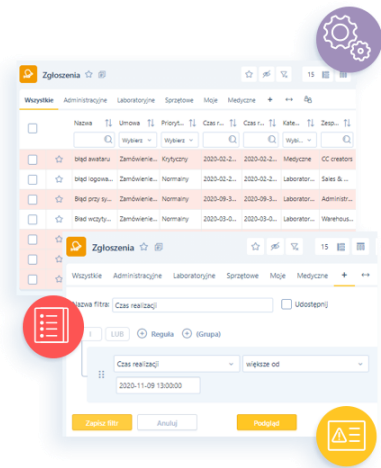
Handling incoming requests and incidents on a daily basis.

- Automatic prioritization and setting a time necessary to solve the ticket, all in accordance with the SLA.
- Monitoring and optimizing the effectiveness of the incident management process.
- Reporting the time spent on solving a given ticket.
- Status changes visible for the selected users.
- Automatic notifications for all users assigned to the process.
- An optional questionnaire for assessing the quality of service provided.

Registers

Digital Archives. A single place to store all service requests and incidents.

- Keeping a record of all requests together with the information about their statuses.
- Sorting requests by given parameters, such as type, category, time to resolution etc.
- Advanced filters, e.g. administrative requests, IT requests etc.



Reports and statistics

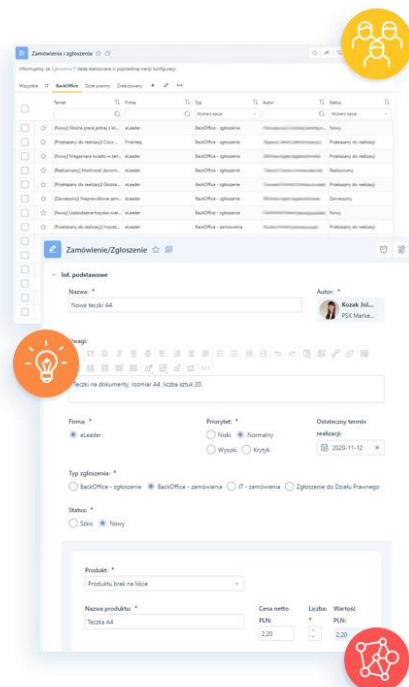
Presenting aggregated data in a dynamic way using many different graphic views.

- Creating reports on the service requests including, e.g. the time needed to resolve a given ticket, number of tickets per employee, or customer feedback.
- Data visualization, e.g. pie charts, bar charts, line charts, Gantt, taskboard etc.

Orders

If ticket execution involves an additional purchase, e.g. services or spare parts, the system provides full control over expenses in the organization.

- Planning and managing requests and orders for the organization's internal/external services, fixed assets, and other office equipment.
- Managing the list of services and goods available for particular groups of users.
- Different types of requests and orders, setting the priorities and deadlines.
- Automation of the order acceptance process based on given parameters, e.g. purchase value, applicant type, etc.



More: Organizational Management

Business application ecosystem

Each system built on the basis of the Productive24 platform can be easily combined with other solutions.

The Service Desk Productive24 system can be linked to systems such as:

LMS

Share the knowledge (e.g. best practises) with other team members and make references to existing articles during ticket processing.

HRM Productive24

The onboarding process for the employees from the Service Desk department, i.e. quizzes, various forms of tests etc.

Personal Organizer

Service requests or reported incidents in the form of a ticket assigned to the executors will appear as a task in their personal calendar.

Organizational Management

Monitoring employee requests related to the fleet, equipment, user accounts etc. What's more, reporting time to resolution, time to close, time to respond and all additional costs.

Contract Management

Parameters defined in the agreement automatically appear in a newly created service request.

Business Trip Management, CRM

If the request requires a business trip all documents associated with that trip (costs etc.) are assigned to that request. Clients registered in the company CRM base can easily report any incidents and create requests.



Business Trips Management

Get your business trips planning and settlement
process improved



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Business Trip Management Productive24

Business Trip Management is an IT system built on the basis of the Productive24 platform, which allows for effective planning and management of business trips and settlement of their expenses in each organization.

 **Business Trip
Management**
Powered by Productive24

With Business Trip Management Productive24 you can easily:



Maintain a consistent and up to date register of all business trips and store them in one safe place.



Search, filter, and sort your business trips by chosen criteria.



Monitor the status of each business trip – from initial approval to the final stage (business trip settlement).



Create individual reports and comparisons. Automatically create settlements for many participants.



Automatically calculate business trip allowances, convert exchange rates, and report working time and travel time constantly during the trip.



Link a selected business trip to a specific project or client and measure the cost of client acquisition or ROI.

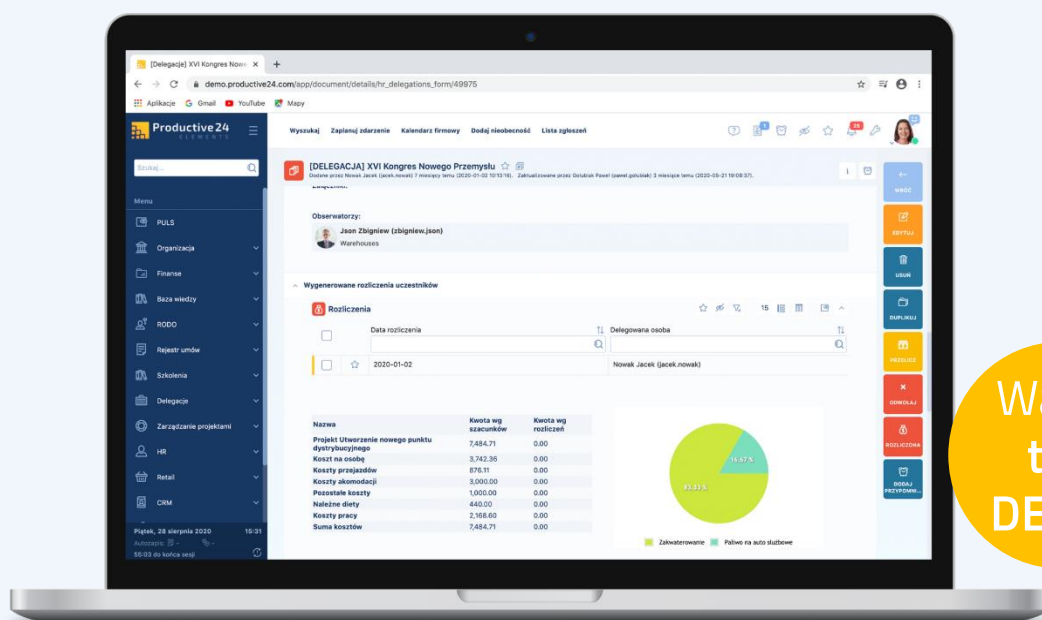


Ensure the accuracy of processes such as business trip planning, keeping a record of business trips as well as their settlement; all in accordance with existing procedures.



Settle the advance payments, scan necessary documents with the aid of the mobile, offline OCR functionality and settle documents on an on-going basis.

Sample system functionalities



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Planning a business trip

Creating a business trip draft with the most important information needed to estimate the cost and profitability of the trip, and to obtain an acceptor approval.

- Entering all necessary information, such as the objective, agenda, destination, duration, participants, estimated cost, necessary advance payments or allowances.
- The settlement of business trip expenses available as a part of the certain project to determine its percentage share in the total cost of the project.
- Booking company cars during the business trip planning stage, available from the shared calendar visible to employees.
- Connecting the app with popular travel platforms such as Booking.com or KAYAK.
- Supporting the process of business trip approval, various paths of acceptance (e. g. depending on the total cost of the trip).

Business Trip Form

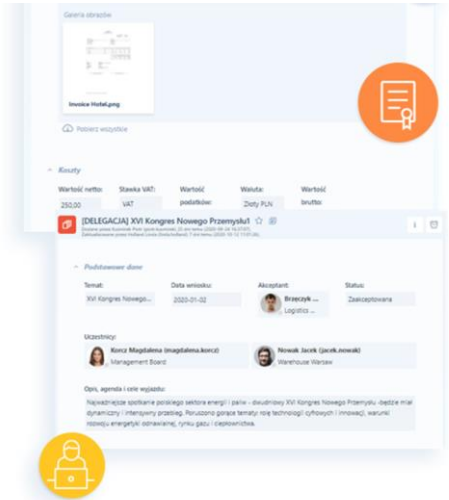
After the draft of the business trip is accepted, all information necessary for the settlement can be easily added.

- Automatic calculation of business trip allowances or reimbursements.
- Entering current expenses by all participants, attaching receipts and invoices also with the aid of mobile OCR technology.
- Multidimensional cost analysis with division into the cost centers.
- Reporting working time and travel time.
- Automatic update of currency exchange rate according to the current NBP rate.

Settlement of travel expenses

Sharing the form, necessary to settle business trip expenses, with other trip participants.

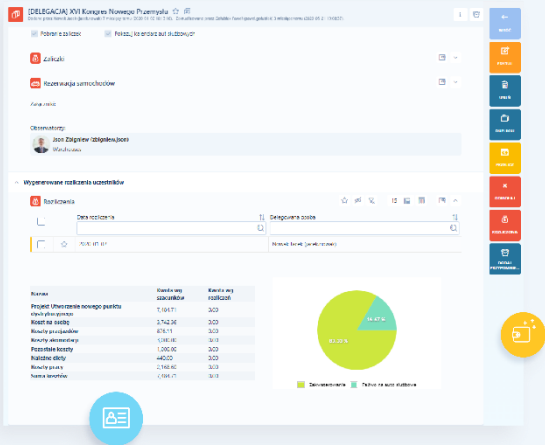
- Template designed specifically for a certain type of business trip, which can be easily used by other participants (automatic calculation of the daily subsistence allowance for all participants is made after entering the date of departure by one of the participants).
- Cost documents can be added to the one form by all participants.



Controlling and the settlement of business trip expenses

Conducted by the financial department, the simple process of the settlement of business trip expenses including entered expenditures, allowances, and advanced payments.

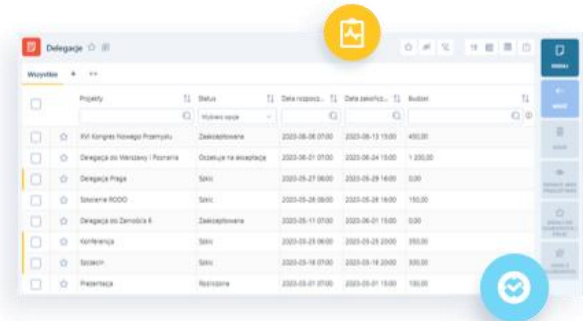
- Providing a comparison of planned costs versus real costs incurred.
- Settlement of advances, taking into account the difference in exchange rates between countries.
- Automatic settlement of business trip expenses conducted in the system by the financial department.



Registers

Storing both planned and archival business trips in one central place.

- A summary of the projects in which the selected business trip is part of.
- Visible status of the business trip, the estimated and actual cost incurred, the start and end of the journey.
- Filtering, sorting, as well as searching for specific items.





Around 40% states that they do not know whether their organization has a specific business trip policy.

Deloitte

Business Trip Management Productive24 guarantees:



A transparent business trip policy

A clear division into given stages. All of them adapted to the requirements of the organization. Ensuring unification of the business trip management process in accordance with internal travel policies.



Planning and controlling the costs

Multidimensional analysis and control of estimated costs conducted during the early stage of planning by adding all necessary information about approximate costs. All before the trip is agreed.



Automation and optimization

Improved communication between departments, improved flow of information, and secure data collection were made possible by automation of the whole business trip management process.

Business application ecosystem

The business trip management system can be linked to systems such as:

Organizational management

Fleet management, EDF, budgets, expenditures, invoicing requests for the financial departments in case of the reimbursement.

Project management

Business trips being part of the project can automatically affect the remain cost/budget of that project.

CRM

The cost of a particular business trip can be assigned to a given client from the CRM database and treated as a part of the customer acquisition cost.

Contract management

In case of the business trip being part of the contract terms, the system ensures an additional layer of parameter protection (e.g. limits for the reimbursement).





Contract Management

All contracts and contractual obligations under your control

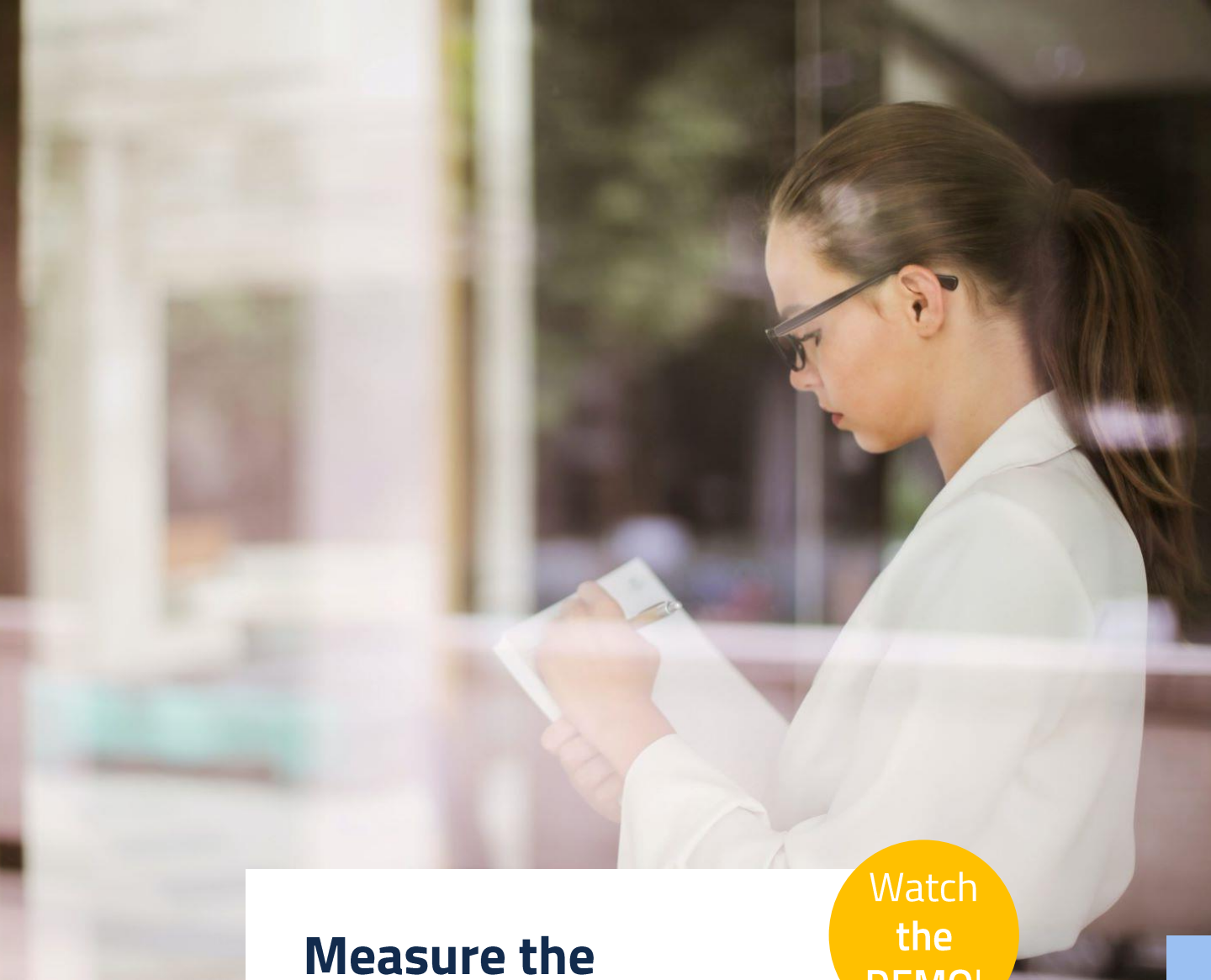


Contract Management Productive24

Contract Management Productive24 is a system built on the basis of the Productive24 platform, which allows you to automate and fully control the area of contract management.

The solution guarantees full transparency of processes related to the drawing up and negotiating contracts, as well as – thanks to the obligations tracking it ensures that the contract is adequately managed during its entire duration.

 **Contract Management**
Powered by Productive24



Measure the profitability of entire contracts or its separate parts

Each system build on the basis of the Productive24 Platform can be easily combined with other systems and its components. Thanks to this functionality Contract Management Productive24 allows not only to control the contract provisions, its terms and conditions but also to precisely measure the profitability of each agreement.

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the
DEMO!

With Contract Management Productive24

you will gain:



Automation and centralization of processes of drawing up different types of contracts and related documents.



Full system control over contract parameters: no risk of unauthorized change of contract provisions.



Secure process of accessing contractors' data and sensitive trade data - in accordance with the authorizations granted.



Possibility of the constant development of the application to adjust it to the changing requirements.

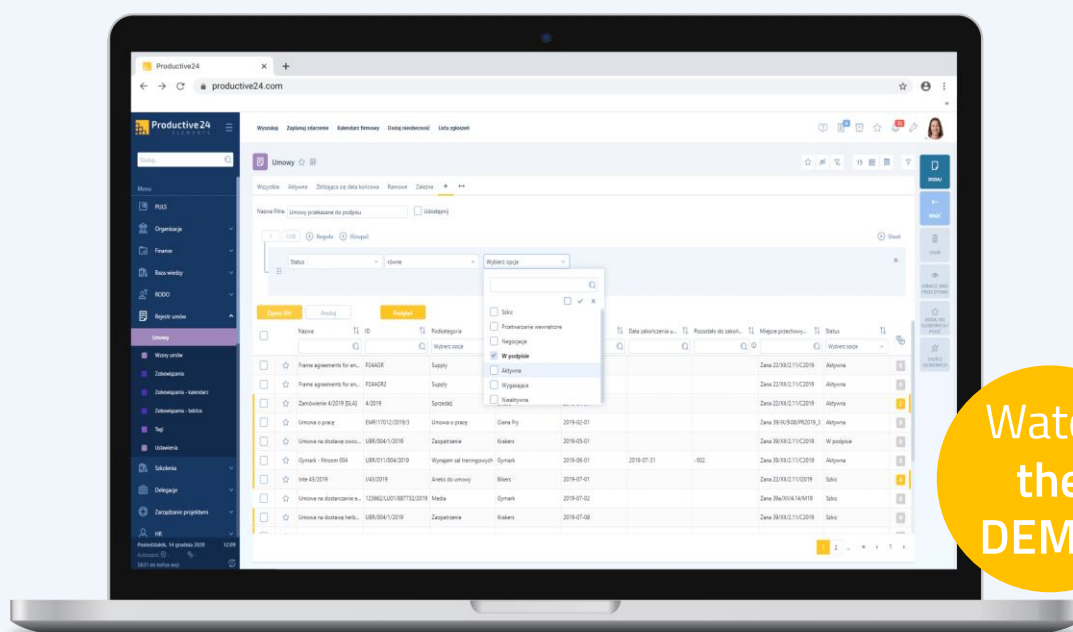


Full process transparency and a complex audit trail, thanks to among others creating and managing contract templates.



Tracking contractual obligations with the possibility to automatically create tasks (including deadlines) and notifications, sent both to the project team and contractor.

Sample system functionalities

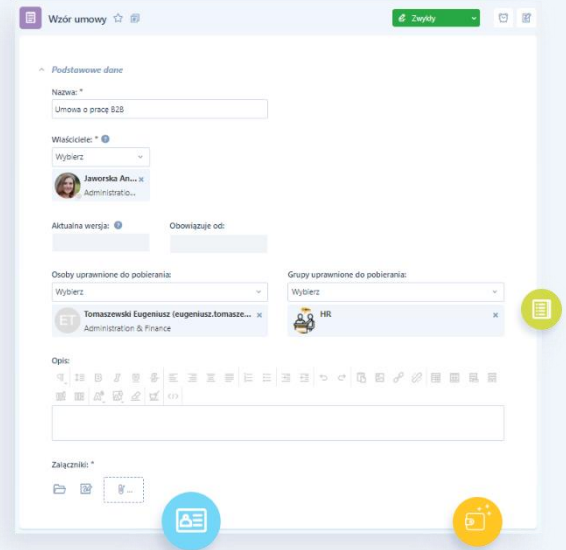


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Contract Templates

Storage of the company's standardized contracts. Up-to-date, valid contract templates. The correctness of the document used by the employees controlled automatically by the system.

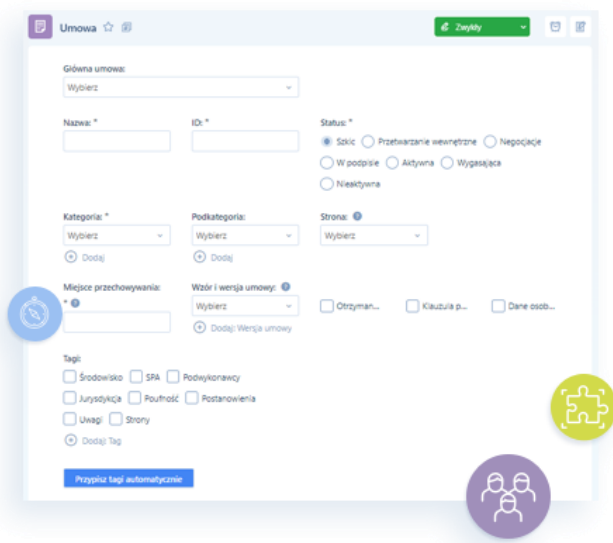
- Template management- creating new templates for various forms of the contract.
- Multi-level, flexible access permissions to edit specific parameters of templates or contractual provisions, e.g. to change the ranges of a given value – permissions granted according to the hierarchy in the organization or individually.
- Complex control of the document lifecycle by providing a full audit trail and contract templates archives.
- Comments and discussions (e. g. presenting arguments to support changes in a given contract template) conducted contextually – within a specific template.



Document generator

Automation and centralization of the process of generating contracts and their derivative documents, e. g. predefined attachments, acceptance protocols etc.

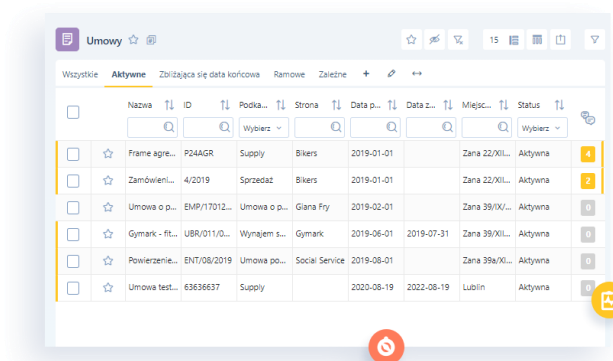
- Contract Editor.
- The document is automatically created after selecting a specific template or after filling up a dedicated form.
- Notifications are sent to stakeholders when the document is ready and further verification is required.
- Digital acceptance of a contract in the system, blocking the possibility of its further editing (in the case of e.g. an order contract, acceptance is equivalent to the conclusion of a contract).
- Maintaining e-records of documents (ready to print out when necessary).



Centralized document repository

Shared storage space created to store and protect important files in single digital space.

- Register of agreements in the organization, together with information on the physical location of the document.
- Sorting, filtering and searching documents by title, keyword, type, contractor, expiry date etc.
- Access to documents only by approved team members.



Tasks, tracking contractual obligations and ticketing system

Monitoring whether both parties follow the terms of the contract.

- Reminders about contractual actions needed to be taken. Generating notifications e. g. before the expiry of the contract.
- Managing all requirements included in contract provisions – creating and assigning tasks to the employees in order to proceed with the contract.
- Ticketing system for making requests for legal advice.
- Tracking contractual obligations.

The screenshot shows a form titled 'Zobowiązania' (Obligations). It includes fields for 'Załącznik:' (Attachment), 'Cykliczność realizacji:' (Frequency of realization), 'Ryzyko opóźnienia:' (Risk of delay), 'Data zobowiązania:' (Date of obligation), 'Dział:' (Department), 'Osoba odpowiedzialna:' (Responsible person), and 'Oczekiwana data realizacji czynności:' (Expected date of completion of the task). There are checkboxes for 'Realizacja wg action list' and 'Dodaj action points z pola te...'. A calendar icon is visible at the bottom right.



Retail & Promotions Management

Manage all of your unique cross-departmental
processes more effectively



Retail & Promotions Management

Retail and Promotions Management Productive24 is a set of business tools that play a significant role in supporting individual, custom business processes of manufacturing companies and enables them to effectively coordinate the work of their teams from various departments and locations. Moreover, the system allows you to manage product lifecycle (PLM), product portfolio (PIM), point of sales materials (POSM), promotional campaigns and budgets (TMP).

 **Retail & Promotions**
Powered by Productive24

Retail & Promotions Management Productive24 enables:



To automate and strengthen the control and optimize key business processes of trade, manufacturing, marketing, and controlling departments.



To support the work of departments such as trade marketing, customer marketing and field marketing in terms of managing their POSM and their BTL advertising.



To manage budgeting processes comprehensively and flexibly, including budget creation, update and accounting.



To manage the product life cycle (PLM) - by defining workflow and acceptance paths for product creation and improvement processes.



To streamline the processes associated with suppliers and business partners in terms of e.g. discount policies.



To effectively manage product information (PIM) e.g. automatically write the product specification and manage its translations.

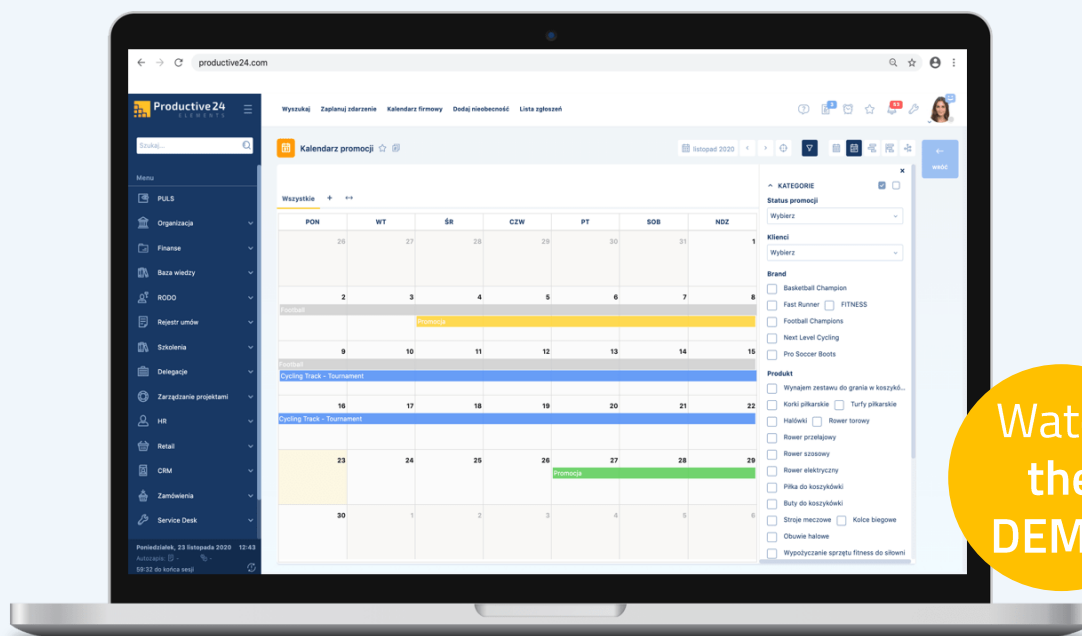


To plan promotions (TPM) and manage marketing calendars.



To manage product portfolio - dynamic creation of product catalogs.

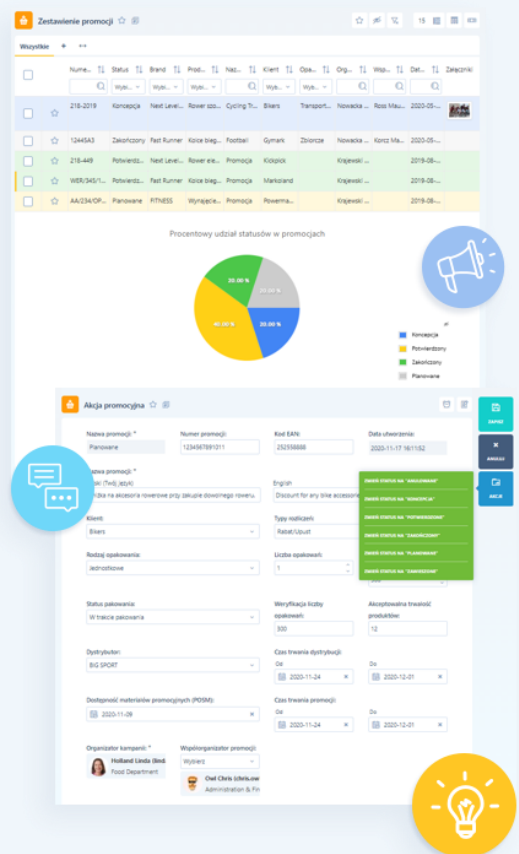
Sample system functionalities



Trade Promotion Management (TPM)

A set of tools for planning, creating and monitoring all promotional campaigns.

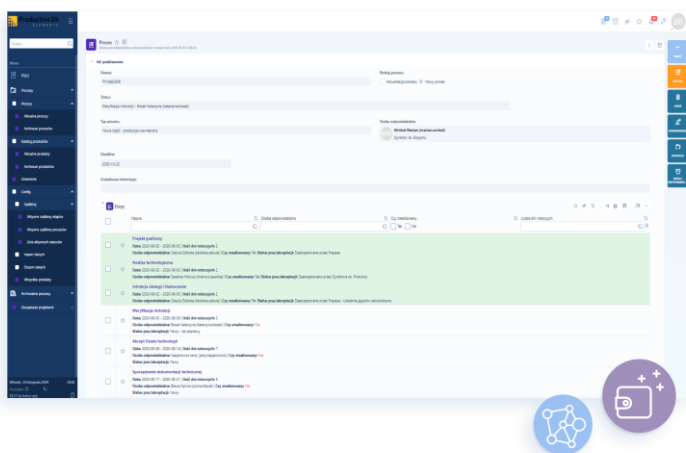
- Planning promotional activities.
- Ongoing budget control.
- The flexible and configurable acceptance process.
- Monitoring the compliance of promotional campaigns with its aims and objectives.
- Setting the details of the promotional campaign including duration, types of products, distribution time, POSM etc.
- Changing the statuses of campaigns.
- All promotional campaigns are visible on one calendar.
- Advance filtering, sorting and searching for campaigns.



Product lifecycle management (PLM)

Supporting activities at each stage of the product lifecycle.

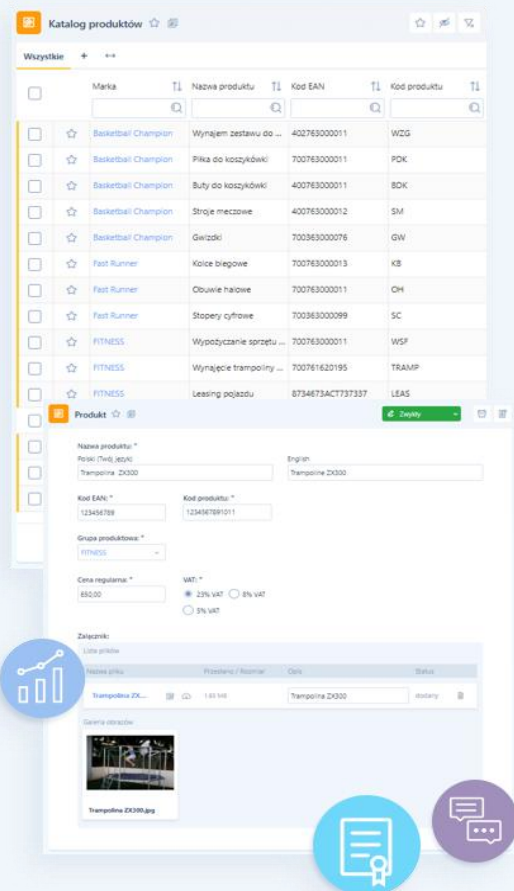
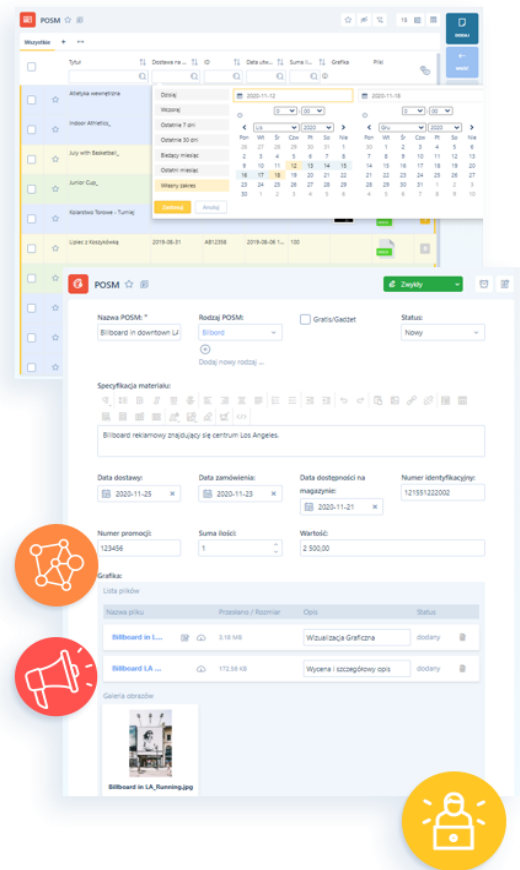
- Supporting the process of product launch, from the initial stages such as designing the label, choosing the ingredients, translating labels, technology, marketing activities through package ordering, product display planning etc. to withdrawing the product from the market.
- Authorization system allowing only selected elements of the stock card to be modified.
- Set of roles and processes including launching/modifying/withdrawing the product, fully adjusted to the organization's requirements.
- Specification Product Information Cards Generator.
- Tracking all changes and modifications in the process or product.



Point of sale materials (POSM)

The sales process is supported thanks to planning the distribution of Point of Sale Materials (POSM) during promotional campaign creation.

- Up to date records of all Point of Sale Materials.
- POSM assigned to a specific promotional campaign.
- Adding all the necessary files.
- Monitoring the quantity, delivery dates, orders, distributed materials, etc.
- Managing the process in accordance with the company's internal policy.
- Advance filtering, searching, and sorting options.



Product Information Management (PIM)

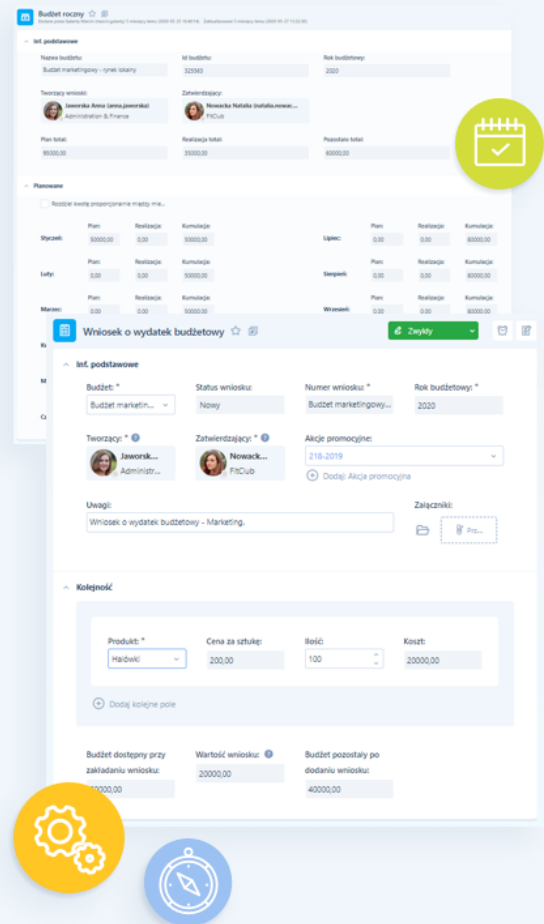
Comprehensive product catalog management (Product information Management).

- Keeping records of all available products. All information accessed from a single place.
- Improving the information distribution process (multi-channel).
- Product information management in accordance with granted permissions. Visible percentage of product information completeness.
- Creating product structure (groups, categories, tags, etc.).
- Data versioning changes tracking and the possibility to bring back the previous version.
- Calendar representing vital information about the product, such as launching date, withdrawal etc.

Budgeting and cost acceptance

Marketing budget management and cost management.

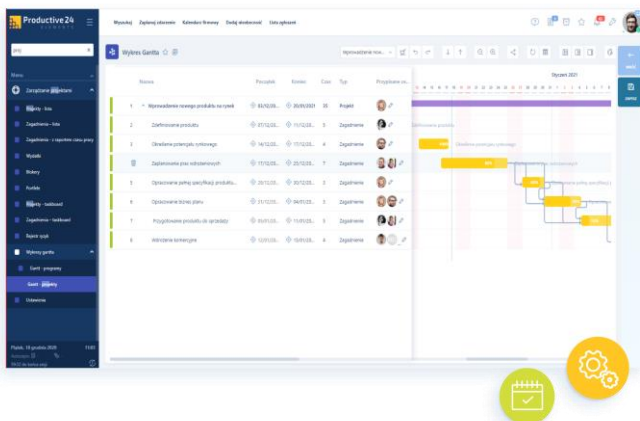
- Flexible and customizable process of accepting the budgets.
- Any budget structure, divided, e.g. by product line, lifecycle stages, categories, department, chain, store, region, expenditure category etc.
- Any form of budget change requests, with a preview of history and forecasts.
- Document Revision History.
- Catalog of contractors with an automatic update from the Central Statistical Office, immediate verification of taxpayer activity and whitelist accounts.
- Escalation mechanisms according to the adopted path.



Reports and analysis

Creating sale campaign reports, promotional campaign reports and many others, e.g. associated with products or a distribution of components.

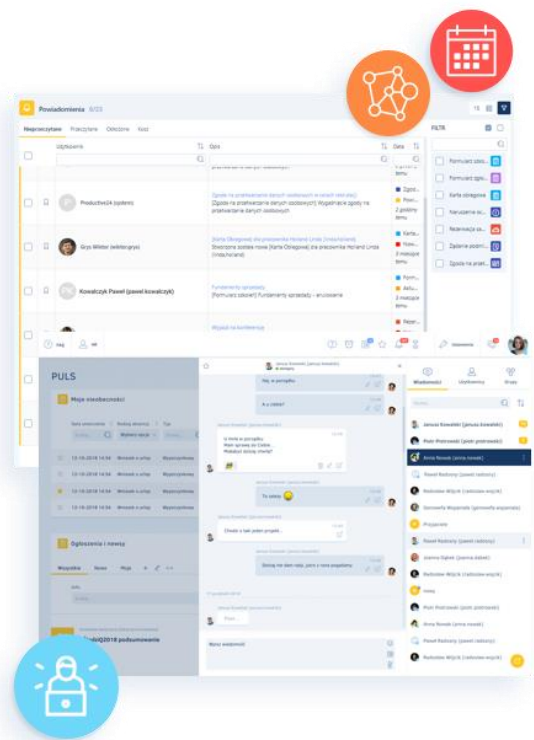
- The analysis of the effectiveness of the promotional campaign.
- Evaluation of sales effectiveness.
- Monitoring the effectiveness of used sales and marketing materials.
- Evaluating KPI and goal achievement.
- Collecting feedback, improving sales processes, offers etc.
- Creating comprehensive reports and presenting the data in various ways, e.g. Gantt charts, taskboard, pie charts, line charts, bar charts etc.)



Communication Point

Comprehensive communication channel for users to communicate and collaborate easily.

- Built-in chat, direct messages, and group chats.
- Complex commentary system for effective group work.
- Saving comments contextually, i.e. under the product, promotional campaign etc.
- Advanced multi-channel notification and reminder system.
- Conducting multi-threaded discussions with any number of nested replies.



Retail & Promotions

Powered by Productive24

Watch
the
DEMO!





Productive24 Platform meets all rigorous requirements of the DANONE Group in terms of the security, flexibility, and operational reliability.

Dariusz Radzimirski

*Business Systems Manager
DANONE Group*



Business application ecosystem

The Retail & Promotions Management Productive24 can be linked to systems such as:

Organizational Management

Connected to the finance module – budgeting and expenditure control and to the EDF module – electronic document flow.

Digital Workplace

Advanced group work system, support for the communication process of sales and promotion teams.

Project Management

Sales campaigns and promotional campaigns as part of a larger project.
Evaluation of the effectiveness of all actions in the context of a larger project.

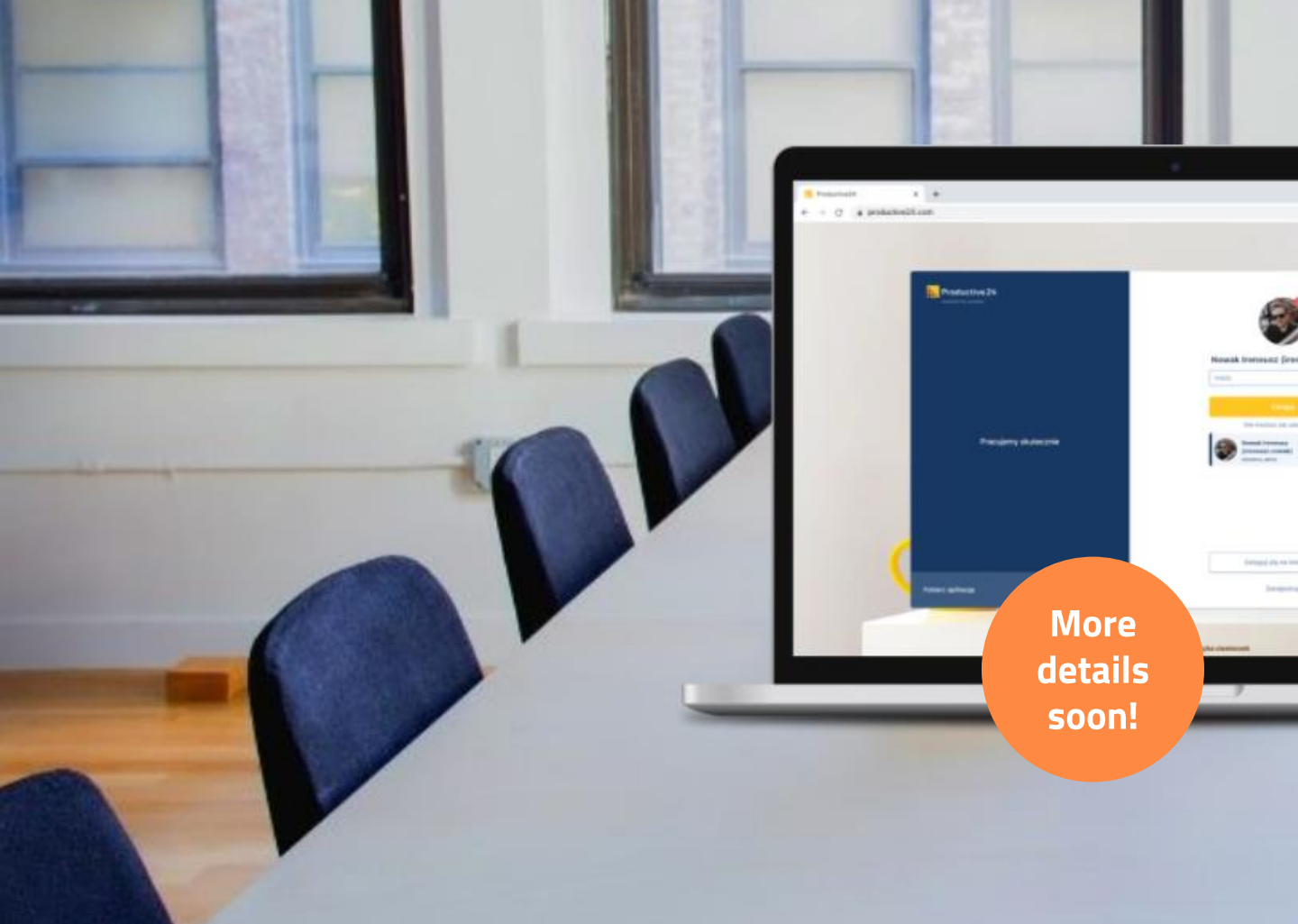
CRM

Managing the contractor base and agreed terms and conditions of cooperation with the client. Determining margins, discounts, promotion history, etc.



Whistleblowing Software

Protect your organisation by quickly detecting and eliminating unethical behaviors



Whistleblowing Software

Whistleblower Productive24 is a system built on the basis of the Productive24 platform, which enables employees and third parties to anonymously report any concerns or misconduct in the organization in order to detect and solve them as early as possible and eliminate unethical behaviour.



Whistleblower Productive24 enables:



To comply with the Directive (EU) 2019/1937 of the European Parliament and of the Council of 23 October 2019 on the protection of persons who report breaches of Union law.



To immediately detect wrongdoing in the organization and protect the company from possible reputation damage and financial loss.



To protect Whistleblowers' privacy and submissions.



To create and encourage ethical organizational culture.

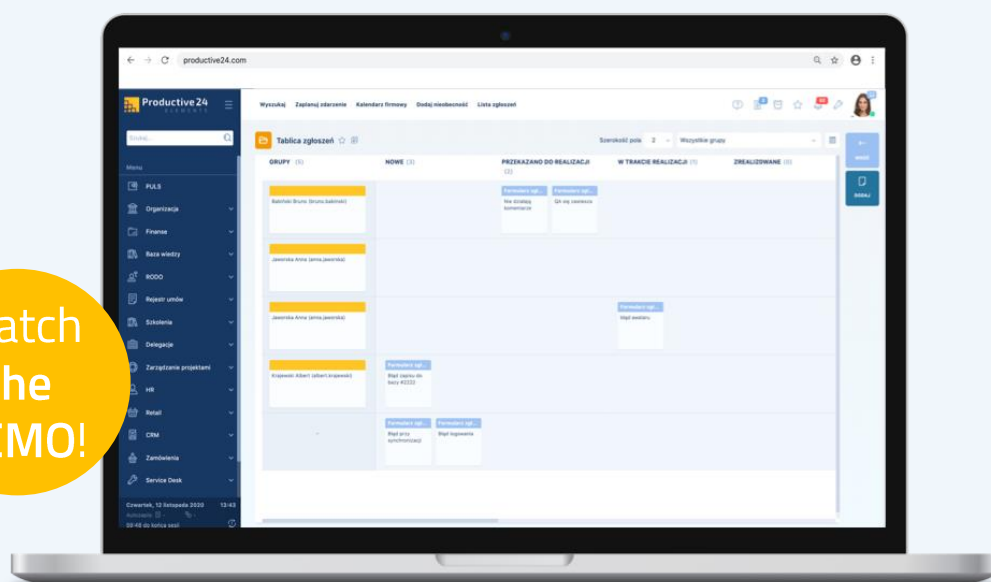


To minimize the risk of damaging the company's reputation and protect the company in the future.



To set up a secure and anonymous whistleblowing mechanism fully tailored to your needs.

Sample system functionalities

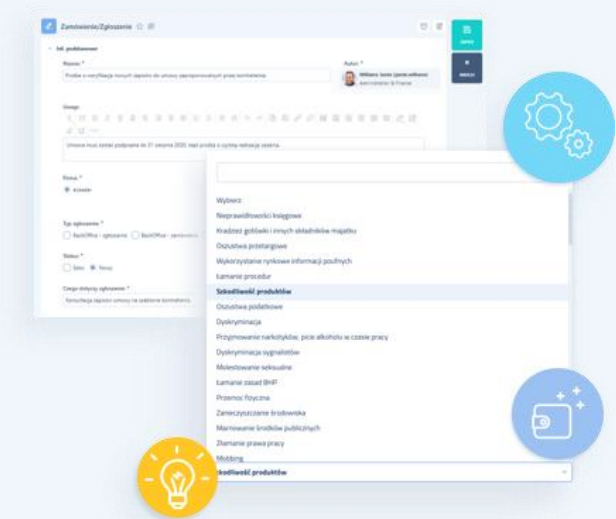


Watch
the
DEMO!

Reporting new cases

Possibility to report negligence both anonymously and openly.

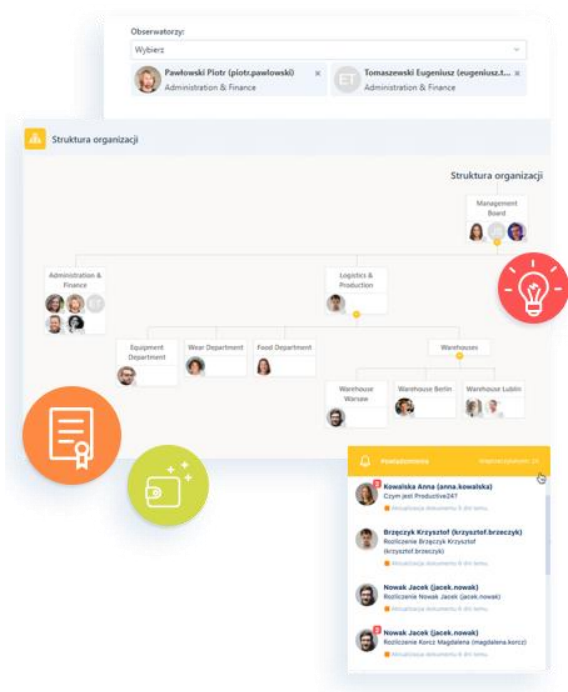
- Various secure reporting channels (web browser, mobile app etc.)
- A flexible form ready to collect any information about your application and add necessary attachments.
- Easily editable and fully customizable lists of categories and a catalog of violations.
- Managing given cases adjusted to assigned parameters e.g. category (priority, time to verify and take action, etc.).



Case processing

Case management in compliance with the Code of Conduct and Internal Policies.

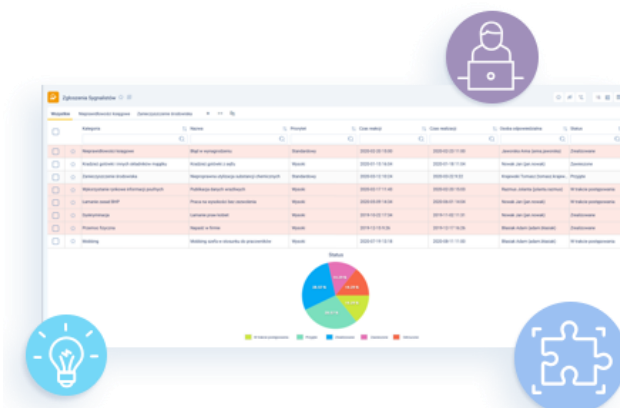
- Individual paths of processing given cases in accordance with their categories and with their predefined processes while ensuring Whistleblower anonymity and protecting sensitive data.
- Processing the cases in compliance with the organizational structure and permissions granted.
- Notifications created automatically for all stakeholders while adding new cases and updating their statuses.
- Adding observers to the case.
- Escalation path.



The record of cases

Keeping a record of all cases reported in the organization.

- A list of current and archived cases.
- Parameters such as the category, priority, status, time to response, time to close, time to resolution as well as the person responsible, visible for users.
- Easy sorting, filtering and searching for items on a list.
- Full control. Only authorized people may have access to Whistleblower messages.



Advanced Authorization System

Thanks to a complex authorization structure, Productive24 allows for multi-level management of access to modules, views, documents or individual form fields.

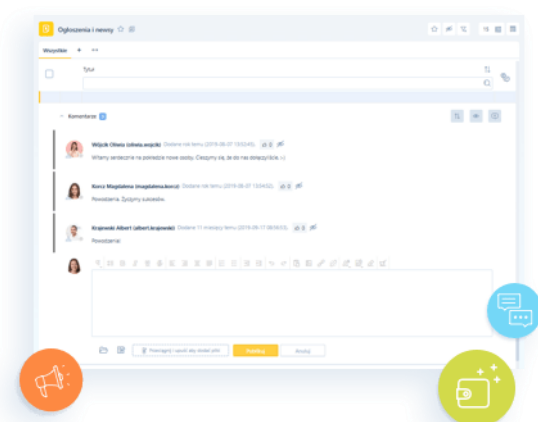
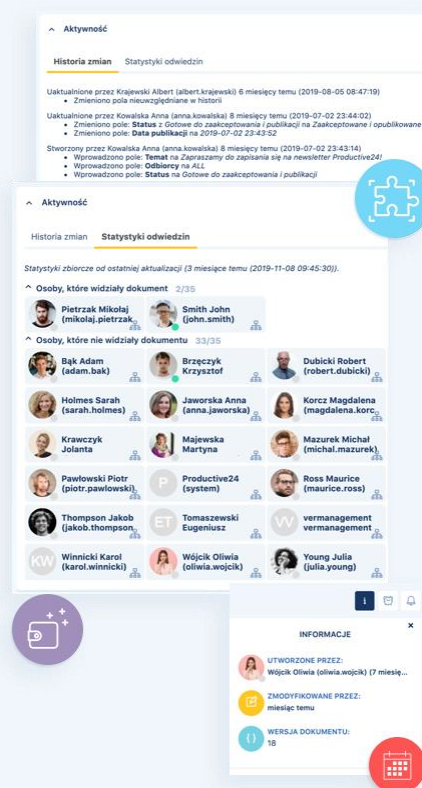
- The multi-level authorization system allows for secure and flexible access control.
- The authorization may be granted and revoked dynamically (based on workflow logic), automatically (based on the organizational structure), or individually (manually by users).



Data Security and Audit Trail

Data is being stored securely and the system guarantees full transparency of its circulation and modification.

- The system collects all information about changes made to the document (document versioning) including users and the exact date of modification.
- The system also automatically collects all necessary information about the users who have read the case reported by the Whistleblower.
- All drafts are automatically saved in a system to prevent data loss.



Comments and Discussions

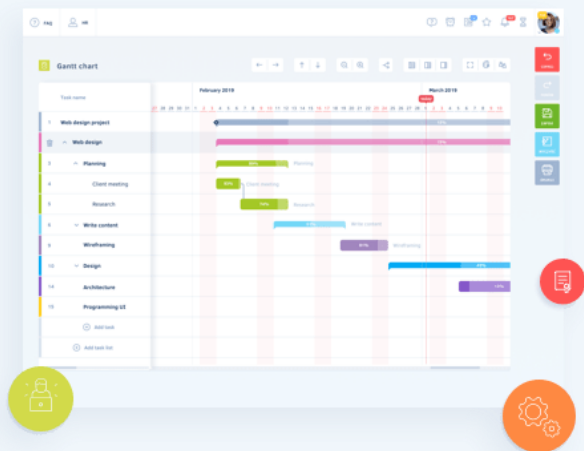
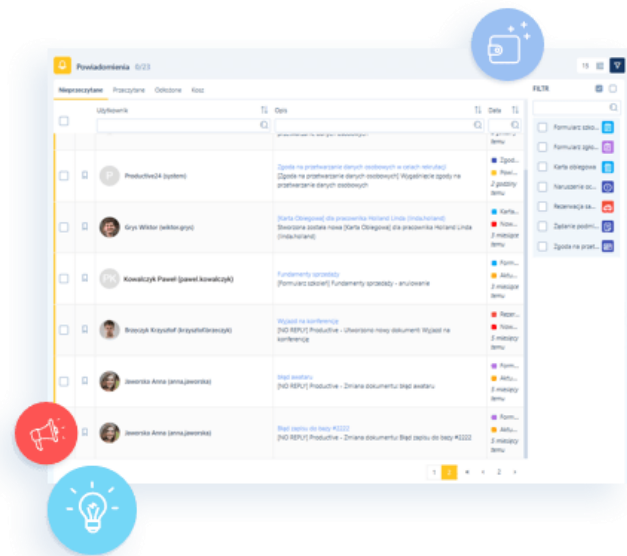
A complex commenting module which enables to effectively exchange information.

- All discussions and comments are contextually stored under the given case.
- Inserting comments section anywhere in the system e.g. below documents, projects, tasks, applications, etc.
- Conducting multi-threaded discussions with any number of nested replies.
- Flexible system of notifications i.e. e-mail, push, system notifications, sent e. g. after a new comment has been posted, a response to our comment being added, or after a person being tagged.
- An advanced text editor.

Notifications and Reminders

Advanced, multi-channel notification and reminder system which improves communication and work performance.

- Notifications both automatically generated by the system or individually created by the user.
- Notifications sent through an internal mailbox (contextually aggregated). Easy notification filtering (through category).
- Sending e-mail notifications and generating PUSH notifications available on mobile platforms.
- Possibility to add a reminder to any reported case e. g. in the form of a calendar event.



Reports and statistics

Presenting aggregated data in a dynamic way using many different graphic views.

- Gantt Charts.
- Taskboards (Kanban Board).
- Tables and lists.
- Charts (bar, line, pie etc.).



90% of respondents believe that the example from their superiors plays a key role in managing the risk associated with unethical behaviour and enables to create an ethical organization.

PwC

Business application ecosystem

Each system built on the basis of the Productive24 platform can be easily combined with other solutions. Whistleblower Productive24 can be a standalone solution but it also can be a part of the Service Desk – a tool designed to manage incident and service requests.





Personal Organizer

Improve management of information, time and tasks
(Personal Information Management)



Personal Organizer Productive24

A Personal Organizer is a flexible tool built on the basis of the Productive24 platform, which thanks to an individual approach towards managing and processing the information allows you to quickly and effectively plan your working time and manage all tasks.





Watch
the
DEMO!

PIM Object and the centralization of information management

A PIM Object is a way of presenting any information in a chosen form, e.g. in the form of a note, task, calendar event etc. PIM objects can interact with each other so that any information can initiate any process or influence an existing one.

Centralized digital information management, time management, task management available in Productive24, allows you to reduce the number of applications that increase productivity, such as Evernote, OneNote, etc. to a single, complex IT solution.

With Personal Organizer Productive24

you can easily:



Plan your tasks more effectively, while setting priorities and timeframes.



Create various notes, categorize them, and generate notifications, calendar events and reminders.



Place and manage your task on a taskboard.



Monitor the completion stage of tasks on an ongoing basis.

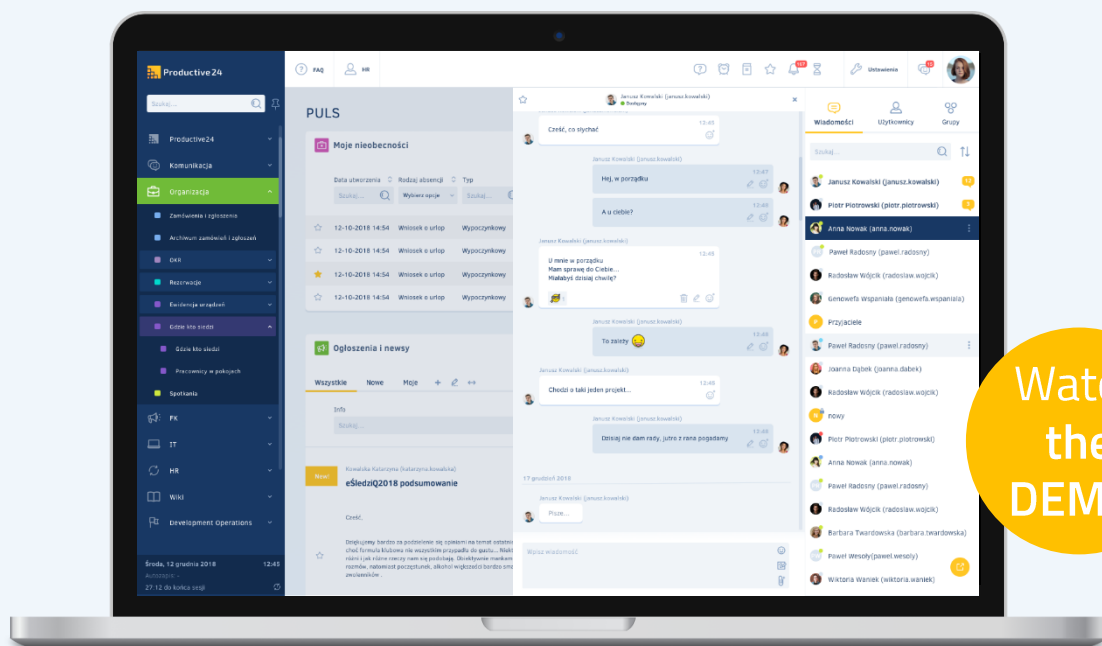


Efficiently plan and monitor the work of your team, while making the assigned tasks visible to all team members.



Easily search, filter, and sort tasks based on selected criteria.

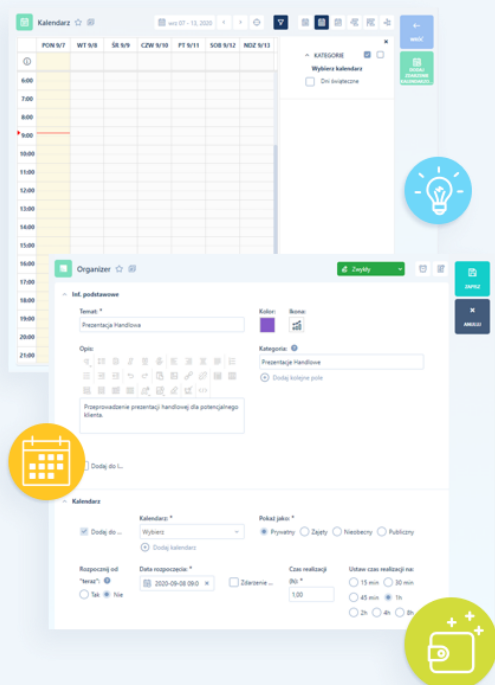
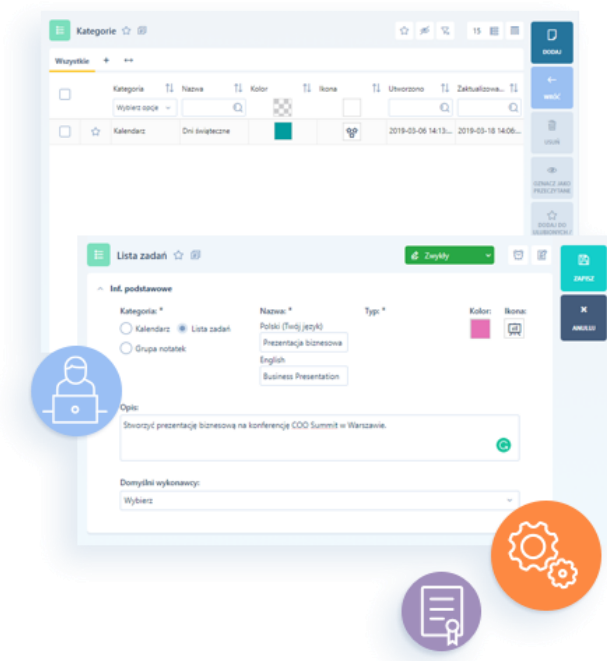
Sample system functionalities



Categories of information

Categorizing and tagging given objects, while placing them on lists presented in various forms, e.g. as a calendar event, task or note.

- Adding new categories with assigned marks, i.e. type, color, and icon.
- Adding descriptions of the selected category.
- Assigning default executors.
- Filtering, searching, and sorting selected tasks.



Calendar

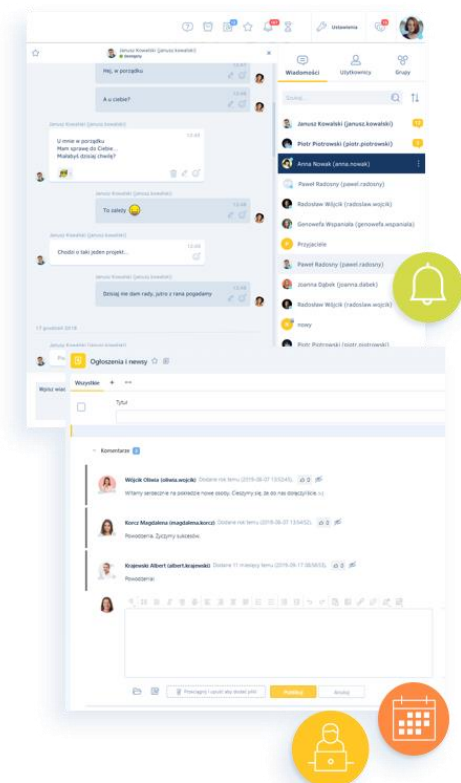
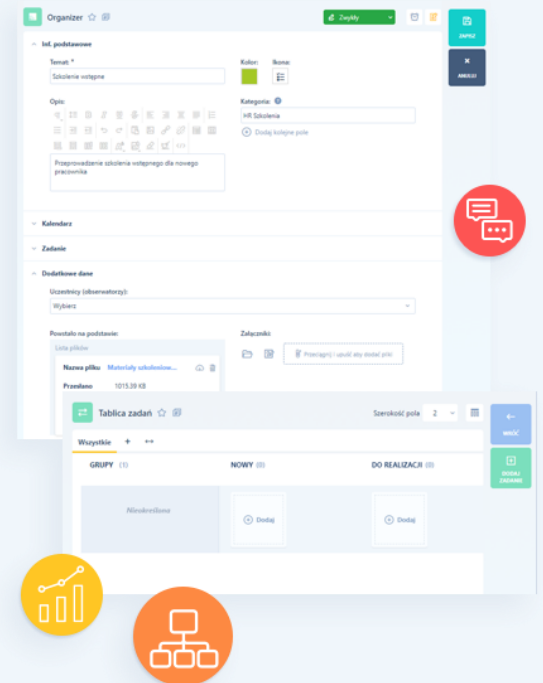
A PIM object in the form of a calendar event, visible on a selected calendar.

- Adding new calendar events both one time and cyclical.
- Creating any type of calendars with the possibility of grouping them.
- Transferring events between modules, displaying them in the calendars of the event's participants.
- An event can be added to the company calendar without displaying details, visible simply as unavailability of the employee.
- Displaying all replacements of an absent employee and send notifications of upcoming deadlines.

Taskboard

Creating any tasks visible to the selected group of users both in the calendar and on the task board.

- Creating virtual rooms for meetings.
- Creating a personal to-do list.
- Adding observers to a given task.
- Granting authorizations based on the hierarchy of the organization.
- Resource reservation (equipment/car/conference rooms) from the task/event level after previewing the resource availability calendar.
- Optional checklist. The task can be completed only if all points of the list are completed.
- Possibility to add any files.
- The process starts automatically after all tasks are completed.
- Recording expenses within tasks.
- Tasks are automatically created after the ticket is placed in other modules.



Commenting and notifying tools

Complex commenting and notifying system, supporting effective group work.

- Flexible system of notifications (e-mail, push, system ones), sent after the given action is completed.
- Conducting multi-threaded discussions with any number of nested replies.
- An advanced text editor.
- Inserting comments section anywhere in the system e.g. below documents, projects, tasks, applications, etc.

Business application ecosystem

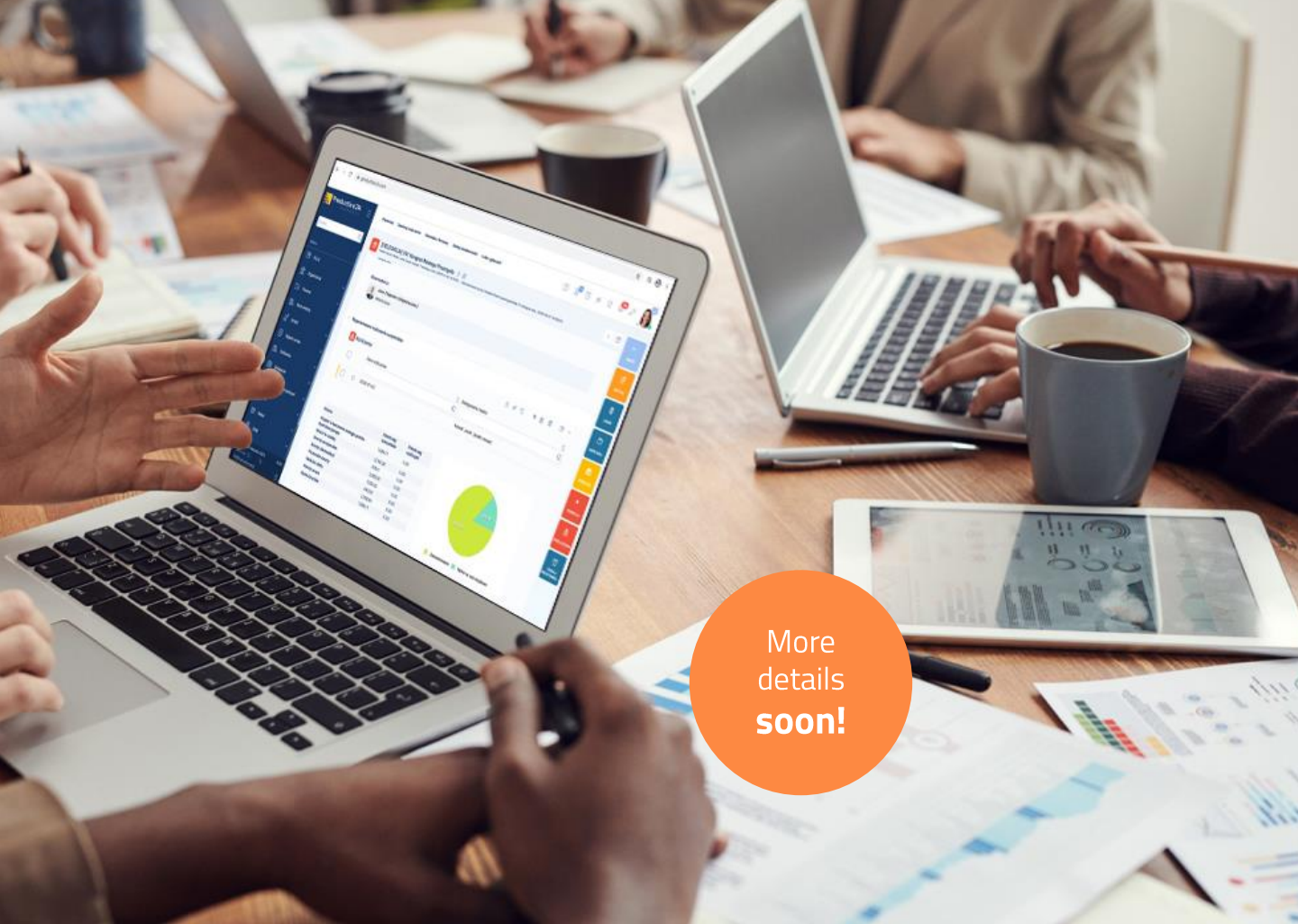
Each system built on the basis of the Productive24 platform can be easily combined with other solutions. The Personal Organizer is a cross-functional tool and can be easily combined with all other applications built on the basis of Productive24.





Business Process Management

Business Process Automation and Management (BPM, Workflow)



More
details
soon!

Business Process Management Productive24

Productive24 enables digitization as well as flexible modeling and management of any business processes. It is much more than a typical workflow – in Productive24 any stage in processes can be or contain an independent (stand-alone) business application, with its own logic and decision-making process. Moreover, thanks to the advanced authorization system with access rights definable on different tiers, with Productive24 even the most complex business processes can be easily modified and expanded to the desired extent.



03

About eLeader

deployments in **80+** countries worldwide

10+

product lines (e.g. for banking, retail, merchandising, manufacturing etc.)

eLeader

approx. **300** IT specialists



100+

multinational corporations and financial institutions

Proven supplier of B2B and B2B2C software

Productive24 is a start-up within eLeader – an IT company with 20 years of experience in creating its own business software products.

The eLeader Group (companies eLeader and Finanteq) products are used by multinational corporations (such as Tchibo, Danone, Lindt, BIC, LG, Lenovo, Samsung and other well-known brands) in over 80 countries all over the world and are recognized by analytics companies such as Gartner, Juniper Research, Forrester, POI etc.

eLeader Group

eLeader

FINANTEQ

Productive24

The main software business lines of the eLeader Group:

Sales Force Automation

SFA/FFM-class solutions including those based on AI, each constituting a comprehensive set of tools for managing and optimizing all activities of field force.

FLAGSHIP PRODUCTS:

- eLeader Mobile Visit
- eLeader Shelf Recognition AI
- eLeader Retail Portal



Mobile Finance

Advanced systems for mobile finance (mobile banking, mobile payment services, virtual bank branch) and mobile commerce (e.g. m-commerce cloud).

FLAGSHIP PRODUCTS:

- Mobile Banking
- Pocket Branch (video banking)
- Extentum
- SuperWallet

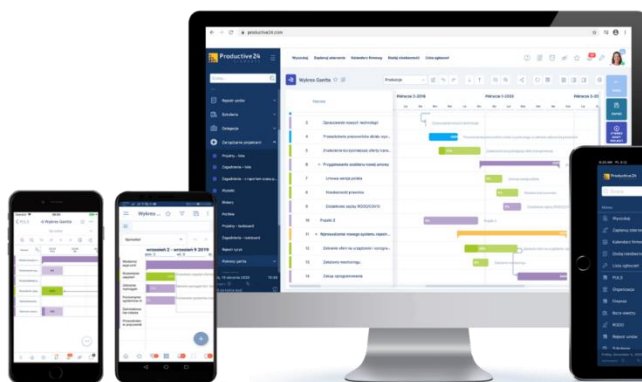


Productive24

Productive24 is one of the first platforms to allow building sophisticated IT systems by business analysts themselves – without programmers.

FLAGSHIP PRODUCTS:

- HRM Productive24
- Organizational Management Productive24
- Project Management Productive24
- Digital Workplace Productive24
- Retail & Promotions Management Productive24



Strengthen your business with Productive24

- Save time, resources and budgets needed to build advanced IT systems.
- Automate, control and streamline processes in all departments of your organization.
- Use customized business IT systems that are created in days, not quarters.

Useful links:

- Case Study: The new IT platform in the DANONE Group.
- Case Study Lublin City Office: Dedicated IT system for project management, budgeting and expenses management.
- Reference letter: MASPEX Group.
- Reference letter: Adecco Group.
- Video: Case study Productive24 at Aeon International.
- Video: OCR technology in Productive24.
- Blog and newsletter subscription - Productive24.



Productive 24

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