Quick Start

Basic Tools

Get to know WorkDo !

WorkDo

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V201013

1 Must Knows

1.1 Communication & Collaboration
1.2 Experience It!
1.3 Is It Difficult to Set Up?
1.4 Levels

2 Common Features

2.1 Post
2.2 View Posts
2.3 Post Editing
2.4 How to Find a Post?

3 Collaboration Tools

3 Tool Introductions

WorkDo

1. WorkDo - Must Knows

1.1 Communication & Collaboration

1.2 Experience It!

1.3 Is It Difficult to Set Up?

1.4 Levels

1.1 Communication & Collaboration

Basic tools for communication and collaboration for workplace, groups, buddies

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1.1 Basic Tools for Daily Routines

Basic Tools	Ann.	Notes	Tasks	Events	Albums	Files	Links	Polls	Wall Dashboard Calendar	Chats Audio/ Video Call	Approvals
Company	●	●	●	●	●	●	●	●	●	●	●
Group		●	●	●	●	●	●	●	●	●	
Buddy		●	●	●	●	●	●	●	●	●	
Member Private Space		●	●	●	●	●	●		●		

1.1 All-Purpose Collaboration Tools

Announcements

For policies, guidelines, bulletins.

Emphasis on timeliness.

Notes

Topics of discussion.

Knowledge share.

Tasks

Task assignment.

Progress track.

Events

Set company events.

Shows participants.

Files

File & document share.

Albums

Photo share.

Show proofs.

Links

URL link share.

Polls

Create opinion polls.

Conduct fair votes.

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1.2 Experience It!

Experience the convenience WorkDo can bring to your workplace NOW!

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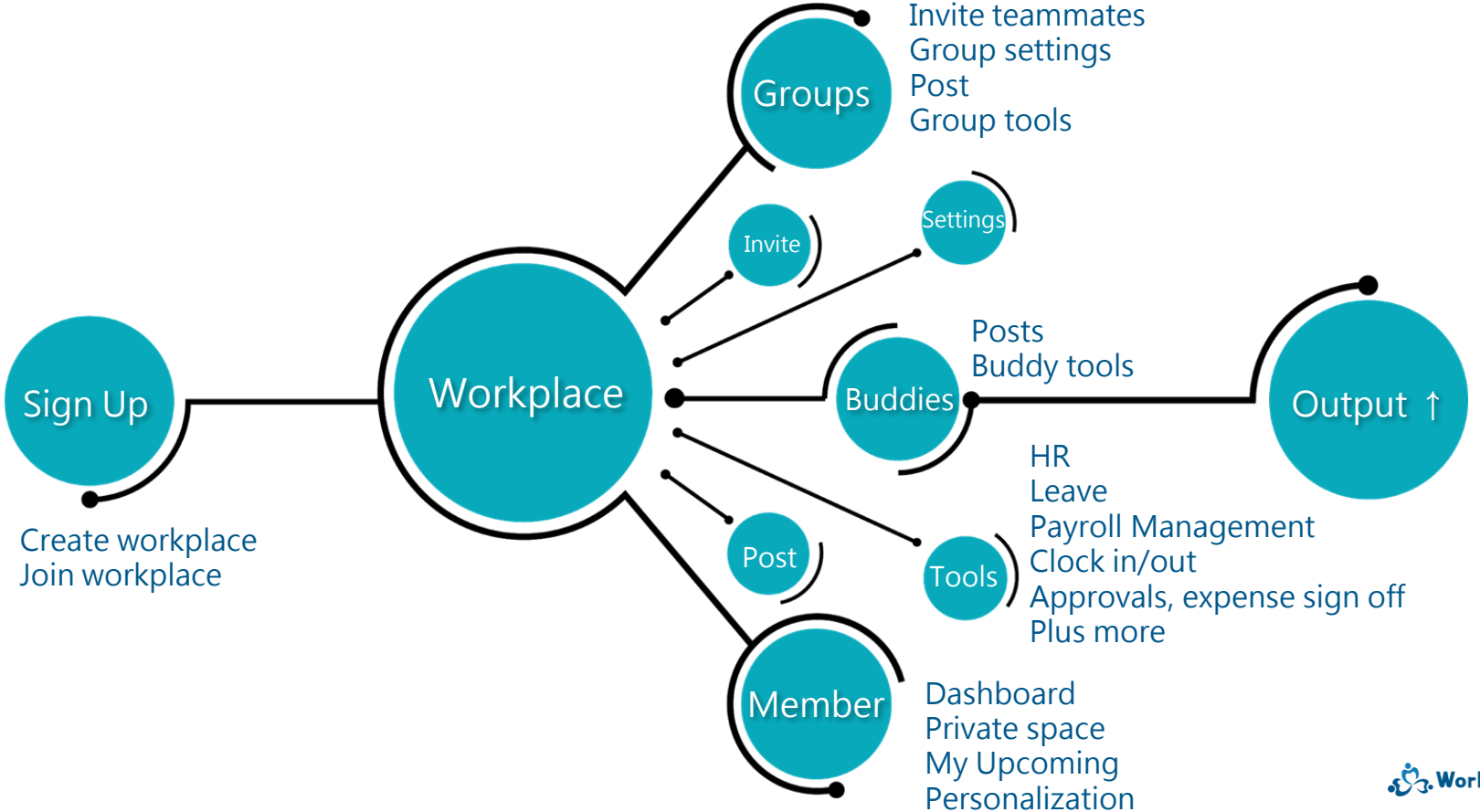
1.2 WorkDo Handles Everything!



1.3 Is It Difficult to Set Up?

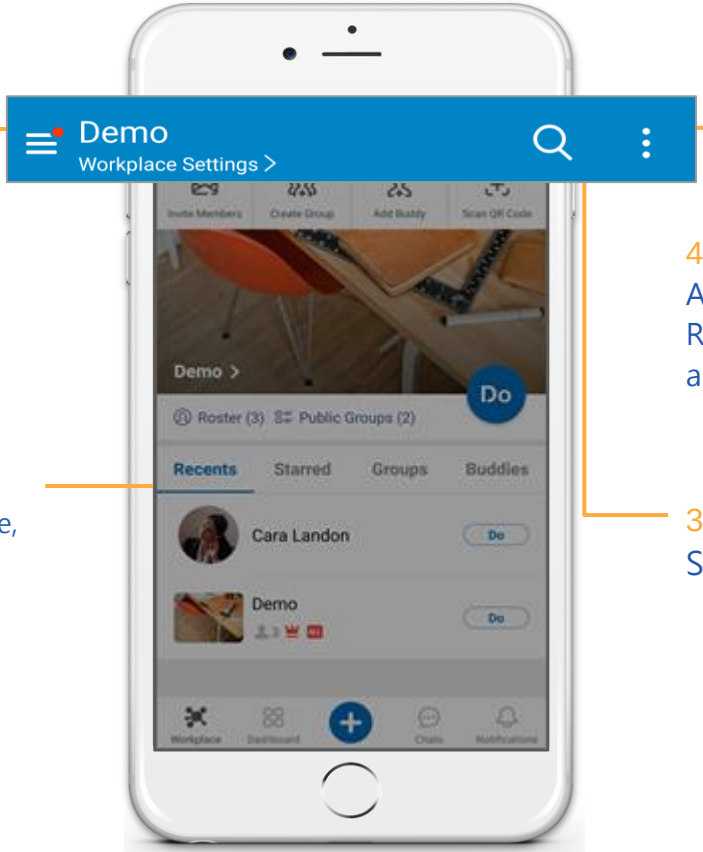
Not at all!

Follow our steps and get your team up and running in no time!

1.3.1 WorkDo Keeps Everyone in the Loop!

Everything work-related is right here!

1.3.1 Workplace Domain



1. Workplace list

Workplaces, Private Space and WorkDo Network, it' s all here!

2. Workplace & setting

- Shows your current workplace, group, buddy and settings.
- Click to change the privacy, notification and personal settings.

4. More

Account, app settings, Resource Center, feedback and more.

3. Search

Search option available.

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1.3.2 Speed is of the Essence

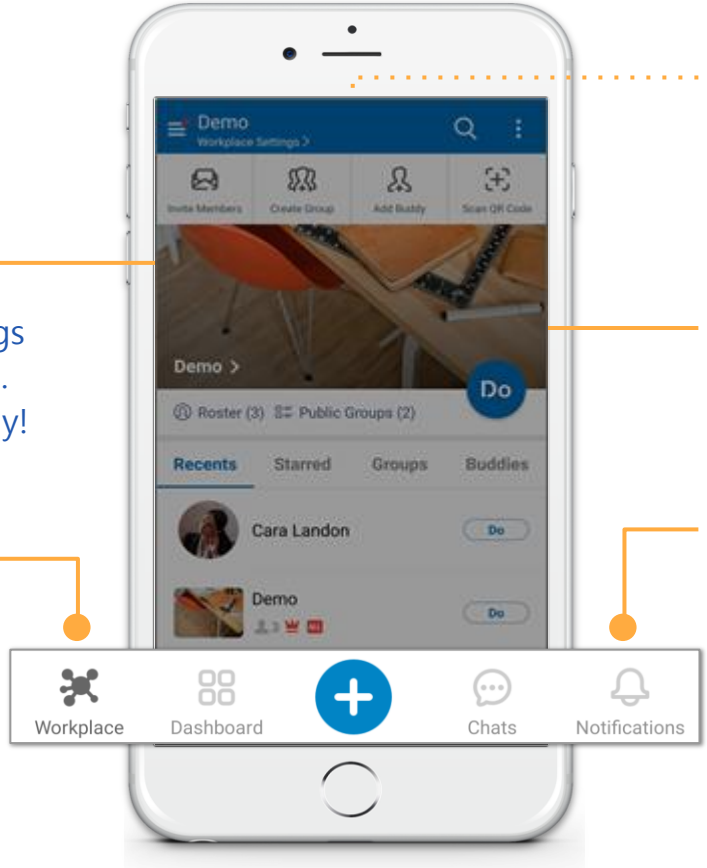
Simple

Convenient

Work easy, Work smart!

WorkDo

1.3.2 Speed is of the Essence



1. Workplace

Engage workplace, groups and buddies interactions here.

2. Dashboard

An overall look of all things that are pertaining to you. Get an outlook of your day!

3. + Create New

Assign tasks, apply leaves, add notes or what have you, everything begins here.

4. Chats

Group and buddy IM.

5. Notifications

Notifications of things that pertaining to you.

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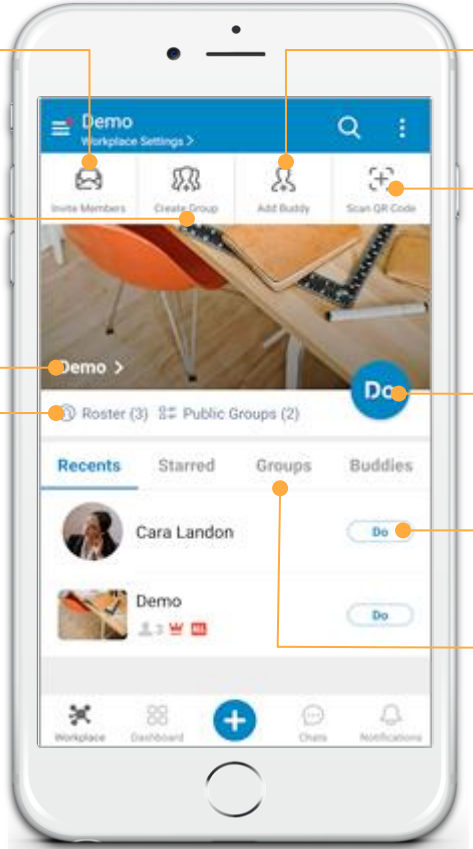
1.3.2 Tools You Need to Get the Job Done!

1. Invite Members
Invite members to join the workplace.

2. Create Group
Create groups for any project or topic you wish.

5. Workplace Wall
See what' s going on in the workplace.

6. Roster & Public Groups
View workplace members and public groups you can join.



3. Add Buddy
Offers 4 ways to add buddies.

4. Scan QR Code
Scan the QR code to add new groups or buddies.

7. Do Tools
Access all the tools and start collaborating.

8. Group & Buddy List
Switch between groups and buddies.

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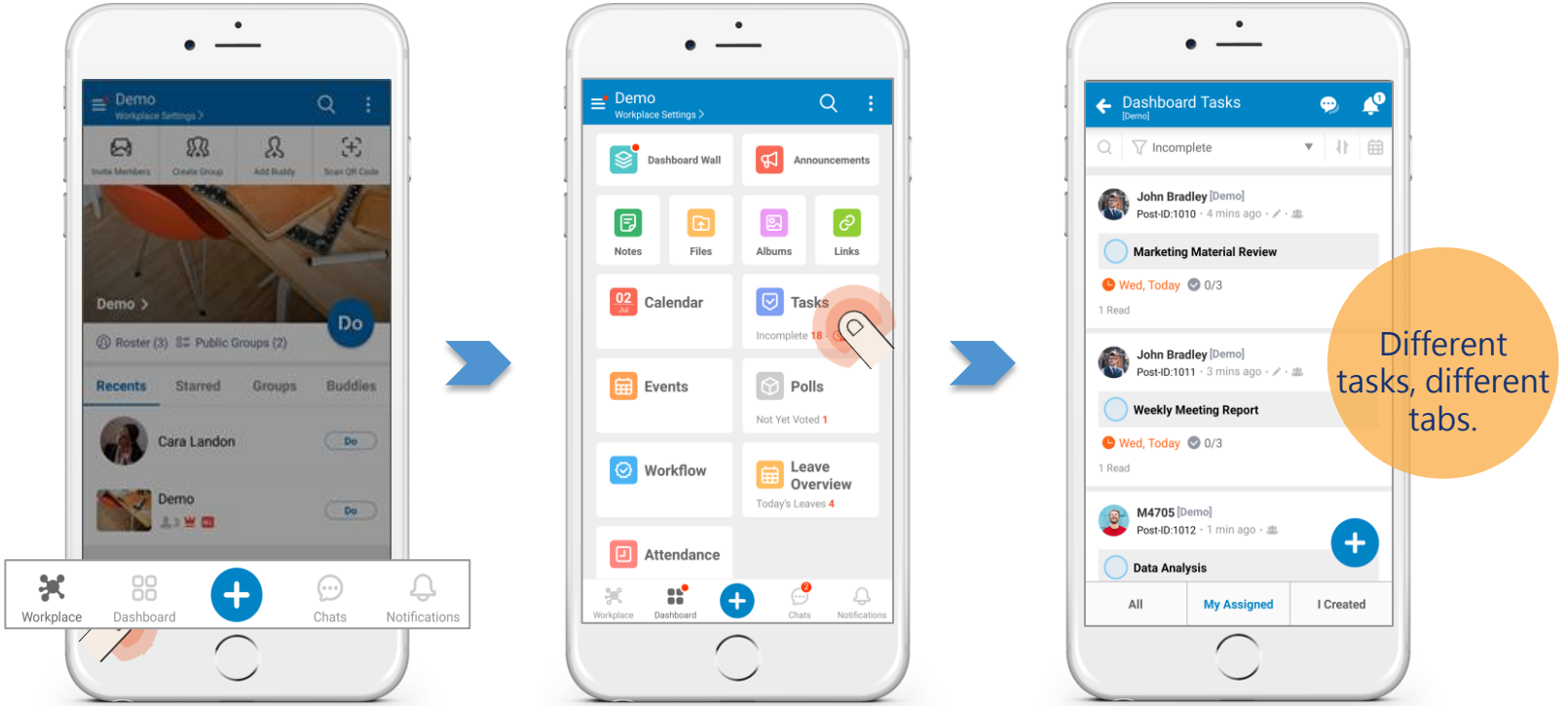
1.3.2 Dashboard: Your Day at a Glance!



01 Dashboard

02 Your to-do list

03 Clear & intuitive

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1.3.2 Quicker Tool Access with +

01 + Create

02 Select a tool

03 Work in real-time

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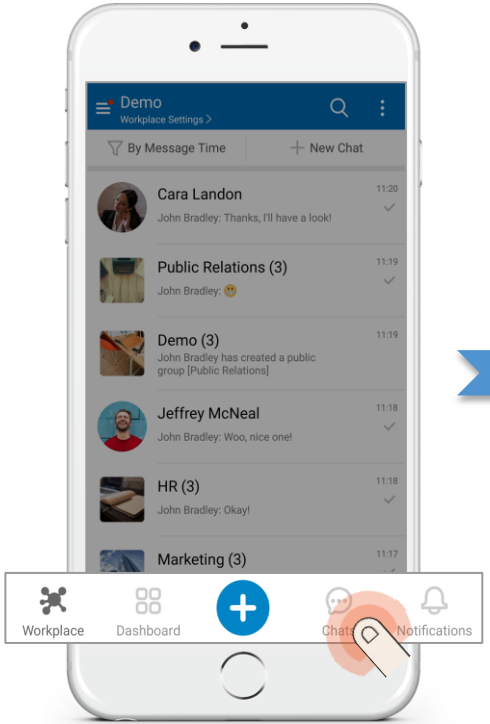
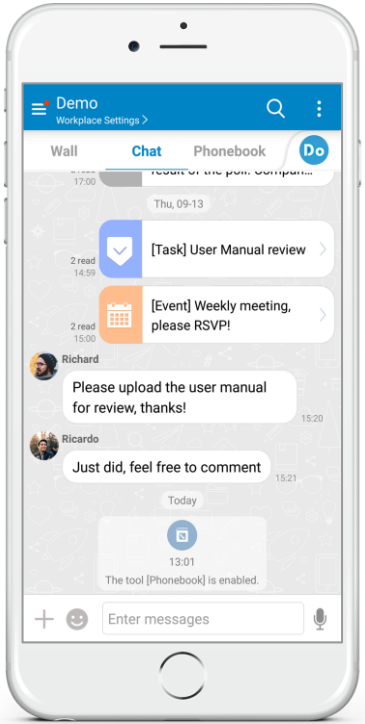
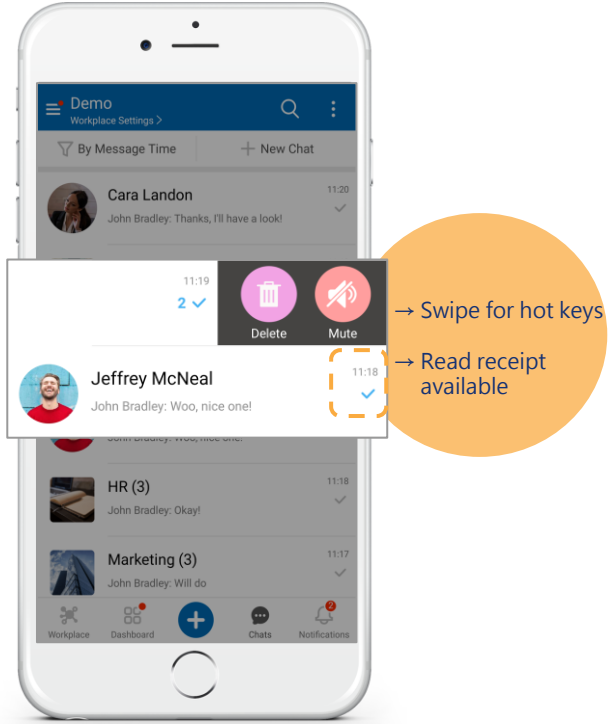
1.3.2 Real-Time Instant Messenger



01 Chats



02 Keeps you in the loop



03 Did you know?

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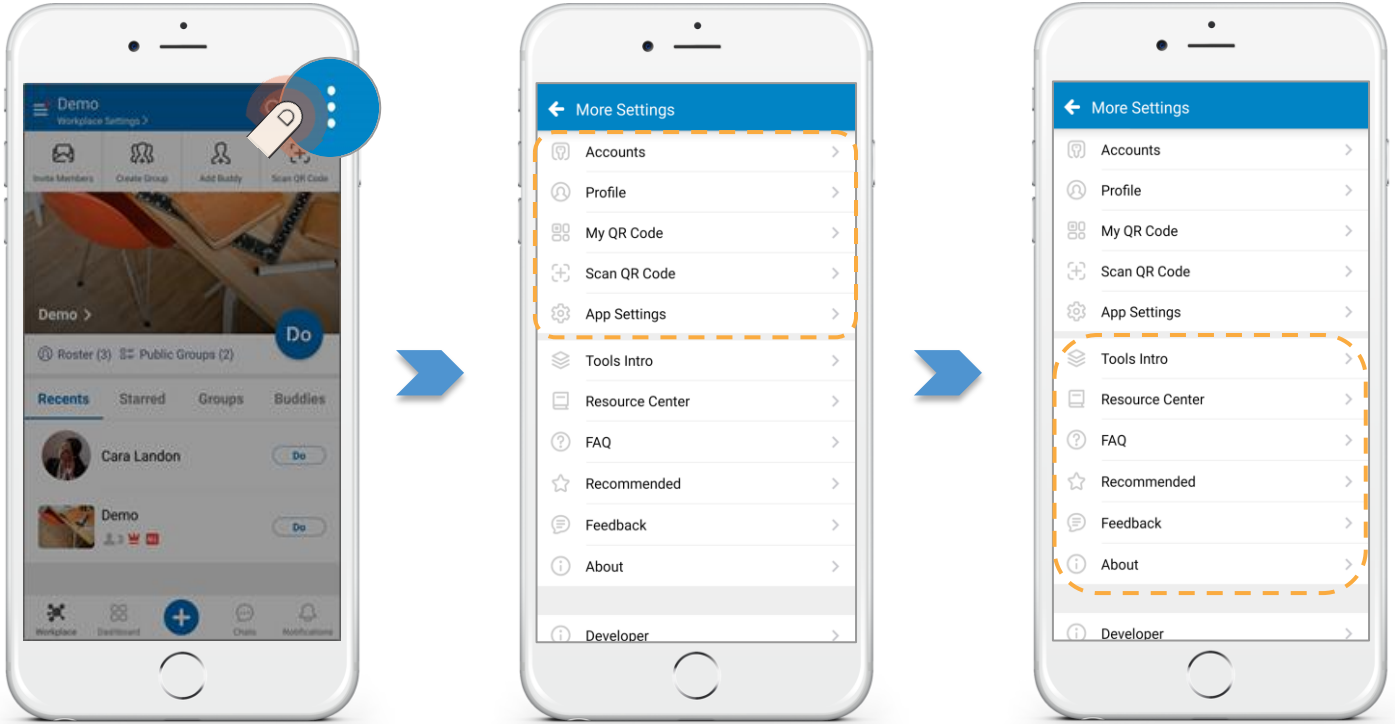
1.3.2 Personalize Your App



01 Click more for settings

02 Personalize your app

03 Help is here!

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1.4 Levels

View, Create, Edit

Workplace, Group & Buddies

Consistent UI

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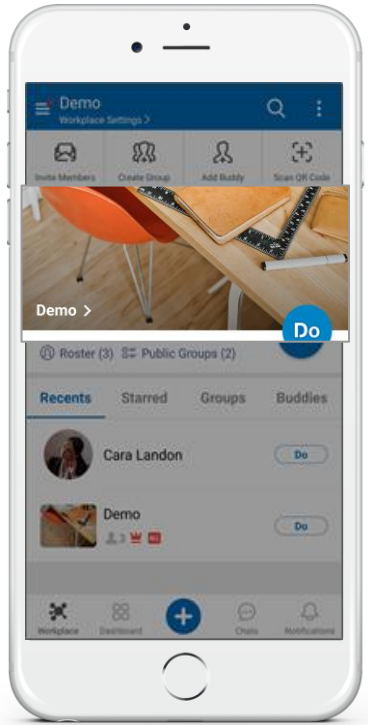
1.4 Information Compartmentalized



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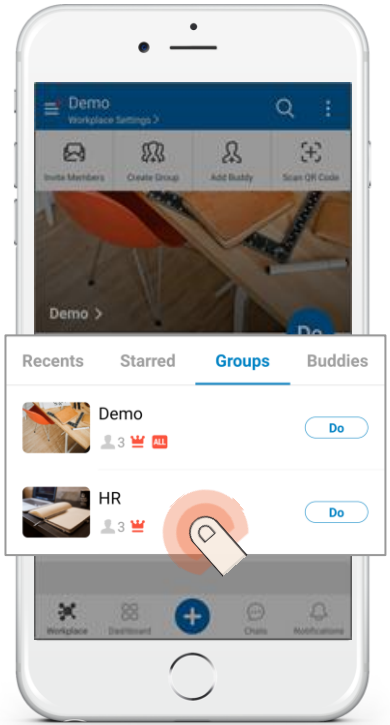

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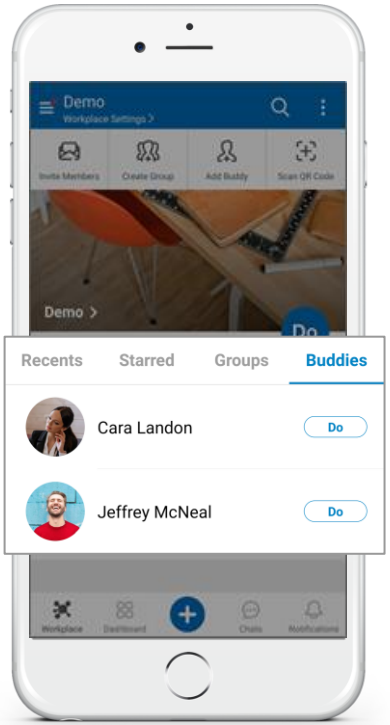


01a Workplace banner

01b Select a group

01c Or a buddy

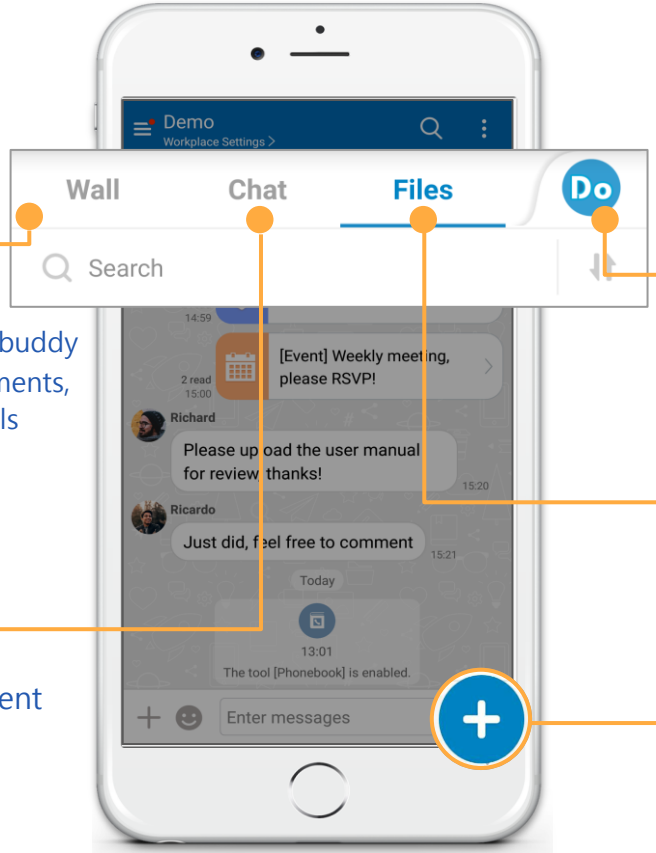
1.4 Unified UI Across All Levels

1. Wall & Search

- A wall for each workplace, group and buddy
- Wall keeps track of Notes, Announcements, Tasks, Events, Albums, Files, Links & Polls

2. Chats

Enter the chatroom of the current workplace, group or buddy.



3. Do Tool

Access a list of tool to within the current workplace, group or buddy.

4. Quick Tool

Default quick tool is set to Files or the last tool used.

5. + Create New

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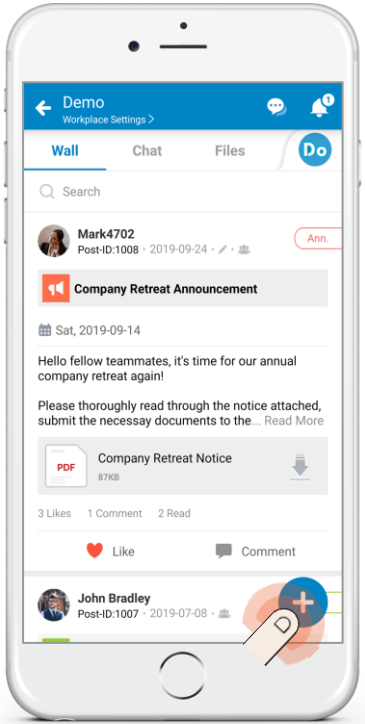
1.4 Compartmentalized Information



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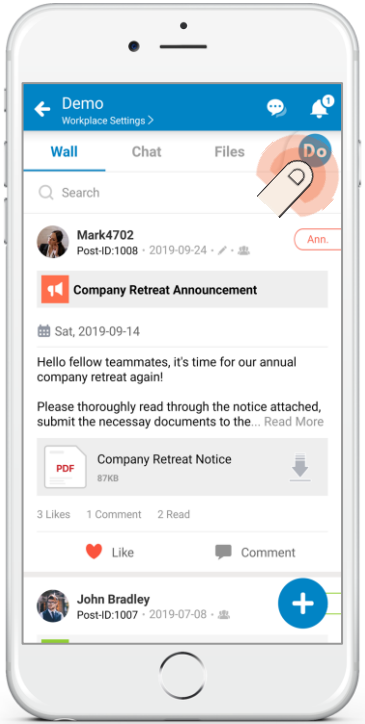

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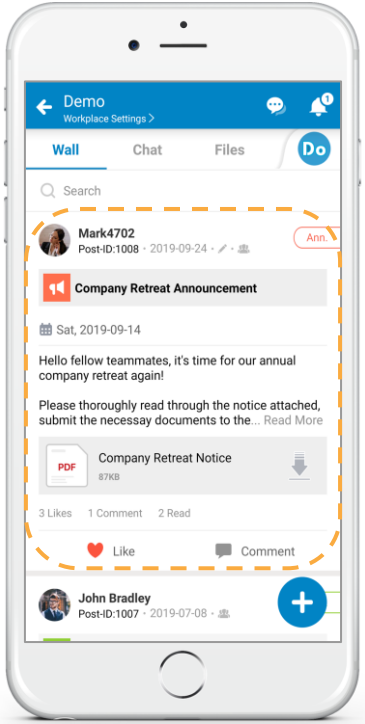

02a Add with +

02b Tool switch with Do

02c Click and swipe for detail

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2. Basic Tools – Common Features

Notes ★ Ann. ★ Tasks ★ Events
Albums ★ Files ★ Links ★ Polls

Similar UI across all tools!

2.1 Post

2.2 View Posts

2.3 Post Editing

2.4 How to Find a Post?

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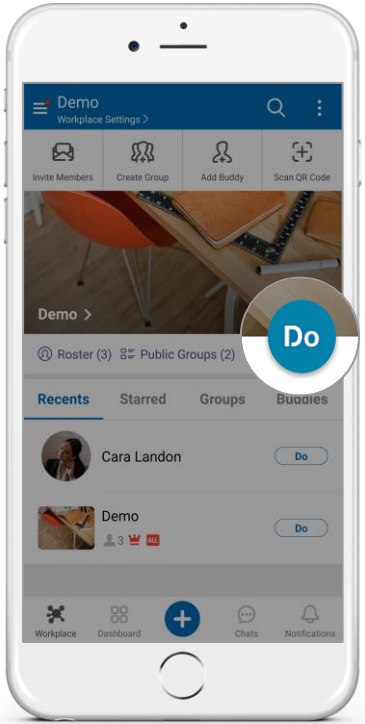
2.1 Post

Please see 1.3.2 Quicker Tool Access with +

Or simply

Just Do It!

2.1 Post：Workplace, Groups, Buddies



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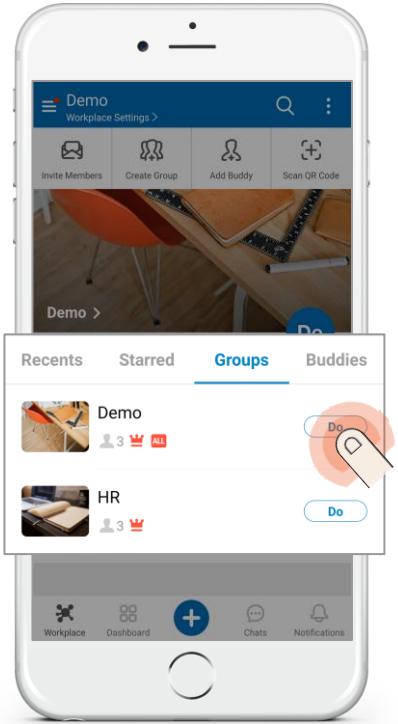

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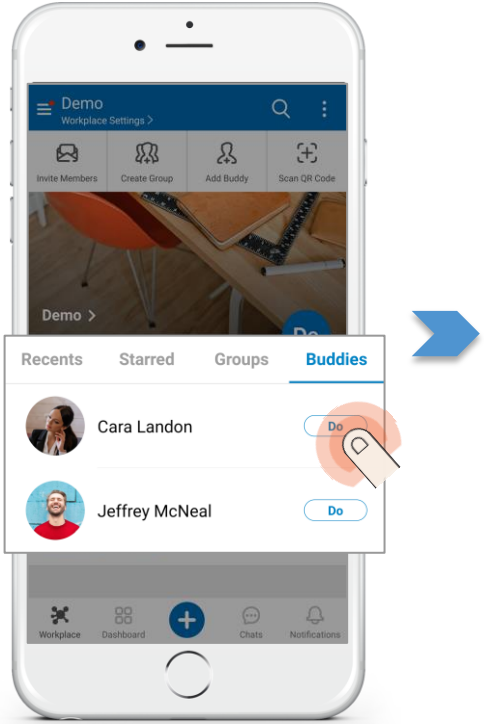
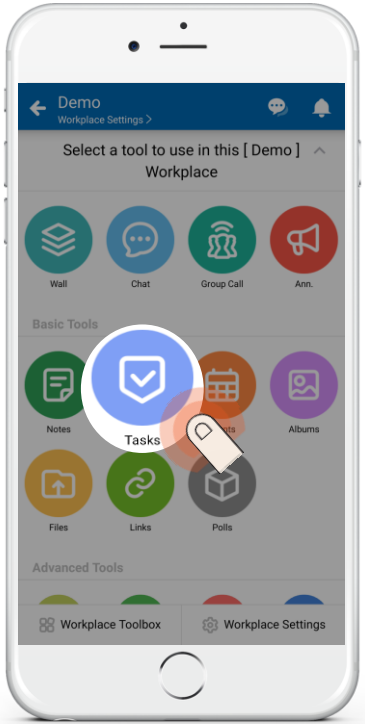


01a Click the workplace Do button

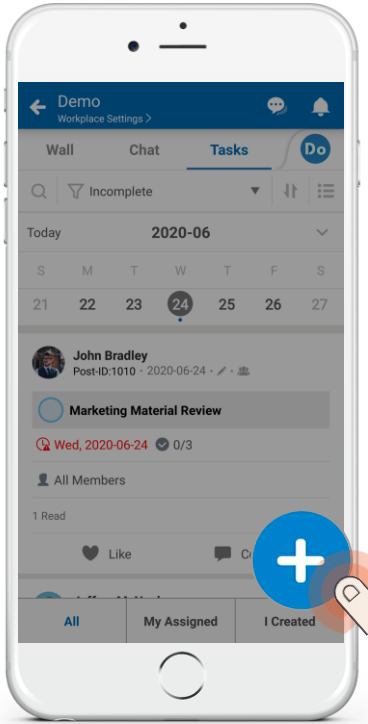
01b Click the group Do button

01c Click the buddy Do button

2.1 Post：Tasks

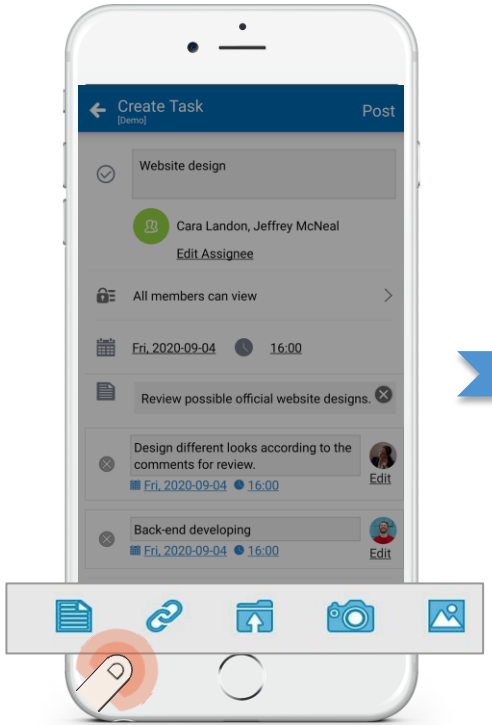


02 Tool select：Tasks

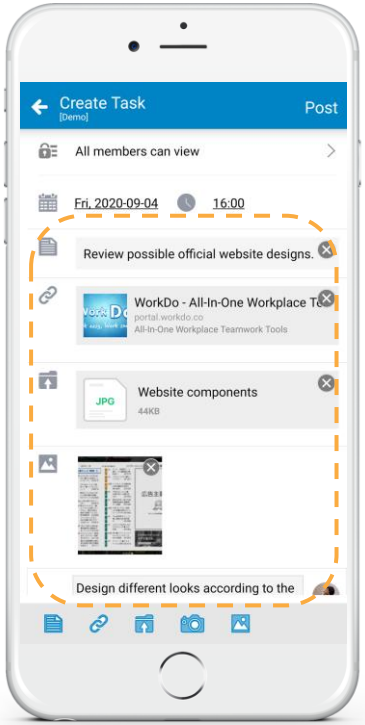


03 Click the + button on the lower-right corner

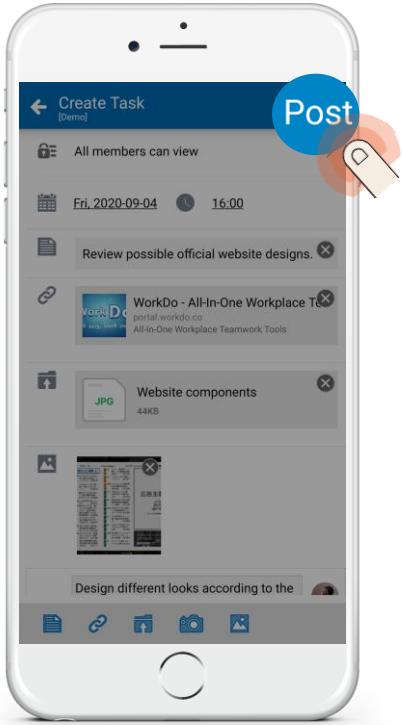
2.1 Post : Tasks



04 Fill out necessary fields then attach files



05 Remark, URL links, attach files and photos



06 Post

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2.2 View Posts

View workplace, group, buddy posts

Unified UI across all tools!

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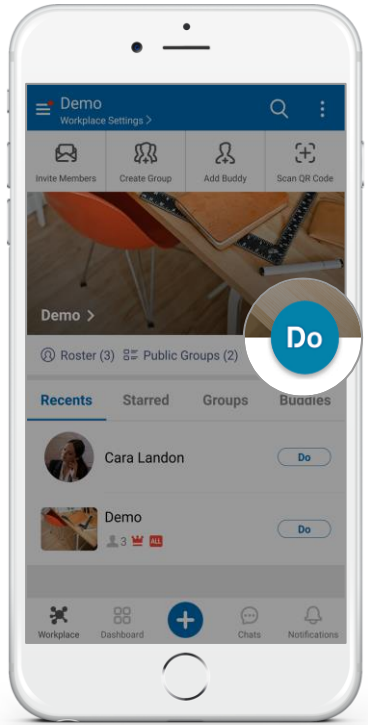
2.2 View Posts：Workplace, Groups, Buddies



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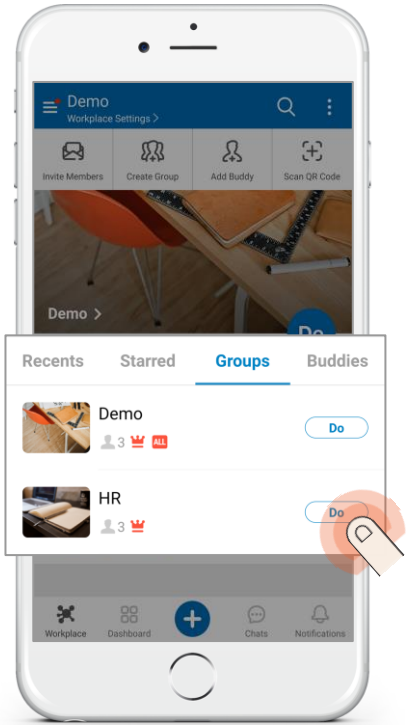

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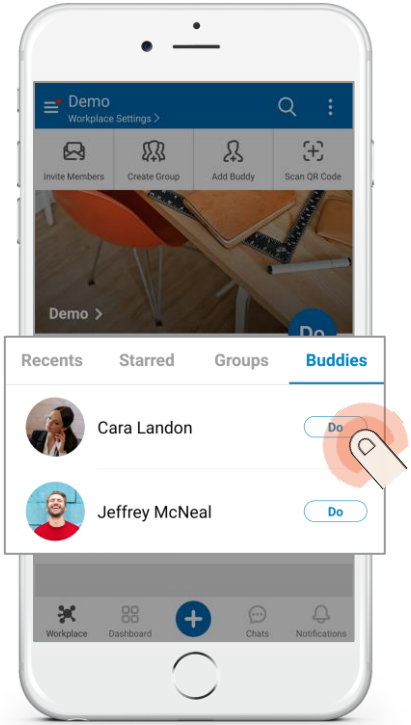


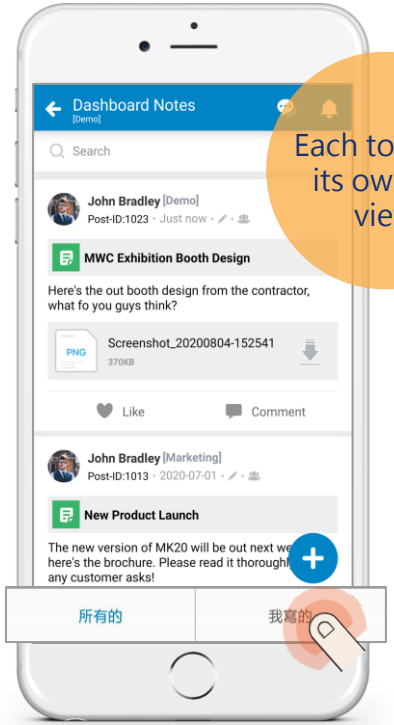
01a Click the workplace Do button

01b Click the group Do button

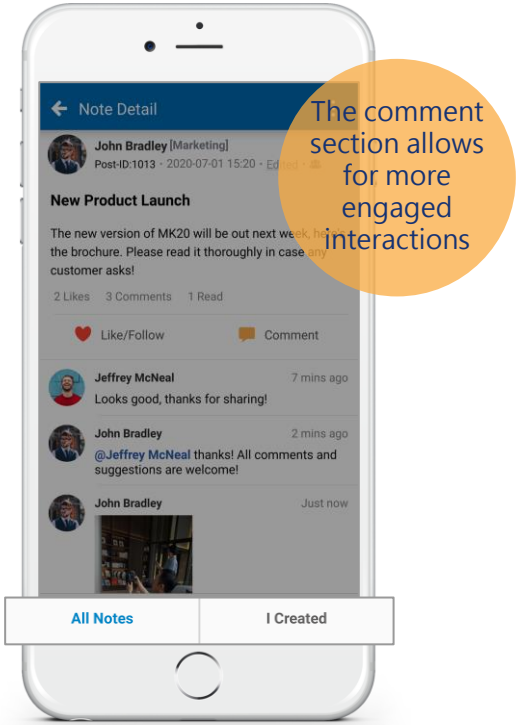
01c Click the buddy Do button

2.2 View Post：Notes

02 Tool select：Notes



03 Use the filter button to find posts



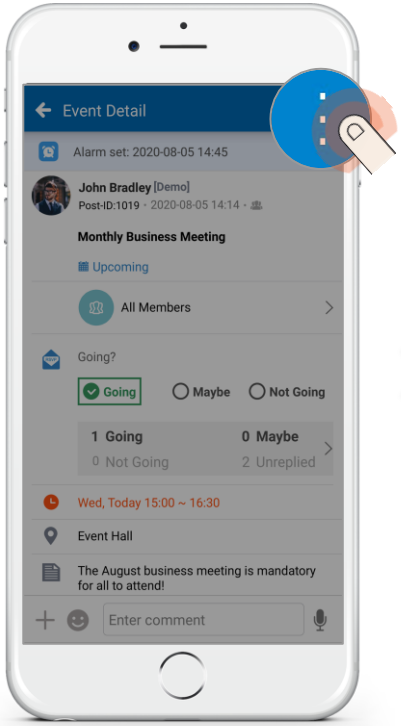
04 Reply with photos and use @ to mention members

2.3 Post Editing

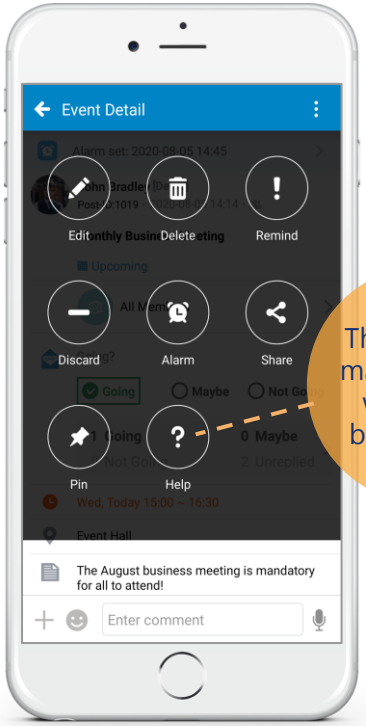
Here is on how to correct errors in the posts.

Don’ t sweat it!

2.3 Post Editing: Event



04 Select a post > Click the function button



05 Select the desired action

The question mark explains what each button does

2.4 How to Find a Post?

Cannot find a post?

Who? What? When? Where?

Follow the steps to quickly locate a past post!

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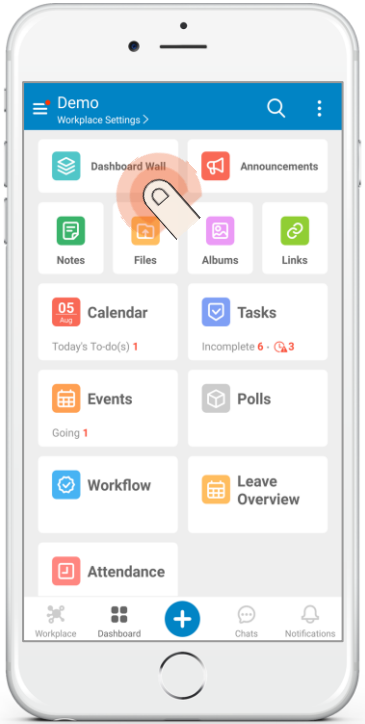
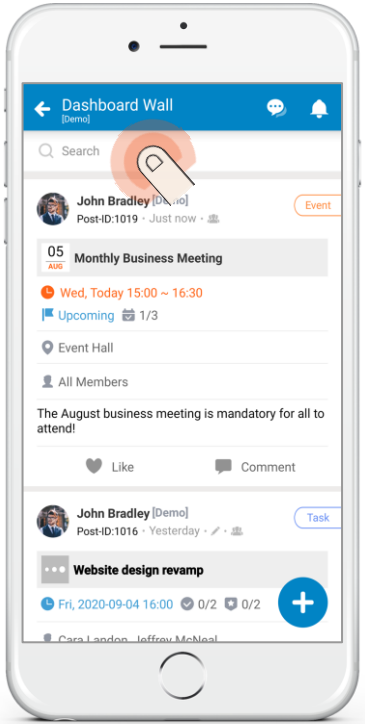
2.4 Use the Dashboard Wall to Find Posts

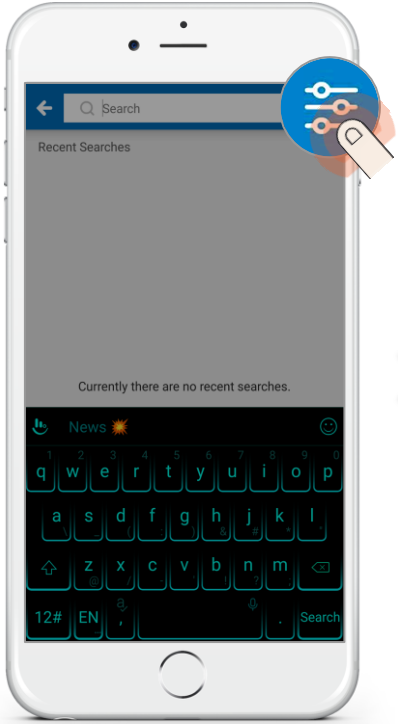


01 Dashboard > Dashboard Wall



02a Enter keywords

Or



02b Advanced search

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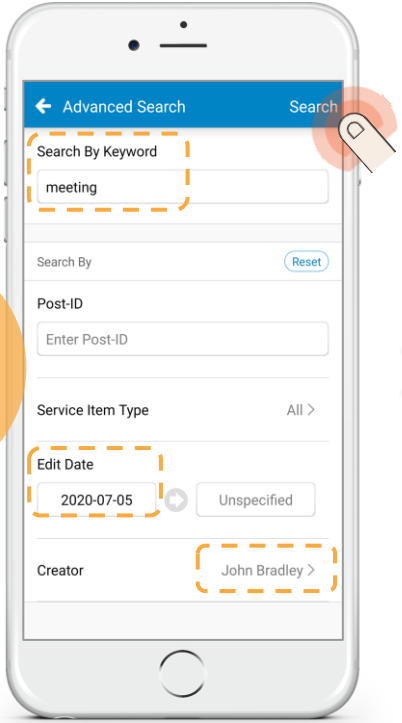
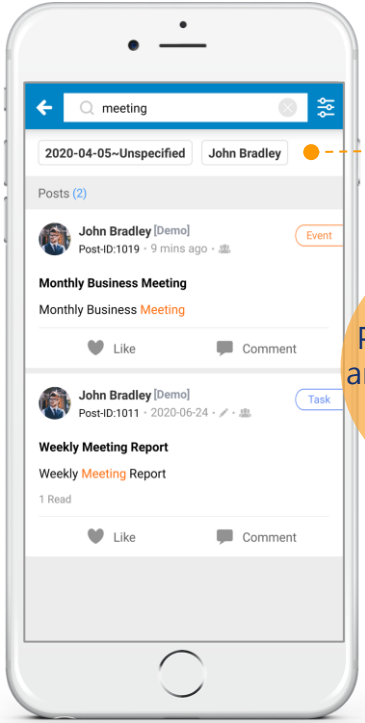
2.4 Use the Dashboard Wall to Find Posts

The search function is available for workplace, groups & buddie, too



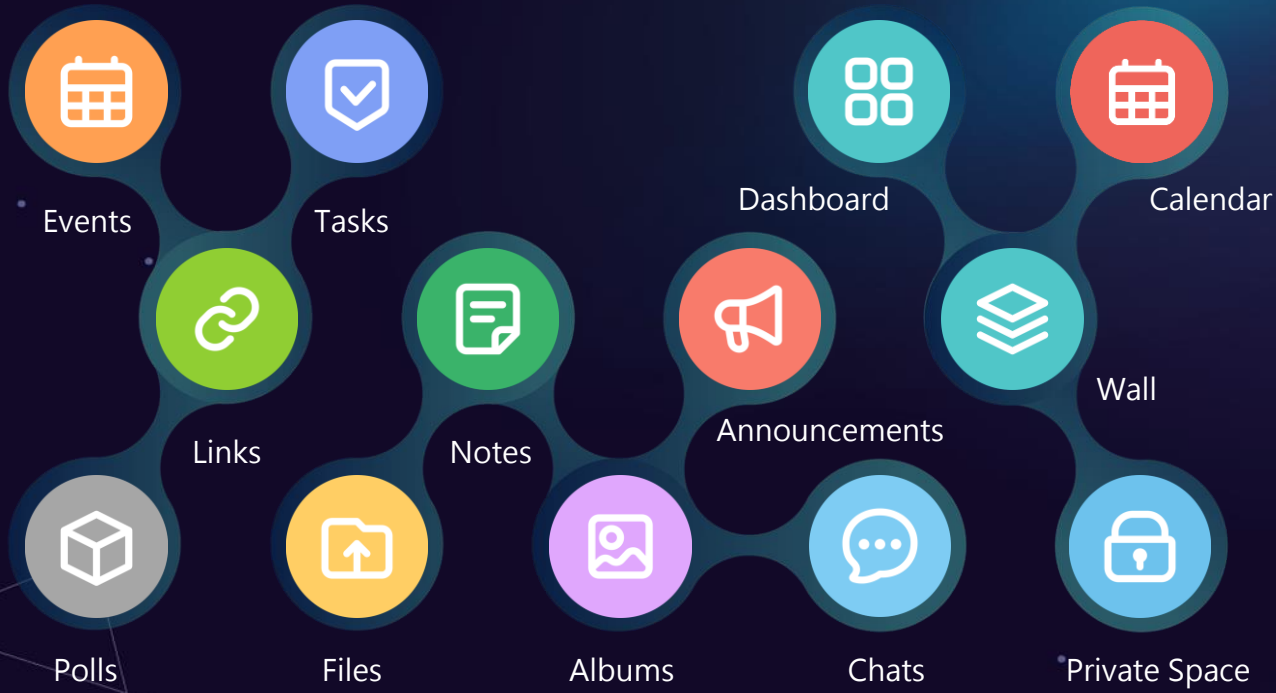
03 Use the filters to search past posts



04 Matching results are displayed

Past key words are stored in the memory

3 Collaboration Tools



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3.1 Tool: Tasks

3.1.1 An Introduction to Tasks

3.1.2 Progress Report

3.1.3 Archive

Back to Tool List

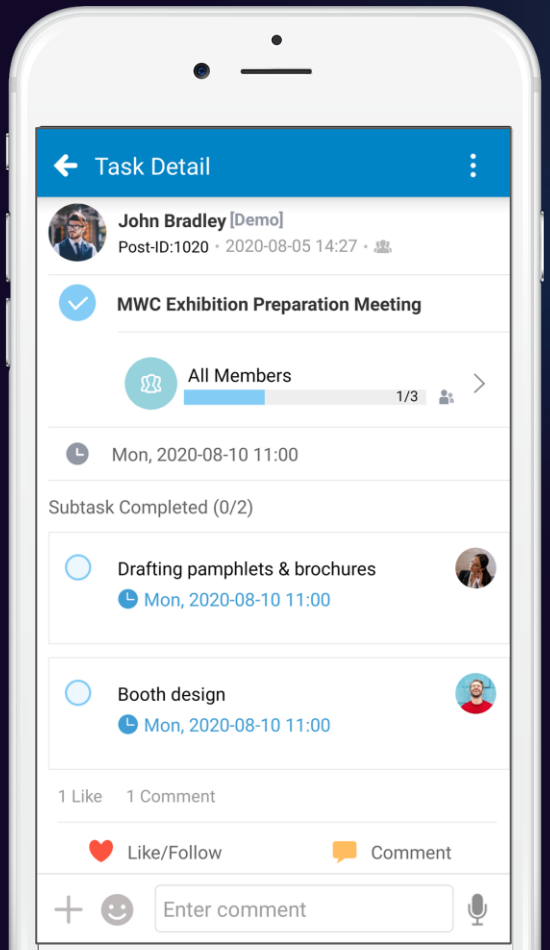
3.1.1 An Introduction to Tasks

- Popular among all users.
- Simple task assignment, progress tracking & project management.
- Saves valuable time on project coordination.

Back to Tool List

Tasks

Put project control back in your hands and manage with ease!



- Create main & sub tasks.
- Flexible task assignment.
- Set due dates.
- Set task viewing permissions.
- Update tasks as team progresses.
- Send task reminders.
- End tasks or pin to the wall.
- Calendar view and list view of tasks.

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3.1.2 Progress Report

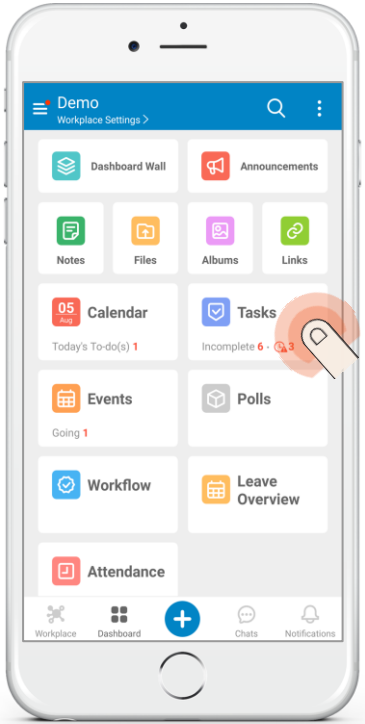
Dashboard > Tasks

My Assigned + Incomplete

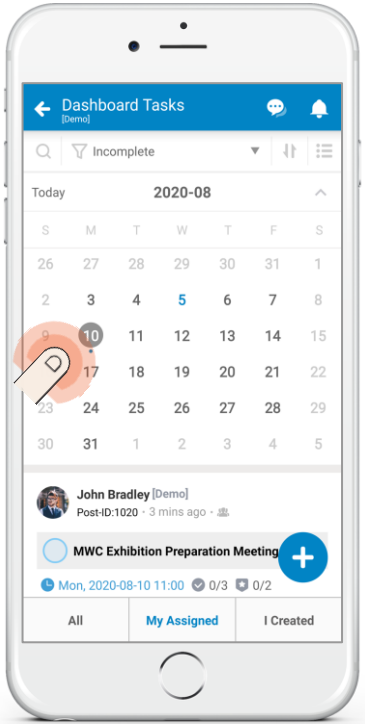
Locate the task and click to complete.

Back to Tool List

3.1.2 Progress Report

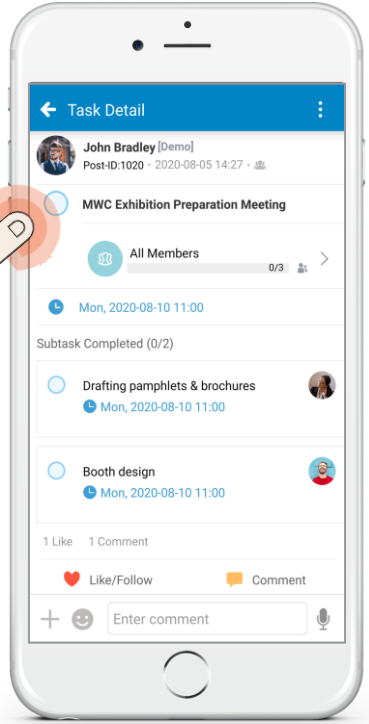


01 Dashboard > Tasks



02a A blue dot indicates a due task

Or



02b Tap to complete

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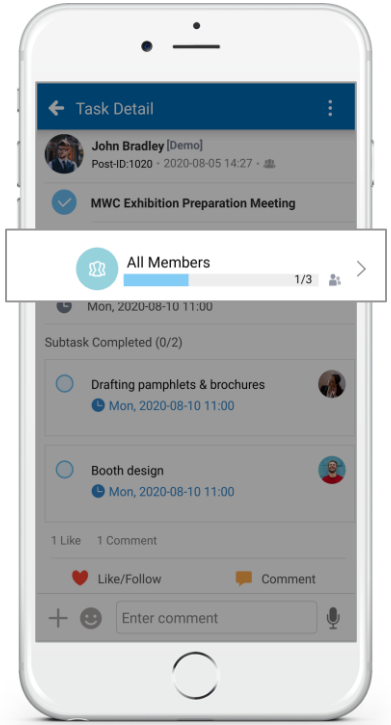
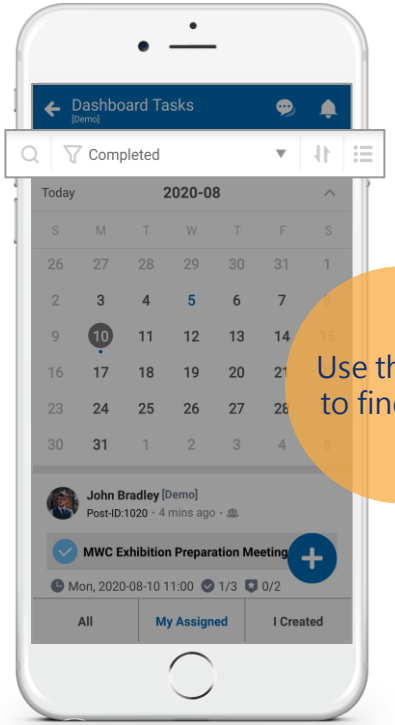
3.1.2 Progress Report



03 Real-time progress update



Use the filter to find tasks

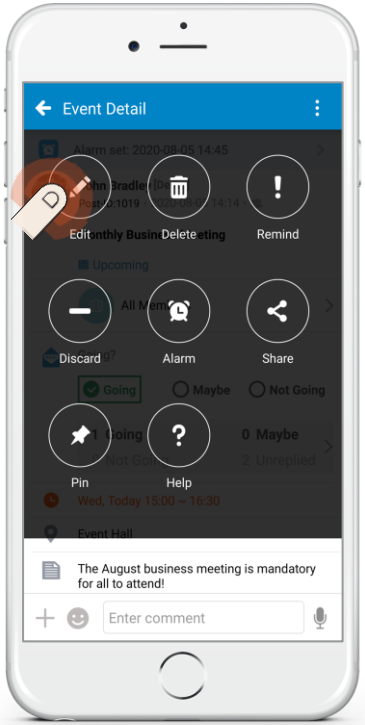
04 Filters available to locate past tasks

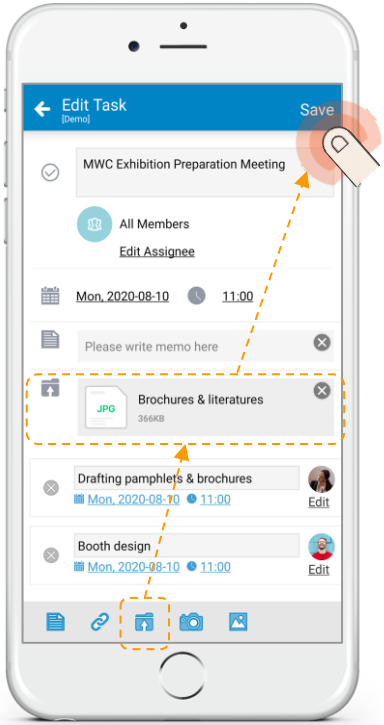
3.1.3 Archive

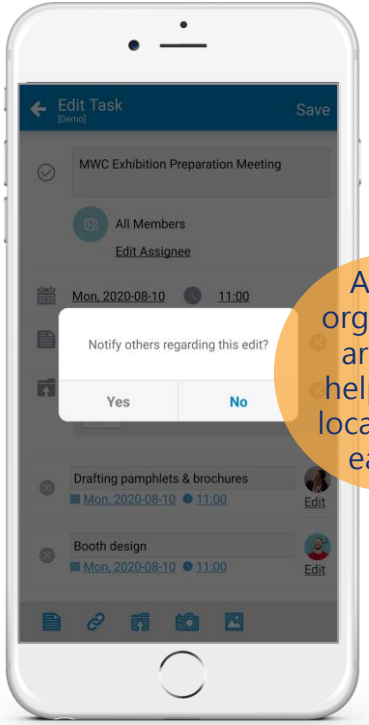
Upload relevant files to the completed tasks for archive.

Back to Tool List

3.1.3 Archive







A well organized archive helps you locate files easily!

01 Upper-right-hand corner Function button > Edit

02 Select files > Save

03 Notify the group

WorkDo

3.2 Tool: Events

3.2.1 An Introduction to Events

3.2.2 Event Response

3.2.3 Participation Ratio

Back to Tool List

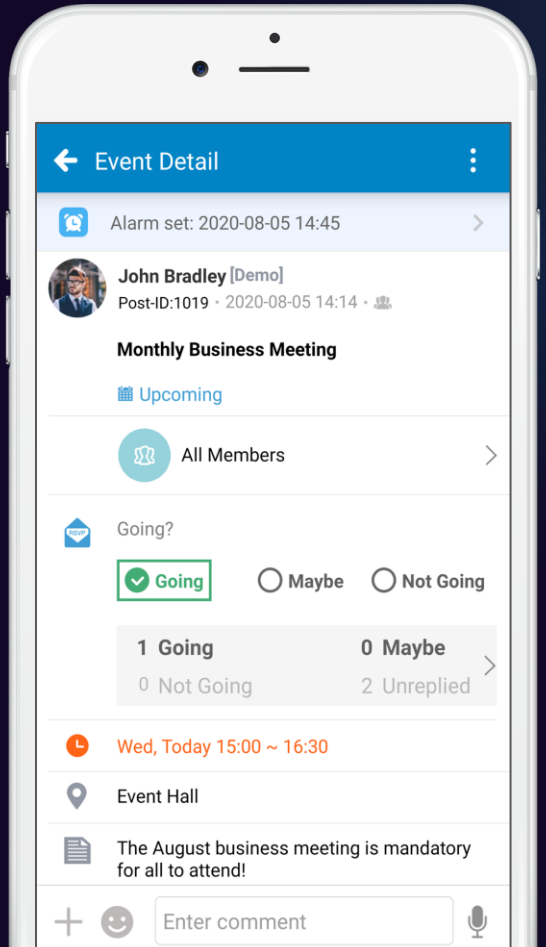
3.2.1 An Introduction to Events

- Set the times and places.
- Send event notifications.
- See participation ratio.
- Automated event reminder.

Back to Tool List

Events

Quick and simple event creator that you cannot live without!



- Select invitees.
- Set the time and place.
- Reply in real-time.
- View participation ratio.
- Linked to the Conf. Rm tool for booking meeting rooms.
- End events, pin to the wall, set event reminder.

3.2.2 Event Response

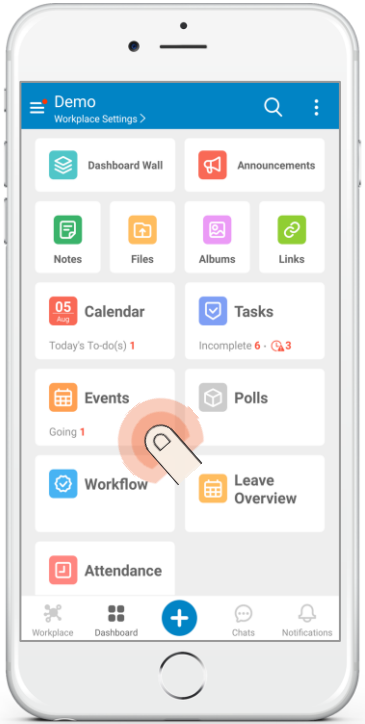
Dashboard > Events

Upcoming + Unreplied

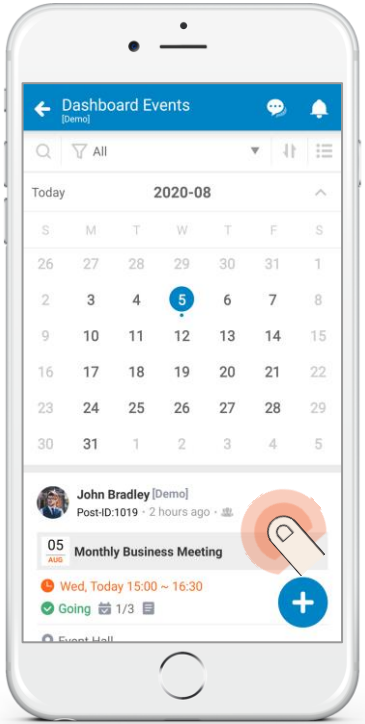
Locate the event and select an option.

Back to Tool List

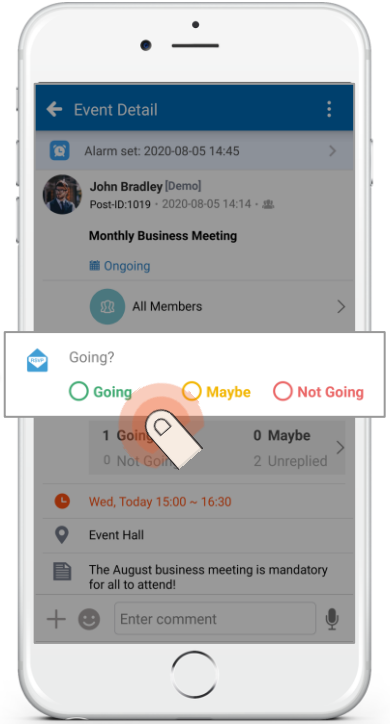
3.2.2 Event Response



01 Dashboard > Events



02 A blue dot indicates there is an event set



03 Select an option

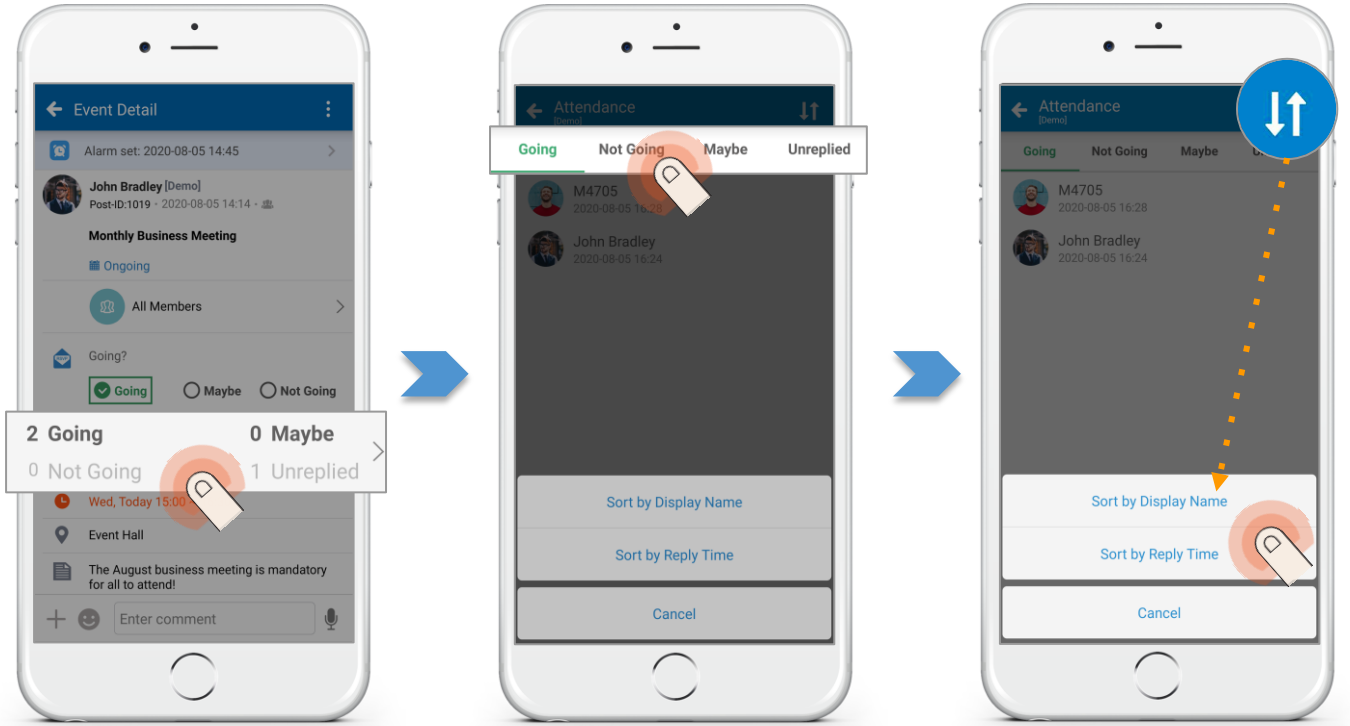
WorkDo

3.2.3 Participation Ratio

A clear view of participants and participation ratio.

Back to Tool List

3.2.3 Participation Ratio



01 Click the number

02 Select a category

03 Sorting options

WorkDo

3.3 Tool: Notes

3.3.1 An Introduction to Notes

3.3.2 Read Reminder

Back to Tool List

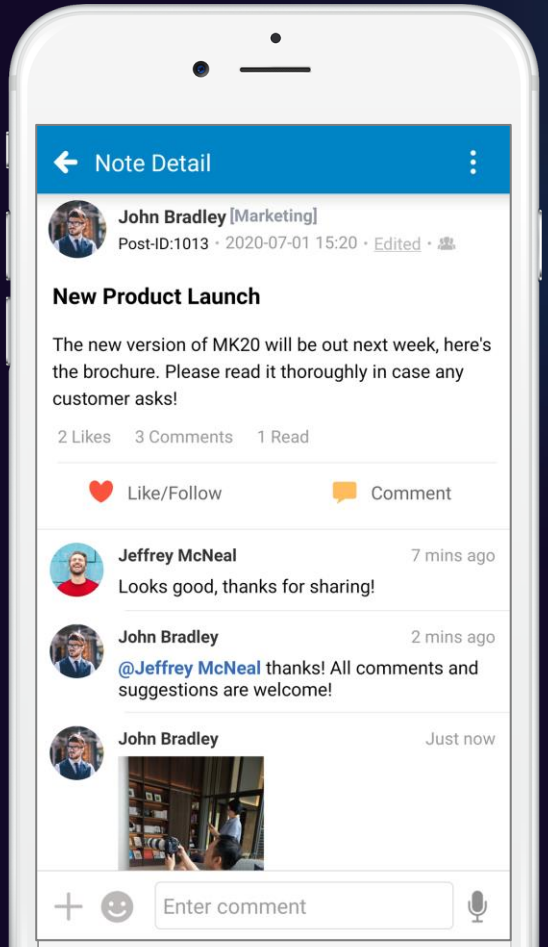
3.3.1 An Introduction to Notes

- Use it for topic discussion, information sharing or news posting.
- Avoid topic conversation scattered all over the place.

Back to Tool List

Notes

Topic conversations with a focus!



- Attach relevant links, photos or files.
- Read receipt available.
- Send read reminders.
- Like, comment, share.
- Mention members with @.
- Pin important notes on the top of the wall.

3.3.2 Read Reminder

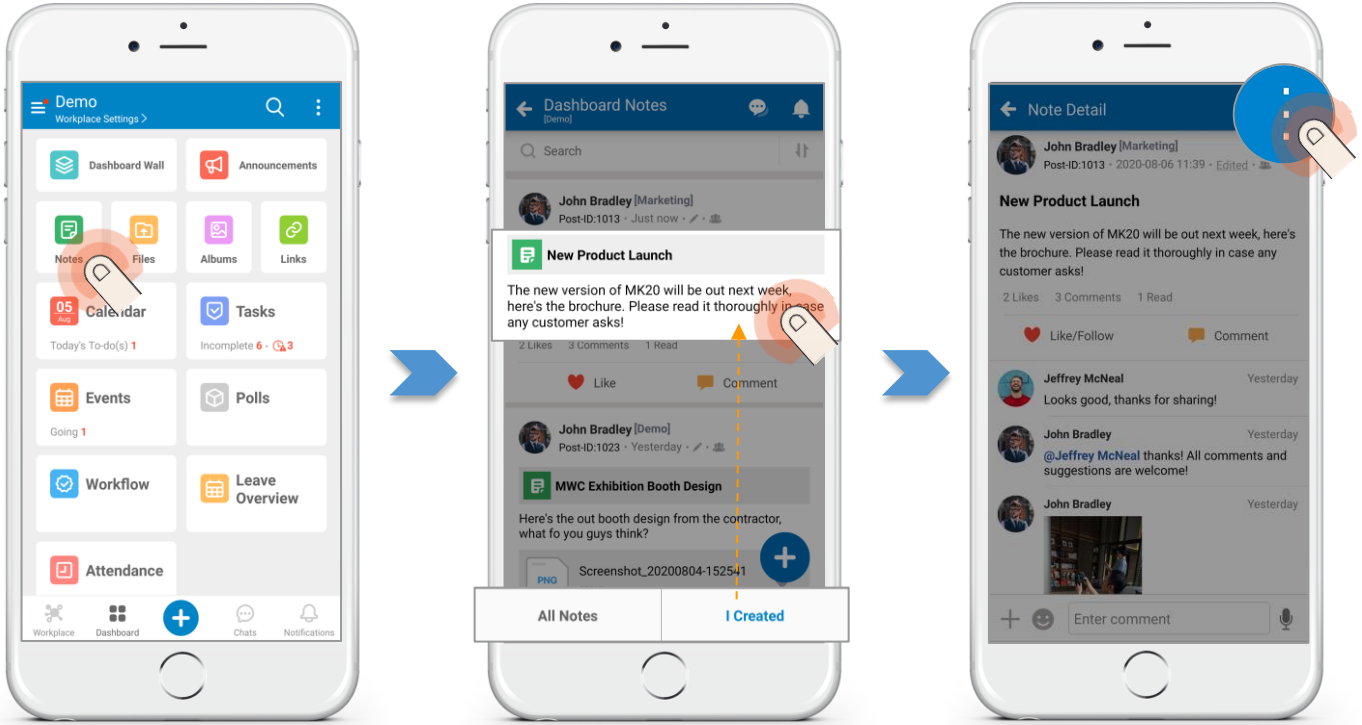
Dashboard > Notes

I Created > Remind

Send a reminder to all who have yet to read the note.

Back to Tool List

3.3.2 Read Reminder



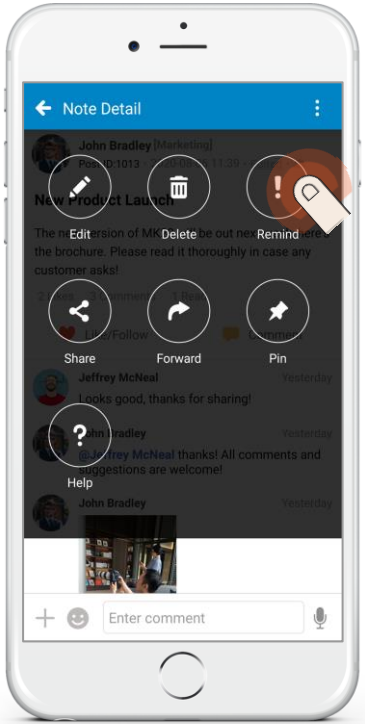
01 Dashboard > Notes

02 I Created > Note

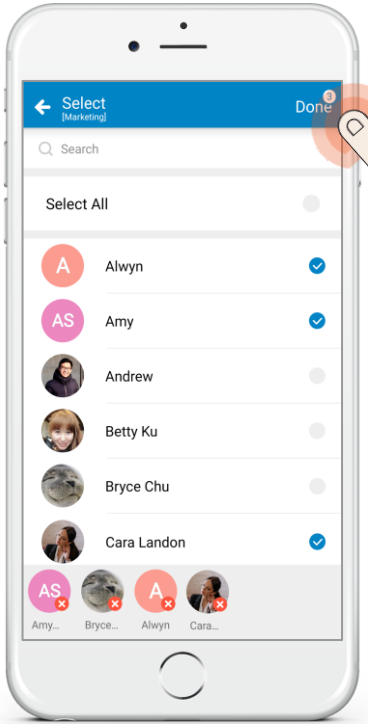
03 Function button

WorkDo

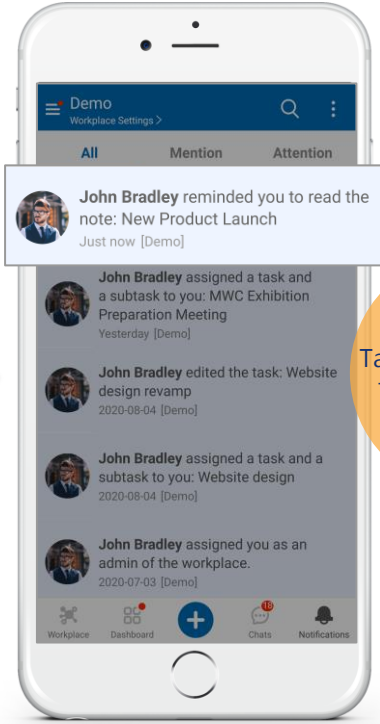
3.3.2 Read Reminder



04 Reminder



05 Select members > Done



Tap the notification to view the note

06 Notifications Sent

WorkDo

3.4 Tool: Announcements

3.4.1 An Introduction to Announcements

3.4.2 View New Announcements

Back to Tool List

3.4.1 An Introduction to Announcements

Post company policies.

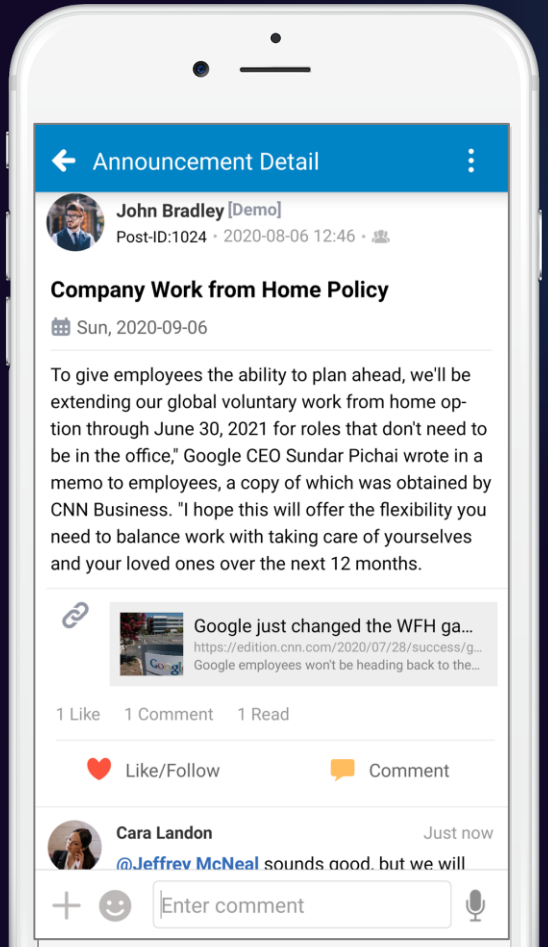
Set due dates.

A quick way to get everyone on the same page.

Back to Tool List

Ann.

Use Announcements to post company policies or other important information



- Set a due date.
- Auto sort announcements.
- Attach links, photos and files.
- Read receipt available.
- Like, comment, share.
- Mention members with @.
- Pin important announcements to the top of the wall.

3.4.2 View New Announcements

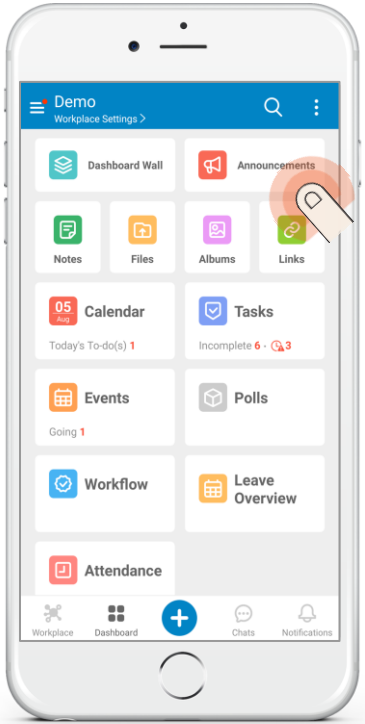
Dashboard > Announcements

Effective

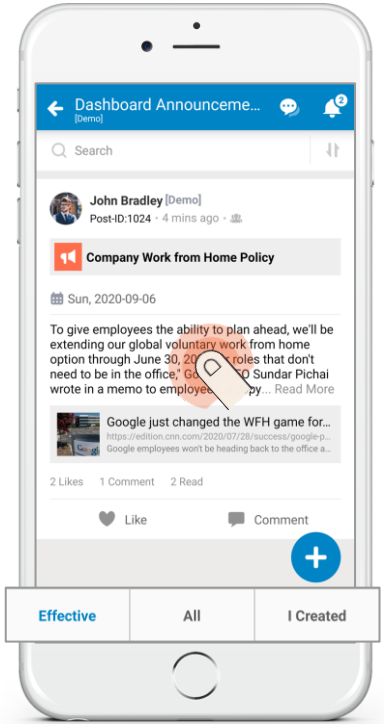
Use the sort options to filter the announcements.

Back to Tool List

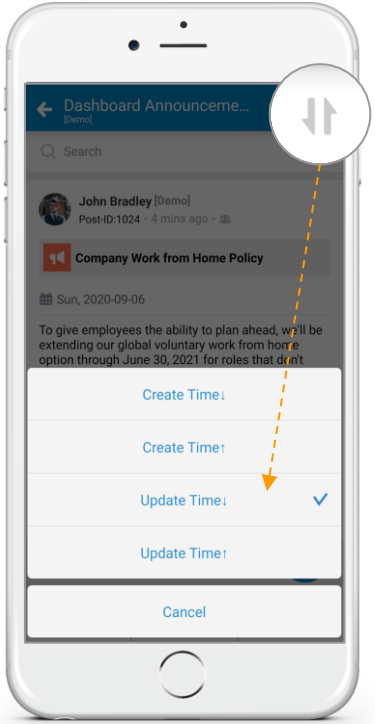
3.4.2 View New Announcements



01 Dashboard > Announcements



02 Effective > Announcement



03 Sorting options

WorkDo

3.5 Tool: Polls

3.5.1 An Introduction to Polls

3.5.2 Vote

Back to Tool List

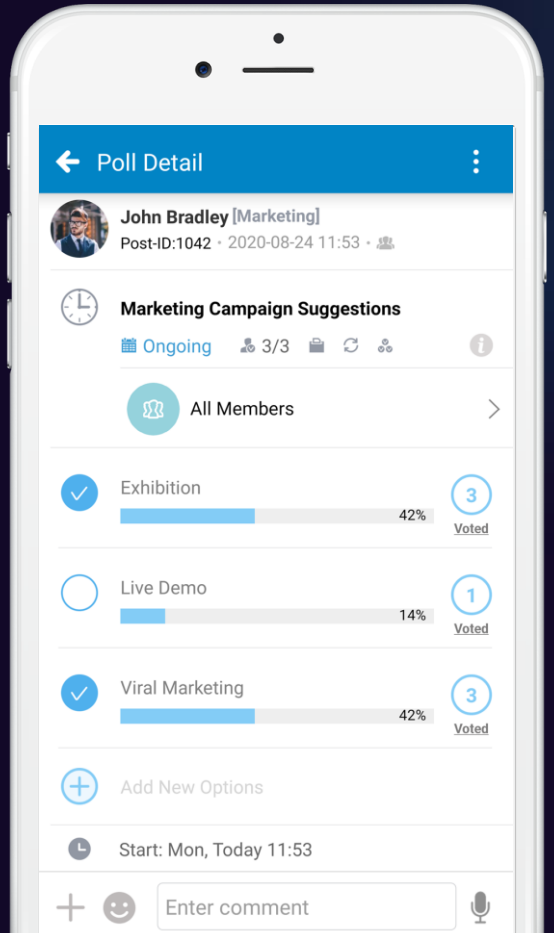
3.5.1 An Introduction to Polls

- Conduct opinion polls or vote on matters.
- Set voting rules.
- Automatic vote count.

Back to Tool List

Polls

Customize the voting rules for each ballot and conduct open and fair votes!



- Designate voting members.
- Secret ballot available.
- Single choice or multiple choice ballot.
- Set a deadline.
- Allow voters to add new choices.
- Voting reminder available.

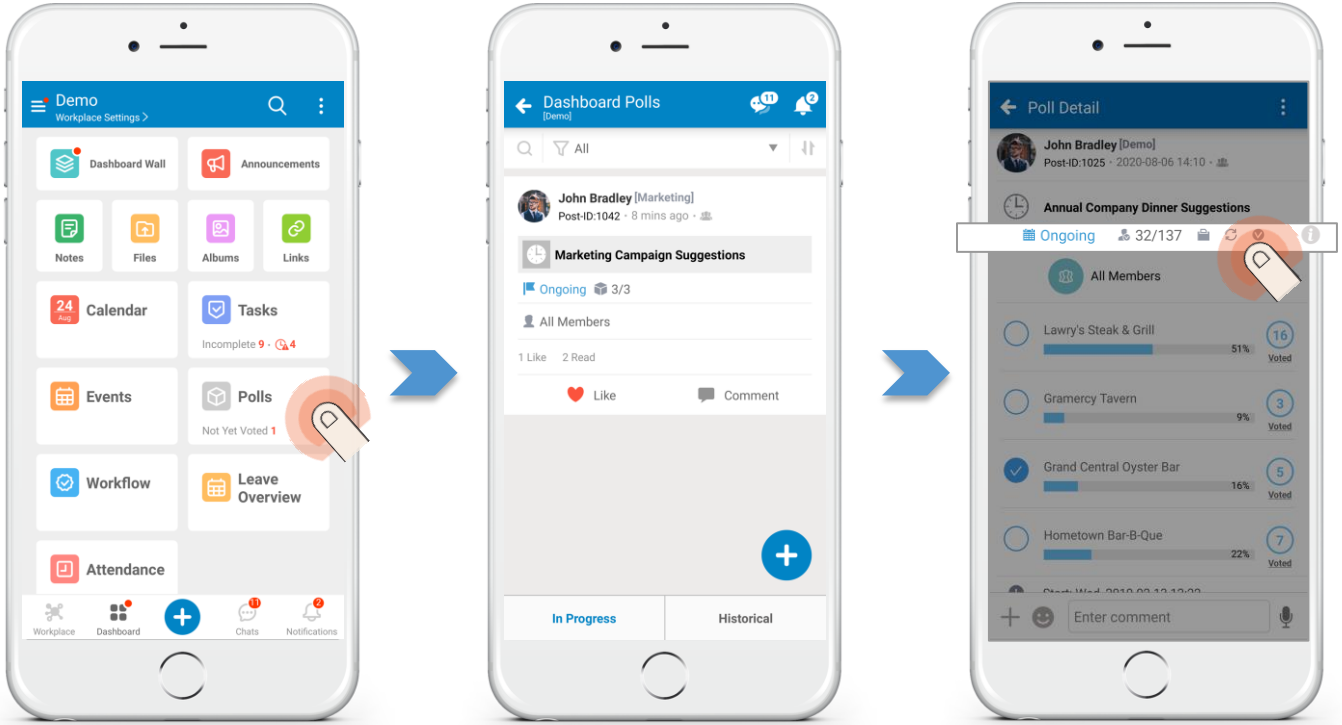
3.5.2 Vote

Easy & concise!

One click and get your voice heard!

Back to Tool List

3.5.2 Vote



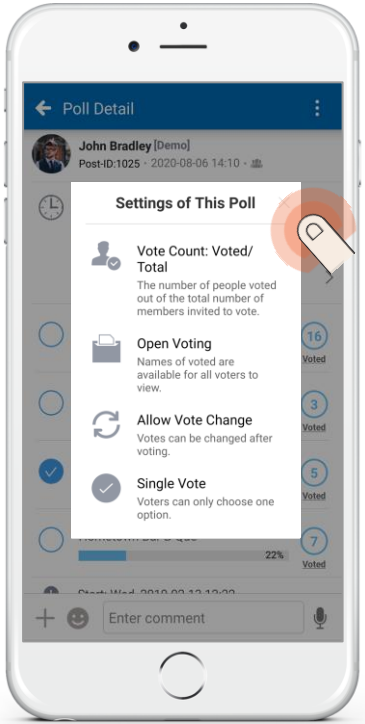
01 Dashboard > Vote

02 Poll

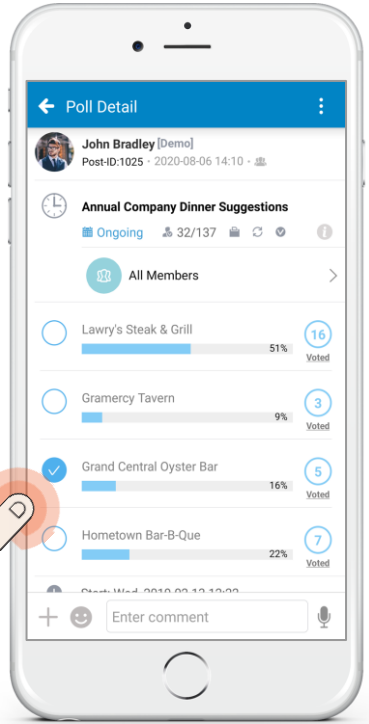
03 Rule overview

WorkDo

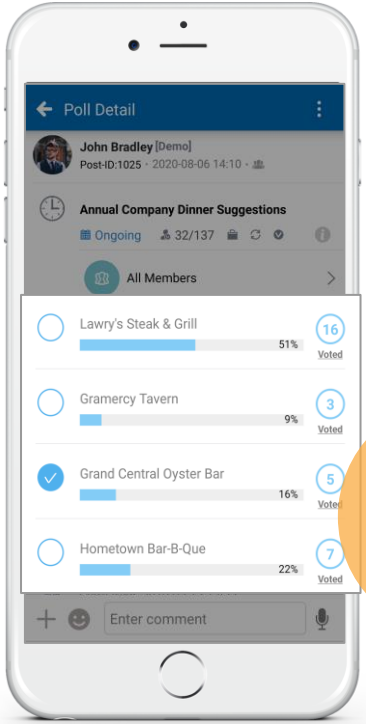
3.5.2 Vote



04 View the rules > close



05 Click a circle to vote



The vote count shows other members' choices

06 Check marks are your choices

WorkDo

3.6 Tool: Files

3.6.1 An Introduction to Files

3.6.2 File Download

Back to Tool List

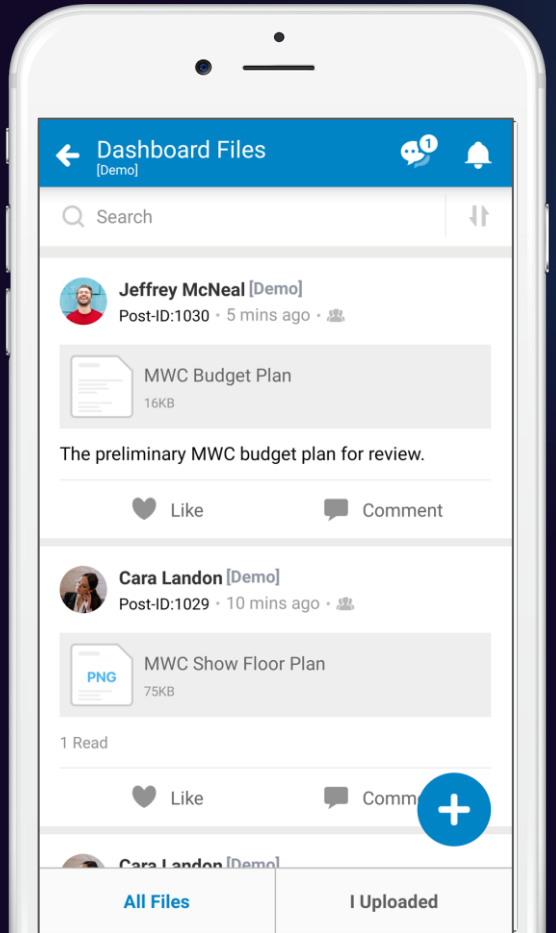
3.6.1 An Introduction to Files

- Cloud storage for the entire workplace.
- Upload files for remote download.
- Upload files to support remote teams.

Back to Tool List

Files

A cloud storage for your workplace to share any files among teams!



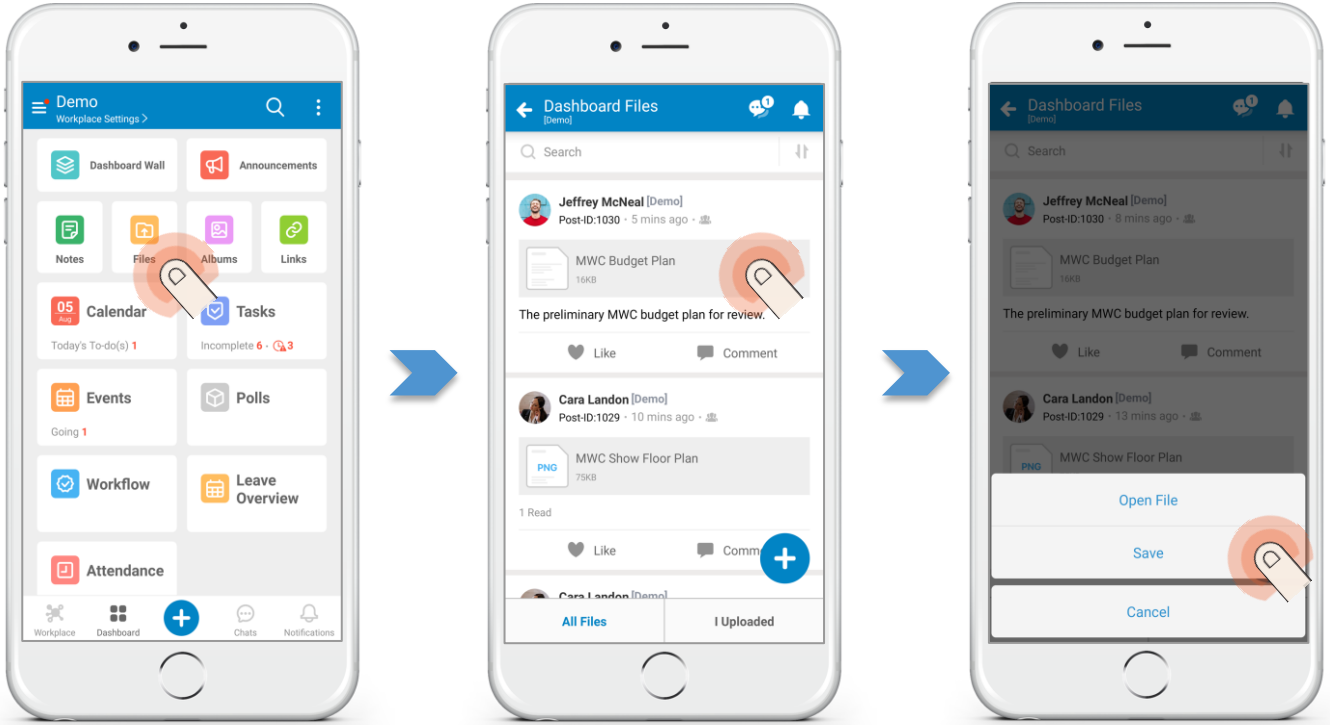
- Upload files for the entire workplace.
- Supports multiple file formats.
- Write a file memo to quickly grasp the file purpose.
- Auto detection for duplicate files.

3.6.2 File Download

Remote download or browse the files online.

Back to Tool List

3.6.2 File Download



01 Dashboard > Files

02 Download

03 Open File or Save

WorkDo

3.7 Tool: Links

3.7.1 An Introduction to Links

3.7.2 Comment & Edit

Back to Tool List

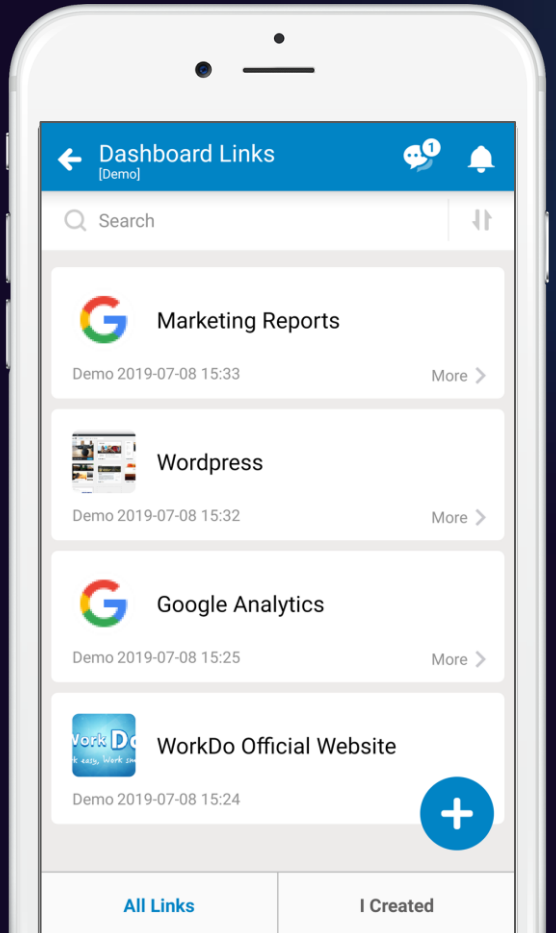
3.7.1 An Introduction to Links

- Store and share important or frequently used
- links with the entire workplace.

Back to Tool List

Links

Use Links to store websites and services your team frequently uses for quick access!



- Share links with the whole team.
- A Shortcut to frequently used links.
- Title the links for quick access.
- Read receipt available.
- Like, comment and share.
- Mention members with @.
- Pin important links to the top of the wall.

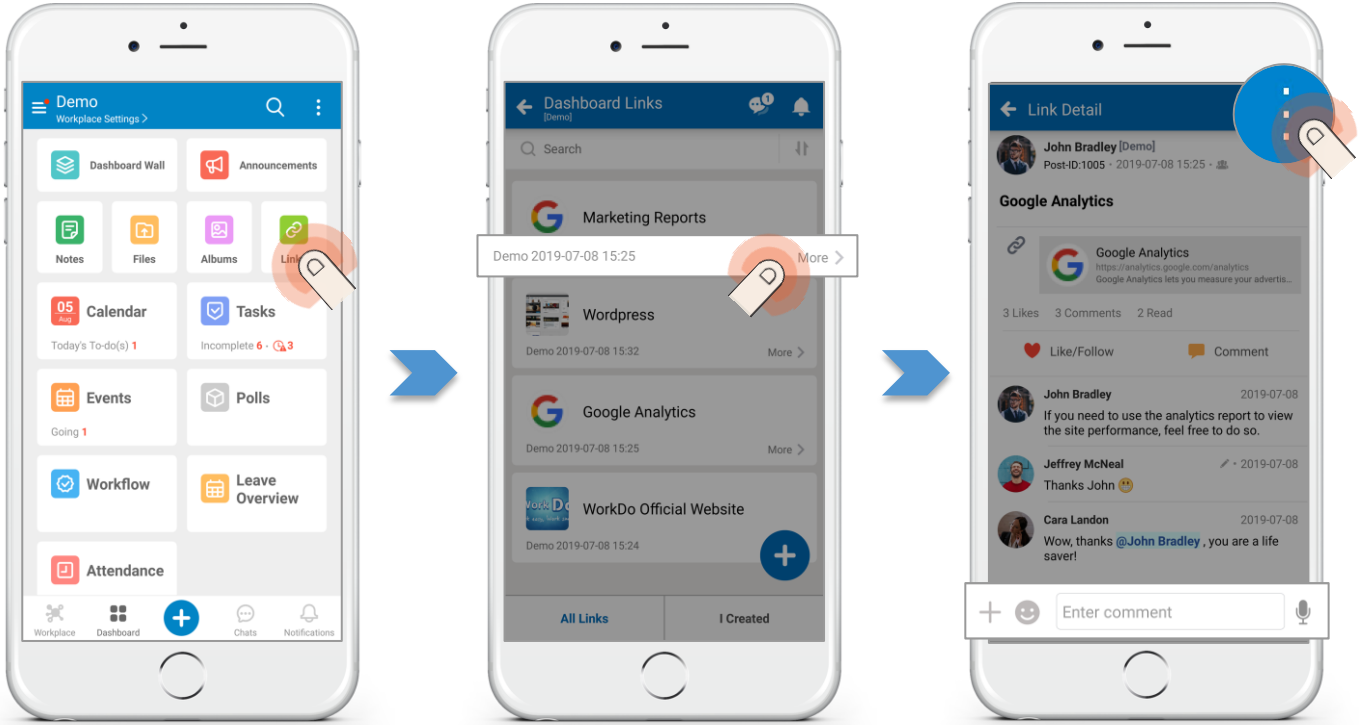
3.7.2 Comment & Edit

Click to open the link.

Edit & comment in the link detail page.

Back to Tool List

3.7.2 Comment & Edit



01 Dashboard > Links

02 Link

03 Edit with the function button & comment box is on the bottom

WorkDo

3.8 Tool: Albums

3.8.1 An Introduction to Albums

3.8.2 Photo Download

3.8.3 Moving Photos

Back to Tool List

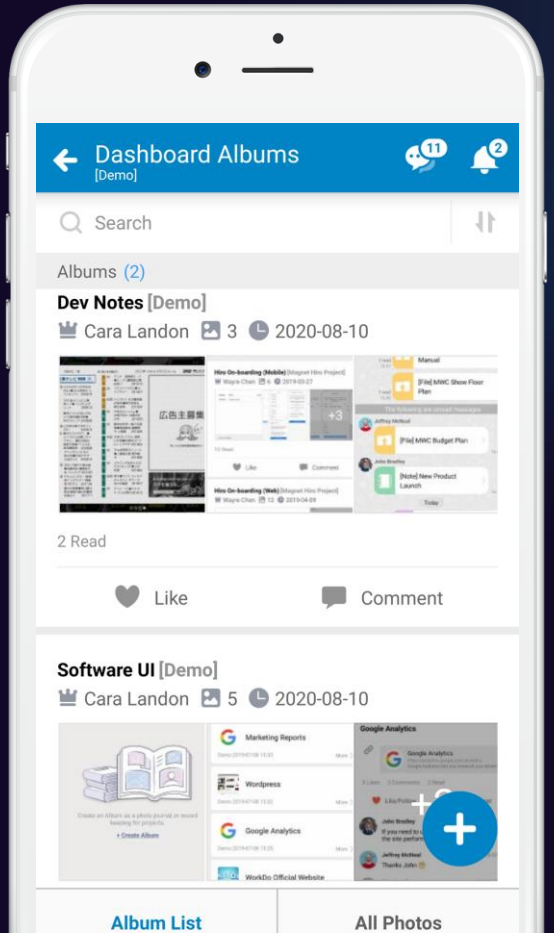
3.8.1 An Introduction to Albums

- Store photos of memorable moment for the whole team.
- Photo upload and download for the team.

Back to Tool List

Albums

Use the Albums to record milestones, gatherings, or memorable moments and share them with the team!



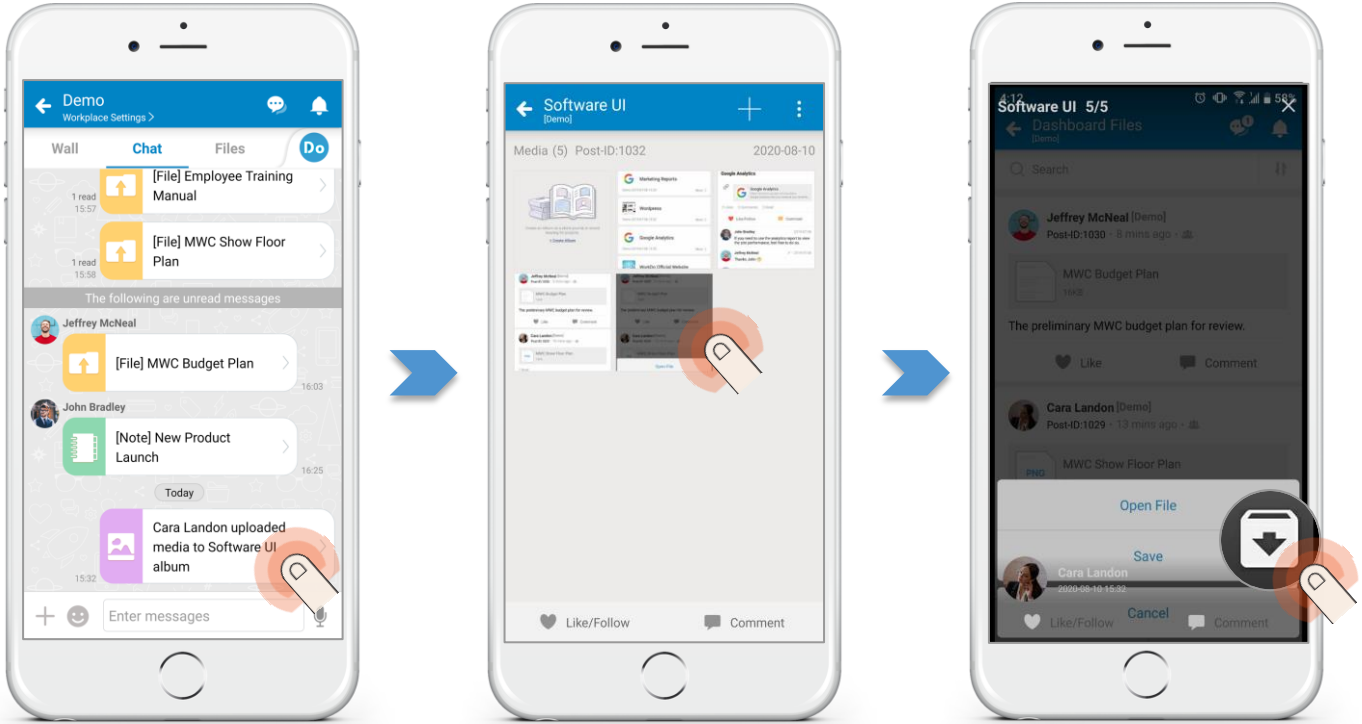
- Create albums and categorize the photos.
- All are allowed to upload & download photos.
- Viewing options available.
- Comment on photos or albums.
- Move photos to other albums.
- Permission based photo deletion.

3.8.2 Photo Download

Batch-download photos is quick and smooth!

Back to Tool List

3.8.2 Single Photo Download



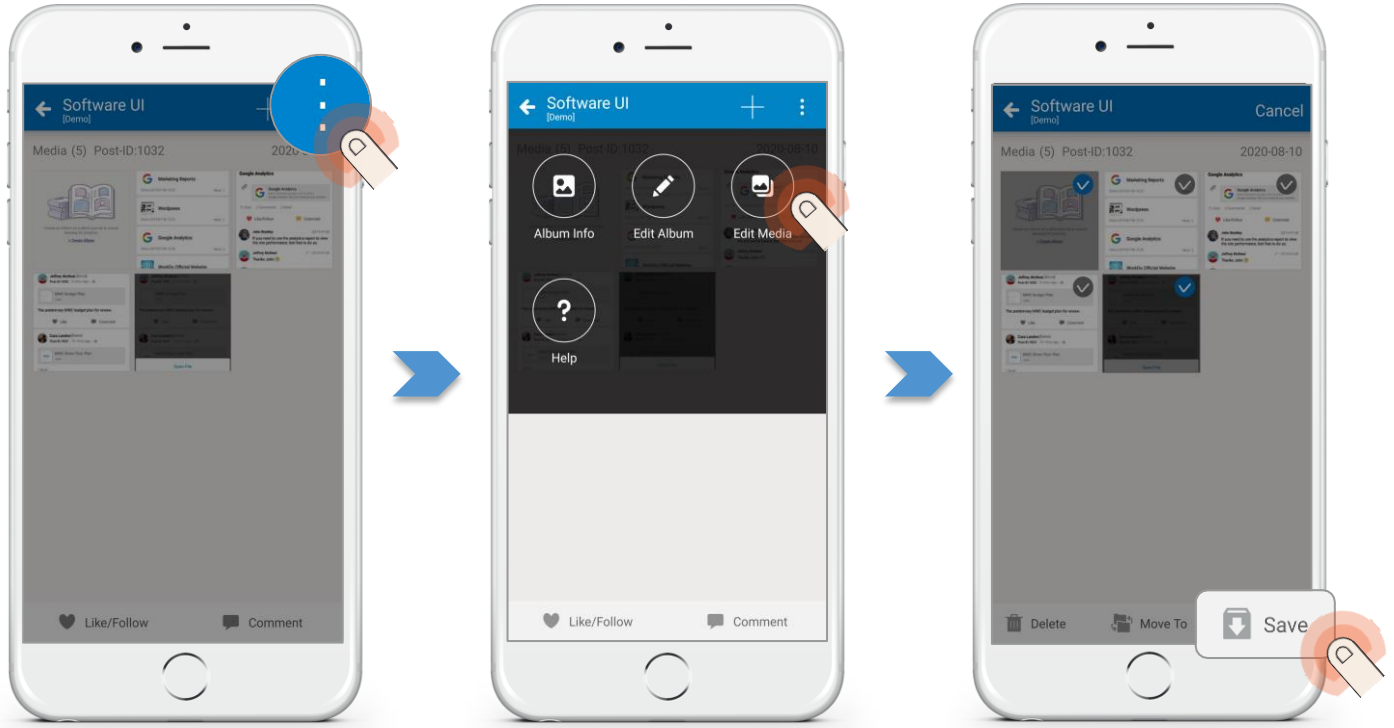
01 Chatroom > Album select

02a Photo select

03 Photo download

WorkDo

3.8.2 Batch Photo Download



02b Function button

03 Edit Media

04 Photo select > Save

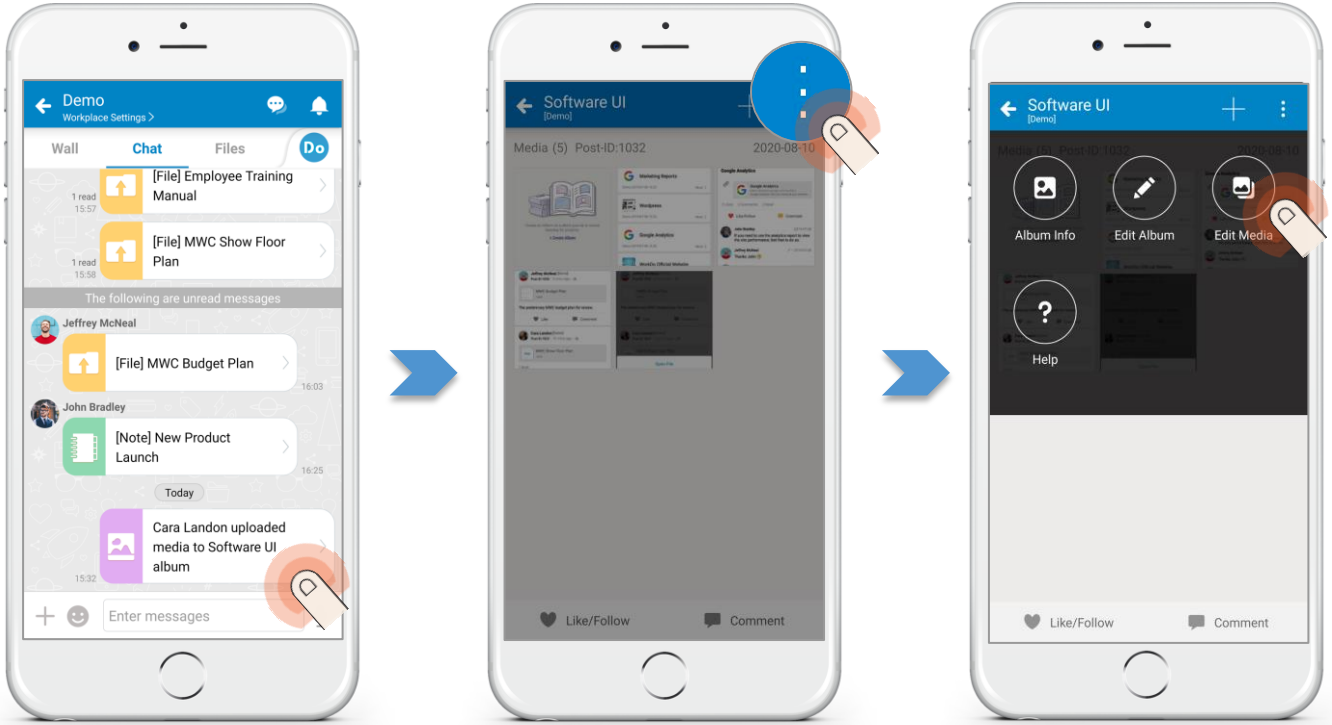
WorkDo

3.8.3 Moving Photos

Manage photos and albums with ease!

Back to Tool List

3.8.3 Moving Photos



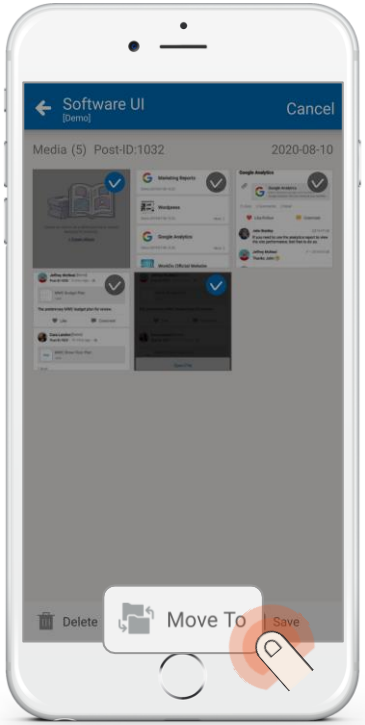
01 Chatroom > Album select

02 Function button

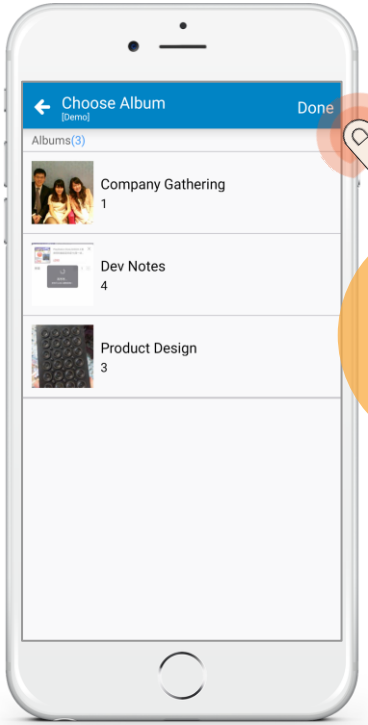
03 Edit Media

WorkDo

3.8.3 Moving Photos



04 Move to



Available albums are shown

05 Album select > Done

WorkDo

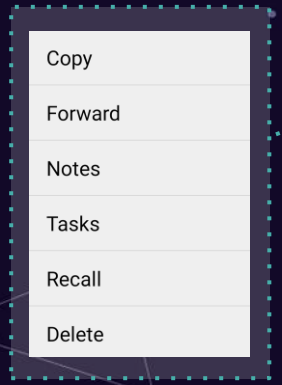
3.9 Tool: Chats

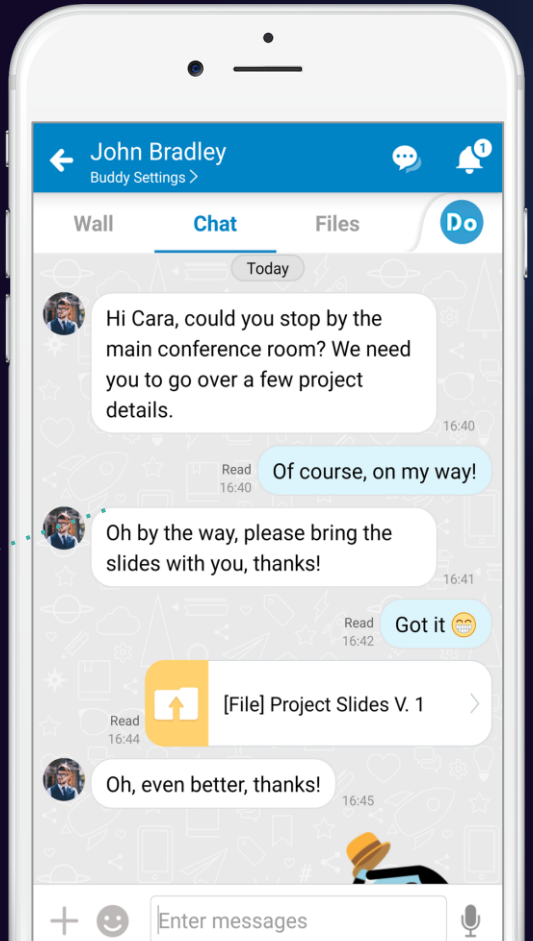
- - More efficient than traditional email communication.
- - Manage and collaborate with remote teams.
- - An instant messaging service that is perfect for any team!

Back to Tool List

Chats

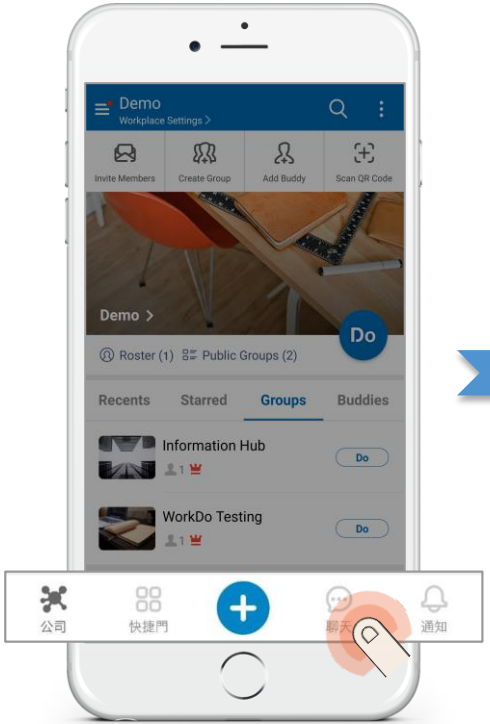
Communicate, collaborate or just chit-chats.



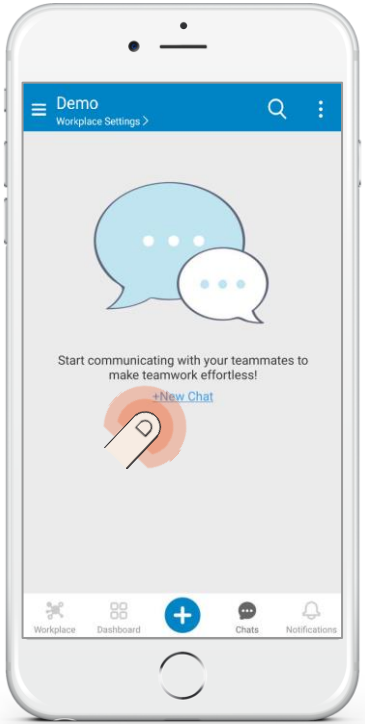


- Built-in tool notification so you won't miss a thing.
- Built-in audio, video and group calls.
- Forward details to Notes & Tasks.
- Supports stickers, photos, videos, audios, & locations.
- Tool shortcut with the + button.
- Message recall feature included.

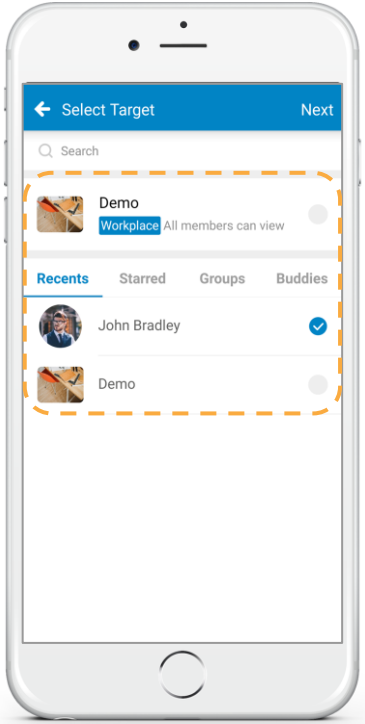
3.9 Improved Communication



01 Chats



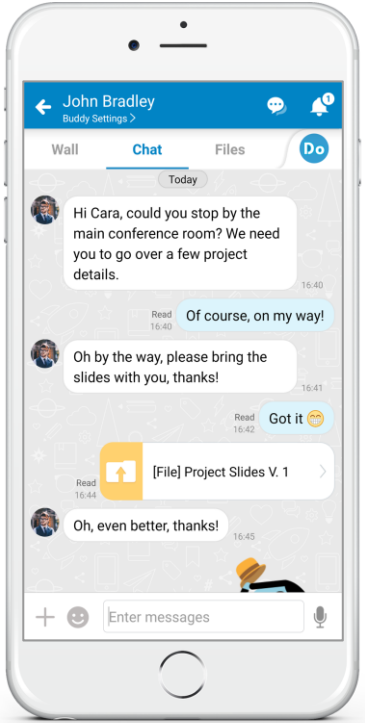
02 Hit + to chat



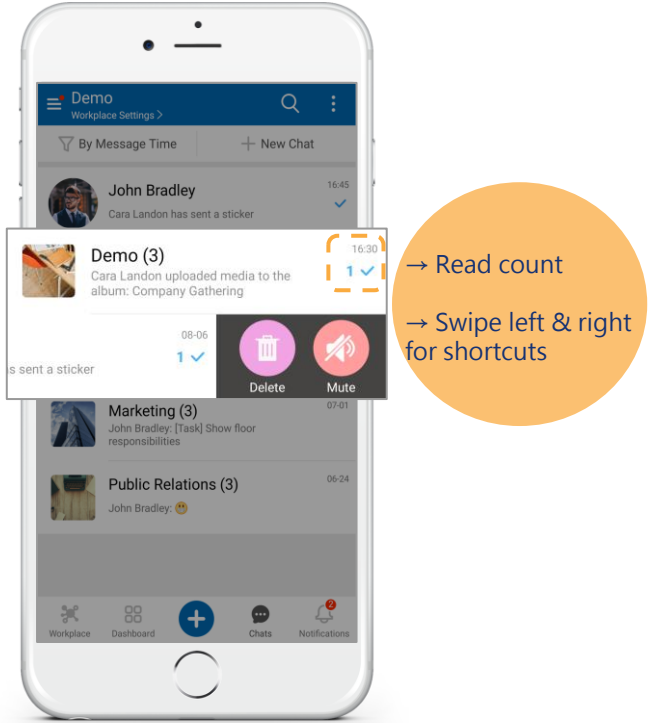
03 Select chatroom

WorkDo

3.9 Improved Communication



04 Built-in notifications



05 Tips

WorkDo

3.10 Workplace at a Glance

3.10.1 Dashboard

3.10.2 Wall

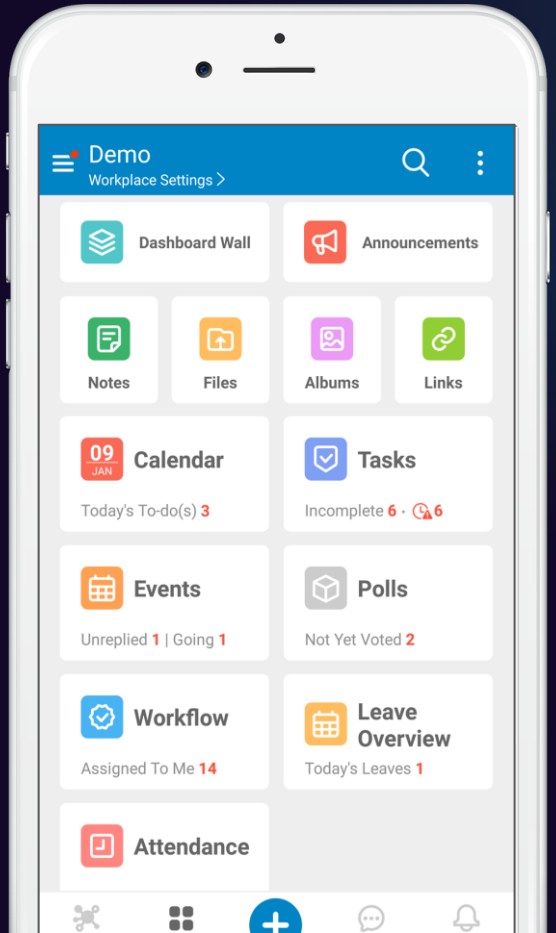
3.10.3 Calendar

3.10.4 Private Space

Back to Tool List

Dashboard

A clear overview of your to-do list!

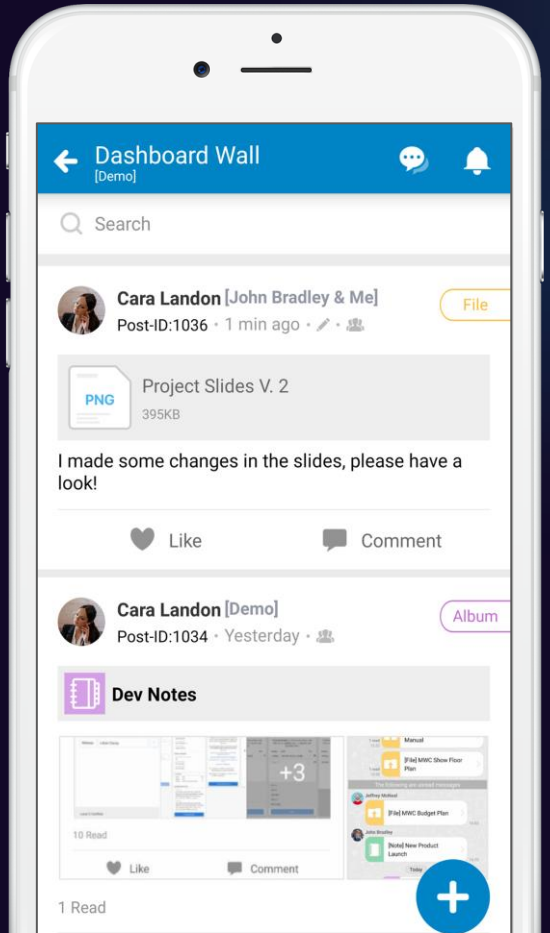


- A merged to-do list of the workplace, groups & buddies.
- An overview of all things that are pertaining to you.
- Prioritize your day with Dashboard.
- Click & hold to rearrange the dashboard items.

WorkDo

Wall

The Wall consist all the actions taken by the team members to keep you in the loop!



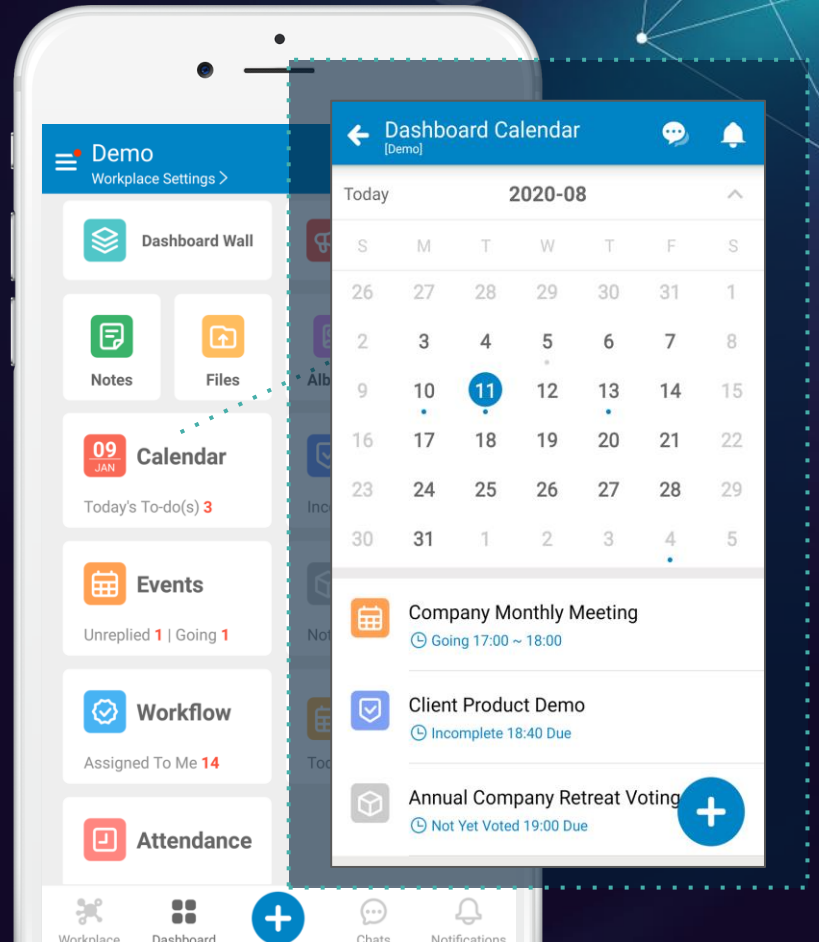
- Each workplace, group, buddy has a wall.
- Catch up to speed with a quick glance of the wall.
- View the latest tasks, notes, events, polls, albums and files.
- Use the + button the create a new item.
- Pin important tasks, notes, events or polls to the top of the wall.
- Advanced search option available.

WorkDo

Calendar

Your personal secretary that reminds you what' s coming up each day!

- A simple click from the Dashboard to open up the calendar view.
- The calendar offers a single view of all the workplace, group & buddy items due.
- A clear view of the tasks, events, polls, company event calendar.
- Click on different dates to view its schedule.

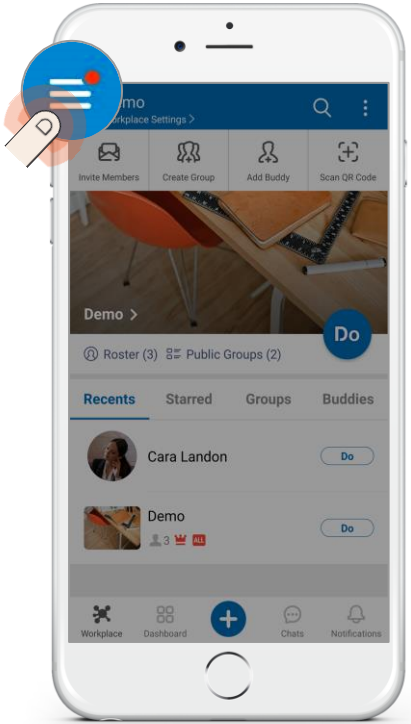


3.10.4 Private Space

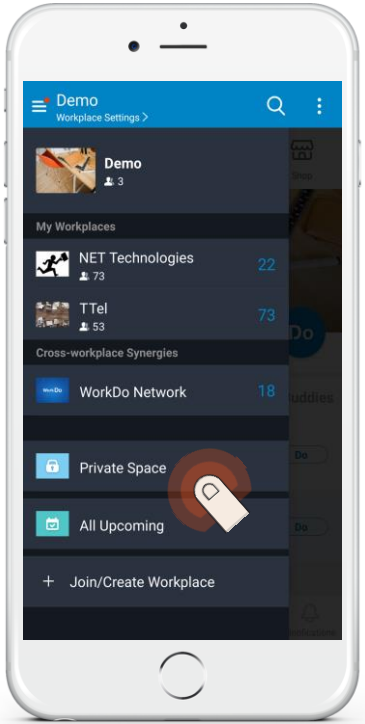
- Your personal workspace.
- Tasks, Events, Notes, Files & Albums are all available.
- Use the tools for your as your personal notebook or reminder.

Back to Tool List

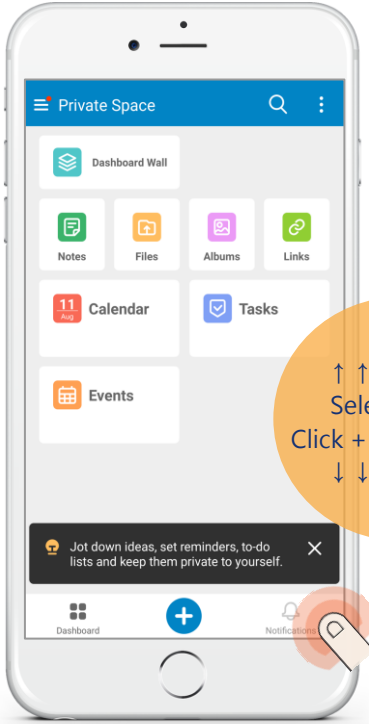
3.10.4 Private Space



01 Workplace list



02 Private Space



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Select a tool
Click + icon to post
↓ ↓ ↓ ↓ ↓ ↓

03 Private Space notification center

WorkDo

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