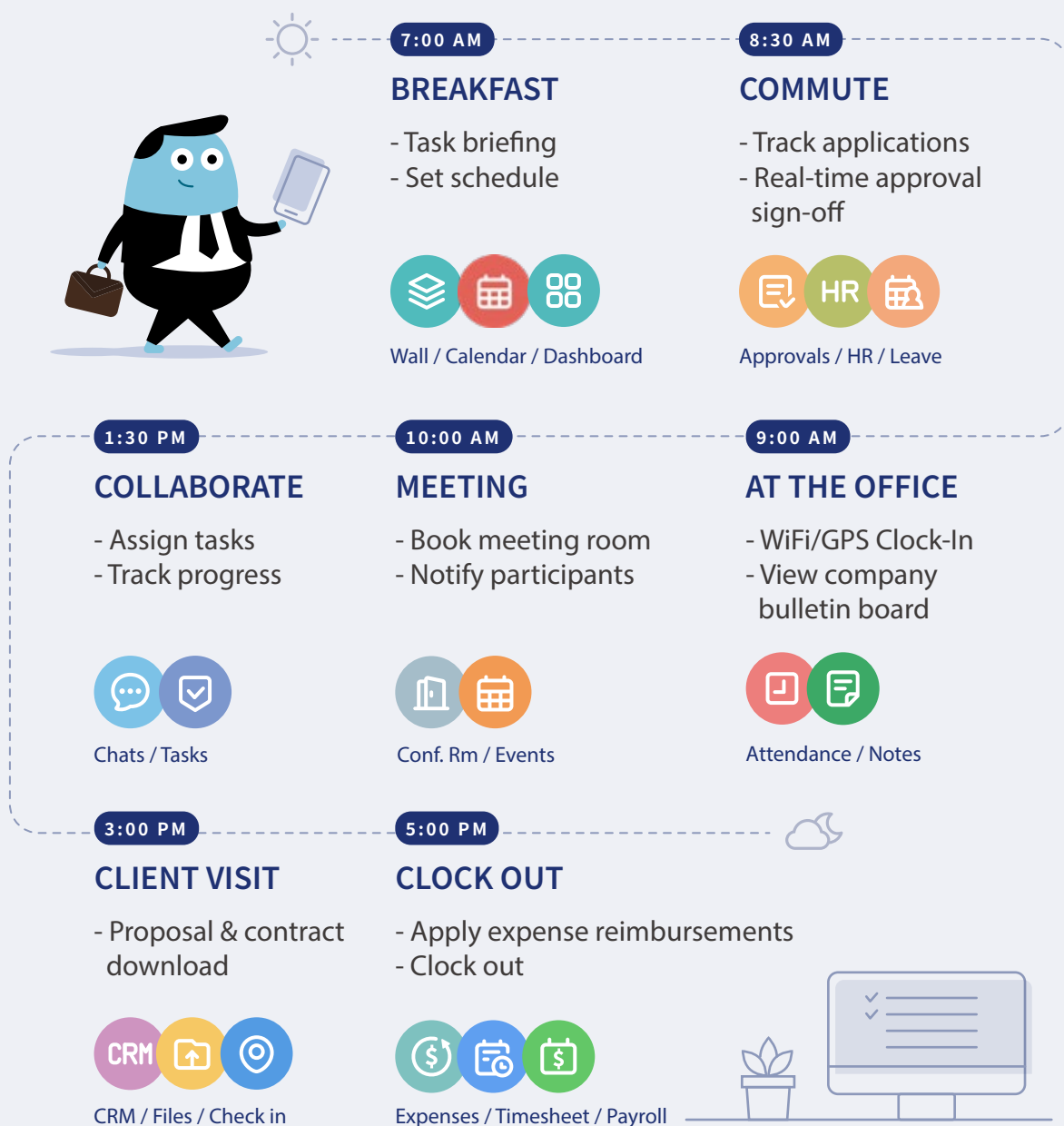


All-in-One Team Collaboration Solution

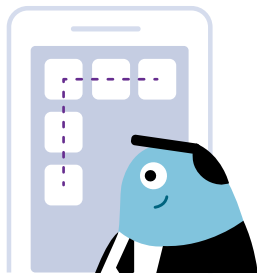
The only all-in-one team collaboration app/platform that greatly reduces corporates' communication, collaboration and operation cost while effectively increasing team productivity.



CHANGE THE WAY YOU WORK

Information Flow

Use WorkDo for all work-related matters to keep your team focused and conversations more effective.

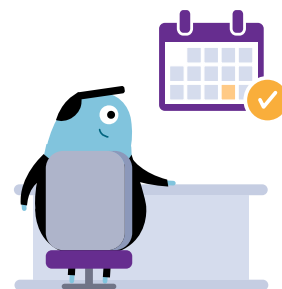


Integration

Integrated tools with a dashboard that displays all the tasks, events and items pertaining to each member.

Your Personal Secretary

Read receipt, past records, approvals and reports can be quickly accessed for an agile decision-making process.



FACILITATE COLLABORATION AND IMPROVE TEAM OUTPUT

INCREASE OUTPUT

COLLABORATION



Announcements

Use Announcements to post important company policies and notices.



Notes

Keep everybody in the loop and publish notes to keep your team informed.



Tasks

Assign tasks and manage progress anytime, anywhere.



Events

Create team events or group gatherings and see the participation ratio.



Albums

Upload and share photos for your team to view and download.



Files

Cloud storage for your team to upload and share files.



Links

Manage important links your team frequently uses.



Polls

Help your team to make tough decisions or conduct a fair vote with Polls.

DASHBOARD



Dashboard

A clear overview of all the important items pertaining to you.



Wall

All posts are pinned to the Wall, and a quick scan of the wall will help you stay on top of things.



Calendar

The calendar shows everything you need to complete, attend or do so you don't miss a thing.



Workflow

Quickly sign off approvals for an agile decision-making process.

REAL-TIME WORKPLACE MANAGEMENT MADE SIMPLE

INCREASE OUTPUT

OPERATION

HR

HR

An online HR system that manages the entire team's HR information and roles.

\$

Payroll

A customizable payroll management system that meets the requirements of any company.

📅

Attendance

Clock in/out for work with your phone via specified Wi-Fi hotspots or GPS locations.

🎯

Check In

A way for your team to get a hold of its mobile staff via GPS check-ins/outs.

📅

Leave

Apply for leaves and get an overview of the entire team's attendance.

📅

Leave Pro

An upgraded version of Leave that automatically calculates and gives out leaves accordingly.

📅

Shift

The perfect tool to manage teams that rely on shift schedules to operate around the clock.

🕒

Overtime

Apply for overtime hours and monitor the team's overtime hours put in.

📅

Timesheet

A simple and effective way to manage resources and record employees' time spent on different projects.

CRM

CRM

Record detailed client meetings and increase your customer satisfaction.

SIGN-OFFS

\$

Expenses

Apply for expense reimbursements and monitor the team's expenses.

📝

Approvals

Submit approvals and weigh in on important decisions to improve team workflow.

REAL-TIME WORKPLACE MANAGEMENT MADE SIMPLE

INCREASE OUTPUT

COMMUNICATION



Chats

Message buddies, groups, departments, or anyone in your organization.



Group Call

The most direct way to connect and communicate with teammates effectively.



Notification Center

Receive important notifications pertaining to yourself.



Video Call

Engage in face-to-face video conferences that's easy to use.

DIGITAL MANAGEMENT



Conf. Rm

Check conference rooms' availabilities and book rooms to avoid conflicts of schedule.



Cashbook

Track your earnings and expenses and make sure you don't overspend your allowance.



We Buy

Organizing group buys with your team has never been easier with this tool.



Phonebook

Store useful contact information for personal use or share it with the team.

COMING SOON



Training



More to come...

SECURE ACCESS CONTROL FOR A PEACE OF MIND

TOP CHOICE

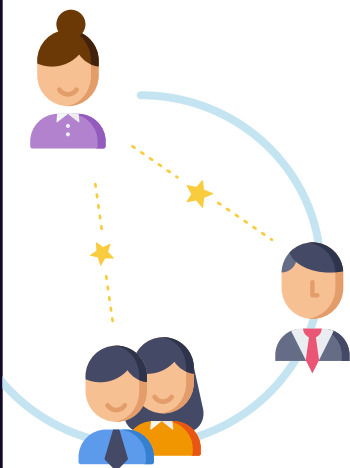
WORKPLACES Ease of Management

- Manage multiple subsidiary workplaces or branch offices with one account.
- Secured onboarding process (Via company email domain or invitation).



GROUPS Streamlined Workflow

- Create groups based on projects or departments.
- Group admin controls various permission settings.
- Collaborative tools available for effective teamwork.



BUDDIES One-on-One with Focus

- Excellent for private discussions & brainstorm sessions.
- Remote file access.

USERS Access Work without Restrictions

- Don't get tied down with a physical workplace.
- Perfect for WFH employees and remote teams.

FLEXIBLE WORKPLACE WITH FLEXIBLE PERMISSION SETTINGS

SECURE PRIVACY



Realizing a virtual digital workplace with WorkDo!

WORKPLACE/GROUP ADMINS

- Each workplace/group has its own admins, much like an MIS team, managers or moderators.
- Admins are tasked with controlling tools, permissions and accesses.

TOOL ADMINS

- Responsible for tool settings.
- Track tool usage and export reports.

MEMBERS

- General employees or team members.
- Managers can sign off on their applications and check past records.



SIMPLE REPORT EXPORT ALLOWS IN-DEPTH ANALYSIS

HR'S FAVORITE



WorkDo generates all kinds of reports that are customizable based on team members' roles and accesses.



TOOL ADMINS

- Attendance Reports: Clock-in/out times, leave summary report, project timesheet.
- Record of Changes: Promotions, demotions, reassignments, work hours, etc.
- HR: Salary table, team size, ages, education, etc.



MANAGERS

- Allocation of manpower and resources based on real-time reports.



EMPLOYEES

- Browse personal leaves, records and clock-in/out times.
- Print out approvals, expenses and leaves applications.

STATE-OF-THE-ART CLOUD SECURITY WITH BANK-LEVEL ENCRYPTION

CIO APPROVES

✓ **Top Tier Backup Server**

Distributed data storage for off-site backup and recovery.

✓ **CDN**

High availability and performance achieved through distributed service.

✓ **HTTPS Secure**

Provides added data exchange security.

✓ **OAuth 2.0**

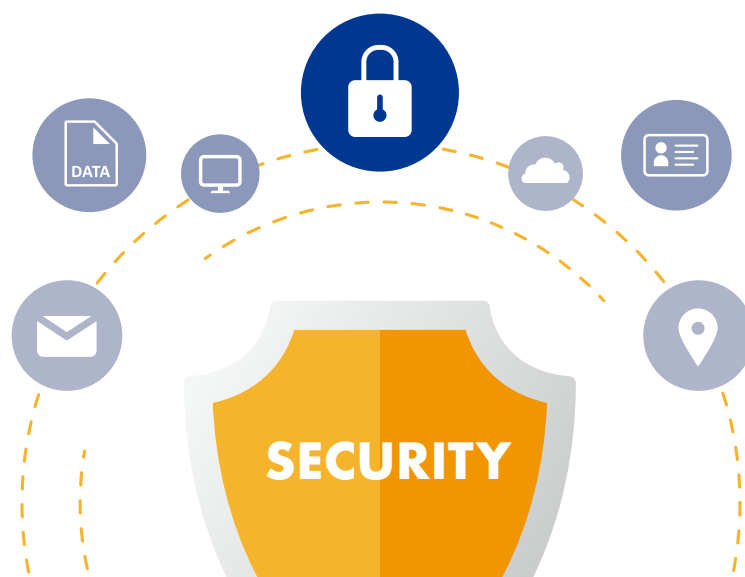
Safeguard your data and prevent unauthorized access.

✓ **Anti-Hacking Mechanism**

Bank-level 128-bit AES encryption and firewall in multi-layer security.

✓ **24/7 Security Monitoring**

Hardware and software system monitoring for optimal performance.



FREEDOM ENABLED BY MULTI-DEVICE LOG IN & REAL-TIME UPDATE

MANAGE REMOTE TEAMS

| Multi-Device Log In

Stay connected with your team, anytime, anywhere.

| Languages

English, Traditional Chinese, Simplified Chinese.



APP

OS Android/iOS

WEB

OS Chrome/FireFox/Edge

THE BEST COLLABORATION TOOL THAT SERVES ALL INDUSTRIES

Communication **ENGAGED**

Improve communication efficiency. Engage in conversations with the right persons or groups.

Collaboration **EFFECTIVE**

Collaborate on projects anytime, anywhere. Save time on unnecessary meetings.

Management **DIGITIZED**

The all-purpose HR tool for effective resource management.

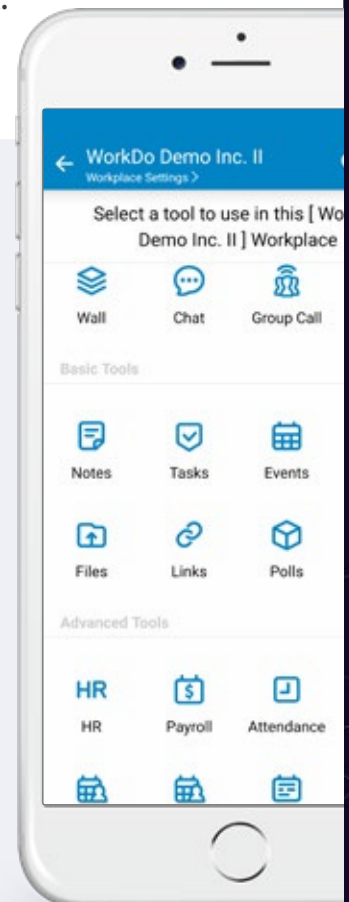
Workflow **IMPROVED**

Cut down internal emails with a centralized communication platform for work.

WorkDo is perfect for...

- Teams that heavily rely on lateral collaboration.
- Teams that operate remotely.
- Teams that seek an integrated workplace solution.
- Teams that lack proper management tools.
- Teams with many subsidiaries and groups.

*The All-in-One Team Collaboration Solution
for All Workplaces !*





MORE GUIDES AVAILABLE

- **WORKPLACE - 5 - STEP SETUP**

<https://www.workdo.co/Info/DocsQuickStartSettings/en>

- **THE SETTINGS**

<https://www.workdo.co/Info/DocsQuickStartSettings/en>

- **ADVANCED TOOLS**

<https://www.workdo.co/Info/DocsQuickStartAdvancedTool/en>



- **CONTACT US**

<https://portal.workdo.co/en/contact-us/>

- **OFFICIAL WEBSITE**

<https://portal.workdo.co/en/>

- **RESOURCE CENTER**

<https://www.workdo.co/Info/InfoResourceCenter/en>