



# eOffice

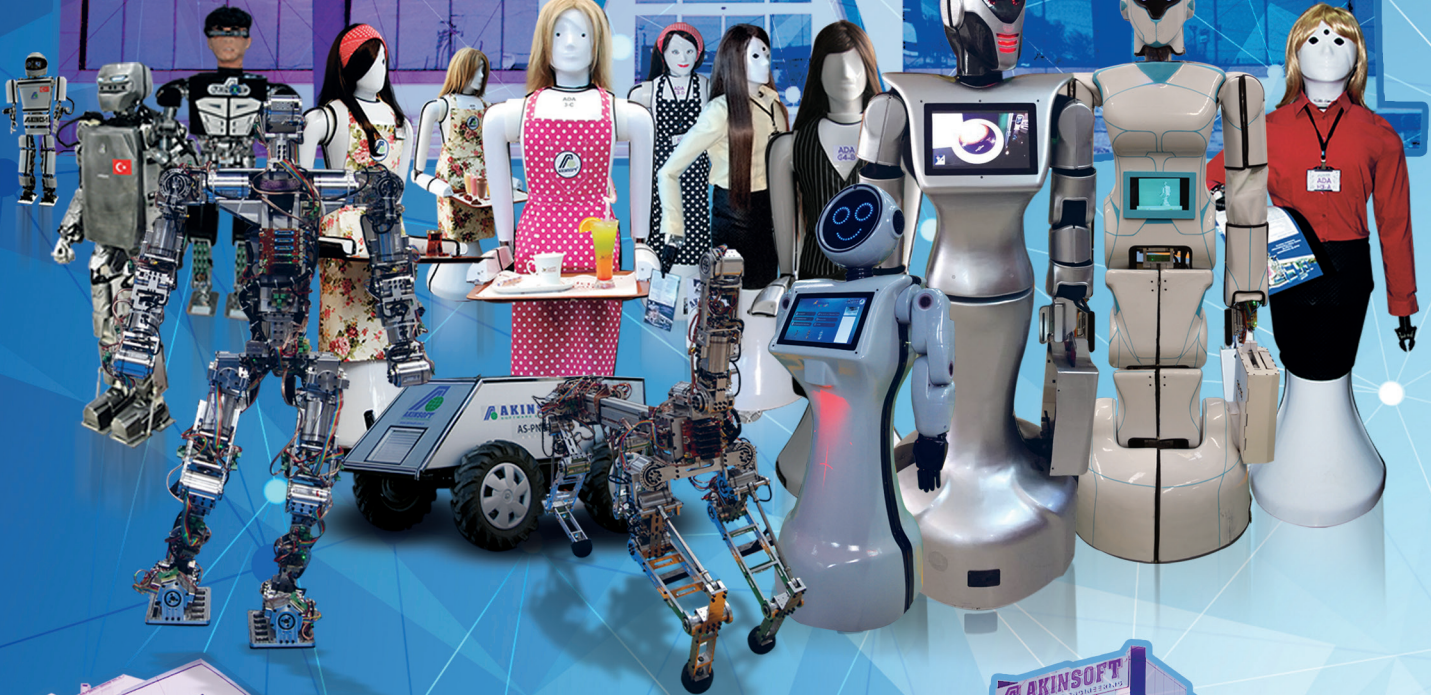
YOUR OFFICE  
IS AT YOUR  
FINGERTIPS

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**AT YOUR**  
FINGERTIPS





**AKIN**  
ROBOTICS





# We are AKINSOFT

## MISSION

Our mission is to deliver high technology to all sectors and establish solution partner network in Turkey and all over the world in order to support our customers in the best possible way.

## VISION

Our vision is to be the pioneer of high technology in Turkey and say “We are here” to the world by taking “There should be no place left where human and humanity are not valuable” as our principle.

## AKINSOFT has been established

in a 15m<sup>2</sup> office  
with a computer without a hard disk  
without any financial support  
on April 12, 1995.

## Our Visions Defined In 1995

### 2000 Vision; ✓ ACHIEVED

- Establishing AKINSOFT İstanbul Regional Directorate,
- Buying a car,
- The first visit solution partner network visit,
- Focusing on software instead of hardware and software

### 2005 Vision; ✓ ACHIEVED

- Becoming the highest tax payer in Konya,
- Reaching the potential of employing 300 people,
- Laying the foundations of foreign trade,
- Being the pioneer of software in Turkey.

### 2010 Vision; ✓ ACHIEVED

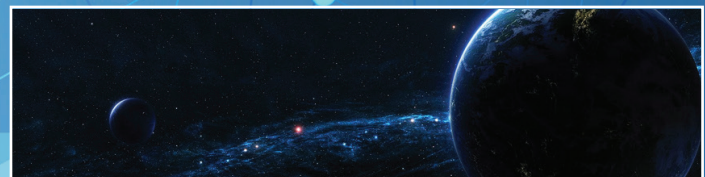
- Starting R&D activities regarding robotic technologies,
  - Opening AKINSOFT İstanbul Plaza,
- (We achieved the goals of starting R&D activities on robotic technologies and setting up AKINSOFT İstanbul Plaza, one year before the expected time which is 2010. We started to get into the act in the media sector in 2009 by publishing INOVAX magazine.); Our company is planning to actualize Satellite City Project as well as intending to be the pioneer of software in the world and increase the staff number to 30.000.

### 2015 Vision; ✓ ACHIEVED

- Starting mass production of the robotic technologies that are designed with artificial intelligence to make people's lives easier.

### 2023 Vision;

- (On 26 December 2015, we have announced our 2023 vision which we have been keeping as a secret since 1995.);
- Establishing R&D Center of Space Technologies,
  - Establishing AKINSOFT High Technology University.



**We do not dream, but plan...**



## E-Office

It is very important ensuring the continuity of the workflow as well as maintaining the control in office for business managers. After sustaining long-time R&D activities about this issue that brings difficulty and unnecessary workload, AKINSOFT has developed E-Office software in order to provide control in many sections of companies.





*Your office is at your fingertips!*

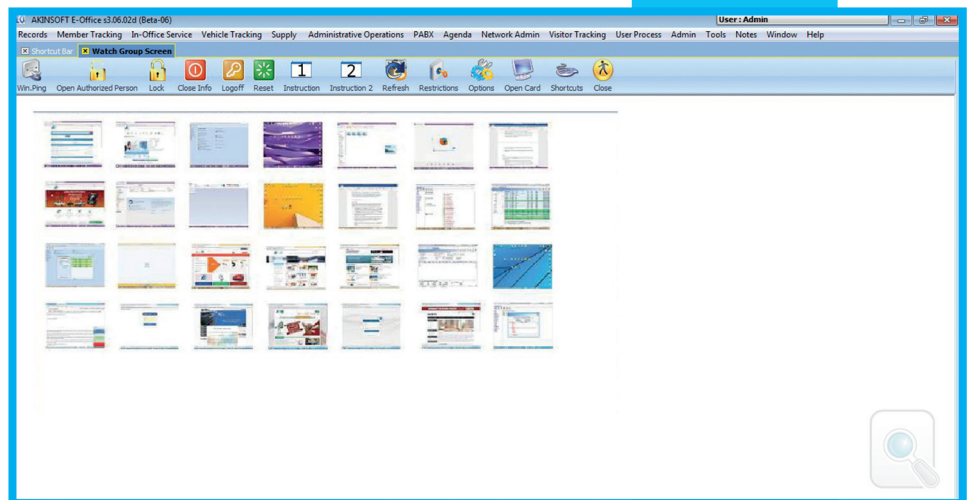
**WOLVOX**<sup>®</sup>  
ERP E-Business  
just in time...

# What Can You Do?

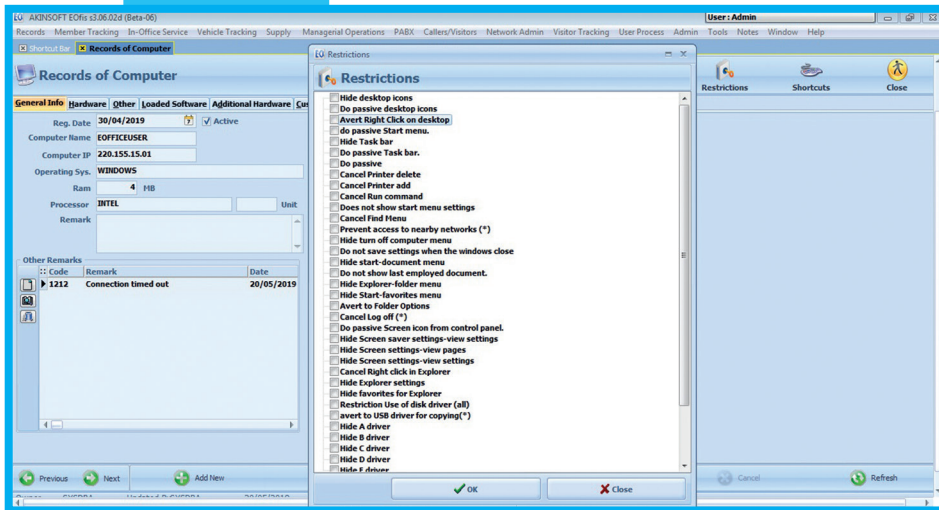
## Network Admin

It is very difficult to follow up employees for managers even it is impossible when they are outside the office. Only a communication that based on trust can be established. However, this situation does not work always as expected. Even so, do you know that you can follow up your employees by your computer and even by your Android Phone / Tablet?

- You can control employees about when they were in office by recording their login and logout logs.
- You can watch the screens of all computers or specific computer that you want on the same time and you can follow up the employees about what are they doing.
- You can periodically record screen shots of computers that you specify. You can report about what works have been done on which computers when you need.
- Department managers can follow up the screen and message logs of their subordinates and they can get informed about whether or not staff members do jobs.
- This program can analyze the hardware information of computers (OS, HDD, Ram, display card, monitor, network configuration etc.). So you can check which hardware do you have in your office.







- This program can follow up and report possible hardware changes in computers. You can report about which changes happened when you need.
- You can turn the computers on/off, open the computer without pushing power button and restart.
- You can report which programs are installed on computers and keep record logs of programs that you licenced.
- You can keep records of usable softwares in your office by creating logs, separate them in groups and you can track which programs are in use on computers.

- You can associate installation files of programs by loading files on program logs and quickly use this files when you need.
- You can use this software in order to close computers in places such as schools and libraries by configuring neccessary settings.
- You can follow up screens in real time through E-Office Android Client software which is installed on your Android tablet and you can watch what your employees are busy with when you are out of office.





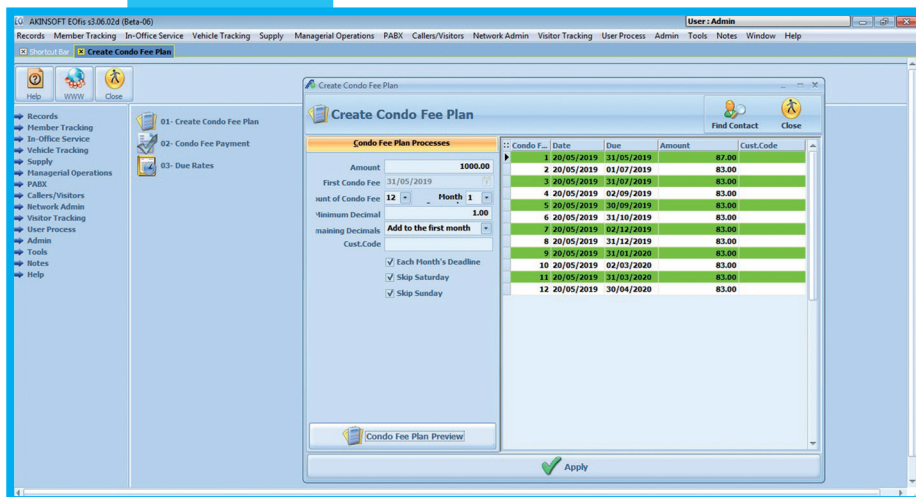
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## Records

- You can record addresses and info data of your clients which you want to follow up. This may look simple but if you can use it correctly you can record a lot of processing which will accelerate your workflow.
- Thanks to the Organizer field, you can enlist your meetings, interviews, all other plans during the day and activate alarm in order to warn you before the appointment time.
- You can set single record for your repeating appointments by specifying repetition frequency and make it create appointments in specified periods automatically. In this way, you can run your business without disruption.
- Other users can record appointment entries for you by authorization feature. So, your employees can create your daily business plan.
- You can categorize your appointments by determining importance level and realize preferential appointments by considering colors on organizer when your work disrupted.
- You can record person/company data in order to make transactions and create custom definitions about person/company data that you want to record but you could not find.
- You can select recorded city definitions by creating city entries or loading default cities to the system. Thus, you can accelerate your transactions.
- You can collect person/company data to a single field by adding files to records that you want to save on your computer and you can quickly access when you need them.
- You can paste celebration tags by adding address label output on your person/company records in order to send them in special days.
- You can easily send SMS and e-mails in order to celebrate special days or make various announcements to your person/company contacts.
- You can add entries to your person/company contacts about debt payment and you can access them when you need. So, you can use this program for tracking your person/company contacts' balances.
- You can quickly create reminder alarms through debt payment actions and make them alert you before upcoming actions.





## Member Tracking

- You can also use this program in order to execute dues transactions of person/company contacts that are recorded in your office. In this way, you can detect things to do about person/company data in order to execute dues transactions by saving time without the need of any other programs
- You can create dues plan for recorded person/company so you can track payments easily.

- Delay penalty can be applied at the defined rates for delayed payments, so you can make the person/company to pay on time.
- You can perform payment entries in bulk in order to make payments for more than one month.
- Remaining debt from short pays can be transferred to the other months, you can choose whether the payments will be deducted from normal instalments or the penalty.
- You can get a list of member account transactions; you can print or you can export to Excel as you wish.





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## Inter-Office Service

You can keep a record of your stocks which are served in your office, track input-outputs and control the available stock quantity.

- You can make the service free of charge or you can make paid service.
- You can monitor if the orders are delivered or not.

**Stock Transaction Entry**

**Stock Info**

Group COLD DRINKS Unit PCS  
Sub Group LEMONADE Cust.Code-1  
Barcode 1655121321 Cust.Code-2  
Stock Code ST0055 Remark  
Stock Name PINK LEMONADE

**Move Info**

Process Date 17/05/2019 11:23  
Amount 1.00  
Move Type ☐ Enter ☒ Exit  
☒ Paid ☐ Delivered  
Price 5.00  
Amount 5.00  
Registered Computer  
☐ Transaction Canceled

**Retainer Staff**

Received From VCSS  
Field Personnel Addison Wilson  
Doc. No Cust.Code  
Remark-1  
Remark-2

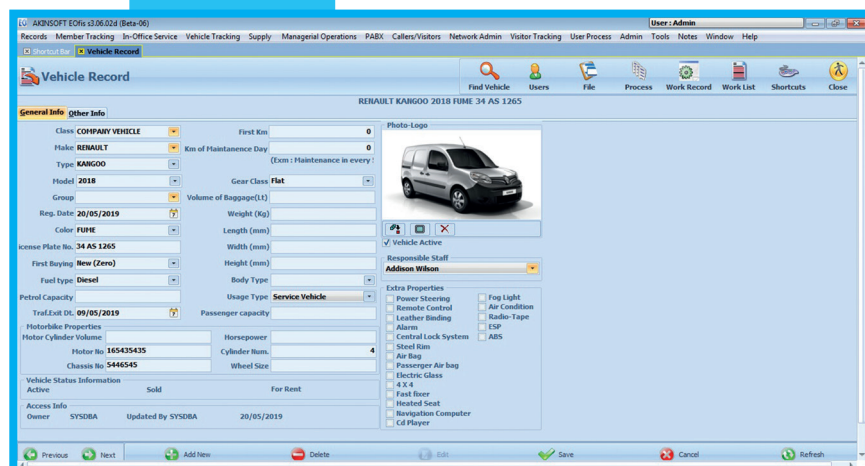
Record Count: 0

**Stock Def.**

Reg. Date 01/05/2019  
Group COLD DRINKS  
Sub Group LEMONADE  
Barcode 1655121321  
Stock Code ST0055  
Stock Name PINK LEMONADE  
Unit PCS  
Cust.Code-1  
Cust.Code-2  
Remark  
☒ Show in Orders ☐ The Product Is Not Yet Available  
☐ Paid

Previous Next





## Vehicle Tracking

It is very difficult to track vehicles especially in businesses which have a lot of vehicles, and in a forgotten transaction both your business and your employees will be in a difficult situation. In order to prevent this situation, you can perform the necessary vehicle follow-up by using the vehicle tracking module and get reports and follow which vehicle is active

- By defining all the vehicles that you use within the company, you can select the personnel that is responsible for the vehicle, so you can get reports from the corresponding personnel about the vehicle.
- You can record vehicles quickly by loading default vehicle, brand and model definitions with a single keystroke.
- You can prevent the disruption of such operations by allowing the program to issue a warning before the car insurance, insurance and maintenance dates.
- You can follow up past accidents by recording vehicle accidents and report who had an accident and when.
- By vehicle work records, you can keep track of the type of work your vehicles are used for and when.





Lack of tools to facilitate your work within the company might make your workflow difficult. The E-office program will help you control your procurement process while allowing you to keep your inventory.

- 
- A top-down view of various school supplies arranged around a central spiral-bound notebook. The notebook is open to a blank, lined page. Surrounding it are several items: a red apple on the left; a pair of red-handled scissors at the top; a clear ruler at the top left and bottom right; a bundle of colorful pencils (blue, green, yellow, orange, purple) on the left; a set of colorful pens and markers on the right; a cluster of colorful paper clips at the top right; a group of colorful pushpins on the right; a pile of yellow rubber bands at the bottom right; and a set of colorful pencils (orange, yellow, green, blue, pink) at the bottom. The entire scene is set against a plain white background with a blue border.

Who visited whom at your office, at what time and for what purpose? These questions help you find out how your employees make use of their time as well as providing office security.


- AKINSOFT ECRs (3.06.02) (Beta-06)

Records Member Tracking In-Office Service Vehicle Tracking Supply Managerial Operations PABX Calls/Visitars Network Admin Visitor Tracking User Process Admin Tools Notes Window Help

Instructions Information Desk

Visitor Entry (15) Visitor Exit (74)


Visitor Camera (CAMERA IS NOT ON)



Take an Image

☐ Receive Automatically When Logging In

Image



AKINSOFT SOFTWARE ENGINEERING

Visitor Information

Name **Beth Johnson**

Firm **VCSS**

Identity No **165151651**

Number of Contacts **1.00**

Came To **Addison Wilson**

Remarks

Visitor Card No **13213** Visitor No **1**

Identification Information

|                                 |                                  |                                 |
|---------------------------------|----------------------------------|---------------------------------|
| Nationality <b>AMERICAN</b>     | Religion <b>Christian</b>        | Issuing No <b>645613</b>        |
| Father Name <b>John</b>         | Blood Type <b>O B (+)</b>        | Family Order <b>009</b>         |
| Mother Name <b>Mary</b>         | Level Province <b>Baltimore</b>  | Order No <b>005</b>             |
| Place of Birth <b>Arkansas</b>  | Shared District <b>Baltimore</b> | Issue place <b>Austin</b>       |
| Date of Birth <b>20/01/1989</b> | District/Village                 | Issued For                      |
| Gender <b>WOMAN</b>             | Prev. Surname                    | Rec. No                         |
| Marital Status <b>MARRIED</b>   | ID Serial No <b>356185</b>       | Date of issue <b>20/02/2019</b> |



## Administrative Operations

You can record not only your own daily work, but also the tasks you assign to employees, so you can record when you give the task and when it is completed, you can provide some kind of performance measurement. You can also define all your documents to the system and make a more systematic structure by ensuring that the documents coming to your company are recorded.

- You can record the tasks you give to your personnel or self-received tasks so you can report which tasks are assigned to your staff
- You can keep track of who gave the task and who took it, so you can report which employee is assigned to more tasks.

- You can define the expected completion date of tasks and track when they should be completed, and prevent possible delays by alerting before the end date.
- You can open custom field definitions for information that you want to specify during task entries, if you cannot find data entry fields.
- You can send task notifications to your employees via SMS or e-mail to inform them.
- You can have employees associate completed tasks or reports with a task log as a file attachment.
- You can save the documents coming to your company and leave your company, you can keep track of whom the document came from and you can record all the documents arranged on behalf of your company.
- You can save file/image attachments for the documents and access easily when needed.
- By recording documents as department based, you can provide a separate document number for each department so that you will avoid confusion.

- You can record the meetings and their results and see which meeting was held on what date and if the results have been implemented or not.
- By creating a form track record, you can follow the forms you use in your business through the program, save your renewed forms and display which form is in use at what date.





## Agenda

You can check the messages sent by people who could not reach you when you are outside or when you are busy by following up your agenda through program.

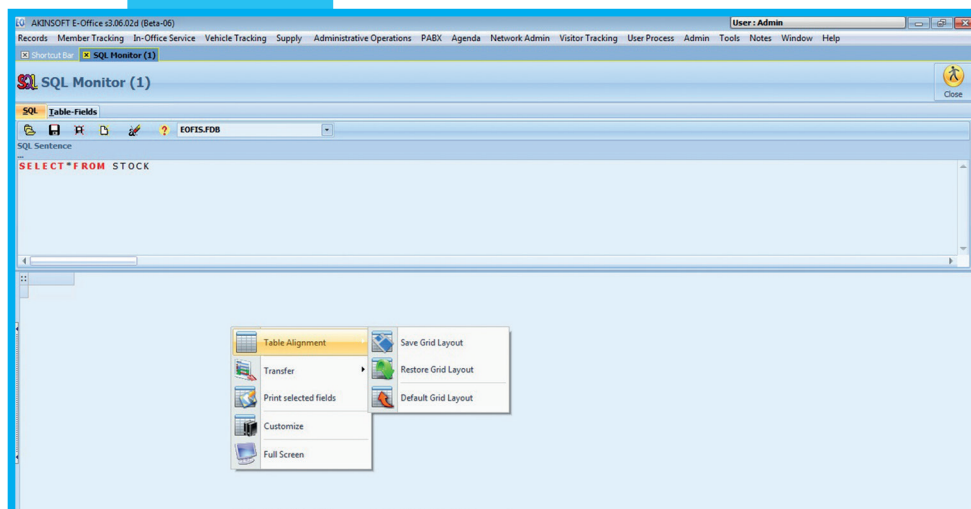
- You can determine who called you from your contacts or who has been called by checking user registry.
- You can mark the mood of the people who called you or who came to visit you
- You can specify the actions which will be taken about the people who are registered in your agenda and you can save reports about processes.
- You can take actions quickly and get info from the people who contact you in day by reporting your agenda daily.

## PABX

You can report the calls of your employees through ASKINSOFT PABX Server Program by integrating it with E-Office.

- You can define the internal numbers in office and follow up which number belongs to which staff.
- You can report which internal number was in conversation with which number by specifying time.
- You can detect the the most dialed number and receive statistical reports.



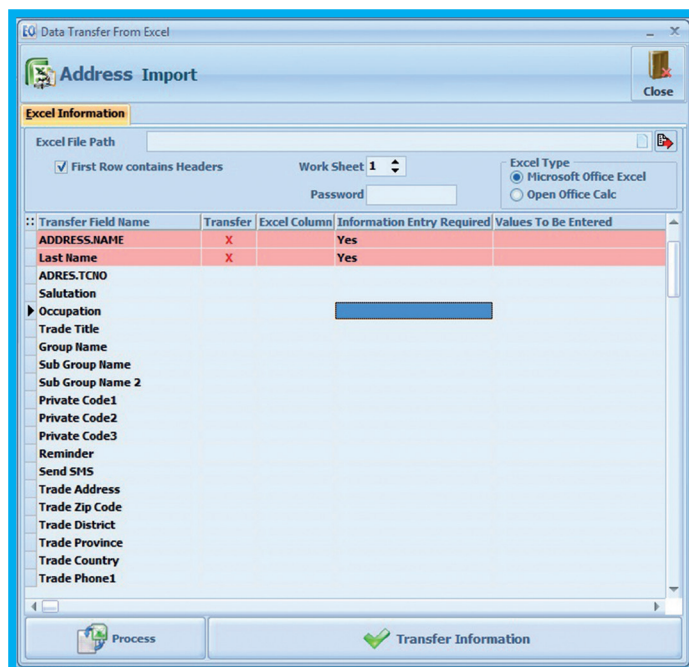
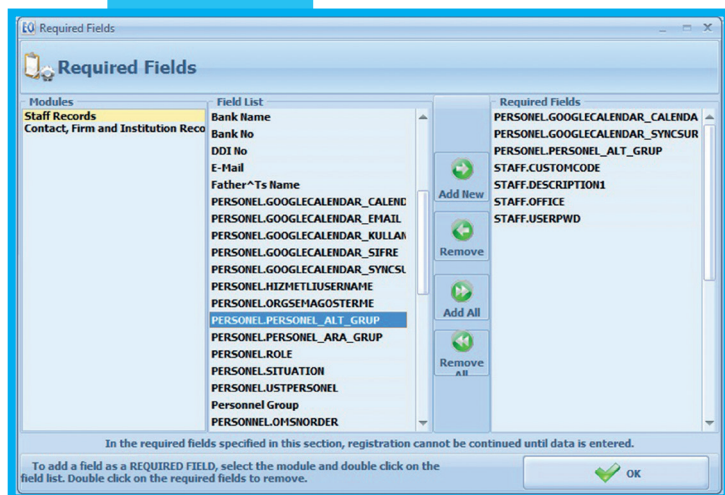


## Other Operations

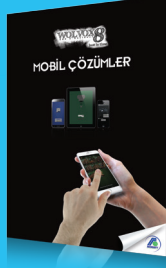
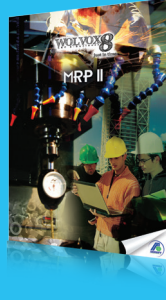
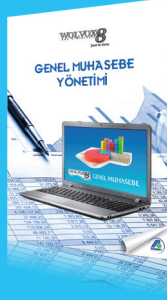
You can optimize the basic settings about program usage and use the program more efficiently by configuring some settings on authorized module.

- You can use the theme that you want by installing it to program.
- You can question the information in database by typing SQL queries and transfer them to Excel.
- You can transfer all the reports in the program to Excel.

- You can create graphical reports for the fields where you can report.
- You can define mandatory fields for staff or person registries and prevent registration without filling these fields.
- You can transfer the address data which you recorded in Excel to this program quickly thanks to the Excel transferring feature.
- You can create note entries, make them appear always and delete them by clicking on when you want to remove.







+90 444 40 80

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