



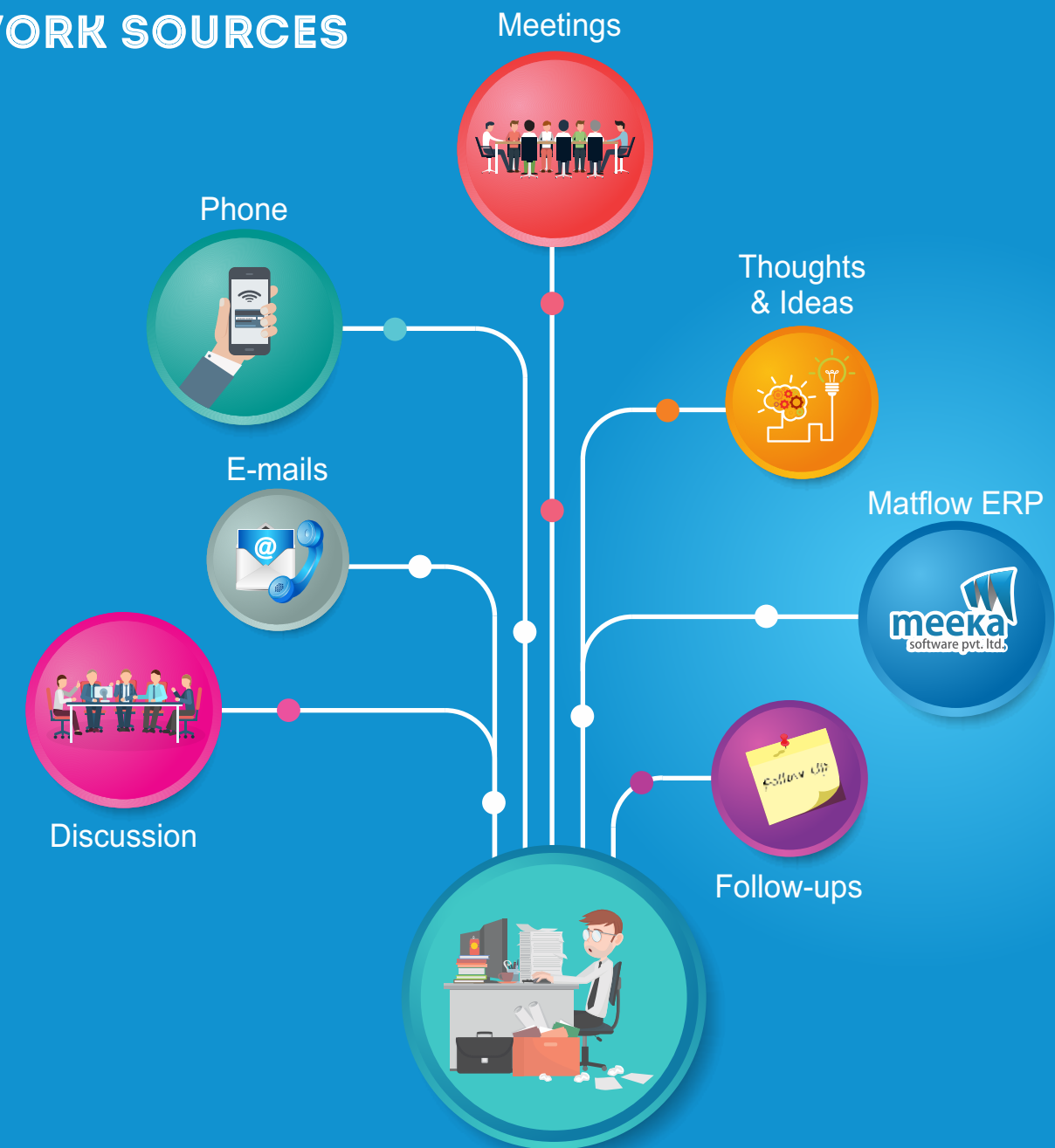
myofficework.com

INTRODUCTION

Meeka Software has developed Work Delegation / Allocation / Management software solution on cloud which is known as www.myofficework.com.

Meeka's Goal is to provide a solution which will empower the employer and employees with more productivity and helps them to take better and faster decisions and it also creates more transparency among them.

LOADS OF WORK SOURCES



WHAT IS WORKFLOW?

Meta: Read about the various ways in which the “My Office Work” software can help you manage and perfect workflow and task allocation within an organization

Workflow can be defined as the movement of specific elements from one level of an organization to another, where each level is tasked with transforming the elements in their own way as per specific parameters. In other words, it is a process or a set of processes that keeps an organization running.



WHY DO YOU NEED TO MANAGE YOUR WORKFLOW?

A workflow system need not be restricted to only organizations; it can be seen even in everyday activities. For instance, as soon as you rise from bed, your goal is to reach your workplace at the designated time. However, to do so, you have to complete several processes that contribute to that particular goal. These could include brushing your teeth, ironing your clothes, taking a shower, fixing breakfast for yourself and driving to the workplace. Even if one of these activities takes up more time than expected, the entire workflow can be compromised, and you might end up reaching your office late. This is why workflow management is important on a personal as well as professional level. Other reasons for the same include the following:



A workflow can be defined by the following aspects:

- It is centred around a particular end-goal
- As per the goal at hand, the processes to achieve the goal may be diversified
- A workflow can be linear and sequential, where the progression occurs from one stage to another
- A workflow can also be maintained through “states”, where sequential processes are replaced by events. Here, the workflows can be reversed wherever required, depending on the outcome of transitions and states
- A workflow can also be driven by rules, where the flow, sequence as well as the progress from one level or state to another is predefined. Here, links between separate levels and states are determined by rules rather than events.
- The different types of workflows, branches as well as nodes could be created within a single workflow. This means it can be made as complex or simple as you want it to be.

- Workflow management can digitize the work processes to a large extent, thereby reducing stress as well as messy paperwork
- Workflow management can help you identify those aspects or practices in your organization which are wasteful or redundant, thereby allowing you to create more efficient processes
- Workflow management is also a crucial element for correlating time with specific processes. This allows for better time management and reduction of effort
- Workflow management can help you keep an eye on each and every process within an organization, including the timelines and people involved in the same. This can help in reducing unexpected problems and issues with the same
- Workflow management can be used for automation of processes within the organization. Management of workflow within an organization can help in freeing up time for other more crucial activities and directing focus to where it is required the most
- Workflow management can also help you determine the strengths and weaknesses of individuals, thereby allowing you to allocate tasks to only those departments or individuals who you think will be able to complete them in the best possible way
- Workflow management can also allow increased flexibility in the organization, thereby allowing you to create collaborations and integration within the organizational framework

HOW CAN WE HELP?

“My Office Work” or “MOW” software from Meeka is designed to help you create and manage your workflow in the best way possible. Some of the main aspects that the MOW software can help you with are as follows:



Work Generation through Direct Sources

- The software can help you manage and make the most out of sources from where work can be generated
- The software can help in creating and making the most out of minutes of meeting
- MOW is a brilliant tool when it comes to generating work from thought forms. By simply feeding a documented thought form into the software, the software can utilize the same and create a specific task out of it
- It can be used to summarize a discussion with a client, which can later be used as the raw material for generation of work

Work Generation through Emails

- Emails form a vital form of communication between customers or clients and can also act as bridges between other members in a supply chain, such as suppliers and vendors. Hence, these can be used as powerful sources of work generation
- Major aspects of consideration, as far as work generation through emails is concerned, including follow-ups and quotations mails can be managed through the software
- Important forms of communication that occur through mail, including interaction between two departments and responding to client queries can be monitored and managed through the software
- Ensuring unread queries and uninitiated client responses are set into motion again is also a huge part of what MOW can help you take care of
- Tracking communication channels initiated through emails is another important aspect that can be done through the software

Work Generation through Matflow ERP Software from Meeka

- The MOW software is specially designed to integrate seamlessly with the Matflow ERP system from Meeka, thereby acting as a bridge between the ERP system and the employees
- The software can be used to sync work generation and allocation with essential ERP utilities, thereby creating automated processes for the same
- The software can also be used for monitoring and track work-related essentials, using the functionalities of the ERP system which is established in the company



Work Allocation

- MOW provides an entirely customizable interface for work allocation, which automates one of the most tedious and persistent problems that most companies are faced with: who is the man for the job?
- The software can be used to allocate work on the basis of completion time, the nature or type of work, and the designation of the member of the organization
- The software can also be used to attach supporting documents along with the main body of work that is allocated to a particular individual
- The viewing rights for any type of work can be set through the use of the software and the overall requirements of the project

Tracking of Tasks

- The tracking of tasks can be conducted through the software, owing to the intricate ways in which it is designed for perfecting and harmonizing the workflow within an organization. In this case, the software can even monitor minute tasks during high volumes of work generation and work allocation activities
- The software can track details such as the type of action taken by an employee after a task has been allocated to him/her, as well as the overall progress achieved as far as the task is concerned. The software does this by taking into account the notes that employees and allocators create with relation to the task at hand
- The software can also be programmed to send reminders whenever a particular task is close to the completion date specified for the individual or the task itself

Work Status

- The software can establish a form of connection between the allocator and the employee, centred on specific tasks. This connection is initiated when an employee, after the completion of a particular task, marks it as “complete”. However, the connection can only be sealed and documented once the allocator has approved of this particular status as well.
- When a task or work is overdue, the employee is obliged to enter the specific reason behind the same
- If the allocator is not satisfied with the work done by the employee, he/she can use the software to reopen a task after completion to the same employee or a different employee

Analysis of Tasks

- The software can be used to change specific working styles or workflows within an organization, by studying and analysing the reasons behind why specific tasks take more time for completion, while others are completed meticulously and easily
- The software documents the working behaviours of employees as well, through their notes as well as the adherence to deadlines and quality. Senior executives within the organization can use this data to improve work allocation
- MOW software is a potent tool when it comes to digging up specific problems and issues within the system, which is enabled by the huge reservoir that it provides in terms of the history of tasks
- The interface provides a way to look at the various ways in which different departments are working, which can further provide a chance for collaboration and integrated efforts
- Work submission and allocation histories of specific departments can also be used to understand the performances of each department, which can further help comprehending the ways in which the functioning of a particular department can be improved
- The software can also be used to integrate training modules for weak departments as well as weak employees
- The main reasons that are documented by the software for delays and other weaknesses can also provide an overall picture of where the firm is lacking and how these issues can be solved

Accessibility and Control

- MOW provides the perfect interface for defining who can view what as well as who can control or access specific parts of the workflow
- The software allows department heads in an organization to exercise greater freedom in terms of allocation and monitoring of tasks within the department that they are a part of
- The company head has the highest degree of freedom as far as monitoring the tasks and overall functioning of each and every department in the organization.

FEATURES AND FUNCTIONALITIES



Calendar

The calendar can be used to document and monitor each and every task that has been fed into the system, thereby allowing employees to create their own schedules and ensure time management to the largest degree



Priority of Work

Labelling of tasks on the basis of the degree of urgency associated with them can be done through the use of the software. MOW allows the usage of tags or labels such as 'Urgent', 'High', 'Normal', and 'Low'. This allows easier filtering of work, which can be done on the basis of the type of label a particular task has been assigned.



Work Type

The MOW software allows the creation of specific work types, under which each and every task can be classified. The tasks assigned to different employees can hence be divided into specific groups and fields, enabling easier management and better analysis



Personal Server

The software can be integrated into both an in-house server as well as a cloud-based server, according to the workflow requirements of the company, including volume of data and flexibility of infrastructure



Document Attachment

MOW can enable an individual allocator to attach specific information on the basis of the type of work that is being allocated to an employee. This can help in increasing clarity amongst the employees, while also providing them with a convenient source for completing their task.



Dashboard

The software provides a convenient and intuitively designed interface which can be used for the purpose of assigning accessibility rights, allocating tasks, and even viewing the rights that have been assigned to department heads, senior executives and other members of the organization.



Work Allotment

The software allows each and every employee to create his own system of work allocation and transfer. This means that the software completely removes the top-down approach towards workflow, making it flexible and versatile. Hence, even employees can assign work to their seniors, depending on the work type, the accessibility rights, and the priority of the assigned work.



Web Based Software

MOW is a "web-based program". Hence, it only needs to be installed on the main server of the organization, which eliminates the need to install the same on each computer or device used by the company.



Transfer of Work

Depending on the degree of freedom and the rights to accessibility and usage, a software user can transfer a particular task to another individual. The transfer of work is not only restricted to employees but can also be done between departments.



Email & Message Confirmation

The software is directly integrated with the email addresses and the smart phones of each and every employee in the organization. This allows the software to remind individuals through both emails as well as SMS whenever a particular task has been assigned to them



Cloud Based Server

The MOW Software can create and implement cloud based servers for clients and can also help them get acquainted with the flexible infrastructure that comes along with this form of software hosting