

ERPbyW

Remote Working Guide

This guide demonstrates how you can use ERPbyW for your organisation to work remotely

Getting started

- Setup a Project for supervisors and management to define and Monitor tasks and Activities.
- Only Supervisors and Management are able to update the project
- Projects are updated based on documents shared and discussions that occur in the Collaboration module.
- The demo Project does not have any initial tasks or activities and they shall be agreed upon in the discussions further on in the presentation

Collaborate to get the project going

- Each department can have a 'Team' defined
- Only the addresses added to this team can collaborate
- Emails are sent to each address upon updates
- Discussions are always initiated with or accompanied by a File or document which is uploaded and shared with the team
- We demonstrate with the 'Marketing' team which is collaborating on the 'All Out Marketing Campaign' project as in the previous slide where the Team Leader of the Marketing team has initiated the project and now wants to agree on work items (tasks and activities) with his team.

Get the conversation started

Team Leader has uploaded the document “All-Out-Marketing-Campaign.docx” which the team has to review and agree upon

ERPBYW

- Navigation
- Stakeholders
- Inventory
- Services
- Suppliers
- Accounting
- Project Management
- Human Resources
- Collaboration

View Document

Document: All-Out-Marketing-Campaign.docx
Team ID: 9
Team Name: Marketing
Document Description: I have drafted how we can split activities for this campaign. Please have a look at the document and communicate any issues or concerns by the end of the day.

View Document

Type New Comment

Add

Collaboration continued

- As mentioned before, all team members of the marketing team receive an email when the document is uploaded and need to
 1. Login to the system
 2. Download and review the document
 3. Submit comments as demonstrated below

View Document

Document: All-Out-Marketing-Campaign.docx

Team ID: 9

Team Name: Marketing

Document Description: I have drafted how we can split activities for this campaign. Please have a look at the document and communicate any issues or concerns by the end of the day.

[View Document](#)[Add](#)

Langa: I believe I can manage to accomplish the tasks as specified and will begin working on them immediately!

Wandile Nxumalo: Great Siphon thanks for the quick response!

Rex: Suppliers sometimes take longer than expected in delivering some of the materials so can we expand the period for having them ready by 3 days?

Langa: I agree that will also give us time to print and post

Wandile Nxumalo: Thank you team. Kindly provide work updates by continuing the conversation here and I will put these activities and updates when available in Project Management where they will be monitored.

Project Management setup

- The Project Manager then has to setup the Project as agreed with the team;
 1. Defining the different Tasks and Activities
 2. Assigning personnel as agreed to the Activities
 3. Updating the Activities with progress as reported by the assigned employee in the Collaboration module described prior.
- Task progress is defined by how many Activities are complete
- Project progress is defined by how many Tasks are complete

Projects



ID	8	Name	All Out Marketing Campaign	Planned Start	2020-03-30
Planned End	2020-07-31	Actual Start	2020-03-24	Actual End	null
Progress	0.0%	Status	Started		

Description: This campaign is for the marketing of ERPbyW Project Management and Collaboration Services and demonstrates how employees can work remotely.

Project Manager: Masomalenhle Mkhathswa

Stakeholder: Corporate Organisation

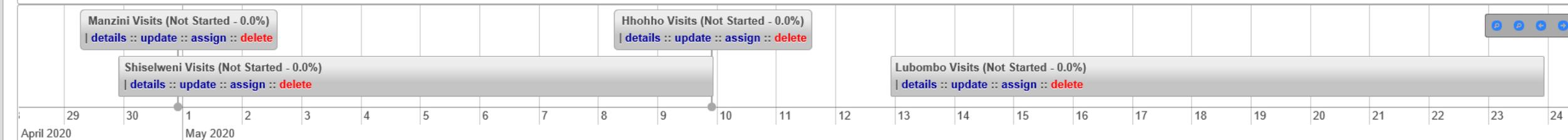
Tasks



Not Started



Activities



Efficient Collaboration & Project Management

Your team can now efficiently work remotely and consistently keep informed about the work that each one is working on at any time. Team Leaders are able to clearly define work to be done, follow up and monitor progress remotely and Documents are archived accordingly. This package enables full audit tracing of plans and work, and can even prove more efficient than when you are working together in the office!

The product is fully customisable to your specific requirements.

Contact me now for more information or to discuss;

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