

Digitalize your business

Manage projects and hold meetings **in the office as well as remotely**. Share documents, automate routine processes and keep your hands free.

myTEAM[®]
KVADOS SOFTWARE.





Keep your tasks, information and processes in single place

ASK

YOURSELF...

Do you need to be continuously informed about the completion of individual tasks?

Is it important to approve invoices on time?

Do you want to be able to find the information you need more quickly and easily?

Are you losing time with processes that the system could take care of on its own?

It's time to bring your company to the digital age with myTEAM®.

We offer a time-tested method for handling the life cycle of documents in your company, automating routine activities and efficiently managing development projects. Start working with a unique concept for tasks. Using our tasks, you can keep track of the activities of employees **regardless of where they are working from**. You don't need your own server or complicated maintenance; we offer hosting in a secure cloud.

WHY SWITCH TO myTEAM®?

1. Start by choosing the modules you need and expand on those gradually
2. You can also take care of operating costs via a monthly fee
3. Quick implementation and support in the Czech language
4. myTEAM® supports home-office, and it is possible to access the systems from anywhere
5. Intuitive and easy-to-use controls based on a revolutionary panel-based design

WHAT myTEAM® WILL SOLVE FOR YOU

Regardless of whether you're a small or large enterprise, you will need to digitalize key processes - and will probably want to do so expediently and while ensuring economic returns. We described and sorted these processes into specific areas and designed the myTEAM® modules according to this classification. You can then use the modules you need to build a functional system that takes care of precisely the areas you need - like when building a construction set.



Document management

Bring the life cycle of your documents under control via our document management system (DMS) - from their creation, review and approval, up to their safe storage and archiving, including advanced search capabilities. We'll provide you with a complete manual for managing the circulation of invoices, contracts and other important documents.



Management

Obtain a tool and a time-tested method for project management. Choose the size of your project, define the team, manage the risks. Thanks to the interconnection of tasks with meetings, you'll have stronger control of your projects and will be able to manage them more efficiently. With us, project management becomes a breeze for anyone!



Economic processes

With myTEAM®, you can easily automate all routine processes in the company. Revise contracts, approve orders and invoices, make use of tasks and a digital filing office. Get a better overview of intra-company processes, but first and foremost more time that you can spend on specialized work and actual leadership.



HR and operations

The system manages processes via automatic tasks supplemented with notifications. Implement electronic leave requests, travel orders, and submit electronic internal requests. myTEAM® can also take care of real property management and your car fleet.

CHOOSE YOUR EDITION OF myTEAM®

With myTEAM® you can benefit from the experience and know-how we have gathered over many years. We developed **a standardized version - CLOUD** - that you can start using immediately and without any complicated bureaucracy. At the same time, myTEAM® can also satisfy the most demanding clients who have a range of specific requirements regarding custom-tailored adjustments - for those, we offer the **ENTERPRISE version**. We will also help you choose which version is best for you.

BRING YOUR COMPANY TO THE 21ST CENTURY

Let us support you

myTEAM® will provide you with a tool for supporting management, teamwork, information sharing and process control. It focuses on a procedural approach, efficient task allocation and making sure all company data and information is easily available - these are the hallmarks that separate successful organizations from unsuccessful ones. Bring order to your handling of company matters and keep moving forward.

Assign and manage tasks

Clearly defined tasks are the foundation of successful communication. As a manager, you spend a lot of time with assigning and checking tasks. myTEAM® will make your work easier not only by providing an interface where you can assign individual tasks, but also by serving as an area where automated process tasks are created. Your subordinates will complete their tasks based on their priorities and deadlines, and your hands will once again be untied.

Get rid of the routine, automate!

Leave your company processes to us. We'll provide you with a digital environment which will help implement changes and automate routine processes. You'll get a good overview on the status of processes and get rid of risks associated with incorrectly set-up procedures. The system is based on the principle of roles and removes the assumption of knowing each individual.

Documents available just one click away

Finding the latest version of a document you need? That's child's play with the myTEAM® DMS. Obtain a highly developed system for managing the whole life cycle of documents, from their creation, review and approval, up to their safe storage and archiving, including advanced search capabilities.

Revolutionary design

We built myTEAM® on the philosophy of a panel-based interface instead of classical windows. This allows you to show interconnected information simultaneously on several panels next to each other, without needing to close any specific windows in a classical UI.

Every task is conveniently in one place

Quick overview of the options for the task

The task manager is also available on mobile devices

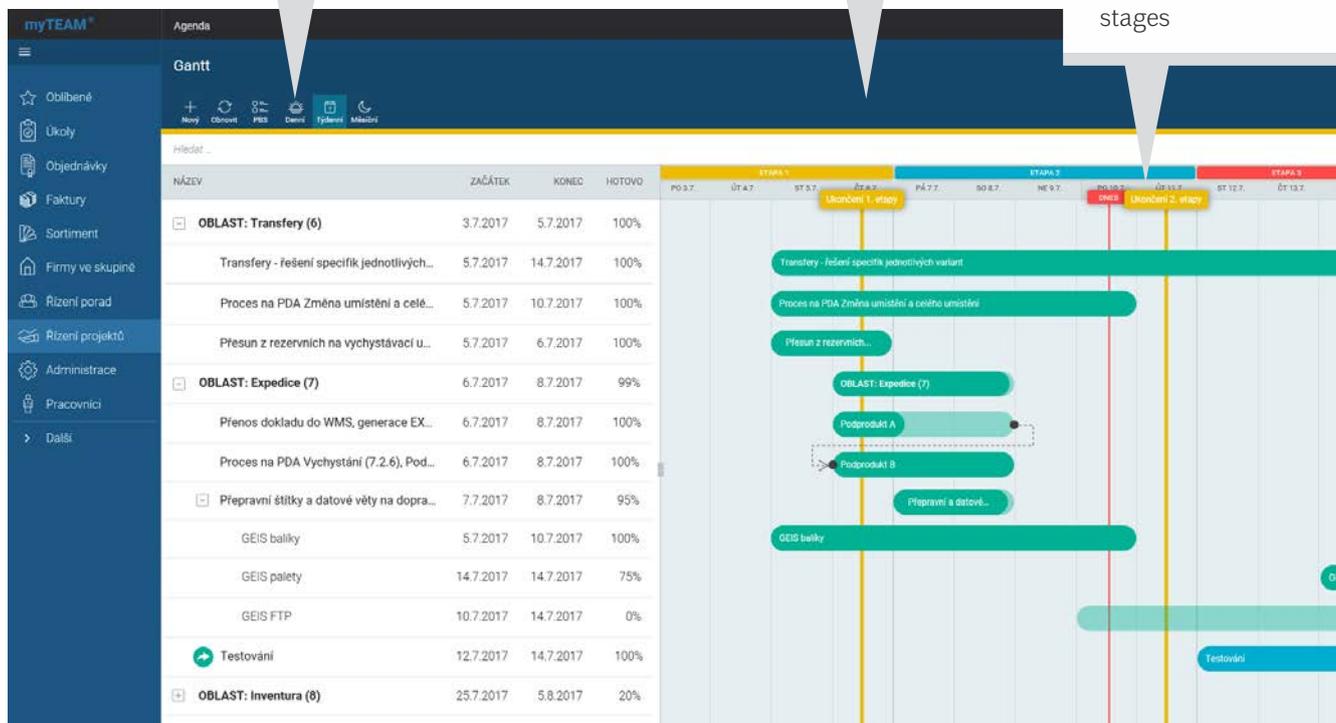
The desktop interface shows a sidebar with navigation options like 'Úkoly', 'Rízení porad', 'Objednávky vydané', 'Faktury přijaté', 'Katalog', 'Interní žádanky', 'Interní směrnice', 'Smlouvy', 'Projekty', 'Personalistika', 'Evidence prac. doby', 'Cestovní příkazy', 'Nemovitosti', 'Vozový park', 'Podatelna', 'Help desk', and 'Administrace'. The main area is divided into 'Úkoly' (Tasks) and 'Možnosti' (Options). The 'Úkoly' panel displays a list of tasks with columns for status, task name, due date, and assignee. The 'Možnosti' panel shows actions like 'Řešit', 'Odmítnout', 'ÚKOL', 'Rychlý přehled', 'Detail', 'Změnit řešitele', 'Změnit termín vyřešení', 'Změnit termín zahájení', 'Naplánovat', 'Upravit zadání', 'Přilohy', and 'Zrušit'. A 'Detail' panel on the right shows task-specific information and 'ZADÁNÍ ÚKOLU' (Task Assignment) options.

The mobile app interface shows a similar task list view with a search bar at the top and a bottom navigation bar. The task list includes items like 'Připomínka smlouvy č. 078159', 'Projekt - domluvit termín předání díla', 'V podatelně je nová zpráva z datové schránky', 'Schvalte fakturu č. 108/39', 'Potvrďte přečtení směrnice o GDPR', 'Potvrďte čerpání dovolené v období od 16. 12...', 'Schvalte výplatní pásku za období září', 'Porada vývojevého týmu - návrh nového obalu', and 'Prodlužte STK na vozidle Škoda - Superb S38...'. A green plus icon is visible at the bottom right of the task list.

Division of the project into individual areas

Graphic schedule of the project

The continuity of the project stages



REFERENCES

We hold each of our clients in high regard and respect their uniqueness. We use an individual approach that takes into account the needs and specifics of their business. The myTEAM® solution is used, for example, by the following customers.



KVADOS has been here for you since 1992. We support business as a manufacturer and supplier of our proprietary software solutions, services and counselling. Our collaboration is based on well-managed projects and the ability to understand the processes we build on. Correctly set-up processes will save you time and money, provide a competitive advantage and grant you success on the market. You can rest assured that working with us will provide you with specialized know-how that has been thoroughly tested in an international environment. When designing solutions, we give preference to creative and innovative approaches. This means that we'll be a partner that will accompany you as you grow. We'll keep up with you, from the early beginnings of your business until the future.

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Switch to an ERP system that understands your business

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