# WorkLink

WorkLink, work smart !

Enterprise exclusive integrated platform of mobile application.
Integration of cloud computing technology and high-level security framework.
BPM EAM FSM Thousands of companies from every industry use WorkLink,
the best cloud-based platform

WorkLink

WorkLink Mobile Business Integration Platform provides a mobile technology core for internal management communication for companies and organizations of different sizes to ramp up work efficiency within the management team and enterprises.

Employing the SaaS (Software as a Service)-based networking business service model, WorkLink not only effectively reduces communication costs but also balances management efficiency and saving paper.

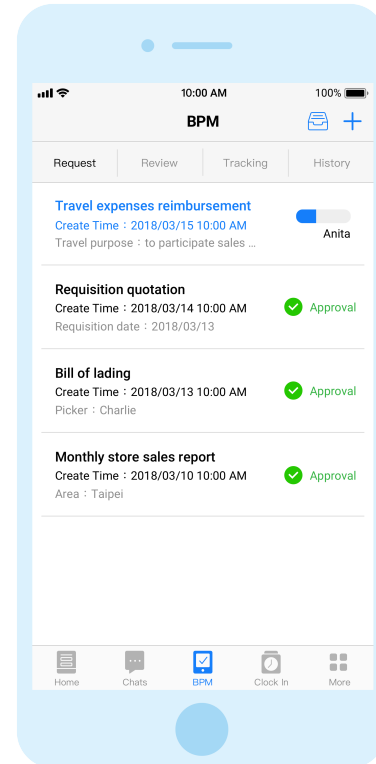Empower enterprises into mobile management with innovative cloud services.
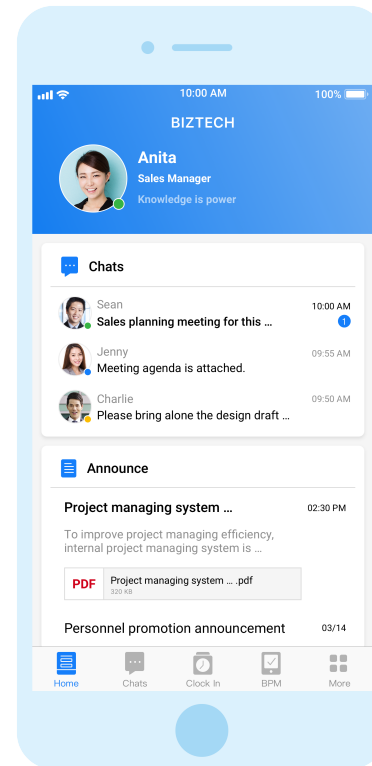
Mobile Approval (BPM) `Premium`

Mobile document approval function provides flexible process settings and custom of form fields that suit for various approval environments, allowing requesters and approvers complete document approval rapidly without restriction of time and location.
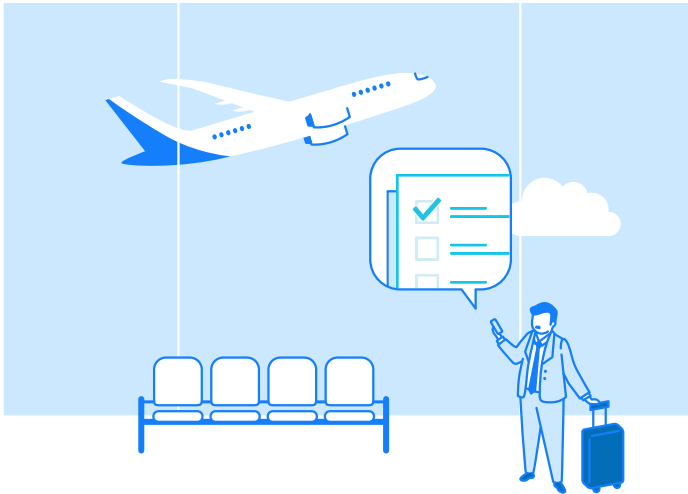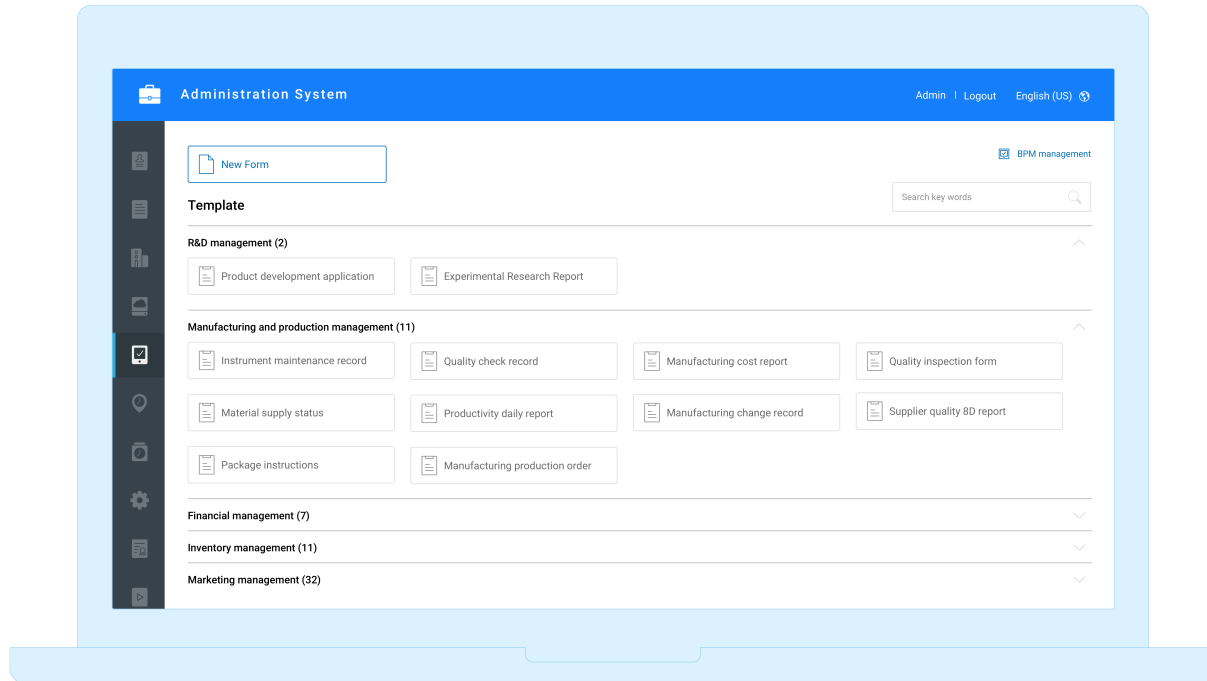

Mobile Approval—approve documents on the road with your mobile. Never carry your business paper documents along with any travel.

10:00 AM — 100%

BPM

| Request | Review | Tracking | History |

Travel expenses reimbursement
Create Time：2018/03/15 10:00 AM
Travel purpose：to participate sales …   Anita

Requisition quotation
Create Time：2018/03/14 10:00 AM   ✓ Approval
Requisition date：2018/03/13

Bill of lading
Create Time：2018/03/13 10:00 AM   ✓ Approval
Picker：Charlie

Monthly store sales report
Create Time：2018/03/10 10:00 AM   ✓ Approval
Area：Taipei

Home   Chats   BPM   Clock In   More

Mobile Approval Administration System ▶

The system comes with bunch of pre-defined forms and user-friendly interface to create new ones along with approval process of individual forms.

💼 **Administration System**

Admin | Logout | English (US) 🌐

📄 New Form

☑ BPM management

Template

Search key words 🔍

R&D management (2) ⌃

📄 Product development application   📄 Experimental Research Report

Manufacturing and production management (11) ⌃

📄 Instrument maintenance record   📄 Quality check record   📄 Manufacturing cost report   📄 Quality inspection form

📄 Material supply status   📄 Productivity daily report   📄 Manufacturing change record   📄 Supplier quality 8D report

📄 Package instructions   📄 Manufacturing production order

Financial management (7) ⌄

Inventory management (11) ⌄

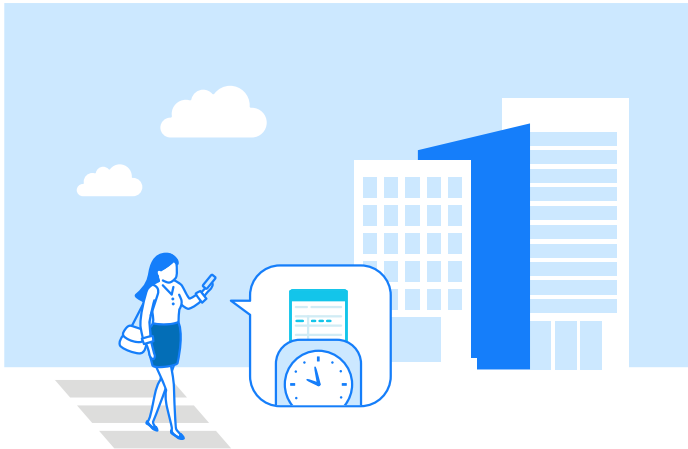**Marketing management (32)** ⌄

Clock In (EAM) Premium

Clock in per geographic location function enables record of time and location of daily attendance, attendance data is stored in cloud database that can be exported as reports to calculate working hours.

Clock In—LBS positioning, auto saved in cloud storage with options to export clockin logs and addresses to conform to regulations easily.
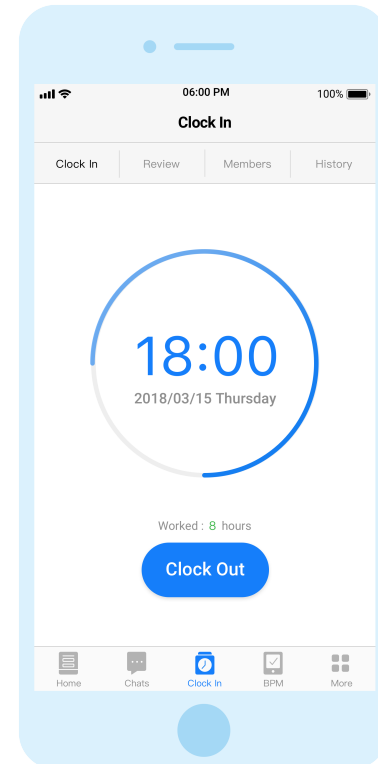
Clock In Administration System ▶

Log attendance status data (including both time and place) completely, enable administrators' easy review and download for working hour calculation; flexible attendance rule setup; enable employee grouping for easy data statistics and management.

| Administration System | | | | Admin | Logout | English (US) |

Group name*	Sales team	Work Hours **8**
		Clock In Time* 09:00 — 09:30
Working days* ☑Monday ☑Tuesday ☑Wednesday ☑Thursday ☑Friday ☐Saturday ☐Sunday		Clock Out Time* 18:00 — 19:00
Setting time ☑Flexible commuting ☐Cross day shifts Timezone GMT+08:00 ⌄		Rest period 12:00 13:00 ✕ 16:00 16:30 ✕ ➕ Add period

Group members
Edit list (3) ⌃

	1001	Anita	Sales Dept.	Sales Manager	⊗
	1002	Charlie	Sales Dept.	Sales Specialist	⊗
	1003	Jenny	Sales Dept.	Sales Specialist	⊗

Cancel   Save

Check In (FSM) [Premium]

The multi-location and multi-time check-in function logs multi-entries of work information covering check-in time, place and contents for easy management and trip records keeping. These records also help executives review records of trips and check-ins of their subordinates.
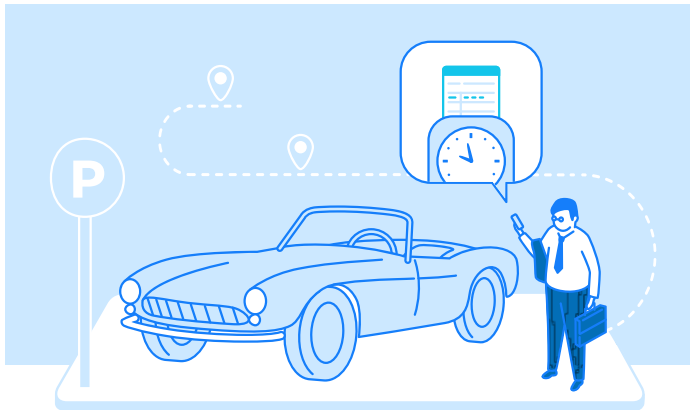
Check In—multi-point and multi-time checkin, log trip, visit information, and photos at ease.
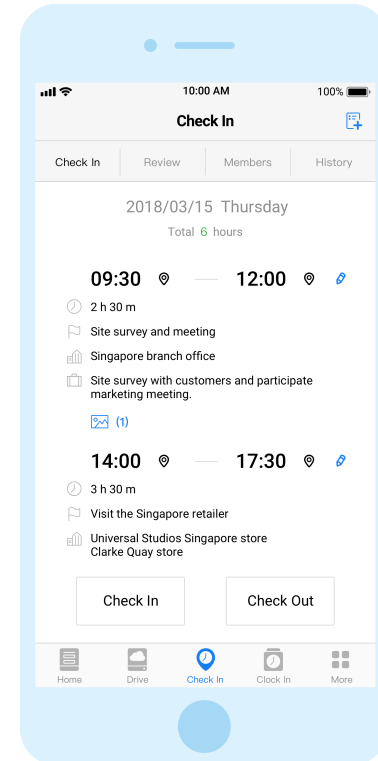
Check In Administration System ▶

Track employee trip records including time, place and work report; these records may be exported into files for HR's attendance data review.

Administration System

Admin | Logout | English (US) 🌐

Check In ▷ Personal Details

Anita
1001
Sales Dept.
Sales Manager

Date		
2018/03/13 📅	—	2018/03/15 📅

Filter

Total Days
3 d

Total Hours
24 h 30 m

Date	Check In Time	Check Out Time	Working Hours		Job Description	
2018/03/14	09:30 📍	12:00 📍	2 h 30 m	View Location	🚩 Subject	Site survey and meeting
					📊 Location	Singapore branch office
					🗒 Description	Site survey with customers and participate marketing meeting.
						🖼 (2)
	14:00 📍	17:30 📍	3 h 30 m	View Location	🚩 Subject	Visit the Singapore retailer
					📊 Location	Universal Studios Singapore store
						🖼 (5)

■ Chats (BIM)

Instant message transmission function is an internal instant communication platform exclusive to enterprise that supports text and file transmission. Message read status can be viewed to increase communication efficiency.
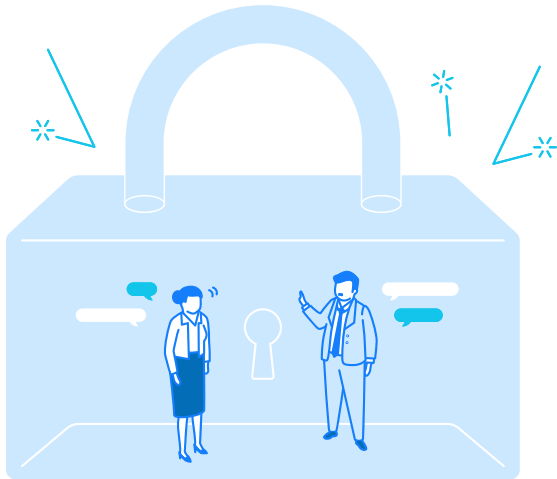
Chats—identify members who have read the group dialog; save data files in cloud storage forever.

Drive
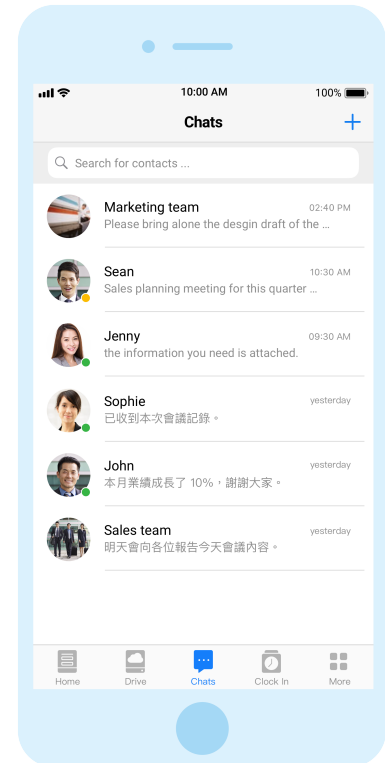
Share of cloud data, enterprise exclusive internal cloud storage is quipped with high level information security structure, team members can access enterprise sharing data with authorization to increase efficiency of document management.
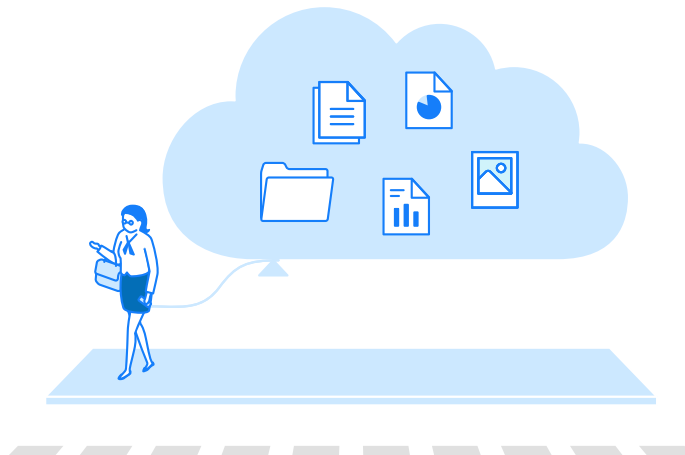
Drive—easy access and sharing with simple operations. Cloud remote backup without consuming space on cellphones and computers

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10:00 AM   100%

Drive

My Files
50 files, used 30 MB

Starred Files
10 files

Notice Files
30 files, used 20 MB

Announce Files
50 files, shared files

IM Files
100 files, shared files

Home   Chats   Drive   Clock In   More
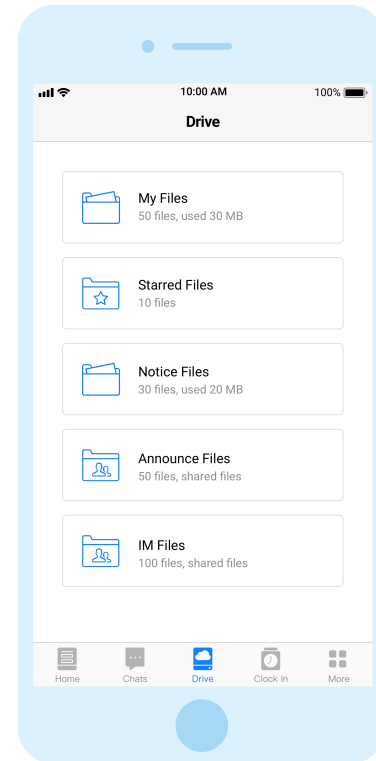
Drive Administration System ▶

Administrators may monitor cloud space usage and add more on demands.

Administration System

Admin | Logout   English (US) 🌐

Drive

Drive **4** GB | Total storage 10 GB   Purchase more cloud storage

Storage capacity details   Personal ⌄   Reminder content

Sales Dept. (1.0 GB)	Customer Service Dept. (0.5 GB)	Financial Dept. (1.0 GB)	Administration Managing Dept. (0.5 GB)	Financial Dept. (1.0 GB)		
Anita	Photo **10** MB	File **10** MB	Video **10** MB	Other **10** MB	**40** MB	Reminder
Jenny	Photo **10** MB	File **10** MB	Video **10** MB	Other **10** MB	**40** MB	Reminder
Charlie	Photo **10** MB	File **10** MB	Video **10** MB	Other **10** MB	**40** MB	Reminder
Sean	Photo **10** MB	File **10** MB	Video **10** MB	Other **10** MB	**40** MB	Reminder
Fanny	Photo **10** MB	File **10** MB	Video **10** MB	Other **10** MB	**40** MB	Reminder
Nia	Photo **10** MB	File **10** MB	Video **10** MB	Other **10** MB	**40** MB	Reminder
Jasper	Photo **10** MB	File **10** MB	Video **10** MB	Other **10** MB	**40** MB	Reminder

11

Contact

Sync and provide address books for business contacts in mobile devices of colleagues. These data are updated online to avail consistent contact information for searching and communication.
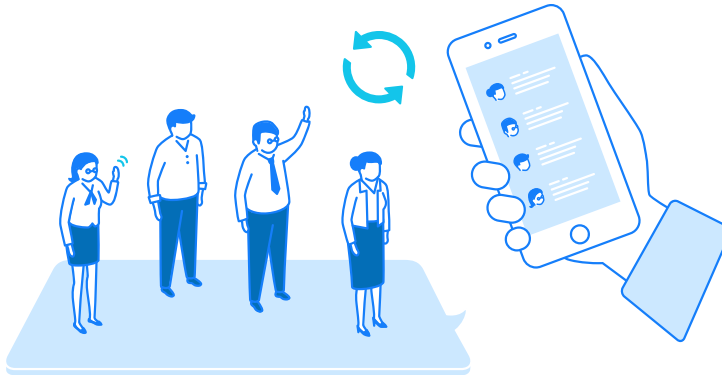
Contact—keep contact data only clicks away for convenient communication with colleagues.

Contact

Search keywords

Groups (1)

Members (8)
Marketing team

Sales Dept. (3)

Sales Manager
Anita

Sales Specialist
Charlie

Sales Specialist
Jenny

Service Dept.(2)

Customer Service Manager
Sean

Customer Service Specialist
Fanny

Administration Managing Dept. (3)

Administration Manager
Sophie

Home   Chats   Contact   Clock In   More
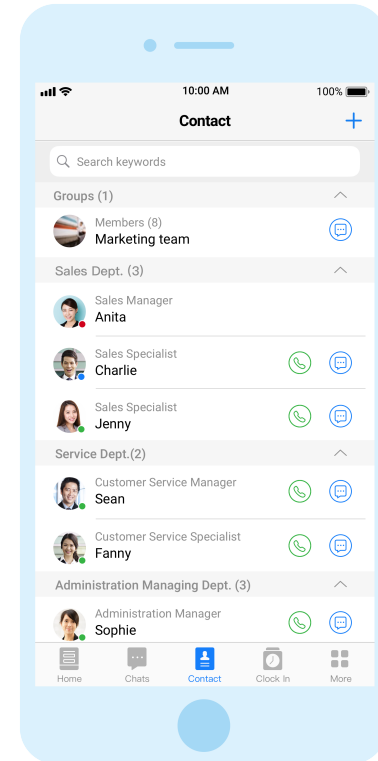
Contact Administration System ▶

Add new hire data online or by batch file import for easy and quick personnel data updating.

Administration System

Admin | Logout   English (US) 🌐

Contact

All departments ⌄   Select search item ⌄   Search keywords 🔍   ···

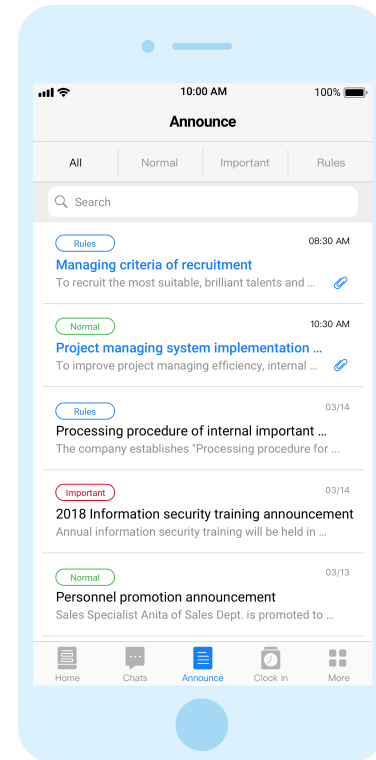|	Status	Full Name	Nickname	Employee ID	Department	Title	Duty Day	Supervisor	Mobile	Telephone	Email
☐	Activated	Anita	Anita	1001	Sales Dept.	Sales Manager	2015/01/01	John	0912 345 678	02 2345 6789	anita@mail.com
☐	Activated	Jenny	Jenny	1002	Sales Dept.	Sales Specialist	2015/01/01	Anita	0912 345 678	02 2345 6789	jenny@mail.com
☐	Activated	Charlie	Charlie	1003	Sales Dept.	Sales Specialist	2015/01/01	Anita	0912 345 678	02 2345 6789	charlie@mail.com
☐	Activated	Sean	Sean	1004	Service Dept.	Customer Service Manager	2015/01/01	John	0912 345 678	02 2345 6789	sean@mail.com
☐	Activated	Fanny	Fanny	1005	Service Dept.	Customer Service Specialist	2015/01/01	Sean	0912 345 678	02 2345 6789	fanny@mail.com
☐	Activated	Nia	Nia	1006	Financial Dept.	Financial Manager	2015/01/01	John	0912 345 678	02 2345 6789	nia@mail.com
☐	Activated	Jasper	Jasper	1007	Financial Dept.	Financial Specialist	2015/01/01	Nia	0912 345 678	02 2345 6789	jasper@mail.com

Announce

Enterprise online announcement system, announcement date can be predesignated and files can be attached, announcement read status can be viewed to ensure enterprise important messages are transmitted.
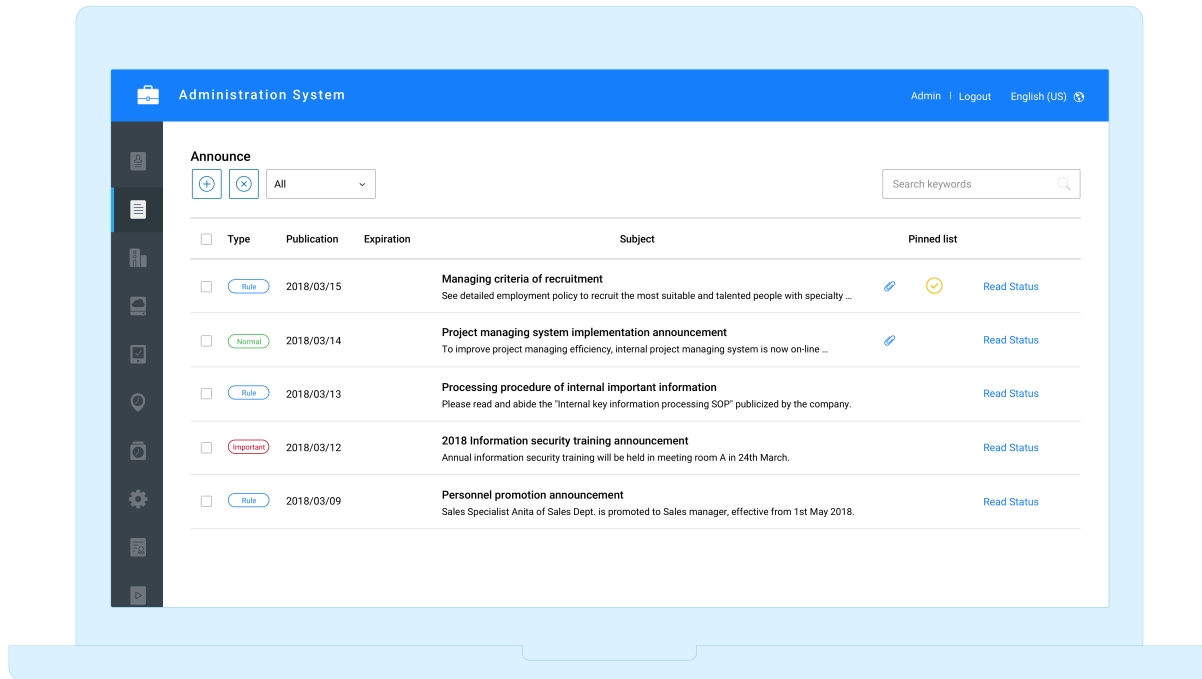

Announce—identify members who have read the message and ensure key information from the administration unit is well acknowledged.

Announce

All   Normal   Important   Rules

Search

Rules   08:30 AM
Managing criteria of recruitment
To recruit the most suitable, brilliant talents and ...

Normal   10:30 AM
Project managing system implementation ...
To improve project managing efficiency, internal ...

Rules   03/14
Processing procedure of internal important ...
The company establishes "Processing procedure for ...

Important   03/14
2018 Information security training announcement
Annual information security training will be held in ...

Normal   03/13
Personnel promotion announcement
Sales Specialist Anita of Sales Dept. is promoted to ...

Home   Chats   Announce   Clock In   More

Announce Administration System ▶

Company announcements can be created in categories and publicized in schedule; the system also tells whether individual employee has read announcements he/she required to do so.

Administration System

Admin | Logout | English (US) 🌐

Announce

⊕ ⊗ | All ▾ | Search keywords 🔍

	Type	Publication	Expiration	Subject		Pinned list
☐	Rule	2018/03/15		**Managing criteria of recruitment** See detailed employment policy to recruit the most suitable and talented people with specialty ...	📎 ✓	Read Status
☐	Normal	2018/03/14		**Project managing system implementation announcement** To improve project managing efficiency, internal project managing system is now on-line ...	📎	Read Status
☐	Rule	2018/03/13		**Processing procedure of internal important information** Please read and abide the "Internal key information processing SOP" publicized by the company.		Read Status
☐	Important	2018/03/12		**2018 Information security training announcement** Annual information security training will be held in meeting room A in 24th March.		Read Status
☐	Rule	2018/03/09		**Personnel promotion announcement** Sales Specialist Anita of Sales Dept. is promoted to Sales manager, effective from 1st May 2018.		Read Status

✉ Notice

Internal instant notification function allows transmission of messages or files to assigned personnel; high level information security structure protects privacy of business messages to allow fast and secure information transmission for teams.
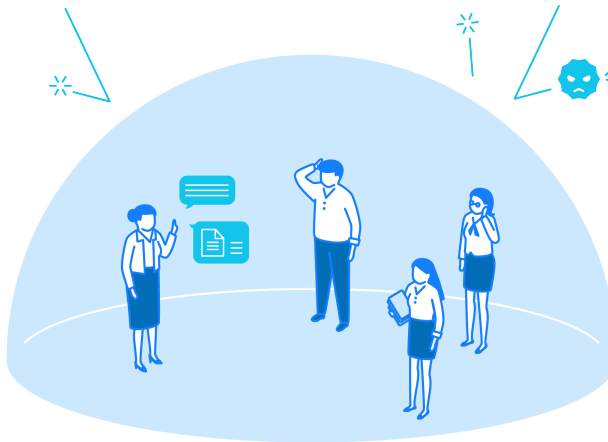
Notice—alert external notifications with email and internal notifications with WorkLink to prevent your mailbox from being overloaded.
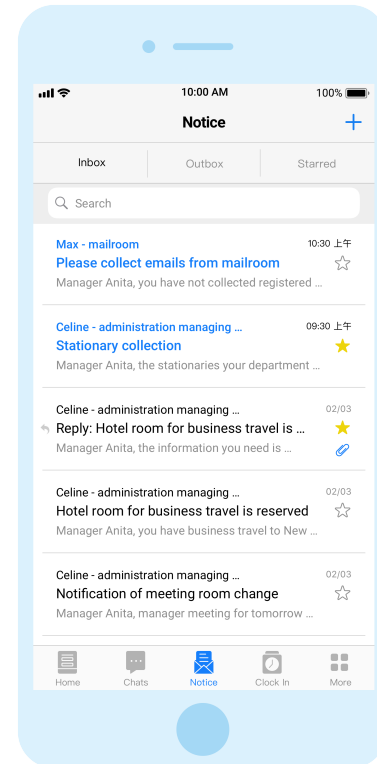
Diverse services, the best choice for enterprise business applications

High-performance and stable

Adoption of high-performance enterprise grade cloud server and original program design of applications that make service fast and stable

Friendly interface

Support various major mobile devices and computers.The stylish extension for interface is easy to use and manage.

Billing based on service authorization

Billing per cloud storage capacity and subscription period, simple billing method makes budget control easy.

Fast deployment

Easy deployment set up, standardized import process to demonstrate service result rapidly.

Flexible resources

Cloudized operating mechanism, adjust system resource distribution automatically according to service load.

Perfect service

Perfect platform service support mechanism, the perpetual function updates to ensure permanent service effectiveness.

Maximum protection, ultimate service

WorkLInk with world leading cloud service provider - Amazon Web Services, AWS. The service infrastructure uses dynamic load balancing server that can distribute hardware resources flexibly anytime based on traffic conditions, together with dynamic cache services and dynamic storage devices to ensure the continuation of services without any interruption. WorkLink adopts latest OAuth 2.0 sign in verification and authorization protocol for account verification, data transmission is encrypted via SSL/TLS security protocol. Providing maximum and full protection for server and customer database.

Strict security control mechanism

Employ grouped and tiered security control; every move is logged for tacking and review to secure system platform.

Encrypted transmission processing

Secure data transmissions by SSL/TLS 1.2 encryption; set up secure transmission channel with key and Advanced Encryption Standard (AES).

Single device login

Each account can have unique device login at any one time to provide high security protection and ensure consistent service information connection rather than impersonated by someone else.

High-speed, low-latency network transmission

Employ global content delivery network (CDN) service architecture to reduce network latency by direct connecting to national ISPs through highly efficient internal backbone network.

Multi-layer protection and decentralized fault-tolerant architecture

Employ decentralized fault-tolerant architecture with group-tier isolation to provide customers with secure and reliable data transmission and storage services. Employ cloud servers in environment with independent power supply, air conditioning, network environment spanning multiple data centers, and 24x7 monitoring mechanism.

Cross-border instant backup mechanism

Save data is instantly in physical facilities located in different countries for off-site backup; auto instant back up data to backup center in another country to provide users with the optimum file durability.

OAuth 2.0 resource protection

Employ standard OAuth 2.0 mechanism for access resource protection. Users may access files only after successful authenticate and with valid token.

SSL Secured

powered by aws

aws CERTIFIED

Pricing

· Standard functions

Free

BIM
Business instant message

Announcement	1GB of space
Notification	Contact
Company information	Administration system

Full functional value added modules: free trail run for 15 days

· Premium Storage

10 G B	USD **40**	/month (tax excluded)
100 G B	USD **120**	/month (tax excluded)
	Volume capacity solution please go to the administration system purchase.	

· Premium Function

BPM
Business process management

USD **120** /month (tax excluded)

- ✔ Business Process Management,BPM
- ✔ Electronic Form

FSM
Field Service Management

USD **120** /month (tax excluded)

- ✔ Multi-Check In
- ✔ Attendance record

EAM
Employee Attendance Management

USD **40** /month (tax excluded)

- ✔ Mobile check in/out
- ✔ Attendance record

FAQ

▌What is the difference between a function of instant communication and private communication APP?

WorkLink integrates the most in need functions inside a company under the framework of high level information security, for example, instant communication and mobile approval, allowing enterprise users to utilize various functions in a single platform, realizing the idea of a mobile office.

▌What enterprise is suitable to use WorkLink?

WorkLink provides complete functions in all aspects, suitable for business of all types and of any scales.

▌Can I use WorkLink during a business trip in other countries?

WorkLink is available as long as there is internet access. No important company message will be missed out and all business function is operable even in a business trip around the world.

▌Does company have to buy a computer server to use WorkLink?

WorkLink provides cloud services, allowing enterprise users to access anytime anywhere securely. There is no need to build up server nor purchase software and hardware, it can be downloaded as long as there is a intelligent mobile phone.

▌What is the pricing advantage?

WorkLink charges per single enterprise total cloud storage, account numbers are not limited. WorkLink keeps improving current functions and adding new ones.

Is it possible to login from different devices at the same time?

For security purposes, login is restricted to a single mobile device, however, WEB version can be accessed at the same time. Operating via mobile device or PC according to work demands that expand the world of the mobile office.

Will WorkLink keep updating product version and launch new functions?

WorkLink will keep updating product version to improve the system and to include more new functions. While there is notification of new version, the APP is updated immediately online and latest services become available, all files and data of the account stay unchanged.

Are installation and activation complicated?

After administrator sets up user accounts, the users can download WorkLink APP or login to WEB version with account and password to start using the services.

What languages are supported?

WorkLink supports traditional Chinese, simplified Chinese, English and other languages.

If there is a usage problem?

WorkLink has specialized consultants and customer service teams, please contact WorkLink during office hour or email to customer service.

WorkLink,
an **eco-friendly** solution.

info.worklink.services | contact@worklink.services | 0800-060-798