

desknet's **NEO**

User-Friendly Groupware

New Version
October 2014

For more information and other inquiries, please visit our homepage.

<http://www.desknets.com/>

NEOJAPAN, Inc.

Yokohama Land Mark Tower 10F,
2-2-1 Minatomirai, Nishi-Ku, Yokohama-City,
Kanagawa 220-8110 Japan

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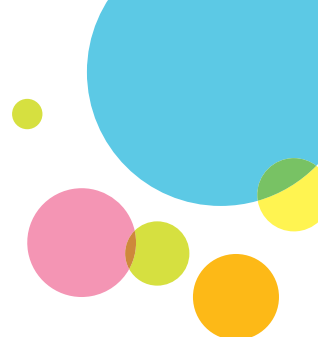
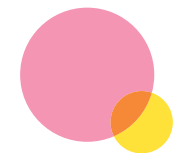


Our goal is, To be the best Groupware.

Groupware can reduce the complexity of the daily office works.
It is a tool that helps the works to be more easier.
However, the result can only be achieved if a whole community are using it.
For that reason, desknet's NEO is an user-friendly groupware and suitable for everyone.

Simple functions, that easy to use by everyone.
Handy, that suitable for everyday use.
Organizations of a company will be more connected.
Communication will be more efficient.

More great benefits can be obtained with desknet's NEO .



User-Friendly Groupware, 3 features of desknet's NEO.

All 25 Applications You Can Use Anytime

Help the internal operations and communication in a company to run smoothly. Each application brings high functionality and only with desknet's NEO, the necessity of a groupware and it's essentiality can be met.



Handy Interface for Daily Use

Handy features of user interface with Web HTML5 standard. The comfortable electronic Memo Pad, socializing with your boss & colleagues with Neotwi, customize your own portal and many more exciting applications.



Great Cost Performance

The best cost performance regardless the number of users. From the cloud version that you can start to use anytime and the high-scale package, to the best cost of medium-scale package, we offer you the lowest price that no one can beat.



Smart Phones & Multi-Device Support

Not only by PCs, multi-device such as smart phones & tablets are also supported. The touch panel operations are smooth & stress-free. Great view to any model of smart phones without any installation. Now you can do your works even at outside of your company.

FREE Latest Version Updates

With the excellent cost performance, we are also offering the lifetime free updates. The updates are reflections of the needs and suggestions of our beloved customers and to be the best groupware for all.

※ For Small License only

With the new desknet's NEO, more 'interactions', more 'communication'.

Connect With The World

Globalization

Multilingual Interface and Time Zone

Languages (English / Bahasa Melayu) and time zones are selectable and be able to communicate and support the overseas branches.

▶▶▶ page 7 & 16



Interacts Within Organizations

Workflows

Paperless Forms Submissions

All organization's works such as application forms and reports will be in electronic workflows. Contents of application forms can also be made easily and forwarded automatically to the verifiers.

▶▶▶ page 9



Sharing Ideas

Socialize Within Company

New Stickers & Emoticons

Real time communication in Neotwi with the new style of stickers & emoticons which are popular in media social. Start the new style of conversation by exchange the illustrations.

▶▶▶ page 6



Connect With Organizations

New Portals

Create A New Portal & Share Information

With an easy home page editor, a new portal can be created easily including the contents with pictures. All users will be more comfortable with the division portals even for those who do not know about the groupware.

▶▶▶ page 5



Sharing Knowledges

Web Clip

Save & Share Information With A Click

Save any websites that you like with a single click. Information of any applications with shortened URL can be shared easily through email or Neotwi. The number of clicks can be known and will motivate users to keep on sharing useful information.

▶▶▶ page 11



With the new version, easier operations & more convenient.

New Version, October 2014

New 1

Drag-and-drop Schedule

Easy editing by using the mouse.

▶▶▶ page 7

New 4

Customizable Menu

Add original icons to Portal.

▶▶▶ page 5

New 2

Wrong Mails Prevention

Check & undo of sending an email.

▶▶▶ page 8

New 5

Login Security Enhancements

Password policies strengthening & lock.

▶▶▶ page 16

New 3

Information Approval

Approval requirements by supervisors

▶▶▶ page 7



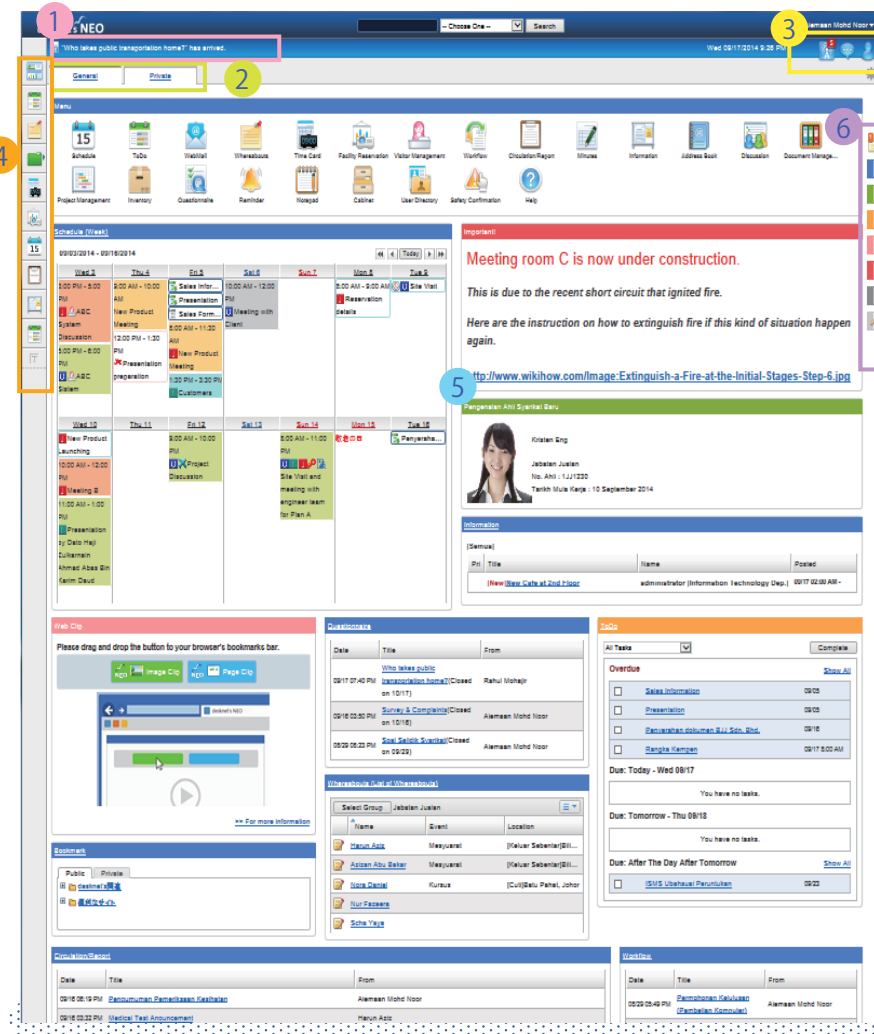
25 applications of desknet's NEO



Portal

All new information of the company and links can be placed in one place.

Each information of applications and the information inside/outside the company are collected in Portal. Contents of a portal can be arranged freely and equipped with a high scaled information gathering.



1 Notifications Bar

Stay updated through this rolling-motion of announcement bar.

2 Switching Portal

Company common portal, departments or projects portal and individual portal can be selectively used.

3 Notifications Icon

The number of new notifications will always be displayed on the screen.

4 Palette Menu

Convenient and customizable menu for each applications, company system or any sites.

5 Freely Arrangable Contents

Schedule, new announcements and image contents can be created easily.

6 Sticky Memo Pad

All notes can be checked at any screen.

Simple Home Page Editor & Different Purposes Portal



Company Informations



Organizational Portal

Equipped with an easy-to-use editor including a function of uploading pictures. Internet blogs and company's website systems can be clipped into the portal for the internal use.

New!

Customize Your Portal Menu



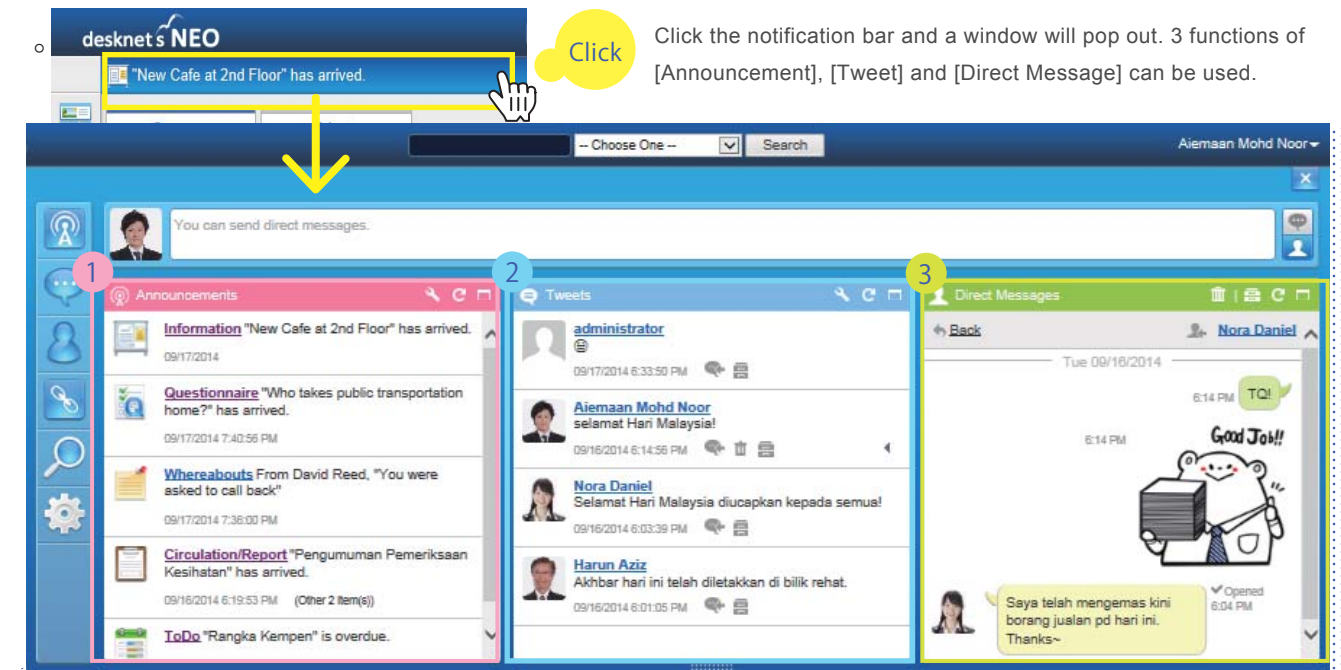
You can add any links to the portal and add your favourite icon in the menu.



Neotwi

New communication tool that complete the Groupware.

You can share any short messages to everyone and have 1 on 1 conversation.



1 Announcement

Emails, messages and others will be shown. If you click on any notifications displayed, it will be directed to the application's page for full review.

2 Tweet

Post a short message within the company. It is a quick & easy way to share daily topics and useful information.

3 Direct Message

1 on 1 message can be held between users. Have a faster conversation than email with smooth conversation interface.

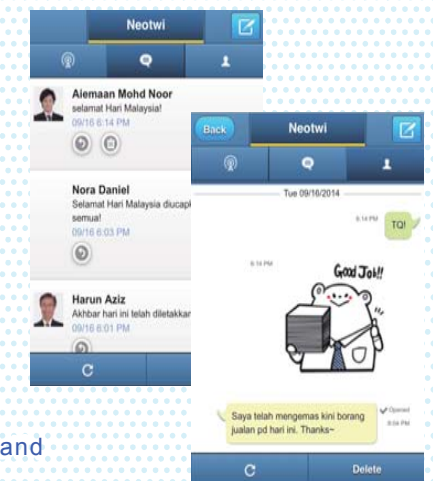
Express your feelings with Stickers & Emoticons



You can put emoticons or stickers on a message. Have a fun conversation with cool expressions rather than a plain text message.

Use it On Smartphones at Anytime & Anywhere

Neotwi can be used on smartphones so that you can check tweets and share information to your company easily.





Schedule

A schedule that is easy to use and easy to review.

Activities of individuals or groups can be managed easily. Schedule management and adjustment will be more efficient with the easy-to-read calendar and easy registration screen.

New! Easy-To-Use & Easy-To-Understand

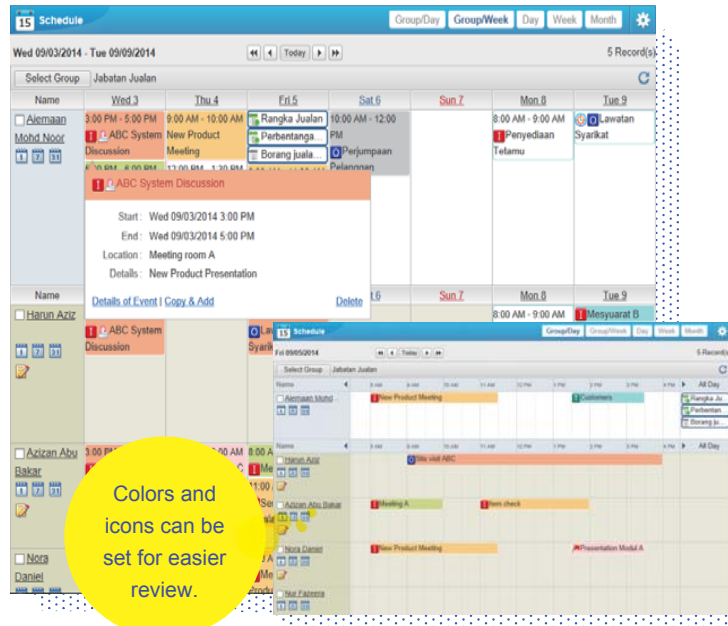
Revision activities can be checked easily with the function of daily, monthly and yearly display. Colors and icons can also be placed on the calendar. Rules of an activity can be determined by using colors.

Adjust Plans Quickly

All activities can be recorded easily. Members of an activity and the place/room of a company's activities can be set and checked easily.

Time Zone Coordination

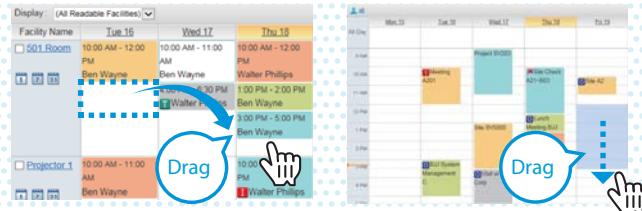
All functions including the Schedule are corresponding to the time zone and daylight saving time. You can set the region on an individual basis, and adjust the schedule in the local time with overseas members.



Colors and icons can be set for easier review.

New! Drag & Drop Schedule

Easier schedules editing by drag & drop operation. No related schedules, reservation dates and time be easily summarized and moved.



Information

Post announcements and circulars easily.

Rich Functions of Editor with Pictures

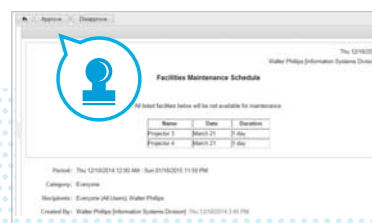
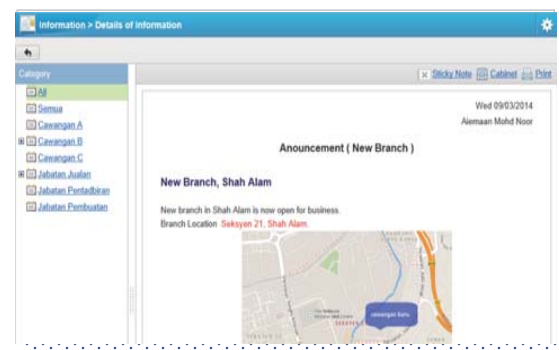
An announcement with pictures that is easy to understand can be made by using an easy editor.

Specified Time of Publications

You can specify the date & time for automatic publications.

Flexible Choose of Information of Creator

You are free to use your own name or any other information when posting an announcement.



New! Approval Feature

Content approvals after created a notice or an announcement can be sent to the supervisors.



Webmail

An easy web mailer that has the same operability as web mailers of computers

Process of an email can be done efficiently by 3 configuration screen, "Folder", "Email List" and "Preview" without changing the screen.

Same Operability As Computer's Web Mailers

Organize emails with drag and drop & right-click menu operation. Webmail will be displayed on different screens so that you can use other apps at the same time.

Rich Features & Increase Efficiency

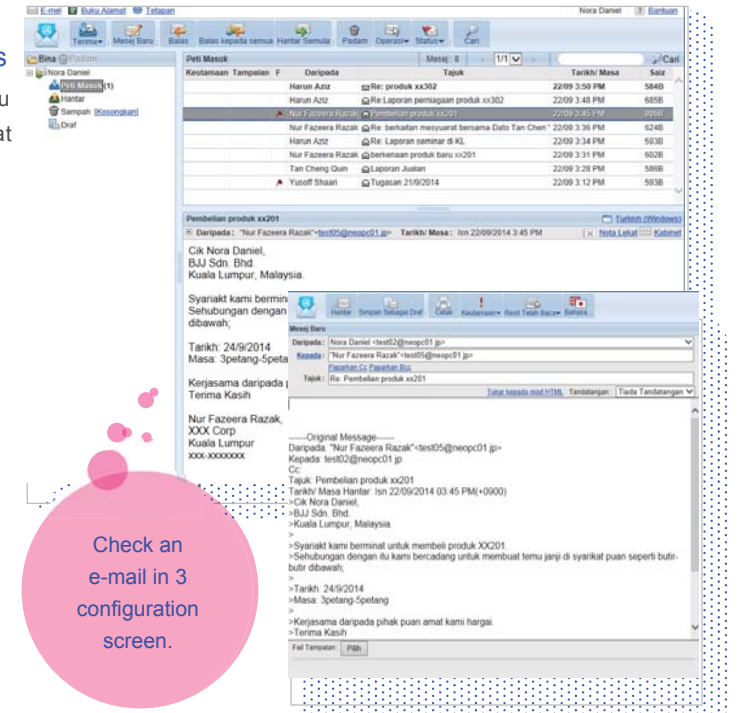
Equipped with many useful features such as hierarchy folder management, automatic sorting filter, bulk attachments upload and switchable accounts.

Foreign Languages Supported Email

Equipped with UTF-8 to avoid misleading e-mails that written in other languages. Language selection can be selected during writing the email.

Email Accounts Sharing

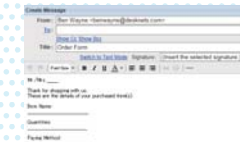
An e-mail account can be shared by selected members of a department or an organization to facilitate the management and to prevent the layered e-mail accounts of an organization.



Check an e-mail in 3 configuration screen.

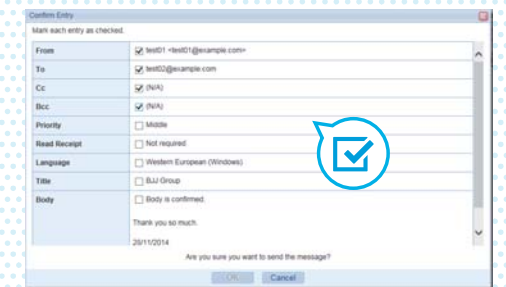
New! Template Feature

You can create an email based on the email that you have created before.



New! Wrong Mails Prevention

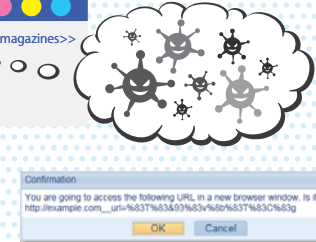
Email address, CC, attachment files can be checked one by one before sending an email.



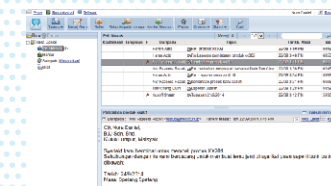
New! Security Enhancements

<< Click here to unsubscribe the mail magazines >>
maillkajo@example.jp

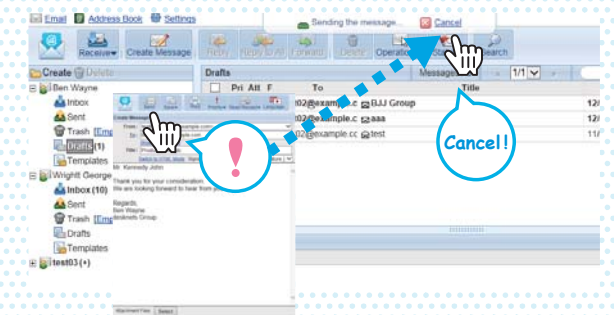
Even if you clicked the link, it will not immediately opened and will prompt for confirmation.



You can preview an email without opening a spam email.



After sending an email, it is possible to cancel it within a certain period of time.





Workflow

Various application forms that can be submitted to the person in charge easily. The access rights, automatic routes flows and the format of a form can be made easily.

The groupware is completed with the Workflow.

A quick way to create all types of application forms and business flows.

Work application forms such as approval documents and travel request can be paperless made. The progress managements of businesses can be more efficient. The routes of a workflow can be splitted and shared to other users.

Merits for Applicants and Approvers

Simple & Flexible

You can easily create an application forms by arranging the parts. The rules, approvers and others can be set and will lessen the burden in the process of handling the forms.

Fixable Formats

Applicants can set the formats of the form themselves and controlling changes in each form. Approvals can prevent any changes being made on each forms.

Save and Use Again

Forms can be saved and exported for use in other system and arranged in every document management folders automatically.

Merits for Approvers

Easier Approval Process

Dates for checking the forms, circulations & reports submission to the person in charge regarding the application forms can be fixed.

Refferable Details & History

Approvals can write comments when doing the approving process which makes the valuation process easier. Older forms can be revised first before applying for the second time.

Delay Prevention

Even the approvals are on a business trip, notification email still can be received and automatic approval can be set.

Merits for Applicants

Easy Formats & Routes Editing

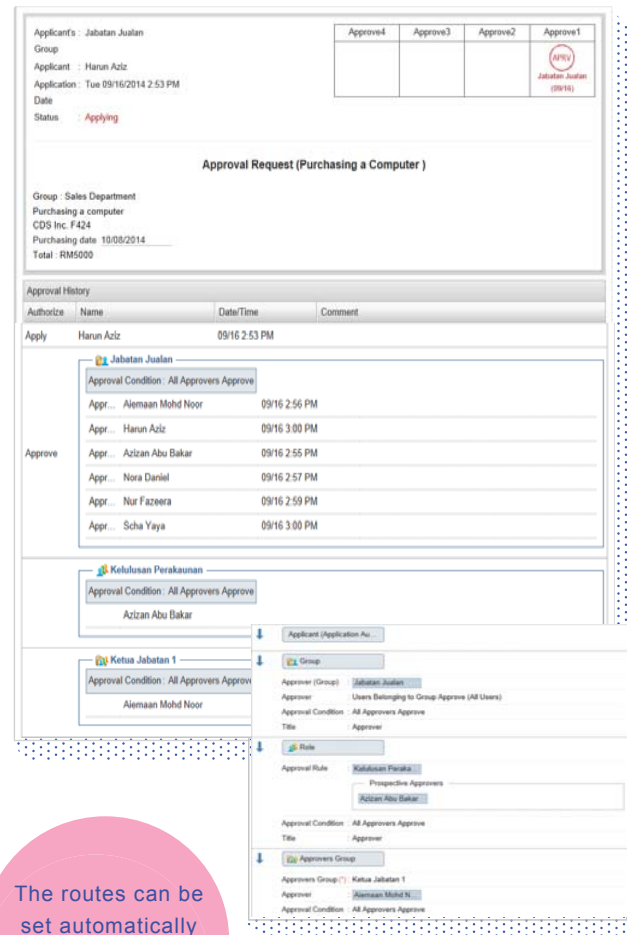
Applicants only need to choose the subject of the form Applicants do not need to bother about the steps in the approval process.

Checkable Progress of Approval

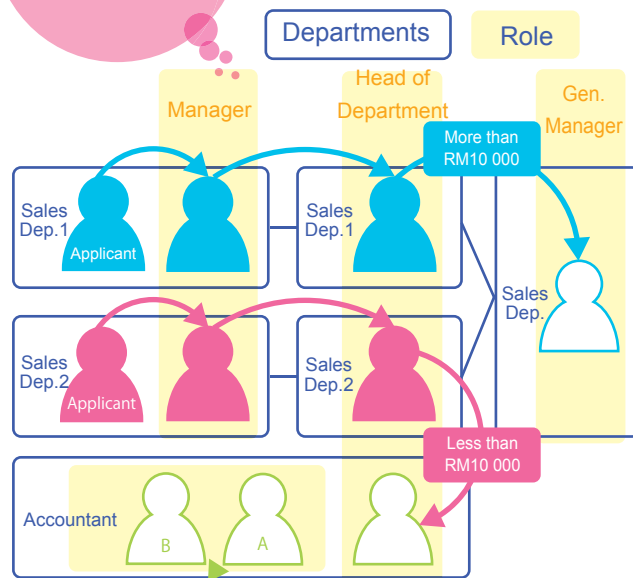
The person in charge for approval & approval percentage can be checked. No need to worry about loss or damages.

Save & Use Again

Application forms can be copied for multiple use and simple changes can be made easily.



The routes can be set automatically by selecting the format.



Document Management

All company documents can be stored and shared with ease.

All company documents, files and folders can be categorized according to the respective departments and shared among the members.

Stress-free Document Management

Bulk uploads and moving a document by drag & drop operation can be made to manage the document effectively. Read rights for every document and folder can be specified.

Long Period Document Storage

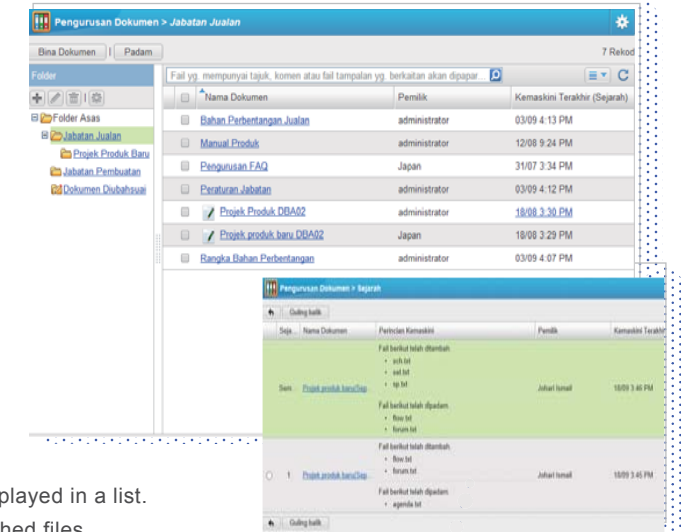
Documents can be stored for a long time and can be revised easily.

Efficient Document Management

Data and files on the server can be scanned easily which enable the efficient management of documents.

Easy to Search

Equipped with a full-text search function and the result will be displayed in a list. Searches performed including text and HTML content in the attached files.



Num. of Clicks & Shorten URL Features

You can create a short URL for direct access to the documents and circulars. The shortened URL can be shared and the number of clicks of the URL can be known.

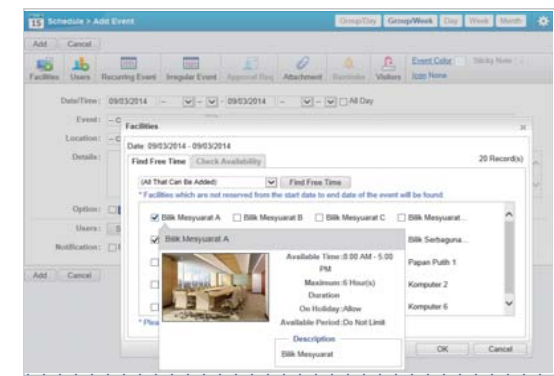


Create a short URL by a single click.



Facility Reservation

Manage company facilities such as conference rooms easily.



Reservation of A Meeting Room

All facilities of a company can be booked in advance.

Terms and Conditions Setting

Terms of use, duration of use and other terms and conditions can be set on each facilities.

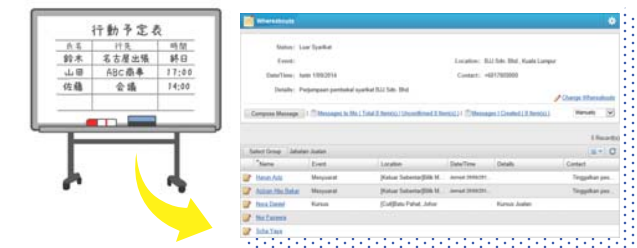
Provisional Reservation

Approvers and administrators of each facilities can be set.



Whereabouts

Keep updated with current location of all members easily.



Current Location Confirmation

Changes of location of members can be checked and confirmed. Members who are at outside of the company can be tracked easily.

Smooth Connection

Current location updates will be updated through mobile mail and notes can be sent easily.

Fast Connection

Notes from members from different location can be checked using smartphones. Communication can occur in fast and easy way.



Report /Circulation

Announcement on circulations, reports and others can be discussed efficiently.

Announcements, confirmation on presentation materials and report submissions can be made. Communication between examiners and authors can be held by using comment section.

Spreading Circulations Efficiently

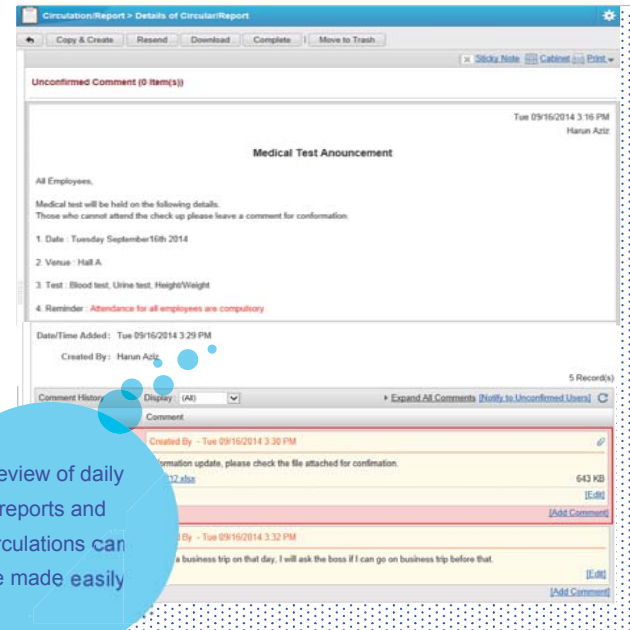
Circulations will be distributed simultaneously to all recipients without a lack or loss. Notification upon receiving for the recipients can be set.

As Company's Mails

Large size of attachment files can be made. Emails and files related to the company can be saved in one place which is more efficient and secured compare to email.

Circulation Checking

Comments disabled on shared information can be set. Read verification can be made to check whether the information has reached other users.

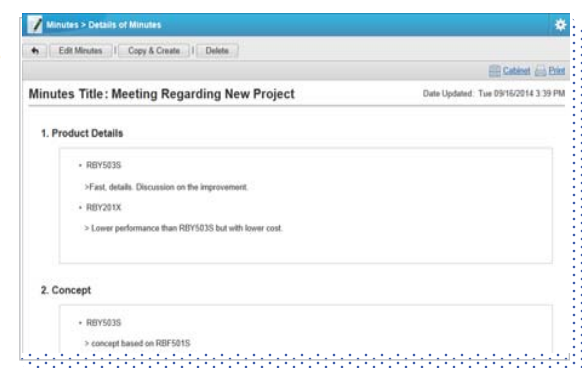


Review of daily reports and circulations can be made easily



Minute

Preparation of agendas, sharing & saving of important minutes can be made smoothly.



Sharing Vision & Mission of an Agenda

Preparation of an agenda before a meeting can be made to ensure smoothness of a meeting.

Easy Preparation

Font settings can be set up with different sizes, colors and many more to make the contents are easier to understand.

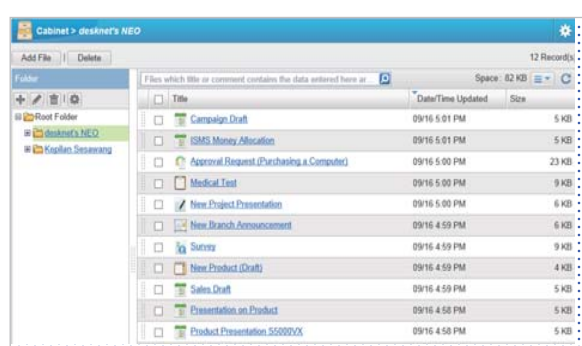
Minute Sharing and Saving

Minutes can be saved and shared with other users who did not join the meeting in 'Report/Circulation'.



Cabinet

Document files and all information from the apps can be stored and shared.



Store Information From The Apps

All the information from desknet's Neo's apps such as reports, mails, tweets and others can be saved.

As a Storage of Personal Data

Any documents and images can be stored into this app and can be accessed through different computers.

Web/Image Clip

Save your favourite web sites or images by only a click. You can search the full-text contents in the saved pages.



Discussion

Exchange ideas at anytime & anywhere.



Discuss & Share Information

Discuss and share information based on themes between members. Access rights and write protects can be set.

Easy to Read & Smooth Interface

The comments are arranged in chronological order with users' profile pictures.

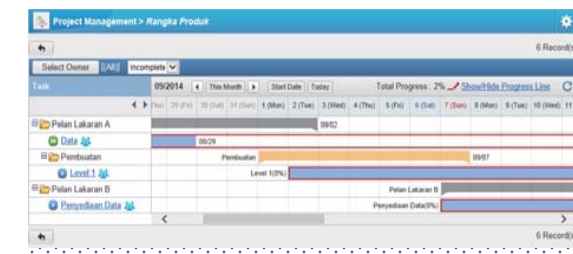
Share The Past Information & Histories

Reference of details and history of discussion can be made. Information sharing with other user can be made by adding them to the discussion group.



Project Management

Project plans and progress can run efficiently.



Ensuring Smooth Progress

Various kind of projects can be managed step by step and the flows can be discussed among group members.

Smooth Project Flows With Gantt Chart

Every task is now easier to be understood and managed by the display of Gantt Chart with progression line.

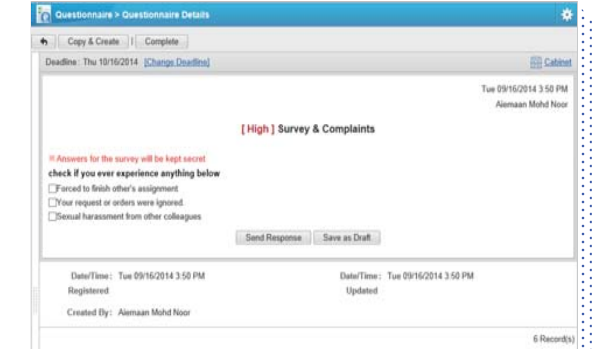
Communicate Between Members

Progression report and advices or comments can be shared easily.



Questionnaire

Create questionnaires to the company with ease.



Easy Preparation

You can create questionnaires by combinations of parts. Often uses of formats can be saved.

Anonymous Feature

Exchange ideas efficiently without revealing real name (anonymously).

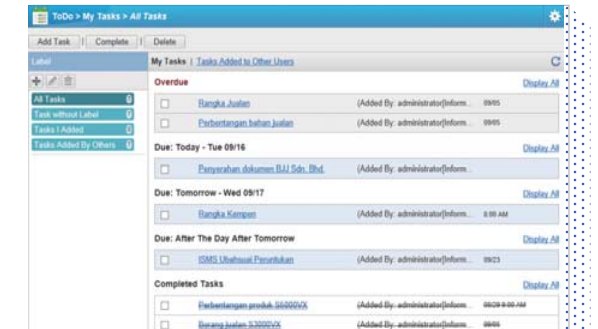
Download Questionnaires

Download the questionnaire forms in CSV file for future references.



ToDo

Self-assigned task & task received from other users can be managed efficiently.



Self-assigned Task and Task Reception

Date for accomplishment and the level of importance can be set.

Check Daily Tasks

Daily task and task that need to be done by the day are displayed on the main page of portal.

Task Reminder

Reminder for tasks that approaching the dateline can be set by sending notification of reminder by email.



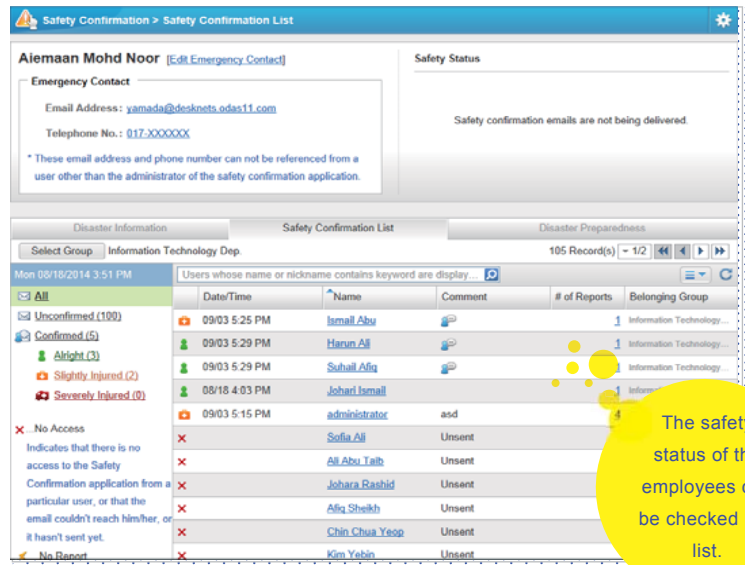
Safety

Email of safety confirmation of affected areas during a disaster can be sent. All employees can report their condition through a computer or a mobile phone. This application also comes with training feature.

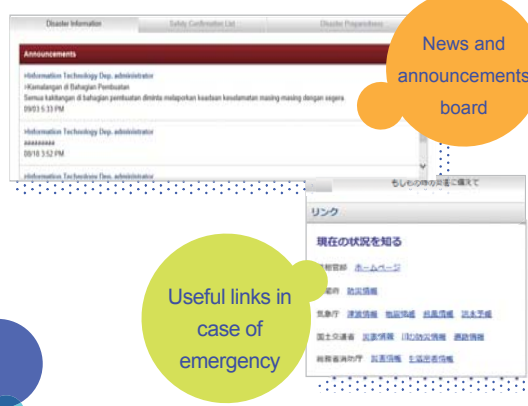
References and Contacts Information
The safety situation of all employees in the affected area can be checked in real time and contacting a representative of an employee for their behalf can be made.

Comprehensive Safety
Emergency announcements will be made during a disaster and the way to a shelter can be made. These information can also be accessed through smartphones.

Save the Reports
The safety reports of the disasters and safety training can be downloaded in a CSV file and can be saved.



The safety status of the employees can be checked in a list.



Time Card

Start working by clicking a button.
Working systems such as OT, night shift, etc can be set.
Export the Working Reports
The clocking details can be printed out and downloaded into CSV file.



User Directory

An application of storing the users information.
Listed View of All Contacts Information
Contacts information of each user of desknet's NEO will be arranged in a list according to the positions, departments, etc.
Easy Management & Search
Contact information such as contact numbers and email address can be known easily.



Purchasing Reservation

(Japanese Version Only)

All the purchases can be recorded.
Compilation of Goods Purchases
All the goods purchases can be recorded by group.
Scheduled Purchasing
The purchasing date and time can be set for the regular purchase items.



Memo Pad

A personal electronic notepad that can be used anywhere.
Record Ideas and Notes
Record anything such as work procedure by label and save any images or files.
Check by PC or Smart Phones At Anytime
Can be used anytime even if at outside.

Inventory

Company's stock can be organized systematically.
Management of In & Out Stock
Company's stock can be managed and organized smoothly and in and out data can be examined in details.
Automatic Stock Notifications
Automatic mail notifications will be sent to the person in charge in order to prevent stock shortages.



Address Book

Sharing and manage the contact information of suppliers and customers.
Manage the Suppliers Information
Company name, email addresses, phone numbers, etc can be managed and shared.
Personal Use
The Address Book can also be used individually. All users can use this application freely.
Sharing Contacts Information
Access right for any department or user can be set (eg: Finance Department only) to be shared or protected.



Payment Settlement

(Japanese Version Only)

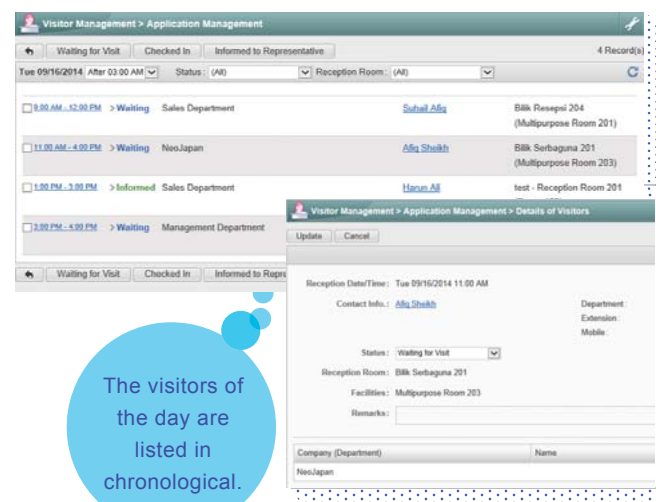
Record all costs in a business.
Settlement Process More Efficient
All costs such as transportation expenses, goods expenses, etc can be managed easily.
History Downloads
Settlement records can be downloaded in CSV format, and can be used by other software.

Visitors Management

Visitors' Information & businesses more organized

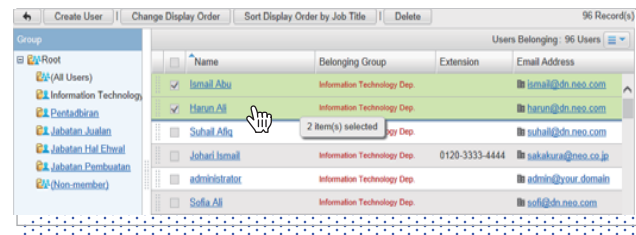


Record the Details Of Visitors
A reservation for a conference and registration of visitors' information can be made in advance.
Smooth Visitor Management
Receptionists, the number of the visitors, the place for the visitors and others can be set in advance to ensure smooth management.
Searchable Past Visitors' Information
Record information of visitors to the company in the past can be revised and checked.



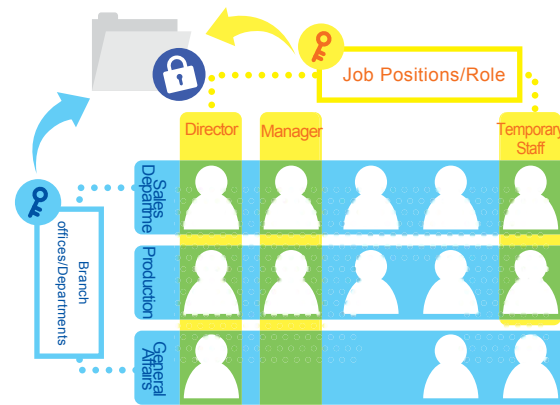
New! Easy Users & Organizations Maintenance

The information of organizations can be managed through a hierarchy with the drag-and-drop operation and users' information can be edited easily. The data of HR or directory services can be imported into a CSV format. In addition, the accounts of someone who retired, temporary retired or others can be stopped without deleting their personal data.



Right Accesses Management

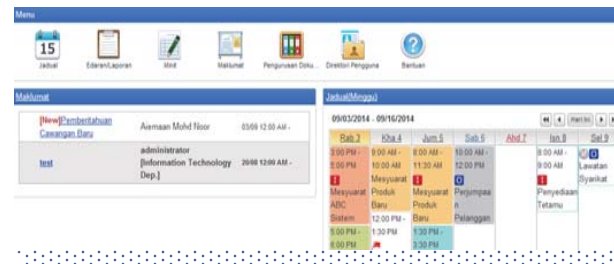
Access for browsing data, registrations, updating and deleting of data can be set according to the organization by the suitability. The access rights can be set easily by a role to an individual or to everyone who belongs to an organization and the subordinate.



*A 'role' is not only specified to people but also to an organization.

Choose The Desired Applications & Get Started

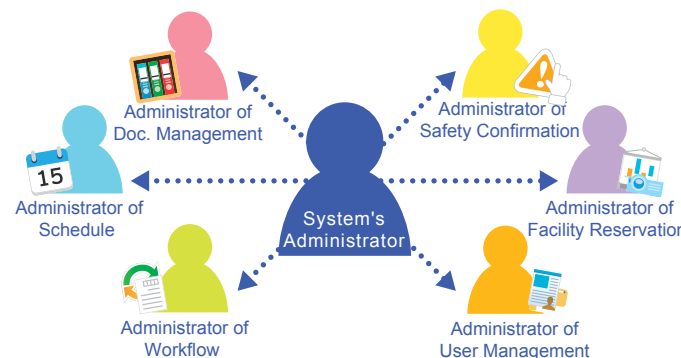
Select the desired applications only and get mastered of using them. Increase the applications usage gradually can help the smoother management. In addition, specified applications to be used by a department can be set.



The functions of applications that can be used through a smart phone and restrictions to download attachment files using the smart phones while at outside the company can be set.

Administrator Settings For Each Application

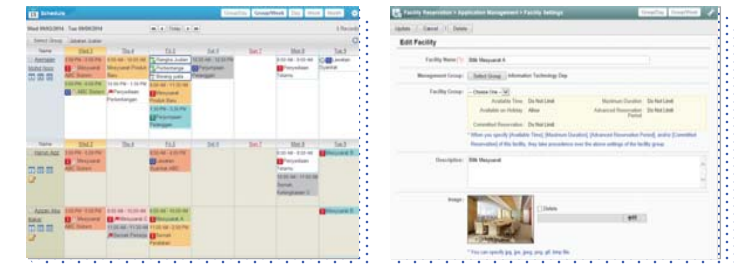
The burden of the applications management can be reduced by appointing administrator for each function and it is possible to delegate administrative privileges. The restrictions for a user to create an application form in the Workflow is also can be made.



Changable Language Interface (Bahasa Melayu/English)

Users are free to change the interface into Bahasa Malaysia or English. Interaction between the foreign staff can occur smoothly.

※Payment Settlement & Purchasing Reservation are compatible with Japanese Yen only.



New! Log In Settings & Active Directory

Login method can be chose by name, group or Login ID/password. The password expiration date, type of characters and other rules can be set. If a user enters wrong password several times continuous tries, the login will temporarily blocked. Single Sign-On with Integrated Windows Authentication can be used if you are using Active Directory domain.

Example of Password Policies

Password optional/mandatory/minimum number of characters, password expiration, required characters/numbers, difference between the last time, reuse prohibited, number of login attempts to denial, release time.

Access Log Details

Information of person/time/location of log in, record/delete/download information can be checked. Application control for users can be made to avoid leaking of information and fraud.

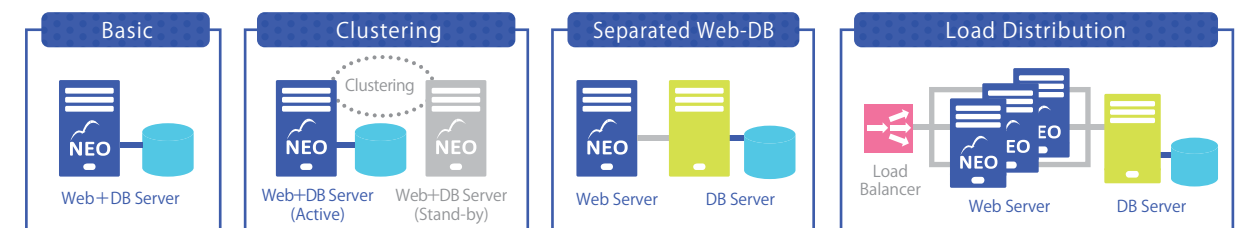
Time	User	IP	System	Location	Operation	Result
13:08:21 PM	5512	127.0.0.1	SOBE/Leh Min	sement	Normal	admin/le...
13:08:21 PM	5512	127.0.0.1	SOBE/Leh Min	Krenasid	Normal	ank/le...
13:08:21 PM	5512	127.0.0.1	SOBE/Leh Min	Stige	Normal	admin/le...
13:08:21 PM	5512	127.0.0.1	SOBE/Leh Min	Padan	Normal	ank/le...
13:08:21 PM	5512	127.0.0.1	SOBE/Leh Min	Stige	Normal	ank/le...
13:08:21 PM	5512	127.0.0.1	SOBE/Leh Min	Padan	Normal	ank/le...
13:08:21 PM	5512	127.0.0.1	SOBE/Leh Min	Stige	Normal	ank/le...

Enabled Operations

Log In/Log out, compose/change/delete, send/receive email, export CSV file, download and many more.

Stable Database According To Data Management

Use general database for data management, large data saving, and fast data reaction with efficient data searching. PostgreSQL, SQL Server, Oracle Database are supported. High performance with users reaching ten of thousands.



SQL Server, Oracle Database, Clustering configuration, Separated Web-DB configuration and load distribution configuration need Enterprise License

Smart Phones

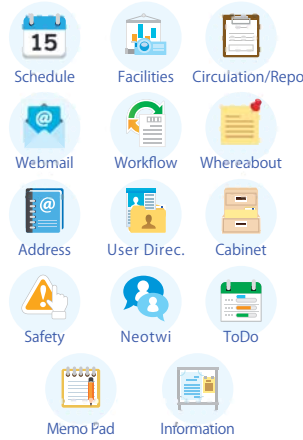
No installation is needed. All applications have the same operabilities.

All smartphones (iPhones & Android phones) are compatible with smooth interface. All the applications that you are using will be shown. No installation is needed and corresponded to BYOD (Bring Your Own Device) policy.

You can check the appointments and the latest information that arrives to you at the top page.

Schedule, Webmail, Neotwi, Safety Confirmation, and many other applications can be used from outside of the company.

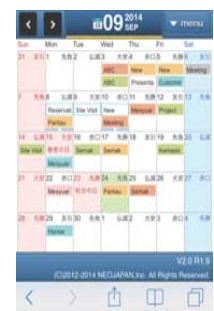
Enabled Applications



iCalendar Add-On

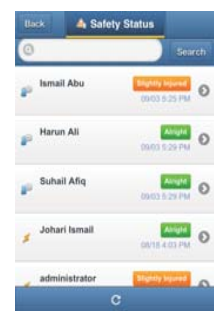
You can check the schedule that have been registered in the Desknet's Neo from the iPhone's Calendar.

- desknet's NEO's Schedule
- desknet's NEO's Special Day
- iPhone's Schedule



Schedule

Webmail



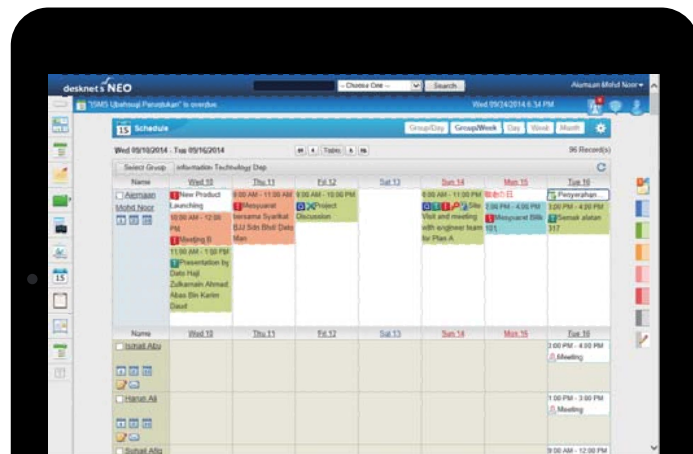
Safety Confirmation

Tablets

All the features and applications can be used on tablet.

All tablet devices such as Android and iPad give the same interface as the PC on all applications. The application is easy to use and has the operability stress-free interface.

※Some operations cannot use drag-and-drop operation.



User's Guide

Trial Methods

Try out all applications for free.

Try Now!



Online demo are available on our website and you can try to use desknet's NEO now!

Try All Applications



Get free trial for all applications for 60 days by downloading trial version on our website.

Terms of Use

Customers can choose the most suitable package.



Cloud (Monthly Fees)

Package with monthly or yearly fees without any servers.



Package (Purchasing)

Setup own company's server, rental server and many more by purchasing license.

Please choose from 2 types of license based on working scale and terms & condition

	Small License	Enterprise License
Overview	For small & medium usage with low cost.	For medium & large usage with high operability with low cost.
Users Scale	5 ~ 300 users	100 users and above
Service Support	Free for the first year	Purchasable from the first year.
Data Management	PostgreSQL	Can be selected from PostgreSQL, SQL Serve, Oracle Database
Large-Scale Configuration	Single server	Support from single server, to Web-DB Configuration, Multi-server Load Sharing
Features Availability	Cool Down Standby only	Cool Down Standby, clustering and load sharing

How to Buy

Purchase desknet's NEO from the sale partners of desknet's NEO or NEOJAPAN. Please visit our website for more details.