

Move your mobile office with

MofficeSuite

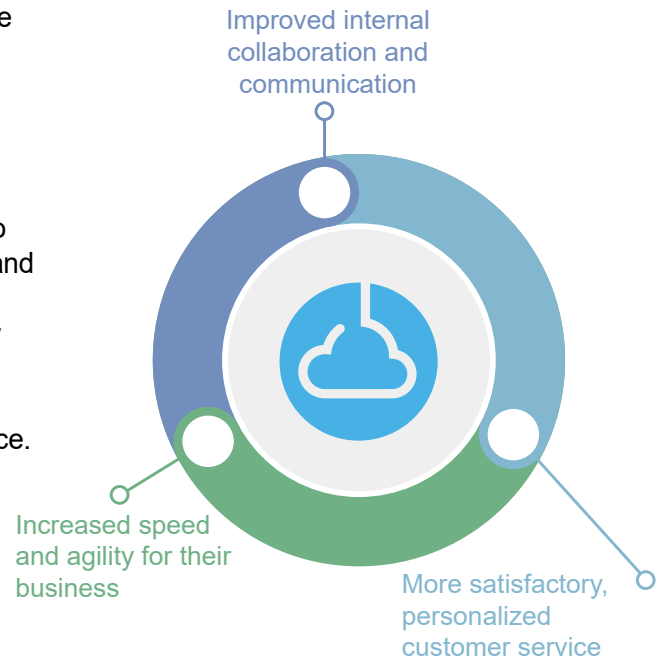
What is MofficeSuite?

Information technology today expands at a rate unprecedented in previous generations, particularly with the prevalence of Internet and mobile usage.

The speed at which data flows means that every business, from small agencies to corporate conglomerates, needs to digitize their business and processes for lasting sustainability and optimal growth.

More companies are looking for data-driven, as opposed to traditionally gut-driven, decision-making through analytics and business models, which, while concentrating on customer service and experience rather than a product, are currently and successfully penetrating the market. Some popular technologies and methods spearhead the current state of affairs: Cloud computing, Big Data, and business intelligence.

So what does this mean for organizations today?

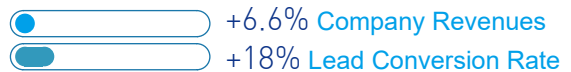


The Solution

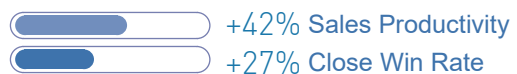
MofficeSuite is a consolidated software system that thoroughly transforms companies from external dealings with customers to internal business processes. It combines Moffice Mail, Moffice Collaboration, Moffice CloudDisk, Moffice Talk, and Moffice CRM to become the perfect companion for any business.



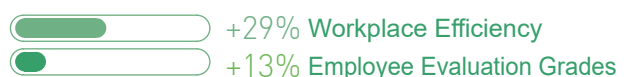
01 MofficeSuite provides a comprehensive Cloud platform that hosts mighty collaboration and CRM features to help businesses thrive for generations.



02 MofficeSuite consists of optimized and responsive Web and mobile applications for superior connectivity and easy, integrated daily usage.



03 MofficeSuite scales your business with the power of Big Data so information moves fluidly, can be searched through like lightning, and data will never be lost again.



About Us

About MofficeSoft

MofficeSoft is a global brand for the company Hanbiro Inc. Started in 1999, we have crafted software technologies at affordable rates to help nurture small-medium sized businesses to scale in size and revenue. Currently, we are a company of over 100 global employees that provides software to over 120,000 subscribers while managing over 6,000 servers in Asia.

After first establishing a venture based on mastering intricate server techniques, MofficeSoft created Moffice Mail & Collaboration to promote internal productivity and Moffice CRM to grow customer connections.

Now, we're working on preparing a comprehensive Big Data & BI (Business Intelligence) analytics platform so our software can be every company's one-stop, perfect solution.

Offices

MofficeSoft currently resides in five international offices. Each of these offices manages its own servers for premium speed and reduced latency. Likewise, MofficeSoft provides localized language and support for each of these regions.



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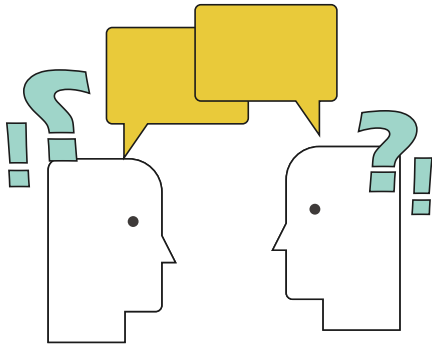
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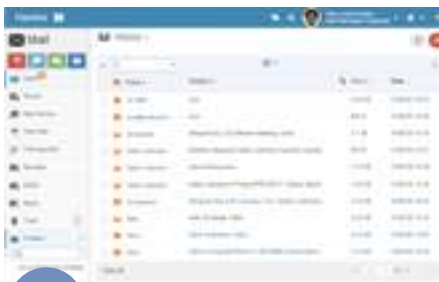
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Building Internal Communications



Facilitate real collaboration with lightning-speed internal communication. MofficeSuite provides various building block menus to create an open environment for your company that supports every type of correspondence and sharing need. International businesses can have local servers synced with overseas servers for optimal data sharing and customizable sharing permissions so data is kept where it's meant to be.



Mail

- Powered by Big Data for fast search indexing & flexibility
- Block over 95% of spam
- Utilize encryption security for all incoming/outgoing mail
- POP3 & IMAP support
- Easy-to-make alias accounts



Contact

- Create a perfectly synced address book for employees on desktop and mobile devices
- Share public contacts between selected or all company members
- Customize personal or department folders and permissions



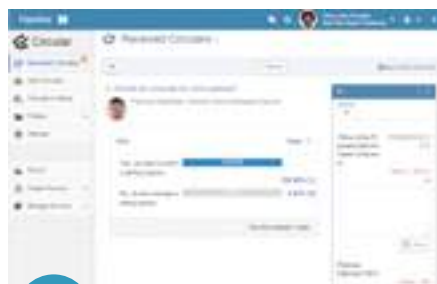
Calendar

- Add public or selectively shared events that automatically sync to PC and mobile
- Conveniently view Company Holidays and employee vacation schedules
- Customize personal or department calendars and permissions



Board

- Manage various types of Company Boards: Notice, Free, and Permit
- Set permissions (Read, Write, Delete) per user or department
- Create secret or secure articles for double the protection



Circular

- Send a variety of office circulars (Notices, Announcements, Consent Forms, and Polls)
- Add participation and receipt confirmation for all recipients
- Create and manage internal surveys through a simple code editor or in customized HTML



Whisper

- Deliver messages to one or many people that pop up on desktop and mobile
- Add attachments from the local PC or from files uploaded to CloudDisk
- View the time delivered (when the recipient checked the message) for all Whispers

Connecting Businesses Everywhere

Moffice Talk is more than an intuitive, lightweight messenger. Moffice Talk provides a powerhouse platform that combines the essentials of a private company messenger service for desktop and mobile devices with Big Data's lightning-speed processing and flexible elasticity. Coupled with additional functions to facilitate greater collaboration, Moffice Talk is a vital tool that unites everyone within a business.

Collaboration Booster

Take collaboration to greater heights with rich media file transfers, unbound by size limitations. Troubleshoot problems with Moffice Talk's built-in screen capture and editor feature. Or send remote assistance requests so others can take control of your desktop for fast problem-solving. In addition, various Collaboration menus are embedded into the messenger so users can access menus with a single click and view notifications regarding new content instantly. Need to collaborate with outside guests? Send invites as needed. Users can even punch in with the Time Card feature for greater efficiency.

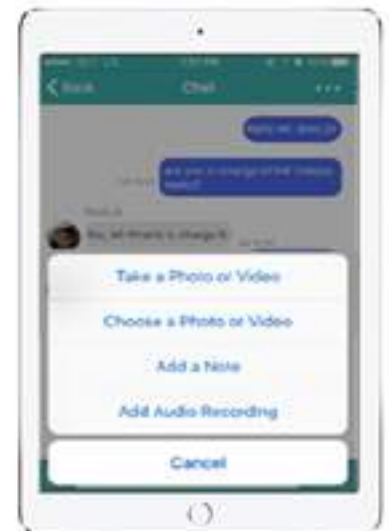


Advanced Features

Enjoy encoded messages with SSL security for the ultimate in privacy and automatically-saving chat history for a perfect archive of messaging records. With a Big Data delivery system, all chats are likewise synced across all registered devices. Even messages received while offline will pop-up upon user login.

Powerful Messaging

Chat however you like with Moffice Talk. Message one-on-one or in a group chatroom with enabled read status stamps and unread markers so users can keep up with fast-paced chats. Add in mobile push functionality and users are notified of new messages real-time and can respond to issues even when out of the office. Whether on desktop or mobile, representative staff can respond to Live Chat queries from customers for fast and efficient service. In addition, for conversation between co-workers, mobile users can use the free "Voice Talk" option that allows for Internet-enabled phone calls



Accelerating Work Productivity

Spend less time battling endless email chains or tight bureaucratic systems. Blaze through work with specialized MofficeSuite menus that help streamline work data entry and sharing. With higher productivity, businesses can enjoy greater profitability, lower operational costs, resource maximization, and more.

Task

- Keep daily, weekly, or monthly Work Diary entries for work archives
- Create Task reports for one or more superiors, secured with password protection
- Reference Work Diaries and Task Reports for future similar work

Project

- Manage Project workload by creating teams and assigning work
- Write tickets as issues occur and mark progress rates for continuous updates
- Add external guests with selected viewing and commenting permissions
- Check time logs, estimate HR costs, and view work in a Gantt chart

Expense

- Create expense reports for business trips, projects, etc. and send as an approval document
- Share responsibility with other users and CC readers who need to be in the know
- View total expenditures per user, type, or department through interactive charts



To-Do

- Send To-Do assignments to others or oneself
- Set priorities, add attachments, and change progress rates
- Receive mobile or email notifications about updates or changes

Approval

- Digitize document approval processes for vacations, expenses, decisions, and more
- Add e-signatures on PC or mobile and forward files to superiors or other departments
- Create and customize company forms for use

Note




- Use both desktop and mobile to write notes
- On mobile, use handwriting to send e-signatures
- Attach images or other rich media file types

Harnessing Cloud Storage Capabilities




Cloud storage plays a crucial role in businesses today. With Cloud storage, companies keep all their files in a single storage space for easy accessibility, sharing, and archiving. Moffice CloudDisk creates a private space so businesses can enjoy these benefits and more. Manage content efficiently and safely.






Security

-  **Encryption**
 Protect every facet of your data. Files uploaded to CloudDisk are automatically encrypted so they remain safe.
-  **File Lock**
 Lock files within CloudDisk to prevent changes by anyone.
-  **Lost Device Protection**
 Lost your CloudDisk enabled device? Block access through MofficeSuite settings and prevent information leaks.

Management

-  **Revision History**
 Be informed when changes are made. Check the edits a file has been through with version history and the notifications folder.
-  **File Recovery**
 Recover lost or accidentally deleted files in the Trash folder, just in case. Never lose a thing.
-  **Web Links**
 Attach CloudDisk files to any MofficeSuite document. Utilize customizable Web links for optimal sharing with guests.

Accessibility

-  **Mobile apps**
 Download apps for mobile and tablet to access, upload to, and download from CloudDisk anywhere, anytime.
-  **Desktop program**
 Auto-sync a Cloud Folder on your desktop to CloudDisk for a perfect backup of vital files.
-  **Permissions**
 Set permissions for sharing folders or files by user and department, or various actions like edit, download, and more.

Increasing Sales Revenue

Revitalize and streamline your sales funnel with MofficeSuite. With a 3-part contact management system that helps monetize Leads to Potentials to Customers, sales conversions are a cinch to track. Nurture possibilities with activities that can be recorded manually or automatically for smoother data entry. Visualize each new, upselling, or cross-selling deal and utilize the information gained to better understand your customer market and how to improve sales for greater revenue.



Contacts

Gather all your Leads, Potentials, Accounts, and Customers and organize each contact to their own respective, detailed information page by menu. Easily add information about the company, employees, attachments, purchases, and more for Customers through manual and automatic syncing methods. Add Potential stages, Lead status, and probabilities for prospects. Keep Account logs for resellers, competitors, media contacts, and more.



Activities

Record and view various activities you or others do to make a sale, such as phone calls, meetings, emails, and more. Utilize to-do tasks with sales automation alerts to remind you to correspond with a customer who hasn't been contacted in a while or with automatically scheduled emails when it's their birthday. Send to-do tasks to others for work assignment. Log Activity hours and dates on your team's sales Calendar for transparent sharing.



Opportunities

Set up deals with the Opportunities menu. Select relevant companies or contacts and progress through the stages of your sales pipeline. As you work on clients, add information about activities, campaigns, estimated revenue, probability, and more for optimal data-gathering. Utilize past information to gain insight into best practices.



Quotes

Utilize the Quotes menu to draft custom company templates that displays your business' products, prices, and more fields. Print quotes for faxing or email them to customers easily after making adjustments to fields. Manage and view all quotes that are sent, accepted, and expired. Add Quote data to each prospect and Opportunity.



Products

Keep track of Products simply and efficiently. Create an inventory list of on-sale products and add product interest information to each prospective contact. Add product sales to Customers as they arise to record popular offerings. View competitor bidding outcomes to better analyze your position in the market.



Boosting Marketing Efficiency

Take marketing to the next step with simple and effective marketing methods. Utilize the following menus to better attract and accumulate Leads and Potential customers. Through the information collected from this menu, utilize a Big Data dashboard and analytics to understand target customer segments more clearly.



Campaigns

- Create marketing campaigns to grow lead acquisitions
- Record respondents, expected revenues, and budgets for efficient management
- Connect campaigns with contacts to help analyze the best methods for customer conversion



Marketing Costs

- Track Activity, search engine, and total marketing costs
- Gauge ROI on search engine costs in comparison to monetized Leads
- Examine marketing costs over time for more accurate estimated future budgets



Surveys

- Design a survey with our intuitive editor or through custom HTML code
- Send survey to selected contacts with adjustable time and repeat settings
- Edit permissions, protection, etc.
- View results of each question or each contact in real-time with colorful metrics



Ratings

- Set up Customer rating criteria and grades, customized for your business
- View current and past rating history and breakdowns per Customer
- Add customized automated Activity alerts per each Customer rating with regard to phone calls, meetings, and more

Strengthening Customer Support

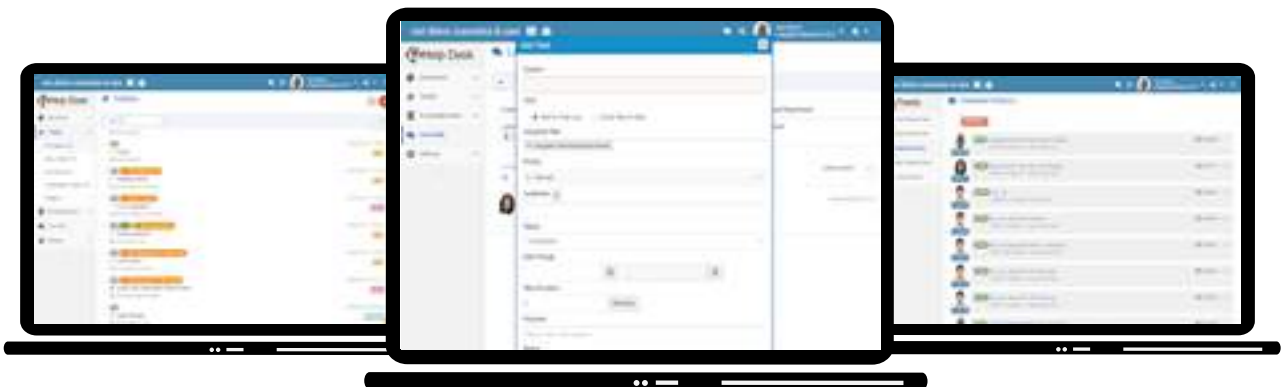
With MofficeSuite's comprehensive Help Desk Customer support system, exceed service experience expectations to make clients happier and increase brand equity. Each component of the Help Desk allows service representatives to streamline their workflow from start to finish so not only are customers happy, but company employees are delighted too.

Tickets

Organize Tickets electronically for blazing-fast work management and productivity. Through the Help Desk menu, create Tickets and add priority, customized categories, and more information before assigning reps to take care of the issues. Tickets can likewise be added automatically through mails received from selected email addresses or Web form data sync to help reduce work.

Knowledge Base

Utilize the internal Knowledge Base to keep knowledge in the company. Customize folders and add articles for questions or issues to speedily respond to recurring questions. Likewise, use the Knowledge Base to help train new representatives through a curated library of customer support expertise for comprehensive, standardized learning.



Live Chat

Speedily communicate with customers real-time with Live Chat. Create various Live Chat groups for specific functions such as Customer Support, Technical Support, Sales, etc. and assign representatives in the groups. When Customers chat, Reps can reply through Moffice Talk messenger on PC or mobile devices for quick and easy conversation. Live Chat records are likewise recorded into Moffice CRM and can link to Customer records for transparent Activity History.

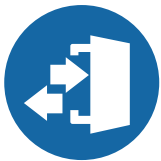
CRM Call

Do you or your employees talk frequently through an Internet phone? Through the CRM Call program, businesses can enjoy an integrated, smart program that connects information from the MofficeSuite CRM database with the SIP protocol so Reps can easily send or receive phone calls and add information about the call to new or existing Customers in a snap, right on their desktops.

Feeds

Sometimes it's hard for CRM representatives to remember everything that goes on during a month, week, or even a busy day. Take a look at the Feeds menu to view what all or selected users have been doing, what they've been doing such as creating or updating entries, any Rep changes made, as well as a personalized Activity Stream for each Rep. Checking past data has never been easier.

Enhancing Business Management



Time Card

Establish Time Card, an automated system for clocking work hours. Create standard and customized work hours for all or selected employees. Set up Wi-Fi, NFC, or GPS coordinates for check-in by mobile app. Automatically calculate work hours easily and efficiently.



Holiday

Manage holidays and holiday requests electronically. View absences, remaining vacation days, and more. Admins can grant additional or take away holidays for selected users or departments.



HR

Streamline your business' human resources (HR) work. With the HR menu, users can add company profiles for easy HR file organization. Admins can also issue requested company certifications and set up job posting employment materials.



Asset

Take control of company assets. Track asset categories and items including depreciation costs. Add locations for offices and facilities and utilize visualizations of maps and usage statistics.



Resource

Add and track company Resources in combination with assets. Users reserve times and dates for usage for meetings, cars, or more. Admins can allow or reject reservations or automatically approve requests.



Dashboard

Check relevant statistics to Moffice CRM in the Dashboard. See day-to-day comparisons for customer, phone call count, and more as well as adjustable charts with interactive visualizations for contacts by type, total customers, etc.



Customization

Admins can utilize the Moffice CRM Customization menu for a variety of functions. Select currency and language and edit options such as Customer Groups or Rating Settings. Admins can also set up advanced options like data sync sources and automated to-do alerts.



Page Layout

The Page Layout menu allows CRM admins to change the visibility and names of various CRM menus, side menus, and modules. To collect custom information, add specific numeric or text data fields to desired pages.



Sales

With the Sales menu, admins can easily view purchased products, dates of purchase, and other records in a single view, with adjustable time period settings. Keep track of expected income and customers. Purchases are likewise sorted by currency for less confusion.



Archive

Collect older company files and documents in the Archive. Transfer data from Boards, Work Diaries, Mail, and more to personal or company Archive folders. Set up various permissions for users and departments to access encrypted Archive files.

*A Big Data-powered collaboration and CRM solution in the
Cloud to remedy business growing pains*

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