

1/ CenterOwl:

Incidental Charges

Date: 05/29/2007 Time: 10:05AM

Select Customer

Customer: Officewyze

Search Record

Customer: Officewyze

Customer Code:

Batch #/Invoice #:

Start Date: 5 / 29 / 2007

End Date: 5 / 29 / 2007

Search by Batch Search by Invoice

Selecting a customer leads the screen to incidental charges screen.

Search the record you previously saved by selecting customer from the list or entering code (ID)/batch number / invoice number/date.

Customer Maintenance Menu for Officewyze

Previous customer Next customer

[Basic Information](#)

[Billing Information](#)

[Deposits Refund](#)

[Office suite](#)

[VO](#)

[Service](#)

[POS default service](#)

[Allowance](#)

[Employee](#)

[Documents](#)

Create Edit

Edit Customer

Click each item to do further editing.

Extension option management

Extension Options for
DID number 61038400

Type: Phone: Polycom

Voicemail: Yes No

Voicemail password: 1234
max. 20 digits (leave blank for default '1234')

Voicemail notification email:

Attach message to email: Yes No

Voicemail SMS email:

E-Fax: Yes No

Dedicated E-Fax: Yes No

Fax email:

Fax SMS email:

Device MAC address: 0004f203c7b1
12 digit hex (no punctuations)

Forward to outside number: *external phone number only
no outside line prefix (e.g. 9)*

Account code required: Yes No

Location: 39

Ring to front desk: Yes No

Name display: OWL
max. 20 characters

Recurring fee: Yes No

Recurring fee start: / /

Recurring fee end: / /
leave blank for no end date

Recurring amount:

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Select location: CenterOwl | Logout: Set up

POS/Invoicing | Customer | Accounting | Maintenance | Export | Report

Batch Processing

Select Month: 5 | 2007

Service: [dropdown]

- Basic
- Customer Service
- Front Desk
- Telecommunication
- Other Services
 - ADSL
 - Data Line
 - E-fax Service
 - Fax Line
 - IP Address
 - IP Address Setup
 - Paging Service
 - Procurement Phone No
 - Telephone Line
 - Telephone Report
 - Telephone Usage
 - Wireless

Batch processing feature allows user to charge customer service fee on the basis of one service item and it is usually used monthly when you need to input amount of all customers for one particular service, such as postage, phone bill.

Generate Monthly Rent/VO Fee Invoice

Invoice Month: 1 2007

Customer: All Customers

Print&Email: Print and Email

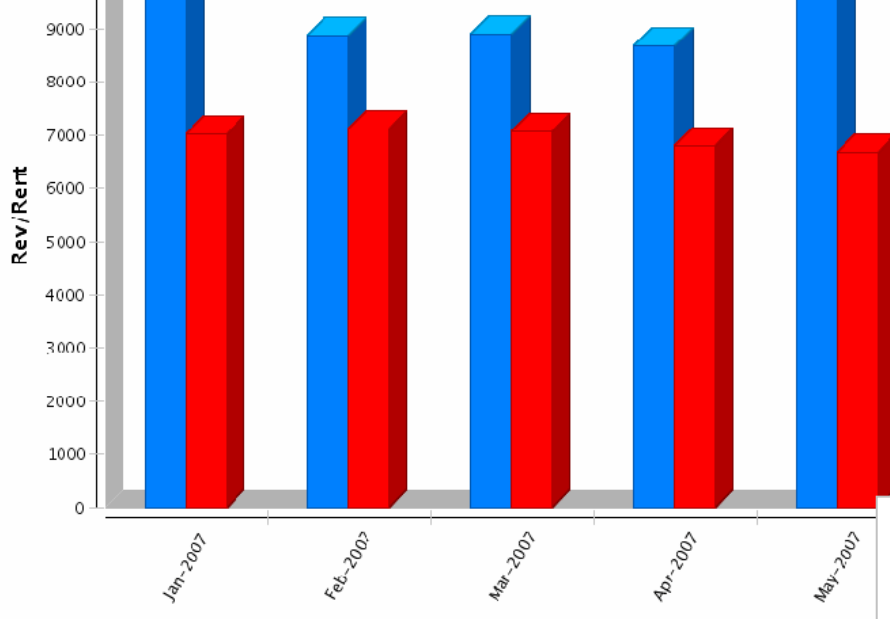
Printer:

Printer type: PostScript 3

Export File Name:


Overwrite Existing Data: Yes

This screen allows you to generate monthly rent/VO invoices by selecting one customer name (or all customers), month and printer.



This report displays your center's total revenue, rent revenue and occupancy rate by bar chart.

2/ CMR:



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Select location | Logout
Conference Meeting Room | Set up

Schedule
Reservation
Check out
Maintenance
Report

Today
Daily
Weekly

Daily Schedule for Office General SH -Plaza 66 Tower I

All reservations are displayed for review.


May, 2007							
Today							
wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat
17			1	2	3	4	5
18	6	7	8	9	10	11	12
19	13	14	15	16	17	18	19
20	20	21	22	23	24	25	26
21	27	28	29	30	31		

Select date

Reservation #	Room	Time	Customer Name
61484	Conference Room	18:00-19:00	OfficeGeneral (Shanghai) Co., Ltd

■ Reservation with additional services

View Availability



OfficeWyze™
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Select location | Logout
Conference Meeting Room | Set up

Schedule
Reservation
Check out
Maintenance
Report

Create
Edit

Hourly Room Reservations

This is hourly room reservation page.

Select Location: Office General SH -Plaza 66 Tower I(SH

Customer: Officewyze | All Locations

May, 2007							June, 2007						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

View Available

Time

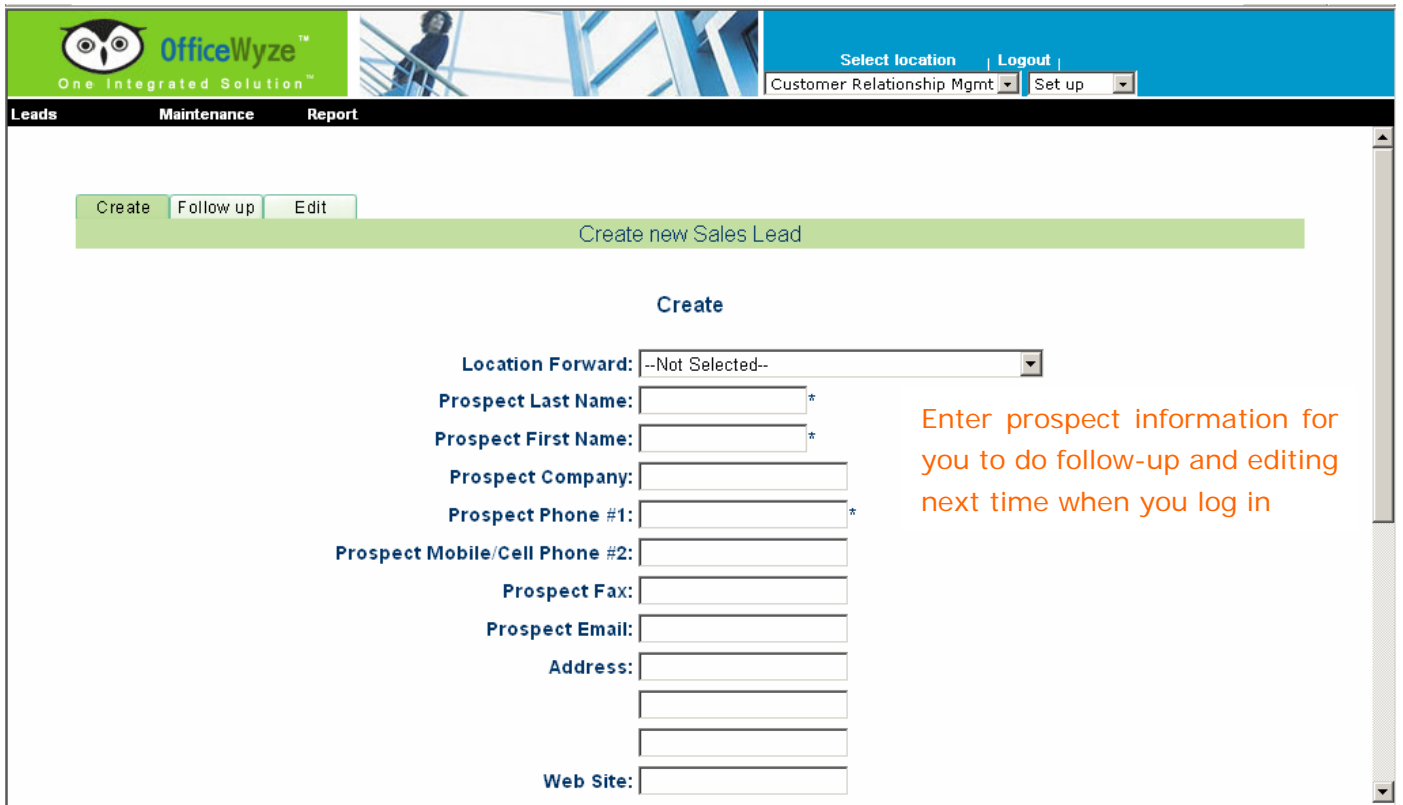
■ Available ■ To be reserved

5:30	6:30	7:30	8:30	9:30	10:30	11:30	12:30	13:30	14:30	15:30	16:30	17:30	18:30	19:30	20:30	21:30	
00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00

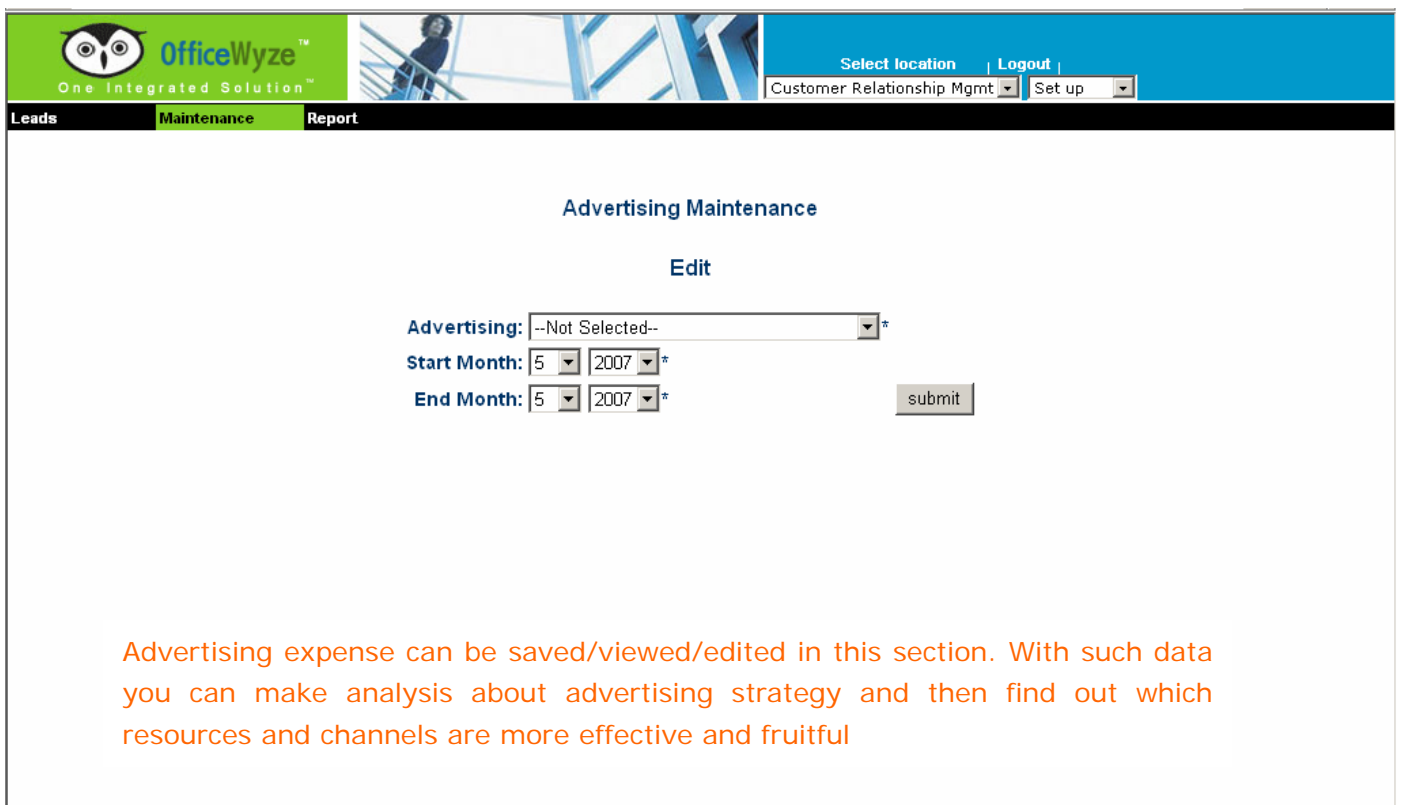
*To reserve click the gray box in the middle to select start and end time.
 *To view all hours, move the time bar to the left or right.

Submit

3/ CRM:



The screenshot shows the OfficeWyze CRM interface. At the top left is the OfficeWyze logo with the tagline 'One Integrated Solution'. The top right navigation bar includes 'Select location', 'Logout', and a dropdown menu for 'Customer Relationship Mgmt' with a 'Set up' option. Below this is a menu with 'Leads', 'Maintenance', and 'Report'. The main content area has a green bar with 'Create', 'Follow up', and 'Edit' buttons, and a sub-header 'Create new Sales Lead'. The 'Create' form includes a dropdown for 'Location Forward' (set to '--Not Selected--'), and text input fields for 'Prospect Last Name', 'Prospect First Name', 'Prospect Company', 'Prospect Phone #1', 'Prospect Mobile/Cell Phone #2', 'Prospect Fax', 'Prospect Email', 'Address' (with three stacked lines), and 'Web Site'. An orange text box on the right says: 'Enter prospect information for you to do follow-up and editing next time when you log in'.



The screenshot shows the OfficeWyze CRM interface for 'Advertising Maintenance'. The top navigation and menu are identical to the previous screenshot. The main content area has a sub-header 'Advertising Maintenance' and an 'Edit' button. The form includes a dropdown for 'Advertising' (set to '--Not Selected--'), and date pickers for 'Start Month' (5, 2007) and 'End Month' (5, 2007). A 'submit' button is located to the right of the date pickers. An orange text box at the bottom of the page says: 'Advertising expense can be saved/viewed/edited in this section. With such data you can make analysis about advertising strategy and then find out which resources and channels are more effective and fruitful'.

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Select location | Logout
Customer Relationship Mgmt | Set up

Leads Maintenance Report

Create Edit

Create new Agent

Create

Agent Code: *

Name: *

Contact:

Address:

Country: Afghanistan

Phone:

Fax:

Email:

Commission: Yes

Amount Per Referral:

All real estate agencies or brokers can be created for future use in sales lead section

OfficeWyze™
One Integrated Solution™

Select location | Logout
Customer Relationship Mgmt | Set up

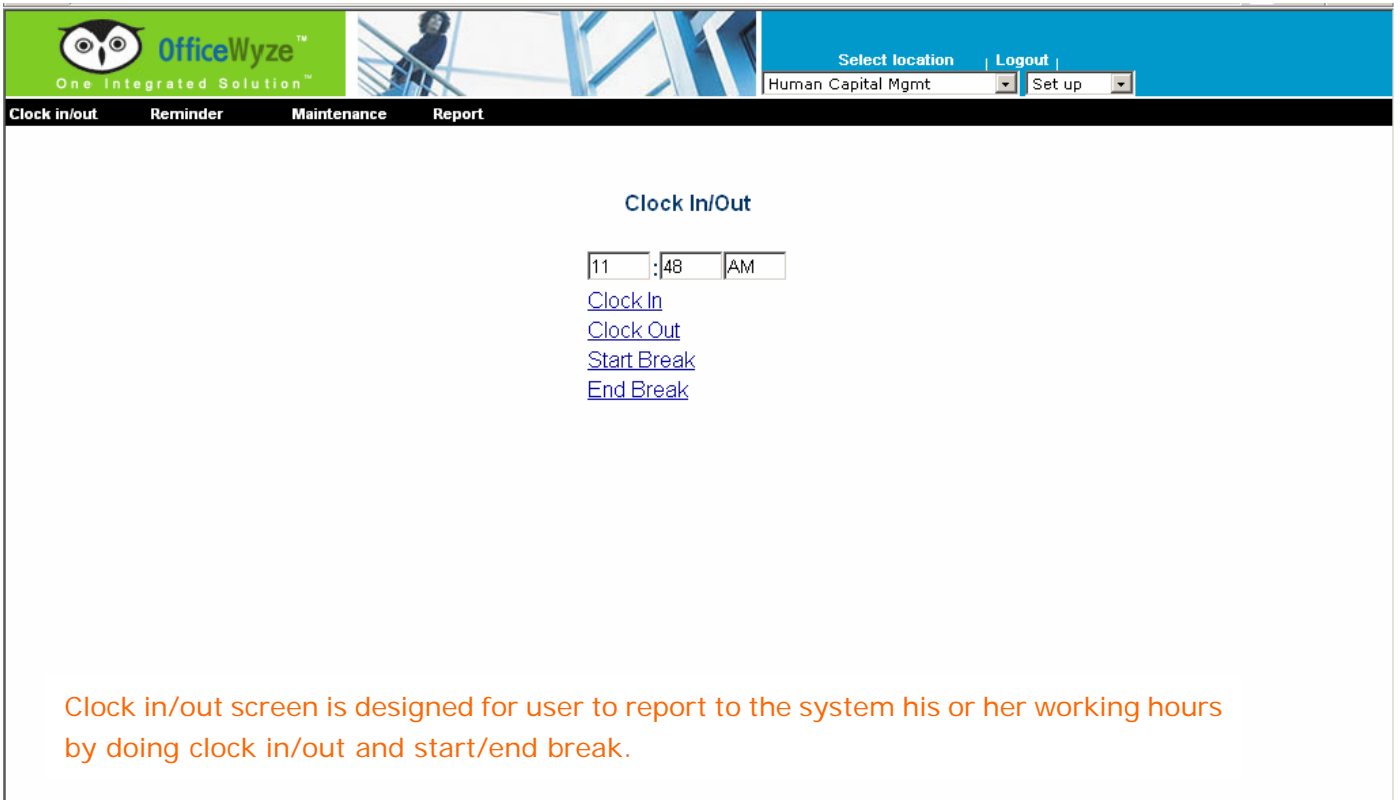
Leads Maintenance Report

The pie chart vividly describes sales lead number and referral channels.

Sales Leads Summary

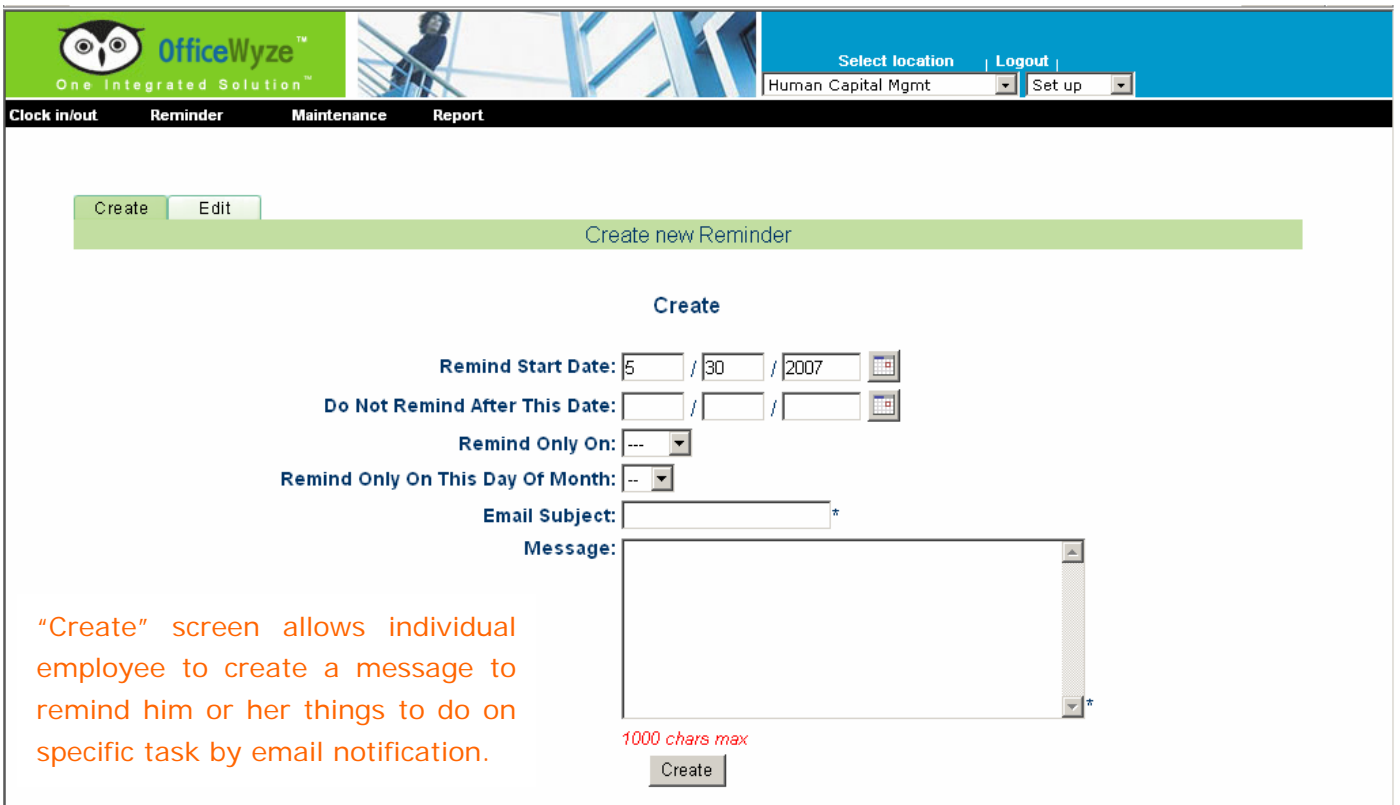
Referral Channel	Count
Others	1
WOM	3
Website	2

4/ HCM:



The screenshot shows the OfficeWyze web application interface. At the top left is the OfficeWyze logo with the tagline "One Integrated Solution". To the right of the logo is a navigation menu with "Clock in/out", "Reminder", "Maintenance", and "Report". Further right is a header area with "Select location" (set to "Human Capital Mgmt") and "Logout" (set to "Set up"). The main content area is titled "Clock In/Out" and features a time input field showing "11:48 AM". Below the time field are four links: "Clock In", "Clock Out", "Start Break", and "End Break".

Clock in/out screen is designed for user to report to the system his or her working hours by doing clock in/out and start/end break.



The screenshot shows the OfficeWyze web application interface for creating a reminder. At the top left is the OfficeWyze logo with the tagline "One Integrated Solution". To the right of the logo is a navigation menu with "Clock in/out", "Reminder", "Maintenance", and "Report". Further right is a header area with "Select location" (set to "Human Capital Mgmt") and "Logout" (set to "Set up"). The main content area has a "Create" button and an "Edit" button. Below these is a green bar with the text "Create new Reminder". The main content area is titled "Create" and features several form fields: "Remind Start Date" (5 / 30 / 2007), "Do Not Remind After This Date" (/ /), "Remind Only On:" (---), "Remind Only On This Day Of Month:" (--), "Email Subject:" (text input), and "Message:" (text area). A "1000 chars max" label is positioned below the message text area. A "Create" button is located at the bottom of the form.

"Create" screen allows individual employee to create a message to remind him or her things to do on specific task by email notification.

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Select location | Logout |
Human Capital Mgmt | Set up

Clock in/out | Reminder | Maintenance | Report

Create | Edit

Create new Employee

Create

Create log in User ID.

ID: *

Name: *

Address:

Country: --Not Selected-- *

Phone:

Mobile/Cell Phone:

Email:

Account Code:

BirthDay: -- -- -- --

Hire Date: 5 / 29 / 2007

OfficeWyze™
One Integrated Solution™

Select location | Logout |
Human Capital Mgmt | Set up

Clock in/out | Reminder | Maintenance | Report

BirthDay: -- -- -- --

Hire Date: 5 / 29 / 2007

Termination Date: -- -- -- --

Active: Yes

Include in productivities report: No

Job: Not Selected

Rate:

* Access Level: Employee Rate
 Report Only
 Security Level 1
 Security Level 2
 Security Level 3
 Security Level 4
 Security Level 5
 Security Level 6
 Security Level 7

Password:

FM User Name:

FM Password:

Create

The role or security level assigned to the employee determines how many features he can access after login. 7 is the highest level which is designed to access all features.

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Select location | Logout |
Human Capital Mgmt | Set up

Clock in/out | Reminder | Maintenance | Report

Current Clock In Report

Download PDF | Screen | Spreadsheet

The report will be downloaded to your personal computer as PDF file for you to print hardcopy.

View the report on the screen.

The report will be downloaded to your PC as Microsoft Excel Spreadsheet for you to do editing.

5/ VOIP-Call Accounting Report

OfficeWyze™
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Select location | Logout |
Take me to....

Report | Maintenance | Task

New | Open | Save | Print | Delete | Row

Customer Report

Select Date: 2007 | 05

Select Customer: Officwyze

DDD----DDD
 IDD----IDD
 INF----Information

Report in Detail: INT----International
 LNG----Long Dist
 LOC----Local
 OUT----Outskirt

Submit

Choose date, customer and click detail to have the report.

6/ Camera:



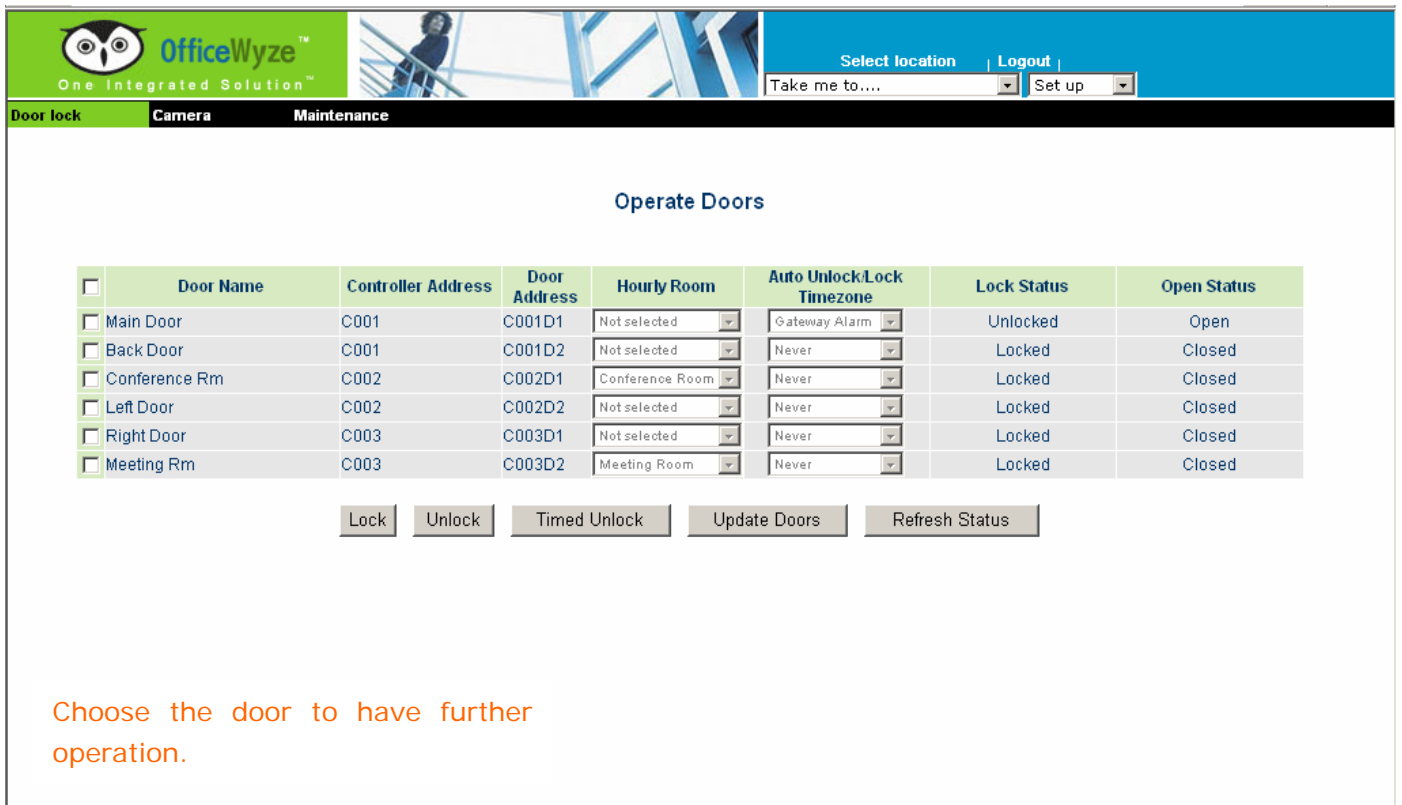
The screenshot shows the OfficeWyze web interface. The top navigation bar includes the OfficeWyze logo (an owl) and the tagline "One Integrated Solution™". To the right of the logo are navigation links for "Door lock", "Camera", and "Maintenance". Further right, there are options for "Select location" (with a dropdown menu showing "Take me to...") and "Logout" (with a dropdown menu showing "Set up").

The main content area is titled "Camera List" and contains a single link: [CamerasT1](#). Below this link is a sub-link: [CamerasT1 - from external](#).

Click the link to have the real-time information of the camera.



7/ Door Lock



OfficeWyze™
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Select location | Logout
Take me to.... | Set up

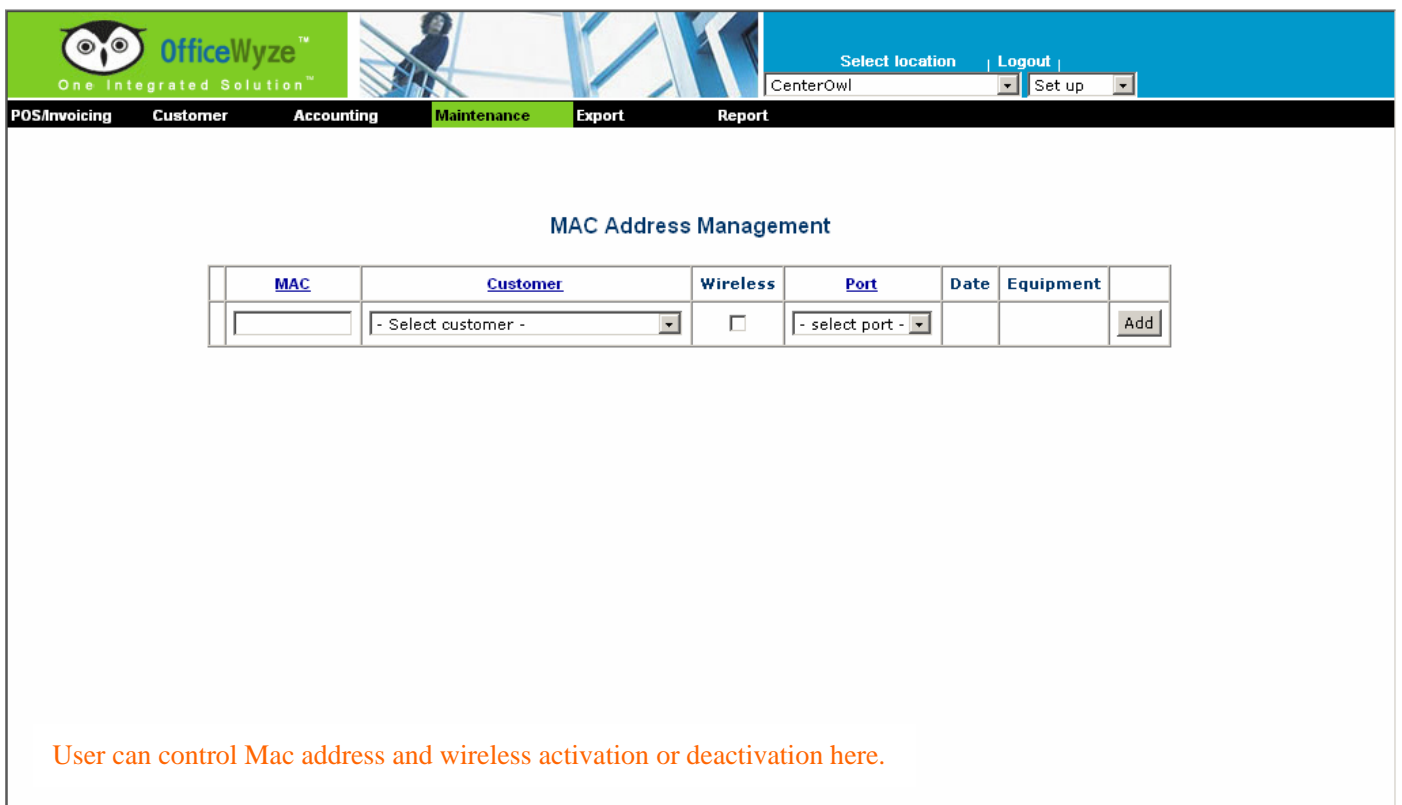
Door lock | Camera | Maintenance

Operate Doors

<input type="checkbox"/>	Door Name	Controller Address	Door Address	Hourly Room	Auto Unlock/Lock Timezone	Lock Status	Open Status
<input type="checkbox"/>	Main Door	C001	C001D1	Not selected	Gateway Alarm	Unlocked	Open
<input type="checkbox"/>	Back Door	C001	C001D2	Not selected	Never	Locked	Closed
<input type="checkbox"/>	Conference Rm	C002	C002D1	Conference Room	Never	Locked	Closed
<input type="checkbox"/>	Left Door	C002	C002D2	Not selected	Never	Locked	Closed
<input type="checkbox"/>	Right Door	C003	C003D1	Not selected	Never	Locked	Closed
<input type="checkbox"/>	Meeting Rm	C003	C003D2	Meeting Room	Never	Locked	Closed

Choose the door to have further operation.

8/ IT Management:



OfficeWyze™
One Integrated Solution™

Select location | Logout
CenterOwl | Set up

POS/Invoicing | Customer | Accounting | Maintenance | Export | Report

MAC Address Management

MAC	Customer	Wireless	Port	Date	Equipment
<input type="text"/>	- Select customer -	<input type="checkbox"/>	- select port -		<input type="button" value="Add"/>

User can control Mac address and wireless activation or deactivation here.