

AppSuite's key feature allows workflows

to be completed from anywhere and at any time using your smart devices and computers.



- ✓ Approve documents in real time using your smartphone
- ✓ Get notification alerts to prevent document loss
- ✓ Configure workflow steps to the organization's specific needs

How does AppSuite help you business?



Allow your organization to go paperless

Submit and approve documents online instantly via smartphone.



Accelerate your digital transformation journey

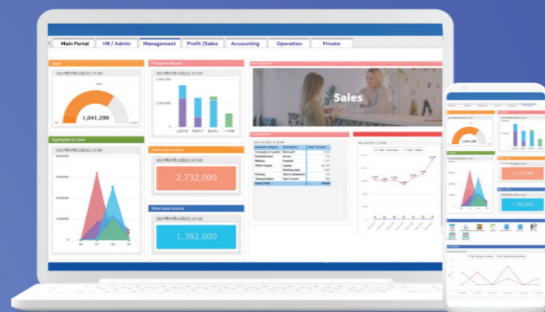
Reduce repetitive workloads while saving time searching for and collecting information.



Create your own system with no code

Make better business decisions with visualized data in graph.

Users can also access dashboards to view real-time summaries and reports from desknet's NEO applications in the form of graphs and tables, giving them a clear view of the overall status of all business operations.



Contact us today to get a free trial.

30 day

desknet's NEO

RICOH
imagine. change.

Reduce costs, improve efficiency, and digitalize your organization's workflow with

desknet's NEO
from **RICOH**



desknet's NEO

The desknet's NEO solution helps your organization to operate more agilely in the digital age. The solution can help you save money and time by transforming your entire organization's workflow into a single platform for easier document management - at a very affordable price.

Pain point



Wasting time going into the office just to submit or sign a documents

Delayed approval process as the employee must wait for the approvers to approve at the office

Lack of visibility as it is unknown what stage of approval the document is in



Too much time spent on searching for information needed from piles of documents

Business workflows interrupted by scattered, hard-to-find information



Increasing cost of paper and office supplies

Lack of flexibility and inconvenience when working outside of the office

When using desknet's NEO

- ✓ Allow fast and convenient access to the system from anywhere, anytime.
- ✓ Reduce the amount of paper used to save money while saving employees' time and labor-intensive tasks.
- ✓ Achieve more streamlined business processes and reduce redundant work across all departments.

desknet's NEO

"Comes with 25 core apps that fully support paperless workflows, all at a single affordable price."

Basic applications from desknet's NEO

Apps for enhanced communication within the organization

- WebMail**
Send or receive emails via web browsers with comprehensive tools
- Neotwi**
Share any message to everyone or have 1-on-1 conversation
- Discussion**
Exchange ideas with teams effectively
- Information**
Post announcements directly to employees
- Project Management**
Create project plans and manage the progress easily with Gantt charts
- Questionnaire**
Create digital surveys for specific groups or departments
- Whereabouts**
Understand where people are and send them messages easily

Apps for better management and operational efficiency

- Portal**
Access to features like sharing data, graphs, or statistics across the organization via the main dashboard
- Workflow**
Easily and quickly check approval status or history
- Expense Claim**
Request for expenses reimbursement easily
- ToDo**
Keep track of your own tasks and assign to other team members
- Schedule**
Manage your own calendar or see others

Apps that makes it easier to store and share data within the organization from a centralized location

- Time Card**
Quickly clock in and out without having to wait
- Cabinet**
Store, manage, and share personal documents easily
- Document Management**
Store and manage documents in the organization effectively
- Inventory**
Manage and organize company's inventory to prevent stock shortages
- User Directory**
Access employees' contact information at your fingertips
- Address Book**
Manage personal data and contact information
- Notepad**
An easy-to-use memo

Apps for workplace and meeting room management

- Visitor Management**
Organize your daily visitors to reduce receptionist workloads
- Facility Reservation**
Manage booking for meeting rooms, parking lot, and much more
- Minutes**
Sharing meeting agendas and minutes can be made smoothly
- Circulation / Report**
Send acknowledgements and important reports to everyone
- SmartViewer**
Share meeting documents with participants in real-time

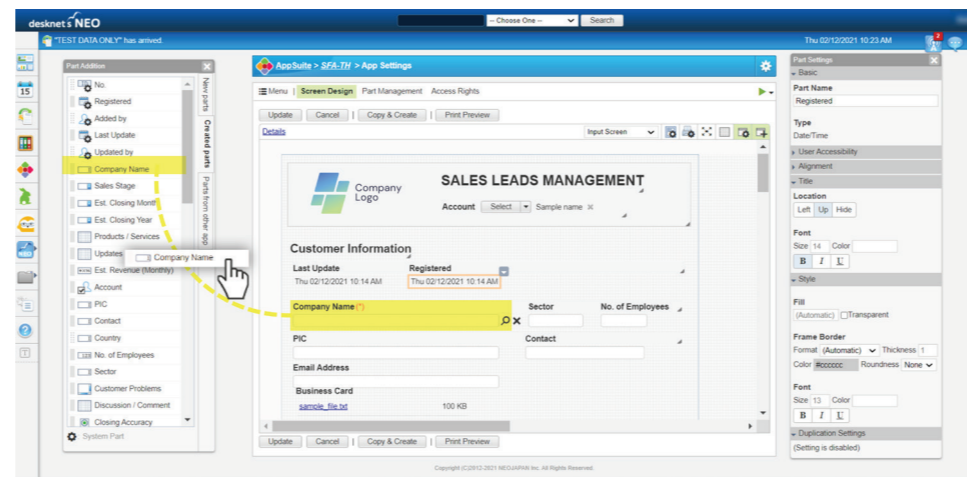
"In addition to these basic apps, desknet's NEO comes with AppSuite, a tool suite that allows users to create applications, electronic forms, and workflows with no-code environment as needed, allowing users to work more easily and efficiently."

desknet's NEO – AppSuite

Create ready-to-use digital forms and your own workflows without coding with AppSuite

What is AppSuite?

AppSuite is a desknet's NEO application that allows users to create their own applications and workflows. AppSuite contains pre-defined workflow apps designed to meet the needs of various business operations. Without any programming knowledge, AppSuite enables departments within your organization to collaborate more easily and quickly on a centralized, single platform.



Customize applications to suit your workflow using the Drag & Drop feature.

- ✓ Set access permissions
- ✓ Integrate data between apps
- ✓ Create apps that resemble paper forms used in your company
- ✓ Simultaneously update data or collaborate with coworkers

Apps Available in AppSuite

- Sales**
 - NEO QT Quotation
 - SFA
 - CRM
 - NEO INV Invoice
 - Report
- HR & Admin**
 - Leave Management
 - Overtime Management
 - Employee Record
 - Pay Slip
 - Performance Evaluation
- Operation**
 - Inventory
 - Stock Out
 - Daily Report
 - Products Data base
 - Task Management
- Accounting**
 - Expenses Claim
 - NEO PO Tax Invoice
 - NEO INV Purchase Order
 - Payment Request
 - Payment Status