

WebWorks

The Best Solution

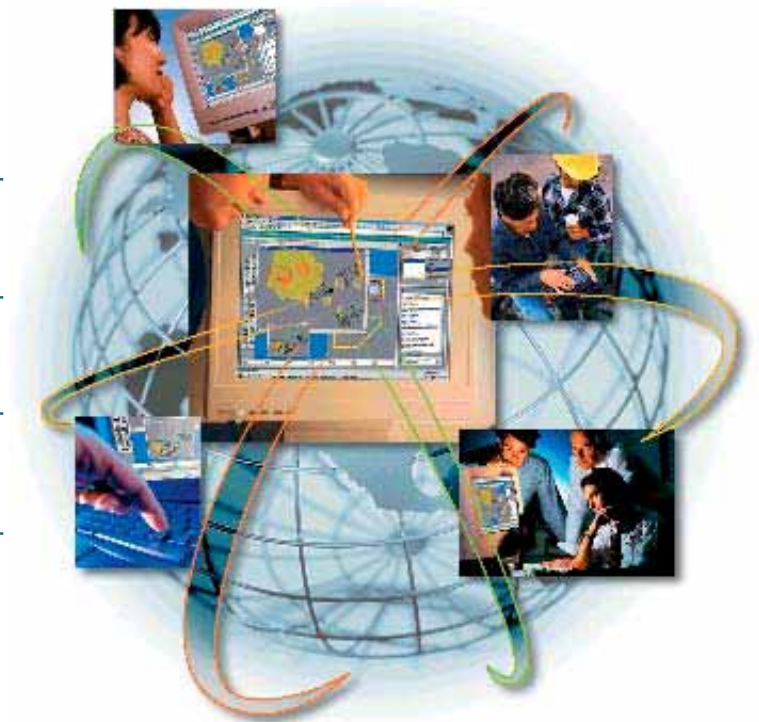
for an Optimal Collaborative Environment

Collaboration

Communication

Coordination

Customization





About WebWorks

In today's fast changing e-business world, the corporation's business environment is changing at a pace that transcends space and time. But the reality is that there is a lack of IT Best Practices that strengthens the competitiveness of a corporation. In order to increase the competitiveness of the corporation, a Collaboration system that enables rapid sharing of information between all those involved in a particular project, whether they are employees, subcontractors, suppliers, or owners is required. Using e-Transformation as a basis and to provide an optimal collaboration system, Web4Inc (Subsidiary of netGuru Inc), has created a system that is far more capable and easier to use than any other system currently on the market. This system is called WebWorks .

Based on Web4's eReview (Viewer & Online Conferencing) and WebWorks (Collaboration ASP), WebWorks is a system that is suited well to the needs of the construction, engineering and IT industries that are looking to decrease lead time and costs associated with a project.

WebWorks will ensure that your company is in the forefront of e-Transformation and IT, while increasing profitability;



- ❑ **Increased profitability through rapid transmission and sharing of information**
- ❑ **A systematic document and information management that forms the core of Knowledge Management**
- ❑ **Reduction in costs**
- ❑ **Improvement in quality**



Merit of the System

Collaboration

- **Document Management**
- **Powerful Viewer**
- **Project News**

The most important feature of a collaboration system is the ability by all parties involved to share the latest document and drawings. WebWorks lists several documents in a single screen so that they can be dynamically viewed and easily manipulated. Project News shows the latest news so that action can be taken based on the latest information.

Communication

- **Forum and Flea Market**
- **Online Conference**
- **E-Mail**

Communication is an important part of any collaboration system. With this in mind we have created the most convenient, secure, and fast communication system. By using features such as e-mail and on-line conferencing, the user can quickly, conveniently, and securely carry out his or her work while increasing productivity at the same time.

Coordination

- **To Do List**
- **Workflow & Webform**
- **Member Search**

In any industry, cooperation, coordination, and review are the most important aspects. WebWorks has a powerful document workflow system that enables related personnel to reduce the time required to carry out a particular work and thus making it more convenient for all those involved.

Customization

- **Administration**
- **Photo Management**
- **Schedule / Calendar**

It is very important for users of a system to have the ability to easily customize the system to suit their own needs. The current system is flexible to a point where it can be modified to suit the needs of any company or any work procedure whether it be a simple system with a few functionalities or a complicated one with a large number of functionalities.



System Features

Document Management

WebWorks's Document Management System(DMS) combines a general DMS with collaborative tools.

- Dynamic Folder and Attribute Management
- Users can create different types of workflow
- A strong search engine (Keyword, Full Text Search)
- A fast upload/download module that enables the handling of a large number of documents
- A strong sorting and filtering functionality
- File log
- Monitoring documents of interest by the use of Subscribed Document functionality
- Users can digitally "stamp" a document
- Users can link documents for reference

Powerful Viewer

WebWorks provides a powerful viewer that can read 150 different types of files, including MS-Office, 2D, and 3D CAD Drawings, and add markups without the need for the user to install programs in his or her PC.

- A Java based viewer that provides a multi viewing facility through MDI (Multiple Document Interface)
- Users can compare several different documents in a single screen
- Users can add several types of markups
- Zoom In/Out and Rotate functionality
- Users can save and call up a markup
- A preview functionality for low speed networks

Project News

WebWorks's Project News shows news about a project plus other needed information thus enabling quick response and coordination by the project team.

- Shows work summary, event summary, and unread mail.
- Shows notices for the project
- Shows the latest construction photos
- Linked to a weather forecasting site
- Shows notices regarding the system
- Lists link sites



[Document Management]



[Powerful Viewer]

Forum and Flea Market

An online community for the users where information and knowledge can be freely exchanged.

- A forum where ideas can be exchanged regarding a particular subject
- A flea market where a site's remaining materials and/or a site's required materials can be exchanged
- Users can change the way the posts are listed.
- A strong search engine for searching a particular post.



[Project News]



[Forum & Flea Market]



System Features

Online Conference

One of the important features of the collaboration system, it enables personnel separated by long distances to discuss a particular subject and thus quickly make decisions.

- An on-line conferencing module that has an integrated viewer with markup, chatting and audio/video conferencing capability.
- User can manage beforehand the meeting date and participants
- An effective framework for on-line review of documents
- For record, meeting logs can be saved and played back at a later time.
- Chairperson can control permissions of the participants
- Whiteboard functionality
- User can rapidly upload a file and view it
- An instant polling function for use among the participants
- An integrated messenger that informs participants about the upcoming meeting

E-Mail

For effective communications with people involved within and outside of the project, WebWorks has its own e-mail system that can be linked with other e-mail systems.

- Basic e-mail functionalities
- A reserved e-mail space for each user and ability to manage them
- The received date and time of a sent e-mail can be viewed.
- Personal e-mail folders can be created
- An effective address book
- Mail from other e-mail systems can be viewed
- A vacation message that can be sent if a user is not present.
- Received mail can be forwarded to a different e-mail address
- Signature can be attached as a picture file

To Do List

WebWorks automatically lists the work(s) a user has to carry out in the To Do List page, thus enabling the user to effectively manage the job he or she has to carry out.

- Lists work requested by another user and the status of the current works.
- Lists work that has been requested to another user.
- List and shows the status of the documents subscribed by the user.

Workflow & Webform

Workflow is one of the collaborative tools in WebWorks and is linked to the Document Management System, thus enabling the user to transmit document(s) to several users for sign-off and/or review. There is also the ability to freely create various types of standardized web based forms according to the needs of the company and/or the project.

- Various type of workflow can be created (One to One, Parallel, Combination)
- Various templates can be created and saved for future use.
- Documents can be reviewed and signed off with ease.
- The current status and results of the workflow can be viewed using a graphic interface.
- Linked with the user's To Do List
- Frequently used documents can be created using the Web Form functionality (RFI, Punch List)



[On Line Conference]



[E-Mail]



[To Do List]



[Workflow & Webform]



System Features

Member Search

The members for a project are shown as a tree thus allowing the user to easily view and manipulate this functionality.

- A user can be searched using the user name
- Shows information about a particular user
- Able to search for a particular group
- Shows information about a particular group
- An e-mail can be sent by clicking on the e-mail address on the displayed user information

Photo Management

WebWorks enables the user to effectively store and manage photo and image files.

- A systematic photo management system using the same features as of the document management system
- Photo thumbnail functionality
- Either list or thumbnail view can be selected
- Markups can be added to a photo



[Member Search]



[Administration]

Administration

An WebWorks administrator can easily and in a short time configure the user and project information and the interface to create an optimal system.

- Project manager registry
- Project information registry
- A project organizational structure that can be configured by the administrator
- Able to set the permission of the user when and if the user requests it.
- A folder structure that can be configured by the administrator.
- User information that can be edited by the user

Schedule / Calendar

WebWorks enables the user to effectively manage his or her schedule whether it is work related or personal.

- Appointments and Tasks can be easily created and managed
- Appointments can be e-mailed to an other user if required.
- Reminder functionality that reminds the user of an upcoming event.
- View events according to day, week, month, or year.
- Print friendly function for printing
- Able to set national holiday of different nations
- Able to edit Appointments and Tasks.



[Photo Management]



[Schedule / Calendar]



System Structure

System Structure

WebWorks is a web-based system developed with emphasis on security, expansion, and reliability.

- A 3-tier system that ensures a high-level of security and flexibility.
- Developed with Java/EJB thus making the system platform independent.
- Transmits data after compression thus ensuring quick transmission over low speed connections.

System Requirements

For running WebWorks , the hardware/software specification below is recommended;

- Intel Celeron 333 MHz or above
- 64 MB RAM or above
- 2 GB HDD or above
- IE 5.0 or above
- Win 98, NT 4.0 or above

