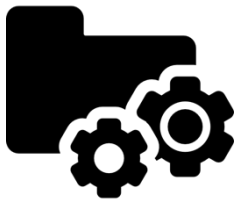




Key Functions



Project Management

- Creation, modification, deletion of a folder
- Creation of sub-folders without limit
- View folders: hierarchical or list
- Sort and folder of folders available with the list display
- Bookmark of lists of folders after sort and filter
- Bookmark a folder
- Archive a folder
- Have a folder not visible from the list of folders
- Add participants to a folder: access and management of action plan
- Add participants for information to a folder: no action but access
- Add up pilots to a folder
- View the main responsible of a folder
- View a visual KPI by folder showing action plan progress of the folder
- View a visual KPI by folder showing the number of actions
- Pdf burn up chart export
- Pdf details of the folder export
- Excel list of action of the folder export
- Add on or more tag by folder
- Exchange short message between members of the folder

- Write or dictate an action
- Add any description or information to a folder
- View any meetings during which the action plan of the folder was discussed



Actions Management

- Write or dictate an action
- Assignment and modification the stakeholder of an action
- Assignment and modification of one or more contributors to an action
- Manage deadline for an action
- Manage duration for an action
- Manage the starting date of an action
- Manage priority for an action (Eisenhower matrix like)
- Creation of sub-actions
- Delegation of action to someone else
- Counting number of rescheduling of an action
- Manage the recurrence of an action
- Follow-up of the progression of an action
- Difference between completing and closing an action
- Deletion of action
- History of the life of an action
- Pdf. Export of an action
- Comments about an action
- Modify ou delete comments
- Add several tags to an action
- Add, modify or delete document attached to an action
- Audit once the action is closed

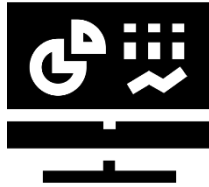
- Re-opening an action closed
- Link an action to another one (Gantt view)
- Duplicate an existing action in several folders
- Create and duplicate a new action in several folders
- Create template of action plan
- View and manage action in a Kanban view
- View and manage action in a Gantt view
- View and manage action in a List view
- Search, sort and filter action
- Bookmark list of actions after sort and filter
- Pdf. Export of bookmarked list of actions



Efficient Meetings

- Creation, modification, deletion of a meeting
- Schedule meetings' occurrences
- Add an occurrence to an existing meeting
- Prepare an agenda for a meeting
 - Add subject
 - Duration for the subject
 - Speaker of the subject
 - Get the total duration of the subjects
 - A participant to a meeting may suggest to add a subject to the agenda
 - Validate the agenda and send it to the participants in advance
- Add participants to a meeting

- Add up pilots to a meeting
- Display meetings on a calendar view (monthly, weekly)
- Display meetings on a list view
- Sort and filter meetings list
- Timer on meeting
- Timer on each subject of the agenda
- Minute of meeting available before, during and after the meeting if not closed
- Freeze minute of meetings for archive
- Evaluate the performance of a meeting
- Visual kpi on the performance of meetings
- Bookmark meetings
- Comments on meetings between participants
- Add, modify, delete document attached to a meeting
- View any action plans during the meeting
- Create an action directly from the meeting report
- Create a decision directly from the meeting report
- Create a decision in a Decision tab
- Save minute of meeting template
- Use minute of meeting template
- White board view to get a personalized interface during the meeting
- Pdf. Export of minutes of meeting



Fast and automatic reporting

- Customised dashboard based on your custom fields
- Global view and analysis of ongoing, completed, closed and overdue actions in your files
- Set up and share dashboards for teams



Enhance collaboration

- Dashboard with adjustable widgets
- Widget with list of my actions
- Widget with latest comments
- Widget with my folders
- Widget with actions to close
- Widget with a view of the participants of my folders
- Widget with the view of meeting to come
- Available ATAD (Anytime Any Device)
- Mobile App available for the tracking of action (Google Play and App Store)
- Integration to the agenda Microsoft Outlook®
- Integration to the tasks Microsoft Outlook®
- Integration to Microsoft Teams® with a specific tab
- Addin for Microsoft Outlook®
 - Display action plans in Microsoft Outlook®
 - Transform an email into action in one click

- Connector Microsoft OneDrive®
- Connector Microsoft SharePoint®
- Single Sign On protocol (SSO) for Microsoft 0365 et Google
- Connector Google Drive
- Add any external people for free to any folder, action or meeting
- Training of users