Mocha

HR Management

Project Management

Accounting Management

Content Management

MOCHA v 2.3 ® مــــوكــا

MACBERRY
web solutions

بسم اللّه الرحمن الرحيم

Our web application consists of 4 modules:

CMS, HR, ACCOUNTING, PROJECT MANAGEMENT

Mocha® CMS

Basic website: about us / our products/ services /contact us

Advance website: basic website content plus shopping cart, portfolio, newsfeeds, activities, calendar, gallery, etc & subcategories if necessary .Any other type of features required specifically by the customer can be added.

Mocha® HR

It contains 4 sections (with subsections as well): employee, attendance, vacation, salaries

Employee: section management

It is structured into 3 categories:

- Departments

- Sections

- Subsections

Each section can report to its parent section, each section can be connected to a manager and more over to the HR manager.

Tasks & permission levels can be set according to each employee position in the whole structure.

· Positions function

Defines the job requirements & position of each employee in the company. Privileges or levels of access to different information's can

be set up from within.

· Employee database

It is structured to easy view all bio data's of each employee: joining date, degrees, duties, pending info's, remarks, job section, and email.

Phone number, user name & password with assigned privileges of accessing the data can be set up from within as well.

· Salaries

It is defined thru the employee database and has the following features:

- Basic salary - Accommodation, - Transportation, - Food, - Commission, - Bonus, - Deduction, - Total, - Remarks

·   Attendance

The system will automatically configure employee attendances and/or absences based on the employee database

If no employee coming up for a day the system will automatically register it as a holiday day (Friday, national vacation, etc).

If one data input for an employee or 2 the system will automatically submit it as absence based on their monthly attendance sheet.

The absence day can be adjusted according to the employee excuse (sick day, personal emergency, etc)

·   Attendance archive

One- clicks view of any employee daily attendance.

·   Absence archive

One click view of any employee absences according to the daily sheet compiled with sick leave & annual holiday.

Leveled by 3 shifts with separate clocks-in & clocks' out, remarks, employee database

·   Vacations

Structured as following: new requests, permits, vacations archive, request new vacation and accessing various information's:

- Employee database - Position - Section,

- Vacation type (annual, sick leave, emergency, vacation day in vacation day out, request date,

- Permission approval (with 3 levels : approved, pending, denied)

HR managers can have a clear view of exit permits, sick leaves deducted, annual holidays.

Mocha® Accounting

Full view of entire company accounting separated by: sections, products, employee reports.

By creating records, it gives the accountant the ability to register any type of financial document (debit & credit) on each transaction.

· Records

There are 6 types of records: 3 basics + 3 additional

Basics: invoices, receipt vouchers, payment vouchers

Additional: LPO, opening balance, discount on invoice

·   Products: It gives a clear & detailed view of your inventory database.

·   Services: Easy & complete view of your services offered to customer's database.

·   Clients: Your customer's database based on services and/or products invoices.

·   Vendors: Easy to access database of all the companies that sells you products and/or services.

· Others : Registers monthly expenses from various vendors like Etisalat, Du, municipality, electricity, environment, etc

· Petty cash: Customizable on daily, weekly or monthly expenses for company small purchases defined by the accounting department (stationery, supplies, petrol bill, etc) & it's completely separated from the daily transactions records.

· Opened balances: Records still not closed invoices that can be seen based on any customer input.

· Discounts: If applicable to any customer will show up on its own invoice. Any adjustable amounts or return products can be registered as discounts.

Mocha® Project MS

Thru the Project MS you can set up, monitor & evaluate all the working projects , no matter what those are :

- Construction, Decoration, Installation, Feasibility, Estimation, Maintenance, Etc.

Each part of the project can be distributed to the specific departments & assign tasks for the employees according to their specialty/ job. Each department coordinator/ manager can easily follow his team development based on the inputs and designed to show by a percentage meter.

Each team & their supervisors/coordinators can see the whole project development, discuss about it, and preview the contents with the possibility of attachments (photo's & documents) in the comments feature.

The application can be set up to provide a clear cost of the project. Can be an estimate or based on the project approved budget separated by departments and/or tasks.

The purchase orders can pass thru different stages:

- Financial approval

- Administrative approval

- Any other department that need to oversee it

Replies can be added on any modifications, ideas, disapprovals in between the team & departments. Once the project assessment it is over, the task will be transferred to the Quality Department for their own inspection & its success in terms of finances, quality, time, etc.

Each project & task can easily be amended & all related departments can be internally notified thru the notification center. Each employee can be notified separately, if chosen, according to each job description & duties.

Mocha® Reports

All reports are retrieving data from the application database that you created it.

Customized by: - Inventory, - Products, - Customers, - Dates, - Holidays,

 Each choice report can be printed out with a single click.

Mocha°   System Settings

·   General settings - Notification Settings - Service List - Bank List

 Any predefined settings can be added in this panel. More can be added on demand.

·   Notification: any type of notification can be send to either all employees, departments, or a specific person.

·   Bank list : a list of all banks dealing with your company

·   Services :adding all type of offered services

Mocha°   Control Panel

·   Each employee has its own control panel where basic settings like user name password, language can be done.

·   Internal email it is a fast & secure way for employees to easily communicate to colleagues, departments, managers, section & get

notified in real time. Forwarding, replying and attachments are available options like any other editor application. However the original

message can't be modified on forwarding to avoid text manipulation.

·   Notifications are connected to each system process and are flexible to be sent to an entire department or a single person.

          Notifications can be done by the regular app internal email or SMS.

·   Privileges

The super admin is responsible to give each employee a level of privileges, from full access (delete, edit, add, remove, etc) to a minimal

level of use & view.

Every page of the application has its own tools: edit, delete, view, print, create, mobile, email, etc where the super admin can hide cus-

tomer's mobile number from chosen employees or sections.

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