

Automator System

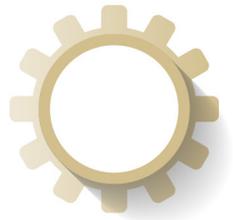
Build Your Process yourself!

Automator System enables you to easily build a group of processes by facilitating communication and reducing paperwork using Dynamic Modules to produce specific Forms and Processes.

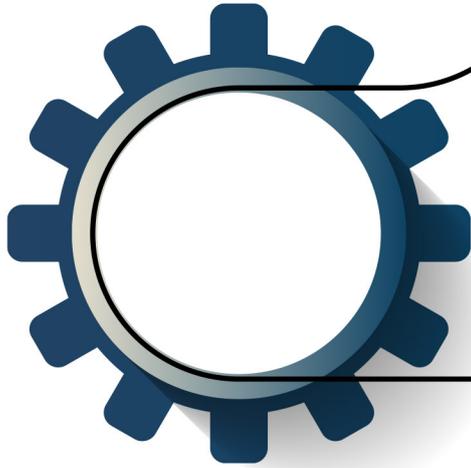
Each Process Has a Specific Workflow Cycle,
Dynamic Setups Modules to ensure Fixability for Users.

The system also provides users with a Dynamic Module for Roles & Permissions which enhances the processes workflow, security and confidentiality.



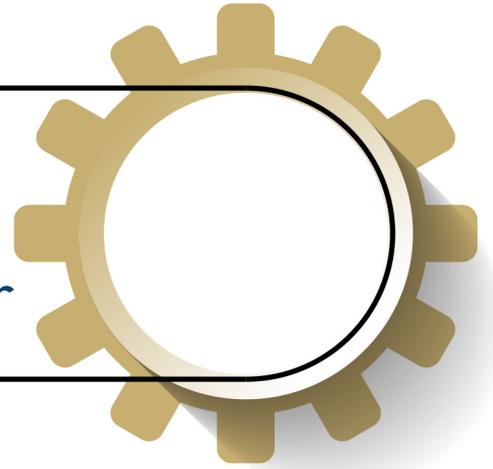


Automator Main Components:

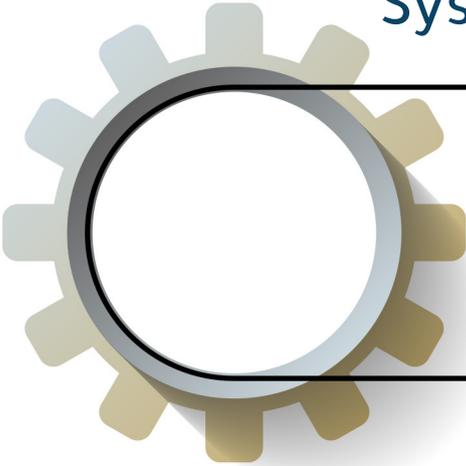


•Web Dashboard for Employees

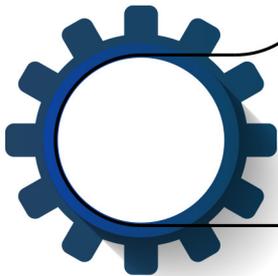
•Web Dashboard for System Administrator



•Mobile Application

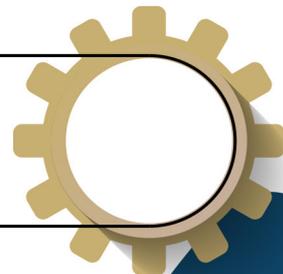


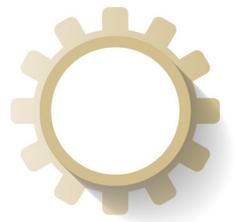
Automator Users:



•Companies

•Companies' Employees





Web Dashboard Homepage for System Administrator

•Statistics

Ability to Monitor processes progress, as the System Administrator can view a various set of statistics relating to the transactions made on each procedure.

•Departments

Simple and Easy way to manage your organization, where system gives you the fixability of adding a new Department and see all the Department also, you can modify or delete them, assign Department to employees with a full view of all Departments.

•Job Titles

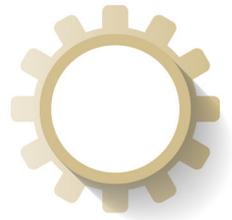
The System Administrator can add a new job title, view all job titles, modify and delete any job title. The System Administrator can also link job titles to Major Tasks and assign them to employees.

•Tasks Module

The System Administrator can add Major and Minor Tasks, assign the responsibility of each Task to a certain employee based on Department and Job Title.

•Employees

Access to all organization employees, their departments, profiles, and job titles by one click. The system provides fixability for the System Administrator to add, edit, and delete employees.



•Roles & Permissions

Ability to design the process workflow by depending on Roles & Permissions Module. The System Administrator can define a specific role with specific permissions and assign it to an employee, who, in turn, will have access to the process workflow.

•System Administrators

Ability to freely choose one or more persons to manage the system. From System Administrator module, you can add specific users to be system administrators.

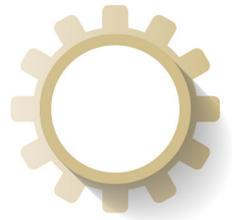
•Form Builder

“Fillable and Effortless Automation” is the main goal of our system. To be applied successfully, the users have to be able to design, modify and delete forms by themselves however they desire.

•Process Builder

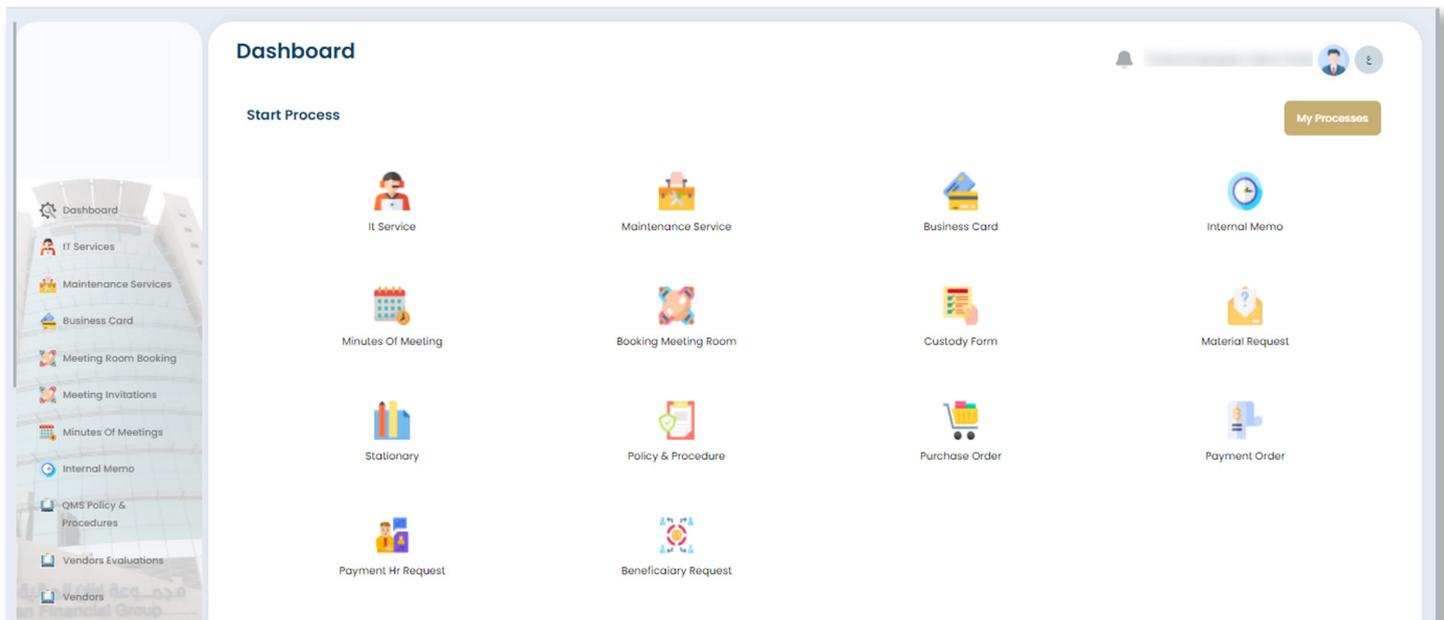
Draw your workflow, design your process accordingly, and automate it with ease using Automator System. Group procedures under processes, make as many steps as desired, assign responsible employee, then sit and watch the System do the rest for you.

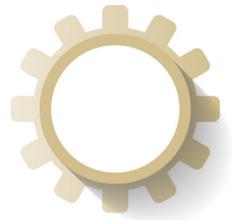




Web Dashboard Homepage for an Employee

Any employee, with the right permissions, can access all the processes that he/she has been given the right to view, and each icon will direct the employee to the "Add New Request" page





My Processes Button:

Will show the employee a list of last created requests and pending requests.

Home Page Finance Employee In Demo Portal

My Processes

Started By Me **Pending**

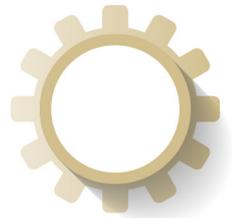
Pending 244 Select Process Search

Request Number	Process Name	Starter	Start Date	Current Step	Need Action	Actions
Hr#2062	Hr Payment Request	Hr Employee	22-02-2022	Done	X	👁
Hr#2040	Hr Payment Request	Hr Employee	22-02-2022	Done	X	👁
PCR#1997	Petty Cash Payment Request	Leah Parsons	17-02-2022	Finance Manager	X	👁
Hr#1985	Hr Payment Request	Hr Employee	17-02-2022	Done	X	👁
MATERIAL_REQUEST#1975	Material Request	Admin Manager	16-02-2022	Approved By Department Manager	X	👁

Helpdesk Processes:

IT Services and Maintenance Services are both dynamic Modules. The System Administrator can add, edit, delete services from the Dashboard and Change their icons that Appears to Users.



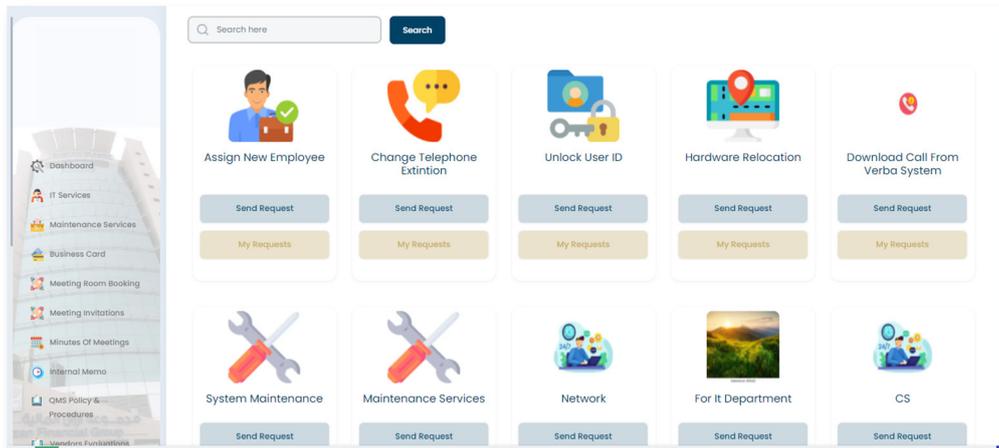


Process 1: IT Service Requests

What if an Employee is facing a technical issue related to information technology field?

IT Services Request is the solution!

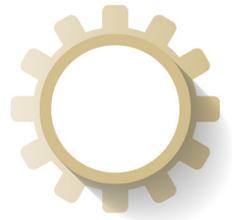
The employee will simply select the category of requested service and create a New Request.



The employee can describe the issue using text, images, documents, or video clips. When the request is Sent, it will follow the predefined workflow cycle of the selected process to be resolved.

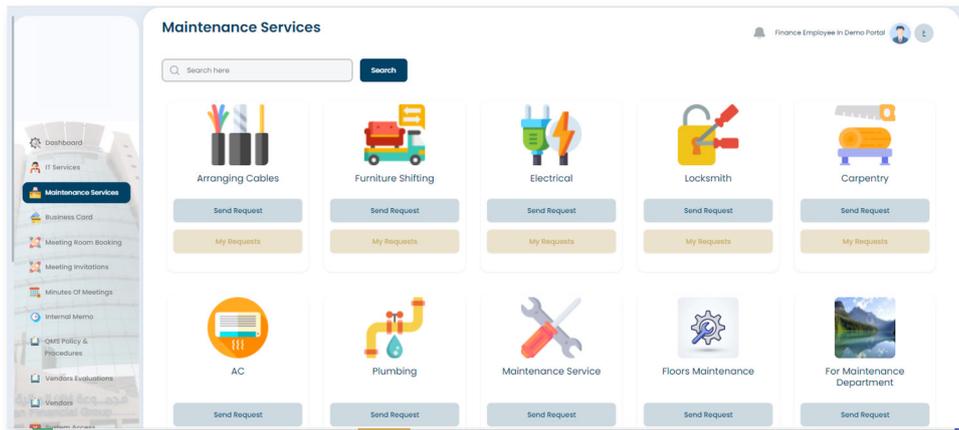
What other functions are available to employees under IT Services?

- View own Requests filtered by IT Service Category.
- Search all Requests by IT Service Category.

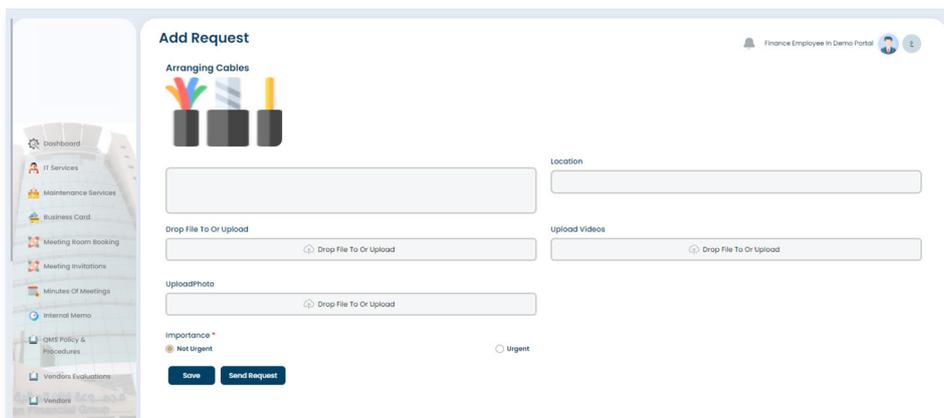


Process 2 : Maintenance Services

What if Employee has a technical Issue related to Maintenance field?
Maintenance Services Request is the solution!
The employee will simply select the category of requested service and create a New Request.

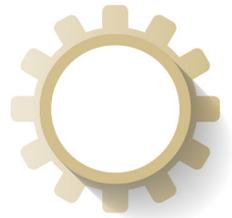


The employee can describe the issue using text, images, documents, or video clips. When the request is Sent, it will follow the predefined workflow cycle of the selected process to be resolved.



What other functions are available to employees under Maintenance Services?

- View own Requests filtered by Maintenance Service Category.
- Search all Requests by Maintenance Service Category.



Process 3 : Business Card Request

Employee can use this Process to Order new Business Cards or to amend old ones, by Default the employee will find an image of a Business Card design showing the employee's information.

This Process workflow will end when the employee confirms receiving the requested Business Card by Feedback.

Add Request

Due Date *
MM/DD/YYYY

Department *
Select Department

[Request Business Card](#)
[Amend Business Card](#)

Finance Employee in Demo Portal
Junior Finance, Investment Manager

T: 9922332233 | Sat: 1234 | F: 234567890123 | M:
Shang, Ahmad & Juber S. | Arsan Tower, P.O. Box 25442 Subur, 12025 Kiv
mailto:arpan@arpan.com | www.arpan.com

Click "Request Business Card" And Your Request Will be Sent To Line Manager To Accept It
Or If You Need A Modification On The Business Card Information
Click "Amend Business Card" And Your Amend Request Will Sent To HR Department To Amend It For You.

Process 4 : Meeting Room Booking

Manage Your Organization Meetings Easily!

Arranging a meeting with your team has never been easier by using the Meeting Room Booking Request. All you have to do is to select a meeting room, the attendees, the purpose of the meeting, define any requirements, and hit the Send Request button.

The Request will go through the process' workflow, and will be successfully completed if all obligatory attendees have approved attending the meeting. You can also reschedule the meeting based on attendees' availability.

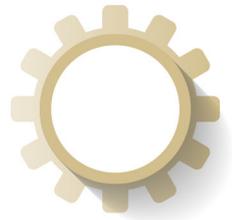
Meeting Room Booking

[Schedule New Meeting](#)

Select Status: [v] Search here: [input] From: MM/DD/YYYY To: MM/DD/YYYY

[Search](#)

#	Meeting Title	Date Of Meeting	Location	Attendees	Inviter	Status	Actions
MR#007	Omnis ipsum Aut Ea U	14-12-2021	6th Floor	[Avatar]	[Avatar]	Upcoming 8 Days / 20 Hours / 24 Minutes	[Action]

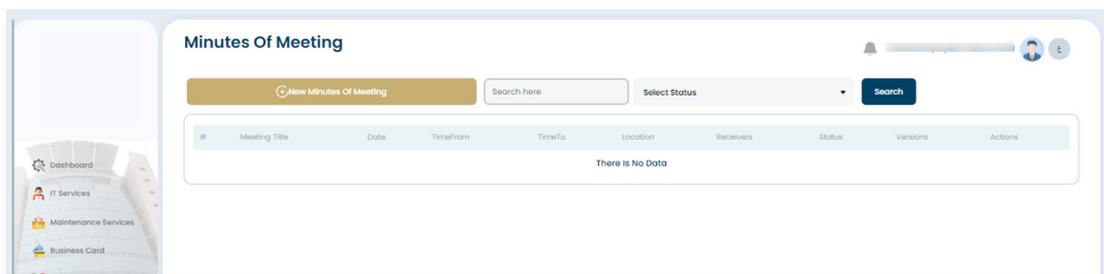


Process 5 : Minutes of Meeting

At the end of any meeting, the meeting output needs to be shared and confirmed with all attendees.

Minutes of Meeting Process facilitates this process by linking new MOM to a specific Successful Meeting, where you can add Points, Outputs, and Meeting Resolution.

This process will follow the workflow and will be closed successfully when all attendees approve the MOM.

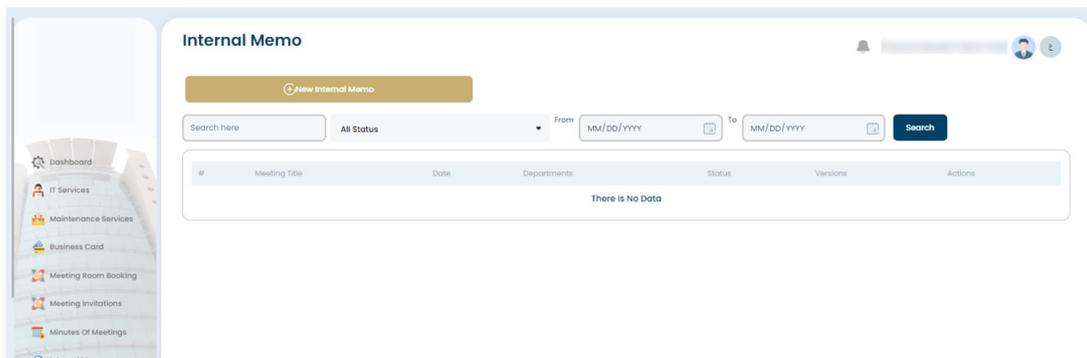


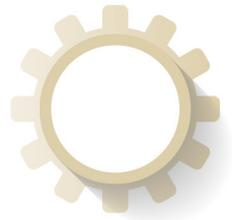
Process 6 : Internal Memo

An Internal Memo is used as an official way of communication between different Departments within the Organization.

The Process is very simple, the initiating employee will create the Memo, select the receiver or receivers, and then submit the Request.

The Memo main participants (creator and receivers) have access to Print, Download, and Write Comments.





Process 7 : System Access Requests

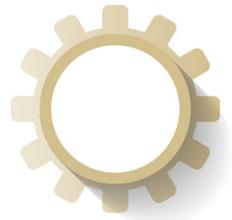
For security and confidentiality, if an employee wants access to a specific system, he/she needs to submit a request explaining the access reason, duration and type. Similar to other Processes, The Request will go through the workflow until the employee in-charge grants access to the requesting employee

#	Systems	Modules	Employee	Department	Current Step	Status	Created At
SA#2088	System No.1	Module No.2	Finance Employee in Demo Portal	Finance Department	Pending Department Manager Approval	Open	22-02-2022
SA#2087	System No.1	Module No.2	Finance Employee in Demo Portal	Finance Department	Pending Department Manager Approval	Open	22-02-2022
SA#2086	System No.1	Module No.2	Finance Employee in Demo Portal	Finance Department	Pending Department Manager Approval	Open	22-02-2022
SA#2085	New Test System	New Test Module	Finance Employee in Demo Portal	Finance Department	Pending Department Manager Approval	Open	22-02-2022

Process 8 : Material Request

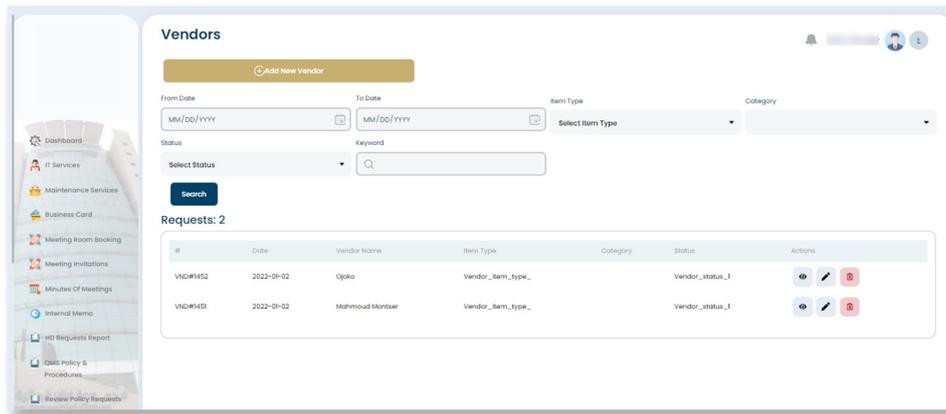
Employees can now easily order what they need from the organization's stock, track their orders and confirm their orders delivery.

#	Item Name	Department	Budget Status	Stock Availability	Employee	Status	Current Step	Created At	Actions
MATERIAL_REQUEST#1975	Wefgrwv Rflwerf	Admin Department	No	No	Admin Manager	Approved By Department Manager	Approved By Department Manager	10-02-2022	🔍
MATERIAL_REQUEST#1968	Wgvrbr Edrg	Admin Department	No	Yes	Admin Manager	Approved By Department Manager	Approved By Department Manager	15-02-2022	🔍
MATERIAL_REQUEST#1967	Item Name New	Admin Department	No	Yes	Admin Manager	Order Placed	Pending On Stock To Delivery	15-02-2022	🔍
MATERIAL_REQUEST#1966	Tesdrgvdyb F1	Admin Department	No	Yes	Admin Manager	Order Placed	Pending On Stock To Delivery	15-02-2022	🔍
MATERIAL_REQUEST#1965	New Other Item	Admin Department	No	Yes	Admin Manager	Order Placed	Pending On Stock To Delivery	15-02-2022	🔍



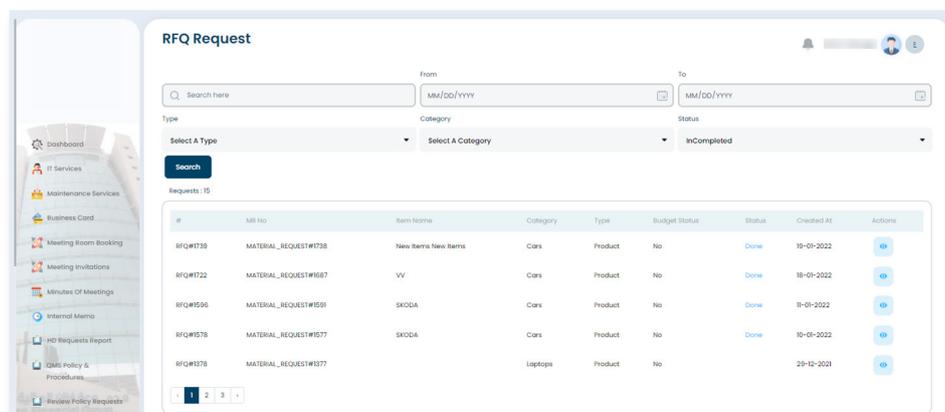
Process 9 : Adding Vendors

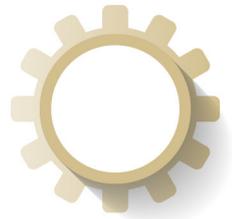
To order any materials or services through the system, you must first have your list of preferred Vendors added to the system. Adding Vendors Process has a complete workflow cycle which includes adding, reviewing and evaluating vendors who organization deal with.



Process 10 : RFQ Process

What if an Employee wants to buy something, and the organization doesn't have the specified Quotation to Start a Purchase Order? Request For Quotation (RFQ) process facilitates acquiring various quotations for one or more items from the organization's Preferred Vendors List. The employee will simply open a New RFQ, write the item name, quantity and description, select desired vendors from the list, and hit the send button.



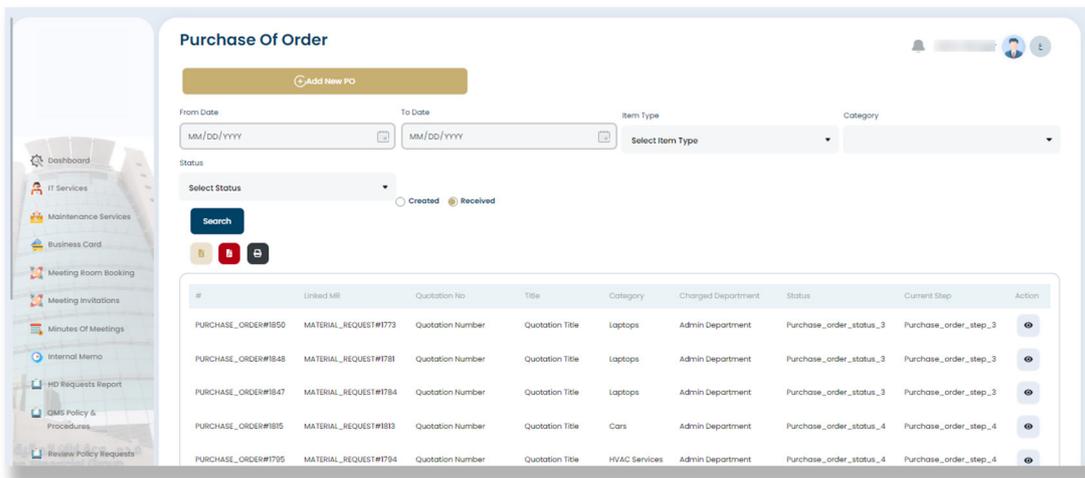


Process 11 : Purchase Order

What if an Employee sends Material Request for something that doesn't exist in Stock? or what if he/she needs to buy a service?

Purchase Order Request process facilitates for the organization the process of purchasing materials and services being existing or new. The responsible employee will create a New Purchase Order Request, select vendor, upload price quotation, insert payment terms, and submit the request.

Based on the submitted Purchase Order Request, the intended vendor will start their delivery process.



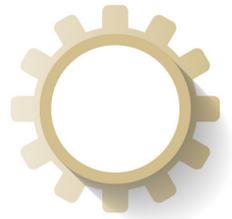
Process 12 : Payment Requests

Control Your Payment!

To Start any Payment, you must initiate a Payment Request Process, once the request is approved, the payment order will start.

The system provides you with many types of Payment Requests and related Orders.





1. HR Payment Request

Which includes payments related to employees' benefits and compensation. The authorized HR employee will add the HR Payment Request for a certain employee.

Serial No	Receiver Name	Amount	Reason	Status	Creator	Need Action	Actions
HR#2062	Islam Elshahhat Mohamed Elshahhat	KWD 10.000	Loan	Approved	HR Employee	✗	👁️
HR#2040	Phillip Vance	KWD 00.000	Loan	Approved	HR Employee	✗	👁️
HR#1004	Operation Two	KWD 22.000	Loan	Rejected By Finance Employee	HR Employee	✗	👁️ 🚫
HR#1003	Petty Cash Fourteen	KWD 41.000	Reimbursement	Rejected By HR Manager	HR Employee	✗	👁️ 🚫
HR#1005	Noah Snider	KWD 72.000	Allowance	Approved	HR Employee	✗	👁️
HR#1040	Mohammad Massoud	KWD 20.000	Indemnity	Approved	HR Employee	✗	👁️

2. Beneficiary Payment Request

a. A list of Beneficiaries must be added to the system at first before starting this process.

#	Beneficiary Name	Type	Beneficiary For	Status	Actions
513	Petty Cash Five	Company	Portfolio	Pending Department Manager	👁️
512	Griffith Warner	Company	Others	Pending Department Manager	✏️ 👁️
511	Lars Rosa ;	Company	Others	Pending Department Manager	✏️ 👁️
510	Likandra Irwin	Individual	Portfolio	Pending Department Manager	👁️



b. Any Employee, with the right permissions, can submit this payment request to pay a specific Beneficiary from the list of beneficiaries on the system with justifiable reason.

#	Request Number	Status	Beneficiary Name	Amount	Date	Company	Reason	Need Action	Actions
1	Beneficiary#1953	Approved	Haider Hasan Al Jumrah - USD	€37,000	2022-02-14	Azran Financial Group For Financing & Investment K.P.S.C	Asset	✗	👁️ Attachments 🟢 Done
2	Beneficiary#1748	Pending Employee	Selma Ochoa	€7,000	2022-01-20	Azran VC Limited	Others	✔️	👁️ Attachments 🛑
3	Beneficiary#1953	Pending Employee	Asset Company Transfer	KWD 25,000	2022-01-12	Azran Financial Group For Financing & Investment K.P.S.C	Others	✔️	👁️ Attachments 🛑
4	Beneficiary#1958	Pending Employee	Haider Hasan Al Jumrah - USD	€54,000	2022-01-11	Azran Financial Group For Financing & Investment K.P.S.C	Asset	✔️	👁️ Attachments 🛑

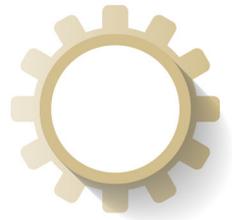
3. Petty Cash Request

a. Authorized employee will add invoices related to organization's purchases using his/her assigned fund.

Invoice Number	Invoice Title	Department	Budget Item	Category	Invoice Amount	Date	Time	Actions
There is No Data								

b. When the fund's balance reaches Zero, the authorized employee must start Petty Cash Refund Request to reimburse the fund amount.

#	Request No	Request Date	Receiver Time	Total Amount	Attachments	Status	Need Action	Actions
PCN#957	1649105632	2022-02-17	16:37	90	👁️	Approved By Finance Employee	✗	👁️ 🛑



Process 13 : Payment Orders

1. HR Payment Order

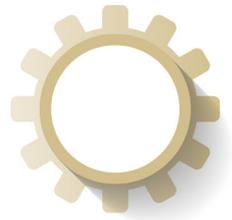
To start this Process, the initiated HR Payment Request must be approved and completed its workflow cycle.

Request No	Reason	Receiver Name	Payment Details	Amount	Creditor	Attachment	Date	Time	Actions
HR#1904	Allowance	Petty For Thursday	Cash	€79,000	NEamat Emp		2022-02-08	10:58:00	
HR#1793	Loan	IT Manager	Cash	KWD 6,000	Hr Employee		2022-01-24	12:20:00	
HR#1754	Loan	IT Manager	Cash	€88,000	NEamat Emp		2022-01-20	17:07:00	
HR#1745	Allowance	Maintenance Manager	Cash	€90,807,060,000	Hr Employee		2022-01-20	14:21:00	
HR#1698	Salary Advance	IT Employee I	Cash	KWD 47,000	Hr Employee		2022-01-17	11:09:00	
HR#1238	Loan	Operation User	Cash	KWD 750,000	Hr Employee		2021-12-23	19:24:00	

2. Beneficiary Payment Order

To start this Process, the initiated Beneficiary Payment Request must be approved and completed its workflow cycle.

Request No	Reason	Beneficiary Name	Payment Details	Amount	Payment Type	Attachment	Date	Time	Actions
Beneficiary#1936	Portfolio	Boursa Kuwait Securities Company	Cash	€600,000	Bank Letter		2022-02-13	12:00:00	



3. Petty Cash Payment Order

To start this Process, the initiated Petty Cash Payment Request must have been approved and completed its workflow cycle.

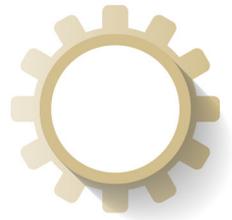
Request No	Receiver Name	Amount	Attachment	Date	Time	Actions
PCR#1467	Petty Cash Six	KWD 240,000		2022-01-02	4:44 Pm	
PCR#1303	Petty Cash Three	KWD 200,000		2021-12-26	12:56 Pm	
PCR#1274	Admin Emp For Petty	KWD 500,000		2021-12-25	6:17 Pm	

4. Vendor Payment Order

a. To start this Process, the initiated Purchase Order Request must be updated with the last invoice sent by the Vendor, approved and completed its workflow cycle.

b. Each Invoice will require a separate Payment Order.

Order Date	Order No	Purchase Order No	Vendor	Amount	Creator	Invoice	Signatories
2022-01-25 15:39:25	33100490005	PURCHASE_ORDER#1815	Full C	€120,000,000	Finance Employee 1		Jassem Hasan Ali Zainal
2022-01-24 15:12:07	249757686919	PURCHASE_ORDER#1795	Full C	KWD 37,500,000	Finance Employee 1		Jassem Hasan Ali Zainal
2022-01-24 13:39:47	79399598882	PURCHASE_ORDER#1791	Evaluation Vendor 1	€210,000,000	Finance Employee 1		Jassem Hasan Ali Zainal
2022-01-20 10:48:48	77345607126	PURCHASE_ORDER#1736	Evaluation Vendor 1	€600,000,000	Finance Employee in Demo Portal		Jassem Hasan Ali Zainal, Tatal Bader Jassem Al-Bahar
2022-01-19 16:55:29	18412038195	PURCHASE_ORDER#1731	Evaluation Vendor 1	\$300,000,000	Finance Employee 1		Jassem Hasan Ali Zainal
2022-01-17 17:26:25	776191756231	PURCHASE_ORDER#1708	Evaluation Vendor 1	€4,000,000,000	Finance Employee 1		Jassem Hasan Ali Zainal
2022-01-16 18:35:09	0195024939	PURCHASE_ORDER#1690	Evaluation Vendor 1	KWD 150,000,000	Finance Employee 1		Jassem Hasan Ali Zainal



Process 14 : Budget

Each Department in the Organization has its own budget plan, which in turn is divided into several budget categories and each category is specified by an amount.

Some of the previously mentioned Processes will directly affect these budget plans, the system will clearly show these transactions in a detailed report for each budget category under each budget plan.

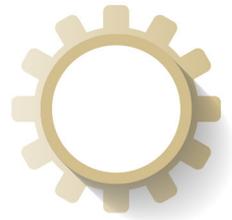
#	Department Name	Budget Start Date	Budget End Date	Total Amount	Status	Created By	Created At	Actions
111	Human Resource	2021-07-08	2022-07-08	10000	Done	Admin	2021-12-29 18:19:29	View
110	Finance Department	2021-07-08	2022-07-08	100000	Done	Admin	2021-12-29 18:45:27	View
109	Credit	2021-07-08	2022-07-08	50000	Draft	Admin	2021-12-28 21:59:00	Edit View
108	Investment	2021-07-07	2022-07-07	10000	Done	Admin	2021-12-19 15:19:26	View
107	Easybuy	2021-07-07	2022-07-07	10000	Done	Admin	2021-12-19 15:06:38	View
106	Arzan Wealth	2021-07-07	2022-07-07	10000	Done	Admin	2021-12-19 15:06:21	View
105	Arzan VC	2021-07-07	2022-07-07	10000	Done	Admin	2021-12-19 15:06:06	View

Process 15 : Policies & Procedures

By using this system feature, all organization employees, with the right permissions, will be able to view each Department's policies and procedures.

Also, every Department will be able to submit a request to add, edit or remove a policy or a procedure, with an updated summary tracking these changes.

Name	Language	Version#	Reference	Effective Date	Summary
Material Request Policy		MR Version 0.1			View
Material Request Policy		MR Version 0.0			View

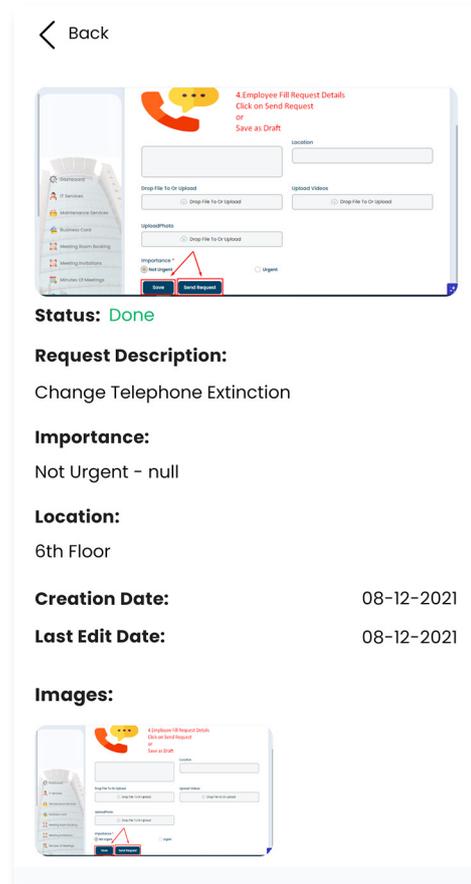
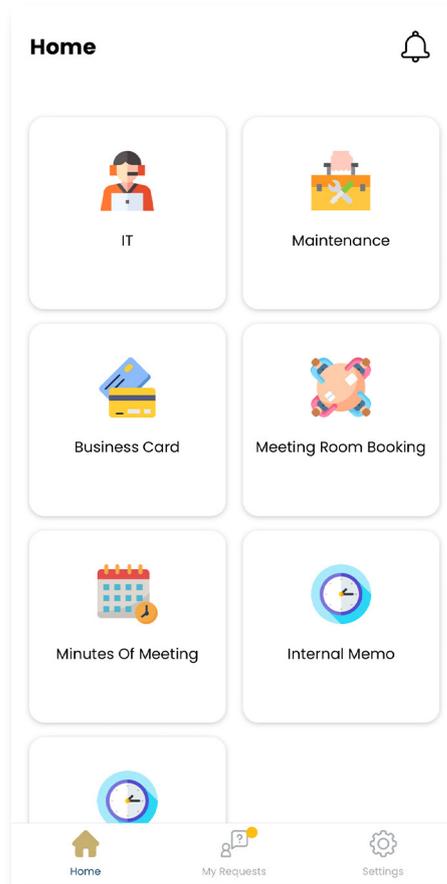


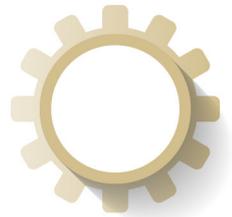
Mobile Application

To add further facility to both the employees and the Organization, any Employee, with the right permissions and access, can create Requests from the Dashboard, and track the status of these requests at any point of time.

All other request stakeholders, in turn, can take actions and track the request through its workflow using Automator Mobile Application.

Both the Mobile and Dashboard are synchronized, giving the employee the ability to manage a request from any view he/she desires.





< Back



Status: Done

Request Description:
Description Description

Importance:
Urgent - Urgently

Location:
Location

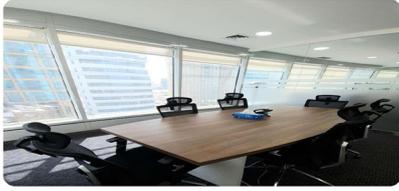
Creation Date: 12-01-2022
Last Edit Date: 12-01-2022

Voice Clips:



Comment

< Back



MR#1070

Incident labore dig

Meeting Date:
15-12-2021

Meeting Time:
19:31 To 21:48

Meeting Room:
6th floor

Meeting Objectives:
Sit aliqua Reiciend

Attendance Importance:
Must

AcceptHesitantReject

< Back

#1979

Name:
finance employee in demo portal

Job Title:
junior finance, Investment Manager

Due Date:
16-02-2022

Status:
Pending Approval

finance employee in demo portal
junior finance, Investment Manager

Tel: 95123203251 **Ext:** 3251
Fax: 2965132428875 **Mob:**
Sharq Ahmed Al Jaber St - Arzan Tower P.O Box 26442 Safat.
13125 Kw

testing.purpose.first@gmail.com6www.arzan.com.kw

Log ▶

2022-02-16 16:39create new request
needs approval

< Back

MOMR#1124

New MOM 13579

Meeting Date :
2022-12-12

Meeting Time :
12:00 pm To 02:00 pm

Body :

Location :
12th Floor

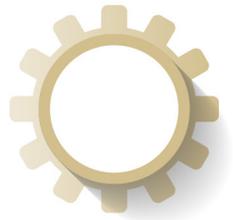
Agenda▼

Point 1Agenda 1 

Output▶

Resolutions▶

Receivers▶



contact us

  +965 988 0 5353

 www.Roqay.com

 info@roqay.com

 sales@roqay.com

 Arzan Financial Group Tower,
Mezzanine, Ahmed Al Jaber Street
Sharq, Kuwait City

catch us

