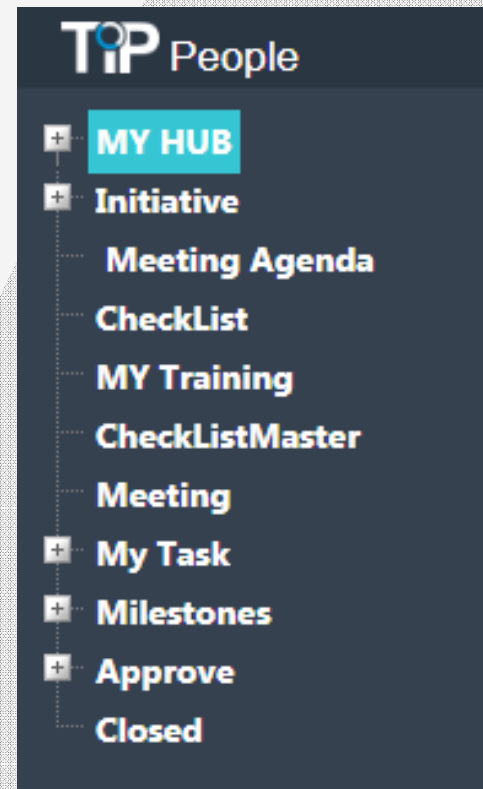


# Tip Top Workspace

Workspace is User's individual space where user has got all his Tasks, complains, Assignments, list of Trainings and Milestones to achieve.

## Modules available in Workspace

- Initiatives  
To decide and to Achieve
- Meetings  
To plan a meeting &to decide meeting agenda
- Training  
To schedule a training and to set the training scope
- Milestone  
Milestone to achieve and to decide the target
- Tasks  
Daily tasks management



# Utilities with Tip Top Workspace

## Guide

Guide gives the idea about the particular action item. It does contains Title name, overview, what to do, how to do, purpose and achievable

## Discussion

If there is need to discuss about the particular action item than user can simply forward it to the recipients by simply click on add new message

## Help

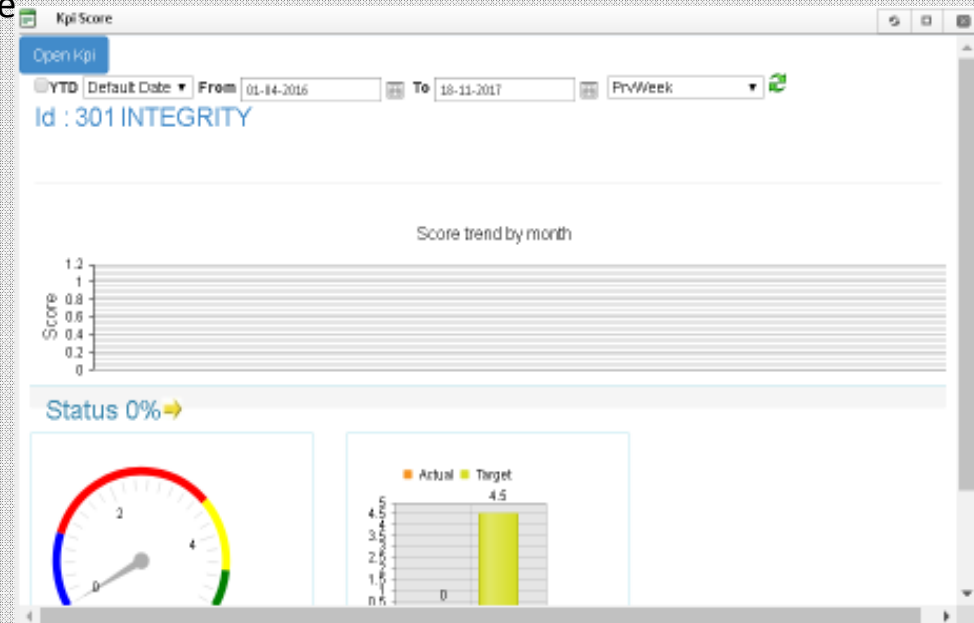
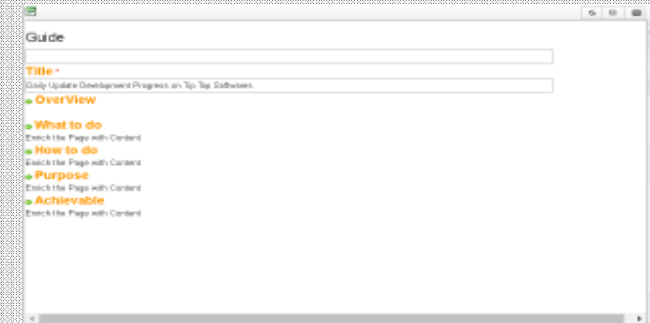
To get an idea about current action item.

## KPI Score:

KPI score gives the score of the person by validating different parameters set by the company and according to it one can measure the performance.

## Check List

Checklist will help you to figure out what to do and what not



# Meetings

Effective meeting solution, by making agenda clubbed with calendar and attached to strategy management.

While dealing with TT Calendar user can schedule Meetings for the day (To-Do List)

Scheduled Meetings will be displayed in Meetings Sector provided on Workspace within TT Mail.

User can fix the Meeting Agenda, Date, Time and participants in the meeting.

Meeting Start time, Location, Invitees, Responsible users, can be set from TT Mail's Calendar option- New Meetings

User/ Organizer can set reminders/ occurrences via e Mail/messages regarding Meetings

The screenshot shows the 'Meetings' form in TT Mail. The form includes the following fields and options:

- Select job:** None
- Subject:** (Empty text field)
- Start Date:** (Calendar icon and time icon)
- Company:** GKV Group
- Inform:** ALL
- Location:** A B PLOT
- Participants:** Participant
- Reminder:** None
- Message:** (Empty text area)
- Duration:** (Dropdown menu)
- Department:** CORPORATE ADMIN
- Responsible:** ALL
- Status:** ACTIVE
- Meeting Agenda:** Agenda

Below the form, there is a 'Recurrence' section with a checkbox and the text 'Drag from available tasks to selected child'.

Under 'Available Tasks', there is a table with columns: Department, Responsible, To, Subject, Owner.

Department	Responsible	To	Subject	Owner
Department	Responsible			
		16513	To submit response to all guest reviews	TIPTOPPLANET CHIEF EXECUTIVE

Under 'Selected Child(s)', there is a table with columns: Subject, To.

Subject	To
No items to view	

# Meetings

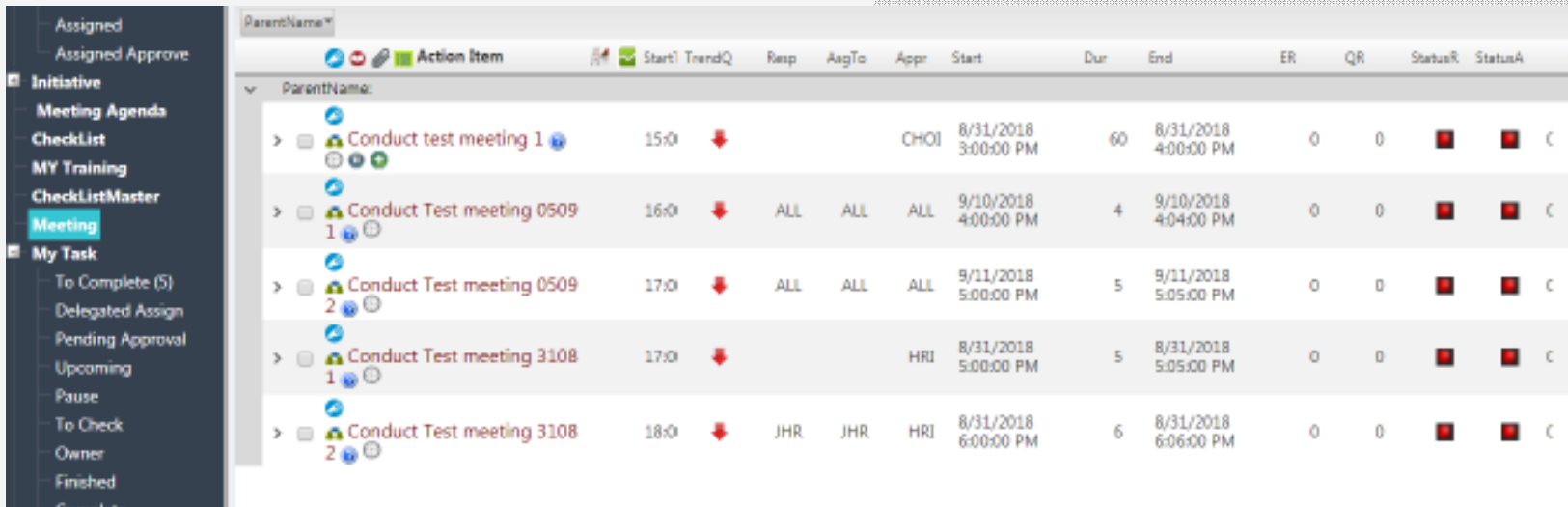
Effective meeting solution, by making agenda clubbed with calendar and attached to strategy management.

Meetings can also be linked/ clubbed via Strategy Map.

Responsible designations, Roles and titles will get a notification via messages in respective workspace Meetings option

Organizer or responsible can close or complete the Task/ Meetings agenda once its is completed within the meeting.

Scheduled Meetings and Agenda will be displayed as Task/ Meetings within individual's workspace and in mail too.



ParentName	Action Item	Start	TrendQ	Resp	AggTo	Appr	Start	Dur	End	ER	QR	StatusR	StatusA	F
>  Conduct test meeting 1		15:0				CHOI	8/31/2018 3:00:00 PM	60	8/31/2018 4:00:00 PM	0	0			C
>  Conduct Test meeting 0509 1		16:0		ALL	ALL	ALL	9/10/2018 4:00:00 PM	4	9/10/2018 4:04:00 PM	0	0			C
>  Conduct Test meeting 0509 2		17:0		ALL	ALL	ALL	9/11/2018 5:00:00 PM	5	9/11/2018 5:05:00 PM	0	0			C
>  Conduct Test meeting 3108 1		17:0				HRI	8/31/2018 5:00:00 PM	5	8/31/2018 5:05:00 PM	0	0			C
>  Conduct Test meeting 3108 2		18:0		JHR	JHR	HRI	8/31/2018 6:00:00 PM	6	8/31/2018 6:06:00 PM	0	0			C

## Task Management

Task Management is clubbed with two modules within TT Workspace

- A) Clubbed with Calendar as To-Do List
- B) Clubbed with Organizational Strategy Map (CPM)

Task which is clubbed with Calendar's To-Do list will be displayed in My Task- To Complete section.

These tasks are scheduled with Personal and Professional calendars provided with TT Mail

User can schedule his own daily tasks here and he can complete the performed task on daily basis.

Task scheduling, Setting Reminders, setting task subject and object and agenda are the main fields while scheduling the task within Calendar and it will be displayed at workspace My Task option.

While if Task is linked/ clubbed with Organizational Strategy map than it will be again displayed in My Task option on workspace.

If Task is linked with Strategy Map than it will provide the below additional actions-

- Delegate Assign
- Pending Approval
- Upcoming Task
- Paused Task
- Completed Task
- To Check
- To Check and Finish Tasks



The screenshot shows a 'My Task' sidebar on the left with a 'To Complete (4)' section. The main area displays a list of tasks with the following details:

Task Title	Duration	Priority	Assignee	Start Date/Time	End Date/Time	Progress	Completion
TO DOCUMENT AND STORE ALL COMPANY INFORMATION SECURELY	17:3	High	MD MD CEO	9/1/2018 5:32:00 PM	9/1/2018 6:10:00 PM	38	0.28 0.28
G&D 2.1.2 ENCOURAGE CREATIVE IDEAS TO COVER THE RISK OF STAGNATION	18:0	High	CEO CEO CHOI	9/10/2018 6:00:00 PM	9/10/2018 6:15:00 PM	15	0.08 0.08

## Milestones

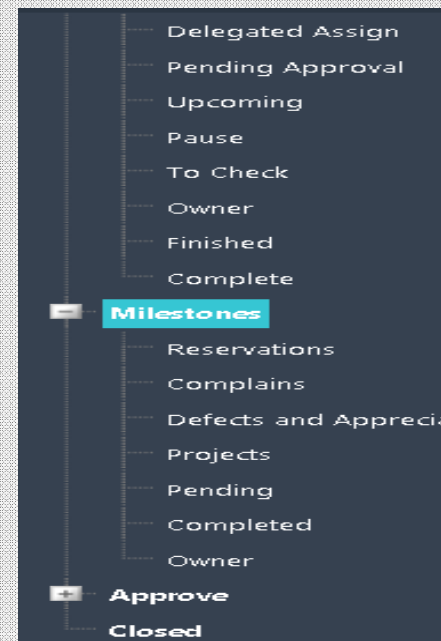
Clubbed with Organizational Strategy Map (CPM)

Different benchmarks (Projects or tasks) have been set by the head of the company that everyone has to achieve, also one gets the appreciation if he achieve it on the given time.

Milestones are measurable and observable and serves the purpose of progress monitoring, the user can set his Milestones in this section.

Milestones comprises of

1. Reservations- The user can check the Reservations from here.
2. Complains- User can review all complains raised by different persons that related to him and resolve it with the required action.
3. Defects & Appreciations- User can view his own achievements and defects.
4. Projects- All projects assigned to the user can be viewed here.
5. Pending- All the tickets which are pending for approval can be seen here.
6. Completed- Tasks which are completed appear here.
7. Owner- User can view his Ownership in various Projects.



## Milestones

Clubbed with Organizational Strategy Map (CPM)

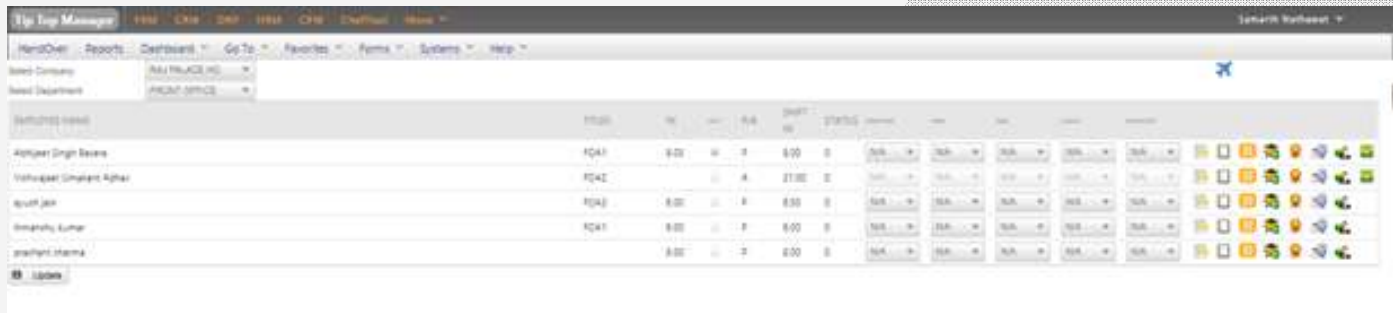
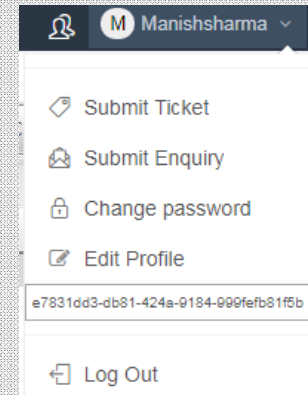
**Reservations-** The user can check the Reservations from here.

Once any Enquiry is submitted using TT Mail's Submit Enquiry Option it will be displayed here at Milestone tab under Reservations.

**Complains-** User can review all complains raised by different persons that related to him and resolve it with the required action. Tickets submitted via TT Mail's Submit Ticket option, it will be displayed under Milestone's Complains section.

**Defects & Appreciations-** User can view his own achievements and defects.

Defects or Appreciations needs to be entered using CPM (Tip Top's HRMS Module) for respective department and designations by the authority and it will be displayed here in Defects & Appreciations tab under Milestones.



A screenshot of the Tip Top Manager HRMS interface. The top navigation bar includes 'Home', 'Reports', 'Dashboard', 'Go To', 'Favorites', 'Forms', 'Systems', and 'Help'. Below the navigation bar, there are dropdown menus for 'Select Company' (RAJ PALACE HD) and 'Select Department' (FRONT OFFICE). The main content area displays a table of employees with columns for 'Employee Name', 'ID', 'Age', 'Sex', 'DOB', 'Status', and 'Actions'. The table lists several employees, including 'Anupam Singh Bains', 'Vishalpat Singh Aghar', 'Ajay Jain', 'Anamika Kumar', and 'prashant sharma'. Each row has a set of icons for actions like edit, delete, and print.

Employee Name	ID	Age	Sex	DOB	Status	Actions
Anupam Singh Bains	RD41	30	M	8/00	0	[Icons]
Vishalpat Singh Aghar	RD42		M	21/88	0	[Icons]
Ajay Jain	RD43	30	M	8/00	0	[Icons]
Anamika Kumar	RD41	30	F	8/00	0	[Icons]
prashant sharma		30	M	8/00	0	[Icons]



A screenshot of the 'Defect' form in the HRMS system. The form is titled 'Defect' and contains several dropdown menus and text input fields. The fields are: 'Company' (RAJ PALACE HD), 'Department' (FRONT OFFICE), 'Category' (DEFECT), 'Employee' (prashant sharma), 'Status of' (Samant Katarwar), 'Subject' (Subject), 'Date' (Date), and 'Desc' (Desc). A green 'Submit' button is located at the bottom of the form.