



GKO.NET Solution

Prepared by Gratex International a.s.

Gratex Knowledge Office.NET

Gratex Knowledge Office.NET (GKO.NET) is a tool supporting management and control of a company's internal processes. It can be used in a wide variety of companies with diverse specializations. Its variability, wide control options, and document distribution make a company's control system more effective and transparent.

Importance of information

The importance of information management is directly reflected in the control process. According to the American company Ademero (source: www.ademero.com), up to 90% of all company information are hard copies. Of all documents processed on daily basis, 90% are non-categorized and incomplete, while the average annual increase of the amount of documents in companies reaches 22%.

In terms of information, nowadays the following conditions can be observed in management of company processes:

Information and documentation are stored at several places; they are incompact and disorganized, and often many of the documents are archived only in hard copies. Stored information is duplicate or not complete. Searching for information and documents is time-consuming.

Physical presence of persons participating in processes is required; managers must be physically involved in decision-making processes and final approvals. If they are not present, the processes requiring decision, approval, or control are idle.

Managerial information about resources are insufficient; to gain the information about availability and condition of available resources, more time is needed.

The fulfilment of assigned tasks is not controlled efficiently; after a period of time or after personnel changes, the responsibilities and the extent to which the tasks were fulfilled are not always clear.

The allocation of assets and authorities to employees is not transparent; al-located resources and the authority of the employees to carry out particular activities, i.e. use the resources, are not registered properly.

The control over decision-making processes is insufficient. Decision-making competencies are not clearly personalized, decisions are not registered, and a summary of impact of the decisions on the development of the company is missing.

GKO.NET enables internal information sharing and management, based on predefined unified procedures and regulations. Information is transmitted via electronic documents of diverse types, saved on the central server. These types of documents register the development of internal processes in companies. GKO.NET enables also to define the roles and powers of employees transparently. It is an appropriate tool for global organization control, and effective teamwork.

Management of company processes

GKO.NET offers the opportunities for effective **management of key company processes**, such as:

- **Standard processes** – business administration, decision-making processes, quality management, purchasing, sales, etc.,
- **Safety management** – management of information systems and storages, assignment of system rights and accesses to individuals and groups, risk monitoring, monitoring of weaknesses, threats, and damages, etc.,
- **Document administration** – registering, sharing, updating, backup and printing of various documents, and templates administration,
- **Human resources** – hiring, profiles (qualification, trainings, and courses), availability (attendance, absences, sick leave, business trips), and payroll administration,
- **Asset management** – registration and categorization of assets, allocation of work tools to the employees,
- **Project management** – definitions of project teams, scopes of delivery, deadlines, risks, assumptions, documentation, task planning, recording suggestions and changes, quality management, controlling.

This solution supports **integrated management systems** – ISO standards, Slovak law (registry administration pursuant to the Act no. 395/2002 Coll. on archives and registries, and protection of personal data pursuant to the Act no. 428/2002 Coll. on the protection of personal data), internal standards and regulations.

Benefits

Advantages of using GKO.NET:

- Simplification and **unifying company processes**,
- Effective cooperation when creating, managing, and sharing documents, **reduction of duplicate sources, integration of information** in the system into compact units based on material criteria,
- **Simple and fast search** for required information and documents in single storage space,
- **Improvement of information level** about events and progresses using notification of interested persons,
- **Increase of productivity and decrease of cost** of processes by automation, elimination of ineffective activities, shortening of process duration, or by reduction of costs of regaining lost information (the authority for their deletion is predefined, and their loss is almost impossible),
- **Decrease of dependence on information from individuals**; the information from individuals become company information, accessible to several users according to their authority as defined,
- **Flexibility of decision-making and approval processes**; processes are not determined by the physical presence at work (e.g. decision or approval is made by a single click from anywhere), preventing from stagnation,
- **Improvement of managerial control** over the performance of the employees.

GKO.NET provides its **end users** with a simple and intuitive interface that enables:

- Creation, management, and search of documents, reports, and statistics,
- Presentation of information in tables, trees, pivot charts, graphs, reports, events calendars, and Gantt charts,
- Export/import of data to Microsoft Excel, Word, and PDF formats,
- Deadline reminders, and e-mail or sms notifications about changes.

Access of users to GKO.NET is simple (through common network, or the Internet), and its implementation requires no significant changes in the existing infrastructure. The application is easy to adapt to customer needs. It provides for a flexible administration and specification of security rights and rules. It can be integrated with other systems (e.g. with Microsoft Dynamics NAV, a full information system, or with relations administration tools). Multilevel data security and localization into selected languages are included.

Thanks to its comfortable and easy-to-use graphical interface and low software and hardware requirements, GKO.NET is a **convenient and affordable solution** even for the smallest businesses.

Solution

Gratex Knowledge Office.NET consists of the basic environment for workflow and the user application interface based on WindowsForms.

The following document types may be included in the implementation:

- Projects
- Business opportunities
- Project activities
- Project tasks
- Project problems
- Project documents
- Planned project cash flow
- Project cash flow
- Project profit
- Notes
- List of customers
- Work attendance register
- Business trip register
- Etc.

GKO.NET Interface

SDP pre ASPReq_014977 v3 Riešenie*

Save

Change Request (UNIUS)

Properties Additional information

ID	State	Created
CHR_001054	Initial	GKO.Net PMG User on: 17. 3. 2009

Name SDP pre ASPReq_014977 v3 Riešenie

Compulsory attributes

Summary

30.1.2009 15:35:00 Gratex: Request for invalid system or service.
 30. 1. 2009 16:07:34 10064620: programátor - analytik (Pekarik Ľuboš): Na základe vzájomnej dohody o zrušení Pož_013790_05 - Zostava - Portfólio INDUSTRY žiadame o rozšírenie zadania o riešenie uvedenej zrušenej požiadavky v zmysle IO uvedenej v prílohe.
 2.2.2009 15:54:48 Gratex: Request for invalid system or service. (Žiadame došpecifikovať:
 Dodáte, alebo nedodáte testovacie scenáre?)
 2. 2. 2009 17:25:02 10064620: programátor - analytik (Pekarik Ľuboš): Nie

Solver Kojda Juraj

Importance Critical

Suggested for build

Implemented in build

Optional attributes

Due to 17. 7. 2009 2:00:00

Associated document

Associated documents

Record 0 of 0

Comment

[ASPReq 17. 3. 2009 16:57:34]
 [Opoldus Martin, 06-02-2009 16:44:39]
 1. dna 22.03.2007 požiadavka je momentálne technicky nezrealizovateľná zostavy budeme mesačne dodávať mi čím sa nedohodne spôsob ako to spraviť SDP posunuté o mesiac.
 2. dna 23.04.2007 na základe telefonátu s riešiteľom posunuté o mesiac stav nevyriešiteľnosti pretrvava.
 3. dna 25.05.2007 na základe telefonátu s riešiteľom posunuté na 20.06.2007.

Related SLA document [gkonet://SLASRV161317/abc43d884c6c4a9bac9229dd6e8f3476.qkd](#)

Related SLA ID ASPReq_014977 (SOL3)

Related documents

Attachments

Basic_TCO_for_PAPERLESS_OFFICE.docx

GKO.NET Mail Notification

The screenshot shows an Outlook message window with the following details:

- From:** Dobro Pet
- To:**
- Cc:**
- Sent:** ut 12. 5. 2009 13:49
- Subject:** [sla4] ASPReq_030. -E1.-Changed state(Accepted to SDP Task InProgress)-UL - zmena zakladnej

The main content is a 'Document properties' pane for a 'Standard' document:

- ID:** ASPReq_030
- Name:** UL - zmena zakladnej
- Class:** Service delivery request (SLA)
- Action:** Set SDP Task To Progress
- State:** SDP Task InProgress
- Creator:** GKO.Net PMG User
- Created:** 12. 5. 2009 12:44:33

A. ASP input attributes

- Identification number:** 09/9096
- Service submitter:** Topo
- Service type:** E1. Change & Development
- Production support type:**
- Supported systems:** UNIUS
- LOB:** Life
- Cost center:** SKTOIAR... - Aktivita (nezivita podstaty)
- Service description:** zmena zakladnej úrovňovej služby EOD na 1,000% v prípade LEGISLATIVNA požiadavka
- Service priority:** B - normal
- Due Date:** 13. 5. 2009 0:00:00
- Test time:**
- Service acceptor:** Dele
- SDR Delivered time:** 12. 5. 2009 12:43:42
- Service importance:** A - High Priority
- State ID Cancel / Frozen:**
- Activity:** Investičné spracovanie
- Status for release:**

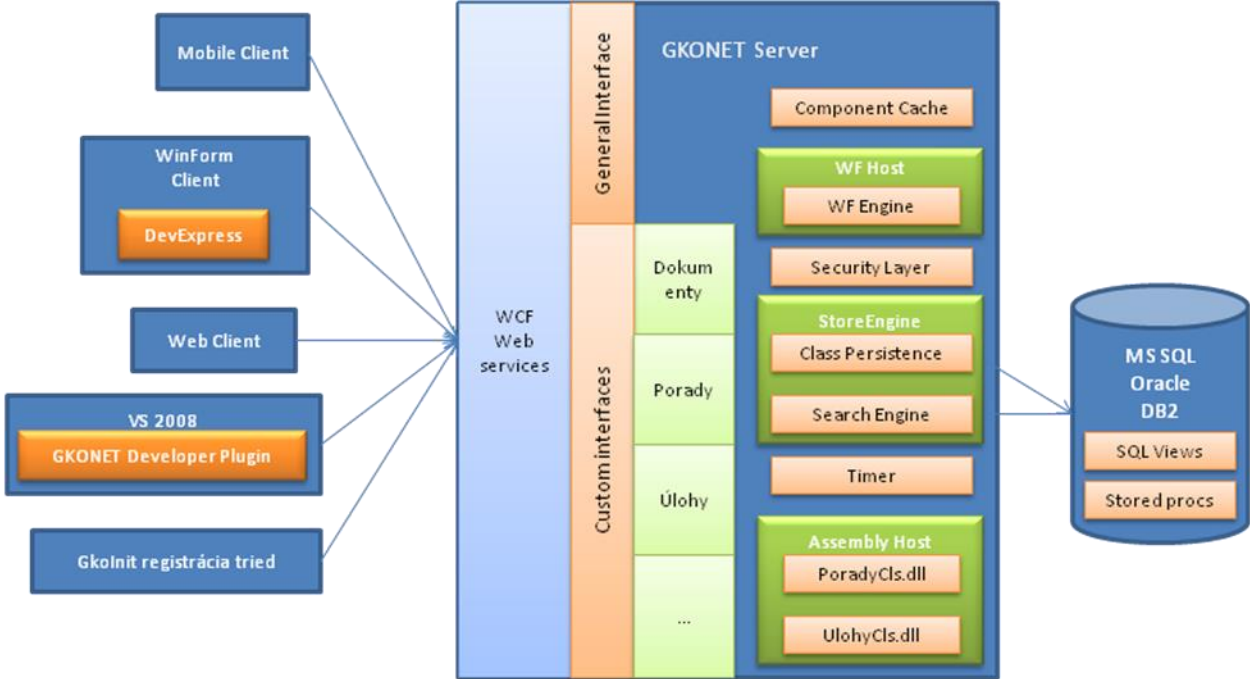
B. Supplementary attributes

- ASP cancel reason:**
- Responsible persons:** (table with columns: Responsibility area, Responsible person)
- SDP Template:**
- Send SDP to:** --NULL--
- SDP Not Accepted Reason:**
- Solution Rejection Reason:**
- Update Comment:**
- Update State:**
- Cancel / Frozen Comment:**
- Cancel / Frozen State:**

D. Worksheets

Worksheet collection	Responsible person	Activity description	Realization date	Activity duration

GKO.NET Architecture



References

- Allianz - SDSS
- Arca Capital Slovakia
- Gratex International
- Hornex
- Milking
- Home Ministry SR
- Neografia

Gratex International

Gratex International belongs among the largest and most successful IT companies on the Slovak market, on which it has been active since 1991. The company's core business is the development of tailor-made software applications and system integration. We are concerned with implementation of standardized systems for document and workflow management, the security of information systems, development and implementation of economic information systems and media planning. We have experience with mass printing solutions and web portals. We offer trainings for IT specialists and for everyday users, including certification. We use most progressive software technologies developed by IBM, Oracle, HP, Microsoft, Symantec, SAP and others. Our rich experience is appreciated by customers in Slovakia, Czech Republic, and Australia. We offer a wide range of computer, office and photographic technology products in our internet shop, www.realshop.sk.

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