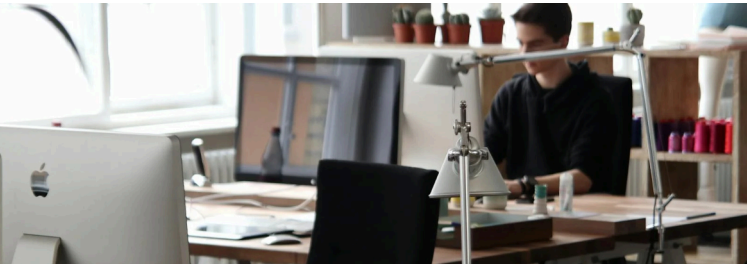


# What is it?

E-Office is a centralized digital platform designed to streamline and automate daily administrative, HR, and operational tasks in an organization.

It replaces manual paperwork with efficient workflows, allowing teams to operate more effectively, whether in the office or working remotely.



# How is it used?

- 1. Human Resource Module: Manage employee records, leaves, payroll, and performance reviews digitally.
- 2. Procurement Module: Handle end-to-end purchasing processes including RFQs, quotations, POs, and vendor management.
- 3. Account & Finance Module: Track fund allocations, payment disbursements, and financial reporting for transparent fund management.
- 4. Project Management Module: Plan, monitor, and report on project tasks, timelines, and resource utilization across departments.

# Who is it for?

- Small to Medium Enterprises (SMEs)
- NGOs and Non-Profits
- Government-linked organizations
- Corporates with hybrid or remote teams
- Startups scaling their internal operations

# Why this e-Office platform?

- Customizable to your organization's structure & policies
- Cloud-based – accessible from anywhere
- Secure – user access control, audit trail, and data encryption
- Time-saving – automation of repetitive tasks
- Scalable – grow from 10 to 1,000 users with ease



# Challenges & Solutions

Common Issues	Our Solutions
Paper-based processes	Full digitization with online forms & approvals
Manual tracking & approvals	Automated workflows with email alerts & status dashboard
Lack of transparency & audit trail	Role-based access with full logs & activity history
Disconnected departments	Centralized platform with department-specific modules
Delayed reporting	Real-time data export & built-in analytics
Compliance risks	Documented records with time stamps and digital signatures

## Core Features



### Digital Forms

Leave, Travel, Purchase, Claims, etc.



### Approval Workflows

Custom routes, parallel/serial approvals



### User Management

Roles, departments, permissions



### Document Storage

Cloud-based filing cabinet



### Reports & Dashboard

Visual summary of requests and KPIs



### Notifications

Email & in-app alerts for pending actions



### Security

Role access control, audit logs, and encryption



### AI-Ready

Optional chatbot or auto-suggestion engine for quick actions

## FAQ

### Is it cloud-based or on-premise?

It's fully cloud-based for easy access and minimal IT maintenance. On-premise option available on request.

### Can the workflows be customized?

Yes! Workflows are fully configurable to suit your internal policies.

### Is training provided?

Yes, we offer onboarding, user manuals, and video tutorials.

### How secure is the system?

We use SSL encryption, daily backups, and role-based access.

### Can we integrate it with other systems?

Absolutely. We support API integrations with email, calendar, HRMS, and more.

## About Hayat Technologies

Hayat Technologies is a Malaysian-based technology company committed to driving digital transformation across Southeast Asia. We specialize in delivering innovative, user-centric software solutions that empower organizations to streamline operations, enhance productivity, and achieve measurable outcomes. From government-linked agencies to private enterprises and NGOs, our portfolio spans across sectors — with a focus on efficiency, security, and scalability. Our mission is to build purposeful technology that solves real-world challenges, ensuring every client is equipped for the future of work.

Hayat Technologies is a pioneering tech company that harnesses the power of AI, machine learning, and Big Data Analytics to deliver innovative solutions.



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## E-Office Platform

