

Planning

Do you spend a lot of administration and time on task planning? And are plans often outdated the minute they are ready?

Efficient planning and re-planning takes a lot of time and administration. Planning is based on a number of parameters that can change from day to day or even several times during the day.

Microbizz is designed to optimize your planning with a number of features for automation. You can include relevant parameters in your planning e.g. customer data, addresses, work hours, holidays or even special requirements for staff competencies or different quality demands.

Plans are available for all relevant staff, to be accessed via app or PC, saving a lot of time for information handover and securing that task information and execution is based on real time data.

Optimize your planning with Microbizz

With the Microbizz standard modules – Users, Calendar, Work Plans and Planning – you can base your task planning on relevant data, getting a clear overview and even make changes easily with drag’n’drop functionality

Setting up Users and Teams

- Create users and teams
- Specify module entries for users and teams
- Manage employee documents i.e. contracts and certificates
- View activity logs and schedules
- Set up employee policies e.g., who can see which users



Calendars

- Calendar view and creation
- Resource management (room booking)
- Meeting types with suggested durations
- Integrate with Outlook (add on) to get a unified view from both systems



Users & Planning

Planning

- Planning tasks – ad hoc tasks or repeated tasks
- Get a Gantt view of employees and dates
- Plan with drag’n’drop
- Create a visual overview
- Optimize routes for today’s schedules

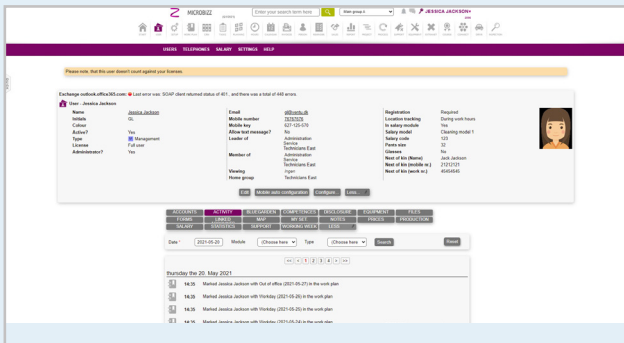


Work plans

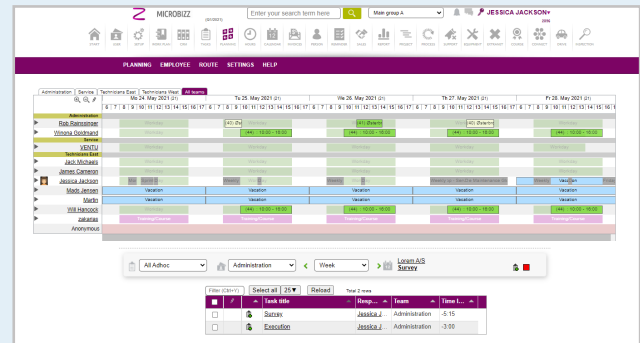
- Absence management
- Registers holidays, training days, sick leaves etc
- Redistribute work
- Appears in the planning module



Planning



Data on the individual users



Planning overview

Benefits



Less administration

The automation and digitization of your planning processes will significantly reduce the need for administration.



Increased productivity

With less administration and faster task workflows, you will be able to increase productivity.



Less errors

With the complete real time overview of tasks and available resources, the risk of errors in the planning process will decrease.



Employee and customer satisfaction

Less errors and more lean processes will have a positive impact on both employee and customer satisfaction.

For more information, please contact:

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Visit our knowledge base in **Micropedia** to find detailed information and documentation on functionality and usage of Microbizz modules

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