HANBIRO
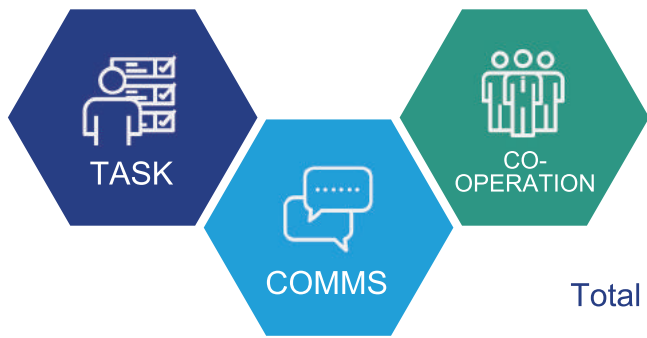
Total IT Solution for Task, Communication and Coooperation

HANBIRO GROUPWARE

Groupware / Mail / Messenger / CloudDisk

HANBÍRO
Hanbiro Inc.

TASK

COMMS

CO-OPERATION

Total IT Solution for Task, Communication and Cooperation

HANBIRO GROUPWARE

Enterprise-only software that enables efficient business performance and communication by integrating and organizing business data into groupware based on big data systems.

Members connected around groupware go beyond the physical limits of time and place. So, maximize productivity by collaborating with real-time worksharing and communication

Total IT Solution for Task, Communication and Cooperation
Meet Hanbiro Groupware now.
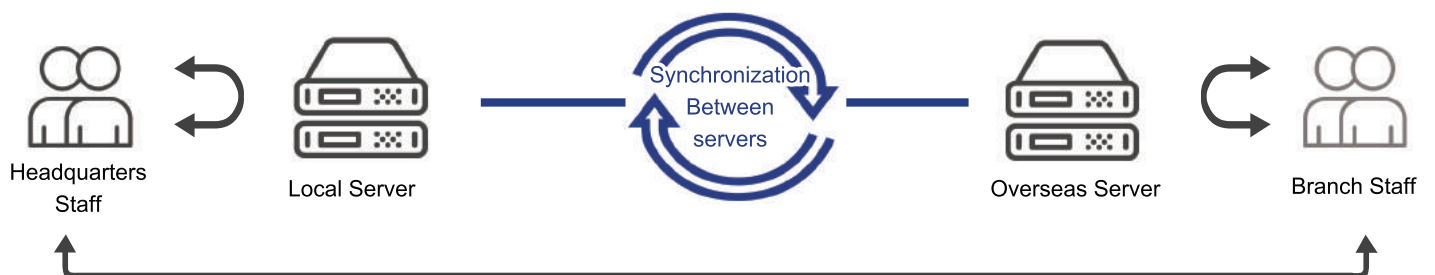
Why the Hanbiro Groupware?

Global Groupware

Global groupware optimized for company types with abroad branches and affiliates
Multilingual individual settings (Korean, Chinese, English, Japanese, Spanish, Vietnamese, Indonesian etc.)
Server configuration in Vietnam, Korea, Japan, China and the United States always provide fast groupware.
Daily 10GB of data can be managed without any problems

Headquarters Staff

Local Server

Synchronization Between servers

Overseas Server

Branch Staff

Provide Various Menu

Not adjust our business to groupware but for adjust groupware to our business,
Hanbiro Groupware provide various of 23 menus and delicate set-up function.

Mail / Contact / Calendar / Board / CloudDisk / Whisper / Task / ToDo / Project / Resource / Circular / Archive / HR / Expense / Asset
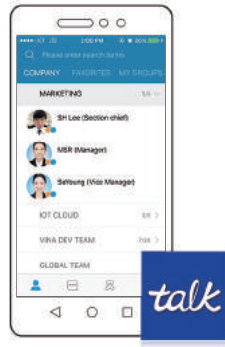
Mobile Apps

Adding benefits of mobile to web-groupware, enabling anytime, anywhere business communication.

- Operating System : IOS, Android / Mobile, Tablet PC
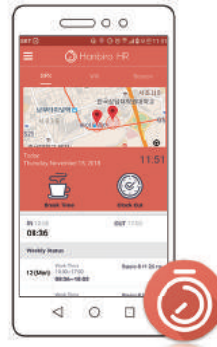- Groupware, Messenger, TimePunch, CloudDisk and many more
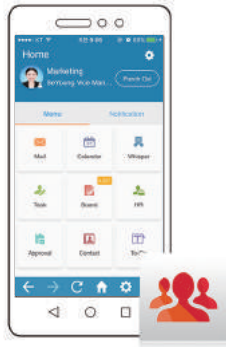
Groupware

All the menus on the web
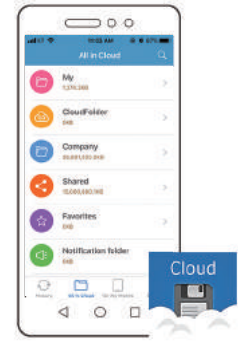are also available
in mobile apps

Messenger

100% real-time connection
with PC messenger enables
smooth business
communication.

Hanbiro HR

It works with the
TimeCard menu and provides
location-based commuting
check using WiFi, Beacon
and GPS.

CloudDisk

You can receive mobile
picture automatic upload
and mobile notification.

19 years of Know-How to Provide Stable Service

Hanbiro Groupware combines 19 years of experience and know-how to provide more reliable service.
Hanbiro Groupware used by 200,000 users and over 3,000 customers can be trusted.

200,000 Global Users

Over 3,000 Customers

Reasonable Price

Hanbiro offers groupware at a reasonable price, excluding bubbles,
to allow all businesses to adopt a groupware solution at a price that is not onerous. (See 14p Pricing)

Groupware Expert Consulting Support

We offer free regular training twice a month and expert consulting adopting your business environment.
(You can apply on the homepage)

Task Solution

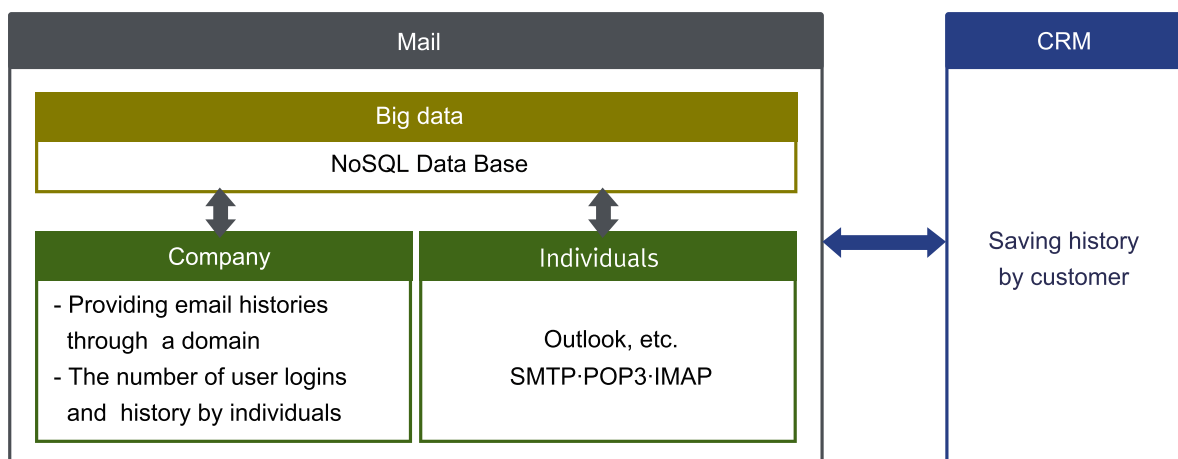Provides tools for convenient and efficient operations.
Organized management and real-time work sharing are possible through the concentration of existing dispersed tasks in groupware.

01   Web Mail

As well as sending and receiving stable mails, the Hanbiro groupware web mail is designed to increase utilization of its services as enterprise mail such as connected with external mail and sharing functions.

▌About Hanbiro Big Data Mail Service

Hanbiro Web mail applies big data systems to extract valuable business information from massive amounts of mail data.

Mail		CRM
Big data		
NoSQL Data Base		Saving history by customer
Company	**Individuals**	
- Providing email histories through a domain - The number of user logins and history by individuals	Outlook, etc. SMTP·POP3·IMAP	

- Collect email information of enterprise level
- All mail indexing and search

- Store and process Bulk mail, mass mail
- Various configurations can be linked with other data within the company by CRM or somethings like that

▌Strengths

Spam / Virus Mail Blocked
Block spam by company/user
Block approximately 95% of spam with just one week of learning
Block approximately 99% of virus

Providing of POP3 / IMAP

Good Software Quality Certification
Guarantee secure and convenient service quality with first-class webmail certified by the Telecommunications Technology Association

Approval mail [Additional service]
A mail solution that sends only mail that has been approved by an approval manager that has been preset according to the company's shipping policy.

Sharing mailboxes
Set up a specific mailbox to share with the desired member
Shareholders can set Read/Share/Reply/Transfer permissions

Cipher mail
Lock the body of the email with a password so that the body can be opened only if the recipient enters the password correctly.

02 Approval

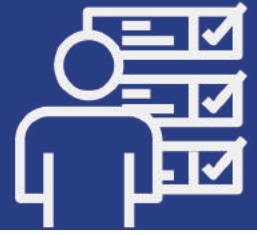Electronic Approval are not just about exchanging from offline documents into online one, but how documents are freely shared, communicated and managed on the network.

▌Process of Approval

Hanbiro Approval has various functions such as form registration, permission settings, and security settings for flexible application to variables based on business an d situation.

Approval Type

Agreement Route
Implementation Route

Select Form

You can select a pre-registered form or create an approval document in a free-form

Approval Route

Interwork Organization Chart
Select Approval Method
Edit Permissions

Approval Method / Edit Permissions

The drafter can select the approval method and edit permissions for each person.

Submit

Due Date, Public / Private
*Secure Approval

* In case security is important, if the drafter selects the secure approval, the authorization person must enter the security password to check the approval document.

Fill out the Form

HTML Editor

Easily fill out the form using HTML editors

Read Office Files

Read office files such as Excel, Word and fill out the form

Program Form

Administrator can register forms that requires a formula calculation

Attached File

PC/CloudDisk File
Approval Docs. written before

Approver

Notification

You can receive notifications through web groupware, messenger, and mobile apps when approval is on your turn.

Approve/Reject/On Hold

Modify the Contents
Cancel Approval
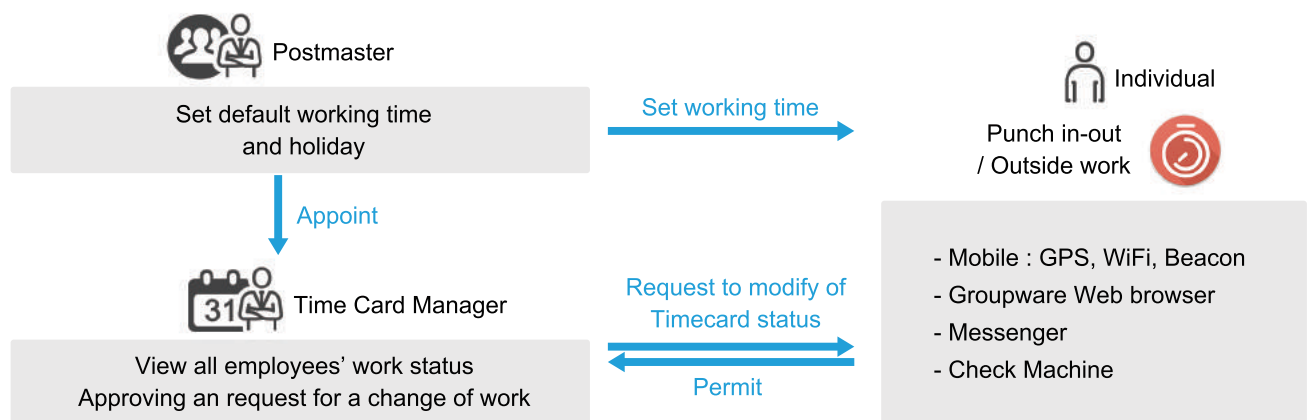Arbitrary Decision
Mobile Approval

Task Solution

Provides tools for convenient and efficient operations.
Organized management and real-time work sharing are possible through the concentration of existing dispersed tasks in groupware.

03   Time Card

Hanbiro Time Card supports various work type settings and four commuting check ways. Any type of work - such as head office, branch office, dispatched or outdoor job - can be set up and satisfy both administrators and users.

▌ Outline of Time Card

Postmaster

Set default working time
and holiday

Appoint

Time Card Manager

View all employees' work status
Approving an request for a change of work

Set working time →

Individual

Punch in-out
/ Outside work

Request to modify of
Timecard status

Permit

- Mobile : GPS, WiFi, Beacon
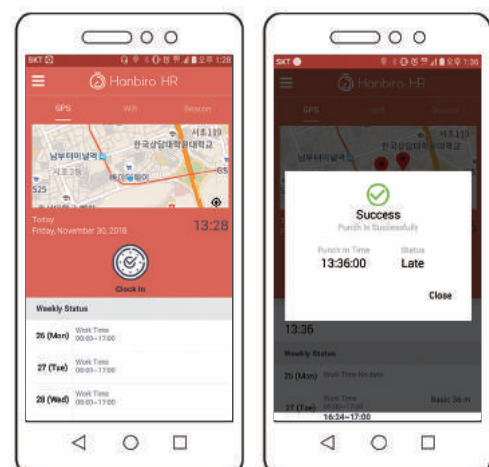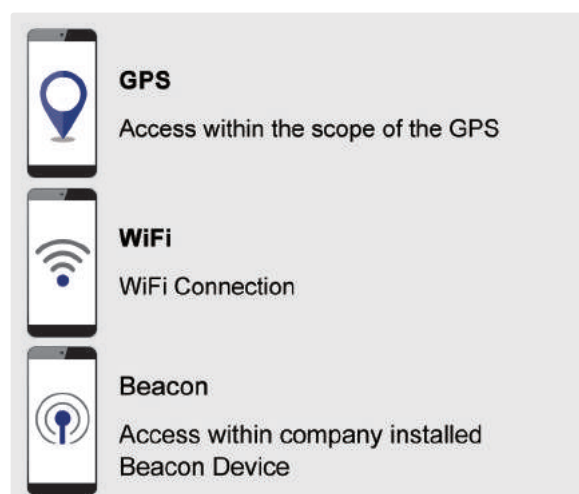- Groupware Web browser
- Messenger
- Check Machine

▌ Strengths

Set the 52-hour work week policy

Basic work policy, Flex-time policy, Selective work policy or Time range policy can be selected according to the standard of implementation of the 52 -hour work week policy, and various additional conditions can be set according to the type of the company operation.

Location-based Mobile Commuting Check

GPS
Access within the scope of the GPS

WiFi
WiFi Connection

Beacon
Access within company installed
Beacon Device
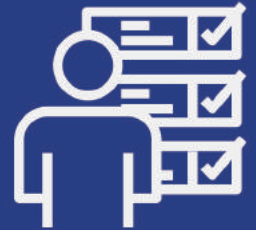
04   Holiday

The administrator grant employees a vacation based on the criteria set and the employee will request them to use the holiday.
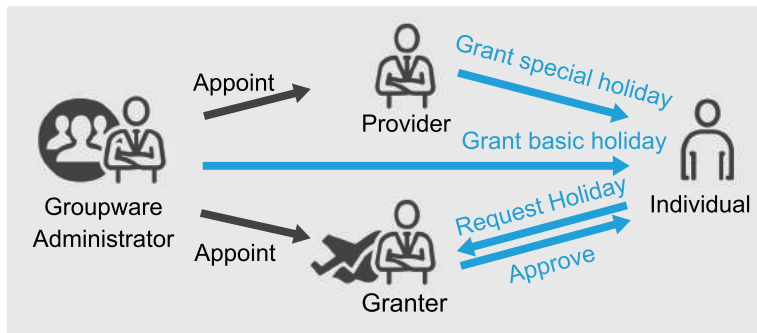
▌ Outline of Holiday

The Groupware administrator registers the company's official vacation time and appoints Granter and Approver.
The Holiday Granter may grant/deduct special holiday for each individual or department.
The Holiday Approver has the authority to approve and permit holiday requests made by the individual.

- Regular Holiday
  Company-specific vacation settings

- Special Holiday
  Grant to Individual / Dept.
  (Reward holiday, Maternity leave etc.)

- Approved holiday is linked to Schedule
  and Time Card menu
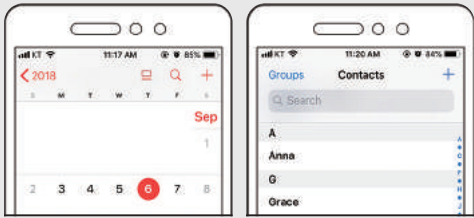
- My Department's Holiday Status

05   Calendar / Contact

Individuals can systematically manage their schedules and contacts and share them with the members they want.
You can refer to the company schedule/contact and departmental calendar to establish personal and business plans.

▌ Calendar / Contact Details

- Automatically sync with mobile

Smartphone Default Calendar / Contact App

Auto Sync Settings

Select the group that you want to synchronize within the groupware Calendar/Contact

Calendar

- Category Type / Folder Type UI
- Schedule can be registered in any time zone
- Set repeats (Daily/Weekly/Monthly/Yearly)

Contact

- Add Contacts from Inbox
- Contacts Import/Export
- Mac, Outlook Address book Synchronization

Task Solution

Provides tools for convenient and efficient operations.
Organized management and real-time work sharing are possible through the concentration of existing dispersed tasks in groupware.

06   Expense

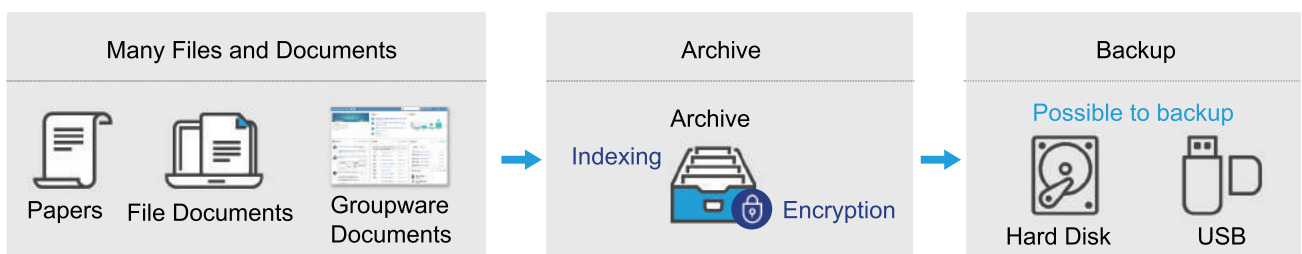Provides the ability to report on all costs incurred by the company and to plan, pay, share, view and analyze.

Costs incurred	Report costs	Report approval	Obtain approval

Statistics/Analysis

07   Archive

Save offline paper, file documents on your computer, and documents created on groupware in your archive by folder.
Search makes it easy to find documents you want, and keep important data forever.

Many Files and Documents	Archive	Backup

Papers   File Documents   Groupware Documents

Indexing   Archive   Encryption

Possible to backup

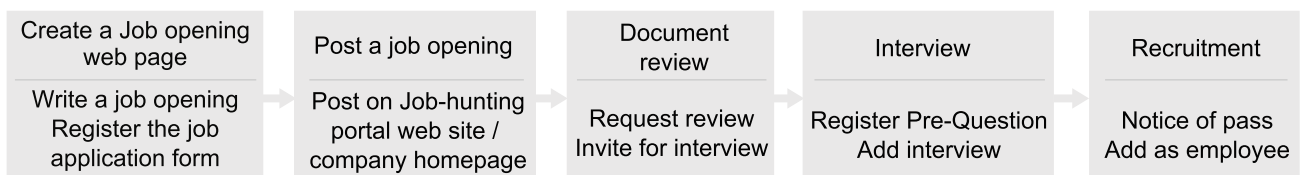Hard Disk   USB

08   Asset

Registering the company's tangible and intangible assets and managing their current asset status

- Asset registration : Location, Person, Trademark, Purchase date,
  Cost of the asset
- Label Print : Automatic generation of QR codes and attach to physical objects
- Depreciation : Automatic calculation of Straight-Line or Declining Balance
- Import/Export the excel, CSV Files

Tablet PC
ID: tablet_01
Model: Samsung Galaxy
Serial: 135-1648

09   Employment

Manages the entire hiring process from registration of job opening to document reviews, interviews, and notification of acceptance.

Create a Job opening web page	Post a job opening	Document review	Interview	Recruitment
Write a job opening Register the job application form	Post on Job-hunting portal web site / company homepage	Request review Invite for interview	Register Pre-Question Add interview	Notice of pass Add as employee

10   Consultations

It's about the problem that can arise within the company, You can operate a counseling center so that you can solve it.

Choose Consultant
Public / Private

Consultation Request	Consulting	Enroll the result of consultation	Print the records
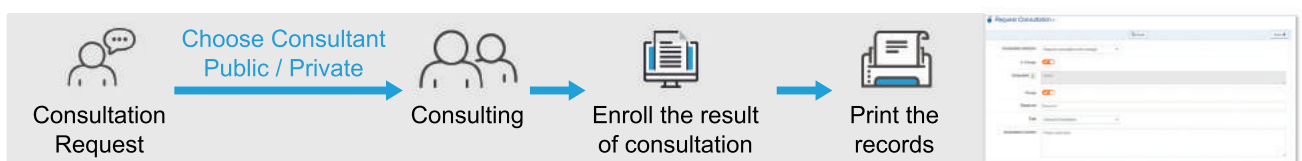
11   Resource

Register facilities used by members for public use. Administrate permission and reservation.
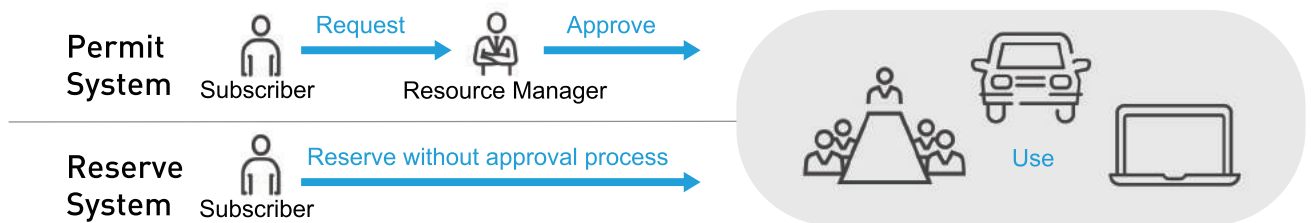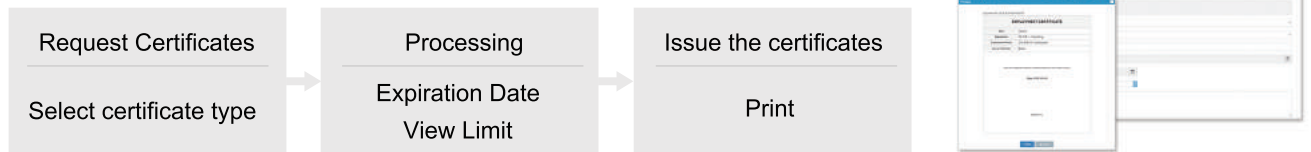
Permit System — Subscriber — Request → Resource Manager — Approve →

Reserve System — Subscriber — Reserve without approval process →
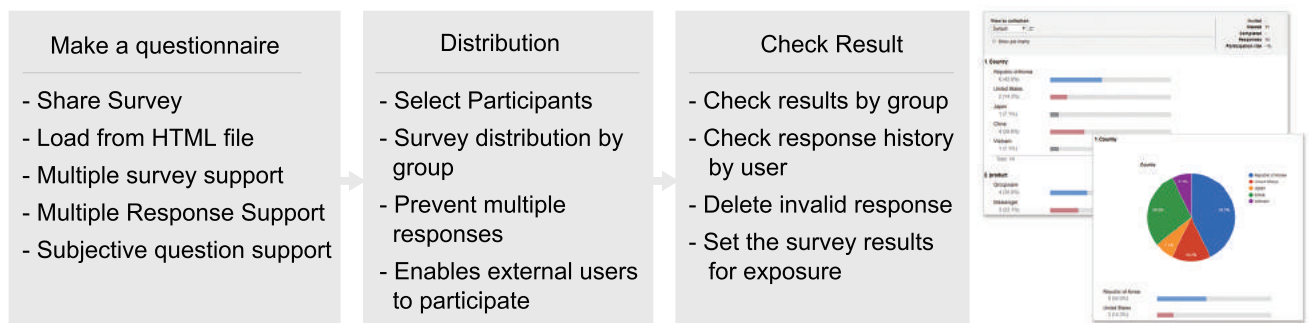
Use

12   Certificates

Systematically manage the format of various certificates, such as employment certificates, work confirmation, and requests for employee certificate.

Certificates Manager : Register the format | Users : Set the SMS/Email notification

Request Certificates	Processing	Issue the certificates
Select certificate type	Expiration Date View Limit	Print

13   Survey

| Make a questionnaire	Distribution	Check Result
- Share Survey - Load from HTML file - Multiple survey support - Multiple Response Support - Subjective question support	- Select Participants - Survey distribution by group - Prevent multiple responses - Enables external users to participate	- Check results by group - Check response history by user - Delete invalid response - Set the survey results for exposure

14   Organization

Identifying and analyzing the status of employees in the company Dept. History, Job Position, Occupation, Work Analysis etc.
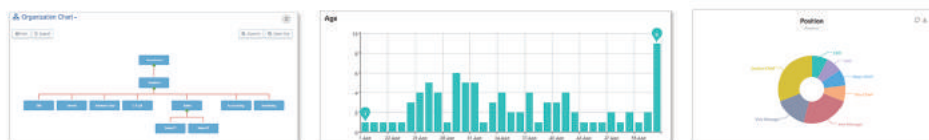
15   Note

Instead of paper notes that are vulnerable to loss and security
Web notes that you can access your groupware anytime, anywhere
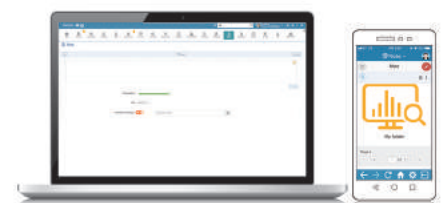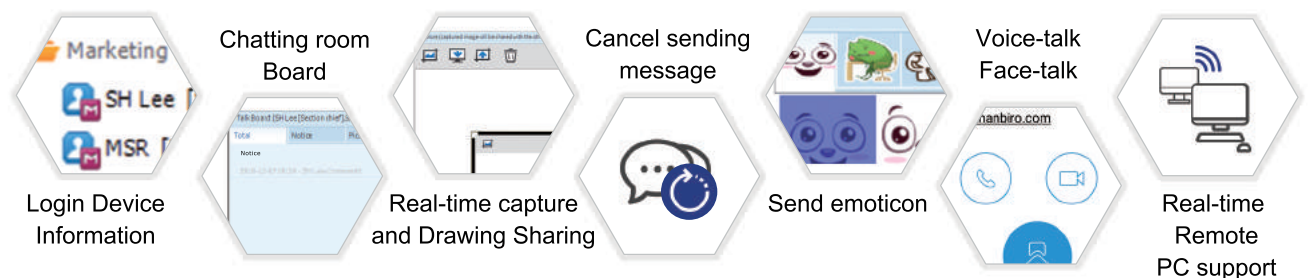
Communication Solution

Smooth communication with the members of the organization is a key to achieving organizational goals.
It's not just information transfer, it's empathy and cooperation, it's driving creative innovation.

16 Messenger [Window, Mac OS Support]

Hanbiro Talk brings out communication and collaboration! Building an in-house dialogue system for each company can improve your ability to focus on your business.
Keep your business focused and secure with closed enterprise messengers.

Internal Communication

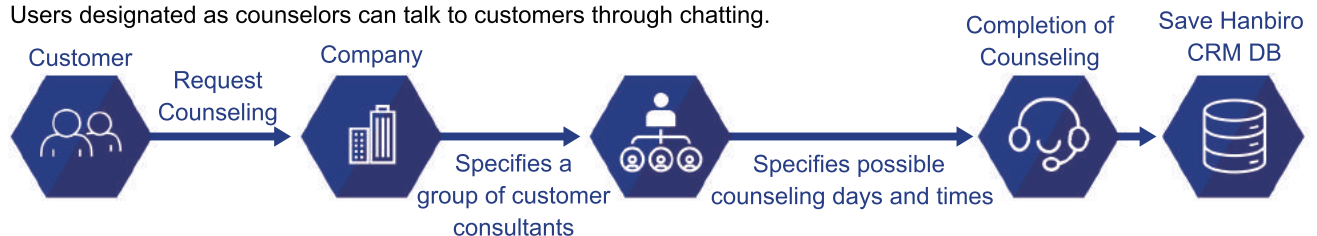|				
	Chatting room Board	Cancel sending message		Voice-talk Face-talk
Login Device Information	Real-time capture and Drawing Sharing	Send emoticon		Real-time Remote PC support

Customer Counseling Chatting

Real-time customer consulting chat function is available in company website.
The administrator specifies a group of customer consultants among the in-house members.
Users designated as counselors can talk to customers through chatting.

Customer → Request Counseling → Company → Specifies a group of customer consultants → Specifies possible counseling days and times → Completion of Counseling → Save Hanbiro CRM DB

Manager Statistics

Graphical check of usage statistics of messenger users.
All users and specific users can searched by time and time period.
Number of messages and files sent and received / Number of chat rooms in use / Mobile App Usage Time.

Mobile Hanbiro Talk

- Real-time Sync with PC Hanbiro Talk
- Voice/Face Talk, Voice recording transmission
- Send and download mobile photos and files
- CloudDisk download/save
- Group Chatting
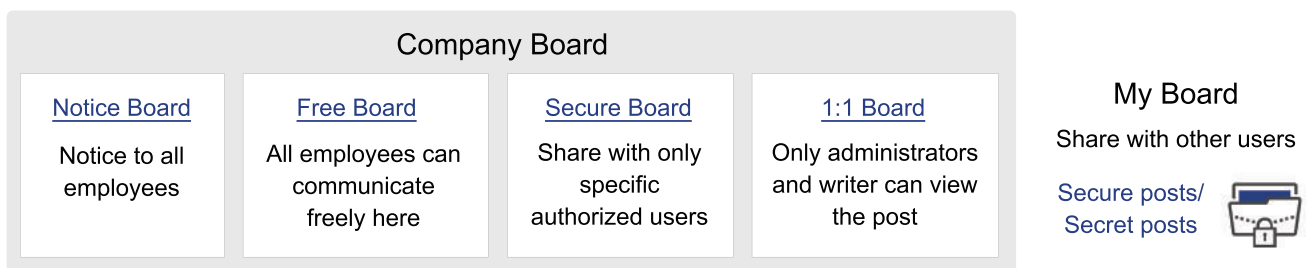- Save important messages, Search messages

17   Circular

Select the appropriate targets within the organization to deliver announcement, poll, consent and various notifications.

- Can be checked for reception
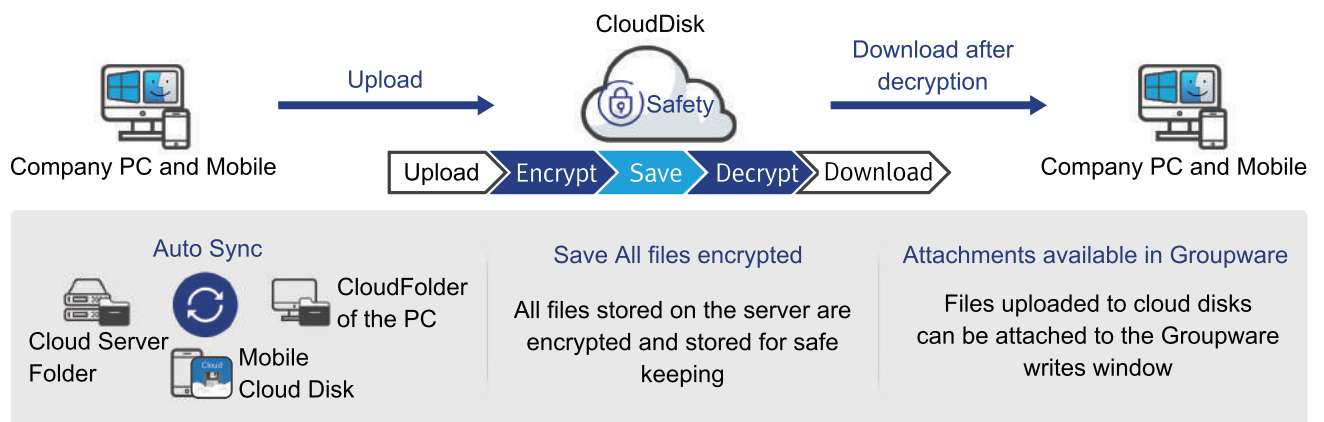- Notification / Warning Functions

Select the target

Announcement / Poll / Consent / Notice / Assessment

Received

18   Board

Create different bulletin board types and create folders to classify.

Company Board

Notice Board	Free Board	Secure Board	1:1 Board
Notice to all employees	All employees can communicate freely here	Share with only specific authorized users	Only administrators and writer can view the post

My Board

Share with other users

Secure posts/ Secret posts

19   Cloud Disk

Integrates documents by uploading them to a central server.

CloudDisk

Upload

Download after decryption

Company PC and Mobile

Safety

Company PC and Mobile

Upload Encrypt Save Decrypt Download

Auto Sync

Cloud Server Folder

CloudFolder of the PC

Mobile Cloud Disk

Save All files encrypted

All files stored on the server are encrypted and stored for safe keeping

Attachments available in Groupware

Files uploaded to cloud disks can be attached to the Groupware writes window

20   Whisper

Features for one-time comms

- Interlinked with Messenger
- Attach File
- Search messages with senders and contents
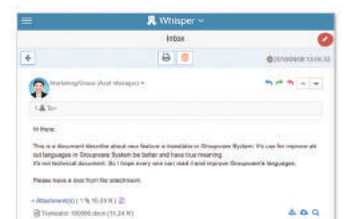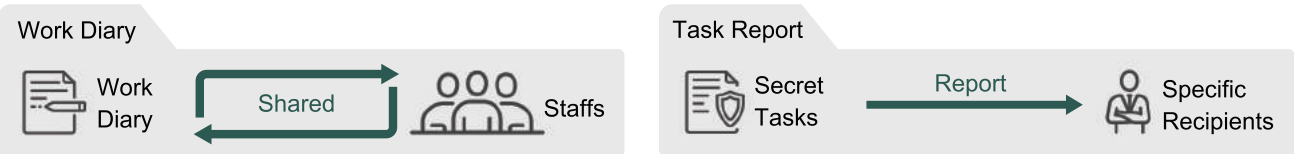
Co-operation Solution

It provides an optimized platform for synergies through convergence and integration of diverse ideas.

21　Task

Understand each other's progress by filling out what I have done and sharing it with the departmental staff.
By understanding the tasks of the members and freely sharing opinions and ideas, we improve work productivity.

Outline of Task

Depending on the purpose and scope of the worksharing, you can choose between Work Diary and Task Report.


Work Diary: Work Diary ← Shared → Staffs

Task Report: Secret Tasks → Report → Specific Recipients

Comparison of Work Diary and Task Report Functions

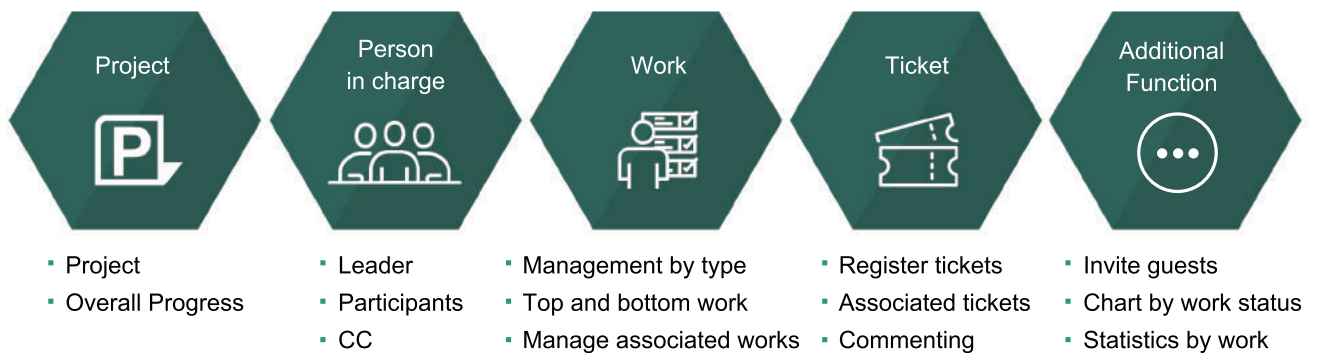|	Work Diary	Task Report
Goal	Post works by period (daily/weekly/monthly) Share and comments on work from fellow department members Confirm past data by quickly searching Enable to use the Work Diary form by department	If security is an important task or resource, reporting tasks to specific recipient(s) selected by the reporter
Feature	The Work Diary you create is automatically shared with department members. Only the department manager and yourself can be checked if you set private function. Top department members can read lower department members work diary.	Only the creator and recipient(s) may view You can set your own report line that used frequent
Security function	Public / Private function available	Can select [Secure] function When the Recipient(s) wants to view the report, they must input their security password

Work Diary folder sharing
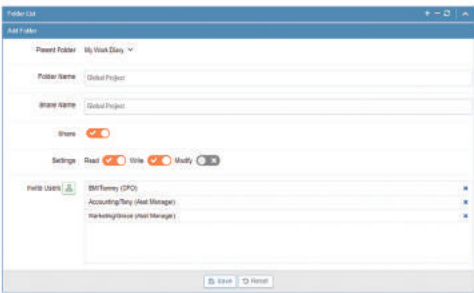
If you do not share your work diary by department and you do work by project or TF team, you can create your Work Diary folder by collecting only the users you want.
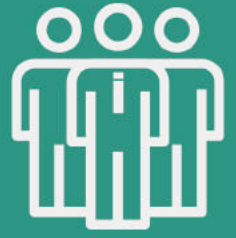
22 Project

The Hanbiro Project is a menu that allows project members to register works, set goals for projects, and collaborate.

▌Outline of Project

Project	Person in charge	Work	Ticket	Additional Function
• Project • Overall Progress	• Leader • Participants • CC	• Management by type • Top and bottom work • Manage associated works	• Register tickets • Associated tickets • Commenting	• Invite guests • Chart by work status • Statistics by work

Gantt Chart

Shows a chart so you can see at a glance the progress by unit of a project in progress.
Indicates the progress of the task over the planning period, and can identify associations between works.

- Project management through systematic planning
- Motivation through clear objectives
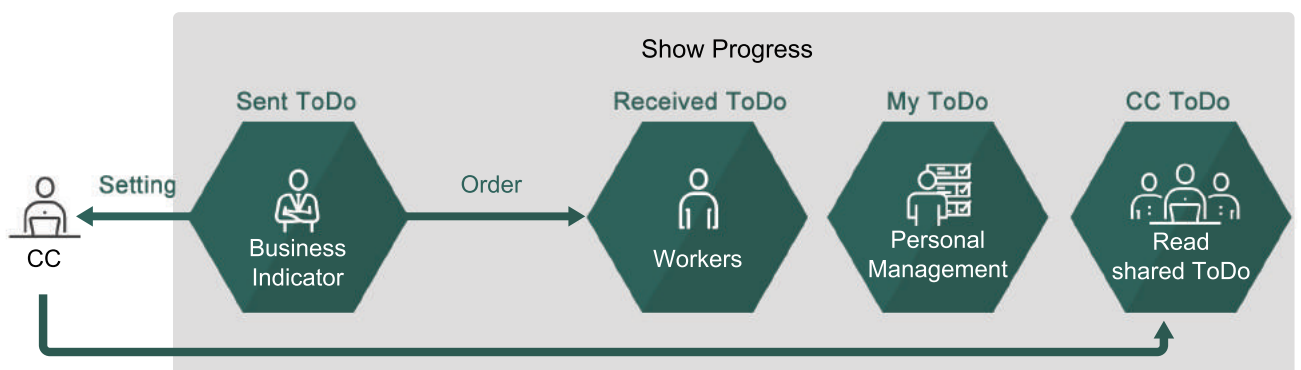- Reduced negligence through intuitive understanding of progress
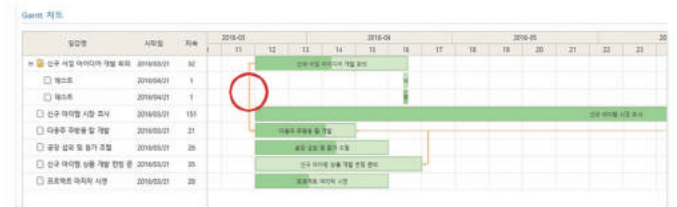
23 ToDo

ToDo is a feature that is used by a senior to direct the work to a junior or to manage his or her own work in a plan.

▌Outline of ToDo

You can manage a given task by entering its job history and progress.
File attachments and memos are provided to communicate with members of the same task.

Show Progress

Sent ToDo	Received ToDo	My ToDo	CC ToDo
Business Indicator	Workers	Personal Management	Read shared ToDo

Setting — CC

Order

Car Management

Hanbiro Car Management is a smart phone-based Car Management Solution.
Collection and analysis of vehicle driving record data transmitted over the mobile network onto the BigData server provides convenient service for vehicle management, including controlling vehicle location, monitoring the operation status and managing the log files.

Car Management Mobile App

Collection of vehicle driving record
Automatic driving scheduling
Work schedule automatic sync

Operating BigData System

Provides control services through storage/analysis of the driving history data.

Saving and downloading the driving record file for submission to the Traffic Safety Management Corporation.

Output of Collected Data

History of vehicle driving record
Check driving record by time
Viewing/Downloading the history file
Check/Download the operation log
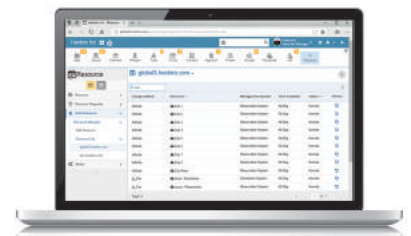
Strength

Vehicle operation log management

- Minimizes the time to produce results for report or Excel after the vehicle has been driven.
- Establish automated vehicle resource management process through computerization.
- To prevent waste of human resources by reducing the number of jobs required to be provided to the government office on a regular basis.

Public Resource Operation Management

- Enables efficient asset management among employees by operating a reservation system for vehicles.
- Manage resource schedules to minimize unnecessary waiting and cost.
- Enable efficient management of corporate resources through an approval system.

Smart Phone based solution

Reduce acquisition costs and prevent damage to vehicles caused by the installation of devices by personal smart phones without purchasing or installing a separate record-breaking device.

Hanbiro Groupware Plans

Hanbiro offer a groupware solution at an reasonable price that makes it affordable for every business to adopt a groupware solution.

	Groupware	Mail	Messenger	CloudDisk
Price (/Month per user)	₩ 3,500 (Minimum 3 users)	₩ 1,000 (Minimum 5 users)	₩ 1,000 (Minimum 5 users)	₩ 10,000 (/Month per company, Minimum 10 users)
Data Storage (/Per User)	10GB	3GB	1GB	20GB
Additional Data Storage	50GB : ₩ 10,000 / Per Month 500GB : ₩ 80,000 / Per Month 1TB : ₩ 140,000 / Per Month			
Include Menu	All of Groupware menus Messenger CRM Free ver.	Mail Contact Calendar Board CloudDisk Whisper		
Mobile Apps				
Additional Options	Car Management ₩ 3,000 (/Month per a car)	Messenger ₩1,000 (/Month per user) Task, ToDo, Circular, Archive ₩1,000 (/Month per user)		