



Feature

1. Home

1.1 Home

1. View the office calendar, my to-do, message reminders, notifications and other information; click to go directly to the corresponding information details page;

2. Schedule

2.1 Schedule view

1. Display all meeting information of users, including meetings initiated by themselves and invited by others;

2. Support schedule view switching: list view, daily view, weekly view, monthly view;

3. Support new calendar, new memo, synchronous meeting schedule, synchronous approval;

3. Meeting reservation

3.1 APP conference reservation

1. Meeting time: custom meeting time, support meeting time compass

2. Meeting location: custom meeting location, support salon mode

3. Conference personnel: You can set the host and participants

4. Conference theme: custom conference theme, tabbed conference theme

5. Conference results: Cloud conference supports the conference result mode, and the conference results can be shared, uploaded, and encrypted.

6. Support IOS system, Android system

7. Support major mainstream mobile phones: Apple, Huawei, OPPO, VIVO, Xiaomi, Meizu, etc.

8. Corporate meeting records: view and manage all the meeting records of the company; personal meeting statistics, corporate meeting statistics;

3.2 Web-side conference reservation

1. Meeting time: custom meeting time

2. Meeting location: custom meeting location

3. Conference personnel: you can set the host and participants

4. Conference theme: custom conference theme, tabbed conference theme

5. Conference results: cloud conference supports the conference result mode, and the conference results can be shared, uploaded, and encrypted.

6. Corporate meeting records: view and manage all the meeting records of the company; personal meeting statistics, corporate meeting statistics;

7. Meeting settings: meeting audit settings, all meeting room auditor designation, meeting time freeze setting, meeting time interval setting, meeting time activation setting;

3.3 Automatic audit

1. The initiator submits the meeting reservation information

2. The reservation information will be automatically reviewed and approved, and the relevant participants will be notified

3.4 Manual review

1. The initiator submits the meeting reservation information

2. The meeting information is synchronized to the auditors

3. Reviewers can pass or reject the meeting after viewing the details

4. The review results are automatically sent to the initiator, and the meeting notification is sent to the relevant participants

Note: Manual review mode is suitable for larger and more important meetings"

3.5 APP notification

1. Cloud conference APP notification: Notify relevant personnel of conference invitations, conference changes, conference review, conference cancellations, etc.

3.6 SMS notification

1. SMS notification: provide SMS recharge service, and notify relevant personnel of meeting invitation, meeting change, meeting review, meeting cancellation and other information

3.7 Email notification

1. Email notification: Provide email system connection service to notify relevant personnel of meeting invitations, meeting changes, meeting audits, meeting cancellations, etc.

3.8 QR code sign-in

1. Participants can scan the QR code on the initiator's mobile phone or web terminal through the cloud conference APP to complete the conference sign-in

2. The initiator can check the number of sign-ins and non-sign-ins through the meeting check-in statistics

3.9 Entrance screen sign-in

1. The initiator can send the QR code of the meeting sign-in to the entrance screen of the meeting room

2. Participants can use the mobile APP to scan the code to complete the sign-in

3. The initiator can check the number of sign-in and non-sign-in people through the meeting sign-in statistics

3.10 Face recognition sign-in (Conference)

1. The administrator enters the face information of the enterprise personnel into the database, and takes pictures through the mobile phone

2. Participants can use face recognition to sign in before the meeting starts

3. The initiator can check the number of sign-in and non-sign-in people through the meeting sign-in statistics

4. It is free for connecting with ITC face recognition, but a connecting fee is required for connecting with a third party system

3.11 Conference information statistics

1. Various types of meeting information statistics, including meeting frequency, number of participant, meeting room utilization, gender ratio, occupation, etc. Support dynamic display with professional big data charts.

3.12 Meeting room reservation frequency

1. Display the statistics of the reservation rate of each conference room, and can formulate the corresponding reservation rate for a fixed period of time for statistical analysis;

2. The display form includes bar chart, pie chart, heat map, Gantt chart, etc. It can provide multi-dimensional and multi-form data reference and guidance. "

3.13 Personal data statistics

1. You can select different month to view the statistics of the corresponding month. The statistics include the number of meeting invitations, the number of meeting hours, the number of meeting applications, the number of meeting sign-ins, etc.

4. Role management

4.1 User management

1. The administrator can add users individually and set user permissions.

2. Support batch import of user information. The administrator can add departments, sub-departments and other information, and add users to the corresponding departments. "

4.2 Role permissions

1. The administrator can create multiple roles, modify and delete roles in batches, and set system permissions corresponding to roles.

5. Voting management

5.1 Initiate a vote

1. Users can initiate and participate in voting. Initiating a vote mainly includes: voting title, associated meeting, participants, start and end time, options, number of options, anonymous or not, statistical form

5.2 Voting control

1. Support the voting control function. After the host of the meeting initiates a vote, click on I participated in to enter the interface to control to end the voting. The host will



determine whether the voting is ended based on the voting timing and the number of voters.

5.3 View the voting results

1. After the voting is over, you can view the details of the voting results of the meeting.

5.4 Real-time recording of voting and voting results

1. The voting and voting results are recorded in real time in the background, and can be classified and stored according to different meeting types. The voting and voting results can be exported in tabular form.

6. Logistics management

6.1 Initiate logistical application

1. The logistics applications are initiated through the APP and WEB terminals. The logistics service personnel can receive logistics service messages through the APP or WEB terminals, and can choose to accept or reject the service.

6.2 Display the list of logistics service information

1. The mobile APP can display the list of logistics service information, support search, classification and filtering, and can filter the logistics service information of "pending", "processed", "rejected", and "finished" types.

6.3 Logistics service statistics and logistics service list display

1. WEB-side logistics service statistics and logistics service list display, including today's logistics, pending logistics, historical logistics number, logistics service statistics column chart (select week, month, year to view statistical charts in different dates).

6.4 View logistics list information

1. View the logistics list information, including logistics items and item diagrams (such as pictures of tea, pens, paper, etc.), initiator, time, conference room, logistics service personnel, and processing status.

6.5 Manage and classify logistics items

1. The administrator can manage and classify logistics items, and support viewing the logistics list of all logistics service orders.

7. File management

7.1 File import record and preview

1. File import record and preview, support the import, view and save of PDF, Word, Excel and other common file formats.

7.2 File usage

1. Upload, copy, paste, rename, download, delete, favorite, share, and comment on files;

7.3 File display

1. Switch the display of files according to the modification date, file size, name and view;

7.4 Document classification

1. Add tags for document classification, viewing, display, export and download.

8. SMS recharge

8.1 API interface and SMS service connection

1. Support the connection between the API interface of the cloud conference management platform and the SMS service, and the conference reservation function can automatically send the conference information (participation, change, cancellation, etc.) to the participants in the form of SMS to ensure the service of conference-related business goes smoothly.

8.2 Overview of SMS data

1. Support SMS data overview, display the number of today's SMS notifications, the cumulative number of SMS notifications, the accumulated recharge amount, and the statistics of annual SMS notifications, convenient for administrators to view.

8.3 Recharge Center

1. Support the selection of SMS packages through the recharge center, and payment can be made through the associated Alipay or WeChat.

8.4 View recharge records

1. The administrator can view all recharge records (successful/failed recharge); recharge record start and end date, search, all, successful/failed recharge, batch export

8.5 SMS Order Invoice Application

1. The administrator can apply for an invoice for a recharge order that has been successfully recharged, select a single or multiple orders and fill in the relevant invoice information to apply for an invoice, and can view the invoice delivery status in real time: start and end date, search, invoice details, pending Invoiced, Invoiced.

9. Location management

9.1 Enterprise location, conference room management

1. Edit/query/create/batch import/batch delete conference rooms; add/edit/delete corporate locations;

9.2 Meeting room settings

1. Support setting meeting room name, capacity, opening date, opening time, meeting room status, designated applicable department, meeting room picture, etc.

10. Address Book

10.1 Organizational structure display

1. The address book displays the personnel organization structure of the enterprise to which the current user belongs.

10.2 Employee management

1. Support the creation of parent-child departments in the organizational structure, support adding, deleting, modifying and checking employees under each department, support adding, deleting, modifying and checking subordinate departments, and setting department leaders;

10.3 Batch operations

1. Support batch import/deletion of employees, and adjust departments for employees;

11. Equipment management

11.1 Device management module

1. The device management module can centrally manage and control all Android terminal devices. It can bind conference rooms and templates, display conference information, and perform real-time remote control, such as scheduled restart, power on and off, etc.

11.2 Device list

1. Device list: The device list page displays the information of all currently added terminal entrance screen devices. Users can easily view the current status of the device (online or offline), and can also add and delete devices at any time, and edit device details. Users can add a device and bind the conference of the device, bind the conference template, and publish the conference information in the conference room device in the designated location in the form of conference template display.

11.3 Scheduled tasks

1. Support setting scheduled tasks and viewing the historical tasks

11.4 Version management

1. The upgrade file APK of the entrance screen device can be uploaded and deleted remotely

12. Process approval

12.1 Approval management

1. The administrator can create/edit approval groups, disable/enable approval templates, and set approval rules;

12.2 Approval statistics

1. Record, query, delete approval history, and export to Excel;

12.3 My approval

1. Users can view all related approvals. The page displays My To Do, My Initiated, CC, and I have reviewed;

12.4 Initiate approval

1. Users can select, fill in and submit approval forms;

13. Dynamic

13.1 Dynamic recording

1. Record the operation records of each module of the user on the platform;

14. Announcement

14.1 Announcement management

1. Support creating/deleting announcements, including message title, message content, and designated viewing groups;

14.2 Announcement display

1. The created announcement will be displayed on the announcement page of the designated viewing group;

15. Album

15.1 Album management

1. You can create/delete pictures, sort pictures by file size and upload date, and view picture details after uploading pictures

16. Enterprise setup

16.1 Enterprise information editing

1. Support corporate information editing, including corporate logo, corporate name, corporate address, office phone and Rabbitmq settings;

16.2 Personalized settings

1. Support weather settings, email settings, paperless settings, video conference settings, recording settings, broadcast settings, distributed settings, WeChat settings, Dingtalk settings, and system settings;

17. Message

17.1 Message management

1. Support viewing/deleting system-generated notifications.