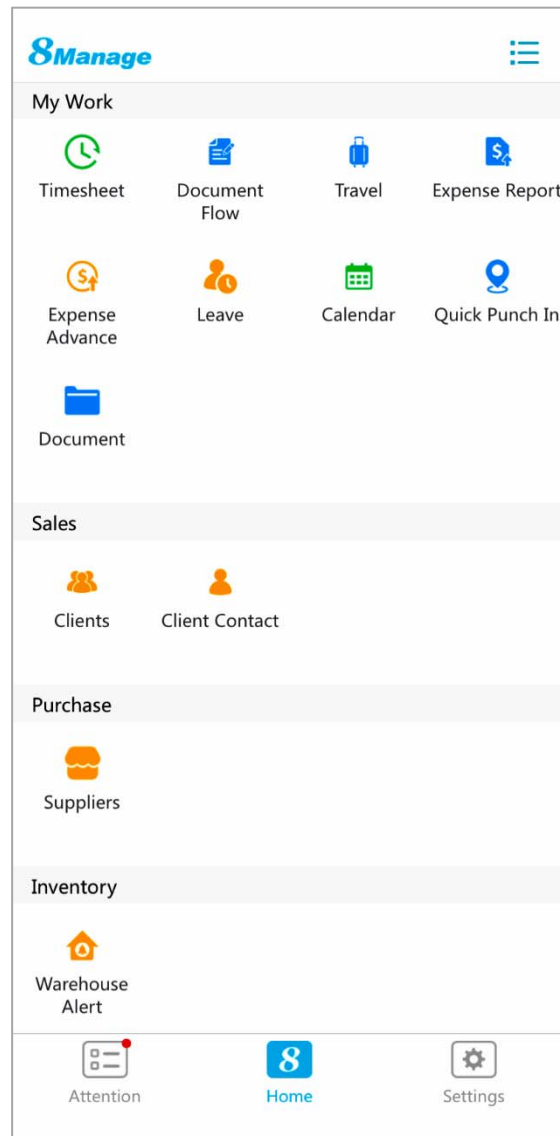# 8Manage Mobile OA

A user-friendly mobile office automation system

8Manage Mobile OA

A user-friendly mobile office automation system

8Manage Mobile OA is available to assist you with miscellaneous office affairs and business information, thereby increasing efficiency and productivity, facilitating decision-making of managerial staff and reducing enterprise operating costs.

Users are capable of inputting the basic information of clients and suppliers, submitting expense reports and advance to their approvers, etc. in the mobile app, and do not worry about handling a large number of paper documents.

Document Flow

8Manage Mobile OA users are allowed to select a predefined document type, fill out and submit documents using their cellphones. The approver then will receive the document and make decisions on the Requires Attention page.

Expense Advance/Report

Jiangsu Business T...	Beijing Airline Tic...
Expense Advance Advance Items Payment Me	**Expense Report** Expense Items Payment Meth
Expense No A000007	**Expense No** R000003
Requestor Cammy	**Requestor** Cammy
Type Business Trip	**Type** Business Trip
Business TripDate 2021-09-06 M	**Business TripDate** 2021-09-06 M
Business TripRequest	**Business TripRequest**
Purpose Jiangsu Business Trip-Expense Advance	**Previous Advances**
Organizations	**Purpose** Beijing Airline Ticket Reimbursements
Approval Status Not Yet Submitted	**Organizations**
Charge To PROJ	**Approval Status** Withdrawn
PROJ Jiangsu Zhouqiaoguan Purchase Project	**Split Charge Method for Billable Items** NoSplit
Currency RMB	**Billable Item Charge to** PROJ
Submit	Submit

8Manage Mobile OA shortens the time to process expense advance or reports. Users can fill in the essential information which includes advance/expense items and payment method, and submit them for approval via the mobile app.
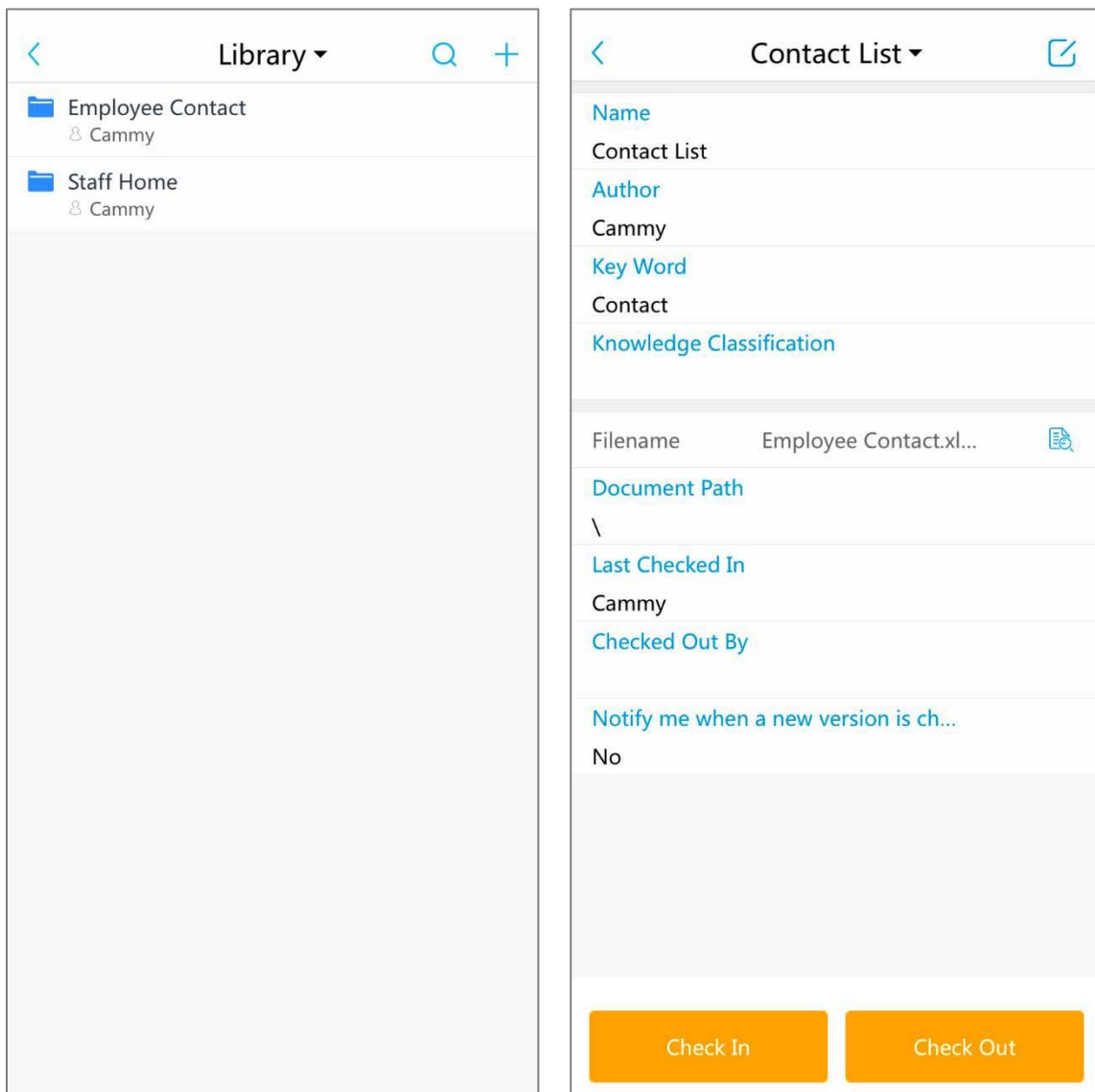
Travel

8Manage Mobile OA allows users to enter the basic information and details of travels, and upload related attachments (voice, photo or file) before submitting them for approval.

Document

In addition to create new folders and documents, 8MSaaS Mobile OA users can also check the files that they have the permission to view as well as deleted folders and documents on the phone.

8Manage can provide best combination of standard products & redevelopment services for enterprise management and over 500 corporations in Asia are using our following modules on-premises or SaaS:

8Manage PPM : Project and Portfolio Management

8Manage Timesheet : Resource Time and Cost Management

8Manage SRM : Supplier Management, e-Procurement and e-Tender

8Manage ERP : Enterprise Full Automation

8Manage CRM : Corporate Client CRM and Consumer CRM

8Manage ITSM : Service Management

8Manage HCM : Human Capital Management

8Manage OA : Office Automation

8Manage EDMS : Electronic Document Management System

8Manage Kanban : Visual Agile and Lean