BUSINESS SOFTWARE THAT GROWS WITH YOU

AdmiVea

Less searching.
More time for your work.

Customers, orders, people and finances.
Keep the essentials in one place.



Start with what makes work easier today.
Add more tools when you need them.

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WHAT AdmiVea CAN DO FOR YOU

Less searching. A clearer picture.

A quote in an email, prices in a spreadsheet, a deadline on a sticky note. Sound familiar?



The customer asks how his order is doing. The colleague who dealt with it is currently out of the company. You start searching emails, calling the warehouse, and composing a response from multiple locations. AdmiVea will help you get this information together so you can get to the answer more easily.

What you can manage in AdmiVea

Save contacts, prepare quotes, register orders and issue invoices. Add inventory, work planning or HR modules as needed. Colleagues work in one system, making it easier to hand over information.

You only choose what you will use

AdmiVea consists of modules. A module is simply a tool for a certain job, such as invoices, warehouse or reservations. At the beginning, you choose the ones you need. As orders, people or new operations come in, you add more.

> ### When a colleague is missing
> You don't have to rely solely on what's in someone's head. You have data about the customer, his order and other agreements stored in the company system.

HOW TO SET UP YOUR SYSTEM

Built around the way your business works.

Do you have one office, several stores or a workshop with service? Let's start with that.

First, you divide the company into teams

In AdmiVea you create your branches, departments or centers. The center can be, for example, a store, a workshop or a group of service technicians. You assign people to each and the tools they use in their work. The arrangement in the system will thus correspond to your company.

Your company

One place for everyday work.

Your teams

Shop, workshop, service or office.

Your people

Everyone has the tools they need.

Everyone gets tools for their work

Sales staff need contacts and quotes, warehouse staff need inventory records, and managers need an overview of their teams. Give each person access to the relevant modules so they can quickly find what they need.

It is clear who does what

When a request comes in or a task arises, you know how to assign it to the right team. The manager has an overview of his area and colleagues know who to turn to. You will appreciate this especially when several people are handling one order.

Work in your web browser

Open tools in separate windows, much like desktop applications. Reach them quickly through an icon panel. Adjust the display size and workspace appearance to suit you.

> ### One company, different needs
> The store works with orders, the workshop with material and the service with customer requests. Everyone has their own tools, while everyone stays in AdmiVea.

HOW THE WORK FLOWS

A customer gets in touch. What happens next?

Follow a typical order and see how each module helps you handle it.



01 A request arrives

The customer wants a price or asks about a service. You register his request and assign it to him so that it does not get lost among other messages.

02 You agree on the price and delivery

Prepare an offer according to the price list. The customer knows what they will get and how much it will cost. After the agreement, you write down an order that your team can continue to work with.

03 Prepare the goods or schedule the work

You check material and inventory. According to the order, you plan production, service or other tasks. Colleagues have the materials to know how to continue.

04 You issue an invoice

Invoicing comes after delivery. In the reports, you can track both the business and the receivables, i.e. the amounts that the customers have to pay you.

> The agreement is not lost after the first phone call
> Each part of the order has its place. The shopkeeper, storekeeper and administration can devote themselves to their work and follow up on what a colleague has already done.

CUSTOMERS AND CONTACTS

When the customer calls again.

What did we offer him? Who last spoke to him? And what else is he waiting for?



Directory

You save phone numbers, e-mails and data about customers or suppliers in one place. Colleagues use a common address book, so they can find the necessary contact without having to ask you.

Inquiries

You can register, sort and assign each new request to a person or team. It's easier to find out what you're already solving and what's still waiting to be answered. Even during a busy day, you have somewhere to reach for processed queries.

CRM

CRM is an overview of your cooperation with the customer. You can see contacts, offers, orders, invoices, meetings and complaints. During the next phone call, you can rely on what you have already discussed together.

Email marketing

Do you want to introduce a new service or remind your offer? You can prepare email campaigns in AdmiVea using company contacts. You can address customer contact where you already have their data.

> The customer does not have to explain everything all over again
> When another colleague calls, he can view previous offers and orders. This makes it easier for the conversation to continue where you left off.

PRICES, OFFERS AND ORDERS

From the first price to the agreed deal.

The customer wants to know what they are getting. Your team needs to know what to prepare.



Price list

You keep track of products, services and their prices in a common price list. You have the same items at hand when preparing offers and documents. You don't need to find out every time from which table a colleague has the last price.

Price offers

You prepare an overview of what you offer the customer and for how much. You work with contacts and items that you already have in the system. You can return to the offer during the next conversation and when preparing the order.

Orders

Once agreed, the purchase order captures what needs to be delivered or done. The store, warehouse and other colleagues have the basis for further work. This makes it easier to agree on what else to prepare for the customer and who will take care of it.

> For example, with a service order
> The offer includes the spare part and the technician's work. After the agreement, you register the order, the workshop handles the material, and the administration has something to follow up on invoicing.

In this way, you can reach the agreed offer even after several weeks. When verifying the price or scope of work, you can rely on the saved data.

INVOICES AND MONEY

Be clear about company money.

The issued documents are the beginning. When running a business, you also need to see expenses and unpaid invoices.



Invoices

You issue invoices in the same system where you work with customers and business data. You have them together in one record. When a customer calls with a question about an invoice, it's easier to track down what you charged them.

Treasury documents

You can register cash receipts, expenses and notes on an ongoing basis. Even smaller purchases then get their place and you can find them more easily when you need to check the company's expenses.

Budget

You set how much you can spend and keep track of your limits. When planning a purchase or other work, you have a financial plan at hand. The head of the department can thus make decisions knowing what resources are available to him.

Reports

Reports are summary overviews. They will help you look at business, finances, receivables or the fulfillment of tasks for individual centers. You will quickly find out which part of the company needs to be addressed in more detail.

> ### When you're deciding on your next purchase
> You will see the budget, expenses and unpaid invoices. You will get a better basis for deciding whether the time is right for the planned purchase.

GOODS, MATERIAL AND EQUIPMENT

What do we have? Where is it? Who uses it?

These are everyday questions in a business. The Inventory and Assets modules help you find the answers.



Inventory

You keep stocks and record their income and expenses. You can see what goods or materials you have available. The merchant can check the availability for the customer and the workshop can find out if they have enough to prepare the order.

Assets

You enter computers, tools, devices and other equipment in the property register. You know what the business is using and who it's assigned to. When looking for a specific piece of equipment, you have something to fall back on.

You track the spare part and the drill differently

You will use the part from the warehouse on order. You use the drill repeatedly and need to know who has it. The warehouse is therefore used for supplies and their movement, while Assets helps track company equipment. The Repair Plan will also help you with device repairs.

> ### Before starting work
> The workshop manager checks the availability of parts and the assigned tools. Necessary purchases or repairs can be dealt with already during the preparation of the order.

PURCHASE AND SUPPLIER SELECTION

Let suppliers compete.

From the request of a colleague to the price from the supplier. A purchase can also have a clear procedure.



Purchase requirements

A colleague needs material, new equipment or a service. Writes down a purchase requisition, where it is clear who entered it and for which center. During approval, you have an overview of what is being requested and what can go on to purchase.

Auctions

With a suitable purchase, you can invite suppliers to a price competition. You notify them of the auction date in advance so that they can prepare their bids. At the designated time, they join the virtual room and enter their prices.

Suppliers can see their ranking

During the 15-minute auction, participants see their ranking, but not other suppliers' prices. They can improve their bids to move up the ranking, helping you seek a better purchase price.

> For example, when purchasing material regularly
> First, you clarify what you need and in what quantity. After approval, you can contact the suppliers and place the suitable purchase in the auction.

PRODUCTION AND REPAIR OF EQUIPMENT

So that you can complete the order on time.

The order needs material, people and functional equipment. It pays to plan them together.



Production planning

With a production order, you plan what needs to be produced, what steps you need to take, who will do them, and when. The plan also includes material and warehouse data. Colleagues have a common supporting information for production preparation.

Look at the order before you start

Do you have the material? Are people available? And will the device be ready? When you consider these things together, it becomes easier to see what else needs to be secured. You can prepare to meet the deadline you promised the customer.

Repair plan

The repair plan is linked to the property record. Schedule equipment repairs in time to prepare for people, work, and downtime. When planning orders, you can also count on when the machine will be out of order.

> ### When the machine is scheduled for repair
> When preparing production, you can take into account its shutdown. You agree in advance what will be done before and after the repair.

EMPLOYEES AND THEIR WORK

Who is working on what and when?

You will use the data on people, attendance and work performed in planning and in the preparation of payroll documents.



HR

You have data about employees, their job classification and responsibilities together. You can see which team or center they belong to. When you need to look up information about a colleague, you can find it in one record.

Mobile attendance

The employee records the arrival or departure by mobile phone at the attendance point. The record is saved in AdmiVea. The company has attendance records along with other employee data.

Work diary

You write down the work and activities done in the diary. Attendance will show the time of arrival and departure, the diary will fill in what the person was doing. In this way, the leader can better imagine the course of the working day.

Wages

When preparing payroll documents, you will use data on employees and their attendance together with financial data. It is easier to return to the records from which the documents are based, even if you need to verify something afterwards.

> Also useful for a team leader
> Attendance and work done records help in assigning other tasks. When asking questions about the documents, the manager and the administration can look at the same data.

AGREEMENTS, ASSIGNMENTS AND COMMUNICATION

The meeting is over. Who takes care of what?

A good agreement needs follow-through. Tasks, deadlines and communication with colleagues help you make it happen.



Tasks

With a task, you determine who should complete it, when, and in what state. The colleague knows what is expected of him and you can see how the work is progressing.

Calendar

You can keep an overview of dates, events and tasks by people and centers. When planning the day or working together, you have important dates close at hand.

User chat

You can make an agreement with your colleagues, add details or send an attachment via the internal chat. So you can solve the short question directly in AdmiVea.

Stickers

Stickers are quick notes on the desktop. You jot down an idea, a little reminder, or something you want to come back to throughout the day.

Video call

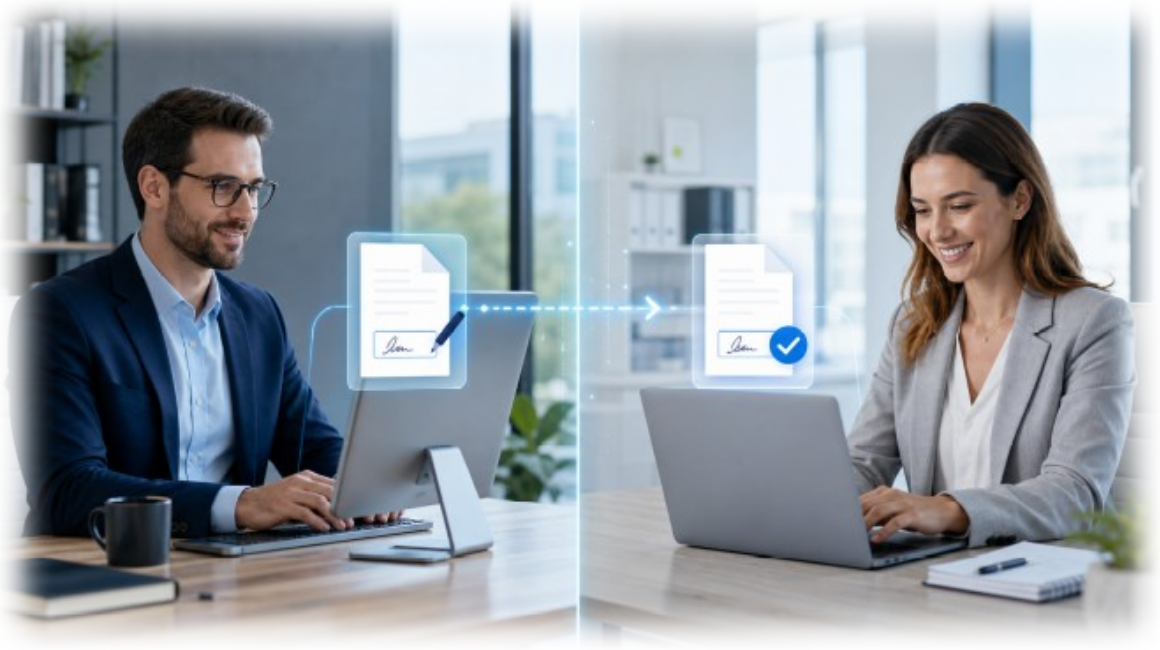
When it's easier to talk, you connect via video call right in the system. It is suitable for working remotely and for quick consultation between branches.

> ### Straight to work from the meeting
> You write down the task, specify the person and the date. When he needs to clarify something, he can speak in the chat or arrange a short video call.

DOCUMENTS AND SIGNATURES

Prepare the document. Get signatures.

You can create company documents in AdmiVea and send the PDF to participants for signature.



Documents

You write the text, complete the header and footer and prepare the document in A4 format. You can print the result or save it as a PDF. This way, you can create common company documents directly where you deal with other administration.

Sign Flow

Sign Flow is used for simple electronic PDF signature. You upload the document, add people to sign it, and specify places for signatures. Everyone will receive an email with their own link that they can use to sign.

You can see whose signature you are still waiting for

You monitor the signing status of the document. The system also keeps a record of its progress, the so-called audit trail. Once you're done, you have a signed PDF and can go back to the signature information.

> For example, when submitting an order
> You prepare the handover document and send its PDF for signature via Sign Flow. You will then find out in the overview whether the signing has already been completed.

SALES AND RESERVATIONS VIA THE INTERNET

Online orders and appointments.

Someone wants to order goods. Another is looking for a service or a free appointment. Choose what your customers will use.



eShop

Do you offer goods via the Internet? eShop connects products, prices and orders with your warehouse and business data. In this way, you deal with online sales together with what the company needs to prepare and deliver.

MarketVea

On the marketvea.com public portal, you can present your company, price lists, offer, as well as auctions and business opportunities. In this way, interested parties can become familiar with what you offer, even outside of your normal communication.

Reservations

The client chooses a service and a free date on the public reservation page of your establishment. They don't have to ask about every option over the phone first and you get a reservation at AdmiVea.

It depends on what you are selling

The store can use the eShop, the operation of reservation services and the company looking for new business contacts can use the presentation on MarketVea. You choose the options that suit your business.

> ### The customer can choose himself
> He looks at the offer or available dates and takes the next step. You can then devote yourself to completing the order or the service itself.

SUPPORT AND WARRANTY CLAIMS

A customer needs help. Who will respond?

After delivery, you still need a clear way to follow up on questions and problems.



Support

You concentrate both customer questions and internal requirements in one place. Each has a solution status and a responsible person. When checking, you'll quickly find out what's open and who to contact.

Warranty claims

When making a complaint, you record the customer, what they are complaining about, the dates and the person who handles the case. When a customer calls, you have somewhere to look for the current status. You can follow the case from reporting to its disposal.

Another colleague can also continue

The complaint complements the overview of the customer in CRM. You can write the next step as a task and track its due date in the calendar. This way, you will return to the information during the next conversation with the customer.

> ### The customer asks what it looks like
> You will see his case, the status of the solution and the responsible person. It's easier to tell him what the company has already done and what still needs to be checked.

HOW TO START

Start with what is slowing you down most.

You don't have to change the whole company at once. Let's first pick one area where AdmiVea can help you.

1. Tell us what takes up your time

Looking for deals in emails? Losing track of orders? Or is the record keeping of the material holding you back? We'll look at how you do this work today, who does it, and where a system would help you the most.

2. We will prepare a simple start

We select the modules you need and configure your teams and access permissions. Prepare the contacts, products and other data you will use, and agree who will keep them up to date.

3. Add other tools as needed

Once you have mastered the first modules, you can continue with the others. Perhaps a warehouse, a new store or own production will be added. AdmiVea allows you to expand usage gradually as your business changes.

Trading company

Directory · CRM · Price list · Offers · Orders · Invoices

Services and service

Bookings · Tasks · Calendar · Assets · Support

Production and operation

Stock · Purchase requisitions · Production · Repairs · Reports

Do you have something that you do your own way?

Show us that. Describe what you need to accomplish, who is involved, and what the outcome should be. Together we will assess whether existing tools or an extension or a custom module in AdmiVea will help you.

> One common situation is enough for the first meeting
> For example, how you accept an order today and pass it on to your colleagues. Using a concrete example, we can best show where the AdmiVea would make your work easier.

GET IN TOUCH

Show us how your business works.

We will be happy to go over with you what you are dealing with today and what AdmiVea could help you with.



Every business has its own habits and needs. Someone wants to get offers and invoices in order, another needs to better plan work or track material. Let's start with what is important to you.

Tell us about your day-to-day work

Write to us or call us. Together we will choose the appropriate modules and go over how you might use them. A few examples from the everyday functioning of your company are enough for the discussion.

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