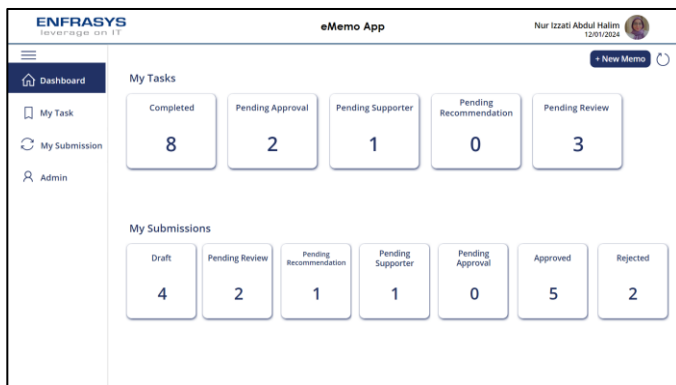# ENFRASYS
leverage on IT

Microsoft Power Platform

eMemo App

The eMemo App empowers users to submit, track, and edit memos efficiently. It records memos from submission by Requestor, through Reviewer and, if necessary, Recommender verification, to final Approver approval.

✓ **Streamlines memo management with a paperless workflow.**

✓ **Ensures secure access through Microsoft Entra ID Single Sign-On.**

✓ **Facilitates collaboration among organization.**

✓ **Reduces administrative tasks and associated costs.**

APPROVAL WORKFLOW
Structured review and approval process

VERSION CONTROL
Track and compare memo changes

RICH TEXT EDITING
Format and insert images for expressive memos

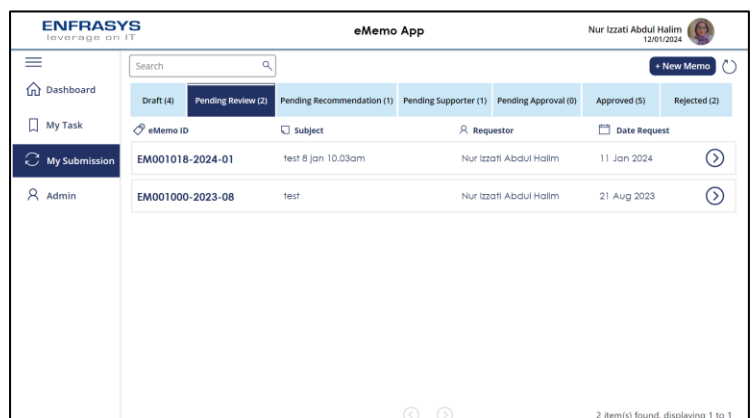**USER ROLES & SECURITY**
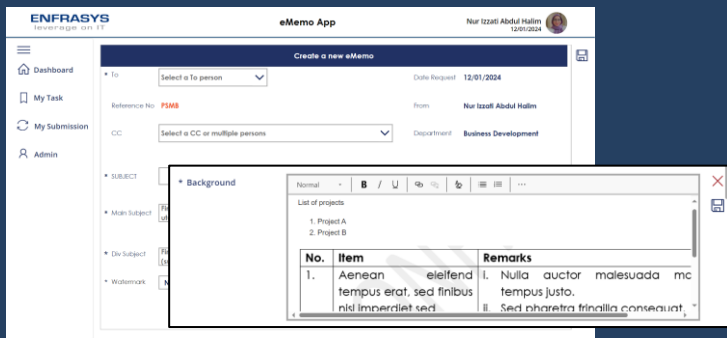Assign roles with various access levels

Home Screen
❖ Dashboard: Overview of how many memos (task & submission)
❖ My Task: Approval task eMemo
❖ My Submission: User's eMemo submissions
❖ Admin: Admin can view all memo content of each employee

My Submission tab
❖ User can keep track on their submission eMemo by going to the **My Submission** task. There are 6 level of status to keep track on: **Draft, Pending Review, Pending Recommendation, Pending Supporter, Pending Approval, Rejected and Approved** status.
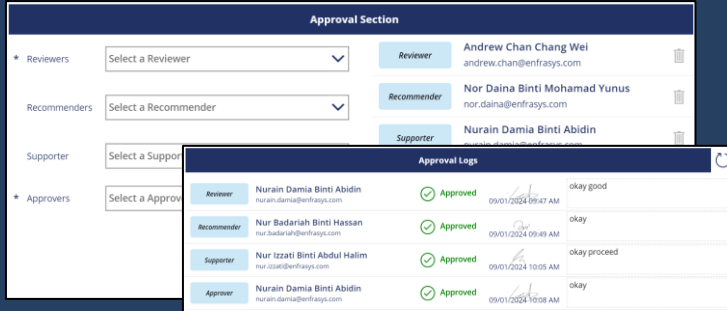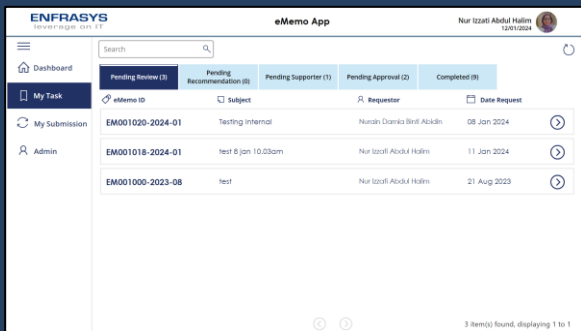❖ User can search their memo information by eMemo ID and subject

Create New eMemo

❖ User fill in the memo content.

❖ The eMemo App provide a rich text editor that allows user to create memos with formatting options, such as bullet points, numbering, bold, italics, underlining, and the ability to insert images for clear and expressive communication
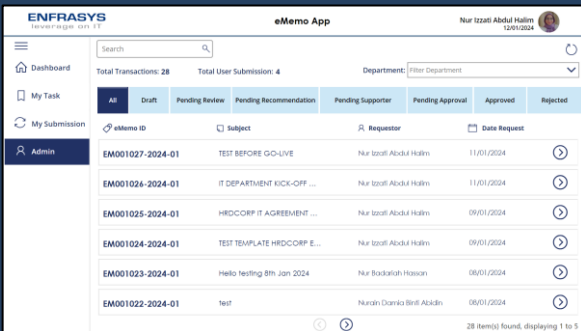

Approval Section/Log

❖ User can choose who to put as Reviewer(s), Recommender(s), Supporter(s) or Approver(s).

❖ After submit the memo, user able to keep track status on the approval process.

My Task tab

❖ User can keep track on their task for approval purposes.

❖ This is where other users sent eMemo to get your approval

Admin tab

❖ Admin can view all contents eMemo of each members.

❖ Admin can filter by department or search by eMemo ID, subject or requestor's name.

❖ In admin screen also display the total transaction of eMemo and total user submission.

Enfrasys eMemo solution also published in Microsoft AppSource Marketplace

Power Platform Technologies

❖ Power Apps, Power Automate, Power BI and Microsoft Dataverse

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🌐 https://enfrasys.com/