Sample Case: MAT office (Garoon group ware)

G Garoon

Garoon is a useful packaged groupware which contains scheduler, room reservation, workflow management and file sharing…etc.

Check Garoon. you can get all information in the office!
Email, scheduler, workflow management system, file server etc..
These are useful applications but the more applications are increasing, the more difficult to find where the information you are looking for…

"Using your time to find some information in the office" is not a negligible cost.
MAT operates 3 locations in Thailand and 1 location in Vietnam with 170 employees.
Without Garoon system, we expect more time to manage the meetings along with schedule coordination and document sharing.
Calendar function is the most frequently used in our office.
Garoon scheduler is well functioned system for the business use.
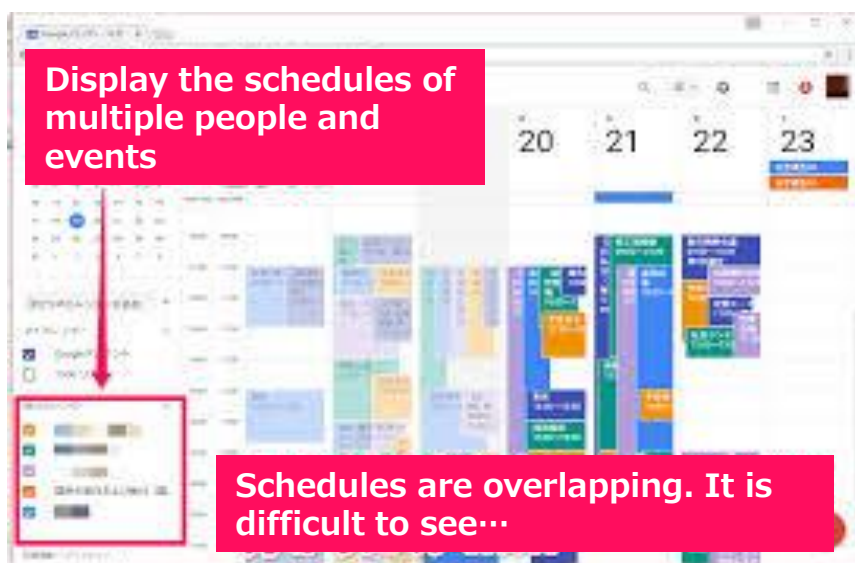
At first, you can select preferred time zone and language.
This Scheduler is divided by individuals and sections.
It makes easy to find where and what they are doing at the moment.
The scheduler which shows all staff's events in one screen becomes complicated and cumbersome, doesn't it?

A sample of complicated scheduler

Display the schedules of multiple people and events

Schedules are overlapping. It is difficult to see…

Garoon separates the schedules individually. It is easy to see the events.

Also using the function of **Free time search/schedule adjustment**, you can make the meeting schedules without confirming all individuals one by one.

You can upload some documents in the scheduler before the meeting start. Email sending or document printing are not necessary.

Notes	Meeting for the new product promotion seminar. Take a look at the attached doc before the meeting to attend.
Attachments	📎 Attach files ☑ Seminar outline.pdf ☑ Seminar budget.pdf

Project management and daily report are done by Kintone system.
The useful point is it can link with Garoon scheduler.

Link with Kintone Project Management!

User is easy to avoid redundant registration for the project management and schedule processes. Also you can check the contents of the project by looking at the schedule.

New appointment

| Regular | All day | Repeating |

Date and time	May ▾ 25(Mon) ▾ 2020 ▾ 📅 10 ▾ 00 ▾ -
	May ▾ 25(Mon) ▾ 2020 ▾ 📅 12 ▾ 00 ▾
	(UTC+07:00) Bangkok → Other time zones
Subject	▮ Off Site ▾ Visit Customer
案件管理	Company Name : ABC MS(Thailand)Co.,Ltd. Project Name : Data Spider、Kintone Plug-in Status : Proposing MAT PIC : Osari, Ota ✏ Change ✖ Delete
Daily Report	✚ Add

Free design Workflow

Application form can set the process of approval route freely. MAT uses Garoon system for all application processes.

Approval can be done outside of the office. Every application process completes without a time lag.

This application form is created with Japanese and Thai languages for the convenience. It's a good point of free design.

With Garoon

★Mobility
Garoon works on the web browser.
So PC, notebook and smartphone are applicable.
While you are moving, you can approve OT requests, check documents, book a meeting room for the customer appointment and reserve a car and driver etc. It save your precious time for the business without selecting a location.

★Internationalization
Garoon can be used on Cloud as well. So that you can management of multi regional project such as Japan, Thailand and Singapore also be used as a communication tool.

★Teleworking
Meeting system is not enough to manage the business.
You can use Garoon as a Virtual office for reporting, information management and issuing announcement by individual, sectorial and whole company.