

The Allowance Organizations Portal

EFFECTIVE COMMUNICATION BETWEEN AN AUTHORITY
AND ALLOWANCE ORGANIZATIONS

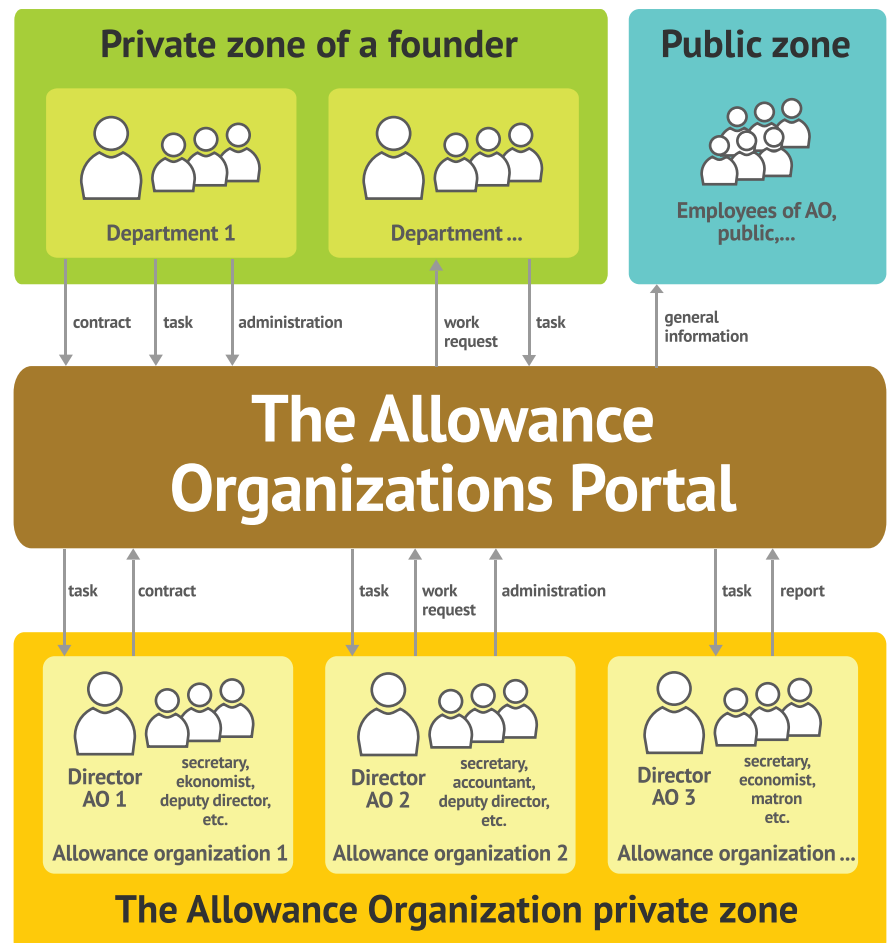
The Allowance Organizations Portal (AOP) created by TESCO SW is a complex solution for **effective communication between an authority and allowance organizations**. It offers a tool for the management and collection of information from an allowance organization (AO), such as:

- The registration and administration of the tasks of the founder for the AO,
- The collection of various types of reports from the AO (vacation, substitutions, etc.),
- The registration of AO contracts,
- The publication of manuals, methodologies,
- Frequently asked questions (FAQ) for the user,
- Links to other systems or websites,
- Options for integration on/into the agendas and systems containing the AO data PO,
- and more.

The Allowance Organizations Portal is the solution providing **well-arranged records and entry management** (tasks, reporting, request forms, contracts, and information on the allowance organization). It respects the hierarchy of organizations, allows them to delegate tasks, but users can also define their substitutes. The system allows them to set the task priority. It watches the entry deadlines and, if their expiration draws nearer, a notification can be sent by an email, SMS, or the entry colour can be changed. A document can be attached to the entries. The Allowance Organizations Portal provides also a user interface which can be used to easily upload and publish contracts.

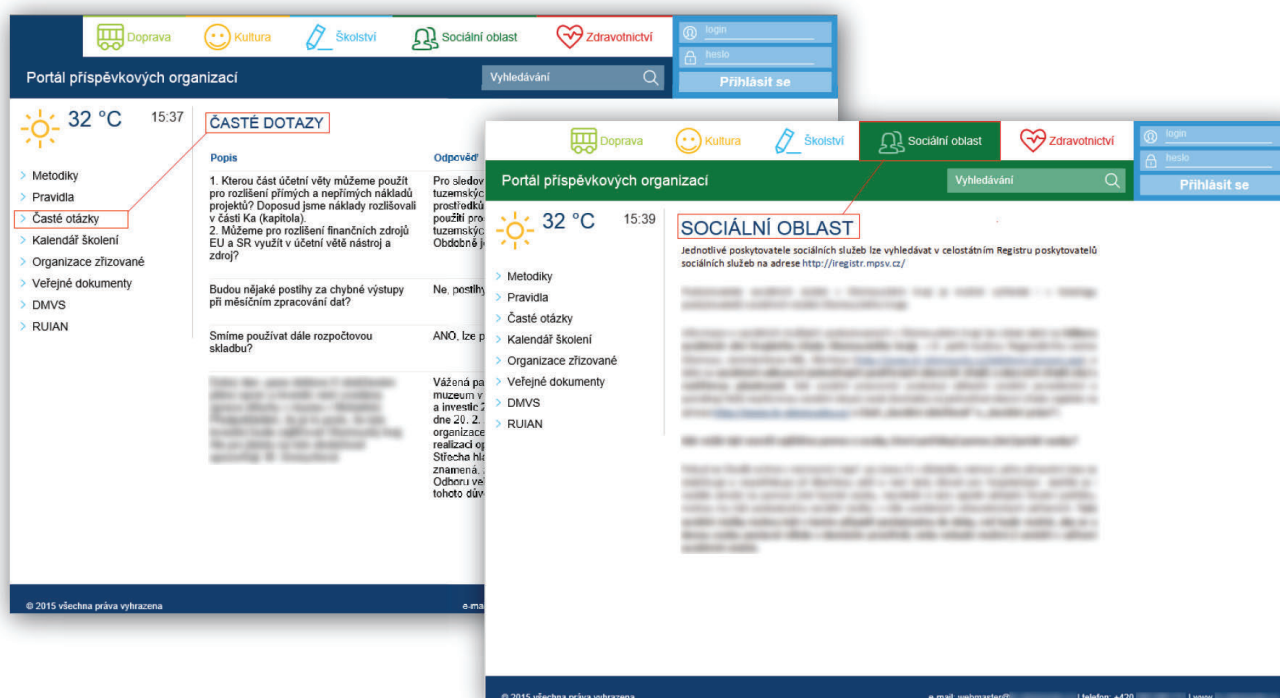
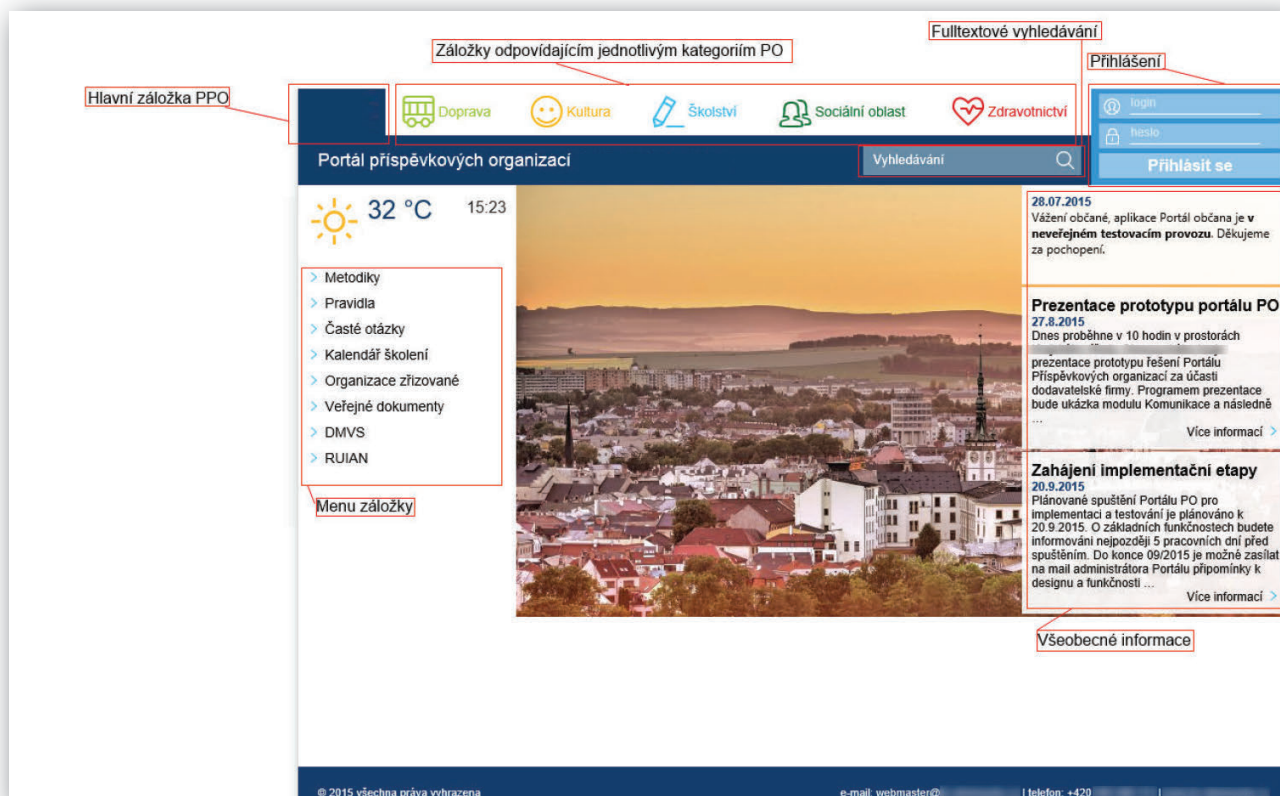
A significant advantage of the whole solution is the **simplicity and maximum optimization of ergonomics** when entering any request is a matter of a few clicks from both the founder and the side of the allowance organization.

On the basis of the agreement with the Customer, a given interface can be connected to the Central register of contracts. The law states that the state, region and larger municipalities and other organizations will have the obligation to publish contracts in the central Internet register from mid-2016. In 2017, a new rule is going to be enforced according to which an unpublished contract will not be effective. The contracts with the fulfilment over CZK 50,000 without VAT are going to fall within the norm.



Public information

Public information serves the general public, possibly also the unregistered representatives of allowance organizations. The AOP provides a basic set of bookmarks the number of which can be changed according to the customer's organizational structure (Transport, Culture, ...). Therefore, the system can have a common basic interface, but also a specific one for a particular organizational unit (e.g. a department). There is also a full-text search and the start page includes some information valid for all allowance organizations and founders.



The private zone of the founder

On the basis of assigned permissions, the system decides whether it is accessed by a founder user or allowance organization user after logging in and renders the appropriate interface. The private zone of the founder is used to enter and record tasks, request form solutions of allowance organizations, information, contracts, and administration. There is also a richer menu allowing to reach other applications related to the Allowance Organizations Portal.

The screenshot shows the founder's private zone dashboard. The top navigation bar includes icons for Doprava, Kultura, Školství, Sociální oblast, and Zdravotnictví, along with the user name Mgr. Jan Novák and a login status indicator. The main content area features a sidebar with a menu, a central task list, and a right-hand menu. Annotations highlight specific features:

- Přihlášený uživatel**: Points to the user name Mgr. Jan Novák.
- Rozšířené menu po přihlášení**: Points to the sidebar menu.
- Seznam záznamů**: Points to the central task list.
- Rozbalená menu**: Points to the right-hand menu.

Kod	Název	Stav	Řeší	Termín
601799	Karanténa škola	Zdravotnický	zdravotník	601799
601764	Malagernský vůd	volný	zdravotník	601764
626693	Audi A8	volný	zdravotník	601764
68911513	Tiskárna Epson jehly E54	volný	zdravotník	601764
75004003	Karanténa škola	Zdravotnický	zdravotník	601799
150100	Malagernský vůd	volný	zdravotník	601764
75004089	Audi A8	volný	zdravotník	601764
849081	Tiskárna Epson jehly E54	volný	zdravotník	601764
25873346	Karanténa škola	Zdravotnický	zdravotník	601799

The screenshot shows the 'NOVÝ ÚKOL' form. The form includes fields for Name, Earliest term, Attached file, and Information. A calendar widget shows the date 26. The form also includes a dropdown for 'Adresát' and a dropdown for 'Funkce'. Annotations highlight specific features:

- Nejzazší termín**: Points to the 'Nejzazší termín' field.
- Adresát**: Points to the 'Adresát' dropdown.
- Funkce**: Points to the 'Funkce' dropdown.

Kód	Název
601799	Karanténa škola
601764	Malagernský vůd
626693	Audi A8
68911513	Tiskárna Epson jehly E54
75004003	Karanténa škola
150100	Malagernský vůd
75004089	Audi A8
849081	Tiskárna Epson jehly E54
25873346	Karanténa škola

The allowance organization private zone

The allowance organization private zone is used to solve tasks, enter reporting, request forms, contracts, and administration. There is also a richer menu allowing to reach other applications related to the AOP including the management of both the users and positions in the particular AO.

The screenshot shows the main dashboard of the allowance organization private zone. At the top, there is a navigation bar with icons for various services: Doprava (Transport), Kultura (Culture), Školství (Education), Sociální oblast (Social area), and Zdravotnictví (Healthcare). The user is logged in as PhDr. Karel Ředitel (Director) and is in the 'Přihlášený uživatel' (Logged in user) state. The dashboard displays several key metrics: Úkoly (0), Hlášení (0), Žadanky (0), Smlouvy (0), and PO. Below these, there is a 'Dostupná menu' (Available menu) section with a list of links: Metodiky, Pravidla, Časté otázky, Kalendář školení, Organizace zřizované, Veřejné dokumenty, DMVS, RUIAN, Spisová služba PO, Portál majetku, GIS, Energetický management, Datový sklad, and Nepotřebný majetek. A 'Rozšířené menu po přihlášení' (Expanded menu after login) is also visible, showing a list of tasks and reports. The bottom of the dashboard features a 'Seznam záznamů (úkolů, hlášení, žadank, smluv atp.)' (List of records (tasks, reports, requests, contracts, etc.)).

The allowance organization can enter reports, request forms, contracts, revise its contact data, deal with financial plans, see the assets of the organization, etc. The term reporting refers to notifications towards the founder. The AOP has a basic set of the most common types of notifications which can be freely changed upon the customer's request. Notifying the vacation is then as quick as four mouse clicks!

The screenshot shows the 'HLÁŠENÍ DOVOLENÉ' (Vacation Report) form. The form is titled 'HLÁŠENÍ DOVOLENÉ' and has a 'Za zaměstnance' (For employee) field with the name 'Karel'. The 'Dovolená od' (Vacation from) field is set to '2015-11-27' and the 'Dovolená do' (Vacation to) field is set to '2015-11-27'. The 'Název' (Name) field is set to 'Dovolená'. The 'Informace' (Information) field contains the text 'Jsem unaven...' (I am tired...). The form has two buttons at the bottom: 'Storno' (Cancel) and 'Uložit' (Save).