

Sistem për planifikimin e punëve dhe burimeve

PRODOKUMENT PLAN



Axhenda

- Sektorët ku përdoret.
- Të mirat.
- Funkzionet.
- Të dhënat teknike.
- Skema Organizative.
- Pamje nga Prodokument PLAN.
- Rast Studimor (Sektori Bank)



Sektorët ku përdoret

- ◎ BANK
- ◎ TELEKOMUNIKACION DHE TRANSPORT
- ◎ NDËRTIM
- ◎ SHËNDETËSI
- ◎ TURIZËM
- ◎ DISTRIBUCION
- ◎ SHËRBIME DHE MIRËMBAJTJE
- ◎ INSTITUCIONE SHTETËRORE
- ◎ TË TJERA



Të mirat

- Rrit efektivitetin, efikasitetin, performancën e punonjësve .
- Rrit transparencën në vlerësimin e punonjësve.
- Rrit kontrollin.
- Përmirëson planifikimet dhe vendimmarrjen.
- Ul kostot.



Të mirat

- Kujtesë për pagesat, shërbimet ... etj.
- Disponueshmërinë e stafit të kualifikuar për projekte afatshkurtra dhe afatgjatë.
- Planifikimin e turneve, pushimeve dhe lëvizjet e punonjësve.
- Zbatueshmërinë, përfundimin e kontratave periodike me të tretët.
- Monitorim të kohës së shpenzuar, overtime-t për punë, proçese dhe projekte të caktuara.



Të mirat

- ⦿ Planifikimin dhe shfrytëzimin e mjeteve të lëvizshme dhe aseteve.
- ⦿ Menaxhimin e mbledhjeve (Audio, tema diskutimi dhe vendimet, dokumentat e publikuara etj).
- ⦿ Menaxhim të orareve të trajnuesve, klientëve, dhomave.
- ⦿ Detaje të hollësishme të punëve dhe kohën e realizimit të tyre.
- ⦿ Me një klik informoheni çfarë punonjësit janë duke bërë dhe si i shpenzojnë orët e punës.



Funksionet

- Menaxhim të ngjarjeve, punëve, detyrave dhe proçeseve të ndryshme të biznesit.
- Menaxhim të hierakisë së biznesit.
- Akses dhe monitorim të punëve, detyrave dhe proçeseve sipas hierakisë.
- Kategorizim të ngjarjeve sipas rëndësisë, llojit të ngjarjes dhe personalizime të të dhënave të ngjarjes sipas nevojave.
- Kujtesë për ngjarje.



Funksionet

- Regjistrimin e ngjarjeve për intervale kohore dhe në mënyrë të përsëritur.
- Pasqyrim kalendarik të ngjarjeve për ditë, ditë pune, javë ose muaj.
- Regjistrim të disa burimeve në një ngjarje.
- Menaxhim të kategorive të ngjarjeve.
- Word Editor për vendosjen e shënimeve të ndryshme për ngjarjen.



Funksionet

- ⦿ Menaxhim të mbledhjeve (Audio, tema diskutimi dhe vendimet, dokumentat e publikuara etj)
- ⦿ Ngjarjeve u bashkëngjiten dokumenta, emaile.
- ⦿ Përdoret metoda Drag/Drop për ngjarjet.
- ⦿ Histori për ngjarjet.
- ⦿ Lajmërim me email për ngjarje të ndryshme.
- ⦿ Raporte të ndryshme dhe të personalizuar.
- ⦿ Lehtësisht i integrueshëm me DMS (Sistem për menaxhimin e dokumentave), CRM, ERP.



Funksionet

- Përdoret në rrjet kompjuterash dhe online via Internet.
- Integrohet në MS Outlook (2007, 2010, 2013)
- Lidhet me Access Control dhe Time Attendance.
- Sinkronizim me Google Calendar
- Autentifikim hardware.
- Shumë praktik dhe shumë user-friendly



Të dhënat teknike

- ⦿ Arkitektura e përdorur Server/Klient. Është aplikacion desktop me bazë të dhënash SQL Server (2008, 2012, 2012 R2). Instalohet në kompjuter me Sistem Operativ Windows Xp, Vista, 7, 8.

- **Server**

- *HARDWARE (minimumi)*

- Intel Pentium 4 Processor (ose më i lartë) 4 GB RAM (ose më i lartë) 500 MB Disk

- *SISTEMI OPERATIV*

- Windows 2003 ose 2008 Server Family IIS të instaluar.

- *PROGRAME*

- MS SQL Server 2005, 2008 ose 2012.



Të dhënat teknike

➤ Klient

- *HARDWARE (minimumi)*

Intel Pentium 4 Processor (ose më i lartë) 2 GB RAM (ose më i lartë) 500 MB Disk

- *SISTEMI OPERATIV*

Windows Xp, Vista, 7, 8

- *PROGRAME*

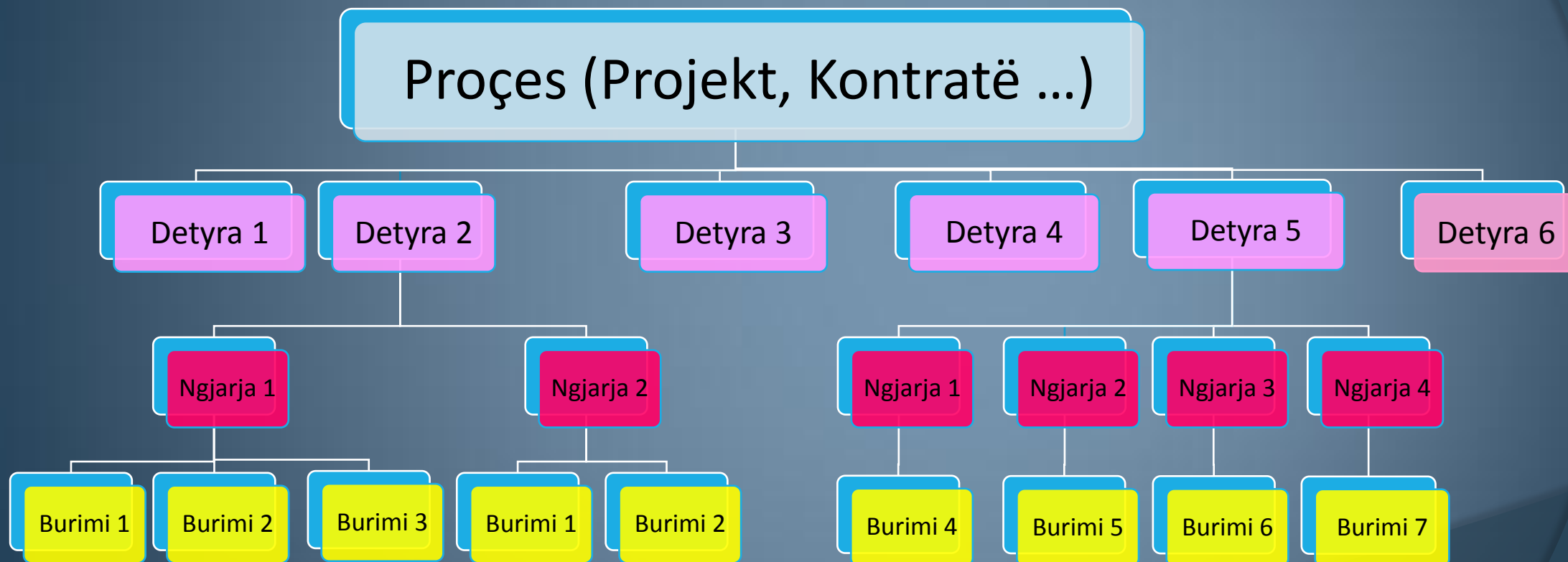
MS Office 2007, 2010, 2013.



Të dhënat teknike



Struktura e aktiviteti ditor



Pamje të sistemit (Pamja kryesore)

The screenshot displays the Microsoft Outlook Schedules interface. The window title is "Schedules - Microsoft Outlook". The ribbon includes "File", "Home", "Send / Receive", "Folder", "View", "Developer", and "ProDokument". The "ProDokument" ribbon has buttons for "LogOut", "New Event", "New Meeting", "Reminders", "Reminders Window", "View Events in To Do List", "Today", "Next 7 Days", "Day", "Work Day", "Week", "Month", "Schedule View", "Print", and "Print Preview".

The left sidebar shows the "ProDokument" folder structure:

- Administration
- Schedules
- Settings

The "Filters" pane shows a calendar for December 2013, with "Today" selected on Friday, December 06, 2013. Below the calendar, there are options for "Organizational Chart" (selected) and "Resources". The Organizational Chart shows a hierarchy:

- Administration
 - Public Assets
 - Andi Kola
 - Arjan Lako
 - Assistant CEO
 - Bad Loan Collection
 - Arjola Muho
 - Bernard Lame
 - Mimoza Ruka
 - Branch Network
 - Bussines Analyst
 - Cards and E-Business
 - Adela Zera
 - Kristi Cefa
- Resources

The main calendar view shows a grid for Friday, December 06, 2013, from 08:00 to 18:00. The columns represent resources: Arjan Lako, Mimoza Ruka, and Adela Zera. Tasks are shown as colored bars:

- Arjan Lako:** "Pergatitje dokumentacioni per faqen e internetit In Office" (09:00-13:00), "Lunch In Office" (13:00-14:00).
- Mimoza Ruka:** "Instalim New Hardware; In Office" (08:00-09:00), "Hyrje Dalje (Time Attendance) In Office" (09:00-12:00), "Instalim Wireless-i In Office" (11:00-12:00), "Lunch In Office" (13:00-14:00).
- Adela Zera:** "Prepare reports for accounting In Office" (11:00-12:00).

The bottom status bar shows "10%" zoom level.



Pamje të sistemit (Kërkimi)

The screenshot displays the Microsoft Outlook Schedules interface. A 'Field Chooser' dialog box is open, listing various fields for filtering tasks. The main window shows a search for 'Friday, December 06, 2013'. Below the search, a table lists tasks for three resources: Adela Zera, Alket Sheme, and Arben Rama. The table columns are Subject, Start, Location, End, Position, and Recurrence Pattern.

Resource	Subject	Start	Location	End	Position	Recurrence Pattern
Resource: Adela Zera	Daily Report	09/12/2013-16:30	In Office	09/12/2013-17:00	Cards and E-Busine...	
	Prepare the documentati...	09/12/2013-14:00	In Office	09/12/2013-16:30	Cards and E-Busine...	
	Lunch	09/12/2013-13:00		09/12/2013-14:00	Cards and E-Busine...	
	Conference call with sup...	09/12/2013-08:30	In Office	09/12/2013-11:00	Cards and E-Busine...	
Resource: Alket Sheme	Upgrade servers	09/12/2013-00:00	In Office	10/12/2013-00:00	IT	
	Daily report	09/12/2013-16:30		09/12/2013-17:00	IT	
	Lunch	09/12/2013-13:00		09/12/2013-14:00	IT	
Resource: Arben Rama	Daily report	09/12/2013-17:30		09/12/2013-18:00	MIS	
	Prepare the reporting for t...	09/12/2013-14:00	In Office	09/12/2013-17:30	MIS	
	Prepare the reporting for ...	09/12/2013-08:00	In Office	09/12/2013-12:30	MIS	



Pamje të sistemit (Ngjarja)

The screenshot displays the Microsoft Outlook calendar interface. The main window shows a calendar view for Friday, December 06, 2013. A blue event bar is visible from 09:00 to 11:30 AM, labeled 'Pergatitje do In Office'. A light blue bar for 'Lunch' is visible from 13:00 to 14:00. The left sidebar contains navigation options: Administration, Schedules, Settings, About, Change Password, Connection, and Help. The bottom sidebar shows Mail, Prodokument, and Calendar. A modal dialog box titled 'Pergatitje dokumentacioni per faqen e internetit - Event' is open in the foreground. The dialog has an 'Action' section with 'Cancel' and 'Ok' buttons. The event details are as follows:

- Subject: Pergatitje dokumentacioni per faqen e internetit
- Task: Maintenance
- Location: (empty)
- Start Time: 06/12/2013 9:00 AM
- End Time: 06/12/2013 1:30 PM
- Reminder: 15 minutes
- Status Event: Scheduled
- Main Resource: Arjan Lako
- Attendees: Tahoma
- Content:
 - Marrje dokumentacioni nga operacionet
 - **Kontroll sintakse**

The dialog also includes a rich text editor toolbar and a section for 'Other Resources' which currently shows 'There are no items to show.' A speaker icon is located in the bottom right corner of the slide.

Pamje të sistemit (Detyrat)

The screenshot displays a software interface for task management. The main window, titled "Pergatitje dokumentacioni per faqen e internetit - Event", contains a "Tasks" window. This window features a toolbar with icons for Cancel, New, Edit, Delete, and Ok. Below the toolbar is a table of tasks with columns for Task Name, Description, Start Date, End Date, Status, Default, Access View, and Process. A task named "Implementation ATM software" is selected, and a detailed view window for this task is open in the foreground.

Task Name	Description	Start Date	End Date	Status	Default	Access View	Process
Internal Services support Ta...		08/12/2013	08/12/2013	Not Start...	<input type="checkbox"/>	Internal Services Sup...	None
Power Supply Maintenance ...							None
Process: Project 00050							Project 00050
Release Software 5.0.2							Project 00050
Reporting							
Process: Project No 050 Upgrade ATM software							Project No 050 Upgr...
Testing Upgrade ATM softw...							Project No 050 Upgr...
Implementation ATM software							Project No 050 Upgr...
Checkin the accounting soft...							Project No 050 Upgr...
Prepare the reports for new ...							Project No 050 Upgr...
Status: Task Completed/Approved							
Process: None							None
Credit Committe 1							
Cards and E-Business							
Adela Zera			16 ⁰⁰				
Kristi Cefa			17 ⁰⁰				
Resources			18 ⁰⁰				

Implementation ATM software - Task

Action: Cancel Ok

Task Name: Implementation ATM software

Description:

Start Date: 08/12/2013

End Date: 08/12/2013

Status: Not Started

Default

Access View: IT

Process: Project No 050 Upgrade ATM software

Pamje të sistemit (Kujtesa)

The screenshot displays the Microsoft Outlook Schedules interface. The main window shows a calendar view for Friday, December 06, 2013. The calendar is organized into columns for different resources: Arjan Lako, Mimoza Ruka, and Adela Zera. A reminder dialog box is open in the foreground, titled "1 Reminder" and "Pergatitje dokumentacioni per faqen e internetit". The dialog box shows the start time as 06/12/2013 09:00:00 and the due time as 17 weeks overdue. The subject is "Pergatitje dokumentacioni per faqen e internetit". The dialog box has buttons for "Dismiss All", "Open Item", and "Dismiss". There is also a "Snooze" button with a dropdown menu set to "15 minutes".

Calendar View: Friday, December 06, 2013

Time	Arjan Lako	Mimoza Ruka	Adela Zera
08:00		Instalim New Hardware; In Office	
09:00	Pergatitje dokumentacioni per faqen e internetit Marje dokumentacioni nga operacionet Kontroll sintakse	Hyrje Dalje (Time Attendance) In Office	
11:00			Prepare reports for accounting In Office

Reminder Dialog Box:

1 Reminder

Pergatitje dokumentacioni per faqen e internetit

Start time: 06/12/2013 09:00:00

Subject	Due In
Pergatitje dokumentacioni per faqen e internetit	17 weeks overdue

Dismiss All Open Item Dismiss

Click Snooze to be reminded again in:

15 minutes Snooze



Pamje të sistemit (Periodiciteti)

The screenshot displays the Microsoft Outlook interface with the 'Event Recurrence' dialog box open. The dialog box is titled 'Event Recurrence' and contains the following fields and options:

- Action:** Cancel, Remove Recurrence, Ok
- Event Time:** Start: 12:30 PM, End: 2:00 PM, Duration: 90 Minutes (1.5 hours)
- Recurrence Pattern:**
 - Radio buttons: Daily, Weekly (selected), Monthly, Yearly
 - Recur Every: 1
 - Week(s) On: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday (checked)
- Range of Recurrence:**
 - Radio buttons: No End Date (selected), End After: 10 Occurrences, End By: 06/04/2014
 - Start: 06/04/2014

The background shows the Outlook calendar view with a list of tasks and resources. The task list includes 'Marrie dokumentacioni' and 'Kontroll sintakse'. The resource list includes 'Adela Zera' and 'Kristi Cefa'.



Pamje të sistemit (Zonat)

Schedules - Microsoft Outlook

File Home Send / Receive Folder View Developer ProDokument

LogOut New Event New Meeting Reminders Reminders Window View Events in To Do List Today Next 7 Days Day Work Day Week Month Schedule View Print Preview Print

Prodokument Administration Categories Organization Chart Resources Terminals Schedules Settings

Mail Prodokument Calendar

Filters December, 2013 Mo Tu We Th Fr Sa Su 48 25 26 27 28 29 30 1 49 2 3 4 5 6 7 8 50 9 10 11 12 13 14 15 51 16 17 18 19 20 21 22 52 23 24 25 26 27 28 29 1 30 31 1 2 3 4 5 Today

Durres Elbasan Fier Gjirokaster Head Office In Office Korce Pogradec Sarande Shkoder Tirana 1 Tirana 2 Tirana 3 Tirana 4 Vlore

Resources Locations

Friday, December 06, 2013

6 Friday Durres Tirana 1 Tirana 2 Tirana 3 Tirana 4

08⁰⁰ 09⁰⁰ 10⁰⁰ 11⁰⁰ 12⁰⁰ 13⁰⁰ 14⁰⁰ 15⁰⁰ 16⁰⁰ 17⁰⁰

Trajnim ne Durres AA 001 BC

10%



Pamje të sistemit (Burimet)

The screenshot displays the Microsoft Outlook interface with a 'Resource' dialog box open. The background shows a table of system resources with columns for Username, Organization Chart, Description, Email, Active, and Access level. The dialog box contains fields for Description 1 (Arben), Description 2 (Rama), Organization Chart (MIS), E-mail (xxx), Access level (User), Username (arr), Password, and Confirm password, with an 'Active' checkbox checked.

UserName	Organization Chart	Description	Email	Active	Access level
	Cars	AA 001 BC	-	<input checked="" type="checkbox"/>	Asset
	Cars	AA 003 FZ	-	<input checked="" type="checkbox"/>	Asset
	Cards and E-Business	Adela Zera	xxxx	<input checked="" type="checkbox"/>	User
admin	Root		dritanlena@gmail.com	<input checked="" type="checkbox"/>	Administrator
	Human Resources		xxx	<input checked="" type="checkbox"/>	User
	Assistant CEO		xxx	<input checked="" type="checkbox"/>	User
	Branch Network		xxx	<input checked="" type="checkbox"/>	User
	Risk		xxxx	<input checked="" type="checkbox"/>	User
	IT		xxxx	<input checked="" type="checkbox"/>	User
	Risk		xxxx	<input checked="" type="checkbox"/>	User
	Administration		xxx	<input checked="" type="checkbox"/>	User
arr	MIS		xxx	<input checked="" type="checkbox"/>	User
	Legal		xxxx	<input checked="" type="checkbox"/>	User
	Human Resources		xxxx	<input checked="" type="checkbox"/>	User
	Risk		xxxx	<input checked="" type="checkbox"/>	User
	Administration		xxx	<input checked="" type="checkbox"/>	User
	Bad Loan Collectio		xxx	<input checked="" type="checkbox"/>	User
	Applications Unit		xxxx	<input checked="" type="checkbox"/>	User
	Human Resources		xxxx	<input checked="" type="checkbox"/>	User
	Bad Loan Collectio		xxx	<input checked="" type="checkbox"/>	User
	Training		xxx	<input checked="" type="checkbox"/>	User
	Risk		xxxx	<input checked="" type="checkbox"/>	User
	Rooms		-	<input checked="" type="checkbox"/>	Asset
	Marketing/PR		xxxx	<input checked="" type="checkbox"/>	User
	Customer Service		xxxx	<input checked="" type="checkbox"/>	User
	Internal Services S		xxxx	<input checked="" type="checkbox"/>	User
	Marketing/PR		xxxx	<input checked="" type="checkbox"/>	User

Resource dialog box fields:

- Action: Ok, Cancel
- Description 1: Arben
- Description 2: Rama
- Organization Chart: MIS
- E-mail: xxx
- Access level: User
- Username: arr
- Password: *
- Confirm password: *
- Active



Pamje të sistemit (Skema organizative)

The screenshot displays the Microsoft Outlook interface with an Organizational Chart. The chart is structured as follows:

- Root
 - Bank
 - CEO
 - Administration
 - Public Assets
 - Applications Unit
 - Database Administrator
 - Database Unit
 - Network Unit
 - Legal
 - Marketing/PR
 - MIS
 - Procurement

An "Organization Chart" dialog box is open, showing the following fields:

- Action: Cancel (with a red X icon) and Ok (with a green checkmark icon).
- Parent: Bank
- Description: CEO

The Outlook interface includes a ribbon with "File", "Home", "Send / Receive", "Folder", "View", "Developer", and "ProDokument" tabs. The left sidebar shows a navigation pane with "Prodokument" expanded, containing "Administration", "Categories", "Organization Chart", "Resources", "Terminals", "Schedules", and "Settings". The bottom status bar shows "10%" zoom level.



Rast Studimor (Skema organizative në bankë)

Microsoft Outlook window titled "List - Microsoft Outlook" showing an Organizational Chart for a bank. The chart is displayed in a window titled "Organizational Chart".

- Bank
 - CEO
 - Administration
 - Public Assets
 - Assistant CEO
 - Bad Loan Collection
 - Branch Network
 - Bussines Analyst
 - Cards and E-Business
 - Customer Service
 - Finance & Accounting
 - Human Resources
 - Internal Services Support
 - IT
 - Applications Unit
 - Database Administrator
 - Database Unit
 - Network Unit
 - Legal
 - Marketing/PR
 - MIS
 - Procurement
 - Risk
 - Sales
 - Training
 - Treasury

Rast Studimor (Burimet)

The screenshot shows the Microsoft Outlook interface with a list of resources. The window title is "List - Microsoft Outlook". The ribbon includes "File", "Home", "Send / Receive", "Folder", "View", "Developer", "McAfee E-mail Scan", and "ProDokument". The left sidebar shows a navigation pane with "Prodokument" expanded, containing "Administration", "Categories", "Organization Char", "Resources", "Terminals", "Schedules", and "Settings". Below the sidebar are "Mail", "Prodokument", and "Calendar" buttons. The main pane displays a table with columns: "Position", "Description", "Email", "Active", and "Access level". The table is grouped by position categories. A "Tasks" pane is visible on the right. The status bar at the bottom shows "Send/Receive error" and "10%".

Position	Description	Email	Active	Access level
Position: Customer Service				
	Kliton Pasku	xxx	<input checked="" type="checkbox"/>	User
	Klodi Shahu	xxx	<input checked="" type="checkbox"/>	User
	Brunilda Malo	xxxx	<input checked="" type="checkbox"/>	User
Position: Database Administrator				
	Elona Basha	xxxx	<input checked="" type="checkbox"/>	User
Position: Database Unit				
	Laura Nasho	xxxxx	<input checked="" type="checkbox"/>	User
Position: Finance & Accounting				
	Elda Kokoshi	xxx	<input checked="" type="checkbox"/>	User
	Zamira Satka	xxx	<input checked="" type="checkbox"/>	User
	Dritan Fusha	xxx	<input checked="" type="checkbox"/>	User
	Edion Baka	xxx	<input checked="" type="checkbox"/>	User
Position: Human Resources				
	Ardit Cela	xxxx	<input checked="" type="checkbox"/>	User
	Beni Shehu	xxxx	<input checked="" type="checkbox"/>	User
	Akil Basha	xxx	<input checked="" type="checkbox"/>	User
Position: Internal Services Support				
	Daniel Duro	xxxx	<input checked="" type="checkbox"/>	User
	Sokol Bano	xxxx	<input checked="" type="checkbox"/>	User
	Odeta Ruka	xxxx	<input checked="" type="checkbox"/>	User

Rast Studimor (Prokurimet aktiviteti ditor)

The screenshot displays the Microsoft Outlook Schedules interface. The main window shows a resource grid for Monday, December 09, 2013, with columns for four resources: Ervin Hysa, Ilir Xhafa, Ilirian Cuci, and Orlind Pano. The time slots range from 08:00 to 18:00. Activities are color-coded: blue for work tasks, green for lunch, and orange for meetings. A tooltip is visible over the 14:00-17:00 slot for Ilir Xhafa, indicating a task to prepare documentation for Tender No 0001092.

Time	Ervin Hysa	Ilir Xhafa	Ilirian Cuci	Orlind Pano
08:00 - 09:00	Procurement manual preparation In Office	Prepare request for quotations Tender No 00010903 In Office		Prepare documentation for the new Decision with CEO In Office
09:00 - 10:00				
10:00 - 11:00		Meeting for the new software of Procurement In Office		
11:00 - 12:00				
12:00 - 13:00	Lunch	Lunch	Lunch	Lunch
13:00 - 14:00		14:00-17:00 Prepare Documentation for Tender No 0001092 (In Office)		
14:00 - 15:00	Prepare Documentation for Tender No 0001092 In Office			
15:00 - 16:00				
16:00 - 17:00	Daily report	Daily Report	Daily report	Daily report
17:00 - 18:00				

Rast Studimor (Suporti i brendshëm aktiviteti ditor)

The screenshot displays the Microsoft Outlook Schedules interface. The window title is "Schedules - Microsoft Outlook". The ribbon includes "File", "Home", "Send / Receive", "Folder", "View", "Developer", and "ProDokument". The "ProDokument" ribbon has buttons for "LogOut", "New Event", "New Meeting", "Reminders", "Reminders Window", "View Events in To Do List", "Today", "Next 7 Days", "Day", "Work Day", "Week", "Month", "Schedule View", "Print Preview", and "Print".

The left sidebar shows a navigation pane with "Prodokument" expanded, containing "Administration", "Schedules", and "Settings". Below it are "Mail", "Prodokument", and "Calendar".

The main area shows a calendar view for Monday, December 09, 2013. The "Filters" pane shows a calendar for December 2013 with the 9th selected. Below it, "Organizational Chart" is selected, showing a tree structure: "Human Resources" > "Internal Services Support" > "Daniel Duro", "Odeta Ruka", and "Sokol Bano".

The resource grid shows three resources: Daniel Duro, Odeta Ruka, and Sokol Bano. The time slots range from 08:00 to 18:00. The following table summarizes the activities shown in the grid:

Resource	Activity	Time
Daniel Duro	Check the condition of power supply (Tirana 1, Tirana 2)	08:00 - 16:00
Daniel Duro	Daily report	16:00 - 17:00
Odeta Ruka	Call Center and help desk In Office	08:00 - 12:00
Odeta Ruka	Lunch In Office	12:00 - 14:00
Odeta Ruka	Call Center and Help Desk In Office	14:00 - 16:00
Odeta Ruka	Daily report	16:00 - 17:00
Sokol Bano	Vacation (Out of office) In Office	08:00 - 18:00

Rast Studimor (Kartat dhe e-biznes aktiviteti ditor)

The screenshot displays the Microsoft Outlook Schedules view for Monday, December 09, 2013. The interface includes a ribbon with tabs for File, Home, Send / Receive, Folder, View, Developer, and ProDokument. The ribbon contains various icons for actions like LogOut, New Event, New Meeting, Reminders, and printing. The main area shows a calendar grid with three columns representing the schedules of Adela Zera, Kristi Cefa, and Melsi Goga. The time slots range from 08:00 to 18:00. The grid contains several events, including conference calls, software testing, lunch breaks, and meetings. A left-hand pane shows filters for the month of December 2013 and an organizational chart with checked names: Adela Zera, Kristi Cefa, and Melsi Goga. A bottom taskbar shows icons for Mail, Prodokument, and Calendar.

Time	Adela Zera	Kristi Cefa	Melsi Goga
08:00 - 09:00	Conference call with support of Visa In Office	Test the new version of ATM's software	Conference call with support of Visa In Office
09:00 - 10:00			
10:00 - 11:00			Testing with IT the new menu of ebanking
11:00 - 12:00			
12:00 - 13:00	Lunch	Lunch	Lunch
13:00 - 14:00			
14:00 - 15:00	Prepare the documentation for the new product of MasterCard In Office	Meeting with IT for problems in banking system In Office	Prepare the documentation for the new ATMs In Office
15:00 - 16:00			
16:00 - 17:00	Daily Report; In Office	Daily Report; In Office	Daily Report; In Office
17:00 - 18:00			

Rast Studimor (Financa & Kontabiliteti aktiviteti ditor)

Schedules - Microsoft Outlook

File Home Send / Receive Folder View Developer ProDokument

LogOut New Event New Meeting Reminders Reminders Window View Events in To Do List Today Next 7 Days Day Work Day Week Month Schedule View Print Preview Print

ProDokument Administration Schedules Settings

Filters December, 2013 Mo Tu We Th Fr Sa Su 48 25 26 27 28 29 30 1 49 2 3 4 5 6 7 8 50 9 10 11 12 13 14 15 51 16 17 18 19 20 21 22 52 23 24 25 26 27 28 29 1 30 31 1 2 3 4 5 Today

Organizational Chart Resources

- Branch Network
- Bussines Analyst
- Cards and E-Business
- Customer Service
- Financa & Accounting
 - Dritan Fusha
 - Edion Baka
 - Elda Kokoshi
 - Zamira Satka
- Human Resources
- Internal Services Support
- IT

Resources Locations

Monday, December 09, 2013

Time	Dritan Fusha	Edion Baka	Elda Kokoshi	Zamira Satka
08:00				
09:00	Testing in the accounting software the new atm software In Office	Meeting with Audit In Office	Prepare reports of BOA In Office	Prepare the documentation for the budget 2014 In Office
10:00				
11:00				
12:00				
13:00	New Event In Office	New Event In Office	New Event In Office	New Event In Office
14:00	Testing in the accounting software the new atm software In Office	Meeting with Audit	Testing in the accounting software the new atm software In Office	Prepare the documentation for the budget 2014 In Office
15:00				
16:00		Daily report	Daily report	Daily report
17:00				
18:00	Daily report			

10%

Rast Studimor (MIS aktiviteti ditor)

Schedules - Microsoft Outlook

File Home Send / Receive Folder View Developer ProDokument

LogOut New Event New Meeting Reminders Reminders Window View Events in To Do List Today Next 7 Days Day Work Day Week Month Schedule View Print Preview Print

Prodokument Administration Schedules Settings

Filters

Monday, December 09, 2013

December, 2013

Mo Tu We Th Fr Sa Su

48 25 26 27 28 29 30 1

49 2 3 4 5 6 7 8

50 9 10 11 12 13 14 15

51 16 17 18 19 20 21 22

52 23 24 25 26 27 28 29

1 30 31 1 2 3 4 5

Today

Organizational Chart Resources

- Human Resources
- Internal Services Support
- IT
- Legal
- Marketing/PR
- MIS
 - Arben Rama
 - Marko Zaka
 - Mimoza Braha
- Procurement
- Risk
- Sales

Resources

Locations

Mail Prodokument Calendar

Time	Arben Rama	Marko Zaka	Mimoza Braha
08:00	Prepare the reporting for new ATM Software upgrade In Office	Daily report	Daily report
09:00		Meeting with sales for new reports In Office	Prepare Shareholders monthly reports In Office
10:00			
11:00			
12:00			
13:00	New Event In Office	New Event In Office	New Event In Office
14:00	Prepare the reporting for the new ATM Software upgrade In Office	Prepare the reporting for the new ATM Software upgrade In Office	Prepare Shareholders monthly reports In Office
15:00			
16:00			
17:00	Daily report		
18:00			

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Rast Studimor (IT aktiviteti ditor)

The screenshot displays the Microsoft Outlook Schedules view for Monday, December 09, 2013. The interface includes a ribbon with tabs for File, Home, Send / Receive, Folder, View, Developer, and ProDokument. The ProDokument tab is active, showing options for Reminders, View Events in To Do List, Today, Next 7 Days, and various calendar views (Day, Work Day, Week, Month, Schedule View). The left sidebar shows the ProDokument hierarchy: Administration, Schedules, and Settings. The main calendar area is a resource calendar with columns for Armand Kola, Laura Nasho, Edi Kasa, and Alket Sheme. The time slots range from 08:00 to 18:00. Activities are color-coded: red for implementation/testing, yellow for memo preparation, green for lunch, and grey for reports. A 'Vacation' block is shown for Edi Kasa from 08:00 to 13:00. A 'Daily report' task is shown for Alket Sheme at 16:00. The bottom status bar shows a zoom level of 10%.

Time	Armand Kola	Laura Nasho	Edi Kasa	Alket Sheme
08:00	Implementation of ATM software In Office	Prepare the new Memo for new IT Structure In Office	Vacation	Upgrade servers; In Office !
09:00				
10:00				
11:00				
12:00				
13:00	Lunch	Lunch		Lunch
14:00	Testing the ATM software upgrade In Office	Installation of Laptop of CEO In Office		
15:00				
16:00		Daily report		Daily report
17:00	Daily report			
18:00				

Rast Studimor (Raport për një proces me kohëzgjatje)

The screenshot shows the Microsoft Outlook 'Schedules' view for a project named 'Project No 050 Upgrade ATM'. The interface includes a ribbon with 'File', 'Home', 'Send / Receive', 'Folder', 'View', 'Developer', and 'ProDokument' tabs. A left-hand navigation pane shows 'Prodokument' with sub-items 'Administration', 'Schedules', and 'Settings'. The main area displays a calendar view for Monday, December 09, 2013, with a yellow background. A 'Filters' panel on the right allows filtering by 'Scheduled' (From: 01/11/2013, To: 20/12/2013), 'Start' (08/12/2013), 'End' (09/12/2013), 'Who', 'Position', 'Process' (Project No 050 Upgrade ATM), 'Task' (All), 'Resource', 'Categorize' (All), and 'Status'. Below the calendar is a table of tasks.

Task	Subject	Duration (Hour)	OverTime (Ho...	Start	Resource	End	Position
Task: Checkin the accounting software for upgrade of ATM software							
	Testing in the accounting software the new atm software	2,50	0,00	09/12/2013-14:00	Elda Kokoshi	09/12/2013-16:30	Finance & Accounting
	Testing in the accounting software the new atm software	4,00	1,00	09/12/2013-14:00	Dritan Fusha	09/12/2013-18:00	Finance & Accounting
	Testing in the accounting software the new atm software	4,50	0,00	09/12/2013-08:30	Dritan Fusha	09/12/2013-13:00	Finance & Accounting
Task: Prepare the reports for new ATM Software upgrade							
	Prepare the reporting for the new ATM Software upgra...	3,00	0,00	09/12/2013-14:00	Marko Zaka	09/12/2013-17:00	MIS
	Prepare the reporting for the new ATM Software upgra...	3,50	0,50	09/12/2013-14:00	Arben Rama	09/12/2013-17:30	MIS
	Prepare the reporting for new ATM Software upgrade	4,50	0,00	09/12/2013-08:00	Arben Rama	09/12/2013-12:30	MIS
Task: Testing Upgrade ATM software							
	Implementation of ATM software	5,00	0,00	09/12/2013-08:00	Armand Kola	09/12/2013-13:00	Applications Unit
	Test the new version of ATM's software	4,50	0,00	09/12/2013-08:30	Kristi Cefa	09/12/2013-13:00	Cards and E-Business