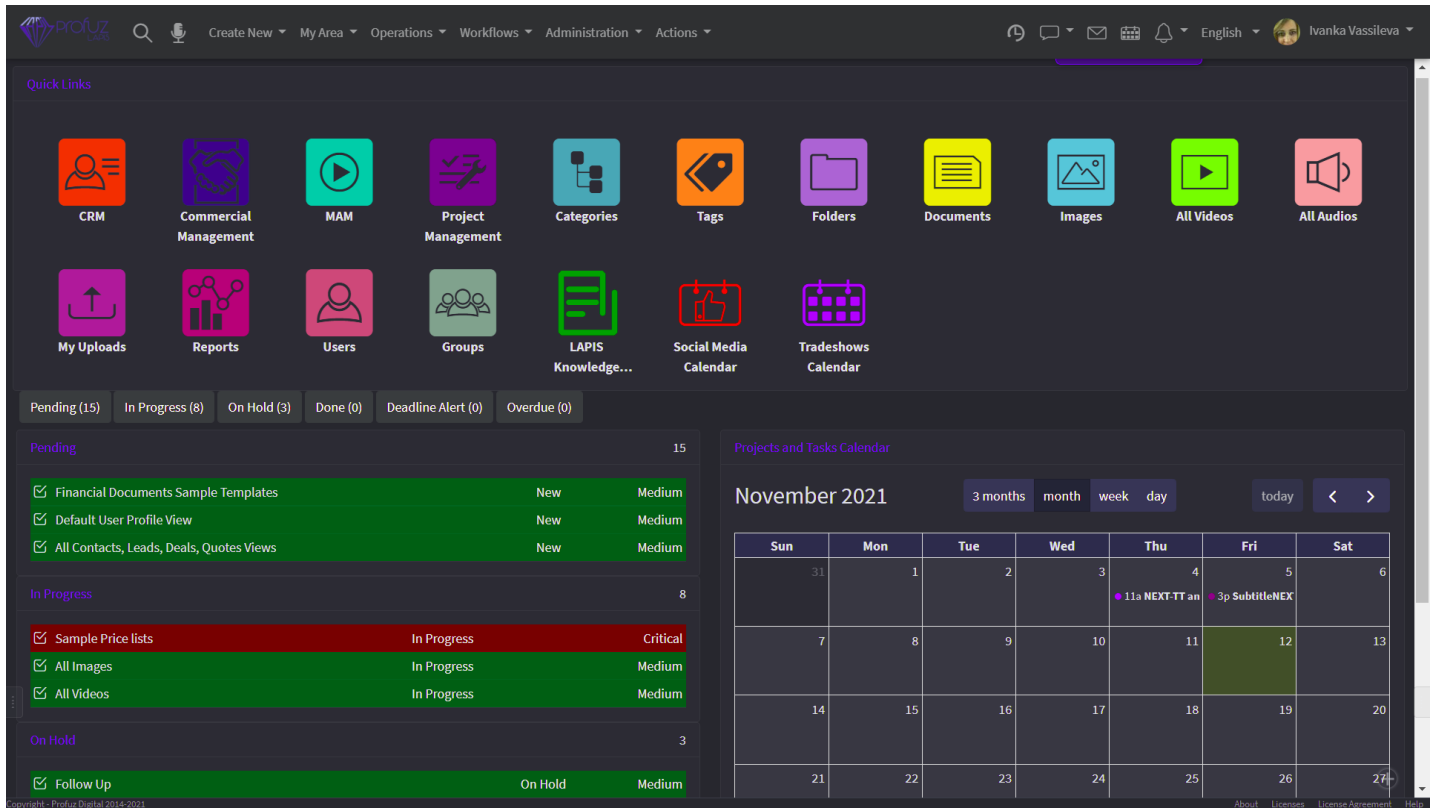


Project Management (PM)

Profuz LAPIS Overview



The screenshot displays the Profuz LAPIS web interface. At the top, there is a navigation bar with the Profuz logo, a search icon, and a menu with options: Create New, My Area, Operations, Workflows, Administration, and Actions. On the right side of the navigation bar, there are icons for a refresh, chat, email, calendar, and a user profile dropdown for Ivanka Vassileva.

Below the navigation bar is a 'Quick Links' section with a grid of 18 colorful icons representing different modules: CRM, Commercial Management, MAM, Project Management, Categories, Tags, Folders, Documents, Images, All Videos, All Audios, My Uploads, Reports, Users, Groups, LAPIS Knowledge..., Social Media Calendar, and Tradeshow Calendar.

Below the quick links is a status filter bar with buttons: Pending (15), In Progress (8), On Hold (3), Done (0), Deadline Alert (0), and Overdue (0). The 'Pending' section is expanded, showing a list of tasks with checkboxes, names, and status indicators (New, Medium). The 'In Progress' section is also expanded, showing a list of tasks with checkboxes, names, and status indicators (In Progress, Critical, Medium). The 'On Hold' section is expanded, showing a list of tasks with checkboxes, names, and status indicators (On Hold, Medium).

On the right side of the dashboard is a 'Projects and Tasks Calendar' for November 2021. It includes a view selector (3 months, month, week, day) and a 'today' button. The calendar grid shows dates from 1 to 31, with specific events marked on November 4th and 12th.

At the bottom left, there is a copyright notice: Copyright - Profuz Digital 2014-2021. At the bottom right, there are links for About, Licenses, License Agreement, and Help.

Profuz LAPIS is an enterprise-class web-based Business Processes and Information Management system. Its purpose is to bring under one roof all processes and data with which your organization operates. Profuz LAPIS adapts to your business specifics instead of the other way around.

Profuz LAPIS PM

Highly customizable collaborative web-based task and project management which allows you to manage online simple to-do lists as well as complex multi-layered projects with dependencies and workflows including many tasks and phases of development.

Features & Capabilities

User Interface (UI) and Branding

Profuz LAPIS is compatible with all modern web browsers and mobile devices. Multiple Themes, User Layouts, Views, Widgets and Templates available. UI can be customized to organization branding, user group or individual user style preferences.

Real-time and Simultaneous Updates

All changes and activities in the system happen in real-time. This allows live updates on all activities and todos to all parties involved in a project or task as well as live collaboration between different stakeholders to speed up communication, decision making, risk and change management.

Audit Logs

- Activity log to track anything anyone has done within the system
- Change Log to see changes within tasks and contents

Intelligent Search

- Search across all connected systems (internal and external)
- Live search that automatically refreshes with new results
- Faceted search by criteria/metadata instead of specific type of object
- Save basic or advanced searches, and quickly access search sessions through the navigation bars

Bookmark Anything

- Bookmark and assign every element of the system to every other element accessible through LAPIS interface and user roles

My Area

- Every LAPIS user can quickly access their own activity - Collaborations, Contacts, Documents, Images, Ingests, Projects, Tasks, Uploads, Videos, and more - through My Area from the top navigation menu
- Improves individual efficiency
- Individual workspace can be customized

Dashboards

- Personalized home screen Dashboard by default

The screenshot displays the 'Manager Dashboard (Dashboard)' interface. At the top, there's a navigation bar with the Profuz logo, search, and various menu items like 'Create New', 'My Area', 'Operations', 'Workflows', 'Administration', and 'Actions'. The user is logged in as 'Administrator'. Below the navigation bar, the dashboard title 'Manager Dashboard (Dashboard)' is shown, along with a 'Last Modified by Administrator on 5/13/2021, 2:21:08 AM' timestamp. The main content area is divided into several sections:

- Active:** A notification bar stating '"(unnamed) (Translation)" started 10/20/2021, 4:14:28 PM' with an 'End Tracking' button.
- Quick Links:** A row of seven icons representing different modules: CRM, Commercial Management, MAM, Project Management, My Tasks, Users, Groups, and Time Tracking.
- Pending:** A section with a count of 40 items. It lists three items: 'asd (German (Germany))', 'asd (French (France))', and 'microsoftTranscodeAndTranslate_niyue_-_bali_de_dongtian-zh-CN.vtt (English (United States))'. Each item has a status (New) and a priority (Medium).
- In Progress:** A section with a count of 16 items. It lists three items: 'Trial (English (United States))', 'My First Project (German)', and 'Climate changes'. Each item has a status (Accepted, In Progress) and a priority (Medium, High).
- Projects and Tasks Calendar:** A calendar view for November 2021. It shows a grid of days with various tasks and events. Notable events include 'HEMICYCLE' on the 1st, 2nd, and 3rd, and 'TEST' on the 10th.

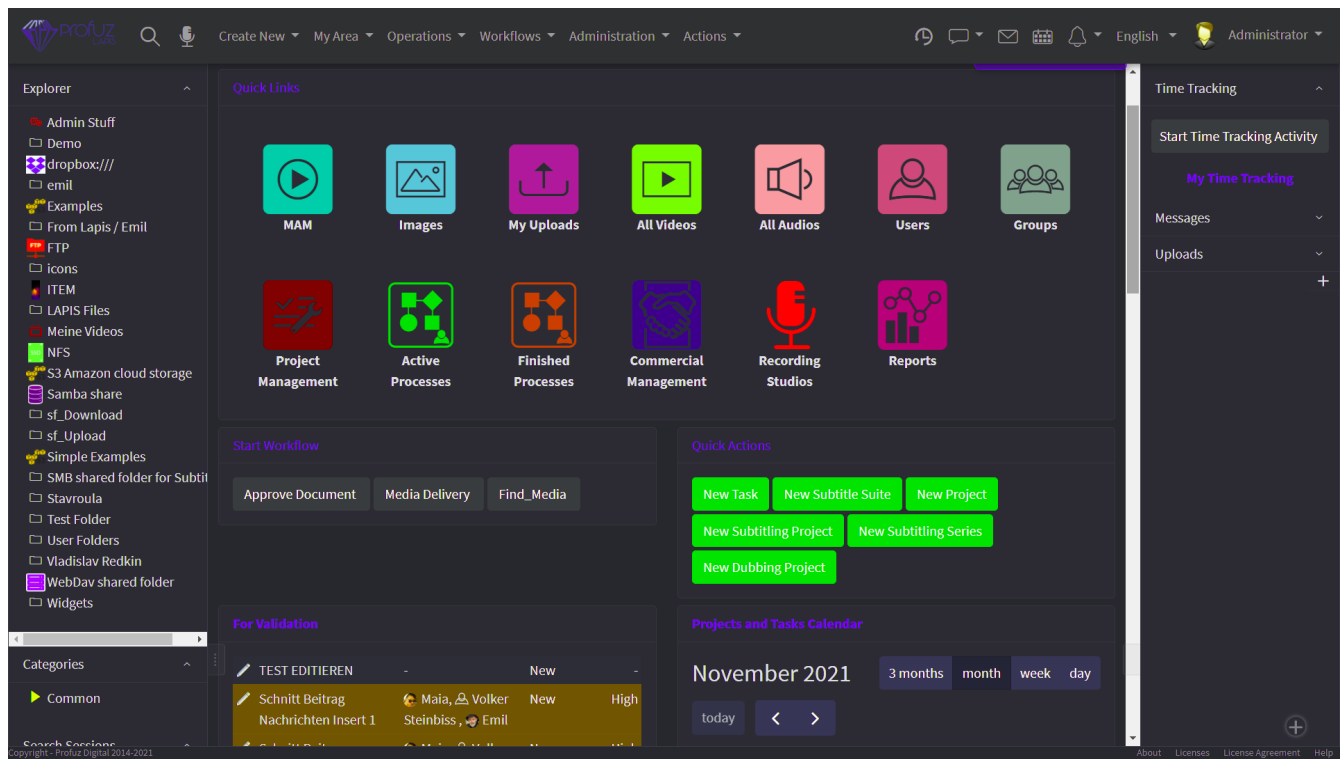
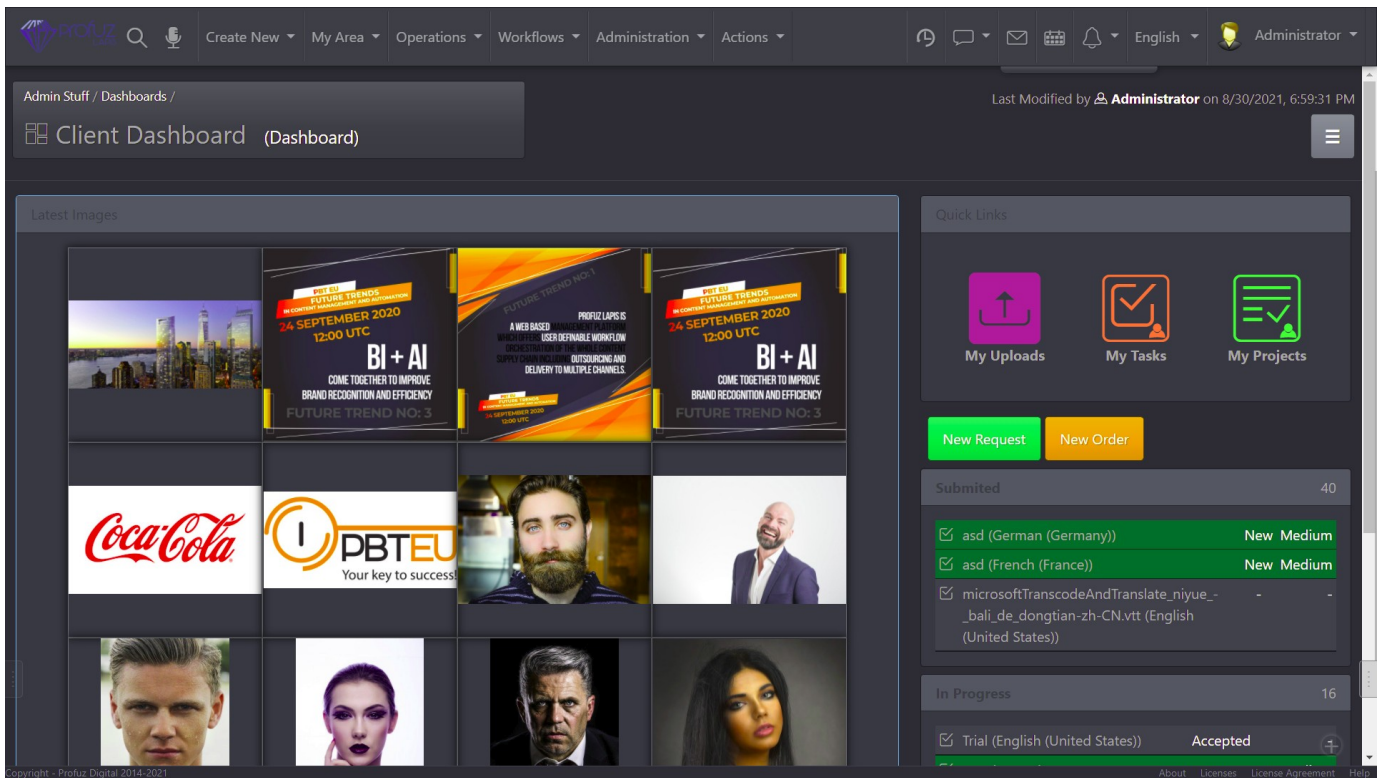
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- Create custom dashboards easily using Query Container or View

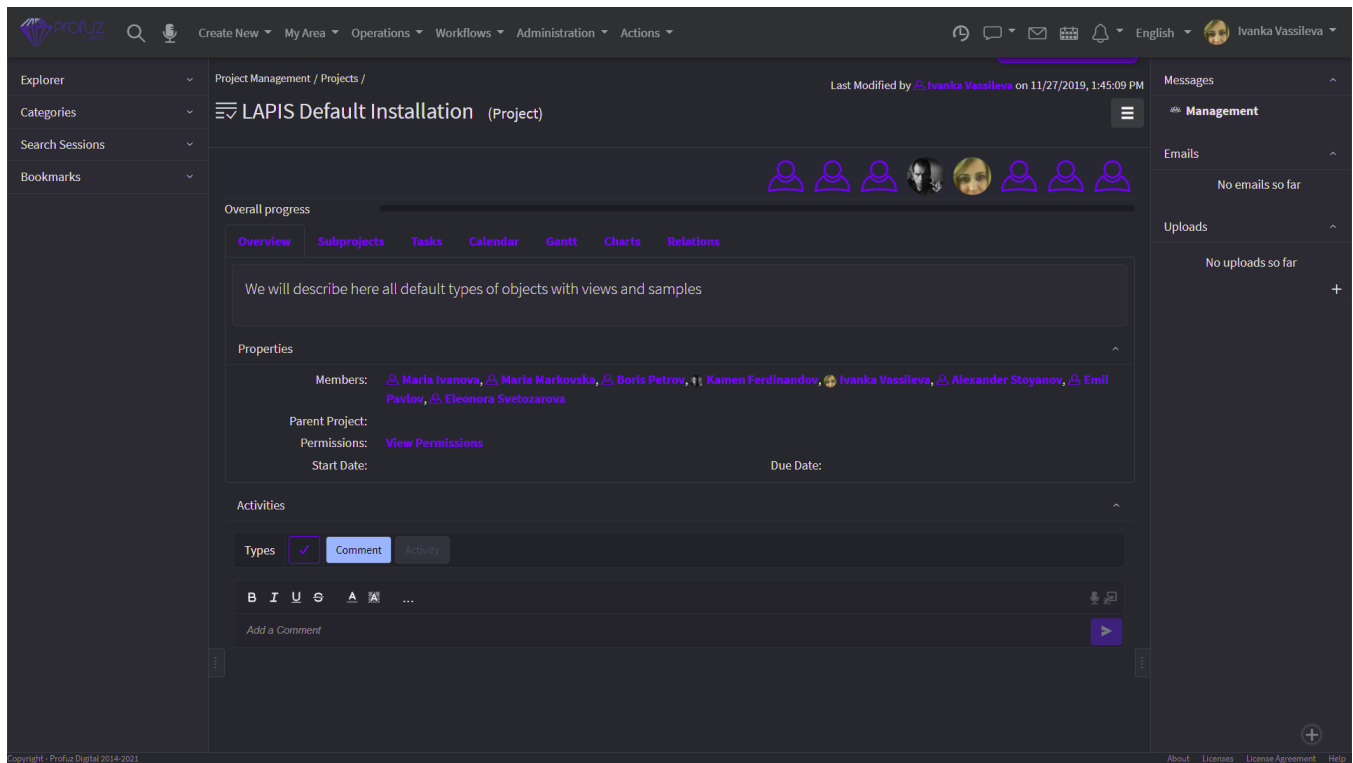
The screenshot displays the 'AppTek Dashboard (Dashboard)' interface. At the top, there's a navigation bar with the Profuz logo, search, and various menu items like 'Create New', 'My Area', 'Operations', 'Workflows', 'Administration', and 'Actions'. The user is logged in as 'Administrator'. Below the navigation bar, the dashboard title 'AppTek Dashboard (Dashboard)' is shown, along with a 'Last Modified by Administrator on 8/30/2021, 6:55:28 PM' timestamp. The main content area is divided into several sections:

- Pending Tasks:** A section with a count of 0 items. It lists eight tasks, each with a status (Not Approved, Approved) and a priority (New, Medium). The tasks are: 'Not Approved', 'Not Approved', 'Approved', 'Approved', 'Emil 3 SE (Spanish)', 'Approved', 'EN_Day Of The Falcon Official US Release', and 'Approved'.
- Deadline Alert:** A section with a count of 0 items. It states 'No tasks are assigned to you at this moment'.
- Overdue:** A section with a count of 7 items. It lists three items: 'Movie Athens (Greek)', 'Wonderful Movie', and 'Name'. Each item has a status (New) and a priority (Medium).

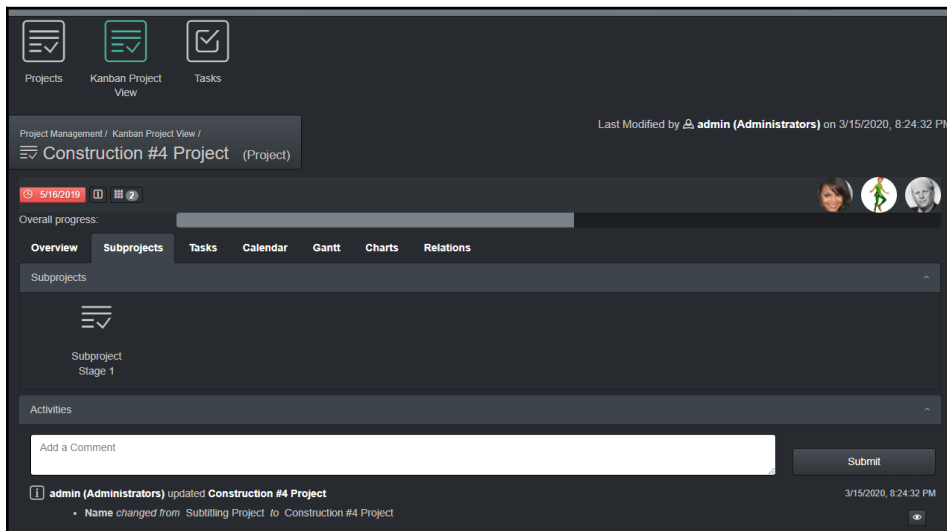
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Project Planning



Projects & Subprojects



- Multi-layer structuring of Projects and Subprojects
- Create, monitor, update, link, and delete Projects and Subprojects
- Overall progress bar
- Project Overview
- Built-in views: Calendar, List, Grid, Gantt, Chart, Kanban
- Custom views and filters (e.g. past due, late tasks)

The screenshot displays the 'Projects' section of the Profuz Labs Project Management application. The interface includes a top navigation bar with various menu items like 'Create New', 'My Area', 'Operations', 'Workflows', 'Administration', and 'Actions'. A sidebar on the right contains 'Time Tracking' and 'My Time Tracking' sections. The main area shows a table of projects with columns for Title, First Details, Second Details, Start Date, Due Date, and Types. The table lists several projects, including 'TEST', 'asd', 'Test 12', '1', 'REUNION BILINGUE SALLE 1', 'Wonderful Movie 2', 'Transcription Subtitling Project Template', 'Translation Subtitling Project Template', 'Aptrad Demo 1', 'My New Project', 'Wonderful Movie', 'NEXT-TT Demo Project LM', and 'HEMICYCLE'.

Title	First Details	Second Details	Start Date	Due Date	Types
TEST	11/12/2021		11/11/2021	11/12/2021	Project
asd			11/9/2021		Subtitling Project
Test 12			10/26/2021		Subtitling Project
1					Subtitling Project
REUNION BILINGUE SALLE 1	10/23/2021		10/18/2021	10/23/2021	Project
Wonderful Movie 2	10/7/2021		9/27/2021	10/7/2021	Dubbing Project
Transcription Subtitling Project Template					Subtitling Project
Translation Subtitling Project Template					Subtitling Project
Aptrad Demo 1					Project
My New Project	10/13/2021		10/1/2021	10/13/2021	Subtitling Project
Wonderful Movie	10/7/2021		9/27/2021	10/7/2021	Dubbing Project
NEXT-TT Demo Project LM - 2021-05-18 11-39-05.mp4	9/28/2021		9/24/2021	9/28/2021	Subtitling Project
NEXT-TT Demo Project LM	9/28/2021		9/24/2021	9/28/2021	Subtitling Series
HEMICYCLE	11/26/2021		9/23/2021	11/26/2021	Project

- Predefined parameters include Name, Description, Members, Status, Priority, Assignee, Start Date, End Date, and Progress
- Custom parameters can be configured per client needs and workflows
- Resource allocation overview
- Quickly and easily change statuses and task owners

Tasks & Subtasks

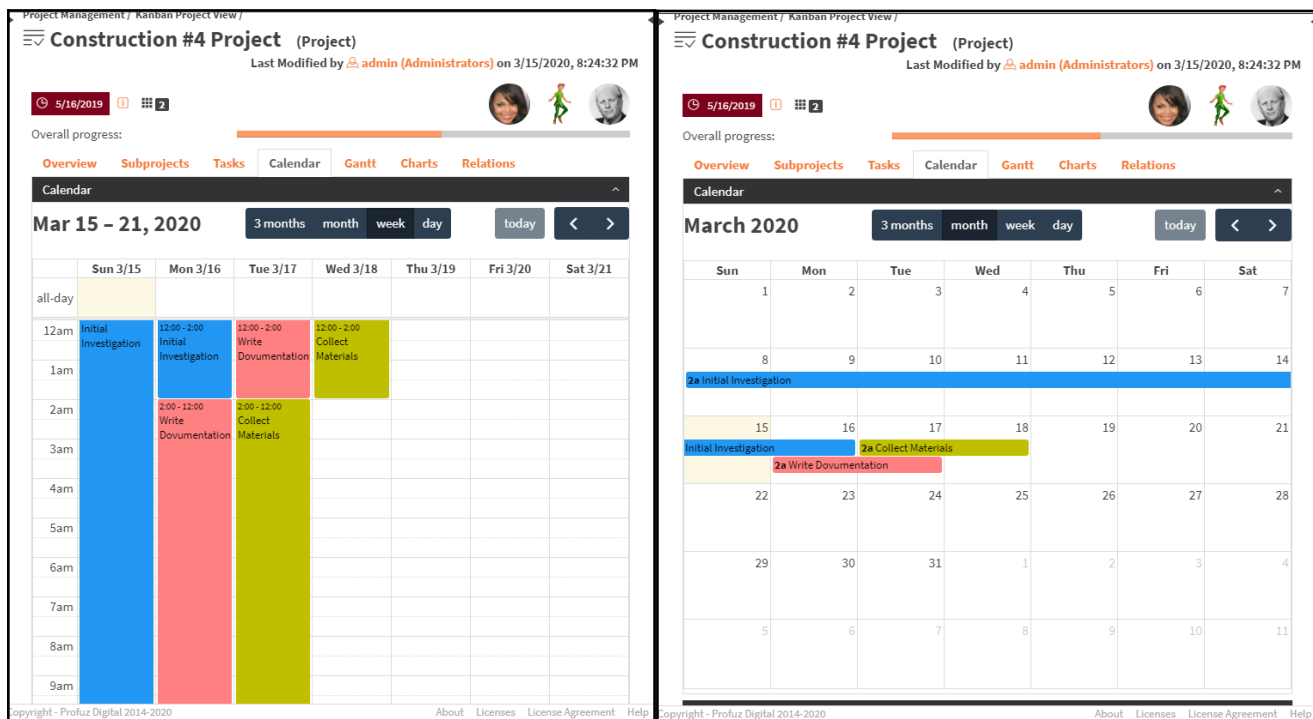
The screenshot displays the 'Wonderful Movie 2' project details page. The interface includes a top navigation bar and a sidebar on the right. The main area shows the project title 'Wonderful Movie 2 (Dubbing Project)' and a 'Transcribe and Translate' button. Below this, there is a progress bar and a 'New Dubbing Translation Task' button. The 'Tasks' tab is selected, showing a table of tasks with columns for Title, Types, Assignee, Status, Progress, and Due Date. The table lists two tasks: 'Wonderful Movie 2' (Translate for Dubbing) and 'Wonderful Movie 2' (Voice Casting). The 'Activities' section is also visible, showing a 'Comment' button and a text input field.

Title	Types	Assignee	Status	Progress	Due Date
Wonderful Movie 2	Translate for Dubbing	Administrator	New		10/7/2021
Wonderful Movie 2	Voice Casting	Administrator	Done		10/7/2021

- Create, monitor, update, link, delete, and assign Tasks and Subtasks at every Project stage based on rules and user rights
- Multi-layer structuring of Tasks and Subtasks including multiple and cross-project dependencies
- A Task may belong to one or more Projects, and may have one or more Assignees (individual users and/or groups) with custom user roles and rights for the whole Task or parts of the Task
- Task relations to other modules of the system allowing the creation of workflows with Tasks, Orders, Deals, Files, Requests, and others
- Predefined Task parameters include Name, Description, Status, Priority, Assignee, Start Date, End Date, Progress, Estimated Time
- Custom Task parameters can be defined per client needs and preferences

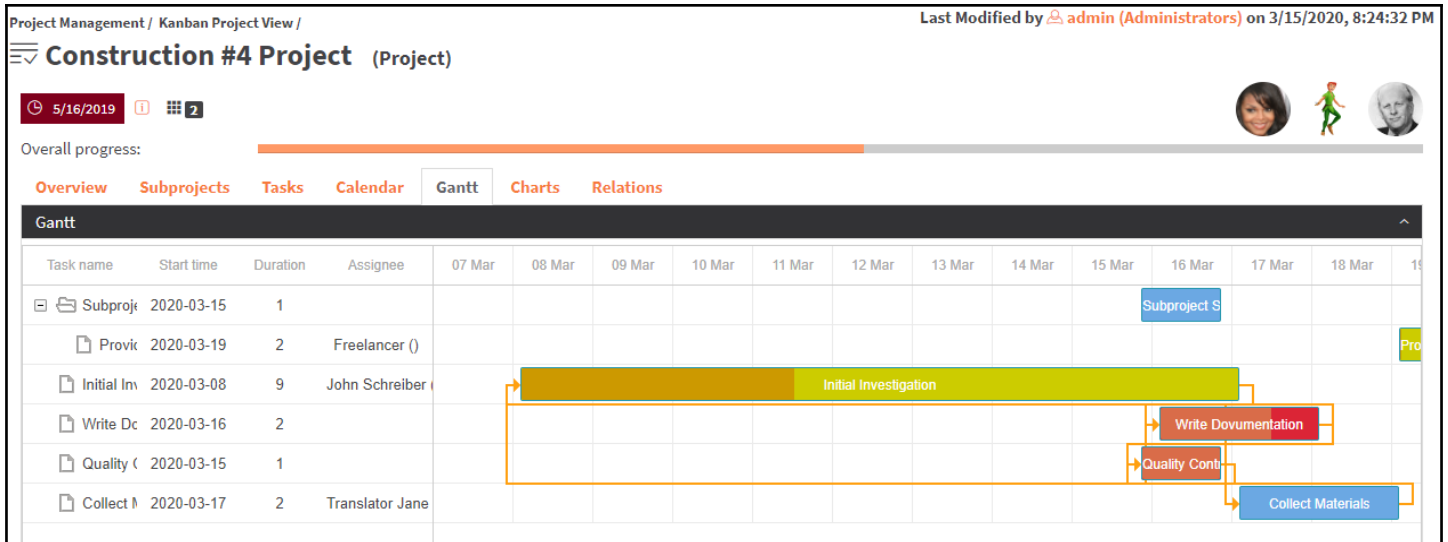
Calendar

- Hourly, daily, weekly, monthly and quarterly Calendar views, as well as Advanced Calendar filters
- Create Project templates and automatic launch of template based on a predefined workflow
- Single or multiple Projects view

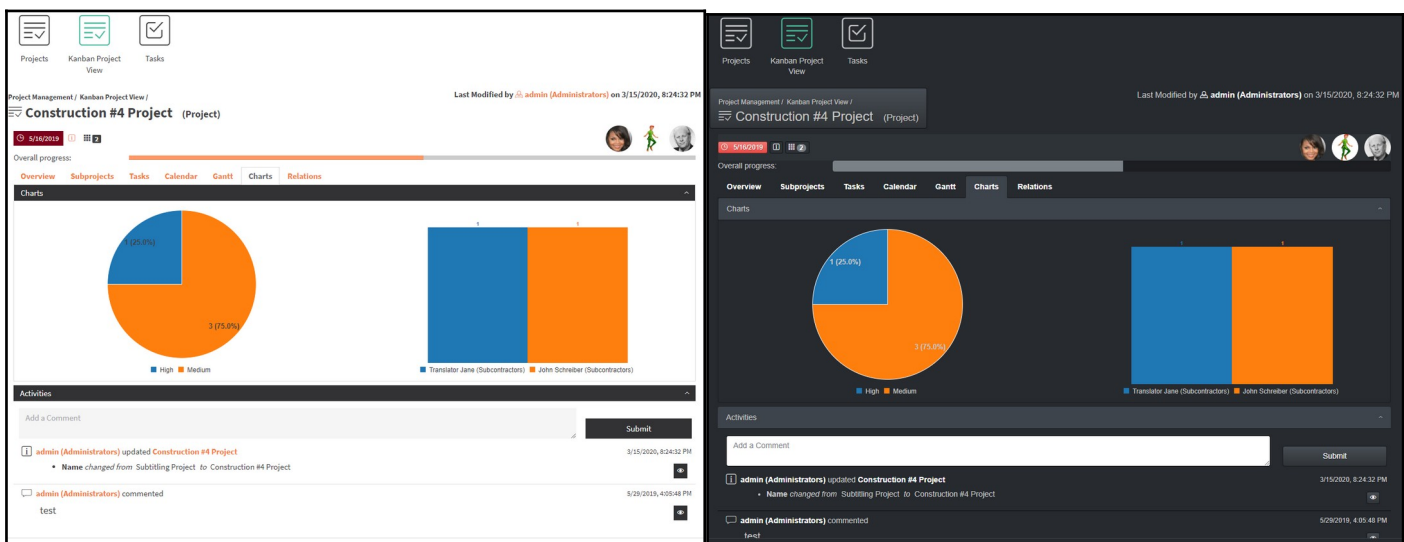


Gantt

- Manage dependencies in complex projects through Gantt charts
- Charts can be configured to show tasks by user-defined criteria such as Priority, Assignee or any other parameter available in the Task/Project configuration

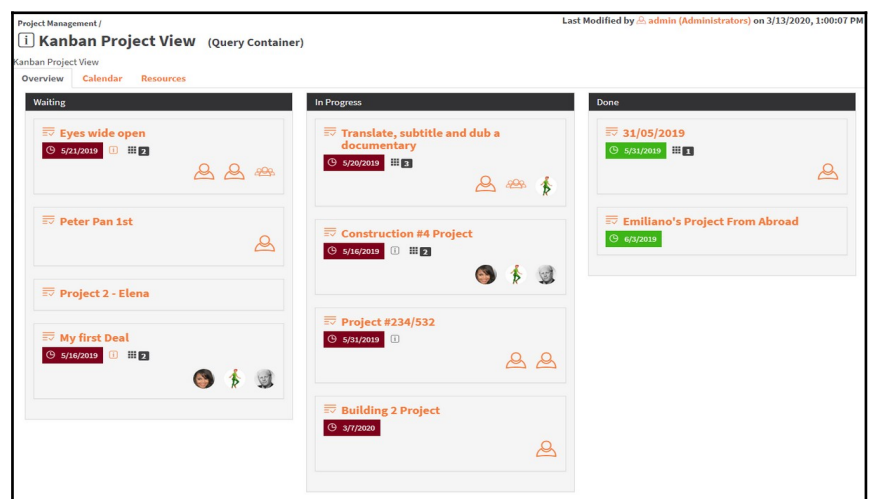


Charts



Kanban

- Task and Project Status at a glance via Kanban project view
- Kanban boards and lists with customizable preview criteria
- Fully customizable Kanban stages per Project, Subprojects or other custom workshop
- Available during project planning, project development, or in final phase



Relations

- Attachments, linked content, hierarchies, and other relations

Resource Management

- Resource profile creation, classification based on various parameters, planning, allocation, overlapping management and workload monitoring
- Time Tracking – estimated time versus time spent
- Automatic suggestion or assignment of appropriate resources based on Task properties or other data

Title	Skills	Language Pairs									
PBTEU Demo4	Translation	<table> <thead> <tr> <th>Source Language</th> <th>Target Language</th> <th>Proficiency Level</th> </tr> </thead> <tbody> <tr> <td>English (United States) (en-US)</td> <td>German (Germany) (de-DE)</td> <td>Advanced</td> </tr> <tr> <td>German (Germany) (de-DE)</td> <td>English (United States) (en-US)</td> <td>Intermediate</td> </tr> </tbody> </table>	Source Language	Target Language	Proficiency Level	English (United States) (en-US)	German (Germany) (de-DE)	Advanced	German (Germany) (de-DE)	English (United States) (en-US)	Intermediate
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German (Germany) (de-DE)	English (United States) (en-US)	Intermediate									
PBTEU Demo3	Translation	<table> <thead> <tr> <th>Source Language</th> <th>Target Language</th> <th>Proficiency Level</th> </tr> </thead> <tbody> <tr> <td>English (United States) (en-US)</td> <td>German (Germany) (de-DE)</td> <td>Advanced</td> </tr> <tr> <td>German (Germany) (de-DE)</td> <td>English (United States) (en-US)</td> <td>Intermediate</td> </tr> </tbody> </table>	Source Language	Target Language	Proficiency Level	English (United States) (en-US)	German (Germany) (de-DE)	Advanced	German (Germany) (de-DE)	English (United States) (en-US)	Intermediate
Source Language	Target Language	Proficiency Level									
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German (Germany) (de-DE)	English (United States) (en-US)	Intermediate									
PBTEU Demo2	Translation	<table> <thead> <tr> <th>Source Language</th> <th>Target Language</th> <th>Proficiency Level</th> </tr> </thead> <tbody> <tr> <td>English (United States) (en-US)</td> <td>German (Germany) (de-DE)</td> <td>Advanced</td> </tr> <tr> <td>German (Germany) (de-DE)</td> <td>English (United States) (en-US)</td> <td>Intermediate</td> </tr> </tbody> </table>	Source Language	Target Language	Proficiency Level	English (United States) (en-US)	German (Germany) (de-DE)	Advanced	German (Germany) (de-DE)	English (United States) (en-US)	Intermediate
Source Language	Target Language	Proficiency Level									
English (United States) (en-US)	German (Germany) (de-DE)	Advanced									
German (Germany) (de-DE)	English (United States) (en-US)	Intermediate									

Status

- Multi-level Status management. Customizable Status list that adapts to your organization nomenclature

Work breakdown structure (WBS)

- Task, Subtask, % Completion calculated in the overall task

Collaboration & Communication

- Work collaboratively on Projects assigning Tasks to one another
- Edit content simultaneously
- Collaborate on anything in real time. Live comments
- 1-1 or group chats
- Email and in-app notifications

Notifications

- Notifications for Task assignments, updates or completions
- Notifications for upcoming due dates
- Custom notifications possible per client-defined rules and triggers on any type of activity in the system

Status Reporting

Risk Management

- Notifications and monitoring of upcoming due dates based on predefined by the client criteria for the different user groups as well as overdues in order to take appropriate actions
- Automatic workflows can be configured to trigger specific actions or workflows such as reassignment, management notifications or others

Issue Management

- Issues categorizations, manual or automatic assignment, reassignment, notifications and custom workflows are available to facilitate issues management and monitoring

Change Management


- Planning and monitoring of scheduled and ad hoc changes of every activity and resource of the company
- Full track history and change log of planned versus achieved of projects, tasks, time tracking, resources, finances and assets

Decision Log

- Decisions logging in multiple formats is available such as documents and spreadsheets, meeting notes, or others
- Possibility to import decision logs from external sources
- Full control on access rights and permissions up to a specific parameter

Budget

- Projects budget planning, monitoring and statistics. Custom reports and statistics possible
- Management of vendors price lists, purchase orders and invoices
- Management of internal costs, orders and workloads per Project, Subproject, Task or Subtask


Search
Create New
My Area
Operations
Workflows
Administration
Actions
1-15/27
English
Administrator

Commercial Management / Purchases /

Last Modified by [Administrator](#) on 11/12/2021, 11:05:02 AM

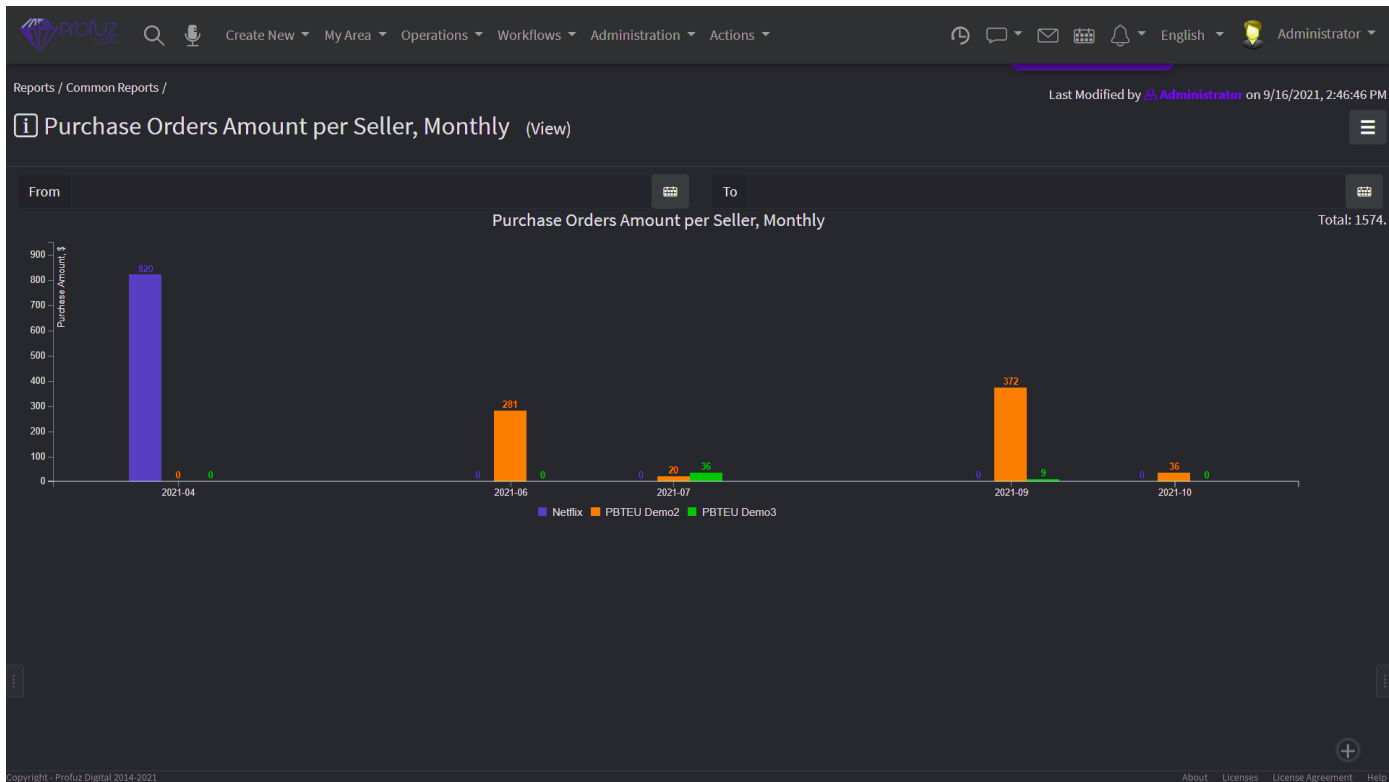
Purchase Orders (Query Container)

Create New Purchase Order

Title	Manager	Stage	Due Date	Currency	Total Amount	Payment Terms	Payment Method	List view	ate	
NEXT-TT Demo Project LM - 2021-05-18 11-39-05.mp4 (#...				EUR	0					
My New Project			11/5/2021	EUR	36	Delayed Days: 30	Bank Transfer Bank Name: IBAN: BIC:			
NEXT-TT Demo Project LM - 2021-05-18 11-39-05.mp4				EUR	300					
NEXT TT Demo Project				EUR	36					
Next TT Demo				EUR	36					
Transcription Subtitling Project Template	Catarina Sobral		9/30/2021	EUR	9	Delayed Days: 30	PayPal Payment			
My Demo Project Movie				EUR	36					
Translation Subtitling Project Template (#ORDER-20-136)	Catarina Sobral		7/1/2021	EUR	20					
Translation Subtitling Project Template (#ORDER-20-135)			7/1/2021	EUR	18					
Translation Subtitling Project Template				EUR	18					

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Workflow Management

- Workflow Management for Project-specific Tasks or between Projects and other elements of the system or connected external systems.
- Multiple ways for approvals and validations of Tasks, Projects, documents or any other work

Access, Permissions, Enablements

- Simplified control through complex user rights for viewing, editing or changing tasks and projects together with the related documents or files
- Hierarchical inheritance of rights for connected objects and containers
- Linked objects and containers can inherit rights

Third-party Integrations

- Possibility to integrate with external systems and organise workflows involving external and LAPIS internal modules and data types

About Profuz Digital

Profuz Digital is a modern IT company with RND center in Sofia, Bulgaria and business partners all around the world. With 20+ years of expertise in data processing, business process automations and software system integrations for various industries, Profuz Digital is an experienced technology startup whose purpose is to provide to the market powerful, but affordable and easy to integrate software solutions for optimizing workflows and contents. Our goal is to continually deliver simpler and easier ways for the companies to exceed their business goals. That's why and how we have designed our core software platform Profuz LAPIS.

More about Profuz Digital:

www.profuzdigital.com

www.profuzlapis.com