

Digitize your Business



teamspace
Digital business system

Your Solution for Digital Processes

What is teamspace?

teamspace is an all-in-one software solution that enables small and medium-sized service companies to digitize their business processes. It unites smart solutions for CRM, time tracking, project management, finance and teamwork.

What does teamspace offer me?



Quick Introduction

With teamspace you get started immediately! This way you can enjoy automated and paperless processes even faster

- ✓ Start immediately
- ✓ Transfer Data
- ✓ Use all Features



Easy to Use

teamspace is your digital business cockpit. Manage processes simply and intuitively. Smart links improve usability and save time in your daily work routine.

- ✓ Intuitive handling
- ✓ Central Dashboard
- ✓ Smart Links



Well-proven Processes

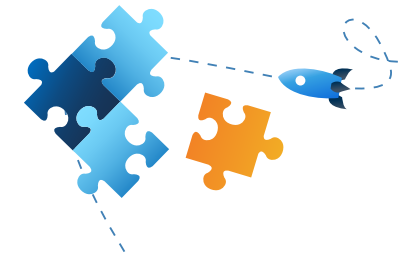
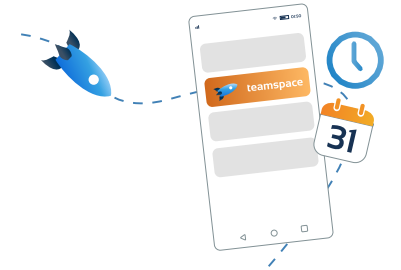
Use smart workflows that are used successfully by many companies. Bring your team together in the cloud and enjoy the benefits of limitless collaboration.

- ✓ Intelligent Workflows
- ✓ All in One System
- ✓ Complete Process Solutions

Which processes can I digitize with teamspace?

Smart Time Tracking

Track and book your working hours quickly, easily and reliably with teamspace. Check in online, mobile or at a terminal. Time tracking is easy and fast. You can track times in the office, at home or on the go. For customer projects they will also appear on the right invoice.



Efficient Teamwork

Teamwork is the be-all and end-all for your business success. With teamspace, collaboration works smoothly because even distributed teams always stay in touch through the cloud. Thanks to the integration of Microsoft Teams, you can work together even better and more efficiently.

Intelligent Project Management

Successful projects are no coincidence, but the result of good planning, management and execution. teamspace helps you with intelligent tools to make a success of your projects. Manage tasks and employees and keep an eye on all relevant information about your projects.



Professional Invoicing Software

In teamspace, you prepare offers, orders and invoices in no time – with your Corporate design, of course. You can invoice customer projects easily and automatically. Even complex invoicing rules or payment schedules are no problem with teamspace.

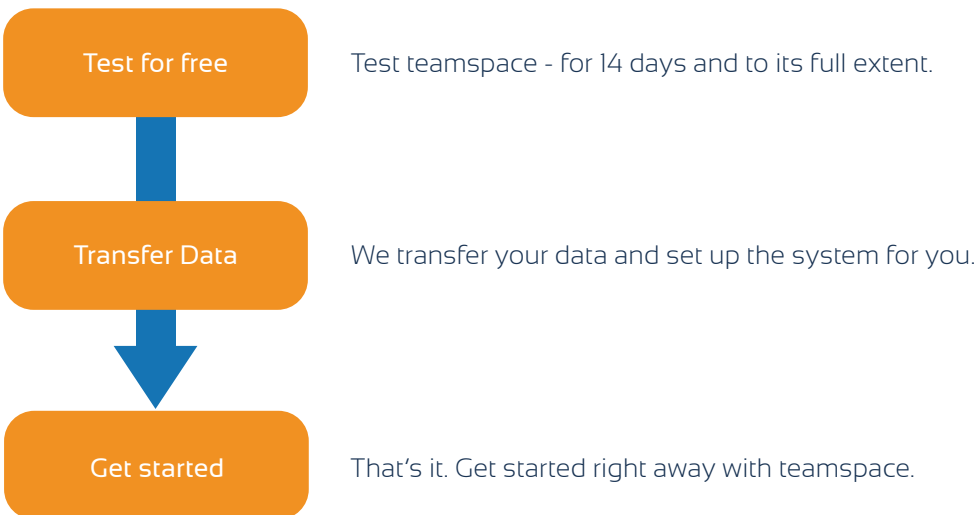
Successful CRM

Effective sales efforts ensure your company's success. Hence, it is important that smart software supports your sales team as effectively as possible. With teamspace CRM, you are always close to your customers and optimize your business relations.



How do I start with teamspace?

Start with your personal test account. Try out teamspace to its full extent for 14 days free of charge and without obligation. If you have any questions, our consulting team will be happy to help you at any time.



How can I integrate other Tools into teamspace?



Microsoft Teams and teamspace are perfectly connected. Thus, your teamwork becomes smooth and even more efficient.



With teamspace, you can transfer your financial accounting data quickly and easily to your tax consultant - e.g., via a DATEV compatible format.



Edit files online with Microsoft Word, Excel or PowerPoint. Synchronize contacts and your calendar with Microsoft Outlook and your Smartphone.

API

Thanks to the teamspace API, you can easily integrate other tools that you need for your work, if desired.

Why can I rely on teamspace?

5 POINT AG offers companies an integrated solution for the digitization of their business processes. With more than 20 years of experience, we successfully advise and support service providers of all sizes and industries. Already more than 10,000 satisfied users benefit from increased efficiency and simpler workflows that our digital solutions provide.



We stand for digitization made in Germany. Our software is developed and hosted entirely in Germany. It also complies 100% with European Data Protection Acts.



Which Features does teamspace offer me?

teamspace comes in three different packages, that differ in their range of functions: light, office and enterprise. If requested, we also create a custom solution for your business. For this purpose, you find a complete overview of functions on the next page.

light	Track working hours and manage teamwork in your company.
office	The standard software for companies that want to digitize their business processes.
enterprise	The all-round carefree package for companies with complex workflows and processes.
projectfacts	Individual software solution according to your wishes with extended configuration

Overview of Functions

Functional packages: l = light, o = office, e = enterprise, p = projectfacts

		l	o	e	p
TIME TRACKING					
Attendance times (office, home office, mobile)	Total employee working hours per day (check-in times).	✓	✓	✓	✓
Vacation & sickness management	Submit, review and approve leave request. Submit sick leave request. Vacation and sick days are visible in the team calendar.	✓	✓	✓	✓
Check-in / Check-out	Start time tracking online at start of work and stop for breaks and end of work.	✓	✓	✓	✓
Breaktime rules	Monitor labor law requirements related to minimum break times.	✓	✓	✓	✓
Holiday calendar	Consideration of holidays according to the set up holiday calendar.	✓	✓	✓	✓
Project times	Employee working hours booked on projects.		✓	✓	✓
Activity record	Automatically generated report with booked project times for an invoice.		✓	✓	✓
Auditable timesheet	Individually compilable timesheet with check workflow.			✓	✓
Create your own project time categories	Categories for project times, e.g. to separate billable from internal times.				✓
Advanced rules and checks for timesheets	Extended possibilities to configure rules and checks for timesheets yourself.				✓
CRM & SALES					
Organizations	Overview of all organizational customers and suppliers of the company.		✓	✓	✓
Customers	Overview of all customers of the company.		✓	✓	✓
Prospects	Overview of all prospects of the company.		✓	✓	✓
Suppliers	Overview of all suppliers of the company.		✓	✓	✓
Contact management	Contact management with data on all personal and organizational contacts.		✓	✓	✓
Contact documentation	History with tickets, documents etc. for personal and organizational contacts.		✓	✓	✓
Reminders	Task type for resubmissions of a specific item at a specific time.		✓	✓	✓
Customer files	Overview with all relevant information about a customer.		✓	✓	✓
Synchronization with Outlook, Mac & Smartphone	Synchronization of mails, contacts and calendar to Microsoft Outlook, Mac and smartphone.		✓	✓	✓
Telephone interface	Automatic recording of incoming and outgoing calls (also Microsoft Teams) and documentation of type, duration and call partners (requires separate setup).		✓	✓	✓
Key Account Management	Fixed contacts for key organizational customers with potentially extended access.		✓	✓	✓
Sales opportunities	Tool to capture, score and follow up with prospects in the sales funnel.			✓	✓
Sales funnels	Customizable sales funnels with phases to close the sale.			✓	✓
Personal sales via VIPs	Key personal contacts of the company (e.g. multipliers) with special support.			✓	✓
Partner Management	System for managing sales partners.			✓	✓
Forecast	Prediction of future revenues based on sales funnel data.			✓	✓
Sales analysis	Various reports and analysis tools to measure sales success.			✓	✓
Campaigns	Tool to plan and execute marketing and sales actions (e.g. mailings).			✓	✓
Layouts and external access	Set up layouts for letters yourself and manage external access for customers and partners.			✓	✓
Create your own sales phases and funnels	Ability to configure sales phases and funnels yourself.				✓

		l	o	e	p
PROJECT MANAGEMENT					
Main projects	Projects at the highest hierarchical level.		✓	✓	✓
Subprojects	Sub-projects subordinate to a main project.		✓	✓	✓
Project phases	Sections of a project that follow one another in time.		✓	✓	✓
Work packages	Tasks to be completed within a project.		✓	✓	✓
Time budgets	Time schedule for a project or a project component (subproject, work package).		✓	✓	✓
Gantt charts	Graphical representation of the time sequence of project tasks.		✓	✓	✓
Project time tracking	Recording of working times for a specific project.		✓	✓	✓
Standard project roles	Predefined roles within a project with certain rights (e.g. editor, colleague).		✓	✓	✓
Individual project roles	Individually adjustable own roles within a project.		✓	✓	✓
Milestones	Important milestone within a project. Milestones can be defined time- or event-dependent, locally and globally.		✓	✓	✓
Costs	Planning of target costs and recording of actual costs for a project.		✓	✓	✓
Dynamic Resource Planning (DRP)	Dynamic allocation of resources to projects, e.g. taking into account sick days.		✓	✓	✓
Project directories	Folder structure for categorizing projects.		✓	✓	✓
Project history	Overview of all activities in the course of the project so far.		✓	✓	✓
Layouts for project reports	Create and manage layouts for different types of project reports.			✓	✓
Manage your own project roles, rights, etc.	Define your own project roles and manage rights yourself.				✓
CAPACITY PLANNING					
Capacities	Capacity requirements and available capacity for scheduling and employee assignment.			✓	✓
Monthly capacities	Planning and evaluation of capacities on monthly level.			✓	✓
Daily capacities	Planning and evaluation of capacities at daily level.			✓	✓
Warning levels & warning system	Warning system with various target/actual comparisons and warning levels according to degree of deviation.			✓	✓
Utilization analyses	Analysis for the utilization of employees in the context of capacity planning.			✓	✓
Extended possibilities for own configuration	Additional setting options for configuring capacity planning.				✓
QUALITY MANAGEMENT					
Idea Management	Document template and review workflow to collect and evaluate ideas.			✓	✓
Task lists	Document template and review workflow to collect tasks.			✓	✓
Project applications	Document template and review workflow for proposals within a project.			✓	✓
Project status reports	Document template and review workflow for status reports within a project.			✓	✓
Approvals	Document template and review workflow for approvals.			✓	✓
Acceptances	Document template and review workflow for acceptances.			✓	✓
Work instructions	Document template and review workflow for work instructions.			✓	✓
Process descriptions	Document template and review workflow for process descriptions.			✓	✓
Layouts for QM documents	Create and manage layouts for different types of QM documents.			✓	✓
Create and manage your own inspection workflows	Set up and manage your own review workflows for QM documents.				✓

Overview of Functions

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		l	o	e	p
HR					
Vacation	Manage leave accounts. Review and approve vacation requests.	✓	✓	✓	✓
Sick leave	Document sick leave and display sick days in the overview.	✓	✓	✓	✓
Overtime	Document, display and manage overtime (compensatory time off, payment, etc.).	✓	✓	✓	✓
Employment contract data	Digitally store employee contract data.	✓	✓	✓	✓
Protection classes	Different security levels for accessing personnel data.	✓	✓	✓	✓
Contracts	Store contracts in the system.	✓	✓	✓	✓
Skill management	Document and evaluate employee skills in the categories of professional, language and social skills.		✓	✓	✓
Commissions	System for provisioning employees according to different benchmarks.		✓	✓	✓
Annual goals	Set goals for employees for the year and review goal achievement.		✓	✓	✓
Employee reviews	Plan and document employee appraisals.		✓	✓	✓
Employee payments	Overview of payments to employees (travel expenses, commissions, etc.).		✓	✓	✓
Meal per diems	Consideration of standard lump sums for the crediting of meals.		✓	✓	✓
KPIs	Key figures on employee productivity.		✓	✓	✓
Employee alert system	Warning system for deviating workloads or time bookings of employees.		✓	✓	✓
FINANCE					
Offers	Generate and track offers for customers using templates, CRM data, and item master.		✓	✓	✓
Orders	Generate order confirmations for offers, manage orders, and manage billing.		✓	✓	✓
Invoices/ Cancellations	Generate, cancel and dun invoices (e.g. according to payment plan or billing rules).		✓	✓	✓
Inquiries	Document inquiries to suppliers in the system.		✓	✓	✓
Orders	Document purchase orders with suppliers in the system and generate purchase order sheets.		✓	✓	✓
Incoming invoices	Document incoming invoices from suppliers in the system and release them for payment.		✓	✓	✓
Financial accounting export	Export financial accounting data for further processing.		✓	✓	✓
Checks	Audit workflow for the release of documents.		✓	✓	✓
Material	Book material costs, take them into account for controlling and, if necessary, allocate them further.		✓	✓	✓
Travel expenses	Document travel expenses, book them and release them for payment to the employee.		✓	✓	✓
Accounting transactions	Linking of monetary amounts e.g. to a project, employee or cost center for analysis and further allocation.		✓	✓	✓
Cost types, cost centers	Classification of costs according to cost types and cost centers.		✓	✓	✓
Calculations	Invoice-related summary of costs for cost units.		✓	✓	✓
Cost center planning	Plan figures for a specific cost center for the planning period.		✓	✓	✓
Monthly statements	Collecting settlement amounts for monthly settlement.		✓	✓	✓
Surcharges and commissions	Surcharges and commissions can be set up in the system and are calculated automatically.		✓	✓	✓
Contribution margin analyses	Comparison of revenues and expenses and calculation of contribution margin.		✓	✓	✓
Audit workflow for records	Workflow for submitting, checking and approving receipts in the system.			✓	✓
Manage price lists and layouts yourself	Create and manage layouts and price lists yourself.			✓	✓

		l	o	e	p
FINANCE					
Create your own cost centers and cost types	Set up and maintain cost centers and cost types for postings yourself.				✓
Manage articles, posting accounts, currencies, etc. yourself	Manage item master, transaction accounts, and other financial options yourself.				✓
TICKET SYSTEM					
Standard ticket system	System for process management. Incoming and outgoing communication is assigned an ID and collects all related processing operations.		✓	✓	✓
Automatic responses	Automatic messages when mails are received in the ticket system.		✓	✓	✓
Channel splitting	Different channels for structuring incoming ticket requests.		✓	✓	✓
Escalation	Optional change of agent or channel for tickets that remain unanswered for a longer period of time.		✓	✓	✓
Ticket alerts	Automatic notifications for individual tickets at a specific time.		✓	✓	✓
Use SLAs	SLA response times and automatic notifications can be used.		✓	✓	✓
Create SLAs yourself	Define and set up your own Service Level Agreements.				✓
CALENDAR					
Calendar entries	Overview with appointments, vacation, illness and other info for the entire team.	✓	✓	✓	✓
Synchronization with Outlook, Mac & Smartphone	Synchronization of mails, contacts and calendar to Microsoft Outlook, Mac and smartphone.	✓	✓	✓	✓
Alarms	General reminder with short description as popup, mail or similar.	✓	✓	✓	✓
Smart alarms	Reminder for a specific item within the system.	✓	✓	✓	✓
Create your own appointment types	Define own types for appointments and manage them yourself.				✓
Advanced options for own configuration	Additional setting options for configuring the team calendar.				✓
DESK SHARING SYSTEM					
Workplace management	Create, view and reserve workspaces in the company.	✓	✓	✓	✓
Parking management	Create, view and reserve parking spaces in the company.	✓	✓	✓	✓
Booking system	System for booking work spaces and parking spaces for employees.	✓	✓	✓	✓
Standard planning	A standard schedule can be created for recurring use.	✓	✓	✓	✓
Employee overview	Employees can see free work and parking spaces and colleagues' bookings at a glance.	✓	✓	✓	✓
TO DOS					
To-dos	Digital notes to document ideas, tasks, etc. and to provide additional information.	✓	✓	✓	✓
To-do lists	List of to-dos, e.g. as a protocol with tasks to be processed.	✓	✓	✓	✓
Synchronization with Outlook, Mac & Smartphone	Synchronization of to-dos to Microsoft Outlook, Mac and smartphone.	✓	✓	✓	✓
Session logs	Logging of to-do lists with time stamp.	✓	✓	✓	✓
Extended possibilities for own configuration	Additional settings for configuration of to-dos.				✓

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WIKI					
Wiki pages	Knowledge pages linked to each other and editable by team members, based on the Wikipedia model.	✓	✓	✓	✓
Dynamic wiki pages	Wiki pages whose content is dynamically based on specific reports, contacts, or the like.	✓	✓	✓	✓
Extended possibilities for own configuration	Additional settings options for configuring wikis.				✓
BOARDS					
Standard Boards	Individually configurable board for sharing and moving notes and other system elements.	✓	✓	✓	✓
Scrum Boards	Board preconfigured according to the Scrum concept.	✓	✓	✓	✓
Kanban Boards	Board preconfigured according to the Kanban concept.	✓	✓	✓	✓
Extended possibilities for own configuration	Additional setting options for configuring boards.				✓
FORUM					
Forum	Platform for the exchange of team members. Forums can be set up in general or for specific elements.	✓	✓	✓	✓
News section	Dedicated area to share news within the company.	✓	✓	✓	✓
Editorial area	Area for editorial content creation, e.g. for a company newspaper.	✓	✓	✓	✓
Extended possibilities for own configuration	Additional settings options for configuring forums.				✓
MESSAGES					
Chat	Possibility of direct exchange with other team members.	✓	✓	✓	✓
Inbox	Inbox for messages and SMS sent within the company.	✓	✓	✓	✓
Outbox	Outbox for messages and SMS sent within the company.	✓	✓	✓	✓
Internal messages	Create and send internal messages.	✓	✓	✓	✓
Imports	Module for importing mails.	✓	✓	✓	✓
SMS	Module for receiving and sending SMS.	✓	✓	✓	✓
Employee agreements	Sending agreements to employees and marking them after they have been acknowledged.	✓	✓	✓	✓
Extended possibilities for own configuration	Additional settings for configuring messages.				✓
FILE MANAGEMENT					
Default File Storage & Directories	Company internal folder structure and file storage option.	✓	✓	✓	✓
Private file directory	Personal file storage location.	✓	✓	✓	✓
Version management	Version control allows access to older file versions.	✓	✓	✓	✓
Public shares	Share files and folders publicly.	✓	✓	✓	✓
WebDAV connection	System for integrating system directories into the company's file manager.	✓	✓	✓	✓
Permissions	Assign read and write permissions by user groups in the system.	✓	✓	✓	✓
Protection classes	Different security levels for access to directories.	✓	✓	✓	✓
Automatic directory structures for new items	Automatically created folders for filing new items.	✓	✓	✓	✓
Alerts on modifications	Automatic notification of directory changes.	✓	✓	✓	✓
Extended possibilities for own configuration	Additional setting options for configuring file management.				✓

		l	o	e	p
GENERAL					
Progressive Web App	teamspace can be used as an online application with advanced app features outside the browser.	✓	✓	✓	✓
Custom Fields	Customizable fields to use for lists and elements.	✓	✓	✓	✓
Color markers	Free color coding to distinguish elements, e.g. appointments.				
Categories / Groups	System-wide usable fields to categorize and group elements.	✓	✓	✓	✓
Additional element fields	Additional element fields that can be made visible if required.	✓	✓	✓	✓
Pinboard / Top pinboard entry	Special board for own use. Priority and number of entries are displayed in the status bar.	✓	✓	✓	✓
API	Programming interface for the connection of external systems.	✓	✓	✓	✓
Manage bookmarks and text modules	Manage bookmarks of employees and text modules in the system.		✓	✓	✓
Create custom fields	Define and manage own custom fields.			✓	✓
Set up own menus and interfaces	Create and manage own menus and interfaces for the system itself.				✓
Advanced rights management for users (groups)	Extended rights management for individual users or user groups in the system.				✓
EXTERNAL ACCESS					
Tickets	Customer access to own tickets or tickets of the company.		✓	✓	✓
Invoices	Customer access to invoices issued.		✓	✓	✓
Files	Customer access to the company's file module.		✓	✓	✓

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