



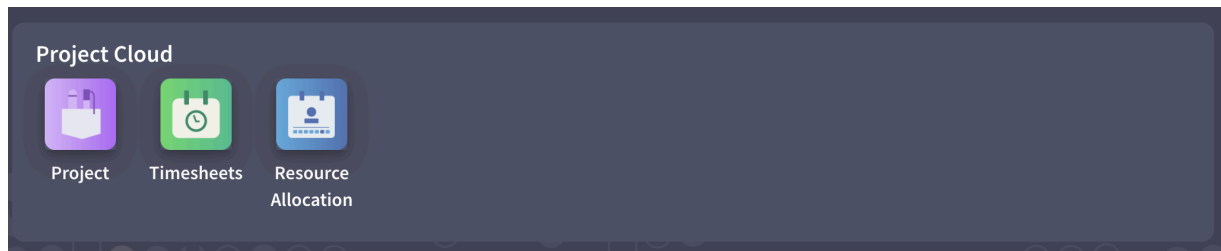
Project Cloud: Default Apps and Additional Installation Requirements

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Default Applications

CloudOffix Project Cloud is pre-configured with a suite of core applications that are readily available upon deployment, requiring no additional installation or setup.

Note: However, to fully utilize the apps, some configurations must be performed in the respective app's settings or through the General Settings menu in the Settings app.



These default apps are designed to provide immediate access to essential project management functionalities, ensuring businesses can quickly implement and manage their projects, track time, and optimize resource allocation. The following applications are included by default:

Project App: The cornerstone of CloudOffix's project management system, the Project app enables efficient task management, visualization, and team collaboration. It offers multiple views, including Kanban, Gantt, List, Calendar, and Graph, to organize tasks, track progress, and manage deadlines. Key features include real-time task editing, customer portal access for stakeholder collaboration, and integration with other apps (e.g., Sales, Support).

Timesheets App: This app facilitates precise tracking of time spent on tasks, projects, and support tickets, supporting accurate billing, and performance analysis. It integrates seamlessly with the other apps (e.g., Project, Support), allowing users to log hours directly on tasks or tickets. The app's reporting tools provide insights into billable vs. non-billable hours, helping businesses optimize resource utilization and client invoicing.

Note: When the Timesheets app is installed, the Employees app is automatically inherited and installed to the database, even if it was not previously installed.

Resource Allocation App: The app serves as a powerful tool for efficiency analysis, optimizing workforce and resource allocation. It provides visibility into employee availability, and capacity. The app enables managers to prevent overallocation, balance workloads, and maximize financial returns by analyzing the proportion of billable hours from fully utilized resources. Its reporting capabilities highlight underutilized resources, and support forecasting to address capacity gaps, ensuring strategic resource planning.

Additional Installation Requirements

CloudOffix Project Cloud is designed for immediate usability, and no additional applications need to be installed from the Settings and Apps app to utilize the **Project, Timesheets, and Resource Allocation** apps.

These core apps are fully functional upon deployment, providing businesses with a complete set of tools for project management, time tracking, and resource optimization without requiring external app installations. All necessary configurations, such as enabling specific features, setting default parameters, or defining employee capacities, can be managed directly within the respective app's settings or through the General Settings menu in the Settings app.

Uninstallation Options

While the **Project, Timesheets, and Resource Allocation** apps are included by default in CloudOffix Project Cloud and do not require installation from the CloudOffix Apps app, uninstalling these apps is possible under specific conditions. However, due to dependencies and system restrictions, uninstallation processes have limitations and requirements. Below are the uninstallation options and considerations:

Timesheets App Uninstallation:

- **Process:** To uninstall Timesheets app please navigate to Project app's settings either through Configurations menu in the Project or through Settings app's General Settings.
- **Impact:** Uninstalling the Timesheets app *will also uninstall* the Resource Allocation app due to their dependency. However, installing the Timesheets app *does not install* the Resource Allocation automatically. You will still need CloudOffix support to install the Resource Allocation app. After uninstallation of the Timesheets app, *you will no longer be able to enter timesheets* in support tickets or projects/tasks.

Resource Allocation App Uninstallation:

- **Process:** The Resource Allocation app *can only be* uninstalled through the CloudOffix Apps app, and this action requires CloudOffix support. End users cannot uninstall the app directly from the user interface.
- **Impact:** Uninstalling the Resource Allocation app does not impact the Timesheets or any other app.

Note: Uninstalling an app will permanently remove all data within it. If the app is reinstalled, the data will not be restored.