

Structure your company

02

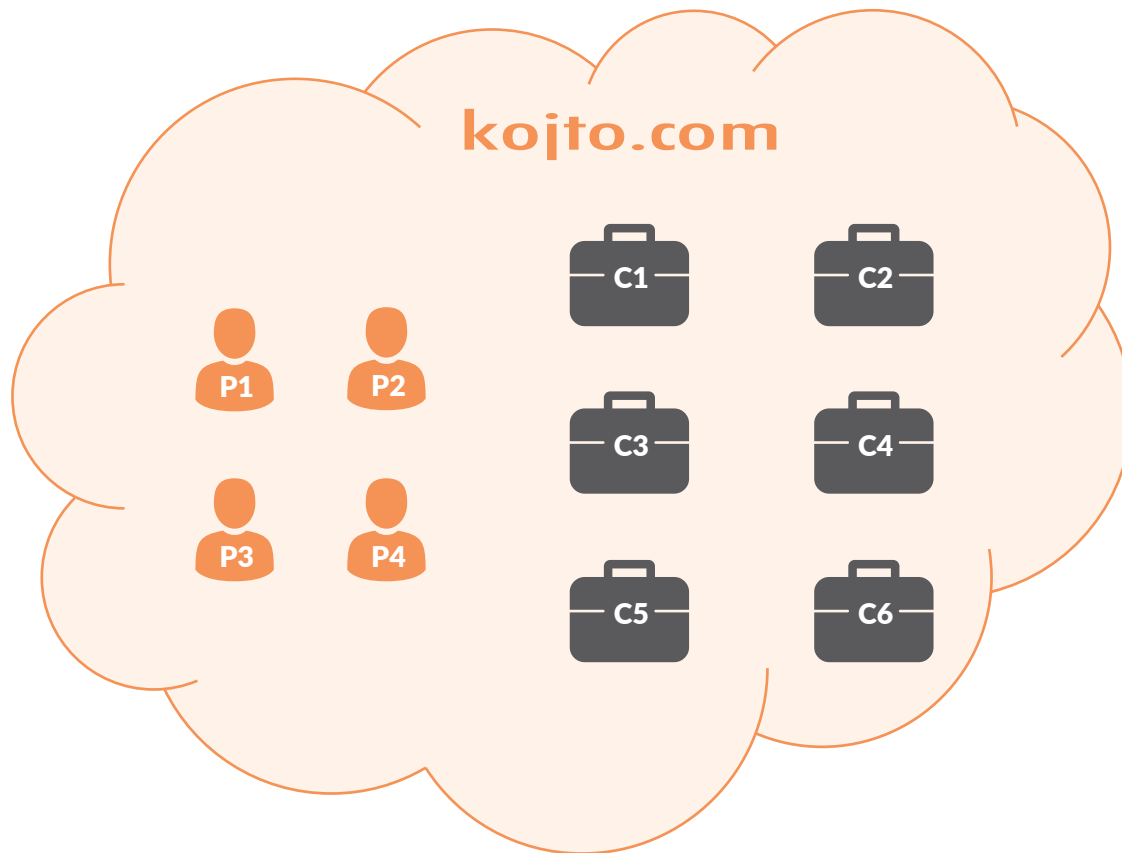
CONCEPTS



BASIC CONCEPTS OF KOJTO.COM

- 1 **Kojto Users**
- 2 **The kojto.com platform**
- 3 **Companies**
- 4 **Data and Action access**
- 5 **The structure of the company**

THE KOJTO.COM PLATFORM



Personal accounts

Kojto User Accounts



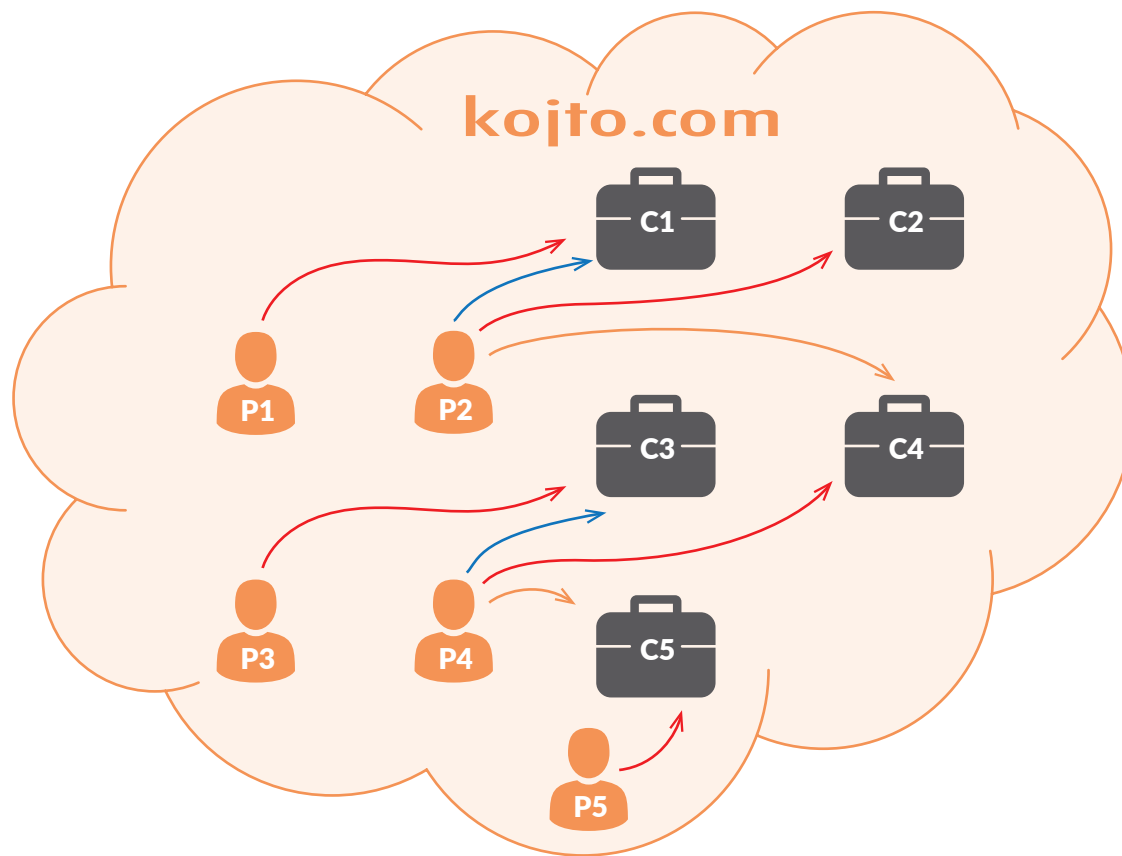
Companies

Kojto Company Accounts

Every user of kojto.com has his/her individual kojto.com user account. This is the person's ID card for the platform. Companies have a different type of account that enables them to use an individual database and file storage space.

A Kojto Company Account belongs to a company or another organisation.

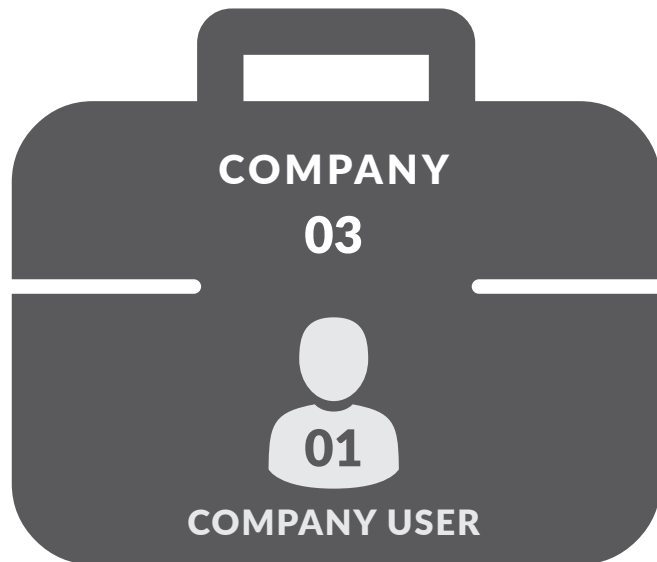
LINKING KOJTO USERS TO COMPANIES



Every Company has a link with at least one **Kojto User** acting as **Administrator**.

The same **Kojto User** can be linked to other companies and have there different roles e.g. **Guest** or **PowerUser**.

COMPANY USERS



When a **Kojto User** is linked to a company, Kojto automatically creates a **Company User**.

Example: an artist (Kojto User) can perform different roles (Company Users) in different films (Companies).

The Administrator of a Company can assign to every Company User **Data access rights** and **Action access rights**.

A hand is pointing upwards with the index finger. The background is a warm, brownish-orange color with several faint, semi-transparent icons of people in business attire. The overall aesthetic is professional and modern.

DATA AND ACTION ACCESS

What a Kojto User can do in a company is determined by two things. Which data (**Data Access**) can he access and what actions (**Action Access**) can he perform with these data.

Example:

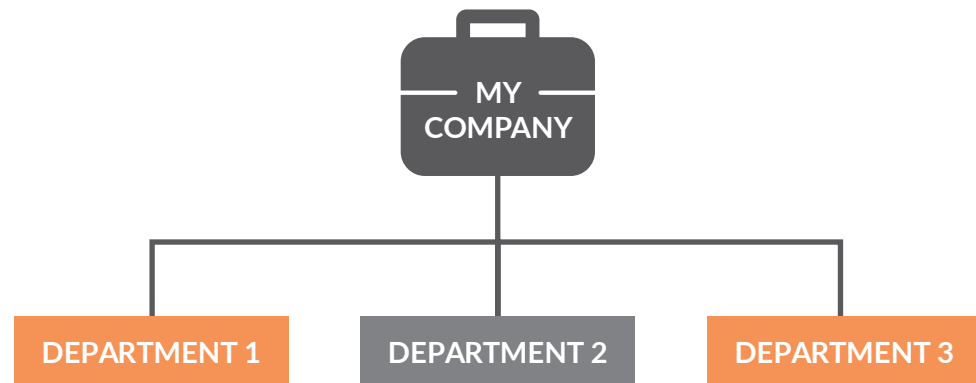
A user has access to all projects but can create only offers.

A different user has access to only one project but can create offers, contracts and invoices.

STRUCTURE A COMPANY

In order to manage a company it must be subdivided.

Every single subdivision can be organised and individually monitored.

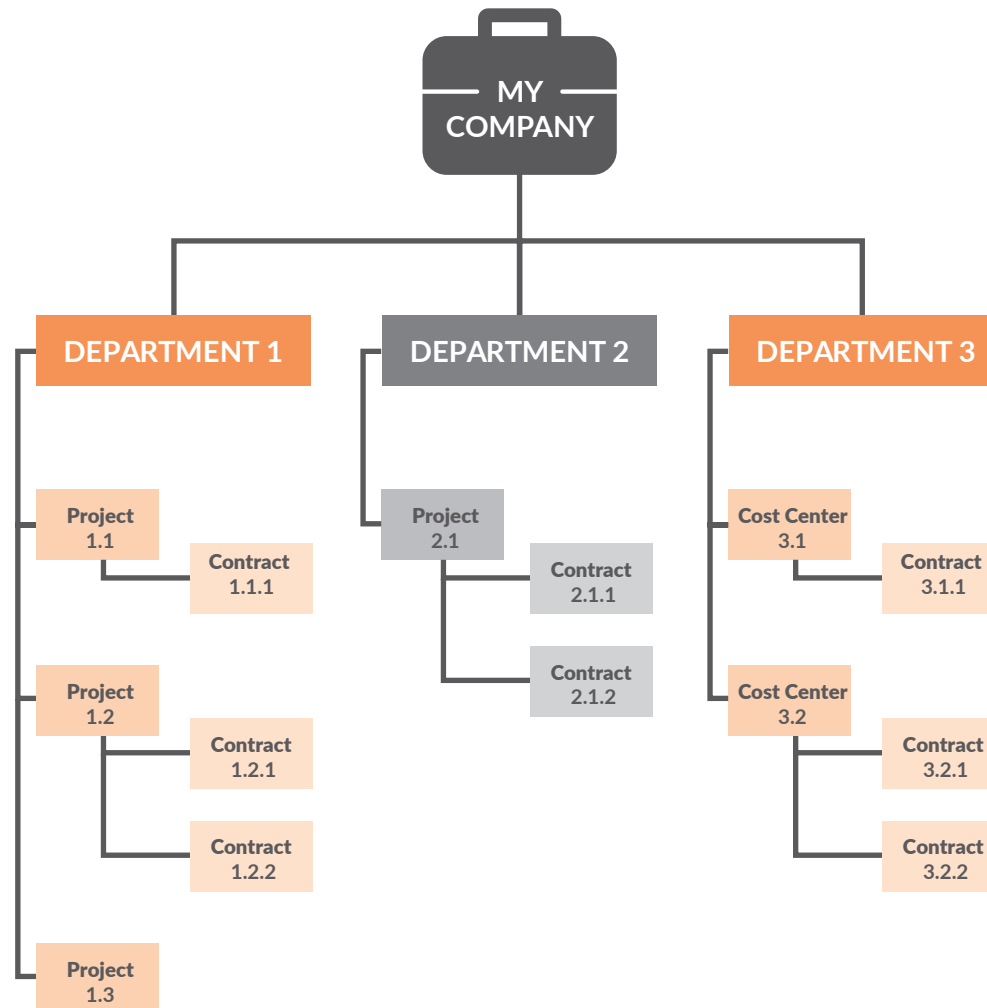


MORE STRUCTURE

One level of subdivision is not enough in many cases.

A hierarchy of subdivisions is required.

It allows you “by pressing a button” to see the big picture and to go into detail if required.



AT KOJTO WE USE FOLLOWING TERMS

- 1 First level of subdivision (e.g. Department) of a company is a **Main Code (MC)**
- 2 The second level of subdivision (e.g. Project) of a company is a **Code (C)**
- 3 The third level of subdivision (e.g. Contract) of a company is a **Subcode (SC)**

It is recommended that the third level in every hierarchical structure should represent a contractual relationship.

HOW TO USE THE STRUCTURE?

After the company structure is set we are able to hook following information to it:

- Revenue & Expense
- Cash Flow
- Data Access rights
- Documents
- Work time of Employees
- Usage of Assets (e.g. Mileage log of a car)

Based on the already structured data we can generate different reports that will give us a real time picture what is going on in the company.



THANK YOU

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