ORCA · USER MANUAL

ORCA Groupware Manual

Choose a feature in the left menu, then open a topic.

Updated 2026-10-14

23 guides · orca.partners

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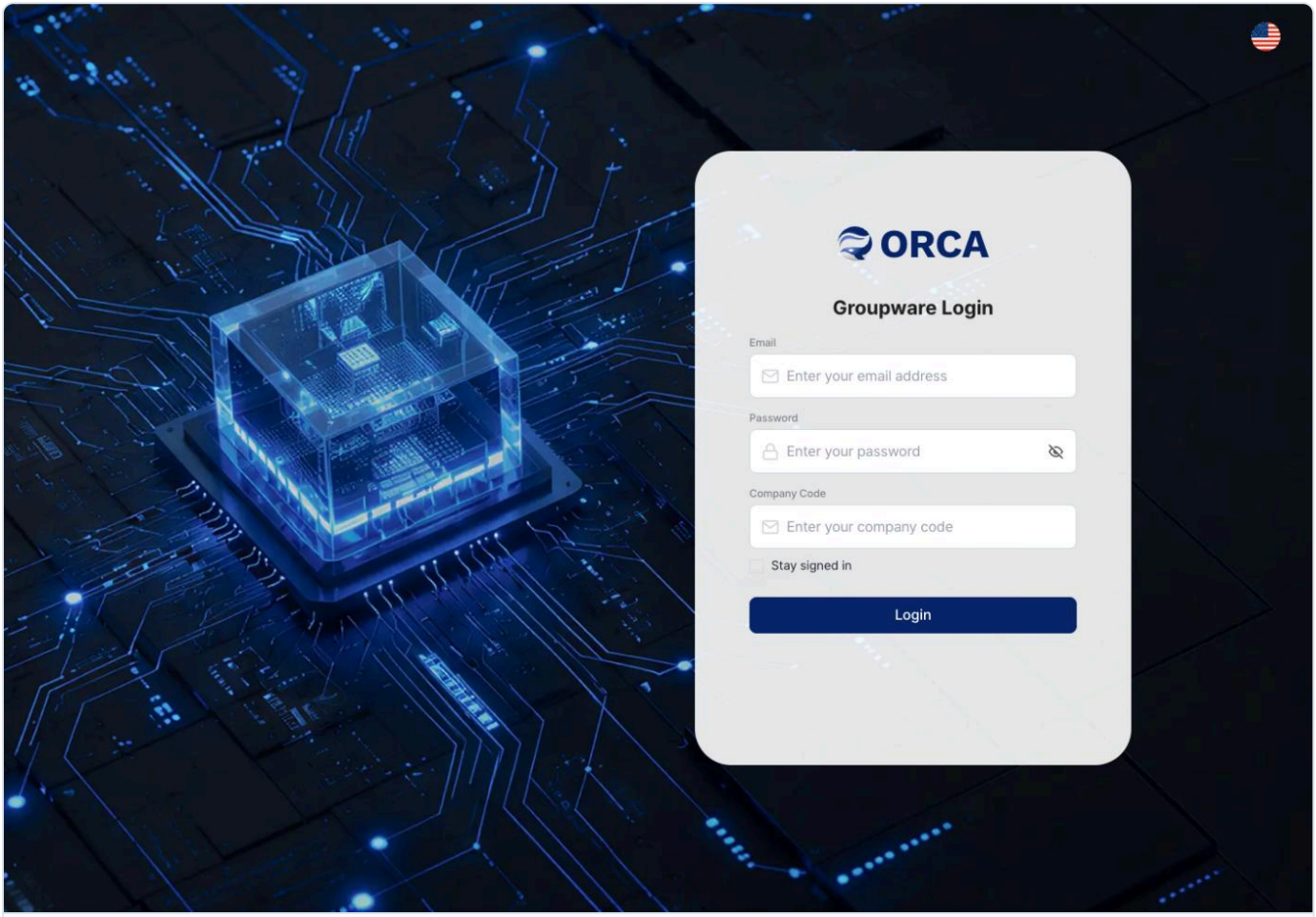
Web › Access

Sign in

Overview

Sign in to Groupware with your ORCA account and company code. You can use the same account for MRP & MES.



Sign in

Before you begin

- You need your ORCA account (email), password and company code.
- Your company must have an active Groupware subscription and its Groupware workspace must be ready. Until then, a message says the workspace is not ready yet.

Required information

- Company code, email, password

Save and processing checks

- Right after subscribing, it can take 1–2 minutes to set up the Groupware workspace.
- You can sign in to MRP & MES with the same account.

What you can do in the list

- Not applicable

Basic procedure

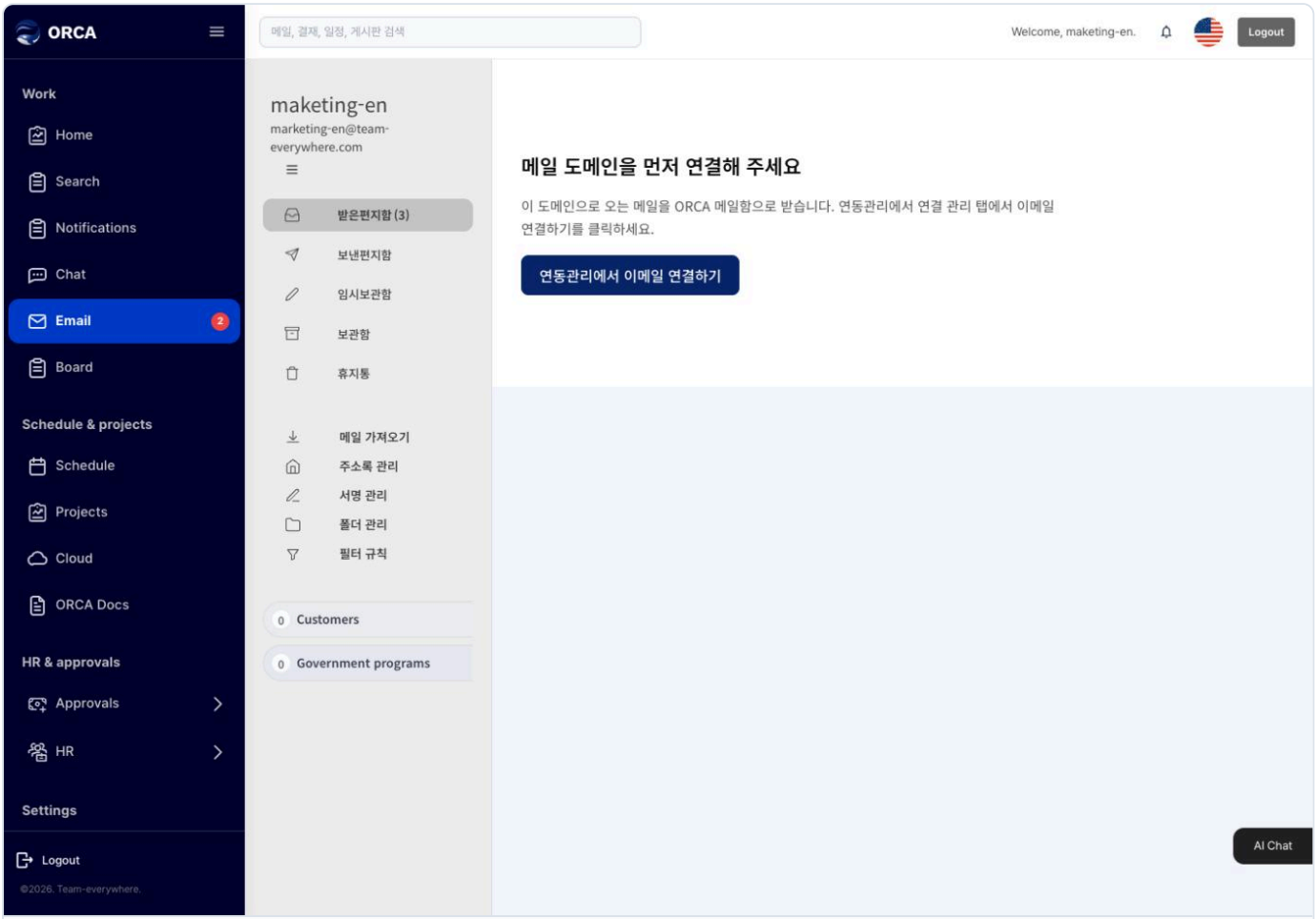
- Enter your company code, email and password → **Sign in**
- Turn on auto sign-in to skip the sign-in screen next time.

Web › Mail

Mail

Overview

Manage mail in Inbox, Sent, Drafts, Archive, Trash and your own folders, and import existing mail.



Mail

Before you begin

- You need the **Mail** menu permission.
- Your sender address is based on your company mail domain. If there is no address, a message says the sender email is not set.

Required information

- New mail: at least one recipient and a subject

Save and processing checks

- Mail sent to an internal company address goes straight to the recipient's inbox.
- To schedule sending, set a time from Drafts.
- **Import mail** only adds mail exported from another service to your Inbox and Sent folders; it never sends it again. A message with the same Message-ID is imported only once.

What you can do in the list

- Move between Inbox, Sent, Drafts, Archive and Trash
- Create your own folders (for example, Customers or Government programs)
- Mark as read/unread, archive, delete

Basic procedure

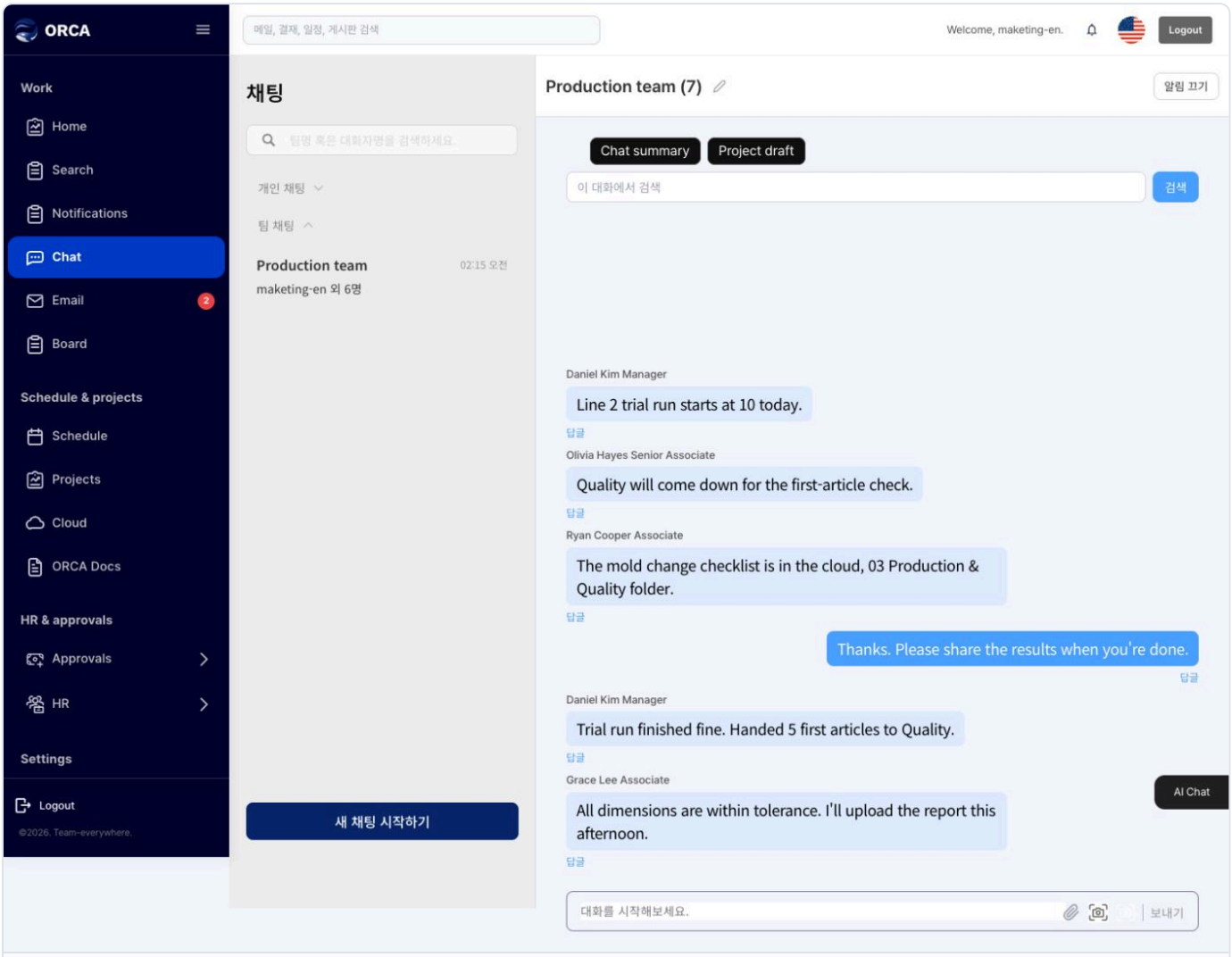
- **Write** → recipients, subject and body → **Send**
- Continue saved drafts from Drafts.

Web › Chat

Chat

Overview

Send messages and files in one-on-one and group chat rooms.



Chat

Before you begin

- Anyone who is signed in can use chat.
- To create a team chat room, you need at least one member to invite.

Required information

- Room type (personal / team), who to chat with

Save and processing checks

- You can send text, images and files, and use replies and mentions.

What you can do in the list

- Not applicable

Basic procedure

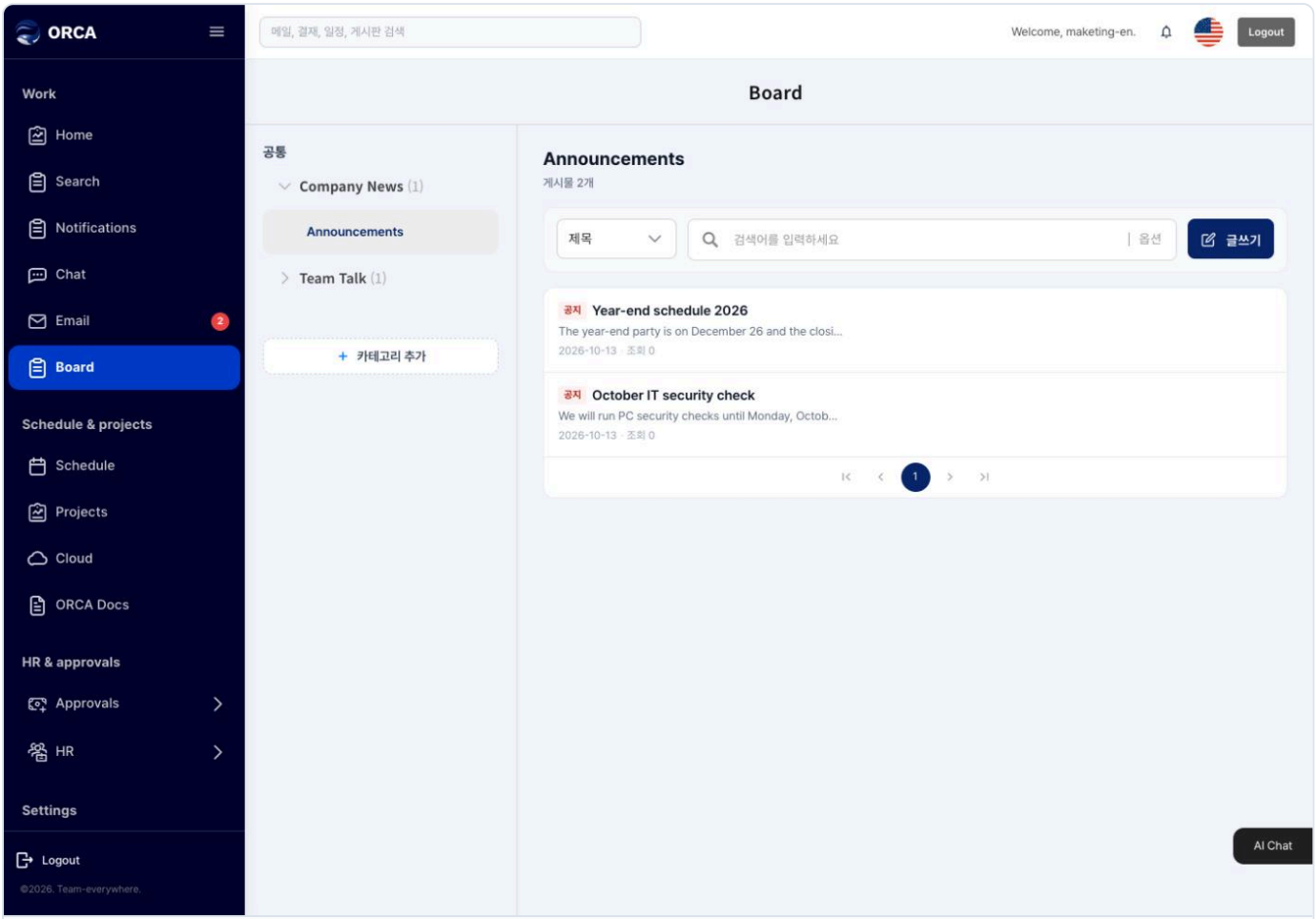
- **New chat** → choose people → type a message and press Enter

Web › Board

Board

Overview

Post on announcement and open boards, and talk in the comments.



Board

Before you begin

- You need the **Board** menu permission.
- You can only post in a **sub-category** (for example, Company News > Announcements). Posting in a top-level category shows a message that posts can only go in sub-categories.

Required information

- New category: name, write and read permissions (at least one employee)
- New post: category, title

Save and processing checks

- If no one has write permission, a message asks you to choose at least one person.
- Posts marked as announcements stay at the top of the list and can collect read confirmations.

What you can do in the list

- Post list by category, search (title, period)
- Add comments

Basic procedure

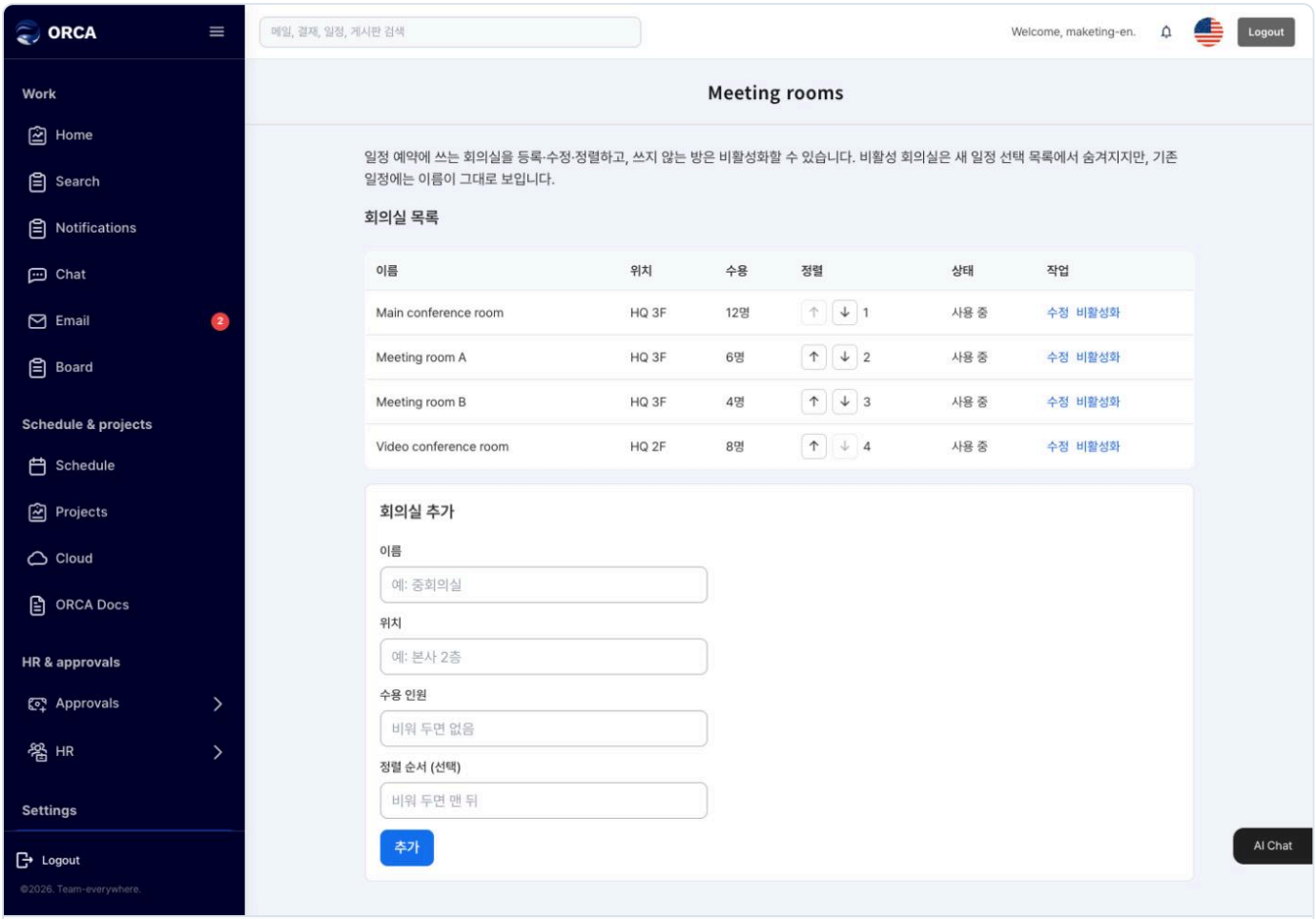
- Choose a category → **Write** → title and body → **Post**

Web › Calendar & rooms

Meeting rooms

Overview

Register meeting rooms and manage whether they can be booked (admins only).



Meeting rooms

Before you begin

- Only admins and masters can see this screen.

Required information

- Room name

Save and processing checks

- Not applicable

What you can do in the list

- Edit location, capacity and display order

Basic procedure

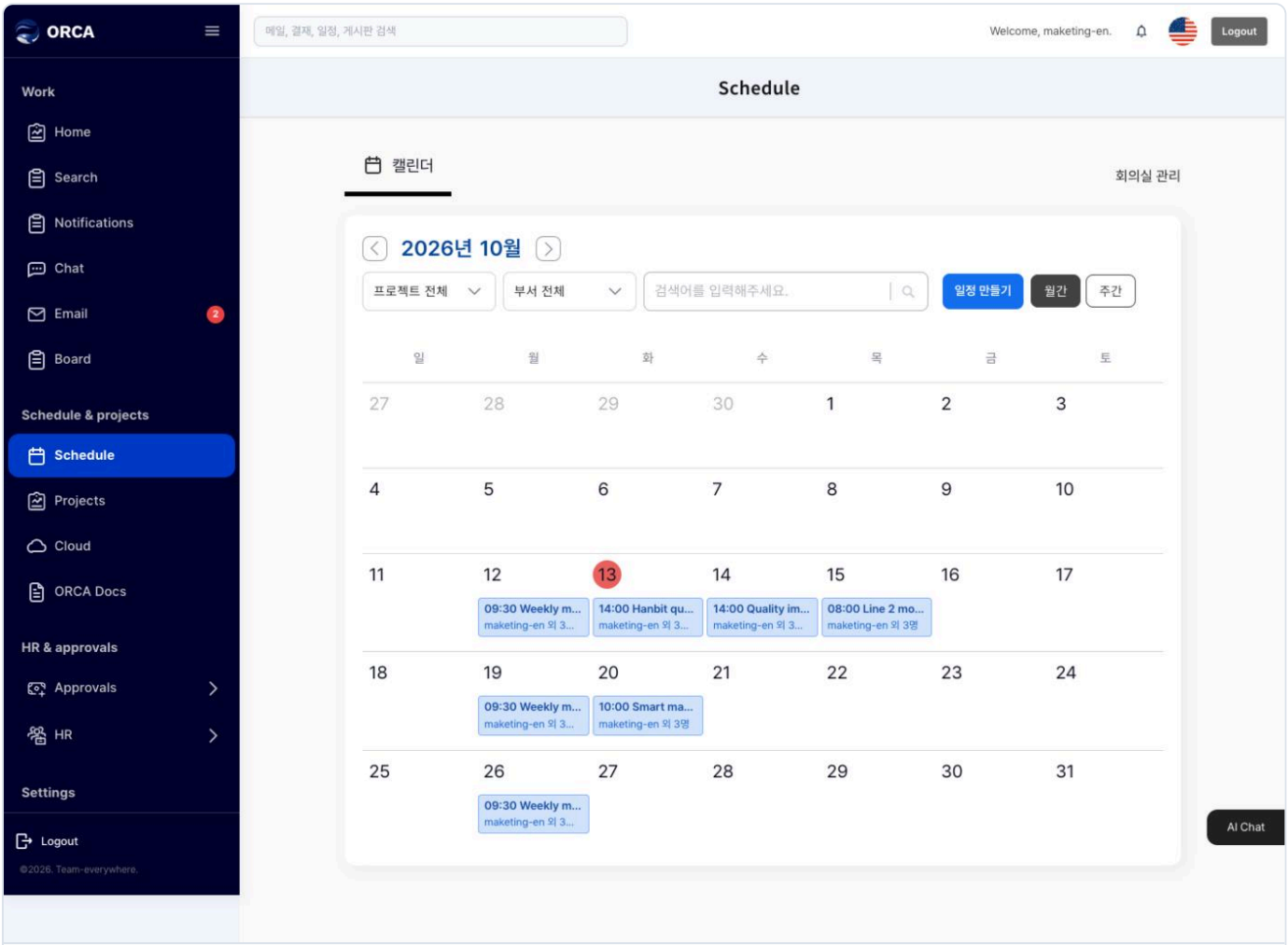
- **Add room** → name, location, capacity → **Save**

Web › Calendar & rooms

Calendar

Overview

Manage personal and company events on a calendar.



Calendar

Before you begin

- You need the **Calendar** menu permission.

Required information

- Title, start and end time, visibility (only me / shared)

Save and processing checks

- A **shared** event needs at least one invitee.

- Don't add yourself as an invitee.
- For recurring events, set **either** an end date or a number of repeats.
- If you choose a room that is already booked at that time, the event is not saved and you'll see that the room is already booked.

What you can do in the list

- See personal and shared events together with project tasks on the monthly calendar.
- Reply to invitations with whether you'll attend.

Basic procedure

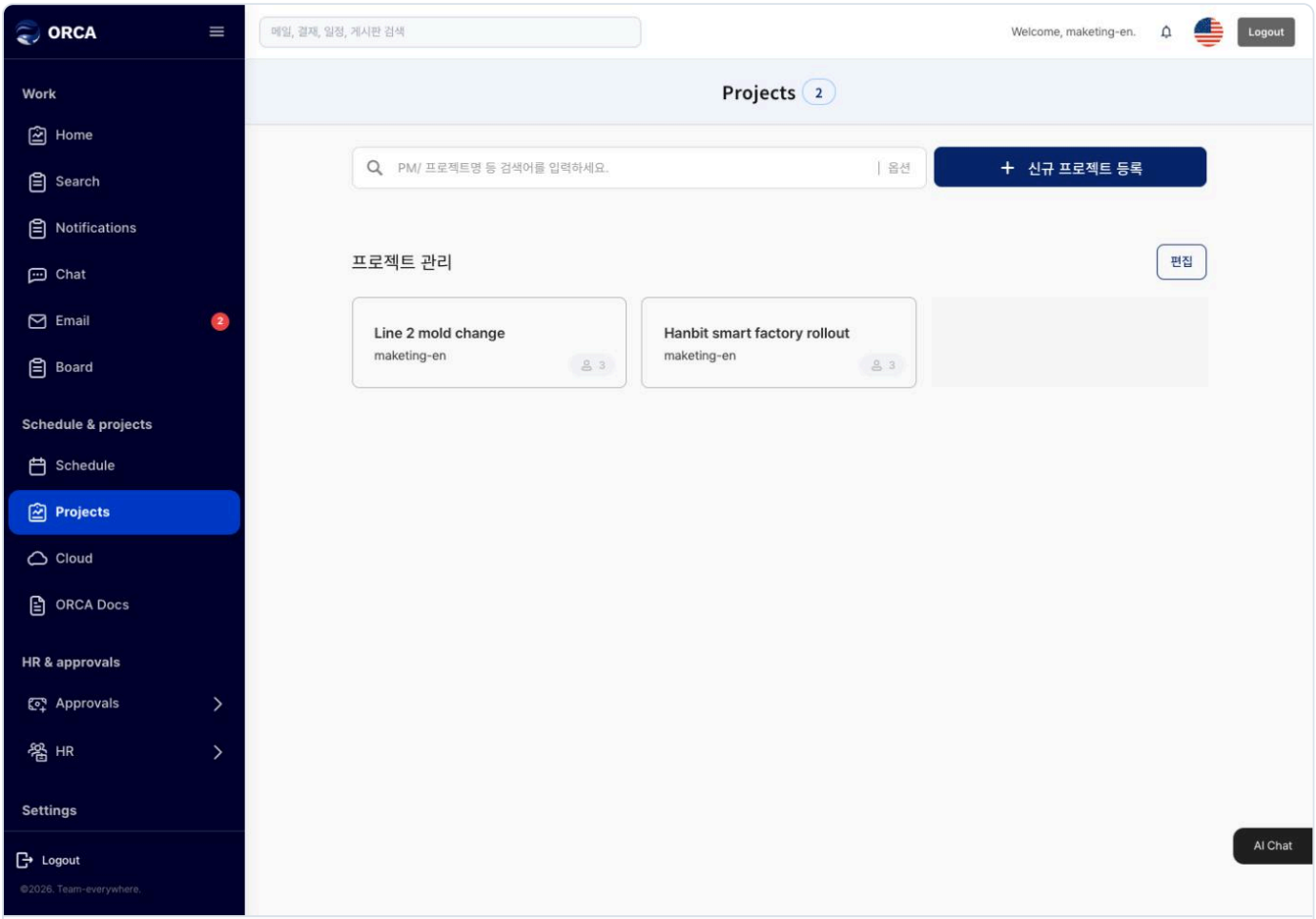
- Click a date to add an event → title, time, room, invitees → **Save**

Web › Projects

Projects

Overview

Create projects and tasks, and manage owners, due dates and progress.



Projects

Before you begin

- You need the **Projects** menu permission.

Required information

- Project: owner, project name
- Schedule (phase): project
- Task: schedule, task name, status (planned / in progress / done / delayed / on hold / canceled)

Save and processing checks

- If a task, leave or business trip for the same person overlaps, a message says the person is unavailable in that period and the task is not saved.

What you can do in the list

- Expand project → schedule → task, and leave notes and comments on tasks.
- Tasks also appear on the calendar.

Basic procedure

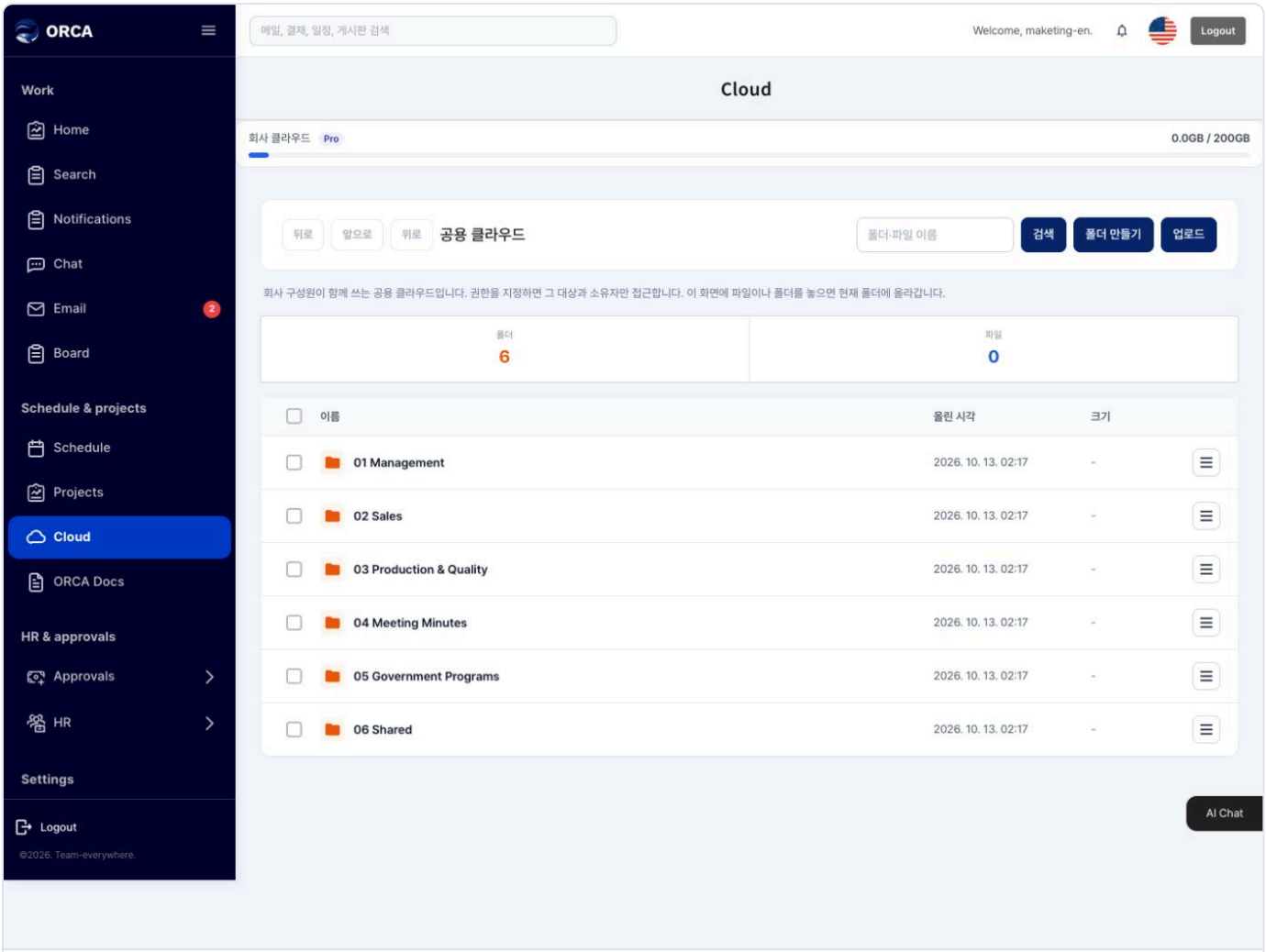
- **New project** → add a schedule → add tasks (owner, period, status)

Web › Cloud & documents

Cloud

Overview

Create folders, upload Word, Excel, PowerPoint, Hangul, PDF and video files, and preview and share them.



Cloud

Before you begin

- You need the **Cloud** menu permission.

Required information

- New folder: folder name
- Upload: file (large files are uploaded in parts automatically)

Save and processing checks

- Word (.docx), Excel (.xlsx), PowerPoint (.pptx), Hangul (.hwpx, .hwp), PDF and video open right in the preview window.
- Older .hwp files show text and tables only; fonts and images may be missing. Saving as .hwpx gives a more accurate preview.
- Click **Edit document** in the preview window to open the editor. If you have unsaved changes, you'll be asked to save first.

What you can do in the list

- Browse the folder tree; move, copy, rename and delete
- Share (people, external links, expiry date); version history and restore
- Search and check storage usage

Basic procedure

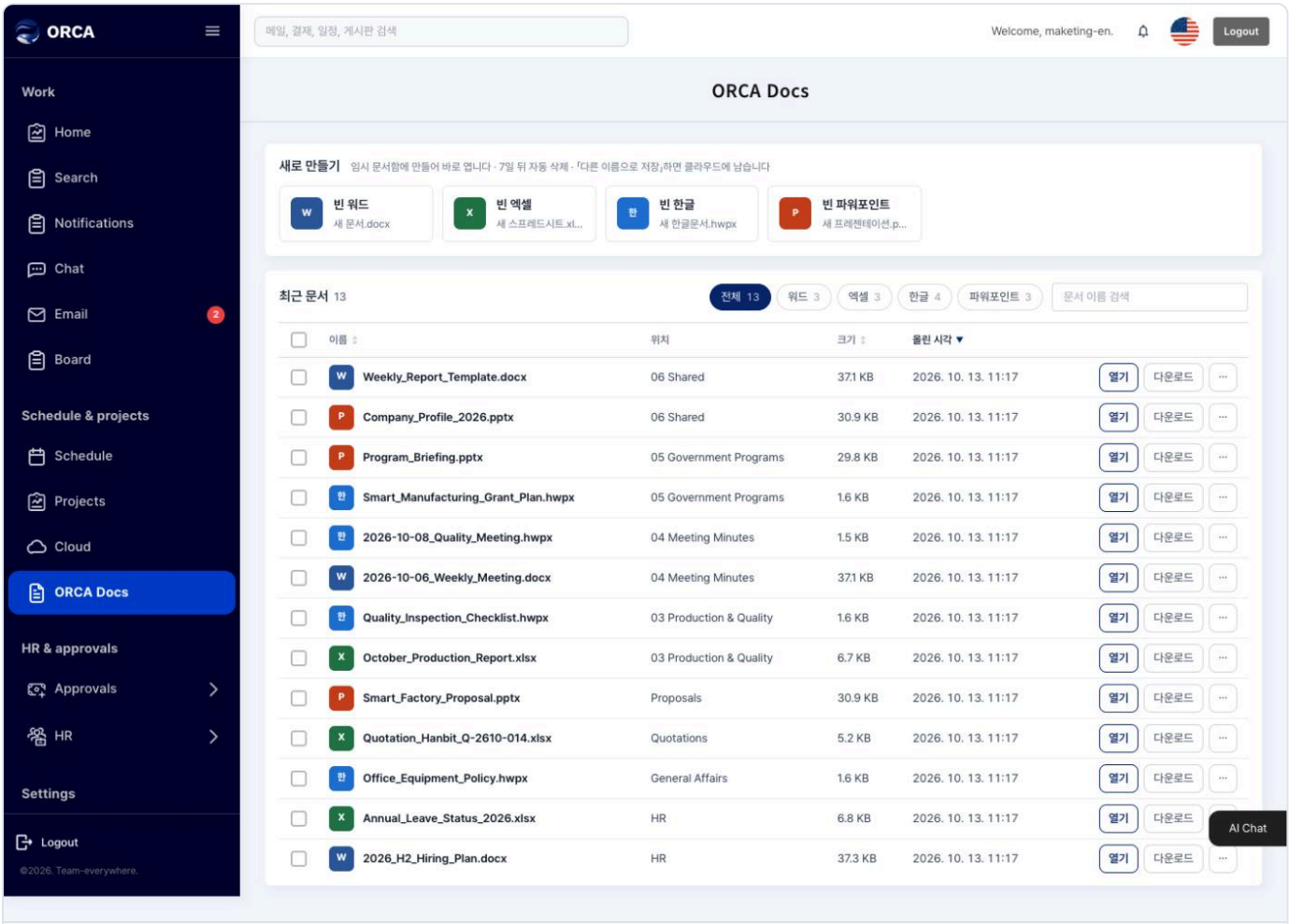
- **New folder** → enter a name
- Drag and drop files or click **Upload** → click a file to preview it

Web › Cloud & documents

Documents

Overview

Open and edit office documents from Cloud and manage their versions.



Documents

Before you begin

- You need the **Cloud** menu permission.

Required information

- New document: format (docx / xlsx / pptx / hwpx)

Save and processing checks

- Every save keeps a version, so you can go back to an earlier one.

- Temporary documents are cleaned up automatically after 7 days.

What you can do in the list

- Not applicable

Basic procedure

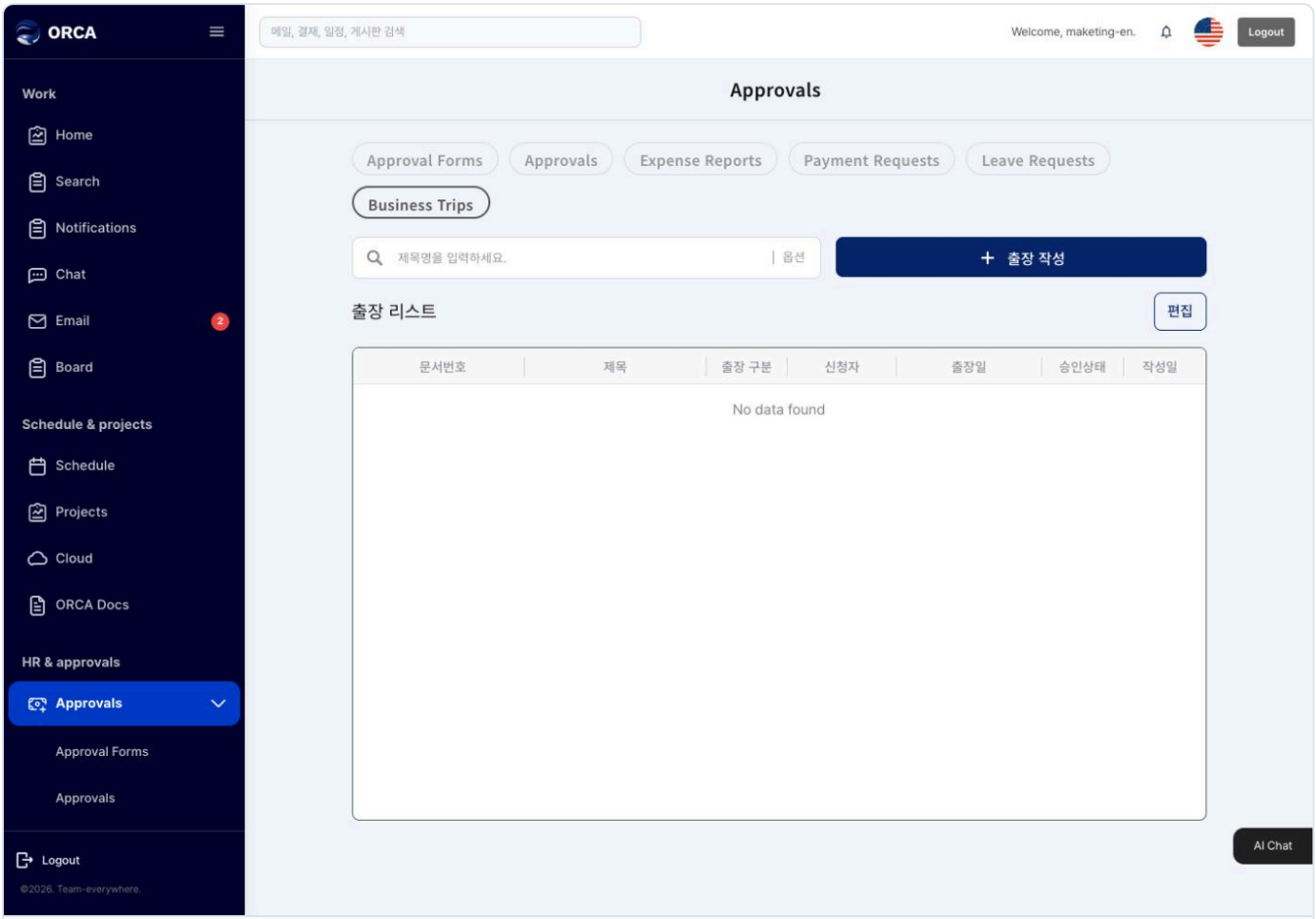
- **New document** → choose a format → edit → **Save**

Web › E-approval

Business trip request

Overview

Request a business trip and get it approved.



Business trip request

Before you begin

- You need the **Business trip** menu permission.

Required information

- Document number, title, type (business trip / field work before or after the office / field work), period, requester

Save and processing checks

- Not applicable

What you can do in the list

- Not applicable

Basic procedure

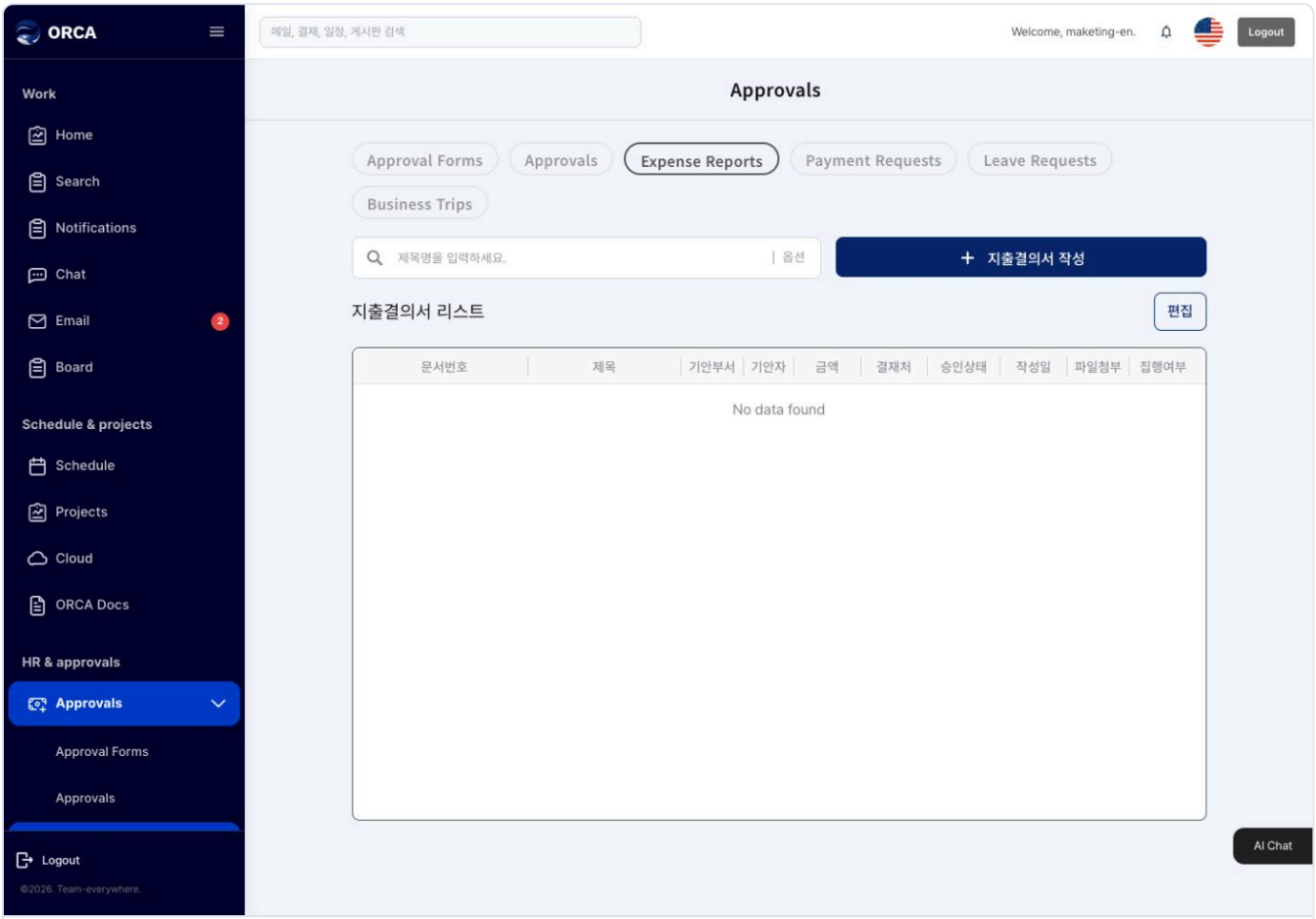
- **New trip request** → type, period, requester → approval line → **Submit**

Web › E-approval

Expense report

Overview

Write an expense report and get it approved.



Expense report

Before you begin

- You need the **Expense report** menu permission.

Required information

- Document number, title, drafter, expense type (general / corporate)

Save and processing checks

- Enter the payment date after approval is complete.

What you can do in the list

- Not applicable

Basic procedure

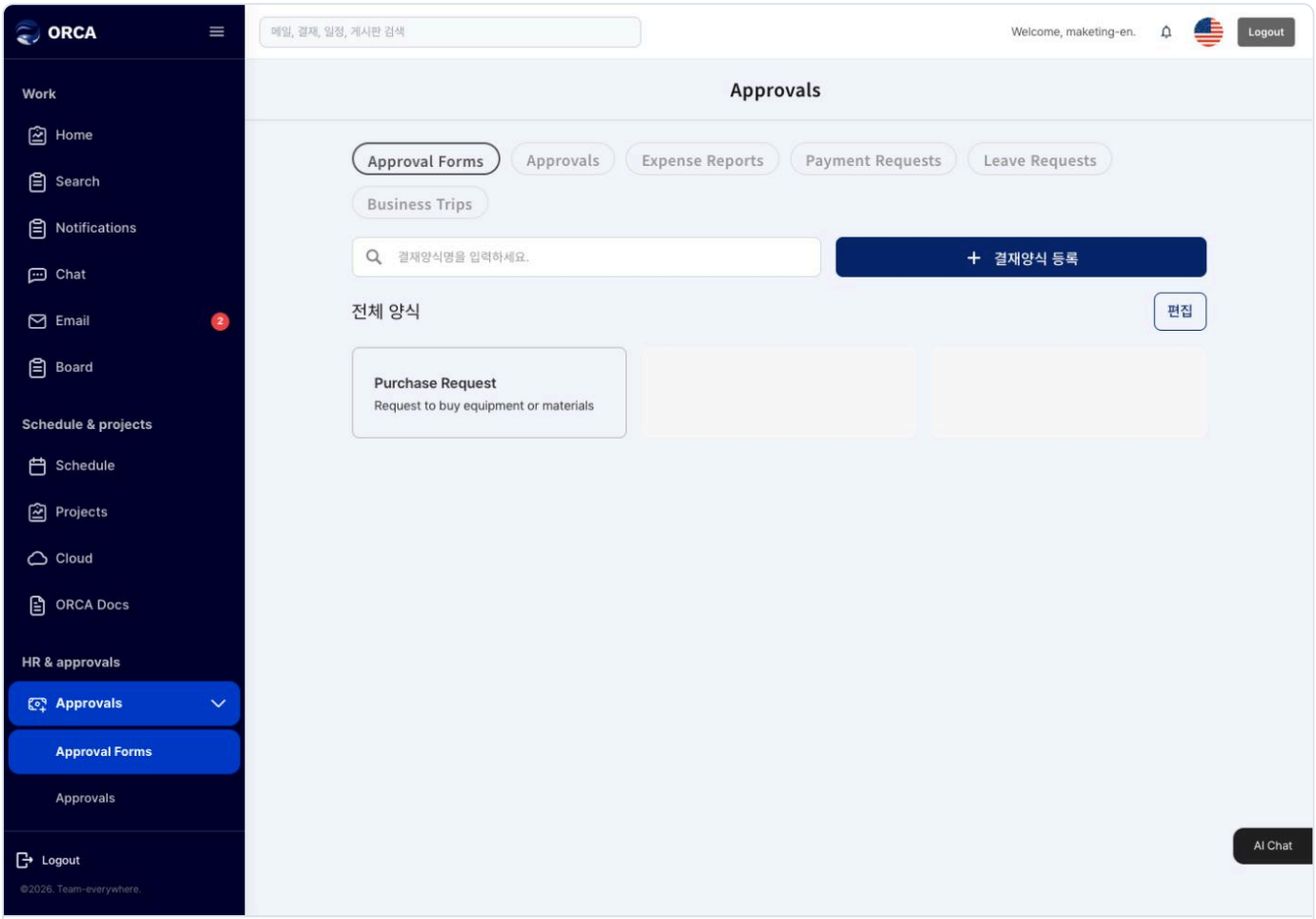
- **New expense report** → expense items and account → approval line → **Submit**

Web › E-approval

Approval forms

Overview

Manage approval document forms and approval lines.



Approval forms

Before you begin

- You need the **Approval forms** menu permission.

Required information

- Form name
- Input fields (text / number / date) and table columns (optional)

Save and processing checks

- Every form automatically includes a document number and title, so you don't need to add them as fields.

What you can do in the list

- Not applicable

Basic procedure

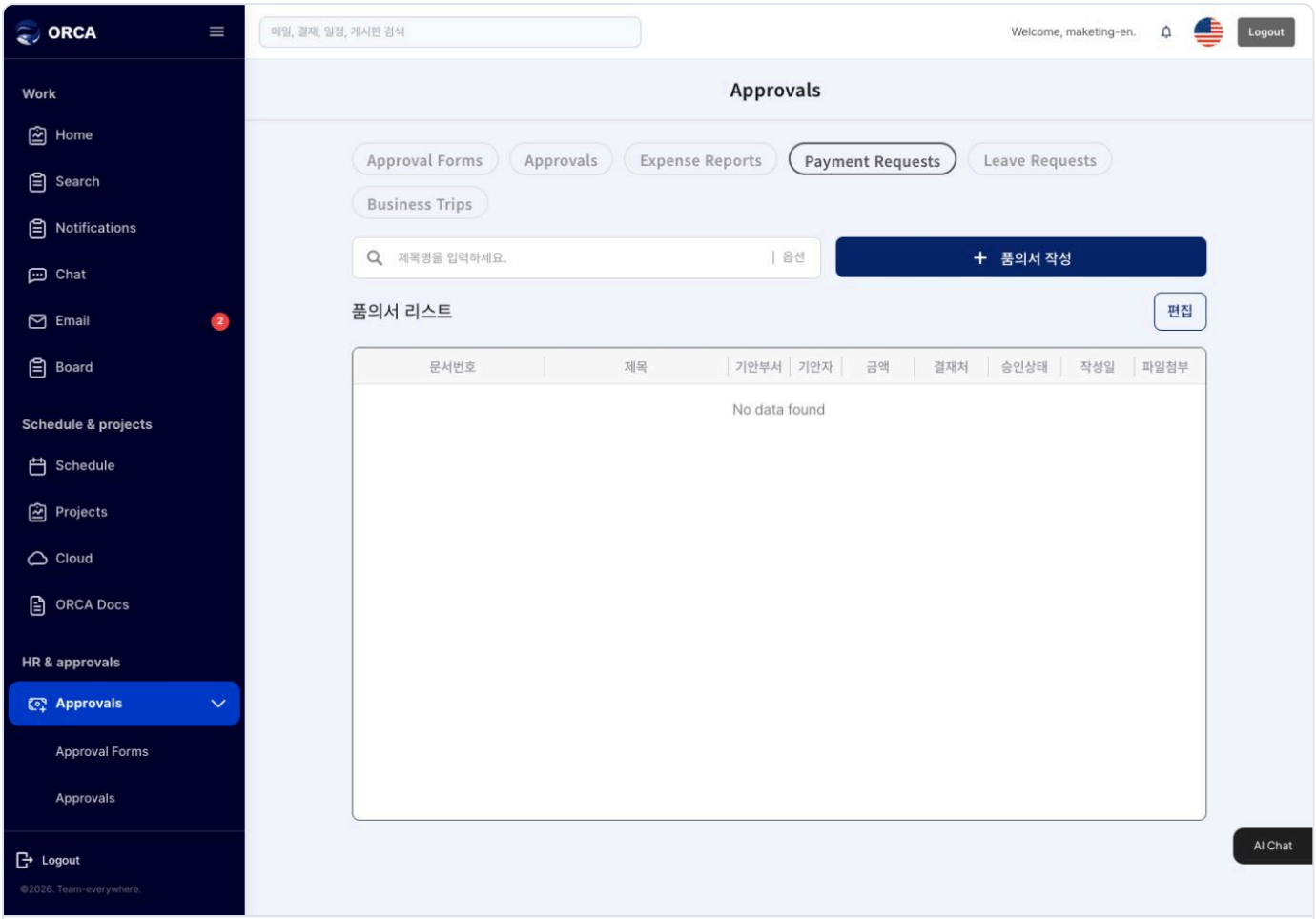
- **New form** → name, description, input fields, table columns → **Save**

Web › E-approval

Remittance request

Overview

Write a remittance request and get it approved.



Remittance request

Before you begin

- You need the **Remittance request** menu permission.

Required information

- Not applicable

Save and processing checks

- Not applicable

What you can do in the list

- Not applicable

Basic procedure

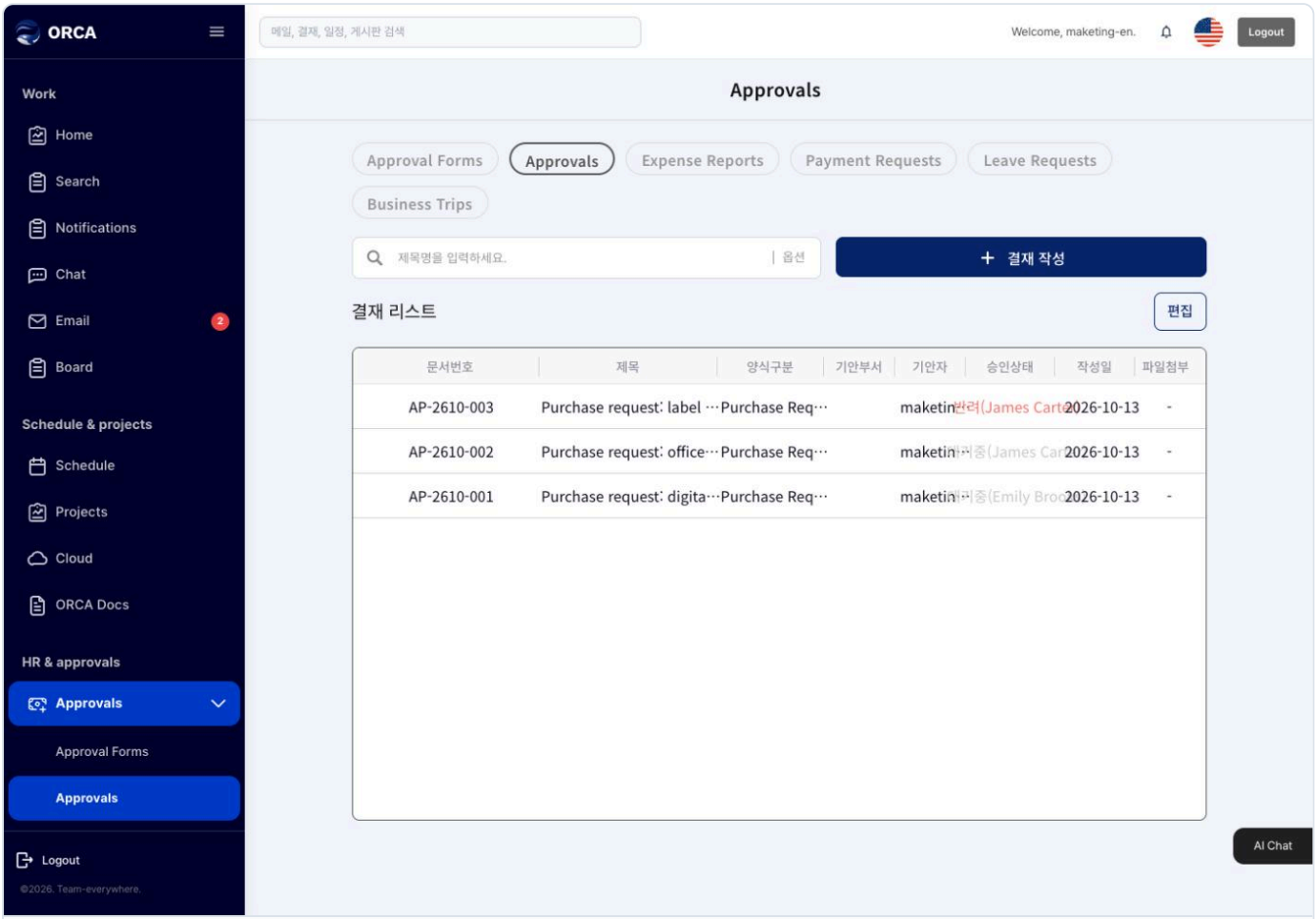
- **New remittance request** → payee and amount → approval line → **Submit**

Web › E-approval

E-approval

Overview

Submit request and draft documents, then approve or reject them.



E-approval

Before you begin

- You need the **E-approval** menu permission.
- You need an approval form and at least one other employee as an approver.

Required information

- Form, document number, title, drafter, approval line (at least one approver, in order)

Save and processing checks

- Approvers approve or reject in order. If a document is rejected, the drafter edits it and submits it again.

What you can do in the list

- View pending, in-progress, completed and rejected documents, and leave comments

Basic procedure

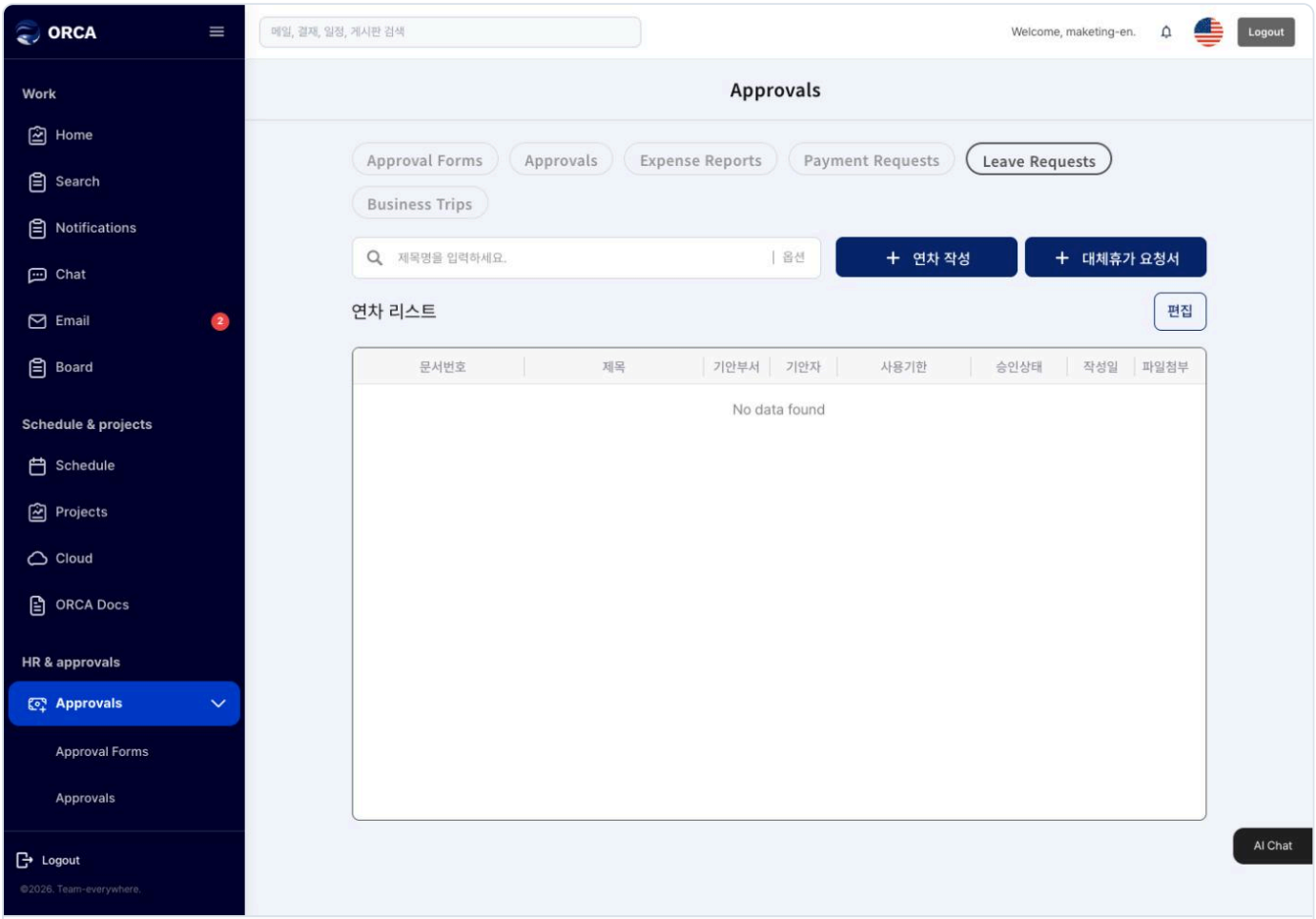
- **New draft** → choose a form → content and approval line → **Submit**

Web › E-approval

Leave request

Overview

Request leave and check its approval status.



Leave request

Before you begin

- You need the **Leave request** menu permission.

Required information

- Title, leave start and end dates

Save and processing checks

- The leave period is checked against task assignments in the same period.

What you can do in the list

- Not applicable

Basic procedure

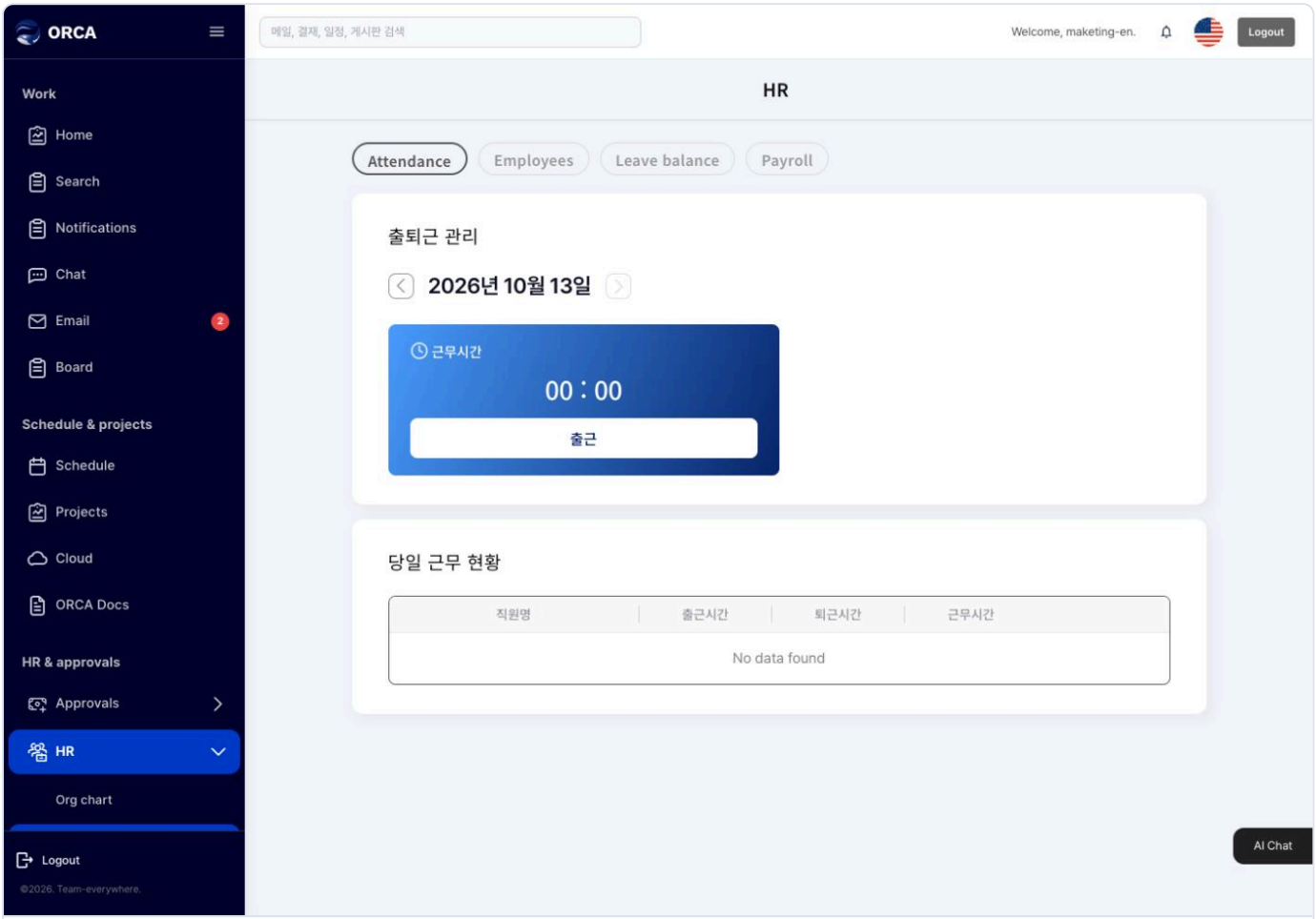
- **New leave request** → type and period → approver → **Request**

Web › HR

Attendance

Overview

Manage clock-in/out records and work status.



Attendance

Before you begin

- You need the **HR > Attendance** menu permission.

Required information

- Not applicable

Save and processing checks

- Not applicable

What you can do in the list

- View clock-in/out records and work status

Basic procedure

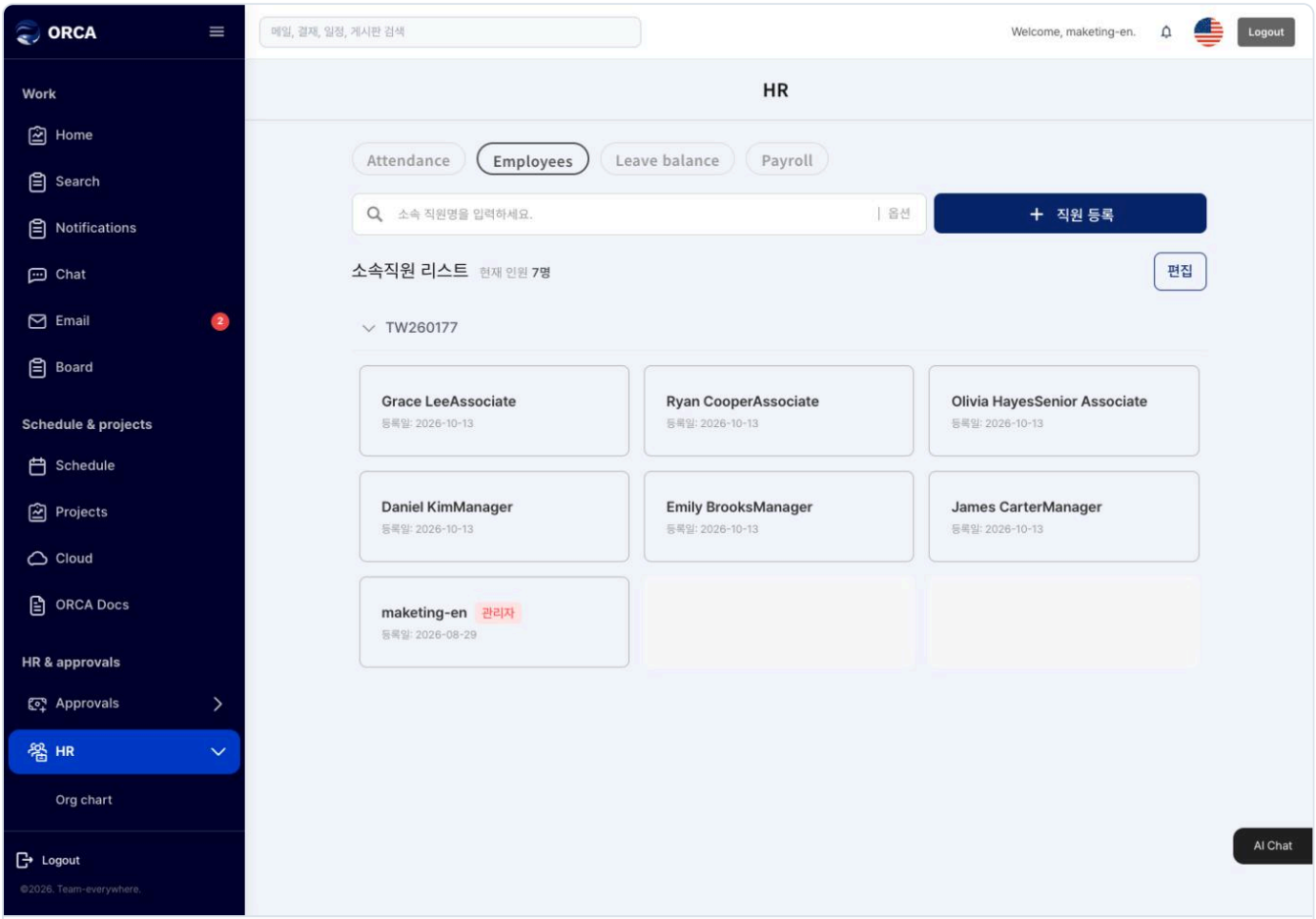
- Not applicable

Web › HR

Employees

Overview

Register and edit employee information.



Employees

Before you begin

- You need admin rights and an available user seat. If you exceed your subscribed number of users, a message asks you to increase the per-user subscription quantity.

Required information

- Name, phone, employee number, company, position, team lead or not, start date, sign-in email, initial password

Save and processing checks

- Each new employee gets an ORCA platform account and uses the same account in MRP & MES.

What you can do in the list

- Not applicable

Basic procedure

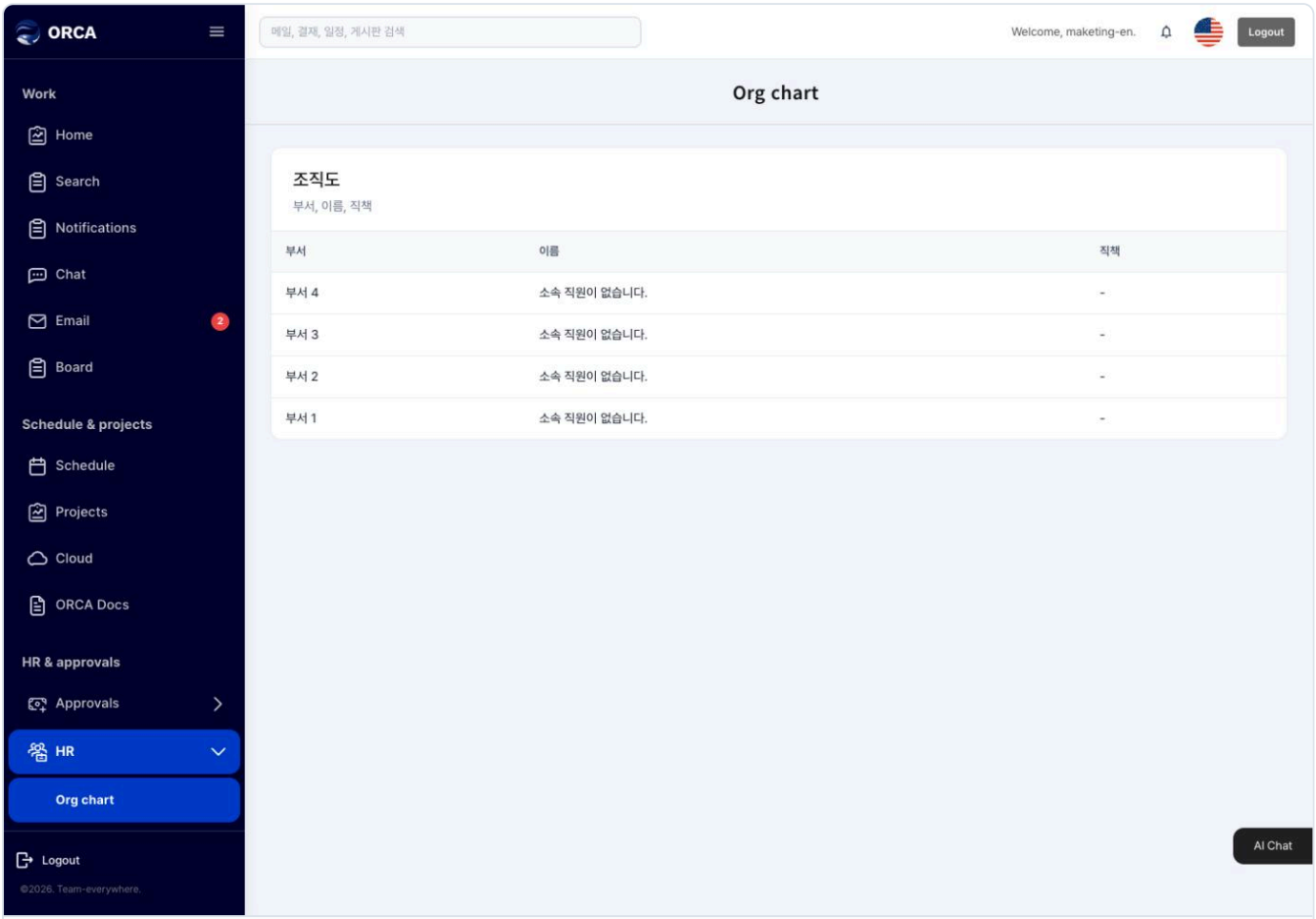
- **Add employee** → enter the required information → **Save**

Web › HR

Organization chart

Overview

See your company's members as an organization chart.



Organization chart

Before you begin

- You need the **HR > Employees** menu permission.

Required information

- Not applicable

Save and processing checks

- Not applicable

What you can do in the list

- Not applicable

Basic procedure

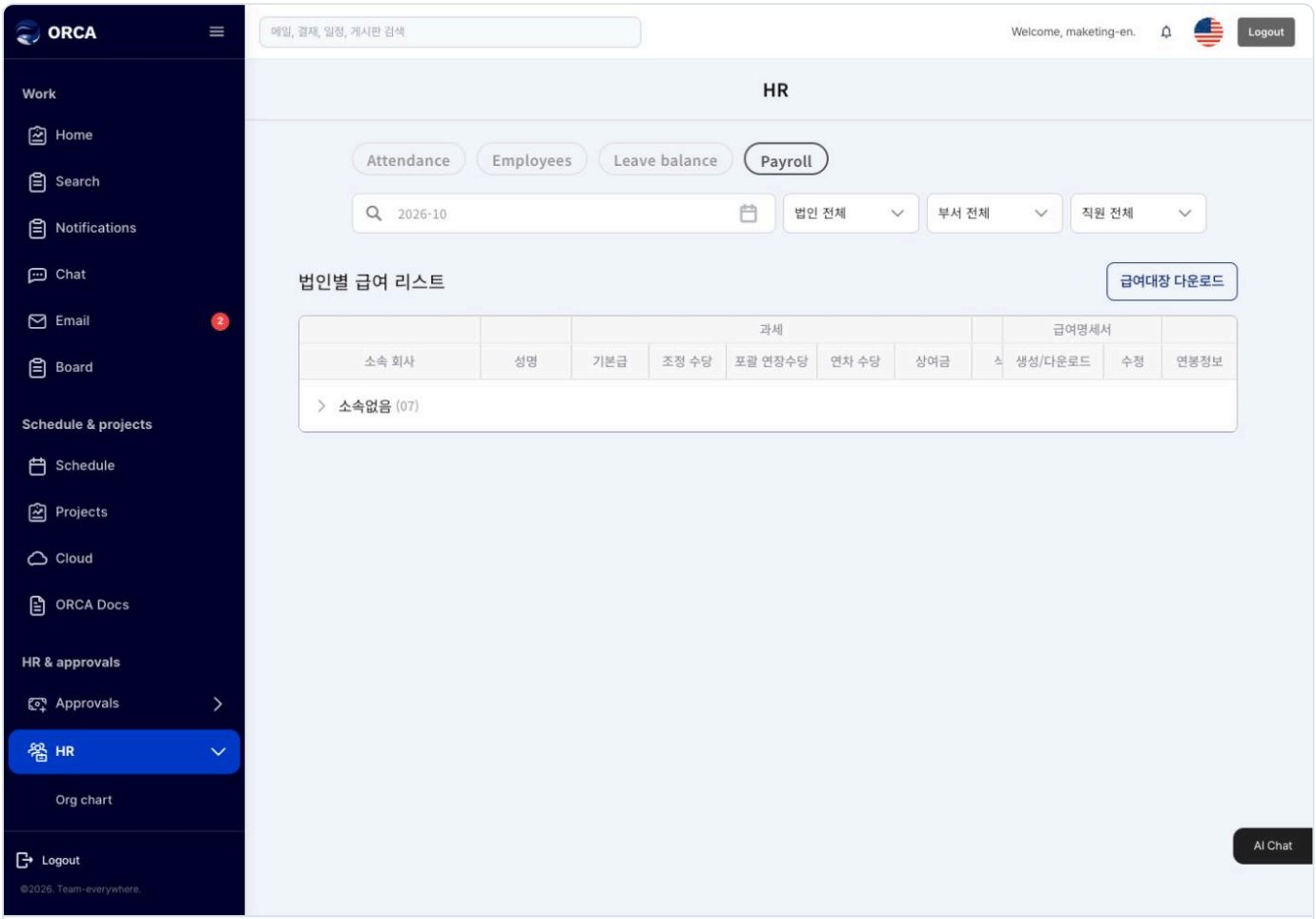
- Click a group to see its members.

Web › HR

Payroll

Overview

Manage pay slips and payment history.



Payroll

Before you begin

- You need the **HR > Payroll** menu permission.

Required information

- Not applicable

Save and processing checks

- Not applicable

What you can do in the list

- View pay slips and payment history

Basic procedure

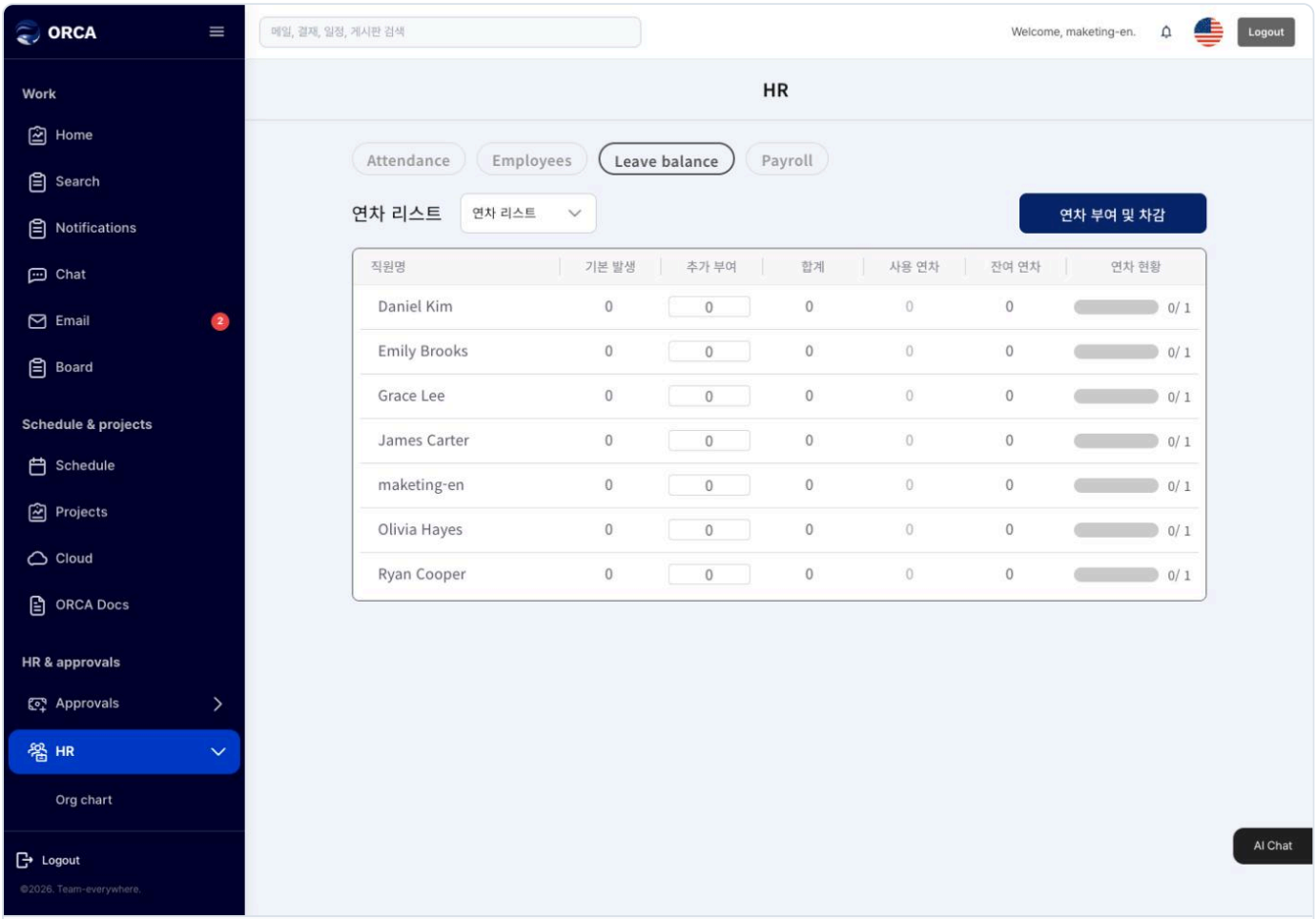
- Not applicable

Web › HR

Leave management

Overview

Manage annual leave grants and usage.



Leave management

Before you begin

- You need the **HR > Leave** menu permission.

Required information

- Not applicable

Save and processing checks

- Not applicable

What you can do in the list

- Annual leave granted, used and remaining

Basic procedure

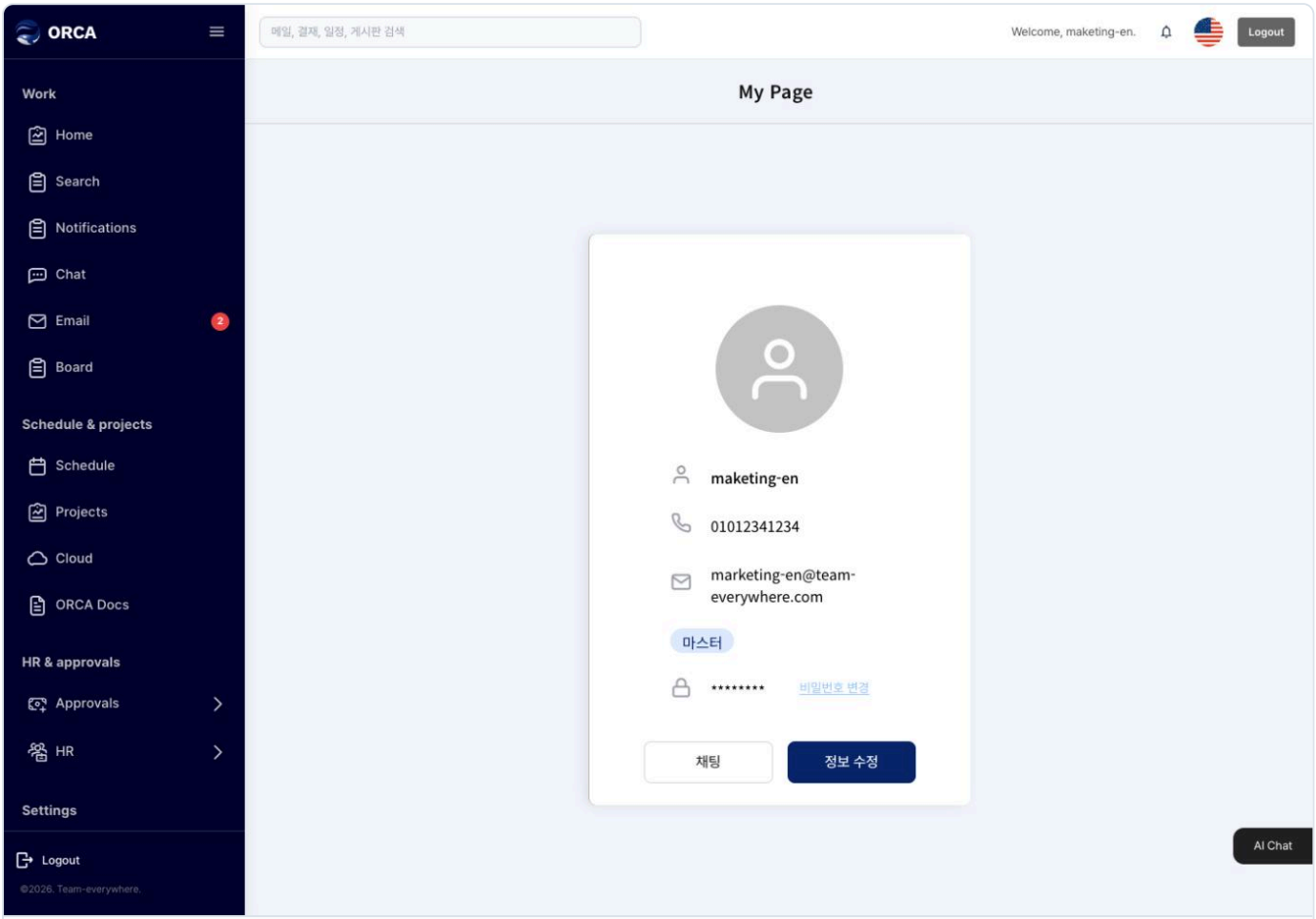
- Not applicable

Web › System

My profile

Overview

Change your profile, signature and notification settings.



My profile

Before you begin

- Not applicable

Required information

- Not applicable

Save and processing checks

- Not applicable

What you can do in the list

- Change your profile, mail signature and notification settings

Basic procedure

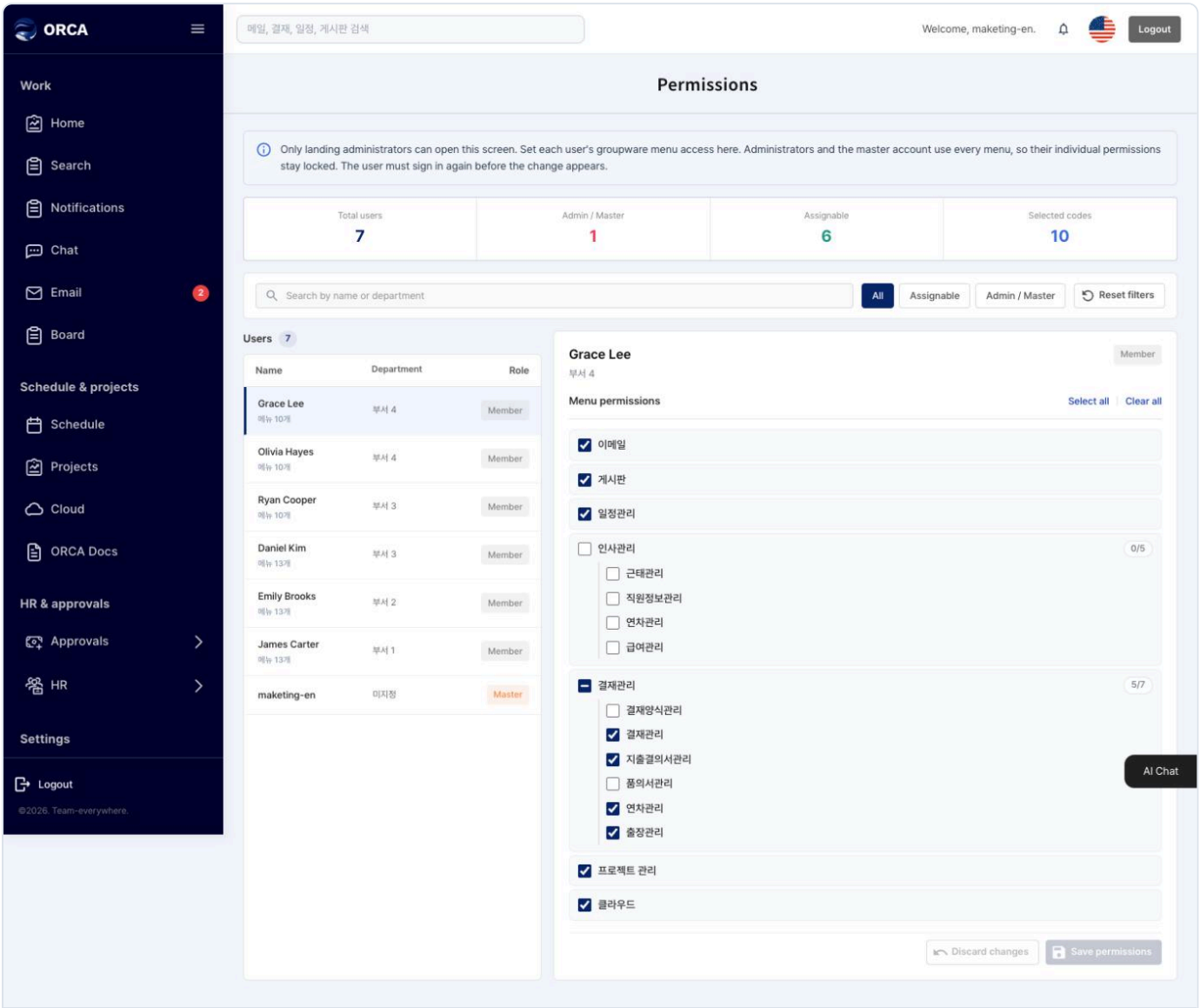
- Not applicable

Web › System

Permissions

Overview

Choose which menus each user can see (admins only).



Permissions

Before you begin

- Only admins and masters set on the ORCA website can see this screen.

Required information

- Not applicable

Save and processing checks

- If someone opens a page they don't have permission for, they are taken to Home.

What you can do in the list

- Choose the menus each user can see. The user list shows how many menus each person can use.

Basic procedure

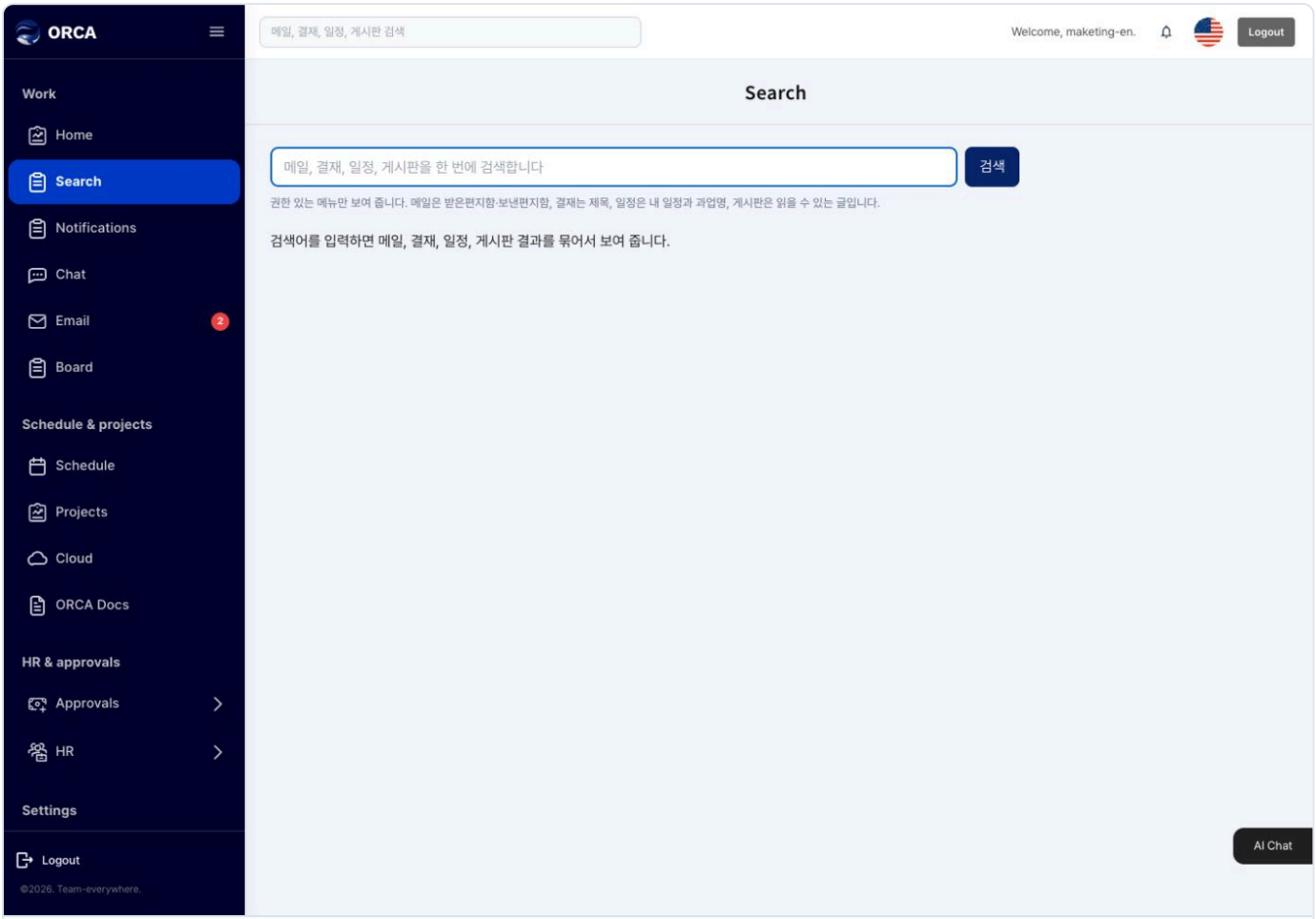
- Not applicable

Web › System

Search

Overview

Search mail, documents, posts and people at once.



Search

Before you begin

- Anyone who is signed in can use it.

Required information

- Not applicable

Save and processing checks

- Not applicable

What you can do in the list

- Not applicable

Basic procedure

- Type a word in the search box at the top to find mail, documents, posts and people together.