

HUMAN RESOURCE MANAGEMENT

The Challenge

The increasing complexity of relationships between employers, employees and their HR documentation has brought with it new information management challenges.

Many employers hold a range of documentation in respect of their employees such as contracts, job descriptions, performance reviews, certificates, and registration requirements, often within different departments. Managing their requirements and your own business needs can create additional work for Human Resource Departments. Issues of compliances, accreditation, privacy, health and safety and legal obligations all combine to tie up masses of administration time and create piles of paper. This adds to the risk of things falling through the cracks, risks that are compounded by the increasingly litigious nature of business requirements.

You have to be proactive in managing employees effectively including their contracts, training and also the relationships staff may have with accreditation bodies, and other companies such as the Inland Revenue. Simple retrieval and managing the interrelationships of information is key to managing this process.

The Solution

Fraame Solutions can offer organisations a logical relationship-centric solution that brings together all of the relevant information including Word documents, scanned documents, emails, spreadsheets, in fact any documents held by your organisation which relates to an employee.

Tested around the world, FileVision easily manages the relationship between documents, and the employee they relate to. The logical approach works around your organisation and can be implemented in a short period of time without causing disruption to your organisation. It complements your existing systems and processes rather than requiring a whole new way of operating. Simply

put, FileVision ensures the right information is with the right people, in the right place, and at the right time.

FileVision meets your human resource needs by:

- Assembling employee records faster
- Optimising the use of administration time
- Allowing immediate access to all records for those with permissions
- Providing automatic action scheduling
- Instantly prioritising tasks
- Reducing administrative costs such as storage, expensive filing cabinets, time spent looking for documentation

The Benefits at a Glance

Immediate access to updated employee records

There is no need to wait for employee files to be collated and filed. Any item can be quickly stored and authorised staff can simultaneously access any file from any department.

Optimising administrators and advisor time

Key documents for action, such as performance appraisals can be forwarded for immediate attention and can be colour coded and tracked with additional notes or messages highlighted if required. This is a more efficient use of time and reduces the likelihood of losing records or paperwork.

Better handling of staff tasks

Staff can be given access to the FileVision notice board. The access system allows instant referrals, messages and urgent documents to be placed in the virtual in-tray. The task manager can prioritise tasks of different time spans and urgency.

Increased speed and accessibility

FileVision allows items to be set for automatic actioning at the correct time, such as performance appraisals, renewal of certificates, ensuring that all employees are up to date and legal.

The System at a Glance

FileVision offers the best features from integrated document management (DM), custom relationship management (CRM) and workflow. It eliminates the need to purchase separate applications, not to mention the expense and time consuming process of integrating these components. FileVision can also seamlessly coexist and compliment your organisations other key business applications such as finance and payroll.

FileVision allows easy access to inwards and outwards correspondence by company name or document type and can be retrieved via a web browser on any computer terminal throughout the organisation. The strength and effectiveness of the FileVision system comes from:

- Simple implementation
- Powerful cross referencing, indexing and key words
- Its fast high quality viewer
- A multi-layer annotation feature with access control
- Full and secure version control
- Document approval status handling and audit trail.

FileVision runs on a Microsoft Windows platform. It integrates with Microsoft Office applications and can easily interface with back office solutions via web services.

FileVision



Fraame Solutions Limited
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Fraame Solutions is a leading business solutions provider. Launched in 2003, Fraame has offices in Sydney and Christchurch, and offers it's customers business consulting services through to the full implementation of information technology solutions. Fraame is a Development Solutions Partner of the Hewlett Packard Corporation.



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