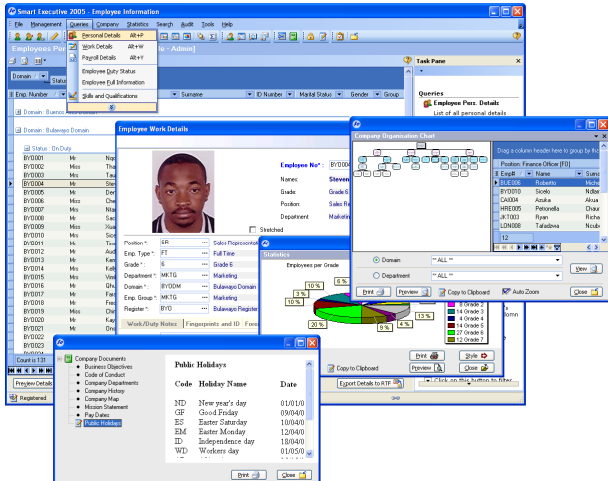


Human Resource Management Information System



What is Smart Executive™?

- A complete Human Resource Management system suitable for small, medium and large organisations in any business sector.
- A powerful, high productivity personnel management application that allows you to control the entire human resource function of your organisation from a single desktop, no matter how large the organisation.
- A HRMS that encompasses a wide range of the latest software components in order to provide your organisation with highly flexible, user-friendly system. The ability to create queries, define variables, produce flexible reports and numerous other personnel maintenance functions will improve the effectiveness and efficiency of the human resource component of your organisation.
- A HRMS Shipped in different modules, which can be purchased separately as your needs dictate.

Smart Executive™ Modules and Features

Main Application

- **Employee full information** (personal, professional, payroll, dependants, health information, etc)
- Automatic Generation of **ID Cards**, Contact Directory, List Signatures, **Organisation Chart**
- Skills and Qualifications, **Career Management** (Job Description, Performance Management, Promotion/Demotion, Transfer)
- **Industrial Relations** (Hearing, Discipline, Grievance, Appeals)
- **Attendance Management** (Individual Attendance, Electronic Attendance Register)

Fiscal HR™

- **Leave, Loans**, Benefits, Gratuity, **Budget**, Attendance and Overtime Management
- **Missions** management (schedules, records, expenses)
- GLA Contributions, **Medical** and **Pension Schemes**

Human Resource Planning

- Staffing Plan, **Recruitment**, Career and Separation Management
- Employee Services and Awards Management
- **Induction** and **Training** Management

Statistics and Audit

- Employee per Department, Grade, Gender, Marital Status, Age Profile
- Department and Company Summary Reports

Environment Setup

- Ability to define your own working environment (codes and parameters)

Smart Web .NET™

- Ability to run on Company Intranet or on the Internet
- **Employee Self Service** (Leave, Loans)
- Department Leave Calendar
- Automatically send **email** for leave and loan request and approval

Reminder

- **Automatic popup Reminder** linked to all main activities (leave, loan, training, hearing and discipline, retirement, etc)

Soft-IT Tools

- Database Backup and Restore Facilities
- Network Drive Mapping
- Users and Groups management
- Tracking and Session and Logon Activities

General Features

- **Powerful Search Capabilities** and **In-built Report Generator**
- Capability to organise your company on a Wide Area Network in Domains, Employee Groups, Departments
- Ability to automatically send emails to employees on various HR activities (scheduled trainings, leave approval or leave due, loan request approval, etc) and network activities (tracking security violation, etc)
- **Export information to Excel**, HTML and XML, Text
- **In-Built Text Editor**
- Fully integrates with the Soft-IT **GoldenPay** (payroll) and the Soft-IT **Balanced Scorecard** (Strategic Goals management system)

Note: Employee Digital Photo Service can be provided by Soft-IT