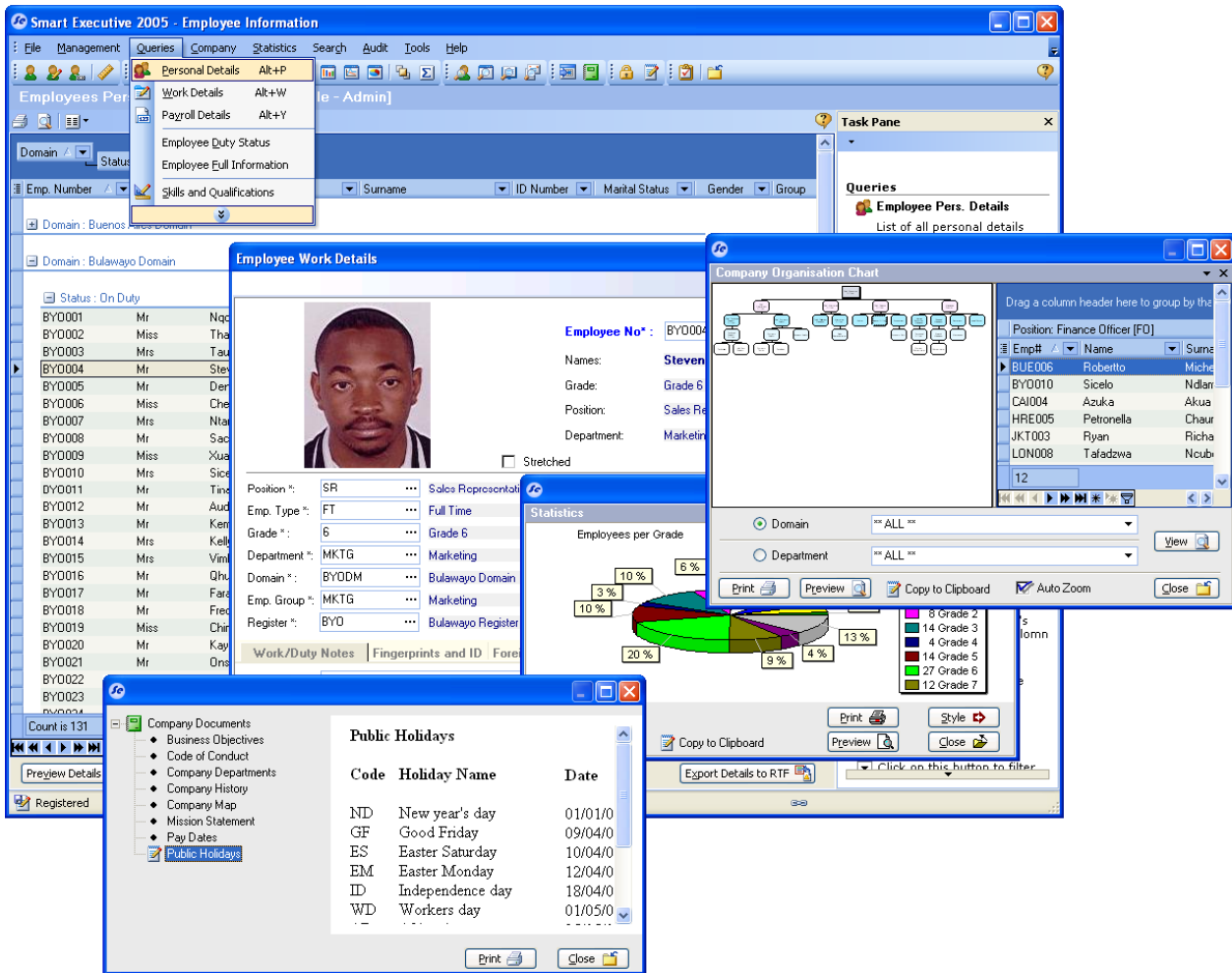


Smart Executive™ 2008 Data Sheet
Version 3.2

Smart Executive™ is a complete Human Resource Management system suitable for small, medium and large organisations in any business sector.



Smart Executive™ is 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.

Smart Executive™ 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.

Smart Executive™ ships in different modules, which can be purchased separately as your needs dictate.

Features Available in All Modules

Employee Details

Employee Personal, Professional and Payroll Details

Employee Duty Status

Ability to Manage Employee Photo, Finger Prints and Resume

Company Organisation Chart

Company Organisation Chart (Automatically Generated) per Domain, Department or the whole Organisation

Company Documents

Maintenance of Company Standard Documents

Statistics

Statistics of Employees per Department, Grade, Gender and Marital Status

Statistics on Age Profile

Highly Flexible Departments Summary and Company Summary Reports

Highly Flexible Graphical Presentation of Data

Search Facility

Ability to Search Employee per Employee Number, Name, Surname or Any Sub-string Contained in the These Fields

Search Facility on Grade, Leave Type, Loan Type, Job Code, Bank Branch, Client Organisation and User Id

Ability to Search for a String in Any Column of a Query

General Features

Single Sign-In to access all the Modules with the same credentials

Improved Logon Interface (Ability to Connect to Any Drive Mapping, etc)

A User Connecting for the First Time to the System is Prompted/Forced to Change his/her Password

Control of User Account Expiry Information

High Security and Controlled Access Rights – Ability to Manually or Automatically Lock any Module

Audit Trail Information and Process Logging

Automatically Send an Email to System Administrator When the Predefined Maximum **Logon Attempts** is Reached

Centralised License File. The License is Installed in Only One Location and is Accessed from Any Client Machine

Data Export Facility - Output Data to Microsoft Excel, HTML and XML

Print and Print Preview Facility - Prints Reports to Any Installed Printer

Tip of the Day and Comprehensive On-line Documentation

Operates on Standalone, Local Area Network or Wide Area Network

Runtime **Customisable Reports** with Search Facility

Easy to Use Interface (Drop-down menus, Toolbars and Dockable Task Pane)

Microsoft® Office XP and Office 2003 Style – Full Support of Windows XP Themes

Email and Internet Access Without Leaving the Application

Shares the Same Database and Setup Environment with the Soft-IT Payroll System – **GoldenPay™**

1. Main Application Modules

1.1. Employee Information

Employee Details (See the *Employee Details* section above)

Employee Children Information

Skills and Qualifications

Health Information

Employee Assistance

Assets and Benefits

Accidents and Safety

Employees Contact Directory

Employees Identification Card

Multiprocessing on Various Selection Criteria

Features under *Features Available in All Modules* above

1.2. Attendance Management

Individual Attendance

Electronic Attendance Register

Health Information

Employee Duty Status

Features under *Features Available in All Modules* above

1.3. Industrial Relations

Employee Hearing

Employee Discipline

Employee Grievances

Employee Appeals

Features under *Features Available in All Modules* above

1.4. Career Management

Performance Program

Performance Targets

Performance Results

Individual Evaluation

Duty Template

Job Description

Promotion and Demotion

Employee Transfer

Employee Achievements

Project – Employees List

Employee Achievements

Features under *Features Available in All Modules* above

1.5. Statistics and Audit
Statistics:
Statistics of Employees per Department, Grade, Gender and Marital Status
Statistics on Age Profile
Highly Flexible Departments Summary and Company Summary Reports
Highly Flexible Graphical Presentation of Data
Audit:
Human Resource Audit Checklist Facility
Labour Legislation Compliance Facility
1.6. Queries and Reports
All Queries, Reports and Statistics under <i>Main Application Modules</i>

2. Fiscal HR™ Modules
2.1. Leave Management
Leave Application, Recommendation, Approval and Processing
Departure on Leave and Return from Leave
Processing Leave Days Accrual
Leave Adjustment and Leave Claims
Leave Calendar and Annual Leave Days
Leave Analysis
Leave History
Automatically Send an Email to Employees whose Leave Request is Approved
Features under <i>Features Available in All Modules</i> above
2.2. Loans Management
Loan Application, Approval and Processing
Loan Disbursement, Posting and Adjustment
Loan Cancellation
Loans Analysis
Loans History
Automatically Send an Email to Employees whose Loan Request is Approved
Features under <i>Features Available in All Modules</i> above
2.3. Employee Missions
Missions Records
Departure on Mission and Return from Mission
Mission Expenses Tracking
Missions Schedules
Features under <i>Features Available in All Modules</i> above

2.4. Employee Schemes
Medical Aid Schemes
Medical Aid Reports
Pension Schemes and Pension Claims
G.L.A. Contributions
Features under <i>Features Available in All Modules</i> above
2.5. Budget Management
Flat Budget Proposal
Budget with Evaluation
Evaluation Breakdown
Budget Allocation
Budget Analysis
Features under <i>Features Available in All Modules</i> above
2.6. Overtime Administration
Employee Attendance
Overtime and Shortfall
Processing and Adjustment
Attendance Schedules
Features under <i>Features Available in All Modules</i> above

3. Planning Modules
3.1. Human Resource Planning
Staffing Plan
Personal Change Advices
Jobs Management and Search Facility
Requisitions and Required Skills Information Management
Staff Recruitment (Recruitment Details, Guides, Budgets, Sources and Type of Contacts)
Maintains a Database of Recruiters and Cooperative Organisations
Maintains a Database of Applicants and Medium for Message to Applicants
Selection Management (Selection Plan, Mark and Final Selection)
Induction Program and Induction Completion
Features under <i>Features Available in All Modules</i> above
3.2. Career Development [Training]
Schedule a Class – Dates and Costs
Trainees Enrolments
Training Information: Instructors, Programmes, Modules, Programmes Linked to Class
Start and End a Training

Trainee Evaluation
Programme Evaluation
List of Classes with and without Trainees
Plan, start and Close Trainings
Tracking of Class Status
Automatically Send an Email to Students Booked for a Training
Features under <i>Features Available in All Modules</i> above
3.3. Separation Management
Check Employee Before Termination
Record Exit Interview
Suspension and Reinstatement
Retrenchment and Retirement
Employee Termination
Features under <i>Features Available in All Modules</i> above
3.4. Services and Awards
Employee Gratuity
Employee Services
Features under <i>Features Available in All Modules</i> above

4. Smart Web .NET™ - Web-based Module for Use on Intranet or Internet

Features
Employee Leave Application
Employee Own Leave Query
Loans Application
Employee Own Loans Queries
Query Department Leave Calendar
Ability to Automatically Send an Email for Leave Request and Recommendation
Ability to Automatically Send an Email for Loan Request

5. Reminder

Features
Automatic Popup Reminder
Reminder on Employee Probation (Probation Ending
Reminder on Employee Leave (Leave to be Processed, Going on Leave, Coming Back from Leave, Overdue Return from Leave)
Reminder on Training (Planned Training, Ending Training, Overdue Training)

Reminder on Loans (Loans to be Paid, Ending Loans, Overdue Loans Payment)
Reminder on Missions (Planned Missions, Coming Back from Mission, Overdue Return from Mission)
Reminder on Hearing
Reminder on Discipline
Reminder on Retirement (Going on Retirement, Overdue Retirement)
Reminder Scanning Agent
Reminder Cleaner Agent

6. Environment Setup

6.1. Global Setup

Company Domains and Employee Groups Management
User Domain Profile
Company Branches, Sections, Department and Trade Information
Company Documents
External Organisations (Banks, Bank Branches, Bank Account Types, Business Types and Client Organisations)
Locations (Countries and Cities) Management
Financial Periods and Payment Methods
Currencies and Coinage Settings
Public Holidays
Reference Coding
General Setup: Company Setup, Earnings, Deductions, Subscriptions and Other Settings

6.2. HRMS Setup

Company Domains Management
User Domain Profile
Company Branches, Sections, Department and Trade Information
Employee Groups Management
Employee Position, Grade, Skills and Type
Employee Title and Marital Status
Employee Beneficiaries
Job Families and Required Skills
Offences, Discipline, Hearing Results and Termination Reasons Codes
Company Assets
Leave Types and Settings
Awards Periods and Breakdown
Schemes, GLA Settings and DSA Range
Planning Budget (Budget Items and Categories)

Recruitment Information (Locations, Alliances, Functions, Sources, Recruiters and Cooperative Organisations)
Applicants Type of Contacts
Medium for Message to Applicants
Job Positions
Assessment Methods and Categories
Induction Methods and Categories
Termination and Separation Reasons
Training Related Codes (Courses, Course Categories, Classes, Training Schedules)
Type of Missions and Mode of Travel
Register Codes, Register Sets and Attend Type
Public Holidays
6.3. Payroll Setup
Cost Centers
Employee Groups Management
Employee Position, Grade, Levels, Pay Scales, Skills and Type
Employee Beneficiaries
External Organisations (Banks, Bank Branches, Bank Account Types, Business Types and Client Organisations)
Earning Types and Settings
Leave Types and Leave Settings
Loan Types, Interest Types and Loan Repayment Methods
Schemes, G.L.A. Settings and DSA Ranges
Payroll Types and Payroll Build
ITF Categories, Financial Periods, Deduction Types and Payment Methods
Currencies and Coinage Settings
Levies, Tax Tables, Tax Types and Tax Credit Types
Attendance Register Codes and Register Set
Attend Types
Formula Identifiers and Macros
Public Holidays

7. Soft-IT Tools – For All Modules

Features

Database Backup and Restore Facilities

Default Archive Name Holding the User Id and the Operation Timestamp

Network Drive Mapping (Ability to Connect to and Keep Information on Any Database Located Anywhere on the Network)

Network Domain Information and Management (Users, Groups, Mappings and Log Activities)

Manage Users and User Groups
Manage User Access Rights
View Log Activities and Logon Attempts
Logon Attempts Statistics
Audit Application Events (Change of Information like Employee Details)
Ability to Enable/Disable and Control the Maximum Number of Records of Logged Activities (Login, Logout, Database Cleaning, Backup and Restore Operations, Application Events, Logon Attempts)
Ability to Control the Maximum Number of Logon Attempts and Decide or Not to Lock a User Id After the Specified Number of Attempts
Ability to Define a Timeout for the Automatic Locking of Any Smart Executive Module
Ability to Enable/Disable and Define a Backup Frequency Period
Built-in File Explorer for Managing System Files and Folders
Access to Various Microsoft Windows® Services (Run Dialog, Find File, Browse for Folder, Control Panel, My Network Places, Organize Favorites, Map Network Drive, Disconnect Network Drive, Add Printer, Add Hardware, Windows About and System Properties)

8. Soft-IT Editor – Available in All Modules

Features
Handling of Reach Text Format Files (RTF)
Ability to Handle Pictures and Embedded Objects (Microsoft Excel Spreadsheets, Microsoft PowerPoint Presentations, etc.)
Find and Replace Facility
Standard Editing Facilities (Copy, Paste, Cut, Undo, Redo, etc)
Standard Formatting Facilities

9. Soft-IT Spreadsheet - Elite™

Features
Standard Microsoft Excel Features (Formatting, Formulas, etc)
Opens and Save to Microsoft Excel File Format (Full Compatibility)
Ability to Manage Multiple Datasheets

10. Soft-IT Browser

Features
Fully Compatible with the Microsoft Internet Browser
Needs Microsoft Internet Browser Dynamic Library Link (DLL) to Run

11. System Requirements – For All Modules

Requirements

Hardware: Intel Pentium 3 or latest

RAM Memory: 64 Mb

Hard Disk: 100 Mb Free Space

Monitor: Color Screen, 800x600 of Resolution

Media Drives: CD ROM

Operating System: Windows 98 Second Edition or latest

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