StaffOne ²⁰⁰⁷

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Employee Self Service

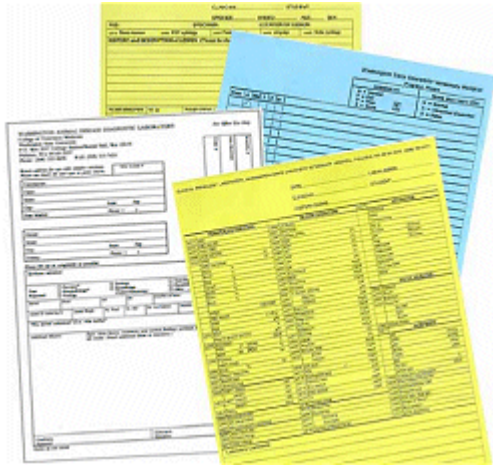**Enterprise Employee Self Service Portal**

What is StaffOne 2007?

StaffOne 2007 is a complete Intranet and Internet ready software solution that provides a self service portal to automate everyday corporate tasks of corporate employees from leave and claims application to submitting personal timesheets.
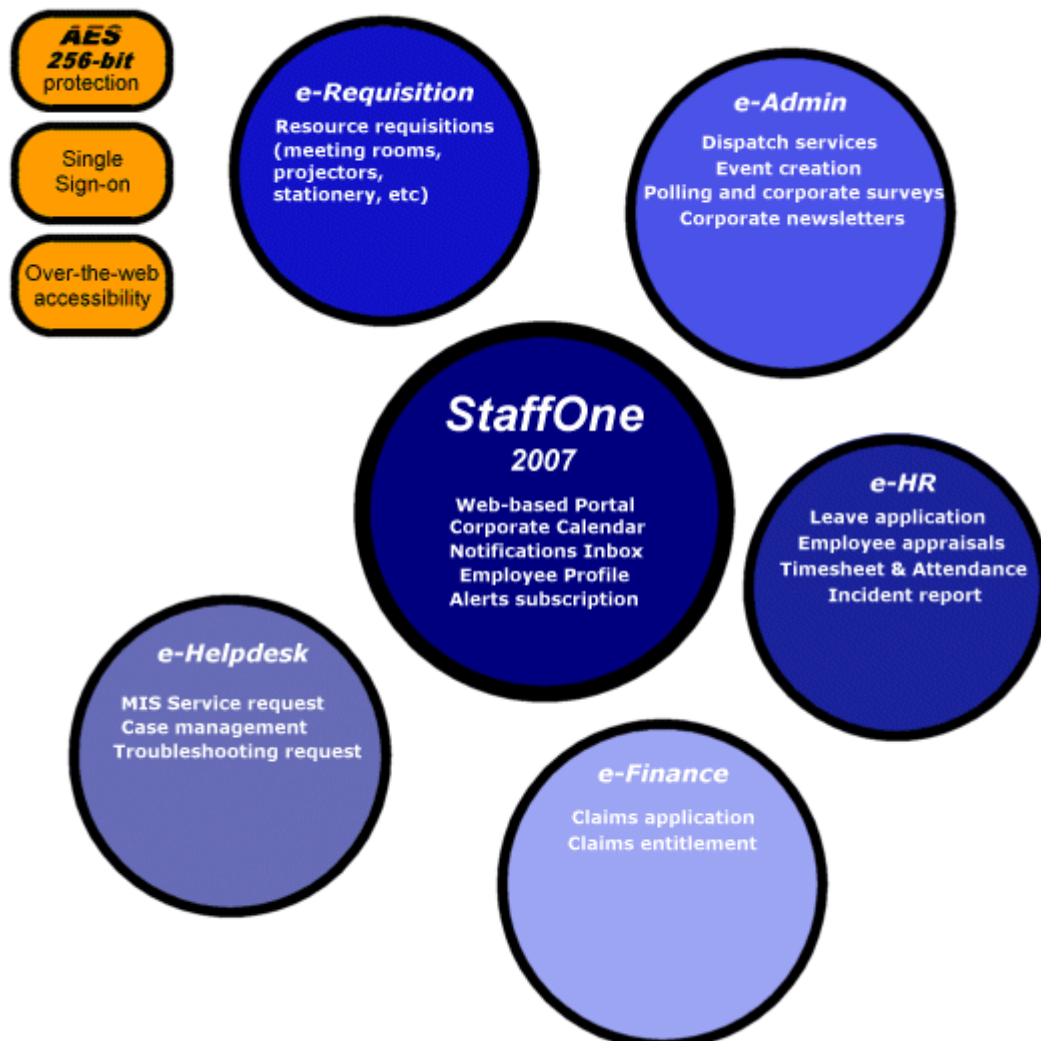
Why Staff**One** 2007?

1.1 Over 15 enterprise-level Employee Self Service modules

With over 15 modules ranging from leave and claims application management to incident reporting and timesheet services, StaffOne covers everything in an enterprise portal that an employee would need to automate common corporate tasks. But it doesn't end there. Content managers can customizable and fine-tune existing forms to suit the organization. They can even create entirely new modules and e-forms and deploy them in the organization, all this without any need for technical expertise.

1.2 Superior services : Integration with popular backend systems

At Arigoo, we understand that many of our customers have existing ERP systems in place in their corporate environment, the most popular of which is SAP, Oracle Apps, Peoplesoft, Sage, etc. Our partners have ample experience in integrating with these popular backend systems, and as such is able to tie the StaffOne 2007 Portal frontend to the ERP backend. Contact us for more information on Partner Services.

## 1.3 Built-in Approval Request System (ARS)

Being built on the Flowtrix 10 platform means that a comprehensive and complex workflow is powering your Enterprise Self Service Portal. StaffOne puts the power of approval management in your hands through a drag and drop and easy to use graphical user interface. The Approval Request System (ARS) can also auto-remind you by e-mail or instant messaging popups when approval deadlines draw close.

What does this mean for you ?

Approval requests happens a lot in an organization. Having an electronic approval system built into your StaffOne portal not only cuts back paperwork and time wasted on the tracking and management of such approvals, it also sets in place a formalized framework to recover approval histories and gauge each employee's speed and response time.

1.4 Built-in Forms Designer
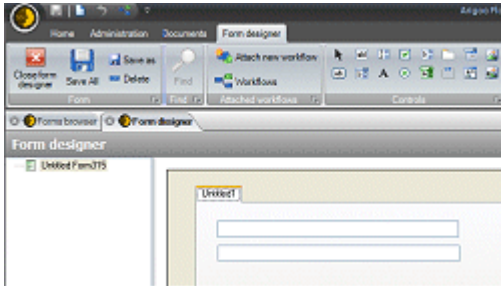
An important part of your organization demands the deployment of many types of forms for information gathering from your employees. Having a forms-designer allows your enterprise to obtain an important leverage

What does this mean for you ?

Corporate survey forms, polls, employee appraisals : These are all e-forms that will change on a frequent basis in your corporate environment. Having a user friendly Forms Designer ensures that your content manager will always be able to easily make changes to these forms **without a single line of code**, and thus bypassing any unnecessary engagement of programming services.

1.5 Customizable Charts and Reports
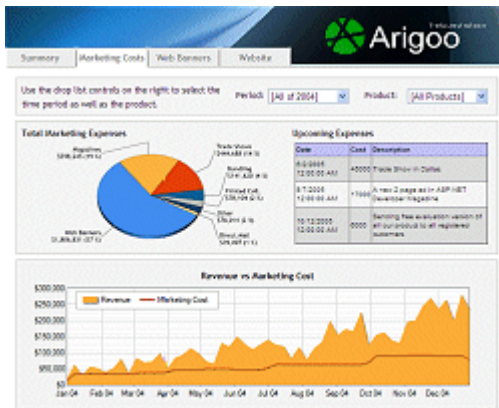
After having collected big amounts of data from StaffOne, for example, through corporate surveys or timesheet data, these data can then be viewable in graphical charts and reports.

What does this mean for you ?

Having a charting and reporting system makes sense to be able to graphically visualize data you have collected in your enterprise. Reports can be generated automatically at specific times and delivered via customizable workflow to the appropriate persons.

1.6 Powerful Calendar Support

The StaffOne corporate calendar is a powerful shareable calendar that is layer-based. This means that you can view and control the display of multiple sets of data in the same calendar. For example, you can display all corporate holidays, and all your leave application dates on the same calendar using color-coded conventions. The StaffOne corporate calendar also syncs with Microsoft Outlook 2003 and above.

What does this mean for you ?

Having an enterprise calendar that can display multiple sources of information throughout your StaffOne portal means that you have a one-stop calendar that you can use to easily view all appointments, events and notifications, and even personal dates.

1.7   Anywhere Access & Security!

StaffOne is built on a framework that allows your organization's database to be hosted online, in which case you will have the power of accessing your data anywhere in the world (via an Internet connection).

Your organization's most important asset, Data is encrypted using AES-256 bit encryption technology and is never stored on disk unprotected.   Furthermore, StaffOne is fingerprint-security ready. Plug in any fingerprint reader device, and use fingerprint security to protect your documents and data!

What does this mean for you ?

Data security is important in any organization big or small. As an organization in the modern competitive market, you cannot afford even the tiniest chance to lose data to strangers, or worse, your competitors themselves. Having the combined power of Anywhere Access and security gives you a powerful edge over your competitors.

1.8   Strong auditing capabilities
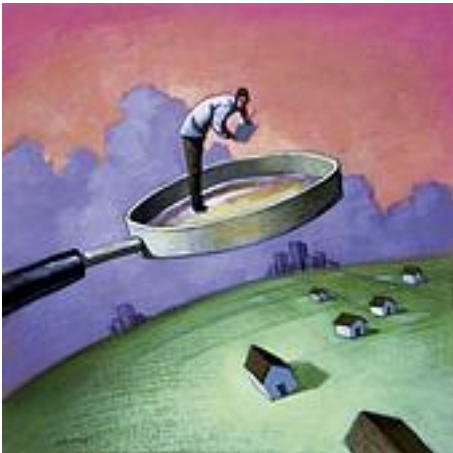
Automated auditing is a feature built into StaffOne that maintains audit trails of literally every single action of every employee in your organization.

What does this mean for you ?

You find an erroneous data record in your system. Wouldn't you like to know who made that mistake? You find that someone has approved an incorrect invoice, or you want to find out if your employee really printed that report at 3pm like he said he did.   StaffOne lets you do just that.   With audit trail and timestamps on every piece of data, nothing happens in your organization unrecorded.

StaffOne 2007 Features

e-Helpdesk

- **MIS Services request**

  Hardware/software installation request management

  General Equipment request management

  All requests can be attached to an approval workflow in the backend

- **MIS Helpdesk**

  Troubleshooting request and support case management

  Reporting of stolen/missing equipment

  All requests can be attached to an approval workflow in the backend

e-Finance

- **Claims application**

  Claims application request management

  All requests can be attached to an approval workflow in the backend

e-HR

- **Leave application and entitlement**

  Corporate leave application request management

  Leave entitlement management

  All requests can be attached to an approval workflow in the backend

- **Self-service employee appraisal**

  Perform online periodic employee appraisals

- **Employee Timesheet and Attendance**

  Perform daily keying in of timesheets and/or work hours

  Timesheets viewable in consolidated form. Timesheets can also be channeled to the workflow system for approval.

- **Incident report**

  This form allows the reporting of incidents/accidents at the workplace and channels them to the incident manager, etc. (via customiable workflow)

e-Admin

- **Dispatch and general services**

  These services allows online registration of document/item dispatch jobs. It can also cater to other general services

- **Optional : Library services**

  For companies with a sizeable book repository, employees can search for books, reserve and also loan books. This set of forms is essentially a complete library management system, and is also integrated with barcode systems.

- **Event creation and registration**

  Administrators can create corporate events, training sessions, etc and broadcast them to specific departments (via e-mail) to collect RSVP information. Employees receiving these events need only choose to attend the event or not.

- **Polling and Corporate Surveys**

  Similarly, administrators could create corporate surveys and polls, broadcast them out to specific departments to collect relevant data. Poll results can be viewed in graphical chart form (piecharts, barcharts, etc)

- **Corporate newsletter publishing center**

  The corporate newsletter publishing center is a one-stop newsletter creation and publishing center that allows the newsletter publisher to upload HTML-based or PDF-based newsletters, and can even set them to auto-publish at specific date/time ranges. Employees subscrived to the Newsletters channel will automaticaly receive a copy of the newsletter.

e-Requisition

- **General Resource requisition (meeting rooms, projectors, company cars, pantry materials, stationery, etc)**

  Resource booking allows employees to book for resources online. For reusable resources, such as meeting rooms or projects, Resource availability is linked to date/time and is viewable in a calendar-based view. Booking requests can also be channeled to a customizable workflow for approval.

MyOne (General Portal Tools)

- **Corporate Calendar with Layer control**

  Features a corporate calendar that syncs with Microsoft (R) Outlook. This calendar also allows you to control the display of mutliple sets of data simultaneously in the same calendar. Calendar sharing is also supported.

- **Notifications Inbox**

  The notifications Inbox is a one-stop area that stores all incoming notifications from the StaffOne system.

- **Employee Profile**

  Features a self-customizable employee profile that allows you to change your contact details, passwords, etc.

- **Alerts Subscription**

  Alerts subscription allows you to apply to receive notifications from different areas. For example, you can choose to apply to the `Newsletters and events' channel, and you will receive a copy of all broadcasts from that channel. Each employee has full control over the channels he/she wishes to subscribe to.

Thank you for taking the time to read through our product brief. If you are interested to know more about our product, please contact us at the following addresses :

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For more information, please visit us at **www.arigoo.com**