FineDocs
Enterprise Content Management

FineDocs ECM Portal 2.0

Pyramid IT Consulting is pleased to announce the release of FineDocs ECM Portal Version 2.0 with major enhancements to the ECM Web Portal.

Human Resource Management System (HRMS)

FineDocs provides a powerful enterprise-wide HRM solution in the unified ECM Portal to manage human resources for your organization; enabling you meet the rapidly changing needs of your Organization.

FineDocs HRM brings automation of human resource operation processes by delivering comprehensive, integrated and easy to use tools that work with, and improve, your human resource operations.

It also provides a comprehensive suite of modules enable organizations easily and efficiently manage information satisfying the needs of most of the business areas.

Key Features :

- Employee Management
- Leave Management
- Appraisal Management
- Training Management
- Meeting Management
- Attendance Management
- Payroll Management
- Vehicle Booking
- Loan Management
- Petty Cash Management

FineDocs ECM is changing the way Organizations manage Document, Content, Information and the Business Processes.

Employee Management

FineDocs provides a platform to manage your organization structure and employee details.

Organization structure such as company, location, department, designations, reporting structures are managed in the system.

Employee details such as Personal profile, Contacts, Qualification, Skills,

Employment details, Cadre/ Grade are managed by HR using the Portal interface.

Key Features include :

- Personal
- Confidential
- Dependent
- Contact
- Emergency
- Organizational
- Qualification

- Employment
- Skill
- Promotion
- Related Documents

Scope of Integration :

- Active Directory
- ERP / CRM / SAP
- Company Employee Database, etc.

"Reach informed and stable decisions with FineDocs ECM Platform and derive full value from the wealth of Information."

Leave Management

Organizations can establish and enforce rules for any type of leave policy that they can envision, and build workflows into the system.

HRMS Leave Management solution is a comprehensive and flexible leave management system enabling you to manage leaves according to the

Organization HR rules.

Routing and approvals can be customized based on the company's business processes.

Key Functions include :

- Leave Roster Plan
- Leave Entitlements

- Leave Workflow
- Leave Application Form (Custom)
- Reports

Appraisal Management

This feature is introduced to manage Appraisal Process by which the job performance of an employee is evaluated in the Organization.

The Appraisal Management system would automate a systematic and periodic process that assesses an individual employee's job

performance and productivity in relation to certain pre-established criteria and organizational objectives.

Key Functions available :

- Appraisal e-Form (custom)

- Appraisal Workflow
- Reports

Training Management

FineDocs HRMS Training Management system enables Organization to schedule, track and report on employee training for individual employees.

Reduce the time, resources and costs associated with maintaining your training program and drive training results with this user-friendly Web-Portal solution.

The system also allows to take a feedback of all the users to maintain the outcome for the training.

Key Features include :

- Training e-Form (custom)
- Training Process Workflow
- Training Feedback e-Form (custom)
- Reports

Meeting Management

Meeting reporting management is a module where Organization user can enter the feedback of the meetings and workshops attended.

User can fill the attended meeting details along with agenda, date of meetings, attendees and discussion item details and these

details will be routed through a pre-defined workflow route for necessary approval.

Key Features available :

- Meeting Record e-Form (custom)
- Meeting Process Workflow
- Reports

"Authentic Information must be available to the right people on Right time to reach an appropriate Decision."

Attendance Management

This module helps to manage the Employee Attendance using the HRMS system.

The Attendance Management system is integrated with Organization Calendar for Shift and Holidays.
The HRMS system captures the login (first login of the

day) and logout time (last logout of the day) and update the employee attendance based on this record.

If Employee forget to login into the system, the Attendance module would allow employees to update the attendance using a workflow approval process.

Key Features include :

- Attendance Report
- Attendance Approval Process

Scope of Integration :

- Time Management / Biometric system

Payroll Management

FineDocs provides a platform to manage your organization Payroll in the HRM system.

The primary mission of the payroll department is to ensure that all employees are paid accurately and timely with the correct withholdings and deductions.

The FineDocs Payroll management is capable of generating the employee payroll automatically each month and send the Pay Slips on the respective email ids of the employee.

The entire Payroll system is based on each employee Cadre/Grade and their respective components.

Key Features include :

- Manage Components as per employee entitlement & grade
- Pay Slip generation (custom)
- Reports

Scope of Integration :

- ERP / SAP
- Other Legacy Systems

Loan Management

"Well thought of Integration capabilities of the FineDocs Platform makes it a winner."

Loan Management is a custom process in the FineDocs ECM Portal to initiate a request for loan for the users of an Organization.

Once a loan application has been submitted, it enters into an internal workflow. Loan management workflow

allows the application to be routed to various individuals in a linear fashion as per the workflow and hierarchy defined in the system.

This allows the each individual to review the application, give comments and approve/reject the loan and forward it to the manager in the hierarchy.

Key Functions include :

- Loan Workflow
- Loan Application Form (Custom)
- Reports

Scope of Integration :

- ERP / SAP / Legacy Systems

Petty Cash Management

Petty cash is a small amount of discretionary funds in the form of cash used for expenditures in any Organization.

Petty cash management system in the FineDocs HRM provides a simple automated process (custom) to manage petty cash.

FineDocs Petty Cash Management would be effective for centralized finance departments which need to take control of distributed petty cash systems establishing policies and reinforcing certain limits.

Key Functions available :

- Petty Cash e-Form (custom)
- Petty Cash Workflow
- Reports

Scope of Integration :

- ERP / SAP / Legacy Systems

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Pyramid IT Consulting is leading IT and Software Solutions Enterprise with a global presence and recognition. Pyramid Consulting is a leader in the ECM (Enterprise Content Management) arena with its popular flagship product suite and solution — FineDocs ECM.

It ensures an optimum ECM experience with a complete range of ECM products, tools and technologies that span DMS, BPM, Capture and Forms Processing Solutions, along with a number of ECM modules, plug-ins and components. FineDocs is a complete ECM platform and not merely a product suite. It conjoins concepts, solutions, tools, technologies, methods, strategies, and above all, a commitment to excellence in Document, Content, Information and Business Process Management.

FineDocs ECM has been a great success already, with more than 240 successful implementations across different verticals and geographical locations.

Visit our product website www.finedocs.com.

Upcoming Releases - FineDocs ECM Portal 2.0.1

FineDocs ECM Portal v2.0.1 would be an extended version of ECM Portal v2.0.

Features Include :

- Leave Management - Integration with Attendance

- Training Management - Training Plan, Calendar and Feedback

- Payroll Management - Integration with Leave and Holidays

- Appraisal Management - KRA based Performance Management

- Meeting Management - Integration with Meeting Scheduler and Action Items

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