

FineDocs ECM Portal 2.0.1

Release Notes

December 26, 2013

Pyramid IT Consulting is pleased to announce the release of FineDocs ECM Portal Version 2.0.1. This is an extended version of FineDocs ECM Portal 2.0 with generic human resource management capabilities for global enterprises.

Human Resource Management System (HRMS) - Extended

FineDocs provides enhancement in the ECM Portal HRMS solution improving the efficiency of the department by regulating the HR processes for your organization.

HRM is a flexible system integrated with FineDocs Web Portal provides a platform for better communication, better decision making abilities, increasing the overall efficiencies of the organization.

Key Extensions :

- Leave Management - *Integration with Attendance*
- Appraisal Management - *KRA based Performance Management*
- Training Management - *Training Plan, Calendar and Feedback*
- Meeting Management - *Integration with Meeting Scheduler and Action Items*
- Payroll Management - *Integration with Leave and Attendance*



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



“The efficiency enhancement in the Organization through the utilization of the ECM suite will come as a pleasant surprise for your organization.”



Leave Management

FineDocs HRM extends the Leave Management Solution to facilitate a better and smarter use of leave application and approval system.

Key Enhancements include :

- Capture Employee Leave Requests
 - * Initiate and cancel requests
- Organization Structure (Hierarchy) based Leave Workflow Process
- Track Leave Entitlements
- * View leave status and outstanding leave requests
- * View leaves balance, including current position and look-forward
- * View outstanding open leave requests (per shift, per employee, etc.)
- * Manage leave taken vs. leave approved and leave balance record
- Leave MIS Report

Appraisal Management

FineDocs HRM Appraisal Management System provides an easy-to-use yet highly effective tool to improve the human resource management process making a significant contribution to the organization's effectiveness.

The extended solution helps organizations set goals,

evaluate employee skills, and provide feedback.

Key Enhancements :

- KRA : Specific module of Appraisal to define the KRA and weightage
- Appraisal Cycle: Specific module to define the appraisal cycle - department specific.
- Rating : Specific module of Appraisal to define the rating
- Dynamic Performance Review Form based on KRA
- Organization Structure (Hierarchy) based Appraisal Workflow Process
- Appraisal MIS Report

Training Management

FineDocs HRM Training Management System enables organization to automate training administration processes by maintaining training records i.e. training plan, training calendar and training feedback to review the training effectiveness.

Training module is also integrated with Portal conference room booking

system.

Key Extension include :

- Training Type
- Training Category (Focus Area)
- Feedback Item and its rating
- Training Plan - Department specific
- Training Calendar - Department specific
- Training schedule alert
- Training Feedback - Department / User specific
- Training MIS Report
- Training Feedback Report

Meeting Management

FineDocs HRM Meeting Management has been extended to integrate ECM Portal Meeting Scheduler and allowed to create Meeting Action Register for the past meetings.

There would be multiple action items assigned to the meeting attendees with a deadline for the meetings.

Key Extensions :

- Meeting Action Register
 - * record minutes of meeting
 - * log action items
- Meeting Action Item Process Workflow
 - * Send action items to the assignees
- Notifications on Action

Item deadline

- Reports



“With our ECM suite your organization will collaborate and co-ordinate on Content, People and Processes through the collaborating abilities inherent with the FineDocs ECM Platform. FineDocs enables organizations with intelligent and advanced collaboration abilities through various Methods, Strategies, Tools and Technologies. Lubricate the whole organizational process to achieve efficiency you never experienced before.”

Payroll Management

FineDocs HRM Payroll Management has been extended to integrate the Leave Management System, Attendance Management System and organization holiday calendar.

The System will now generate no. of Paid days and Unpaid days based on approved attendance and leave availed in a month.

The Payroll system would generate the employee payroll based on this Paid days.

The Pay Slip would support dynamic format. Admin would be allowed to define Company Name, Logo, Address in the Pay Slip header and export it to PDF.

Key Extensions include :

- Integration with Leave
- Integration with Attendance
- Pay Slip Generation (generic)
- Reports





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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.