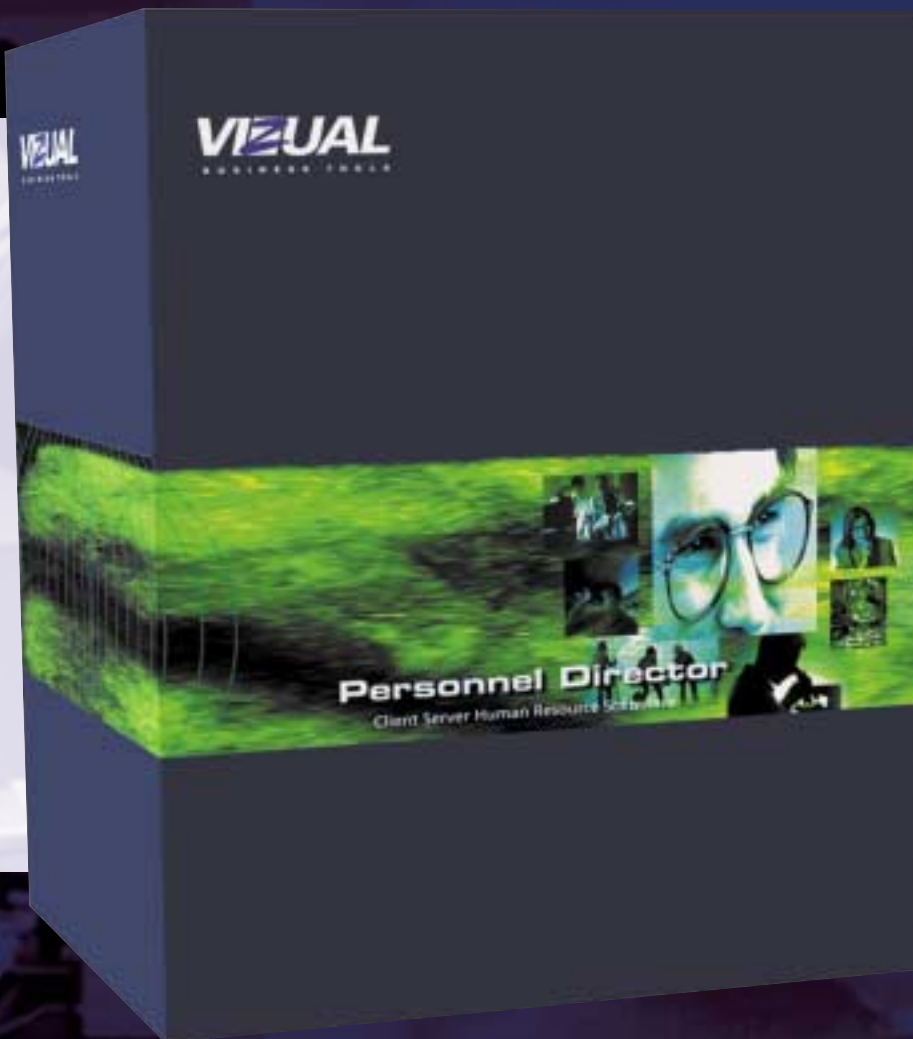


PERSONNEL DIRECTOR



VIZUAL
BUSINESS TOOLS

PART OF
OneClickHR plc

ENTERPRISE-LEVEL CLIENT SERVER HUMAN RESOURCES (HR) SOFTWARE OFFERING MORE FUNCTIONALITY PER £

INTRODUCING PERSONNEL DIRECTOR

Personnel Director, the enterprise-level client-server HR software by Vizual Business Tools, is a powerful and user-friendly solution enabling you to fully automate your HR administration processes. Offering more functionality per £. Personnel Director contains a powerful database as well as built-in word processing, diary management, comprehensive report writing, data archiving, document management and import/export utilities.

FRONT END EASE-OF-USE WITH BACK END POWER

Client server technology minimises network traffic to offer enhanced performance, especially as your business grows. Inherently more secure than standard database solutions, client server applications are more robust with fewer database corruptions and are optimised for performance over Local and Wide Area Networks.

Personnel Director is a multi-platform, client-server HR system using the latest Windows 32 bit technology and is very simple to use with a user-friendly interface. Furthermore, the system can be installed quickly for immediate use. With easy-to-follow manuals as well as on-line help and training, your staff will be able to enjoy the many benefits of Personnel Director right away.

The benefits of choosing Personnel Director are many, including:

- Low total cost of ownership, more functionality per £.
- Enhanced end user productivity with powerful software solution.
- Scalable, enterprise-level software
- Easy to use and rapid deployment time.

KEY FEATURES

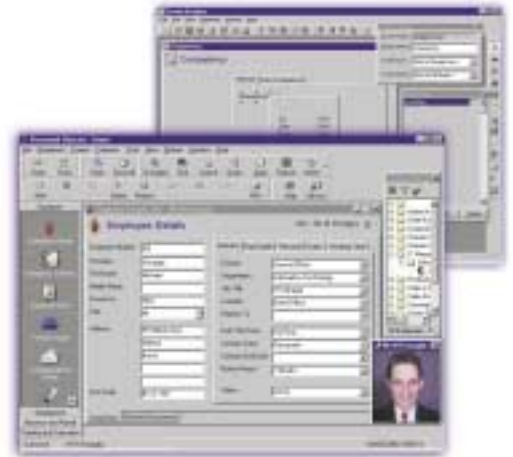
Personnel Director offers a wide range of features enabling you to fully automate your HR and manage your administration process.

EMPLOYEE SELF SERVICE

Amongst Personnel Director's optional modules is Employee Self Service. This allows web deployment of Personnel Director to enable employees to access their own personnel records and make common HR request on-line. Employee Self-Service Module runs in parallel with Personnel Director and it incorporates all the features and benefits that Personnel Director offers.

Standard data screens include:

- Key personal details
- Attached documents
- Correspondence history
- Career history
- Disciplinary records
- Grievance records
- Bank details
- Benefit history
- Company car records
- Education history
- Emergency contacts
- Employment history
- Qualifications
- Holiday and Absence
- Key dates
- Maternity details
- Medical history
- Professional memberships
- Pay history
- Skills records
- Terms and conditions
- Training records
- Working time records
- Employee appraisals
- Exit interview
- Accident tracking



COMPREHENSIVE DATABASE

At the core of the software is a database allowing you to store more than 600 fields of information with unlimited history in each category for every employee. Divided into 27 screens, the interface allows you to access data quickly and easily.

FULLY CUSTOMISABLE

The Custom Screen Designer allows you to modify existing screens or create new screens for the database to suit your needs. These changes can be made by the user, without the need for specialist IT expertise, freeing up valuable resources and providing you with a customisable solution at no additional cost. Any new screens or fields you create with Screen Designer are automatically added to and update your database.

ARCHIVE

Personnel Director comes with a comprehensive archive enabling you to store complete records of past employees. These can be easily retrieved and reinstated, if required. You may generate letters directly from the Archive and report on data stored in the archive database in the same way as you work with data stored in your main database.

ANALYSIS AND REPORTING TOOLS

Produce informative reports, charts and graphs instantly with Personnel Director's integrated graphing module and Report Builder. Features include:

- More than 180 pre-defined graphs and reports allowing data to be quickly analysed in graphical or text format.
- Unlimited additional reports and graphs created and modified using Report Builder.
- Page Designer allows you to edit layout and design.
- The Cross Tab Report feature allows you to create detailed analysis of your data.
- You can easily output report results in text format for easy import into other windows applications.
- Works with Seagate Crystal to add additional functionality to your reporting requirements.



INTEGRATED WORD PROCESSOR

Personnel Director has more than 40 standard employment letters and contract templates that are ready to use and can be easily customised. You can add unlimited letter templates or generate existing letters using the internal word processor or Microsoft Word. Any letter or document created using Personnel Director can be generated for individuals, groups of employees, or to all staff – mail/email merging and managing staff correspondence could not be easier.

POWERFUL LINKS

Personnel Director links with Microsoft Office and other software such as Capture IT – the Time and Attendance software and Payroll Director from Vizual. Integration with other HR-related applications minimises duplication of data-entry providing you with an integrated people management solution.

GLOBAL UPDATE/BATCH INPUT

Eliminate duplication of data entry by using the Batch Input and Global Update functions. Implementing a pay increase or creating training records for a group of employees who have attended the same course is very simple with the built-in Wizards guiding you through each stage of the process.

IMPORT/EXPORT

Personnel Director allows you to import employee data from spreadsheets, payroll and other databases to minimise set up and data entry. A variety of formats is supplied, including csv or tab delimited format. Exporting is straightforward with "single button" to Microsoft Excel or a data file or as HTML.

BUILT-IN DIARY

Users can track important dates and automate task management in either Personnel Director's built-in diary or MS Outlook. Diary events can be automatically triggered from most fields in the software ensuring key employee dates are never missed.

POWERFUL SECURITY

Personnel Director's Security Manager provides you with the benefit of enhanced client server security. Access to fields, screens and databases can be controlled for every user with the administrator deciding whether users can view only or modify the information held. A comprehensive audit trail logs user activity to keep you in control at all times.



TECHNICAL SUPPORT

Personnel Director includes comprehensive technical support, which offers unlimited access to the helpdesk. Vizual Business Tool's customer support team will help with troubleshooting as will the comprehensive user guides, on-line help and screens as to ensure solutions are always at your fingertips.

IMPLEMENTATION CONSULTANCY AND TRAINING

Vizual Learning, part of OneClickHR Plc, offers a full range of services to ensure you get the most from your software. These services cover data transfer, system set up, basic and advanced user training – all courses are customisable to suit your requirements. Training can be delivered on-site at your location or at one of our many training locations.

ABOUT OneClickHR plc

OneClickHR plc is the leading HR solutions provider in the UK with more than 23,000 users in 26 countries. The company offers both "boxed" HR software and online HR solutions. Vizual Business Tools is a range of competitively priced, user-friendly HR software and the market leader in the UK and The Netherlands. OneClickHR.com is the UK's first one-stop virtual HR department enabling companies to manage their HR administration effectively online. Synergy HR is an integrated HR outsourcing service offers a wide range of service that are tailored-made to meet the diverse needs of every business.

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TECHNICAL REQUIREMENTS

SERVER

Personnel Director Server for Microsoft SQL Server will run on one of the following network operating systems:

Microsoft SQL

- Windows 2000
- Windows NT4 Server (Service Pack 4 and above)

The Personnel Director Server for InterBase 5.6 will run on one of the following network operating systems:

InterBase 5.6

- Windows 95/Windows 98/
- Windows 2000 Server/Windows NT4 Server (Service Pack 4 and above)
- Red Hat Linux 5.1
- Novell Netware 4.2/5
- SCO Open Server 5.0
- Solaris 2.5x/2.6
- Hewlett Packard
- HP-UX 10.20
- IBM Power PC AIX 4.1.2/4.1.3

Minimum recommended hardware is: Pentium II 233, 128MB RAM

OLE LINKS

Personnel Director comes complete with custom Word Processor, Spreadsheet and Diary programs. Personnel Director also links dynamically with the following applications:

- Word processor: MS-Word 97 and above
- Spreadsheet: MS Excel 97 and above
- Diary: MS Outlook 97 and above

CLIENT

The Personnel Director Client runs on an IBM compatible PC running one of the following operating systems:

- Windows 95/Windows 98/Windows 2000
- Microsoft Windows NT4 Workstation (Service Pack 4 and above)

Minimum Specification: Pentium P133, 32MB RAM

Recommended Specification: Pentium P200, 64MB RAM

Note: While you can run Personnel Director on lower specification systems, there could be a performance loss when using large databases.

NETWORK PROTOCOLS

Network protocols should be MS-NET compatible for Multi-user versions. For example, TCP/IP, IPX\SPX.

Note: If the network protocol is NETBUI or NETBIOS, do not set up the server on Windows 95 or 98 due to compatibility issues.

APPLICATION DISK STORAGE

Personnel Director requires 100 MB hard drive space for installation on client systems. The InterBase Server requires a minimum of 10MB for the application.