

PERSONNEL MANAGER

LICENSES

Personnel Manager comes in two licenses - Single user and Multi-user.

- Single user license - Contains all of the functionality outlined here and allows you to store unlimited employee records with unlimited history. Only one user can use the system at any time. You can, however, have multiple users with different access rights.
- Multi-user license - Contains all the functionality outlined here and allows you to store unlimited employee records with unlimited history. This license allows up to three users with full concurrent use for every user.

INTEGRATES WITH OTHER VIZUAL BUSINESS TOOLS PRODUCTS (SEE SEPARATE INSERTS FOR PRODUCTS BELOW):

KWIKID (version 2)
Payroll Manager
CaptureIT
Fleet Manager

PERSONNEL MANAGER ADD-ONS

To help you get even more from your Personnel Manager, use:
HR Charter
Personnel Manager Plus
Screen Designer.

TECHNICAL SUPPORT

Personnel Manager supported users can access Vizual's telephone help desk between 9am to 6pm from Monday to Friday. They can receive free updates to the current version of the software when released, weekly e-newsletter and HR news and discount on selected future products.

SYSTEM REQUIREMENTS

- Windows 95/98/ME and Windows NT/2000/XP
 - Pentium P166 or above
 - 32MB Ram
 - 60MB available hard disc space
 - Microsoft Office 97 or above (if you choose not to use the internal word processor, diary or spreadsheet contained in Personnel Manager)
- For Multi-user licenses:
Personnel Manager works on most PC networks including NT and Novell.

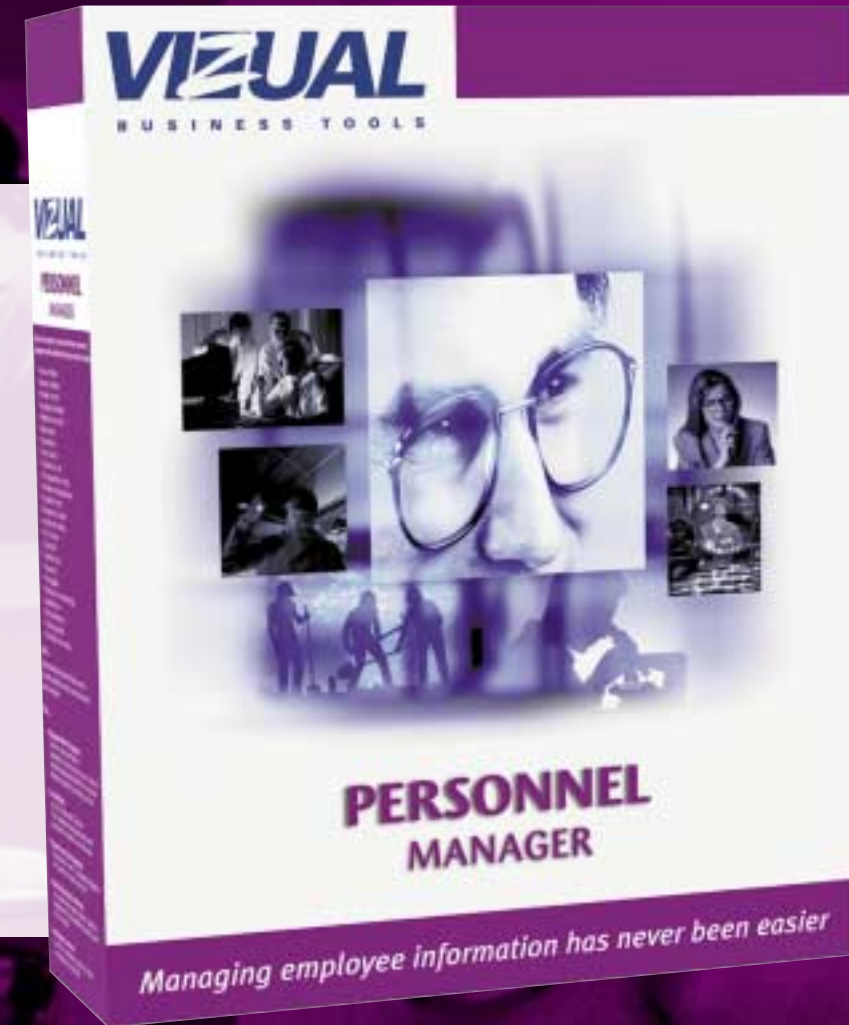
ABOUT OneClickHR plc

OneClickHR plc is the number one 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 subsidiary of OneClickHR plc and provides a wide range of competitively priced, user-friendly HR software and is 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. Vizual HR is a specialised HR outsourcing business which offers consultation on every HR issue and access to an employment law advice line. Vizual Learning is the training and consultancy arm of the OneClickHR plc group, which provides a wide range of IT and Soft skills courses to help businesses develop

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VIZUAL
BUSINESS TOOLS



VIZUAL
BUSINESS TOOLS

PART OF
OneClickHR plc

THE UK'S BEST SELLING HUMAN RESOURCES (HR) SOFTWARE SYSTEM PACKED WITH POWERFUL FUNCTIONALITY FOR EXCEPTIONAL VALUE FOR MONEY

INTRODUCING PERSONNEL MANAGER

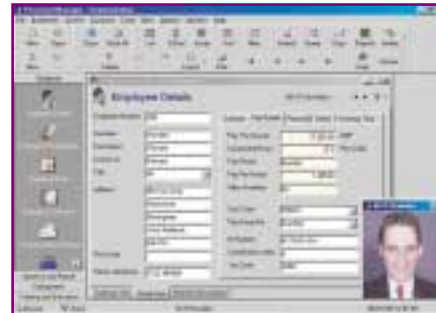
Personnel Manager, the UK's best selling HR software system by Vizual Business Tools, is designed for full-time HR professionals or those who oversee employee record keeping as part of an already busy workload. Whether you have 20 or 200 employees, Personnel Manager offers a combination of ease of use, powerful functionality and exceptional value for money.

KEY FEATURES

The employee record in Personnel Manager is divided into 26 screens consisting of 600 fields of data on every employee with unlimited history in each section. These screens can be easily modified and new ones added using the Screen Designer module, at an additional cost, giving complete flexibility and customisation of your system

Data stored includes:

- Personal details
- Absence tracking
- Accident records
- Appraisal information
- Attached documents
- Bank details
- Benefits data
- Career history
- Company car use
- Correspondence history
- Disciplinary & grievance
- Education record
- Emergency contacts
- Employment history
- Exit interview
- Job details
- Maternity
- Medical history
- Pay record
- Photographs
- Professional memberships
- Qualifications
- Skills information
- Training records
- Working Time records

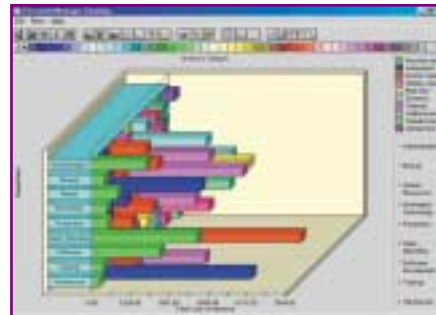


WORKING TIME REGULATIONS READY

Ensure your business conforms to the Working Time Regulations - send 'opt out' letters directly from the word processor, track hours worked for every employee using the timesheet function, and ensure the correct opt-out renewals are precisely tracked using the diary.

EASY TO CUSTOMISE

Personnel Manager comes with an optional screen designer that allows users to customise existing data screens and create unlimited number of screens from scratch. Now you can have a system that exactly matches your business requirements giving you a fully customised system for a fraction of the price quoted by other HR software suppliers in the market place.



GRAPHIC & TEXT REPORTING

Analyse data, spot trends and produce professional reports using the comprehensive internal report-writing tool. This allows you to view data in both text and graphic format. The system has more than 170 pre-defined graphs and reports that can be modified. Or, you can create unlimited new graphs and reports easily using the report-building wizard. Personnel Manager has also been designed to work with Seagate Crystal Reports, one of the most powerful report writing tools on the market.

POWERFUL SECURITY

With Personnel Manager you can now control access for every user - you decide which fields, screens, databases and which employee records each user can access and whether those users can view only or modify information held on the system. The comprehensive audit trail functions allow you to monitor who has been using the system and whether security breaches have occurred and when these took place.

IMPORT/EXPORT

Import data from spreadsheets, payrolls and other databases to get up and running quickly, making information sharing easy. Personnel Manager allows you to import data directly into the database in csv and tab delimited format. Export data to the internal spreadsheet (or to Excel) by single button action from the main toolbar, or you can build templates for more complex exports to be used whenever required. The powerful user import/export wizard guides you through the process of building import and export templates enabling you to transfer data to most other applications.

GLOBAL UPDATES & BATCH INPUT

Reduce data entry time and simultaneously update some, or all, employee records using the Global Update facility - enter the data once and the Global Update function updates every employee's record with the same data. The Batch Input function allows you to quickly input different data for each employee. You can save and re-use the Global Update templates and create new templates with the built-in wizards to guide you through each stage of the process.

BUILT-IN DIARY

Use the built-in diary (or use Microsoft Outlook) to monitor key employee dates. These can be triggered automatically from any field in the system by simply typing the date in the relevant field. The diary automatically creates a reminder for you to ensure you never miss an employee review date again! You can also specify a number of reminders in advance of key dates and, with the multi-user license, specify which users should be contacted for follow-on actions.



UNLIMITED ARCHIVE

Once employees leave the organization, you can transfer their records to the archive. Retrieve records of past employees at any time and reinstate their data to your main employee database. You can easily define any number of databases within Personnel Manager and use the integrated tools to allow you to move employee records.

SHARING DATA WITH PAYROLL

It is now possible to share information held on Personnel Manager with payroll software solutions ensuring that key employee data is entered only once with subsequent changes updated automatically between both systems.

Link to Vizual Business Tools Payroll Manager

Personnel Manager links to Payroll Manager, the 32-bit payroll solution from Vizual Business Tools (see "Payroll Manager" insert for more information). You can set the payroll link to dynamically update the payroll once the information has been modified in Personnel Manager. Alternatively, information can be updated manually by a single click action by the user.

Link to Sage Payroll

Personnel Manager links to Sage Payroll - one of the UK 's most popular payroll solutions. This new feature allows you to share personnel and pay information between Personnel Manager and Sage Payroll for Windows (Version 5 and above). Modifying employee, bank and emergency contact data in Personnel Manager dynamically triggers an update in Sage Payroll without user intervention. By using the synchronise function, data can then be sent back to Personnel Manager when required. If you already have your employee records in Sage Payroll, the paylink allows you to import transfer data into Personnel Manager to get you underway. You can link both products where the payroll and Personnel Manager are located on the same PC or are accessible across a network.

COMPREHENSIVE USER HELP

Personnel Manager has powerful online help available throughout every part of the system. Furthermore, the software comes complete with an easy-to-follow user manual providing guidance throughout the system. There are also easy-to-follow wizards throughout the software to guide you through most tasks.

INTEGRATED WORD PROCESSOR

Personnel Manager comes with an integral word processor (or use the automatic link to Microsoft Word) to generate employment letters quickly and easily. The system is supplied with more than 40 standard employment letter templates that you can modify - or you can create unlimited additional letter templates. Mail merge for individuals or groups of employees and keep an electronic copy in the employee's correspondence history.

MULTI-CURRENCY - EURO READY

Personnel Manager allows users to store employee's salary information in up to three different currencies at any one time - including the Euro. The user defines the currency conversion rates that can be updated at any stage.

MULTI-SITE OPERATION

Personnel Manager comes complete with a Remote Administrator allowing you to share and synchronise data between outlying sites and your head office. The administrator enables you to extract data from any copy of the software via modem, e-mail or across a network.*

*A separate copy of Personnel Manager is required for each site

NEW FEATURES IN VERSION 4

- Parental Leave Allowance
- Automatic Data Recalculation
- Links to our on-line " Employers Guide to HR", the complete on-line advisor for all of your HR issues.
- Public holidays included in the Absence Scheduler
- Additional security
- Improved on-line help