what is webHR&OHS?

webHR&OHS is our web-browser based add-on to our popular winHR and winOHS desktop solutions.

why webHR&OHS?

webHR&OHS offers unparalleled access for your employees throughout the organization. As it is web-broswer based, users can access information anytime, anywhere simply by using their Internet browser – whether that be Internet Explorer, Google Chrome, Opera or any other favourite browser.

webHR&OHS creates efficiency in organization process and spreads the workload. This means your HR and payroll managers aren't the central point for every query and every demand, the handling of process can instead be handled by the appropriate department managers and employees themselves.

webHR&OHS also means compliancy requirements are being met efficiently and without delay. This is achieved because your organization is providing an easy to access central point for users to kick off the initial action point.

why is webHR&OHS unique?

So what makes webHR&OHS unique over other solutions on the market?

Simply put, we believe webHR&OHS is the first solution ever to provide such functionality at such an affordable price. Our aim in developing webHR&OHS is to, as with all our development, not only make it affordable to all organizations large and small, but to make it very functional and easy-to-use. We are confident there is no other solution-provider of similar HR & OHS functionality that can provide a solution anywhere near cost-effective as we can.

Additionally, we have taken a unique approach in functionality, where your entry point is a calendar view, which shows you, whether you are managing staff or not, what events or actions are ahead. Planning your resources has just become a whole lot easier.

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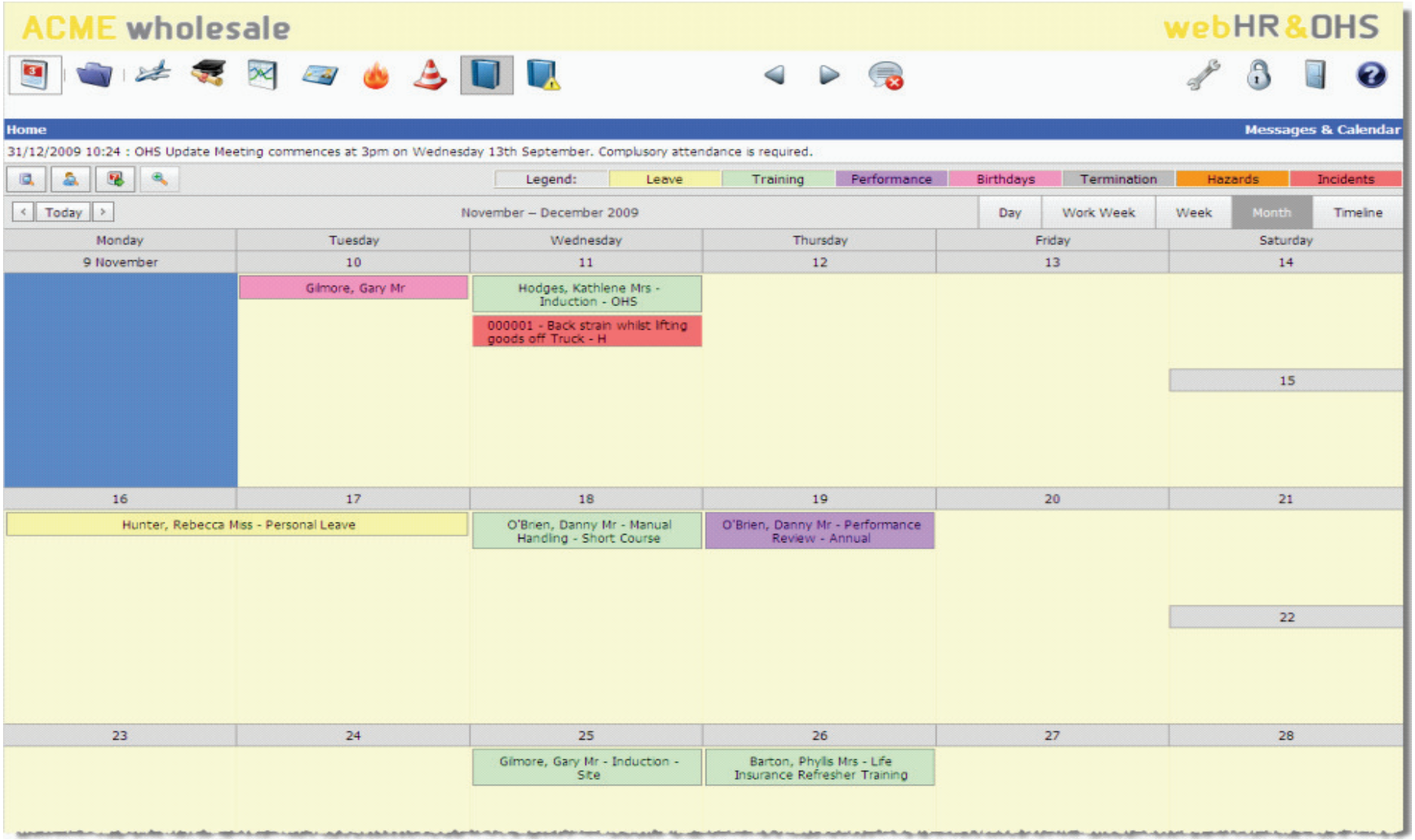
The Calendar View

On login you are automatically taken to the calendar view. This is the nervous system, the central point for all your navigation. Here you have a snapshot of the events that are happening for your employees (in a manager view) or for yourself (if you are a regular employee).



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Navigation Bar

The navigation bar allows you to traverse to different places.

- The left-most functions are your HR & OHS functions such as Leave, Training, Performance, Employee Profiles, Incidents, Hazards, Policies & Guidelines.
- In the middle are your options to display or hide organisation messages or scroll through them
- On the right are your security functions and log-off and help functions.

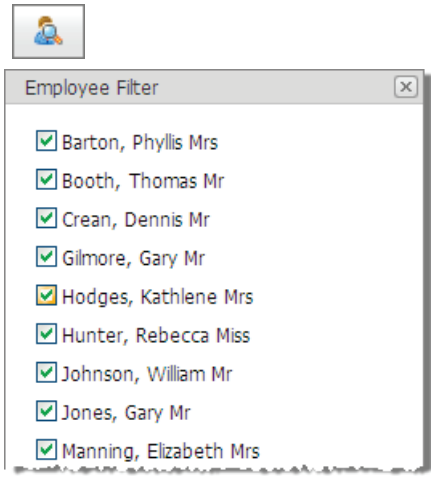
Calendar Features

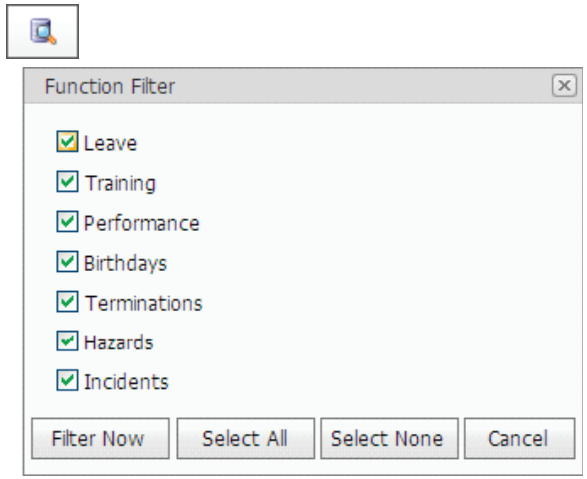
Legend

Each type of item can be uniquely coloured to suit. Within the calendar, for example, all training items appear in green. The legend at the top reminds you of which colours represent which function.

Filters

You can filter your view to just particular functions or particular employees:





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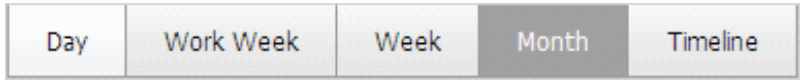
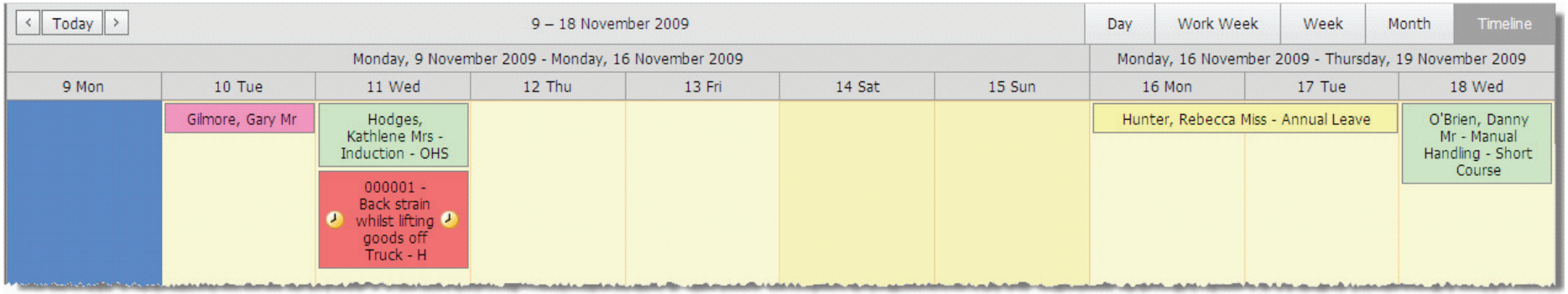
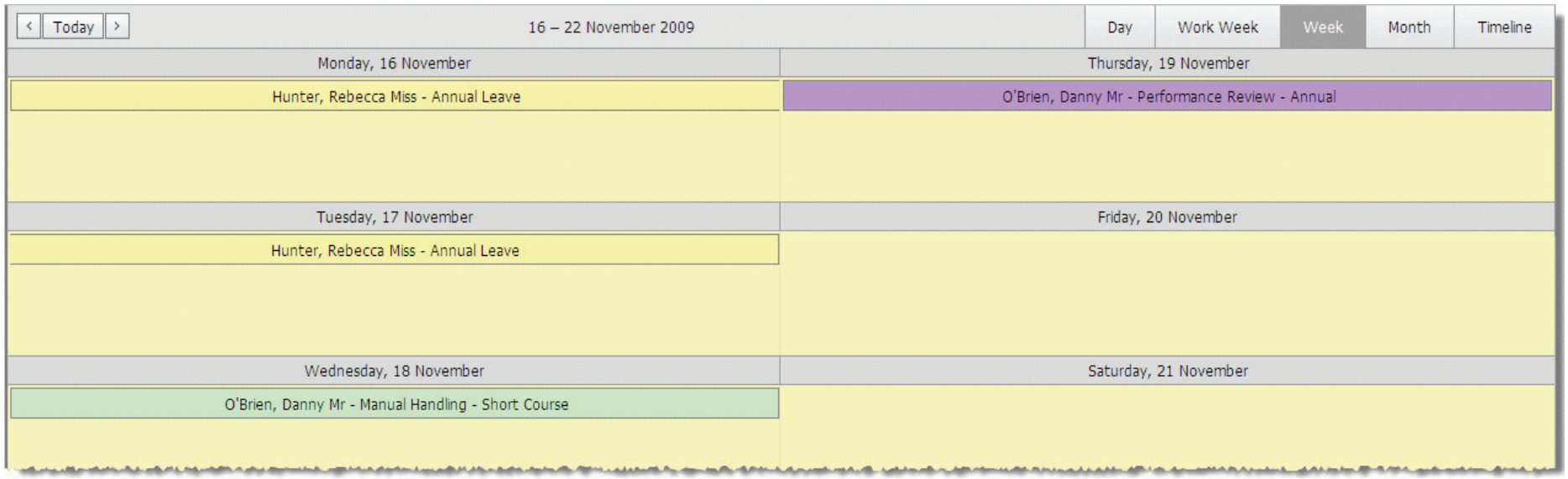
Views



There are a number of different views available. By default you are presented with a Month view but you are able to see items in the following views. An example of a TimeLine and a Weekly view is displayed below:





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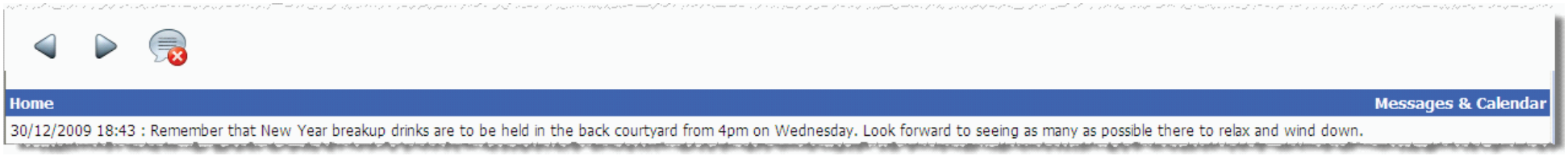
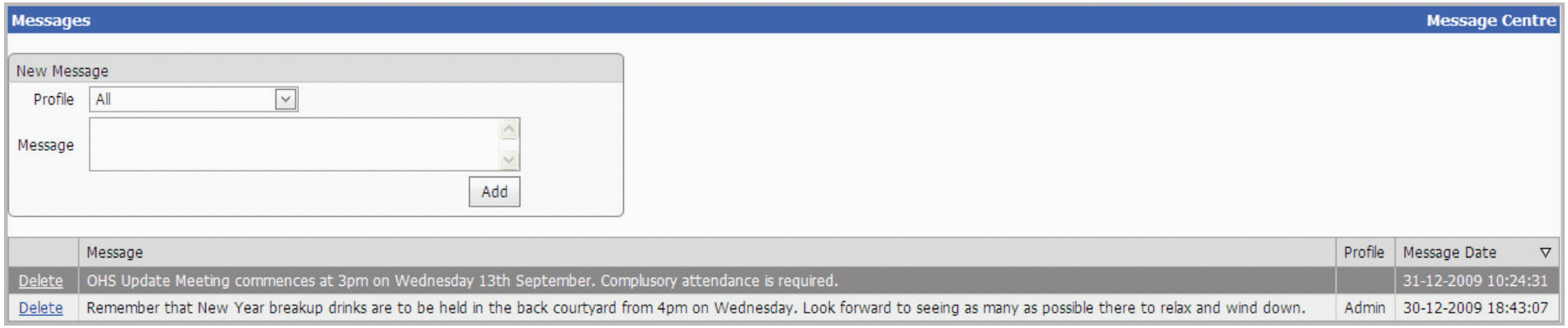
Messages

Messages can be viewed using the left and right arrow buttons. The latest message is displayed first. You can display or hide messages all together using the Display and Hide Message icon.



Administrators of messaging can add and remove messages and assign messages for display only to specific user profiles if desired.



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HR & OHS Functions

There are a number of functions available for users depending on their profile:

Action Items

There are a number of action items that can be accessed using the Action Item icon. These are available predominantly for use by your employees and managers for the requesting or entering of the more common HR and/or OHS tasks.

Leave

Leave management includes leave taken and leave accruals. Leave accruals can be, depending on the payroll you use, be retrieved on a regular basis by winHR/OHS for view in webHR&OHS. MYOB and Attache are examples of popular payrolls that your employees can now access information from. This level of integration is a first, where your employees can view payroll and HR and OHS information from the one place.

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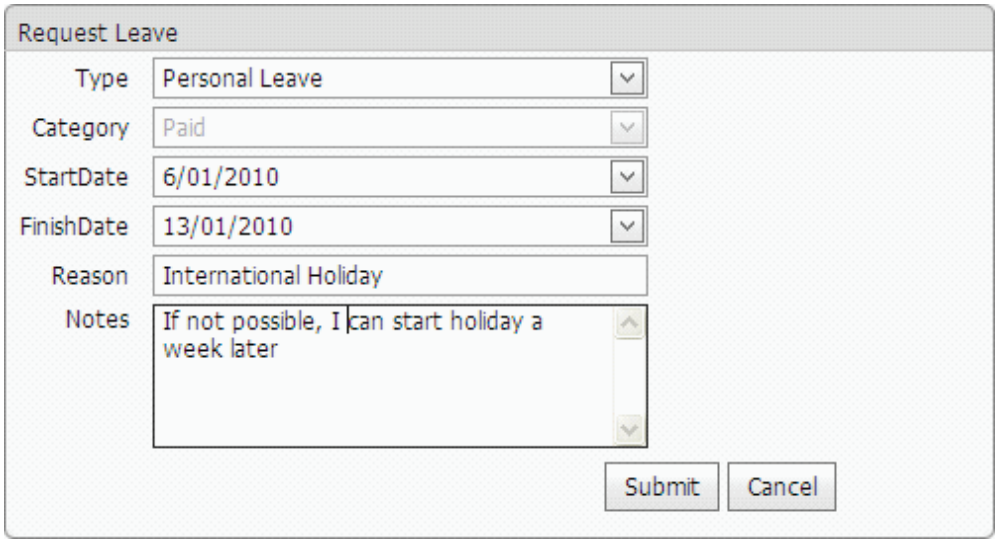
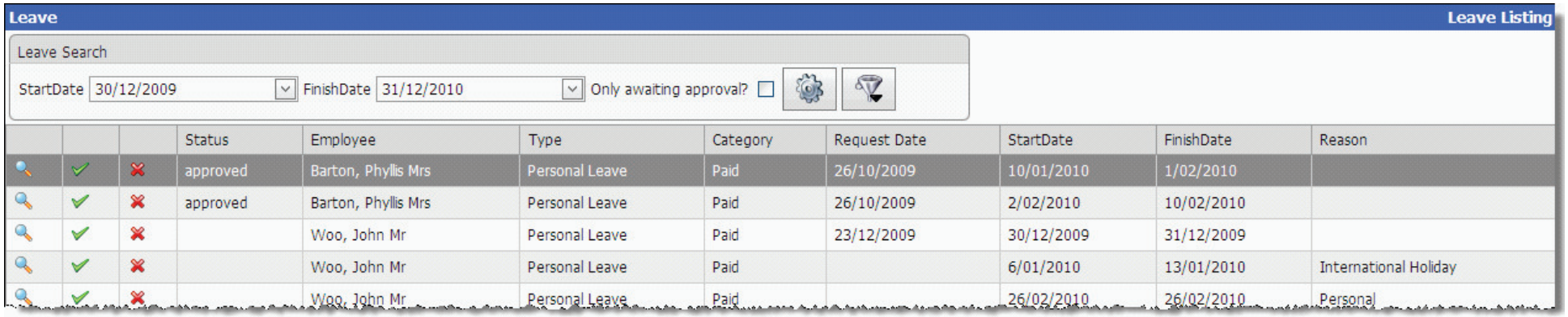
Requests

Leave requests allows employees to make requests for leave via the web-browser. These can then either be approved or rejected by the manager based on resources and other factors.



Approvals

Leave requests can be approved or rejected by the manager by simply clicking on the tick or cross in the grid view. If rejected the user is asked for the reason for the rejection.



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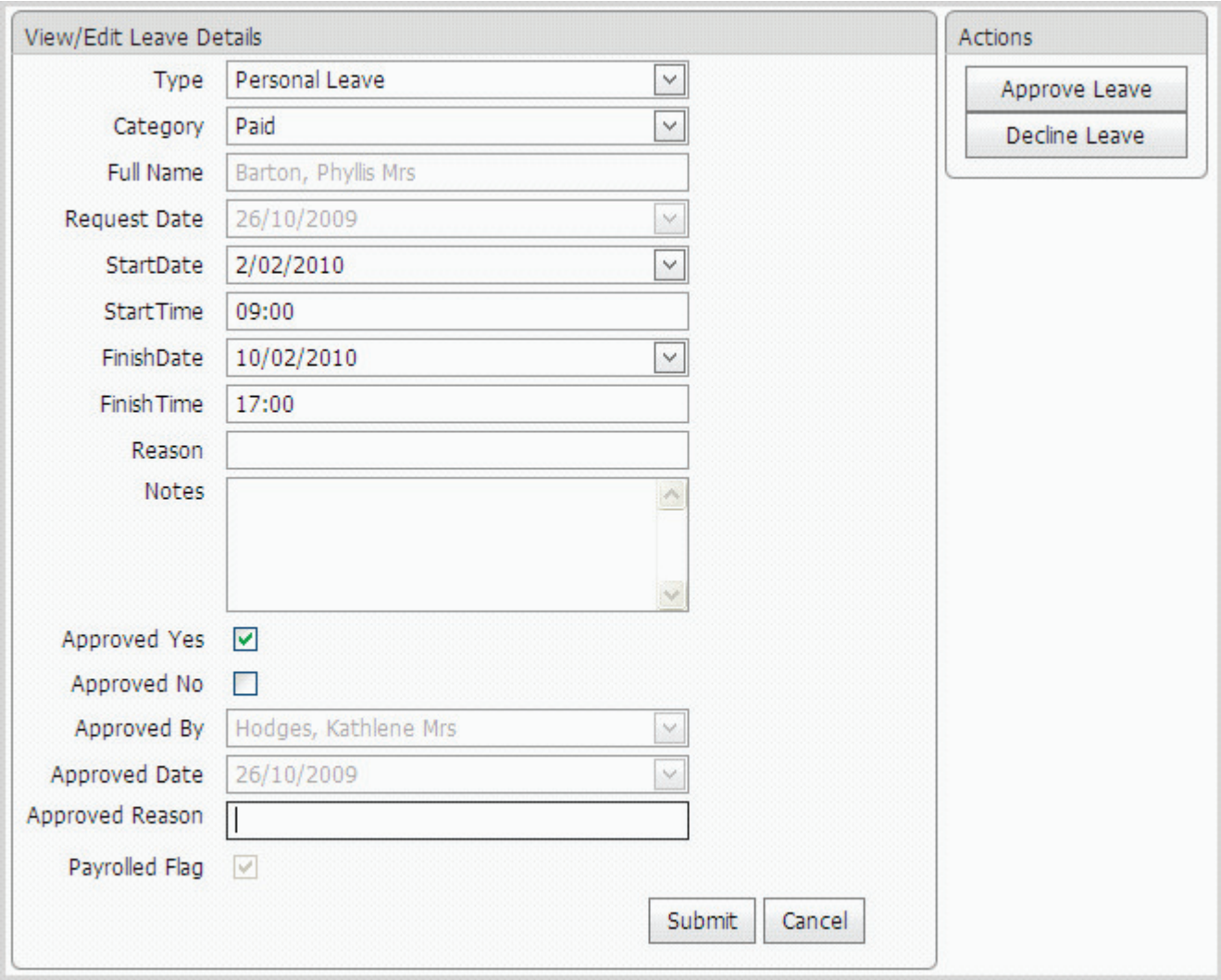
Viewing/Editing

Entries can be viewed or modified depending on profile access.



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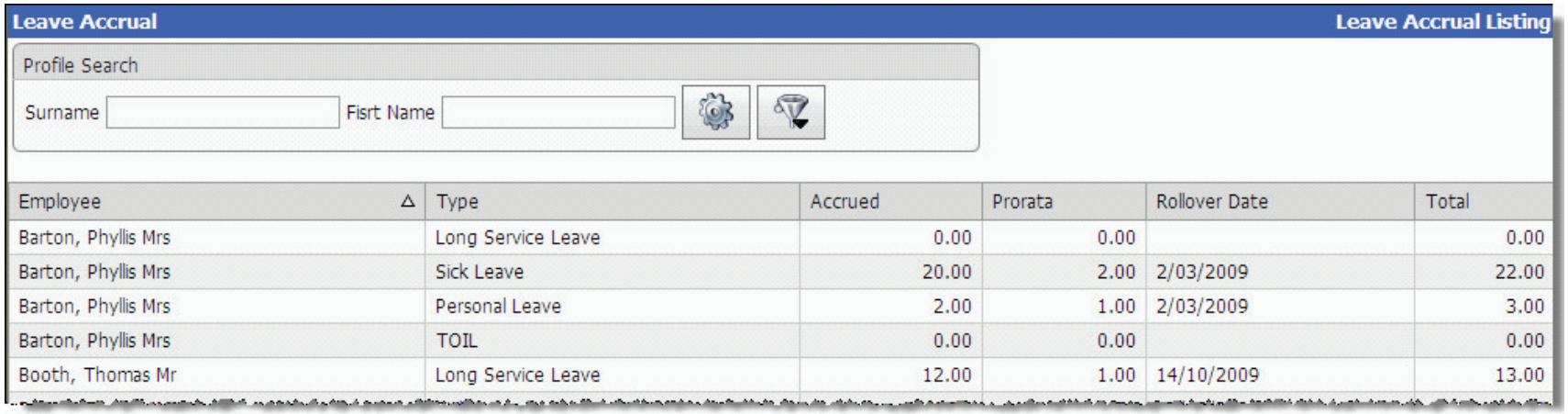
Accruals

Accruals are for view-only and are retrieved for display from your favourite payroll solution.



Employee	Type	Accrued	Prorata	Rollover Date	Total
Barton, Phyllis Mrs	Long Service Leave	0.00	0.00		0.00
Barton, Phyllis Mrs	Sick Leave	20.00	2.00	2/03/2009	22.00
Barton, Phyllis Mrs	Personal Leave	2.00	1.00	2/03/2009	3.00
Barton, Phyllis Mrs	TOIL	0.00	0.00		0.00
Booth, Thomas Mr	Long Service Leave	12.00	1.00	14/10/2009	13.00

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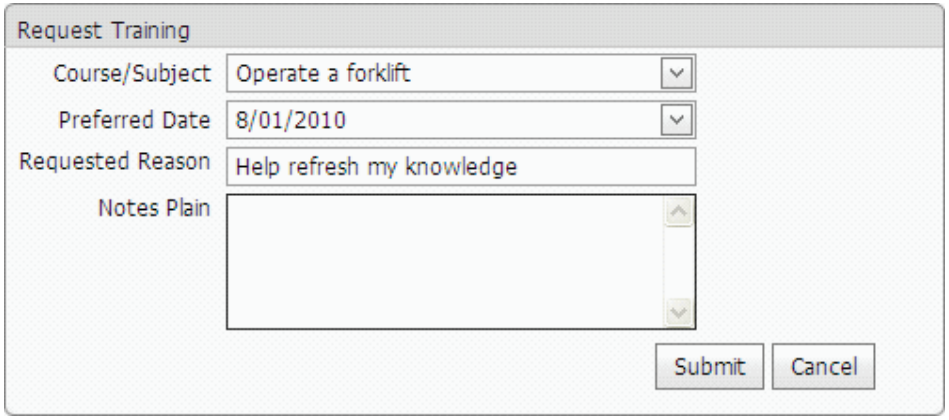
Training

Training and Education screens can be used for process flow with training and education management.

Requests

Training requests allows employees to make requests for training they would like to attend. These can then either be approved or rejected by the manager based on suitability, resources and other factors.



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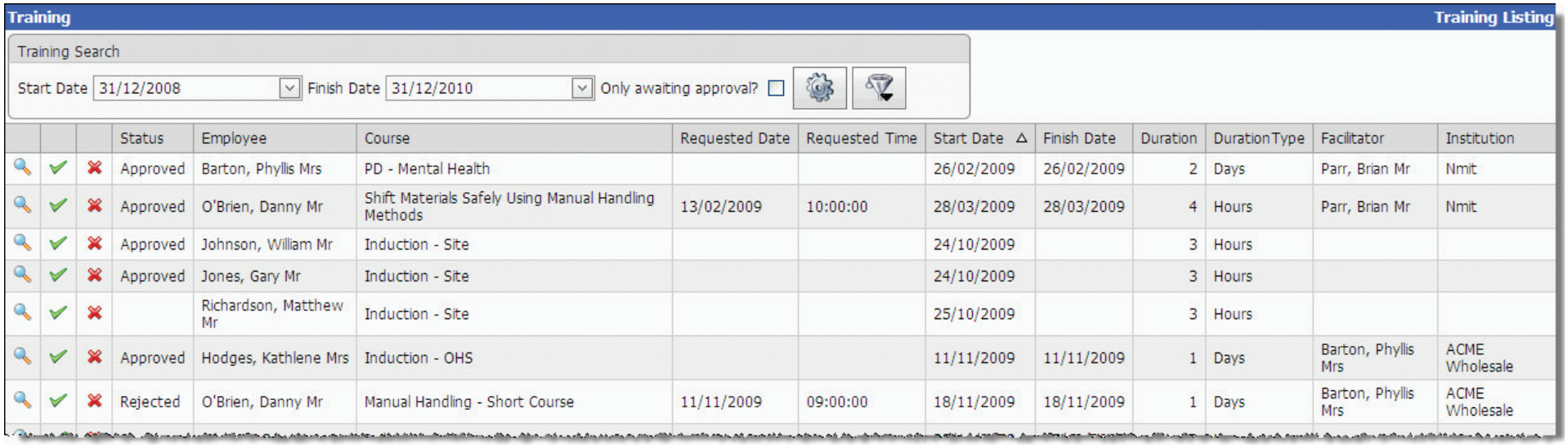
Approvals

Training requests can be approved or rejected by the manager simply by clicking on the tick or cross.



			Status	Employee	Course	Requested Date	Requested Time	Start Date	Finish Date	Duration	Duration Type	Facilitator	Institution
			Approved	Barton, Phyllis Mrs	PD - Mental Health			26/02/2009	26/02/2009	2	Days	Parr, Brian Mr	Nmit
			Approved	O'Brien, Danny Mr	Shift Materials Safely Using Manual Handling Methods	13/02/2009	10:00:00	28/03/2009	28/03/2009	4	Hours	Parr, Brian Mr	Nmit
			Approved	Johnson, William Mr	Induction - Site			24/10/2009		3	Hours		
			Approved	Jones, Gary Mr	Induction - Site			24/10/2009		3	Hours		
				Richardson, Matthew Mr	Induction - Site			25/10/2009		3	Hours		
			Approved	Hodges, Kathlene Mrs	Induction - OHS			11/11/2009	11/11/2009	1	Days	Barton, Phyllis Mrs	ACME Wholesale
			Rejected	O'Brien, Danny Mr	Manual Handling - Short Course	11/11/2009	09:00:00	18/11/2009	18/11/2009	1	Days	Barton, Phyllis Mrs	ACME Wholesale

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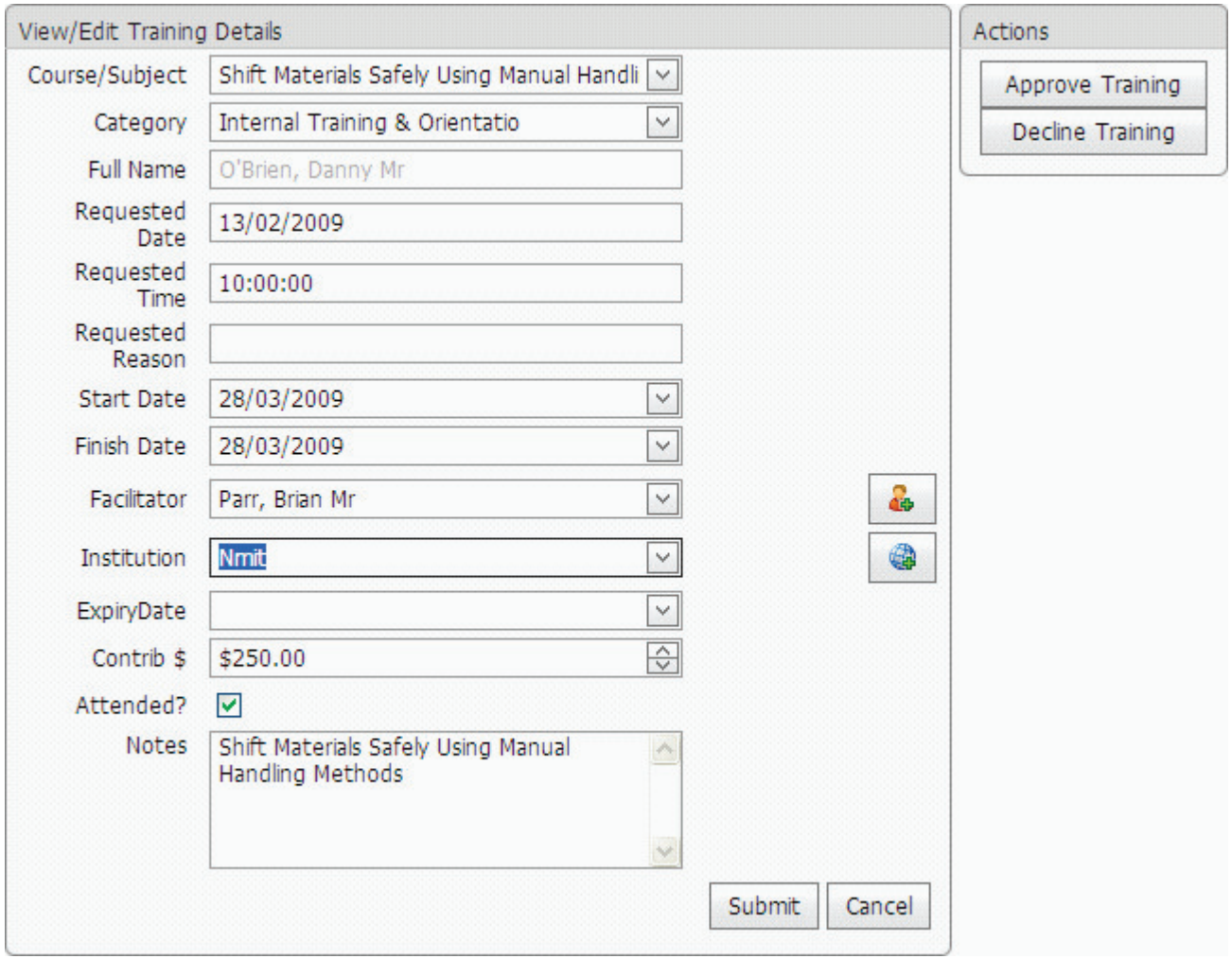
Viewing/Editing

Entries can be viewed or modified depending on profile access.



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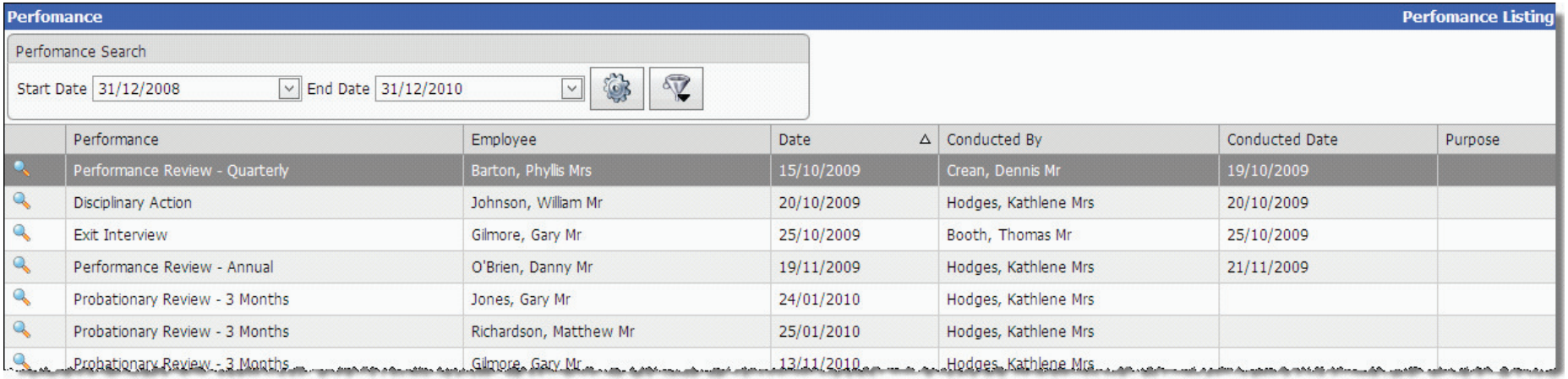
Performance

Performance is usually only accessible for managers to track employee performance

Grid View

Display all performance items in a grid



Perfomance — Perfomance Listing

Perfomance Search

Start Date 31/12/2008 End Date 31/12/2010

	Performance	Employee	Date	Conducted By	Conducted Date	Purpose
	Performance Review - Quarterly	Barton, Phyllis Mrs	15/10/2009	Crean, Dennis Mr	19/10/2009	
	Disciplinary Action	Johnson, William Mr	20/10/2009	Hodges, Kathlene Mrs	20/10/2009	
	Exit Interview	Gilmore, Gary Mr	25/10/2009	Booth, Thomas Mr	25/10/2009	
	Performance Review - Annual	O'Brien, Danny Mr	19/11/2009	Hodges, Kathlene Mrs	21/11/2009	
	Probationary Review - 3 Months	Jones, Gary Mr	24/01/2010	Hodges, Kathlene Mrs		
	Probationary Review - 3 Months	Richardson, Matthew Mr	25/01/2010	Hodges, Kathlene Mrs		
	Probationary Review - 3 Months	Gilmore, Gary Mr	13/11/2010	Hodges, Kathlene Mrs		

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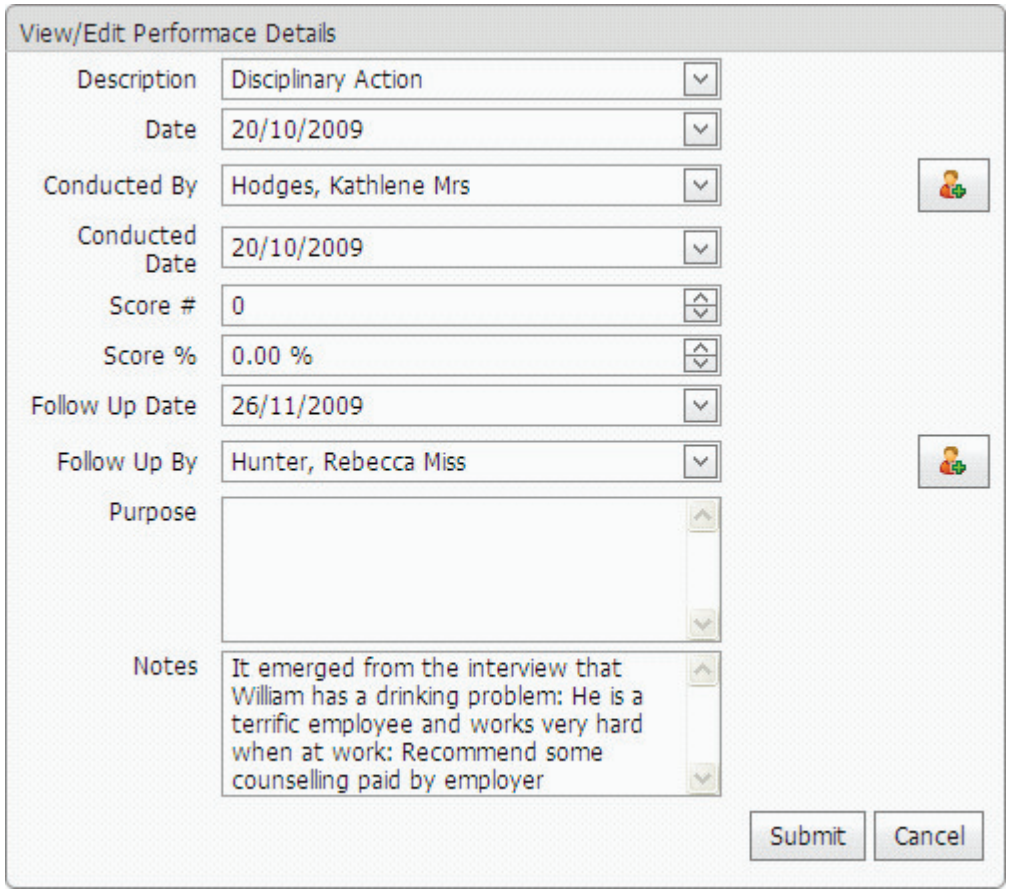
Viewing/Editing

Entries can be viewed or modified depending on profile access.



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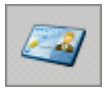
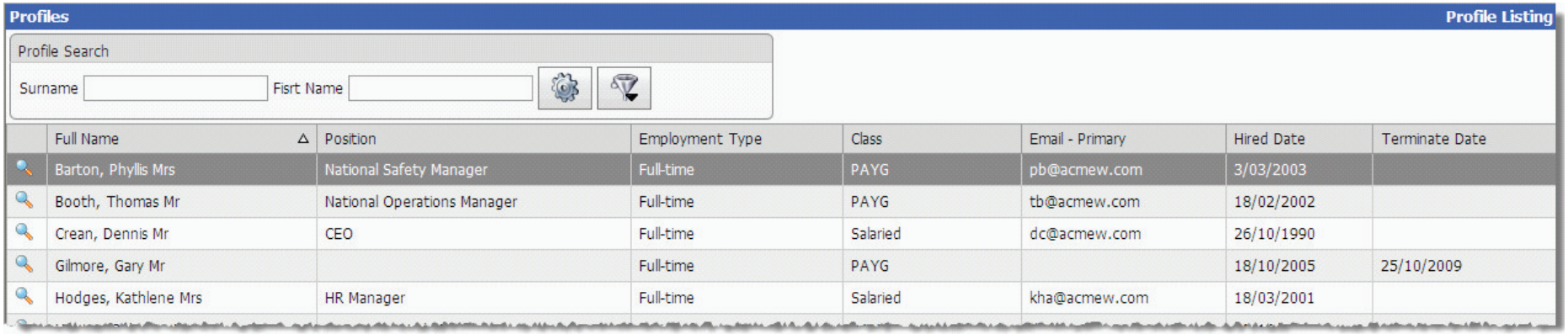
Profile



Employee Profile can be viewed or modified by managers or employees. When employees are modifying their own profile information, it needs to be approved by an authority before the changes are committed.

Grid View

Displays all employees that the manager has access to



Profiles — Profile Listing

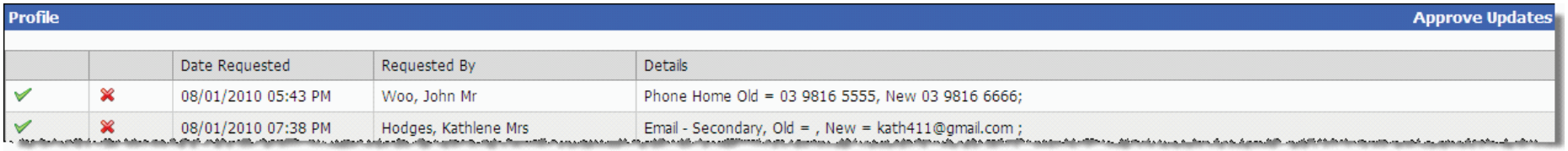
Profile Search

Surname | Fisrt Name

Full Name	Position	Employment Type	Class	Email - Primary	Hired Date	Terminate Date
Barton, Phyllis Mrs	National Safety Manager	Full-time	PAYG	pb@acmew.com	3/03/2003	
Booth, Thomas Mr	National Operations Manager	Full-time	PAYG	tb@acmew.com	18/02/2002	
Crean, Dennis Mr	CEO	Full-time	Salaried	dc@acmew.com	26/10/1990	
Gilmore, Gary Mr		Full-time	PAYG		18/10/2005	25/10/2009
Hodges, Kathlene Mrs	HR Manager	Full-time	Salaried	kha@acmew.com	18/03/2001	

Approval

Displays all requested profile changes and allows managers to approve the changes requested



Profile — Approve Updates

		Date Requested	Requested By	Details
✔	✖	08/01/2010 05:43 PM	Woo, John Mr	Phone Home Old = 03 9816 5555, New 03 9816 6666;
✔	✖	08/01/2010 07:38 PM	Hodges, Kathlene Mrs	Email - Secondary, Old = , New = kath411@gmail.com ;

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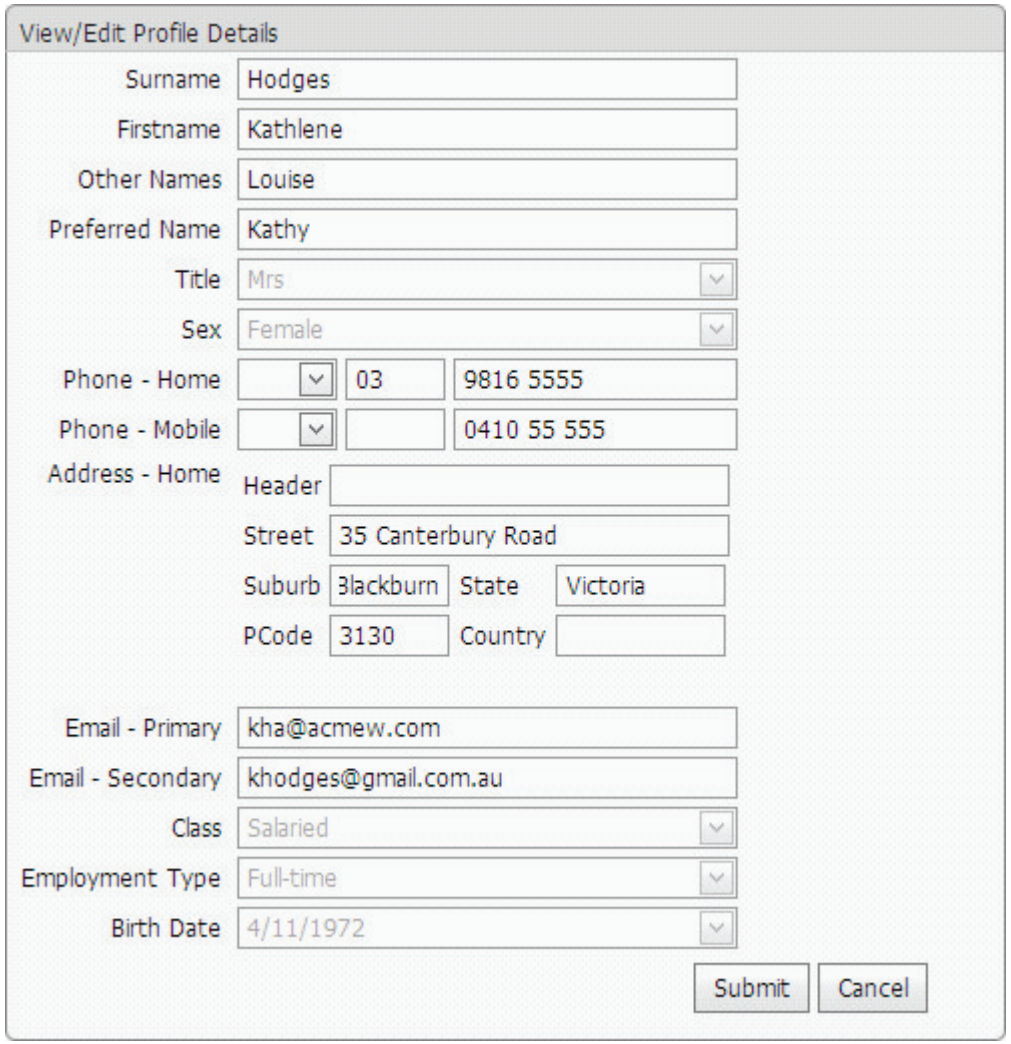
Viewing/Editing

Entries can be viewed or modified depending on profile access. For employee self-serve changes to entries may need to be approved first before those changes are committed as final.



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Incidents

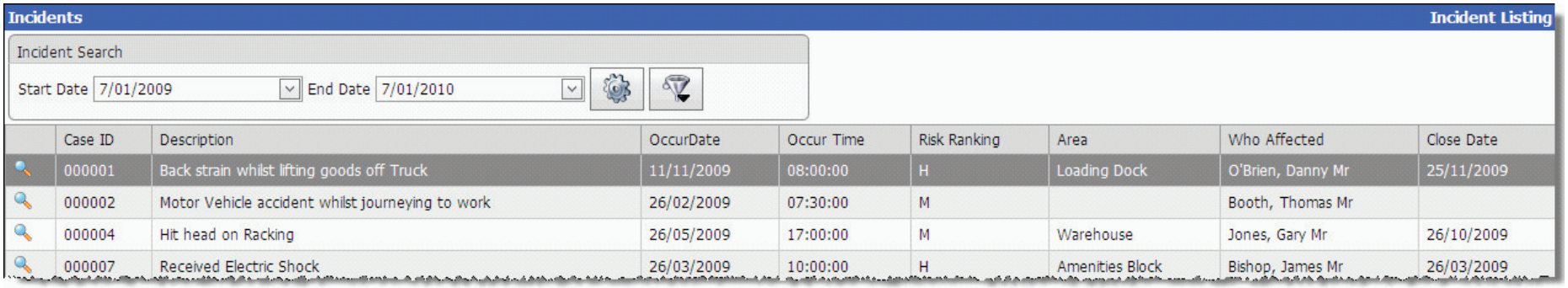
Employee Profile can be viewed or modified by managers or employees. When employees are modifying their own profile information, it needs to be approved by an authority before the changes are committed.

Record

Employees are able to record an incident. This will usually then addressed by the OH&S department.

Grid View

Displays all incidents according to the filter selected.



Case ID	Description	OccurDate	Occur Time	Risk Ranking	Area	Who Affected	Close Date
000001	Back strain whilst lifting goods off Truck	11/11/2009	08:00:00	H	Loading Dock	O'Brien, Danny Mr	25/11/2009
000002	Motor Vehicle accident whilst journeying to work	26/02/2009	07:30:00	M		Booth, Thomas Mr	
000004	Hit head on Racking	26/05/2009	17:00:00	M	Warehouse	Jones, Gary Mr	26/10/2009
000007	Received Electric Shock	26/03/2009	10:00:00	H	Amenities Block	Bishop, James Mr	26/03/2009

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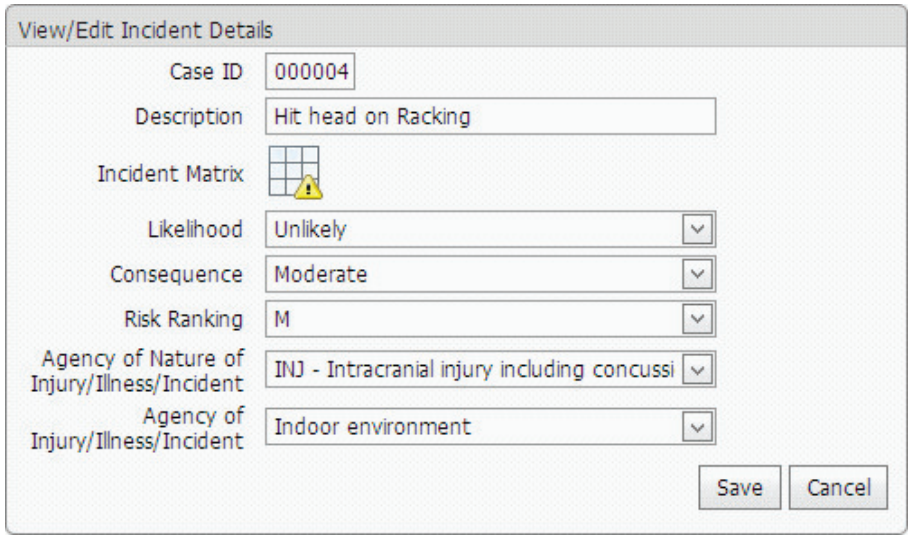
Viewing/Editing

Entries can be viewed or modified depending on profile access.



You can also use your Incident Matrix to define the risk factor of an incident. An example matrix is shown below:

		Likelihood				
		Almost Certain	Likely	Moderate	Unlikely	Rare
Consequence	Extreme	E	E	H	H	M
	Major	E	H	H	M	M
	Moderate	H	H	H	M	L
	Minor	H	M	M	L	L
	Insignificant	H	M	M	L	L

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Hazards

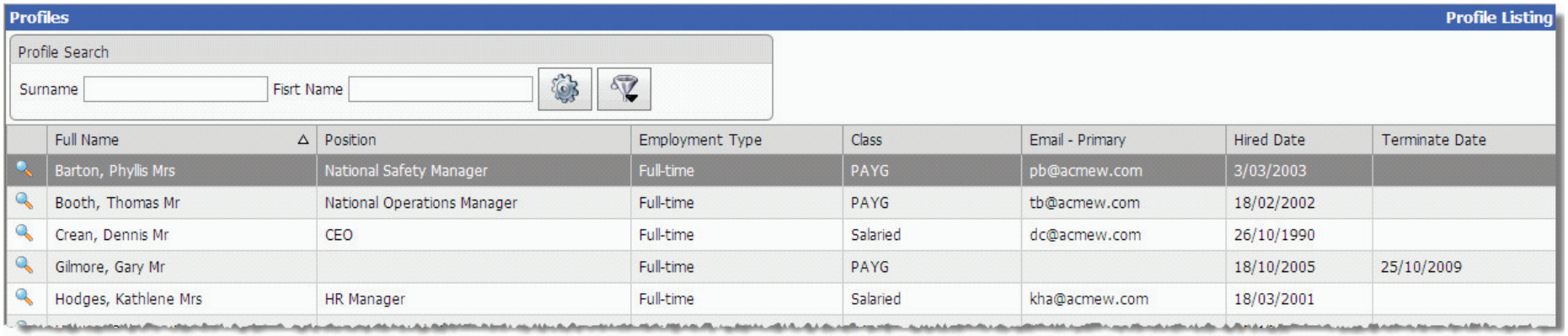
Employee Profile can be viewed or modified by managers or employees. When employees are modifying their own profile information, it needs to be approved by an authority before the changes are committed.

Record

Employees are able to record identified hazards or risks. This is usually then addressed by the OH&S department.

Grid View

Displays all employees that the manager has access to



Full Name	Position	Employment Type	Class	Email - Primary	Hired Date	Terminate Date
Barton, Phyllis Mrs	National Safety Manager	Full-time	PAYG	pb@acmew.com	3/03/2003	
Booth, Thomas Mr	National Operations Manager	Full-time	PAYG	tb@acmew.com	18/02/2002	
Crean, Dennis Mr	CEO	Full-time	Salaried	dc@acmew.com	26/10/1990	
Gilmore, Gary Mr		Full-time	PAYG		18/10/2005	25/10/2009
Hodges, Kathlene Mrs	HR Manager	Full-time	Salaried	kha@acmew.com	18/03/2001	

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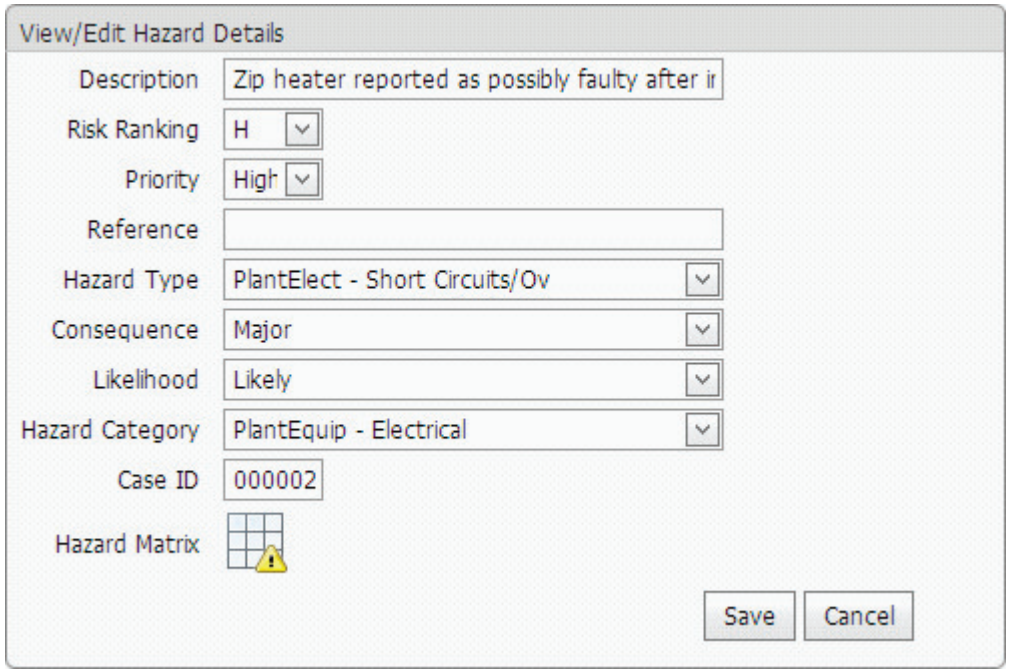
Viewing/Editing

Entries can be viewed or modified depending on profile access.



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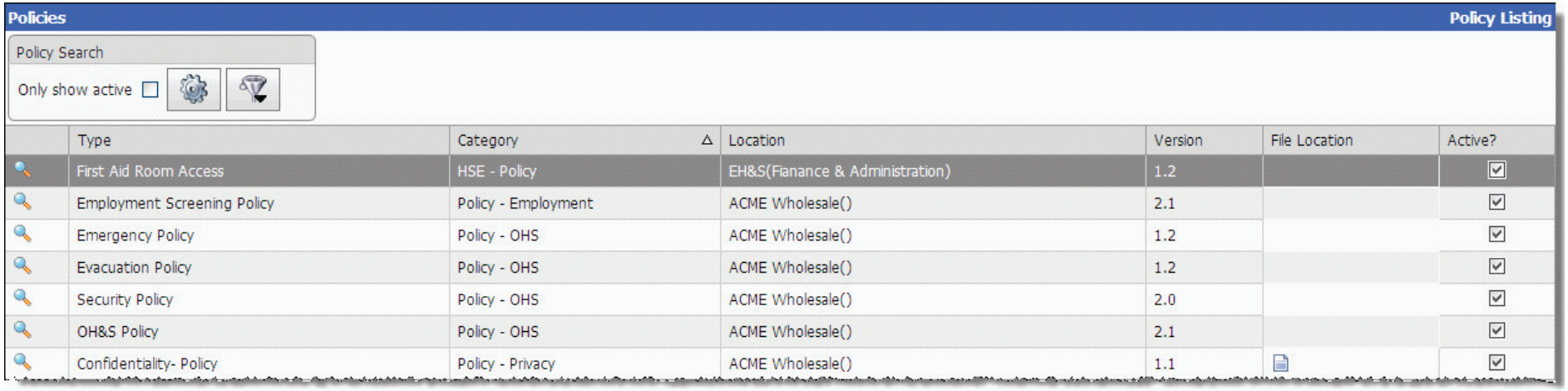
Policies/Guidelines

Policies and Guidelines can be viewed by employees and certain detail modified by users with the appropriate access.

Grid View

All active policies are displayed.



Type	Category	Location	Version	File Location	Active?
First Aid Room Access	HSE - Policy	EH&S(Fianance & Administration)	1.2		☑
Employment Screening Policy	Policy - Employment	ACME Wholesale()	2.1		☑
Emergency Policy	Policy - OHS	ACME Wholesale()	1.2		☑
Evacuation Policy	Policy - OHS	ACME Wholesale()	1.2		☑
Security Policy	Policy - OHS	ACME Wholesale()	2.0		☑
OH&S Policy	Policy - OHS	ACME Wholesale()	2.1		☑
Confidentiality- Policy	Policy - Privacy	ACME Wholesale()	1.1		☑

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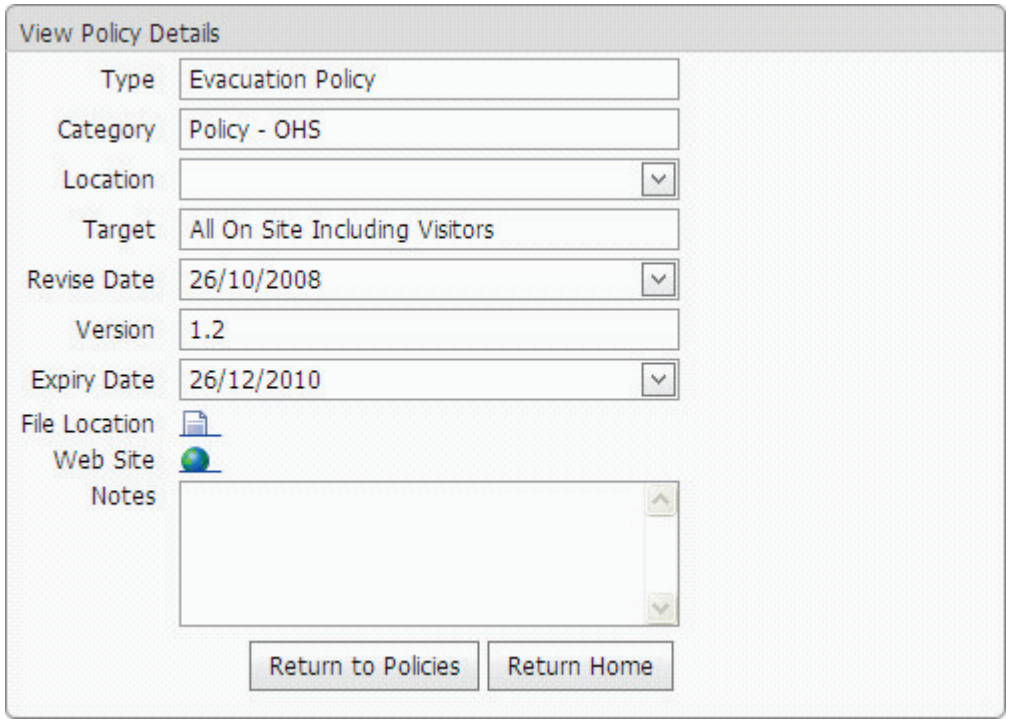
Viewing

Entries can be viewed or modified depending on profile access.



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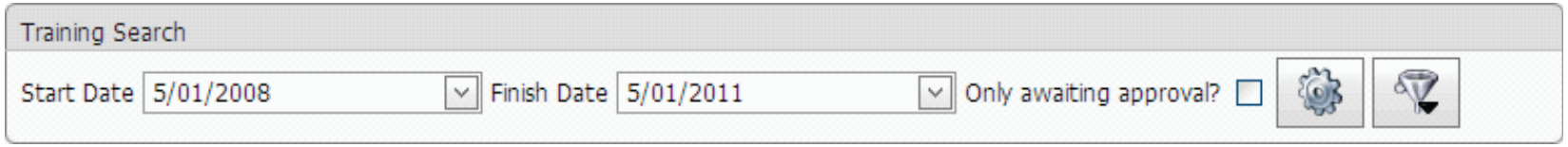
Grid Features

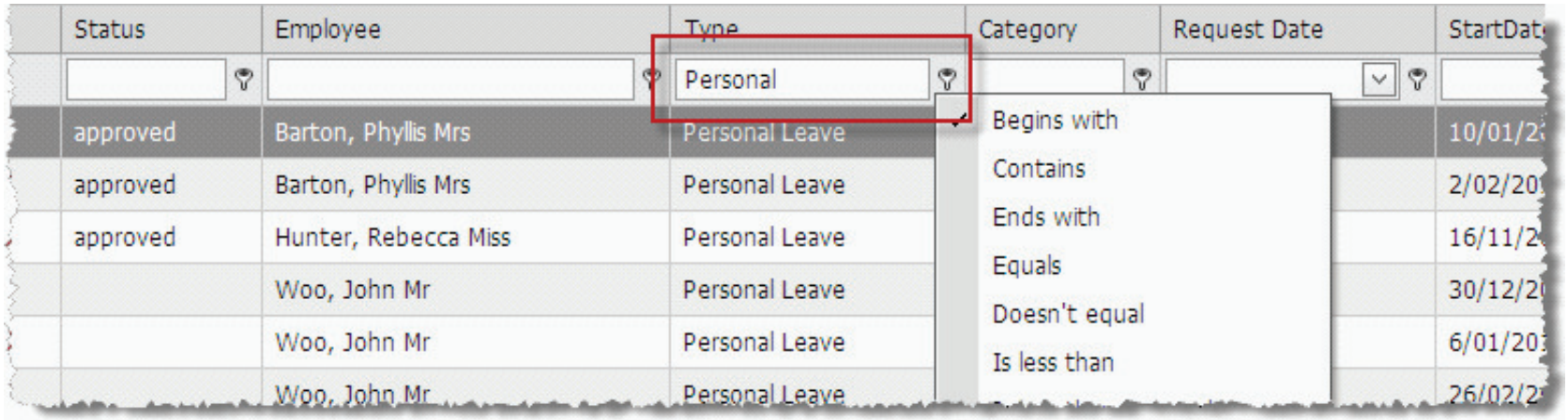
The grids you see are very functional. They generally have extensive filtering and sorting capabilities.

Filtering

Basic filtering is available and will be different depending on the function being displayed.



Or advanced filtering allows filtering on any column.



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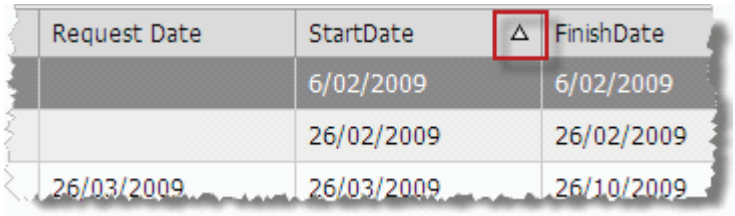
Sorting

Clicking on any column allows sorting – ascending or descending – by that column. Multi column sorting is also available.



Request Date	StartDate	FinishDate
	6/02/2009	6/02/2009
	26/02/2009	26/02/2009
26/03/2009	26/03/2009	26/10/2009

Context-sensitive Navigation

If the user has access, double-clicking on the grid entry automatically displays that entry in a View/Edit screen.

Customisation

Most of the screens you have seen can be customized. For example, there are quite a number more fields in winHR/OHS that could be displayed and edited than those that are shown in screenshots. Also fields can be re-ordered for display and you can choose which fields require a mandatory entry. In essence, the options are very flexible in terms of design within the realms of the fields that are available.

The above layouts can also be defined differently for different profiles, meaning users can use webHR/OHS to suit their requirements and access rights.

There are also a number of other customization options. There are, for example, global access options such as screen colours and heading layout to make it integrate with your own corporate web-site.

Most importantly the options are very easy and quick to setup.

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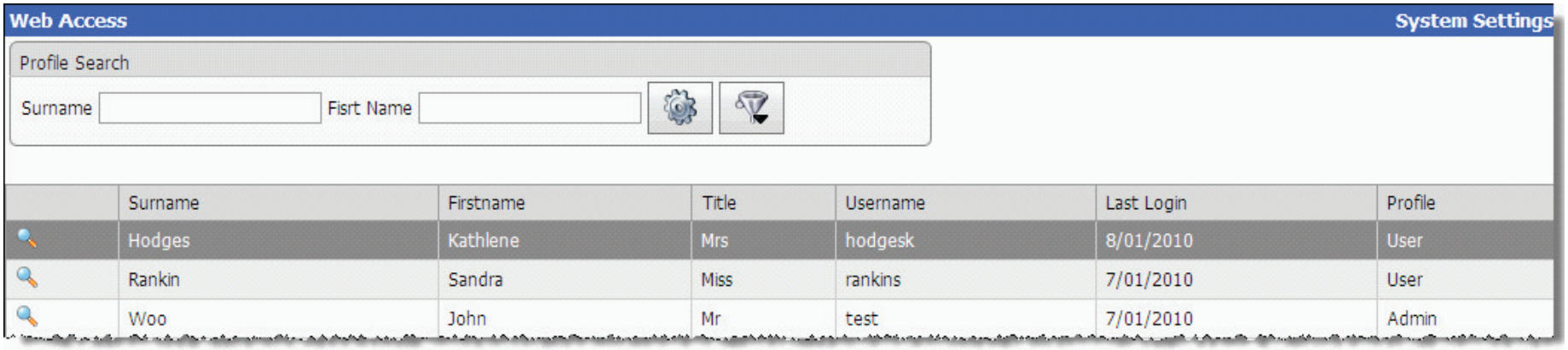
Security

Security is of paramount importance. There are many security features that allow complete control over access and what users can and cannot see.

User Access

User access defines Ids and passwords and which profile to use for access.



	Surname	Firstname	Title	Username	Last Login	Profile
	Hodges	Kathlene	Mrs	hodgesk	8/01/2010	User
	Rankin	Sandra	Miss	rankins	7/01/2010	User
	Woo	John	Mr	test	7/01/2010	Admin

Profiles

Profiles allow you to define not only which functions and fields a user can see, but also which employee information and which OHS information can be seen.

For employees can be based on position hierarchy or specific locations, or even by security numbers assigned to employees. For OHS, a user might be able to see all entries, or only the entries for a particular area (or areas) and sub-ordinates within the Area structure.

Again there is plenty of flexibility to cater for your requirements and it is very easy to setup.

Contact Details

For more information or a demonstration please contact Favour on **1300 657 158**.

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