



Jane PDF – Simple alternative to managing organisational effectiveness

Businesses today use a number of alternative mechanisms to gather, collate or assess detailed data. A new development from payroll and HR specialists, Jane Systems, is now on offer to businesses that are looking for a simple but effective way of improving their organizational effectiveness.

The Jane Systems PDF Management module is a robust and effective content management alternative that facilitates and accelerates information-sharing across an organization. It is easy to download and manage and avoids the need to access more complex, web-enabled systems.

For example, when recruiting, the application form can be developed in PDF format according to an organization's information needs and then downloaded easily by applicants. The module enables the applicant to fill in their application form, retain a copy for themselves, and return it to the recruiter by email.

Why is this so special? The reality is that not everyone uses standard Microsoft® software – such as Mac users, other specialist software developers, or even people who do not necessarily use a PC on a daily basis. The Jane Systems PDF Management module eliminates the need for any compatible software but works effectively on a stand-alone basis for information-gathering, collation and analysis.

Once returned, data from the PDF document is then automatically extracted from the application form and electronically placed into the Jane Systems Recruitment module. There are no extra data input activities required and valuation is instant against the recruitment criteria. The candidate analysis can be carried out by the HR department and then forwarded to the appropriate manager for further consideration. Application forms can also be made anonymous for the selection process, so that candidates are judged on credentials and qualifications, rather than age, sex, and so on.

If used with the Jane Systems Workflow module, the PDF management system enables the HR department to manage the selection process even more effectively. An email, with the anonymous application form, is automatically sent to the line manager for assessment. If the manager doesn't respond within the agreed time scale, then another email is sent that automatically alerts the HR department and the manager regarding the missed deadline.

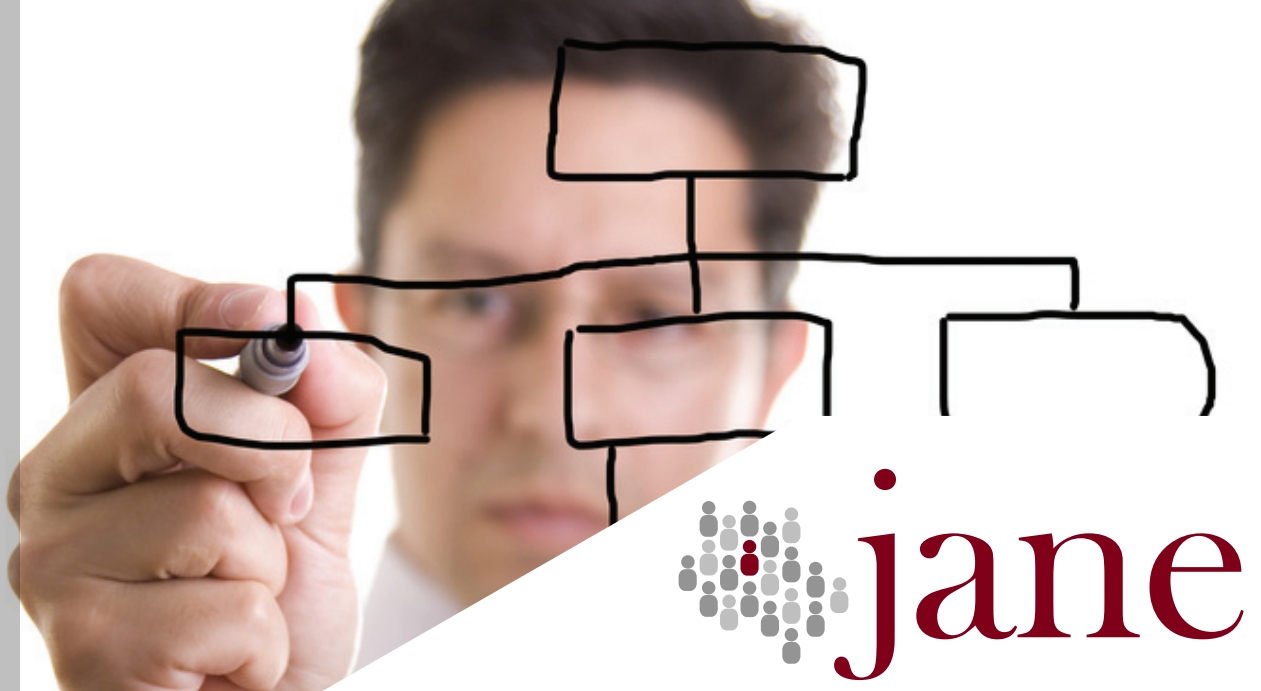
The PDF Management module is also an efficient system for data grooming. Most organizations require their employees to complete forms incorporating their personal details, usually through a web-enabled portal, such as SharePoint®, or in paper format. Again, if used with the Jane Workflow module, the form, created in PDF manager, will be automatically

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emailed to employees for completion, to be returned within a given time scale. If the employee misses that deadline, then reminder emails are sent to the employee and the HR department until the form has been sent back. This eliminates the need for ineffective paper systems and also gives the HR department total control over delivery and the updating of information, which can be lacking in a web-enabled portal system.

Again, after the form has been returned, details are extracted from the document and any changes are automatically made electronically to the company's HR authorization centre.

All documents created in the PDF management system can be adapted 100% to suit a business's individual needs and this overcomes all possible software availability or compatibility issues. This can be particularly attractive for organizations with satellite or remote sites where the networks or systems are not always the same.

For further details on the Jane PDF Management module, contact Jane Systems by email to nigel.sargent@jane-systems.co.uk, or phone on **01792 522224** or visit our website at www.jane-systems.co.uk.

Jane Systems is a Swansea-based human resources and payroll software specialist that offers a suite of dynamic and flexible products as well as independent functional components designed to meet the HR requirements of any modern organization. Solutions cover all elements of HR requirements, including personnel, staff development, recruitment, payroll and e-HR.