



Jane PDF – Simple alternative to managing organisational effectiveness

Businesses today utilise a number of alternative mechanisms to gather, collate or assess detailed data. Jane Systems offers HR specialists a new module that offers a simple but effective way of improving their organisational effectiveness.

Content Management

The Jane Systems PDF management module is a robust and effective content management alternative that facilitates and accelerates information sharing across an organisation. It is easy to download and manage without the need to access more complex, web-enabled systems.

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

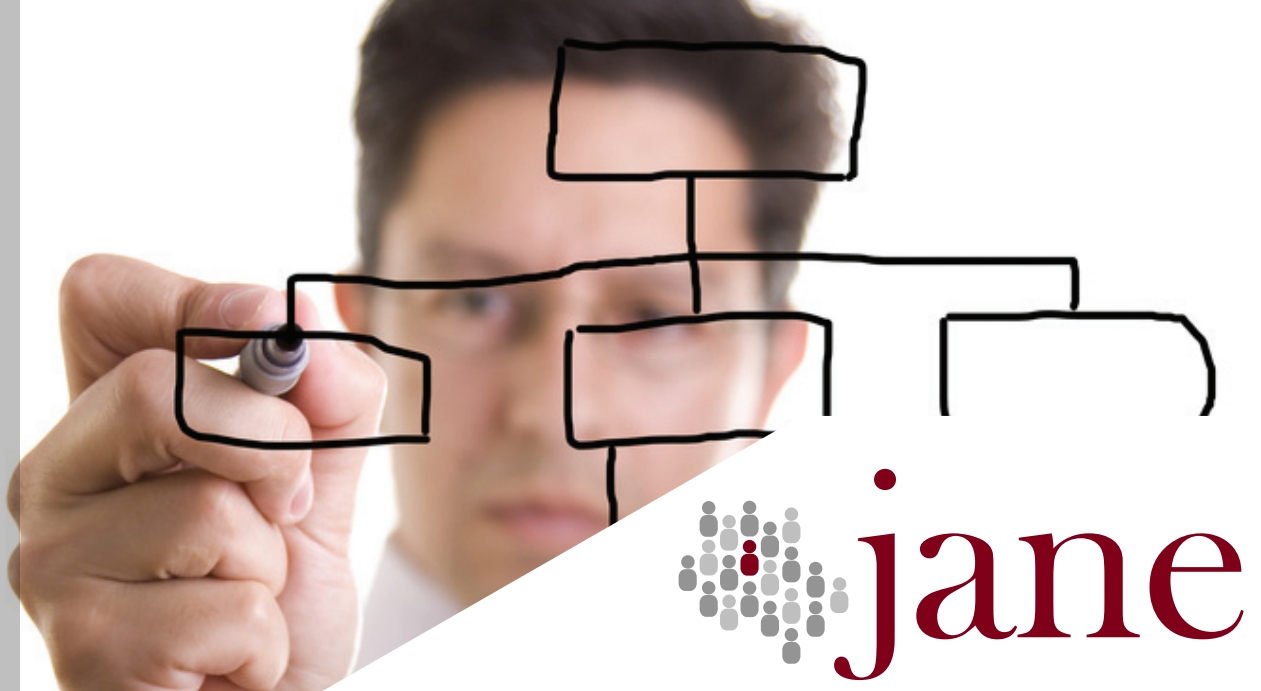
Stand Alone

Why is this so special? The reality is that not everyone uses standard Microsoft software, eg MAC users, other specialist software developers or even people who do not necessarily use a pc on a daily basis. The Jane Systems PDF 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, etc....

Recruitment Management

If used in conjunction 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 automatically alerting the HR department and the manager regarding the missed deadline.



Data Grooming

The PDF management module is also an efficient system for data grooming. Most organisations require their employees to complete forms incorporating their personal details, usually via a web-enabled portal, such as Sharepoint, or in paper format. Again, if used in conjunction with the Jane Workflow module, the form, created in PDF manager, will be automatically emailed to employees for completion and return within a given timescale. If the employee misses that deadline, then reminder emails are sent to the employee and 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 updating of information which can be lacking in a web-enabled portal system. Again, once the form has been returned, details are extracted from the document and any changes are automatically made electronically to the company's HR authorisation centre.

Satellite Sites

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

For further details on the Jane Workflow Management module, contact Jane Systems on 01792 522244.