

Software Product Information

Fabasoft Personnel File 2017 Spring Release

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www.fabasoft.com

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1 Introduction

The Fabasoft Personnel File provides electronic management of personnel files in a central location. You can either record the mandatory personal data via the web browser interface or use the import mechanism. Additionally, you can store documents of a personnel file in a folder hierarchy of your choice. Dashboards offer a comfortable and quick overview of your personal files.

The Fabasoft Personnel File enables the pre-definition of retention periods for documents. This will prevent premature deletion and supports compliance with relevant statutory regulations.

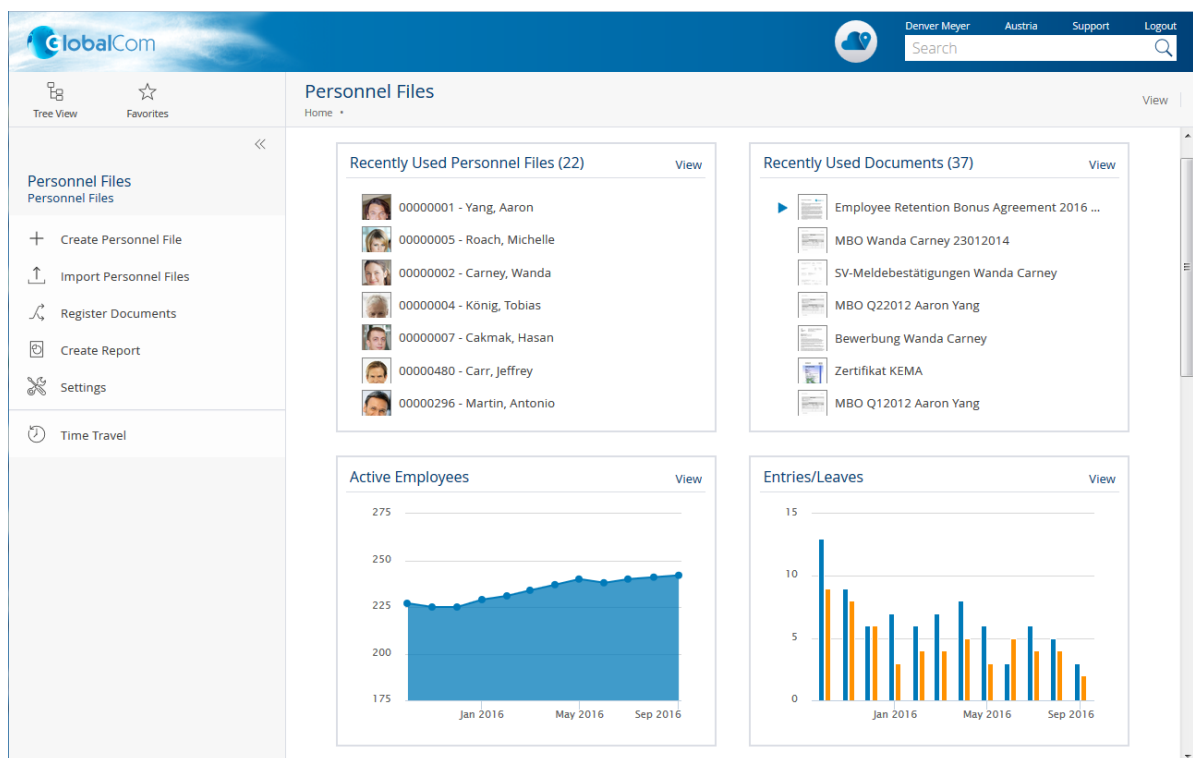
By a number of open interfaces, which comply with established industry standards, the Fabasoft Personnel File can be linked to your personal information system.

2 Scope of Services “User’s Perspective”

The Fabasoft Personnel File provides the functionality that is described in the following chapters.

2.1 Personnel Files (Dashboard)

The personnel files dashboard provides the access point to the personnel file for end-users. When a user receives access rights to a personal file shelf, a dashboard is automatically created and put on the user’s “Home”. If the access rights are deprived, also the dashboard is removed.



2.2 Personnel File Shelf

The personnel file shelf is based on a personnel file configuration, but the defined settings can be overwritten or extended. The personnel file shelf is used to manage the personnel files and to specify the access rights.

2.3 Personnel File

A personnel file is assigned to a person who is standing in an upright employment relationship with the company or will be or has been in such employment relationship.

00000001 - Yang, Aaron (Personnel File): Edit

Master Data

Photo

Herr
Aaron Yang, MSc
Neue Weide 23
2191 NASSFELD
ÖSTERREICH

Select Edit Remove

Personnel Number *
00000001

State
Active

☒ Managed Externally

Surname *
Yang

First Name
Aaron

Title

Post Title
MSc

Sex

Salutation

Cancel Apply Next

Besides the possibility to enter metadata, documents can be stored in a personnel file. Additionally, PDF overviews that may contain a dynamically computed watermark can be generated for personnel files.

Use Case	Description
Creating a personnel file	The personnel file is stored in the personnel file shelf.
Importing personnel files	Personnel files can be imported and updated using a CSV file.
Opening a personnel file	The most important metadata is displayed and the personnel file folders containing the documents are accessible.
Editing the master data of a personnel file	The metadata of a personnel file is editable.
Reassign a personnel file	Personnel files can be moved from one personnel file shelf to another.
Closing a personnel file	Personnel files with a defined separation date can be closed. After closing the personnel file, no further changes

	are possible (applies to master data and documents).
Canceling a personnel file	Canceled personnel files are still accessible.
Restoring a personnel file	Canceled personnel files can be restored.
Deleting a personnel file	Canceled personnel files including the assigned documents can be permanently deleted, if no retention rules are violated.
Generating a PDF overview of a personnel file	The generated PDF document contains metadata of a personnel file and the contents of the assigned documents.
Generating a PDF list of contents of a personnel file	The generated PDF document contains metadata of a personnel file and a list of contents of the assigned documents.
Defining a retention period for a personnel file	Personnel files cannot be deleted within the retention period. The retention period can be defined differently for subordinated objects based on the category.
Granting temporary access to a personnel file	A user gets access to the personnel file for a defined timespan.
Displaying the history of a personnel file	The changes of a personnel file are displayed.
Displaying the master data of an employee in SAP	A link to the SAP transaction PA30 is opened.
Sending a hyperlink to a personnel file	An e-mail with a hyperlink to the personnel file can be sent.

2.4 Personnel File Folder

Personnel file folders are used for structuring personnel files. Besides the predefined folders that are defined in the personnel file shelf additional personnel file folders can be created.

Use Case	Description
Creating a personnel file folder	A personnel file folder corresponds to a standard folder that can be used to store documents.
Editing the metadata of a personnel file folder	The metadata of a personnel file folder is editable. To categorize the assigned documents the categories that are defined in the personnel file folder are available.

Canceling a personnel file folder	Canceled personnel file folders are still accessible. Predefined personnel file folders cannot be canceled or deleted.
Deleting a personnel file folder	Canceled personnel file folders can be permanently deleted, if no retention rules are violated.
Displaying the history of a personnel file folder	The changes of a personnel file folder are displayed.

2.5 Documents of a Personnel File

Documents in a personnel file are stored in personnel file folders in a structured way.

The screenshot shows the GlobalCom web application interface. At the top, there's a navigation bar with the GlobalCom logo, user information (Denver Meyer, Austria, Support, Logout), and a search bar. Below this, a breadcrumb trail indicates the current location: Home > Personnel Files > Recently Used Personnel Files. The main content area is divided into a left sidebar and a central workspace. The sidebar contains a 'Personnel File' section for '00000001 - Yang, Aaron' with options like 'Upload', 'Scan Document', 'Pre-Capture', 'Grant Temporary Access', 'Manage Follow-Ups', 'Show New Events', 'Properties', 'Time Travel', and a 'Personnel File Shelf' for 'GlobalCom Austria GmbH'. The central workspace displays two PDF documents: 'MBO Q12012 Aaron Yang' and 'MBO Q22012 Aaron Yang'. Both documents are categorized under 'MBO' and '03 Activities', are valid from 01/01/2012, and are 93 KB in size. Each document has a thumbnail preview showing a form with various fields and a table.

Several possibilities are available to store documents: create, upload, scan or pre-capture a document.

Use Case	Description
Creating a document	The document is stored in the personnel file folder and can be opened with a double-click in the corresponding third-party product.
Editing a document	The document can be edited with the corresponding third-party product. For Microsoft Word the metadata of the personnel file are available as updateable fields.

Uploading a document	Files can be imported via drag and drop, via the shortcuts Ctrl + C and Ctrl + V or via the menu command "Tools" > "Upload". Depending on the web browser not all possibilities may be available.
Scanning a document	Paper documents can be scanned and imported directly on the workstation utilizing the clipboard.
Pre-capturing a document	Paper documents can be scanned and assigned automatically to the corresponding personnel file. The assignment is carried out with a barcode that must be entered in the scan dialog. An empty document is created at once. As soon as the document is scanned the content is taken over in the document.
Signing a document	Documents can be signed manually.
Defining the validity of a document	Documents that need to be renewed recurrently can be provided with validity.
Canceling a document	The document is canceled and moved from the current personnel file folder to the "Canceled Documents" list.
Deleting a canceled document	Canceled documents can be permanently deleted by authorized users, if no retention rules are violated.
Replacing a document	A document with state "In Progress" can be replaced with another document.
Opening a document	The document can be edited in the corresponding third-party product.
Editing metadata of a document	The metadata of a document is editable.
Registering documents automatically	Documents that are already in the system can be registered to personnel files using a CSV file.
Classifying a document	In conjunction with Mindbreeze InSpire, documents can be automatically classified and metadata can be extracted. Note: The classification and metadata extraction is provided by Mindbreeze InSpire. This appliance must be purchased separately.
Registering a document	The document is assigned to a personnel file.
Re-registering a document	The document is moved within a personnel file shelf from one personnel file to another or from a personnel file folder

	to another.
Using the processing state	Each document has a processing state: In Progress, Closed, Replaced, Canceled
Displaying the history of a document	The changes of the document are displayed.
Sending a hyperlink to a document	An e-mail with a hyperlink to the document can be sent.
Sending a file	An e-mail with the attached document can be sent.

2.6 Skills Management

The skills management allows you to manage qualifications (target and actual), job descriptions and role descriptions. In addition, overviews of missing qualifications of employees can be generated.

Note: The skills management must be licensed separately.

Use Case	Description
Managing qualifications	Qualifications can be assigned to position descriptions, role descriptions and positions (target state). Acquired qualifications can be assigned to personnel files (actual state).
Managing job descriptions	A job description is used to determine the tasks and responsibilities of an employee. In addition, the qualifications required for the position are defined.
Managing role descriptions	A roles description is used to determine the tasks and responsibilities of an employee independent of the position (e.g. first responder). In addition, the qualifications required for the role are defined.
Managing the organizational structure	The organizational structure consists of organizational units and positions.
Showing missing qualifications	Due to the difference between the actual qualifications (defined in the personnel file) and the target qualifications (defined in the positions), the missing qualifications can be determined for the individual employees.
Checking job descriptions	Job descriptions must be regularly reviewed by the skills manager in co-operation with the supervisor, with regard to the tasks, powers and qualifications. This is supported by workflow activities.

2.7 SAP Integration

The SAP integration allows linking HR master data in SAP with the respective personnel file. The integration is carried out with an own information type 9600 "Fabasoft Personnel File".

Use Case	Description
Storing the log-in credentials	To enable the data exchange between SAP and the Fabasoft Personnel File a password for applications has to be defined.
Creating a data set for the information type 9600	The linking of HR master data in SAP with a personnel file is carried out with an own information type 9600 "Fabasoft Personnel File".
Managing links to personnel files	The link can be used to create, open and synchronize personnel files starting from the SAP GUI.

2.8 Follow-up

A follow-up can be defined for personnel files and documents.

Use Case	Description
Defining a follow-up	The defined users get a follow-up e-mail or a process is started when the follow-up deadline is reached.
Defining an automatic follow-up	The defined users get a follow-up e-mail or a process is started when the follow-up deadline is reached.
Managing follow-ups	The user can edit the list of all follow-ups.

2.9 Notifications

For personnel files, personnel file folders and documents a notification can be defined.

Use Case	Description
Activating a notification	Depending on the notification settings the user is informed about relevant changes.
Managing notification settings	The user can change the notification settings.

2.10 Reports

Reports can be generated based on predefined report templates. Dynamic analysis can be realized by using search folders.

Use Case	Description
Creating a report	The content of the report can be defined.

3 Scope of Services “Administration”

The personnel file configuration and the personnel file shelf provide settings that define the behavior of personnel files. These settings include:

Use Case	Description
Using a personnel file configuration	In the personnel file configuration common settings, the structure of personnel files and the app users (licensing) are defined.
Authorizing the team	Only authorized users may access the personnel files.
Creating the folder structure for personnel files	The documents of a personnel file can be store in an arbitrary folder hierarchy.
Creating categories	Categories can define access rights, retention rules and automatic follow-ups.
Creating report templates	Reports can be generated based on predefined report templates.
Defining predefined values for drop-down boxes	Predefined values for e.g. positions or qualifications help to use consistent names in all personnel files.
Defining SAP settings	By defining the SAP connection parameters, master data can be opened in SAP starting from the personnel file GUI (PA30 transaction).
Configuring the SAP integration	The SAP integration allows creating, opening and synchronizing personnel files starting from the SAP GUI.
Defining watermark settings	The PDF overview of a personnel file can be provided with a watermark.
Defining personalized Word templates	Metadata (e.g. salutation or address) can be inserted in a Word document as updatable fields.
Providing the scan functionality (pre-capture)	The scan software must upload the document via a web service to the Fabasoft Personnel File system.

4 Scope of Services “Interfaces”

The Fabasoft Personnel File provides following interfaces for the communication with third-party products.

4.1 Web Interface

Third-party products can access personnel files with predefined URLs or web services. Personnel files can be displayed, for example, in a web browser based on the personnel number or the user ID using a predefined URL.

Web services can be used to upload documents and to create or read personnel files.

Use Case
Displaying a personnel file based on the personnel number in a web browser using a URL (for perusal)
Displaying a personnel file based on the user ID in a web browser using a URL (for perusal)
Displaying all personnel files of employees based on the user ID of a supervisor in a web browser using a URL (for perusal)
Creating a personnel file via a web service
Uploading a document in a personnel file via a web service
Reading a personnel file based on the personnel number via a web service
Reading a personnel file based on the user ID via a web service

4.2 SAP Interface

The master data of the current employee can be displayed via the PA30 transaction in SAP. For this functionality it is necessary that SAP control files (.sap) can be executed on the workplace.

Use Case	Description
Displaying master data of an employee in SAP	A link to the SAP transaction PA30 is opened.

5 Security

The Fabasoft Personnel File allows extensive security settings.

5.1 Access Rights

The management of access rights is based on the defined team of the personnel file shelf. Additionally, categories can be used to assign fine-grained access rights to personnel files, personnel file folders and documents.

Finally, the security concept allows defining retention rules and access by employees and supervisors.

5.2 Auditability

All access to personnel files, personnel file folders and documents can be logged in an audit log. Distinctions can be made between read and write access, as well as between the access to content and metadata.

6 Editions

The Fabasoft Personnel File offers three editions, which can be combined based on the requirements:

- **Fabasoft Personnel File**
Provides the full scope of services described in this software product information (except skills management).
- **Fabasoft Personnel File (Access)**
Allows users only the access of personnel files via a web browser (as employee or supervisor).
- **Skills Management**
Allows managing qualifications (target and actual), job descriptions and role descriptions. In addition, overviews of missing qualifications of employees can be generated.