

A glowing blue sphere, possibly representing Earth, is the central focus. A golden arc curves across the top right, passing through a bright, multi-pointed starburst or sun-like object. The background is a deep blue gradient.

VIP

HR MANAGER

The Human Resource system

..Integrates seamlessly with VIP Payroll Manager

Tired of Duplicating Work, Using Paper, Spreadsheets and Systems that do not Link to One Another?

WHO WE ARE

Established in 1996, Intelligo Software is one of the leading providers of Human Resource and Payroll Software in Ireland and the UK. The company offers both "boxed" HR and Payroll Software aimed at small to medium sized enterprises and a larger client server payroll system aimed at large corporate organisations, Megapay Payroll. The **VIP Manager Suite** is a range of Personnel and Payroll software products that are competitively priced, user-friendly software solutions, which are a market leader in Ireland and the UK.

Intelligo Software's vast array of services which complement the **VIP Manager Suite** is designed to take away the headache associated with HR and Payroll, leaving organisations with more time to focus on their core business. With offices in Ireland, the UK and Spain, Intelligo Software offers its customers a wide range of services which include installation, training and support.

VIP HR MANAGER

Powerful, flexible and easy to use, **VIP HR Manager** provides the complete solution to managing your people. Ready to use, straight from the box, the system contains unequalled functionality at an affordable price that other systems.... just cannot match!

VIP HR Manager encompasses all the elements you have come to expect from a quality HR system, from employee records to absence analysis. Included in **VIP HR Manager** are various value added features that affect today's workforce, such as provisions for **Force Majeur and Parental Leave Directives**.

In addition, **VIP HR Manager** embraces the modern office with links to existing software, such as your payroll system, electronic diary and intranet. However, using the "explorer" style interface, it is the ease with which you can navigate your HR information that will most impress you when you take a closer look at **VIP HR Manager**!



VALUE ADDED FEATURES

- * Seamless Integration to VIP Payroll Manager
- * On-Line Personnel Advisor
- * Over 300 Reports and Charts to choose from
- * Absence Analysis and Customisable Calendar
- * Powerful Log-In Security
- * Parental Leave and Force Majeur
- * "Hotline" Technical Support
- * 3-D Graphs and Charts
- * Direct links to MS Office and Lotus products
- * Auto Recovery Features
- * Migration Utilities
- * Easy Import/Export
- * Over 50 Standard Letters and Memos
- * In-Built Diary that links with Existing Diary Systems
- * Quick Absence Entry
- * Multi-Site Compatible
- * Powerful "ad hoc" Report Writer
- * Full System Auditing
- * Explorer Style Navigator
- * Bulk Transaction Booking
- * Easy to use Wizard
- * Powerful Search and Filtering Capabilities

Sick of Paperwork? Confused about the Latest Legislation? Too Much to Remember?

EMPLOYEE DETAILS

VIP HR Manager holds unlimited detailed information about each employee – past and present. Personnel details, job details and salary details are clearly presented on screen with a variety of history screens for each individual employee, such as:

- * Absence tracking
- * Accident records
- * Appraisal reviews
- * Disciplinary action
- * Education details
- * Languages
- * Maternity Leave
- * Medical conditions
- * Salary history
- * Training log
- * Attached documents
- * Bank details
- * Career history
- * Emergency contacts
- * Photographs
- * Company Car use
- * Correspondence History
- * Pay Records

ABSENCE TRACKING

VIP HR Manager lets you analyse absenteeism on an individual, group or departmental basis. And with the "work pattern builder", the system allows you to calculate absenteeism for those with the most complex of working hours such as shift workers and job sharers. You can even use the system to calculate individual holiday entitlements, for either salary or hourly paid employees.



One added feature of the absence module is the "**Quick Absence Utility**". This utility can be shared with others in your company such as line managers and receptionists who can input absence details directly, without actually having access to the full system. In addition, a window can be displayed on managers desktops showing who is out sick or on holidays for that day.

LINKING TO PAYROLL

VIP HR Manager has a seamless integration to VIP Payroll Manager, the leading Payroll software solution from Intelligo Software (See "VIP Payroll Manager" brochure for more information). This dynamic link allows for quick, easy and accurate sharing of information between Personnel and Payroll ensuring that key employee data is entered only once with subsequent changes updated automatically between both systems. Alternatively, VIP HR Manager can link to many of the leading Payroll Software systems on the Irish Market.

REPORTING

You can design an unlimited number of your own reports with the aid of the easy to follow **Report Wizard**. Alternatively, you can choose from over **300 pre-defined standard reports**. These reports include employee lists, absence analysis and turnover reports.



CHARTS AND GRAPHS

Information can be displayed graphically using, 3-D bar charts, line graphs or pie charts. They can be viewed within **VIP HR Manager** itself or can be dynamically linked to other Windows applications such as Excel and Lotus 123.

PERSONNEL ADVISOR

The On-Line Personnel Advisor provides informed advice concerning standard personnel procedures. This 'help' style feature has been specifically written with non-HR people managers in mind. It contains current legislation and helpful tips and advice on implementation. This useful feature covers many topics including **Unfair Dismissal, Disciplinary Procedures, Organisation of Working Time Act and Maternity Entitlements**.

INTERNAL DIARY

With the integrated diary and built in alarm, important events such as end of contract dates and probation end dates will be automatically logged. These dates can also be set to alarm, days or even months in advance of the event. Alternatively, for users who are comfortable using an existing organiser such as **MS Outlook**, events can be output directly.



MULTI SITE MANAGER

VIP HR Manager can be installed at different geographic locations and administered locally. At head office, all the locations can be consolidated into a single database for company wide reporting.

TECHNICAL REQUIREMENTS

- Intel Pentium© or higher
- Microsoft Windows 95/98/2000™, NT™ & XP™
- Memory 16Mb of RAM minimum
- Memory 32Mb of RAM or higher recommended
- 25Mb of hard disk space for application programs
- Approximately 20Mb of hard disk space per 100 employee files
- CD-ROM Drive

ABOUT VIP PAYROLL MANAGER

Powerful, flexible and easy to use, VIP Payroll Manager provides the complete solution to managing your payroll. VIP Payroll Manager encompasses all the elements you have come to expect from a quality Payroll system, from multi company to unlimited employee versions. VIP Payroll Manager comes with many features designed to make the processing of payroll simple, quick and accurate, such as fixed and variable payments, voluntary deductions and complex calculations.

VIP Payroll Manager can be installed as a standalone system or as a full multi user system for companies with more than 1 payroll operator. VIP Payroll Manager integrates seamlessly with VIP HR Manager. Built on a shared database this allows for accurate sharing of information, job history, salary history, etc between Payroll and Personnel ensuring that key employee data is entered only once with subsequent changes updated automatically between both systems.

A free demonstration of VIP Payroll Manager is available today. With our Free demonstration you will be able to see that VIP Payroll Manager comes with many features that will make the process of payroll simple, quick and accurate even for the most complex of Payrolls. If you would like to see VIP Payroll Manager for yourself, freephone 1800 92 44 92.

WILL VIP HR MANAGER REALLY SUIT MY NEEDS?

Take a look for yourself and then decide! With our FREE trial CD, input your own employees' information, run reports and print charts, this trial will let you make an informed choice.

Order your **FREE Trial CD***

freephone:
1800 - 92 44 92

- * Call us on **1800 - 92 44 92**
- * Fax us on **01 295 3350**
- * Email us at **vip@intelligo.ie**
- * Or register online at **www.intelligo.ie**

*This version is a fully working model of the full system, but restricted to 10 employees and 30 days.

TECHNICAL SUPPORT

At Intelligo Software we believe that our customers success, and ours, depends on how well we support you through implementation and beyond. Hence we maintain an experienced team of software consultants who provide an unequalled level of support by telephone, web and email. Our company's success has been largely due to the excellent level of customer service we provide.

Part of the solution you plan to purchase from us includes access to our technical support desk:

- Unlimited access to the Intelligo Software Support Help Desk by telephone, fax or email from 9.00am to 5.30pm (Monday to Friday) excluding public holidays.
- Free upgrades to the current version of the software.
- Regular Newsletters

TRAINING

Allowing you to get the most from VIP HR Manager from the start of purchase is highly important to Intelligo Software. Every training course is designed to be thoroughly practical, realistic and is tailored to meet our clients demands and needs.

Our courses are designed to ensure that delegates have maximum hands-on-experience, giving them the skills and confidence to return to the workplace with a thorough understanding of the software. Each course is structured and set out in a manner that is easy to follow and is accompanied with practical exercises. We provide both on-site and classroom teaching and have a training centre in our office in Dublin.

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