

➤ General Specification





- Attractive user-friendly graphical user interface.
- Skin (Theme) of windows can be changed as per user requirements
- Both the year format, B.E. and C.E., can be set for tax year
- Supports 2 languages, English and Thai
- It can support more than 1 organization in the same database.
- It is modularized and displays operation flows for ease-of-use
- Accessibility settings can be done for data security
- Supports auto back up and is able to restore itself effectively
- Security settings for accessibility can be done by columns.
- Supports Search Engine in every window that is easy and fast for searching.
- Able to limit the accessibility privilege by field.
- Record search can be done in many forms for e.g. alphabetical search, column-wise search
- Columns can be hidden and can be moved in any search window
- Can edit and modify forms and reports format as per user requirements.
- Information can be exported in a form of Excel, Text, and HTML which are in beautiful formats and can be used immediately.
- Provides confirmation messages to make sure about saving and deleting documents to avoid mistakes.
- Reports can be filtered by date or employee group as per user requirement and in a form of explain and summary.

- Provide dashboard displaying in a form of graphs for ease of analysis and presentation to management team
- Reports and forms can be printed in a form of e-mail or fax to eliminate the work process and cut operation cost
- Every window has Administration tab to display information history that which user is the one to save and when was the last time and who was the last one that modified the document.
- Every window can save additional Note in various details and can be create in information group.
- Every window can attach the related file for retrieving important information or files promptly from the same place which makes it faster to search for documents.
- You can drill down document number to the original document to enter to approval consideration.

Alert Management

Prosoft HRMI has an alert system that alerts for various reasons which keep human resource department and managers informed about employees quickly, instantly and it can reduce work process.

Alert can be done in 2 ways i.e. when you login to Prosoft HRMI system and in a form of e-mail.

- Alert setting can be done to make it alert when it completes the time cycle or before it completes the time cycle. For e.g.:
 -  Employee Birthday
 -  Employee retirement
 -  Probation day
 -  Work permit expiry date (Foreign labor)
- You can select the persons whom you want to send alert and e-mail to for e.g. human resource manager, managers, executives, and other people.
- The program will remind automatically in a form of alert and e-mail to inform approver about the status of documents that is waiting for approval.
- Program will remind automatically in a form of e-mail to the job applicant to check the test result and examination calendar.
- Program will remind about interview date automatically in a form of e-mail to the job applicant and interviewer.

➤ Organization

- Able to manage the organization structure and show organization chart.
- Organization code, Organization unit code, Department code, Position code can be defined unlimitedly.
- Supports employee group specification to help in organizing the structure of company.
- Able to save job description in detail.
- Able to specify punishments in levels of penalty and punishments can have penalty conditions like number of times and can automatically move the level of penalty.
- days per month, number of working hours per day, standard of number of probation days, or tax calculation method.

➤ Personnel

- Able to issue many employee cards at a time and able to define the format of card number.
- Able to save information about employee card distribution, employee card return, and employee card cancellation by group rapidly.
- Able to keep history of employees in detail for e.g. personal status, educational background, work experience, family, health, capabilities, income/deduct, abatement, social security/provident fund, address, and other information.
- Able to save history of probation appraisal of each employee. And if you save new employee, system will automatically post the information into probation which helps in reducing work process of user.
- Probation appraisal can be done several times until he/she passes probation and if later the employee pass probation then the system will automatically post the record into position promotion and salary adjustment. If fail in probation appraisal then the system will automatically post the record to Resignation.
- Able to view employee reports that are in probation period or not yet pass probation, and also employees who have passed probation before completing probation period.
- Able to design contract of employment and contract of guarantee in more than 1 format.
- It supports 2 type of guarantee i.e. payment and person.
- Able to save history of favorable performance of employee, specify reward and performance of employee as factors for employee performance appraisal.
- Able to save punishment history by defining penalty provisions as per requirement in which the penalty provision can also deduct the wages or demote the positions of employees automatically.
- Able to save information about loss of employee, whether you want the system to calculate the last income or you want the system to pay the remaining of next period.

- Able to adjust positions and salary for employees by individual or by group. This helps user to operate more conveniently and quickly. Besides, salary adjustment can be selected by amount and by percentage.
- Able to examine the history of absence, leaves, or punishments for consideration for positions and salary adjustment.
- Able to save the reason for loss of employment status for e.g. resignation, death, retirement, and etc.
- Able to define the calculation for first income of employee payment will be done by number of days or standard salary of employee.
- Able to specify the payment in 2 methods i.e. cash or bank. In case payment done via back transfer, you can specify name of bank for payment more than 1 bank and you can specify the percentage of payment in each

➤ Time Attendance

- It supports shift definition unlimitedly and specifies all specifications for work and shift for e.g. maximum late clock in, maximum time for clock-out before time, deduct wages in case employee clocks in late.
- Able to save information regarding card-reading exemption and in-place card.
- Able to use any brand and any model of finger scanner and card reader.
- Able to specify methods to calculate shift unlimitedly.
- Able to adjust each employee's work information for e.g. Shift swap, off-day swap, shift change, off-day change, adjust clock in time, card-reading miss time.
- Able to import time from card-reader for compilation and save in database and compilation for salary to calculate OT, daily wages.
- Able to plan the employee's work in advance, by both with plans and without plans.
- Able to define work schedule of employee by individual and by group.
- Able to define work days, holidays, annual holidays according to company policy.
- Employee can request for leaves from program and the system will send notification (Alert) to all related people for approval.
- Able to request for working in advance day to day or by the specified period for speed of work. It can be done by group, branch, and organization unit.
- Able to correct clock in-clock out time manually.
- Able to calculate food cost, allowance and other cost which is related to time setting.

- Able to view reports that shows good performances of employee that never absent, take leave, come late, and leave early.
- Able to calculate number of advanced-working hours by various rates automatically, system will examine from actual work time of employee and the work time set for each employee.
- Able to view information about clock in – clock out that have been transferred from card-reader.
- Able to view clock in – clock out data that have been transferred from
- Able to adjust holiday leaves automatically according to employment duration.
- Able to check all number of leaves allowed, number of leaves taken and remaining leavings of each type of leaves.
- Able to define shift for general shift and OT shift separately.
- Able to set shift of each employee separately in calendar so that processing can be done separately because they have different holidays.
- Able to set shift in a form of calendar of each employee so that it can compile
- Able to compile general shift that has before-time OT, during OT, and after-time OT.
- Able to compile OT shift, annual holiday (all day) that have both before-time OT and after-time OT.

Payroll

- Able to specify income-deduct type as per requirement and able to select any of the 2 calculation methods i.e. static, customized.
- Able to define which income or deduct you want to calculate social security, tax, provident fund.
- Able to define payment period formation more than 1 period/ month.
- Able to set payment date and define whether payment should be before or after holiday.
- The program will set the expenses that have been exempted from tax and allowance according to the law at present but user can also change or edit the information in case the law has changed.
- Able to post information related to account, by posting to GL system in the Prosoft Account program.
- Able to select calculation method for employee, these are deduction at source, employer pay once, employer always pay, or without tax.
- Able to save expenditure for advanced working to calculate overtime cost.
- Able to choose to specify regular income for the income that payment has to be done in every period. And it is to be specified just once for e.g. cost of living, cost of position, rent, and etc.
- Able to save income-deduct expenses and OT expenses by group for working speed.
- Able to set the program to calculate regular income automatically every month or cancel in any month.

- Able to set the method of rounding the amount of money, time, and number of figures as per requirement.
- Able to define calculation methods for tax, social security, provident fund in each period.
- Able to set period of special income-deduct separated from regular income period.
- Able to examine calculation result of each period immediately and it shows the details of calculations of each step.
- Able to select tax calculation from 2 methods i.e. static, customize by month.
- Able to keep/save information about payment to employee into disc and send to bank.
- Able to keep/save social security payment of employee into disc and send it to social security office.
- Able to keep/save information about income tax 1, income tax 1-kor, income tax 91 into disc, to department of revenue or via internet.
- Able to keep/save provident fund information into disc.
- Able to print payment slip, salary certificate, work experience certificate from the program.
- In case payment is more than once in a year, you can choose to deduct social security by any of the 3 method i.e. first period, last period, deduct in every period.
- Able to set various payroll structures of employees of each organization unit or by employee type for e.g. executive's payroll structure, permanent employee payroll structure.
- Able to select period that you want to compile the compensation and able to select employee that you want to compile by individual and by group.
- Able to close period to prevent from modification of income-deduct after compilation.

Training

- Able to create training curriculum as per organization policy and able to specify training duration by year, month, day, or hour.
- Able to specify the qualification of trainee in each curriculum and the system will set the default value automatically so that user does not have to fill the qualification of trainee again when any training course opens.
- Able to categorize the training course for convenience in viewing reports.
- Able to set the prerequisite training course.
- Able to define types of training whether it's lab, workshop, and etc. by setting topic type as per requirement.
- Able to view the report that shows the details of training topics which is used for training.
- Able to save the information about general person inside the organization and outside in detail.
- Able to view the report that shows the details of individuals.
- Able to save information about expert in detail for convenience of viewing the records.
- Able to specify the details of trainer in both the formats i.e. general person and organization.

- Able to put pictures to show features of trainer and put maps to show the location of training place of organization.
- Able to view details of training experience of training manager in the past.
- Able to save information about the training place in detail.
- Able to display pictures of training place and training room in many viewpoints.
- Able to view training place and room report.
- You can get to know about employee needs for training by 'Training Survey' menu.
- Able to show details of employees that have been surveyed and are to be surveyed of each document.
- Able to set all necessary curriculums for training for each position correctly.
- Able to view report that shows necessary curriculum.
- Able to prepare for annual training plan in each period.
- After setting annual training plan, you can generate the approved training plan and save it.
- Able to show net budget and expenses of annual training plan.
- Able to show the details of annual training plan in a form of report.
- Able to request for inside and outside training approval by both regular and urgent request.
- Trainee can see training information in details from the same menu for e.g. training topic, curriculum, general person, experts, training place, and training arranger.
- Able to specify various types of inside and outside training for e.g. training, seminar, meeting, inspection tour, and etc.
- Able to set the budget for expenses in outside and inside training, and save it for using in decision-making for other training arrangement in future.
- Able to keep the records and place of inside and outside training of employee of each curriculum.
- Training expenses that employee has to pay on his/her own, can be post to the Payment menu to compile deduct for that particular employee.
- Able to show name list of outside and inside trainee.
- Able to request for budget withdrawal for the usage of training.
- Able to set expiry date for training budget withdrawal request for returning money to the system.
- Able to view training budget withdrawal request report correctly.
- Able to select the place and room for training via system immediately.
- After approving the training room reservation, you can use the reserved training room to request for training.
- System will notify immediately if there's any overlapping of reservation for e.g. overlapping of training room, choosing the same timing, or overlapping timing.
- Able to view the details of training room reservation in report.
- Able to request for registration in every curriculum via the system.

- Able to send e-mail from the system to notify the confirmation, about joining the training, to employees and other persons who have been approved or not approved.
- Able to register to choose the zone for seating by individual and by group.
- Able to save registration payment, pay all or installments, via the system.
- Able to save information about tax deduction at source (TDS) for registration fees via the system.
- Able to show payment remaining of each registration correctly.
- Able to compare actual training expenses and the withdrawal amount that how much is the difference.
- Able to post fund for saving in withdrawal in case expenses and the withdrawal amount are not equal.
- Able to view actual expenses report correctly.
- After registration, you can revoke the registration if you want to.
- If any registration revocation, you can see the details of refundable for the registered trainee.
- Able to revoke the registration of employee and general person in the same document.
- Able to view the details of registration revocation in report.
- Able to specify appraisal topic for gathering in training appraisal format.
- Able to categorize the appraisal topic in group for e.g. expert performance appraisal, curriculum appraisal, trainee appraisal, and place appraisal for convenience of saving the information.
- Able to set the type of appraisal for the created assessment format for e.g. trainee basic knowledge assessment, expert appraisal, training place appraisal.
- Able to assess knowledge of trainees before training, in between, and after training.
- Able to assess the training result in various ways for e.g. level, marks, and percentage which can be used for appraisal of trainees, experts, training topics, and place and the system will summarize appraisals automatically.
- Able to assess annual training plan.
- Able to show the details of assessment format in report.
- Able to see training result of each trainee, benefits, various constraints which affect training, additional suggestions for training, for improvement for the next training.
- Able to save and examine records about training result receiving.
- Able to print training result report.
- Able to trace training result of each time and also get to know the next tracing result.
- Able to specify the status of training result.
- Able to display training room reservation in the view of day, week, and month.
- Able to choose the record to see the details of training room reservation in calendar.
- Able to choose to see room reservation filtered by reservation status, place, training room, from calendar.

- Able to display training calendar in the view of day, week, and month.
- Able to filter the training calendar by training status.
- Able to explain the details of training in calendar that outside training, inside training, general training, or urgent training.

➤ Welfare

- Able to categorize welfare to be in line with budget estimates of each type of welfare.
- After defining welfare type, organization will be able to assess budget allotment for each type of welfare.
- Able to add details of welfare for employee of organization or some group as the condition that you can set on your own.
- Able to specify income-deduct code of each type of welfare.
- Able to specify deductible (from salary) welfare or non-deductible welfare.
- Able to specify welfare as 'to return fund' welfare or 'not to return fund' welfare.
- Able to specify which welfare needs membership and which does not.
- Able to apply for membership by selecting member level as you wish.
- Able to specify that which welfare benefit is for which employee group.
- Able to set up conditions for providing welfare.
- Able to define welfare which is related to the allotted medical treatment expenses for employee and his/her family members. It can be specified as per time or per year and can be categorized as in-patient and outpatient.
- Able to view employee name list that have the privilege to receive welfare as per the set-up conditions.
- Able to set interest rate in various format which can be constant interest, principle/interest deduct (per year), and step interest, and can specify the number of period freely.
- Able to view report of employee name list who receive welfare according the set-up conditions.
- Able to view welfare report and details of each type of welfare.
- Able to refer property items to welfare that is to be received from holding of the property.
- For the same property, each employee may differently receive more than 1 item welfare.
- Able to save information about holding property for employee more than one item in 1 document.
- Able to display record of change of property holding of each employee.
- Able to show welfare list which is received from property holding.
- Able to save the information about returned property by displaying every property list that is being hold at present.
- Able to specify reason for returning together with explanation of that particular document and each property.

- Able to see property holding record both holding at present and returned property.
- Able to request for any various type of welfare which has been specified as welfare for e.g. educational fees of child, medical treatment expenses, and etc.
- Able to specify type loss of body parts and explanations as per conditions that have been set for each company.
- Able to view report that lists employee names that receives compensation by body parts loss types.
- Disbursement/ Payable-receivable support both cash and via bank.
- You can set the condition for receiving-paying money as lump-sum (once), installments, and percentage.
- Able to display details of installments that have to be paid and end date of receiving-paying.
- Able to calculate receivable-payable amount of each installment as specified in installments or percentage.
- Able to specify number of installments that you want receiving-paying money to be.
- Able to calculate total interest amount from specified interest rate.
- Able to view welfare request by welfare report.
- Able to save Welfare Payment which has been approved by cash.
- Able to display whether it's cash or transferred via program.
- Able to show Disbursement/Payable-receivable record.
- Able to view report that shows welfare payment by cash by welfare.
- Able to summarize net remaining payable amount and net actual amount of each welfare item for each employee.
- Able to save Payment Receiving many documents at a time.
- Able to display additional details of payment receiving of each document for e.g. fees etc.
- Able to view cash payment return records filtered by welfare.
- Able to view report Payment Receiving record by origin of debt payment for e.g. account transferred money, account transferred money that is deducted from salary, and etc.
- Able to view report that summarizes net remaining of payment receivable of each welfare item of each employee.
- Able to examine the welfares that each employee receives.
- Able to check welfare which is remaining receivable and remaining payable.
- Able to display additional details of each remaining receivable and remaining payable document.
- Able to view report that displays the welfares that each employee receives.
- Able to view report which shows remaining receivable and remaining payable of each employee.
- Able to cancel welfare of employee by individual and by group.
- Able to specify conditions or situations for welfare to be canceled automatically so that you don't have to cancel welfare individually one by one.
- Able to set employee status that affects the conditions or situations that welfare has to be cancelled.

- Able to set duration of welfare cancellation as per condition or situations that have been set.
- Able to cancel welfare permanently or fix start date – end date of welfare cancellation.
- Able to return the canceled welfare automatically when it completes its cycle.
- Able to retrieve welfare cancellation records of each employee.
- Able to let employee choose the welfare that he/she wants to subscribe for.
- Able to let employee choose type of membership to subscribe for e.g. general member, member of board, association treasurer, or chairman.
- Able to specify membership type that is user can add and specify membership type on his/her own from user-enumeration.
- Able to select membership level that you want to subscribe for (membership level will be up to each welfare).
- Able to view report that shows the employee name list that are members of each welfare item.
- Able to view report that shows employee lists by member status.
- Able to view report that shows the employee list according to membership level in each welfare item.
- It support posting of documents from other system which is not Payment-Receiving by cash for e.g. deduct from salary and money transferred from bank, and etc.
- Able to display origin of document that has been posted to payroll system.
- Able to create document no. automatically for the item to be posted and the document no. will run continuing from current document in menu Payment-Receiving.
- Able to support payroll process immediately.
- Able to select type of payroll process either payment or return receiving, or select both.
- Able to process payroll by specifying payment period as per payment period format of the company.
- Able to specify time period that you want to do payroll process of each payment period.
- Able to select documents that are to be processes to payroll system like payment document and return payment document.
- Able to process for payroll system in more than 1 payment period format at a time for each month (Group Process).
- Able to select month and times of monthly payment by showing details of each payment period.
- Able to display both the list of payment document and payment return of Group Process.
- Able to cancel payroll process in between, when processing is not done yet.
- Able to show item that have been processed successfully, not-successfully, or all by categorizing into payment and return payment (Group Process).
- Able to view report that shows document that process payroll system both successful and not-successful filtered by payment and return payment.

- Able to view document list that has reached due date of payment, welfare return payment, and remaining payment document, in a form of calendar.
- Able to see the summary of payment, welfare return, and remaining payment in each month and enumerate to daily bases, group by employee and all employee according to the accessibility of the menu.
- Able to select range of information that you want to see on calendar.
- Able to remind user about the remaining payment documents everyday if those documents haven't been saved as returned payment.
- Able to see details lists of payment, return payment, and remaining payment document of each document by double clicking on the item that you wish to see and it will pop up the menu "Request" of that particular document.
- In menu "Details", you can select range of information that you want it to be displayed like current date or all and you can select type of document.
- Able to specify each welfare item if it has conditions or without conditions.
- Able to define welfare provision by organization unit, positions, work duration.
- Able to set up conditions for welfare that is related to medical treatment expenses that is allotted for employee and his/her family member, It can be specified as per time, per year and can be categorized into in-patient and out-patient.
- Able to set up conditions for welfare that is related to loan raising including setting of interest rate in various format like constant interest, principle/interest deduct (per year), and step interest, and can specify the number of period freely.
- Able to set up conditions of welfare item that is related to education of child.
- Able to set up conditions of welfare item that is related to fund for e.g. cremation.

Recruitment

- Able to request for resource of each position via the system which can be sort out into organization unit, job position.
- It provides alert and e-mail reminding to approve to approve Resource Request.
- It provides alert and e-mail reminding to the employee who request so that he/she can see if the document is approved or not.
- Able to save information of applicant in detail for e.g. personal information, talent, training information, educational background, and etc.
- Able to save record about applicant unlimitedly and applicant can save biography and position on your own.

- Applicant can attach file that is related to various documents for e.g. resume, military service document, pictures, and etc.
- Able to apply for job via program, it supports both the employee of the organization and also people outside. You can also specify positions and expected income.
- Able to filter the qualified applicants as you wish via system.
- Able to transfer applicant's biography of qualified applicants from Recruitment system to Personnel system.
- Able to retrieve reports that is useful for employee selection for e.g. by applied positions, educational level, faculty, grade, work experience, institutions.
- Able to retrieve summary monthly report or any time range, to see that how many applicants are there in each position, which branch, which positions has the maximum number of applicants.
- Able to create various examinations for testing applicants/employee for e.g. subjective type questions, objective type questions, and pictures.
- Able to create various examinations and you can select format that you want to be used for examination.
- Able to create examination and criteria for marking and also specifying number of examinations, duration of examination, full marks, standard marks.
- Able to design appropriate examination and criteria for marking as you wish.
- Able to choose the examinations papers randomly or manually create it on your own.
- Able to display the various explanation and specification before doing examination.
- Able to specify that which examination the timing is fixed and which is not.
- The system can check the examinations for marking automatically by settings.
- Able to give exams via the program or do examinations from the print-outs.
- Able to view report showing the examinations papers by applied positions, group by category or show all examination papers.
- Able to measure of applicants who passed the exams. It can supports both the exams that
- Answers right after finishing the papers/time over or retrieve the exams that have been saved for checking later.
- Able to view report showing the result in details, showing result of each examination paper.
- Able to show results in a form of percentage and graphics.
- Able to retrieve names of exams-taker for checking and summarizing its numbers.
- Able to display summary of result immediately after saving the information about finishing the exam.
- After examinations, result will be sent via e-mail automatically to the addresses that have been set.
- Able to send e-mail notifying about result of applicant and also post information to menu 'Reserve List' in case of failure in exams, so that you can retrieve information when you urgently need employee for interview and no need to waste time in the application process again.

- Able to send e-mail notifying about result of applicant and also post information to menu 'Reserve List' in case of failure in exams, so that you can retrieve information when you urgently need employee for interview and no need to waste time in the application process again.
- Able to send e-mail from the system to interview and qualified applicants.
- Marks level of applicants of each position can be specified for the same interview topic.
- Able to create or retrieve interviewer name list from other organization unit for defining interview process level and able to select more than 1 interviewer.
- Able to fix if the interviewer can interview applicants of some particular positions or every position.
- Able to arrange interview schedule and also display interview schedule in calendar.
- Able to choose the room for interview schedule arrangement.
- Able to send e-mail from system to notify interview and interviewee about details of interview.
- Able to send e-mail from system to notify every related person when any interview is canceled.
- Interviewer can add more reasons for passing and failing in interview, not only giving marks.
- Able to compile interview result for decisions whether to pass or fail the interviewee.
- Able to import applicant names in black list from external sources for e.g. text file, excel file.
- It provides system that automatically reserve applicant name list, for retrieving information of these reserved applicants for the second round of test/interview.
- Able to track status of each applicant, examples of statuses are testing, interviewing.
- Able to track documents of applicant in every process, from applying for the job till employment.
- Able to examine the offences from menu 'Punishment'.
- Able to retrieve black list for e.g. those applicants who has disciplinary offence record during work, those who have been convicted before

➤ Approve Center

- Able to set the window and menu accessibility of user
- Able to set accessibility privilege by group or by level.
- Able to set group of accessibility privilege for each user.
- Able to set accessibility privilege for the login user, that which menu and window that the current user can access.
- Able to set approval level of each window and the maximum is 5 levels.
- In case approval is done in level, you can track the status of document that in which level the document is being awaited.

- Approver will be notified about the documents to be approved, program will popup reminding alert when you login to program.
- Able to consider for several documents, which have been requested for approval, in the same menu for convenience.
- Able to specify substitute approver in case the approver is not present or not able to approve the document, the substitute approver can has the equal privilege as that of approver according to time for substitute approval.
- Able to request approval for overtime (OT) by group or by individual, this makes it easier for overtime request.
- After approving 'Shift change/Shift swap' or 'Edit Time Request' document, system will automatically post document to 'Time Attendance'.
- Program provides an automatic reminding message if employees take leaves more than the number that the organization allows.

➤ Dashboard

- Leaves statistics by organization unit to notify us about leave statistic of each organization unit or whole organization.
- Leaves statistics by leave type to notify about leaves statistics of each type for e.g. sick leave, personal leave, holidays leave, of each organization unit or whole organization.
- Human resource by organization unit notifies about current human resource of each organization and for further analysis if recruitment is needed or not.
- Comparison between current human resource and standard human resource notifies about current human resource if it's enough as compared to that of standard for further analysis if recruitment is needed or not.
- Human resource movement notifies about movement of human resource that is there any position shifting, resignation, or any new comer.
- Comparison of absence, leaves, and late, of each organization unit is used for comparing each organization unit how difference the statistics of absence, leaves and late is.
- Comparison of cost is used to compare that how much cost is there for each organization unit and organization and you can also see details of cost for items.
- Salary adjustment rate by organization unit notifies about salary adjustment rate of each organization unit like minimum, maximum, and average.

- Training statistics by organization unit notifies about each organization unit that how many people have been trained and how much is the percentage comparing to the number of employees, and group by curriculum and seminar.
- Comparison of training cost of each organization unit notifies about cost of training for each organization, and each curriculum.
- Trainee statistics by curriculum or by organization unit notifies about number of trainees of each curriculum and each organization unit for analysis about which curriculum should be open as additional course.
- Training withdrawal – payment statistics of each organization unit notifies about withdrawal amount of each organization unit for consideration for the next withdrawal-payment.
- Comparison between current human resource and standard human resource by shift notifies about current human resource of each shift is more or less for analysis for recruitment.
- Welfare payment – return payment by organization unit is used for comparing total welfare payment - return payment of each organization unit for consideration for the next welfare payment.
- Property withdrawal – return statistics by organization unit notifies about statistics of withdrawal and return of property of each organization unit to check that how many items have been withdrawn and how many have been returned.
- Comparison of welfare payments – remaining payment by organization unit to compare total welfare payment – remaining payment of each organization unit for consideration for the next welfare payment.
- Comparison of welfare return – remaining return by organization unit to compare total welfare return – remaining return of each organization unit and for analysis about increasing or decreasing welfare items.
- Comparison property holding by organization unit is use for comparing numbers of property holding of each organization unit.

➤ Management Information (MIS)

- Absence, leave, and late comings statistical analysis report for see the information about absence, leave, and late comings of each organization unit. There are 4 types. These are:
 - ❏ Statistics: It is a report that shows statistics of absence, leave, and late comings by organization unit to analyze statistics of absence, leave, and late comings for employee performance appraisal of each organization unit and can further improve performance of employees.
 - ❏ Compare 12 months and quarters: It is a report used to analyze absence, leave, and late comings of each month and each quarter by noticing the increasing and decreasing numbers of the information.
 - ❏ Yearly comparison: It is a report that compares 5 years (maximum) of absence, leaves, and late comings statistics and you can select years that you want to compare.

- ❏ Quarterly comparison: It is a report that is used for analyzing the absence, leave, and late comings statistics between 2 quarters, you can select the quarters that you want to compare and you can see their decreasing and increasing numbers.
- Cost analysis report is for analyzing expenses in each organization unit. The data analysis is divided into 4 types:
 - ❏ Statistics: It is a report that shows statistics of expenses by organization unit to analyze statistics to see that which organization unit has the highest cost. This can be used for consideration about cost-cutting and plans about expenses in the organization.
 - ❏ Compare 12 months and quarters: It is a report used to analyze expenses of each month and each quarter by noticing the increasing and decreasing numbers of the information.
 - ❏ Yearly comparison: It is a report that compares 5 years (maximum) of expenses statistics and you can select years that you want to compare.
 - ❏ Quarterly comparison: It is a report that is used for analyzing the expenses statistics between 2 quarters, you can select the quarters that you want to compare and you can see their decreasing and increasing numbers.
- Training participations statistics analysis by organization unit and by curriculum. They are of 2 types:
 - ❏ Explain: It is a report that analyze in details about training participations of each organization unit like curriculums, number of participants, for consideration for the next training.
 - ❏ Summary: It is a report that analyzes the summary of training participation of each organization unit or of each curriculum like number of participations, for consideration for the next training.
- Passed- failed trainee statistics report. It is divided into 2 types. These are:
 - ❏ By organization unit: It is a report that is used for analyzing examination takers in each organization unit that how much understanding employee has about the curriculum for employee' knowledge improvement.
 - ❏ By curriculum: It is a report that is used for analyzing examination takers in each curriculum that how the training is, if any there're failure, curriculum has to be improved or not and how.
- Training expenses comparison report is divided into analysis by organization unit and analysis by curriculum.
 - ❏ By organization unit: It is a report that is used for analyzing expenses in training in each time. These expenses are there when there's any request for training both inside and outside. This report will tell how these expenses are by comparing each organization unit.
 - ❏ By curriculum: It is a report that is used for analyzing expenses in training in each time. These expenses are there when there's any request for training both inside and outside. This report will tell how these expenses are by comparing each curriculum.

- Training withdrawal – payment report for analyzing withdrawal requesting for training of each organization unit which can be analyzed in 3 ways. These are:
 - ☒ Compare 12 months and quarters: It is a report used to analyze withdrawal request of each month and each quarter by noticing the increasing and decreasing numbers of the information. This information will be useful for requesting for training next time.
 - ☒ Yearly comparison: It is a report that compares 5 years (maximum) of withdrawal requesting for training statistics and you can select years that you want to compare.
 - ☒ Quarterly comparison: It is a report that is used for analyzing the withdrawal requesting for training statistics between 2 quarters, you can select the quarters that you want to compare and you can
 - ☒ see their decreasing and increasing numbers.
- Welfare payment – remaining payment is divided into analysis by organization unit, by welfare, and further divided into analysis by total payment or remaining payment.
 - ☒ Group by organization unit - order by highest total expenses: It is a report that is used for analyzing that which organization unit has the highest welfare payment statistics to be as a factor for making decision to add or reduce welfare.
 - ☒ Group by organization unit – order by lowest total expenses: It is a report that is used for analyzing that which remaining welfare payment statistic of each organization unit. This information can be used as a factor to compare remaining welfare payment with grand total of company's account to see if it's enough to pay welfare for employee or not.
 - ☒ Group by welfare - order by highest total expenses: It is a report that is used for analyzing that which welfare has the highest grand total payment to be as a factor for making decision to add or reduce welfare.
 - ☒ Group by welfare - order by lowest total expenses: It is a report that is used for analyzing that which remaining welfare payment statistic of each organization unit. This information can be used as a factor to compare remaining welfare payment with grand total of company's account to see if it's enough to pay welfare for employee or not.
 - ☒ Group by welfare - order by payment and remaining payment: It is a report compares welfares to see that which one has payment and remaining payment.
- Welfare return – remaining return is divided into analysis by organization unit, by welfare, and further divided into analysis by total return or remaining return.
 - ☒ Group by organization unit - order by highest total return: It is a report that is used for analyzing that which organization unit has the highest welfare return statistics to be as a factor for making decision to add or reduce welfare.

- ❏ Comparison of highest productivity statistics: It is a report that analyzes the efficiency of employee performance order by the organization unit that has the highest productivity to the lowest one. This information is useful for employee performance improvement.
- ❏ Compare 12 months and quarters: It is a report used to analyze productivity of each organization unit of each month and each quarter by noticing the productivity whether it's increasing or decreasing and what the reasons are.
- ❏ Yearly comparison: It is a report that compares 5 years (maximum) of new productivity statistics and you can select years that you want to compare.
- ❏ Quarterly comparison: It is a report that is used for analyzing productivity statistics between quarters, you can select the quarters that you want to compare and you can see their decreasing and increasing numbers.
- Property withdrawal – return comparison analysis report by organization unit is a report that is useful for analyzing amount of withdrawal and return of property of employee in each organization unit.
- Salary adjustment rate by organization unit report is a report that is useful for checking the rate of salary adjustment of each organization unit and each position that how much it is, number of times of adjustment, amount of money, and this information can be used for analysis for salary adjustment of next time.
- Salary adjustment rate structure by position report is a report that is useful for checking salary rate of each position, how much it jumps, for adjusting the salary structure appropriately.
- Human resource structure of organization report is a report that is useful for analyze employee information for e.g. age, education, and etc. This way organization will have skillful persons and you can analyze the retirement of employee so that you can search for new employee for the positions.

System Requirement

Server	1..50 Employee	1..100 Employee	1..1,000 Employee
CPU	: 3.0 GHz or above	: 3.0 GHz or above	: 3.0 GHz or above
RAM	: 4 GB or more	: 8 GB or more	: 16 GB or more
Hard Disk	: 2 x 500 GB or more	: 4 x 500 GB or more	: 4 x 500 GB or more
Monitor	: 1024 x 768 or more	: 1024 x 768 or more	: 1024 x 768 or more
Network	: 1000 Mbps or above	: 1000 Mbps or above	: 1000 Mbps or above
OS	: Windows Server 2008 R2	: Windows Server 2008 R2	: Windows Server 2008 R2
DBMS	: SQL Server 2008 R2	: SQL Server 2008 R2	: SQL Server 2008 R2
Components	: Windows Installer 4.5 .NET Framework 3.5 SP1 Visual J# 2.0	: Windows Installer 4.5 .NET Framework 3.5 SP1 Visual J# 2.0	: Windows Installer 4.5 .NET Framework 3.5 SP1 Visual J# 2.0
Client	Minimum	Recommend	Stand Alone
CPU	: 2.0 GHz or above	: 2.4 GHz or above	: 2.4 GHz or above
RAM	: 2 GB or more	: 2 GB or more	: 4 GB or more
Hard Disk	: 200 GB or more	: 200 GB or more	: 2 x 500 GB or more
Monitor	: 1024 x 768 or more	: 1024 x 768 or more	: 1024 x 768 or more
Network	: 100 Mbps or above	: 100 Mbps or above	-
OS	: Windows XP with SP3	: Windows 7	: Windows 7
DBMS	-	-	: SQL Server Express
Components	: Windows Installer 3.1 .NET Framework 2.0 Visual J# 2.0	: Windows Installer 4.5 .NET Framework 3.5 SP1 Visual J# 2.0	: Windows Installer 4.5 .NET Framework 3.5 SP1 Visual J# 2.0

Remark: System Requirement can be varied, according to the number of clients.