



EDH |  **WORKPOINT**
TECHNOLOGY

Smart Software Solutions



**HR MANAGEMENT
SOLUTIONS WITH
EDH Technology &
WORKPOINT**

HR Management

Professional and systematic administration of employee cases, HR tasks and processes in SharePoint Online and Office 365

With WorkPoint HR Management, it is easy for HR departments to create, maintain, save and retrieve documents on employee cases. The HR department helps the organisation in continuously update employee related issues such as competencies, courses, certificates, medical documents, contracts and much more.

The solution provides a complete overview of all documents and data related to the individual employee. Documents, mails and attachments can easily be journalised on employee cases simply by dragging the information straight into the WorkPoint Express panel in Outlook. It is a simple way of structuring data and

documents in HR departments and to start working more systematical with daily HR tasks, processes and routines.



Facilitate the onboarding process of new employees

WorkPoint provides an efficient tool for onboarding new employees into the organisation. Integrate the employee in the organisation by assigning relevant documents, data and projects and start setting up automatic procedures, that can help the employee in quickly establishing a stable and comfortable working-environment.



Support your processes for GDPR Compliance

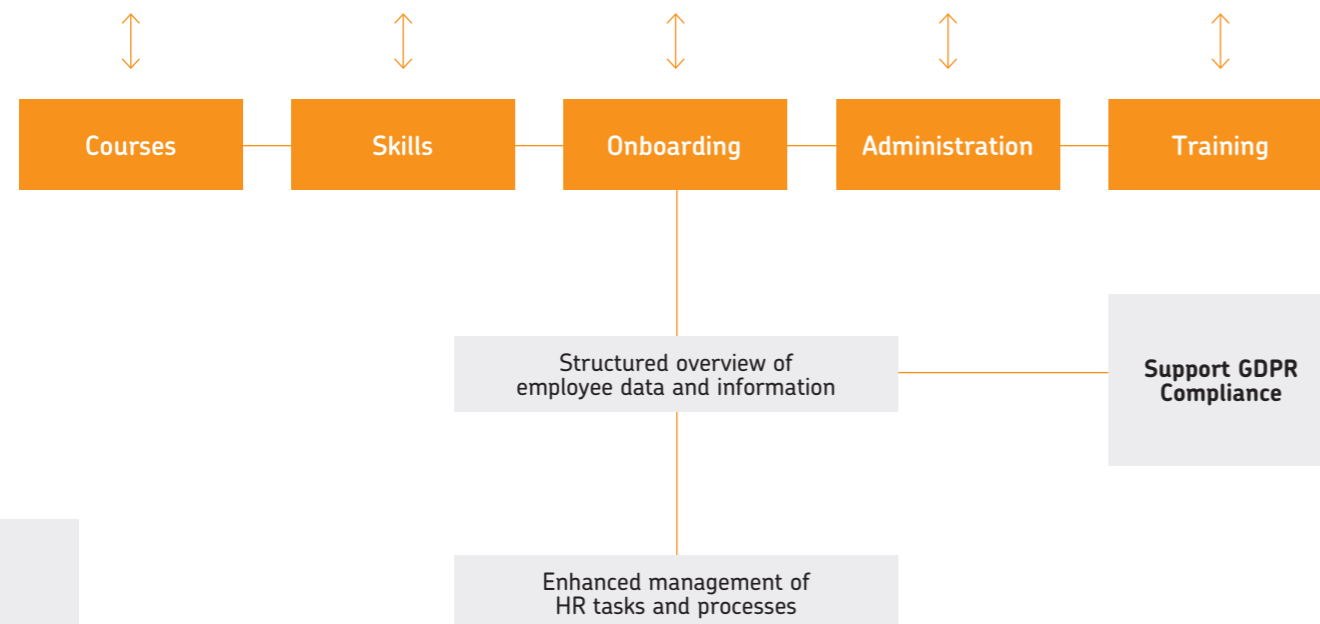
HR departments are responsible for managing the employees' personal information and data such as contracts, medical documents, job applications and much more. WorkPoint can assist with automatic procedures for the categorisation, classification and deletion of personal data, which creates simple processes that supports GDPR requirements and compliance



Get your yearly performance appraisals meetings in system

A systematic approach to performance appraisals meetings, pertaining to the individual employee, that contains information about when the dialogue took place, as well as a summary of what was agreed upon. The tool makes it possible to view and track the targets of the individual employee.

EDH Technology & WorkPoint HR Management



A more strategic and driven HR department

With WorkPoint, the HR department gains a strategic advantage by providing an intelligent and systematic platform, that can assist with a complete overview of HR processes. Start creating strategic reports based on HR workflows, not only for ensuring the quality and administration of all employee cases, but for providing HR departments with unique data and insight that can be used for making larger strategic changes and business-critical decisions.



Support tools and functions with **HR Management**

A selection of tools and functions that can be included in your HR management solution to ensure the administration and systemisation of all employee data.

Mapping of competencies

Start mapping out your employees skills and competencies. To strategically allocate employee's individual skills and competencies can be a difficult discipline, but **EDH** provides a professional overview that allows organisations to easily and quickly match your tasks with the specific and appropriate employee.

Priorities, notes and meetings in employee cases

EDH provides a comprehensive overview of all employee cases. To start working more systemised, you can create notes, meetings and priorities on the individual employee case, which will help your organisation in coordinating tasks pertaining to the specific employee.

Checklists and workflows

By creating and maintaining workflows and checklists on HR tasks and employee cases, HR departments are provided with efficient tools for supporting the employees progress.

Control processes with HR dashboard

Control all HR processes and tasks from your personalised HR Dashboards. **EDH** provides a simple and efficient dashboard for quickly establishing an overview of results, metrics and other tracking data, that indicates the task status of the HR department.

Task control

Task control in our HR solution allows the opportunity to create tasks related to the employee's individual progress and gives a complete overview of all relevant tasks. Guide and follow your employees by using task control for establishing tasks to the individual employee.

Automatic metatagging

Automatic and intelligent metatagging that saves users time and resources and quality assures metadata on emails and documents. This intelligent metatagging can be implemented on all HR tasks, documents and cases to gather all correspondence across the organisation.

Integration for Office 365

Administrate and systemise HR tasks in your office platform. By using **EDH & Work Point Express**, you can easily integrate the HR solution in programs such as Outlook, Word, Excel and PowerPoint, and start managing HR processes directly in Office 365.

Organisational charts

Outline and structure your organisation hierarchy by creating organisational charts in **EDH**. An efficient tool for showing the internal relationship, status and ranks between departments and employees in the organisation.

Intuitive search function

Advanced search function made simple. **EDH** provides a easy and intuitive search function, that helps your organisation in quickly finding and retrieving information, data and documents of employees. Ensures an efficient communication process and gathers all HR relevant correspondence in one place.

Document management & approval control

Efficient and systematic document management system for HR departments, that helps in standardising the process of handling documents pertaining to specific tasks, contracts and much more. Combined with a approval control process, where quality is assured across all documentation by easily setting up documents for approval and quality check.

Get in touch

Would you like to know more about our HR Solution

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