



# Optimised Workflow Software

## Human Resources

Intelligent document workflow solution

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**SHARP**  
Be Original.

# Manage information effectively to maintain control.

Two of the most valuable assets inside any business are its people and its data.

## Optimised Workflow



As part of our suite of Optimised Software Solutions, we've created workflow software that brings these two vital components together, and helps you manage the information and processes that surround them.

Simply introducing robust, automated processes to streamline HR planning, remuneration & benefits administration and performance management can enable your staff to focus on more productive tasks.

All you need to do is scan your documents and let the system manage the rest. It automatically detects key information within the scanned documents and files it in the relevant section of an employee file. Everything from employee onboarding and training, record keeping, retention policies, improvement plans and much more are all handled with ease.

This means your information is securely stored and easily retrieved, on demand, without the need for space-consuming cabinets full of files.

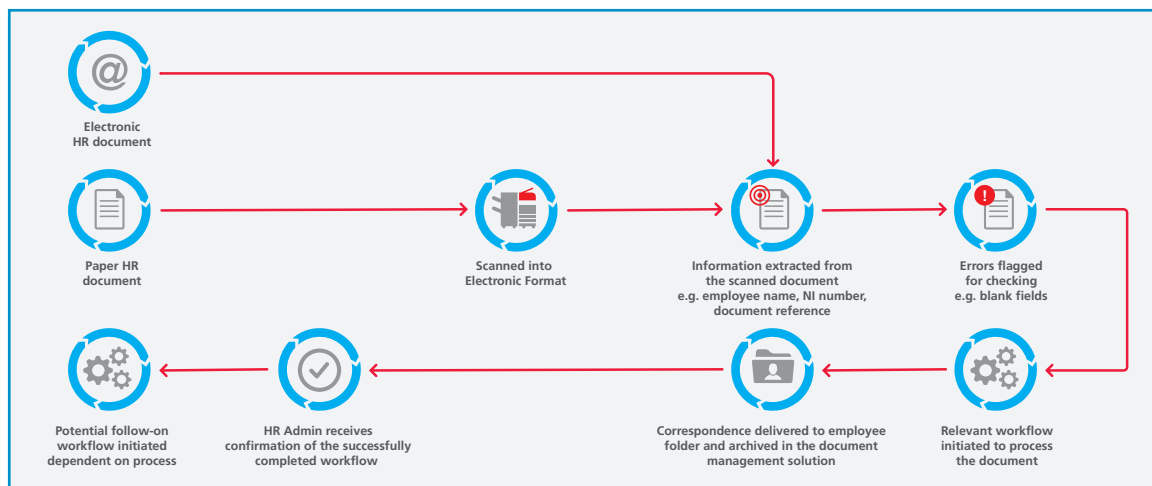
## Sustainable benefits

Our Optimised Workflow Software enables you to customise key processes to ensure your staff are productive, motivated and retained. Streamlining existing processes such as employee onboarding by automating payroll set-up, new equipment requests, and induction meetings, can help ensure greater collaboration with HR processes across the company.

Once scanned, the software uses Optical Character Recognition (OCR) to extract key information such as employee name, job title/description, or policy name/number. HR staff within the business no longer need to manually rekey this critical information, which means you have reduced the risks of human error and saved time processing documents.

## Greater efficiency

Scanned documents are indexed using your preferred criteria and stored electronically in a Document Management System. This ensures that all HR documents are stored securely and accurately in a central repository where access is controlled by allocating permissions to your staff. Alerts can be also be set up as part of the customised workflows so that HR staff can be informed in a timely manner of any task management activities.



Build simple workflows for increased efficiencies.

# Boost productivity by controlling your processes.

Control is built-in, thanks to the ease-of-use you'll experience as soon as you start to scan your documents into the system.

Due to accurate indexing, documents can be retrieved easily and efficiently via text search, which is much faster than manually searching through paper-based files in a filing cabinet.

Having a consistent approach to document handling means faster, more accurate document retrieval, and a reduction in many of the potential problems human error and paper-based processes can cause. Plus, a consistent approach to document filing gives you more control over access to information by granting permissions to nominated individuals, and enabling remote access where necessary.

You can also benefit from savings in printing and consumable costs, associated with a reduction in the reliance on paper, plus you will not have to dedicate costly physical space to storing documents.



**Customise automated workflows to ensure documents are always dealt with promptly.**

## Secure back-up

Traditional approaches to storing and managing HR-related documentation can suffer from a lack of control. Our Optimised Workflow Software provides an audit trail which ensures regulatory compliance and full traceability; legal retention periods can easily be catered for. Everything is securely backed up, which is not the case for paper-based systems.

Document retrieval couldn't be easier, with the added bonus of multi-site file retrieval, users don't need to be located in the HR department in order to access a particular document.

## Workflow creation

Custom workflows can be designed to automate any HR process. In the case of employee onboarding, for example, users can quickly compile and distribute standard documents, tracking progress and providing alerts to ensure processes are completed on time.

Once completed the documents can be distributed automatically for review then filed in the appropriate section of the electronic employee record.



**Scan and store documents centrally for greater data security and more standardised processes.**

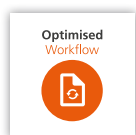
# Welcome to Sharp

Sharp Information Systems Europe (SISE), a division of Sharp Electronics Europe, offers a comprehensive portfolio of award-winning document management and display solutions to help organisations transform the way they engage with information. Sharp's industry-leading MFPs and high volume systems sit at the heart of integrated applications for digital transformation.

Sharp's proprietary Open Systems Architecture (OSA) technology transforms MFPs into powerful information portals, seamlessly integrating to the cloud and third-party business applications. Sharp Cloud Portal Office is an award winning document management and collaboration system designed to help small- to medium-sized businesses drive growth, improve efficiency and reduce costs.

By facilitating the transition to new equipment, methods and processes, Sharp Optimised Managed Services help improve how businesses interact with information through enhanced digital workflows and more collaborative working.

Sharp also offer a range of display solutions that include video walls for immersive entertainment, digital signage and innovative interactive touchscreens for engaging presentations. Through its sales and support service Sharp helps its customers create, manage, visualise and share information, inspiring ideas from technology.



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