

## what is webHR&OHS?

webHR&OHS is our web-browser based add-on to our popular winHR and winOHS desktop solutions.

## why webHR&OHS?

webHR&OHS offers unparalleled access for your employees throughout the organization. As it is web-browser based, users can access information anytime, anywhere simply by using their Internet browser – whether that be Internet Explorer, Google Chrome, Opera or any other favourite browser.

webHR&OHS creates efficiency in organization process and spreads the workload. This means your HR and payroll managers aren't the central point for every query and every demand, the handling of process can instead be handled by the appropriate department managers and employees themselves.

webHR&OHS also means compliance requirements are being met efficiently and without delay. This is achieved because your organization is providing an easy to access central point for users to kick off the initial action point.

## why is webHR&OHS unique?

So what makes webHR&OHS unique over other solutions on the market?

Simply put, we believe webHR&OHS is the first solution ever to provide such functionality at such an affordable price. Our aim in developing webHR&OHS is to, as with all our development, not only make it affordable to all organizations large and small, but to make it very functional and easy-to-use. We are confident there is no other solution-provider of similar HR & OHS functionality that can provide a solution anywhere near cost-effective as we can.

Additionally, we have taken a unique approach in functionality, where your entry point is a calendar view, which shows you, whether you are managing staff or not, what events or actions are ahead. Planning your resources has just become a whole lot easier.

# Intro to webHROHS

## The Calendar View

On login you are automatically taken to the calendar view. This is the nervous system, the central point for all your navigation. Here you have a snapshot of the events that are happening for your employees (in a manager view) or for yourself (if you are a regular employee).

**ACME wholesale** **webHR&OHS**

Home Messages & Calendar

31/12/2009 10:24 : OHS Update Meeting commences at 3pm on Wednesday 13th September. Compulsory attendance is required.

Legend: Leave Training Performance Birthdays Termination Hazards Incidents

< Today > November – December 2009 Day Work Week Week Month Timeline

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9 November	10	11	12	13	14
	Gilmore, Gary Mr	Hodges, Kathlene Mrs - Induction - OHS 000001 - Back strain whilst lifting goods off Truck - H			
					15
16	17	18	19	20	21
Hunter, Rebecca Miss - Personal Leave		O'Brien, Danny Mr - Manual Handling - Short Course	O'Brien, Danny Mr - Performance Review - Annual		
					22
23	24	25	26	27	28
		Gilmore, Gary Mr - Induction - Site	Barton, Phyllis Mrs - Life Insurance Refresher Training		

## Navigation Bar

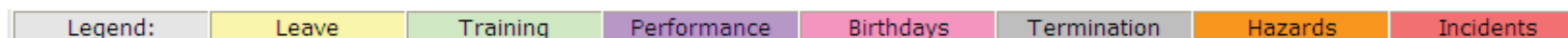


The navigation bar allows you to traverse to different places.

- The left-most functions are your HR & OHS functions such as Leave, Training, Performance, Employee Profiles, Incidents, Hazards, Policies & Guidelines.
- In the middle are your options to display or hide organisation messages or scroll through them
- On the right are your security functions and log-off and help functions.

## Calendar Features

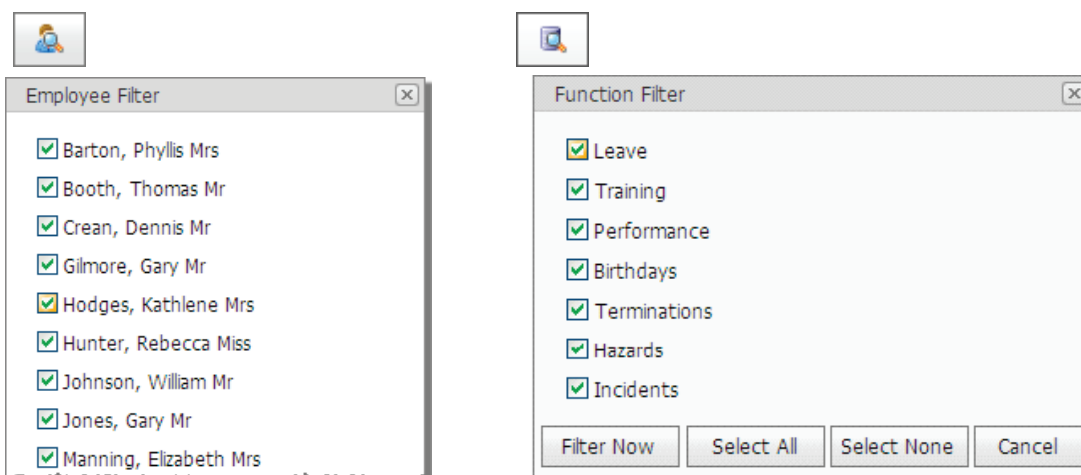
### Legend



Each type of item can be uniquely coloured to suit. Within the calendar, for example, all training items appear in green. The legend at the top reminds you of which colours represent which function.

### Filters

You can filter your view to just particular functions or particular employees:



# Intro to webHROHS

## Views

Day	Work Week	Week	Month	Timeline
-----	-----------	------	-------	----------

There are a number of different views available. By default you are presented with a Month view but you are able to see items in the following views. An example of a TimeLine and a Weekly view is displayed below:

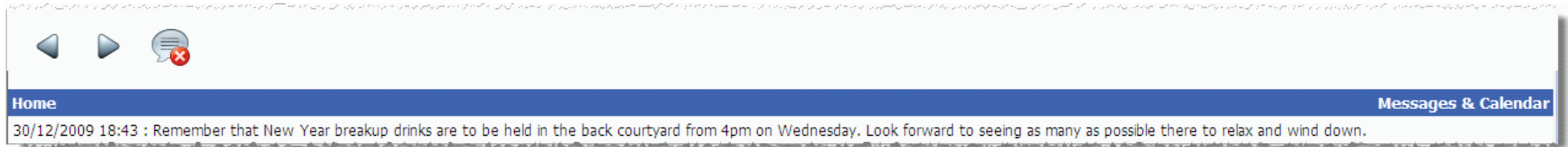
< Today >							9 – 18 November 2009				Day	Work Week	Week	Month	Timeline
Monday, 9 November 2009 - Monday, 16 November 2009							Monday, 16 November 2009 - Thursday, 19 November 2009								
9 Mon	10 Tue	11 Wed	12 Thu	13 Fri	14 Sat	15 Sun	16 Mon	17 Tue	18 Wed						
	Gilmore, Gary Mr	Hodges, Kathlene Mrs - Induction - OHS 000001 - Back strain whilst lifting goods off Truck - H					Hunter, Rebecca Miss - Annual Leave		O'Brien, Danny Mr - Manual Handling - Short Course						

< Today >							16 – 22 November 2009				Day	Work Week	Week	Month	Timeline
Monday, 16 November							Thursday, 19 November								
Hunter, Rebecca Miss - Annual Leave							O'Brien, Danny Mr - Performance Review - Annual								
Tuesday, 17 November							Friday, 20 November								
Hunter, Rebecca Miss - Annual Leave															
Wednesday, 18 November							Saturday, 21 November								
O'Brien, Danny Mr - Manual Handling - Short Course															

# Intro to webHROHS

## Messages

Messages can be viewed using the left and right arrow buttons. The latest message is displayed first. You can display or hide messages all together using the Display and Hide Message icon.



Administrators of messaging can add and remove messages and assign messages for display only to specific user profiles if desired.

Messages		Message Centre	
<div><div>New Message</div><div><div>Profile</div><div>All</div><div>▼</div></div><div><div>Message</div><div></div><div>▲</div><div>▼</div></div><div>Add</div></div>			
	Message	Profile	Message Date ▼
<a href="#">Delete</a>	OHS Update Meeting commences at 3pm on Wednesday 13th September. Complusory attendance is required.		31-12-2009 10:24:31
<a href="#">Delete</a>	Remember that New Year breakup drinks are to be held in the back courtyard from 4pm on Wednesday. Look forward to seeing as many as possible there to relax and wind down.	Admin	30-12-2009 18:43:07



## HR & OHS Functions

There are a number of functions available for users depending on their profile:

### Action Items

There are a number of action items that can be accessed using the Action Item icon. These are available predominantly for use by your employees and managers for the requesting or entering of the more common HR and/or OHS tasks.



### Leave



Leave management includes leave taken and leave accruals. Leave accruals can be, depending on the payroll you use, be retrieved on a regular basis by winHR/OHS for view in webHR&OHS. MYOB and Attache are examples of popular payrolls that your employees can now access information from. This level of integration is a first, where your employees can view payroll and HR and OHS information from the one place.

# Intro to webHROHS

## Requests

Leave requests allows employees to make requests for leave via the web-browser. These can then either be approved or rejected by the manager based on resources and other factors.

Request Leave

Type

Personal Leave

Category

Paid

StartDate

6/01/2010

FinishDate

13/01/2010

Reason

International Holiday

Notes

If not possible, I can start holiday a week later

Submit

Cancel

## Approvals

Leave requests can be approved or rejected by the manager by simply clicking on the tick or cross in the grid view. If rejected the user is asked for the reason for the rejection.

Leave

Leave Listing

Leave Search

StartDate30/12/2009FinishDate31/12/2010Only awaiting approval?

			Status	Employee	Type	Category	Request Date	StartDate	FinishDate	Reason
			approved	Barton, Phyllis Mrs	Personal Leave	Paid	26/10/2009	10/01/2010	1/02/2010	
			approved	Barton, Phyllis Mrs	Personal Leave	Paid	26/10/2009	2/02/2010	10/02/2010	
				Woo, John Mr	Personal Leave	Paid	23/12/2009	30/12/2009	31/12/2009	
				Woo, John Mr	Personal Leave	Paid		6/01/2010	13/01/2010	International Holiday
				Woo, John Mr	Personal Leave	Paid		26/02/2010	26/02/2010	Personal

# Intro to webHROHS

## Viewing/Editing

Entries can be viewed or modified depending on profile access.

View/Edit Leave Details		Actions
Type	Personal Leave	<div>Approve Leave</div> <div>Decline Leave</div>
Category	Paid	
Full Name	Barton, Phyllis Mrs	
Request Date	26/10/2009	
StartDate	2/02/2010	
StartTime	09:00	
FinishDate	10/02/2010	
FinishTime	17:00	
Reason		
Notes		
Approved Yes	<input checked="" type="checkbox"/>	
Approved No	<input type="checkbox"/>	
Approved By	Hodges, Kathlene Mrs	
Approved Date	26/10/2009	
Approved Reason		
Payrolled Flag	<input checked="" type="checkbox"/>	
<div>Submit</div> <div>Cancel</div>		





## Training



Training and Education screens can be used for process flow with training and education management.

## Requests

Training requests allows employees to make requests for training they would like to attend. These can then either be approved or rejected by the manager based on suitability, resources and other factors.

Request Training

Course/Subject

Operate a forklift

▼

Preferred Date

8/01/2010

▼

Requested Reason

Help refresh my knowledge

Notes Plain

▲

▼

Submit

Cancel

# Intro to webHROHS



## Approvals






















Training requests can be approved or rejected by the manager simply by clicking on the tick or cross.

Training

Training Listing

Training Search












Start Date 31/12/2008 Finish Date 31/12/2010 Only awaiting approval?  

			Status	Employee	Course	Requested Date	Requested Time	Start Date	Finish Date	Duration	DurationType	Facilitator	Institution
			Approved	Barton, Phyllis Mrs	PD - Mental Health			26/02/2009	26/02/2009	2	Days	Parr, Brian Mr	Nmit
			Approved	O'Brien, Danny Mr	Shift Materials Safely Using Manual Handling Methods	13/02/2009	10:00:00	28/03/2009	28/03/2009	4	Hours	Parr, Brian Mr	Nmit
			Approved	Johnson, William Mr	Induction - Site			24/10/2009		3	Hours		
			Approved	Jones, Gary Mr	Induction - Site			24/10/2009		3	Hours		
				Richardson, Matthew Mr	Induction - Site			25/10/2009		3	Hours		
			Approved	Hodges, Kathlene Mrs	Induction - OHS			11/11/2009	11/11/2009	1	Days	Barton, Phyllis Mrs	ACME Wholesale
			Rejected	O'Brien, Danny Mr	Manual Handling - Short Course	11/11/2009	09:00:00	18/11/2009	18/11/2009	1	Days	Barton, Phyllis Mrs	ACME Wholesale

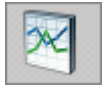
# Intro to webHROHS

## Viewing/Editing

Entries can be viewed or modified depending on profile access.

View/Edit Training Details		Actions
Course/Subject	Shift Materials Safely Using Manual Handli 	<div>Approve Training</div> <div>Decline Training</div>
Category	Internal Training & Orientatio 	
Full Name	O'Brien, Danny Mr	
Requested Date	13/02/2009	
Requested Time	10:00:00	
Requested Reason		
Start Date	28/03/2009 	
Finish Date	28/03/2009 	
Facilitator	Parr, Brian Mr 	
Institution	Nmit 	
ExpiryDate		
Contrib \$	\$250.00 	
Attended?	<input checked="" type="checkbox"/>	
Notes	Shift Materials Safely Using Manual Handling Methods 	
<div>Submit</div> <div>Cancel</div>		

## Performance



Performance is usually only accessible for managers to track employee performance

### Grid View

Display all performance items in a grid

Performance							Performance Listing
Performance Search							
Start Date 31/12/2008 End Date 31/12/2010							
	Performance	Employee	Date	△	Conducted By	Conducted Date	Purpose
	Performance Review - Quarterly	Barton, Phyllis Mrs	15/10/2009		Crean, Dennis Mr	19/10/2009	
	Disciplinary Action	Johnson, William Mr	20/10/2009		Hodges, Kathlene Mrs	20/10/2009	
	Exit Interview	Gilmore, Gary Mr	25/10/2009		Booth, Thomas Mr	25/10/2009	
	Performance Review - Annual	O'Brien, Danny Mr	19/11/2009		Hodges, Kathlene Mrs	21/11/2009	
	Probationary Review - 3 Months	Jones, Gary Mr	24/01/2010		Hodges, Kathlene Mrs		
	Probationary Review - 3 Months	Richardson, Matthew Mr	25/01/2010		Hodges, Kathlene Mrs		
	Probationary Review - 3 Months	Gilmore, Gary Mr	13/11/2010		Hodges, Kathlene Mrs		



















# Intro to webHROHS

## Viewing/Editing

Entries can be viewed or modified depending on profile access.

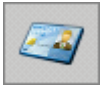
View/Edit Performace Details

Description	Disciplinary Action		
Date	20/10/2009		
Conducted By	Hodges, Kathlene Mrs		
Conducted Date	20/10/2009		
Score #	0	 	
Score %	0.00 %	 	
Follow Up Date	26/11/2009		
Follow Up By	Hunter, Rebecca Miss		
Purpose	<div> </div>		
Notes	<div> </div> <div>It emerged from the interview that William has a drinking problem: He is a terrific employee and works very hard when at work: Recommend some counselling paid by employer</div>		

Submit

Cancel

## Profile



Employee Profile can be viewed or modified by managers or employees. When employees are modifying their own profile information, it needs to be approved by an authority before the changes are committed.

### Grid View

Displays all employees that the manager has access to

Profiles							Profile Listing
Profile Search							
Surname <input type="text"/>		First Name <input type="text"/>					
	Full Name	Position	Employment Type	Class	Email - Primary	Hired Date	Terminate Date
	Barton, Phyllis Mrs	National Safety Manager	Full-time	PAYG	pb@acmew.com	3/03/2003	
	Booth, Thomas Mr	National Operations Manager	Full-time	PAYG	tb@acmew.com	18/02/2002	
	Crean, Dennis Mr	CEO	Full-time	Salaried	dc@acmew.com	26/10/1990	
	Gilmore, Gary Mr		Full-time	PAYG		18/10/2005	25/10/2009
	Hodges, Kathlene Mrs	HR Manager	Full-time	Salaried	kha@acmew.com	18/03/2001	

### Approval

Displays all requested profile changes and allows managers to approve the changes requested

Profile					Approve Updates
		Date Requested	Requested By	Details	
		08/01/2010 05:43 PM	Woo, John Mr	Phone Home Old = 03 9816 5555, New 03 9816 6666;	
		08/01/2010 07:38 PM	Hodges, Kathlene Mrs	Email - Secondary, Old = , New = kath411@gmail.com ;	

# Intro to webHROHS

## Viewing/Editing

Entries can be viewed or modified depending on profile access. For employee self-serve changes to entries may need to be approved first before those changes are committed as final.

View/Edit Profile Details

Surname	Hodges		
Firstname	Kathlene		
Other Names	Louise		
Preferred Name	Kathy		
Title	Mrs		
Sex	Female		
Phone - Home		03	9816 5555
Phone - Mobile			0410 55 555
Address - Home	Header		
	Street 35 Canterbury Road		
	Suburb	3lackburn	State Victoria
	PCode	3130	Country
Email - Primary	kha@acmew.com		
Email - Secondary	khodges@gmail.com.au		
Class	Salaried		
Employment Type	Full-time		
Birth Date	4/11/1972		
<div>SubmitCancel</div>			

## Incidents



Employee Profile can be viewed or modified by managers or employees. When employees are modifying their own profile information, it needs to be approved by an authority before the changes are committed.

## Record

Employees are able to record an incident. This will usually then addressed by the OH&S department.

## Grid View

Displays all incidents according to the filter selected.

Incidents								Incident Listing
Incident Search								
Start Date 7/01/2009 End Date 7/01/2010								
	Case ID	Description	OccurDate	Occur Time	Risk Ranking	Area	Who Affected	Close Date
	000001	Back strain whilst lifting goods off Truck	11/11/2009	08:00:00	H	Loading Dock	O'Brien, Danny Mr	25/11/2009
	000002	Motor Vehicle accident whilst journeying to work	26/02/2009	07:30:00	M		Booth, Thomas Mr	
	000004	Hit head on Racking	26/05/2009	17:00:00	M	Warehouse	Jones, Gary Mr	26/10/2009
	000007	Received Electric Shock	26/03/2009	10:00:00	H	Amenities Block	Bishop, James Mr	26/03/2009

# Intro to webHROHS

## Viewing/Editing

Entries can be viewed or modified depending on profile access.

View/Edit Incident Details


Case ID

000004

Description

Hit head on Racking

Incident Matrix



Likelihood

Unlikely

▼

Consequence

Moderate

▼

Risk Ranking

M

▼

Agency of Nature of Injury/Illness/Incident

INJ - Intracranial injury including concussi

▼

Agency of Injury/Illness/Incident

Indoor environment

▼

Save

Cancel

You can also use your Incident Matrix to define the risk factor of an incident. An example matrix is shown below:

		Likelihood				
Consequence		Almost Certain	Likely	Moderate	Unlikely	Rare
	Extreme	E	E	H	H	M
	Major	E	H	H	M	M
	Moderate	H	H	H	M	L
	Minor	H	M	M	L	L
	Insignificant	H	M	M	L	L



## Hazards










Employee Profile can be viewed or modified by managers or employees. When employees are modifying their own profile information, it needs to be approved by an authority before the changes are committed.

## Record

Employees are able to record identified hazards or risks. This is usually then addressed by the OH&S department.

## Grid View

Displays all employees that the manager has access to

Profiles							Profile Listing
Profile Search							
Surname <input type="text"/>		First Name <input type="text"/>					
Full Name	Position	Employment Type	Class	Email - Primary	Hired Date	Terminate Date	
 Barton, Phyllis Mrs	National Safety Manager	Full-time	PAYG	pb@acmew.com	3/03/2003		
 Booth, Thomas Mr	National Operations Manager	Full-time	PAYG	tb@acmew.com	18/02/2002		
 Crean, Dennis Mr	CEO	Full-time	Salaried	dc@acmew.com	26/10/1990		
 Gilmore, Gary Mr		Full-time	PAYG		18/10/2005	25/10/2009	
 Hodges, Kathlene Mrs	HR Manager	Full-time	Salaried	kha@acmew.com	18/03/2001		

## Viewing/Editing

Entries can be viewed or modified depending on profile access.

View/Edit Hazard Details

Description

Zip heater reported as possibly faulty after ir

Risk Ranking

H

Priority

High

Reference

Hazard Type

PlantElect - Short Circuits/Ov

Consequence

Major

Likelihood

Likely

Hazard Category

PlantEquip - Electrical

Case ID

000002

Hazard Matrix

Save

Cancel











## Policies/Guidelines



Policies and Guidelines can be viewed by employees and certain detail modified by users with the appropriate access.

### Grid View

All active policies are displayed.

Policies							Policy Listing
Policy Search							
Only show active <input type="checkbox"/>  							
	Type	Category	Location	Version	File Location	Active?	
	First Aid Room Access	HSE - Policy	EH&S(Finance & Administration)	1.2		<input checked="" type="checkbox"/>	
	Employment Screening Policy	Policy - Employment	ACME Wholesale()	2.1		<input checked="" type="checkbox"/>	
	Emergency Policy	Policy - OHS	ACME Wholesale()	1.2		<input checked="" type="checkbox"/>	
	Evacuation Policy	Policy - OHS	ACME Wholesale()	1.2		<input checked="" type="checkbox"/>	
	Security Policy	Policy - OHS	ACME Wholesale()	2.0		<input checked="" type="checkbox"/>	
	OH&S Policy	Policy - OHS	ACME Wholesale()	2.1		<input checked="" type="checkbox"/>	
	Confidentiality- Policy	Policy - Privacy	ACME Wholesale()	1.1		<input checked="" type="checkbox"/>	

## Viewing

Entries can be viewed or modified depending on profile access.

View Policy Details

Type	Evacuation Policy
Category	Policy - OHS
Location	<div></div>
Target	All On Site Including Visitors
Revise Date	26/10/2008
Version	1.2
Expiry Date	26/12/2010
File Location	<div></div>
Web Site	<div></div>
Notes	<div></div>

Return to Policies

Return Home

## Grid Features

The grids you see are very functional. They generally have extensive filtering and sorting capabilities.

### Filtering

Basic filtering is available and will be different depending on the function being displayed.

Training Search

Start Date   Finish Date   Only awaiting approval? ☐



Or advanced filtering allows filtering on any column.

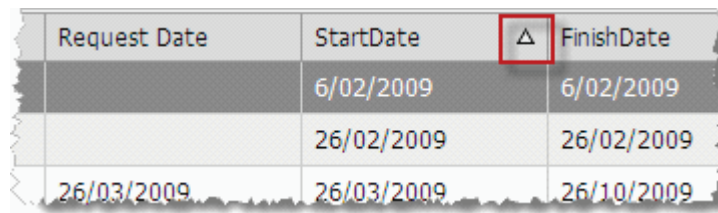
Status	Employee	Type	Category	Request Date	StartDate
<input type="text"/>	<input type="text"/>	<input type="text" value="Personal"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
approved	Barton, Phyllis Mrs	Personal Leave	<div>Begins with Contains Ends with Equals Doesn't equal Is less than</div>		10/01/20
approved	Barton, Phyllis Mrs	Personal Leave		2/02/20	
approved	Hunter, Rebecca Miss	Personal Leave		16/11/20	
	Woo, John Mr	Personal Leave		30/12/20	
	Woo, John Mr	Personal Leave		6/01/20	
	Woo, John Mr	Personal Leave		26/02/20	



# Intro to webHROHS

## Sorting

Clicking on any column allows sorting – ascending or descending – by that column. Multi column sorting is also available.



Request Date	StartDate	△	FinishDate
	6/02/2009		6/02/2009
	26/02/2009		26/02/2009
26/03/2009	26/03/2009		26/10/2009

## Context-sensitive Navigation

If the user has access, double-clicking on the grid entry automatically displays that entry in a View/Edit screen.

## Customisation

Most of the screens you have seen can be customized. For example, there are quite a number more fields in winHR/OHS that could be displayed and edited than those that are shown in screenshots. Also fields can be re-ordered for display and you can choose which fields require a mandatory entry. In essence, the options are very flexible in terms of design within the realms of the fields that are available.

The above layouts can also be defined differently for different profiles, meaning users can use webHR/OHS to suit their requirements and access rights.

There are also a number of other customization options. There are, for example, global access options such as screen colours and heading layout to make it integrate with your own corporate web-site.

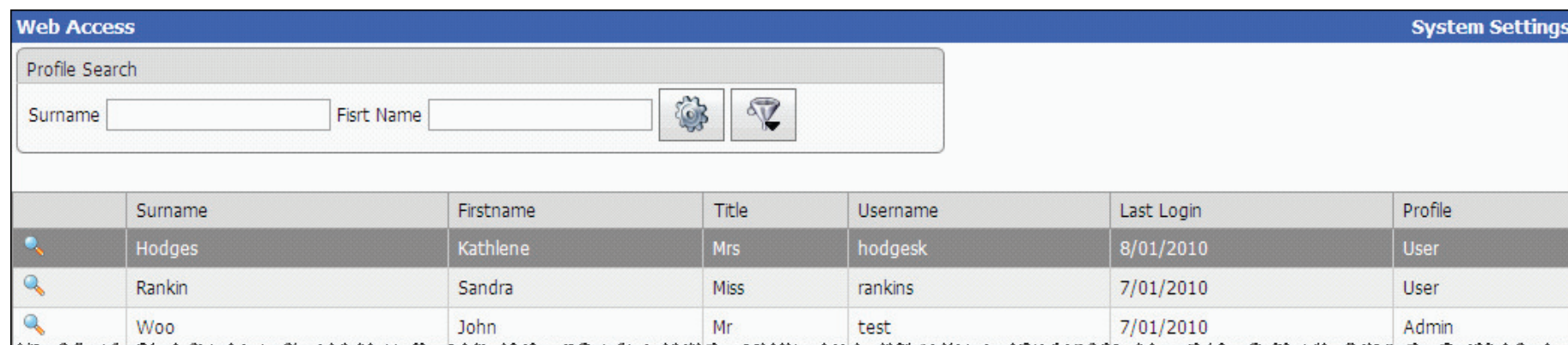
Most importantly the options are very easy and quick to setup.




## Security

Security is of paramount importance. There are many security features that allow complete control over access and what users can and cannot see.

### User Access

User access defines Ids and passwords and which profile to use for access.



	Surname	Firstname	Title	Username	Last Login	Profile
	Hodges	Kathlene	Mrs	hodgesk	8/01/2010	User
	Rankin	Sandra	Miss	rankins	7/01/2010	User
	Woo	John	Mr	test	7/01/2010	Admin

### Profiles

Profiles allow you to define not only which functions and fields a user can see, but also which employee information and which OHS information can be seen.

For employees can be based on position hierarchy or specific locations, or even by security numbers assigned to employees. For OHS, a user might be able to see all entries, or only the entries for a particular area (or areas) and sub-ordinates within the Area structure.

Again there is plenty of flexibility to cater for your requirements and it is very easy to setup.

## Contact Details

For more information or a demonstration please contact Favour on **1300 657 158**.