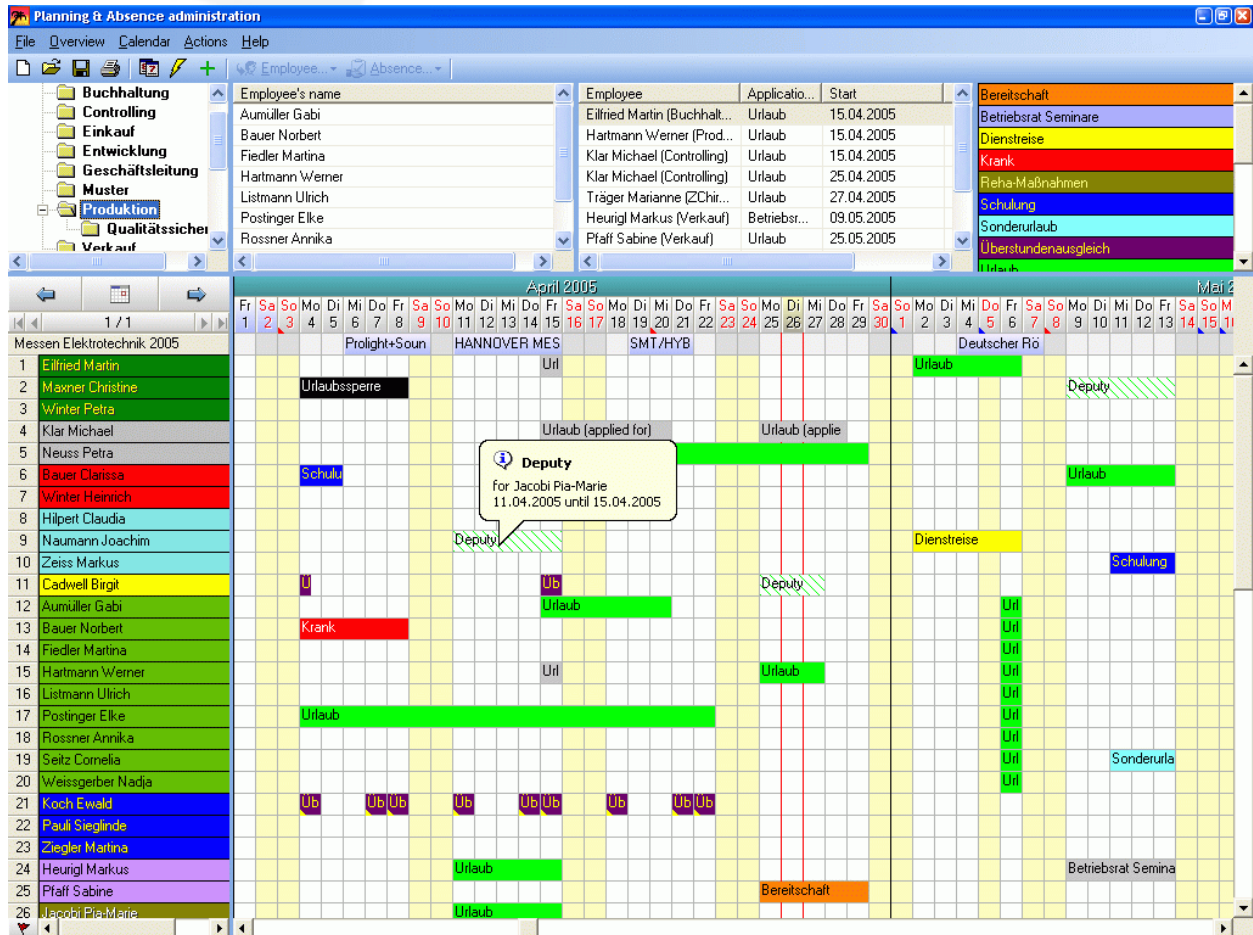




--- Coming soon the Web-Client! ---

Functional overview AddWare UrlaubsManager 3.0

With the **AddWare UrlaubsManager 3.0** the next generation of absence administration is at your convenience. The result is a faster, more flexible and comfortable software solution with lots of useful additional functions. The easy and concise operation grants a maximum of comfort and usability.



System

- **Simple, server independent installation**
- New ■ **Run capable on terminal server / Citrix**
- New ■ **Administration tool** to create **data base** for Microsoft SQL Server, Microsoft Access, MySQL
- **Compliance with the legal requirements of Federal Data Protection Acts** is granted by access authorizations and password access

Countries

- **Multilingualism** (pre-installed German / English) to ensure international usability – for further languages you may use the translation tool
- New ■ **Translation tool** for translation in other languages (optional)
- New ■ **Holiday and vacation calendar** for Germany, Austria and Switzerland is integrated – further country data can be added freely
- Automatic **holiday calculation** for the next **300 years!**
- Free administration of **fixed, movable, regional or nationwide holidays** - WORLDWIDE!



Independent messaging system combinable with MS Exchange / MS Outlook

- New ■ **Independent messaging system** for notification process (combinable with MS Outlook)
- **E-mail notification** of department manager upon application and e-mail reply upon approval or dismissal of application
- **Paperless** application and processing of applications as well as **administration of leave accounts**
- Connection to **Microsoft Exchange Server 5.0** or higher possible
- **Automatic synchronization** of holidays as well as leave and absence entries to **MS Outlook calendars**
- Automatic entry of approved leave and absences to the **Microsoft Outlook calendar** of the individual employee
- Assignment of **MS Exchange calendars for each organisational unit** or global calendar

Settings

- New ■ **Creation** of unlimited number of **absence types** – additional input fields for further information definable
- New ■ **Assignment** of **department managers** with **priority**
- New ■ **Creation** of **subdivisions** for organisational units
- New ■ **Assignment** of **workdays** - global or for individual employees
- New ■ Setting provided for applications requiring **multiple approvals** (even for individual employees), i.e. more than one department manager would have to approve an entry (if setting is made) before the final approval is granted
- New ■ **Recalculation** of **year data** global or for individual employee
- **Approval requirement** for individual absence types **can be deactivated** (global or employee specific)
- **Stoppage of leave** – complete or temporary for organisational units or individual employees
- **Maximum number** of **concurrent leave entries** for an **organisational unit** can be defined
- **Concurrent leave** for specific **employees** can be barred
- Definition of **organizational units**, e. g. groups, departments and subsidiaries
- **Catalogue** of leave and absence types (e.g. sick leave)
- Separate forms for **business trips** and **training** - additional input fields for further information definable

Operation

- New ■ **Serial entries** for absence entries, which recur in regular intervals
- New ■ **Absence entries** for several employees within the **same period** in one step
- New ■ **Creation** of **date bars** to support planning
- New ■ **Editing lock** for **previous years**
- New ■ **Personalized view** of **Planning & Absence administration** can be **saved**
- New ■ **Terminal function** without a own PC
- **Concise, fast, graphic display** for the entire year with **easy** and **efficient** operation
- Wide variety of **print outs** for leave schedules **in colour** (period and employees selectable). Support of print outs of leave schedules for entire year on **DIN A0-Plotter!**
- Printing of personnel master data sheets, organisational unit information, absence data, holiday and vacation calendars and birthday lists.
- Wide variety of **analysis options**
- **Manual entries** for employees without MS Outlook connection or password access

Employee data

- New ■ **Personnel master data sheet** for each employee
- New ■ **Administration** of **overtime** and **overtime compensation**
- New ■ Separate **table for annual leave** for every employee provides overview of annual leave entitlement for all recorded years, remaining leave of previous and current year
- New ■ **Recording** of **additional**, employee specific **leave entitlements**
- Automatic calculation and transfer of remaining leave to the next year with **expiration date**
- Administration for **half days of leave or absence**