



## Get to know our HR e-Diary module

### SET DATES AND REMINDERS FOR KEY FOLLOW-UP TASKS

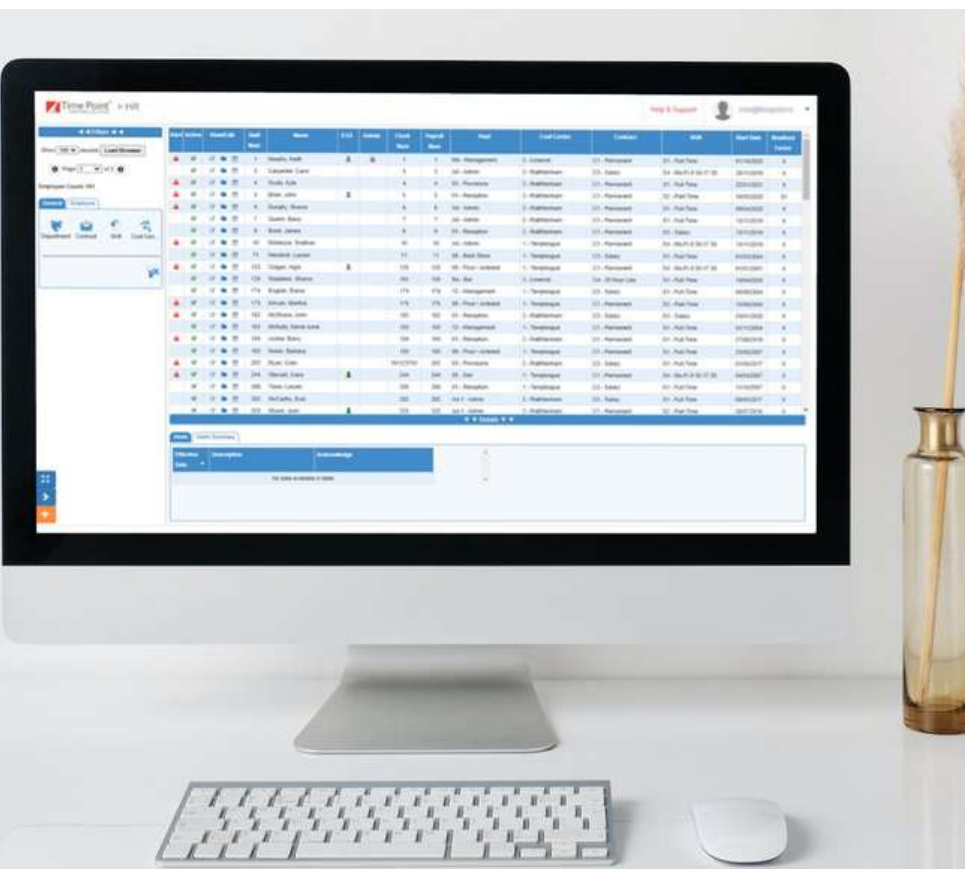
Automate workflows, select dates, reminders and reasons to review staff members' files.

A powerful colour-coded calendar visually displaying what tasks were booked for follow-up.

Set reminders on expiry and renewal dates related to staff training, safety and compliance certification documents.

Never miss a staff review, appraisal, training, disciplinary or probation meeting.

View the number of tasks and the list of staff members requiring system updates.



### Key Features

**Set key date reminders**

**Automates follow ups**

**Displays diary tasks**

**Certification up to date**

**Never miss a follow up**

**Document management**

**Onboarding tracking**

**Staff app connect everyone**



## For the way **you work today**

Fast & easy to use. Set dates and reminders for key follow-up tasks.

### Message staff

Send staff members reminders on upcoming diary events they are required to respond or attend.

### Staff history

Instant access to any staff member's supporting documents from your e-Diary calendar.

### Real-time

One platform updating staff members' files as system admin users make changes.

### Staff app

Connecting everyone. Staff members instantly view messages, upload documents and view calendars.

### Auto reminders

Set dates and reminders on key tasks that require follow-up on staff members' files.

### Diary views

Visually displays the number of tasks on any given day that are pre-booked for follow-up.

### Onboarding

Set diary reminders and ensure new staff members have received and digitally accepted key documents.

### Send documents

Set diary reminders to review contracts, visa expiry, training, appraisals or any required documents.



**WORKFORCE MANAGEMENT  
& HR SOLUTIONS**

For the way you work today

## Connect Your Staff

### Staff App

- ✓ My Clock
- ✓ My Rosters
- ✓ My Balances
- ✓ My Holidays
- ✓ My Calendars
- ✓ My Requests
- ✓ My Pending
- ✓ My Jobs
- ✓ My Documents
- ✓ My Details

