Flexar

putting flex work to work

Administrator Options





NOTE: In the following slides the notes or annotation for the slide are text boxes inserted in the slide.

This is a sample of the notes or annotations text box as they will appear in the following slides – text is red, italic, Ariel, 12 or 14 pt. The boxes have no outline and vary in transparency.



LandingPage Options

Feature and Configuration Test Site

This is the LandingPage or the 'Flexar Portal' - providing access to all parts of the Flexar system and collaborative systems like the Orientation and Toolkit. It is of tools for Managers and Ass completely customizable.

work arrangements to improve their work effectiveness. The Flexibility Toolkit includes self-assessments, training, best practices segments and the Flexibility Monitor.

To get the most out of this system, we strongly recommend that first time users go through the Orientation and Toolkit first. On return visits you can go directly to the most relevant material.

piperSoft

iust use it!



ORIENTATION

to the groundrules and the process for proposing

Flexibility Portal

This is the official FM_Test1

TOOLKIT

provides an overview of all options, training and FAOs

ASSOCIATE **PROPOSAL**

connects to the on-line system to create or edit proposals

MANAGER **PROCESS**

enables the manager to process associates' proposals

ADMINISTRATOR ACCESS

allows maintenance of the Flexibility Monitor system

The Administrator Menu is accessed by clicking the "Administrator Access" box.

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Administrator Options

Feature and Configuration Test Site



This banner is customized per client specifications to appear as part of their intranet (instead of a cloud-based service) and is presented at the top of every page.

Home Logout

The Flexibility Monitor - Administrator Menu

Welcome to Pipersoft's Administrator operations menu. This menu provides access to all of the operations to be performed by an administrator. For details on each operation select the help button below.

Administrator Options

- Setup & Behavior Options
- Manage Templates for Proposals, Reviews, Evaluations and Surveys
- Manage Email Messages
- Manage Users
- Manage Arrangements
- Process Proposals: Approve, Decline, Request Modification
- Help

Menu options can be excluded to meet your needs.

The text between the "Home" bar and the "Administrator Options" is optional and customizable.



Configuration Options

Pipersoft support personnel typically use on behalf of the client:

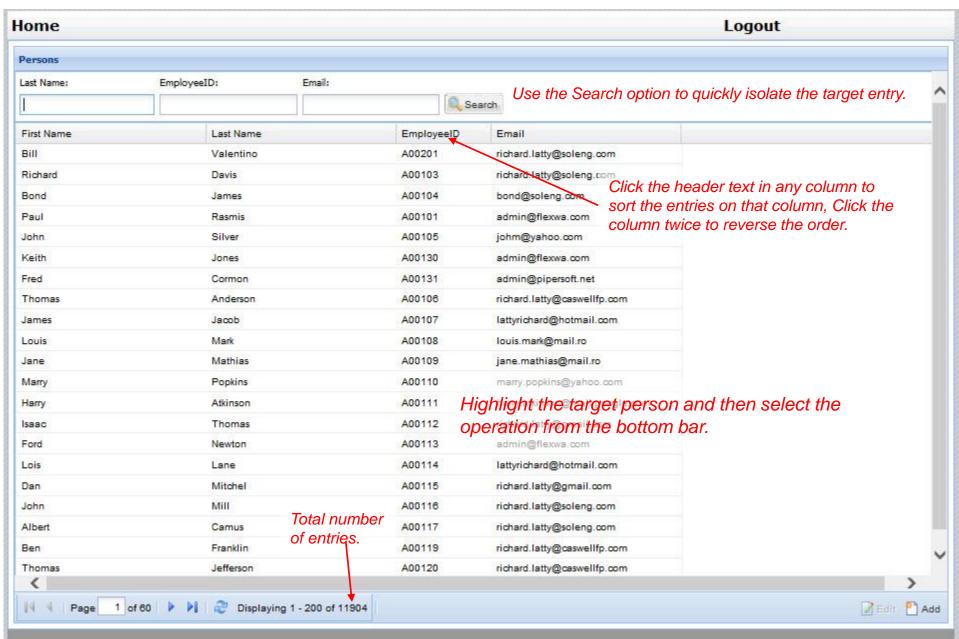
- > Setup & Behavior Options to establish the business rules and properties preferred by the customer.
- ➤ Manage Templates... in order to suppress or activate different Document templates for different operations and change them to meet customer preferences.
- Manage Email Messages to achieve the email messaging and operations links preferred by the customer.

Customer Admin Options

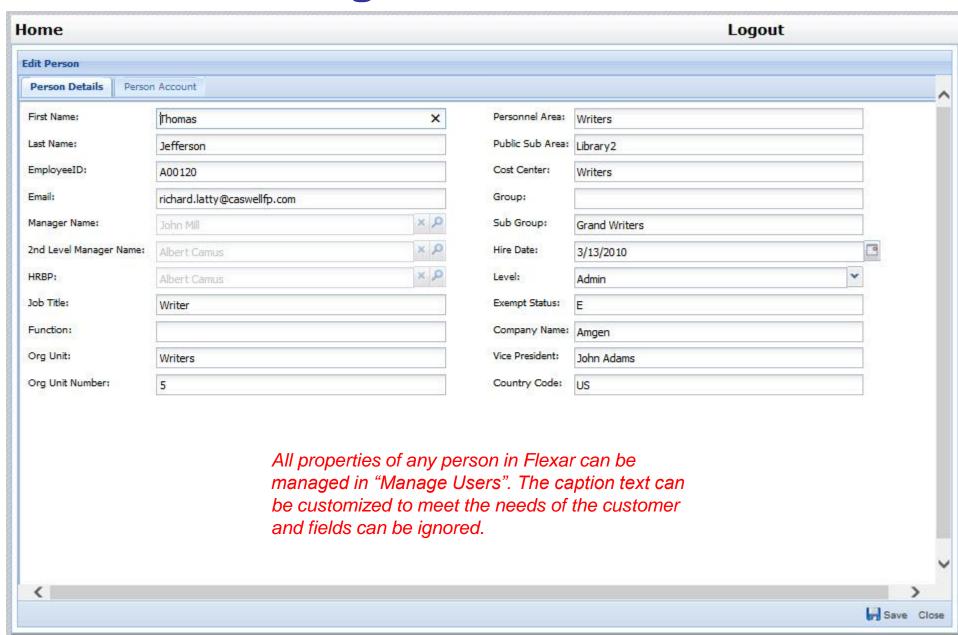
Customer Administration personnel typically use:

- Manage Users to correct or augment data in a Person entry as needed, including change managers for sake of Arrangement review.
- ➤ Manage Arrangements to change the Status of an Arrangement as needed over-ride a Decline, re-set to Modify so corrections or enhancements can be made, set to Active if the manager is unavailable; change start or end dates.
- Process Proposals either manager substitute or formally in the process (see Manager Options Process Proposals).

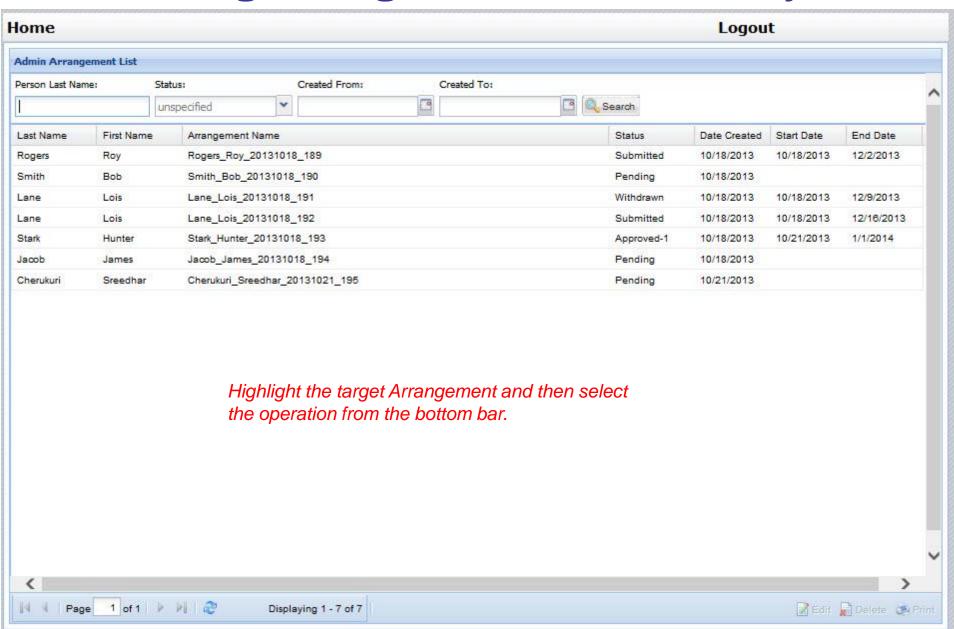
Manage Users - select an entry



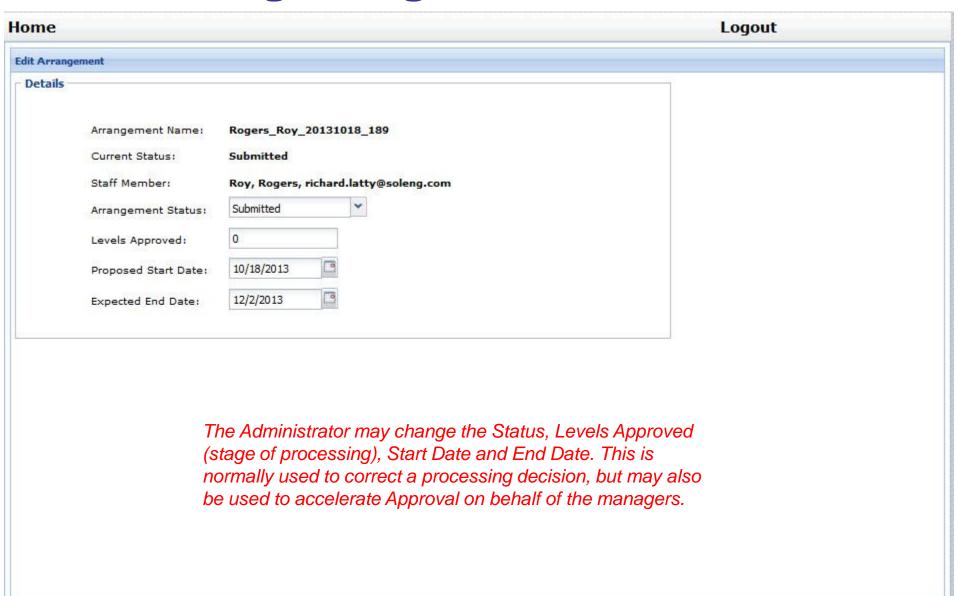
Manage Users - edit data



Manage Arrangements – select an entry

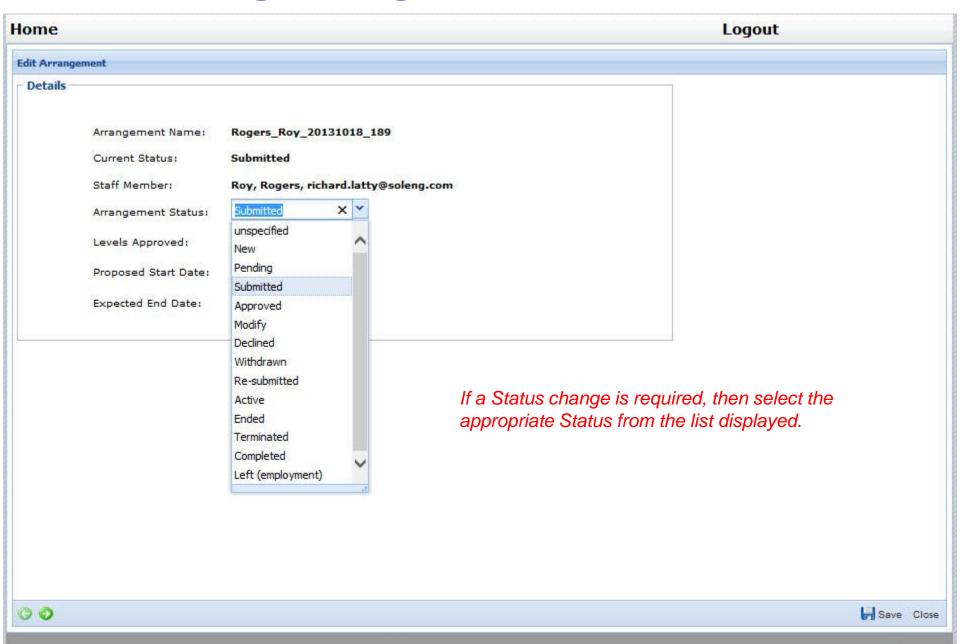


Manage Arrangements - edit details

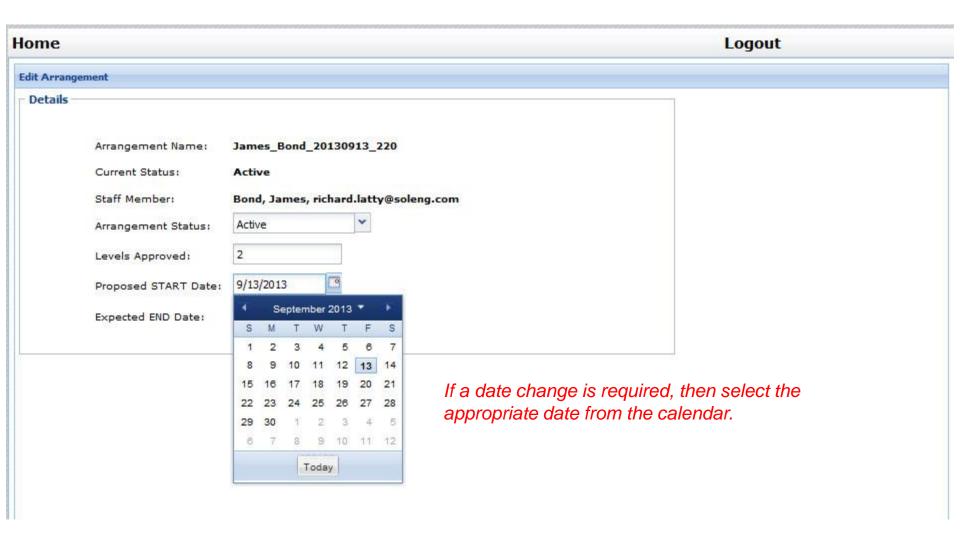


Save Close

Manage Arrangements - select status



Manage Arrangements - change date





Summary

Administrator Options Menu has 2 groups of methods:

- 1) used by Pipersoft Flexar specialists on behalf of the client for:
 - a) managing all configuration and behavior options data,
 - b) flex work types, default schedules and agreement documents,
 - c) email messaging (text, recipients, attachments, conditions),
 - d) proposal questions, their response properties and support text,
 - e) evaluations, reviews and surveys,
- 2) used by the client Administrator for:
 - a) on-going support of use,
 - b) correcting Arrangements and User Data,
 - c) processing proposals as substitute for any manager.



Other Components

Pipersoft support personnel create, configure and manage unique instances for each customer:

- Flexar Website (graphics, style sheets, access control, agreement documents, menu and panel text)
- Database & Report Server instance (scheduled backups).
- Email Account/Service provides scheduled email alerts, outgoing only.
- ➤ FTPS Account and Folder a unique folder, account and password on our certificated, SSL encrypted FTPS server for the transfer of sensitive files.
- DataImport service to retrieve, decrypt and import Person data from the client HR database (PGP file encryption).
- SAP/Crystal Report suite and database connection.
- SSO optional, Event Scheduler entries for each client.



NEXT STEPS

Your company could be enjoying the benefits of Flexar within 3 weeks for less than you expect.

There is nothing to buy, no hardware or specialized software to acquire. Users need only a browser (on their computer, notepad or phone).

You can view the Flexar Reports and Emails presented in the Walkthrough section.

If you have any questions or would like to schedule a Flexar demonstration, please call 240-602-1127 and ask for a Flexar specialist or email support@pipersoft.net with your request.

If you would like a cost quote and proposal, please call the above number and ask for a Flexar Sales specialist or email your request.

