IQAkte Personal®

Digital Personal Files and digital HR.
Product information IQAkte®Personal.

Simple. Fast. Secure. These are today's criteria for a digital personnel file for efficient management of employee documents. IQAkte Personal meets these requirements. For you, this means fast, simple workflows in the personnel department, with lower costs and less administrative work. Most importantly, your HR records are up to date, available, uniformly structured, secure and compliant with the law. Always.

Simple: intuitive and user-friendly

Order in the filing cabinet

Fig. 1: Virtual file cover

Documents in a personnel file can come from many sources. IQAkte Personal quickly ensures uniformity in your records regardless of where your documents originate. Paper documents can be scanned directly into the personnel file, and documents which already exist in digital form can be filed simply, thanks to seamless integration with Microsoft Office, e-mail clients and Windows Explorer, with fast, automated distribution of the documents to the proper file. Of course, IQAkte Personal also archives bulk data and documents transferred automatically from the HR system.

Uniform records

Integrated scan client

Integrated with MS Office, e-mail and your HR system

To achieve maximum benefit, IQAkte Personal places great value on intuitive operation and a number of logical functions which simplify the daily routine. Just as in a traditional filing system, all your documents are saved in an index structure optimized for your company, each personnel file having a file info containing a photograph, key employee information and ongoing processes involving the employee. Having a start page that also shows pending tasks and birthdays your digital personnel file always keeps you up to date. In this way, you enjoy not only high transparency and quality in the processing of your employee documents but also uniform organization of files at all company locations. IQAkte Personal also includes an integrated module for applications, so that all job vacancies, applicants and applications can be managed just as uniformly as your employee records.

Intuitive interface

Virtual cover record

High transparency

Integrated applicant record

Document Management Company of MATERNA

Don't search. Find!

The greatest benefit of IQAkte Personal is evident in the daily work routine, especially when searching for and processing documents. Full text and keyword search features in IQAkte Personal enable employee information to be located quickly. For example, if you are looking for an employee for a new project in France who speaks fluent French and also has CAD knowledge, IQAkte Personal will show you all suitable employees at the click of a button. This saves you the trouble of manually searching the records of each employee to find the right qualifications, as you would with physical files.

Search by full text and keywords (OCR included)

Search by employee skills

In addition to comprehensive searching, IQAkte Personal allows you to browse individual tabs or an entire dossier to find the required document without delay. All up-to-date employee information is available quickly whenever you need it. The same records can of course be accessed by a number of people in different locations at the same time.

Browse function

Creating and processing documents is also simple with IQAkte Personal. Document templates assist you to create and archive letters and emails to your employees directly from the personnel file. Form letters and response letters with barcodes can be produced and archived this way at the click of a button.

Peters, Ilka: Employment Contract

Fig. 2: Browse function

Document templates for letters and emails

Form letters

If you want to edit the contents of your personnel files, a full screen view as well as equivalents of all the usual processing options for paper records are available: from sticky notes and highlights to notes, attachments and document cross-references. Documents can of course also be moved, or entire dossiers merged, within IQAkte Personal.

Simple processing: sticky notes, highlights, etc.

Digital HR: More than a digital version of paper records

IQAkte Personal not only supports you in managing and processing employee documents, it also simplifies the critical workflows in your personnel department. Predefined processes support the entire life cycle of your personnel files. This starts with the integrated management of applications and includes employee requests, checklists, review and approval processes, long-term archiving, and even the destruction of documents and dossiers. Temporary record access can be granted to employees in your company to view their own file and file an application with a web browser at any time. Limited access to employee records is also possible for supervisors, for example, to prepare for employee reviews. The integrated schedule management functions remind you of important deadlines, and absence cover rules ensure that no tasks are neglected or forgotten. With its IQAkte Personal.App the digital personal file optimally supports mobile working. Complete personal files as well as single documents can be read, processed and created on your iPad.

Process optimization

Temporary record access

Checklists and workflow

Schedule management and resubmission

Absence cover rules

iPad app

In addition to predefined workflows, IQAkte Personal also enables you to design your own processes to best support your individual workflows. The simple operation interface ensures that users can work intuitively with IQAkte Personal after just a brief orientation. In this way you quickly reap the benefits of digital personnel files as time saved.

Fast familiarization

Fast: ready in five days

5Days2Go – our fixed-price package

With IQAkte Personal you get a finished product with proven standard functions. This offers you two immediate benefits: as a standard solution, IQAkte Personal can be adapted and ready for use in just five days, and at a fixed price. The key here is that IQAkte Personal has a number of configuration options to allow the system to be adapted to your individual requirements. The fixed price quotation includes the basic adaptation of the register, form fields, layout, user roles and rights as you require them, as well as the transfer of master data from your HR system. Operational startup at your site and user training are also included.

*A specialized standard solution at a fixed price*

Adaptable tabs, fields and layout

Includes training

IQAkte Personal offers you complete flexibility in installation. You decide whether IQAkte Personal is installed on site at your location or whether your personnel files are managed in the Cloud – in the secure data centre of our parent

company Materna. In both cases, the short time required to introduce IQAkte Personal – a mere five days – provides a timely return on your investment, as well as benefits that are easy to calculate. Often the investment is amortized within just six months.
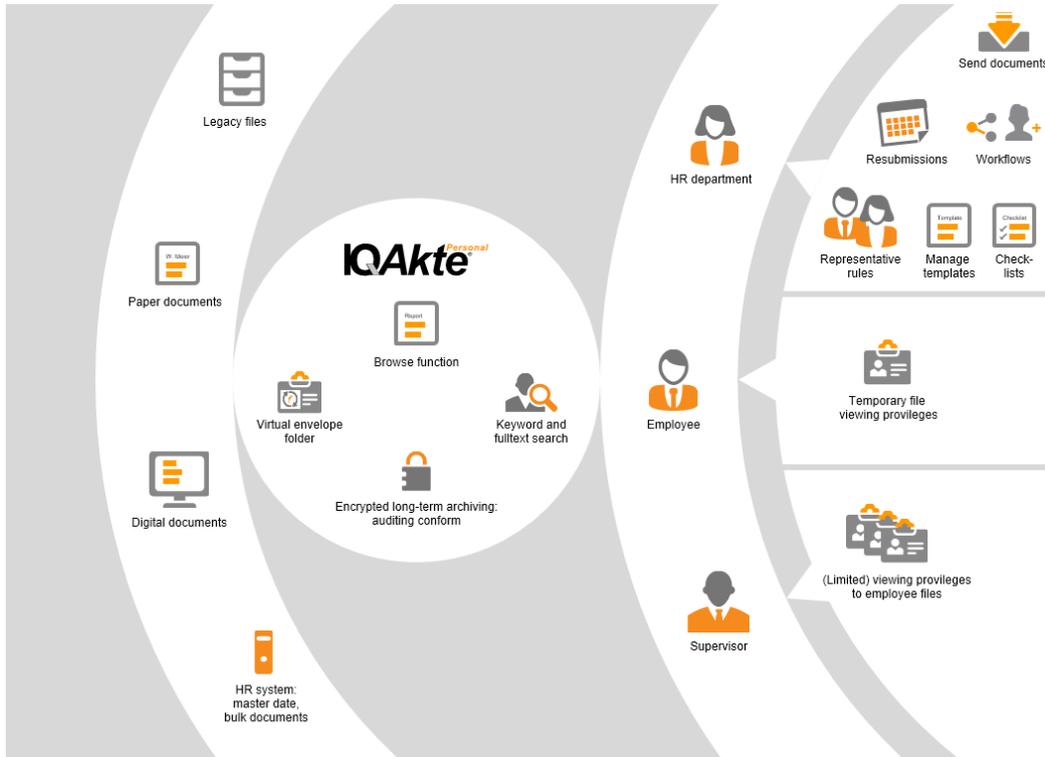
Fig. 3: An overview of IQAkte Personal

Get to work quickly

IQAkte Personal also provides you with a quick, simple solution for transferring your existing physical records. Automatically created separator sheets enable you to scan stacks of existing records. The separator sheets ensure that scanned documents are sorted automatically and correctly. You decide the extent of the initial classification and thus how much effort is necessary for preparation. If a complete dossier is scanned to a single file, which can be divided into individual tabs and documents when it is needed for the first time, each dossier requires only one separator sheet in advance for sorting. If, on the other hand, you want all documents available immediately for individual access, one separator sheet is needed for each document. We can advise you on the best data capture strategy for your company and provide contacts for reliable providers of document scanning services if you want to outsource these processing steps.

Flexibility with legacy files

Secure: maximum protection for sensitive data

Secure and reliable access

Security is more than just data protection. It also means ensuring that all personnel records are available in their entirety at any time. IQAkte Personal archives all employee documents in accordance with auditing requirements. This means that throughout the entire retention period for your documents – which may continue past the retirement of employees – records remain secure, unchanged, complete, orderly and accessible, with no loss of information. IQAkte Personal provides the security with HyperDoc® technology, which has been used for more than 25 years to manage documents securely. Its archiving has been certified by TÜV Informationstechnik GmbH as compliant with auditing requirements and the law using the German test criteria for document management solutions.

Compliance with auditing standards

TÜViT-certified

Data protection and privacy: each user sees only what is allowed

To ensure privacy for sensitive employee documents, IQAkte Personal is not only multitenant but also applies a user rights concept based on roles. This controls not only which documents may be seen but also which options for processing (reading, editing, printing) are available. All access to documents and master data can be logged and all changes to documents can be traced with the automated versioning functions. User rights can be managed directly in the department with a few mouse clicks – no access by an IT administrator is required. Naturally, all documents are securely encrypted in IQAkte Personal, protecting them from unauthorized access. Additional security is provided by **deletion periods,** dual review for deleting documents, and the optional use of qualified electronic signatures.

Access rights based on roles

Traceability

Encryption

Dual review for deletion

HR Office and process documentation

To ensure that other HR documents not explicitly related to a personnel file are stored securely and are available at all times, IQAkte Personal provides a central repository option through its "HR Office". Examples of such documents include employer and works council agreements and contracts with personnel resource providers. "HR Office" also includes a personal folder for each HR agent to safely store own documents The documentation file included also stores all documentation for the system and for the maintenance of IQAkte Personal. This also includes the preconfigured sample process documentation based on the guidelines for process documentation by TÜV Informationstechnik GmbH and the German Association of Organization and Information Systems (VOI).

Documentation area

Sample process documentation

Your advantage: integrated analysis and reports (IQAkte Analytics)

Evaluations for human resources management

What does the age distribution look like in your company? How many employees are on parental leave and to which sites are they assigned? These are just two of the many questions personnel departments have to answer when planning for future staffing needs. IQAkte Personal can supply the answers with the IQAkte Analytics option. True to the principle "Simple. Fast. Secure.", all data and documents in a personnel file can be analyzed and evaluated directly in the file at the click of a button. Diagrams and reports provide a quick overview of the results of predefined standard queries and individual ad hoc analyses, and these can of course be exported to Microsoft Excel for further processing. Here too, the finely differentiated user rights of the digital personnel file apply: data can only be evaluated by those with the necessary access rights.

Data analysis

Graphical reports

Data export

Would you like to find out more and try IQDoQ's IQAkte Personal first hand?

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