Microsoft® Navision Axapta®

The employee role enables your employees to access and update their human resources information via personalized Websites.

Key Benefits:

- Fast deployment
- Unlocks your HR department
- Provides valuable information and services to employees and managers
- Execute routine tasks quickly for increased productivity and efficiency

Key Features:

- Easy access to functionality and information in Axapta
- Employees maintain their own master data
- Online absence registration and appraisal interviews
- View detailed outline of your organization from top to bottom
- Multiple languages

Employee Role – Microsoft Navision Axapta Enterprise Portal

The employee role in Microsoft Navision Axapta Enterprise Portal connects all of your employees in a virtual, online community. Whether they sit down the hall, in a different department, subsidiary or country – employees can all easily view and update personal information stored by the Human Resources department. Empowering employees with responsibility over their own data saves your Human Resources (HR) department time and effort and results in more accurate and relevant data.

The Internet facilitates the granting of access to all employees in an organization, irrespective of their location, at a low cost. Users in different time zones can access their personalized information at any time: effectively your Human Resources department is open 24 hours a day, 7 days a week.

A personal approach to collaboration

All of the knowledge sharing and interaction within Axapta Enterprise Portal takes place via personalized, role-based websites. Roles relate to specific groups of internal and external users and are aligned with specific tasks and information or service needs. They are designed in terms of goals, not tasks, with a focus on user experience.

The role-based view in the Axapta Employee Role,

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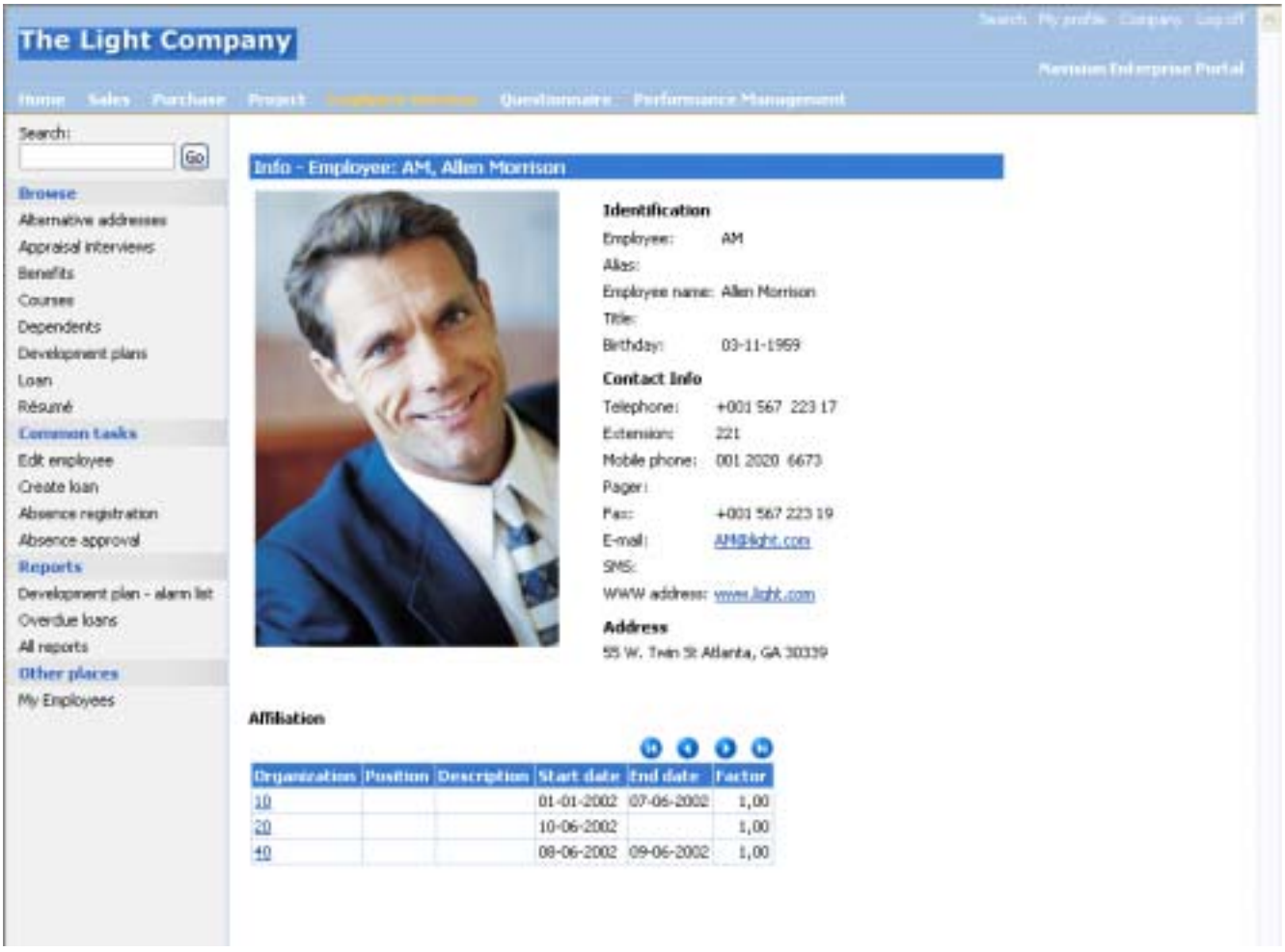
allows employees to access only the information they have been given access to – nothing more, nothing less. Each employee can personalize their own homepage via a button at the top of the page, which allows them to turn elements on or off, re-position items on the page and select from a number of columns, colors and text preferences.

Easy to use

The consistent and intuitive layout of the Employee Role application is easy to navigate around and new users require little or no training in order to be able to understand and use the services.

The interface and navigation follow common Web browser standards including menu bars, click functionality and GUI interfaces. Searches are performed in the same manner as on the Internet; all hyperlinks are under-lined in blue; and employees can bookmark pages just like any other Internet page. This means that most users are able to navigate and take advantage of the portal as soon as they log on.



Employees can access and update their own information via a personalized web portal

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Access to personal information

Through Navision Axapta Employee Role, employees maintain their own personal master data such as address and contact information, dependents' contact information and résumé data.

For example, users can access and update their résumé at any time to reflect changes in status with regard to health, education, skills, professional and project experience. This ensures accuracy and reduces the strain on the Human Resources department, which would normally have the responsibility for carrying out these tasks. By recording their own information regarding skills, employees take an active part in following their actual and targeted skill development.

Managers can better assess employees' skills and development, and work together with employees to formulate new challenges. They can also modify job responsibilities or add training sessions when there is a gap between an employee's skill level and job requirements.

Daily and periodic routines

With Axapta Employee Role, employees and managers can follow up on absences, interviews, personal development plans, loan registration and internal training activities.

Employees can register and view their absence record in the application, while managers can approve an absence and view absence statistics.

Tracking agreements between employees and managers is made easy with Axapta Employee Role. For example, annual appraisal interviews and the activities and deadlines agreed upon, can be revised or updated. Individual development plans can be viewed in detail anytime, to make sure employees are performing the right activities and meeting deadlines.

Tracking company assets

Tracking items such as mobile phones, computers or access cards helps you efficiently monitor your company's assets. Using Employee Role, employees can see the current availability of the items and register when they borrow one from inventory. At the same time, they can also see the date by which an item out on loan is scheduled to be returned, as well as see the actual return date of an item.

Training course sign-up

Employees can sign up for internal course activities, get a quick overview of the courses they have already participated in and view a list of courses that they are currently signed up for in Employee Role.

View your organization

By providing an overview of your organization, Navision Axapta Employee Role enables you to always have a clear picture of responsibilities and

affiliations relating to organizational units. Employees can view positions and the associated areas of responsibility and achieve a better understanding of each department's role. Users can also view a common employee phone list, and be more efficient when contacting and collaborating with others in your organization.

Microsoft Navision Axapta Enterprise Portal empowers your business community, through Internet connectivity, opening new paths to profit.

- Anytime, anywhere access to data
- One stop connectivity
- Intuitive Web layout for walk-up usage
- Improve communication and collaboration throughout your business community
- High ROI – deploy Intranet, Extranet, and Web solution as needed without hassle
- No need to buy third party software
- Reduce the cost of distributing and sharing information
- Every user can choose from 23 languages and local currencies

Contact your partner

To learn more about Microsoft Navision Axapta, contact your local Navision Solution Center. They have the expertise necessary to meet your specific business needs.

About Microsoft Business Solutions

Microsoft Business Solutions, which includes the businesses of Great Plains®, Microsoft bCentral™ and Navision a/s, offers a wide range of business applications designed to help small and midmarket businesses become more connected with customers, employees, partners and suppliers. Microsoft Business Solutions' applications automate end-to-end business processes across financials, distribution, project accounting, electronic commerce, human resources and payroll, manufacturing, supply chain management, business intelligence, sales and marketing management, and customer service and support. More information about Microsoft Business Solutions can be found at:

http://www.microsoft.com/businesssolutions

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Data Summary Sheet

Key Features	Description
Ease of Use	• Browser interface • Enterprise Portal can be run in different languages • Easy search function • Easy navigation in views and tasks
Affiliations	• Organizational structure • Positions • Project/matrix roles
Maintenance and registration	• Maintaining personal information • Recording loaned items • Absence registration • Registering for internal courses
Overviews	• Phone list • Organizational diagram • Personal résumé • Skill gaps

System Requirements

Microsoft Navision Axapta 3.0
Microsoft Navision Axapta Human Resource I
Microsoft Navision Axapta Human Resource II
Microsoft Navision Axapta Human Resource III
Microsoft Navision Axapta Human Resource for Enterprise Portal
Microsoft Navision Axapta Enterprise Portal Employee Role
Enterprise Portal Framework
Microsoft Internet Information Server

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