

# OVERVIEW

We can make a big impact in your organization with **TOUCHMATE software solutions** to handle the systematic management of your team & office.

## Essential tools needed for every organization!

We are offering two different software solution with some common features



### **TOUCHMATE Office Document Control (ODC Plus)**

It is a simple and powerful tool for managing company and employee related documents in a centralized system & Plus more...



### **TOUCHMATE HR Management Solution (HR Pro Edition)**

It is a Human Resource Management System designed to manage and access all your human resource functions including the features of TOUCHMATE Office Document Control Plus



# May I know your Pains?

We can make a big impact on your organization with our systematic team & office management solutions.



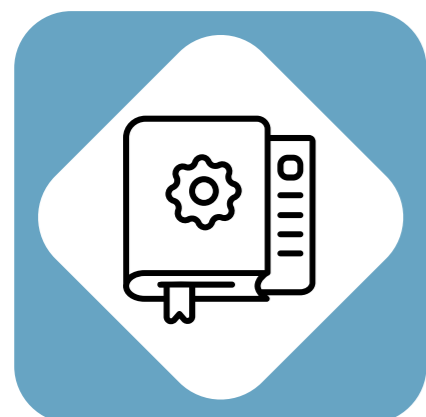
## Do you follow a systematic job hiring?

Are you confused to hire suitable candidate?.



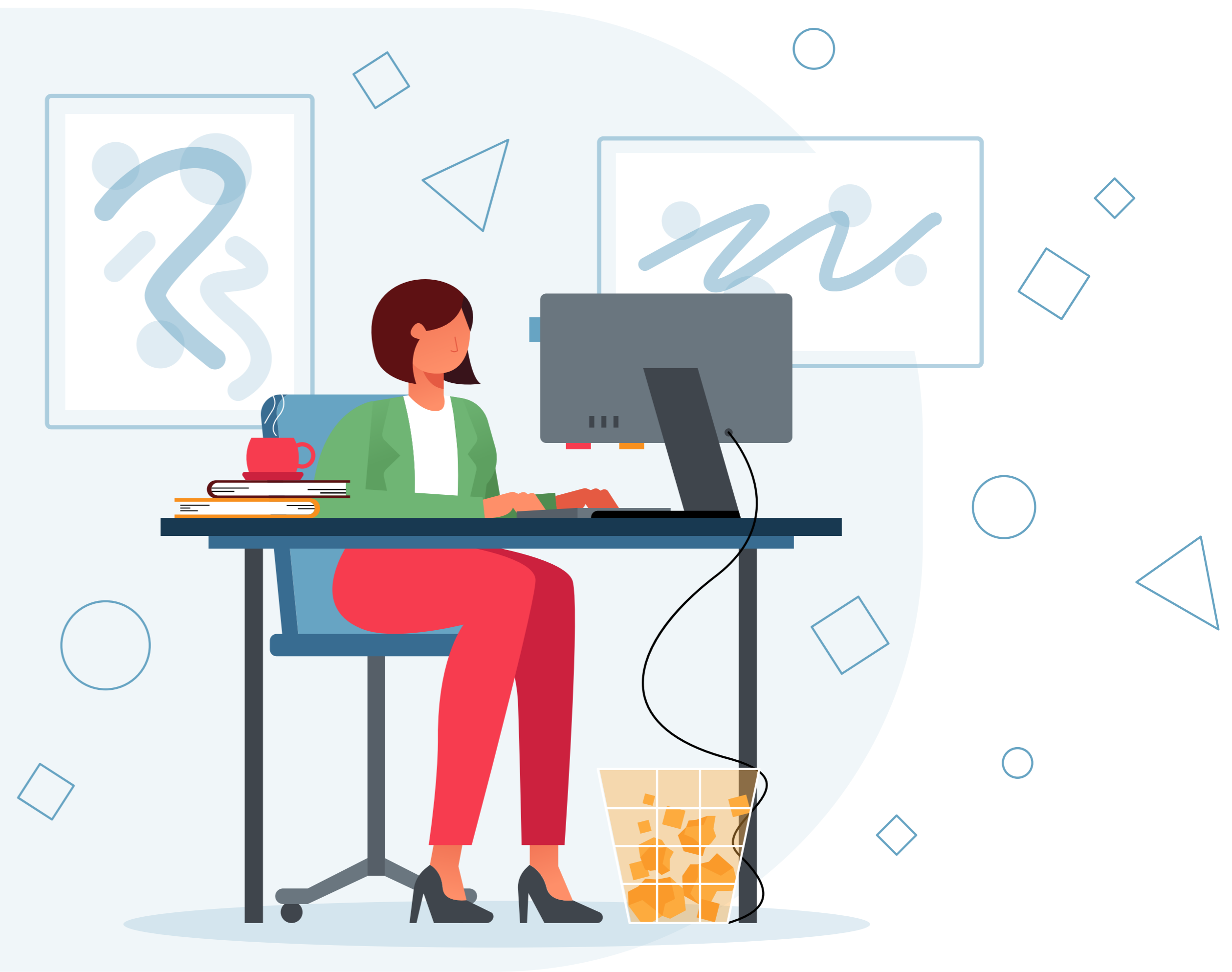
## Do you have a systematic HR and Administration process?

Do you think your HR and Administration departments are working peacefully?.



## Are you managing attendance manually?

Do you have an automated biometric attendance management system with easy shift handling & connected with payroll?



# May I know your Pains?

We can make a big impact on your organization with our systematic team & office management solutions



## Are you following manual payroll method?

Do you have a systematic approach to process different kind of payrolls & settlements?.



## Worried about confidential files?

Are you worried about floating your confidential files across unauthorized access and feared to lose important documents?



## Spending more time on searching document?

Are you spending more time on searching document ,employee details etc..?



# May I know your Pains?

We can make a big impact on your organization with our systematic team & office management solutions



## Do you renew documents on time?

Are you suffering from document expiry headaches?.



## Do you get reminders on expiration?

Not getting any reminders for expiration?



## Worried about fines?

Do you follow a systematic fine management system?.



# May I know your Pains?

We can make a big impact on your organization with our systematic team & office management solutions



## Struggles to manage vehicles, assets & premises?

Do you have a systematic way to handle vehicles, assets, premises tenancy and handover tracking?



## Do you have a customizable report generation tool?

Spending more time on traditional excel to generate the reports?.



## Do you send automated email/SMS greetings & reminders?

Do you send automated email/SMS greeting & reminders to employees?.



# Yes...We can make all these systematic...

We are here to solve all these pains with **TOUCHMATE software solutions** with our proven systematic approach.

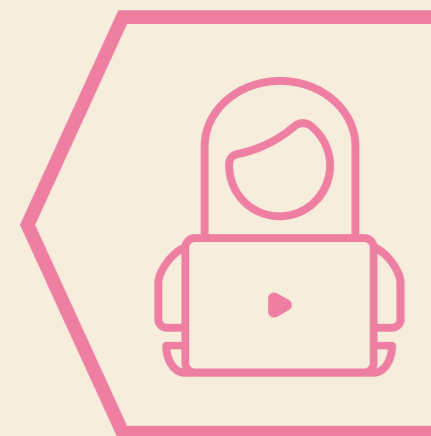
**Are you confused to hire suitable candidate? We can help you with a systematic approach!**



## **A complete structured onboarding module**

A complete structured onboarding module to track from candidature to employment

It's easy to manage the job vacancy details



## **It's easy to manage the job vacancy details**

It's easy to manage the job vacancy details & keep track of candidate's details



## **Customizable candidate evaluation techniques**

Helps to hire suitable candidate using customized evaluation techniques





# Yes...We can make all these systematic...

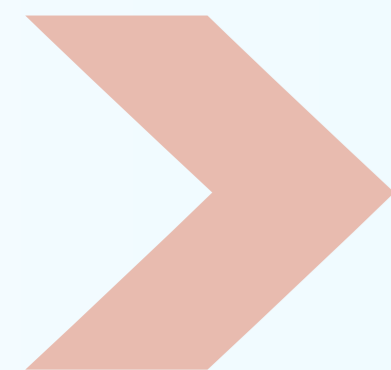
We are here to solve all these pains with **TOUCHMATE software solutions** with our proven systematic approach.

Do you think your HR and Administration departments are working peacefully? We are offering a centralized management system which will deals with all Human resource activities!



## Performance Appraisals

Improves efficiency and productivity of the employees through performance appraisals using customized appraisal templates



## Leave Management

We have an easy leave management module with leave availability, approvals & rejoin process etc.



## Employee Engagement System

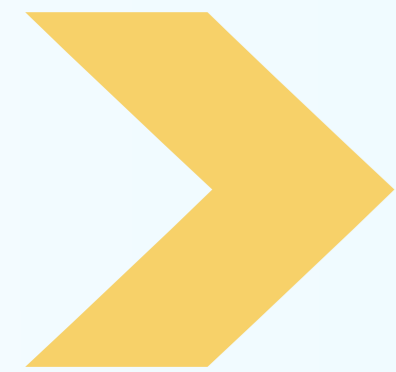
Enhanced notification method deals with mail merge and it send the notification like birthday greetings, welcome message, leave notification, approvals etc. via email/SMS



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We are here to solve all these pains with **TOUCHMATE software solutions** with our proven systematic approach.

Do you think your HR and Administration departments are working peacefully? We are offering a centralized management system which will deals with all Human resource activities!



## Promotion & Transfers

It is easy to track the promotion, demotion and transfer details of an employee



## Training & Certifications

Easy to keep the details of training and additional certificates secured by the employees.



## Employee Document handling

We are offering flexing document handling to track all kind of documents related with an employee and it sends timely reminders to renewal to employees & users.





# Yes...We can make all these systematic...

We are here to solve all these pains with TOUCHMATE software solutions with our proven systematic approach.

Still you are managing attendance manually? We have automated attendance management with biometric device & mobile app\* connectivity.



## Easy to create shift and shift assignments

We offers easy to create shift and shift assignments with our flexible shift management system.



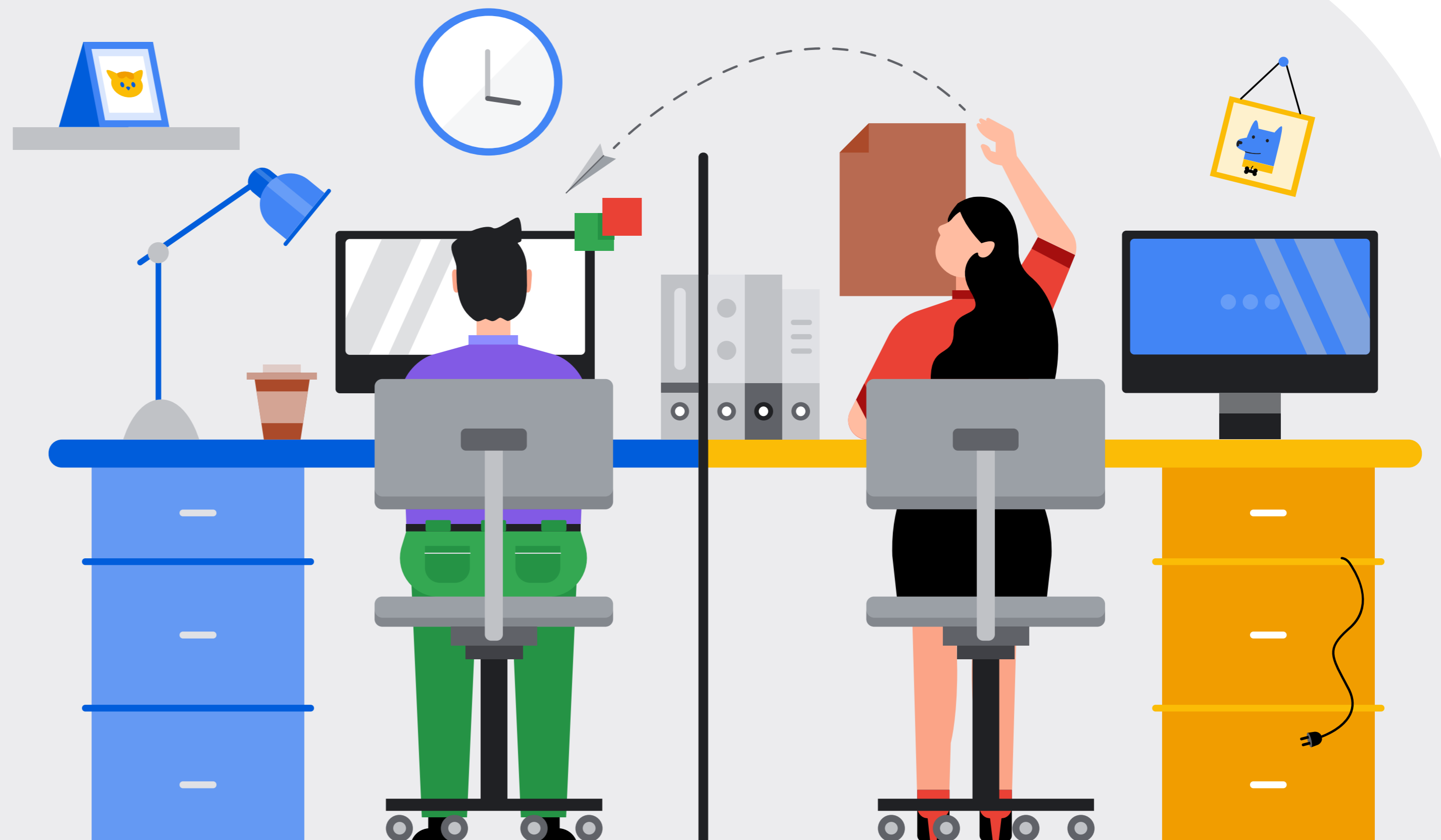
## Absent Tracking

Attendance reports & Daily Absent notifications.



## Absent to payroll Connectivity

Absents can be automatically deducted from the salary based on the settings.



# Yes...We can make all these systematic...

We are here to solve all these pains with **TOUCHMATE software solutions** with our proven systematic approach.

Still you are using manual payroll method? Just one click will expand your entire payroll system



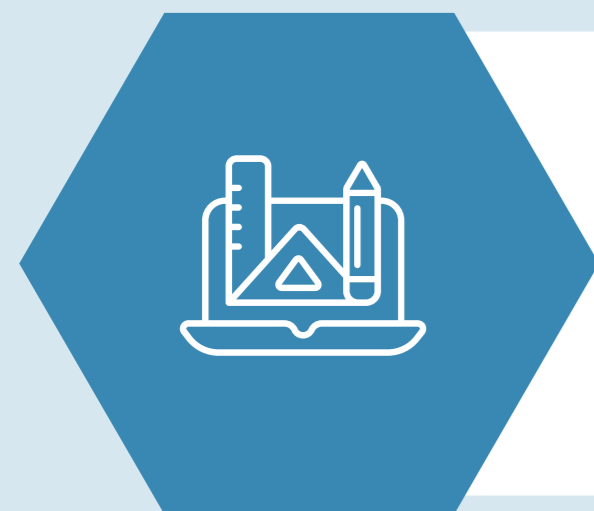
## Automated Salary & WPS

Monthly salary with automated pay slip generation, email and SMS notifications to the employees



## Commission & Perquisites

Facility to generate commission, perquisites and leave encashment



## Leave & Final Settlement

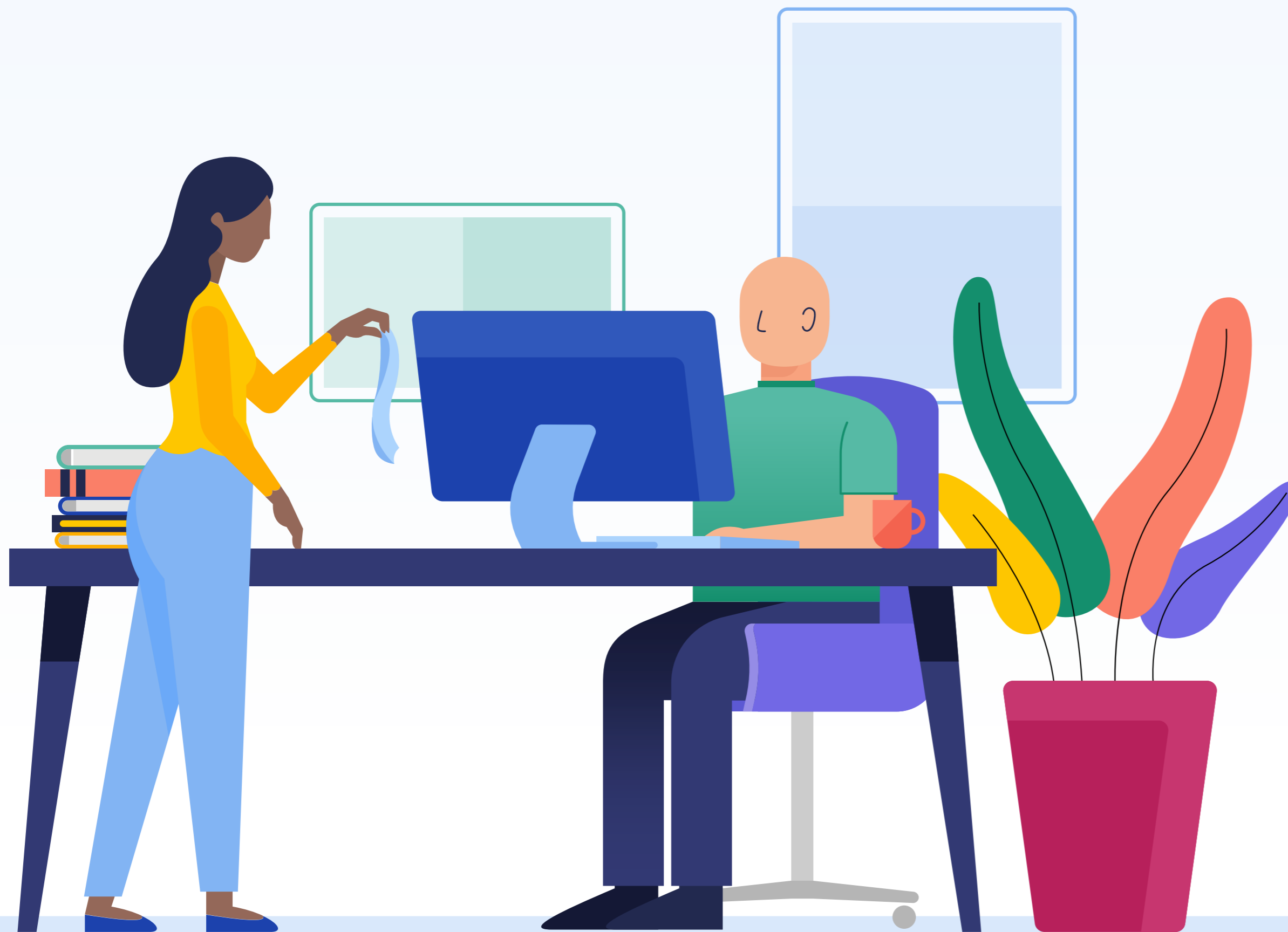
Final settlement module with gratuity calculation & easy leave salary process



# Yes...We can make all these systematic...

We are here to solve all these pains with **TOUCHMATE software solutions** with our proven systematic approach.

Are you worried about floating your confidential files across unauthorized access and feared to lose important documents? We have an easy & secured documents module.



## Secured vaults facility

It is easy to restrict confidential documents from unauthorized access.



## Centralized document management

We provides you with secured and centralized document management.



## Easy file transfer mechanism

We have an easy file transfer mechanism from TOUCHMATE SOFTWARE SOLUTIONS



## Productivity Improvements

It emphasizes the efficiency and productivity of a business through the automation of manual and repetitive tasks.

# Yes...We can make all these systematic...

We are here to solve all these pains with **TOUCHMATE software solutions** with our proven systematic approach.

Are you spending more time on searching document ,employee details etc..? We have user friendly and customization tools for document searching.

## Easy Search Everywhere

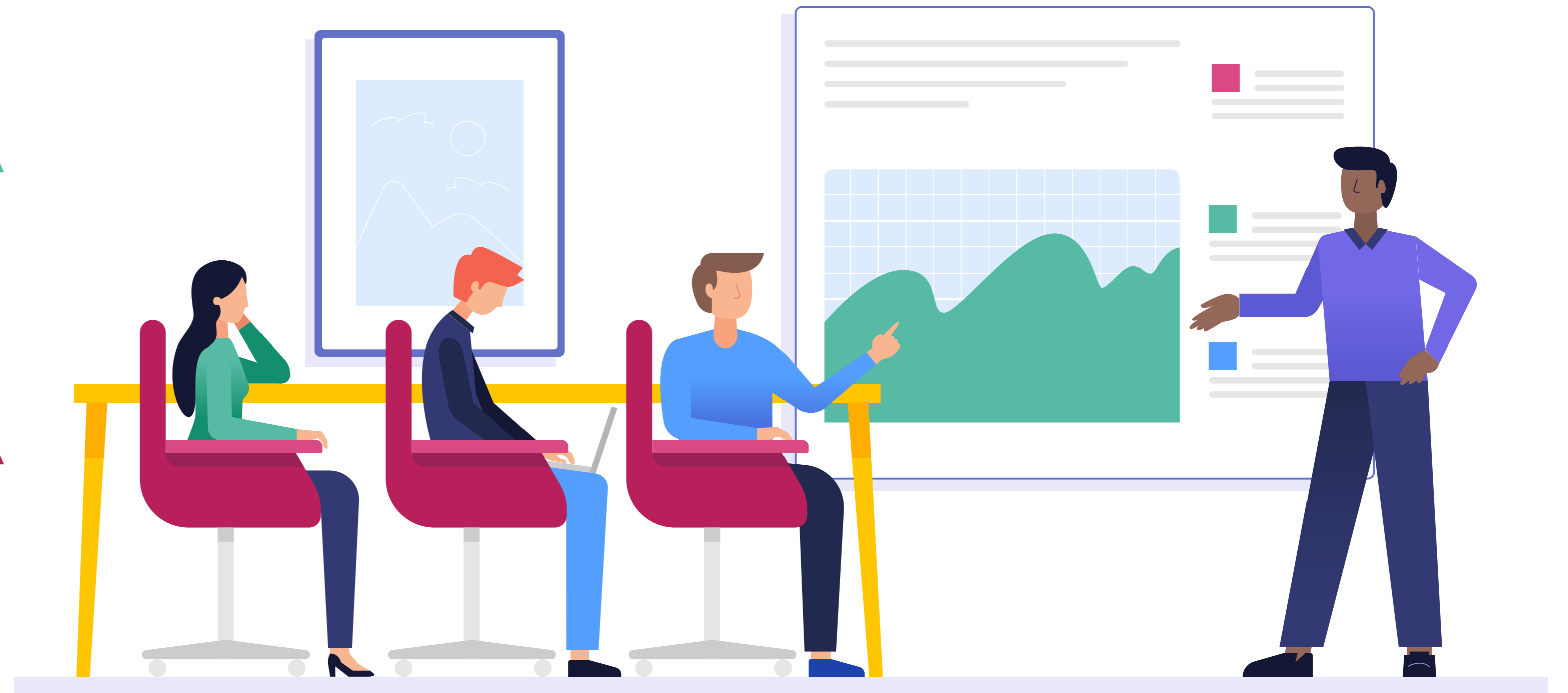
Wide range of search techniques available to view all kind of data.

## Document Notifications

Get frequent notifications (Email/SMS/ Desktop alert) for the documents with customizable alert settings

## Built-in Document Viewer

Our built-in document viewer can display the file contents of word, excel, pdf, text,, images etc. with out installing any additional application.



# Yes...We can make all these systematic...

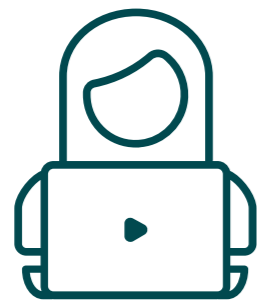
We are here to solve all these pains with **TOUCHMATE software solutions** with our proven systematic approach.

Worried about fines? Here, we have fine management system to capture the fine details.



## Fine Management System

We have easy fine management system to capture the fine details



## Fine Reminders

Gives Email and SMS reminder to the system user about unpaid fines.



## Automated Fine Deductions

It will automatically deduct the unpaid fines as an EMI from whomever it may concern.





# Yes...We can make all these systematic...

We are here to solve all these pains with **TOUCHMATE software solutions** with our proven systematic approach.

**Struggles to manage vehicles, assets & premises? We have an efficient system to handle it!**



## Intelligent vehicle Management

An intelligent vehicle management system that tracks vehicle handovers, fuel consumption analysis, vehicle fines.



## Asset Management

You can easily track & handover the assets of your organization with our easy tools,



## Premise & Tenancy

We have an efficient system to handle all your premises & any contracts or expenses related with.





# Yes...We can make all these systematic...

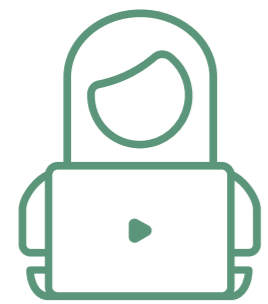
We are here to solve all these pains with **TOUCHMATE software solutions** with our proven systematic approach.

Spending more time on traditional excel to generate the reports? We have customizable reporting tools!



## Customizable Reports

We have a customizable reporting module & built-in reports & customizable dashboards



## WPS Generator

WPS generator supports multiple bank formats.



## Pay slips To Email

System can send automated customizable payslip emails to employees.



# Benefit at a glance

We can make a big impact in your organization with **TOUCHMATE software solutions** to handle the systematic management of your team & office.



## Beginning to End

It deals with the all the HR functions start from candidate to employee end of service



## Easy salary Calculation

Payroll management provides you with easy salary calculation.



## save your valuable time and money

It will save your valuable time and money



# Benefit at a glance

We can make a big impact in your organization with **TOUCHMATE software solutions** to handle the systematic management of your team & office.



## Fine & document Expiry protection

Protects you from fines and document expiry headaches.

01

## Easy HR Process

It can support each steps in an organization's HR process to handle everything effeciantly.

02

## Effective tracking of everything

It can be used to track each HR activities and document handling in your organization.

03

# Features

## Features Comparison between ODC Plus & HR Pro

### Organization Management

We have complete solution to handle all daily activities related with an origination's HR and PRO activities.



	FUNCTIONALITY	HR PRO	ODC PLUS
1	Company Management	Yes	Yes
2	Managing trade license details & renewal details	Yes	Yes
3	Managing establishment card details & renewal details	Yes	Yes
4	Managing business code details & renewal details	Yes	Yes
5	Managing E Channel details & renewal details	Yes	Yes
6	Managing other document details & renewal details	Yes	Yes
7	Secured vault facility to restrict the confidential documents from unauthorized access	Yes	Yes
8	Managing visit visa details	Yes	Yes
9	Reminders for visit visa stay and entry expires	Yes	Yes
10	Business Contacts management	Yes	Yes
11	Individual Contacts management	Yes	Yes
12	Pre-defined company policies	Yes	Yes

# Features

## Features Comparison between ODC Plus & HR Pro

### Organization Management

We have complete solution to handle all daily activities related with an origination's HR and PRO activities.



	Payment management	HR PRO	ODC PLUS
13	Facility to create new company policies and edit the existing ones according to the requirements	Yes	Yes
14	Payment management	Yes	Yes
15	Reminders for payment dues	Yes	Yes
16	Incoming payment management (Receivables)	Yes	Yes
17	Reminders for incoming payment dues	Yes	Yes
18	Desktop alerts for expired and expiring company related documents	Yes	Yes

# Features

## Features Comparison between ODC Plus & HR Pro

### Human Resources

We have complete solution to handle all daily activities related with different HR functionalities



	FUNCTIONALITY	HR PRO	ODC PLUS
1	Managing employee details	Yes	Yes
2	Passport management & Renewal details	Yes	Yes
3	Maintaining the issue and receiving details of the passport	Yes	Yes
4	Managing entry permit details	Yes	Yes
5	Managing work permit details & renewal details	Yes	Yes
6	Managing National ID/Emirates ID	Yes	Yes
7	Driving license	Yes	Yes
8	Managing qualification details of the employee	Yes	Yes
9	Managing work experience details of the employee	Yes	Yes
10	Managing dependent details of the employee	Yes	Yes
11	Facility to manage insurance details of the employee's dependents	Yes	Yes



# Features

## Features Comparison between ODC Plus & HR Pro

### Human Resources

We have complete solution to handle all daily activities related with different HR functionalities



	FUNCTIONALITY	HR PRO	ODC PLUS
12	Unique feature to update the date of joining on specific request	Yes	Yes
13	Training management	Yes	No
14	Keep the details of additional certificates secured by the employee during various training	Yes	Yes
15	Managing entry permit details	Yes	Yes
16	Maintains promotion, demotion and transfer details of an employee	Yes	Yes
17	Managing fine details	Yes	Yes
18	Loan management	Yes	No
19	Attendance management	Yes	No
20	Biometric device connectivity	Yes	No
21	Easy shift management	Yes	No
22	Leave management	Yes	No

# Features

## Features Comparison between ODC Plus & HR Pro

### Human Resources

We have complete solution to handle all daily activities related with different HR functionalities



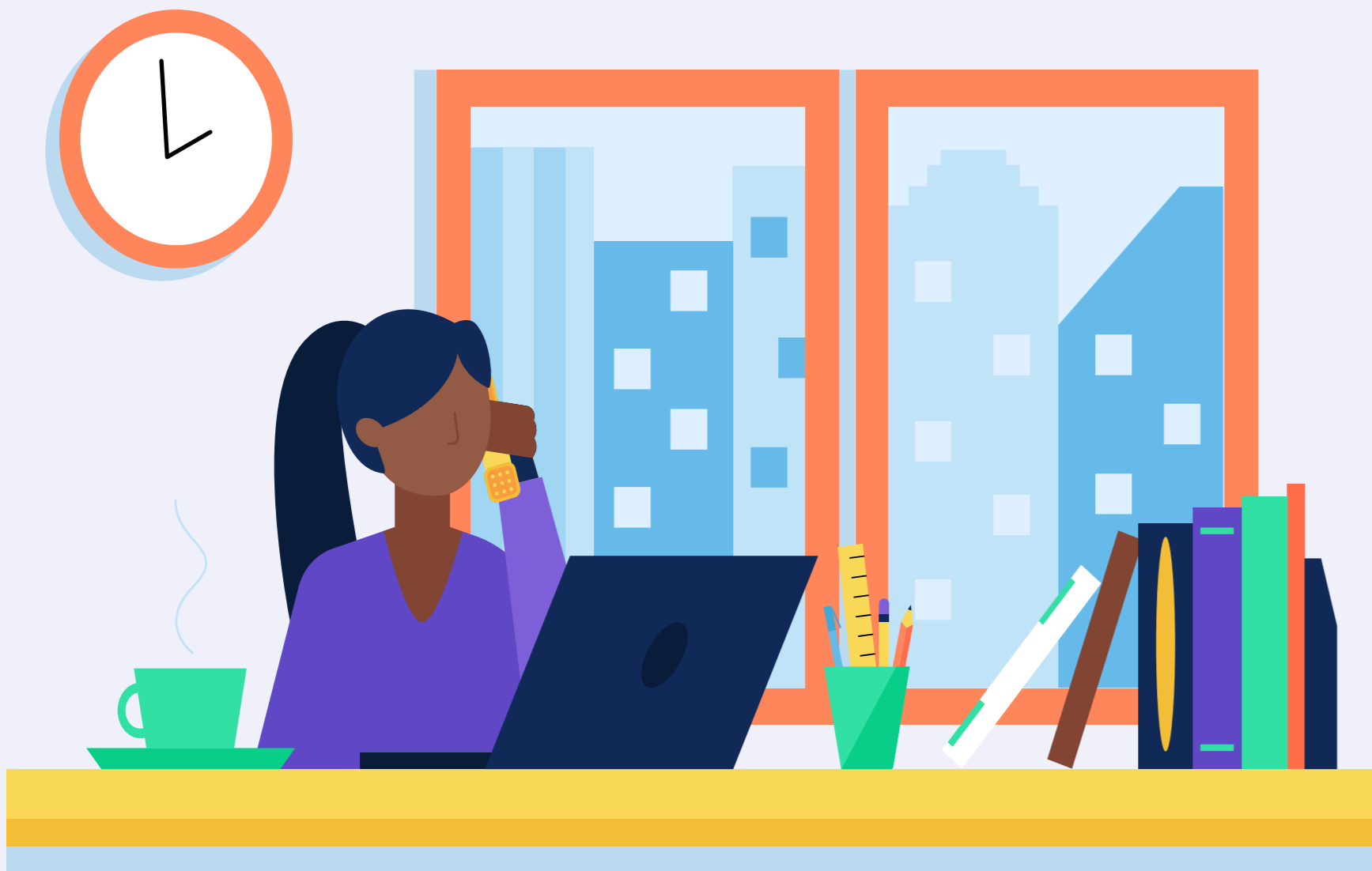
	FUNCTIONALITY	HR PRO	ODC PLUS
23	Employee's appraisal management	Yes	No
24	Business trip Management	Yes	No
25	End of Service management	Yes	No
26	Team management	Yes	No
27	Task management	Yes	No
28	Job responsibility management	Yes	No
29	On boarding module	Yes	No
30	Managing candidate's details	Yes	No
31	Managing job vacancy details	Yes	No
32	Payroll management	Yes	No
33	Gratuity calculation	Yes	No
34	Processing final settlement	Yes	No
35	Processing leave settlement	Yes	No

# Features

## Features Comparison between ODC Plus & HR Pro

### Human Resources

We have complete solution to handle all daily activities related with different HR functionalities



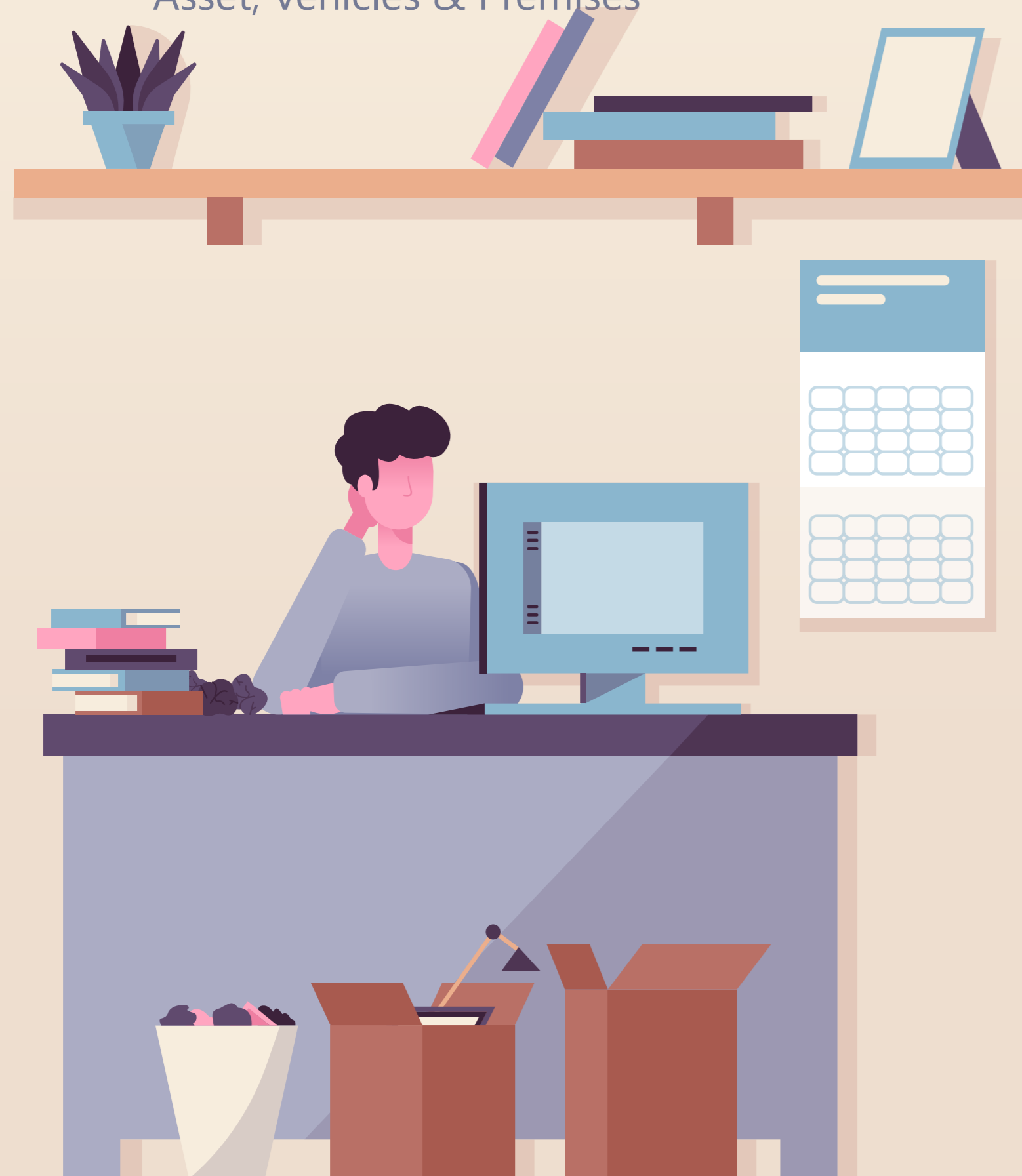
	FUNCTIONALITY	HR PRO	ODC PLUS
36	WPS generator compatible with multiple bank formats	Yes	No
37	Automated pay slip generation	Yes	No
38	Send pay slip via Email & SMS	Yes	No
39	Processing commission	Yes	No
40	Processing leave encashment	Yes	No
41	Processing perquisite	Yes	No
42	Supports various leave templates	Yes	No
43	Overtime management	Yes	No

# Features

## Features Comparison between ODC Plus & HR Pro

### Properties Management

We have complete solution to handle  
Asset, Vehicles & Premises



	FUNCTIONALITY	HR PRO	ODC PLUS
1	Premises management	Yes	Yes
2	Tenancy contracts management and tracking renewal details & reminders for rental cheques	Yes	Yes
3	Asset management	Yes	Yes
4	Asset handover management tracks the issue and receiving details	Yes	Yes
5	Vehicle Management	Yes	Yes
6	Vehicle handover management tracks the issue and receiving details	Yes	Yes
7	Management of vehicle registration renewals, fines, insurances (Fleet/Individual) etc	Yes	Yes

# Features

## Features Comparison between ODC Plus & HR Pro

### General Features

Common Features



	FUNCTIONALITY	HR PRO	ODC PLUS
1	Document attachment & multi format built-in document viewer (Word/excel/image/text/pdf etc)	Yes	Yes
2	Scan and attach the single page/multi page documents directly from the scanner	Yes	Yes
3	Asset management	Yes	Yes
4	Easy document sharing via emails to multiple recipients	Yes	Yes
5	Report customization tools	Yes	Yes
6	Customizable email templates	Yes	Yes
7	Dashboards	Yes	Yes
8	Customizable reports	Yes	Yes

# Features

## Features Comparison between ODC Plus & HR Pro

### Notifications

Notification Features

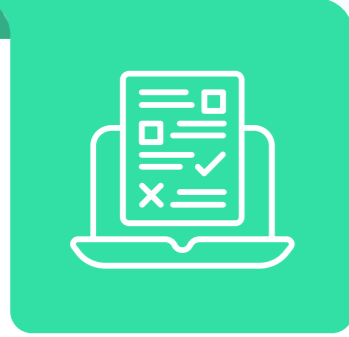


	FUNCTIONALITY	HR PRO	ODC PLUS
1	Birthday notifications	Yes	Yes
2	Employee notification for active expiry document	Yes	Yes
3	System user notification for active expiry document	Yes	Yes
4	New Joiner notification	Yes	Yes
5	Employee welcome message	Yes	Yes
6	Daily absent notification	Yes	No
7	Pre-leave notification	Yes	No
8	Rejoin due notification	Yes	No
9	Not rejoined notification	Yes	No
10	Notification via email for any particular approvals	Yes	Yes
11	Various desktop alerts	Yes	Yes



# “Decide Today”. TOUCHMATE Software solution is essential to your organization

Without **TOUCHMATE** Software solution , your people data could be at risk



Helps you to magnifies your business productivity by adopting our software solutions.



Run payroll in minutes and pay your employees faster than they can say pay day.








Ultimate HR processes, seamlessly create reports, and store all HR documentation in one, easily accessible location



# Some of our software solutions customers...

We can make a big impact in your organization with **TOUCHMATE software solutions** to handle the systematic management of your team & office

	AL MASRAF BANK	CREDIT AGRICOLE BANK	ENG (EMIRATES NEON GROUP)	MAJID AL FUTTAIM GROUP	AL KABIR FOOD STUFF CO
	AL NASSER INDUSTRIAL	AL ADIL TRADING CO	HOMECENTRE	AMBER REAL ESTATE	SHARJAH AMERICAN INT'L SCHOOL
	WEST COAST CO.	DP WORLD	ABU DHABI UNIVERSITY	RAIS HASAN SADI	ALPHA DATA
	KEY INFORMATION TECH	EURO STAR	UNIVERSAL LUBRICANTS	AL GURAIR RETAIL	INCO GROUP OF COMPANIES
	REGENCY GROUP	SKYCOM	SILVERLINE SHIPPING	THE LOUIS BERGER GROUP	JASCO INTERNATIONAL (FZC)

# “Decide Today”. TOUCHMATE Software solution is essential to your organization

Without **TOUCHMATE** Software solution , your people data could be at risk



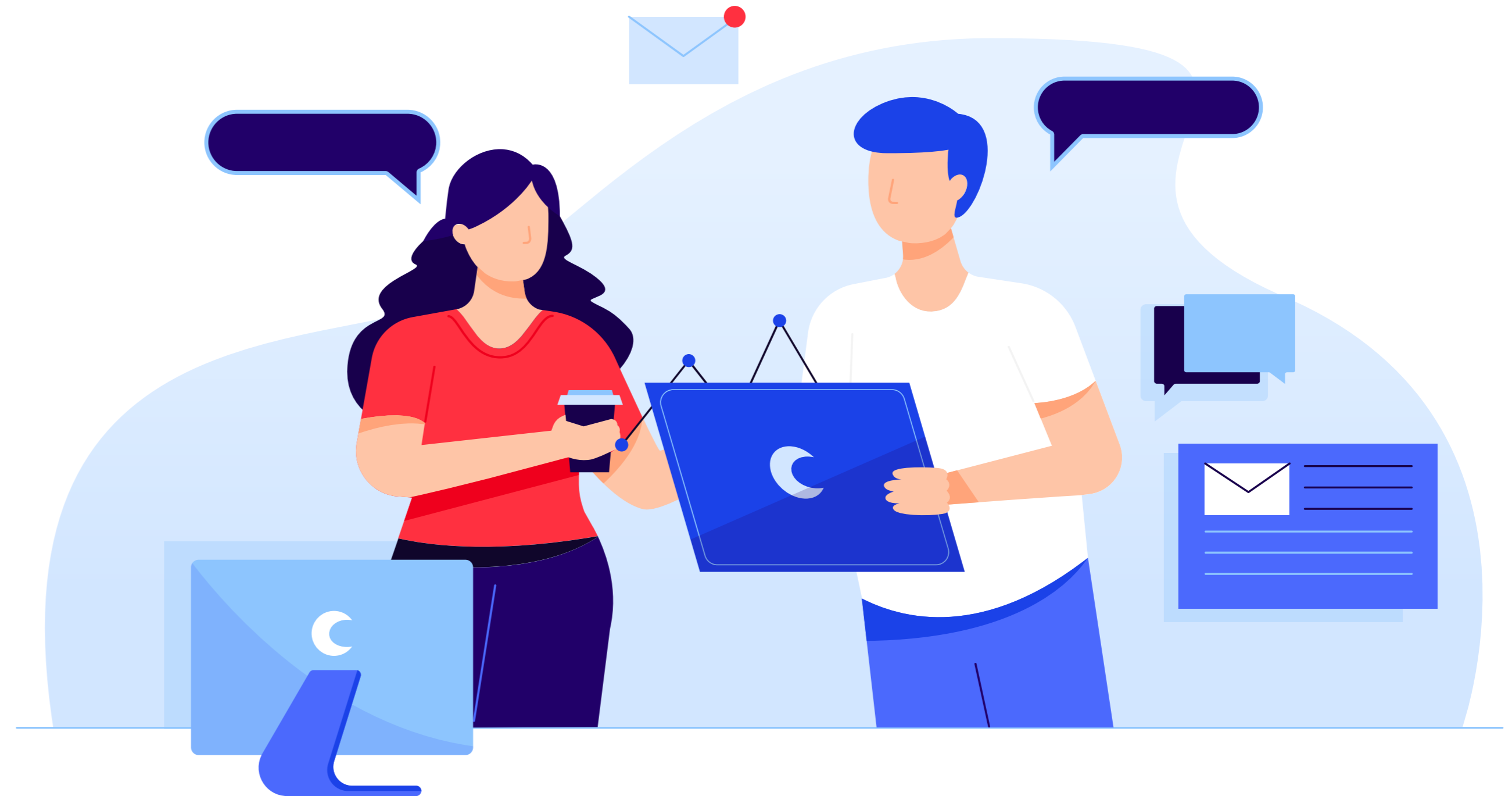
Give your people a warm welcome and positive onboarding experience with opportunities to get to know the company, their peers, and your company culture..



Simplifies administrative work



TOUCHMATE software solutions already implemented on 700+ organizations.



# Start Changing Your Business – Now

We can make a big impact in your organization with **TOUCHMATE software solutions** to handle the systematic management of your team & office.



**Decide Today & Start Changing your business NOW!**



## **MORE DETAILS**

Visit [www.touchmatesoftware.com](http://www.touchmatesoftware.com) for more details & download the demo.



## **SALES & SUPPORT**

Sales : [sales@touchmatesoftware.com](mailto:sales@touchmatesoftware.com)

Support: [support@touchmatesoftware.com](mailto:support@touchmatesoftware.com)

