Atemis
Business management Portal | ERP 100% Cloud

Case Study : e-Eboss

e-Eboss is a recruiting company that provides temporary employment and recruitment from the database of 8600 candidates for 2000 clients on the French Riviera. Since 2003, the company has decided to digitize its organisation with the help of Management Portal ATEMIS and to benefit from the collaborative work. The Management Portal ATEMIS integrates all the management modules related to the temporary work and allows accesses by Internet, Intranet and Extranet.

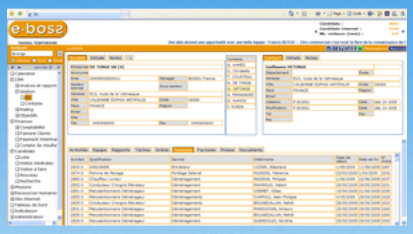
Integrated Modules

- Companies and Contacts Management
- Management of Applicants
- Orders Management
- Work and Commercial Contracts Management
- Working Calendar
- Customer's Payment and Invoices Management
- Payroll Management
- Financial Management
- Medical Examinations Management
- Quality Management
- Documents Management
- Extranet for the clients and applicants
- Web site and Content Management
- Employees Management
- Dashboard
- Analysis and Management Reports

- CRM
- Marketing
- Administration
- Projects
- Finances
- HR

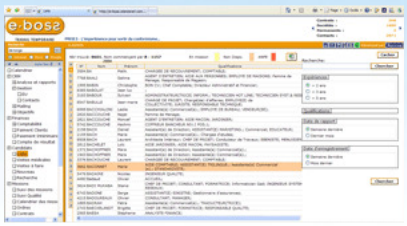
Companies and Contacts Management

The module offers you a 360° view of your actual and future customers. A great Data Base presents the companies and contacts fully qualified due to specific tabs (Details, information, notes, billing addresses, bank details, office hours, bonuses). All the reports, purchase orders, contracts, work time schedule, invoices and documents are easily available and are created directly in the module.
All the information is captured, filtered and shared online with the teams allowed.



Applicants Management

This module provides you a 360° view of the applicants and every activity performed with each of 8600 applicants. A search engine allows you to select applicants depending on specific criteria. The page of the applicant consists of his or her details, formations, foreign languages, professional skills and levels, projects and bank details and the keys related to the quality. The additional tabs integrate the reports, tasks, orders, contracts payrolls and all other documents related to the applicant. All the forms and documents can be created from the page of applicant. All the commercial and administrative activities concerning the applicant are traced and shared with the employees of e-Eboss.

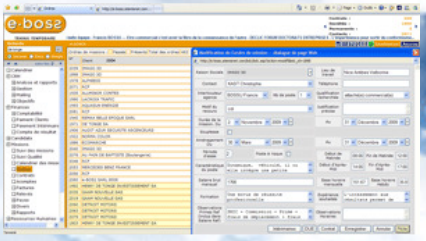


Management Portal

Management Portal

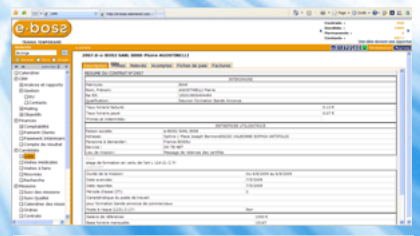
■ Orders and Assignments Management

This module allows the customers to create an order by indication the type of the required position, the dates, the salary, the conditions, the bonuses and other legal elements. As a result the application offers the applicants a list in accordance to the required skills. The CVs are visible and the best applicants are then contacted by email or by sms to be invited to the interview. After the selection you are just to click on the button Contract to convert the order into the contract.



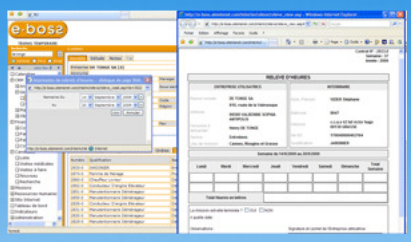
■ Work and sales Contracts Management

This module makes possible to create the contract with the version for the employee (work contract) and the version for the customer (employment contract) directly, using the information from the order. From the contract form you are just to click on the button DUE to send online the unique hiring declaration filled automatically to the URSSAF - French Organizations for the payment of social security and family benefit contributions. The contracts are validated on condition that all the necessary documents are received and checked in conjunction with the Quality module. As soon as the contracts are signed and scanned they are stored by the folder of the mission.



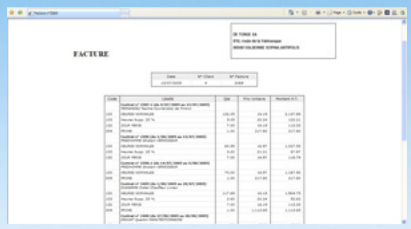
■ Work Calendar and schedule

As the temporary employee's work is paid per hour, he demands the responsible of the customer to fill his (employee's) worked hours in the end of every week. The calendar can be filled on line from the extranet of the customer either by printing the work schedule that will be then entered to the application. The list of all the records is available on line for all the customers and temporary employees. The application calculates automatically the overtime and the rate according to the legal rules and conditions fixed in the contract.



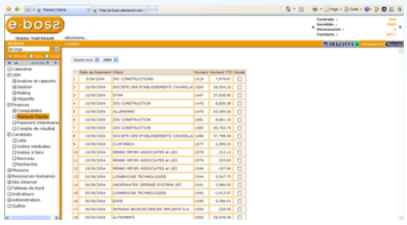
■ Customer's Payments and Invoices Management

The work schedules allows you in the end of the month to make the payroll for the temporary employees for every project apart, and also to create the invoices for the customers taking into account all the temporary employees engaged every month. The list of all the invoices and pay slips are available in the client charts, temporary employees' charts and in the extranets devoted to this.



■ Deposits, payments and dunning

The payments are requested by the temporary employees and then paid. They are systematically charged on the payroll sheets. After the preparation of invoices, the application then follows paying the bills and the sending to the customers. This module gives the possibility to make the reminders to customers, complying 3 steps and sending the emails automatically. An aged balance is available in real time. A cash flow statement is also available and can identify the margins and the finance needs.



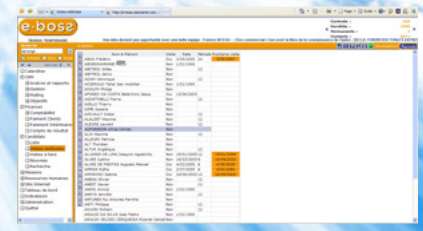
Management Portal

■ Financial Management and income statement

The main expenses and incomes are managed by the application. For the internal expenses the e-Eboss employee's working hours are managed and evaluated from the Work Calendar module. So it is possible to get a financial analysis per activity or per folder. The Management Portal provides a detailed financial analysis and the income statements per month, per customer or per temporary employee.

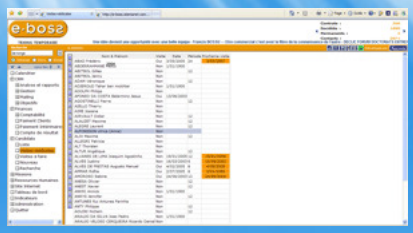
■ Medical Examinations Management

According to the French rules, the module indicates the temporary employee, who must have a medical examination. The lists are then available and are extracted in Excel to ну sent to the physician's office. If the visit hasn't not been made and validated, the temporary employee can not be selected for the position and the contract will not be validated by the Quality Management.



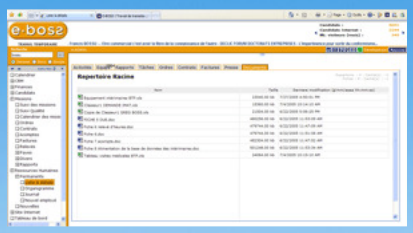
■ Quality Management

The Quality Module integrates all the steps and all the necessary documents for an execution of a task. (Order, medical examination, Work Visa, contract, employee's signature, customer's signature, the Unique declaration of employment, etc.). All the elements are traced, identified and printable at any time in case of audit. If a step hasn't been completed, the process is halted and an alert is sent to the manager and placed on his dashboard.



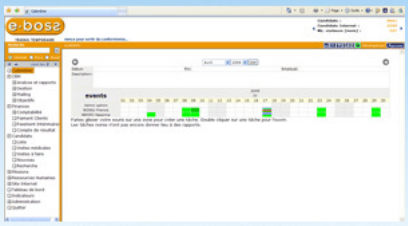
■ Document Management

The documents are stored digitally in the folders of customers, applicants, tasks or the employees and are available from the e-Eboss intranet or extranet. The document update can be done directly from the Management Portal to avoid having multiple versions of the same file in several computers located apart.



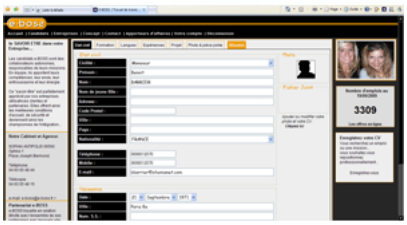
■ Working Calendar

The central working calendar of the application offers a possibility to note all the appointments, commercial tasks and also to indicate the activity reports related to the tasks or to the customers. Several views per day, per week or per month can offer you a clear and consolidated team planning.
Synchronization with Outlook allows copy the tasks, the e-mails and the contacts from one direction to another and vice versa.



■ Extranet for the customers and applicants

From the e-Eboss website www.e-Eboss.fr the appliers, the temporary employees and the customers can access the extranet of the company. This extranet is a true "self-service" web site that allows them to see all their data, to have an access to all important documents (contacts, pay-rolls, invoices, task list, temporary employees' lists, etc.).

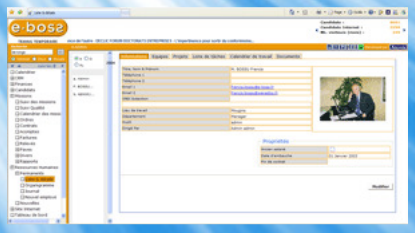


Management Portal

■ Website and Content Management

The dynamic website www.e-Eboss.fr is a real working tool for e-Eboss and is powered directly by the Management Portal. New applicants include their CV and data directly from the website and they are contacted later by the e-Eboss managers. New applications for positions are published as soon as they are directly integrated into the Management Portal.
The CMS module (Content Management System) allows you to manage the menus and the content of static website pages.

■ Employees Management



The application offers a 360° view of the employees. All the employee's details and skills are displayed in a dynamic and simply changeable way. Managers analyze the progress of the operations, classification of the activities by project and the tasks to achieve. The available tabs include details, skills, teams, activities, projects, monthly reports, documents, rights and permissions.

■ Dashboard

The dashboard is customized for every user and displays the key activity indicators. The current campaigns, pending deals, the number of panels installed per day of the current month, the number of working hours, etc. New indicators can be simply created by each user according to his or her needs with every dedicated module.

■ Analysis and Management Reports

The reports and complete analysis of all the modules and all the data are available in order to give the opportunity to the office managers and company leaders to better manage their business and their teams. The number of the reports, the number of the applicants signed on on-line, the list of the applicants' birthdates, aged payment Balance, business activity analysis, trade turnover analysis per month, per customer, per temporary employee, etc.