

# absence management the solution

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# what is e-days?

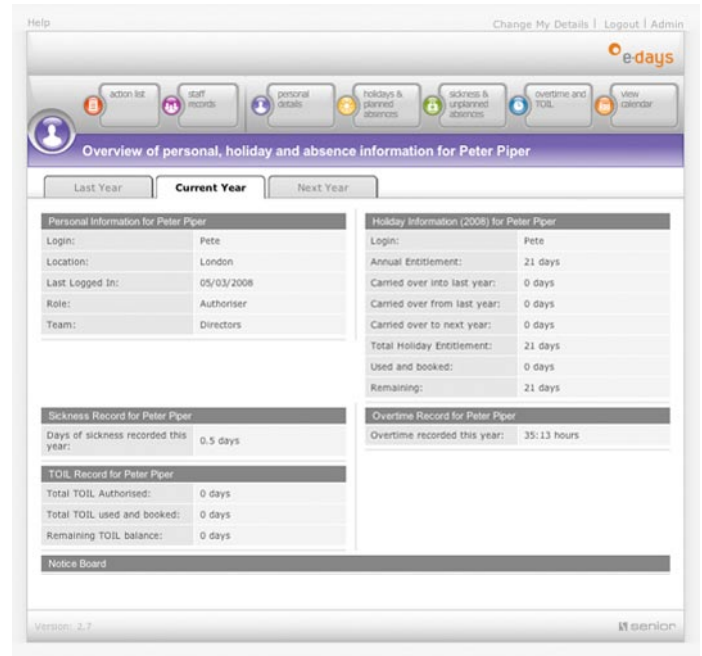
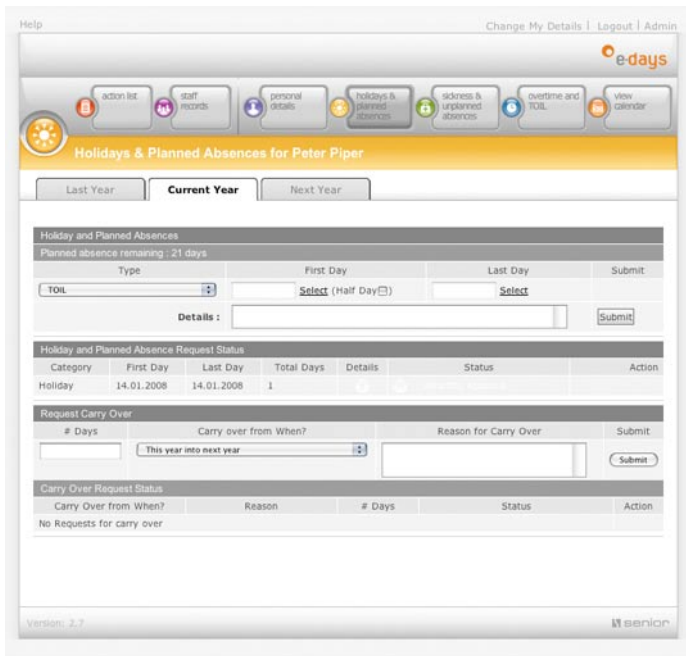
e-days is a sophisticated web based solution for streamlining your holiday planning and absence management.

Traditional paper based staff leave and holiday planner processes are prone to errors and confusion and are costly and time consuming. Streamlining your holiday planner process across your business will enable you to take control of staff

holidays and make life easier for all involved. e-days works on a self-service basis, with

employees requesting holidays, logging training days, or logging absences easily via their Internet-connected PC. Requests are forwarded to managers, making an easily tracked, properly organised absence system for any company.

Having a staff holiday planner is an important part of workforce management and helps to minimise the cost of absenteeism and the impact it has on your business.

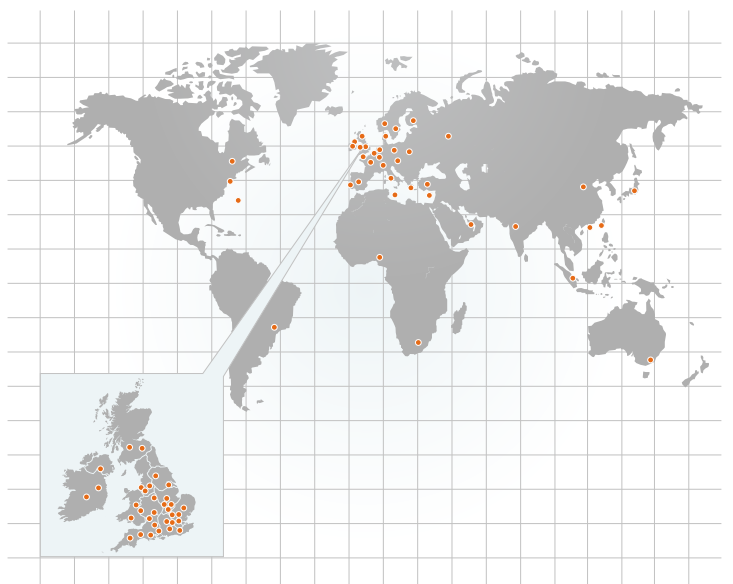


# A global solution

As a web based system e-days has no borders and is already used in over 40 countries around the globe.

e-days can be deployed in a single office, in a single country, anywhere in the world; or the system can be used just as seamlessly across a multinational organisation.

Demonstration, deployment, support, updates and maintenance can be carried out remotely by our experts in the UK, regardless of whether the client is in London, Hong Kong or Sydney.



# Usability

## the key to a good software solution

The main purpose of technology in the workplace is to empower the enterprise's most important resources – employees.

A constant challenge for employers is how to deploy and maintain valuable solutions in a cost-effective manner, whilst taking into account user experience; if the user's experience with the solution is poor, benefits will at best be reduced and in the worst case completely offset.

As publicly facing web applications continue to improve, employers are being pressured to provide tools with a comparable level of user experience to employees.

People do not suddenly alter their expectations of technology when they walk through the office door. Increasingly positive experiences with web-based technologies have helped shape the expectations that users have of software in general.

This makes perfect sense; after all, it has become simple to search the whole of the Internet on almost any topic and retrieve relevant results but still disheartening to search the company intranet and be unable to find the holiday calendar.

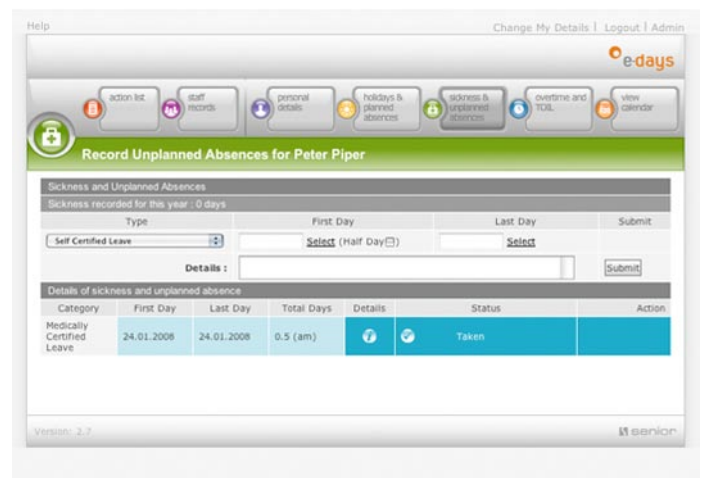
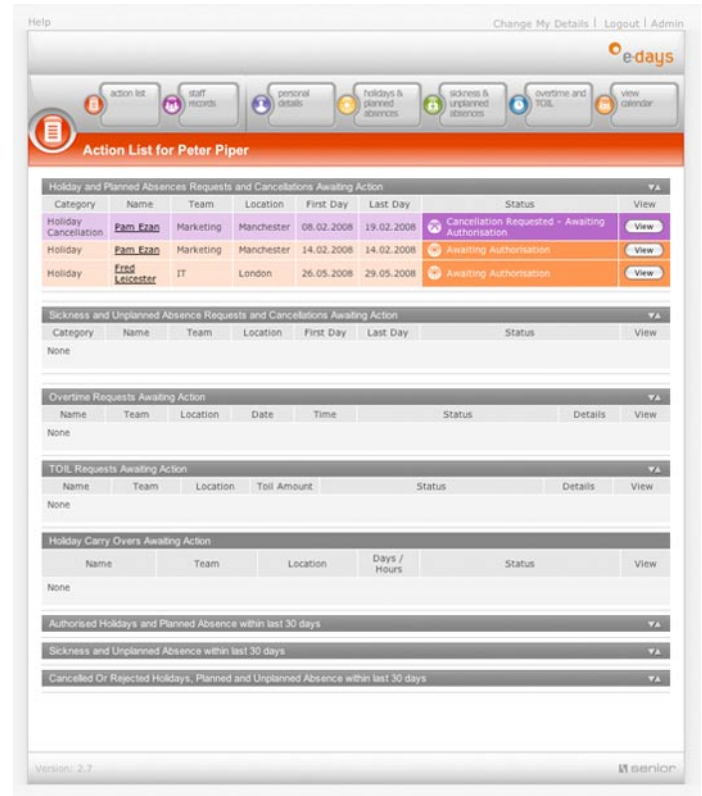
If IT capabilities do not allow employees to complete activities quickly and meet their goals effectively, a wide array of negative effects can result.

Users will simply not be able to work as effectively as possible; reducing productivity.

Employees will become frustrated and given the number of hours in a day that some employees spend using IT services; this result should not be taken lightly!

e-days was designed with these factors in mind.

We have created a system that has the all familiarly of a modern website, combined with the features of a high end enterprise software solution.

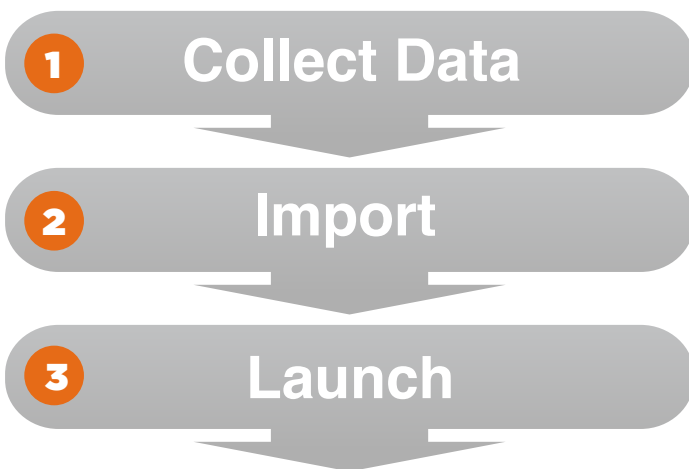


# How easy is e-days to setup?

The implementation of any software system is a critical factor and a major concern when considering a new solution. We have worked long and hard to make the implementation of our E-days software fast and easy for you.

The e-days system setup is low cost and all data is exchanged remotely via email meaning minimal effort on your behalf and a zero footprint deployment, with no software to install or hardware to purchase.

The process can be broken down into three stages;



- COLLECT DATA - We send our simple custom spreadsheets out to you to populate with the relevant Staff information.
- IMPORT - Once you have completed the spreadsheets, you email them back to us so we can process the data.
- LAUNCH - We then upload the data and launch the E-days system ready for you to use.

The e-days system can be deployed in a matter of days and involves no IT installation, system requirements or changes within your organisation.

All setup, support, upgrades, maintenance and

administration of the system can be accomplished remotely; meaning setting up and running e-days is simple, quick, painless and cost effective.

e-days costs just a few Pounds per employee and is scaled to your organisation ensuring cost effectiveness and a return on investment whether you have 10 employees or 10,000.

# What training is required to use e-days?

We have designed e-days to be simple and intuitive and it requires little or no training to use.

If users are familiar with how to navigate around a website then they will be comfortable with e-days.

Once we have set your system up we will organise a webinar to talk you through everything at no extra charge.

Video tutorials and PDF guides are available for you to download and there are various help sections throughout the system for users to access.

What support is offered once e-days has been setup?

It is our aim to offer quality support from the outset.

- We have a dedicated support team who can be reached by phone or email.
- There are detailed help sections accessible to all users for immediate support throughout the e-days
- There is a purpose built support site for system administrators where you can find general updates and news about e-days, frequently asked questions, video tutorials, downloadable guides and a forum to discuss e-days with fellow users

# What technology is behind e-days?

The e-days system is hosted and served from our own dedicated hosting platform based in London's Docklands area.

The platform is built on state of the art IBM Blade Server technology, with multiple redundant hardware and software to ensure that all eventualities are covered, and that unplanned system downtime is kept to an absolute minimum.

Some key points of the web hosting are:

- Purpose built dedicated hosting facility at Global Switch London 1, Docklands, secure and monitored premises 24/7.
- Super fast connections to the internet backbone to ensure responsiveness.
- IBM Blade Server wholly owned by us with no 3rd Party access and backed by SAN storage architecture meaning there are no single points of failure in the network design.
- Routing is provided by redundant links into multiple Cisco routers using BGP routing of our own Provider Independent IP address space.
- Backups are to both disk storage and to a robotic tape library, with tape backups being cycled off-site on a regular basis.
- We own and maintain all of our equipment and have service contracts in place with hardware manufacturers to ensure a 4 hour response should any hardware need replacing (failed hardware components do not result in any downtime due to our resilient systems specification).

- Physical security is handled by Global Switch, including 24x7 security staff, CCTV, access card locked doors throughout the building etc. Our cabinets themselves are secured by combination locks.
- Data security is handled by our Check Point firewall cluster. We maintain a rigorous patching routine across all our networked systems and servers. Multiple backups are available within seconds should any data become compromised or altered without authorization.
- We have Key IT staff members experienced in penetration testing both at the OS and Applications layers, regular checks are made to ensure that security policies are properly implemented and that our applications are not vulnerable to attacks such as SQL injection etc.
- Regular planned maintenance security updates and back up.
- 99.8% guaranteed uptime.

## Low carbon culture



e-days endorses and supports the low carbon culture in business by promoting paperless processes in the workplace.

Reducing paper, ink and energy usage in your business can really help reduce the impact on our environment.

# Key points relating to e-days

- Multi-level password protection.
- Dual firewalls on the server.
- Administrative access to the system and data can be restricted to IP address or range.
- SSL https: encrypted system.
- Extensively penetration tested system using trained ethical hacking professionals.
- Senior Internet is setup as a Data Protection Controller in line with UK Data Protection Act.

## What is SSL?

SSL certificates or if you prefer, Secure Sockets Layer is a protocol that encrypts the information provided by the browser to the server and in such a method, raises data integrity and gives a better gateway for transaction details to be transferred. Simply this succeeds because when you enter your data into your computer, it creates a key, which provides confirmation of the order, there can only be one example of this key as it is unique so hence only one sum and order is handled throughout sessions that are authenticated.



# Contacting e-Days

Whether you are in the early stages of looking for a solution, considering buying a solution or just interested in more information; please contact e-Days for a free, no obligation demonstration of our software.

To make an enquiry or request a demo please contact

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