



## HR Solutions for the Cloud and On-Premises

docSTAR is a revolutionary product that's built for the web and delivers deployment choice. Customers can install docSTAR on their hardware or use docSTAR's hosted service. The same software, the same user experience, the same great results. docSTAR supports all popular browsers and mobile devices delivering access anytime, anywhere.

When deployed on docSTAR's hosted service, customers can enjoy the benefits of very low overhead and minimal startup investment, easy access via a web browser and the security of a redundant, disaster-proof data center. There is no specialized hardware to manage and there is no up-front capital investment. Although designed using robust enterprise architecture, docSTAR is flexible and affordable to meet the needs of a small office or enterprise environments.

- Store employee records in a secure audited repository
- Scan in batch, intelligent separation and keyword searching
- Web form applicant tracking and onboarding module to reduce data entry
- Conform to federal privacy mandates such as HIPAA
- OCR technology with automated document workflows to reduce manual routing
- Cloud based. High speed access from any browser device
- Leverage smart phones and tablets
- Quickly streamlines document processes and reduces errors
- Elegant, intuitive design reduces learning curve
- Minimize business risk associated with lost files
- Files can be easily and securely shared with others

## Embrace Human Resource Automation with PIF



### You want to manage Human Resources, not documents

Human resources creates dozens of pieces of paper for every employee. From applications, background checks, insurance, employment and benefits forms to post-separation forms, you generate and manage a lot of paper.

And all that paper takes a lot of your time to fill out, file, and find later.

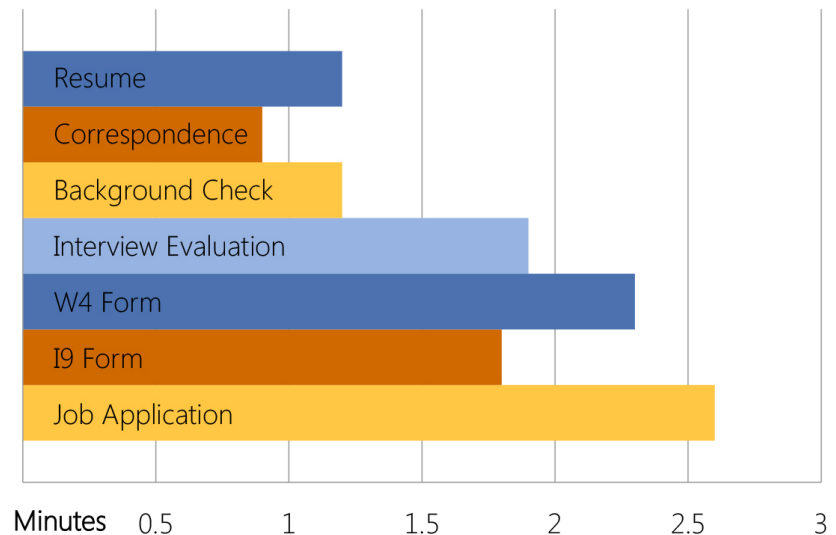
docSTAR Enterprise Content Management software helps you do all of these things, simply and easily, and best of all – automatically! No more paper files, no more overstuffed filing cabinets, no more physically transferring files between departments or locations, no more missing documents and no more painful audits. Additionally, large amounts of back file employee records can be captured quickly and easily leveraging tools such as OCR, bar code, intelligent separation. Couple that with docSTAR's inherent records management module will allow disposition of the employee document based on your existing retention schedule.

### Securely manage employee records from the first day to the last and beyond

As a busy HR professional you need to be able to:

- Quickly process new applicants and route documents through to the appropriate managers – ensuring the best applicants get the attention they deserve.
- Easily onboard new employees with secure, built in workflows to make sure the right people have the right information at the right time – and identify anything that's missing.
- Securely store and manage employee files with digital folders that ensure separation of key HR documents like I9s, medical records and other employee documents and manuals, making stressful audits a thing of the past.
- Focus on issues around employee retention and satisfaction not chasing down paper forms and files.
- Enhance your productivity with software solutions that make your job more efficient and fun.

### Data Entry Time for Common HR Documents



### Employee Document Lifecycle



### docSTAR has the features HR needs, and more

- docSTAR is an easy to learn, easy to use, affordable software solution that helps you capture, share and retain documents with a click of a mouse or tap of a touch screen.
- Capture document from virtually any input device, from any location
- User-defined security access with multiple security setup
- Flexible on-premises or Cloud deployment options offer better ROI
- Search for documents in a single location with fast, Google-like search
- Access docSTAR within Microsoft Office programs for greater ease of use
- Import documents into docSTAR in their native program
- Integrates with most HRIS software solutions
- Digital workflows can be as basic or detailed as needed
- Automated interviewing, onboarding and separation workflows
- Ensures compliance with legislative acts like HIPAA and ADA, and regulations like the Affordable Care Act