An Effective Way to Gather Data

Jane's PDF Manager provides a simple but effective way to gather information from pdf documents and transferring it directly to where it needs to go - dramatically reducing time-consuming data entry effort and errors.

No Specialist Software Required

Organisations today use a number of different methods to gather, collate and assess data and the reality is that not everyone uses standard Microsoft software. For example, there are MAC users, other specialist software developers, or even people who do not use a PC on a daily basis. The PDF Manager eliminates the need for any specialist software by using standard PDF forms to gather information and transfer it directly into your HR system. HR resources no longer waste valuable time keying data in and input errors are eliminated completely so your data integrity is immediately enhanced.

PDF Manager in Action - Recruitment

A job application form can be developed in PDF format according to an organisation's information and presentation needs and then downloaded easily by applicants. The applicant completes their form, retains a copy for themselves and returns one to the recruiter by email.

After it has been returned, data from the PDF document is transferred from the form directly into the Recruitment module. There are no extra data input activities required.

When used with the Workflow module, you can manage the selection process even more effectively. After candidate analysis is carried out by the HR department, details can be forwarded to the appropriate manager for further consideration. An email, with the anonymous application form, can be automatically sent to the line manager for assessment. If the manager doesn't respond within the agreed time scale, then another email can be sent automatically alerting the HR department and the manager regarding the missed deadline.

PDF Manager in Action - Data Cleansing

Keeping employee information up-to-date with a constantly changing workforce can be an arduous task. One proven way to increase the accuracy of your records is to shift the responsibility or ownership of it to the employees themselves. Forms can be created as PDFs to confirm employees' personal details, such as their name, address, date of birth, NI number ... When returned, the PDF Manager can transfer the information straight from the completed form to the employee's HR Record.

When used with the Workflow module to automate the whole process by tracking forms, sending out reminders etc. this can be a powerful but simple aid to data cleansing.