

OUR PRODUCTS

Canteen Biometric
Meal Management
solution

Biometric
Hardware Sales

Transactional
Human Resource
Management solution

Payroll Integration
Module solutions for
full efficiency

Web Application for
Recruiting Candidates

Biometric Access
Control Hardware
and Software solution

CLOUD HRM and Time
Management solution
for Small-Medium size
enterprises

Mobile App &
Self-Serve Web Portal
for Supervisors and
Employees

Enterprise Biometric
Time & Attendance
Management solution

SMARTech
Smarter Business Solutions for Smarter People!

OUR SERVICES

Hardware
Protection and
Maintenance

Software Support
and Maintenance

Data Mapping
and Importation

Software
Installation

Project
Management and
Implementation

Requirement
Planning
and Matching
Consultation

Onsite Support

Hardware
Installation

Consultation

Software
Customization and
Report Writing

User
Training

Software
Design

SMART Technologies Jamaica



Kingston, Jamaica West Indies



info@smarttechjm.com
www.smarttechjm.com



Office Line : 1.876.931.9863

THE SMART RECRUITER

IS AN ONLINE RECRUITMENT SOFTWARE TO POST OPENINGS, ASSESS AND TRACK JOB APPLICATIONS!

Simplify and optimize your hiring process by posting job openings, manage applicants and collaborate with your team to assess and conduct interviews with one complete web application.

SMARTech
Smarter Business Solutions for Smarter People!

► AUTOMATION

The requirement for each job is different. The system will map your requirements specifically for each job you post and create completely customizable stages. You can easily create/edit these stages and assign them to people in your organization to assist with various tasks. Each team member can do their own assessment and record notes on their findings.

► EFFICIENCY

Receiving applications by email is tedious to download and open each attached resume and cover letter. Searching attachments for keywords is also impossible. Creating spreadsheets can help you structure data, but are also not ideal for resume tracking. With this tool, all applicant information is gathered and made searchable and sortable in one place. The system will automatically short list your candidates for you. The system links with your calendar and will email you reminders on pending tasks.

► TEAM WORK

Recruiting involves discussion & sharing candidate evaluations, scheduling interviews and delegating tasks - in short, team work. Easily organize and share all reviews and communication around a candidate. It also keeps track and notifies you of important events and tasks assign to you.

► EVALUATION

Tired of sorting through tones of resumes? Our system will automatically assess each applicant and provide a requirement matching percentage, shortlisting only the most qualified and ideal candidates that match the job criteria. Issue questionnaires about qualifications, years of experience and any special skill that may be required by your organization. Instead of getting 200 resumes, you get just your top candidates while our auto respond feature politely notifies other applicants that they were not successful.

SMART Technologies Jamaica



Kingston, Jamaica West Indies

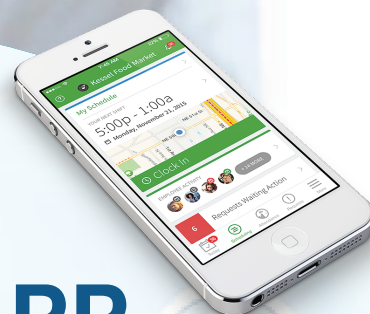


info@smarttechjm.com
www.smarttechjm.com



Office Line : 1.876.931.9863

GET THIS
FREE
SOLUTION
FOR YOUR
BUSINESS



FREE MOBILE APP & SELF-SERVE PORTAL

Innovative Transactional
HR Management Solution

SMARTech
Smarter Business Solutions for Smarter People!

SUPERVISOR FUNCTIONS

- Review employee leave balances and approve requests
- Get employee contact and next of kin information
- Verify count of present employees
- Post alerts to employees where a shift becomes open
- Manage man power requirements as required by your organization

All these great features and more accessible via Smart Phone, Tablet or Computer!

EMPLOYEE FEATURES

- View clock in/out
- View work schedule posted by supervisor
- Check available balances for vacation, sick days
- Request referral letters for the bank, embassy and other institutions
- View and email pay slips
- Notifications available for:
 - Letters that had been requested and are ready for pickup
 - Start time for next shift
 - Alerts if a shift opens up
- Allow check in early for shift so supervisor can confirm present count before shift starts

SMART Technologies Jamaica

Kingston , Jamaica West Indies

info@smarttechjm.com
www.smarttechjm.com

Office Line : 1.876.931.9863



All these great features
and more accessible
via Smart Phone,
Tablet or Computer
anytime anywhere!



HUMAN RESOURCE & TIME MANAGEMENT CLOUD SERVICE

HRM FEATURES:

- Capture detailed personal information on employees
- Capture and track job history
- Capture and track compensation history
- Record employee contract terms and time off periods
- Record special payments and deductions for loans and insurance
- Employee education history
- Previous employer history
- List of contacts such as beneficiary, emergency and next of kin
- Record licenses such as permits and get reminders
- Track employee skill set
- Get system and email reminders on:
 - Employment Anniversary
 - Birthdays
 - Job or Contract Ending
 - License Renewals
 - Probation Expiration
 - Staff Approaching Retirement

TIME MANAGEMENT FEATURES:

- Setup shifts and employee work schedules
- Biometric time clocks for employee clock in/out function
- Edit timesheets to include PTO or Unpaid leave tracking
- Approve overtime, double time, shift premiums and others
- View various time management reports
- View various punctuality and attendance reports

SMART Technologies Jamaica

Kingston, Jamaica West Indies
info@smarttechjm.com
www.smarttechjm.com

Office Line : 1.876.931.9863

FOCUSING ON HUMAN RESOURCE MANAGEMENT

SMARTech
Smarter Business Solutions for Smarter People!



INNOVATIVE & TRANSACTIONAL HUMAN RESOURCE MANAGEMENT SOLUTION

- Welfare & Supervisory Organization Chart development
- Applicant Recruitment (Includes on the spot interview evaluations)
- Letters & Documents (Letters, Job Descriptions & much more)
- Employee Management (Extensive demographics collected)
- Licenses & Renewals (Reminders of expiration & renewals)
- Compensation & Benefits (HR now informs payroll)
- Performance Evaluations (360 degrees now possible)
- Biometric security. Gain access by fingerprint scanning.
- Web based module for employee requests and approvals.
- Multi Branches, Locations, Countries and Regions
- Health and Life Benefits including other allowances
- Asset Management (e.g. Uniforms & Equipment)
- Incidents and Complaints (Track Incident and take corrective action)
- Violations & Warning Notices
- Leave and Attendance (Auto update of balances and renewals)
- Commendations & Awards (Reward employees for performance)
- Staff Training Scheduling, Enrolling and Monitoring
- Transactional (Approval is required before changes are confirmed) among many other features.

**We are fulfilling the HR
requirements of businesses
today by providing
software products designed
with forward thinking.**

Our Human Resource software is the most current product available locally. It is designed with new thinking and employs new practices in HR Management.

It views employees as "Assets", allowing you to assess your investment in the employee or in contrast, evaluate how much the employee is costing your company.

This product operates on a wide area network and the transactional nature allows the HR Manager to monitor and approve changes in staff data so that there is an audit trail of the modifications being done. This is also a critical security measure as employee demographics is sensitive data that should be protected from arbitrary alteration.

SMART Technologies Jamaica

Kingston , Jamaica West Indies

info@smarttechjm.com
www.smarttechjm.com

Office Line : 1.876.931.9863

HRM KEY FEATURES OVERVIEW

- ▶ **SECURITY.** The software allows for both vertical and horizontal security access. This means you can allow/restrict access to low level users or even users on the same level. Therefore only the HR Manager may be able to change or view another manager's salary.
- ▶ **ASSETS.** Manage and assign all assets from laptops to uniforms. You can also do mix-matching with uniforms so you are aware of the exact stock levels on sizes and colors. Set asset lifetime and the software will give you forecasting reports telling you when your staff will need new uniform and the sizes and colors to order.
- ▶ **USABILITY.** Features of the software are self explanatory and a brief description on how to use the feature is displayed at the top of most screens. Fields are labeled according to the requirements, e.g. All red labeled fields are mandatory wherein a value must be entered. Other useful tool tips will appear where appropriate to inform the user if they are making mistakes or just for general information. Users may also press F1 or the help button at any time to get further details on a particular feature and its purpose.
- ▶ **TRANSACTIONAL.** The application is transactional and requires approval of all requests submitted by data entry personnel. This creates an audit trail, allowing the administrator to audit the system when needed and track changes due to error, negligence or sabotage. Where a module is transactional, it may be turned off if this feature is not needed by your company.
- ▶ **ATTENDANCE.** Now you can track not only leave, but absenteeism, compassionate, exams and sick leave much easier than with most other HR software. You can define your leave type including when employees are eligible but also including increments depending on years of service and specifying the duration so the system may expire the leave. The system will also auto-renew and bring forward balances where necessary and restart other leaves such as sick.
- ▶ **INCIDENTS & COMPLAINTS.** Log all incidents, accidents and complaints including confrontations, customer complaints, injury on the job and even sexual harassment. Our software goes a step further allowing you to analyze the incidents and specify corrective action so it does not reoccur. The system will track these actions until you have flagged them all as being implemented allowing you to improve the operations of your company by taking corrective action to improve the infrastructure or procedures that cause conflict or injury to employees (incidents).
- ▶ **BENEFITS.** Setup health, life and other benefits that your company offers. Set up eligibility criteria by either Job Title, Gender or Employee Type (Probationary, Full Time, Contract etc.).
- ▶ **ACCESSABILITY.** If your company has franchises or branches locally, regionally or internationally, as long as there is network connectivity available or internet access, authorized users of the application may access the software to do key tasks such as to approve leave, salary advance or other employee requests. Email notifications will be sent to each user informing of work-flow tasks to be attended to.
- ▶ **APPLICANTS.** Interviewers may score applicants while they are being interviewed. When you hire an applicant, the system will print all letters, job description and contracts for employees separating them by Job Titles. No more editing and printing of these documents one by one.
- ▶ **TRAINING.** Design courses and classes and enroll employees. Setup pre-requisite courses that are mandatory before the employee may move on to an advance level. Log training needs where noticed either spontaneously or as a result of an evaluation.
- ▶ **360° EVALUATION.** A comprehensive and easy to use evaluation module. This module can accommodate applicant entry exam evaluations as well as the regular periodic or end of year performance evaluations. New to this module is the ability to perform 360 degrees, empowering your company to benefit from this exercise without contracting overseas services at high costs.
- ▶ **REPORTS.** Using the popular Crystal Reports engine, various reports are available and customizable for your specific needs. A data dictionary is included allowing you to use the reporting module to formulate and design your own reports.

SMART Technologies Jamaica



Kingston , Jamaica West Indies



info@smarttechjm.com
www.smarttechjm.com



Office Line : 1.876.931.9863

DASHBOARD SCHEDULER MY SCHEDULE REQUEST TOOLBOX

Publish & Notify
Entire Schedule

Color Code Shift Position

LOCATIONS
St. Paul

POSITIONS
Show All

☒ No Position
☒ Managers
☒ Supervisors
☒ Team Leaders
☒ Account Managers

SITES
533 Phalen Blvd.
3432 Washington Ave.

Bio-Punch Clock

SMARTech
Visit Bio-Punch Website

July 8, 2012 - July 14, 2012

STAFF	SUN 8	MON 9	TUE 10	WED 11	THU 12
Open Shifts					
Joe S.	UNAVAILABLE	8a - 4p MANAGER	8a - 4p MANAGER		
Nora R.		5p - 1a TEAM LEAD		8a - 4p SUPERVISOR	
Kendra S.			5p - 1a TEAM LEAD	3p - 11p ACCOUNT M	3p - 11p ACCOUNT M
Nick C.	12p - 6p SUPERVISOR	1p - 9p SUPERVISOR			UNAVAILABLE
Sam Y.	11a - 7p ACCOUNT M		1p - 9p SUPERVISOR	5p - 1a TEAM LEAD	
Nathan M.	8a - 4p MANAGER		8a - 4p MANAGER		5p - 1a TEAM LEAD
Jeffery D.		5p - 1a TEAM LEAD			8a - 4p MANAGER
Melissa E.	TIME OFF ALL DAY			3p - 11p ACCOUNT M	5p - 1a TEAM LEAD
Sherry D.	12p - 6p SUPERVISOR	1p - 9p SUPERVISOR			1p - 9p SUPERVISOR
David A.	UNAVAILABLE		1p - 9p SUPERVISOR	5p - 1a TEAM LEAD	
Leo J.			8a - 4p MANAGER		5p - 1a TEAM LEAD
Thomas N.					8a - 4p MANAGER

Bio-Punch Clock

SMARTech
Smarter Business Solutions for Smarter People!

SMART ScheduleMaster Enterprise Time & Attendance solution uses cutting edge fingerprint or facial recognition devices with Proximity Card and PIN functions for the identification of staff and recording their punch times. These devices are of high quality and are very durable. Some key features include

- Biometric Time Clocks with combo functions (Fingerprint, Facial, Proximity Card, PIN)
- Flexibility: the system can be setup up at remote site locations with relative ease
- Time Management: create shifts and work schedules to track punctuality and control overtime
- Manpower planning: manage your staff budget based on operation levels (Daily Manning Reports)
- Control: payroll can close past pay periods to prevent adjustments post payroll processing

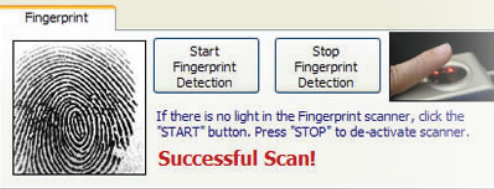
Some other key features of the solution are:

- Fingerprint scanning: eliminate buddy punching by employees
- Multi cycle: quickly tabulate weekly, fortnightly or monthly
- Time auditing: pre-approval and approval reason entry required
- Flexibility: the system can setup up at remote site locations with relative ease
- Time Management: create shifts and work schedules to track punctuality
- Team Monitoring: supervisors can manage their employees and make adjustments
- Manpower planning: manage your staff budget based on operation levels (manning)
- Control: payroll can close past pay period to prevent adjustments post payroll processing
- Innovative: available in desktop and CLOUD with Mobile App and Self-Serve Portal

03-AUG-08 04:48:15 PM

Employee
Full Name

00002 - MR. JOHN DOE



04:48 PM



00002 Successful Punch

Time Punched	Time Note
08:09 AM	In Late
12:29 PM	Clocked Out
01:20 PM	Clocked In
04:48 PM	Home Out Late



Why ScheduleMaster Pro ?

SMART ScheduleMaster Enterprise Time & Attendance solution

is suitable for all categories of business. Popular industries includes: hospitals & medical centres and public sector departments, call centers, service operations, distribution companies, hotels, factories, supermarkets, retail stores, restaurants, casinos and in virtually any type of organization that needs to keep track of employee shifts and schedules. Shifts are defined by start time, end time and break times. Employees can be scheduled to work at different locations or noted to be on training or out on leave (vacation, sick or other). Each supervisor can manage their own work team and create work schedules and manage timesheet. All adjustments to hours are tracked by the system and reason for extra time have to specified before the adjustment is accepted.

SMART Technologies Jamaica



Kingston, Jamaica West Indies



info@smarttechjm.com
www.smarttechjm.com



Office Line : 1.876.931.9863

EXPERT WORK FLOW & TIME MANAGEMENT SOFTWARE



Powerful - Flexible - Robust - Simple to use

- Simple Scheduling
- Easy to use
- Separate Schedule Files
- Saves Time
- Saves Money
- Increases Productivity
- Supports Multiple Locations
- Fingerprint Support

SMART Technologies Enterprise Biometric Time & Attendance solution

can integrate with many popular payroll packages which will enable direct export of regular time, overtime, double time, holiday, leave and other pay rates in an average of 30-60 seconds. This would eliminate the arduous nature of repetitive data entry that is normally done by the payroll clerk every payroll and will considerably improve their efficiency, allowing time for the completion of other important tasks. Many of clients will derive great benefits from this feature alone as it pays each employee exact hours and minutes worked and eliminates rounding off or padding of hours.

KEY FUNCTIONS OVERVIEW

Fingerprint and facial recognition devices for Time & Attendance with Proximity Card and PIN functions



SMART Technologies Jamaica



Kingston, Jamaica West Indies



info@smarttechjm.com
www.smarttechjm.com



Office Line : 1.876.931.9863

Cost Effective

Easy to Use

Manage your Canteen with the **SMART** Biometric Meal Management Solution

The Smart Biometric Meal Management Solution will help you manage, budget and audit your canteen accounts.



SMARTech
Smarter Business Solutions for Smarter People!

MEAL MANAGEMENT FEATURES

Setup inventory of meals, snacks and juices

Setup Meal Allowances for different categories of staff

Allow allowance to roll over into next month or clear unused balances

Allowing logging of meals for visitors

Point of Sale interface for Canteen

Full audit trail of all allowances, scan for meals and purchases

Get full count of meals or dollar value

HOW DOES IT WORK ?

Setup your allowance database

Give staff a monthly fixed amount for meal purchase

Track number of meals taken when employees scan their card or fingerprint

Concessionaire uses Point of Sale Interface to cash meals taken

Get total cost of meals taken

Pay concessionaire with one report

SMART Technologies Jamaica

Kingston, Jamaica West Indies

info@smarttechjm.com

Office Line : 1.876.931.9863

www.smarttechjm.com