

IQDoQ Presents the New Release of its Digital Personnel File at the Trade Fair Personal 2011

IQAkte Personal 2.1 empowers more efficient workflows in the Human Resources department

Bad Vilbel, April 6, 2011. The document management software specialist IQDoQ, a subsidiary of the MATERNA Group, presents the new release 2.1 of its digital personnel file IQAkte Personal. At the trade fair Personal 2011 which will take place from April 6-7 in Hamburg (Congress Center Hamburg, hall H, booth C.06), and from April 13-14 in Munich (Messe, hall 1, booth B.06) prospective clients are able to test by themselves the new features enabling efficient workflows in the Human Resources department at an available demo system. In addition, in a presentation IQDoQ will elucidate how Human Resources employees are able to win one additional day time per week for their strategic personnel work using the digital personnel file.

„In the course of the demographic change and the lack of qualified employees which businesses are already complaining today, strategic personnel topics become more and more important. Employees in the Human Resources department are often working to capacity with administrative tasks, and are not able to care about topics like personnel development or health management“, states Jochem Brost, Business Development Manager, IQDoQ. In particular this applies for companies still working with traditional paper-based files: „By using an intuitive digital personnel file like the IQAkte Personal, documents are filed 4 times faster, and may be retrieved 10 times faster as with a conventional paper-based file, which saves valuable time.“

The new release of IQAkte Personal enables Human Resources staff to manage personnel files even more efficient. This starts already with the digitization of the existing files: Thus, for the first time the package offers the capability to scan complete files and to separate the included documents afterwards, as required. This method is well suited for companies who want to keep digitalization as low as possible and plan to start immediately with the digital solution.

In addition, the new product version facilitates everyday work by providing integrated standard letters. The Word templates will be personalized

automatically in each file, and in addition a barcode may be added to each file. This helps to automatically re-assign the returns during scanning to the appropriate file and to a respective record. Also as a new feature, multi-page documents can be easily browsed in the so-called DoQFlow, an advanced 3D view of the file content. In addition, employees files in a project organization may not only be released to the direct manager, but also to the superordinated project manager.

„And last but not least, due to this feature Human Resources employees are easily able to win one day per week additional time, which they can use for their strategic personnel work“, explains Jochem Brost.

Presentations:

Title: „IQAkte Personal, digitale Personalakten - Einfach. Schnell. Sicher.“
(IQAkte Personal, digital personnel files – Simple. Fast. Secure.)

Speaker: Jochem Brost, Business Development Manager, IQDoQ GmbH

Hamburg: 07.04., 12.55 - 13.25, Forum 1

Munich: 14.04., 11.20 - 12.05 , Forum 1

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About IQDoQ

IQDoQ (www.IQDoQ.de) is a wholly owned subsidiary of the MATERNA Group specialised in document management software. For more than 25 years IQDoQ develops digital file solutions for process optimization based on the document management system HyperDoc and the output management system FormText. The business unit IQAkten embraces vast know-how from nearly 1,000 projects dealing with customizable and cost-efficient out-of-the-box solutions for dedicated tasks, e. g. the digital personnel file IQAkte Personal.

Over 10,000 users in large and medium-sized companies like DAK, Deutscher Paket Dienst, trans-o-flex, Spar Handels GmbH, Le Meridien, Deutsche Post, Vineyard Gerhardt as well as Klaus Faber AG with their employees and clients rely on the IQDoQ solutions for efficient document management.

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