



## INTRODUCING

# CO-FLO

Enterprise

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CO-FLO Enterprise is a set of applications and robotic process automation mechanisms that allow your organisation to reduce costs and improve business efficiencies.

CO-FLO Enterprise has simple and powerful user interfaces allowing easy adoption and business improvements. It is a GDPR compliant system with full change tracking and audit reporting. Enterprise level security ensures your data and processes are always kept safe and confidential.

CO-FLO, revolutionising your processes.

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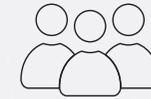
CO-OPERATIVE COMPUTING  
est. 1991

27 YEARS OF EXCELLENCE  
IN IMPROVING EFFICIENCY

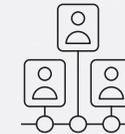


# CO-FLO

## Enterprise Employee Management



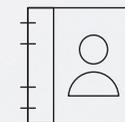
OVERVIEW OF ENTERPRISE  
EMPLOYEE MANAGEMENT



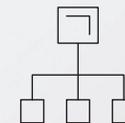
ON-BOARDING-  
WEB PORTAL



MASTER-FILL-  
AUTOMATIC  
FORM FILLING



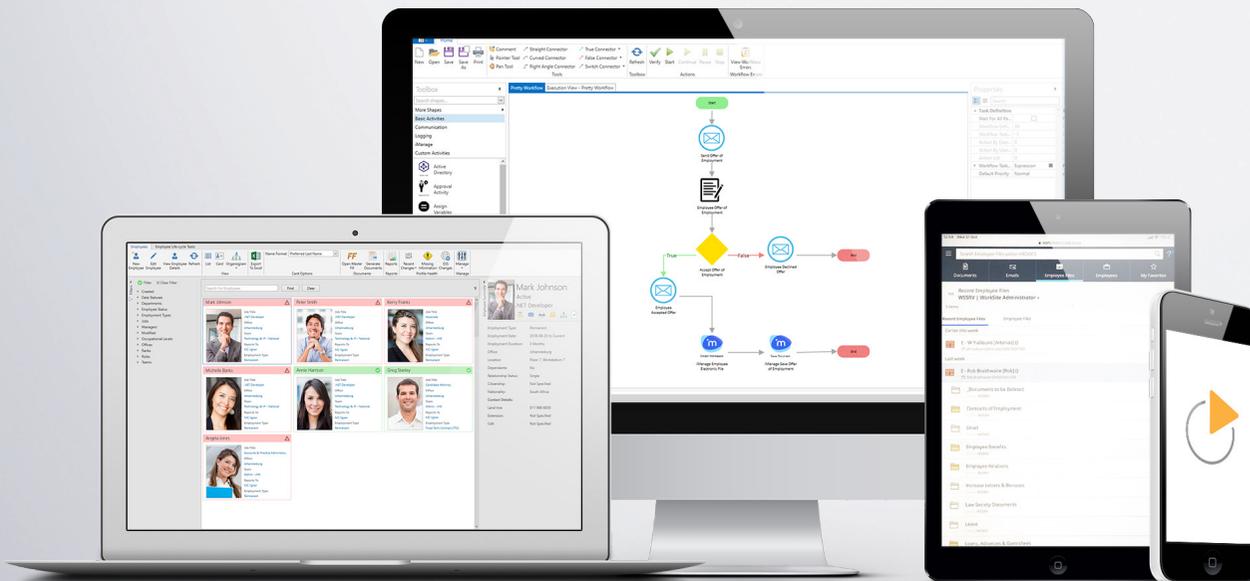
DIGITAL PERSONNEL  
FILES-iMANAGE WORK



MASTER EMPLOYEE  
MANAGEMENT  
APPLICATION



ROBOTIC PROCESS  
AUTOMATION





# OVERVIEW OF ENTERPRISE EMPLOYEE MANAGEMENT

A single source of the truth for all employee related information, allowing automation during the joining process, the moving process and the off-boarding process (JML).

## BENEFITS

- Centrally manage all employee related data
- Electronic employee files
- Employee on-boarding portal
- Automatic form filling using employee data
- Create, add, remove or synchronise user names across systems
- Standard with 20 SSRS Reports





# ON-BOARDING- WEB PORTAL

Web based paperless electronic on-boarding system

## BENEFITS

- Directly capture employee information into a central repository
- Quickly upload employee documentation
- Configure information requirements per role/position
- Completely paper free with direct integration to iManage Employee files

Streamline your on-boarding processes by solving one of your company's biggest problems: effectively on-board your new hires by reducing duplicate data entry, paper filing and manual record keeping.

Co-Flo Enterprise allows new employees to capture their personal details, upload documentation and other required information based on their new role.

- Streamlines the employee review and approval process.
- Customise documentation requirements per role.
- On-boarding communication packs (welcome letters, requirements, etc.) are accessible from anywhere, at anytime.

A cost effective online platform that makes employee on-boarding faster, easier and more efficient than it has ever been.





# MASTER-FILL- AUTOMATIC FORM FILLING

Automatic completion of documents  
using employee information

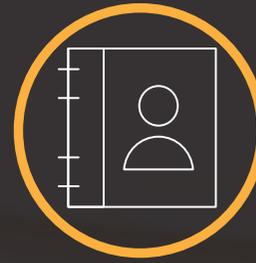
## BENEFITS

- Form fill any PDF or Word document
- Bulk form generation
- Maintain form fields/bookmarks
- Create form packs
- Built into the on-boarding portal to allow new hires to download previously completed documents
- Administrators can easily add additional templates

Automatic form filling of any PDF or Microsoft Word documents  
I.E.: Third party documents, Department of Labor forms,  
Employment contracts.

Export of bulk-filled document packs such as: organisational policies,  
health insurance documents, employment equity and disability  
form packs.





# DIGITAL PERSONNEL FILES—iMANAGE WORK

Replacement of paper-based employee HR files with iManage Work

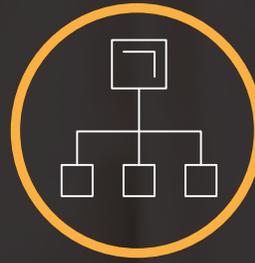
## BENEFITS

- Store all employee related documents digitally
- Full audit tracking of files with powerful security features
- Track e-mail correspondence with employees and auto-filing capabilities
- Track missing documents in employee files
- Instant access to people records or documentation

Digital storage of all employee personnel files, searching and version control.

Automatic filing of HR email correspondence to the iManage digital employee file. Having employee files in iManage allows for enterprise level security and auditing.





# MASTER EMPLOYEE MANAGEMENT APPLICATION

Manage all employees across multiple platforms from one easy to use interface

## BENEFITS

- Move users between departments and have it update all associated software platforms including ERP
- Staff movement management
- On-boarding / Off-boarding work-flows
- Automatic distribution list management
- Work-flow every employee process
- Maternity leave management
- Promotion/demotion Management
- Gain maximum efficiency, free up resources

The Master Employee Management Application allows for the management of employees throughout the firm. Multiple employee related processes can be initiated from the intuitive user interface, such as: Terminations, Secondment, Promotions and Departmental Movements.





# ROBOTIC PROCESS AUTOMATION

Let bots do all the grunt work and let your employees get on with their important tasks

## BENEFITS

- Automate employee on-boarding
- Automate employee movements
- Automate employee off-boarding
- Reduce overhead costs by automatically disabling unused licenses and managing contractual obligations.
- Integration into payroll, HR, CRM, ERP, AD, LMS, DMS, mail systems.
- Overview/reporting of employees' profile health across all Integrated systems.



CO-FLC  Enterprise supports native integration with the following products, and many more:



# CO-FLO

Enterprise

REVOLUTIONISING YOUR PROCESSES



Employee  
Management



Robotic Process  
Automation Engine



KYC  
(Coming Soon)



Business Intake  
(Coming Soon)

