

sains[®] Corporate Focus



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Mr Teo Tien Hiong
Managing Director / CEO of SAINS

Chief Executive's Message

Over the years, ICT solutions created by SAINS have benchmarked very well and won many awards at national and state level competitions. For the 2007 – 2008 period covered in this Year Book I would like to put on record my acknowledgement and appreciation of the creativity, innovation as well as sheer hard work of individuals and collaborative teams which make such significant achievements possible.

Among the major recognitions won by SAINS solutions in 2007 are the two most prestigious Public Sector ICT awards in Malaysia – 2007 Prime Minister's ICT Quality Award for the E-Syariah Solution and the "Five Star" Government Portals and Web Sites in Malaysia Award for 2007 for the Sarawak State Government portal.

While not all ICT benchmarking results for 2008 are in, we are happy to note that the SAINS Integrated Court System has already won the most prestigious national level 2008 private sector MSC Malaysia Asia Pacific ICT Alliance (APICTA) Award for the Best of e-Government and Services Category. In the same event, our Rural ICT Guided Home-based Technopreneur (RIGHT) submission was judged a Finalist in the E-Community category. Meanwhile at the state level, our solutions for Case Management System and Virtual Proceedings System piloted in the Sarawak Courts were respectively judged the Top and 2nd place winner for the Management Category in the 2008 inaugural Sarawak Federal Secretary's Innovative and Creative Awards (AIKSUPS) for Federal Government Agencies in Sarawak.

Other relatively more significant developments in the Company over the past several years are the gradual nurturing of our business in reaching out to new customers and diversifying the SAINS products, services and solutions base. The first part of this effort has started to bring in tangible returns for SAINS in 2007 – 2008 from our new business presence in Brunei and the other states in Malaysia. These include projects on ICT infrastructure, applications and systems integration solutions involving networks, geomatics, security and surveillance, collaborative computing etc.

On the other hand, the investment in a strategic Research and Development Unit in SAINS is beginning to bring in significant sustainable results in broadening the Company's products, services and solutions base. Among the solutions developed by the R&D Unit that are integrated with skill and technology inputs from IS and GIS Units are the GPS and GSM/GPRS based vehicle tracking and management systems, RFID applications, biometrics solutions etc. More than ever before, SAINS is now able to offer customers end-to-end, one stop supported services on network and systems infrastructure, software, hardware and seamlessly integrated devices.



Teo Tien Hiong

SAINS CORPORATE FOCUS 2007-2008



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THE AWARD WINNING SYSTEM- INTEGRATED COURT SYSTEM

Winner of MSC Malaysia Asia Pacific ICT Alliance (APICTA) Award 2008 Best e-Government & Services Category for Innovative used of technologies that enable transformation of internal and external judicial processes towards customer-centric government service delivery



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SOLVING REAL-WORLD SECURITY & SURVEILLANCE PROBLEMS

With today's mounting pressure on governments and businesses to ensure a higher level of security, Closed Circuit Television (CCTV) is widely recognized as an effective way to detect crime and enhance public safety by providing surveillance for industrial sites, public areas and government premises.



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As the pace of change increases in today's business, it is critical for organizations to act and react quickly. Having the right corporate office software is essential for enhancing employee productivity and improving customer server.



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KNOW YOUR VEHICLES' EVERY MOVE!

Vehicle Tracking Systems are becoming increasingly popular with vehicle fleet owners. They provide accurate information on vehicle locations, routes, speed, mileage, and driver productivity.



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From the moment an employee is employed to the time when he/she leaves, thousands of HR related activities and transactions will have occurred and been processed within the organization, creating a large amount of paperwork.



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INTEGRATED SOFTWARE TO REDUCE DATA INPUT TIME

Our Business One Solution automates your business operation from purchasing, to inventory management, to asset management and accounting so that you can manage higher administrative volume without increasing staff numbers.

THE AWARD WINNING SYSTEM

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for Innovative used of technologies that enable transformation of internal and external judicial processes towards customer-centric government service delivery

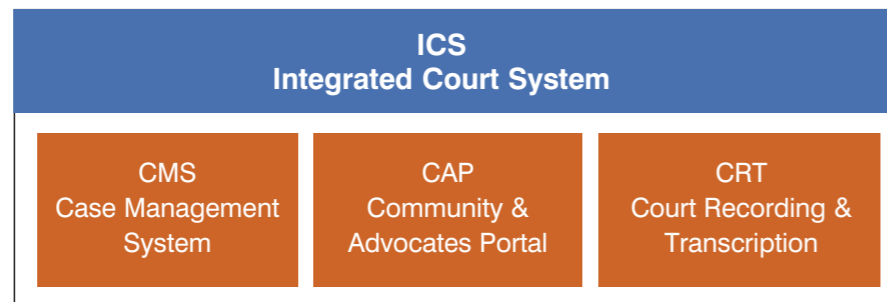


INTEGRATED COURT SYSTEM

A highly effective, comprehensive and practical application designed to facilitate the work processes of the Judicial Department.

It comprises the following integrated systems:

- Case Management System (CMS)
- Community and Advocates Portal (CAP)
- Court Recording and Transcription System (CRT)



Case Management System

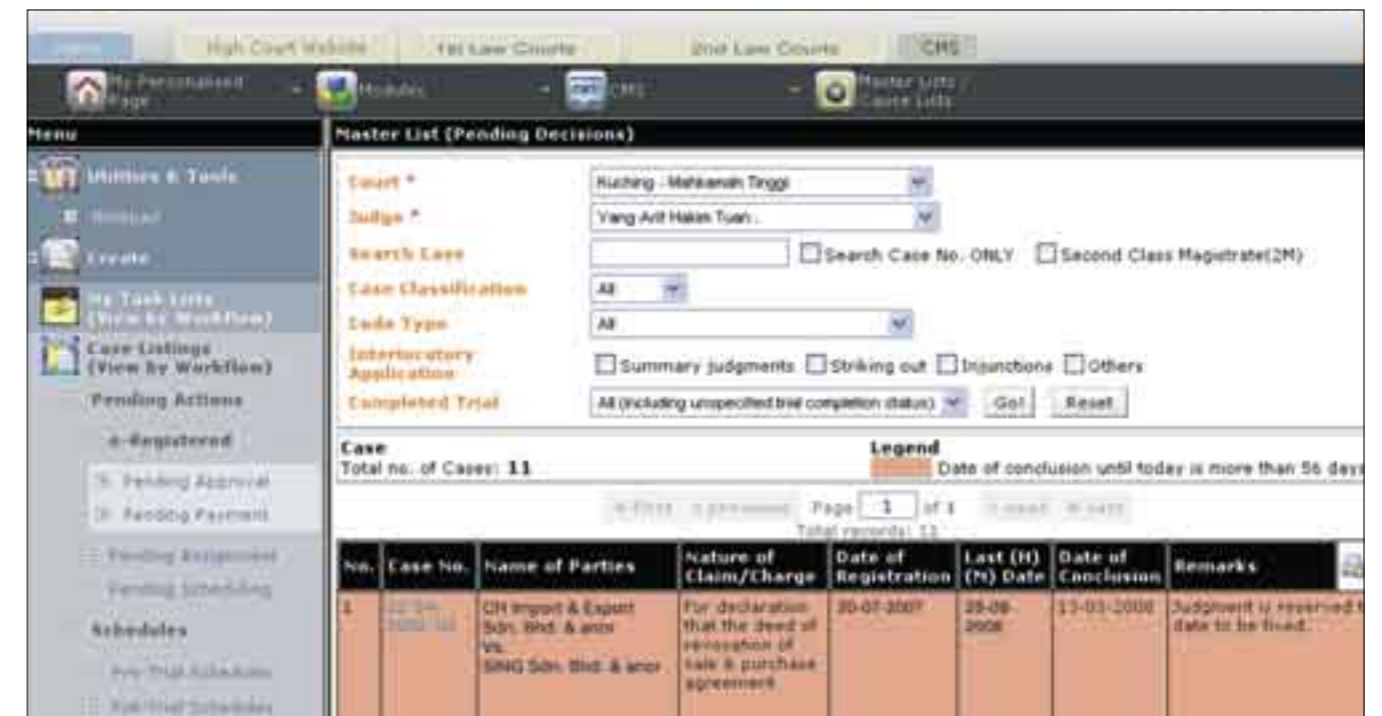
This system is used by court officials to manage information and work flow of court cases, from case registration to case assignment, to case scheduling to judgment.

| Case Management System | | |
|------------------------|---------------------|-----------------------|
| CASE Registration | CASE Assignment | CASE Scheduling |
| CASE Judgement | Master Listing | Cause Book Management |
| SMS Management | E-Filing Management | Exhibit Management |
| Payment Management | Management Reports | File Management |
| System Administration | Facility Management | Task Management |

The system features overall calendars of court activities and provides a clear view of the availability of judges and courtrooms. It helps the court registrar schedule and keep track of cases for each court. CMS has proven to be an essential tool in clearing the backlog and improving the efficiency of the management of court cases.

Master Listing

The master-listing module provides an interface for judges and court officials to view all cases in the courts. Cases are archived after they are closed, but are retrievable any time and when required.

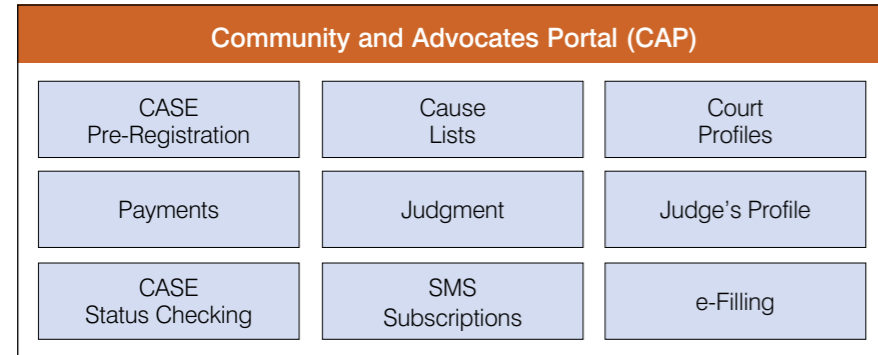


Warnings and escalations to expedite dispositions

The Case Management System is seamlessly integrated with the Communities and Advocates System, which facilitates the publishing of judgment information.

Community and Advocates Portal

The CAP portal provides an external interface for the judicial department and acts as a bridge between the court officials and the advocates.



Case Pre-Registration and Payment on the Portal

The case pre-registration module provides an interface for advocates to pre-register cases online from the comfort of their offices or homes. Equipped with a sophisticated Online Payment Engine, it allows online transactions to be conducted via Internet anytime anywhere.

Case Status Checking

With pre-registration and payment done, advocates can check the case assignment and schedules online. This way, they do not need to queue up at counters, saving tremendously on time.



Firm's and Advocates Personal Case Schedule

SMS Subscriptions and Management

This module provides an interface for advocates to subscribe to the SMS services, and thereafter, manage their SMS accounts with a special logon identification (ID). Subscribers are notified of the schedules of upcoming cases relevant to them. In addition, they are also notified of cancelled and re-scheduled cases. This will reduce the waiting time of the advocates at the Court.

E-Filing

This module allows advocates to file court documents online e.g. pleadings, motions, briefs, and exhibits. E-filing streamlines workflow, and saves a lot of valuable time compared to the previous system of manually transfer documents between advocates and the courts. With the documents filed electronically, a natural advantage is the search and retrieval function, which provides the service anywhere, anytime.

Court Case Listings and Judgments

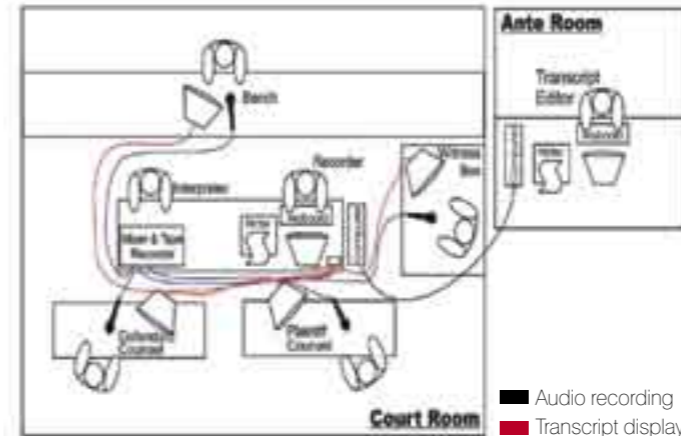
The Community and Advocates Portal gives advocates online access to relevant case information.



Court case listings and judgments

Court Recording and Transcription System

The Court Recording and Transcription System is a specialized system for real-time recordings and transcribing of courtroom events. It translates shorthand entries of court proceedings into full text with different languages support.



Simultaneous digital audio recordings of proceedings are recorded and tagged to each paragraph for further editing and verification.

Hardcopies of the transcripts can be printed and distributed as the trial proceeds. This allows the Bench and Counsel to concentrate on the witnesses and examination of documents.

The CRT allows counsels and judges to organize marked testimony, enabling them to get more accurate notes than a pad and pencil would allow.

Reference sites :

The Sarawak High Court

The system has already been implemented in 26 courts within Sarawak and is being implemented in 13 courts in Sabah.

The Chief Judge of Sabah and Sarawak, Tan Sri Richard Malanjum stated that Sarawak has emerged as the "number one" State in the country for efficiency in clearing the backlog of outstanding court cases. Not so long ago, Sarawak was the second worst of the 13 States and Federal Territory in terms of number of unresolved cases.

The Chief Judge reveals that the productivity of the courts in Sarawak has increased by leaps and bounds. In 2005, the Sarawak Courts were at the bottom of the productivity list of the courts in Malaysia. By the middle of 2007, Sarawak courts had consistently been on top of the list since ICS was launched in February 2007.

"As the Chief Judge of Sabah and Sarawak, I would say that almost all of the major problems disappeared with the introduction of the ICS. Cases are now disposed of within the shortest time possible. Registration of a new case takes only 2-3 minutes to register today compare to the 30 minutes to register a new case before ICS was implemented".

He explained, "the scheduling of all cases to be heard by Judges and Magistrates are now computer generated through the system rather than done manually. Applications filed are dealt with immediately. Any delay in the delivery of decision and judgment is now monitored and the system will trigger an email to me if no action has been taken".

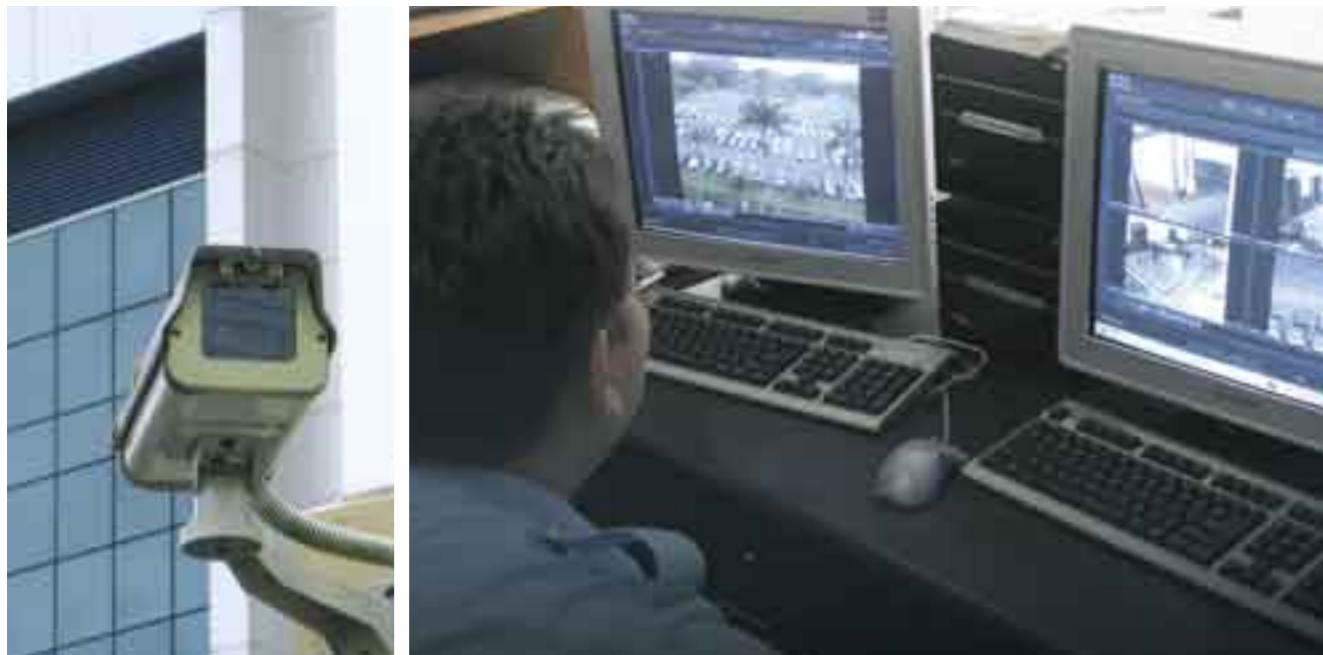
The Kuching High Court Judge, David Wong who has hands-on experience of using ICS was equally proud of their achievement "If this system were to be taken away from this court now, I would not know how to work", he said.



On 26 August 2008, Minister in Prime Minister's office, Tan Sri Bernard Dompok visited the Sarawak Courts to view the ICS being used in virtual case proceedings in Kuching, Miri and Sibu simultaneously via video conferencing. Dompok said he had never expect Borneo to have such an advanced system for the courts. "This is the way for the nation to allow for speedy court proceedings, transparency in the government and improvement in the judiciary system," he said.



SOLVING REAL-WORLD SECURITY & SURVEILLANCE PROBLEMS



Today, there's mounting pressure on governments and businesses to ensure a higher level of security against crime, vandalism and terrorism.

Closed circuit television (CCTV) is widely recognized as an effective way to detect crime and enhance public safety by providing surveillance for industrial sites, public areas and government premises.

However, the increasing number of surveillance cameras have resulted in an information overload, because conventional CCTV records everything with little or no intelligence. This also results in large amounts of tape to manage.



This solution was showcased during the World Congress on IT 2008

One of the main concerns with conventional CCTV is that it lacks the ability to detect incidents of what can be defined as abnormal events.

According to Military studies, after 12 minutes of continuously viewing 2 or more sequencing monitors, an operator will miss up to 45% of all scene activity. After approximately 22 minutes, an operator will miss up to 95% of all scene activity. *Source: Security Oz, Oct/Nov 2002.*



SmartVeillance uses artificial intelligence to prioritize video observations, so that once correctly configured and trained, the system will automatically trigger alerts for user defined events and bring the most important security issues to the attention of security staff.

SmartVeillance uses image analysis techniques to :

- Separate Background and Foreground and identify objects
- Differentiate between objects of different shapes and sizes e.g. Human, Car, Lorry, etc

These techniques may be used for :

- Stationary Object Detection
- Directional Flow Control
- Speed Range Detection
- Facial Detection
- Counting

| | | |
|---|--|-------------------------------------|
| <p>Stationary Object Detection</p> | <p>Directional Flow Control</p> | <p>Speed Range Detection</p> |
| <p>Facial Detection</p> | <p>Counting</p> | |

SmartVeillance is ideal for :

- Enforcing and Detecting Traffic Offences
- Ensuring Public Safety



With the massive growth in the deployment of CCTV cameras, the need to intelligently filter video streams so that only the video containing relevant information is presented to security professionals, is becoming essential.

SmartVeillance can be integrated with existing CCTV systems and network infrastructures as well as being used as a turnkey solution.

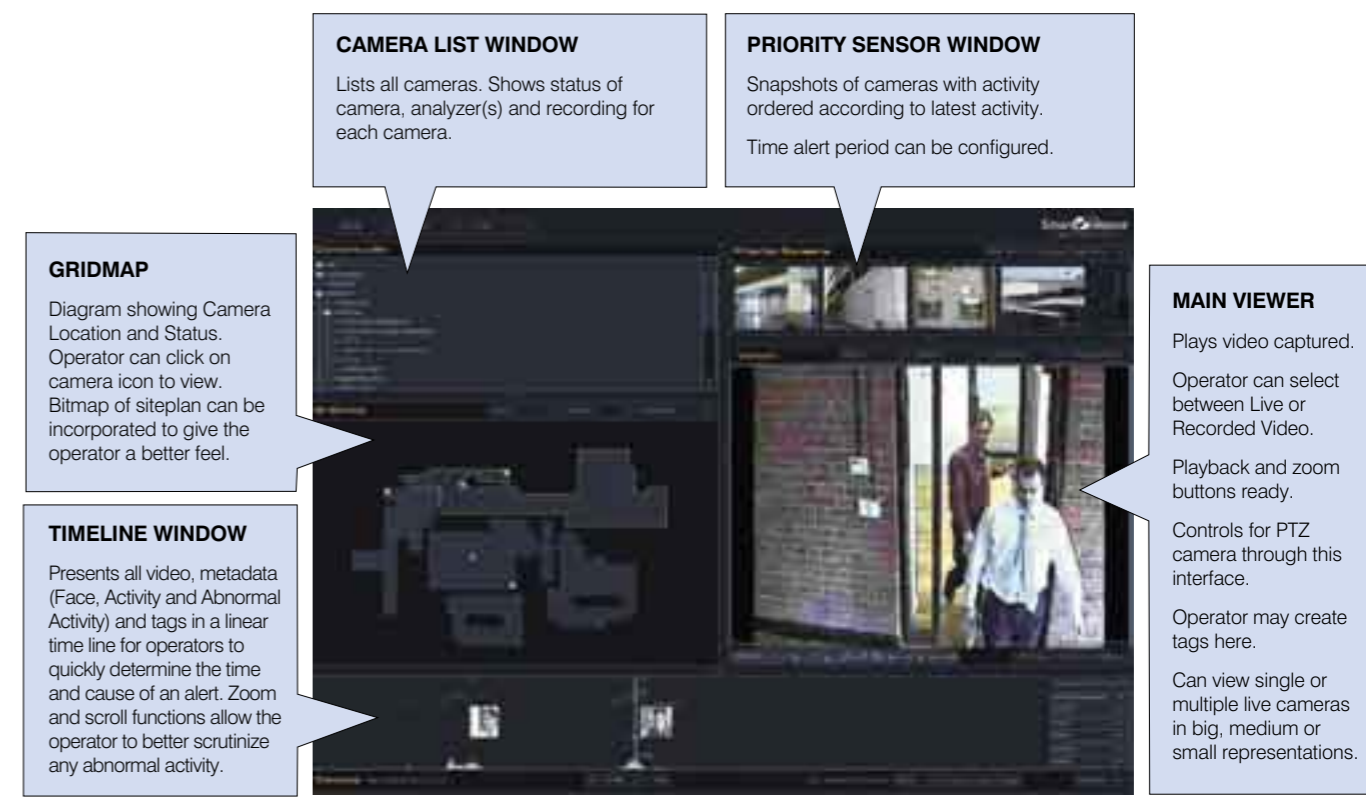
It utilizes network digital video with powerful video management across multiple locations to increase management and security efficiency.

Conventional CCTV versus SmartVeillance

| Conventional CCTV | With SmartVeillance |
|---|---|
| Shows Raw Video | Highlights relevant events |
| Inaccurate or no Motion detection | Intelligent motion detection using image analysis to reduce false alarms |
| Information Overload | Intelligent filtering |
| High manpower cost | Reduced manpower |
| Manual object detection – operator visually inspects moving objects | Intelligent object detection such as people running, stationary objects, etc. |
| Slow search & playback functions | Graphic timeline for easy and fast search and playback |

SmartVeillance interface has been specifically designed for security professionals.

It provides simultaneous access to real-time and recorded data to improve the process of security surveillance and response management.



Advantages of SmartVeillance Increase Security and Reduce Operation Cost

The advanced visual intelligence engines can:

- Detect and counter potential threats such as terrorism and crime in airports, seaports, government and high-security facilities
- Reduce manpower by a factor of 4
1 operator for every 16 cameras can now be reduced to 1 for every 64 cameras

For enquiry and demo on this solution, email us: service@sains.com.my

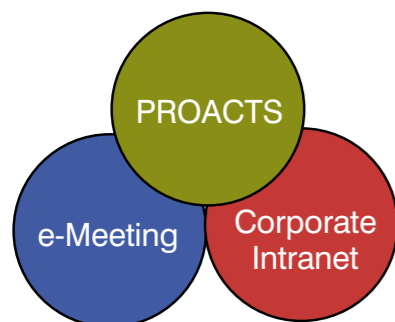
Reference sites :

- Malaysia**
 - Johor, Malaysia
Universiti Tun Hussein Onn Malaysia – UTHM, Johor
Premise: University campus - campus wide indoor and outdoor camera.
Total Cameras: 133
 - Sarawak, Malaysia
Sarawak State Government (Key Government Premises)
Total Cameras: 80
- Australia**
 - National Gallery of Victoria
→ Crowd control
 - Victoria Arts Centre
→ People counting
 - Luna Park Theme Park
→ People counting

SIMPLE SOLUTIONS FOR EVERYDAY OFFICE INTERACTION



Office Productivity Tools



Promoting Employee Productivity Improving Customer Service

As the pace of change increases, it is critical for organizations to act and react quickly. To do this, we must source and implement the right solution.

Our corporate office software suite consisting of PROACTS, e-Meeting and Corporate Intranet incorporates all the following features which are essential for work group interaction:

- A central database repository for updating with indexing and searching capability
- A workflow, routing and access control mechanism based on the organization's hierarchy
- A messaging and directory system for notifications and alerts

PROACTS (Paperless Registry Operations And Case Tracking System)

The three main modules of PROACTS are mail management, case tracking and routing, and file management.

It begins when an incoming correspondence is scanned, converting it into an electronic document. The registrar files the electronic document along with any case remarks in PROACTS. The electronic document is then routed to an action officer via the corporate email system.

The automated routing system will prompt the email sender and recipient if no action has been taken by the email recipient after a certain length of time.

Outgoing correspondence can be attached and stored in the same case file.



Filing Management module in PROACTS

What's new in PROACTS version 3.0?

Document Locking

- Prevents more than one user from editing the same case record at a time
- Provides duplication checking on the registration of incoming and outgoing mail

Mass distribution of outgoing mail

- Any outgoing mail can be dispatched to multiple agencies
- A user may send comments to a selected person or to a group of users simultaneously

Staff Availability

- Integrated with the Leave Management System
- Check staff availability; Alarm will trigger when a staff member is on leave

Web Interface and Internet Technology

- Allows officers who are not in the office to check on cases anytime, anywhere via the Internet

PROACTS system simplify interaction

- Computerizes the file registry and case tracking administration
- Facilitates monitoring of all outstanding cases
- Speeds up the process of action and document routing between officers
- Provides fast searching of files and mail

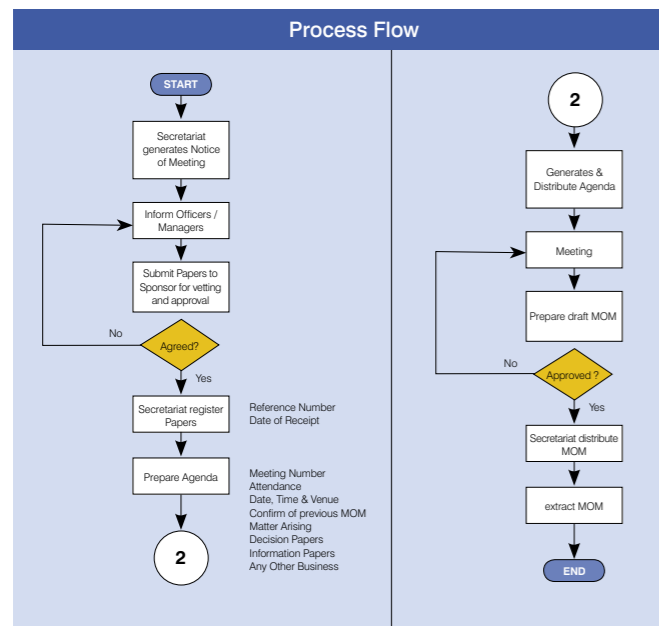
Reference sites :

The system has gone through multiple rounds of enhancements to better suit customers' changing needs. It is currently being used in over 30 government sites in Sarawak, ranging from government departments to statutory bodies to local authorities. The main users are Directors, Officers, Secretaries, Office Registries and Dispatch staff.

e-Meeting System

The e-Meeting system is an information management and workflow automation tool that deals with the administrative process of managing a meeting and all its related documents.

When a Notice of Meeting is issued, the e-Meeting system will notify all the committee members as well as issue an announcement for the submission of papers. Once all papers have been finalised and the matters to be presented and discussed in the meeting have been prioritised, an Agenda will be prepared on the system.



The system speeds up the recording and preparation of minutes through the use of pre-configurable templates. Extracts of minutes from meetings may be easily reproduced on the System as needed for action officers assigned to matters discussed in meetings. In this way, any actions that have been taken as well as any progress that has been made by action officers may be easily followed up on before the next meeting.

With the use of standardized templates, a configurable workflow engine and a flexible search engine, the time and effort needed to manage documents generated by meetings as well as the time taken for the predefined routine administrative tasks of managing meetings is tremendously reduced.

Common challenges faced by offices after the meetings include managing papers that have been tabled as well as managing the minutes. Additionally, matters that have been discussed, their related comments and instructions and progress reports need to be kept track of.

After numerous meetings, keeping track of outstanding matters discussed in various meetings as well as searching records for details from previous meetings becomes cumbersome.

All of these time-consuming tasks can be simplified by using the e-Meeting System.



e-Meeting homepage showing To Do List, Announcement and Meeting Schedules

The System integrates with the organisation's standard email system for notifications, routing and reminders.

Authorised officers, managers or committee members may propose and submit papers for deliberation in the coming meeting. From the System, the Secretary then selects the papers in preparation of the agenda.

During the meeting, decisions, assignments and comments can be immediately entered into the preformatted template according to the agenda prepared early on.

At the end of meeting, the minutes can be generated quickly on the System and sent out automatically to each committee member.

The system not only reduces the time taken to manage meetings but also the time taken to search for information generated by previous meetings.

Corporate Intranet

A Corporate Intranet serves as a one-stop central gateway for organizations to post, retrieve, and share information very quickly within the organization. Today, an intranet does not just consist of web pages that display corporate information, procedures, policies or manuals.

Evolving and proactive organizations need Intranet solutions that allow for personalization, configurability to suit changing corporate workflows and processes, content structuring and access control according to corporate functionality and business sections, as well as integration with other applications and information data storage. It becomes the core of organisational knowledge management whereby references and resources are stored in a central location but are shared across the organization.



Benefits

- Improves flow of communication by using a single, common channel
- Retrieves information quickly
- Promotes productivity and empowers staff to be self reliant
- Cuts down on printed documents as information is shared electronically
- Scheduling, reminders and alerts can be programmed for events and functions
- One central repository for updating and managing Information

Corporate Intranet is an efficient and cost-effective communication and collaborative tool for an organisation. It promotes a closer working atmosphere and enables speedier communication and coordination among staff.

Features

Content Framework

Set index to navigate most relevant content quickly

Central Repository

Leverage information assets with searchable content Library

File Sharing

Share documents such as policies and procedures

Keyword Search

Search for keyword occurrences across repositories

User Management

Control user group and permissions to update or view

Workflow & Collaboration

Automate email notifications and reminders

Reporting

Measure effectiveness; Analyse usage, statistics and compliance

KNOW YOUR VEHICLES' EVERY MOVE!



The competitive nature of the business world today requires that businesses manage and optimize the use of assets which play an integral part in the delivery of goods and services to customers. This is especially true if those assets are mobile, such as a fleet of vehicles.

Vehicle Tracking Systems are becoming increasingly popular with vehicle fleet owners. These systems have become an indispensable device for efficient fleet management. Vehicle Tracking Systems provide accurate information on vehicle locations, vehicle routes, speed, mileage, and driver productivity.



Screen showing Route Replay

Vehicle route may be viewed on the map, indicating the direction travelled. Location and speed details may be displayed as well.

Effective use of vehicle tracking systems has been shown to significantly positively impact the business bottom line. The most notable benefits of the system are those of cost and time savings, improved security and the ability to curb employee misuse of company vehicles.

The OmniTrac Vehicle Tracking System is a powerful real-time tracking system with comprehensive features and user friendly web-based reports on vehicle usage. The basic component consists of an automatic vehicle location (AVL) device installed in the vehicle. The AVL comes in various models, each having different combinations of features for customers to choose from, depending on their requirements.

The system utilizes GPS and mobile communication networks (GSM / GRPS) to accurately pinpoint vehicle locations. This is transmitted back to the control centre. At the control centre, the system database software collects the information and produces various detailed reports for analyzing fleet and personnel movements. These reports include mileage reports, route reports, stop/idle reports and harsh braking and acceleration reports which help to improve efficiency and lower operational cost.

The AVL unit uses the vehicle's battery as a power source. Depending on the model, the AVL can support an input voltage of up to 36V and the device is able to resist temperatures up to 60 degrees Celsius.



This solution was showcased during the World Congress on IT 2008

Features and Benefits of OmniTrac

Flexible Operating Cost Models in Managing, Monitoring and Controlling Your Fleet

Location datasets for each vehicle can be collected, stored and transmitted at various chosen intervals:

- Real-time
- Preset time intervals such as every 2 minutes
- Whenever there is a change in direction or turning angle of more than a certain degree. For example, more than 40 degrees in bearing deviation.

This flexibility in setting the frequency of location point collection in the AVL offers customers a choice of cost effective models that are ideal for meeting various operation requirements. The location dataset can be then used to monitor events key to business operation and planning.

Customers wishing to switch to a different mobile telecommunication service provider can do so simply by changing the sim card. The OmniTrac's AVL is intelligent enough to detect and auto-reconfigure the new sim card for the device.

Enhance Security and Safety

The real-time tracking feature enables a vehicle's exact location to be quickly pinpointed during emergencies or life threatening situations. Likewise, timely information is crucial in recovering stolen vehicles.

SOS Button function

This functions like a Panic Button for the driver in emergency situations. This feature is especially useful when the driver is not able to make an emergency phone call. When the driver pushes this button, an SOS alert is sent to the control centre, it also triggers a SMS to preset mobile phones.

Immobilization Switch function

Once a vehicle has been reported missing, the owner can send a signal via GSM to activate the immobiliser in the OmniTrac. This disables the vehicle's start function.

In addition to these safety features, monitoring driver location, speed and status also indirectly help to promote safety.

Live View and Fleet Tracking Alerts

The system allows the vehicle's location to be viewed in real-time, 24 hours a day. The locations of one or more vehicles along with other information such as speed can be in viewed map or tabular format.

The system is also a useful tool in monitoring for route irregularities or undesirable behaviours. By setting an alert for actions such as Geo-fencing or speeding, owners will be notified whenever such as event takes place.

The smart-event based feature in OmniTrac allows for alert notifications via mobile phone and email as well as on the System Live View Control Panel.

Depending on the value configured, notifications can be triggered when:

- Vehicle exceeds a certain speed or is travelling too slowly
- Vehicle is stationary over a certain length of time
- Vehicle moves beyond certain route boundaries or deviates from a pre-defined route

| ID | Name | Status | Location |
|-----|-------------|--------|------------|
| 101 | VEHICLE 001 | ON | 101.123456 |
| 102 | VEHICLE 002 | OFF | 102.123456 |
| 103 | VEHICLE 003 | ON | 103.123456 |
| 104 | VEHICLE 004 | ON | 104.123456 |
| 105 | VEHICLE 005 | OFF | 105.123456 |

Reduce Operation Cost

When their movements are recorded and monitored closely, drivers will be less likely to misuse the vehicles, in particular, from a fuel usage aspect. Behaviours such as excessively harsh braking and acceleration as well as the time taken to arrive at a particular destination will also be minimised.

Data that has been collected can help to resolve disputes when there are discrepancies in employee claims on mileage and overtime.

OmniTec can also reduce insurance costs, since the loss-risk of the vehicle drops significantly. The system provides an effective means of tracking the vehicles if they are stolen. A higher recovery rate means reduced vehicle loss and insurance claims.

OmniTrac Activity Reporting

The daily activities of each vehicle can be logged and statistical reports generated for route analysis, better resources scheduling, resolving disputes, curbing undesirable driving behaviour and to improve resource utilization. This allows owners to accurately monitor vehicle activity and driver behaviour.

Reports on driver activities in relation to the use of the vehicle can be made available through the system. These reports can then be used to compare the efficiency of individual drivers.

| Stop Type | Stop Time | Stop Duration |
|-----------|-----------|---------------|
| STOP | 10:00:00 | 00:05:00 |
| STOP | 10:05:00 | 00:03:00 |
| STOP | 10:10:00 | 00:02:00 |
| STOP | 10:15:00 | 00:04:00 |
| STOP | 10:20:00 | 00:01:00 |

Improve Customer Service

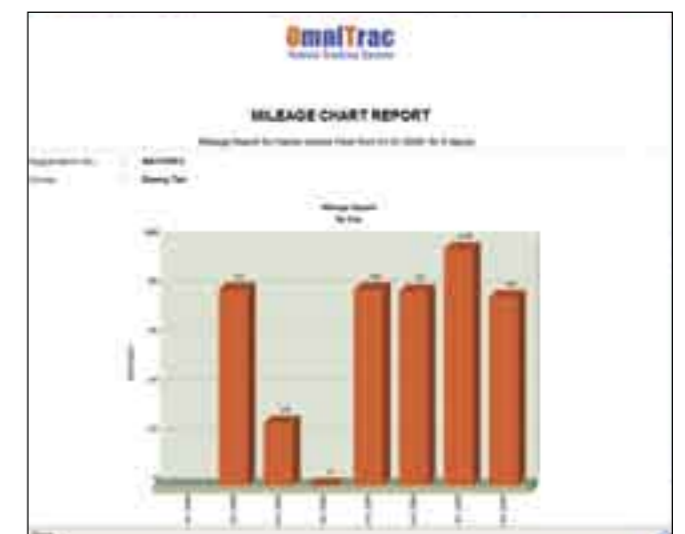
On call or field service personnel such as delivery personnel, repair technicians, taxi drivers and police patrols can be more efficiently dispatched when information on the location of all available resources is online.

The system allows users to keep their customers informed about dispatches, vehicle locations and expected deliveries.

A good area of application for OmniTrac is monitoring the route of garbage collection. As the vehicle is slow-moving most of the time, transmissions may be whenever the vehicle turns and when it stops and starts. This gives more precise information for monitoring and ensuring reliable garbage collection.

User Friendly Configurable System

No installation of additional software or hardware on a user's computer is required to use the system. The system is available 24/7 from any computer with Internet access.



Reference sites :

WEST MALAYSIA

Johor

- FICA Sdn Bhd - Logistic
- Tang Eng-Le Trading & Transport Sdn Bhd - Logistic

Selangor

- Jaring Metal Industries Sdn Bhd - Logistic
- Trans Standard International Sdn Bhd - Logistic

EAST MALAYSIA

Kuching

- Sarawak Energy Berhad - Electricity Power Provider
- Biaramas Express Sdn Bhd - Transport
- Tang Container & Services S/B - Logistic

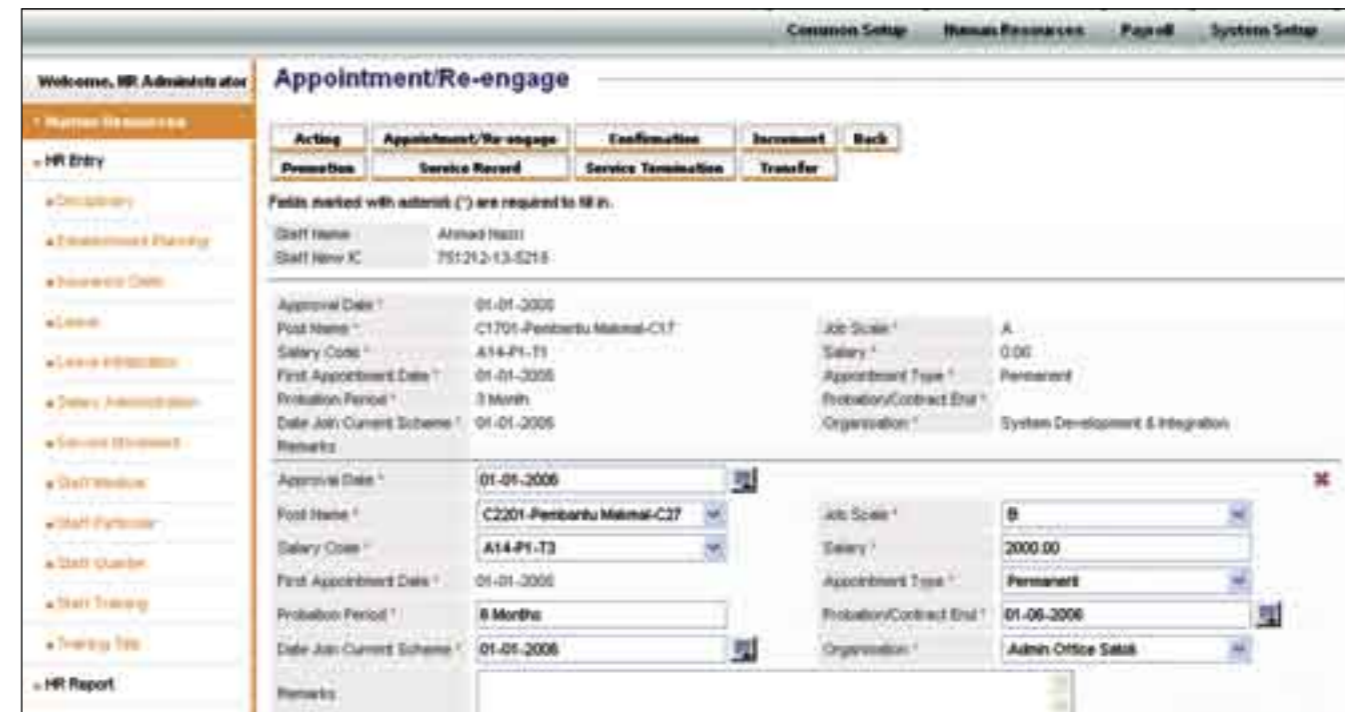
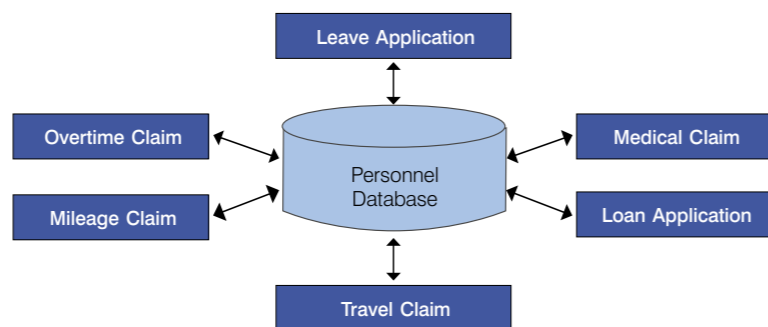
Sibu

- Sibu Municipal Council - Local Council

PROGRESSIVE HR SYSTEMS: EMPLOYEE ADMINISTRATION MADE SIMPLE



Employee administration is more than just staff particulars, service records and payroll. From the moment an employee is employed to the time when he/she leaves, thousands of HR related activities and transactions will have occurred and been processed within the organization, creating a large amount of paperwork.



Traditionally, to deal with the vast amounts of paperwork, HR departments and management have had no choice but to expand their workforces to cope. However, even with these measures, in some instances the time taken to process paperwork does not improve.

Today, more and more corporations are extending their personnel and payroll systems as well as streamlining their computerized HR processes to take advantage of the centralized data collected within the personnel information database.

In recent years, many firms have begun to invest in integrated HR Systems that support online submissions and approvals and that are directly updated to a centralized database. This is to combat the high cost of managing their workforces and the related personnel records. Integrated HR Systems also allow firms to deal more efficiently with the complaints and requests, such as leave applications, loan applications, overtime, mileage, medical and travel claims that invariably come with a large workforce.



Employee Self Service System

ESS was designed to simplify the task of the HR Department. Employees may access the system via the intranet. They are then able to make requests and fill in the relevant forms online. Confirmations are given via email. As everything is done electronically, the amount of paperwork is drastically reduced.



Leave Application



Employees can now apply for leave without the trouble of manually securing their superior officers endorsement and their department heads' approval. Once an application has been filled out online, the system will route their application to their immediate superior for endorsement and thereafter route it to the next in line for approval. This workflow is possible because the organization hierarchy will have been pre-configured into the ESS Administration module.

Employees may check on the status of their leave application, leave balance and leave history on the system at anytime. Furthermore, they may also enquire as to the leave status of their colleagues.

Loan Application



This module caters to three types of loan applications that is; Computer Loans, Housing Loans and Vehicle (car or motorcycle) Loans. Only eligible employees may access the system to submit a loan application.

Employees will be able to monitor the progress of their application on the system. When a loan application is submitted online, the system will send an email notification to the loan processing action officer in-charge. If the first action officer is on leave or fails to respond within a given length of time, the application will be rerouted to a second action officer.

There are three levels in the Loan Application process:

- a. Human Resource Recommendation
- b. Finance Recommendation
- c. CEO Approval

The system also provides a Loan Repayment Statement module for users to monitor their loan repayments. Loan repayments may made be via payroll deductions.

Overtime Claim



The system is set so that only eligible employees are allowed to submit overtime claims. overtime is claimed on a monthly basis (this means only one submission per month is allowed).

The ESS Administrator module allows the following features to be configured:

- Overtime rate factor
- Approval routing structure
- Maximum overtime claim allowable e.g. less than 75% of the basic salary, else CEO approval is required

Mileage Claim / Medical Claim / Travel Claim



This module allows employees to submit their mileage, medical and travel claims to the HR Department online. As with the other modules, the claim-processing routing structure is configurable and the module allows employees to:

1. Trace the progress of their current claim
2. Make enquiries on their claim history

Integration that reduces multiple data entries is the key benefit of a progressive HR System.

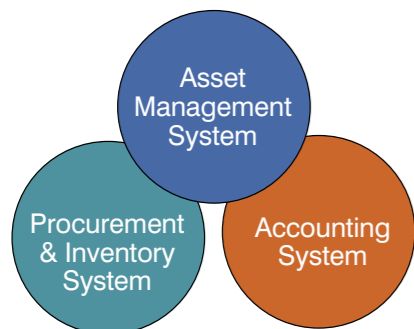
This is an important key feature that ultimately simplifies the HR administration functions.

Integration of leave information allows automatic verification of staff availability for workflow routing management. Integration of the payroll system for loan repayment deductions as well as the posting of approved claims saves data entry time.

INTEGRATED SOFTWARE TO REDUCE DATA INPUT TIME



Business One Solution



Instead of using different software applications for each business process, look for a single, integrated solution. Our Business One Solution automates business operations from purchasing, to inventory management, to asset management and accounting so that higher administrative volume can be managed without increasing staff numbers.

Business One Solution consists of the following systems:

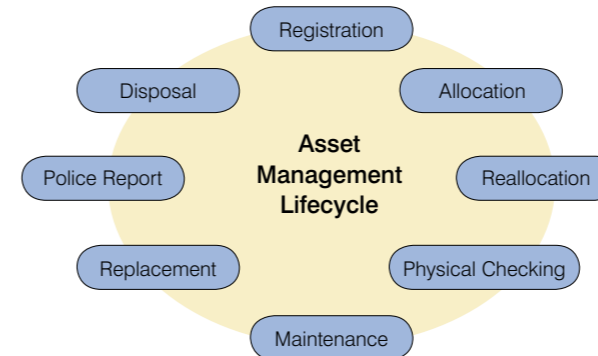
- Asset Management System
- Procurement and Inventory System
- Accounting System

Asset Management System

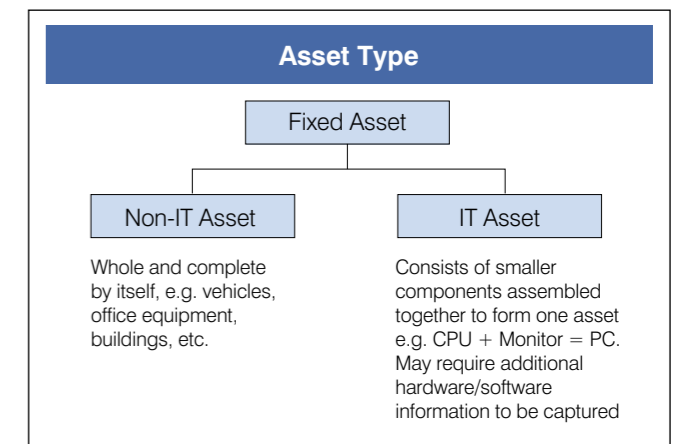
An information repository solution for managing and tracking office furniture and equipment in line with auditing and regulatory requirements.

The system aims to assist an organization in better managing the distribution and productive use of its assets. It eases the administrative tasks of asset registration and allocation, asset transfer, physical asset checking, asset servicing and maintenance and asset disposal.

The system is design to facilitate the management of assets with the objective of asset recording and tracking throughout the entire asset life cycle.



Customers have a choice of using the Generic Asset Management Module and /or the Specialised Asset Management Module for IT Assets.



The Asset Management System provides a comprehensive look at the types and quantities of all assets held at all office locations. The software keeps records of each piece of equipment, as well as the item's configuration, service history and repair costs.

Maintenance and replacement work orders are sent through the web-based centralized database and include details of the equipment's configuration, special codes and operational procedures.



The asset master file can be configured to store additional information such as that pertaining to suppliers, warranties and insurance.

The system provides the following features to suit individual organizations:

1. Image attachment of the asset for easy identification
2. Email notification sent to asset holder upon the new registration of asset or for asset disposal
3. Customisable report formats and asset templates
4. Asset list for periodic checking and verification of the physical condition of assets in respective offices
5. Printing of Asset Inventory Sticker
6. Asset Maintenance Reminder
7. Integration of Fixed Assets Module in Accounting System for asset registration, asset depreciation and asset disposal.

In the event of an asset lost, reference information from any police reports lodged may be recorded in the system before filing insurance claims. Thereafter, the asset can be written off and taken out of the active asset registry.

Procurement & Inventory System

The Procurement & Inventory System is a multi-user system with a centralized database, which facilitates the monitoring, tracking and management of purchasing and inventory and provides the necessary data entries to the accounting system.

The Procurement & Inventory System has 5 main modules.

1. Requisition
2. Inventory
3. Procurement
4. Collection
5. Receive and Delivery

Each module incorporates electronic submissions and approval workflows with online reference to stock items available in the store. The system allows for the management of separate and multiple stores but the consolidated view enables the overall stock level to be managed in a fast and practical manner for better financial planning and budget control for purchasing.

Requisition Module



- The Requisition Module may be used to purchase items, borrow items from storage or to request a service
- Upon submission of the online requisition form, an email will be sent to the designated supervisor for endorsement and approval
- Only authorized action officers may perform requisition approvals
- The system supports multi-level approvals. The level of approval for each type of requisition is configurable by the System Administrator
- Cancellation: Before approval, the requestor may cancel the submitted requisition
- Requestors will be able to monitor the requisition approval process on the system

Inventory Module



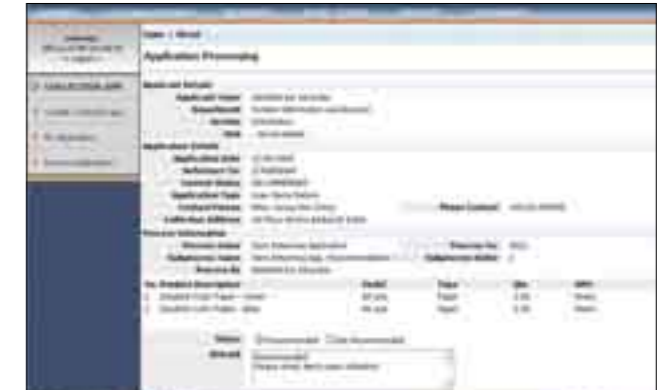
- This module will enable the store clerk to maintain a list of stock items and monitor the quantity that is available in the store
- The adjustment function allows for supervisors to adjust the stock quantity on the system should there be any discrepancy between the quantity on the system and actual stock on hand after a stock check has been carried out
- Inventory Configuration is accessible only by the Store Administrator and is for maintaining the types of inventory in each store throughout the organization

Procurement Module



- All approved requisitions will be routed to the designated procurement officer. The procurement officer will need to determine whether the items and services requested are to be sourced from within the organization and issued from existing stock in the store or whether a purchase order or service order to an external supplier will be required.
- Requisitions that do not require a purchase or service order be sent to an external supplier will be routed to the store.
- Requisitions that require a purchase or service order to be made to an external supplier will be routed to the relevant assistant procurement officer for sourcing.
- The assistant procurement officer will select items or services to be included in the Purchase or Service Order form and will submit it to the supervising officer for approval. Only designated procurement officers can create and submit purchase or service orders.
- Upon submission of the purchase or service order form, an email will be triggered and sent to the relevant authorization officer for approval.
- The system supports multi-level approvals. The hierarchy and approval process is configurable by the System Administrator based on the type of purchase and the purchase amount.
- Cancellation: Before approval, the purchasing officer can cancel the purchase or service order submitted
- The procurement officer will be able to view the submitted purchase or service order on the system.

Collection Module



This module allows for loan items to be returned to the store

Receive/Delivery Module



- There are 2 store receiving processes namely Store Collection and Store Receiving
- Collection Applications that have been approved will be routed to the store for processing with the Store Collection Note (SCN)
- Store Receiving involves receiving physical stock from an external supplier. The store clerk will input the items received into the system and the system will update the inventory record of the receiving store
- To issue existing stock from the store, the store clerk will have to create a Store Delivery Note (SDN) for approval by the store manager before a physical delivery can take place

Accounting System

The Accounting System consists of 6 main modules:

1. General Ledger
2. Accounts Payable
3. Accounts Receivable
4. Cash Books
5. Fixed Deposits
6. Fixed Assets

General Ledger Module

This module allows for a flexible and multi-level account code setup with the following groupings:

- income/revenue group of accounts
- expenditure group of accounts
- cash/bank group of accounts
- asset group of accounts
- liability/provision group of accounts
- capital/reserve group of accounts



Standard functions provided include features to store yearly budgetary figures of income and expenditure accounts for control and comparative analysis.

The Transaction File records all Journal Vouchers posted and imported such as the various types of revenues collected via the Accounts Receivable module and expenses committed in the Accounts Payable module.

Accounts Payable Module

This module maintains information on creditors and corresponding transactions such as supplier's invoices, payments made and remaining balance.

Accounts Receivable Module

This module maintains information on miscellaneous debtors and their corresponding transactions such as invoice amounts billed, payments received and remaining balances. This module is commonly linked to a separate customer database and sales ordering application system.

Cash Book Module

This module captures all bank account details and payments made through the banks. It allows for cheque printing and payments received from direct bank-ins by debtors. It records monthly bank statements and allows reconciliation between the cashbook and the bank statements.



Fixed Deposits Module

This module maintains the Fixed Deposit Register and records deposit details such as maturity date, rollover/renewal, withdrawal, and interest accrual.

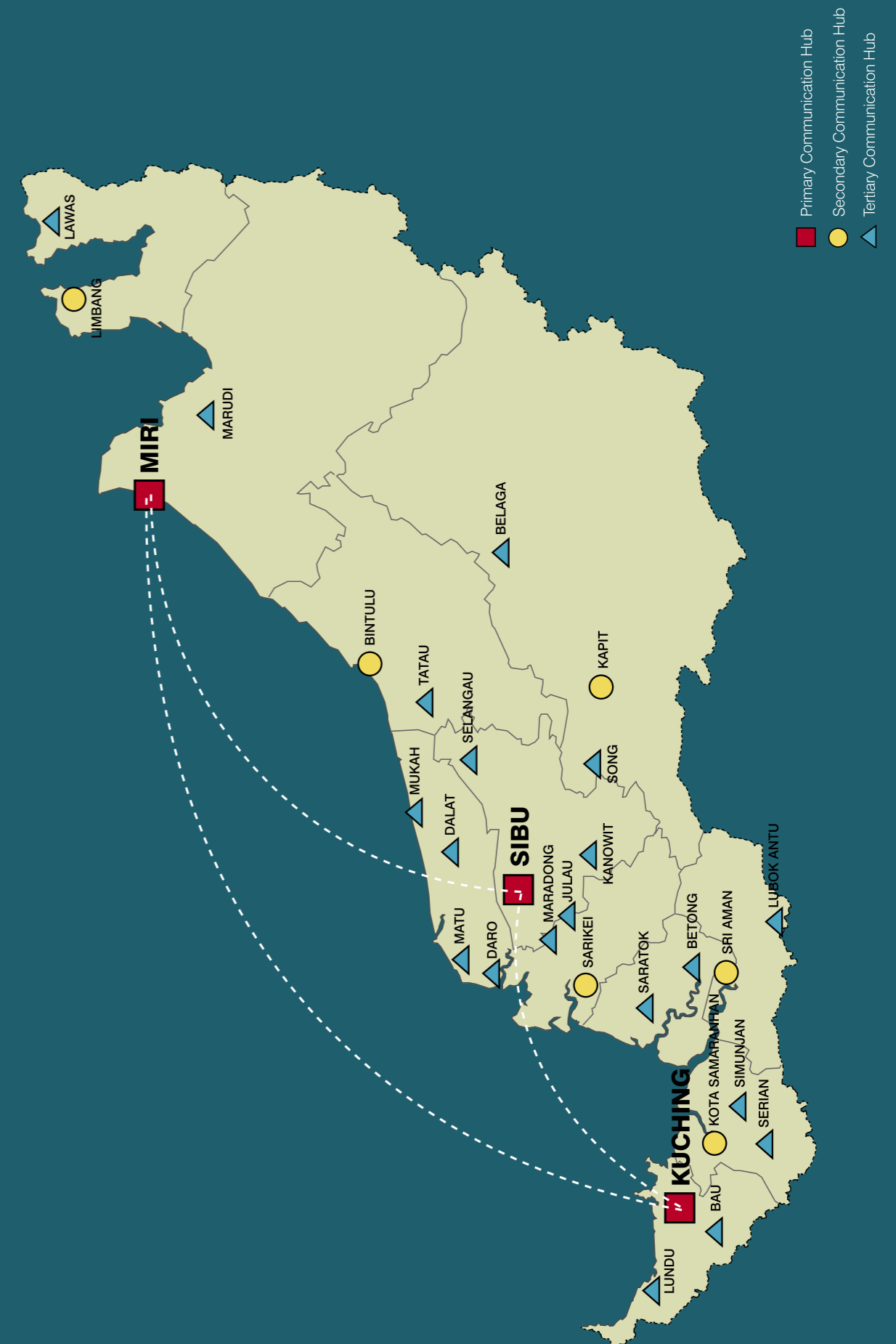


Fixed Assets Module

This module maintains the assets information such as asset grouping, cost and depreciation details. It also tracks the movement of the assets and allows for revaluation of the fixed assets.



SarawakNet | Statewide Network Coverage - Main Locations



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