

HR Management the way it was meant to be - easy and efficient!

A Complete Quick and Easy application designed for Microsoft® Windows® with point and click functionality to manage Employee records for Training, Licenses, and Certifications complete with descriptors and expiry dates.

In addition to keeping track of employees, KapHR also includes a module for keeping track of safety equipment. KapHR will keep track of equipment certifications, calibrations, inspections, and service records. Such information is useful for equipment such as air quality monitors used for confined spaces, or fall-arrest equipment which should be inspected on a regular basis.

EMPLOYEE RECORDS

Important Human Resource Information including:

- Social Insurance Number
- Address
- Telephone contact numbers
- Emergency contact numbers
- Hiring information
- Photo for use on ID badges and tags

The screenshot shows the 'Employee' record form for Jean A. MacDonald. Fields include: Employee(P/R #) 3374.93, SIN 123 456 789, Title Assistant Administrator, Email jam@hotmail.com, Residence 705 123 4567, Cell Phone 705 367 0541, Department Human Resources, Birthdate 1977.06.05, Hired 1993.02.14, Supervisor, Spouse Name Marie-Paul, Ntl Emp Num 1029384756, Address 1572 Queen St. West, City Sault Ste. Marie, Prov./State Ont, Postal Code P6A 2X2, Region Constance Lake, and Emergency Contact Marie-Paul (705 942 5555). A photo of the employee is shown on the right. Buttons for Training, Certificate, and Accounting are visible.

EMPLOYEE TRAINING RECORDS

- History of safety courses
- History of training received
- History of certificates and licenses held
- History of safety meeting attendance

EMPLOYEE LICENSES AND CERTIFICATIONS

- Certificate Number
- License Number
- Date Acquired
- Expiry Dates

COURSE DESCRIPTION RECORDS

- Course Name
- Course Description
- Course Hours
- Course Expiry Date

The screenshot shows the 'Course' description form. Fields include: Course BSFFR-2008.04.05, Hours 7.00, Date Acquired 2008.04.05, Expires 2009.04.05, Type Municipal Health and Safety, and Category Health and Safety. A sidebar on the left contains navigation buttons for Category, Course, Type, Employee, Certificate, Equipment, and EXIT. The status bar at the bottom indicates 'Record: 3/10 Record Unlocked'.

COURSE CATEGORY RECORDS

- Defines courses for Basic, Intermediate, Advanced, Recurrent training, Health and Safety, etc.

PRINT SECURITY PASS BADGES

- Identify Authorized Personnel
- Includes corporate logo
- Picture on Badge precludes use of "borrowed" badges

ADDITIONAL FEATURES:

SAFETY EQUIPMENT RECORDS

- Track equipment status including Make, Model, Serial Numbers and Descriptions
- Track equipment location, both general and detailed
- Track inspection certifications and inspections

CREATE EQUIPMENT ID TAGS

- A positive match for inspectors between hardware and records

ONLINE TRAINING

- Training of the software can be done online, at your own leisure.

"KAP DATA HAS CONSISTENTLY SUPPLIED TIMELY PERSONAL AND PROFESSIONAL CUSTOMER SUPPORT. WE HAVE FOUND THEM TO BE A TRUSTWORTHY PARTNER COMMITTED TO THE NEEDS OF OUR COMMUNITY..." DENIS DORVAL CLERK/TREASURER.