

Personnel Planning

The Platinum Personnel Planning module is a purpose written diary and reminder system designed to work in an office environment where communication may be a problem. Unlike a conventional diary, this software will allow the simultaneous viewing of any number of individual diaries for people or resources without having to leave your desk. The major problem with conventional diaries is that they tend to be spread throughout different offices; it is thus difficult and time consuming to find and use them. This software is a complete solution and makes all diaries instantly available from any terminal. Most people, Catalyst included, previously used pieces of paper and "post it," notes to communicate messages about the office; these have a habit of wandering. The reminder system is designed to make sure that messages never go missing and you never forget to return a call. In common with other Platinum modules, this package may be either used in a stand-alone capacity or form part of an integrated suite of software.

Diary Entries

- As personnel are identified by a simple three-character code the only limit to the number of diaries held is the number of three digit combinations you can think of.
- The text search on names ensures that you will never have a problem remembering or finding a person's code.
- The use of colour ensures that recognition of employees and appointment types on the screen is instant.
- The diary view option may be ranged by date, personnel, and appointment types ensuring that you can see on the screen just what you need, and all that you need simply and quickly.
- Checks on working hours and appointment overlap to prevent double booking and booking outside an employee's working hours.
- Easy look up of available diary slots for multiple people makes conference organisation simple.
- Facility to duplicate appointments for a range of personnel and dates to speed up input
- A pop up calendar makes date selection simple.
- A limitless capacity for notes ensures all detail can be recorded.
- Each employee may be assigned competencies this ensures that when an appointment is booked the employee given the task will be able to perform it.
- Block listing and diary plan viewing options means you can easily find appointment spaces.
- As with all Platinum modules, the diary system is equipped with a powerful report generator, so you may report on sick days or holidays.

Tasks Outstanding

- A limitless number of different task types can be created.
- A limitless number of tasks may be added to the list for any person.
- View all tasks or just those of specific types.
- Automatically shows any new items to an employee as soon as they enter Platinum Software. This ensures that all messages are received and read!
- A simple view by employee shows all tasks in priority order with the most urgent tasks at the top of the list.
- As tasks remain in the system, they automatically escalate in priority order, as they get older.
- Tasks may be associated with a customer or supplier and all tasks for an account viewed on a single screen regardless of which employee is assigned the tasks.
- Duplication of visits and carriage may thus be minimised.
- Tasks may be given deadlines; if they remain in the system beyond this date, they automatically gain the highest priority.
- The use of colour ensures that recognition of employees and task types on the screen is instant.
- The system also has full trace ability, so even if some one deletes a task the message can still be retrieved.
- Again, Tasks outstanding is also equipped with a report generator, thus enabling you to track the efficiency of messages being dealt with etc.