

# MODULE FACTSHEET

## E-DOCUMENTS

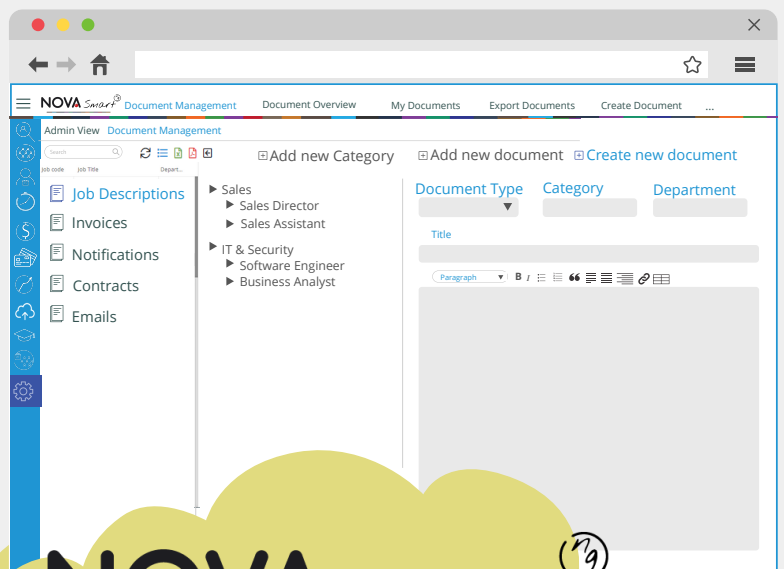


### INCREASED DOCUMENT SECURITY

By digitizing your document filing system, you allow for 24/7 access & centralized storage.

Achieving this level of security via paper or file share-based document management systems is complicated and not guaranteed. NOVA Smart **protects your documents** by using **encryption keys**; the **roles and permissions** setting enable you to give access to specific records to individual employees.

Giving you peace of mind that **sensitive information is secured** at all times.



**NOVA Smart**



### KEEP SECURITY YOUR NO.1 PRIORITY

Keeping sensitive personal identifiable information secure is a challenge of its own. Novative complies with ISO2001 standards ensuring data security at all times.

#### Data Protective Measures

- Novative is Swissdec & ISO2001 certified
- Permission roles only allow authorized employees to view or edit selected files
- Secure storage in a datacenter in Switzerland
- Data is protected by encryption keys



## CENTRALIZED FILING SYSTEM

Nova Smart NG e-documents allows for centralized digital storage of all your business documents accessible 24/7.

### Unbeatable Features

- Keep track of changes made to specific documents
- Access your documents - on site and remotely.
- Generate documents within the software, e.g., contracts, wage certificate, etc.
- Reduce your carbon footprint by reducing your office supply needs
- Create document templates and store them in a central library
- Import & Export data in any format (incl. excel, pdf)

## MORE THAN GOING DIGITAL

An effective HR document management system will have essential benefits to your business processes. Take advantage of Nova Smart e-documents by increasing your data security and reducing your I.T. costs.



- Fast ROI
- Reduce costs
- Increase accessibility
- Cater to remote & on-site employees
- Allow for continuous collaboration without email back and forth
- Reduce your carbon footprint

**Secure.Compliant.Customized.**

### HRMS Your Way!

- ✓ Only choose the modules you need
- ✓ Customize & parametrize the solution to your individual requirements
- ✓ Centralize your HR processes within one data base
- ✓ Eliminate manual processes & switch to efficient digital streamlined HR & Payroll.

**NOVATIVE**  
Global Payroll & HR Services

📍 Novative SA  
Rue de la Morâche 9  
1260 Nyon 1  
Switzerland, VD

✉ sales@novative.com

