

# Digital Personnel File

The Digital Personnel File is an application hosted on the cloud, seamlessly linked with SAP SuccessFactors. It's designed to help store and access employee-related documents. This system is tailored to each company's unique filing system and adheres to the legal requirements of different countries.



## highly customisable

Various types of files and documents, along with customer-specific metadata tailored for your company, can all be adapted and managed to suit your specific needs.



## user friendly

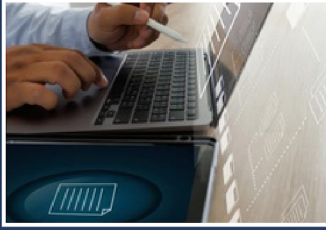
Placing documents into a folder or shifting them between folders with the Drag & Drop feature cuts down on the number of clicks required, enhancing the user experience.



## fully integrated

The application is fully integrated with SAP SuccessFactors, Document Generator and several digital signing providers, lifting your HR processes to a higher level.

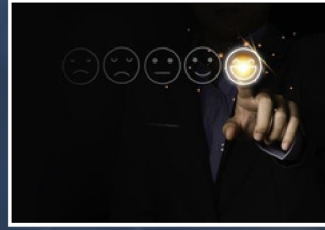
## With the Digital Personnel File you're able to:



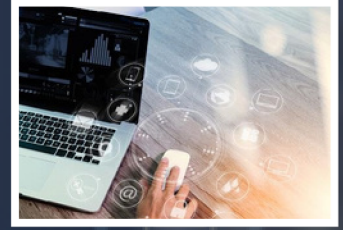
Completely customise and maintain features by and specifically for your organisation. Create file models, maintain and create document types and define customer specific metadata.



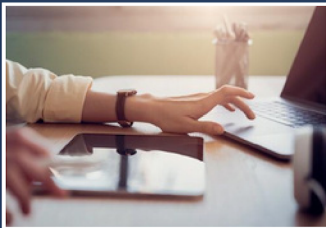
Determine the retention period for document types to meet local laws and regulations.



Define customer specific metadata, making it easy to store and retrieve all the necessary document data.



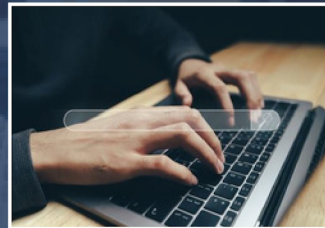
Store generated documents in the Digital Personnel File or e-mail them to the user or employee.



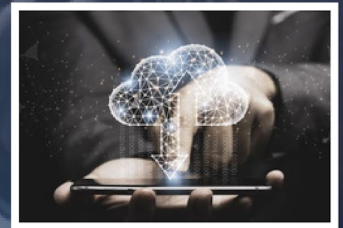
Add documents to a folder and move them from one folder to another, using the Drag&Drop functionality.



E-mail documents directly to the employee or any other person.



Search for documents.



Download complete personnel files.

**From the time an employee joins your company until their departure, various important documents related to their performance are created. These include appraisal reports, employment agreements, and personal records.**

It's essential that these documents are stored securely, ideally in a digital format, while keeping in line with local legal requirements. Additionally, accessing these documents should be quick and straightforward. The Digital Personnel File (DPF) offers a completely digital solution to achieve this.

The DPF uses the authorization roles established within SAP SuccessFactors. It also allows you to set specific access levels for different types of documents and roles within the DPF.

Moreover, the DPF seamlessly integrates with the Document Generator. This integration enables you to create a document using the Document Generator and then directly save it to the appropriate folder in the DPF. The Digital Personnel File is available as an extension for SAP SuccessFactors in the cloud.

This product is a creation of myBrand Conclusion, partner of Arago.



Arago is an SAP Gold Partner specialising in the implementation of SAP SuccessFactors and SAP Concur for medium to large enterprises globally. Since its creation in 2010, Arago has been successful in helping organisations drive transition to the Cloud and change of their business processes with innovative solutions that generate more ROI. Arago has concluded a partnership with myBrand, part of Conclusion.