

HRF006

## Sending Documents by E-mail

Send evaluations or business documents to your colleagues by e-mail! It is not always practical for employees to carry out evaluations (e.g. about their time information) themselves by using self-service functions.

### Solution Description

With this HRFORCE-Solution, you can send individual and/or any automated evaluations in PDF format via e-mail to groups of people defined by you.

At the same time, the preparation of this information is logged in SAP ERP HCM.

### Implemented Functionalities

#### **AUTOMATED CREATION OF E-MAILS VIA SAP ERP HCM**

#### **PDF GENERATION**

of different evaluations (e.g. time sheet)

#### **E-MAIL GENERATION TEMPLATE**

in which you may perform individual employee selections, record e-mail texts and store evaluation programs.

#### **SINGLE/MASS GENERATION**

All documents can be drawn up both for individual employees and for a group of employees.

#### **STATUS MANAGEMENT**

#### **ARCHIVING**

All documents generated can be archived in SAP ERP HCM.

### Client Advantages

Cost-effective and simple, immediately useable client function

Employee information without employee SAP access, meaning no training or ESS licences are necessary

Traceable e-mail traffic

Archiving of documents is possible, both in the visual archive and in the SAP database

Automation option

E-mail information can continue to be used by users as required.