



eBrixx™ is an integrated Human Resource Development (HRD) and Quality Management application. It is modular based allowing customers to customise eBrixx™ to their specific needs.

The advantage of eBrixx™ is that it allows the users to manage essential processes and automatically update all records if a change to a procedure or policy is made. Thus, instead of having to change all word documents and replace hardcopies, eBrixx™ automatically allows you access to the latest information.

System Overview

eBrixx™ is a web-based system; the actual application is run on a server outside the organisation and therefore you do not have to worry about maintenance of the application. All that is required is a computer with access to the internet to allow the user to access eBrixx™. This is completely customisable should you wish to run the system on your internal server. There are various user rights, depending on the position of the employee and completely customisable to suit your organisational needs.

There are currently 5 modules available in eBrixx™:

Module 1: People, Companies, Organisation and Competencies

The PCOC module is the basis of eBrixx™ and contains all information on people involved with the organisation, the competency menus for the organisation, job profiles of all positions within the organisation and general information concerning the organisation. The PCOC Module manages the entire administration section of the system, allowing for ease of access to organisational data with the click of a few buttons.

Module 2: Quality

This module contains all the processes, procedures and policies of your organisation including:

- the specific steps on how to implement a procedure,
- the allocation of responsibilities to a job title,
- the inputs required for a process step,
- the desired outputs of a procedure and
- the control of all documents that are being used in the process.

Furthermore, there is a Corrective Action Record (CAR) which allows the user to log any problems experienced in the business (whether this is with a guest, suppliers, employees or other issues). These issues can be tracked and the person responsible can ensure that this is resolved. The major advantage of this module is that all employees have permanent access to the latest procedures and can download any template, form or document they may require in their daily tasks.





Module 3: Performance Management

One of the most important ways to ensure that your organisation is delivering high levels of customer service is to have a sound performance management system in place for your employees. This module manages the performance management cycle, starting off with a performance contract as a basis for regular performance reviews and closing off with a performance appraisal.

The performance contract is divided into three sections:

- Section 1 allows for individual objective setting linked to organisational objectives.
- Section 2 covers the processes and procedures that the employee is responsible for.
- Section 3 looks at the competencies that are required for the job of the employee.

Together the manager and employee can discuss the performance contract and prioritise certain objectives.

The performance reviews will allow for regular feedback to the employee on his performance including a rating. At the end of the performance management cycle, normally a 12-month period, a performance appraisal will be conducted with a scoring on the overall performance of the employee.

Module 4: Recruitment

The Recruitment module streamlines the creation and tracking of organisational vacancies. Linked to your website, potential applicants can register and submit their CVs directly to the system for specific vacancies created within the system, where the administrator allocates vacancy responsibilities to various individuals within the organisation. It allows the user to track and record specific actions per vacancy for centralised control in terms of placement.

Module 5: Learner Management

The newest addition to the eBrixx™ application is the Learner Management module which allows the user to create learning programmes and manage learners and qualifications via a centralised point. Facilitators, assessors and moderators can be scheduled via schedules and email notifications and learner attendance and achievements can be managed electronically. It also enables the user to generate individual, group or client reports in various formats customisable with client logos.

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