

***Increase productivity and save time with a system that automatically monitors the Abra Suite® database and proactively distributes information to employees and applicants via your company's existing email system.***

## Proactively and Automatically Communicate with Employees and Applicants

Abra Alerts helps get the right information to the right person for quick and timely action, without user intervention. Utilizing information in the Abra Suite database, specified actions and dates trigger automated messages, informing relevant parties about key activities and pending issues.

- Monitor dates and keep track of time sensitive events such as annual reviews or verification of enrollment in required training courses.
- Monitor exceptions and take action when items such as Paid Time Off balances fall below minimum. Or, send the CFO a list of all voided checks on a monthly basis.
- Verify information changes through automatic notification when items such as addresses or W-4 information, are modified. Free up resources by eliminating time-consuming administrative tasks associated with paper flow.

## Work Smarter with Abra Alerts

With Abra Alerts, Abra Suite does more of the work for you! Reduce the administrative burden in your HR and Payroll departments. Abra Alerts frees up time so you can develop organizational strategies to complement your company's bottom line.

- Merge employee information from Abra Suite to create and automatically send personalized messages via email.
- Automatically respond, via email, to applicants who send in resumes or employees who register for training classes.



- Generate standard email for particulars like welcoming new employees, while at the same time informing all relevant departments of the new hire.
- Easily create proactive notices for just about anything you do manually, such as birthday lists or accruable time off.

## Getting Started is Easy with Pre-Formatted Alerts

You can use the templates included with Abra Alerts for any informational task your organization wishes to standardize or monitor. Abra Alerts also provides pre-formatted alerts you can put to use immediately, including:

**Human Resources:** new hire actions to inform key departments whenever you have a new hire; I-9 re-verification due; termination notice; demographic change re-verification; and performance review due with optional form attachment.

*(over, please...)*



## Get Maximum Value with Abra SupportPlus<sup>SM</sup>

Protect your investment and get the most value from your software with Abra SupportPlus. Best Software's team of technical specialists stand ready with knowledgeable support and service, plus much more!

With Abra SupportPlus, you're entitled to product updates and discounts, plus value-added benefits and privileges, providing you with a total software solution.

Benefits include:

- Expert, toll-free telephone support
- 24-hour, online Member's Lounge, including access to our knowledgebase on the web
- Downloadable tax law updates and system enhancements
- Free subscription to our quarterly newsletter

**Payroll:** W-4 change re-verification; direct deposit entry and change re-verification; deduction goals met; overtime listing; voided check listing; and on-demand check processed.

**Attendance:** negative available balance; FMLA return; and available balance at maximum accrual

**Applicant tracking:** thank you notes; rejection notices; and requisition status changes

**Training:** class confirmation; CEU balance; and supervisor notification of completion

## Abra Suite Provides the Integrated Solution for Your HR and Payroll Needs

Abra Suite is the market leader in HR, payroll, benefits and compliance solutions. Targeting the needs of small to mid-sized companies, the Abra<sup>®</sup> family of HRMS solutions provides a comprehensive and robust set of tools to streamline HR and payroll processes. Its line of payroll, recruiting, training, benefits administration and compliance solutions provides a single, seamlessly-integrated database and powerful reporting tools to help businesses increase productivity and tackle challenging HR issues. Abra's complementary line of products allows you to easily add functionality for attendance, organization design and charting, employee self-service, and automated, internal employee communications.

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System requirements: Pentium processor, Windows NT 4.0 (or higher), Windows 2000, or Windows XP Professional; Microsoft<sup>®</sup> Explorer 4.1 (or higher); 128 MB RAM; 500 MB disk space (varies by configuration); Super VGA; HP-Compatible laser printer. Compatible with latest versions of Novell NetWare and Microsoft.

### The Abra Suite<sup>®</sup> family includes:

- Abra HR<sup>®</sup>
- Abra Payroll<sup>®</sup>
- Abra Alerts<sup>®</sup>
- Abra<sup>®</sup> OrgPlus<sup>™</sup>
- Abra Attendance<sup>®</sup>
- Abra Train<sup>®</sup>
- Abra LearningAction<sup>®</sup>
- Abra Employee Self-Service<sup>™</sup>
- Abra Recruiting Solution<sup>™</sup>

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insights for the life of your business<sup>™</sup>

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