



Sapphire

iDocket.com, LLC

“Advanced Human Resource Management”



An HR software application that allows HR managers and staff to manage employee files, salaries, documents, certifications/licenses – and run key and essential reports.



www.iDocket.com

PO Box 31023 ♦ Amarillo, TX 79120
Corporate: 806-351-1034 ♦ Fax: 806-351-2329 ♦ Toll Free: 800-iDocket

Advantages of Sapphire...

- Secure and confidential! Administrator controlled with security levels
- Easily insert new employees
- Manage and organize employee documents, photos, certifications/licenses
- Insert key documents into employee files such as applications, resumes, test scores, letters, reprimands, evaluations, etc.
- Track and document special skills and educational levels of employees
- Manage department slots, vacancies, salaries
- Run key and essential reports such as...
 - Drug testing
 - Salary schedules
 - Exempt and Non-Exempt
 - Wage scenarios



Human Resource professionals looking for an advanced, easy to use, safe and secure HR software application will discover that Sapphire leads to improved efficiency and effectiveness in HR management.

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