



# STAR-INFO

NEWSLETTER for Sage Abra HRMS

## Sage Abra Suite Version 9

### Version 9 Gets A New Look And New Search Capabilities For Intuitive Ease Of Use

Sage Abra Suite Version 9 is scheduled for release this summer. This version boasts a new intuitive interface, dynamic information sharing in Employee Self Service, simplified installation, and more.

#### New Intuitive Interface

Based on a usability study among Sage Abra users, the new user interface design is intuitive and easy to use. HR and payroll professionals can accomplish tasks and find the information they need quickly and easily with the new task organization, terminology, and process workflow.

When you first log in to Sage Abra Suite Version 9, a new welcome page displays. It provides quick links to: a *What's New in Sage Abra Suite* page, Online Help, Guides, Contact Support, and Provide Feedback.

#### Navigation Pane

The Navigation Pane is a list of groups that displays on the left-hand side of the page. Clicking on a group in the Navigation Pane expands it to display its subgroups. For example, if you click to expand the Employees group, it displays the Tasks and Processes subgroups. The Tasks subgroup lists all employee-related tasks such as Add New Hire, Change Job, and Terminate Employee.



The Navigation Pane replaces the Activity Center as the alternative to using the Main Menu for navigation. Groups, tasks, and processes that a user does not have security access to will not display on the Navigation Pane.

You can customize the Navigation Pane to select which groups, subgroups, and tasks display. By default, Sage Abra Suite lists tasks on the Navigation Pane in alphabetical order; however, you can choose the order that tasks display for groups and subgroups.

#### Toolbars And Icons

Sage Abra Suite now displays the Quick Launch Toolbar in the lower left-hand corner of the workspace. The 12 custom icons and toolbar icons throughout the application have been modified for easier identification. If you use your own images for detail pages on toolbars, Sage Abra Suite now will display your icons on the toolbars.

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## Sage Abra Suite Version 9

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### Employee Find

To find employee records more easily, you now can search by first name, as well as view the number of records found based on your search criteria. Additional columns are available in the search results by clicking the More Options button, including Organization Levels, Status, State, Type, and Salaried/Hourly.

### Helpful Toolbars

The Employee Toolbar has been designed to give you quick access to all the details related to individual employees. It displays just below the Main Menu when you select Employees > View/Edit Employees. It consists of several tabs that take you directly to employee details such as Demographics, Emergency Contacts, HR Status, and Leave of Absence.

The Training Toolbar displays below the Main Menu when you select Training > View/Edit Trainee. Several tabs such as Required Courses, Certifications, and Courses Taken provide you with quick access to training detail pages.

### Information Bars

Each detail page in Sage Abra now includes an Information Bar that displays general information about an employee, training, applicant, or requisition record. Buttons help you easily navigate back and forth between records.

### Payroll Process Map

A new visual tool, the Payroll Process Map, has been added to assist with payroll workflow. It is accessed from the Navigation Pane by selecting Payroll > Process Payroll.

### New Employer Filter

To allow you to easily filter by Employer, the Employer Filter functionality now is accessed via a drop-down list that is always available in the Main toolbar. To set the filter, you simply select the employer or enterprise from the list.

### Product Feedback Option

A new Product Feedback option is available from the Help Menu. Here you can submit ideas about how Sage can improve the product, compare your ideas with those of others, rate the importance of ideas, and track the ideas you submit.

### Dynamic Information Sharing

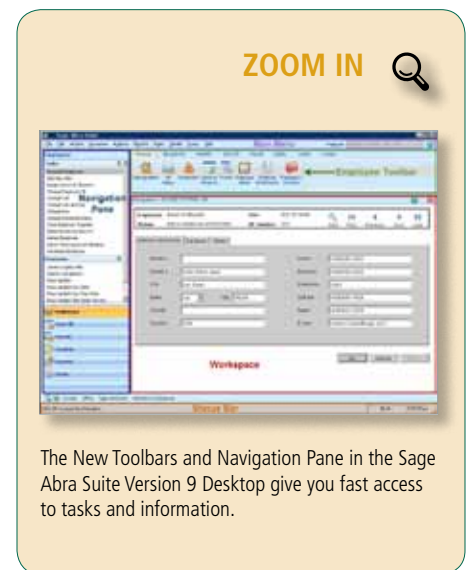
If you are using the Employee Self Service (ESS) module, the new View Builder allows you to dynamically and securely share workforce information via a Web link. This capability empowers HR to share Sage Abra data with executives. Workforce data is displayed in graphical views that managers can use for decision support. Information is automatically filtered according to the user's Sage Abra role.

### New Installation Process

The product install for Sage Abra Suite Version 9.0 has been rewritten to simplify the install process and to provide seamless support for all versions of Microsoft Windows. The new install process uses the latest Windows Installer technologies as well as Microsoft's ClickOnce deployment technology.

The registration process also is simplified so that when you purchase a new module, you enter the new install code from inside the application, instead of re-running the install.

Note: Only one version of Sage Abra Suite can be supported per client machine. If you are upgrading from a previous version and are currently running a side-by-side installation, please contact us for assistance before you begin the installation.



The New Toolbars and Navigation Pane in the Sage Abra Suite Version 9 Desktop give you fast access to tasks and information.

### Crystal Reports 2008

All custom reports delivered with Sage Abra Suite have been updated to run in Crystal Reports 2008. In this new version, built-in report experts are improved and simplified to guide you step by step through building reports from your Sage Abra data. Analyze your workforce data and discover trends or insight into the daily workings of your company.

New page layout capabilities make special reports like employee badges easier to use.

Give us a call with your questions, or for assistance working with the new features of Sage Abra Suite Version 9. ✨