

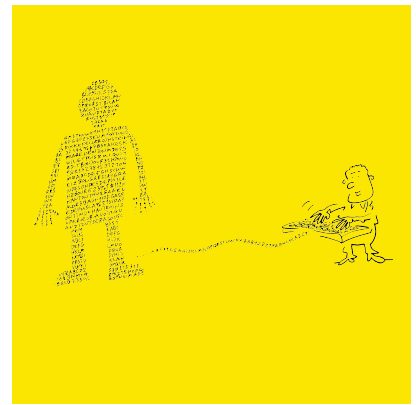
# Accenture Quick Document Builder

## Employee letters and documents at the touch of a button

The Accenture Quick Document Builder skilfully guides you through the process of creating a document. With preconfigured fields, templates and text blocks, as well as an intuitive user interface, you considerably reduce your team's workload.

80 per cent of all personnel documents are generated with only around 20 per cent of the available document templates. The capacity tied up in creating this correspondence can be enormous: whether a salary, vacation or insurance certification, each year, every employee receives a series of documents, often of a confidential nature. Some are automatically created in SAP HCM, whereas others require individual, usually also manual, adaptation. Here, the customized creation or adaptation of individual documents is particularly complex.

Accenture Quick Document Builder significantly reduces the effort involved in creating employee correspondence, whether as part of mass processing or in the creation of individual letters. At the same time, the creation, administration and maintenance of current templates and text modules is kept to a minimum, since they are available to the various users throughout the company in their respective roles as creators of templates and documents. Accenture Quick Document Builder integrates completely into the existing SAP and SuccessFactors infrastructure and provides user-friendly interfaces for the various roles that allow documents, templates, text blocks and text-block rules to be created and adapted without a great deal of training, and also directly links them with information from your HR system that is always up to date.



## Highlights

- Access to master data from various data banks
- Capable of integration with SAP HCM or the aconso digital personnel dossier
- Web-based application without software installation
- Versatile application possibilities due to modular applicability
- Encrypted data transfer by SSL and AES
- On-the-move document generation also possible by iPhone/iPad app
- Integrated barcode generation

# Functional scope

## Document-creation scenarios

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- With Accenture Quick Document Builder, users can mass process documents or interactively create individual documents.
- More than 100 preconfigured fields are available from your SAP-HCM and SuccessFactors systems and can be flexibly adapted and extended.

## Template catalogue and template management

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- Available templates and text blocks and their versions are stored and managed in a central template catalogue.

## Intuitive user interfaces

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- Creation and definition of letter templates, text blocks and text-block rules with the help of convenient user interfaces, such as MS Word.

## Standardized output options

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- Output formats and options can be predefined as required: Printing, conversion to PDF and automatic storage in e-dossier.

## Connection to downstream process steps

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- Integration with solutions for managing digital personnel files, such as aconso e-dossier.