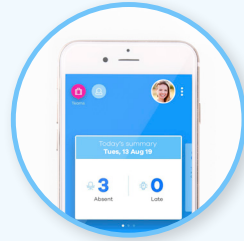




# Feature details



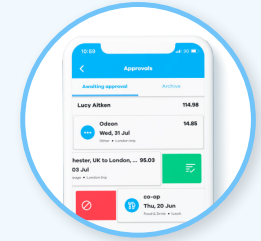
## BrightHR Mobile

- ✓ Employers can access their BrightHR
- ✓ Employee profiles
- ✓ Documents
- ✓ Rosters
- ✓ Absences & lateness
- ✓ Emergency contacts



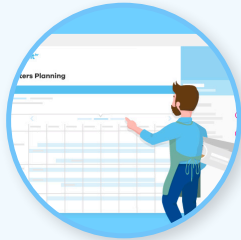
## Blip

- ✓ Clock in and out with QR code
- ✓ One QR code per company
- ✓ Generate a new code on the go
- ✓ Employees download the app on their phone
- ✓ Employers can view who is in
- ✓ Easily edit times as a manager if a mistake is made
- ✓ Generate timesheet reports in Excel



## Pop

- ✓ Expense & mileage tracking application
- ✓ Submit photographs of receipts
- ✓ Employee mileage submission made easy
- ✓ Management approve or decline submissions
- ✓ Discuss expenses through built in chat feature
- ✓ Generate reports in Excel



## Roster Tool

- ✓ Create weekly shift schedules
- ✓ Add notes to shifts such as "Shift Leader"
- ✓ Create multi-week schedules
- ✓ Shows conflicts with employee leave
- ✓ Publish the Roster to the employee's mobile app
- ✓ Print the roster to post in the workplace
- ✓ Editing shifts notifies the employee of the change
- ✓ Casual staff can accept or decline shifts to stay compliant



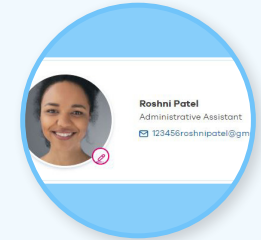
## Documents

- ✓ Cloud based document storage
- ✓ Upload 30 different file types
- ✓ Unlimited uploads of files under 30mb
- ✓ Create employee and team folders
- ✓ Notify the company or individual employees of uploads
- ✓ Set follow up or expiry dates for documents uploaded
- ✓ Hide documents in folders for admin viewing only
- ✓ Store past employee information
- ✓ Download and view on the go



## Leave Management

- ✓ Employee requests submitted through mobile app
- ✓ Review, accept & decline leave requests
- ✓ View conflicts within teams
- ✓ Track employee lateness
- ✓ Import mandatory leave for shutdown periods
- ✓ Subscribe leave calendar to Outlook, Google & iCal
- ✓ Manage leave on the go
- ✓ Medical certificate requested through app via photograph



## Employee Profiles

- ✓ Store key information on employees
- ✓ Notifications on set expiry dates on licences, visa's and police records checks
- ✓ Choose to turn employee access on or off with termination
- ✓ Stores information on the cloud for 7+ years
- ✓ Personal information can be updated by employees
- ✓ Emergency contacts easily accessible on the go