



We have now gone MOBILE. Government's Leave Management Solution is now available on mobile devices, including smartphones. It is available on

- **Android,**
- **Windows Mobile**
- **IOS**

and can be downloaded from the APPSTORE, MICROSOFTSTORE or PLAYSTORE.

You can...

- **APPLY for leave,**
- **VIEW your Balances and Past Applications,**
- **APPROVE leave**
- **RECOMMEND leave**

...from right where you are. You do not have to be in the office. You will get real-time notification on your application when leave forms are waiting for your recommendation or approval.

*\*This is only available for Government Departments who have acquired the platform. Please contact your IT or HR Department to get on-board now!*

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ITRelated is a 100% black owned level one, BEE Company offering business efficiency and software solutions to both Government and industry alike. We focus on Enterprise Content Management (ECM) and Business Process Management (BPM) that includes business process re-engineering and automation. We also specialise in software development and integration to ensure various products are used seamlessly in a business environment. Apart from this we offer consulting services in terms of strategy and business efficiency.

Our BPM product of choice is K2 Blackpearl and InfoRouter is our ECM product. Both these products are robust enough to serve as a platform for large enterprise solutions with many thousands of users and can integrate with existing government solutions. We therefore focus our attention on Government Solutions and have enterprise solutions, tried and tested, in these environments.

### *Some of our Customers*

- KZN Treasury
- KZN Department of Public Works
- Department of Justice & Constitutional Development
- KZN Gaming and Betting Board
- KZN Sports & Recreation
- Department of KZN Human Settlements
- KZN Liquor Authority
- Eastern Cape Education
- Western Cape Department of Agriculture
- Office of the Chief Justice
- The Department of Forestry, Fisheries and Environment (DFFE)
- SITA
- KZN Education
- Mota Engil
- Dinnovation

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governmentXeave  
**MANAGEMENT SOLUTION**

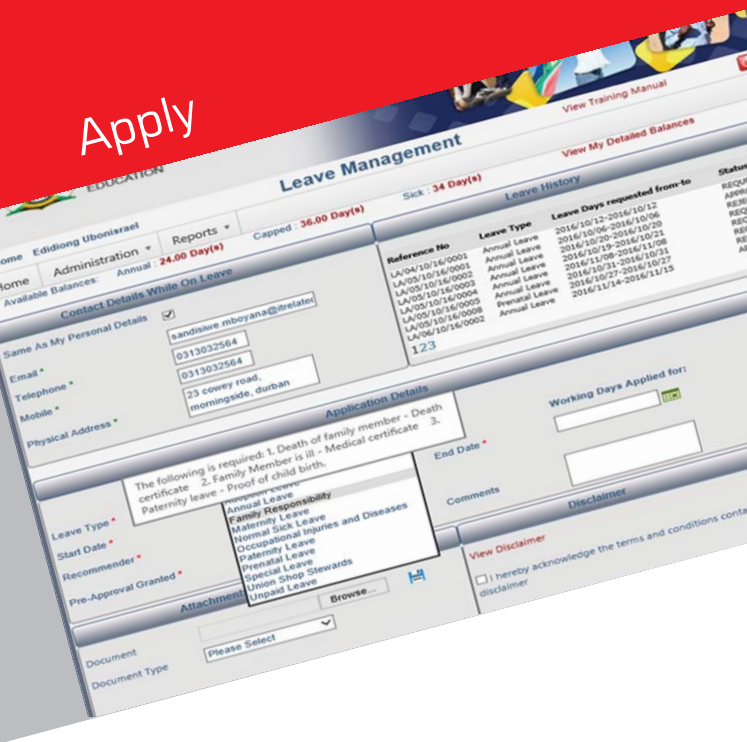


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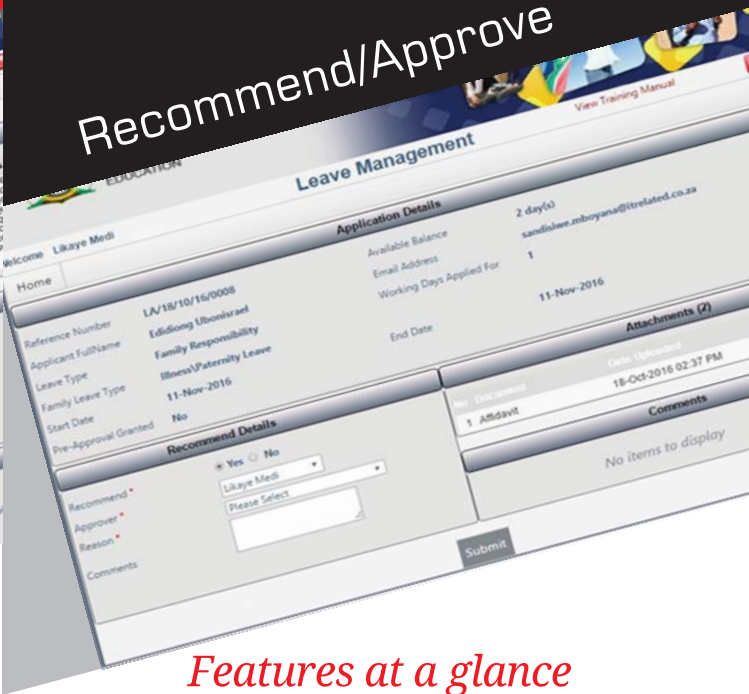
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Apply



Recommend/Approve



Dashboards



### Features at a glance

- Intuitive – little or no training required
- Web-based
- Includes all Leave types
- 18 months Leave Cycle
- Role based and Secure Access
- Embedded Policies/Rules
- Mandatory document attachments
- Service Level Agreements on every activity (set timelines)
- Escalations (if not done)
- Admin Facility – Data Management
- Email notification
- SMS notification
- Calendar Facility – working days/holidays set
- Real-time leave balances
- Leave History – past applications
- Amend/Cancel Leave
- Diary Functionality – showing leave days of staff
- Tool-tips on all rules
- System finds correct supervisor
- Reports and Dashboards
- Audit Trails
- Partial Hours
- Annual Shut-down
- Paperless(Document Management Integration)
- Persal Integration
- Kiosk Facilities

### Leave Issues Addressed

- No accurate statistics ✓
- No knowledge at who is on leave and when ✓
- Leave rules are not followed ✓
- Supporting documentation not provided ✓
- Loss of leave forms ✓
- Leave forms not captured ✓
- Delay in Leave Approval/Rejection ✓
- Staff are unaware of their actual Leave Balances ✓
- Leave requests are Recommended/Approved by Incorrect managers ✓
- Staff applying for Leave without leave credits ✓
- Lack of Accountability ✓
- Audit Queries ✓

### Who Can Use the System

- All Government Staff
- Office Users
- General Workers
- Managers
- Remote Users
- Educators
- Mobile Users

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