



PRODUCT SUPPORT PACK

PSiberBEE Toolkit

Project Description

PRODUCT AWARENESS

Product Vision & Mission

Allow users to import their employees to the PSiber BEE Toolkit

Product Introduction

Together with the team at Mpowered, PSiber has teamed up to form the PSiber BEE Toolkit. To allow for employees in PSiber to be sent through to the management pillar in the BEE Toolkit. Saving users valuable time and allowing for a YTD BEE score to be tracked. Then this will allow users to report on, plan and action their transformation easily, thus ensuring compliance

Product Demo

PSiber Webinar:

PSiber - use own demo site

For BEE toolkit:

psiberbee.co.za

demo@psiber.co.za

P\$1berBEE

Development Phases

Expected Phases for roll-out of the product.

Client Focus

Who will the product be aimed at:

- *All Clients (Generic)*

Client Billing Structure

- What will the client be billed for this product (Once-off Costs / Recurring Costs).
- Will there be annual increases.
- How will the billing be calculated (Flat Rated / All Employees / Active Employees / Per Usage, etc).
- Any additional agreements as per SLA.

IMPLEMENTATION PREREQUISITES

Document Templates, Policies & Forms

- Any applicable document templates, policies and/ or forms that need to be implemented to ensure a successful product (i.e. Company disciplinary Code needs to be in place prior to the use of the Employee Relations Module).

Agreements & Subscriptions

- Any agreements/ subscriptions that the Client needs to have in a place with a 3rd party/ integration partner (i.e. PSiber BEE Toolkit needs to have a subscription in place with MPowered)

Hardware

- N/A

SETUP & PARAMETERS

System Setup / Parameter Settings

- BEE Toolkit
 - Issue Token and Key: My Account :

SWITCH TO > Dashboard Scorecards Scenarios Target scorecards

Account details

This is a **full Internal** account and is currently **enabled** and **never expires**

Mpowered Business Solutions portal account

Created Thursday, 02 November 2017

Expires Saturday, 02 March 2019

API integration

API integration is **enabled**

Your token has been encrypted. Regenerate it if you need a new one

API Key 8184310cd109ff034b0a9f163966ea886c1bd2c460085ab9b5cf12d223c1490c

API Token *****

Regenerate token or **Disable access**

- PSiber:

- *NAVIGATION: Home > Company Setup & Maintenance > Company Setup > Third Party Setup > PSiber BEE*
- *Capture Key and Token. Select payrolls and give the integration*

PSiberBEE Setup

Name

☐ All Payrolls
 ☐ Enabled

Key

Token

Payroll Selection

<input type="checkbox"/>	Payroll Name
<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	Applicants
<input type="checkbox"/>	Namibia
<input type="checkbox"/>	No Clone
<input type="checkbox"/>	Tax Certificate Assessment

- *Then select the second tab on this screen "PSiber BEE Employee Linking":*
- *Capture additional detail required by your sector in order to*

Compliance

- *Does the product comply with legislative demands, specify applicable legislation*
- *Does the product align with industry Best Practises / Blueprints, provide details*

SYSTEM EXPECTED BEHAVIOUR

System Behaviour

- *What can be expected in terms of behaviour, validations, etc (What, When, Where & How)*

Points of Failure

- *Elements that could go wrong (i.e. Tokens, Passwords not supplied, i.e. Company policy not in place, etc)*

AFTERCARE

Service Level Agreements

- *Any applicable SLA between PSiber and a 3rd party/ Integration Partner that is in place.*

Escalation Paths

- *Internal (PSiber Support)*
- *External (3rd Party/ Integration Partner - aligned with SLA)*

FAQ

- *FAQ's and Answers that a typical user might ask throughout the journey.*

Client Welcome Letter

- *Information that can be supplied to the client upon activation/ implementation of the product (typically a "watered-down" version of this document.*

SUPPORT PACK TRAINING / HAND-OVER

Date	Consultant	Signature

END OF DOCUMENT