



Visma HR: Notification module

Appendix 1.12
Service Description
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Contents

Introduction.....	3
Notification module.....	3
Use of Notification module	4
Online access.....	4
Types and filtering of notifications.....	4
Structure and content	4
Use and options.....	4
Activation of Notification module	5
Invoicing.....	5
Termination	5

Introduction

This appendix describes Notification module, which is a supplementary Service to the HR solution Visma HR. The document contains a description of Notification module and the requirements placed on the Customer to get access to the service.

Notification module is covered by appendix 9 in the Customer Agreement, Terms – Visma Enterprise's products and Services.

Notification module

Notifications can be an efficient means of remembering things which the company needs to react to or address. This may be employee anniversaries to be celebrated, certain events to consider or dates that require action.

Notification module is a tool that allows the Customer to define and manage the notifications the Customer wants to use in respect of HR, managers, employees and other persons for whom notifications are relevant.

The module is mail-supported, and e-mails are sent to relevant recipients based on the module setup.

The module is managed by the role assigned by the Customer to access the module. Employees, managers and other stakeholders will only encounter the module if they receive e-mails. This means that they will not see the module when they access Visma HR.

The Customer is responsible for deleting notifications that are no longer relevant to the company.

The module is an Internet-based standard solution with various parameters, which the Customer can adjust according to its own wishes and needs.

A user guide to the module is available on Visma Enterprises customer portal Visma Community.

The service and support provisions of the agreement also comprise Notification module. Questions about the functionality of the module should be directed to Visma Enterprises customer centre.

Visma Enterprise is responsible for the operation of the module.

Subject to separate agreement, Visma Enterprise provides consultancy services to the Customer in respect of Notification module. Payment is made subject to current prices.

Use of Notification module

The following sections will describe how the Customer uses Notification module.

Online access

The user interface provides Internet-based access to the databases at Visma Enterprise. No applications will be installed at the Customer. All data communication with the module takes place via the Internet.

Visma Enterprise creates access for the role assigned by the Customer to manage, create and delete notifications. This role will become the Customer's administrator of Notification module.

Types and filtering of notifications

The Customer chooses which notifications and limitations the Customer needs based on the filtering options available in the module. This may be notification types and departments.

The module is continuously expanded with new notifications that will facilitate the Customer's processes.

Examples of notifications are birthdays and anniversaries.

Structure and content

Notification module is available in the left-hand menu in Visma HR and contains an overview of active notifications.

By clicking on a notification, you can see coming notifications.

The Customer's administrator can create new, edit and delete notifications as needed.

Use and options

To get optimum use of the notifications, the employees must be clearly identified by an e-mail address in Visma HR. If there is no e-mail address, an e-mail cannot be sent to the employee.

Similarly, data must be provided for the individual employee that may be relevant for the notification. This may be birthday for the notification 'special and ordinary birthdays'.

Notification module is in Danish, but if the Customer wishes to send notifications in a different language, it can do so by providing the relevant text in the notification. All texts in the notifications can be edited by the Customer.

Activation of Notification module

When the Customer acquires Visma HR incl. Notification module, the module will be active as soon as Visma HR has been implemented.

For existing Visma HR customers wanting to add Notification module, access is provided by Visma Enterprise's Customer Centre. The Customer Centre will inform the Customer when the module will be active. The Customer must also contact the Customer Centre if the Customer no longer wants to use the module.

Invoicing

Services are invoiced separately, see appendix 5 prices.

Termination

The agreement on use of Notification module is terminable by both Parties subject to appendix 9 Terms – Visma Enterprise's products and Services. Termination will be effective as from the end of a calendar month.

A termination of the Customer's Visma Enterprise's Agreement or the supplementary service Visma HR will automatically comprise Notification module.