



BUSINESS SOFTWARE DEFINED



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Zeta HRMS from Zeta Softwares is the leading HR software, with best–in–class service and support, creating the ultimate HRMS user experience. Our next–generation HRMS offers unmatched breadth and depth of functionality to manage your workforce from applicant to retiree. The most comprehensive feature that can be found in ZETA HRMS is the core functionality.

Zeta HRMS is a Cloud (Web Based) Application providing those in HR division a comprehensive solution for workforce management and offering employees direct access to view and manage their own information. Data is hosted on the cloud and can be accessed by users using a thin client via a web browser.

The customer can choose from Standard, Professional and Enterprise versions based on the modules required:

Modules	Standard	Professional	Enterprise
<ul> <li>HR Management</li> </ul>	$\checkmark$	~	$\checkmark$
<ul> <li>Benefit Management</li> </ul>	$\checkmark$	~	~
<ul> <li>Leave Management</li> </ul>	$\checkmark$	~	~
Time & Attendance	$\checkmark$	~	~
Payroll	$\checkmark$	~	$\checkmark$
<ul> <li>Loan Management</li> </ul>		✓	$\checkmark$
<ul> <li>Employee Docs</li> </ul>		✓	$\checkmark$
<ul> <li>Asset Management</li> </ul>		✓	~
<ul> <li>Project Management</li> </ul>		~	~
<ul> <li>ESS Management</li> </ul>		✓	~
<ul> <li>Training</li> </ul>			$\checkmark$
Performance Evaluation			$\checkmark$
Performance Appraisal			$\checkmark$
<ul> <li>Recruitment</li> </ul>			~

### Zeta HRMS Feature Comparison:

**6** As one of the fastest growing companies in the region, with a diversified workforce, we needed a sophisticated and flexible HRMS solution.

We are fully satisfied with the Zeta HRMS as it can meet all our requirements.

Shaji Thomas

Managing Director, Blossom Inners (P) Ltd.



### HR Management

Accessing Fortune 500 functionality without the costs, risks and limitations of yesterday's solutions is easier than ever with Zeta HRMS. Employees benefit from the employee self service module in the solution.



file Tools Help									🛣 Sig	ned in : admin   Zeta Softw
ZETA HRMS		Employee Master -	<b>.</b>							
		Status : [Add New]								
Modules		General Commun	ication P	Payroll Rules Doc	unents	Record Employee Reports	Benefits Custom Field	Mon Payroll Co	mponents	
Bitk Management     Settings     Foreissent     Transactions     Dependents     Trenovee Probation	1	Personal details					Employment details			
		Employee Id *					Date of joining *			
		Alternate id					Division *	USA.		~
		Salutation	1165.		~		Department "	ACCOUTS		~
		First name *				-	Designation *	ACCOUNTS ASIS	TANT	~
C Enquiry		Middle name					Category	Accounts		~
Beports		Last name					Line manager	Select		~
Benefit Management		Gender	Male	OFemale			Employee Pay Type	Monthly Wages	~	
Leave Management		Date of birth *					Employee status	Active	*	
Time & Attendance		Marital status "	Married		~		Eligible for overtime	Yes	~	
Payroll		Religion	-Select	-	~		OT calculation type			
Loan Management		Spouse					Probation Completed	No	*	
Employee Docs		Mother's name					Probation period	Days	Y	
Asset Management		Father's name					Confirmation Date			
Project Management ESS Management		Status	· Acth	e O Inactive			Type of Employment	Permenant	×	

#### Major Features

- Multi Company and intercompany transfer.
- Grading System.
- Multi-currency even up to benefit level.
- Unlimited custom fields.
- Rule based system.
- Attachment of documents.
- Document expiry date alert.

The Employee profile in Zeta HRMS is not just another static collection of data. The system records basic demographic and address data, selection, training and development, capabilities and skills management, compensation planning records and other related activities. HR module has flexible, configurable profiles that capture any data that's important to your business — not just standard, preconfigured fields. By adding the capability of adding customs fields Zeta Hr has redefined the management of employee information.

## Benefit Management

Zeta HRMS enables you to administer benefit plans and achieve your plan participation goals. With Zeta HRMS, you have instant access to accurate enrollment information. Self Service features save you time and empower employees to always see what the benefits coverage they have been allocated and can see into the details.

- Unlimited number of benefit plans.
- Unlimited salary components.
- Unlimited pay category rules.
- Temporary benefits and deductions.
- Air ticket benefits and automatic process.
- Leave salary and automatic process.
- Eligibility rules.

ZETA HRMS	Benefit Management •	Transactions      E	ind of Service Proce	155				
	Status : [Add New]							
Modules			44 3 14	earch & Filter				
HR Management  Benefit Management Settings Transactions	Employee Id Employee Date of join	8060006 8060006 - Mic 01/01/2012			Designation Department DMsion		MANAGER elapment Main	
Leave Encashment	End of Service Booking	g Details			Notice Period Salar	y Details		
Air Ticket Allocation Air Ticket Issue "Temporary Allowances "Deduction Allocation "Temporary Deductions "Pengion Entry	Notice Period in	Days Notice : 01/02/2015 Last wor	king date * 01/03/2		Total Days Monthly Salary Leave Taken	30 8000.00 0.00	Days to be Paid Per Day Salary Notice Period Salary	21 380.9523809 8000.000
Farned Renefits Allocation	Gratuity Details				Leave Salary Detail			
Earned Benefits Entry End of Service Booking End of Service Process Opening Tax Details Entry Investment Entry	Start date * Deduct unpaid leave Total worked days Unpaid leave days Gratuity eligible days	01/01/2012 F Yes V 1156.00 1.00 66.4521	End date " Eligible work days Gratuity amount	0103/2015 H	Accrued days Total Accrued days Last accrued date End of Service Valo Outstanding Loan An		Notice Period Accrual Leave salary Last leave processed on EDS Amount (AED)	0.00 657.46 NA 122700.76



### Loan Management

This module enables you to define and manage employee loan policies and their entitlement based on different parameters. Employees can request loans, which are then reviewed, approved, and converted to loan agreement which include terms of payment and the life of the loan. Loan payments are processed automatically through the payroll at the end of each pay period. Advances can also be managed similarly.

### Major Features

- Unlimited types of loans.
- Different methods of repayment.
- Loan holidays.
- Automatic carry forward.

ZETA HRMS	Loan Management - Transact	ions - Employee Loan Entry						
	Status : [Add New]							
1 Modules	Ryan Gomez - BDE0004	A Search & Filte						
HR Management	Employee Id : 8DE0004	Name : Ryan Gomez	Dea	sion :	Kochi Main			
Leave Management	Loan Details		Hont	hly Repay	Dotalls			
Time & Attendance	Loan approved from ESS	Select 💌	SI.No.	Select	Date	Amount	Repaid Date	Repaid Amount
Payroll	Loan requested number*	111168	1	2	07/02/2014	10000.00		0.00
Loan Management	Loan type'	Vehicle Loan 🛩	2	2	07/03/2014	10000.00		0.00
® Settings	Requested amount'	50000.00	1		07/04/2014	10000.00		0.00
Transactions	Loan number		4		07/05/2014	10000.00		0.00
Employee Loan Entry	Loan approved date'	01/02/2014			07/06/2014		-	
® Enguiry	Loan amount"	50000.00	5	2		10000.00		0.00
Reports			6		07/07/2014	5000.00		0.00
Employee Docs	Repay Details		Add					
Asset Management	Amount to repay'	55000.00	Total			\$\$000.00		0.0
Project Management	Repay start date'	07/02/2014						
ESS Management	Repay type"	Fixed 🐱						
Training	No. of installment'							
Performance Evaluation	Repay amount per month*	10000						
Performance Appraisal								
Recruitment	Comments							

### Leave Management

Zeta HRMS Leave Management module has a comprehensive and flexible leave management system to enabling manage leave requests according as per rules. This module is integrated with Payroll and ESS that allows to: Enter and cancel requests, view outstanding leave requests, view leaves balance, including current availed leaves and look-forward. Automatic notification will be sent on request from the ESS Module for Approval / Rejection of leave request. This module enables the user to view outstanding open leave requests, manage leave taken, leave approved and Leave Time Table.



- Multiple leave rule with Country based holiday management.
- Define multiple Leave types with accrual and payment related criteria.
- View Leave summary and history of all employees in one screen.
- Employees Annual Leave balance and leave eligibility online.
- Supports annual Leave entitlement starting from beginning of the year and on a monthly pro-rata basis.
- Supports carry-forward of Annual Leave to next year with exceptions.

ZETA HRMS		Leave Management - Tran	sactions -> Annual Leave Entry				
		Status : [Add]					
Modules		Ryan Gomez - BDE0004	😂 🔍 Search & Filter	1			
HR Management Benefit Management	1	Employee Id : 80E0004	Name :Ryan Gomez		Division : Kochi Main		
Leave Management		Annual Leave Details		Selec	t Date	Full day	Half day
® Settings		Annual leave from *	07/02/2014		Fr1 , Fe0 -07 , 2014	1	
B Transactions		Annual leave to "	14/02/2014 HI Calculate Days		Sat , Feo (W., 2014		
All Leave Entry		No. of Days	7.5		Sun , Feb 09 , 2014		
Annual Leave Entry		Annual Leave Type *	Annual - Paid (Annual - Paid)		Mon , Feb 10 , 2014	2	0
Other Leave Entry	1			1	Tue , Feb 11 , 2014	2	D
"Approve / Reject Leave		Remarks			Wed . Feb 12 . 2014	2	0
Cancel Leave		Accrued Leave Details			Thu , Feb 13 , 2014		🐨 1st Half 💌
Employee Resumption		Accrued leave	2.50		A.L. Sec. 14, 2014	2	
Leave Adjustments		Annual leave taken	0.00	-			
Leave Alteration		Annual leave in hand	5.00				
E Enquiry		Annual leave Applied	0.00				
Reports		Last leave processed on	NA				
Time & Attendance		Last accrued date	31/01/2014				
Payroll		Other Details					
Loan Management		Date of join	01/12/2013				
Employee Docs	~	Last resumption date					



### Time & Attendance

Zeta HRMS can help you streamline your absence tracking with Time-off management and potentially uncover cost savings for your organization. Using an integrated HRIS, identify reasons for unscheduled employee absences, reduce data entry time by pushing the responsibility for time reporting to the employee, and manage all areas of absence tracking and reporting. Unlimited number of absence plans with accrual rules. Flexible work schedule definition and assignment by shift with unlimited number of schedules and future planning of work schedules by employee are helpful features.



#### Major Features

- Employer Work Calendar including holidays and workdays.
- Employee Work Schedule by Employee department /Division (Project Costing).
- Employee Attendance Timesheet entry by Employee.
- Employee Leave Entitlements Plans Dentition by Employee.
- Employee Work Schedule by Employee department / Division (Project Costing).
- Import attendance from Excel and other formats.
- Automatic posting of Attendance Timesheet to the Payroll to generate Payroll ATS.
- Option to enter as Daily and Monthly attendance.

### Payroll Management

Zeta HRMS has a comprehensive payroll management that has seamless integration to Employee Attendance and Leave Tracking. Extensive and flexible payroll policy definitions including earning policies, allowances policies, benefits policies, bonuses policies, commissions policies, deduction policies are available in the system.

#### Major Features

- Default Earning, Allowances, Benefits, Commissions.
- Automatic Inheritance of Earning, Allowances, Benefits, Commissions, Deductions.
- Auto Timesheet (ATS) Generation from Attendance Timesheet.
- Deductions by employee group.
- Predefined calculation method of earnings, allowances, benefits & deductions.
- Multiple trial payroll runs.
- Final Payroll Run and securings of Pay Period.
- Auto-Posting of Leave.
- Salary bank transfer.
- Automatic posting of leave earning to Payroll Timesheet.
- Automatic Leave Accrual at the end of each pay period.
- Payroll Ledger posting to the GL.
- Supports Multiple Bank Accounts.

Timesheets are automatically generated for salaried employees who do not require timecards and absent hours are entered for those employees who are absent, thus eliminating the tedious entry of timesheets. These can be imported from the Attendance Terminal or spreadsheets, or entered using the Employee Self Service. Payroll calendar is predefined; Payroll cycle is based on a 3-process cycle: Automatic Timesheet Generation, Trial Payroll, and Final Payroll.



### **Employee Docs**

Employee Docs module facilitates the capture, storage and retrieval of Employee related documents. This difficult manual work is made effortless and less time consuming with Employee Docs module. Unlimited number of documents per Employee can be attached and stored. The Index and Search functions allow to search and retrieve appropriate documents using keywords. This is a further step towards a paperless office and cuts down on physical storage space while allowing the document to be retrieved easily and quickly in just a few clicks. It supports multiple file formats and allows reprinting of the source document.

Zeta HRMS Employee Doc's gives the HR the freedom to get rid of huge employee personal files. This module also gives the solutions to handle multiple template document/letters to create and issue to unlimited employees.



#### Major Features

- Simplified access and ease of use.
- Accessible from any location with appropriate web security.
- All documents are stored in the database for ease of control and security.
- Control document access permissions at user levels which prohibit users from modifying and deleting documents.
- Issue and retrieval of multiple template document / letters.
- Employee wise retrieval of history documents with key word search for the text documents.
- Provides flexible document categorization and employee allocations.

### Asset Management

This module keeps all Assets under control and helps in allocating the Assets to employees, with close tracking. Assets loss and misplacement can be minimized effectively. Common employee assets thus allocated are Mobiles, Laptops, Keys, Vehicles and other work related equipments and tools.



- Allocate and track an unlimited number of assets.
- Powerful search feature for locating assets with multiple criteria.
- Check-out items to employees and know where they are.
- Maintain a full history of the asset ownership.
- Add rich text notes to Assets.
- Extensive reporting system for displaying or printing data.
- Export report to Word, Excel, PDFs etc.

File Tools Help		Asset	Managemen	t -> Transactions -> /	Asset Issue						Signed in : admin   Ze	ta Softwar		
		Statur	[bbA]:											
Modules		Inole	vee Name	All		45	0. 14	arch & Filter	Date	- 07/02/2014 HI Apply I	late			
Payroll	^	_								hereiter and the second second		_		
Loan Management			eB											
Employee Docs			Name				Value		Remark					
Asset Management		•	Laptop				2000	0.00						
® Transactions		•	Printer				300	0.00						
Asset Issue		Chatr					50	0.00						
B Enquiry B Reports												-		
Project Management		Empl	loyees											
ESS Management				Employee name	Emp. Currency	Asset name		Asset value	Issue Date	Description	Remarks			
Praining Performance Evaluation			8060001	JULIETA RODRIGUES	AED	Laptop		20000.00	07/02/2014					
Performance Appraisal     Recruitment			BDE0001	JULIETA RODRIGUES	AED	Printer		3000.00	07/02/2014					
System Manager	~		8060003	MIYA SAMSON	AED	Laptop		20000.00	07/02/2014					
Recruitment     System Banager	×											N Save		



### Project Management

With Zeta configurable Employee Costs are attached to all project related activity to ensure true and complete cost analysis. Greater control, more accurate costing and greater competitiveness are possible within a system that was designed to exactly the way you do. Time and expenses towards projects, clients or any entity your business are closely monitored which can be integrated with Project management and Accounting. Time entry is easy with the extremely user friendly interface and can be done from anywhere with over an Internet connection. Employees can be assigned to projects who in turn can see in real-time the estimates as well as the actuals. These functionalities help to bring in reliable and consistent project planning, launching and delivery. It also helps in better resource utilisation.

Zeta Project Tracking and Job Costing module supports the pivotal role of projects in your organization.

### Major Features

- Create unlimited projects.
- Set rules for each project.
- Daily job entry.
- Monthly job entry.
- Automatic allocation of employees to a Job.
- Integration with accounts.

<b>ZETA</b> HRMS	Project Manage	ment - Transactions - Project Er	htry/Approx	al							
	Status : [Add]										
Modules	MITA SAMSON	BDE0003 48	Search	& Filter	Month & Year	02-2014					
HR Management Benefit Management	Employee Id : 1							Kochi Main			
Leave Management Time & Attendance	Date	Attendance Plan				In Time	Out Time				
Payroll	Date	General				09:00	18.00				
oan Management	1-SAT ^	Project				In Time	Out Time	late			
Imployee Docs	2-SUN	PN 005 - DLALA PROJECT		1001		09:00	20.00	Diala support	an 10	1	
isset Management	3-MON	PN 005 - DEALA PROJECT				09.00	20.00	email payalip		Add	
voject Management	4-TUE 5-WED										
Settings	6 THU	Project	In Time	Out Time	Nor. Hrs.	OT. Hrs.	Status	Atten, Pla		Note	Delete
Transactions	7-576	PN 005 - DLALA PROJECT	09-00	20:00	18:00	12-00	Submitte	General		<b>Clais support on</b>	Delete
Project Creation	8-SAT	PN 005 - DEALA PRODECT	09:00	20:00	08.00	62:00	Submitte	General.		email paystip	Leista
Project Allocation	9-SUN										
Daily Project Entry	10-310N										
Project Invoicing	11-TUE										
	12-WED										
Enquiry	13-THU 14-FRI	Project (Monthly Summary)					Nors	nal Hours	OT Hours	Total H	ours
* Reports	14-FRI 15-SAT	PN 005 - DLALA PROJECT					08.0	)	02:00	10:00	
155 Management	16-SUN										
fraining											

### ESS Management

Human Resource professionals are constantly challenged to improve efficiency and manage costs while meeting higher employee expectations for quality and suitable service. Zeta HRMS Employee Self-Service is helps organizations respond to this demand.

Using Employee Zeta HRMS Self-Service, employees can review and act upon their personal HR data all from a single point of areas. This empowerment helps streamline many daily HR activities and reduce the administrative demands on the HR department, equipping staff to better serve employees with less drain on resources and with a greater focus on strategic activities that bring value to the organization.



- Employees to view and manage their own personal information online, whenever it's convenient for them.
- Managers to track important information about their direct reports and initiate personnel actions without saving paper.
- Employee can view leave and payroll information online and make requests.
- Real time collaboration between HR and employees to maintain competencies, certi cations and skill proficiency levels.
- Excellent company news bulleting and event notifications hosting.
- Sharing of data between front-end HR systems and back-office applications.



### Peformance Appraisal

A performance appraisal is a part of guiding and managing career development. It is the process of obtaining, analyzing, and recording information about the relative worth of an employee to the organization. Performance appraisal is an analysis of an employee's recent successes and failures, personal strengths and weaknesses, and suitability for promotion or further training. It also judges an employee's performance in a job based on considerations other than productivity alone.

The results of performance appraisal can be assessed to identify areas of strong performance across all employees, by department or by demographics. Standardised performance assessments allow companies to aggregate, calculate and analyze results to show where performance is strong. These areas of strength then can serve as benchmarks and opportunities for sharing of best practices for other areas of the organization. Based on the results of performance evaluation the HR department is able to identify areas of strength and opportunity.

After an employee is evaluated and analyzed in terms of relative worthiness to the organization, Zeta helps to record and reflect the findings appropriately.

#### Major Features

- Scheduling a salary increment.
- Approving the salary increment.
- Taking disciplinary actions.
- Recording the findings of the appraisal.
- Identifying Training Requirements.
- Leadership Development and Succession Planning.

ZETA HRMS	Perf	ormance A	ppraisal → 1	ransactions 🛏	Schedule Sala	ry Increment						in : admin   Ze	
	Statu	n : [Add Ne	w]										
1 Modules	Alee	na Basheer	- BDE0002		44 9	Search & Filter							
HR Management													
Benefit Management													
Leave Management		Tith effect from											
Time & Attendance	Mon	Month' February Vear' 2014 V									Filter details		
Payroll	S.I.	ry increme	nt details										
Loan Management	0	Value O Percentage O Expression Appraisal T											
Employee Docs		ement value			Basic - Basic	~	0	Allocat	-	Increment	~		
Asset Management					paste - paste		-		-	[mainten			
Project Management		_				Standard Details		_					
ESS Management		Employee	Employee	Designation		Department		Currency	Update	Batic	HRA	TRA	sc
Training		М	Name	Lesignation		Department		Currency	Value	ease	PIPOA	IBA	54
Performance Evaluation			Aleena			10.00							
Performance Appraisal		BDE0002	Basheer	FRO		IT Development				5000.00	0.00	0.00	2000.0
® Transactions		Salary incr	ement details	ACCOUNTS /	SSISTANT V	ACCOUTS	~	AED		1500.00	0.00	0.00	0.0
Schedule Salary Increment													
Approve Salary Increment													
Enquiry													
■ Reports													
Recruitment	<												
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### Performance Evaluation

A truly powerful Performance Management process requires that employees, managers and HR professionals be connected for real-time collaboration and communication. Successful organizations align their employees performance objectives with organizational goals. The Zeta HRMS Performance Management Module helps you create meaningful performance reviews for your employees. The entire process is completely paperless allowing for HR, Managers and Employees to track progress against goals and monitor the review cycle. Additionally, it helps HR professionals to better service managers by putting performance information at their fingertips to identify professional growth opportunities and employee retention and satisfaction strategies.



Zeta Performance Evaluation is a 360-degree based performance evaluation system with user denned evaluation parameters and automatic generation of performance evaluation forms with multiple evaluation blocks where each evaluation block / section with associated parameters can be assigned to a different employee / supervisor for assessment and recommendations.

- User Defined Performance Evaluation Parameters.
- Unlimited Number of Performance Appraisals.
- Unlimited Number of Performance Evaluators.
- Overall performance evaluation by Supervisor and Manager.
- Employee performance evaluation comments.



### Training Management

The Zeta HRMS Training module enables you to schedule, track and report on employee training. It saves your time and gives you complete, real-time visibility into the performance of your training programs. Set up an unlimited number of user groups based on job titles, departments or roles and avoid tedious individual entries by easily assigning a predefined library of courses for each. Access all of your training metrics in real-time from a secure, web-based platform. Past course information including legacy data can be easily imported into the system which makes implementation quick and reporting complete.

Zeta offers a powerful Training Management system that effectively monitors individualized attention to people development thereby impacting their work. A training program can consist of many training topics and these programs can then be set at the company, department or designation levels.

Zeta HRMS helps to create Training Schedules, assign Employees and Departments to training, get the feedback of the training conducted and track the details of training.

#### Major Features

- Training schedule based on job position, title, team, shift.
- Track training requirements and progress at multiple levels.
- Streamline training management workflow, reducing duplication of employee efforts.
- Report on training costs by course, employee, job title, work group, division, location, year and more.

File Tools Help						😤 Signed in :	admin   Z	eta Softwar
ZETA HRMS	Training - Transact	ions -> Evaluation Details						
	Status : [Add new]							
2 Modules								
E HR Management	Employee Name"	Michael George - BDE0006	45					
Benefit Management	Training Name*	Training on Run Payroll		Eatch Number*				
Leave Management	Training Date From	07/02/2014		Training Date To"	07/02/2014			
Time & Attendance	Trainer Name*	Trainer is an employee		42.				
Payroll	Upload document	Browse						
ELoan Management	Training Question			Description		IAa	×	Point
Asset Management	Run Payroll							
Project Management		and the second second				<u>^</u>		-
ESS Management	Any difference between	n Run Payroll and Final Payroll				10	00	9
Training								
® Settings								
8-Transactions								
-Evaluation Details								
E Reports								
Performance Evaluation								
Performance Appraisal								
Recruitment								
System Manager								

### Recruitment

Recruitment aims at sourcing and maintaining adequate supply of manpower based on the needs of the organization. It is the one of the critical function of any Personnel department. This means the discovery of sources of manpower and tapping of the same so that the potential employees are properly evaluated to fill up the vacant position in the organization.

Zeta Softwares provide a comprehensive solution for the entire recruitment process, including requests for staff, approval of vacancies, entering requirements, capturing candidates' information, short-listing, interview notes and many other features. The bulky, methodical manual recruitment procedures have been changed into a flexible, user friendly, efficient, comprehensive recruitment engine which can easily be embedded into your company' website. This module also allows HR professionals to generate templates and documentation to streamline the recruitment process altogether.

In HR, one of the most difficult and time consuming tasks involves short-listing of potential candidates for a particular job post. Zeta HRMS simplifies this task by short-listing thousands of candidates in just a few seconds, a task that may take months, if done manually.

- Requisition Listing.
- Defining Job/Position requirements.
- Displaying Jobs/vacancies online.
- Allow applicants to apply online.
- Support applicant's self service.
- Applicant Listing.
- Capture candidate resume and information.
- Applicant data storage and management.
- Enable auto filtering and selection.
- Templates for Offer Letter, Contract interview calls.
- Managing interview notes & history.
- Create and define specific reports.





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