# FastHR360 & AjumaPro

Application guide brochure · 14-day trials · Learn every product in the suite

This brochure walks through FastHR360 (HR, payroll, self-service) and AjumaPro Other Solutions (POS, pharmacy, school, warehouse, hotel, property, books, tasks, meetings). Use it for onboarding workshops or share it with new admins.

## FastHR360 — People platform

**FastHR360 overview** — One workspace for people, pay, and culture

Picture opening FastHR360 on Monday morning: your dashboard surfaces approvals waiting, payroll drafts, open roles, and leave that needs a decision. Instead of hopping between spreadsheets and chat threads, you work one company workspace with role-gated modules — admin, HR, managers, and employees each see what they need.

- Create your workspace and invite your first HR admin.
- Add people (or import) so org structure and managers are in place.
- Turn on the modules you need — payroll, ATS, leave, lending, engagement.
- Run a trial payroll or publish a job to feel the full loop.
- Hand employees the self-service portal for payslips, leave, and loans.

*Tip: Use the floating HR AI Guide inside the product for page-by-page help.*

*Tip: Start with People + Leave + Payroll before enabling advanced modules.*

**Hiring & Onboarding** — From public job to first-day checklist

A candidate finds your role on the careers page, applies in minutes, and lands in your ATS pipeline. You schedule interviews, send an offer letter, collect an e-signature, then flip them into onboarding with assigned tasks — laptop, policy ack, and day-one orientation — without losing context.

- Publish a job to the public careers board.
- Move applicants through stages and book interviews.
- Issue an offer / contract and collect e-sign.
- Launch the onboarding checklist for the new hire.

*Tip: Keep careers links branded under /fasthr/ for clear public sharing.*

**Payroll & Time** — Accurate pay cycles your finance team can trust

Payroll is a guided run: pull hours and leave, apply statutory contributions, route HR then finance approval, then release payslips. Backpay and year-end close sit beside the same ledger so nothing falls through the cracks — in 150+ currencies.

- Confirm employee pay details and contribution schemes.
- Create a payroll run for the period.
- Review exceptions, overtime, and leave impacts.
- Approve (HR → finance) and publish payslips.

*Tip: Use the finance dashboard to watch cash outflow before you approve.*

**Human Resources Management** — People records, assets, and performance in one hub

HR lives in the People directory: profiles, manager hierarchy, documents with expiry alerts, asset custody, and performance reviews. The HR AI Guide sits on every page so new admins learn the product while they work.

- Build the org chart and departments.
- Complete employee profiles and document vaults.
- Assign assets and track returns.
- Run performance cycles with goals and feedback.

*Tip: Ask the in-app AI: “Explain People section” for a guided tour.*

**Employee self-service** — Payslips, leave, and loans on any device

Employees skip the inbox ping. They open self-service, download a payslip, request leave with live balances, apply for a salary-backed loan, and update their profile — the same secure experience on phone or desktop.

- Ensure employees have login invites.
- Show them payslips and leave balances.
- Enable lending if your policy allows salary advances.
- Publish the handbook so policies are one tap away.

*Tip: Mobile and desktop share the same permissions and audit trail.*

**Employee experience** — Announcements, recognition, and eNPS

Culture tools that feel alive: company announcements (optional SMS), shout-outs, eNPS pulse surveys with trends, and a published handbook — so engagement is not a side spreadsheet.

- Post an announcement to the company feed.
- Celebrate wins with recognition.
- Launch an eNPS survey and review trends.
- Publish handbook pages employees can trust.

*Tip: Pair engagement with self-service so every employee sees updates.*

**Finance dashboard** — Cash, approvals, and pay dates at a glance

Finance leaders see draft runs, approval bottlenecks, outflow charts, and a 90-day pay calendar — so payday never surprises the bank balance.

- Open Finance from the Insights area.
- Check pipeline KPIs and pending approvals.
- Review outflow trends before approving a run.
- Scan the pay-date calendar for the next quarter.

*Tip: Switch display currency per user without changing stored payroll data.*

**HR AI Guide** — Your always-on product coach

Inside FastHR360, a floating AI companion knows every sidebar section — Overview, People, Talent, Operations, Insights, Account. Ask “How do I use leave?” or “Tour the app” and it answers with navigation

paths and plan context.

- Sign in to your workspace.
- Open the AI guide from the floating button.
- Ask about a module or say “Tour the app”.
- Follow the smart links it suggests.

*Tip: This Features page illustrator works without signing in; the in-app guide is richer once you log in.*

## AjumaPro — Other Solutions

**AjumaPro POS** — Commerce · AjumaPro

The till opens, a barcode beeps, and the sale lands in inventory and payments in one motion. Multi-location stock and PDF reports keep retail managers in control without a second system.

- Open the POS product and sign in with your suite account.
- Configure locations, products, and tax.
- Open a till and complete a test sale.
- Review inventory and daily sales reports.

*Tip: AjumaPro POS has its own sign-in and screens under the AjumaPro suite.*

*Tip: Ghana cedi plans apply — see Other Solutions pricing.*

**Pharmacy Management** — Healthcare · AjumaPro

Pharmacists check low stock and expiry watches before dispensing. Purchasing, catalog, and sales stay in one healthcare-ready workspace designed for regulated inventory.

- Sign in to Pharmacy Management.
- Load the medicine catalog and reorder levels.
- Record a purchase order or dispense sale.
- Check expiry and low-stock alerts.

*Tip: Pharmacy Management has its own sign-in and screens under the AjumaPro suite.*

*Tip: Ghana cedi plans apply — see Other Solutions pricing.*

**School Management** — Education · AjumaPro

Campus mornings start with attendance, fees, and parent messaging already connected. Academics, billing, and staff accounts share one school SaaS backbone.

- Create or open your school workspace.
- Add classes, students, and fee structures.
- Invite staff and parent portals as needed.
- Collect a fee payment and review reports.

*Tip: School Management has its own sign-in and screens under the AjumaPro suite.*

*Tip: Ghana cedi plans apply — see Other Solutions pricing.*

**DockSync Warehouse** — Logistics · AjumaPro

Dock 2 is receiving: scan inbound, put away, then dispatch to POS or transfer. DockSync keeps warehouse truth aligned with the sales floor.

- Sign in to DockSync Warehouse.
- Create receiving for an inbound shipment.
- Put away stock and confirm quantities.
- Dispatch or transfer to connected sales channels.

*Tip: DockSync Warehouse has its own sign-in and screens under the AjumaPro suite.*

*Tip: Ghana cedi plans apply — see Other Solutions pricing.*

**Nice Hotels** — Hospitality · AjumaPro

Front desk checks in a guest while housekeeping flips rooms and F&B; takes an order — property ops in one hospitality application.

- Open the hotel console for your property.
- Set rooms, rates, and housekeeping statuses.
- Create a reservation and check a guest in.
- Review occupancy and ops boards.

*Tip: Nice Hotels has its own sign-in and screens under the AjumaPro suite.*

*Tip: Ghana cedi plans apply — see Other Solutions pricing.*

**Nice Properties** — Real estate · AjumaPro

Landlords and facility teams track units, stay styles, and operations without bolting another spreadsheet onto the lease file.

- Open Property Management.
- Add units and stay or lease profiles.
- Record an occupancy or maintenance event.
- Review the ops board for open tasks.

*Tip: Nice Properties has its own sign-in and screens under the AjumaPro suite.*

*Tip: Ghana cedi plans apply — see Other Solutions pricing.*

**AjumaPro Books** — Finance · AjumaPro

Invoices go out, bills come in, and the ledger stays balanced. Cashier till and payroll posting keep finance close to the floor.

- Sign in to AjumaPro Books.
- Create a customer invoice or vendor bill.
- Record a payment and review the ledger.
- Optional: post a pay run to GL.

*Tip: AjumaPro Books has its own sign-in and screens under the AjumaPro suite.*

*Tip: Ghana cedi plans apply — see Other Solutions pricing.*

**Task21 Project Management** — Projects · AjumaPro

Work becomes tickets: assign, prioritize, and close the loop across teams. Task21 is the lightweight ops desk for projects that still need accountability.

- Open Task21.
- Create a project or ticket board.
- Assign an issue with priority and due date.
- Move work to done and review workload.

*Tip: Task21 Project Management has its own sign-in and screens under the AjumaPro suite.*

*Tip: Ghana cedi plans apply — see Other Solutions pricing.*

**Meetings** — Scheduling · AjumaPro

Prospects book a walkthrough on your public meeting link; your team shows up prepared. Meetings product keeps scheduling and presence in the AjumaPro suite.

- Open Meetings and set your booking profile.
- Share your public booking link.
- Confirm an upcoming walkthrough.
- Join and complete the meeting notes.

*Tip: Meetings has its own sign-in and screens under the AjumaPro suite.*

*Tip: Ghana cedi plans apply — see Other Solutions pricing.*

Start free at your FastHR360 site · Explore Other Solutions for Ghana cedi ops plans · Ask the on-page AI illustrator on Features for interactive walkthroughs.