



MicroStar
Software

Way

2021

The Customer Magazine of **MicroStar Software**

” Simply
easier ”

Excel: Is it a Curse or a Blessing?

**HR Cost Controlling Without
Excel**

One System for everything

**HR and WORKFORCE:
Two Units that complement
Each Other**

Employee Self Service

**Using the latest Web
Technology for more Flexibility**

The MicroStar Way of Work



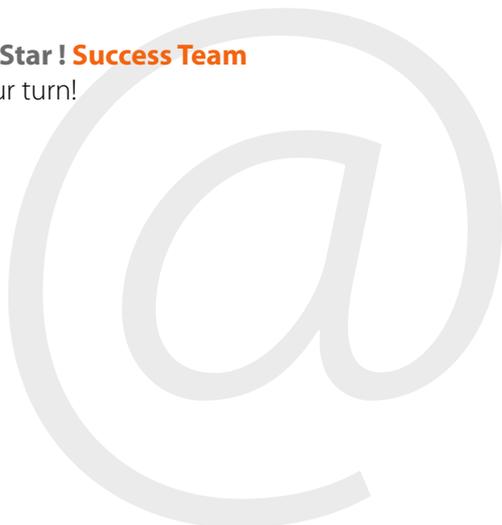


MicroStar

Software

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Editorial



*Martin Telepanic, Managing Director
MicroStar Software GmbH*

Congratulations!

You're about to read the first edition of **way**, MicroStar's customer magazine.

Way provides information on our company and our software solutions, on new products and current events. It enables you to get to know us better.

Enjoy!

Your



INNOVATION IN NEW SURROUNDINGS

Programmers are like artists. They can create marvelous things. Artists, in their turn, need to be creative and innovative. Those are qualities that are also important in the field of software development, next to logical thinking and attention to detail. So it's not a coincidence that our new business premises are located directly opposite the museum Folkwang in Essen, a place where people can admire art, both ancient and modern.

Would you like to visit us? And while you're enjoying a nice cup of coffee, let's discuss the goals and improvements that you can achieve in your company or corporation. And if you're interested, we'll also show how our latest software works.

Looking forward to seeing you and working with you in our new and productive surroundings.



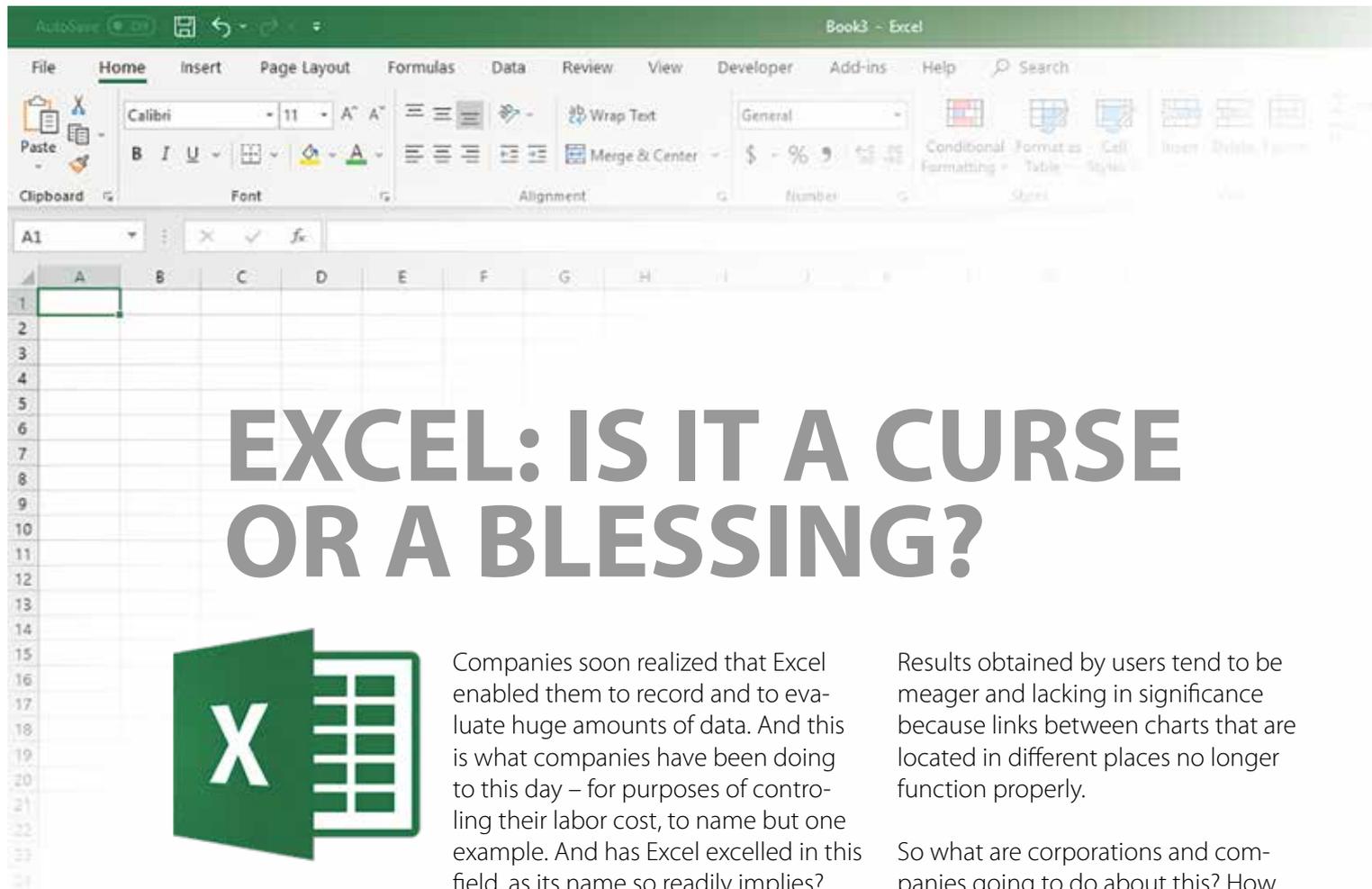
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EXCEL: IS IT A CURSE OR A BLESSING?



Using Excel is easy. You can immediately start working with the program without having to study a lengthy manual.

If you excel at something, you can do it very well or you have a very good knowledge of it. If you're well versed in mathematical functions and calculation formulas, one can say that you excel at handling these things.

As everybody knows, Excel is a spreadsheet program that enables users to carry out complex calculations using formulas and functions. Also, it allows you to perform logical calculations and to link various objects.

Companies soon realized that Excel enabled them to record and to evaluate huge amounts of data. And this is what companies have been doing to this day – for purposes of controlling their labor cost, to name but one example. And has Excel excelled in this field, as its name so readily implies? Unfortunately, it hasn't.

And why not?

Unfortunately, users can take advantage of only a small part of the program's capacity, due to the fact that they use it intuitively. As a result, a large part of Excel's potential lies hidden and is never discovered. To make matters even worse, if you use Excel you soon reach a point where, due to the program's sheer size and complexity, the relevant data becomes unstructured and confusing. It becomes hard to keep track of things.

Results obtained by users tend to be meager and lacking in significance because links between charts that are located in different places no longer function properly.

So what are corporations and companies going to do about this? How are they supposed to respond to the challenges of labor cost controlling? Because, needless to say, there can be no doubt about the necessity of such controlling.

Below you'll find an interview with Ulrich Mazurek, managing director of akzenta, a large German supermarket chain. Although akzenta is still using Excel to some extent, MicroStar is now responsible for providing consistent data management and supplying required calculation formulas. MicroStar's database-driven software makes it possible for data from external sources to be evaluated flexibly, using MicroStar's innovative user surface.





Ulrich Mazurek,

managing director of akzenta in Wuppertal,
a wholly-owned subsidiary of REWE Group.

akzenta runs five supermarkets in two German cities, Wuppertal and Witten, each covering 2,500 to 3,000 square meters. Customers are not only delighted by the large selection of goods but also by their quality and freshness. akzenta has a staff of around 1,000 employees.

akzenta

Q: Mr Mazurek, why has akzenta decided to stop using Excel for labor cost controlling?

A: We wanted to reduce time and organizational effort to a minimum. Managing data, creating and distributing lists, all these things took much too long.

Q: akzenta's management is now using MicroStar's cost controlling software. All this readjustment ... was it really worth the trouble?

A: Certainly. All our labor cost data, such as working hours and sales, is now automatically transferred to our MicroStar database. Matching product groups and cost centers is only a few mouseclicks away. And now it's easy to see if we're cost effective. We can even find out if we can further increase our cost efficiency. Previously, all this took a lot of time and effort. Now it's all quick and easy.

Q: This cost controlling system – is that the only MicroStar software you're using?

A: No, it isn't. We've been working with MicroStar for a long time and now we're using their entire software portfolio.

Q: Okay ... and what does that portfolio consist of?

A: Well, we started out in 2005 with HR Management and their Personal Analyst, which enables us to analyze your HR data any way we want. You've no idea how helpful this is. Right ... this was followed by Applicant Management and Course Management. In addition, we've decided to run our Workforce Management using MicroStar software. And now we've got everything combined in one system.

Q: So you're satisfied?

A: Yes. Very much so. Of course, there are times when things do not work so smoothly. For example, we had to postpone the deadline for reorganizing our Workforce software by three months, which was not so great. But what counts in the end? Everybody's happy with the results.

“ One of MicroStar's characteristics is its strong customer focus. ”

Q: How many people are using MicroStar software in your company?

A: More than 500 employees are using the Web application. This includes 100 planning and administration managers who are working with the MicroStar suite locally.

Q: What would you say are the characteristic features of MicroStar as a software company?

A: Well, certainly its customer focus. Also, its short decision processes. The cost-performance ratio is very reasonable. So far, they've been able to make most of our dreams come true, so to speak.

Q: Are you planning any more projects with MicroStar?

A: Oh yes. Our next project will focus on automatically matching peak business hours and persons with required skills and qualifications.

Q: Sounds interesting. Can you be a bit more specific about this?

A: Well, of course we want to provide optimal conditions for our local managers. So we give them recommendations for allocating staff so as to avoid understaffing or overstaffing. These recommendations are then used for automatic requirements planning. Specific skills and qualifications are also taken into consideration. This is how we make sure that there are always employees with required skills on site, such as first aiders. Needless to say, we need more staff for the drinks and meat department on the day of the Champions League final. And MicroStar's automatic planning software can tell us exactly who these people are.

Mr Mazurek, thank you very much for this interview.

A CLIENT THAT HOLDS MICROSTAR IN HIGH REGARD

Digital Personnel file

To access information about our staff, we used to have to battle our way through thick paper files. Now, the relevant data is only a few mouseclicks away.

Analyses and Reports

Obtaining significant analyses used to be very difficult, cost a lot of time and effort. Today, we can create complex evaluations in almost no time at all.

Online Portal for Employees

Remote Working (or “teleworking”) is on its way to becoming an integral part of our work lives. Microstar Online provides an easy and convenient way of recording working hours for all *akzenta* employees who prefer to work from home. But that’s not all. Our employees can now do a lot of things online: they can request vacation or training courses, or check the current balance in their working hours account. This is how we at *akzenta* save time and money, at the same time strengthening our employees’ individual responsibility.

” MicroStar software lets you manage all the important areas of HR Management easily and effectively. ”



Creating business correspondence, business contracts and HR management evaluations is only a few mouse clicks away. In addition, any module you often use can be saved as your favorite.

Sonja Grünhage

akzenta Human Resources Manager

” MicroStar has been able to implement our special requirements quickly and efficiently. ”



New hires now receive their employee ID cards immediately so they can enjoy the benefit of discounts for their purchases. As a result, administrative effort has been greatly reduced and employee satisfaction increased.

Nadja Ahlhaus

akzenta Controlling and Purchasing Manager





Workforce Management

Parallel to Time Management, we also replaced our entire Workforce Management software. Now we don't have to wait for the next data import before including new hires and transferred employees in our planning processes. What's more, using so-called planning groups makes us extremely flexible. For example, we can now allocate our first-year apprentices, who all work in different departments, at one single glance.

Time Management

We decided to use the MicroStar solution because we couldn't get any more technical support and upgrades for our "old" Workforce and Time Management system. Our advantage was that all the required HR data was already in place. All we had to do was activate the module and we were ready to continue working.

” Our Workforce Management has become a lot easier and faster. ”



Using MicroStar's Workforce solution was definitely the right decision. We wanted to be able to work with the „new“ system immediately, easily and quickly without having to waste our time studying thick software manuals. On top of that, the extra requirements we had were implemented to our complete satisfaction.

Mirko Grün

akzenta Supermarket Manager



akzenta

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” HUMAN RESOURCE meets



ONE SYSTEM FOR EVERYTHING

To win a football match, you need a team where the defensive, middle field and offensive harmonize and cooperate in the best possible way.

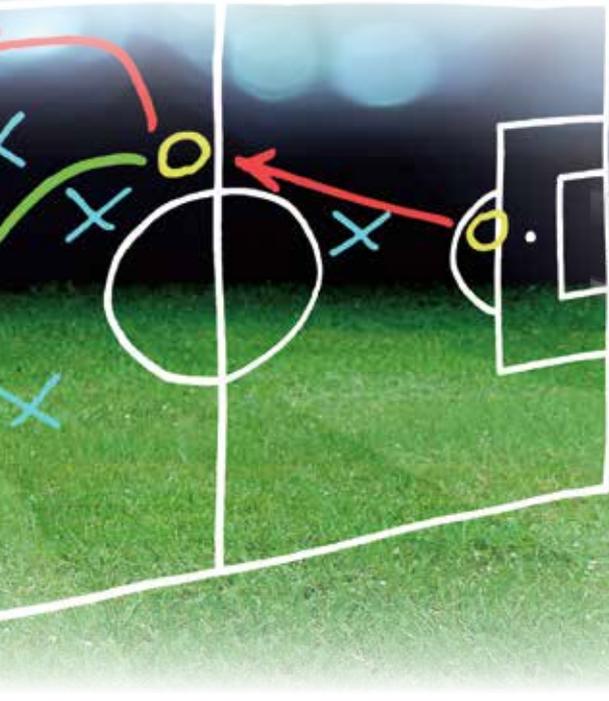
The same is true for **Human Resources** and **Workforce Management**. These two areas also harmonize by complementing each other.

However, some software companies are positioned quite differently in their software landscapes. Instead of operating with **one** harmonized system, they use a **number of different** systems from **different** providers, such as a Time Recording System, a software for Resource Planning and a Staff Management program.

This is just like playing football with a two or three balls. It's chaotic.

We at MicroStar use only **one** ball.

WORKFORCE MANAGEMENT! ”



Our ball, the MicroStar suite, is a homogeneous system consisting of several modules from Human Resources and Workforce Management.

In the **Human Resources** area, one focus is on managing HR data as well as managing employment histories and organizational histories. Another focus is on simplifying and speeding up HR-related tasks and processes.

Workforce Management, on the other hand, aims at using HR resources in an intelligent and efficient way. MicroStar's automated Resource Planning ensures that qualified staff are allocated where and when they are needed.

HR Intelligence is integrated so that data from both areas can be analyzed and evaluated.

Roles, authorization, access – all this is taken care of by our **Framework**. This is our team behind the team.

The **MicroStar squad** consists of:

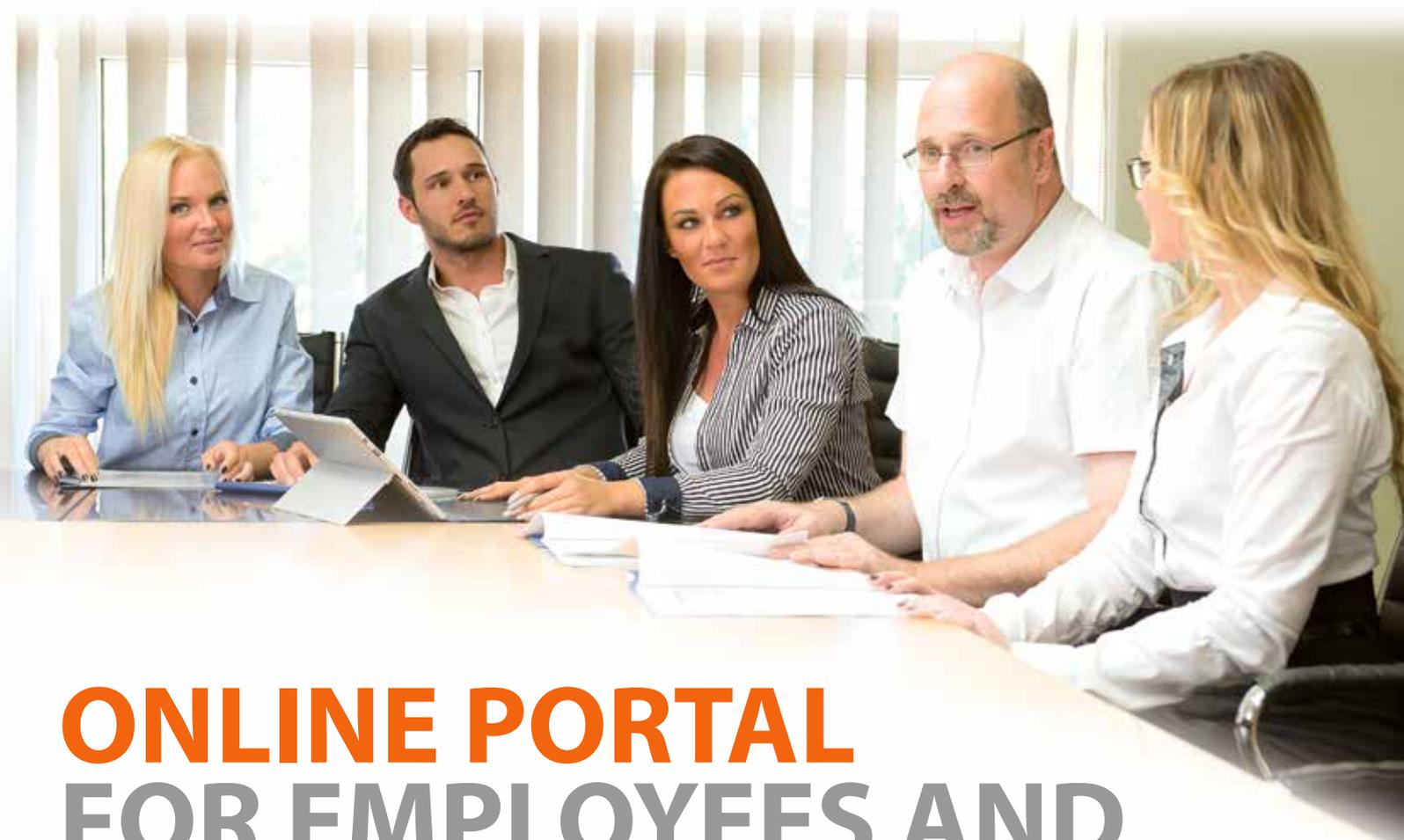
- 1 Digital HR File
- 2 Labor Cost Controlling
- 3 Analyses and Reports
- 4 Employee / Manager Self Service
- 5 Organizational Management
- 6 Position Planning
- 7 Applicant Management
- 8 Course Management
- 9 Training Management
- 10 Job References
- 11 Performance Management
- 12 Time Recording
- 13 Time Management
- 14 Vacation and
Absence Management
- 15 Workforce Management
- 16 Automatic Requirements Planning
- 17 Inventory Management
- 18 Health & Safety
- 19 Car Pool Manager

You as manager and coach decide about your team's line-up. Go ahead and compile your individual MicroStar squad.



Compile your individual **MicroStar squad** using the above QR code.





ONLINE PORTAL FOR EMPLOYEES AND MANAGERS

Take advantage of MicroStar's Online Portal and give your employees more personal responsibility:

- Keep your Personal Information up to date
- Request vacations
- Record working hours
- View work schedules
- View your current balance in your Working Hours Account

Everyone benefits, managers and employees!

- Check requests (esp. requests for vacation)
- Check working hours and absences
- Coordinate work assignments and work schedules
- Seamless communication with employees
- Internal messages

And your HR department has more time to deal with its actual responsibilities.



WHICH MODULES DOES YOUR COMPANY NEED?



- 1 Digital HR File**
The Toolbox for your HR Administration.
- 2 Labor Cost Controlling**
Your Calculator for Planning, Sales and Costs.
- 3 Analyses and Reports**
Your Analyst that reveals the Information hidden behind your Data.
- 4 Employee / Manager Self Service**
The Program that gives you access to Data, anytime, anywhere.
- 5 Organisational Management**
The Module that visualizes your Company Structure.
- 6 Position Planning**
Your Tool for Describing and Planning Positions.
- 7 Applicant Management**
The Turbo Engine that speeds up and streamlines your Applicant Processes.
- 8 Course Management**
The Manager for your Course and Seminar Administration.
- 9 Training Management**
The Administrator that organizes the Training of your Apprentices.
- 10 Job References**
The Generator that creates Job References, quickly and easily.
- 11 Performance Management**
The Scout for your Skill and Performance Management.
- 12 Time Recording**
Your digital Clock that records employees' working hours.
- 13 Time Management**
Your Expert for Working Hours Management and Compensation.
- 14 Vacation and Absence Management**
The Digital Calendar for your Absence Management.
- 15 Workforce Management**
Your Organizer that decides which qualified staff work in a particular place and at a particular time.
- 16 Automatic Requirements Planning**
Your Scheduler that allocates staff optimally and allows for specific working hours, skills and capacities.
- 17 Inventory Management**
The Manager for your Company Property.
- 18 Health & Safety**
The Specialist for your Employees' Safety.
- 19 Car Pool Manager**
The Professional for your Car Fleet Management.



Photos: MicroStar, akzenta and stock.adobe.com

IT'S YOUR TURN!

What will your team's
line-up be?
Use this QR code
and convert your penalty!



www.microstar-software.de/SuccessTeam



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The MicroStar Way of Work