

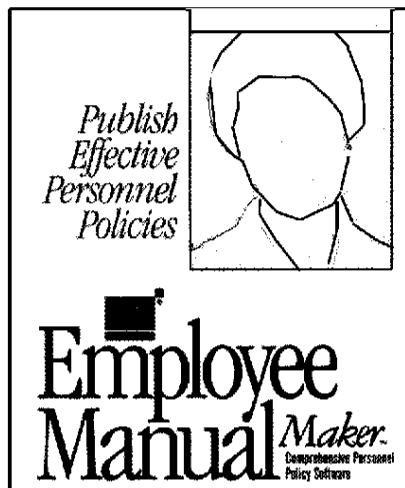
EmployeeManualMaker™

#1 selling employee
policy software.

Source: PC Data 1996

COMMUNICATE IMPORTANT COMPANY POLICIES AND PREVENT COSTLY EMPLOYEE DISPUTES

"Well worth its modest investment in the ever-changing human resources"



HIGHLIGHTS

- Covers key areas of employee relations — from New Employee Orientation to Termination Policies — 120 policies and 30 benefits in all
- Select, edit, and print a comprehensive employee manual in just a few hours
- Easy-to-customize policy and benefit sections, checklists, forms, and memos that save you time and money
- Ongoing updates to keep you informed of changes in key employment issues
- On-screen guidance and advice from respected human resource and labor law specialists
- Includes a comprehensive *Employer's Survival Guide*

PRODUCE A CUSTOM EMPLOYEE MANUAL FROM YOUR OWN COMPUTER

EmployeeManualMaker can save you thousands of dollars in expensive consulting fees and your own valuable time by doing the work for you. Choose from 120 policies and 30 different employment benefits to create a complete employee manual that clearly establishes company policies.

BUILD PRODUCTIVE WORK RELATIONSHIPS

Experts agree that a carefully written handbook for your employees can improve morale, increase productivity, prevent disagreements, and even keep you out of court. If you're spending more time on employee problems than on running your business, EmployeeManualMaker is the solution.

DEVELOPED BY A TEAM OF EXPERTS FOR TOTAL COVERAGE OF HR NEEDS

EmployeeManualMaker's programs are filled with helpful tips and valuable insights from industry experts, attorneys, personnel psychologists, and respected human resource executives. EmployeeManualMaker provides comprehensive documentation on current labor laws and benefits, plus all of the employment policies and forms you'll need:

- Employment Application
- Performance Review
- Wage & Salary Policies
- Insurance Coverage
- Paid & Unpaid Leaves of Absence
- Termination & Severance Agreements
- Standards of Conduct
- Benefits Packages

- Profit Sharing & Retirement
- Discipline Without Punishment Form

Our comprehensive Reference Guide includes the *Employer's Survival Guide* featuring informative articles on the following employment topics:

- Wrongful Discharge
- Sexual Harassment in the Workplace
- Drug Testing
- Americans with Disabilities Act
- Family/Medical Leave Act
- Wage & Salary Administration
- Implementing Peer Review
- Discipline Without Punishment

You can also update your manual as your business grows and as legal requirements change. EmployeeManualMaker provides timely updates on key employment issues. Visit our website at www.jianusa.com for free update downloads.

NO NEW PROGRAMS TO LEARN

EmployeeManualMaker is easy to use and works with your own familiar word processing software. Follow the on-screen instructions to add and edit copy throughout each document, allowing you to customize your manual to fit your business' needs.

*Any business
with employees
needs a high-quality
personnel policy handbook!*

EmployeeManualMaker™

WHO USES IT

- Business Owners
- Department Managers
- Staffing Coordinators
- Human Resource Directors

"It's great to know that I don't have to re-invent the wheel in order to make an employee manual."

—Dianne Hoskins, Hoskins Ranch & Nursery

SYSTEM REQUIREMENTS

- Any 386 PC or higher with 41MB RAM, 4MB Disk Space (Windows® 95 / 3.1 optional)
- Macintosh running System 6.0 or later; 1MB RAM, 4MB Disk
- Provided on 3.5" diskettes

PRODUCT COMPATIBILITY

- Works with most DOS, Windows & Macintosh word processing programs: Microsoft Word, WordPerfect, ClarisWorks, Microsoft Works, Ami Pro, Professional Write, MacWriteII, MacWrite Pro, WriteNow, Lotus WordPro 96

SERVICE & SUPPORT

- As a registered EmployeeManualMaker user, expert technical support is FREE. You can also visit JIAN's website at www.jianusa.com to download product updates, request technical support, obtain other product information and locate local business experts.



CONSULTANTS, ATTORNEYS, ACCOUNTANTS IN YOUR AREA

We've built a network of business experts who are eager to help you when you need it. They can review your work, make suggestions, handle unique situations and provide extra support. On our website you can search by expertise and location, then e-mail or jump straight to their website. They're in your area and you can contact them directly.



ONGOING UPDATE SERVICE KEEPS YOU CURRENT

Things change, laws change, the world changes — new ideas come along all the time. When you register, you can access our website to get updates and changes, like new and improved spreadsheets and documents.

HALF A MILLION SMALL BUSINESSES, 300 OF THE FORTUNE 500 COMPANIES, AND HUNDREDS OF COLLEGES AND UNIVERSITIES USE OUR SOFTWARE

The word Jian (jee' on) means the master of *every* art — what it takes to run a successful business today. JIAN is a contemporary American software publisher. For nearly 10 years, we've specialized in developing time-saving software tools for important business projects. We've researched a variety of sources to gain valuable knowledge and the best practices to develop software for building a business quickly and efficiently. We commissioned CPAs, consultants, attorneys, and other experts to help us develop our content. Then, together, we engineered their materials, insights, and experience into tools you can use to build your business. You'll benefit from what we've learned from the feedback and suggestions of thousands of successful users throughout the years.

Other titles include:

- AgreementBuilder™
- BizPlanBuilder®
- JIAN BusinessBasics™
- LivingTrustBuilder®
- LoanBuilder™
- MarketingBuilder™
- PublicityBuilder™
- SafetyPlanBuilder®



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to Build Your Business™

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