

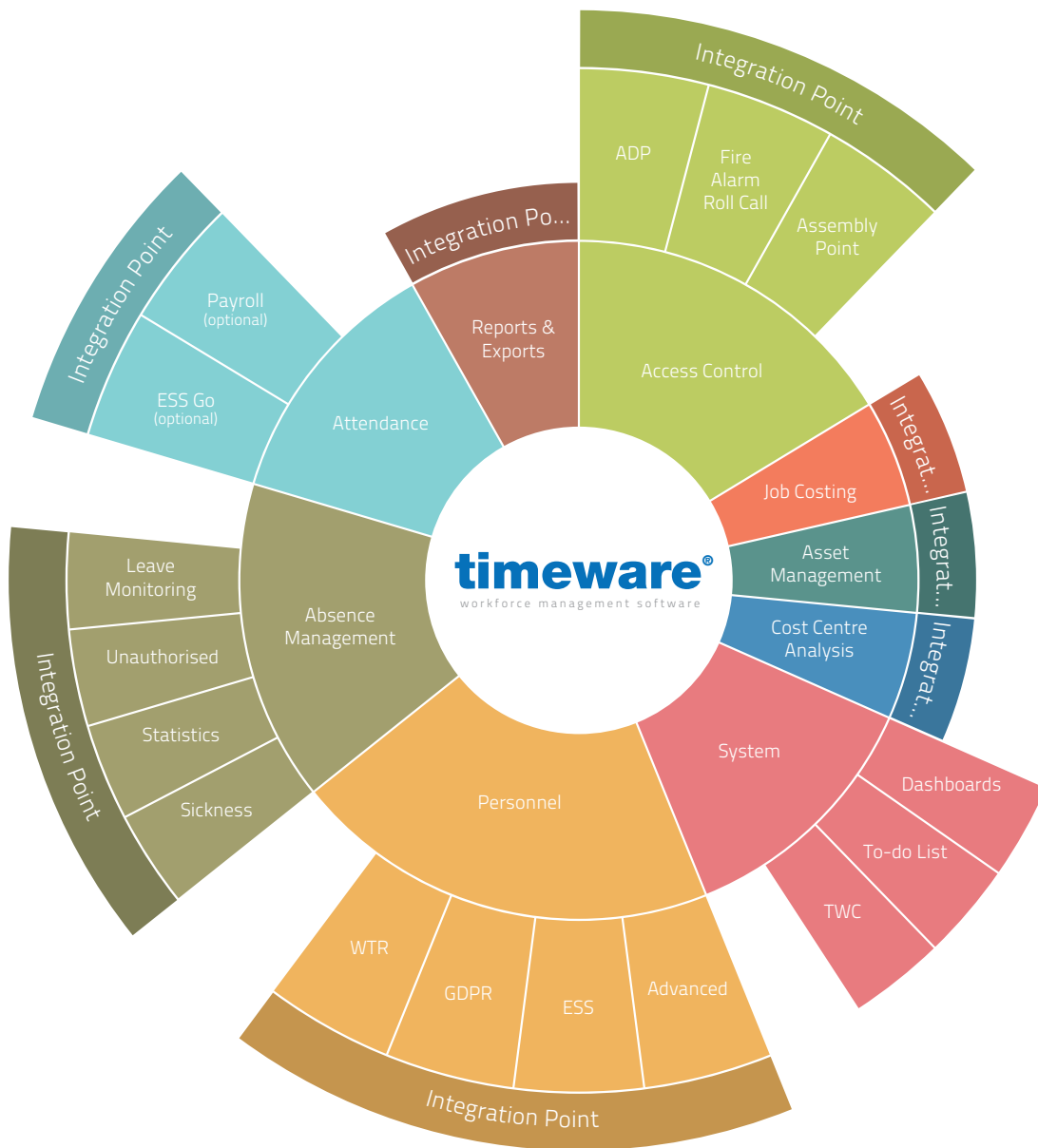


# timeware®

workforce management software

Demonstration notes

Company: \_\_\_\_\_



For more information about timeware<sup>®</sup> products, version updates, datasheets and reports, please refer to the timeware<sup>®</sup> community website:

[www.timeware.org](http://www.timeware.org)

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[www.timeware.org](http://www.timeware.org)  
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## Introduction

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The following pages are designed to provide the timeware<sup>®</sup> technicians with information about the customer's key system requirements. Please provide as much detail as possible.

Many thanks

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## 1. System Layout / IT Information



### Demo Reminders...

- Network configuration?
- Ask for information about the server and inform them SQL 2005+ is needed.
- Remind the customer that the timeware server can only have 1 network card.
- If the customer intends on using the ESS and TWC inform them we need to use IIS.

## 2. Personnel



### Demo Reminders...

- How many employees?
- Mention groupings.
- Training records.
- Multiple document storage.
- Employment records.
- Integration with payroll / HR system.

## 3. Absence Management



### Demo Reminders...

- Hours or days?
- Entitlement.
- Statistics.
- TOIL.
- Absence form event.
- Bradford factor.
- Tactical absence.
- Return to work policy.
- Email rules when submitting an absence request.

#### 4. Attendance



##### Demo Reminders...

- Schedules.
- Lateness.
- Planner.
- Adjustments.
- Overtime authorisation.
- Data lockdown.

#### 5. Access Control



##### Demo Reminders...

- Turnstiles.
- Barriers.
- Roller shutter.

#### 6. Asset Management

#### 7. Job Costing



##### Demo Reminders...

- Ask if the customer already uses a job costing system, if so find out details and would they want to import data.
- How will the customer collect job costing data eg terminal fuzzy wand, ESS.
- Show how the job costing works Jobs, operation.

## 8. Cost Centre Analysis



### Demo Reminders...

- Ask the customer if they already use a cost centre system. If so find out details and would they want to import data?
- How will employees book onto cost centres eg. terminals or ESS.

## 9. Fire Alarm Roll-Call / Assembly Points



### Demo Reminders...

- Ask the customer if they have a fire alarm system already, If yes tell them we will need inputs from the panel.
- Ask how they want to be notified of a fire alarm trigger.
- Ask where the assembly points will be located.

## 10. ADP (Attendance Display Panel)

## 11. Reports, Exports and Customisation



### Demo Reminders...

- Discuss reports and exports.

12. ESS Go



**Demo Reminders...**

Explain ESS Go feature.

13. To-Do List and Dashboards



**Demo Reminders...**

Explain the difference between to-do list and dashboards.

14. Payroll Integration

15. ESS (Employee Self Service)



**Demo Reminders...**

Explain functionality.

16. Machine Control

## 17. GDPR



### Demo Reminders...

- Discuss customers GDPR policy and how timeware<sup>®</sup> can be customised.







