



## Feature Awareness Notes (2020)

### Overview

This document is designed to outline any new features within timeware® Professional 2020 which we feel a timeware® user should be aware of. All points listed here are to assist our technician on site as they demonstrate the improvements/changes.

If the user requires further assistance with a feature outlined in this feature awareness, a call can be booked with support to go over this in more detail.

### Major Features

#### Speed!

The software is now significantly faster than it was in timeware® Professional 2019 or less. Particularly the various 'Find' forms dotted around the system such as in Personnel, Absence Management or Attendance.

Tested using a database containing 13,000 employees on both 2019 and 2020. A significant difference can be seen. An example of this is opening the Personnel Find Form. Statistics for opening this form are...

timeware® Professional 2019 – 45 seconds

timeware® Professional 2020 – 1 second!

Reference this video for live example (4:00 into the video)

<https://www.youtube.com/watch?v=9ly2N6VZ7tc>

#### Working Time Regulations (WTR)

The Working Time Regulations (WTR) module has been entirely redesigned. The old method which had been in timeware® for quite a number of years required a user to manually run a report each time they needed to know about breaches, but that process took a very long time to complete.

With the redesign, we have approached this with the idea that rather than a user having to run something to find breaches, the breaches will find the manager! 'To-Do' list items will become active on a manager's to-do list to display breaches as they happen (or are about to happen)

An export has also been written which will allow all these breaches to be compiled in to one easy to read excel sheet.

#### Submit Multiple Bookings - ESS

We had a requirement from one of our customers to develop a quicker way to insert cost centre bookings via the Employee Self Service. We originally only ever allowed 1 booking to be made at a time, which if you have 15-20 to do would require you to do it 15-20 times i.e. not fast!

We added in the "Submit Multiple Bookings" option to the ESS for Attendance, Job Costing & Cost Centre to address this issue!

An employee can add as many bookings as required in their own time, being able to leave it for extended periods by pressing the "Save Changes" button, and for instance come back to it tomorrow in the same state.

Only when the "Submit Bookings" button do these bookings either go through to the manager for approval or go in to the system (depending on system configuration)

## Minor Features

### Two new exports – Training Matrix & Terminal Listing

We have added two new exports to the system that will greatly improve usability of certain parts of the system. They are;

#### Training Matrix

#### Terminal Listings

The Training Matrix export is designed to clearly show you the training requirements for all employees instead of just individuals. A manager will clearly be able to see if an employees training is in date, expired, due soon or not required.

The Terminal Listing export was created with the intention of allowing a user to quickly be able to identify which terminals an employee can use, or which employees can access a specific terminal.