timeware®
workforce management solutions
Community

Demonstration notes

Company: .....

Contact: .....

Postcode: ..... Date: .....

Document t2-0504: revision 5.0
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For more information about timeware® products, version updates, datasheets and reports, please refer to the timeware® community website:

www.timeware.org

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Introduction

The following pages are designed to provide the timeware® 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...

- [ ] Ask for the 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. timeware® Windows client:

Demo Reminders...

- [ ] Ask how they intend the clients to use timeware e.g locally, remote services.
- [ ] Ask the customer how many clients intend to use timeware

3. timeware® Windows client: Personnel

Demo Reminders...

- [ ] Ask how many employees will be added to the timeware system
- [ ] Ask if the customer plans on uploading documents to the system
- [ ] Ask about the employee structure for the company (Groupings)
- [ ] Ask the customer if they have any existing systems/spreadsheets they may want to import personnel from

4. timeware® Windows client: Absence Management

Demo Reminders...

- [ ] Ask how many different entitlement policies the customer has
- [ ] Ask if they customer uses the Bradford factor, tactical absences, rolling absences
- [ ] Show the absence form event and what information they want to see when booking an absence
- [ ] Ask if the manager would like an email when an employee has submitted the absence

5. timeware® Windows client: Attendance

Demo Reminders...

- [ ] Ask how many different shift patterns the company has
- [ ] Ask if they have any special rules for shifts, breaks, overtime

6. timeware® Windows client: Access Control

Demo Reminders...

- [ ] Ask the customer if they plan on using access control
- [ ] Ask will they be linking to doors, turnstiles, gates and barriers etc

7. timeware® Windows client: 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. timeware® Windows client: Cost Centre Analysis

Demo Reminders...

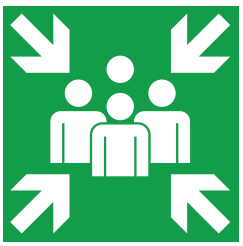
- [ ] Ask if the customer already uses a Cost centre system, if so find out details and would they want to import data
- [ ] How will employees clock onto cost centres e.g. terminal Inquiry, ESS

9. timeware® Windows client: Fire Alarm Roll-Call

Demo Reminders...

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

Notes



10. timeware® Windows client: Assembly Points

Demo Reminders...

- [ ] Ask where the assembly point will be located in conjunction with the fire alarm monitor

11. timeware® Windows client: ADP (Attendance Display Panel)

12. timeware® Windows client: Reports and Exports

Demo Reminders...

- [ ] Ask them if they would like to export any data to existing spreadsheets
- [ ] Ask them if they would like any reports showing certain information

13. timeware® Windows client: Lone Worker

14. timeware® Windows client: Dashboards

Demo Reminders...

- [ ] Ask them what information they would want to see as live data

15. TWC (timeware® web client):

Demo Reminders...

- [ ] Inform the customer that supervisors can use the TWC rather than running a client install.
- [ ] Ask how many managers will intend on using the TWC

16. TWC (timeware® web client): Absence Management

17. TWC (timeware® web client): Attendance

18. TWC (timeware® web client): ADP (Attendance Display Panel)

19. ESS (Employee Self Service):

Demo Reminders...

- [ ] Ask if they want employees to submit attendance bookings
- [ ] Ask if they want employees to request absences
- [ ] Ask if they want employees to submit job costing data
- [ ] Ask if they want employees to submit cost centre data
- [ ] Ask if the employee would like an email on approval of an absence

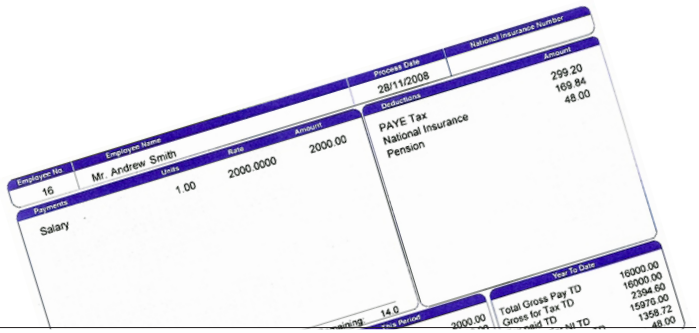
20. ESS (Employee Self Service): Absence Management

21. ESS (Employee Self Service): Attendance

22. ESS (Employee Self Service): Job Costing

23. ESS (Employee Self Service): Cost Centre Analysis

24. General: Payroll Integration



25. General: Groupings

26. General: Users

timeware Certified USER

timeware Certified ADMINISTRATOR

27. General: Training

28. General: Customisation