

# Asset management...



# Machine control...



Asset management:  
keeping track of "things  
of value" ...  
**Pages 8-17**



Machine control:  
ensuring "safe use of  
work equipment" ...  
**Pages 18-25**



What's next?...  
**Page 30-33**

# Editor's comment...

Welcome to the fifth issue of insider, the official magazine for timeware® partners worldwide.

Hello again!

By the time you read this we will have completed the re-branding and you should all be busy installing your own versions of timeware® Professional 2016.

In this issue of insider we cover two new timeware® topics that I believe will be a big hit with your customers: asset management and machine control. (These were the topics I failed to explain correctly at the launch back in November!)

On pages 26 to 29 we outline the development teams current projects. Other news: Martin Burrill has left the company but is still working within the timeware® universe in the capacity of 'projects co-ordinator' at Wisegrove Ltd

Once again, many thanks for your continued commitment to the timeware® brand and If you have any further questions, please contact the support team on +44(0)1706 658222 or refer to the release notes on [www.timeware.info](http://www.timeware.info).

*Simon Birchall*

Managing Director  
timeware® (UK) Ltd

“ asset management:  
tracking your  
company's things  
of value ”



# Technicians workshop

We have two workshops planned for this year – **Thursday 12th May and Thursday 18th August**. Both events are being held at the Broadfield Hotel and we plan to discuss two main topics: issues arising from 2016 installations and new developments for timeware® 2017.

As always, I strongly recommend that each Partner sends a representative as it is vitally important to be kept up to date with the latest news. The workshops will be organised by the support team and Dave Webb will be present to discuss installation & upgrade 'hints tips and tricks' whilst Joe Hardwick will outline the latest developments.



**Broadfield Hotel, Sparrow Hill, Rochdale, Lancashire, OL16 1AF.**

To reserve a place at a timeware® workshop, please contact Charlotte Kavanagh in timeware® customer care on **customer.care@timeware.co.uk** or call **+44 (0)1706 659368**



Personnel



Absence management



Attendance



Cost centre analysis



Fire alarm roll call / Assembly point



ADP (attendance display panel)



Payroll link (optional)



ESS (employee self service)



TWC (timeware® web client)

**2016** includes the following modules:

Access control



Asset management



Job costing



Reports, exports and customisation



Lone worker (optional)



To-do list & Dashboards



Machine control



Contact customer care on **+44 (0)1706 659368**

# timeware® Professional 2016 launched at the CIPD annual conference and exhibition at Manchester Central...

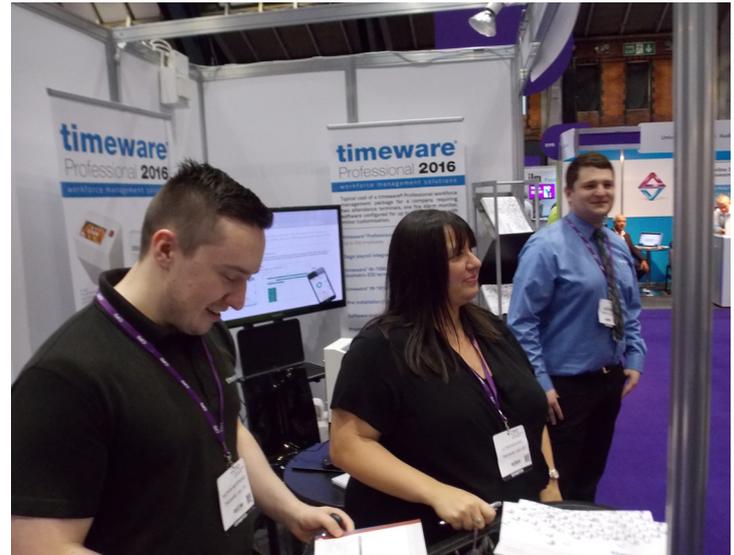


As you may know, timeware® (UK) Ltd MD Simon Birchall is a member of the Chartered Institute of Personnel and Development (CIPD), and it seemed apt that this year's software release should take place at the CIPD conference at Manchester Central. This was the first time that timeware® had exhibited at the event and expectations were high as our experience with exhibitions in general is quite limited.

Liz Broadhurst, Mike Coope and Nathan Beveridge 'manned' the stand for two days and answered 1001 questions about how timeware's® workforce management features could save time and money at businesses from textile manufacturers to call centres.

The event produced a number of solid enquiries and it was agreed that this was time well spent.

Special thanks to the events team and their commitment to timeware®!



# timeware® in Ghana – the visisure (West Africa) Ltd connection...

We are seriously committed to developing the coverage of the timeware® brand in this region of the world and we see Ghana as the perfect base for operations in sub-Saharan Africa.

visisure (West Africa) Ltd was created by timeware's® MD, Simon Birchall in 2007 as a platform to promote timeware® workforce management solutions to businesses in Ghana, Nigeria, Sierra Leone and Liberia.

Over the past eight years visisure has installed over seventy systems in companies from a wide range of market sectors. Customers include Coca Cola, Cal Bank, Cocoa Processing Company and Metro TV.

To ensure the team at visisure is kept up-to-date with all product developments, timeware® technician Bradley Holt spends one week every six months in Accra training staff and assisting with upgrades. The main project for Bradley during his October visit was to assist visisure in the upgrading of Cal Bank, a 50+ terminal, multi-site installation spread across Accra, Kumasi, Takoradi & Tema. Bradley's next visit is scheduled for April when he will be installing the first timeware® asset management controller system in Ghana.



# An introduction to asset management...

The timeware® asset management module allows you to keep track of 'things of value' to your company. These things may be as diverse as work boots, laptops, mobile phones and fork-lift trucks!

New in timeware® Professional 2016 is the asset management module. Designed initially to provide a method of keeping track of personal protection equipment, the module rapidly expanded to include other items including mobile phones and IT equipment. The module is not just limited to personal items. It has been developed to include tangible assets such as company vehicles, fork-lift trucks and even items such as boilers and air-conditioning units. The module allows you to store maintenance records and even asset disposal information.

## Personnel Protection Equipment (PPE)

The timeware® 2016 asset management module includes a section for staff PPE. It is now possible to record the type of equipment issued to each employee along with key information such as date of issue, size, cost, supplier and expiration date. Managers can see an overview of PPE issued using a new dashboard and if an employee should leave, a list of 'assets' to be returned is available through a new option within the personnel module.

## Other system asset types include:

- Mobile phone
- IT equipment
- Vehicles
- Machinery





Asset Management

Description:

**Options**

- General
- Ownership
- Service Agreement
- Physical Inspection/Service
- Disposal
- User Defined Fields
- Documents
- Notepad

**General**

Category:

Reference:

Status:

Location:

Purchase supplier:

P.O. number:  Date:  Amount:

Purchase warranty:

Purchase terms:

Training policy:

Asset tag:  Serial number:

Issued date:  Refresh date:  Replaced date:  Expiry date:

Replace reason:

To select a photo use right mouse click on the box.



Record 3 of 8

# Asset categories...

There are five default asset categories and one undefined asset category in timeware® Professional 2016.

PPE



Mobile phone



Vehicle



IT equipment



Machinery



Undefined



# Asset reference...

The asset reference contains fields that are copied across to a similar asset type each time one is created. This process reduces setup time and helps to eliminate errors. For example, if a company issued iPhone 6s to their engineers, an operator would first create a mobile phone asset reference for an iPhone 6. The reference would identify, amongst other details, the supplier, warranty and purchase terms. Now when the actual iPhone 6 assets were created, each with their individual mobile numbers through the 'Asset management' option, the asset reference details would be copied to each individual asset.

## The asset reference fields are:

- Status
- Purchase supplier
- Purchase terms
- Training policy
- Disposal method
- Disposal company

Asset Reference
— □ ×

Category:  ⋮

Description:

Status:  ⋮

Purchase supplier:  ⋮

Purchase warranty:  ⋮

Purchase terms:  ⋮

Training policy:  ⋮

Disposal method:  ⋮

Disposal company:  ⋮

To select a photo use right mouse click on the box.



Notes

Add
Edit
Delete
Find...
Refresh
Preview...
Copy...
Close

⏪
◀ Record 5 of 7 ▶
⏩

# Asset: PPE (personal protection equipment)...

Asset management: PPE is a convenient way of issuing and tracking personnel protection equipment. Once an asset has been created, the timeware® operator can assign ownership of the asset to a personnel record. The PPE information may also be used by the machine control module (see page 23).

## General asset management fields include:

- Asset status
- Disposal company
- Purchase supplier
- Asset tag
- Warranty type
- Serial number
- Purchase terms
- Issue date
- Training policy
- Expiry date
- Disposal method

## PPE specific fields include:

- Size
- Quantity

## Additional information includes:

- Service agreement information
- Physical inspection dates
- Documentation



Asset Management

Description: Ear Defenders (Lauren Brazier) 13/01/16

**Options**

- General
- Ownership
- Service Agreement
- Physical Inspection/Service
- Disposal
- User Defined Fields
- Documents
- Notepad

**General**

Category: Personal protection equipment (PPE)

Reference: Ear Defenders

Status: Deployed

Location: Head Office

Purchase supplier: The Safety Supply Company Ltd

P.O. number: Date: / / Amount: 10.00

Purchase warranty: 12 Months (return to base)

Purchase terms: Paid in full

Training policy:

Asset tag: Serial number:

Issued date: / / Refresh date: / / Replaced date: / / Expiry date: / /

Replace reason:

Size: One Size Fits All

Quantity: 1

Essential information: Each employee must have a protective helmet to work in the factory.

Add Edit Delete Find... Refresh Preview... Copy... Close

Record 2 of 8

# Asset: Mobile phones...

How many mobile phones does your company provide and do you know the planned data usage for each device and when each contract is due for renewal? Asset management: mobile phone allows you to store this information and assign ownership of the asset to a personnel record.

## General asset management fields include:

- Asset status
- Disposal company
- Purchase supplier
- Asset tag
- Warranty type
- Serial number
- Purchase terms
- Issue date
- Training policy
- Expiry date
- Disposal method

## Mobile phone specific fields include:

- Carrier provider
- Data usage
- Mobile number
- Operating system
- IMEI

## Additional information includes:

- Service agreement information
- Physical inspection dates
- Documentation



Asset Management

Description: Company iPhone

**Options**

- General
- Ownership
- Service Agreement
- Physical Inspection/Service
- Disposal
- User Defined Fields
- Documents
- Notepad

**General**

Category: Mobile phone

Reference: iPhone 6

Status: Deployed

Location: Head Office

Purchase supplier: 02

P.O. number: PO 158526    Date: 05/10/2015    Amount: 800.00

Purchase warranty: 12 Months (return to base)

Purchase terms: Monthly payment (lease)

Training policy: n/a

Asset tag: AS78988    Serial number: NI18736463112

Issued date: 06/10/2015    Refresh date: 06/10/2016    Replaced date: / /    Expiry date: 06/10/2016

Replace reason: Annual Upgrade

Carrier provider: 02

Mobile number: 07412 059 589

IMEI: n/a

Data usage: Unlimited

Operating System: Apple

Essential information:

To select a photo use right mouse click on the box.

Add   Edit   Delete   Find...   Refresh   Preview...   Copy...   Close

Record 1 of 8

# Asset: Vehicle...

Do you know the MOT renewal date for all of the vehicles in your fleet? Do you need to keep a copy of any maintenance records and service reports? Asset management: vehicle allows you to store this information and assign ownership of the asset to a personnel record.

## General asset management fields include:

- Asset status
- Purchase supplier
- Warranty type
- Purchase terms
- Training policy
- Disposal method
- Disposal company
- Asset tag
- Serial number
- Issue date
- Expiry date

## Vehicle specific fields include:

- Make
- Model
- Year
- Body style
- Colour
- Engine
- Odometer
- Plate number
- VIN
- Insurance company
- Insurance renewal date
- Road tax renewal date
- MOT renewal date

## Additional information includes:

- Service agreement information
- Physical inspection dates
- Documentation



Asset Management

Description: Pool car T13 WRE

Options

- General
- Ownership
- Service Agreement
- Vehicle Inspection/Service
- Dispose
- User Defined Fields
- Documents
- Notepad

General	
Category	Vehicle
Reference	Pool car
Status	Deployed
Location	Head Office
Purchase supplier	Wilkins Roachdale BMW
P.O. number	PO85958
Date	15/09/2015
Amount	25000.00
Purchase warranty	36 Months (return to base)
Purchase terms	Monthly payment (lease)
Training policy	Driving Course
Asset tag	FN8273
Serial number	285895620
Issued date	06/10/2015
Refresh date	/ /
Replaced date	/ /
Expiry date	/ /
Replace reason	
Vehicle make	BMW
Vehicle model	3 Series
Year	2015
Body style	Saloon
Colour	Black
Engine	2.0 Ltr
Odometer	19000
Plate reg no.	T13 WRE
VIN	1Z388954689465956465623685
Insurance company	Admiral
Insurance renewal date	15/11/2016
Road TAX renewal date	15/06/2016
MOT renewal date	10/02/2016

Add Edit Delete Find... Refresh Preview... Copy... Close

Record 5 of 8

# Asset: IT equipment...

Asset management: IT equipment is a convenient way of tracking laptops, PCs and tablets. Once an asset has been created, the timeware® operator can assign ownership of the asset to a personnel record.

## General asset management fields include:

- Asset status
- Disposal company
- Purchase supplier
- Asset tag
- Warranty type
- Serial number
- Purchase terms
- Issue date
- Training policy
- Expiry date
- Disposal method

## IT equipment specific fields include:

- IP address
- Parts provider

## Additional information includes:

- Service agreement information
- Physical inspection dates
- Documentation



Asset Management

Description:

Options

- General
- Ownership
- Service Agreement
- Physical Inspection/Service
- Disposal
- User Defined Fields
- Documents
- Notepad

**General**

Category:

Reference:

Status:

Location:

Purchase supplier:

P.O. number:  Date:  Amount:

Purchase warranty:

Purchase terms:

Training policy:

Asset tag:  Serial number:

Issued date:  Refresh date:  Replaced date:  Expiry date:

Replace reason:

IP Address:

Essential information:

Parts provider:

Replacement parts:

To select a photo use right mouse click on the box.



Add Edit Delete Find... Refresh Preview... Copy... Close

Record 7 of 8

# Asset: Company machinery...

Do you need to quickly check the service records for company machinery? Do you need to establish training and PPE requirements for work equipment to comply with PUWER? Asset management: Machinery allows you to store this information and much more.

## General asset management fields include:

- Asset status
- Disposal company
- Purchase supplier
- Asset tag
- Warranty type
- Serial number
- Purchase terms
- Issue date
- Training policy
- Expiry date
- Disposal method

## Machinery specific fields include:

- Training policy
- Required PPE

## Additional information includes:

- Service agreement information
- Physical inspection dates
- Documentation



Asset Management

Description:

Options

- General
- Ownership
- Service Agreement
- Physical Inspection/Service
- Disposal
- PPE Prerequisites
- User Defined Fields
- Documents
- Notepad
- Asset Controller
  - Asset Controller
  - Audit

**General**

Category:

Reference:

Status:

Location:

Purchase supplier:

P.O. number:  Date:  Amount:

Purchase warranty:

Purchase terms:

Training policy:

Asset tag:  Serial number:

Issued date:  Refresh date:  Replaced date:  Expiry date:

Replace reason:

To select a photo use right mouse click on the box.



Record 5 of 7

# Who's got what?...

Once the asset management module has been configured and is being used on a daily basis, it is very simple to establish what 'things of value' each employee has been allocated. Using the new 'Assets' option with personnel enables a manager to see what assets are 'owned' by the member of staff.

Managers can see at a glance how many times someone has been issued with PPE, and the reasons why it had to be replaced. An active asset list is useful when someone is leaving the company and a manager needs to ensure that all company owned assets are returned.



Personnel

Employee ID: 7    First name: Lauren    Last name: Brazier

- Essential
  - General
  - Groupings
  - Employment
  - Right to Work
  - Disclosure and Barring Service
  - Training and Qualification Matrix
- Miscellaneous
  - Personal
    - Contact Details
    - Training and Qualifications
    - Achievements
    - Education
    - Disciplinary
    - Interview
    - Accidents
    - Bank Details
    - Pension Details
    - Union Details
  - Assets**
    - User Defined Fields
    - Documents
    - Notepad
  - Employee Self Service
  - Vehicle
  - Health
  - Appraisal
  - Working Time Regulations

**Miscellaneous (Assets)**

Category	Reference	Description	Checked-Out	Checked-In	Status	Purchase Cost
<b>IT equipment</b>						
IT equipment	Tablet	Tablet (192,168,95,125)	Wed 13 Jan 2016		Active	£200.00
						£200.00
						£200.00
<b>Mobile phone</b>						
Mobile phone	iPhone 6	Company iphone	Tue 13 Oct 2015		Active	£800.00
						£800.00
						£800.00
<b>Personal protection equipment (PPE)</b>						
<b>Active</b>						
Personal protectio...	Protective Helmet	Protective Helmet	Wed 13 Jan 2016		Active	£20.00
Personal protectio...	Ear Defenders	Ear Defenders (Lauren B...	Wed 13 Jan 2016		Active	£10.00
Personal protectio...	Work Boots	Work Boots (Lauren Braz...	Tue 22 Dec 2015		Active	£40.00
						£70.00
						£70.00

Add    Edit    Delete    Find...    Refresh    Preview...    Copy...    Close

Record 2 of 120

# An introduction to machine control...

The concept behind the machine control module is simple: to ensure that only correctly qualified employees with valid PPE are able to activate maintained machines during a valid work pattern. In other words ensuring that non-qualified, no equipped staff cannot operate expensive and potentially lethal equipment without management authorisation.

A number of existing timeware® elements were used in the design of this solution, including personnel training records and asset management. The interface between the employee and the machine comes in two parts: the machine control reader and the machine controller unit. The machine control unit connects to the electronics of your machine, a task which is completed by the machine manufacturer or supplier. The machine control reader is usually mounted on the machine and contains both biometric and proximity readers and a PIN keypad. An LCD display provides the machine status and highlights any step failures (outlined in the following pages).

Once installed the machine control module provides timeware® with new factory floor information about who is using which machine and for how long. An additional benefit is the monitoring of machine errors that can also be linked into the 'machine controller inputs' to provide accurate downtime information in real-time.



t9-0300  
machine control  
reader

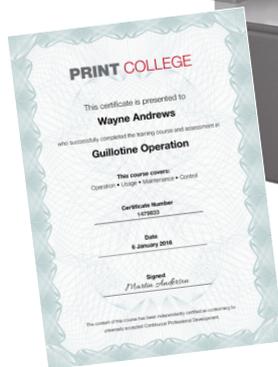


t9-1710  
machine controller  
unit

**Interested in timeware® machine control?**

Contact Charlotte Kavanagh on **+44 (0)1706 659368** or **customer.care@timeware.co.uk**

# PUWER: Provision and Use of Work Equipment Regulations 1998



# Identifying the employee...

**The first step** in enabling the machine is for the employee to prove who they are. The client can decide how this is done. Biometric, proximity and PIN number methods in any combination are available.

A machine control reader is used to identify the employee. The reader uses the same biometric technology as timeware® access and attendance terminals meaning that the employee's finger template is compatible with existing equipment. When using proximity technology, the prox' card is dropped into a slot in the top of the machine control reader and remains there until the end of the work period.

The LCD display on the reader provides the employee with visual feedback as the six validations steps are completed.

Only when the employee has proved who they are does the machine control process move to step two.



t9-0300  
machine control  
reader

# Should the employee be working now?...

**The second step** in enabling the machine is to check if the employee should be in work at this time. The machine control software can be programmed to validate if the employee is supposed to be working at a certain time on a certain day. Stopping qualified employees working on expensive and dangerous machinery outside of their allocated worked patterns maybe a useful feature for a management team which requires greater control on the factory-floor.

If 'now' is confirmed as a valid work time, the machine control process will move to step three.

Planner

Display range(s) [Select...](#)

Employee	Tue, 15 Dec 2015	Wed, 16 Dec 2015	Thu, 17 Dec 2015	Fri, 18 Dec 2015	Sat
PITCOCK, TINA (6)	830-1630 Admin	830-1630 Admin	830-1630 Admin	830-1630 Admin	Sat With
Brazier, Lauren (7)	07:30-16:30	07:30-16:30	07:30-16:30	[P] 06:00-1430	Sat With
SINGH, BALDEV (8)	[P] 06:00-1430	[P] 06:00-1430	[P] 06:00-1430	[P] 06:00-1430	Sat With
HUSSAIN, ALTAF (9)	[P] Night Shift Basic 20...	[P] Night Shift Basic 20...	[P] Night Shift Basic 20...	Night Shift Basic 20.00-0...	Sat With
GOODCH, DANIEL (10)	7:00-1630 production	7:00-1630 production	7:00-1630 production	7:00-1630 production	Sat With
FINAN, PETER (11)	06:15-1430	7:00-1630 production	7:00-1630 production	7:00-1630 production	Sat With
SINCLAIR, KEVIN (12)	[P] 06:00-1430	[P] 06:00-1430	[P] 06:00-1430	[P] 06:00-1430	Sat With
FINAN, ANDREA (13)	[P] 06:00-1430	[P] 06:00-1430	[P] 06:00-1430	07:30-16:30	Sat With
DRAZEK, KRZYSZTOF (14)	[P] 06:00-1430	[P] 06:00-1430	[P] 06:00-1430	07:30-16:30	Sat With
Wilcox, George (15)	06:15-1430	06:00-1430	06:00-1430	06:00-1430	Sat Basic
HOWEN, WILLIAM (16)	[P] 06:00-1430	[P] 06:00-1430	[P] 06:00-1430	[P] 06:00-1430	Sat With
SINGH DHESI, SANDIP (17)	[P] 06:00-1430	[P] 06:00-1430	[P] 06:00-1430	[P] 06:00-1430	Sat With
SINGH 00018, JASMINDEE (18)	[P] 06:00-1430	[P] 06:00-1430	[P] 06:00-1430	[P] 06:00-1430	Sat With
SINGH 00020, KULDIP (19)	[P] 06:00-1430	[P] 06:00-1430	[P] 06:00-1430	[P] 06:00-1430	Sat With
SINGH, GURVINDER (20)	[P] 06:00-1430	[P] 06:00-1430	07:30-16:30	[P] 06:00-1430	Sat With
SHARIF, MOHAMMAD (21)	07:30-16:30	[P] 06:00-1430	[P] 06:00-1430	[P] 06:00-1430	Sat With
DRAZEK, KRZYSZTOF (22)	[P] Night Shift Basic 20...	[P] Night Shift Basic 20...	[P] Night Shift Basic 20...	Night Shift Basic 20.00-0...	Sat With

# Does the employee have the correct training to operate the machine?...

**The third step** in enabling the machine is to check if the employee has the relevant valid training qualifications. Each machine is defined within timeware® and that definition includes a required training qualification list. Training is controlled through the timeware® personnel module.

Once the employees' training records are confirmed, the process moves to step four.

PUWER states that the company must ensure that all people who use, supervise or manage the use of work equipment have received adequate training, which should include the correct use of the equipment, the risks that may arise from its use and the precautions to take.

Personnel Training and Qualification Matrix

Employment: Office manager Training and qualification policy: First Aid + Forklift Certified

Training and Qualification	Type	Course Start Date	Passed	Certificate	Expiry Date
Factory Floor Training	Recommended	Mon 05 Oct 2015 09:00	Yes	Yes	
Fire Marshal Trained	Recommended	Mon 04 Jan 2016 09:00	Yes	Yes	
First Aid Certified	Recommended	Tue 05 Jan 2016 09:00	No	No	
Forklift Certified	Recommended	Mon 06 Jul 2015 09:00	Yes	Yes	Mon 08 Aug 2016 09:00
Gaillotine	Recommended		No	No	

PRINT COLLEGE

This certificate is presented to  
**Wayne Andrews**  
who successfully completed the training course and assessment in  
**Gaillotine Operation**

This course covers:  
Operation • Usage • Maintenance • Control

Certificate Number  
1476203

Date  
8 January 2016

Signat  
Philip Anderson

The content of this course has been independently verified as conforming to  
internationally recognised Competence Based Assessment

Preview...

# Has the employee been issued with the correct personal protection equipment to operate the machine?...

**The fourth step** in enabling the machine is for the process to confirm if the employee has been allocated with the correct PPE and that the PPE is valid and has not expired. Each machine is defined within timeware® and that definition includes a required list of PPE. PPE is configured within the timeware® asset control module.

Once valid personal protection equipment has been confirmed, the machine control process moves to step five.

PUWER states that the company must ensure that all people using, supervising or managing the use of work equipment are provided with adequate, clear health and safety information.



Personnel

Employee ID: 7    First name: Lauren    Last name: Brazier

- Essential
  - General
  - Groupings
  - Employment
  - Right to Work
  - Disclosure and Barring Service
  - Training and Qualification Matrix
- Miscellaneous
  - Personal
  - Contact Details
  - Training and Qualifications
  - Achievements
  - Education
  - Disciplinary
  - Interview
  - Accidents
  - Bank Details
  - Pension Details
  - Union Details
  - Assets
  - User Defined Fields
  - Documents
  - Notepad
- Employee Self Service
- Vehicle
- Health
- Appraisal
- Working Time Regulations

**Miscellaneous (Assets)**

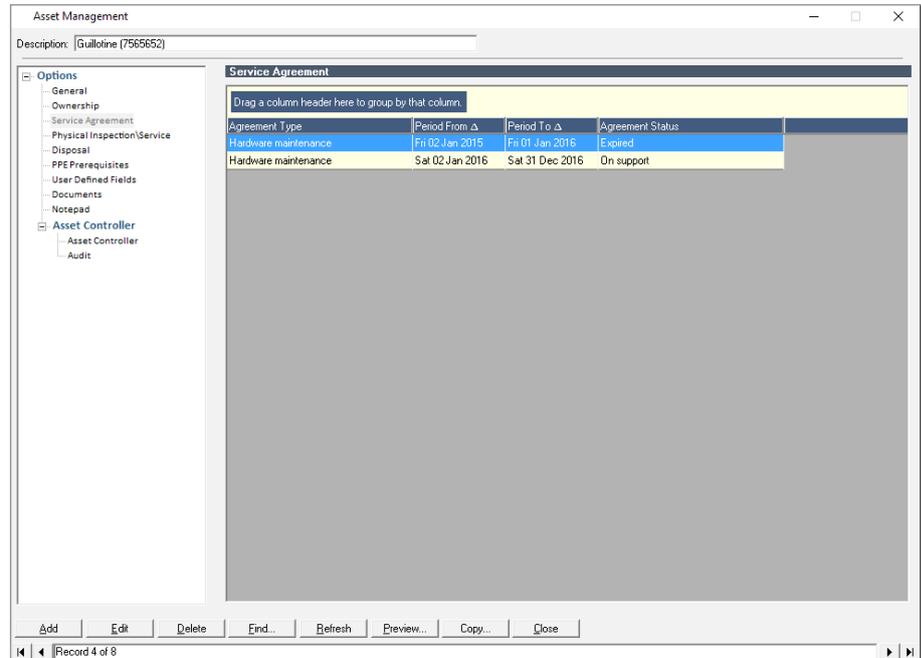
Category	Reference	Description	Checked-Out	Checked-In	Status	Purchase Cost
<b>IT equipment</b>						
<input type="checkbox"/> Active						
IT equipment	Tablet	Tablet (192.168.95.125)	Wed 13 Jan 2016		Active	£200.00
						£200.00
						£200.00
<b>Mobile phone</b>						
<input type="checkbox"/> Active						
Mobile phone	iPhone 6	Company iphone	Tue 13 Oct 2015		Active	£800.00
						£800.00
						£800.00
<b>Personal protection equipment (PPE)</b>						
<input type="checkbox"/> Active						
Personal protectio...	Protective Helmet	Protective Helmet	Wed 13 Jan 2016		Active	£20.00
Personal protectio...	Ear Defenders	Ear Defenders (Lauren B...	Wed 13 Jan 2016		Active	£10.00
Personal protectio...	Work Boots	Work Boots (Lauren Braz...	Tue 22 Dec 2015		Active	£40.00
						£70.00
						£70.00

Add    Edit    Delete    Find...    Refresh    Preview...    Copy...    Close

Record 2 of 120

# Has the machine been properly maintained?...

**The fifth step** in enabling the machine is for the process to confirm that the machine has been maintained correctly according to pre-determined service intervals. The service intervals are defined within the asset management module as PUWER requires that all work equipment is maintained in an efficient state, in efficient order and in good repair. As mentioned earlier in this document, the asset management module provides the ability to log all maintenance records.



Asset Management

Description: [Gullotine (7565652)]

Options

- General
- Ownership
- Service Agreement
- Physical Inspection/Service
- Disposal
- PPE Prerequisites
- User Defined Fields
- Documents
- Notespad
- Asset Controller
  - Asset Controller
  - Audit

Service Agreement

Drag a column header here to group by that column.

Agreement Type	Period From	Period To	Agreement Status
Hardware maintenance	Fri 02 Jan 2016	Fri 01 Jan 2016	Expired
Hardware maintenance	Sat 02 Jan 2016	Sat 31 Dec 2016	On support

Add Edit Delete Find... Refresh Preview... Copy... Close

Record 4 of 8

# If all conditions are met, the machine can start...

**The sixth step** once all of the conditions are met, the machine control unit will enable the machine to start. The date, time and employee details are stored by timeware® each time the machine is started or stopped. This information is available to timeware® in real-time and can be used in the 'to-do' list or dashboard area.

Remember that the rules governing whether the machine starts are defined by the customer. This process can be unique and can involve more or less stages as defined in this article.

<b>STEP 1</b>	Validate the employee	✓
<b>STEP 2</b>	Validate their work pattern	✓
<b>STEP 3</b>	Validate their training matrix	✓
<b>STEP 4</b>	Validate their PPE	✓
<b>STEP 5</b>	Validate the machine service interval	✓
<b>STEP 6</b>	Start the machine	✓

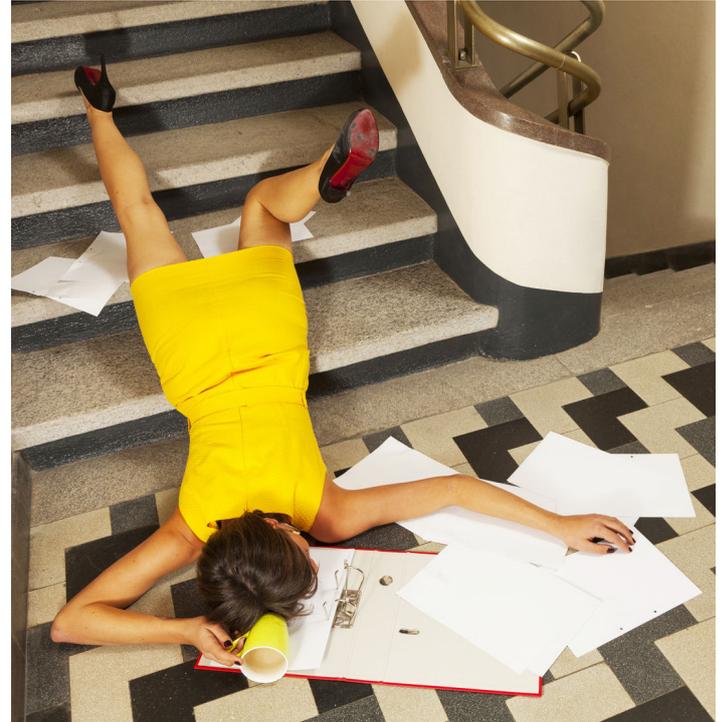
**Interested in timeware® machine control?**

Contact Charlotte Kavanagh on **+44 (0)1706 659368** or **customer.care@timeware.co.uk**

## timeware® accident book...

timeware® Professional 2017 will include an improved accident book module that will enable companies to store detailed information about accidents and related investigations. Information such as name and address of the injured person, date and time and location of the incident and the nature of the injury and its cause can be recorded along with photographs, witness statements and possible training recommendations.

The accident book module will be included free of charge in timeware® Professional 2017.



## timeware® visitor module...

New in timeware® Professional 2017 will be the visitor module which will integrate with the existing access control and roll call modules. This new option will be browser based and will include an appointment booking feature. The software is being developed for use in businesses with attended and non-attended reception areas.

The visitor module will be included free of charge in timeware® Professional 2017.

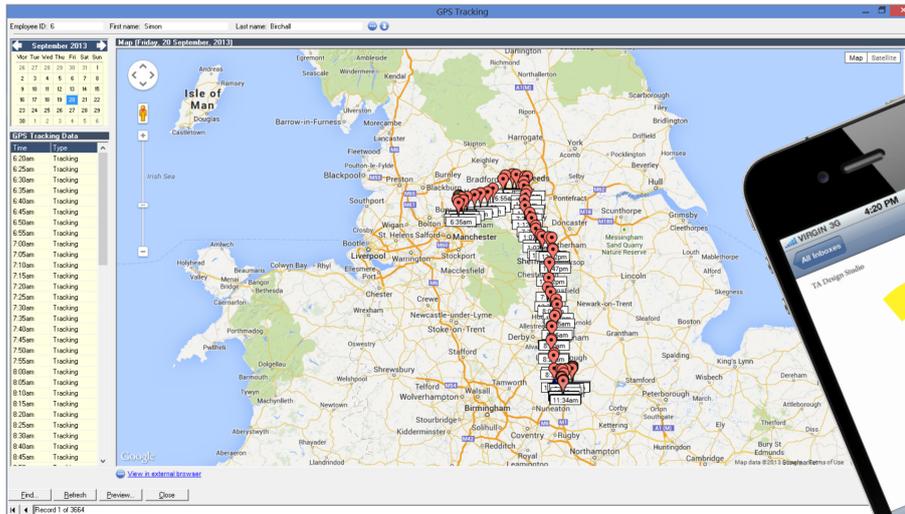


# Lone worker app...

At last – the lone worker application is under development and due for release with timeware® Professional 2017. This app' runs on either IOS (iPhones) or Android (everything else!) and is being designed to replace the bubbletracker hardware.

A manager will be able to check an individual's exact location without the need to contact the person. Start times, routes taken and arrival times will be visible from within the timeware® main application.

One cool feature is the ability to operate 'off-line', ie. with no internet connection. Whilst off-line, the app' will record all information locally and then pass the data back to base when the internet connection returns.



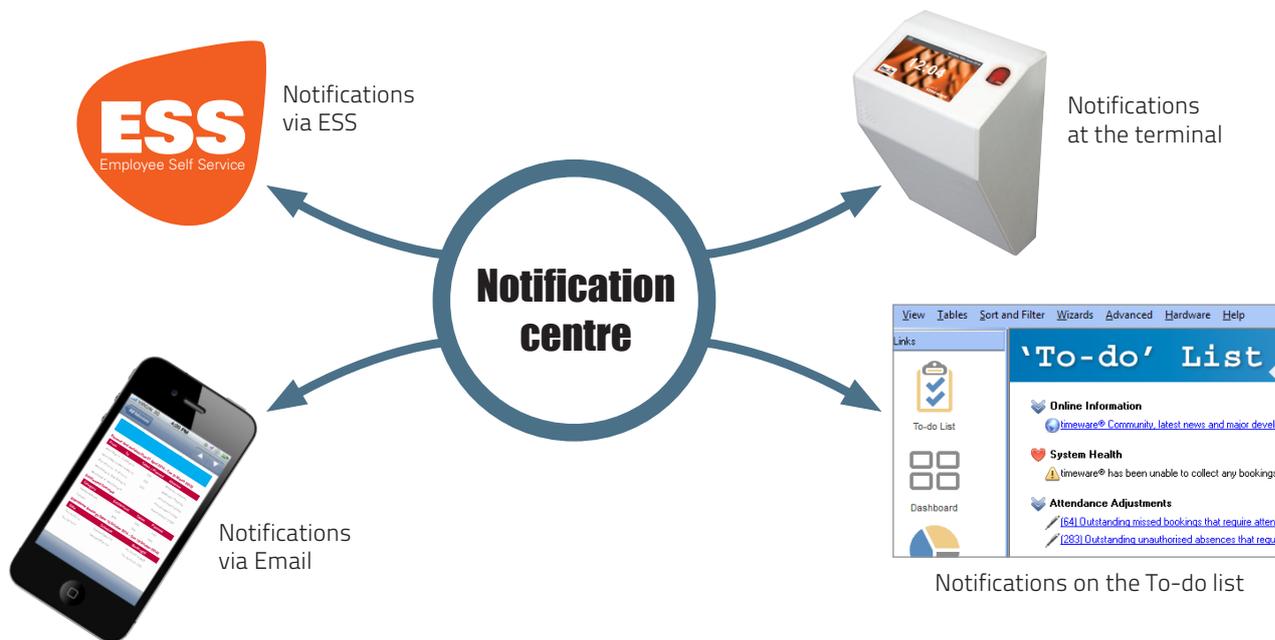
ANDROID



# timeware® notification feature...

The Notification Centre is a feature currently being developed for timeware® 2017 to control different types of employee and user alerts sent from the various timeware® modules. Alerts can appear at the ESS, on the 'To-Do List' at the terminal and via standard email.

timeware® administrators can customise how staff receive alerts through the Employee Notification Policy.



# Brand development



TA Design offer a comprehensive service specialising in brand development, website design, magazine and catalogue design.

We have worked with timeware® for over seventeen years, developing their brand identity, websites, documentation and market presence. Along the way we have also developed our own skill set to suit their specialist requirements.

We now design the touchscreen themes to a stage where they are ready for instant upload to the terminal and have assisted timeware® with the look and development of the latest ESS and TWC software, personalising it and much more for many of the Associate Partners.

**Below is a list of some of the items we produce for timeware® and opposite are a few examples:**

Websites

Re-branding & exhibitions

Touchscreen theme designs

Logos & advertising

Hologram certificates

Brochures & stationery

Custom  
touchscreen  
terminal  
themes from

**£80**  
+VAT

The Gatehouse, Fieldhouse Road, Rochdale, OL12 0AA | [talk@ta-design.co.uk](mailto:talk@ta-design.co.uk) | [www.ta-design.co.uk](http://www.ta-design.co.uk) | 01706 861662

## Exhibition banners

**timeware®** workforce management solutions incorporates the following modules:

personnel  
absence management  
attendance  
access control  
job costing  
cost centre analysis  
fire alarm roll call  
reports, scripts and exports  
ESS / TWC  
optional payroll link

[www.timeware.co.uk](http://www.timeware.co.uk)

## Certificates

**ESS** Employee Self Service

**timeware®** Community

Certificate of Achievement

This is to certify that **Eddie Shrook** having successfully completed the **timeware® Professional 2015** training course is now a certified **timeware®** administrator.

**Simone Garlick**  
General Manager  
Managing Director - timeware® UK Ltd  
20 March 2015  
Date:  
Signature:  
Certificate number:

**time lines** The official magazine for the timeware® community  
+44 (0) 1706 659368  
www.timeware.org  
Issue 11 November 2015

**timeware® 2014 Launch Edition**  
31 new features 30 improvements 2 new modules

**ESS** timeware® Professional 2015  
**TWC** timeware® web client

Great British Technology!

## Touchscreen terminal theme designs

## login



## Magazines

The timeware® partner site is available at  
[www.timeware.info](http://www.timeware.info)



Follow us on Twitter [@timewarepartner](https://twitter.com/timewarepartner)



Subscribe to our YouTube  
channel [timewarepartner](https://www.youtube.com/timewarepartner)

## Contact

general enquiries: **+44 (0)1706 659368**

community support: **+44 (0)1706 658222**



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## timeware® workshop dates:

**Thursday 12th May, 10:30 onwards**

**Thursday 18th August, 10:30 onwards**

**Broadfield Hotel**

**Sparrow Hill**

**Rochdale**

**Lancashire**

**OL16 1AF.**

Why not attend a timeware® workshop for a chance to discuss the timeware® product range with members of the development team, technicians and support staff?

**For more information please see [www.timeware.info](http://www.timeware.info)**

## next edition of insider:

**May 2016**

Personnel and ESS

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