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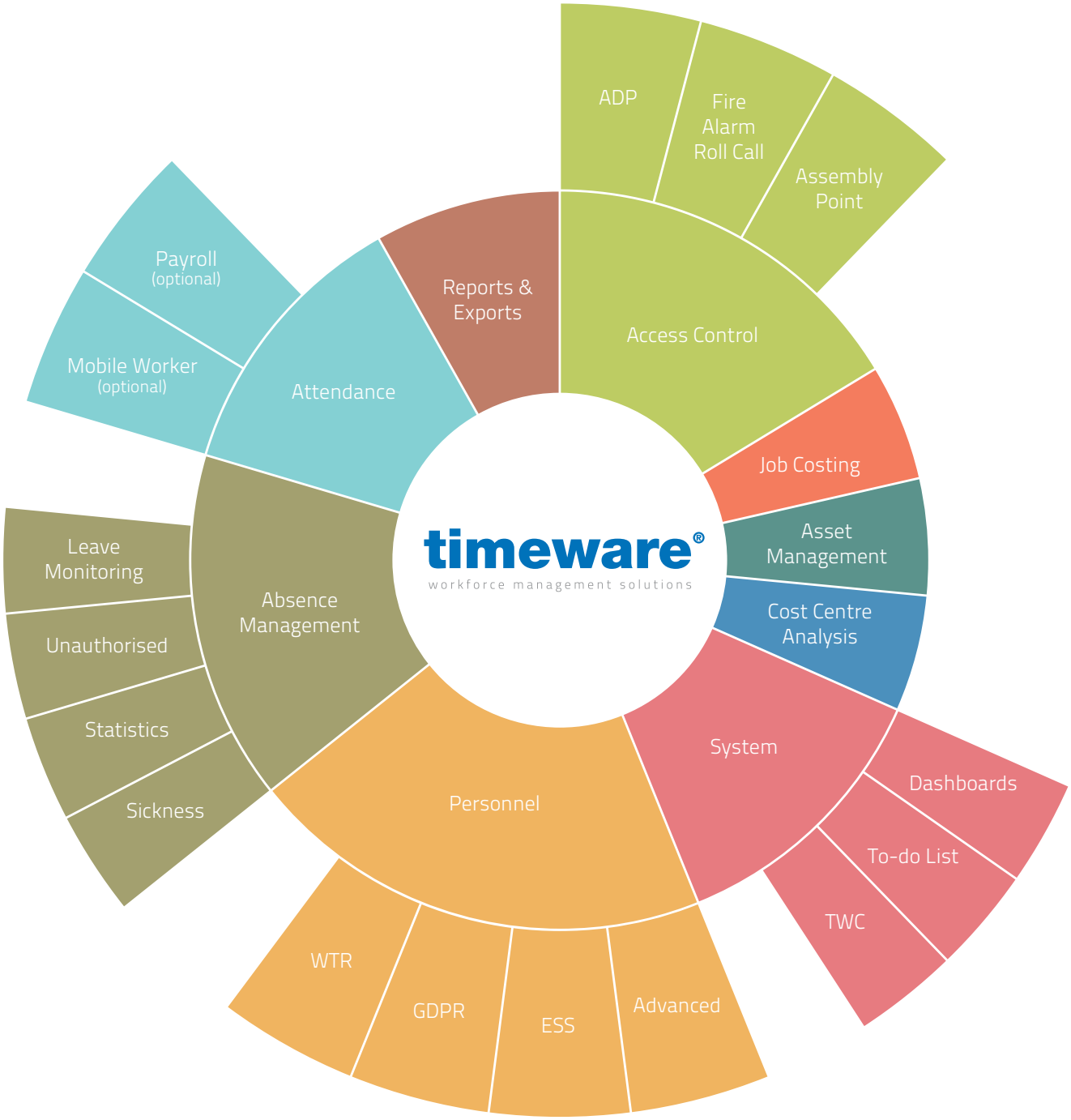
Technician:

Preparing for your pre-installation meeting with the timeware® technician



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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

Simon Birchall

Simon Birchall
Managing Director timeware® (UK) Ltd

3 Fieldhouse Road
Rochdale
Lancashire
OL12 0AD

Notes

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1. System Layout / IT Information

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2. timeware® Windows client:

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3. timeware® Windows client: Personnel

Prepare a list of names, payroll number, groupings and any other info in spreadsheet format.

Prepare a list of groups, department names etc. in spreadsheet format.

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4. timeware® Windows client: Absence Management

Prepare Absence reference codes, for example ‘Holiday’, ‘Sickness’, ‘Dentist’ and ‘Bank Holiday’ etc.

Holiday entitlement information including long-term service increments.

Rules regarding calculating remaining holidays for staff joining company partway through year. Would you like the system to work this out for you or would you calculate this manually?

We will want to discuss the process of populating the timeware® system with holidays taken by staff so far in the holiday year. We will not actually be completing the work at the pre-installation meeting, simply identifying the best method of completing the work, either during or following the installation week.

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5. timeware® Windows client: Attendance

We hold all of your clocking-in rules in our 'Attendance module'

We call clocking in 'booking-in' and clocking out 'booking-out'.

Please prepare information on your daily work patterns. We call work patterns 'Daily schedules'.

Are your staff allowed to be a few minutes late before you penalise them? We call this 'Grace time'.

If staff are late, do you start counting their work time from the next 15 minute interval? We call this a 'Rounding'.

Think about dinner breaks and whether your staff need to book in and out. If there is a dinner break window, what is the longest dinner break allowed.

Think about your the rules behind how you pay overtime (is it paid daily, weekly or monthly?)

What are your pay rate descriptions, (Basic and Overtime etc)? Please prepare a list.

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6. timeware® Windows client: Access Control

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7. timeware® Windows client: Job Costing

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8. timeware® Windows client: Cost Centre Analysis

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

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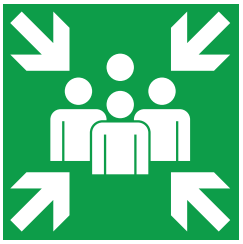

10. timeware® Windows client: Assembly Points

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

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12. timeware® Windows client: Reports and Exports

If you already have a preferred report format, please print an sample. If you have a new report layout in mind, please prepare a hand-written example or get creative using Word or Excel!

Decide if your report should have an export option and if so, please chose the export type, (eg: CSV, EXLS etc), and the way you would like the information to be formatted.

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13. timeware® Windows client: Lone Worker

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14. timeware® Windows client: Dashboards

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TWC
timeware® web client

15. TWC (timeware® web client):

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

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17. TWC (timeware® web client): Attendance

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TWC
timeware® web client

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

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ESS
Employee Self Service

19. ESS (Employee Self Service):

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ESS
Employee Self Service

20. ESS (Employee Self Service): Absence Management

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ESS
Employee Self Service

21. ESS (Employee Self Service): Attendance

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Employee Self Service

22. ESS (Employee Self Service): Job Costing

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Employee Self Service

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

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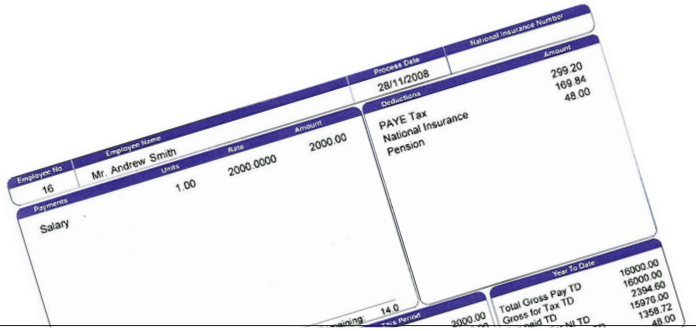
24. General: Payroll Integration



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25. General: Groupings

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26. General: Users

Prepare a list of people intending to use the timeware® software and note their jobs or roles within your organisation.

Common roles include: CEO, Receptionist, Administrator, Training officer, Security, HR, Payroll, Supervisor, IT Support.

We call this list of people 'Users'.

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timeware® Certified USER

timeware® Certified ADMINISTRATOR

27. General: Training

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28. General: Customisation