



visisure
[West Africa] Ltd



timeware[®]
Professional **2018**
workforce management solutions

timeware[®] is widely recognised as one of the UK's leading provider of workforce management solutions.
Our philosophy is simple: long-term reliability, enhanced functionality and continuous innovation.

Software modules include:

Personnel, Absence Management, Attendance, Access Control, Fire Alarm Roll Call, Reports, Mobile Worker, To-do List & Dashboards, Payroll Interface & ESS.

Introduction

timeware® is recognised as one of the UK's leading developers of workforce management solutions. With more than 6800 installations across the UK, Ireland and Sub Saharan Africa, the timeware® name is synonymous with reliability, functionality and innovation.

We employ a full-time, UK based team, that has been developing workforce management hardware and software for over 29 years. We can install systems efficiently, train your staff and provide unrivalled support. We also value customer feedback to assist in the development of our products.

timeware® Professional 2018 is the sixteenth generation of our core product and once again includes many exciting new features. Whether your organisation is a large multi-site operation or a workshop with only a few staff, we believe that our product is the correct choice for you.

Simon Birchall

Managing Director - timeware® (UK) Ltd

“ timeware® are
a Suprema technology
integration partner...”



2018

Current timeware® customers include:



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Customer care



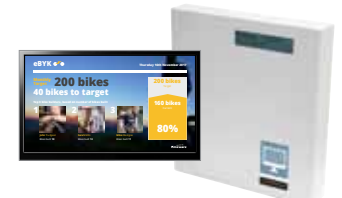
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Global assist



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timeware® products



Personnel

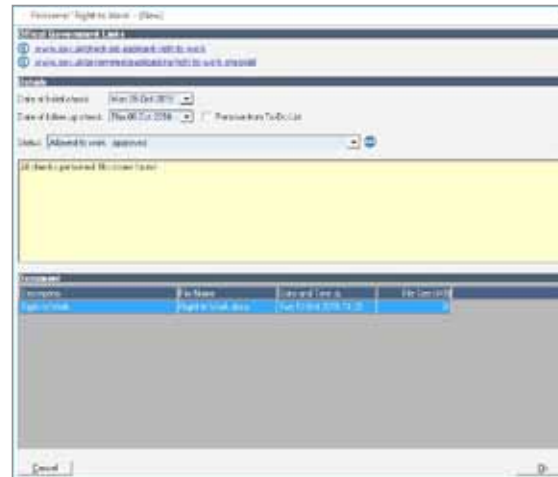
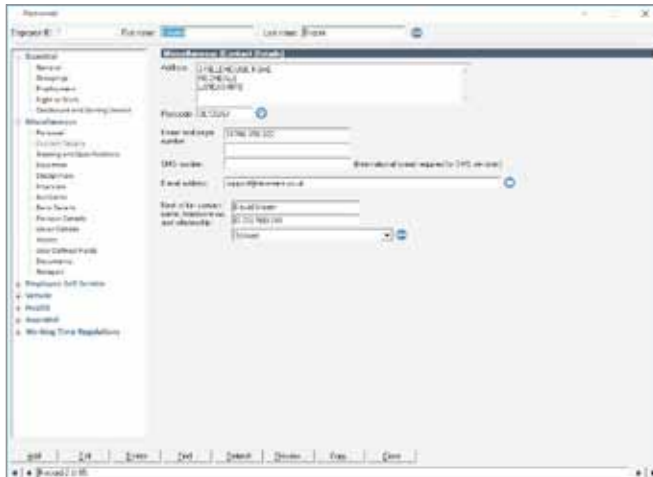
People make businesses and organisations successful. Managing those people's information assists in achieving this success. Fitting then, that at the heart of each timeware® system is timeware® personnel.

timeware® personnel provides an effective way of managing all your personnel data. It allows you to store, update and view personnel information, with full auditing, in a secure environment based on company defined permissions. timeware® personnel keeps all of your information in one place. From copies of driving licenses to previous employer references, from blood type to bank account details - timeware® personnel stores the data centrally making it available for viewing and reporting when required.

The key is having all your information in one easily accessible place. Everything from contact details to medical reviews, vehicle information to yearly appraisals – timeware® provides a truly effective solution. timeware® personnel integrates with the agenda to provide reminders of important events ranging from birthdays to certification renewal.

The screenshot shows the 'Personnel' system interface. The top bar displays 'EmployeeID', 'First name: Louise', and 'Last name: Brown'. A sidebar on the left lists various categories like 'Essential', 'Miscellaneous', and 'Employee Self Service'. The main area is titled 'Essential (General)' and contains fields for 'Badge' (3616), 'Payroll' (PY 13272), 'Integration ID', 'GPS IMEI', 'Known as' (Louise Louise), 'Email address' (support@timeware.co.uk), 'Security pin', 'Biometric data' (Finger, Other), 'Date started with company' (15/10/2006), 'Badge activation' (Mon 04 Aug 2014 09:00 to Thu 14 Sep 2017 20:00), 'Current employment' (Employee, Weekly Paid), 'Period schedule' (06:30-14:00 \ 07:30-16:00), 'Termine policy' (FingerScan), 'Email policy' (No Email), 'Remuneration policy' (Manufacturing and Production), and 'Cost centre (default)' (Attendance). A photo of Louise is shown on the right.

The screenshot shows the 'Personnel Employment - (Amend)' form. It includes fields for 'Reference' (Office manager), 'Job description' (Managing the finance department), 'Reporting to' (Simon Birchall), 'Pay type' (Salary), 'Amount' (45000.00), and 'Tax code' (NIL). The 'Details' section contains dropdown menus for 'Date of commencement' (15/10/2006), 'Probation period (days)' (20), 'Probation end date' (06/11/2006), 'Notice given date' (15/10/2015), 'Notice period (days)' (30), 'Date of termination' (14/11/2015), and 'Date of last payroll' (??). There are checkboxes for 'Remove Probation Period from To-Do List' and 'Remove Date of Termination from To-Do List'. The 'Offer, contact and other information' section contains a text area with 'Annual salary of £45,000 plus company car'. The 'Document' section shows a table with columns for 'Description', 'File Name', 'Date and Time', and 'File Size (MB)'. The table contains one entry: 'Letter of Employment', 'Employment Status.docx', 'Wed 14 Oct 2015 10:18', and '0'. A 'Cancel' button is at the bottom left.

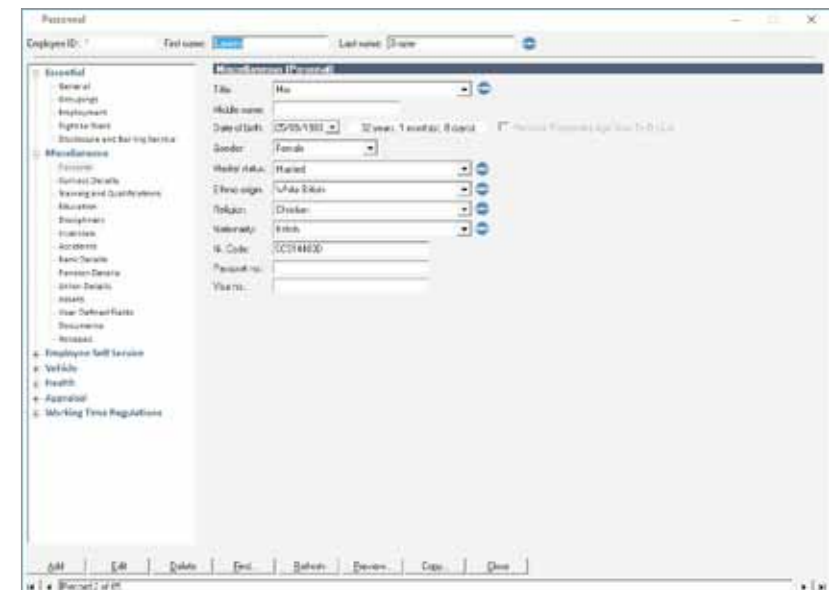


New features include:

- Improved menu layout
- Document scanning
- Enhanced employment history records
- Training matrix

In short, timeware® personnel sets the standard for integrated H.R.

- Take staff ID photos through the personnel module using any webcam.
- Store employment details including training, disciplinary and qualifications gained.
- Use the personnel wizard to quickly set up new employees, ensuring that all the required information has been added correctly.
- The pro-active To-do list lets you know when qualifications, review dates etc. are about to expire.
- User defined fields allow you to hold unlimited amounts of information specific to your company that is not included in the other personnel modules.
- Scan documents such as driving license and passport and store within the employees record.
- Print staff ID badges through the personnel module directly to your ID badge printer.
- Connection to the asset management module enables the recording of PPE, mobile phones and IT technology.

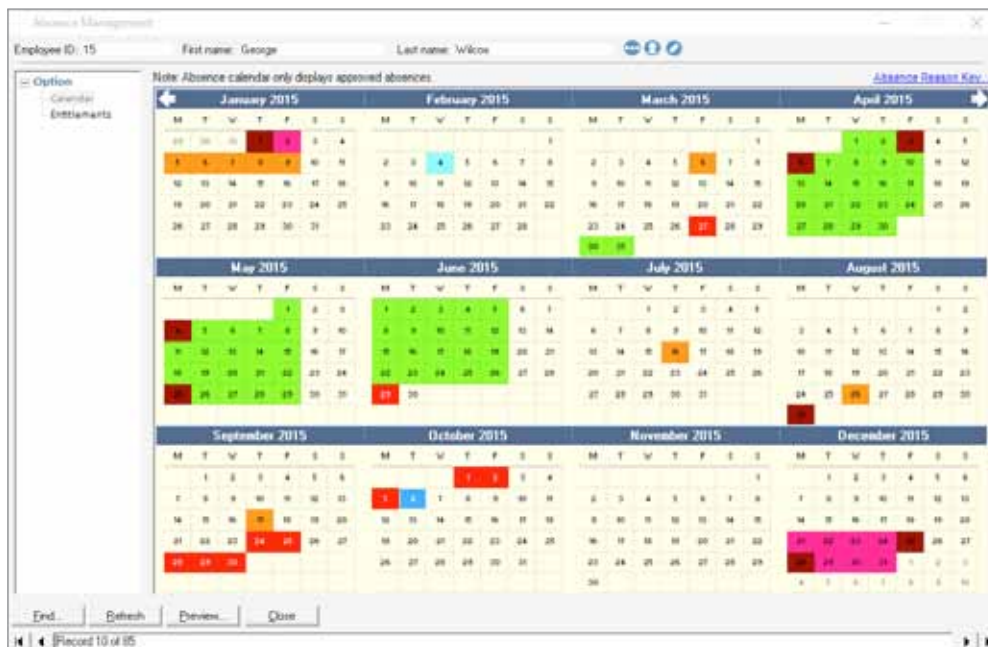


Absence management

Tracking holiday entitlement, managing holiday schedules and monitoring absenteeism are the three essential factors that make up timeware® absence management.

It is now possible to create absence entitlement policies that define the number of days holiday based on years service from any date. You can specify the amount of time that may be carried forward from one year to the next and even award entitlement credits for additional holidays. All absence management amendments must be approved and finalised for secure auditing.

What would happen if all the fork-lift drivers were on holiday at the same time? Or the first aiders? or the staff qualified to complete key tasks in the workplace? timeware® absence management enables line managers to view holiday plans before authorising an absence booking. timeware® also keeps track of the types of absenteeism in the workplace as well as monitoring the holidays taken and days booked in advanced.



- Comprehensive absence and holiday booking screens ensure that the required information has been entered correctly.
- Compatible with Bradford Factor methodology.
- Detailed statistical information is available while booking absences, this will allow you to keep good staffing levels and ensure that employees cannot take more than their yearly entitlement.
- timeware® automatically renews each person's absence entitlements every year, taking into account any days carried forward from the previous absence year and can even award additional time due to a person's years service.
- Create absence entitlement policies with special rules for new starters and long serving employees.
- Enhanced tactical absence analysis.



Absence Booking - (Amend)

Employee ID: 15028 First name: Lauren Last name: Hunt

Options

- Caller Information
- Essential
- Return to Work
- Interview
- Notepad

Essential

General information

Absence category? (optional)

Absence to be taken? ...

Take absence from? up to? ... [Statistics...](#)

Entitlement

Entitlement deduction: (day)

Absence restrictions (optional)

Absence can only be taken between? and

Maximum absence duration?

Force absence duration to paid at a specified rate (optional)

Absence duration? Absence rate?

Authorisation

Authorised by:

Authorisation: Finalised

Information

Entitlement

Absence Period: Thu 01 Jan 2015 - Thu 31 Dec 2015

Entitlement: 20.00

Taken: 12.00 (60.00%)

Planned: 0.00 (0.00%)

Remaining: 8.00 (40.00%)

Bradford Factor

Absence Period: Mon 07 Jul 2014 - Mon 06 Jul 2015

Spells: 3

Days: 12

Score: 108

12 Month Rolling Absence

Absence Period: Mon 07 Jul 2014 - Mon 06 Jul 2015

Taken Days: 12

Taken Hrs And Min: 0:00

Holiday (paid)

Mon 09 Feb 2015 - Fri 13 Feb 2015

Authorised by: Admin

Holiday (paid)

Wed 06 May 2015 - Fri 08 May 2015

Authorised by: Admin

Holiday (paid)

Mon 30 Mar 2015 - Thu 02 Apr 2015

Authorised by: Admin

BANK HOLIDAY

Tue 05 May 2015 - Tue 05 May 2015

Authorised by: Admin

Tactical Absences



Category	Start Date	End Date	Authorised by
Holiday (paid)	Mon 09 Feb 2015	Fri 13 Feb 2015	Admin
Holiday (paid)	Wed 06 May 2015	Fri 08 May 2015	Admin
Holiday (paid)	Mon 30 Mar 2015	Thu 02 Apr 2015	Admin
BANK HOLIDAY	Tue 05 May 2015	Tue 05 May 2015	Admin

The absence management information panel can be customised to the clients exact requirements.

Attendance

Increasing your company's productivity starts with one important factor – the improvement of your employee's time keeping. The right people in the right place at the right time will guarantee 'smooth running' with maximum efficiency – a goal that every company should strive to achieve.

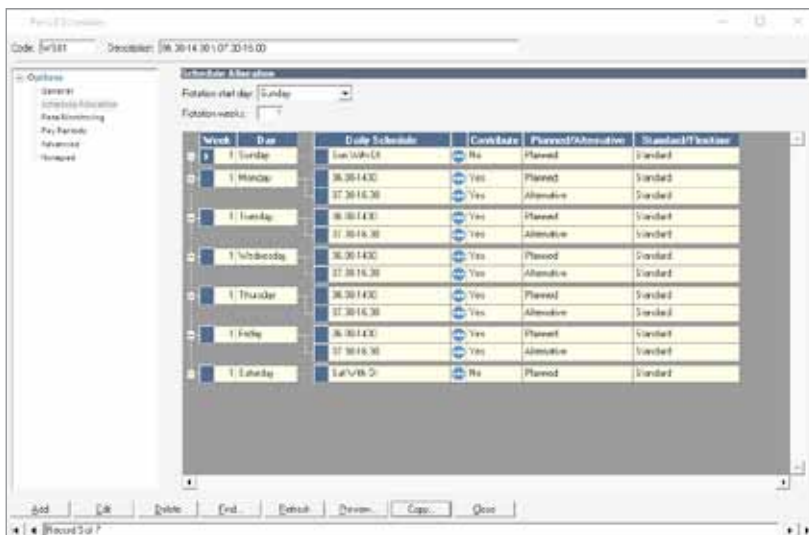
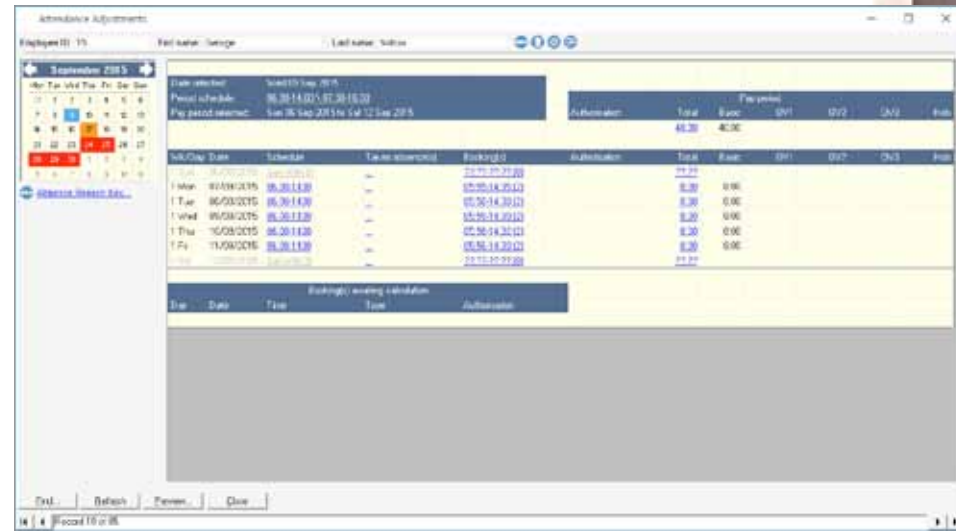
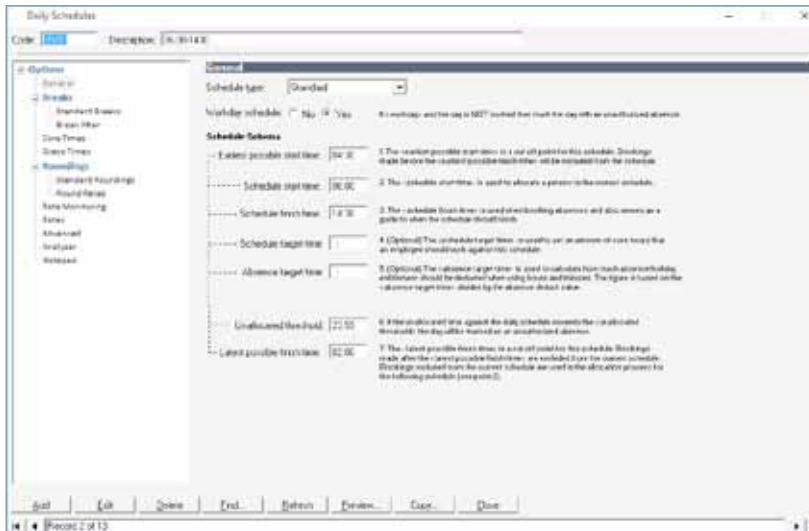
timeware® attendance provides you with the tools to schedule where your workforce should be and how long they should be working. It allows you to plan for each department within the company, selecting employees with the relevant tasks for the job in hand.

An increasing number of businesses are choosing flexitime, rotational shifts and annualised hours as their preferred working method. timeware® can cope with any type of work pattern and overtime calculation using its unique script engine.

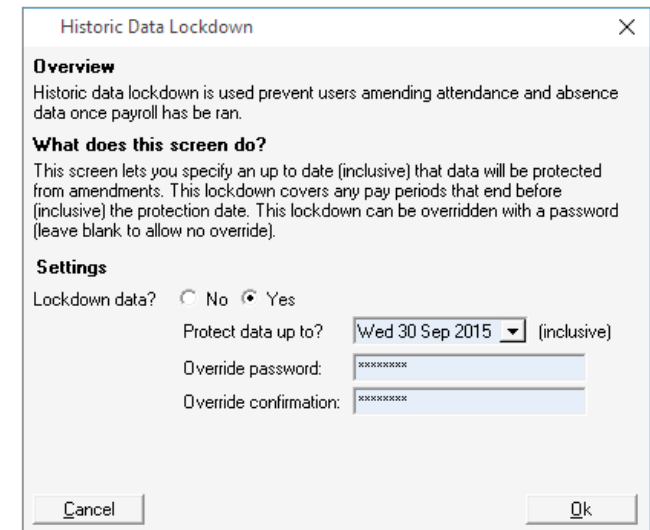
Not all systems are designed to our high standard. timeware® has spent over twenty five years developing a sophisticated attendance product that alerts users to several basic, yet important facts;

The screenshot shows the 'Planner' application window. On the left, there are three monthly calendars for October, November, and December 2015. The main area is a table with columns for 'Employee', 'Today', 'Wed, 07 Oct 2015', 'Thu, 08 Oct 2015', 'Fri, 09 Oct 2015', and 'Sat'. The table lists 35 employees and their scheduled shifts for each day. Some shifts are highlighted in green, such as '06:15-14:30' for several employees on Wednesday, Thursday, and Friday.

Employee	Today	Wed, 07 Oct 2015	Thu, 08 Oct 2015	Fri, 09 Oct 2015	Sat
PT COOK, TINA (6)	8:30-16:30 Admn	8:30-16:30 Admn	8:30-16:30 Admn	8:30-16:30 Admn	Sat With
SINGH SANDHU, SUBA (7)	[P] 06:00-14:30	[P] 06:00-14:30	[P] 06:00-14:30	[P] 06:00-14:30	Sat With
SINGH, BALDEV (8)	[P] 06:00-14:30	[P] 06:00-14:30	[P] 06:00-14:30	[P] 06:00-14:30	Sat With
HUSSAIN, ALYAF (9)	[P] Night Shift Basic 20...	[P] Night Shift Basic 20...	[P] Night Shift Basic 20...	Night Shift Basic 20.00-0...	Sat With
GOOCH, DANIEL (10)	7:00-16:30 production	7:00-16:30 production	7:00-16:30 production	7:00-16:30 production	Sat With
FINAN, PETER (11)	7:00-16:30 production	7:00-16:30 production	7:00-16:30 production	7:00-16:30 production	Sat With
SINCLAIR, KEVIN (12)	[P] 06:00-14:30	[P] 06:00-14:30	06:15-14:30	[P] 06:00-14:30	Sat With
FINAN, ANDREA (13)	[P] 06:00-14:30	[P] 06:00-14:30	[P] 06:00-14:30	[P] 06:00-14:30	Sat With
DRAZER, KRZYSZTOF (14)	[P] 06:00-14:30	[P] 06:00-14:30	[P] 06:00-14:30	[P] 06:00-14:30	Sat With
Wilcox, George (15)	06:00-14:30	06:00-14:30	06:15-14:30	06:15-14:30	Sat Base
HOWEN, WILLIAM (16)	[P] 06:00-14:30	[P] 06:00-14:30	06:15-14:30	[P] 06:00-14:30	Sat With
SINGH DHESI, SANDIP (17)	[P] 06:00-14:30	06:15-14:30	[P] 06:00-14:30	[P] 06:00-14:30	Sat With
SINGH 00018, JASMINDER (18)	06:15-14:30	[P] 06:00-14:30	[P] 06:00-14:30	[P] 06:00-14:30	Sat With
SINGH 00026, KULDIP (19)	[P] 06:00-14:30	[P] 06:00-14:30	[P] 06:00-14:30	[P] 06:00-14:30	Sat With
SINGH, GURVINDER (20)	[P] 06:00-14:30	[P] 06:00-14:30	[P] 06:00-14:30	[P] 06:00-14:30	Sat With
SHARIF, MOHAMMAD (21)	[P] 06:00-14:30	[P] 06:00-14:30	[P] 06:00-14:30	[P] 06:00-14:30	Sat With
PARSAD, ROBINDEE (22)	[P] Night Shift Basic 20...	[P] Night Shift Basic 20...	[P] Night Shift Basic 20...	Night Shift Basic 20.00-0...	Sat With
VITKOVSKIS, VITALIJS (23)	[P] 06:00-14:30	[P] 06:00-14:30	[P] 06:00-14:30	[P] 06:00-14:30	Sat With
SINGH, GURPREET (24)	[P] Night Shift Basic 20...	[P] Night Shift Basic 20...	[P] Night Shift Basic 20...	Night Shift Basic 20.00-0...	Sat With
SINGH JOHAL, GURVINDER (...	[P] 06:00-14:30	[P] 06:00-14:30	[P] 06:00-14:30	[P] 06:00-14:30	Sat With
MOODY, WAYNE (26)	[P] 06:00-14:30	[P] 06:00-14:30	[P] 06:00-14:30	[P] 06:00-14:30	Sat With
PARFES, MARK (27)	[P] 06:00-14:30	[P] 06:00-14:30	[P] 06:00-14:30	[P] 06:00-14:30	Sat With
KHARROW, MANDEEP (28)	7:00-16:30 production	7:00-16:30 production	7:00-16:30 production	7:00-16:30 production	Sat With
KOZLDOWSKI, STANISLAW (29)	[P] 06:00-14:30	[P] 06:00-14:30	[P] 06:00-14:30	[P] 06:00-14:30	Sat With
BHURJI, MALJIT (30)	[P] 06:00-14:30	[P] 06:00-14:30	[P] 06:00-14:30	[P] 06:00-14:30	Sat With
GARDINER, BRUCE (31)	06:15-14:30	[P] 06:00-14:30	[P] 06:00-14:30	[P] 06:00-14:30	Sat With
GARDINER 00037, JAMIE (32)	[P] 06:00-14:30	[P] 06:00-14:30	[P] 06:00-14:30	[P] 06:00-14:30	Sat With
BYNG, JACK (33)	[P] 06:00-14:30	[P] 06:00-14:30	[P] 06:00-14:30	[P] 06:00-14:30	Sat With
ROLLINSON, CRAIG (34)	[P] 06:00-14:30	[P] 06:00-14:30	[P] 06:00-14:30	[P] 06:00-14:30	Sat With
SINGH 00041, STEVEN (35)	[P] 06:00-14:30	[P] 06:00-14:30	[P] 06:00-14:30	[P] 06:00-14:30	Sat With
SADANATH, SAMUDRAN (36)	7:00-16:30 production	7:00-16:30 production	7:00-16:30 production	7:00-16:30 production	Sat With



v13 office terminal supporting biometric/proximity/keypad options



Access control

timeware® access control brings you indispensable security, protecting that which is most important – your people and your property.

Simple to use but extremely effective, timeware® access is now installed at more than one thousand companies across the UK and West Africa. Designed to integrate seamlessly with timeware® personnel ensures that when a contractor completes a job or when an individual leaves employment, they will not be able to access your building.

timeware® access can be used to control doors, barriers and gates. Our team of access control specialists will carry out the install in a quick and efficient manner with the minimum amount of disruption to your workplace.

timeware® access – you decide who goes where and at what time!



Suprema weatherproof biometric reader supporting biometric/proximity options



t13-0380 biometric reader supporting biometric/proximity/keypad options



t9-0240 weatherproof proximity reader



ID badge



Example vehicle barrier



t9-1010 access control terminal



t9-0530 timeware® door furniture



Example office door



Example turnstile



Access Pattern

Description: Business Hours Access Only

	From	To	Type
Time zone 01:	06:00	19:00	Mon-Thu
Time zone 02:	06:00	15:00	Friday
Time zone 03:	08:00	12:00	Sat-Sun
Time zone 04:	:	:	
Time zone 05:	:	:	
Time zone 06:	:	:	
Time zone 07:	:	:	
Time zone 08:	:	:	
Time zone 09:	:	:	
Time zone 10:	:	:	

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

Record 16 of 16

Access Free Zone

Description: Office Hours

	From	To	Type
Free zone 01:	09:00	17:00	Mon-Thu
Free zone 02:	09:00	17:00	Friday
Free zone 03:	:	:	
Free zone 04:	:	:	
Free zone 05:	:	:	
Free zone 06:	:	:	
Free zone 07:	:	:	
Free zone 08:	:	:	
Free zone 09:	:	:	
Free zone 10:	:	:	

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

Record 1 of 1

Full auditing is available.

Management information:

- What time people left the site rather than the time they finished work
- Who has attempted to access the site outside permitted hours.

Security guard features:

- Keep track of your employees with real time monitoring.
- Alert feature on your agenda will notify you immediately of failed entry attempts, doors that are ajar and doors that have been forced.
- Keep an archive of all door activity for future reference.
- Quickly disable lost and stolen badges.
- Finally, for companies requiring a higher level of security, remember that the access control supports the timeware® fingerprint reader technology.

Realtime Access Activity

Drag a column header here to group by that column.

Date and Time ▾	Name and Badge	Action	Terminal
27/08/2014 09:22:13	Unassigned [0]	Fire input OFF	access
27/08/2014 09:19:34	Unassigned [0]	Door ajar	access
27/08/2014 09:19:28	Nathan Beveridge [5267...	Reader 1 access granted	access
27/08/2014 09:18:49	Nathan Beveridge [5267...	Reader 1 access granted	access
27/08/2014 09:18:13	Unassigned [0]	Door forced	access
27/08/2014 09:15:23	Nathan Beveridge [5267...	Reader 1 access granted	access
27/08/2014 09:13:43	Nathan Beveridge [5267...	Reader 1 access granted	access
27/08/2014 09:13:17	Unassigned [0]	Door forced	access
27/08/2014 09:04:26	Nathan Beveridge [5267...	Reader 1 access granted	access
27/08/2014 09:04:23	Nathan Beveridge [5267...	Reader 1 access granted	access
27/08/2014 09:04:04	Nathan Beveridge [5267...	Reader 1 anti-pass fail	access
27/08/2014 09:04:00	Nathan Beveridge [5267...	Reader 1 access granted	access

Fire alarm roll call / Assembly point

Did you know that your fire monitoring system can be connected directly to timeware® to produce an accurate roll-call report in the event of an emergency?

An increasing number of safety-conscious businesses have introduced this simple feature to ensure the health and safety of their employees.

The way this feature works is very simple: the roll-call facility within timeware® gathers information from different sources – from attendance terminals, from access terminals, from assembly points and from the ESS. This information is processed constantly to ensure that the roll-call list is kept permanently up-to-date. Using this roll-call list allows timeware® to produce roll-call reports on demand as required.

In the event of the company fire alarm being activated, the timeware® alarm monitor will instantly instruct the software to:

- 1. Automatically send a roll-call report, either to a network printer or to a number of preset email addresses.**
- 2. Unlock a selected group of access controlled doors in the area.**

The fire alarm roll call service will continue to monitor alarm signals and will never require resetting. If you have chosen to automatically unlock any access controlled doors, they will require re-locking using a simple function available through a Manager's agenda slider bar – ensuring the doors never remain locked in the event of a fire!



company fire alarm system



t9-1610 fire monitor terminal



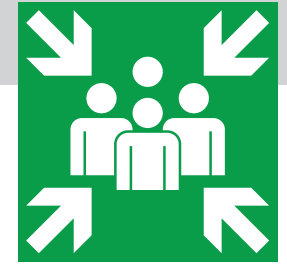
roll call report sent to iphone

Designed to compliment the fire alarm monitor, assembly point terminals can provide an effective method of recording who has safely vacated the building in the event of a fire.

By positioning weatherproof readers in external safe-zones, staff simply present their id badge or finger to prove that they have reached the safe area. The attendance display panel (ADP), will instantly list the staff in the safe zones with a real-time update providing an accurate view of staff remaining outside these area.

Alternatively, assembly point terminals can be used to prove that an individual has reached a particular area, for example: someone has arrived for work, is in the building for roll call purposes, but has not yet 'booked' for attendance.

The t9-1510 assembly point terminals support up to 15,000 employees, providing an accurate solution for even the largest companies.



t9-1510
assembly terminal



t9-0240
weatherproof
proximity reader



BioLite Net



t13-0380
biometric reader
supporting biometric/
proximity/keypad options

Reports, exports and customisation

The ability to provide each client with a unique, customisable solution makes the timeware® workforce management system the obvious choice.

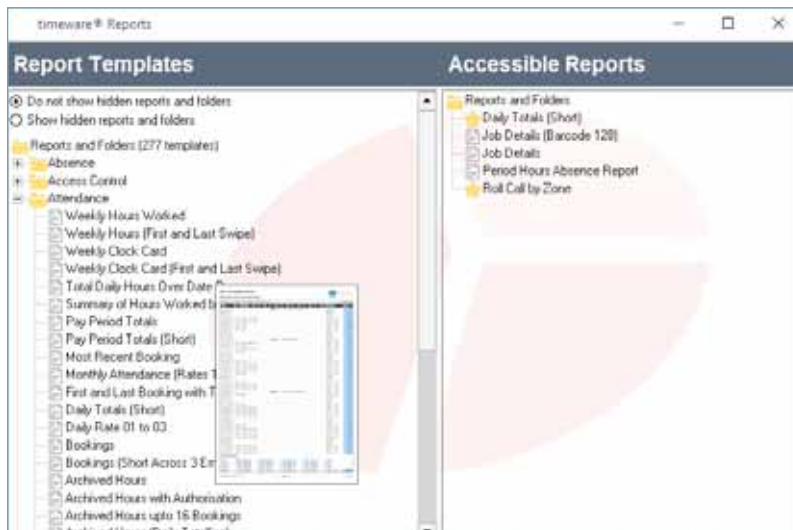
timeware's® major strength is its customisation ability -there are no other products in the same market sector that offer such a high level of personalisation.

The timeware® report module provides over 160 clear and concise user editable reports, forms and graphs as standard. The timeware® export module provides an easy way to pass raw timeware® data to an external application such as Microsoft Excel for further data mining or to simply develop an ad-hoc report.

timeware® customisation points appear throughout the package and along with the timeware® SmartBooking® technology provide the development team the facility to create unique solutions. For further information about timeware® customisation, please contact the timeware® team to arrange an appointment.

Superb reports & graphs available through Business Objects and Excel...

SAP BusinessObjects



Over 160 pre-defined reports tried and tested by the timeware® community



A variety of exports designed to work with Microsoft Excel



Microsoft Report Viewer - Daily Totals (Short)

Demo Licence 2016 (Not for Resale)

Daily Totals (Short)

Name	Year	Customer	Item	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Total
AMERICAN LEAD (1)	14	00001-00001	34-01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
AMERICAN LEAD (1)	14	00001-00001	34-01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
AMERICAN LEAD (1)	14	00001-00001	34-01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
AMERICAN LEAD (1)	14	00001-00001	34-01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
AMERICAN LEAD (1)	14	00001-00001	34-01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Microsoft Report Viewer - Daily Totals (Short)

Demo Licence 2016 (Not for Resale)

Daily Totals (Short)

Employee ID	First Name	Payroll No.	Department	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Total
1	SMITH	100	Production Office	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2	SMITH	100	Production Office	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3	SMITH	100	Production Office	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4	SMITH	100	Production Office	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5	SMITH	100	Production Office	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Microsoft Report Viewer - Daily Totals (Short)

Demo Licence 2016 (Not for Resale)

Daily Totals (Short)

This report displays a detailed list of items and their associated data, including item descriptions, quantities, and prices. The data is organized into columns for each item and its corresponding values.

Item	Quantity	Unit Cost	Unit Price	Total Cost	Total Price
Chair	1	10.00	10.00	10.00	10.00
Table	1	20.00	20.00	20.00	20.00
Desk	1	15.00	15.00	15.00	15.00
Chair	1	10.00	10.00	10.00	10.00
Table	1	20.00	20.00	20.00	20.00
Desk	1	15.00	15.00	15.00	15.00

Microsoft Report Viewer - Daily Totals (Short)

Demo Licence 2016 (Not for Resale)

Daily Totals (Short)

This report provides a summary of the data, showing the total quantity, unit cost, unit price, total cost, and total price for each item. The data is organized into columns for each item and its corresponding values.

Item	Quantity	Unit Cost	Unit Price	Total Cost	Total Price
Chair	1	10.00	10.00	10.00	10.00
Table	1	20.00	20.00	20.00	20.00
Desk	1	15.00	15.00	15.00	15.00
Chair	1	10.00	10.00	10.00	10.00
Table	1	20.00	20.00	20.00	20.00
Desk	1	15.00	15.00	15.00	15.00

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Chair	1	10.00	10.00	10.00	10.00
Table	1	20.00	20.00	20.00	20.00
Desk	1	15.00	15.00	15.00	15.00

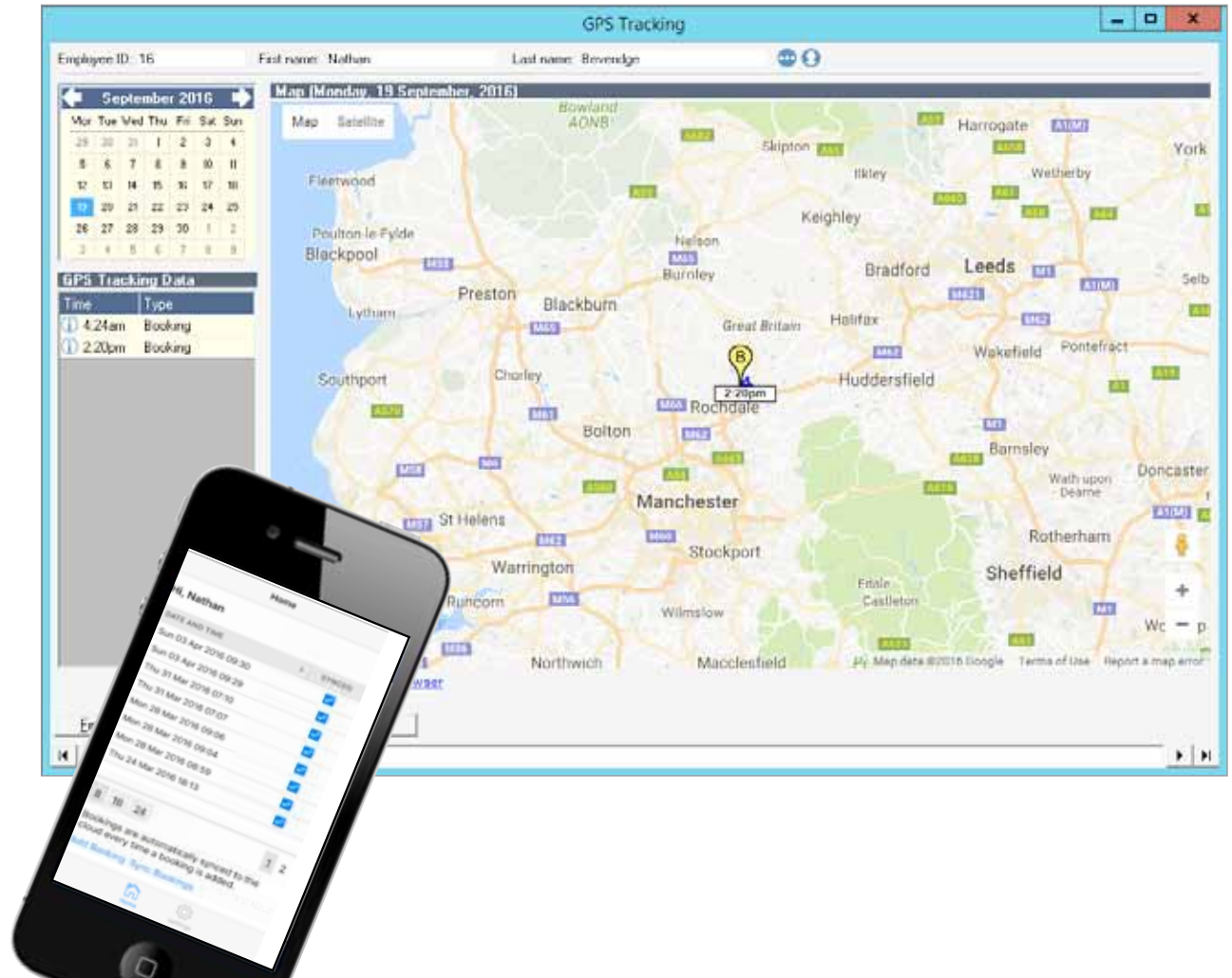
Mobile worker

timeware® Professional 2018 provides an extremely effective method of tracking remote workers by utilising mobile based technology.

With the recent surge in mobile device usage over recent years, it's safe to say that most people will have a mobile phone capable of running apps. We've taken this in mind when we designed the mobile worker. Employees can download an app directly from the iOS (app store) or Android (play store) for free and connect directly on to your timeware®. From here, employees are able to 'clock in' remotely and managers view where these bookings were made.

Booking location

The mobile worker feature within timeware® 2018 enables a manager to check an individual's location where his attendance booking was made. Utilising a mobile devices GPS signal, it tracks exactly where in the employee 'clocked in' and displays them on a map interface within the software. All the locations are stored within the timeware® database so you can reference them in the future.



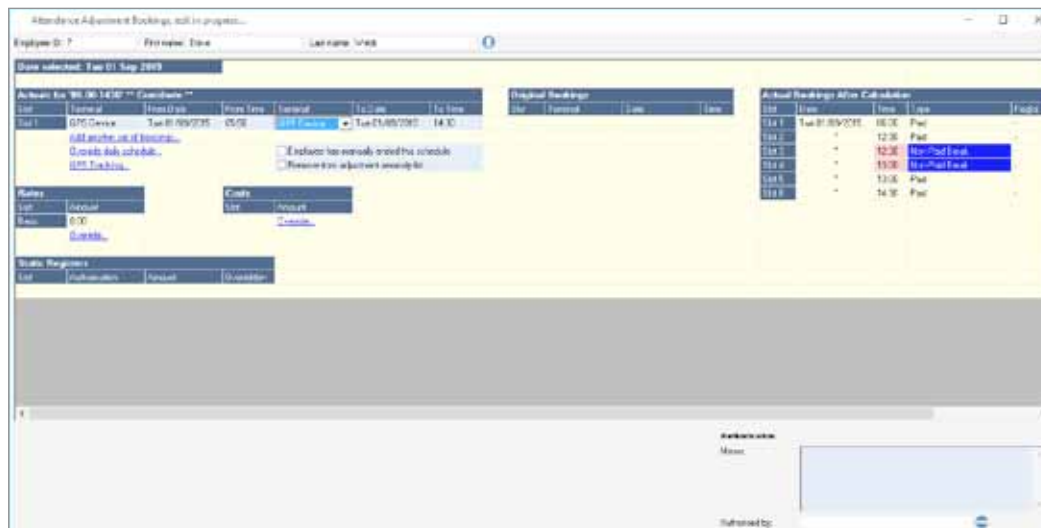


Remote attendance bookings

After being a much requested feature for many years, employees who otherwise are not able to access the standard timeware® attendance terminals are now capable of 'clocking in' from anywhere in the world!

Using cloud based technology, the employee can at the click of a button book in/out on their attendance which will then be able to be viewed on the software as if made from an attendance terminal.

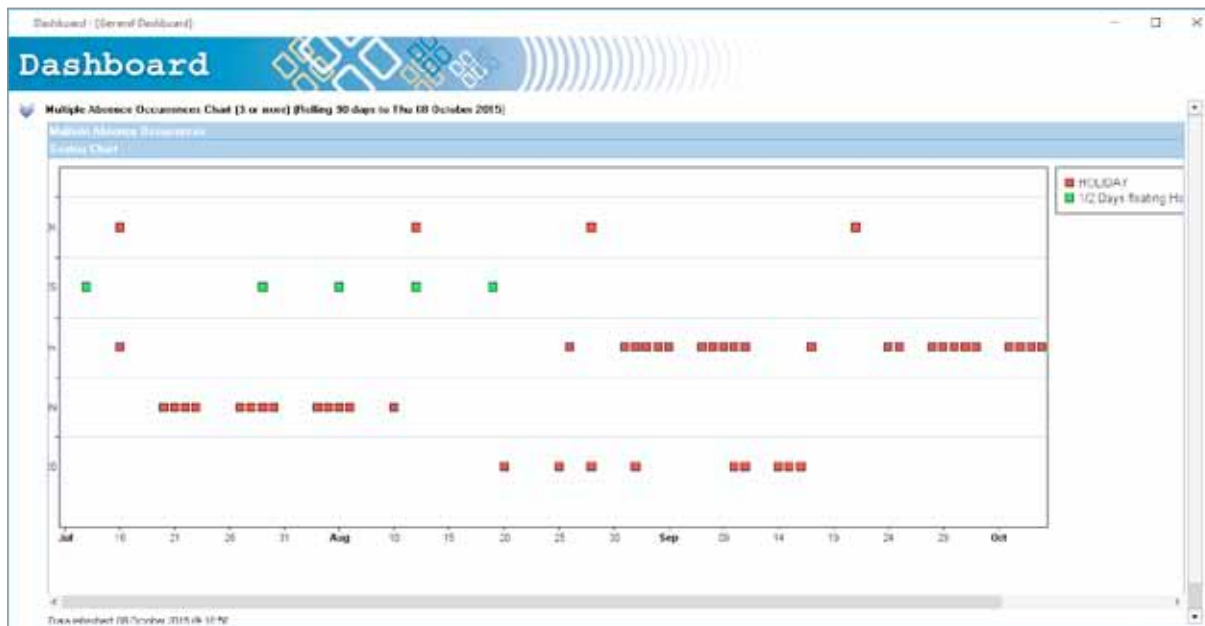
With a low-cost extremely competitive yearly maintenance charge, the timeware® mobile worker module is sure to provide an affordable solution for businesses looking for effective ways to monitor attendance of remote workers.

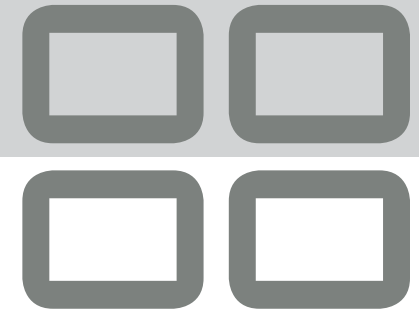


To-do list & Dashboards

Two slick methods of presenting key company data in customisable formats.

No more searching for important information. The To-do list and Dashboard features gather important data and present it in an easy to read format. Both Standard To-do lists and dashboards are provided with the system and are assigned to users at the point of installation. Both can be customised and may be designed to contain both timeware® and non-timeware® system information.





Dashboard - [General Dashboard]

Dashboard

Employees Missing From Daily Schedule

Schedule	Name	Absence Reason	Mobile Number
Night Shift Basic 20.00-06.00	TOMAS BODOR	<none planned>	
Night Shift Basic 20.00-06.00	RAFAL CHALAJCZAK	<none planned>	
Night Shift Basic 20.00-06.00	VER FRATRIC	<none planned>	
Night Shift Basic 20.00-06.00	ZLATKO FRATRIC	<none planned>	
Night Shift Basic 20.00-06.00	ALTAF HUSSAIN	<none planned>	
Night Shift Basic 20.00-06.00	ROBINDER PARSAD	<none planned>	
Night Shift Basic 20.00-06.00	TOMAS SAKAC	<none planned>	
Night Shift Basic 20.00-06.00	GURPREET SINGH	<none planned>	07510102708
Night Shift Basic 20.00-06.00	ROBERT WERKOWSKI	<none planned>	

Missing Workforce Pie Chart

Data refreshed: 08 October 2015 @ 10:53
Refresh interval: 1 minutes

Dashboard - [General Dashboard]

Dashboard

Gender Demographics

Gender	Count	Percentage
Total	68	100%
Male	54	79%
Female	3	4%
Unspecified	1	1%

Data refreshed: 08 October 2015 @ 10:53
Refresh interval: 24 hours

File View Tables Sort and Filter Wizards Advanced Hardware Help

'To-do' List

- Online Information**
 - View 5 Community latest news and major developments about our product
- GMT Standard Time**
 - Reminder that on Sun 25/10/2015 02:00 the time will change to Sun 25/10/2015 01:00
- System Health**
 - Some hardware may require updating due to information which has been modified (4 items remaining)
- Fire Alarm Monitor Alert**
 - Manchester Fire Alarm Panel input ON at 7:45pm on Tue 06 October 2015
- Payroll**
 - Weekly Pay payroll was last run at 11:10am on Mon 21 September 2015 by 'isa'
- Absence Management**
 - 10 Outstanding absences that require a return to work incident
- Attendance Adjustments**
 - 10 Outstanding missed bookings that require attention
 - 10 Outstanding unauthorised absences that require attention
- Birthdays**
 - GINTS KYNLOS... Birthday on 24 October 2015 @ 12 days
 - ANNA SAMPAYAN... Birthday on 25 October 2015 @ 14 days
 - SHAFIQ MOHAMMAD ZIL... Birthday on 21 October 2015 (1 today)
 - ANDREW THOMPSON... Birthday on 16 November 2015 @ 116 days

Quick Links: To-do List, Personnel, Absence Management, Absence Statistics

Sidebars: Dashboards, Reports, Reports, Personal Notes, Personal Diary, Scripts, Other Programs, Action

Payroll interface

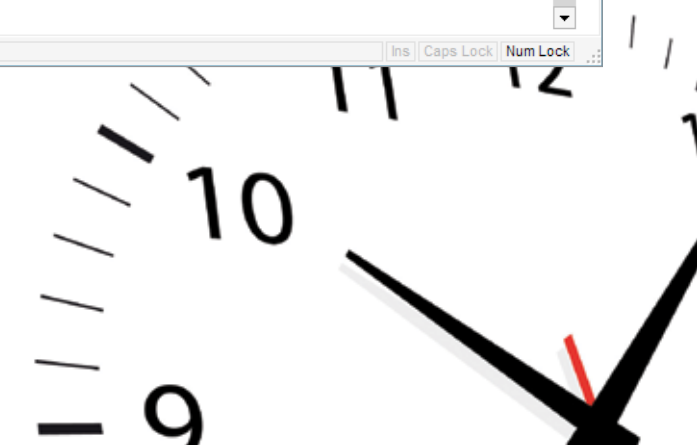
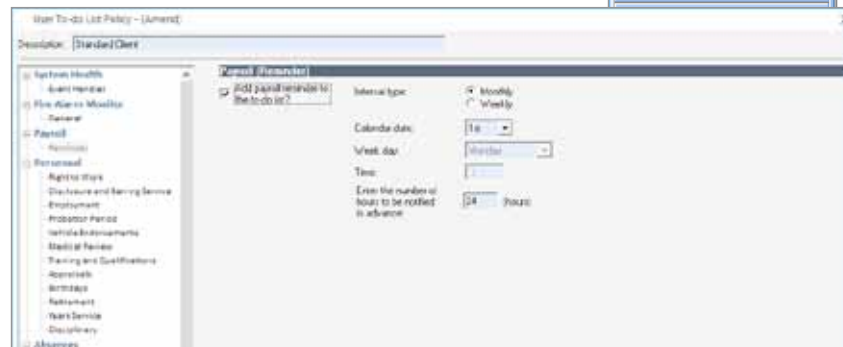
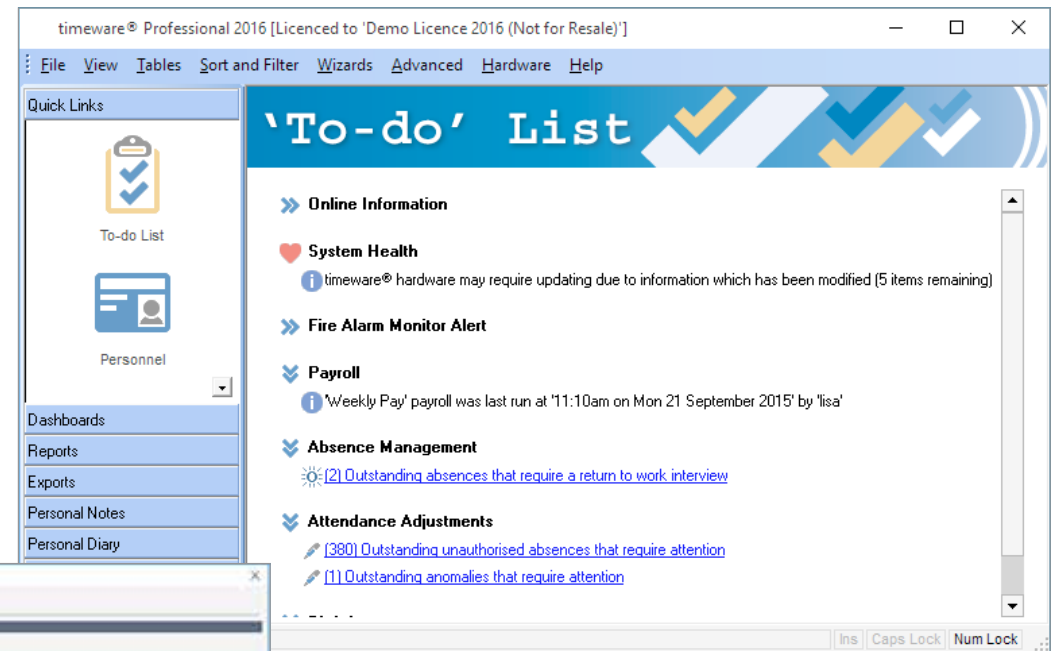
timeware® includes an authorised, integrated multi-company Payroll interface option that eliminates the need for third party 'payroll linking software'.

Please note that for companies requiring 'bespoke' software links, we are able to offer a unique development service utilising the timeware® scripting engine.

Every company has a deadline for running the payroll yet how many times has the deadline had to be delayed due to line-managers failing to approve overtime?

timeware® includes a 'payroll reminder' to-do list item. Set by the timeware® administrator, this feature provides an hourly countdown reminder of the oncoming payroll deadline!

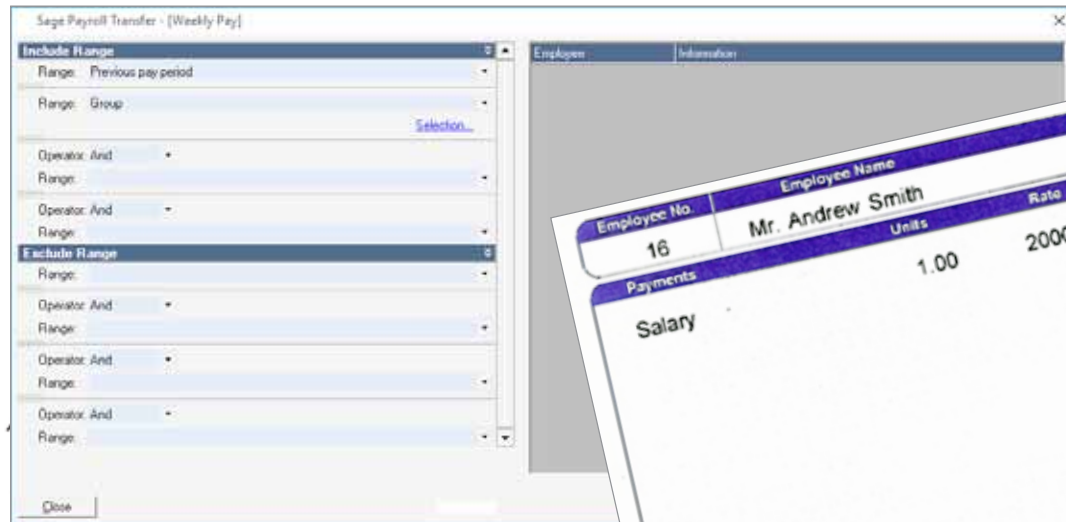
Finally, once the timeware® Payroll interface has passed the hours worked to the company payroll, the agenda item changes and highlights the date and time of the successful Payroll interface.



Once this feature has been configured, the process of passing data from timeware® to your payroll is as easy as 1, 2, 3!

1. Ensure all line-managers have approved their staff overtime.
2. Click File, then Payroll, and select the correct company.
3. Press the 'Transfer' button!

Within seconds, the timeware® data is passed to your payroll, eliminating all human data entry errors - it really is that easy!



Employee No.	Employee Name	Rate	Amount	Process Date	National Insurance Number
16	Mr. Andrew Smith		2000.00	28/11/2008	
Payments					
Salary	Units	Rate	Amount		
	1.00	2000.0000	2000.00		
Deductions					
PAYE Tax			299.20		
National Insurance			169.84		
Pension			48.00		
Summary					
Total Gross Pay				Year To Date	
Gross for Tax				16000.00	
Tax paid TD				2394.60	
Earnings For NI TD				15976.00	
National Insurance TD				1358.72	
Pension TD (Inc AVC)				48.00	
Total Gross Pay				2000.00	
Gross for Tax				2000.00	
Earnings for NI				1997.00	
Remaining:				14.0	
Holidays: Taken:				6.0	

Payroll transfer automation

ESS at the terminal

Available to a customer's workforce as standard through the timeware® terminals or via a web browser through PCs, tablets or mobile phones, the capacity and scope of the facility is second to none.

timeware® ESS – empowering your employees

The second generation ESS really comes into its own as the terminals now have touch-screen technology fitted as standard. The following terminals based ESS functions are available as standard:

Absence management

Holiday entitlement request – individuals can check their holiday entitlement including number of holidays taken, holiday requests pending approval and remaining days.

Absence leave request – Individuals can request leave up to three years in advance. These requests are posted directly to the individual's manager's timeware® agenda for approval.

Absence leave cancellation – Individuals can request cancellation of previously approved leave.

Attendance

View my scheduled rota – individuals can now check what daily schedules they are planned to work, up to 31 days in advance.

Hours worked summary – individuals can select a previous period and check their hours worked at basic plus other overtime rates. Individual booking times can also be displayed.

General

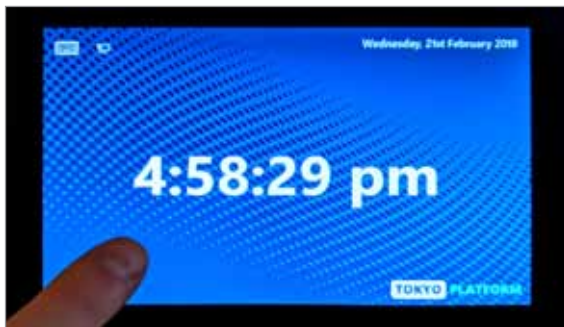
Email-me! – This popular facility will instantly send an email to the individual's personal email address containing, rota, hours worked and absence management information.



v13 office terminal
supporting biometric/
proximity/keypad options

By creating an interactive framework that shares intelligence between the hardware, firmware and software, the ESS facility is not only able to act as a portal enabling access to key information, it now offers the ability for individuals to initiate requests and to confirm questions from terminal.

timeware's® highly developed scripting language is now flexible enough to enable leave requests to be made from the terminal, messages to be sent to individuals, confirmation of message reads to be sent back to management and it is even possible to create integration links to third party system so information from different sources appears seamlessly at one point.



1. touch anywhere on the time and date screen



2. then touch the ESS button



3. next, prove who you are



4. now select timesheet information

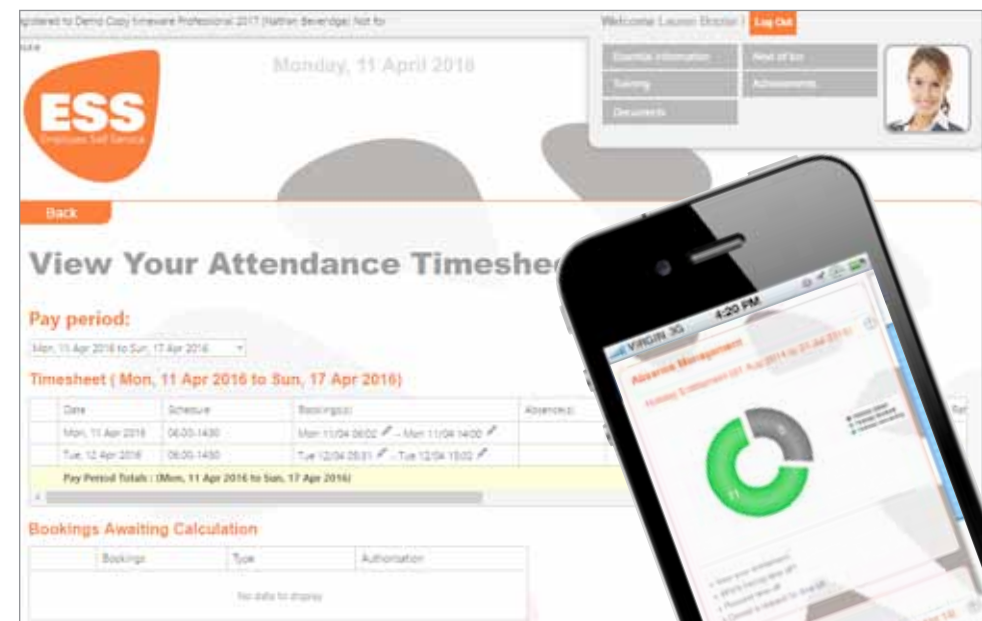
ESS functions are also available at the weatherproof industrial terminal with the exception of absence leave request and cancellation.

ESS at the computer, tablet and mobile phone

Available to a customer's workforce as standard through the timeware® terminals or via a web browser through PCs, tablets or mobile phones, the capacity and scope of the facility is second to none.

timeware® ESS – empowering your employees

As the workplace becomes increasingly diverse, it is not always practical for employees to 'book' at a conventional, wall mounted terminal. In these types of situations, timeware® ESS can be used to provide an extensive range of functions accessible from both your company intranet or directly from the internet.



About me

- Display address and next of kin details
- Display employee's training matrix
- Display employment appraisal and achievement information
- View company documents

Absence management

- Graphical display of holidays booked, holidays taken and holidays remaining on login screen
- Facility for staff to check their own entitlement and remaining holiday balance
- Ability to check who else in their department has booked time-off before requesting their own time-off

Attendance

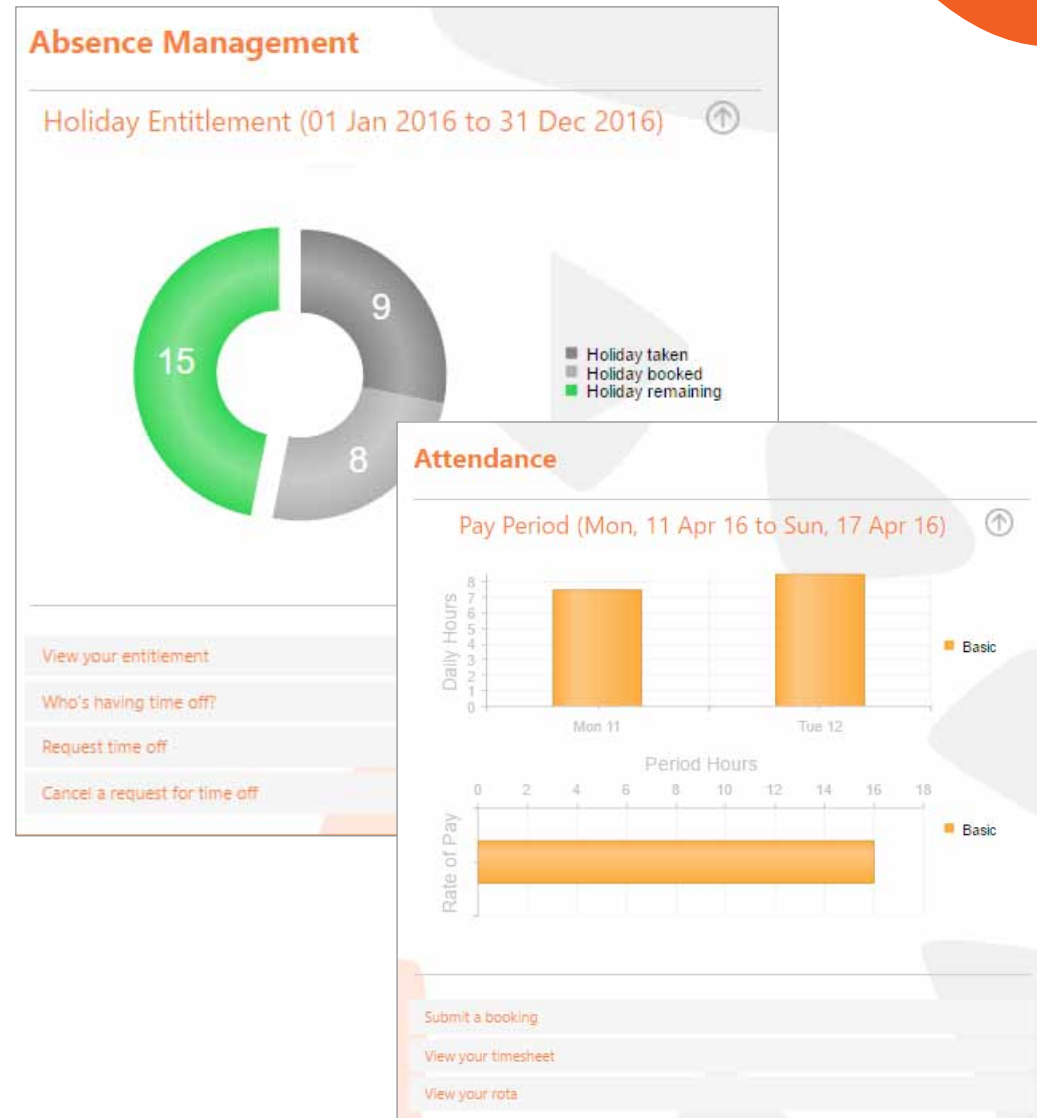
- GPS location stored at the point of booking
- Graphical display of basic and overtime hours worked for each day this week
- Adding a booking in real-time or retrospectively
- Facility to check work rotas

Job costing

- Adding a booking in real-time or retrospectively
- Facility to view timesheet

Cost centre analysis

- Adding a booking in real-time or retrospectively
- Facility to view timesheet

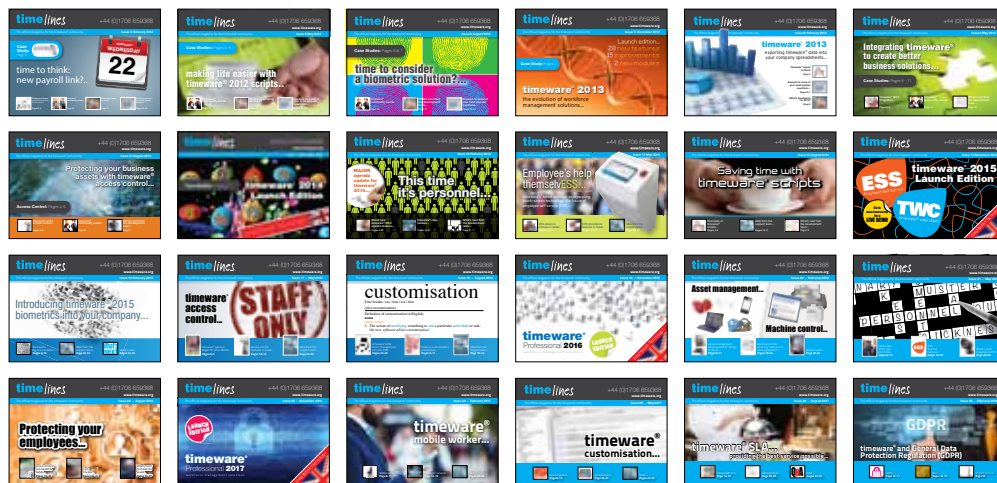


Customer care

Once the timeware® system has been implemented we believe that it is our responsibility to ensure that the system always runs smoothly. The timeware® customer care team achieve this goal by working closely with each client in a pro-active manner.

It is the customer care team's responsibility to ensure that all customers are satisfied with their timeware® product and consequently they are responsible for making care calls, organising additional training and managing the support team.

A member of the timeware® customer care team will contact each client every month to check that the system is functioning correctly, ensuring potential problems are addressed before they can be classed as an incident.



The customer care team also oversee the distribution of timelines, timeware's® quarterly magazine.

Training

Customer care can organise training courses with full documentation which aim to teach staff from each department how to realise the total potential of timeware® Professional 2018.

Your place or ours?

Training can be carried out at our offices in Rochdale or at your business premises anywhere in the UK.

Courses and Certification

Courses can be created for each customer's individual needs. There are however, a set of standard courses which cover such topics as basic introduction, personnel, access control and job costing.

A short technical course, (45 minutes), is also available for your company's IT specialist as we may require their assistance on larger installations.

All training courses carry authorised certification.



User group meetings

Customer care have responsibility of planning user group meetings at customer offices or other locations around the country. The feedback generated at these meetings is invaluable for the development of the timeware® product.

Workshops

The customer care team also organise free workshops at the timeware® offices throughout the year. Customers can arrange to attend these 'product awareness' sessions to learn more about key aspect of their system. People that attend the workshops have an opportunity to speak to the development team and gain a greater insight into the timeware® product.

Product launch roadshows

Each year in the months of November and December the customer care team organize a series of roadshows to highlight the new features of the latest product release. Email invitations are sent and the team will contact each customer to arrange for them attend a local roadshow. These two hour events are held at Best Western Hotels and give the customers an opportunity to see how the latest improvements within timeware® could help their businesses whilst relaxing with a coffee and pastry!



timeware® global assist

Sometimes things go wrong and usually at the most inconvenient time. When this happens, the timeware® support team are ready to help you get back on track!

What is timeware® global assist?

timeware® global assist is the name given to the support agreement that timeware® (UK) Ltd offers to all of its customers. Each global assist agreement contains details of the customers' designated support level agreement (SLA)

The SLA covers both software and hardware.

Before you purchase a new system, the extent of your timeware® global assist SLA will be documented within your quotation. Usually this includes a twelve month software support agreement, a twelve month hardware warranty and details of site visits for software and firmware updates plus any required 'new feature' awareness training.

When you purchase a system you will receive the global assist SLA document through the post.

After this initial period, you will be sent an invoice for the following year's global assist. Support is not compulsory but is strongly recommended!



How will the timeware® support team help?

Within customer care we have a full-time, office based support team that are available to answer your questions between 8.30am and 5.30pm, each weekday. Incidents can also be reported out of office hours using our web-based helpdesk service.

When addressing an incident, the support team utilise remote desktop support technology to access your PC, (with your permission), to identify and rectify the reported problem. Members of the support team have also worked in the development team and as a result, are able to provide an extremely high level of technical product knowledge.

VPN Virtual Private Networking



Remote Desktop
Connection



timeware® managed services

With timeware® managed services, the timeware® support team take on the responsibility of administering your timeware® system whenever required.

What are timeware® managed services?

The concept behind timeware® managed services is simple: To provide an efficient and worry free managed solution for customers. It is designed with the aim of having a qualified timeware® support technician available when you need them. The technician is responsible for managing certain features or functions for you such as creating absence entitlement policies, or creating a new timeware® user to your exact specification.

timeware® support create the policies so that your time can be better spent on the administrative processes that matter to your company!

With the timeware® managed services, you will receive your own dedicated timeware® support technician who is on standby to assist you with any issues you may have along with setting up features you require. It couldn't be easier!



What areas of the timeware® system are covered?

General

User setup including permissions, To-Do list and email policies

Monitoring timeware® system health/performance

Creating and maintaining;

- Notifications for users/employees

- Terminal policies

- Remuneration policies

- Groupings

- Training matrix policies

- Assets

Setting up reports/exports and Dashboards

Absence management

Creating and maintaining;

- Absence reasons

- Absence entitlement policies

Absence Block bookings

Shutdown maintenance

Attendance

Creating and maintaining;

- Daily and Period schedules

Shutdown maintenance

If you require more information, please contact customer care on 01706 659 368 or email at customer.care@timeware.co.uk



timeware® products



Suprema
BioLite Net



Suprema
BioEntry P2



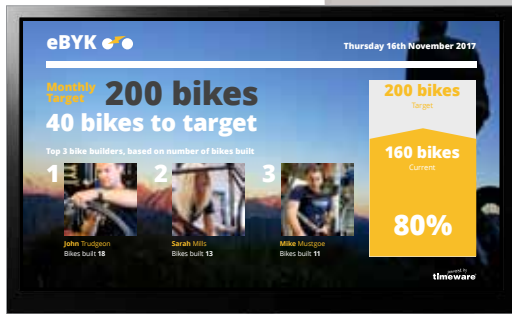
Suprema
W2



t9-0230
proximity enrolment device



Suprema
BioMini



t13-1050
IDS terminal with
example screen



t9-1510
assembly terminal



t9-1610
fire monitor terminal



t9-1010
access terminal



timeware®

Professional 2018

workforce management solutions

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