



Features | Modules

Key: C= Comprehensive, I= Intermediate, E= Entry, O= Optional, U=Unlimited, Y=Yes, N=No
If more additional users or features are required than stated, please call.

ActIn Time Software	ActIn Time Lite Junior	ActIn Time Lite	ActIn Time
Employee Limit – Employee limit	75	75	U
True Multi-user – Concurrent users accessing the system (system can also be installed on a server)	1	3	999
SQL - Shipped with the FREE SQL MSDE but can it be installed on a SQL Server	Y	Y	Y
Multi Site Capabilities – Multiple site access and reporting	Y	Y	Y
Multi Terminals – facility to add multiple terminal hardware of different types	3	5	999
Attendance – Type of Shifts - Fixed, Rotational, Flexitime, Flexible, Continental etc	E	I	C
Overtime – How many overtime pots can the system handle?	5	10	20
Monitoring – Lateness, core time infringements, overtime, breaks etc	E	I	C
Absence Management – Includes Entitlement and Tracking Analysis plus Yearly Absence Chart with clashing facility	E	I	C
HR / Personnel – Disciplinary, Appraisals, Job Specifications, Qualifications, Vehicle, Education, Health, Interview, Accidents, Medical, Secondary Employment etc	E	I	C
Rostering – Staff roster planner for more complicated shift rotations	E	I	C
Job Costing – Track time spent on jobs and operations by employees	E	I	C
PIP/Internet/Intranet – Employee self service information point at the PC on internet/intranet	E	I	C





wisegrove limited

workforce management solutions

T: 020 8882 4522 F: 020 8886 1547

www.wisegrove.co.uk info@wisegrove.co.uk

Payroll Export – Export of hours worked ready for payroll link e.g. Sage, Pegasus etc	Y	Y	Y
Exporting – Facility to export reports	E	I	C
Report Generator – Ability to customise or add new report templates	E	I	C
Fire Roll Call – List employees on/off site in the event of a fire and link into a fire alarm panel for automatic printouts	E	I	C
Email Me Alerts – Automatic confirmation alerts after management decisions i.e. confirmation of absence acceptance/declined etc	N	I	C
Scripting – Bespoke customisation for tweaking any special requirements that the system can't do as standard	Y	Y	Y
Access Control – Restrict doors/barriers/turnstiles from the outside world	E	I	C
Assembly/Muster Points – Fire assembly self service check in points	E	I	C
Health & Safety – Various features to keep one step ahead of the regulations	E	I	C
System Alerts – Automatic software and email alerts for system critical failures	E	I	C
Services – Software can be installed to auto run as a pc service for auto downloads	Y	Y	Y
Mobile Me – Utilise smart phones to clock in/out & access data	N	I	C

Specifications are subject to change to improve the range.



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60 Hoppers Road London N21 3LH
Registered in England No: 1821134 VAT No: 415015303

