



**ACTIN TIME**  
WORKFORCE MANAGEMENT SYSTEMS

Incorporating **suprema**  
BIOMETRICS & SECURITY

**Software modules include:**

Personnel, Absence Management, Attendance, Access Control, Asset Management, Job Costing, Cost Centre Analysis, Fire Alarm Roll Call/Assembly Point, ADP (Attendance Display Panel), Dashboards and Reports, ESS GO (optional), To-do List, Payroll (optional), ESS, TWC, GDPR & Working Time Regulations, Temperature Detection, Contact Tracing, Online Rostering, Barriers & Turnstiles.

# Introduction...

ActIn Time is recognised as one of the UK's leading developers of workforce management software. With more than 7,500 installations across the UK, Ireland and Sub Saharan Africa, the ActIn Time name is synonymous with long-term reliability, enhanced functionality and continuous innovation.

We employ a full-time, UK based team, that has been developing workforce management hardware and software for over 36 years. We install systems efficiently, train your staff and provide unrivalled support. We also value customer feedback to assist in the development of our products.

This year sees the release of the newest generation of our core product and includes several new features.

Whether your organisation is a large multi-site enterprise or a single location SME, we believe that our product could help streamline your workforce management and ultimately save your business money.

“ Strategic partnerships play a key role in our continued success... ”



**Andre Lavens**  
Director



Connect to me on [LinkedIn](#)



Current users include:



# What Our Customers Say About Us...

## **DW Moldings Ltd**

### **David Howard**

A business relationship spanning over 20 years, ActIn Time is a fantastic software solution for multiple sites, I can honestly say that the service and professionalism has been 1st class. We have certainly had value for money because the equipment is so efficient and reliable, which has helped us streamline our payroll procedures

## **Lewis Pie and Pastry Co.**

### **Neil George**

We have been using ActIn Time for attendance/absence management for many years now. Our experience with the support and software has been exceptional and has saved us countless hours of admin work over the many years of use. We look forward to developing new systems with ActIn Time in the years to come

## **Air Bearings Ltd**

### **Justyna Thanassoulas**

Since replacing our old system for the ActIn Time package it has been a breath of fresh air, the Employee and Manager Self Service web portal have now replaced our manual records. Support desk has got lots of patience and is very helpful.

## **Euro Packaging UK Ltd**

### **Paul Timmins**

We implemented the ActIn Time system after a bad experience using fingerprint terminals from another supplier and it's been an absolute revelation. We have over 500 staff using Face Recognition devices. Their experienced engineers worked with us every step of the way throughout the installation process and provided excellent training, all of which made for a smooth and easy transition into using ActIn Time for all our employees. We look forward to expanding our use of the system across all sites in the UK and abroad.

## **Penny Hydraulics Ltd**

### **Ashley Holmes**

Our company invested in ActIn Time management software in December 2013 in order to move away from historic time consuming paper based clock system for payroll. The system has sped up our payroll process, enabled us to report on employee activity and we are now using the costings system to accurately manage time allocated to customer jobs. We also link into our Payroll system for a smooth and efficient Payroll Day plus we use the Mobile App for employees on the road. Brilliant features throughout.

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# Overview...

## ActIn Time Workforce Management Software

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ActIn Time consists of a suite of software modules that enable a company to record and analyse key business information. It is capable of processing a vast array of data. Here is an overview of some of the most popular:

- At the heart of ActIn Time is the personnel module which can be used as a basic HR function to store a variety of information relating to each member of your team.
- ActIn Time can also track absenteeism, highlighting trends and anomalies whilst ensuring that everyone takes the correct number of annual days leave.
- ActIn Time attendance can calculate the standard and overtime hours worked when your company implements rotating or continental shift patterns, flexi-time, part time and annualised hours. It can even track the hours worked by mobile workers using the ESS GO mobile app.
- Utilising the cost centre module allows different rates of pay to be attributed to different type of categories of work.
- ActIn Time can be used to provide a physical access control solution, enabling managers to determine who can access certain areas of a building based on predefined security levels.
- ActIn Time can be connected to your fire alarm system to provide a fast and accurate roll-call in the event of a fire.
- ActIn Time has been designed to connect to a range of devices enabling data captured by their biometric and proximity readers to be passed to the relevant software modules providing attendance, access control and assembly point information.
- ActIn Time incorporates a job costing module for recording the duration of manufacturing processes along with details of the team members involved.
- ActIn Time has been continually developed for more than 30 years and incorporates an impressive range of functions providing managers with real-time information that may be viewed on a PC, a tablet, a mobile and wall-mounted displays.
- At ActIn Time, we pride ourselves on our adaptability, so through the Coronavirus Pandemic we had to find ways to help our clients manage their staff in efficient ways. One of the many ideas we came up with was integrating Temperature Monitoring. Introducing the excellent ZSpeedFace and ZProATFace hardware range gave us the platform to enable clients to keep track of employees temperatures, mask usage and even contact trace, helping to ensure a safe working environment.

**Time to take control...**



Unlimited

Lite+

Lite



# Integration...

Combining specialist systems to improve workflow.

ActIn Time's primary USP is its ability to integrate with other applications.

## Integration

ActIn Time has a proven track record of successful integration projects. These primarily involve connecting ActIn Time to another software package, for example a Payroll or HR system and processing data from one location to another. In most cases, either ActIn Time or the third party software becomes the 'primary' system, feeding data to the 'secondary'.

A well planned customisation enables a business to improve workflow and increase efficiency.



## Example integration projects:

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Cloud based HR system. Integrates with ActIn Time Personnel and Absence Management modules to ensure payroll is calculated correctly.

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World-call security solution. This integration eliminates 'duplicate entry' and allows employees and some basic credentials created in ActIn Time to be passed directly to Genetec. Employee attendance booking data collected by the Genetec system is passed through to ActIn Time and processed to create hours worked information.

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On premise visitor management system. Integrates with ActIn Time Personnel with the option to replace existing attendance points with touchscreens with integrated webcams or Quickscan units.

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Europe's leading access control system. Integrates with ActIn Time Personnel and Attendance modules, creating attendance booking records from data collected by nominated readers held in the Paxton database.

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On premise payroll system. Integrates with ActIn Time Personnel, Attendance, Job Costing and/or Cost Centre modules which produce totals and costs for transfer to Sage. Also used for transferring hours worked into payroll.

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Web based open integrated security platform. Integrates with ActIn Time Personnel and Attendance modules, creating attendance booking records from data collected by nominated readers held in the BioStar 2 database.

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# Customisation...

Tailoring great software to meet the exact requirements of your business.

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ActIn Time's secondary USP is its extensive customisation potential.

## **Customisation**

Over 95% of businesses using ActIn Time have implemented at least one unique customisation project. This means that the majority of ActIn Time customers benefit from a unique business tool that provides a maximum return on their product investment. Customisation projects range from simple overtime rules through to complex return to work reports that can be emailed to team leaders when an employee returns from an period of absence.

### **Examples:**

#### **A – Absence Entitlement**

Control special requirements for an employee's annual leave entitlement.

E.g - Employees can be awarded entitlement from when they started rather than from holiday year.

#### **B – Break**

Adjust when an employee is entitled to breaks within the shift.

E.g - A script can be written to automatically deduct breaks so employees won't need to clock Out/In for breaks.

#### **C – Email**

Send emails to managers under specific circumstances.

E.g - Email To-Do list to selected users.

#### **D – Event Handler**

Run specific events at set intervals i.e. every day at 09:00.

E.g - Email Lateness report to managers.

### E – Form Event

Automatically fill out fields or force fields to be entered on forms throughout the system.

E.g - When creating a new employee in the software, make a specified field mandatory.

### F – Period

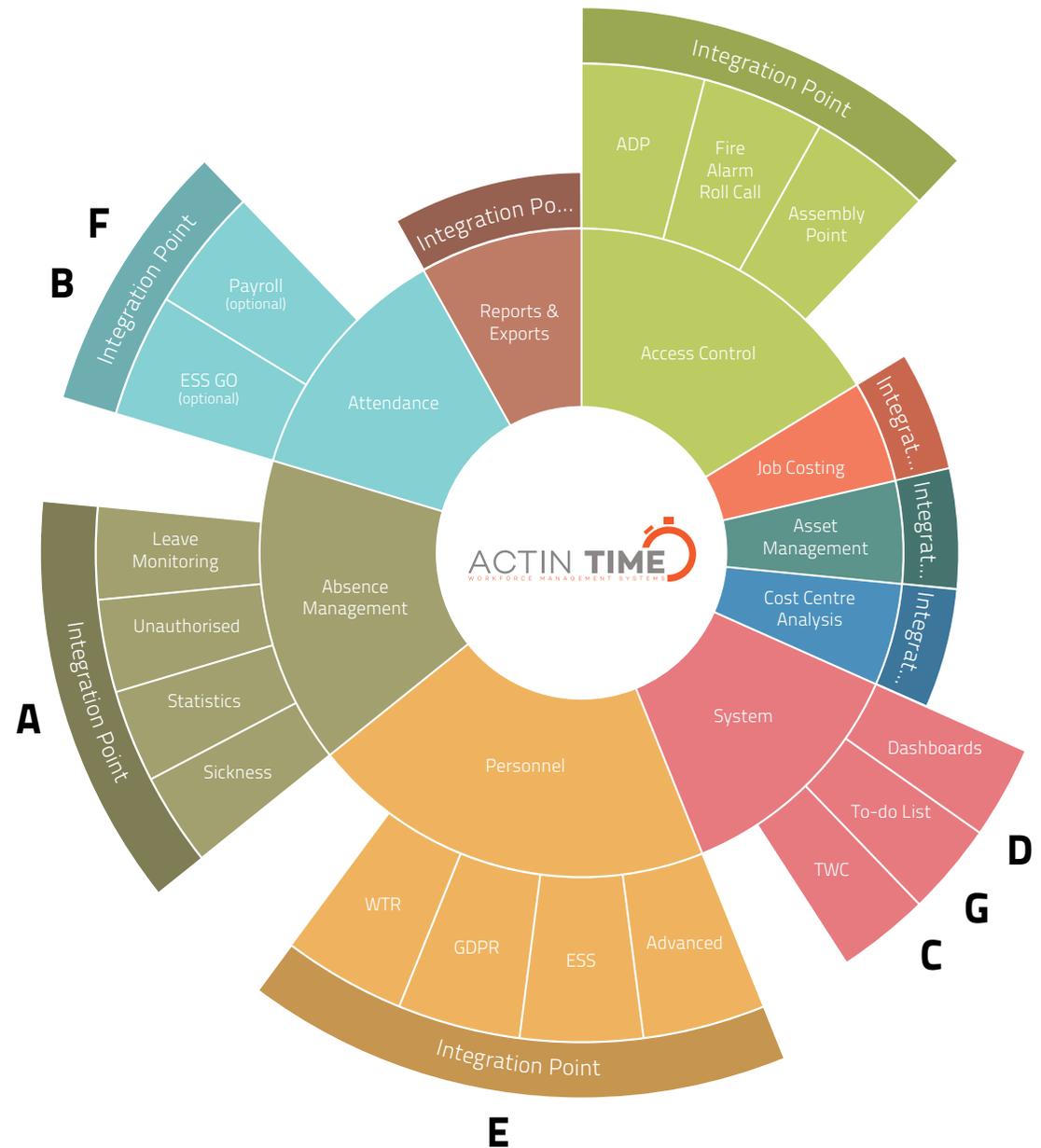
Apply specific rules for the production of weekly hours.

E.g - Award a first aid bonus to employees with a specific grouping within ActIn Time.

### G – To-do List

Display bespoke fields within the users To-do list

E.g - Display employees that have taken the average number of days holiday for this point in the holiday year.



# Devices...

The choice of attendance and access devices is now greater than ever.

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We have 30+ attendance terminals available to suit all requirements and budgets. Our new range of non-contact devices give you market leading biometrics with the security of knowing employees don't all have to touch the same surface. Take a look at our Suprema FaceStation, ZProATFace and ZSpeedFace ranges for the world's fastest biometric recognition speeds and unrivalled accuracy.

The ZSpeedFace and ZProATFace ranges offer visible light technology for accurate recognition in all environments, incorporating dual non-contact clocking methods (FACE/PALM), so there's never a need for employees to touch the device. With the addition of Temperature Detection alerting Managers within seconds of employees clocking with a high temperature along with mask detection, these devices really can help keep yourself and your employees safe.

Their sleek design along with tough metal casing make these devices stylish enough for your offices and reception areas but also robust enough for your workshop, factory or warehouse.

For companies wanting to stick to fingerprint biometrics, we have an extensive range. Starting with entry level devices for price conscious to premium devices for companies wanting the best in the industry.

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The vast majority of our attendance devices can be linked to doors and used as Access Control readers, with fluid template movement meaning you only ever need to enrol employee's biometrics at one device, merging access and attendance has never been easier.

The Suprema range offers world leading fingerprint biometric technology and high quality, smart proximity readers to help enhance the security of your building/s. Whether you want to monitor access internally or externally, there's a Suprema device for your needs.

Want to implement contactless access? Our range of Face Recognition devices can enable that. You can even restrict entry of employees/visitors without a mask or with high temperatures by using our Temperature/Mask Detection range on your doors.

**Please note**

A person can use any combination of fingerprint, face recognition and proximity devices on an ActIn Time system if required.



**X-Station 2**  
 Non-Contact Proximity Device with Option Biometric Add On  
 Perfect for attendance.  
 POE  
 Supports various proximity card formats.



**FaceStation F2**  
 Non-contact  
 IP65  
 Perfect for attendance and access control.  
 Supports various proximity card formats.



ActIn Time Puck using NFC technology.



**Tokyo Terminal**  
 Attendance / Job Costing / Cost Centre Analysis / ESS  
 Suitable for Various locations  
 Supports various proximity card formats.



**BioEntry W2**  
 Ideal for fast footfall of staff.  
 Perfect for access control and assembly points.  
 Ideal for all outdoor locations.  
 IP67 rated.  
 Supports various proximity card formats.



ESS GO running on Android or iOS.

# Devices (cont)...

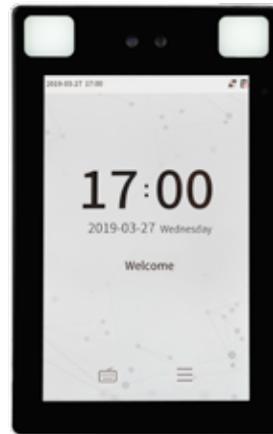


**Device:** ZPro ATFace (TD)

**Use:** Attendance and Internal Access Control

**Location:** Offices, workshops, warehouses and many more

**Top Features:** Temperature Detection, Face Mask Detection, Dual Non-Contact Clocking Methods, Superfast Accurate Recognition, Heavy Duty, Recognition under all lighting and with/without glasses.



**Device:** ZPro ATFace (P)

**Use:** Attendance and External & Internal Access Control

**Location:** Offices, workshops, warehouses, wash down areas, external walls and many more

**Top Features:** Waterproof (IP68 Rated), Face Mask Detection, Dual Non-Contact Clocking Methods, Superfast Accurate Recognition, Heavy Duty, 3 metre recognition range, Recognition under all lighting and with/without glasses.



**Device:** ZSpeedFace ATV5L (TD)

**Use:** Attendance and Internal Access Control

**Location:** Offices, workshops, warehouses and many more

**Top Features:** Temperature Detection, Face Mask Detection, Dual Non-Contact Clocking Methods, Superfast Accurate Recognition, Heavy Duty, Recognition under all lighting and with/without glasses.



**Device:** ZSpeedFace ATV5L (P)

**Use:** Attendance and Internal Access Control

**Location:** Offices, workshops, warehouses and many more

**Top Features:** Face Mask Detection, Dual Non-Contact Clocking Methods, Superfast Accurate Recognition, Heavy Duty, Recognition under all lighting and with/without glasses.



**Device:** Suprema BioLite N2  
**Use:** Attendance / Access / Assembly  
**Rating:** IP67  
**Location:** Offices, wash-down areas, open-air workshops, external walls  
**Prox:** Various



**Device:** Suprema XPass 2  
**Use:** Access / Assembly  
**Rating:** IP67 & IK08 Rated  
**Location:** Offices, reception, cafeterias, workshops, etc.  
**Prox:** Various



**Device:** Suprema BioEntry W2  
**Use:** Access / Assembly  
**Rating:** IP67/RK09  
**Location:** Offices, wash-down areas, open-air workshops, external walls, public areas  
**Prox:** Various



Fire Monitor Terminal



Access Terminal



**Device:** Suprema FaceStation 2  
**Use:** Attendance / Internal access  
**Rating:** No IP rating  
**Location:** Offices  
**Prox:** Various

# 3rd Party Devices...



ActIn Time Face 401/402/101TC is a series of multi-biometric time attendance control terminals. With a modern stylish design, it combines Facial, RFID, Finger and PIN recognition. 700 face templates without dividing groups.



ActIn Time Finger 922 is a portable fingerprint time and attendance reader which is waterproof, dustproof and shockproof. Specifically designed for off-site time management industries like building, plant, mining, farms etc. Battery operated.



ActIn Time Face 380 is a new generation facial identification terminal, with Face, RFID and PIN Recognition mode. 200 face templates without dividing groups.



#### Hand Punch HP1000

- Small to medium sized businesses
- 50 Employees
- Upgradeable to 100 or 512 users
- Serial to Ethernet converter optional

#### Hand Punch HP3000E

- For small to enterprise companies
- 500 Employees
- Upgradeable to 32,512
- Ethernet option built in.

Other models available



# Temperature Detection & Contactless Hygienic Range...

ActIn Time has adapted to help our clients, ensuring we can offer a variety of ways to keep their staff safe.

## ZSpeedFace ATV5L [TD] & ZPro ATFace X [TD] Range

There's no better solution for maintaining the health and safety of your employees and visitors now and for years to come.

Why Dual Enrolment (Face & Palm) is better than Face Only devices.

- Easier implementation giving staff a choice for on-boarding
- Secondary option required for identifying identical twins
- Secondary solution offering a more friendly option for Religious Face Coverings not wanting to be removed
- Research studies have found that facial recognition can be harder to detect for a small minority of skin types. In these cases the Secondary Non-Contact Palm recognition solution can be implemented.
- Less barriers and excuses for staff who do not want their facial picture & algorithms stored
- Faster dual enrolment
- Backup Non-Contact enrolment method in case of failure
- Security - enforce dual registration for added security & protection against identity fraud



- Stylish and sleek design
- High-speed biometrics
- Ultra-Fast Recognition Technology with early microwave sensor to wake up unit as you approach it so no pick up delay\*
- 2MP starlight CMOS sensor camera with WDR function, which enables the terminal to recognise faces under extreme lighting conditions (0.5 lux – 50,000 lux)\*
- Enhanced visible light facial recognition with deep learning built-in
- Proactive facial recognition
- Access Control - features with relay
- Compatible with external RS232, RS485 and Wiegand reader
- Heavy duty for industrial, construction or warehouse usage
- Face Mask Detection
- The most sophisticated and widely used biometric technology in the industry
- Dual-camera for real-time face detection.
- Accurate recognition in all environments
- Template movement for simple One Time enrolment with multiple terminals
- Never lose settings/data with the built-in lithium battery backup
- Wi-Fi communication (Optional)

\* ZPro ATFace features only



**ZSpeedFace  
ATV5L[TD]**

5-inch Touchscreen

**36.5°C**



**ZPro ATFace**

8-inch Touchscreen

# ActIn Time Temperature Monitoring & Contact Tracing Add-On...

Worried about employees arriving at work with a high temperature? Why not enable use of our fantastic new software add on!

Compatible with our ZSpeedFace and ZPro ATFace Range, this web-based portal allows you to monitor your employee's temperature simply and effectively, identify employees who aren't wearing a face mask and Contact Tracing to protect against spreading viruses.

## Temperature Records

Record and track employees temperatures with ease

## E-Mail Alerts

Get e-mail alerts when employees & visitors clock with a high temperature

## Face Mask Detection

Easy identification of employees wearing their face mask

## Accuracy

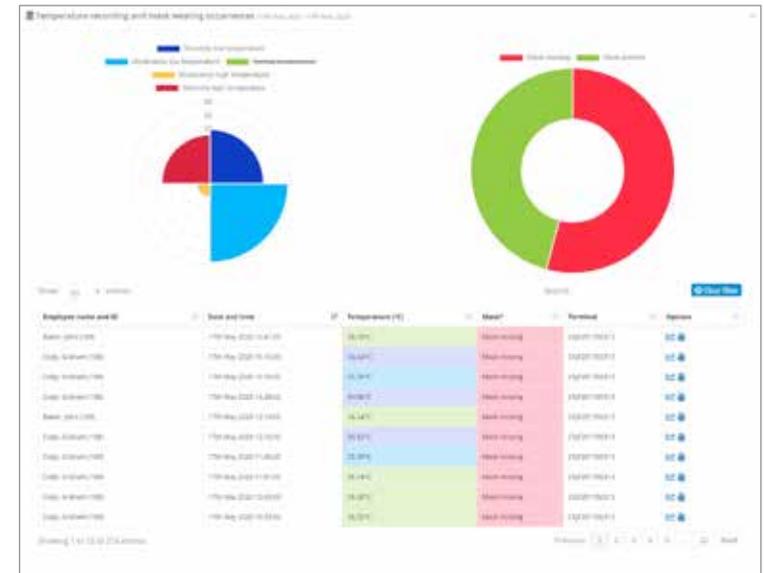
Precise Information at your fingertips

## Mobile

Manage your staff and check any potential anomalies remotely

## Visibility

Clearly see any potential problems within the workplace to do with illness and high temperature



## Contact Tracing

Pinpoint employees who have potentially been in close proximity with employees that have a high temperature. For example, like the governments track and trace feature, it's extremely important to be able to track back and see employees that may have crossed paths in the event of an employee COVID case.

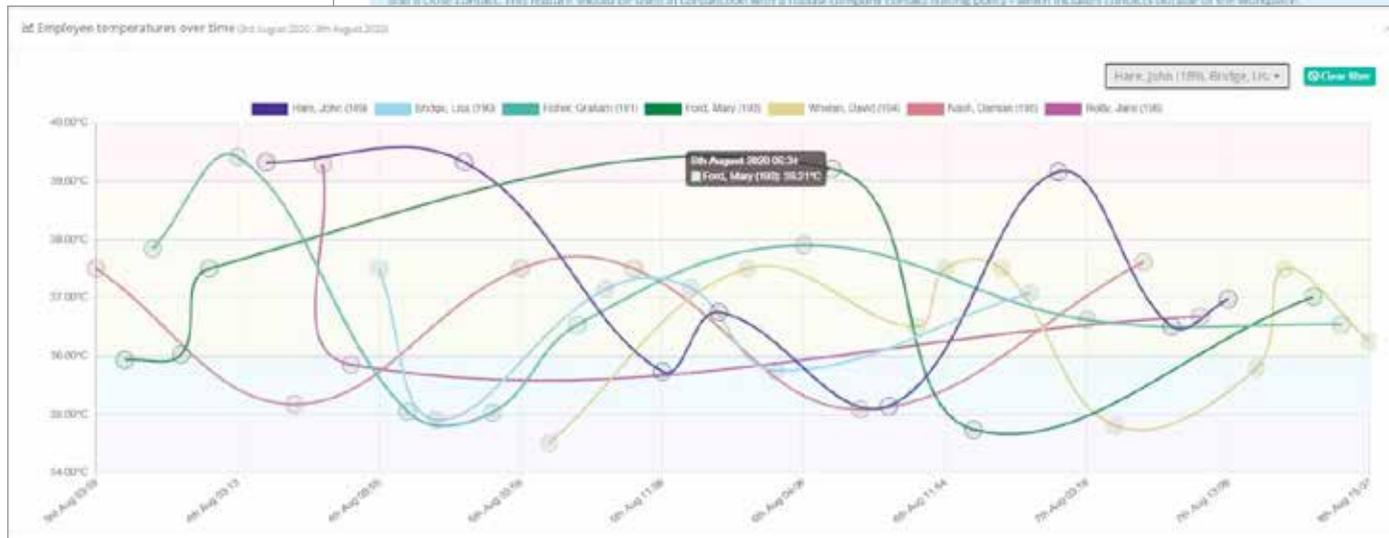
Workplace contact tracing (11th May 2020 - 17th May 2020) Duncan, Desmond (191) [Clear filter](#)

Show 10 entries Search:

Close Contact	Department	Pay Type	Location	Group	Group \$	Time on site with target (hh:mm)	Groups in common with target
Duncan, Desmond (191)	Minnesota	PRODUCT		Phase 1			
McEvoy, John (200)	Montana	PRODUCT		Phase 1		23:12	2
Moore, Peter (190)	Colorado	QC CONTROL	AS	Phase 2	N/A	16:24	0
Steinhof, Zbigniew (196)	Maryland	PRODUCT		Phase 1		11:58	2
Darby, Eamon (199)	Texas	PRODUCT		Phase 1		11:42	2
Conroy, Alan (197)	Minnesota	PRODUCT		Phase 1		11:11	8
Cody, Graham (188)	Colorado	MAINTENANCE	Hygiene Yard	Phase 1	NEW_TR_Drivers	01:40	1

Showing 1 to 6 of 6 entries Previous 1 Next

**Workplace contact tracing** The workplace contact tracing feature is designed to assist in identifying employees who may have been in close contact with another employee, the target, over a specific date range. In order for an employee to show as a close contact, both the target of the trace and the close contact must have an even number of swipes on the day and those swipes must overlap with one another. Only employees under the remit of your user account will be displayed as potential close contacts. The time on site with target and groups in common with target can help assist with determining the probability of an encounter between the target and a close contact. This feature should be used in conjunction with a robust company contact tracing policy - which includes contacts outside of the workplace.



# Personnel...

Many businesses operate an established HR solution. ActIn Time can integrate with your existing software to reduce manual data entry and eliminate potential errors.

For businesses with no existing HR solution, ActIn Time 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.

ActIn Time personnel keeps all of your information in one place. From copies of driving licences to previous employer references, from blood type to bank account details - ActIn Time personnel stores the data centrally making it available for viewing and reporting when required.

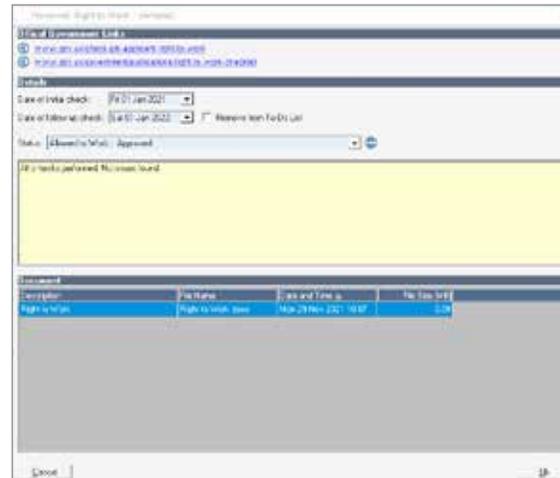
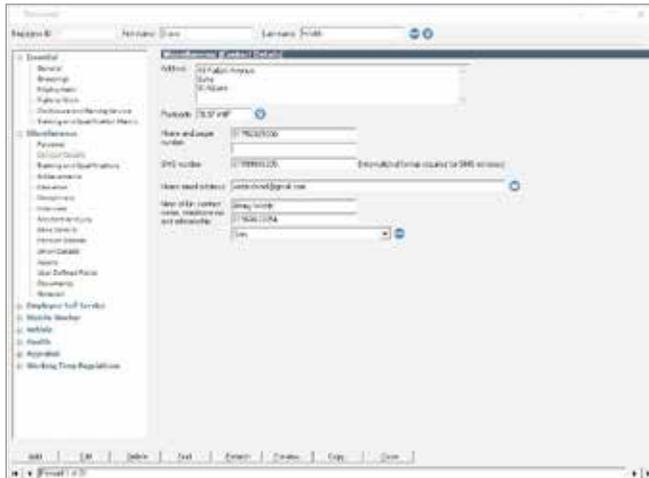
The key is having an easily accessible place. Everything from contact details to medical reviews, vehicle information to yearly appraisals – ActIn Time provides a truly effective solution.

ActIn Time personnel integrates with the To-do List to provide reminders of important events ranging from birthdays to certification renewal.

The screenshot shows the 'Personnel' window for Employee ID 7, Lauren Bradier. The interface is divided into a left-hand navigation menu and a main content area. The navigation menu includes categories like 'Essential', 'Miscellaneous', 'Employee Self Service', 'Mobile Worker', 'Vehicle', 'Health', 'Appraisal', and 'Working Time Regulations'. The main content area is titled 'Essential (Green)' and contains various fields for employee information, including badge number (10199659), payroll (PY 19212), integration ID, known as (Lauren Bradier), email address (support@time.co.uk), security pin (1234), and biometric data options. It also shows employment details such as date started with company (19/10/2014), current employment (Office manager), employment status (Employee), absence management policy (Weekly Paid), period schedule (06:00 - 14:30), and termination policy (Pro).

The screenshot shows the 'Personnel Employment' window for Lauren Bradier. It displays various employment parameters and options. Key fields include Reference (Supervisor), Job description (Supervisor), Reporting to (Simon Bech), Pay type (Salary), Amount (45000.00), and Tax code. It also shows Date of commencement (31/10/2009), Probation period (30 days), Probation end date (30/11/2009), Notice given date, Notice period (0 days), Date of termination, and Date of last payroll. There are dropdown menus for 'change employment status to' with options like 'Employee - On Probation', 'Employee', 'Employee - Working Notice', 'Leaver - Still Active On Payroll', and 'Leaver'. A 'Comments' section contains the text 'Annual Salary of £45,000, plus company car.' Below this is a 'Document' table listing files.

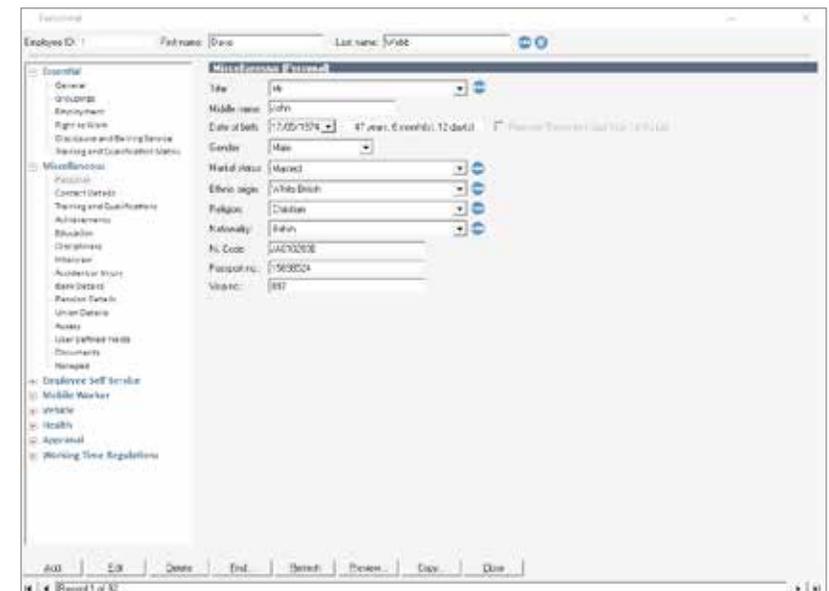
Description	File Name	Date and Time	File Size (KB)
Contract of Employment	Contract of Employment...	Mon 29 Nov 2021 10:03	0.01
Letter of Resignation	Letter of Resignation.docx	Mon 29 Nov 2021 10:03	0.01



**Features include:**

- Right to work notes
- DBS notes
- Document scanning
- Enhanced employment history records
- Training matrix

- 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.



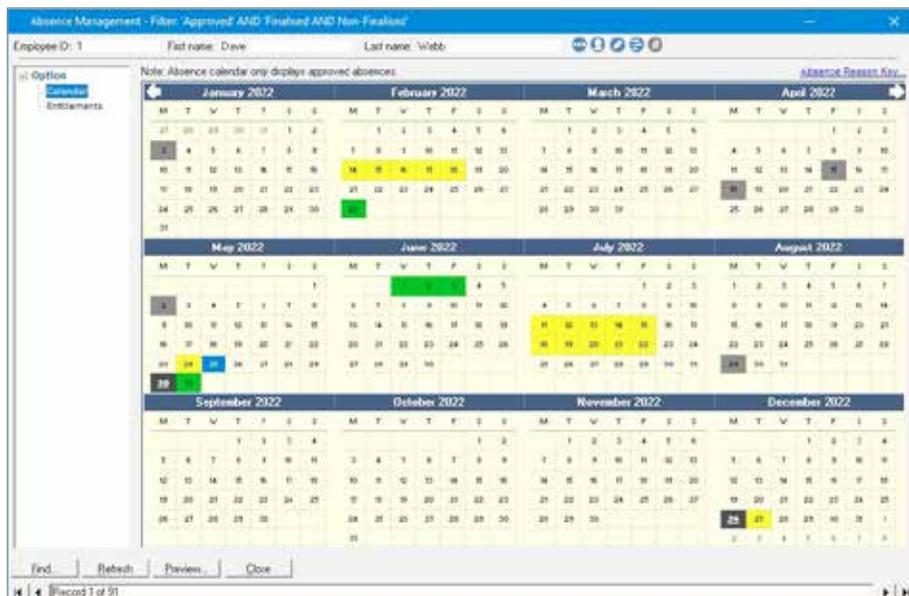
# Absence Management...

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

It is now possible to create absence entitlement policies that define the number of days holiday based on years of 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 can be subjected to a two-tier approval process if required.

Imagine 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?

ActIn Time absence management enables line managers to view holiday plans before authorising an absence booking. ActIn Time 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 for ease of data entry.
- Compatible with Bradford Factor methodology.
- Detailed statistical information is available while booking absences, allowing you to maintain the correct staffing levels whilst ensuring that employees cannot take more than their annual entitlement.
- Automatic renewal of an employee's holiday entitlements each year, taking into account any days carried forward from the previous absence year.
- Create absence entitlement policies with special rules for new starters and long serving employees.
- Tactical absence analysis.
- Return to work procedures.

Absence Booking - (New)

Employee ID: 1    First name: Dave    Last name: Webb    #

**Options**

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

**Essential**

**General information**

Absence category? Sickness (optional)

Absence to be taken? Sickness Full Day [Unpaid]

Take absence from? Thu 18 Nov 2021 up to? Thu 18 Nov 2021

[Statistics...](#)

**Entitlement**

Entitlement deduction: 1 (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: Approved  Finalised

**Information**

**Bradford Factor**

Absence Period: Thu 19 Nov 2020 - Thu 18 Nov 2021

Spells: 2

Days: 6

Score: 24

**12 Month Rolling Absence**

Absence Period: Thu 19 Nov 2020 - Thu 18 Nov 2021

Taken Days: 6

Taken Hrs And Min: 0:00

Sickness Full Day [Unpaid]  
Mon 01 Mar 2021 - Mon 01 Mar 2021  
Authorised by: Admin

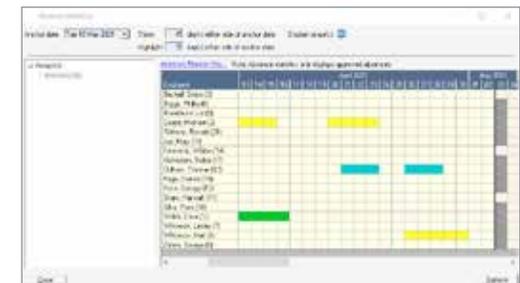
Sickness Full Day [Unpaid]  
Mon 31 May 2021 - Fri 04 Jun 2021  
Authorised by: Admin

**Tactical Absences**

**Declined Absence Requests**

No Information

Cancel    Ok



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

# Attendance...

This is ActIn Time's flagship module, developed over many years to provide an accurate solution for processing attendance data.

This module supports a number of well-known work pattern methodologies including standard, flexitime and rotating shifts which may be planned up to 52 weeks in advance. Grace times and roundings are standard features along with various work-break categories. The module also supports an extremely comprehensive range of overtime calculation standards. There are also many ways to authorise overtime with email alerts and on-screen warnings if the payroll deadline is approaching and overtime has not been approved.

What makes the ActIn Time attendance module unique is its customisation potential. During the pre-installation phase, a member of our implementation team will work with your representatives to fully understand your business's attendance requirements before providing a fully documented report.

## Tokyo Terminal

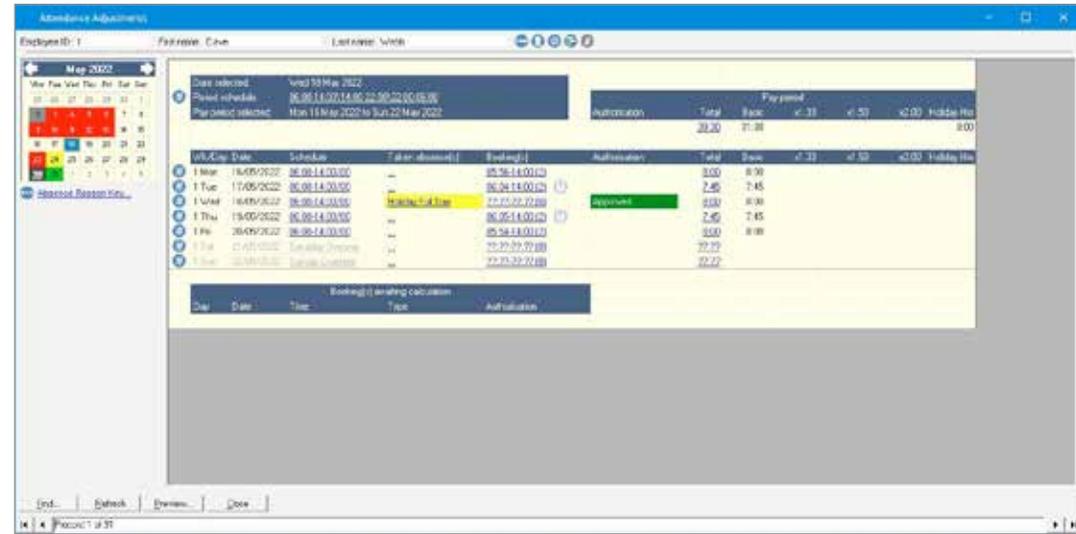
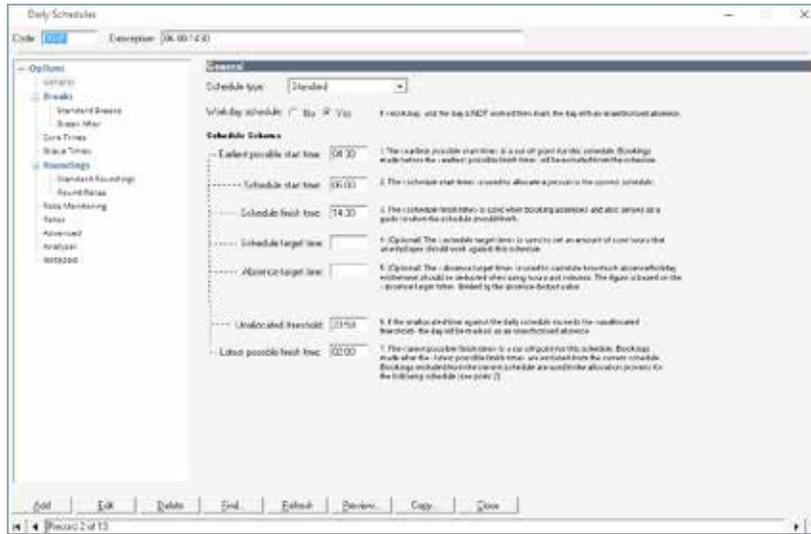
Attendance / Job Costing / Cost Centre Analysis / ESS

Suitable for various locations

Supports various proximity card formats.



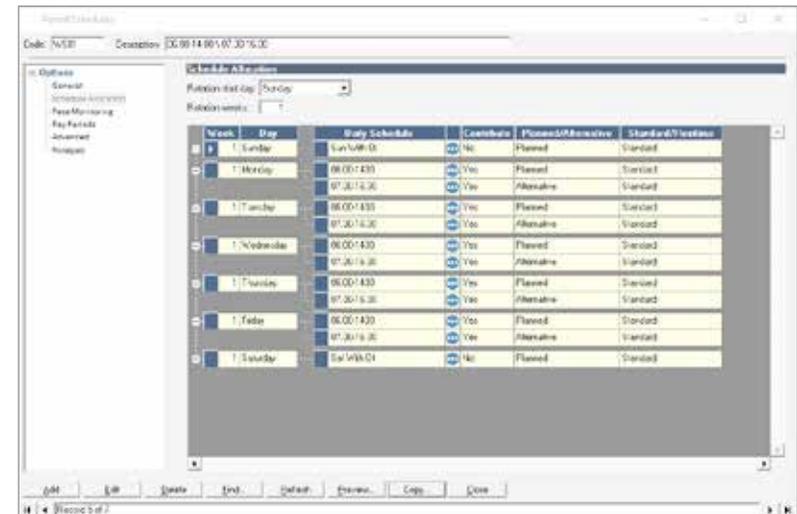
Employee	Today	Tue, 30 Sep 2021	Wed, 01 Oct 2021	Thu, 02 Oct 2021	Fri
Widd, Diane (1)	P] 06:00-14:00:00	P] 06:00-14:00:00	P] 06:00-14:00:00	P] 06:00-14:00:00	P] 06:00
Cooper, Michael (2)	P] 06:00-14:00:00	P] 06:00-14:00:00	P] 06:00-14:00:00	P] 06:00-14:00:00	P] 06:00
Grichak, Simon (3)	P] 06:00-18:00:00	P] 06:00-18:00:00	P] 06:00-18:00:00	P] 06:00-18:00:00	P] 06:00
Wilkinson, Matt (4)	P] 08:00-16:30:30	P] 08:00-16:30:30	P] 08:00-16:30:30	P] 08:00-16:30:30	P] 08:00
Evoudhrajit, Liz (5)	P] 09:00-17:00:00 AllH.	P] 09:00-17:00:00 AllH.	P] 09:00-17:00:00 AllH.	P] 09:00-17:00:00 AllH.	P] 09:00
Zelen, George (6)	P] 08:00-16:30:30	P] 08:00-16:30:30	P] 08:00-16:30:30	P] 08:00-16:30:30	P] 08:00
Wilkinson, Lindsay (7)	P] 08:00-16:30:30	P] 08:00-16:30:30	P] 08:00-16:30:30	P] 08:00-16:30:30	P] 08:00
Biggs, Philip (8)	P] 08:00-16:30:30	P] 08:00-16:30:30	P] 08:00-16:30:30	P] 08:00-16:30:30	P] 08:00
Shaw, Hannah (11)	P] 06:00-18:00:00	P] 06:00-18:00:00	P] 06:00-18:00:00	P] 06:00-18:00:00	P] 06:00
O'Mhan, Thomas (12)	P] 08:00-16:30:30	P] 08:00-16:30:30	P] 08:00-16:30:30	P] 08:00-16:30:30	P] 08:00
Price, George (13)	P] 22:00-06:00:00	P] 22:00-06:00:00	P] 22:00-06:00:00	P] 06:00-14:00:00	P] 22:00
Kennedy, Wilian (14)	P] 06:00-18:00:00	P] 06:00-18:00:00	P] 06:00-18:00:00	P] 06:00-18:00:00	P] 06:00
Page, Denise (15)	P] 08:00-16:30:30	P] 22:00-06:00:00	P] 06:00-16:30:30	P] 08:00-16:30:30	P] 08:00
Hickshon, Fatsa (17)	P] 06:00-14:00:00	P] 22:00-06:00:00	P] 06:00-14:00:00	P] 22:00-06:00:00	P] 08:00
Silva, Pines (18)	P] 22:00-06:00:00	P] 22:00-06:00:00	P] 22:00-06:00:00	P] 22:00-06:00:00	P] 22:00
Jac, May (19)	P] 08:00-16:30:30	P] 08:00-16:30:30	P] 08:00-16:30:30	P] 08:00-16:30:30	P] 08:00
Gibbons, Ronald (20)	P] 08:00-16:30:30	P] 08:00-16:30:30	P] 08:00-16:30:30	P] 08:00-16:30:30	P] 08:00
Triville, James (21)	P] 06:00-18:00:00	P] 06:00-18:00:00	P] 06:00-18:00:00	P] 06:00-18:00:00	P] 06:00
Price, Kate (22)	P] 22:00-06:00:00	P] 22:00-06:00:00	P] 22:00-06:00:00	P] 22:00-06:00:00	P] 22:00
Pentok, Andrew (23)	P] 14:00-22:00:00	P] 14:00-22:00:00	P] 14:00-22:00:00	P] 14:00-22:00:00	P] 14:00
Gassah, Jack (24)	P] 14:00-22:00:00	P] 14:00-22:00:00	P] 14:00-22:00:00	P] 14:00-22:00:00	P] 14:00
Hanney, Gordon (25)	P] 22:00-06:00:00	P] 22:00-06:00:00	P] 22:00-06:00:00	P] 22:00-06:00:00	P] 22:00
Wilkins, Charlotte (26)	P] 06:00-14:00:00	P] 06:00-14:00:00	P] 06:00-14:00:00	P] 09:00-17:00:00 AllH.	P] 09:00
Cooper, Hannah (27)	P] 08:00-16:30:30	P] 08:00-16:30:30	P] 08:00-16:30:30	P] 08:00-16:30:30	P] 08:00
Manson, Nicole (28)	P] 06:00-18:00:00	P] 06:00-18:00:00	P] 06:00-18:00:00	P] 06:00-18:00:00	P] 06:00
Cooper, Rachel (29)	P] 08:00-16:30:30	P] 08:00-16:30:30	P] 08:00-16:30:30	P] 08:00-16:30:30	P] 08:00
Hale, George (30)	P] 14:00-22:00:00	P] 14:00-22:00:00	P] 14:00-22:00:00	P] 14:00-22:00:00	P] 14:00
Kennedy, George (31)	P] 14:00-22:00:00	P] 14:00-22:00:00	P] 14:00-22:00:00	P] 14:00-22:00:00	P] 14:00



**X-Station 2**  
 Non-Contact Proximity Device with Option Biometric Add On  
 Perfect for attendance.  
 POE  
 Supports various proximity card formats.



**FaceStation F2**  
 Non-contact  
 IP65  
 Perfect for attendance and access control.  
 Supports various proximity card formats.



# Access Control...

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

Simple to use but extremely effective, ActIn Time access is installed at many companies across the UK and West Africa.

Designed to integrate seamlessly with ActIn Time personnel ensuring that when a contractor completes a job or when an individual leaves employment, they will not be able to access your building.

ActIn Time 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.

**ActIn Time access – you decide who goes where and at what time!**



### BioEntry R2

- Ideal for fast footfall of staff.
- Perfect for indoor access control.
- Supports various proximity card formats.



### BioEntry W2

- Ideal for fast footfall of staff.
- Perfect for access control and assembly points.
- Ideal for all outdoor locations.
- IP67 rated.
- Supports various proximity card formats.



### BioEntry P2

- Ideal for fast footfall of staff.
- Perfect for indoor access control.
- Supports various proximity card formats.



### FaceStation F2

- Non-contact
- IP65
- Perfect for attendance and access control.
- Supports various proximity card formats.



ID badge



Turnstile



Vehicle barrier

### 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 To-do list 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.
- Quick employee disable feature.

	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:	:	:	



Door furniture



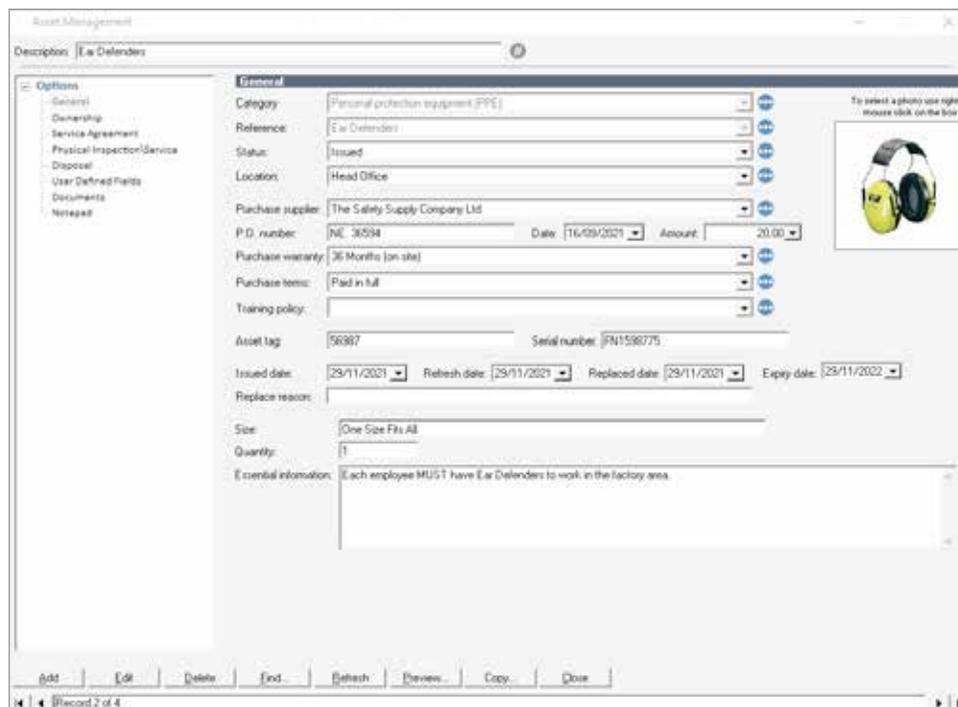
Office door

Date and Time of	Employee ID	First Name	Last Name	Badge	Action	Description
24/04/2021 13:50:56					Door ajar	W2 Master Reader
24/04/2021 13:50:46					Door forced	W2 Master Reader
24/04/2021 12:29:28	1	Dave	Webb	10903612	Reader 1 access granted	W2 Master Reader
24/04/2021 12:26:17					Door ajar	W2 Master Reader
24/04/2021 12:26:07					Door forced	W2 Master Reader
24/04/2021 12:26:06	1	Dave	Webb	10903612	Reader 1 access granted	W2 Master Reader
24/04/2021 12:25:59	1	Dave	Webb	10903612	Reader 1 access granted	W2 Master Reader
24/04/2021 12:24:57					Door ajar	W2 Master Reader
24/04/2021 12:24:47					Door forced	W2 Master Reader
24/04/2021 12:24:46					Door forced	W2 Master Reader
24/04/2021 12:23:50					Door ajar	W2 Master Reader
24/04/2021 12:23:40					Door forced	W2 Master Reader
24/04/2021 11:40:27	1	Dave	Webb	10903012	Reader 1 access granted	W2 Master Reader
24/04/2021 11:40:13					Door ajar	W2 Master Reader
24/04/2021 11:40:01	1	Dave	Webb	10903612	Reader 1 access granted	W2 Master Reader
24/04/2021 11:34:51					Door ajar	W2 Master Reader
24/04/2021 11:29:36					Door ajar	W2 Master Reader
24/04/2021 11:14:35	1	Dave	Webb	10903612	Reader 1 access granted	W2 Master Reader
24/04/2021 11:12:14	1	Dave	Webb	10903612	Reader 2 access granted	W2 Master Reader
24/04/2021 10:35:45	1	Dave	Webb	10903612	Reader 2 access granted	W2 Master Reader
24/04/2021 10:31:34	1	Dave	Webb	10903612	Reader 1 access granted	W2 Master Reader

# Asset Management...

The ActIn Time 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!

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.



The screenshot displays the 'Asset Management' software interface. The main window is titled 'Asset Management' and shows details for an asset named 'Ear Defenders'. The 'General' tab is active, displaying the following information:

- Category: Personal protection equipment (PPE)
- Reference: Ear Defenders
- Status: Issued
- Location: Head Office
- Purchase supplier: The Safety Supply Company Ltd
- P.D. number: NE 36594
- Date: 16/09/2021
- Amount: 20.00
- Purchase warranty: 36 Months (on site)
- Purchase terms: Paid in full
- Training policy:
- Asset tag: 56987
- Serial number: FN1598775
- Issued date: 29/11/2021
- Refresh date: 29/11/2021
- Replaced date: 29/11/2021
- Expiry date: 29/11/2022
- Replace reason:
- Size: One Size Fits All
- Quantity: 1
- Essential information: Each employee MUST have Ear Defenders to work in the factory area.

The interface includes a sidebar with options like 'General', 'Ownership', 'Service Agreement', 'Physical Inspection/Service', 'Dispose', 'User Defined Fields', 'Documents', and 'Notes'. At the bottom, there are navigation buttons: Add, Edit, Delete, Find, Refresh, Preview, Copy, and Done. The status bar at the bottom indicates 'Record 2 of 4'.

## Personnel Protection Equipment (PPE)

The ActIn Time 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





Asset 'Service Agreement' - (New)

**Details**

Agreement type: Undefined

Agreement status: On support

Period covered: Mon 15 Mar 2021 to Tue 15 Mar 2022

Auto renew:

Supplier: Toyota ForkLift Ltd

P.O. number: 150203/01 Purchase date: 15/03/2021 Purchase amount: 2200.00

**Contact (1):** Toyota ForkLift Ltd  
 Telephone: 03332 458 263  
 Email: forklift@toyota.co.uk

**Contact (2):**  
 Telephone:  
 Email:

Notes:

**Document**

Description	File Name	Date and Time A	File Size (MB)
Service Agreement	Service Agreement.docx	Mon 23 Nov 2021 11:42	0.12

Cancel Ok

Asset Management

Description: Forklift Truck (W-090/AVE-2)

**Options**

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

**General**

Category: Machinery

Reference: Forklift Truck

Status: Issued

Location: Head Office

Purchase supplier: Toyota ForkLift Ltd

P.O. number: 150203/01 Date: 15/03/2021 Amount: 2200.00

Purchase warranty: 12 Months (on site)

Purchase terms: Paid in full

Training policy: Fork Lift Truck Policy

Asset tag: W992 Serial number: W-090/AVE-2

Issued date: 25/05/2021 Refresh date: 25/05/2021 Replaced date: 25/05/2021 Expiry date: 25/05/2022

Replace reason: Company Maintenance Policy

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

Add Edit Delete End... Refresh Preview Copy Done

Record 3 of 5

# Job Costing...

Monitoring costs on the shop floor has been made simpler with ActIn Time's integrated job costing module.

Not only does ActIn Time allow costing by job, but it also gives you the flexibility of costing by department, individual employee and specific operation. By using the performance comparison reports, you can check on the effectiveness of your employees and highlight areas for improvement.

Logging job details couldn't be easier. An employee simply presses the clearly marked 'job start' or 'job stop' function buttons on the Tokyo terminal and follows a series of simple on-screen requests such as 'Job code', or 'Operation code'. A touch-screen keypad may be used although an increasing number of businesses choose to use barcode scanners for increased efficiency.

The screenshot displays the 'Job Costing' interface for a 'Dining Chair Model'. It includes fields for Description, Code (57899), Status (In progress), Customer (The Furniture Company), Product (Dining Chair Model), and Quantity (12). It also shows dates for Planned start, Actual start, Target completion, and Delivery. A table provides Job Information with columns for Target job cost, Target job time, Actual cost, and Actual time. Below this, another table shows Operation Target and Operation Actual data for various tasks like Chair Leg Shaping, Chair Seat, Back Rest Fitting, and Chair Assembly.

Job Information				Tgt job cost	Tgt job time	Actual cost	Actual time
Created on:	Mon 29 November 2021 13:24			1344.00	234.00	0.00	0.00
Started on:	Mon 29 November 2021 13:24						
Updated on:	Mon 22 November 2021 11:40						
Completed on:	??/?/? 7777 7777 7777			112.00	19.30		

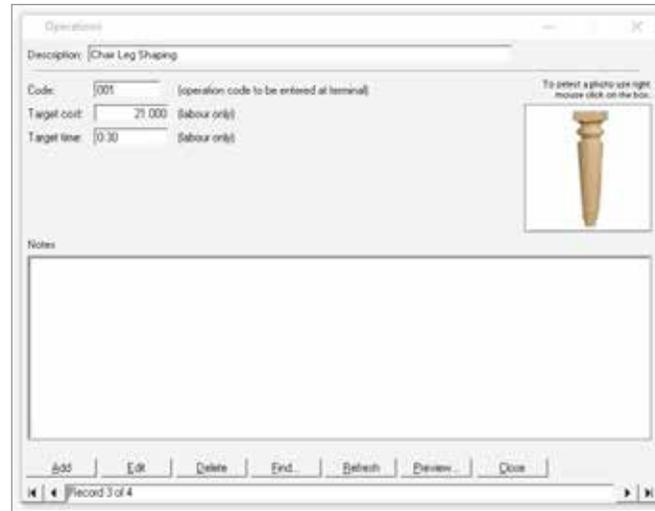
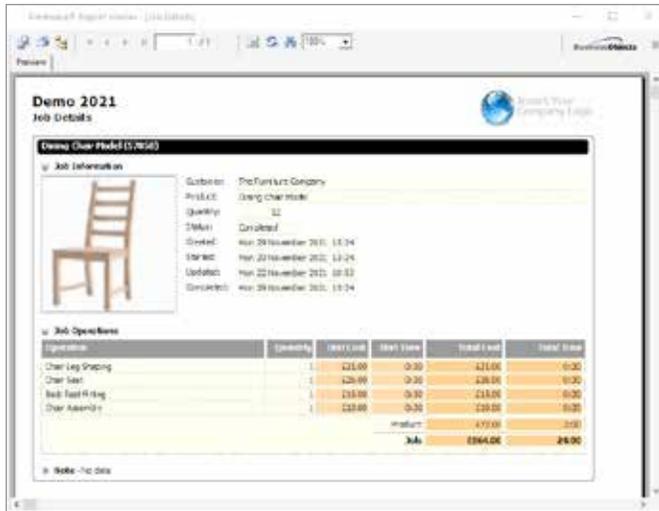
  

Description	Quantity	Operation Target			Operation Actual			
		Unit cost	Unit time	Total cost	Total time	Quantity	Cost	Time
Chair Leg Shaping	1	21.00	0.30	21.00	0.30	1	0.00	0.30
Chair Seat	1	26.00	0.30	26.00	0.30	1	0.00	0.31
Back Rest Fitting	1	15.00	0.30	15.00	0.30	1	0.00	0.56
Chair Assembly	1	50.00	18.00	50.00	18.00	1	0.00	0.56

The data collected by the terminal is passed directly to the ActIn Time software making it instantly available for reports and enquiries. With clear identification for each job and operation, ActIn Time lets you drill down to the exact layer of information you need, making it easy to compare performance and address areas where productivity can be improved.

The screenshot shows a detailed job costing breakdown with columns for Wk, Day, Date, Sched, Employee, Unit, Job, Operation, Quantity, Auto, Cost, and Time. It lists specific tasks like Chair Assembly, Chair Seat, Chair Leg Shaping, and Back Rest Fitting performed by an employee named Wade Dave on various dates.

Wk	Day	Date	Sched	Employee	Unit	Job	Operation	Quantity	Auto	Cost	Time	
1	Wed	12/11/2021	09:00-17:30:00:48Hrs	Wade, Dave (1)	00.00	00.55	Dining Chair Model	Chair Assembly	1	No	0.00	0.56
1	Mon	22/11/2021	09:00-17:30:00:48Hrs	Wade, Dave (1)	08.00	08.31	Dining Chair Model	Chair Seat	1	No	0.00	0.31
1	Mon	22/11/2021	09:00-17:30:00:48Hrs	Wade, Dave (1)	08.00	08.29	Dining Chair Model	Chair Leg Shaping	1	No	0.00	0.30
1	Mon	22/11/2021	09:00-17:30:00:48Hrs	Wade, Dave (1)	00.00	00.55	Dining Chair Model	Back Rest Fitting	1	No	0.00	0.56



**Supported barcode types (external hand held scanner) include:**

- Interleaved 2 of 5
- EAN-13
- Code 2 of 5
- Code 93
- Code 11
- Code 128



- Tokyo Terminal**
- Attendance / Job Costing / Cost Centre Analysis / ESS
- Supports USB Barcode reader
- Suitable for various locations
- Supports various proximity card formats.

# Cost Centre Analysis...

Different rates of pay for different processes are no problem for ActIn Time's new cost centre analysis module.

Do your employees have different rates of pay depending on the cost centre they are working in? If so, ActIn Time's cost centre analysis module and enhanced remuneration feature are now available to identify the amount of time, and the labour cost, of the work.

The screenshot shows the 'Personnel' form for an employee named Lauren Brazier. The form is divided into several sections: Essential, Miscellaneous, and Working Time Regulations. The 'Essential' section includes fields for Badge (10499659), Payroll (PY 13072), Integration ID, GPS (IMEI), Known as (Brazier, Lauren), Email address (ruppon@time.co.uk), Security pin (1234), and Biometric data (Finger (SecuGen), Finger (Suprema), Face (Suprema), Other). The 'Miscellaneous' section includes fields for Date started with company (15/10/2014), Badge activation, Current employment (Office manager), Employment status (Employee), Absence entitlement policy (Weekly Paid), Period schedule (06:00 - 14:30), Terminal policy (Prox), Email policy (No Emails), Remuneration policy (Manufacturing and Production), and Cost centre (default) (Attendance). The 'Working Time Regulations' section is also visible. The form has a navigation bar at the bottom with buttons for Add, Edit, Delete, Find, Refresh, Preview, Copy, and Close.

Specifying the cost centre can be achieved in a number of ways: some companies choose to install separate terminals in each cost centre whilst other companies require that the employee selects the correct cost centre from a list on the terminal screen.

An ActIn Time Implementation Specialist will help the customer to identify the preferred method and will then produce a specification for the development team, enabling suitable scripts to be produced, providing a solution that fits the clients exact requirements.

The screenshot shows the 'Remuneration Policy' table. The table has a description of 'Manufacturing and Production' and a grid of columns for different cost centres. The columns are labeled 'Cost Centre', 'Rate', and 'Rate 01' through 'Rate 12'. The rows are labeled 'Attendance', 'Manufacturing', 'Production', and 'Service Desk'. The 'Rate' column shows values of 25.44, 110.63, 111.49, and 115.22 respectively. The 'Rate 01' column shows values of 1.33, 1.53, 1.53, and 1.53 respectively. The 'Rate 02' through 'Rate 12' columns are all empty. The table has a navigation bar at the bottom with buttons for Add, Edit, Delete, Find, Refresh, Preview, Copy, and Close.

Cost Centre	Rate	Rate 01	Rate 02	Rate 03	Rate 04	Rate 05	Rate 06	Rate 07	Rate 08	Rate 09	Rate 10	Rate 11	Rate 12
Attendance	25.44												
Manufacturing	110.63	111.49	115.22										
Production	111.59												
Service Desk													

**Select Cost Centre:**

- Bar Area
- Front of house
- Kitchen
- Restaurant

Selecting a cost centre



**Tokyo Terminal**

- Attendance / Job Costing / Cost Centre Analysis / ESS
- Suitable for various locations
- Supports various proximity card formats.

Cost Centre Adjustment										
<b># Filter Information</b>										
Date range: [Not filtered]		Select...							Actual	
Cost centre: [Not filtered]		Select...							Cost	Time
Employee: [Not filtered]		Select...							89.61	8:02
#	Wk/Day	Date	Schedule	Employee	Start/Stop	Cost Centre	Auto	Rate	Cost	Time
#	1 Tue	19/05/2022	06:00-14:00/00	Webb, Dave (1)	05:59 - 10:00	Manufacturing	No	Basic	42.70	4:01
#	1 Tue	19/05/2022	06:00-14:00/00	Webb, Dave (1)	10:00 - 14:01	Production	No	Basic	46.91	4:01

# Fire Alarm Roll Call / Assembly Point...

Did you know that your fire monitoring system can be connected to your ActIn Time workforce management solution to produce an accurate roll-call report in the event of an emergency?

An increasing number of 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 ActIn Time gathers information from different sources – from attendance and access devices, from assembly points and from the ESS GO. This information is processed continuously to ensure that the roll-call list is kept permanently up-to date.

Using this roll-call list allows ActIn Time to produce roll-call reports on demand as required.

In the event of the company fire alarm being activated, the ActIn Time alarm monitor will instruct the software to automatically send a roll-call report to either a network printer or to a number of pre-set email addresses.

The fire alarm roll call service will continue to monitor alarm signals and will never require resetting.



company fire alarm system



t9-1610 fire monitor device



roll call report sent to iphone

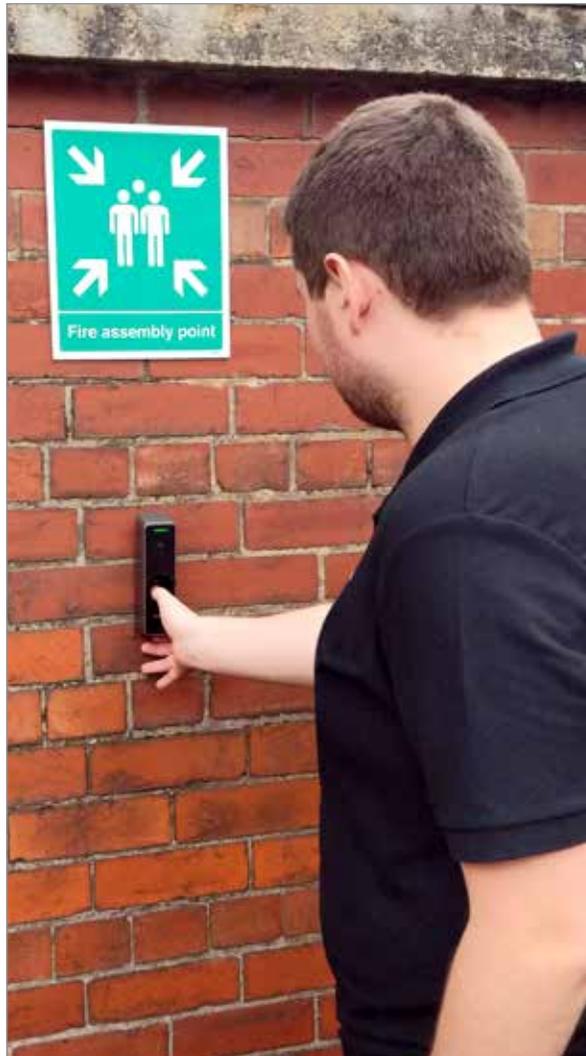
Designed to complement the fire alarm monitor, assembly point devices can provide an effective method of recording who has safely vacated the building in the event of a fire.

By positioning Suprema BioEntry W2s 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 Suprema BioEntry W2 supports up to 25,000 employees, providing the capacity for even the largest companies.



#### BioEntry W2

Ideal for fast footfall of staff.

Perfect for access control and assembly points.

Ideal for all outdoor locations.

IP67 rated.

Supports various proximity card formats.

# ADP (Attendance Display Panel)...

Do you need to quickly find out whether members of staff have left the building?

Utilise ActIn Time's real-time, roll-call engine to identify departmental manager's attendance status by quickly viewing the ActIn Time ADP feature.

If you need a real-time, on-screen reference of who is in work and when they arrived, look no further than the enhanced ADP feature.

## **ADP (Attendance Display Panel)**

Now an integral part of ActIn Time and utilising its tried & tested roll-call technology, the ADP provides Managers with a fast and efficient method of confirming exactly which employees are currently on-site.

We've also added a 'return-to-work' indicator that can be used as a message reminder when a selected individual books back in.

## **Single and multi-site support**

The ActIn Time ADP can run on both local and remote networks. This means that the booking made by someone in Newcastle can be seen in real-time by a receptionist, (on a centralised system), in a completely different part of the country.

**Who's in, who's out?**



Old style manual attendance display panel suitable for small, single office environment.

Attendance Display Panel

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

Reader Direction  $\Delta$

Notify on return	Employee ID	Payroll	Known As	Badge	First Name $\Delta$	Last Name $\Delta$	Date and
[none] (74 items)							
In (6 items)							
No	3	3	Birchall,Simon	10598544	Simon	Birchall	Tue 19/06
No	58	58	Booth,Ali	0	Ali	Booth	Tue 19/06
No	5	5	Broadhurst,Liz	10588745	Liz	Broadhurst	Tue 19/06
No	2	2	Coope,Michael	98562145	Michael	Coope	Fri 08/06
No	4	4	Wilkinson,Matt	10522187	Matt	Wilkinson	Tue 19/06
No	6	6	Zelem,George	6	George	Zelem	Tue 19/06
Out (11 items)							
No	8	8	Briggs,Phillip	8	Phillip	Briggs	Fri 21/06
No	20	20	Gibbons,Ronald	20	Ronald	Gibbons	Fri 21/06
No	19	19	Joy,Mary	19	Mary	Joy	Fri 21/06
No	14	14	Kennerdy,William	14	William	Kennerdy	Sat 04/06
No	17	17	Nicholson,Tulisa	17	Tulisa	Nicholson	Mon 24/06
No	12	12	Oldham,Thomas	12	Thomas	Oldham	Mon 24/06
No	16	16	Page,Denise	16	Denise	Page	Mon 24/06
No	13	13	Price,George	13	George	Price	Tue 25/06
No	11	11	Shaw,Hannah	11	Hannah	Shaw	Fri 21/06
No	18	18	Silva,Piere	18	Piere	Silva	Tue 25/06
No	7	7	Wilkinson,Lesley	7	Lesley	Wilkinson	Mon 24/06

Attendance Display Panel

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

Reader Direction  $\Delta$

Notify on return	Employee ID	Payroll	Known As	Badge	First Name $\Delta$	Last Name $\Delta$	Date and
[none] (73 items)							
In (7 items)							
No	3	3	Birchall,Simon	10598544	Simon	Birchall	Tue 19/06
No	58	58	Booth,Ali	0	Ali	Booth	Tue 19/06
No	5	5	Broadhurst,Liz	10588745	Liz	Broadhurst	Tue 19/06
No	2	2	Coope,Michael	98562145	Michael	Coope	Fri 08/06
No	1	1	Webb,Dave	10698345	Dave	Webb	Tue 19/06
No	4	4	Wilkinson,Matt	10522187	Matt	Wilkinson	Tue 19/06
No	6	6	Zelem,George	6	George	Zelem	Tue 19/06
Out (11 items)							
No	8	8	Briggs,Phillip	8	Phillip	Briggs	Fri 21/06
No	20	20	Gibbons,Ronald	20	Ronald	Gibbons	Fri 21/06
No	19	19	Joy,Mary	19	Mary	Joy	Fri 21/06
No	14	14	Kennerdy,William	14	William	Kennerdy	Sat 04/06
No	17	17	Nicholson,Tulisa	17	Tulisa	Nicholson	Mon 24/06
No	12	12	Oldham,Thomas	12	Thomas	Oldham	Mon 24/06
No	16	16	Page,Denise	16	Denise	Page	Mon 24/06
No	13	13	Price,George	13	George	Price	Tue 25/06
No	11	11	Shaw,Hannah	11	Hannah	Shaw	Fri 21/06
No	18	18	Silva,Piere	18	Piere	Silva	Tue 25/06
No	7	7	Wilkinson,Lesley	7	Lesley	Wilkinson	Mon 24/06

Notify on Return - Kennerdy, William (14)

Please enter any notes regarding this notification:

Arrange a meeting with William, to discuss absenteeism and time-keeping.

Cancel Ok

- + Notify on return...
- Kennerdy, William (14)  $\blacktriangleright$
- 🖨️ Print preview...
- 🖨️ Print
- 🛑 Stop automatic refresh
- 🔄 Refresh
- Collapse all
- + Expand all
- 🔄 Reset grid

ActIn Time's scalable automated attendance display panel suitable for any size of business with any number of employees at multiple locations around the world.

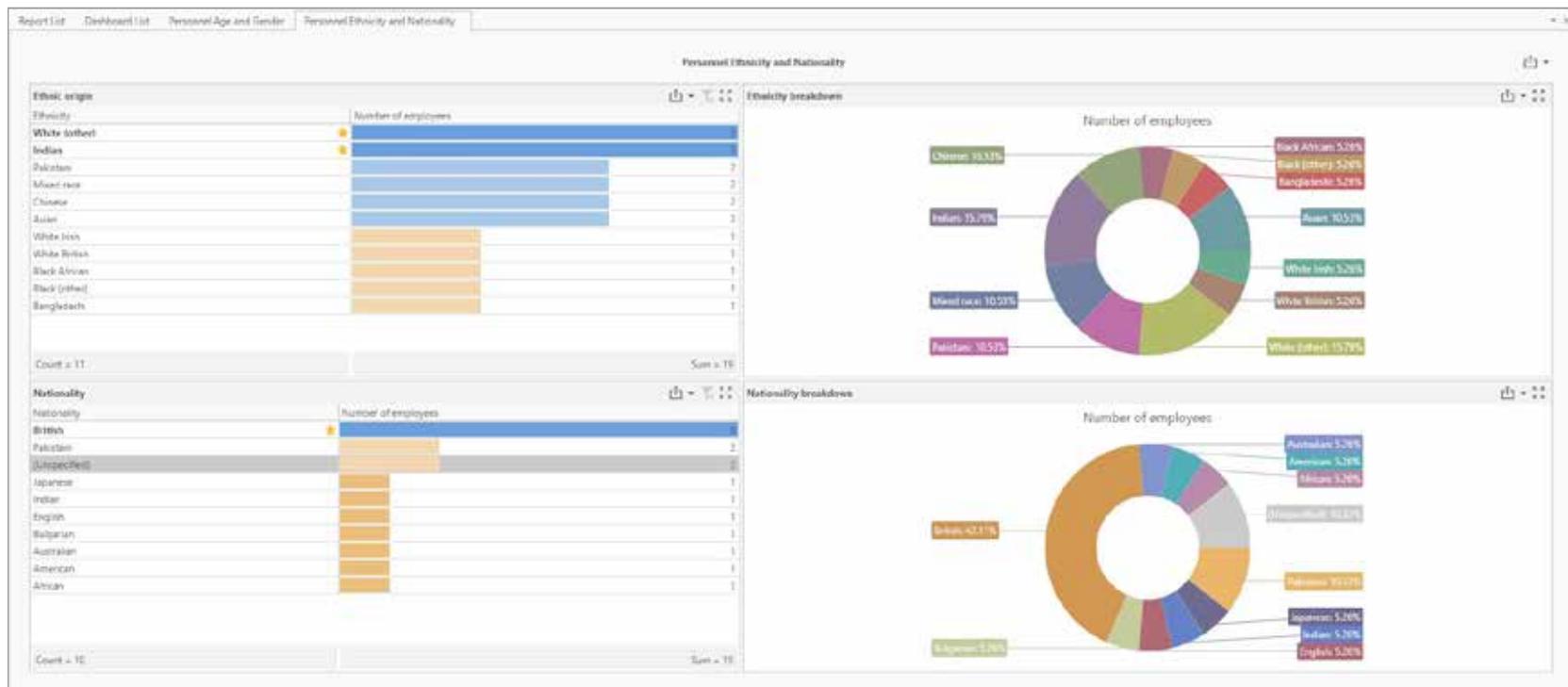
# Dashboard and Report Viewer...

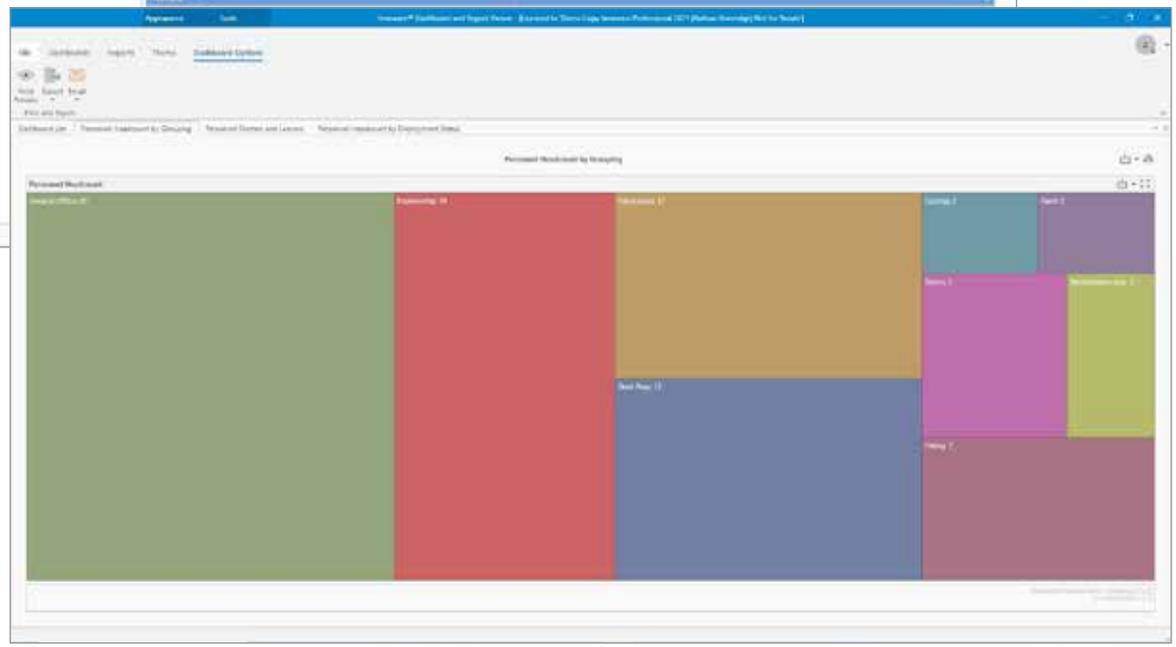
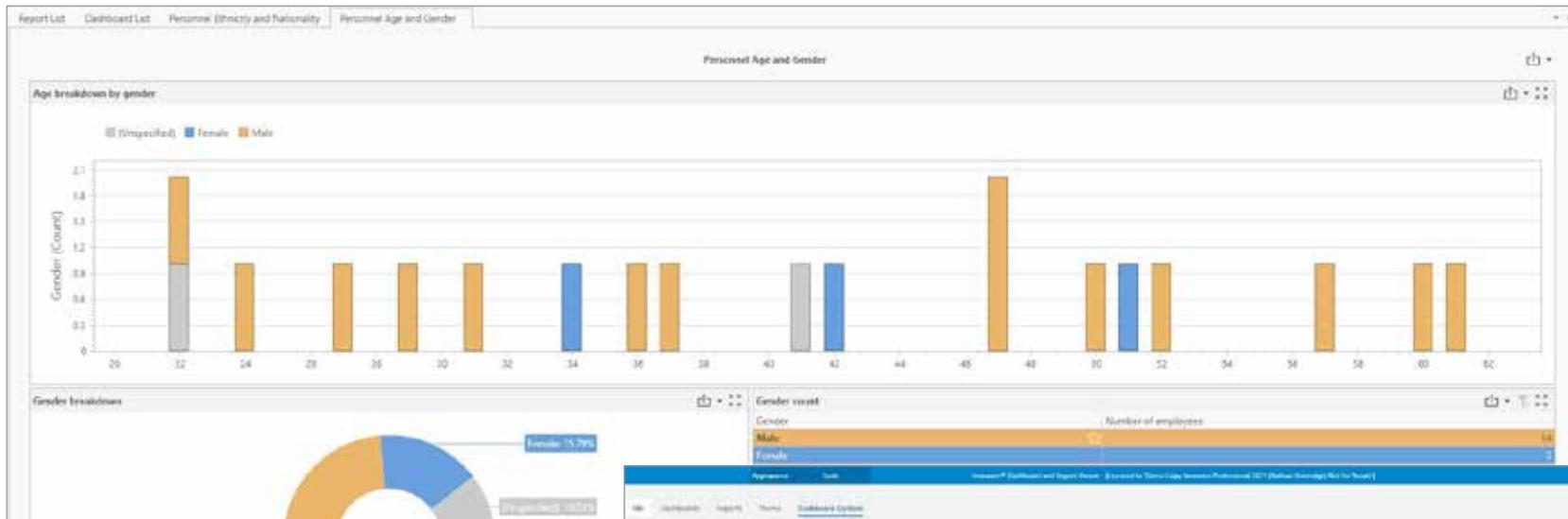
Clear and concise data produced quickly, on demand.

Dashboards provide at-a-glance views of key performance indicators whereas reports are designed to provide a more detailed breakdown of that key data.

The ActIn Time report module provides many user editable reports as standard. Reports can be viewed in various formats and there are Excel and PDF viewers built into the application.

One of the most important features of the Dashboards and Report viewer is its ability to run on PCs that do not have ActIn Time installed, increasing the number of ActIn Time users across your company.





### Personnel Headcount by Employment Status

Company	Department	Line Manager	General	Employee ID	First Name	Last Name	Badge	Payroll
A & B Manufacturing	General Office	Liz Broadhurst	Employee N/C	79	Laura	Allen	71	
A & B Manufacturing	Engineering	Liz Broadhurst	Employee N/C	48	Walter	Althorn	74	
A & B Manufacturing	General Office	Liz Broadhurst	Employee N/C	75	Tia	Baker	73	
A & B Manufacturing	General Office	Liz Broadhurst	Employee N/C	78	Victoria	Baker	74	
A & B Manufacturing	General Office	Simon Birchall	Employee N/C	81	Aaron	Balton	59	
A & B Manufacturing	General Office	Simon Birchall	Employee N/C	82	Aaron	Banks	52	
A & B Manufacturing	Engineering	Simon Birchall	Employee N/C	60	Christal	Barber	55	
A & B Manufacturing	General Office	Simon Birchall	Employee N/C	62	Sam	Barton	52	
A & B Manufacturing	General Office	Simon Birchall	Employee N/C	50	Noel	Barnes	59	
A & B Manufacturing	Engineering	Simon Birchall	Employee	3	Simon	Birchall	5	
A & B Manufacturing	General Office	Steve Webb	Employee N/C	91	Terry	Boad	51	
A & B Manufacturing	General Office	Dave Webb	Employee N/C	58	Al	Bocch	5	
A & B Manufacturing	Finance	Dave Webb	Employee	8	Brigitte	Briggs	5	
A & B Manufacturing	General Office	Simon Birchall	Employee	5	Liz	Broadhurst	5	
A & B Manufacturing	Engineering	Steve Webb	Employee N/C	55	Koby	Carter	53	
A & B Manufacturing	Engineering	Steve Webb	Employee N/C	50	Tom	Chen	50	
A & B Manufacturing	Welder/Fabricator	Simon Birchall	Employee N/C	84	Charles	Collins	54	
A & B Manufacturing	Engineering	Dave Webb	Employee N/C	95	Sarahella	Collins	55	
A & B Manufacturing	Engineering	Dave Webb	Employee	2	Michael	Cooper	5	
A & B Manufacturing	Engineering	Simon Birchall	Employee	27	Hannah	Cooper	57	
A & B Manufacturing	Engineering	Simon Birchall	Employee N/C	29	Jason	Cooper	59	
A & B Manufacturing	General Office	Simon Birchall	Employee N/C	80	Gordon	Olves	50	
A & B Manufacturing	Engineering	Simon Birchall	Employee N/C	85	Andrew	Demachy	53	
A & B Manufacturing	General Office	Simon Birchall	Employee N/C	92	Abigail	Deane	52	
A & B Manufacturing	Engineering	Simon Birchall	Employee N/C	42	Mark	Deville	52	
A & B Manufacturing	Engineering	Dave Webb	Employee N/C	38	Amir	El Ghadi	56	
A & B Manufacturing	General Office	Steve Webb	Employee N/C	23	Adisha	Elbaki	51	
A & B Manufacturing	General Office	Simon Birchall	Employee N/C	59	Mya	Ellis	58	
A & B Manufacturing	General Office	Dave Webb	Employee N/C	70	Melara	Farral	70	
A & B Manufacturing	Engineering	Simon Birchall	Employee N/C	45	Alex	Ferguson	55	
A & B Manufacturing	Engineering	Steve Webb	Employee N/C	76	Fazel	Fulpek	76	
A & B Manufacturing	Plant	Dave Webb	Employee N/C	80	Immanuel	Heiser	50	
A & B Manufacturing	Production	Dave Webb	Employee N/C	41	Elizabeth	Hundred	51	
A & B Manufacturing	Production	Dave Webb	Employee N/C	78	Andrew	Hunter	78	

# ESS GO (optional)...

Empower your employees with the ESS GO app.

Employees can download the app directly from the iOS app and Google play stores.

Once the ESS GO feature is enabled at a company level, employees can be given access to the following features:

- View their work rota.
- View leave entitlement and remaining balance.
- Make leave requests.
- View hours worked from previous periods.
- Check their flexi balance.

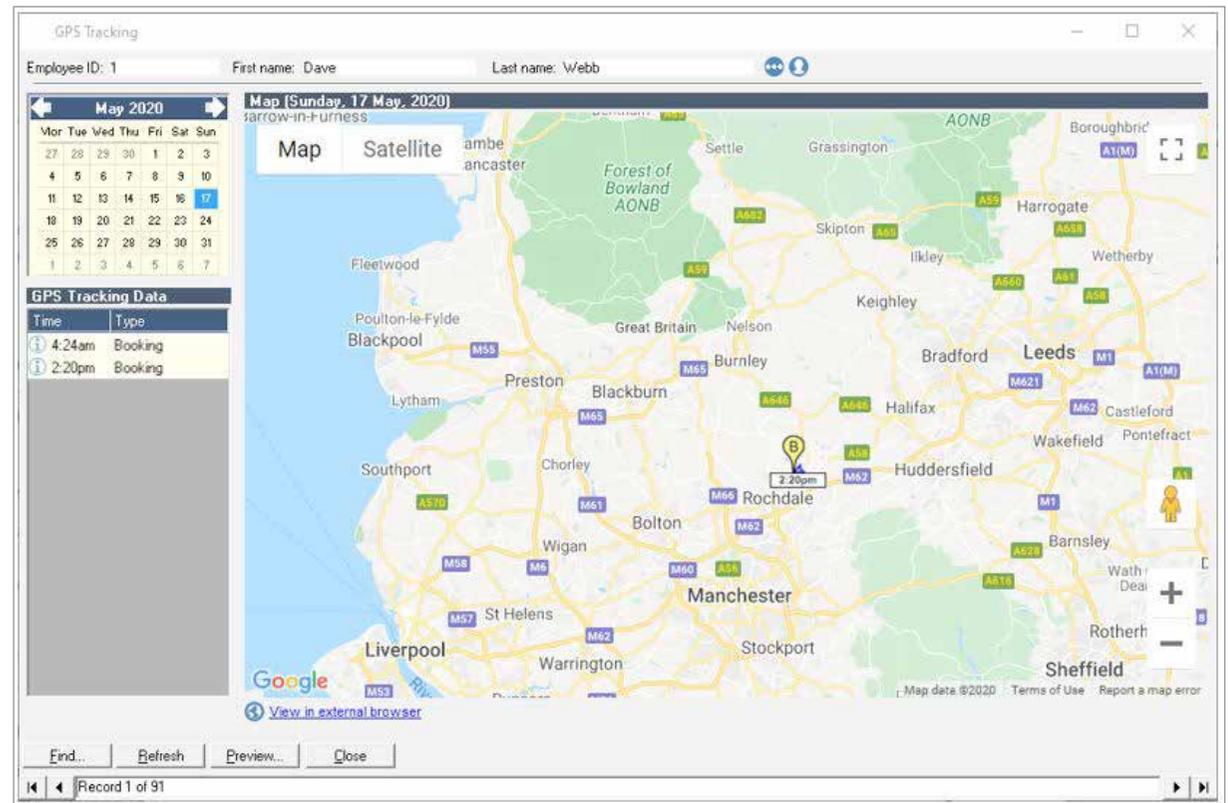
App users that work away from their business can also make 'off-site' attendance bookings that capture the time, date and geo-location.

The ESS GO app is also compatible with ActIn Time NFC Pucks.

ESS GO utilises the cloud to store data and is compatible with ActIn Time 2022 onwards.

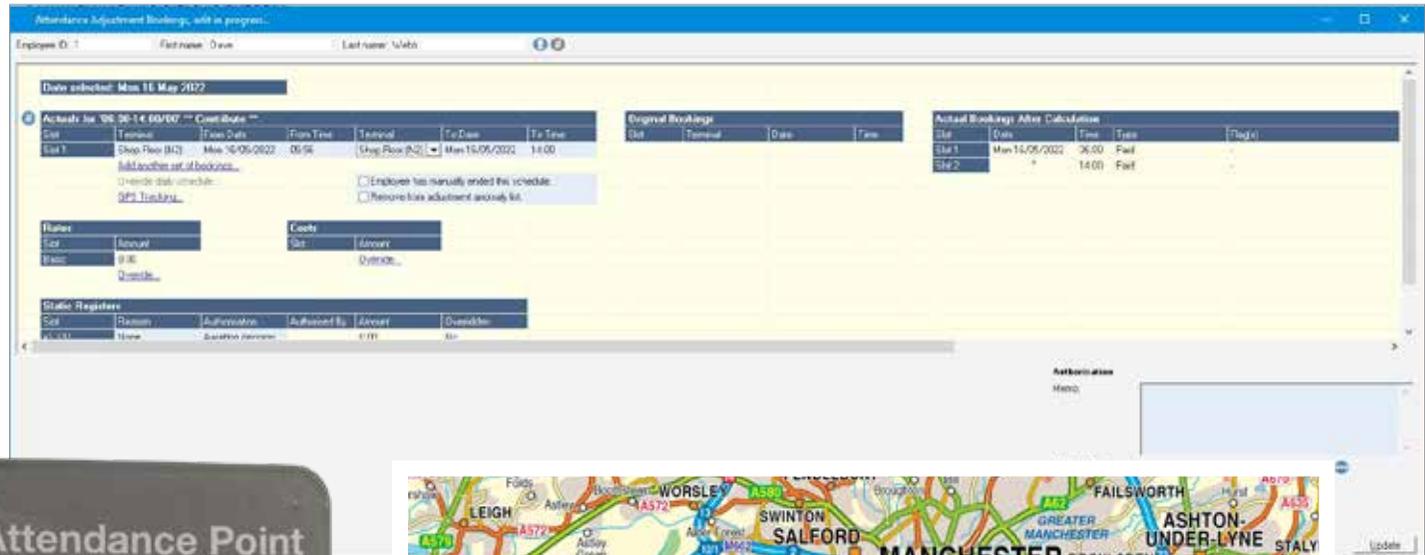
## ActIn Time Puck

An ActIn Time Puck is the perfect attendance point for locations where the cost of a traditional 'clocking-in' device is prohibitive or where network or power is unavailable.



Each ActIn Time Puck incorporates an NFC tag which allows them to be 'read' by all modern smart phones running the ESS GO app from a distance of about 4cm.

If you have low numbers of staff working in a retail shop, a remote warehouse or indeed any isolated area, why not consider expanding your ActIn Time system to incorporate ActIn Time Pucks and ESS GO. Remember that each ActIn Time system can support any number of ActIn Time Pucks so now multiple locations become easily affordable.

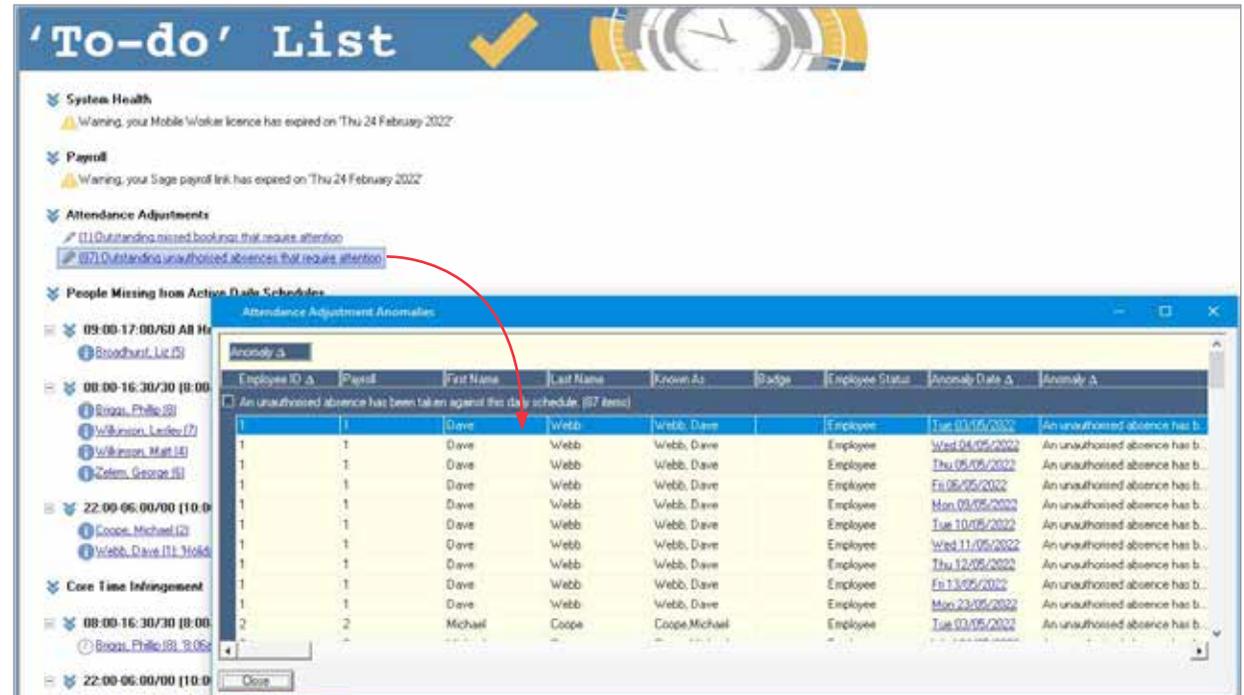
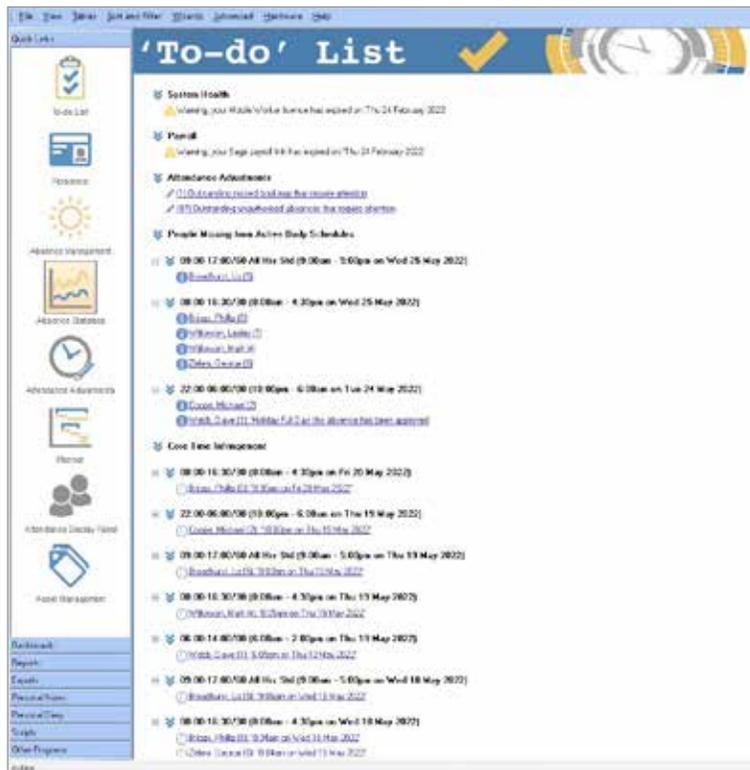


# To-do List...

Key business information displayed in real-time.

No more searching for important information. The To-do list feature presents important data in an easy to read format. Standard To-do lists are provided with the system and are assigned to users at the point of installation.

To-do lists are an integral component within ActIn Time and provide pro-active information for team leaders responsible for overseeing daily operations.



# 'To-do' List



## System Health

- Warning, your Mobile Worker licence has expired on 'Thu 24 February 2022'
- hardware may require updating due to information which has been modified (1 items remaining)

## Payroll

- Warning, your Sage payroll link has expired on 'Thu 24 February 2022'

## Attendance Adjustments

- [11 Outstanding missed bookings that require attention](#)
- [187 Outstanding unauthorised absences that require attention](#)

## People Missing from Active Daily Schedules

## Core Time Infringement

## Static Registers

[25 Awaiting decision] x1.33?

x1.33? - Filter: 'Awaiting decision'

Drag a column header here to group by that column.

Employee ID	First Name	Last Name	Known As	Badge	Source	Date	Register Value	Daily Schedule	Booking(s)	R
6	Dave	Webb	Webb, Dave		Daily Schedule	Thu 12/12/2019	'1:00'	08:00-16:30/30	08:06-17:36 (2)	N
6	Dave	Webb	Webb, Dave		Daily Schedule	Wed 11/12/2019	'0:30'	08:00-16:30/30	08:01-17:03 (2)	N
6	Dave	Webb	Webb, Dave		Daily Schedule	Tue 10/12/2019	'1:00'	08:00-16:30/30	08:03-17:34 (2)	N
6	Dave	Webb	Webb, Dave		Daily Schedule	Tue 17/12/2019	'0:30'	08:00-16:30/30	07:59-17:11 (2)	N
6	Dave	Webb	Webb, Dave		Daily Schedule	Mon 16/12/2019	'0:45'	08:00-16:30/30	07:58-17:18 (2)	N
6	Dave	Webb	Webb, Dave		Reason	In		08:00-16:30/30	07:58-17:30 (2)	N
6	Dave	Webb	Webb, Dave		Authorisation	Approve		08:00-16:30/30	08:04-18:18 (2)	N
6	Dave	Webb	Webb, Dave		Reason (Approve)	Decline		08:00-16:30/30	07:59-17:51 (2)	N
6	Dave	Webb	Webb, Dave		Daily Schedule	Mon 09/12/2019	'1:30'	08:00-16:30/30	08:05-18:10 (2)	N
6	Dave	Webb	Webb, Dave		Daily Schedule	Mon 09/12/2019	'0:45'	08:00-16:30/30	07:59-17:21 (2)	N
6	Dave	Webb	Webb, Dave		Daily Schedule	Fri 06/12/2019	'1:45'	08:00-16:30/30	08:01-18:19 (2)	N
6	Dave	Webb	Webb, Dave		Daily Schedule	Thu 05/12/2019	'1:15'	08:00-16:30/30	07:57-17:49 (2)	N
6	Dave	Webb	Webb, Dave		Daily Schedule	Wed 18/12/2019	'1:45'	08:00-16:30/30	08:03-18:21 (2)	N

Context menu options: Select..., Block, Filter (Authorisation), Print preview..., Print, Collapse all, Expand all, Reset grid.

Sub-menu options: Authorisation (Approve, Decline), Reason (Approve) (Decline).

# Payroll (optional)...

ActIn Time incorporates an authorised, multi-company Payroll integration option.

ActIn Time are an official Sage development partner and as such, we are able to provide an approved integration to your Sage payroll software.

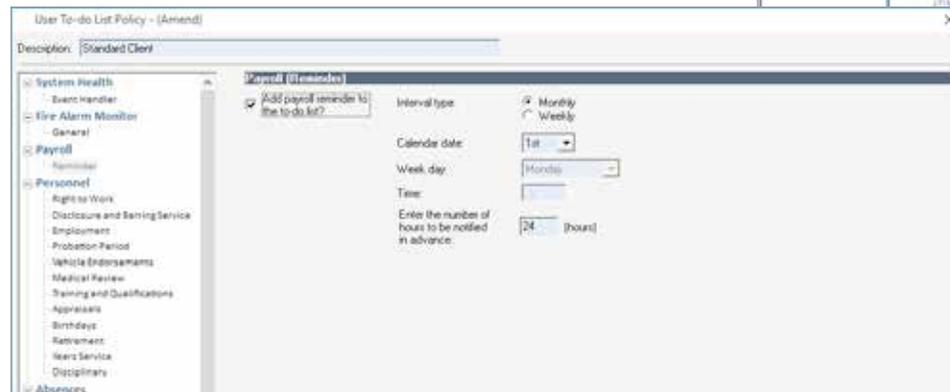
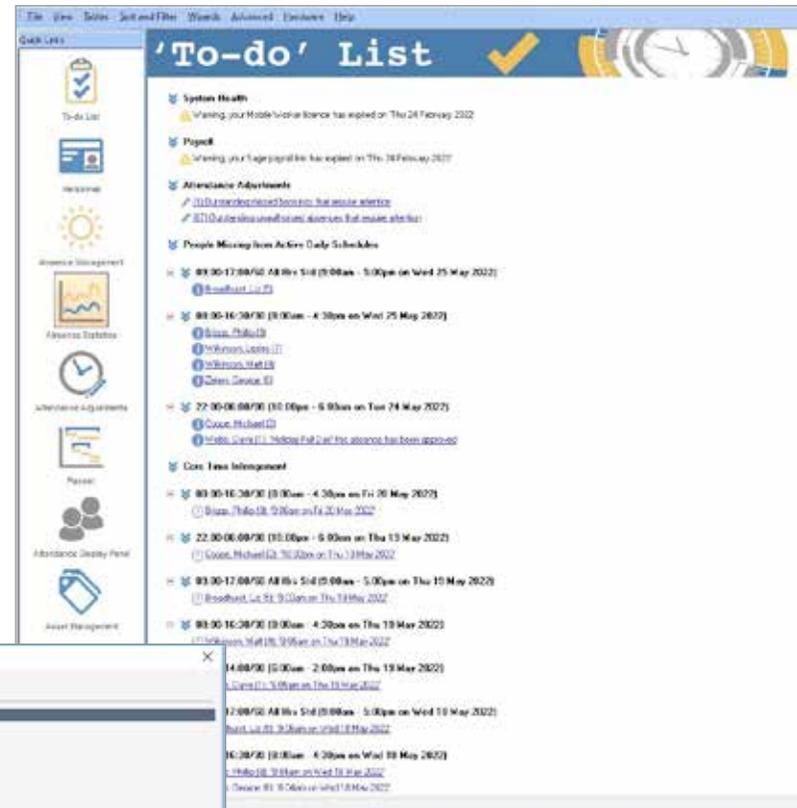
Every company has a deadline for running the payroll yet how many times has the deadline had to be delayed due to line-managers failing to approve overtime?

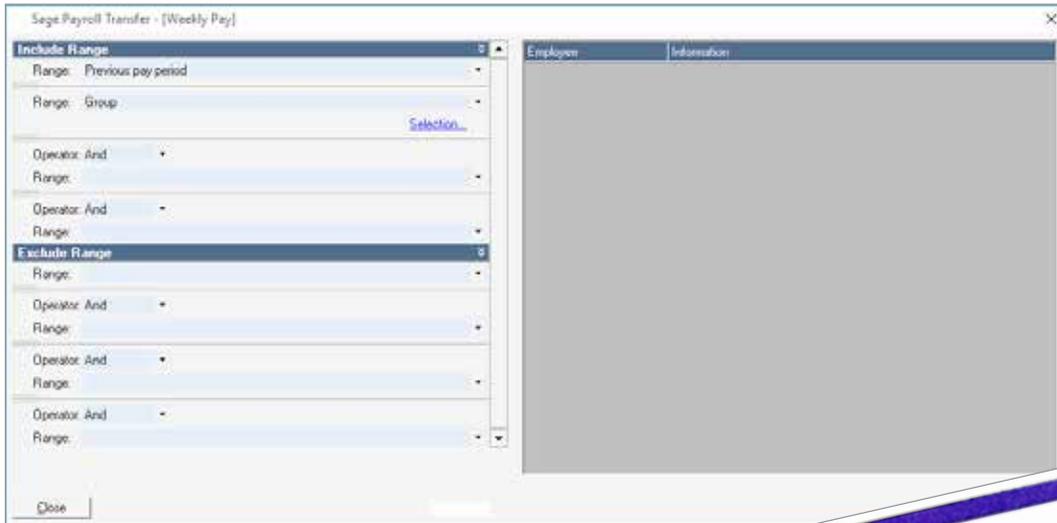
ActIn Time includes a 'payroll reminder' to-do list item. Set by the ActIn Time administrator, this feature provides an hourly countdown of the oncoming payroll deadline!

Once the ActIn Time Payroll integration has transferred the hours worked, the agenda item changes and highlights the date and time of the successful Payroll integration.

Following the Payroll run, it's time to lockdown the historic data. The ActIn Time administrator can protect data up to a specified date, therefore eliminating any manual amendment. The lockdown is password protected.

Please note that we have integrated with many of the major UK payroll providers.





Payroll transfer automation



Developer



Plus many more...



Employee No.	Employee Name	Units	Rate	Amount	Process Date	National Insurance Number																												
16	Mr. Andrew Smith	1.00	2000.0000	2000.00	01/05/2020																													
Payments				Deductions																														
Salary				PAYE Tax																														
				National Insurance																														
				Pension																														
Holidays: Taken: 6.0				Remaining: 14.0																														
Mr. Andrew Smith 196 High Road London				<table border="1"> <thead> <tr> <th colspan="2">This Period</th> <th colspan="2">Year To Date</th> </tr> </thead> <tbody> <tr> <td>Total Gross Pay</td> <td>2000.00</td> <td>Total Gross Pay TD</td> <td>16000.00</td> </tr> <tr> <td>Gross for Tax</td> <td>2000.00</td> <td>Gross for Tax TD</td> <td>16000.00</td> </tr> <tr> <td>Earnings for NI</td> <td>1997.00</td> <td>Tax paid TD</td> <td>2394.60</td> </tr> <tr> <td></td> <td></td> <td>Earnings For NI TD</td> <td>15976.00</td> </tr> <tr> <td></td> <td></td> <td>National Insurance TD</td> <td>1358.72</td> </tr> <tr> <td></td> <td></td> <td>Pension TD (Inc AVC)</td> <td>48.00</td> </tr> </tbody> </table>			This Period		Year To Date		Total Gross Pay	2000.00	Total Gross Pay TD	16000.00	Gross for Tax	2000.00	Gross for Tax TD	16000.00	Earnings for NI	1997.00	Tax paid TD	2394.60			Earnings For NI TD	15976.00			National Insurance TD	1358.72			Pension TD (Inc AVC)	48.00
This Period		Year To Date																																
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		Earnings For NI TD	15976.00																															
		National Insurance TD	1358.72																															
		Pension TD (Inc AVC)	48.00																															
Payment Period: Monthly				<b>Net Pay: 1482.96</b>																														

# ESS on your browser...

Accessed via a web browser on PCs and tablets allows the ESS to be accessible to more of your workforce.

## ActIn Time 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, ActIn Time ESS can be used to provide an extensive range of functions accessible from both your company intranet or directly from the internet.

The screenshot displays the ActIn Time ESS dashboard for a user named David Verdon. The date is Wednesday, 25 May 2022. The dashboard is divided into two main sections: Absence Management and Attendance.

**Absence Management:** Shows a donut chart for Holiday Entitlement (01 Jan 2022 to 31 Dec 2022). The chart indicates 12 total holiday days, with 7 booked and 5 remaining. Below the chart are links for 'View your entitlement', 'We're having time off!', 'Request time off', and 'Cancel a request for time off'.

**Attendance:** Shows a bar chart for the Pay Period (Mon, 23 May 22 to Sun, 29 May 22). The chart displays 'Clock in' and 'Clock out' times. Below the chart are links for 'Take a booking', 'Delete (delete) bookings', 'View your timesheet', and 'View card info'.

The screenshot displays the ActIn Time ESS dashboard for a user named David Verdon. The date is Wednesday, 25 May 2022. The dashboard is divided into two main sections: View Your Attendance Timesheet and Bookings Awaiting Calculation.

**View Your Attendance Timesheet:** Shows a table for the Pay period (Mon, 16 May 2022 to Sun, 22 May 2022). The table lists dates, schedules, bookings, absences, and rate totals.

Date	Schedule	Bookings	Absence	Rate Total
Mon, 16 May 2022	0600-1800:00	Max 18:05 04:55 - Min 18:05 14:00		
Tue, 17 May 2022	0600-14:00:00	Tue 17:05 04:00 - Tue 17:05 14:00		
Wed, 18 May 2022	0600-14:00:00	17:11 - 17:11	Holiday Full	
Thu, 19 May 2022	0600-14:00:00	Thu 19:05 04:00 - Thu 19:05 14:00		
Fri, 20 May 2022	0600-14:00:00	Fri 20:05 04:54 - Fri 20:05 14:00		
Sat, 21 May 2022	Service Centre	17:11 - 17:11		
Sun, 22 May 2022	Service Centre	17:11 - 17:11		

**Bookings Awaiting Calculation:** Shows a table with columns for Bookings, Type, and Authorization. The table is currently empty.

### 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



# TWC (The Web Client)...

Managers can now access key ActIn Time features when away from their desks.

TWC is a dedicated web browser interface, accessed online from any mobile, tablet or desktop. TWC provides managers with permission based, secure access to key ActIn Time features including:

## General

- ADP (Attendance Display Panel) for a range of staff
- View staff rota

## Personnel

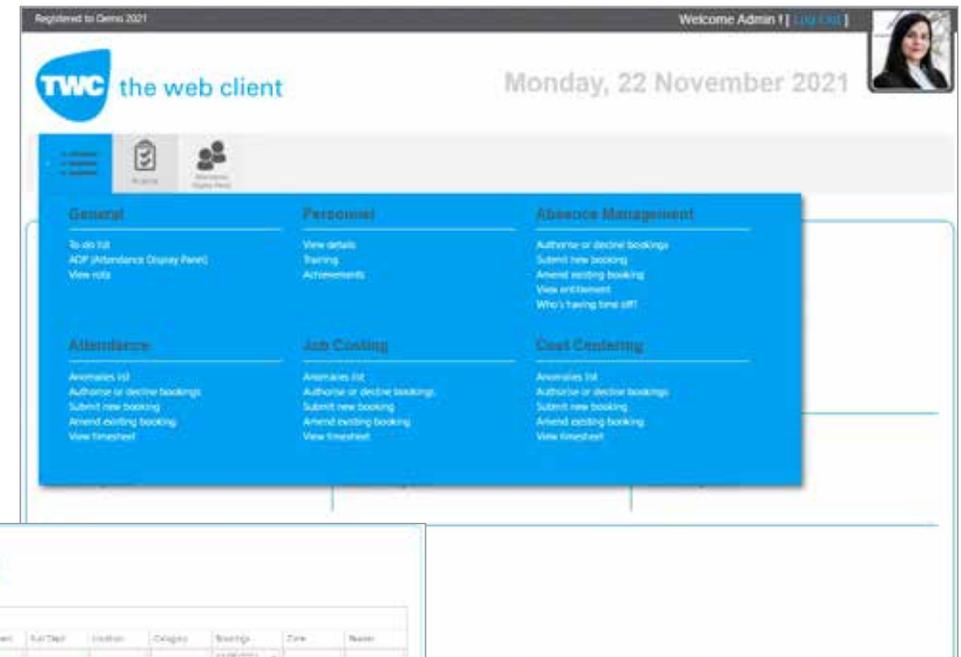
- View personnel records including training matrix

## Absence Management (for selected staff members)

- Authorise or decline bookings
- Submit new booking
- Amend existing booking
- View entitlement

## Attendance (for selected staff members)

- Authorise or decline bookings
- Submit new booking
- View timesheet



**Attendance Display Panel**

Drag a column header here to group by that column

Employee ID	Full Name	Staff Name	Design	Person Status	Department	Location	Category	Bookings	Time	Notes
Information	15 Nov 21 11:51		Name	Manufacturing	Design	Person Status	Employee	Comments	4 & 5 Manufacturing General Office Admins Monday - Friday	
Information	15 Nov 21 11:51		Name	General	Design	Person Status	Employee	Comments	4 & 5 Manufacturing Piling Engineering Design - Heavy Duty	
Information	15 Nov 21 11:51		Name	Design	Design	Person Status	Employee	Comments	4 & 5 Manufacturing Cutting Engineer - Heavy Duty	
Information	15 Nov 21 11:51		Name	Production	Design	Person Status	Employee	Comments	4 & 5 Manufacturing General Office Operations Division - Heavy Duty	
Information	15 Nov 21 11:51		Name	Design	Design	Person Status	Employee	Comments	4 & 5 Manufacturing General Office Finance Heavy Duty	



Registered to Genes 2021 | Welcome Admin | [Log Out](#)

**TWC the web client** | Monday, 22 November 2021

Back

### Who's Having Time Off

Filter: None

November - December 2021

Leave	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
32	33	34	35	36	37	38
39	40	41	42	43	44	45
46	47	48	49	50	51	52

Legend:   
■ Normal Time   
■ Half Day   
■ Sick Leave   
■ Annual Leave   
■ Other

Registered to Genes 2021 | Welcome Admin | [Log Out](#)

**TWC the web client** | Monday, 22 November 2021

Back

### Personnel Details

Wally, Jason  
Employee ID: 1  
Job: Director

Essential

General

Day status: SAC 11 Oct 2021  
 Status: 120004  
 Division: Phys. Dev.  
 Employment status: Director  
 Absence entitlement period: 20:00-14:00-14:00-22:00-00:00  
 Period schedule: 20:00-14:00-14:00-22:00-00:00  
 Terminal entry: Admin Employee (All Office Hours 247)

Miscellaneous

Personal

Title: Dir  
 Middle name: Lynn  
 Date of birth: 05/11/1974  
 Gender: Male  
 Group status: Standard  
 Email alias: Wally.Biggs  
 Region: Cheshire  
 Nationality: British  
 NI Code: 8270228  
 Passport number: 949852  
 Visa number: 827

Grading

Division: A.S.E.Manufacturing  
 SO Dept: Steel Prod  
 Location: Superior  
 Category: Hourly Paid

Registered to Genes 2021 | Welcome Admin | [Log Out](#)

**TWC the web client** | Monday, 22 November 2021

Back

### View Absence Entitlement

Wally, Jason  
Employee ID: 1  
Job: Director

Entitlement period:  
From: January 1, 2021 to Friday, December 31, 2021

Entitlement Summary (Friday, January 1, 2021 to Friday, December 31, 2021)

Category	Entitlement	Spent	Issue	Remaining
Holiday (Bank)	21	0	0	21
Sickness (Bank)	0	0	0	0
Maternity (Bank)	0	0	0	0
Annual Leave (Bank)	6	6	0	0
Compassionate (Bank)	0	0	0	0
Maternity (Parent) (Bank)	0	0	0	0
Business Expense (Bank)	0	0	0	0
Qualifying / Training (Bank)	0	0	0	0
Time in Leave (Bank)	0	0	0	0

Absences (Friday, January 1, 2021 to Friday, December 31, 2021)

From	To	Spent (Bank)	Absence	Authorisation	Classification
01/01 January 2021	05/01 January 2021	1 (Bank)	Sick (Maternity Parent)	Approved Absence	
06/01 January 2021	06/01 January 2021	0 (Bank)	Holiday (Full Day)	Approved Absence	
07/01 January 2021	07/01 January 2021	1 (Bank)	Sickness (Full Day (Sickness))	Approved Absence	
08/01 January 2021	08/01 January 2021	1 (Bank)	Sickness (Half Day)	Approved Absence	
09/01 January 2021	09/01 January 2021	1 (Bank)	Sickness (Half Day)	Approved Absence	
10/01 January 2021	10/01 January 2021	0 (Bank)	Sickness (Full Day (Sickness))	Approved Absence	

Employee Note:  
Company Note (Bank)

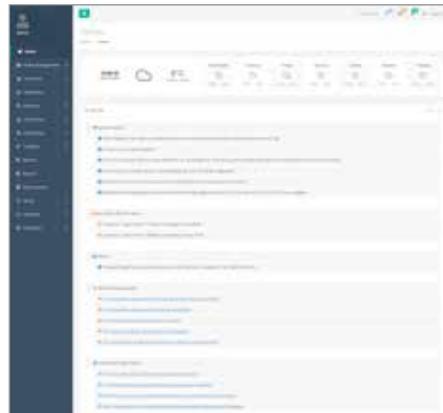
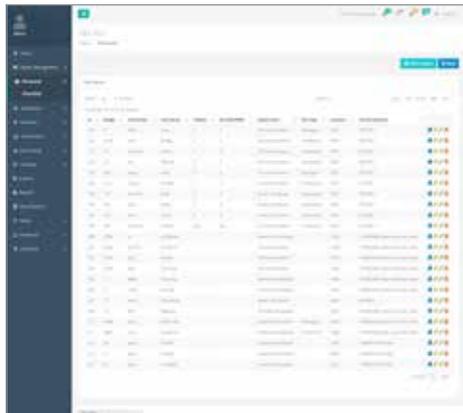
# Cloud Admin Module Add On – Standard...

The Cloud Admin Module is packed full of brilliant features allowing you to tailor the platform to the requirements of your business.

The ActIn Time Cloud Admin Add On gives you the ability to use a host of ActIn Time features from anywhere using your web browser. This easy to use Add On is perfect for employees working out of the office wanting quick access to the system without having to install a client

## Standard Features;

- HR - Training, Disciplinary, Next of Kin, Employment, Asset etc.
- Absence Statistics – Digital Wallchart to see who's off and when.
- Attendance Display Panel – Live view of employees in and out.
- Data Explorer - Web based reporting.
- Dashboard & To-Do List – Customizable Notification screens.



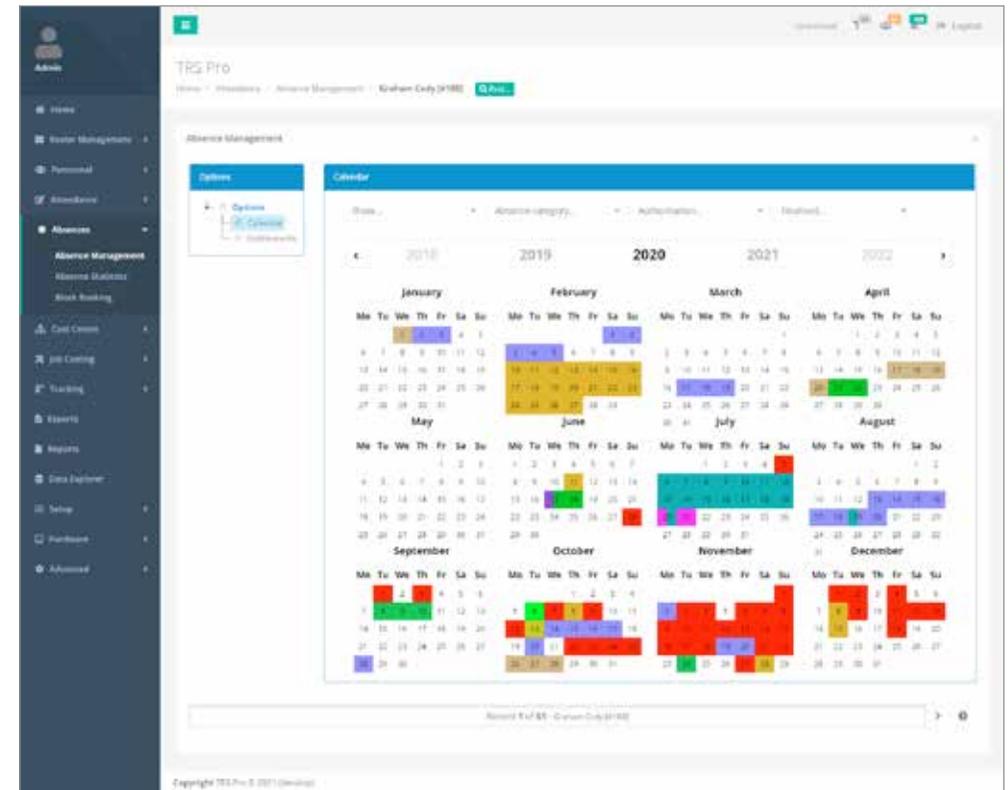
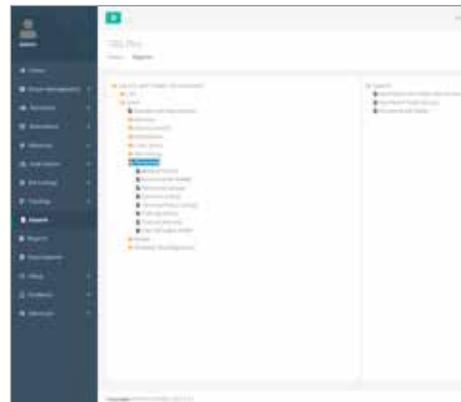
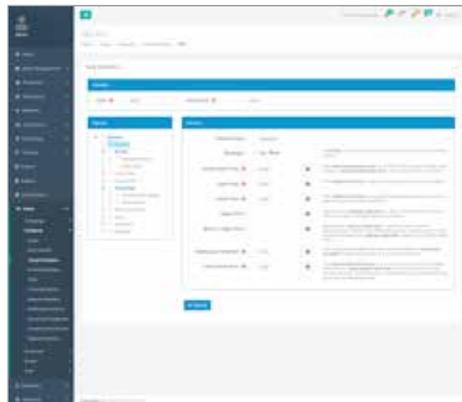
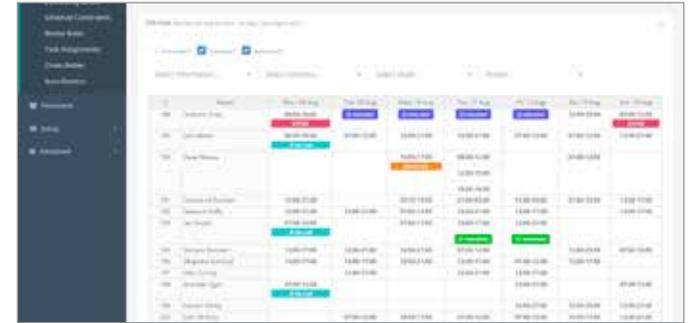
Ready or reserve	Employee ID	Payroll	Known As	Badge	First Name	Last Name	Date and Time	Reader Direction	Zone	Reader Description	Person Status	Department
Out	100	1	Johnston	5	John	John	Wed 17/04/2013 14:00	Out	The Cloud	Out	Employee	Full-time workers
Out	101	2	John	102	John	John	Wed 17/04/2013 14:00	Out	The Cloud	Out	Employee	Part-time workers
Out	102	3	John	103	John	John	Wed 17/04/2013 14:00	Out	The Cloud	Out	Employee	Full-time workers
Out	103	4	John	104	John	John	Wed 17/04/2013 14:00	Out	The Cloud	Out	Employee	Full-time workers
Out	104	5	John	105	John	John	Wed 17/04/2013 14:00	Out	The Cloud	Out	Employee	Part-time workers
Out	105	6	John	106	John	John	Wed 17/04/2013 14:00	Out	The Cloud	Out	Employee	Full-time workers
Out	106	7	John	107	John	John	Wed 17/04/2013 14:00	Out	The Cloud	Out	Employee	Full-time workers
Out	107	8	John	108	John	John	Wed 17/04/2013 14:00	Out	The Cloud	Out	Employee	Full-time workers
Out	108	9	John	109	John	John	Wed 17/04/2013 14:00	Out	The Cloud	Out	Employee	Full-time workers
Out	109	10	John	110	John	John	Wed 17/04/2013 14:00	Out	The Cloud	Out	Employee	Full-time workers
Out	110	11	John	111	John	John	Wed 17/04/2013 14:00	Out	The Cloud	Out	Employee	Full-time workers
Out	111	12	John	112	John	John	Wed 17/04/2013 14:00	Out	The Cloud	Out	Employee	Full-time workers
Out	112	13	John	113	John	John	Wed 17/04/2013 14:00	Out	The Cloud	Out	Employee	Full-time workers
Out	113	14	John	114	John	John	Wed 17/04/2013 14:00	Out	The Cloud	Out	Employee	Full-time workers
Out	114	15	John	115	John	John	Wed 17/04/2013 14:00	Out	The Cloud	Out	Employee	Full-time workers
Out	115	16	John	116	John	John	Wed 17/04/2013 14:00	Out	The Cloud	Out	Employee	Full-time workers
Out	116	17	John	117	John	John	Wed 17/04/2013 14:00	Out	The Cloud	Out	Employee	Full-time workers
Out	117	18	John	118	John	John	Wed 17/04/2013 14:00	Out	The Cloud	Out	Employee	Full-time workers
Out	118	19	John	119	John	John	Wed 17/04/2013 14:00	Out	The Cloud	Out	Employee	Full-time workers
Out	119	20	John	120	John	John	Wed 17/04/2013 14:00	Out	The Cloud	Out	Employee	Full-time workers
Out	120	21	John	121	John	John	Wed 17/04/2013 14:00	Out	The Cloud	Out	Employee	Full-time workers
Out	121	22	John	122	John	John	Wed 17/04/2013 14:00	Out	The Cloud	Out	Employee	Full-time workers
Out	122	23	John	123	John	John	Wed 17/04/2013 14:00	Out	The Cloud	Out	Employee	Full-time workers
Out	123	24	John	124	John	John	Wed 17/04/2013 14:00	Out	The Cloud	Out	Employee	Full-time workers
Out	124	25	John	125	John	John	Wed 17/04/2013 14:00	Out	The Cloud	Out	Employee	Full-time workers
Out	125	26	John	126	John	John	Wed 17/04/2013 14:00	Out	The Cloud	Out	Employee	Full-time workers
Out	126	27	John	127	John	John	Wed 17/04/2013 14:00	Out	The Cloud	Out	Employee	Full-time workers
Out	127	28	John	128	John	John	Wed 17/04/2013 14:00	Out	The Cloud	Out	Employee	Full-time workers
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Out	144	45	John	145	John	John	Wed 17/04/2013 14:00	Out	The Cloud	Out	Employee	Full-time workers
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Out	163	64	John	164	John	John	Wed 17/04/2013 14:00	Out	The Cloud	Out	Employee	Full-time workers
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Out	165	66	John	166	John	John	Wed 17/04/2013 14:00	Out	The Cloud	Out	Employee	Full-time workers
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Out	198	99	John	199	John	John	Wed 17/04/2013 14:00	Out	The Cloud	Out	Employee	Full-time workers
Out	199	100	John	200	John	John	Wed 17/04/2013 14:00	Out	The Cloud	Out	Employee	Full-time workers

# Cloud Admin Module Add On – Advanced...

Want to get the full ActIn Time experience from anywhere in the world? Our Advanced Cloud Add On not only gives you access to the vast majority of ActIn Time modules, but also comes with some additional features, as shown in the coming pages. This system gives you full access to ActIn Time from a web browser so you can manage the system no matter where you are. It can also be customized, so you can tailor the features to your requirements.

Advanced features (In addition to the standard features)

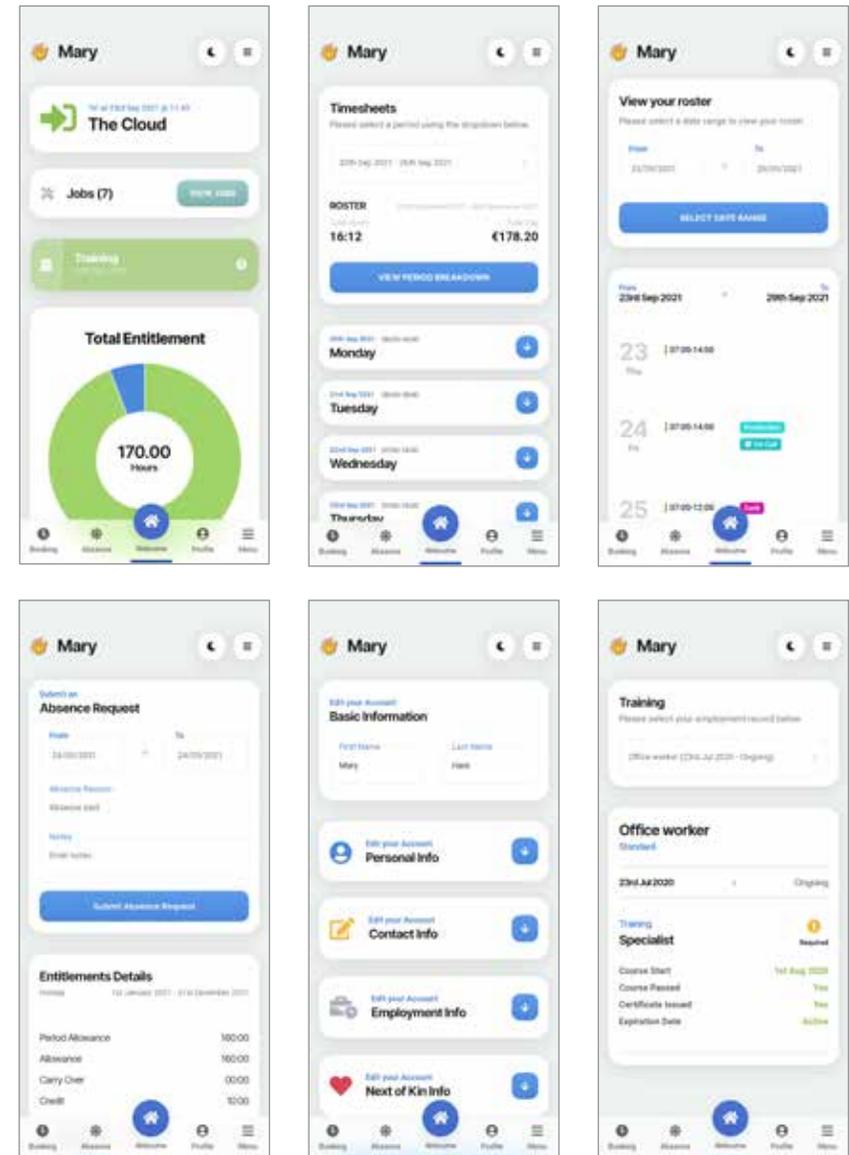
- Rostering with Smart Rosters.
- System Setup, Groupings, Shift Patterns, Absences, etc.
- Absence Management - enables you to approve/decline absences etc.
- Attendance – amend, approve, add bookings, etc. via the Cloud.
- Reports and Exports - Uses the ActIn Time reports and exports.
- Bespoke Abilities – Customisable interface, bespoke reports, 3rd party integration and the ability to create your own forms, e.g Health & Safety, Return to Work, Job Documents with digital signature ability.



# Cloud Admin Module Add On – Employee App...

When using the Cloud Admin Module, why not add the Cloud Web App? Give your employees the ability to book holidays, check entitlements, view timesheets, plus some more advanced attendance features such as cross rostering, tasks and shift notes. In addition, it has fantastic Fire Roll call features with the ability for employees to mark themselves as 'SAFE' in the event of an evacuation. You can even see a Geo-Location showing you if an employee has reached the assembly point.

- Allows employees clock in/out and geo-location can be enforced.
- Employees can view their timesheets and view their upcoming schedules, including cross-rostering, tasks and shift notes.
- Absence requests with notes.
- Entitlements for holidays, sickness, training, time in lieu, etc.
- 'Who else is having time off?' feature.
- Employees can view the company profile and amend contact details, address, etc.
- View Training records and workplace accident/incident logging.
- Job tracking and management.
- Employees can mark themselves safe in emergency situations (e.g. if integrated with your fire alarm panel).
- Direct contact through the app for an employee to call or email an Administrator with any issues.
- Unlimited permission policies to determine the features each employee can access in the app.



# Cloud Admin Module Add On – Rostering...

Rostering and staff scheduling are essential tools for a number of business sectors, hospitality, care, recruitment, just to name a few, would all benefit from our new Rostering Add On. This brilliant tool allows you to build Rota's with ease, to ensure you're covering the right areas with the correct employee levels and skill sets. While building your Rota's you can check you're keeping within budget, by seeing your actual totals and costs along the way.

- Create rosters along any groupings/employment status for any period, e.g. 3 day, 7 day, 30 day etc.
- Fast roster preparation with schedule shortcuts, e.g. 9-17 translates to 09:00-17:00 but users can also type, e.g. DAY or NIGHT.
- On-the-fly schedule creation for future use.
- Real-time roster and actual totals calculated as roster is being prepared.
- Real-time roster and actual costs calculated as roster is being prepared.
- Ability to assign employees to different departments/locations.
- Assign tasks to employees.
- Cost Centre totals, e.g. if employees are working in different department/location for parts of the period rostered.
- Roster can display bespoke totals and data sources, e.g. staff coverage, personnel counts, other company metrics even the weather on the day.
- Ability to copy roster between periods, copy to/from Excel, copy individual shifts on the roster itself, export to PDF and email the roster (all shifts or only those that have changed).
- Split shifts and multiple shifts on the day.
- System supports budgeting and scheduling levels, e.g. we require 5 people working 08:00-20:00.
- SmartRoster uses AI to automatically prepare rosters given a set of company constraints, i.e. training, qualifications, skill sets, etc.

This screenshot shows a software interface for rostering. It features a dark sidebar on the left with navigation options like 'Schedule Constraints', 'Roster Rules', 'Load Assignments', 'Cost Centre', and 'Job Positions'. The main area displays a grid with columns for dates (e.g., Mon 27 Aug, Tue 28 Aug) and rows for employees (e.g., Andrew Cook, John Baker). Each cell in the grid contains a shift type (e.g., 'DAY') and a numerical value representing cost or hours. A 'Total' column on the right summarizes the data for each employee.

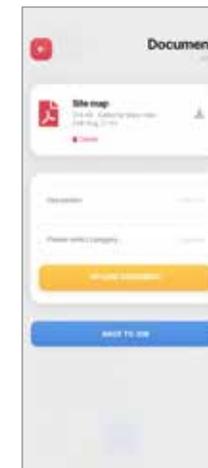
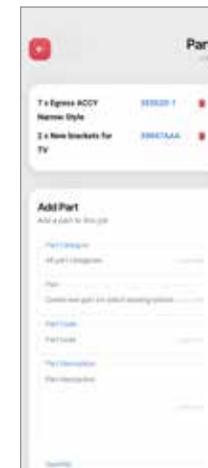
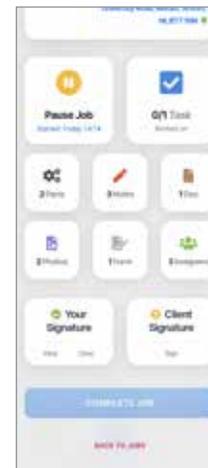
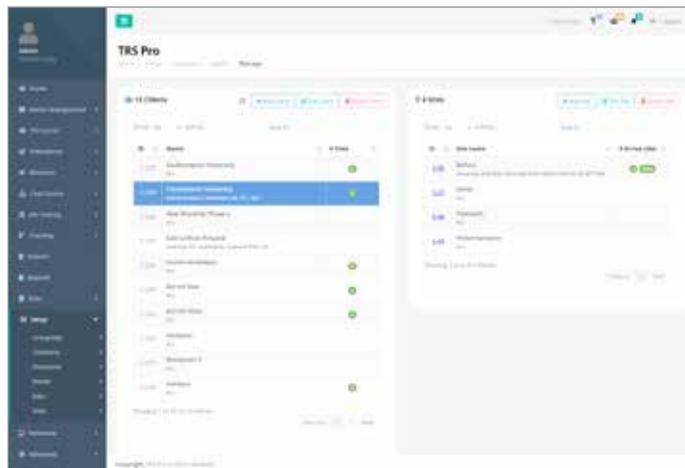
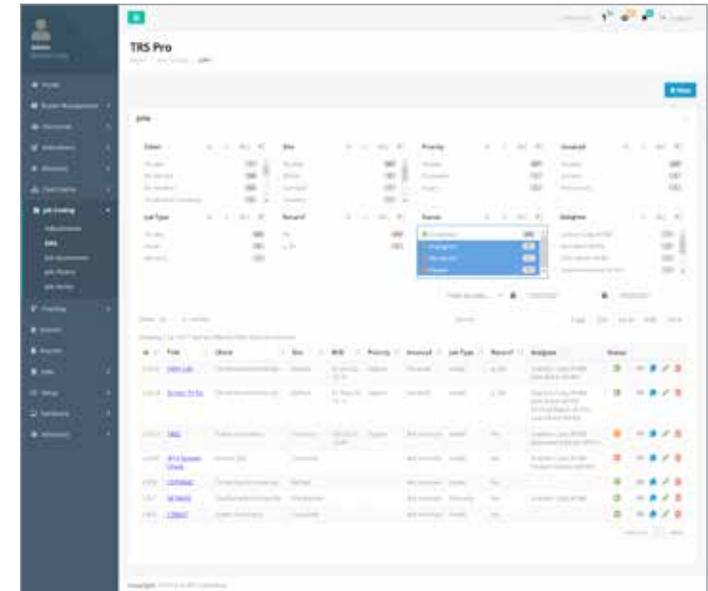
This screenshot shows a configuration menu within the rostering software. The menu is open, listing various settings such as 'Roster', 'Shifts', 'Costs', 'Reporting', and 'User Roles'. Below the menu, a portion of the rostering grid is visible, showing employee names and shift assignments.

This screenshot provides a detailed view of the rostering software's grid. It shows multiple columns for different dates and rows for various employees. The grid is color-coded to represent different shift types or departments. Summary columns on the right provide totals for each employee, including costs and personnel counts. The interface includes a dark sidebar with navigation options.

# Cloud Admin Module Add On – Job Tracking...

Job Tracking allows you to manage all your client jobs accurately and efficiently, employees can book time against their allocated jobs, upload images and get a digital signature of completed jobs all directly in the web app. Streamline your job management and track costs from anywhere in the world with the Cloud Job Tracking Add On.

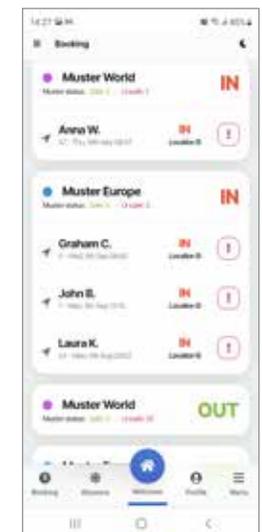
- Employees can start/stop their time on a particular job.
- Record parts they have used on a job.
- Employees and managers can record job notes.
- Employees and managers can upload documents, e.g. site maps, health and safety guidelines, etc.
- Employees and managers can upload photos, e.g. photo of the problem, photo of the solution, completed jobs, etc.
- Managers can design bespoke forms which employees must fill out to complete the job.
- Employee can obtain the client's signature and also sign off on the job themselves.
- Employee has access to client/site contact details and obtain directions or make contact with the client/site from within the app.



# Cloud Admin Module Add On – Fire Roll Call...

A vital part of any business is ensuring the safety of your workforce. The Fire Roll Call features of the Cloud Admin Module make that easier, by allowing Fire Marshalls and Directors to be alerted in the event of a Fire Alarm being raised. It also gives the employees the ability to mark their safety through a muster point or a web app, these essential features help you keep your company and employee's safe.

- App and PC users are immediately notified of a fire alarm event.
- Employee can click to register their safety at an assembly/muster point.
- Muster points are defined on Google Maps as polygons.
- Employees can also mark themselves safe in the event of an emergency via the app.
- The system will record whether they are at the muster point, near the muster point or if their location couldn't be obtained/too far away.
- Fire marshals in the company can check the muster point attendance on their app and/or mark employees as safe. The fire marshal can also end the emergency.



# General Data Protection Regulation (GDPR)...

GDPR affects every business in the UK. ActIn Time's customisable GDPR controls ensure companies work within their own data protection rules.

The General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) is a regulation by which the European Parliament, the Council of the European Union and the European Commission intend to strengthen and unify data protection for all individuals within the European Union (EU).

What does this mean for a company using an ActIn Time workforce management system?

Customer care can organise a meeting where an ActIn Time technician will discuss your company's GDPR policy with your GDPR data controller.

## **This meeting will cover two main areas:**

1. The way in which ActIn Time (UK) Ltd handles your company data which in turn will impact on the way our support team provides certain types of service.

For example, your business may require that ActIn Time never removes personal data from site. This information must be recorded against your SLA notes to ensure we do not create an environment where a personal data breach could occur

2. The processing of personal data stored within the ActIn Time application. We will identify any personal information fields within ActIn Time that do not need to be recorded and take steps to ensure that they are made invisible.

We will also discuss how long certain information needs to be kept by the company for people classed as employed or as a leaver. We will then create a series of GDPR housekeeping scripts that will ensure these rules are upheld.

Please note that ActIn Time will never delete any personal data. We think it is much safer that ActIn Time operates within your data controller's policies and highlights data that requires deletion. This will always be completed by your data controller and is fully audited.

## **Some example GDPR housekeeping scripts:**

1. If ActIn Time is not being used as the primary HR system, do not allow address information to be recorded.
2. If ActIn Time is not being used as the primary HR system, do not allow National Insurance data to be recorded.
3. When an employee leaves the company, remove their biometric data within 24 hours.
4. When an employee leaves the company, remove all records of their future holidays and medical appointments within 24 hours.
5. When an employee leaves the company, delete all passwords to the ActIn Time app, the TWC and the ESS within 24 hours.
6. When an employee has left the company and after the statutory period, remove all attendance and absence information and personal data.

# Working Time Regulations (WTR)...

A Working Time Indicator feature was incorporated into ActIn Time 5 in the late 1990's and has remained part of the application throughout the product's development over the past twenty one years.

## Why do we have Working Time Regulations?

This legislation was introduced to help employees maintain a healthy work-life balance by limiting the hours that they had to work each week and ensuring that adequate breaks are taken on a daily and weekly basis. The health and safety benefits to both the employee and employer are obvious: A healthy workforce is more productive and less likely to take days off sick.

Remember that some categories of work or job role are exempt from the regulations, including the police, armed forces, emergency services staff when dealing with an emergency and sometimes senior managers and people employed by family members.

## The 48-hour working week

In the UK, unlike other EU Member states, we allow workers to opt out of the 48 hour working week limit. Quite often than not, the employer and or employees think that opting out means they are opting out of the whole regulation. This is not the case they are only opting out of the total hours limit which is currently set at 48 hours.

The Working Time Regulations apply to the majority of employees in almost every business in the UK and it was this fact that encouraged us to re-develop the WTR into a core feature for 2020.

<http://www.hse.gov.uk/contact/faqs/workingtimedirective.htm>



### Rule 1

#### Maximum weekly working time

Workers have a statutory right to a maximum average working week of 48 hours.



### Rule 2

#### Rest period

Workers are entitled to a rest break in each shift lasting more than six hours.



### Rule 3

#### Daily rest period

Workers are entitled to 11 hours' consecutive rest between shifts each day.



### Rule 4

#### Weekly rest period

Workers are entitled to one day off each week, or two days off every two weeks.



### Rule 5

#### Night workers

Night workers should not exceed an average of eight hours in each 24-hour period.



### Rule 6

#### Holidays

You must give everyone who works for you paid annual leave - unless they are genuinely self-employed.

# Customer Care...

Once the ActIn Time system has been implemented, we believe that it is our responsibility to ensure that the system always runs smoothly. The ActIn Time 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 ActIn Time product and consequently they are responsible for making care calls, organising additional training and managing the support team.

A member of the ActIn Time Customer care team will regularly contact clients to check that the system is functioning correctly, ensuring potential problems are addressed before they can be classed as an incident.

## Training

Customer care can organise planned training courses with full documentation, that aim to teach staff from each department how to realise the total value of ActIn Time.

## Your offices

Training can be carried out 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.





### Certification

All training courses carry authorised certification.

### Workshops/Roadshows

The Customer care team will be organising free workshops throughout the year. Customers can arrange to attend these product awareness sessions to learn more about the key aspects of their system. Additional launch roadshows will be announced to highlight the new features of the latest product release. The events are to be held at strategic sites across the U.K. and gives the customers the opportunity to see how the latest improvements within ActIn Time could help their business, whilst relaxing with a coffee and pastry!



# ActIn Time Service Agreement...

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

## What is the ActIn Time Service Agreement?

The ActIn Time Service Agreement is the name given to the support agreement that we offer all of our customers.

## The services are divided into two parts: software and hardware.

The extent of your ActIn Time Service Agreement will depend on what you purchase. All new systems are usually supplied with a twelve month software support agreement and a twelve month hardware warranty.

You will be offered a chance to extend the cover for the next 12 months, this is normally offered two months prior to the cover expiring to avoid any break in cover. After the initial 12 months support/warranty the service agreement support is not compulsory but is strongly recommended!



### How will the ActIn Time support team help?

Within Customer care we have a full-time, office based support team that are available to answer your questions between 9am and 5pm, each weekday.

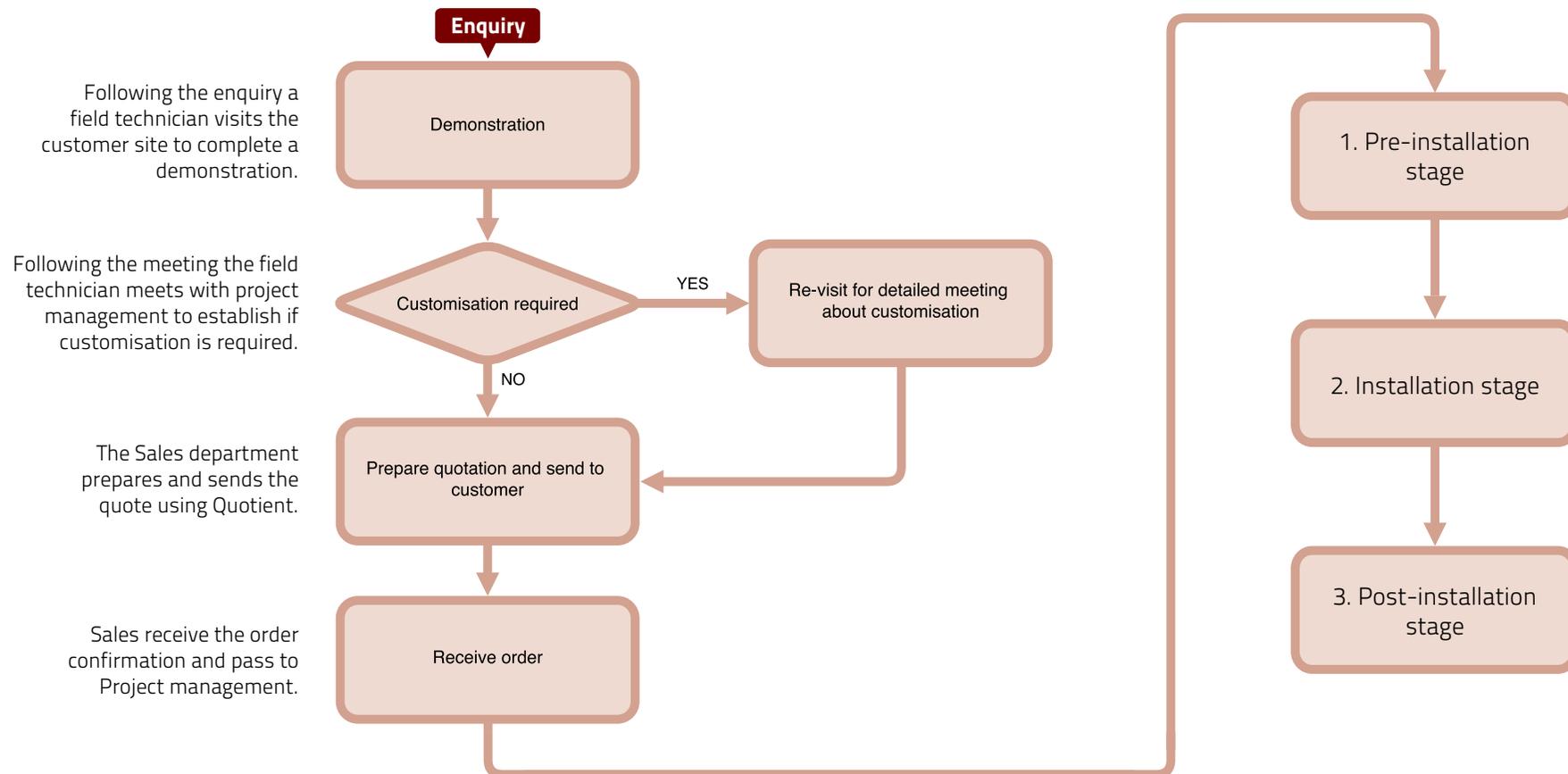
When addressing an incident, the support team utilise remote desktop support technology to access your PC (with your permission), to identify and rectify the reported problem. Members of the support team have also worked in the development team and as a result, are able to provide an extremely high level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



# ActIn Time Project Management...

ActIn Time project management ensures your system installation is completed on time with minimum disruption and no delays...

The flowchart below helps to describe the various stages of an ActIn Time project:



## Example stages:

### 1. Pre-installation stage.

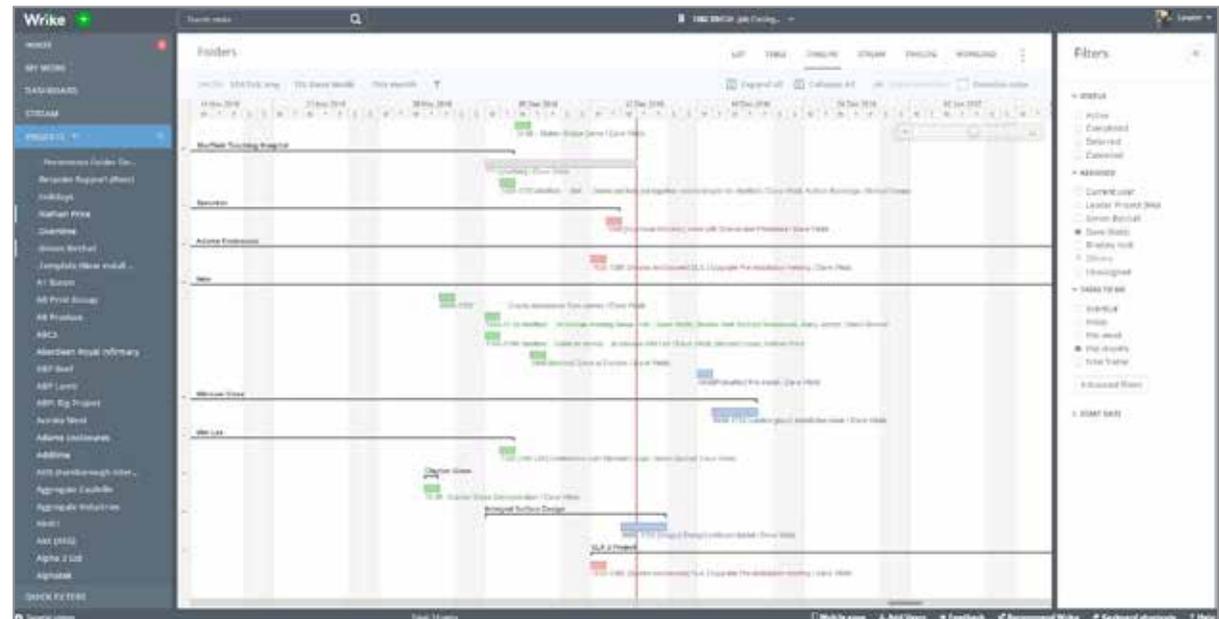
The project management team email a pre-installation document to the customer which highlights the questions that we will need answering at a pre-installation meeting. The team arrange the meeting with the key staff members. Following the pre-installation meeting the project management team arranges the installation/upgrade stage taking into account the timescales required to complete any customisation.

### 2. Installation stage. (This stage is further divided into five main phases)

1. Bio enrolment.
2. Hardware / software install. Ensure network and mains points have been provided.
3. System commissioning. Explain what the technician will be doing and which key staff members from the customer should be available.
4. User training. Plan the training to be completed including start /end times. Also arrange to use the customer's AV equipment if necessary.
5. On-site support. Following the training, arrange for the technician to remain on site for up to two weeks to oversee and customisation modification or additional training. If a payroll integration has been provided, organise the technician to be on-site during this period.

### 3. Post-installation stage.

Following the installation, customer care contact the ActIn Time administrator periodically to check if the system is running satisfactorily.



# ActIn Time Managed Services...

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

## **What are ActIn Time managed services?**

The concept behind ActIn Time 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 ActIn Time support technician available when you need them. The technician will be responsible for managing certain features or functions for you such as creating absence entitlement policies, or making a new ActIn Time user to your exact specifications.

Features such as shift set up (period schedules) can be extremely confusing to those that are untrained, so why not have ActIn Time take care of that for you! We'll create the policies so that your time can be better spent on the administrative processes that matter to your company!

With the ActIn Time managed services, you will receive your own dedicated ActIn Time 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 ActIn Time system are covered?

### General

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

Fire alarm configuration

Monitoring ActIn Time 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

The managed services outlined in this article is an optional feature. The cost of the services will be determined following a consultation with the project management team.

If you require more information, please contact customer care on +44 (0)20 8882 4522 or email at [info@actintime.co.uk](mailto:info@actintime.co.uk)





#### Head office

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#### ActIn Time Lite & ActIn Time Lite Junior

The above versions are restricted in features for the smaller company in mind, so not all modules are included as standard. Please contact us for more information.

**suprema** INTEGRATION  
PARTNER

**ZKTECO**

**sage**  
Development Partner