

# timeware<sup>®</sup> in the cloud: Features

**timeware<sup>®</sup>**  
HR, Time and Attendance Software

 **NMD<sup>3</sup>**  
Hosting

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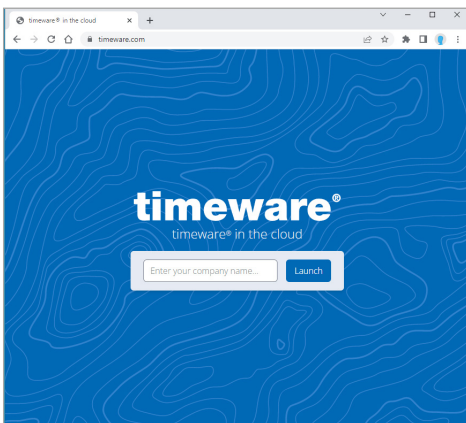
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## Finish agenda

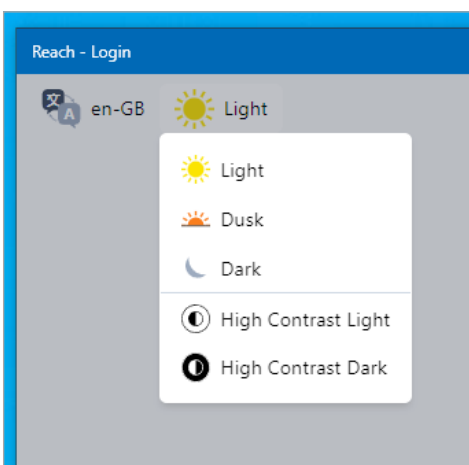
## New standards

### Highlights

1. Existing custom work will be re-written free of charge for customers covered by the timeware<sup>®</sup> managed service.
2. timeware<sup>®</sup> in the cloud has the 'look and feel' of a desktop app.

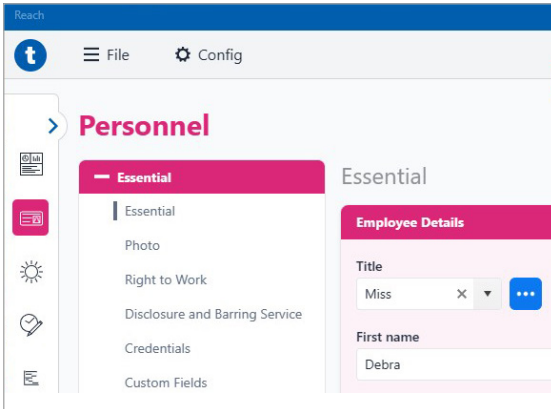


Access timeware<sup>®</sup> in the cloud from [www.timeware.com](http://www.timeware.com)

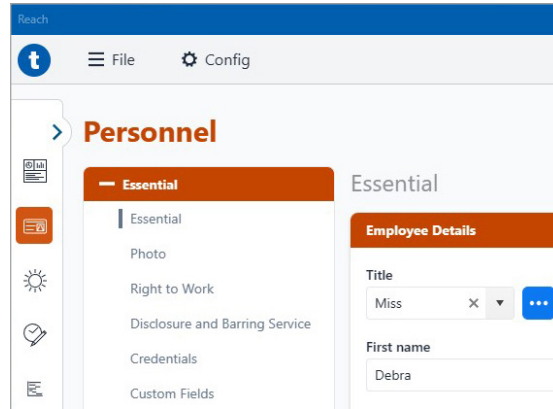


The app supports light, dusk and dark modes plus high contrast light and high contrast dark.

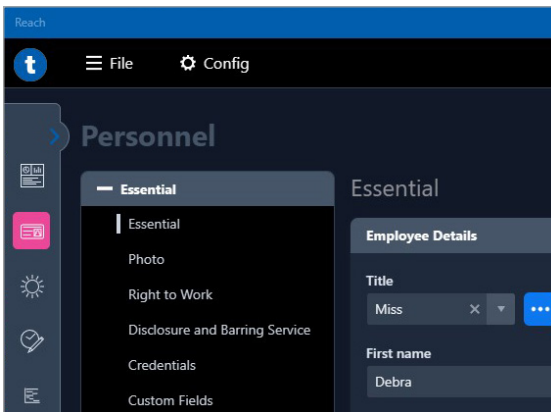
Concepts and designs may be subject to change.



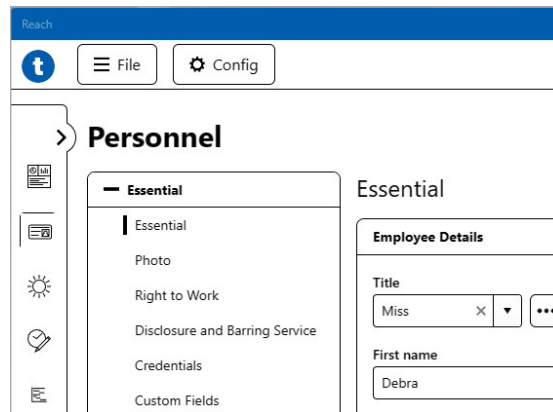
Light



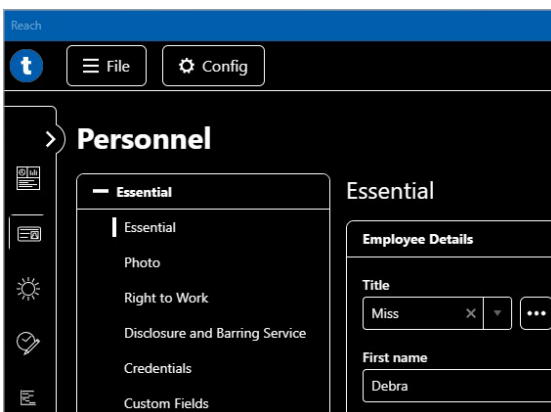
Dusk



Dark



High Contrast Light

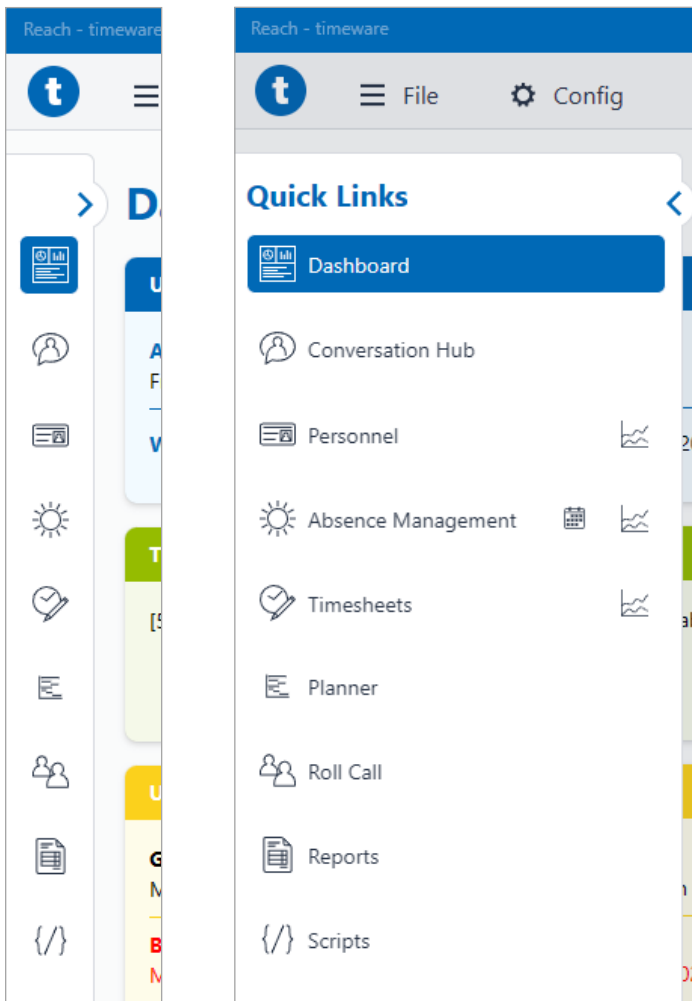


High Contrast Dark

Concepts and designs may be subject to change.



The app supports an ever-increasing number of languages including RTL languages such as Arabic.



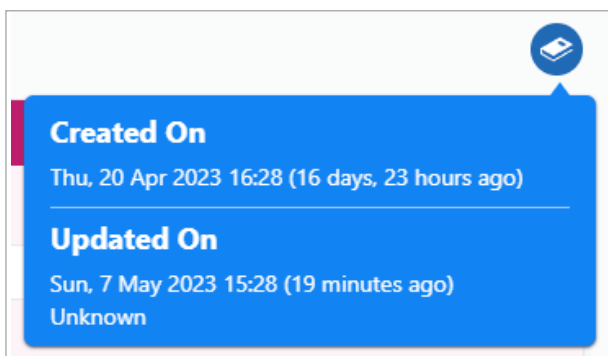
Quick links have a familiar feel, helping the user to navigate around the app.



New standards:

Set as the default when new record is created.

Mark record as redundant to remove from selection.



Quickly check who created and who last updated a record

Concepts and designs may be subject to change.

## timeware<sup>®</sup> ESS phone app

### Highlights

1. A new employee app called timeware ESS (rebrand name), that acts as the employee's personal hub for all conversations, attendance, absence and personnel queries.
2. An improved workforce experience.
  - Efficient human to human communication.
  - Crafted to enable your teams to flourish.
  - Reducing staff turnover through an innovative digital employee experience..

### Timesheets

Up-coming events

Leave requests

Conversation hub

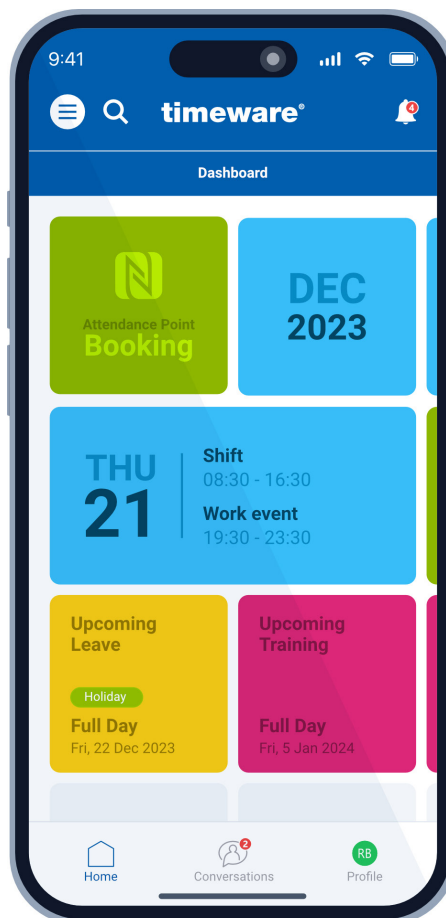
Shift rota

Training matrix

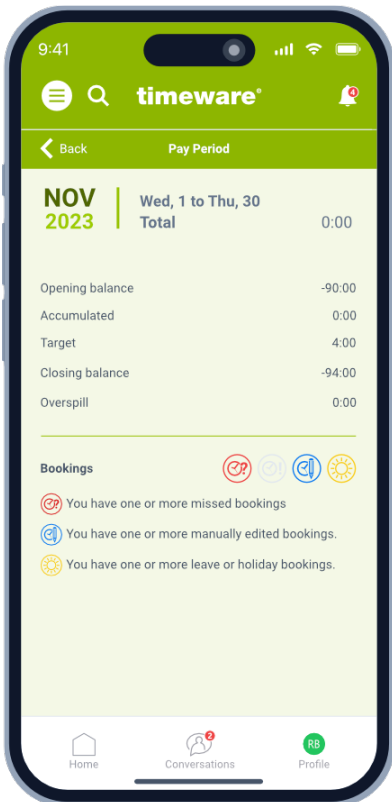
Timesheet status

Documents

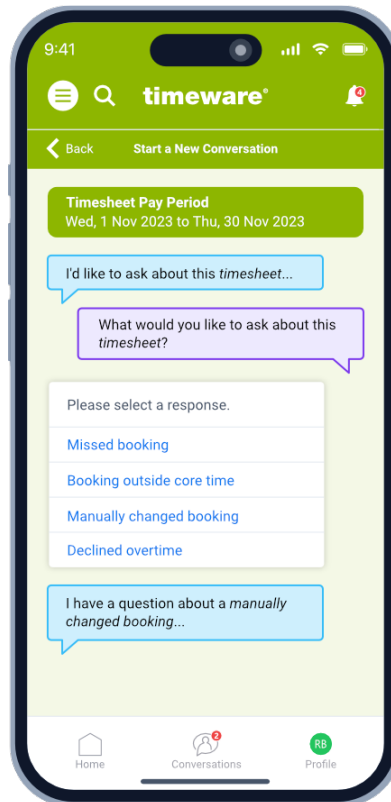
Marketplace



Leave entitlement

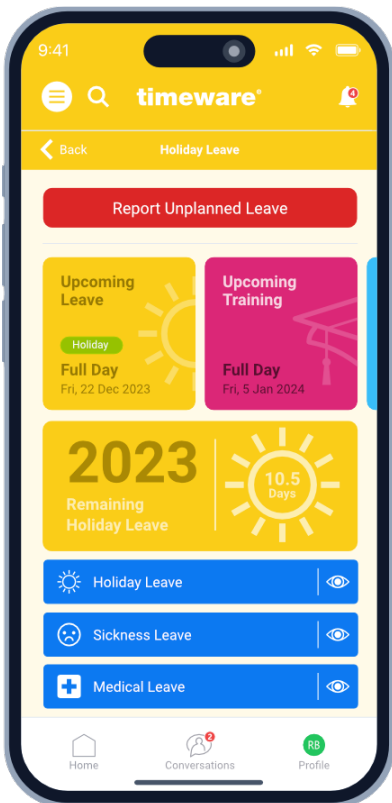


Green header: Timesheets



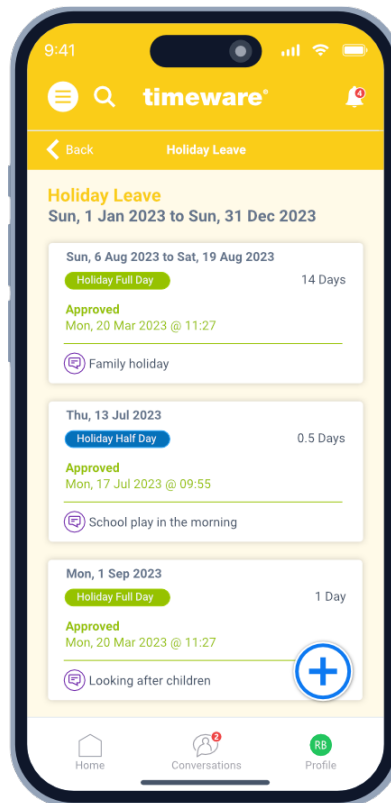
Green header: Timesheets

An example of a user requesting information through the conversation hub about a manually changed booking on their timesheet.



Orange header: Leave

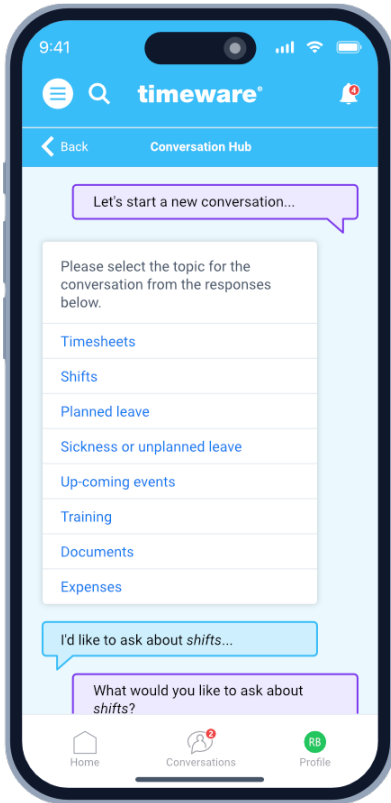
Leave dashboard highlighting the dates of an upcoming holiday and training. Also provides a snapshot of the number of days leave available in the rest of the holiday year. Nought the red button at the top of the page for reporting unplanned leave.



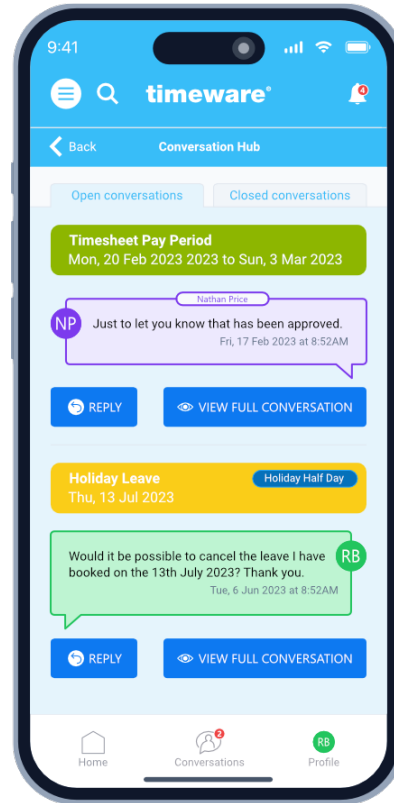
Orange header: Leave

Breakdown of approved holidays leave in the current holiday year.





Blue header: General  
Starting a new conversation in the conversation hub.



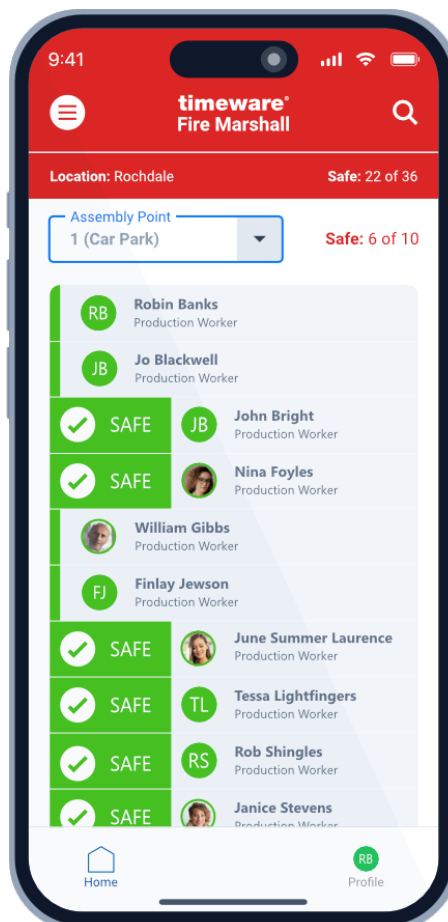
Blue header: General  
The conversation hub highlighting two open conversations. One about a timesheet query, the other regarding cancelling an approved leave request.

## timeware<sup>®</sup> fire marshal phone app

### Highlights

1. A new app called timeware fire marshal (rebrand name), that enables designated members of the workforce to mark team members as 'safe' during a fire alert.

List of staff  
with pictures



Swipe right to  
confirm sight of  
team member

## Dashboard

### Highlights

1. Proactive.
2. Real time.

The screenshot displays the Timeware dashboard with the following sections:

- Unviewed Reports (2 items):**
  - Archived hours: Fri, 14 Feb 2023 11:39 (Just now) [Dismiss] [View]
  - Weekly Clock Card: Thu, 13 Feb 2023 11:39 (Yesterday) [Dismiss] [View]
- System Health (1 item):**
  - 3 Attendance devices have not been pulled since Wed, 12 Feb 2023 12:31 (3 days)
- Conversations (13 items):**
  - 3 Absence Conversations [View]
  - 1 Payroll Conversation [View]
  - 3 Shift Conversations [View]
  - 3 Timesheet bookings Conversations [View]
  - 2 Timesheet pay period Conversations [View]
  - 1 Training Conversation [View]
  - [Conversation Hub]
- Timesheets (555 items):**
  - [555] Outstanding unauthorised absences that require attention [View More]
- Overtime Approval (1 item):**
  - Bella Rose** Overtime [View More]
- Payroll (5 of 12 items):**
  - ! 'Company A' (Rochdale)' payroll was last run at 1:51pm on Wed 7 December 2022 by 'Admin'
  - ! 'Company B' (Wigan)' payroll was last run at 1:51pm on Tue 6 December 2022 by 'Admin'
  - ! 'Company C' (London)' payroll has never been run
  - ! 'Daves Company' payroll has never been run
  - ! 'James Removals' payroll has never been run [View More]
- Approval Required (1 item):**
  - Bella Roses** Holiday request [View More]
- Latest Absences (4 items):**
  - Tommy Shipton** Thu, 11 Feb 2023: Authorised Medical Appointment - Morning
  - Ben Froggart** Fri, 10 Feb 2023: Unauthorised Absence
  - Elizabeth Flaunders** Mon, 6 Feb 2023: Authorised Half Day - Afternoon
  - Ella Piper** Fri, 14 Feb 2023: Unauthorised Absence [View More]
- Upcoming Holidays (2 items):**
  - George Hale** Mon 6 March 2023 - Fri 10 March 2023: Authorised holiday [View]
  - Bella Rose** Mon 22 May 2023 - Fri 26 May 2023: Approval required [View] [View More]
- General Data Protection Regulation (GDPR) (1 item):**
  - ! Alison Kane (34) Ceased employment on 12/02/21
  - ✗ Recommend removal of biometric data
  - ✗ Recommend removal of future absence data [View More]
- New Starters (2 items):**
  - Bloggs (Ind.Ltd), Joanne [367]**
  - Bloggs (Ind.Ltd), Joe [368]**
- Upcoming Birthdays (2 items):**
  - Wed, 22 Feb 2023: **Bella Rose**
  - Fri, 3 Mar 2023: **Mia Brundle** [View More]

## Conversation hub

### Highlights

1. Efficient human to human communication.

The screenshot displays the 'Conversation Hub' interface. On the left, a list of 13 'Open Conversations' is shown, each with a user profile, subject, and status. The main area shows a detailed view of a conversation with 'Ella Piper' on 'Fri, 17 Feb 2023'. The conversation history includes a message from Ella Piper asking about overtime and a response from Stewart Booth. Below the messages is a text input field and a 'Send' button. On the right, there are 'Filters' for subjects, priorities, and statuses.

Open Conversations (13)
<b>Ella Piper</b> (In progress)   Subject: Timesheet Pay Period   Fri, 17 Feb 2023 08:52   Stewart Booth replied
<b>Nick Dewet</b> (Open)   Subject: Shift   Fri, 17 Feb 2023 08:58
<b>Janice Stevens</b> (In progress)   Subject: Training   Fri, 17 Feb 2023 09:08   Janice Stevens replied
<b>Finlay Jewson</b> (In progress)   Subject: Absence (Dental)   Fri, 17 Feb 2023 09:15   Finlay Jewson replied
<b>June Summer Lawrence</b> (In progress)   Subject: Absence (Holiday)   Fri, 17 Feb 2023 09:18   Judith Monroe replied
<b>William Gibbs</b> (Open)   Subject: Payroll   Fri, 17 Feb 2023 09:45
<b>John Bright</b> (In progress)   Subject: Timesheet Bookings   Fri, 17 Feb 2023 10:36   Stewart Booth replied
<b>Nina Foyles</b> (Open)   Subject: Timesheet Bookings   Fri, 17 Feb 2023 11:48   Judith Monroe replied
<b>Rob Shingles</b> (In progress)   Subject: Timesheet Pay Period   Fri, 17 Feb 2023 12:43   Judith Monroe replied
<b>Tessa Lightfingers</b> (In progress)   Subject: Timesheet Bookings   Thu, 16 Feb 2023 09:08   Tessa Lightfingers replied
<b>Derek Paule</b> (In progress)   Subject: Shift   Thu, 16 Feb 2023 10:11   Stewart Booth replied
<b>Robin Banks</b> (Open)   Subject: Shift   Thu, 16 Feb 2023 10:48
<b>Estelle Lafleur</b> (In progress)   Subject: Absence (Doctors)   Thu, 16 Feb 2023 11:01   Estelle Lafleur replied

**Conversation with Ella Piper - Fri, 17 Feb 2023**

**Timesheet Pay Period**  
Selected Date: Mon:20 Feb 2023 2023 to Sun: 3 Mar 2023  
Shift pattern: 09:00-12:00/12:00-17:00 [View Pay Period](#)

I can't see the two hours overtime from this weekend on my timesheet, could someone check it for me? Thanks.  
Friday, 17 Feb 2023 at 7:45AM

Stewart Booth: Sorry to hear that, I'll check with your manager and get back to you in the next ten minutes.  
Friday, 17 Feb 2023 at 8:45AM

Stewart Booth: Just to let you know that should be sorted now. Thanks.  
Friday, 17 Feb 2023 at 8:52AM

Enter response... [Send](#)

Priority: Normal | Status: Open [Update](#)

**Filters**

Subject(s)  
 All subjects (13)  
 Absence (3)  
 Payroll (1)  
 Shift (3)  
 Timesheet bookings (3)  
 Timesheet pay period (2)  
 Training (1)

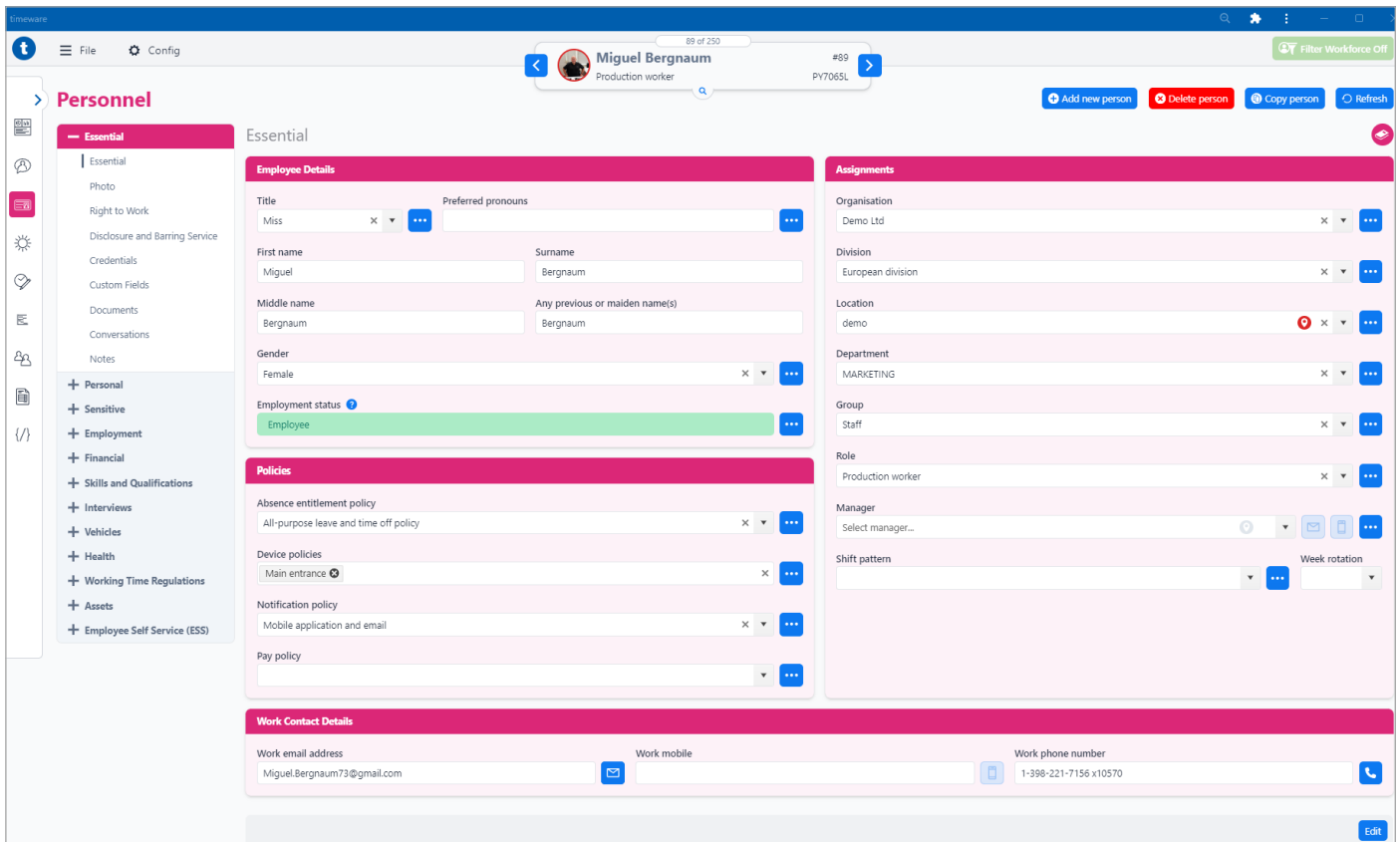
Priority  
 All priorities  
 Normal (6)  
 High (2)  
 Very high (1)

Status  
 All statuses  
 Open (4)  
 In progress (9)  
 Closed (1052)

## Personnel

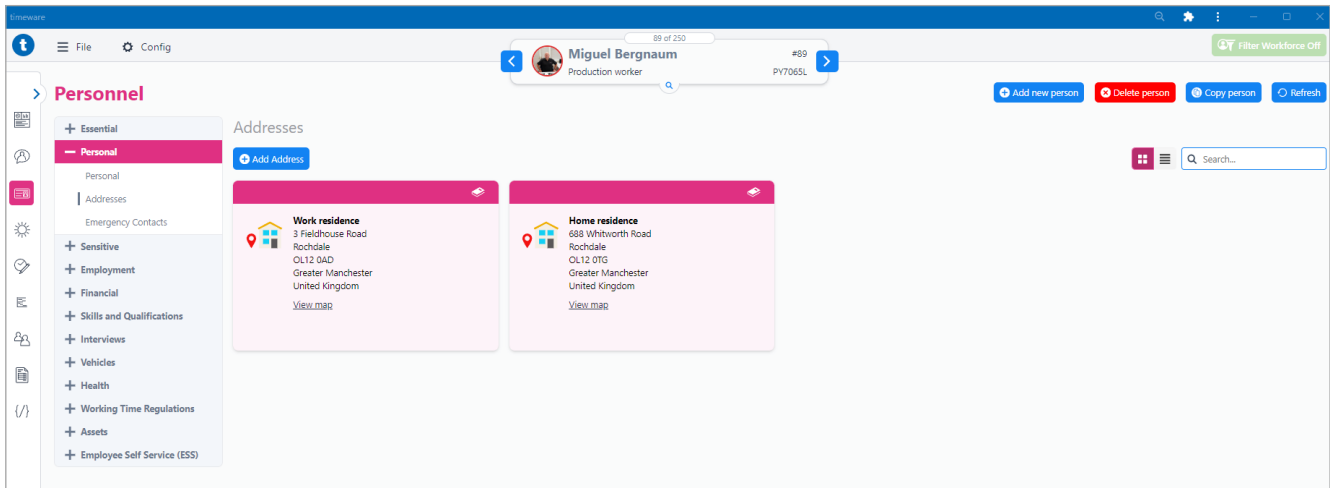
### Highlights

1. Re-structured tabs incorporating addition fields, including  
Preferred pronouns,  
Any previous names or maiden name,  
Multiple addresses, Bank details, Emergency contacts.

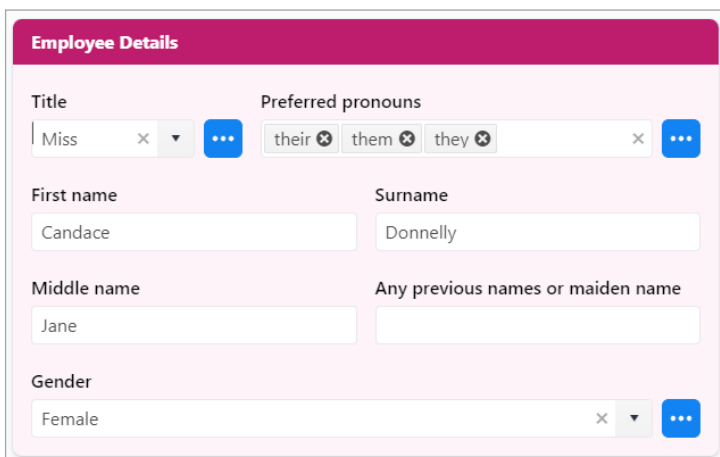


An updated layout with a modern 'look and feel'.

Concepts and designs may be subject to change.

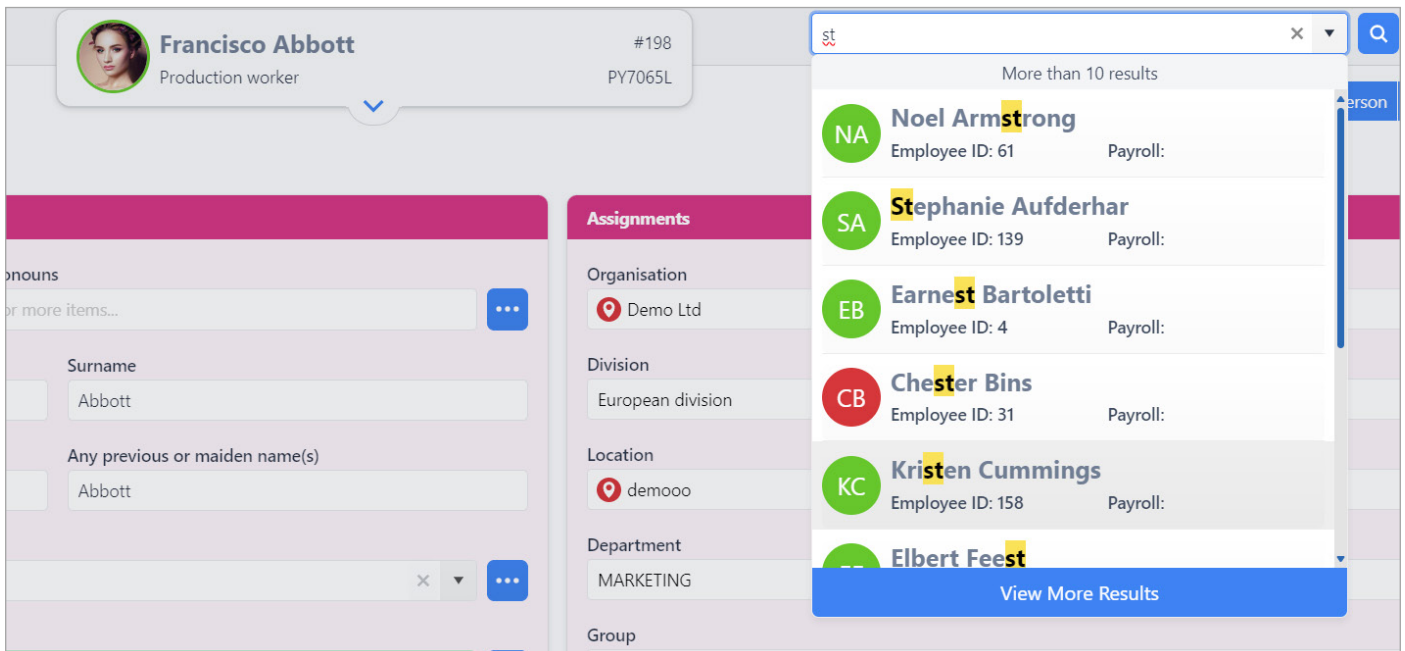


Multiple addresses.

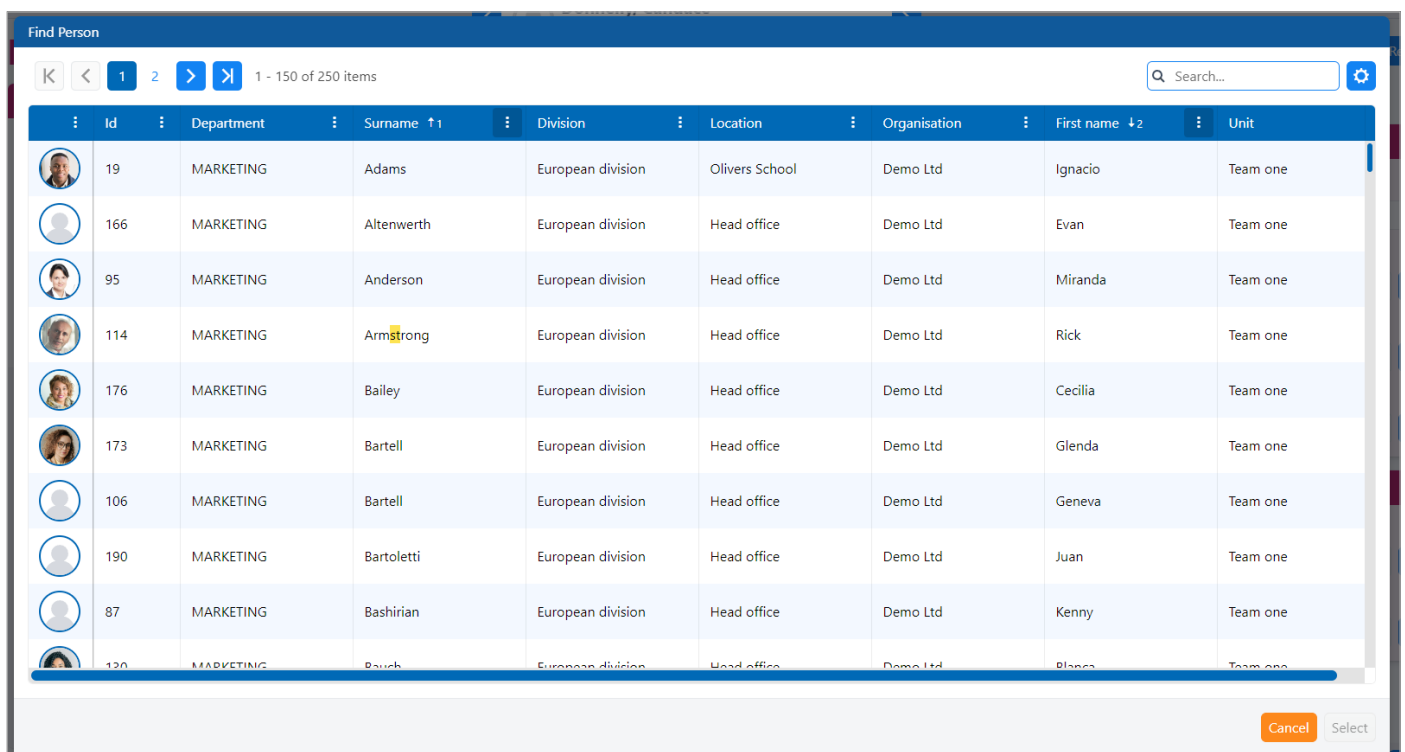


Screens incorporate slicker selection methods, for example: token boxes.

Concepts and designs may be subject to change.



Intuitive person search feature. Image border: red=out, green=in.



Clear layout on Find Person.

Concepts and designs may be subject to change.

**Assignments**

Organisation  
Demo Ltd

Division  
European division

Location  
demo

Department  
MARKETING

Group  
Staff

Role  
Production worker

Manager  
Select manager...

Manager  
Select manager...

Shift pattern

Week rotation

Seven assignments plus four custom groupings.

View Location

Add Location
Delete Location
Refresh Location
Find Location

K
1 of 1 items

**Location**

Name  
Head office

Is default? ENABLED

Is redundant? ENABLE

**Address**

Find address

Address  
3 Fieldhouse Road

Town/city  
Rochdale

State province or county  
Greater Manchester

Zip or postcode  
OL12 0AD

Country/region  
United Kingdom

Manually Enter Coordinates ENABLE

Geo Latitude  
53.62767028808594

Geo Longitude  
-2.156200647354126

**Map**

Map Satellite

**Ring-fence**

Is ring-fenced? ENABLED

Ring-fence radius (metres)  
30

**Actions**

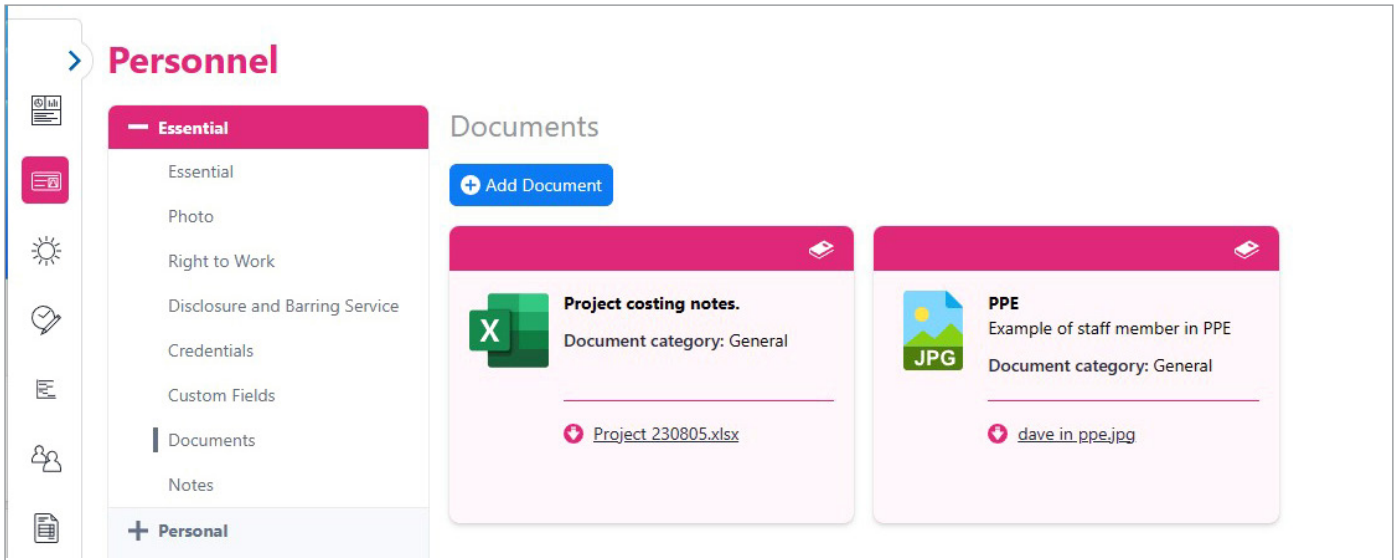
3 Fieldhouse Road  
Street view

Close
Edit

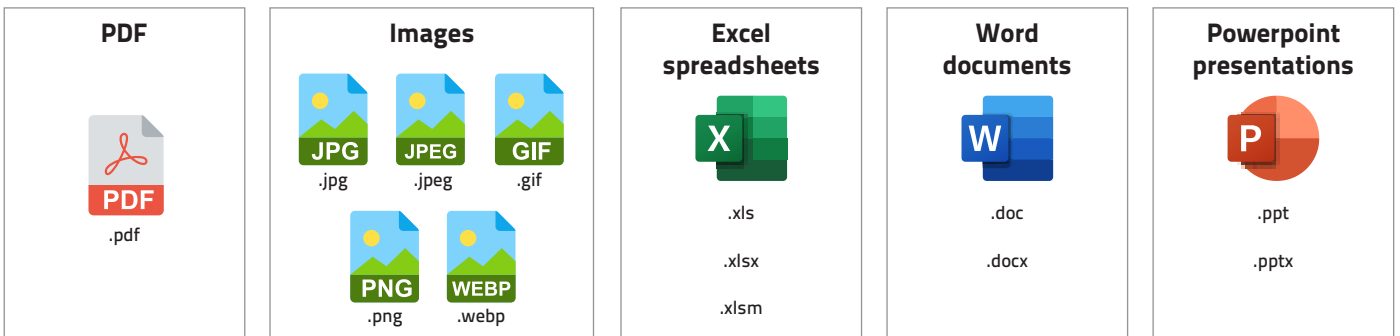
Location grouping incorporates Google maps API.

Concepts and designs may be subject to change.

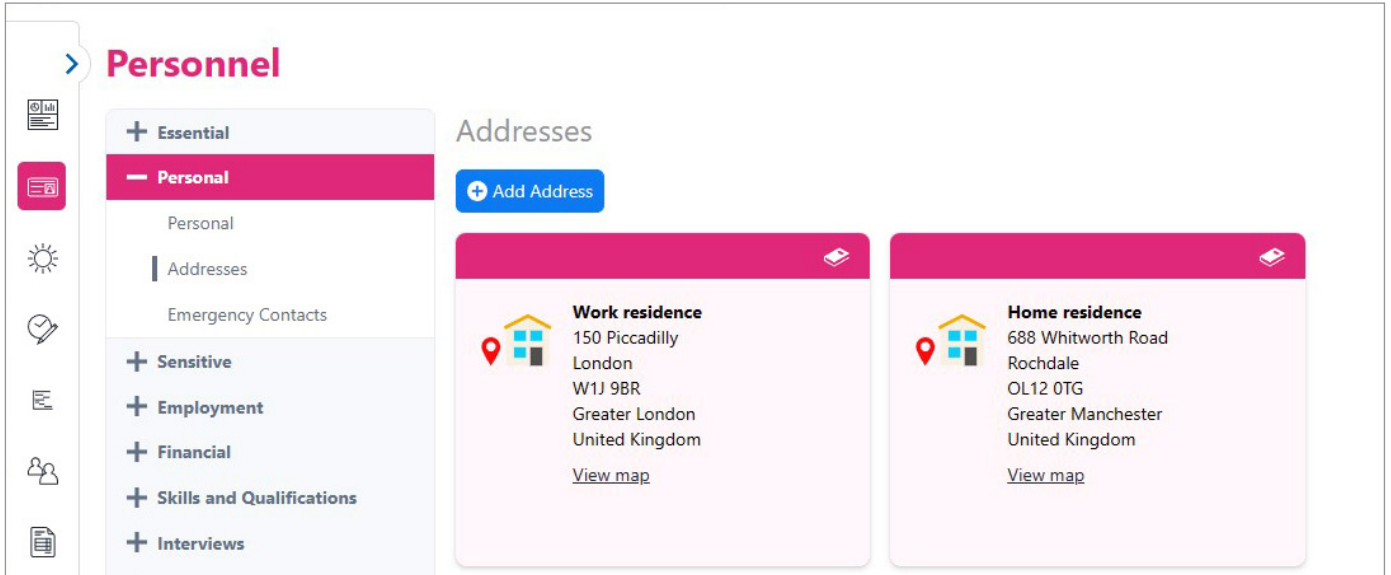




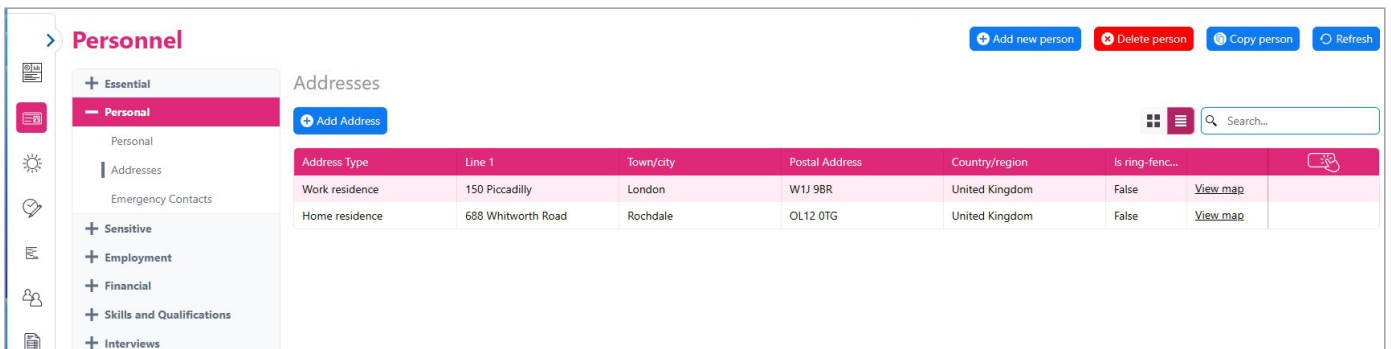
Supports multiple documents and can be viewed in both card and grid format.



Supported document types.



Supports multiple addresses.



Can be viewed in both card and grid format.

## Absence management

### Highlights

1. Additional authorised leave frequency options.
2. Improved RTW procedure.

The screenshot displays the 'Absence Management' interface for Miguel Bergnaum (Production worker, #89, PY7065L). The main view is a calendar grid spanning from Thursday, 1st June 2023 to Friday, 31st May 2024. The calendar is organized by month, with columns for June, July, August, September, October, November, December, January, February, March, April, and May. Each day cell contains a letter representing the day of the week (e.g., T, F, S, M, W) and a number. Various absence types are highlighted with colored boxes: 'Dentist' (green), 'Training' (pink), 'Doctors' (yellow), and 'Holiday' (orange). A sidebar on the right contains an 'Actions' panel for the selected date (Fri, 18 Aug 2023), with buttons for 'Training', 'Doctors', and 'Add Booking'. Below this, there are links for 'Absence statistics', 'Planner', and 'Attendance adjustment'. The bottom of the sidebar shows a 'Filters' dropdown menu.

Clear absence management format.

The screenshot displays the 'Absence Management' interface for Miguel Bergnaum, a Production worker. The main section features a donut chart titled 'Holiday Entitlement Statistics' showing a total entitlement of 20. The chart is divided into three segments: Booked (15, grey), Taken (5, blue), and Remaining (5, green). To the right of the chart is a 'Holiday Entitlement Details' panel with the following fields and values:

Field	Value	Action
Period allowance	20	
Allowance	20	
Carry over	0	
Credit	0	⋮
Total entitlement	20	
Absence worked (refunded)	0	⋮
Absence taken	5	⋮
Absence planned	10	⋮
Remaining entitlement	5	

On the left, a 'Categories' list includes: Holiday, Sickness, Medical, Authorised, Unauthorised, Compassionate, Maternity/Paternity, Business Absence, and Educational/Training. On the right, a 'Conversation' box contains a text input field and a 'Send' button. The top navigation bar includes 'File', 'Config', and user information for Miguel Bergnaum.

Workforce absence calendar.

Concepts and designs may be subject to change.

The screenshot displays the 'Absence Management' interface in the Timeware software. The main view is a calendar grid spanning from June 2023 to May 2024. The interface includes a top navigation bar with 'File' and 'Config' menus, and a 'Filter Workforce Off' button. A sidebar on the left contains various icons for navigation. The calendar grid shows days of the week (T, F, S, M, W) and dates. Several dates are highlighted with colored boxes and names: 'Richar...' (red), 'Nathan' (yellow), 'Jamie...' (green), and 'Nath...' (green). An 'Actions' panel on the right shows 'Selected date: Fri, 18 Aug 2023' and an 'Add Booking' button. The top navigation bar includes 'Calendar', 'Entitlement', and 'Workforce' tabs.

Workforce absence calendar.

Concepts and designs may be subject to change.

## Time and attendance

### Highlights

1. Unlimited pay elements.

The screenshot displays the 'Timesheets' interface for the period from Monday, 20 Feb 2023 to Friday, 3 Mar 2023. The main view is a grid with columns for Week/Day, Date, Shift, Taken Absence(s), Booking(s), Total, Basic, x1.33, x1.50, x2.00, Award Bonus, and Holiday. The grid shows data for weeks 2 and 3, including days with 'Holiday' status and 'Saturday Overtime'.

**Pay Period Summary:**

Pay Period	Total	Basic	x1.33	x1.50	x2.00	Award Bonus	Holiday
Mon, 20 Feb 2023 to Fri, 3 Mar 2023	55,45	53,00	2,45			Yes	16,00

**Timesheet Information:**

- Shift pattern: 09:00-12:00/12:00-17:00
- Status: Incomplete Timesheet

**Pay Period Actions:**

- Recalculate Period
- Reallocate Bookings

**Filters:**

- Booking(s)
  - All booking types
  - Missed bookings (2)
  - Bookings outside core time (3)
  - Manually changed bookings
  - Absence or holiday bookings (2)

timeware
File Config

>

## Shift Planner

◀
|
▶

Mon, 17 Jul 2023 to Sun, 23 Jul 2023

▶
⌂
📅

Person View

Shift View

Employee	Mon, 17 Jul 2023	Tue, 18 Jul 2023	Wed, 19 Jul 2023	Thu, 20 Jul 2023	Fri, 21 Jul 2023	Sat, 22 Jul 2023
<b>Jo Blackwell</b> Role: Production worker Skills: Picker, Packer <span style="color: green; font-weight: bold;">40 of 40hrs per week</span>	08:00 > 16:30 8hr 30m 30m unpaid	08:00 > 16:30 8hr 30m 30m unpaid	08:00 > 16:30 8hr 30m 30m unpaid	08:00 > 16:30 8hr 30m 30m unpaid	08:00 > 16:30 8hr 30m 30m unpaid	08:00 > 16:30 OT 8hr 30m 30m unpaid
<b>Nick Dewet</b> Role: Production worker Skills: Picker, Packer <span style="color: orange; font-weight: bold;">43 of 40hrs per week</span>	08:00 > 16:30 8hr 30m 30m unpaid	08:00 > 16:30 8hr 30m 30m unpaid	08:00 > 16:30 8hr 30m 30m unpaid	08:00 > 16:30 8hr 30m 30m unpaid	08:00 > 16:30 8hr 30m 30m unpaid	09:00 > 12:00 OT 3h
<b>Janice Stevens</b> Role: Production worker Skills: Checker <span style="color: green; font-weight: bold;">15 of 15hrs per week</span>	08:30 > 14:30 R 5h	08:30 > 14:30 5h	08:30 > 14:30 5h	08:30 > 14:30 5h	08:30 > 14:30 5h	08:30 > 14:30 R 5h
<b>Finlay Jewson</b> Role: Production worker Skills: Picker, Packer <span style="color: green; font-weight: bold;">7.5 of 0hrs per week</span>	+ Add Shift	+ Add Shift	08:30 > 16:30 7h 30m 30m unpaid	+ Add Shift	Unavailable	+ Add Shift
<b>June Summer Laurence</b> Role: Production worker Skills: Picker, Packer <span style="color: green; font-weight: bold;">40 of 40hrs per week</span>	08:00 > 16:30 8hr 30m 30m unpaid	08:00 > 16:30 8hr 30m 30m unpaid	08:00 > 16:30 8hr 30m 30m unpaid	08:00 > 16:30 8hr 30m 30m unpaid	08:00 > 16:30 8hr 30m 30m unpaid	08:00 > 16:30 OT 8hr 30m 30m unpaid
<b>William Gibbs</b> Role: Production worker Skills: Picker, Packer <span style="color: orange; font-weight: bold;">0 of 20hrs per week</span>	08:00 > 16:30 8h 30m 30m unpaid <span style="background-color: yellow; padding: 2px;">Holiday</span>	08:00 > 16:30 8h 30m 30m unpaid <span style="background-color: yellow; padding: 2px;">Holiday</span>	08:00 > 16:30 8h 30m 30m unpaid <span style="background-color: yellow; padding: 2px;">Holiday</span>	08:00 > 16:30 8h 30m 30m unpaid <span style="background-color: yellow; padding: 2px;">Holiday</span>	08:00 > 16:30 8h 30m 30m unpaid <span style="background-color: yellow; padding: 2px;">Holiday</span>	08:00 > 16:30 OT 8h 30m 30m unpaid
<b>Nina Foyle</b> Role: Production worker Skills: Picker, Packer <span style="color: green; font-weight: bold;">40 of 40hrs per week</span>	08:00 > 16:30 8hr 30m 30m unpaid	21:30 > 06:00 8hr 30m 30m unpaid	08:00 > 16:30 8hr 30m 30m unpaid	08:00 > 16:30 8hr 30m 30m unpaid	08:00 > 16:30 8hr 30m 30m unpaid	08:00 > 16:30 OT 8hr 30m 30m unpaid
<b>Rob Shingles</b> Role: Production worker Skills: Picker, Packer <span style="color: green; font-weight: bold;">40 of 40hrs per week</span>	08:00 > 16:30 8hr 30m 30m unpaid	21:30 > 06:00 8hr 30m 30m unpaid	08:00 > 16:30 8hr 30m 30m unpaid	08:00 > 16:30 8hr 30m 30m unpaid	08:00 > 16:30 8hr 30m 30m unpaid	08:00 > 16:30 OT 8hr 30m 30m unpaid
<b>Tessa Lightfingers</b> Role: Production worker Skills: Picker, Checker <span style="color: green; font-weight: bold;">40 of 40hrs per week</span>	08:00 > 16:30 8hr 30m 30m unpaid	08:00 > 16:30 8hr 30m 30m unpaid	08:00 > 16:30 8hr 30m 30m unpaid	08:00 > 16:30 8hr 30m 30m unpaid	08:00 > 16:30 8hr 30m 30m unpaid	08:00 > 16:30 OT 8hr 30m 30m unpaid

Edit

timeware ⚙️ ⋮

🏠 File ⚙️ Config

## Shift Planner

📅 Mon, 17 Jul 2023 to Sun, 23 Jul 2023 🔍 Search by name... Person View **Shift View**

**Mon, 17 Jul 2023** + Add shift ^

<p><b>08:00-16:30</b></p> <p><b>Assigned to shift (35/35)</b>            Manager(s): 1/1            Delivery driver(s): 2/2            Production worker(s): 12/12            View all</p> <p>Total: 35      Required: 35</p>	<p><b>08:30-14:30 R</b></p> <p><b>Assigned to shift</b>            Manager(s): 1/-            Production worker(s): -/-</p> <p>Total: 1      Required: -</p>	<p><b>Special 09:00-11:00</b> ⚠️</p> <p><b>Assigned to shift (2/5)</b>            Manager(s): 1/1            Delivery driver(s): 1/1            Production worker(s): 0/3</p> <p>Total: 2      Required: 5</p>	<p><b>14:00-22:00</b></p> <p><b>Assigned to shift (12/12)</b>            Manager(s): 1/1            Delivery driver(s): 1/1            Production worker(s): 10/10</p> <p>Total: 12      Required: 12</p>	<p><b>21:30-06:00</b></p> <p><b>Assigned to shift (15/15)</b>            Manager(s): 1/1            Delivery driver(s): 2/2            Production worker(s): 12/12</p> <p>Total: 15      Required: 15</p>
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**Tue, 18 Jul 2023** + Add shift ^

<p><b>08:00-16:30</b> ⚠️</p> <p><b>Assigned to shift (35/34)</b>            Manager(s): 1/1            Delivery driver(s): 2/2            Production worker(s): 11/12            View all</p> <p>Total: 34      Required: 35</p>	<p><b>08:30-14:30</b></p> <p><b>Assigned to shift</b>            Manager(s): 1/1            Production worker(s): 1/1</p> <p>Total: 2      Required: 2</p>	<p><b>21:30-06:00</b></p> <p><b>Assigned to shift (15/15)</b>            Manager(s): 1/1            Delivery driver(s): 2/2            Production worker(s): 12/12</p> <p>Total: 15      Required: 15</p>
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**Actions**

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**Filters**



## Roll Call

The screenshot displays the 'Roll Call' interface for 'Factory Floor (10)'. It features a table with columns for 'Booking', 'Shift', and 'Assignments'. The table lists 10 employees with their names, initials, and roles. Each row shows their arrival time and location (e.g., 'Main entrance', 'Back door') along with the date and time. The 'Shift' column indicates the time range (08:00 > 16:30) and the status (e.g., '8hr 30m', '30m Unpaid'). The 'Assignments' column lists the employee's details, including their role (Employee), company (Demo Ltd), division (European Division), and department (Head Office, Marketing, Staff). A search bar is located at the top right, and a sidebar on the right contains 'Actions' and 'Filters' sections.

Employee	Booking	Shift	Assignments
Jo Blackwell (JB)	Main entrance Mon, 17 Jul 2023 - 08:00 4 hours 20 mins ago	08:00 > 16:30 8hr 30m 30m Unpaid	Employee, Demo Ltd, European Division, Head Office, Marketing, Staff
Nick Dewet (ND)	Back door Mon, 17 Jul 2023 - 12:20 20 mins ago	08:00 > 16:30 8hr 30m 30m Unpaid	Employee, Demo Ltd, European Division, Head Office, Marketing, Staff
Janice Stevens (JS)	Back door Mon, 17 Jul 2023 - 07:55 4 hours 25 mins ago	08:00 > 16:30 8hr 30m 30m Unpaid	Employee, Demo Ltd, European Division, Head Office, Marketing, Staff
Finlay Jewson (FJ)	Back door Mon, 17 Jul 2023 - 7:58 4 hours 22 mins ago	08:00 > 16:30 8hr 30m 30m Unpaid	Employee, Demo Ltd, European Division, Head Office, Marketing, Staff
June Summer Laurence (JL)		08:00 > 16:30 8hr 30m 30m Unpaid Holiday	Employee, Demo Ltd, European Division, Head Office, Marketing, Staff
William Gibbs (WG)		08:00 > 16:30 8hr 30m 30m Unpaid	Employee, Demo Ltd, European Division, Head Office, Marketing, Staff
John Bright (JB)	Main entrance Mon, 17 Jul 2023 - 08:01 4 hours 19 mins ago	08:00 > 16:30 8hr 30m 30m Unpaid	Employee, Demo Ltd, European Division, Head Office, Marketing, Staff
Nina Foyles (NF)	Main entrance Mon, 17 Jul 2023 - 08:00 4 hours 20 mins ago	08:00 > 16:30 8hr 30m 30m Unpaid	Employee, Demo Ltd, European Division, Head Office, Marketing, Staff
Rob Shingles (RS)	Main entrance Mon, 17 Jul 2023 - 07:55 4 hours 25 mins ago	08:00 > 16:30 8hr 30m 30m Unpaid	Employee, Demo Ltd, European Division, Head Office, Marketing, Staff
Tessa Lightfingers (TL)	Main entrance Mon, 17 Jul 2023 - 08:01 4 hours 19 mins ago	08:00 > 16:30 8hr 30m 30m Unpaid	Employee, Demo Ltd, European Division, Head Office, Marketing, Staff

Improved roll call screen

## Reports

### Highlights

1. Reports can be crafted immediately or set to craft with a pre-defined occurrence as the user completes other tasks. When the report is ready, a notification will appear in the top right of the screen and on the dashboard. The report is then accessed through the user's own report history area which will store their most recent 150 reports.

The screenshot displays the 'Reports' section of the Timeware software interface. It is divided into two main panels: 'Chosen Reports' on the left and 'Report History' on the right. Both panels include a search bar at the top.

**Chosen Reports Panel:**

Name	Last Run	Occurrence	
<b>▼ Absence (3)</b>			
• Absence Entitlement Reason	Mon. 18 Sept 2023 13:00	Daily	
Absence Listing	Fri. 15 Sept 2023 14:00	Weekly	
Absence Reason Listing		Monthly	
<b>▼ Access (1)</b>			
• Access Event Listing	Fri. 15 Sept 2023 14:30	Weekly	
<b>▼ Attendance (2)</b>			
Attendance Daily Listing	Mon. 18 Sept 2023 13:30	Daily	
Attendance Period Listing	Fri. 15 Sept 2023 15:30	Monthly	

**Report History Panel:**

Name	Added On	Status	Completed On	Format
Attendance Daily Listing	Mon. 18 Sept 2023 13:30	Waiting		
• Absence Entitlement Reason	Mon. 18 Sept 2023 13:00	Crafting		
Attendance Daily Listing	Sun. 17 Sept 2023 13:30	Ready	Sun. 17 Sept 2023 13:32	
• Absence Entitlement Reason	Sun. 17 Sept 2023 13:00	Ready	Sun. 17 Sept 2023 13:01	
Attendance Daily Listing	Sat. 16 Sept 2023 13:30	Ready	Sat. 16 Sept 2023 13:32	
• Absence Entitlement Reason	Sat. 16 Sept 2023 13:00	Ready	Sat. 16 Sept 2023 13:01	
• Access Event Listing	Fri. 15 Sept 2023 14:30	Ready	Fri. 15 Sept 2023 14:32	
Absence Listing	Fri. 15 Sept 2023 14:00	Failed		
Attendance Daily Listing	Fri. 15 Sept 2023 13:30	Ready	Fri. 15 Sept 2023 13:32	
• Absence Entitlement Reason	Fri. 15 Sept 2023 13:00	Ready	Fri. 15 Sept 2023 13:01	
Attendance Daily Listing	Thu. 14 Sept 2023 13:30	Ready	Thu. 14 Sept 2023 13:31	
• Absence Entitlement Reason	Thu. 14 Sept 2023 13:00	Ready	Thu. 14 Sept 2023 13:02	

Chosen reports on the left, with report history on the right.