**Technicians’ post-installation report for**

**COMPANY NAME**

### Attendees:

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| Name  | Email Address |
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### General System Review:

1. Has the timeware® system been functioning as expected since installation?

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1. Have all users been able to access the system without issues?

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1. Any challenges or concerns regarding system performance or reliability?

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### Absence Management:

1. Are absence policies and entitlements working correctly?

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1. Have there been any issues with recording, approving, or tracking absences?

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1. If in use, is there any concerns with the Return-to-Work process?

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### Attendance Monitoring:

1. Is the attendance adjustments module accurately recording employee bookings?

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1. Any concerns regarding missing bookings, lateness reminders, or overtime approvals?

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1. Are To-Do list notifications (e.g., missing employees, core time infringements) helpful?

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1. Are managers finding the attendance reporting useful?

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### Hardware & Access Control (If Applicable):

1. Are all biometric devices and access control points functioning properly?

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1. Any issues with clocking devices, fobs, or biometric enrolment?

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1. How has the business absence functionality been performing (If in use)?

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### User Feedback & Training Needs:

1. Do users require additional training or support on any modules?

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1. Any feedback on usability, navigation, or system improvements?

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1. Any feature requests or changes required for future updates?

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### Next Steps & Actions:

* Are any fixes or adjustments required, following this meeting?

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# Additional Information.

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