**Technicians’ post-installation report for**

**COMPANY NAME**

### Attendees:

|  |  |
| --- | --- |
| Name | Email Address |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

### General System Review:

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

|  |
| --- |
|  |

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

|  |
| --- |
|  |

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

|  |
| --- |
|  |

### Absence Management:

1. Are absence policies and entitlements working correctly?

|  |
| --- |
|  |

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

|  |
| --- |
|  |

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

|  |
| --- |
|  |

### Attendance Monitoring:

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

|  |
| --- |
|  |

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

|  |
| --- |
|  |

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

|  |
| --- |
|  |

1. Are managers finding the attendance reporting useful?

|  |
| --- |
|  |

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

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

|  |
| --- |
|  |

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

|  |
| --- |
|  |

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

|  |
| --- |
|  |

### User Feedback & Training Needs:

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

|  |
| --- |
|  |

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

|  |
| --- |
|  |

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

|  |
| --- |
|  |

### Next Steps & Actions:

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

|  |
| --- |
|  |

# Additional Information.

|  |
| --- |
|  |