

Feature awareness review (office copy)

Revised: 20th June 2024

The purpose of this review is to identify and review any features of interest, introduced in the latest software version.

1. Overview:

- a. Dashboard & Report Viewer – Various Improvements to existing reports to add new options for additional information.
- b. Absence Booking – More flexibility over permissions when adding/amending absences.
- c. Absence Booking – Staffing level improvements.
- d. Event Agent Emails – Added several new email alert notifications.

2. Breakdown:

Reports:

- a. Added copy button to copy preconfigured reports.
- b. Personnel listing report:
 - Added option to display the employees last attendance booking time.
 - Added option to filter the report based on the employee's last clocking time.
 - Added option to display the employee's ESS GO policy.
 - Added option to display the employees Date of Commencement + Date of Termination.
- c. Absence listing report:
 - Added option to display Return to Work interview information.
- d. Attendance daily listing report:
 - Added option to include up to 20 bookings (originally 8).
- e. Weekly clock card report:
 - Rates set to none-contribute in Advanced-> Options->Rat Descriptions no longer get included in the totals of the report. This brings it in line with other reports.
- f. Planner listing report:
 - If the date range is set to "Today", there is now an option to exclude employees who have an absence booked or who are on a rest day.
- g. Fire roll call report:
 - Added option to filter by device.
 - Added option to filter by zone.
 - Added option to force a page break after certain groupings.

Scripts:

- a. Accident email:
 - Emails new accidents submitted by employees to their relevant managers.
- b. Probation period email:
 - Emails managers displaying employees who are approaching the end of the probation period.
- c. Personnel form event:
 - Automatically removes employees from the ESS GO when they get marked as a leaver.
- d. Absence days email:
 - Sends an email when an employee has been absent for a certain number of days.
- e. Absence booking form event:
 - Now displays the absence reason next to the employee's name in the Staffing Levels section.
 - Staffing levels can now work off a percentage value rather than a numeric value.
 - Can now restrict users to only being able to amend absences requested via the ESS.
 - Can now restrict users from adding new absences whilst still amending existing absences.
 - Can now restrict users from amending existing absences whilst still adding new absences.
- f. Auto clock out with email:
 - Automatically clocks out employees who have forgotten to clock out and alert their manager via email.

3. timeware® community channel: YouTube

<https://www.youtube.com/channel/UCetlatsqYM3w5efV4zNQOSg>

