North East Time Recorders Limited

Modules include:

Personnel

Absence Management

Attendance

Access Control

Asset Management

Job Costing

Cost Centre Analysis

Fire Alarm Roll Call

Assembly Point

Reports

Employee Self Service

and The Web Client

INFINITY

TIME AND ATTENDANCE SYSTEM

Introduction

North East Time Recorders is recognised as one of the UK's leading suppliers of workforce management solutions.

The Infinity brand is synonymous with reliability, functionality and innovation.

We employ a full-time, UK based team, that has been developing workforce management hardware and software for over 50 years. We can install systems efficiently, train your staff and provide unrivalled support. We also value customer feedback to assist in the development of our products.

Whether your organisation is a large multi-site operation or a workshop with only a few staff, we believe that our product is the correct choice for you.

CURRENT CUSTOMERS INCLUDE:

alphagraphics®

Cordell
Our insight. Your edge.

Workwear EXPRESS
TRUST US WITH YOUR NAME

NHS

The Best Connection
EMPLOYMENT GROUP

encore envelopes

A.V. DAWSON
ROAD ▲ RAIL ▶ LAND ▼ SEA

ADM PRESSINGS

BRIDON

metano

Biffa

O'Brien Est. 1973 Group

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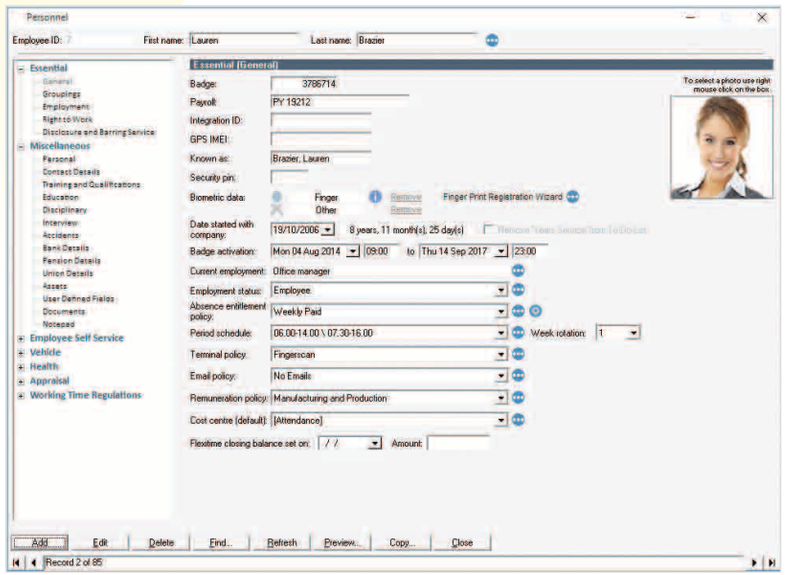
PERSONNEL

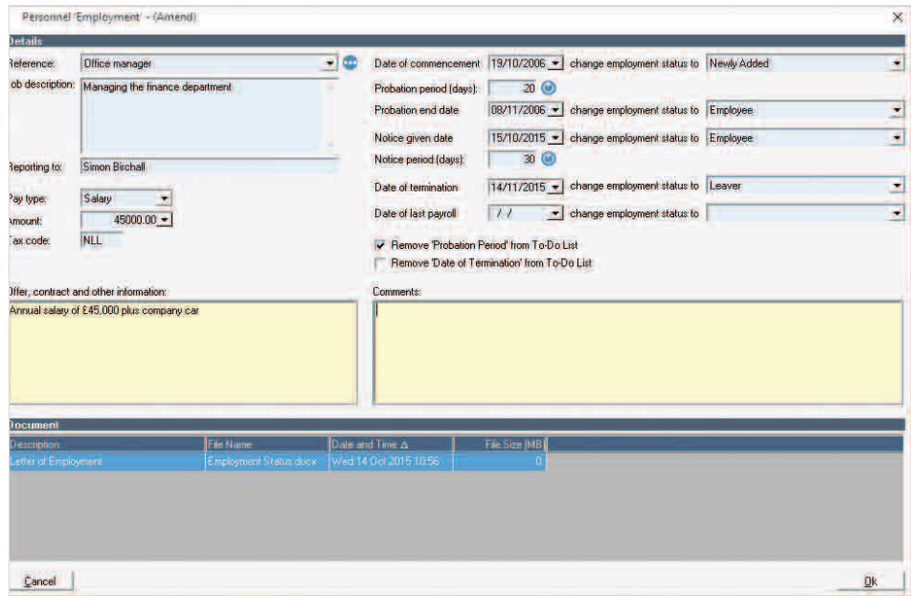
People make businesses and organisations successful. Managing those people's information assists in achieving this success.

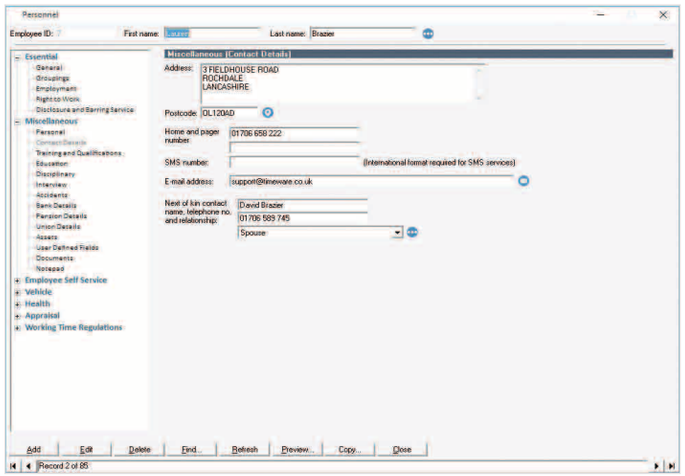
Fitting then, at the heart of each Infinity system is Infinity personnel.

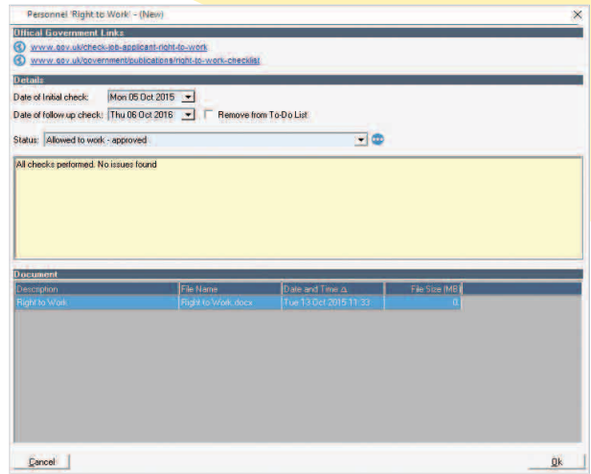
Infinity personnel provides an effective way of managing all your personnel data. It allows you to store, update and view personnel information, with full auditing, in a secure environment based on company defined permissions. Infinity personnel keeps all of your information in one place. From copies of driving licenses to previous employer references, from blood type to bank account details - Infinity personnel stores the data centrally making it available for viewing and reporting when required.

The key is having all your information in one easily accessible place. Everything from contact details to medical reviews, vehicle information to yearly appraisals – Infinity provides a truly effective solution. Infinity personnel integrates with the agenda to provide reminders of important events ranging from birthdays to certification renewal.







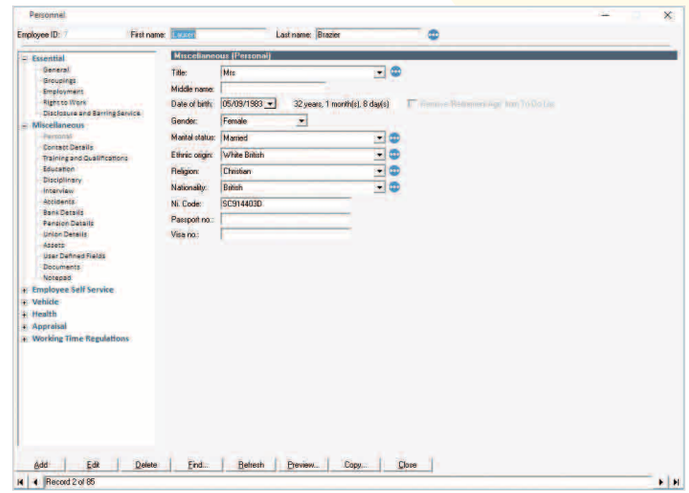


New features include:

- Improved menu layout
- Document scanning
- Enhanced employment history records
- Training matrix

In short, Infinity personnel sets the standard for integrated H.R.

- 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.

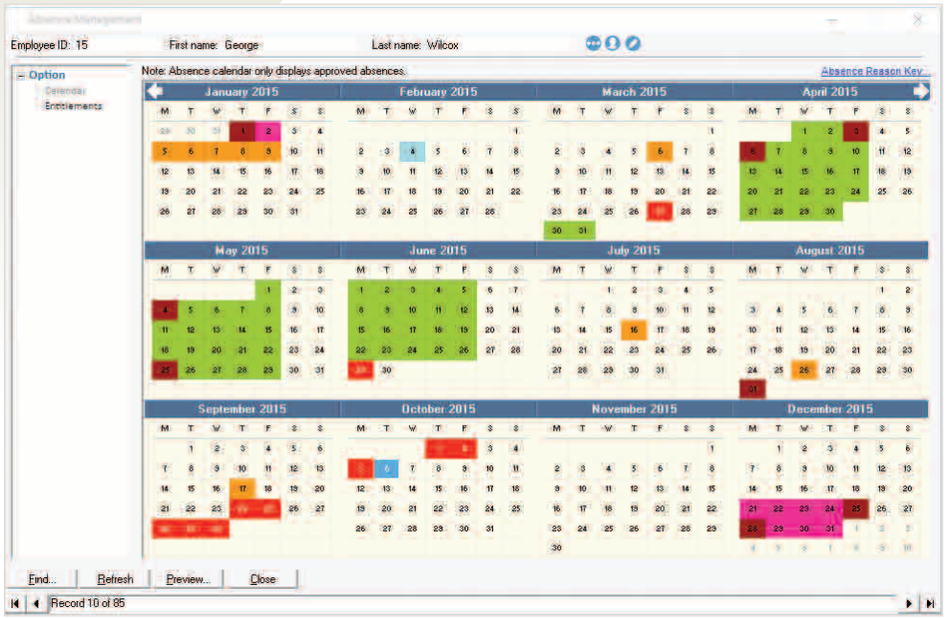


Absence Management

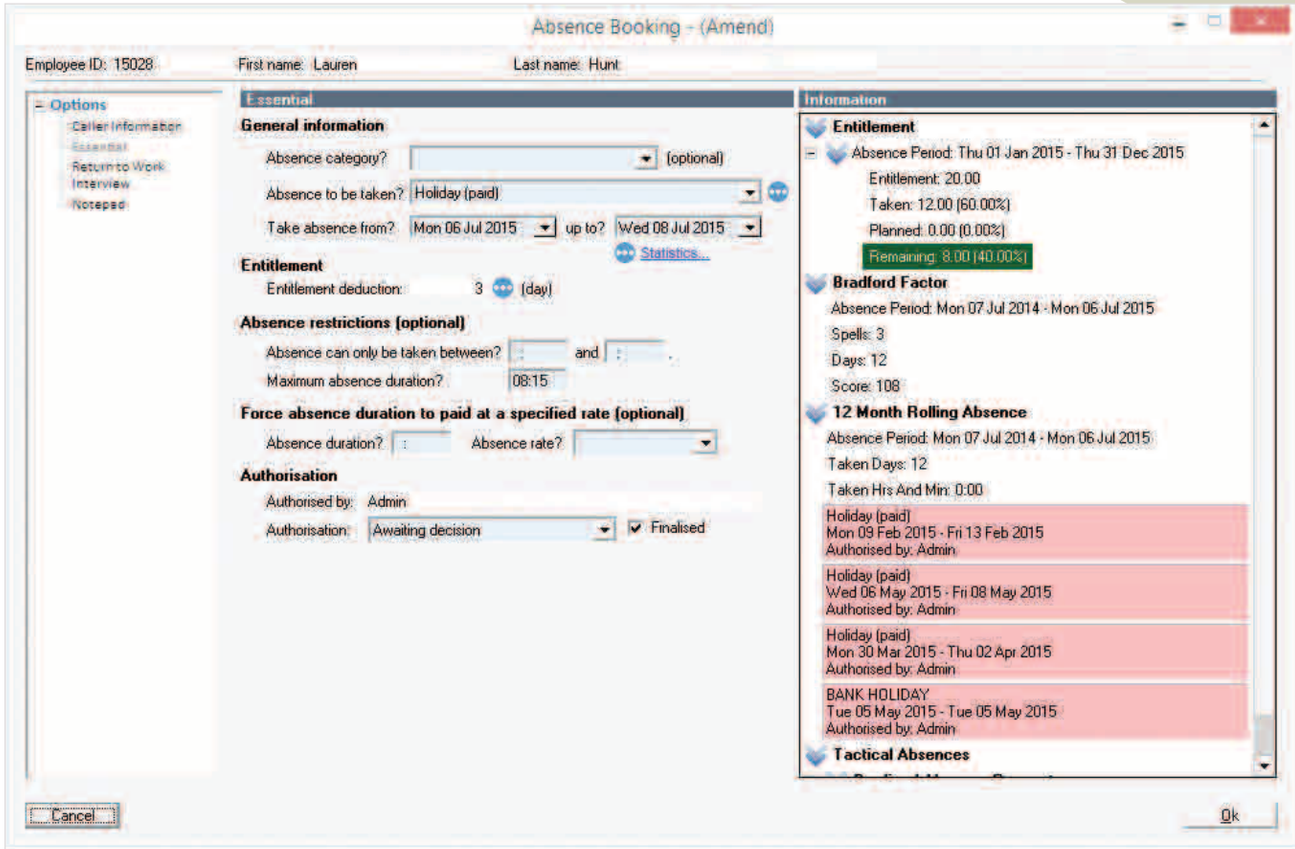
Tracking holiday entitlement, managing holiday schedules and monitoring absenteeism are the three essential factors that make up Infinity absence management.

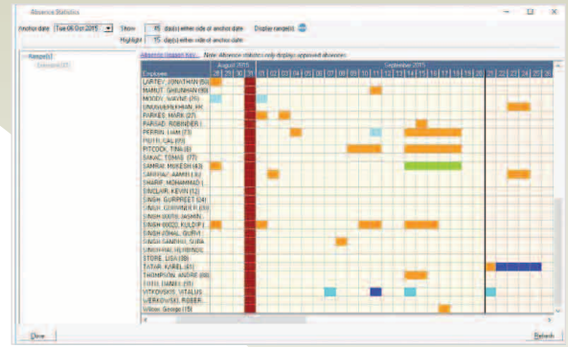
It is now possible to create absence entitlement policies that define the number of days holiday based on years service from any date. You can specify the amount of time that may be carried forward from one year to the next and even award entitlement credits for additional holidays. All absence management amendments must be approved and finalised for secure auditing.

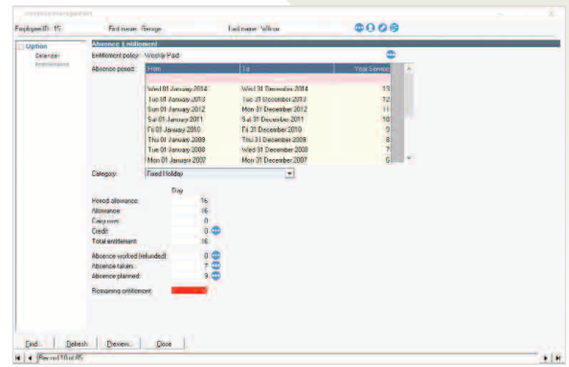
What would happen if all the fork-lift drivers were on holiday at the same time? Or the first aiders? or the staff qualified to complete key tasks in the workplace? Infinity absence management enables line managers to view holiday plans before authorising an absence booking. Infinity also keeps track 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 ensure that the required information has been entered correctly.
- Compatible with Bradford Factor methodology.
- Detailed statistical information is available while booking absences, this will allow you to keep good staffing levels and ensure that employees cannot take more than their yearly entitlement.
- Infinity automatically renews each person's absence entitlements every year, taking into account any days carried forward from the previous absence year and can even award additional time due to a person's years service.
- Create absence entitlement policies with special rules for new starters and long serving employees.
- Enhanced tactical absence analysis.







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

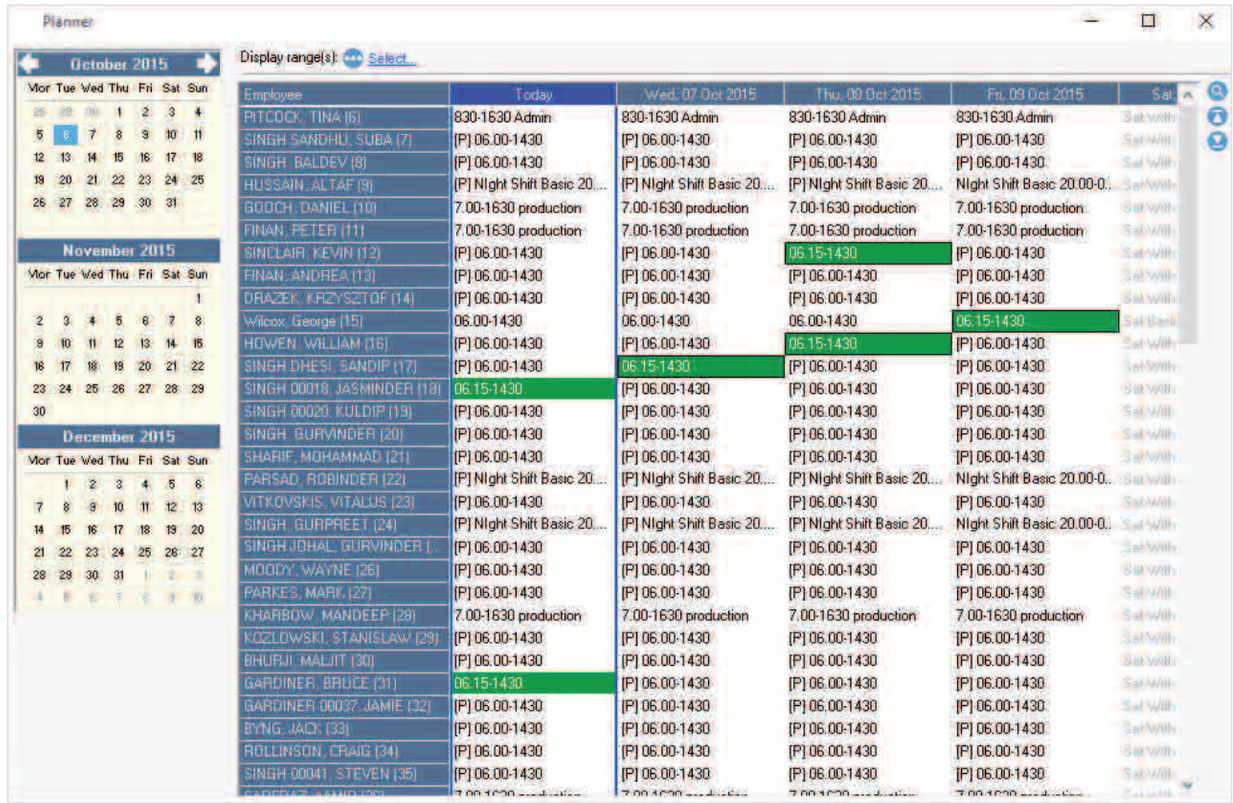
ATTENDANCE

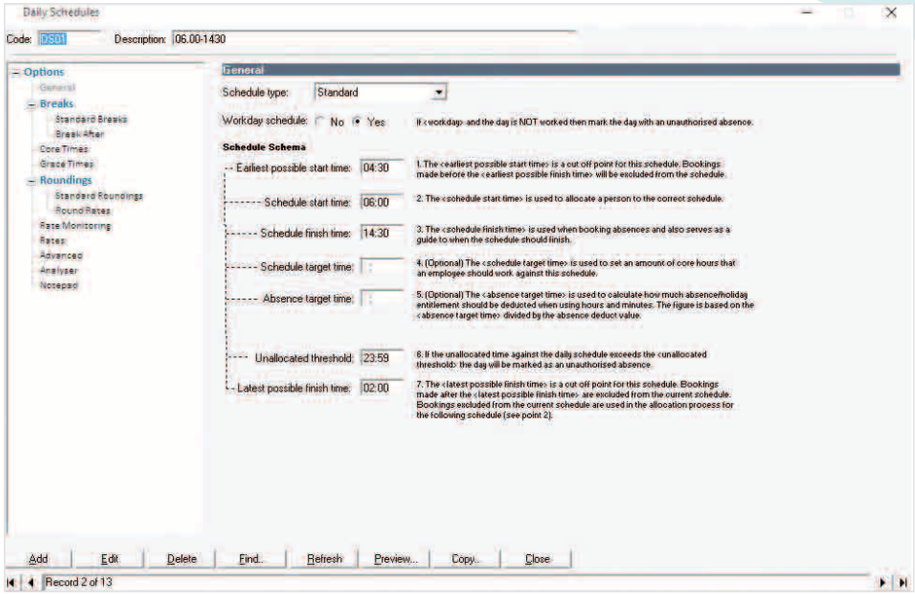
Increasing your company's productivity starts with one important factor – the improvement of your employee's time keeping. The right people in the right place at the right time will guarantee 'smooth running' with maximum efficiency – a goal that every company should strive to achieve.

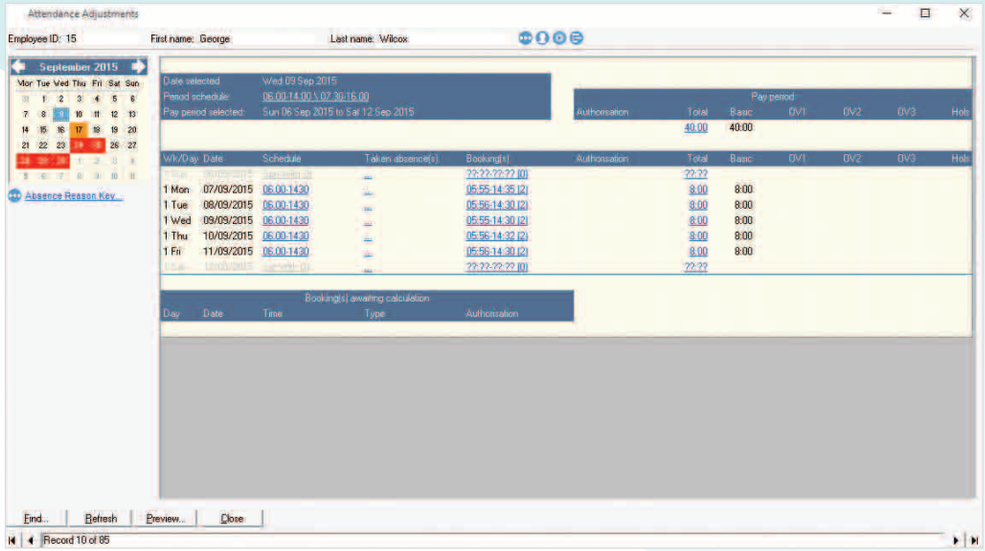
Infinity attendance provides you with the tools to schedule where your workforce should be and how long they should be working. It allows you to plan for each department within the company, selecting employees with the relevant tasks for the job in hand.

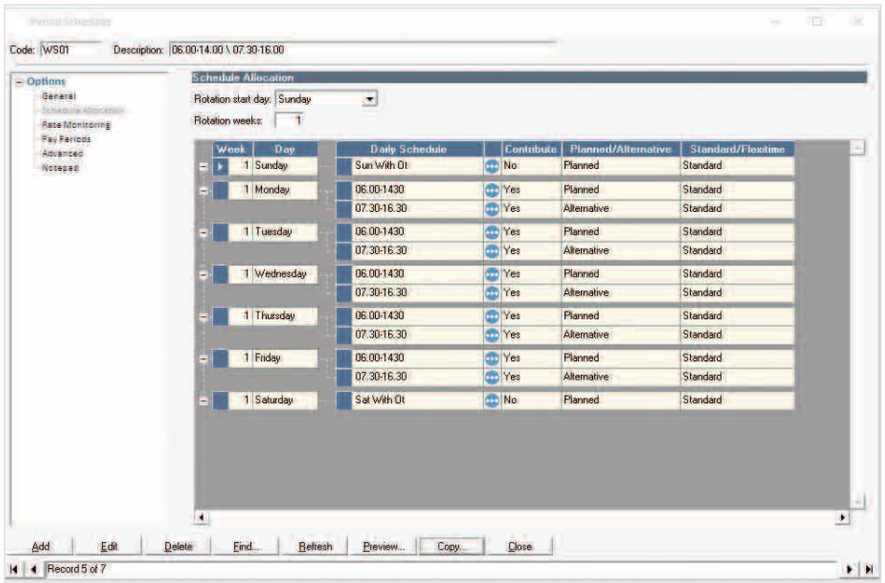
An increasing number of businesses are choosing flexitime, rotational shifts and annualised hours as their preferred working method. Infinity can cope with any type of work pattern and overtime calculation using its unique script engine. Not all systems are designed to our high standard.

North East Time Recorders have spent many years developing a sophisticated attendance product that alerts users to several basic, yet important facts;

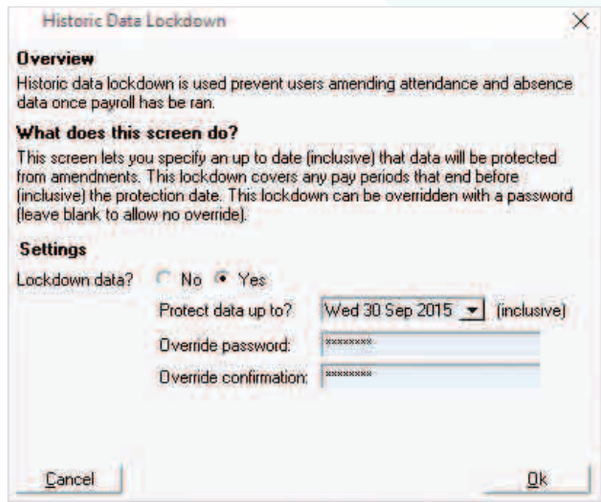








t9-7550
office ESS terminal
supporting biometric/
proximity/keypad options



Access Control

Infinity access control brings you indispensable security, protecting that which is most important - your people and your property.

Simple to use but extremely effective, Infinity access is now installed in a multitude of companies across the UK. Designed to integrate seamlessly with Infinity personnel ensures that when a contractor completes a job or when an individual leaves employment, they will not be able to access your building.

Infinity 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.

t9-0390
weatherproof biometric reader
supporting biometric/ proximity/
keypad options

t9-0240
weatherproof
proximity reader

ID Badge

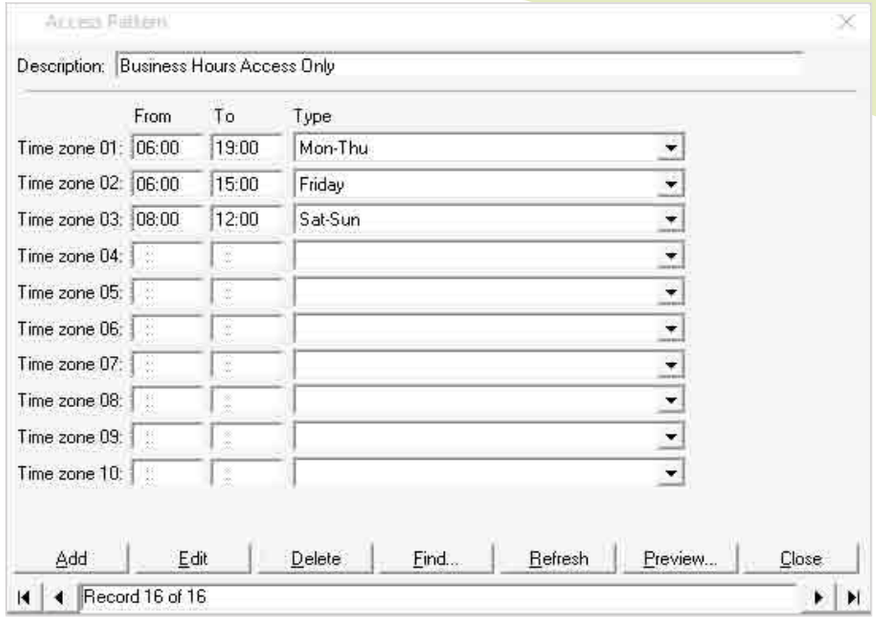
Example Vehicle barrier

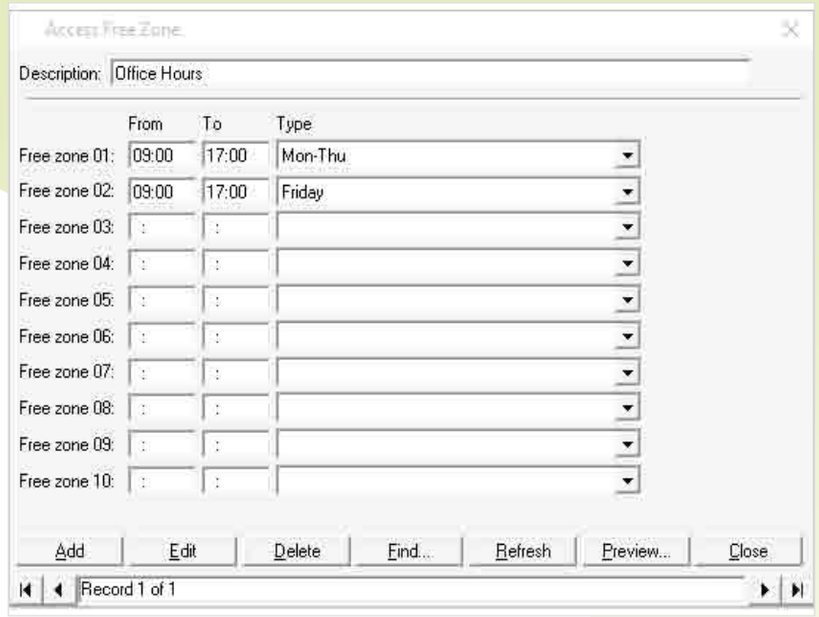
t9-1010 access
control terminal

t9-0530
door furniture

Example office door

Example
turnstile





Full auditing is available.

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

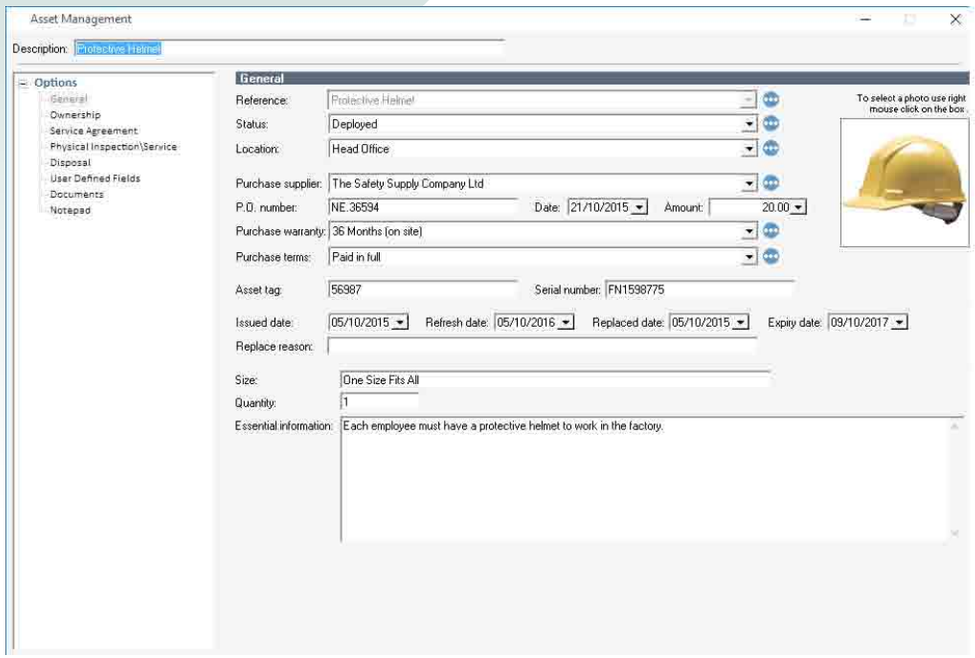
Security guard features:

- Keep track of your employees with real time monitoring.
- Alert feature on your agenda 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.
- Quickly disable lost and stolen badges.
- Finally, for companies requiring a higher level of security, remember that the access control supports the Infinity fingerprint reader technology.

Asset Management

The Infinity 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!

New in Infinity is the asset management module. 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.

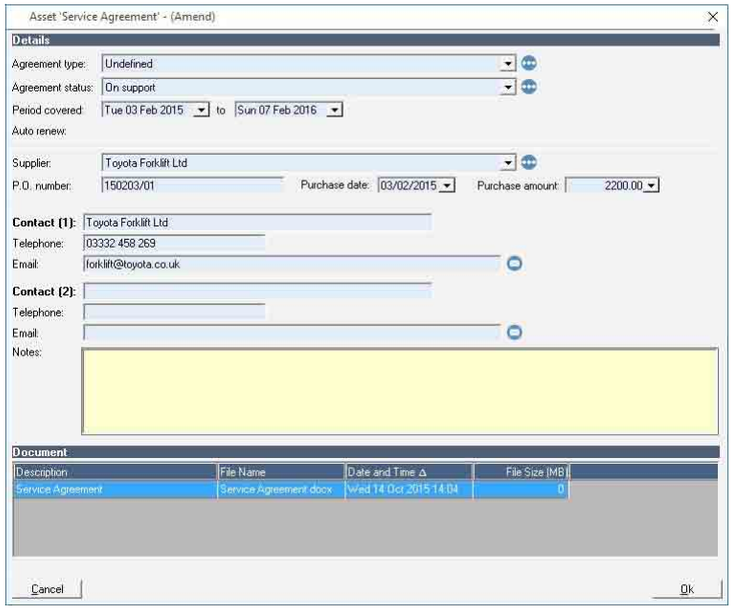


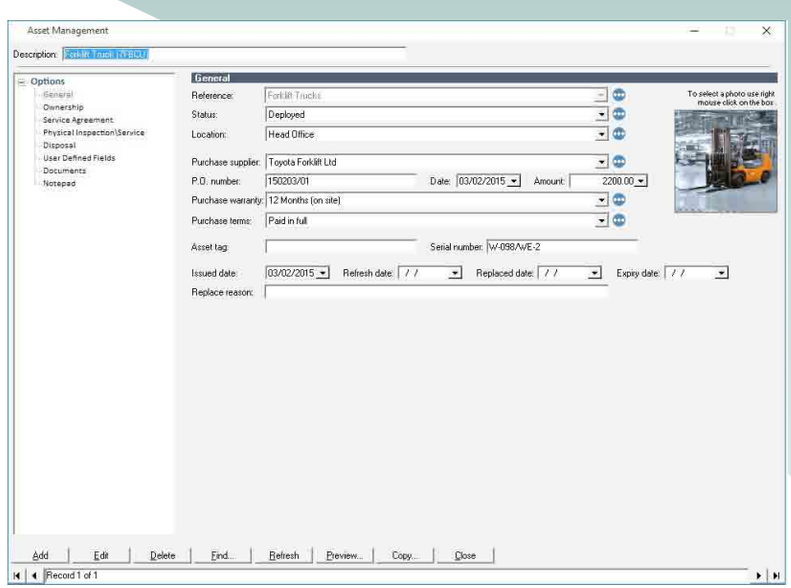
Personnel Protection Equipment (PPE)

The Infinity 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





An exciting new hardware product which utilises the asset management module is the t9-0300 (weatherproof asset controller reader), and the t9-1710 (asset controller).

These items can be connected to any piece of machinery and will not allow the machinery to be used until the operator has proved who they are through the biometric or proximity card reader feature. Infinity will then check to see if the operator has the correct, valid qualifications to use the machinery and only then will the asset controller enable the machine to start.

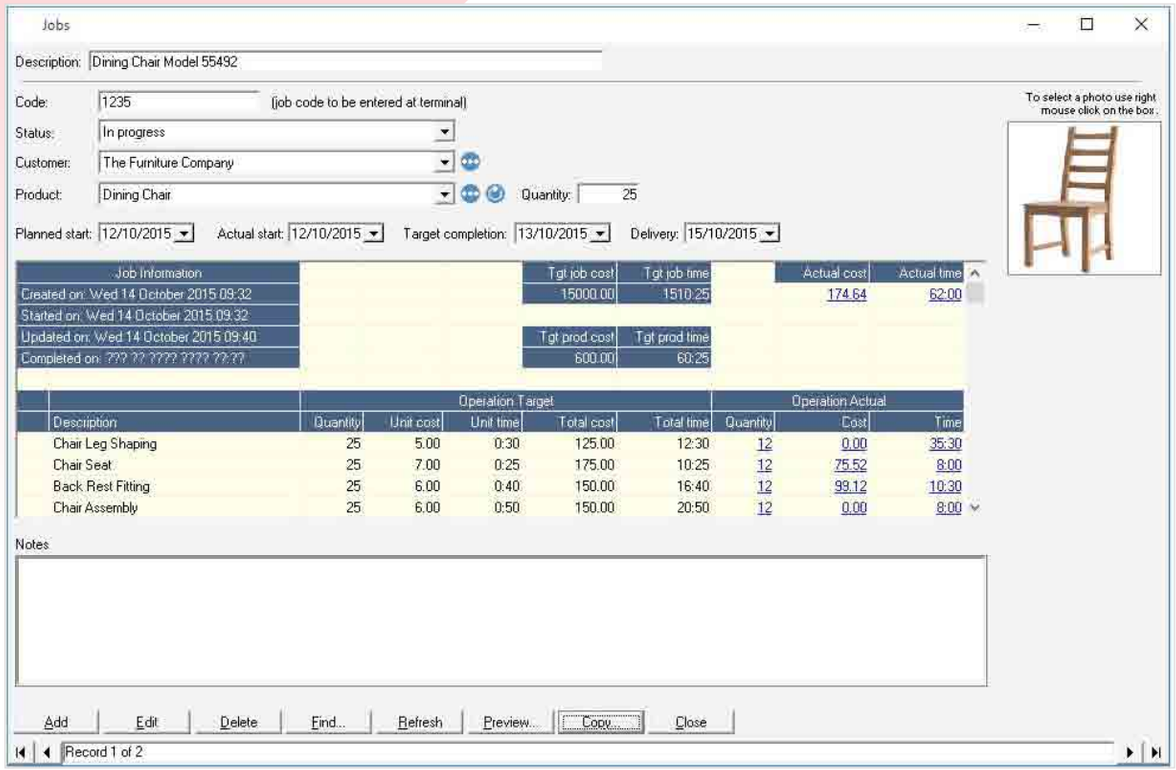
t9-0300 weatherproof asset controller reader

t9-1710 asset controller

Job Costing

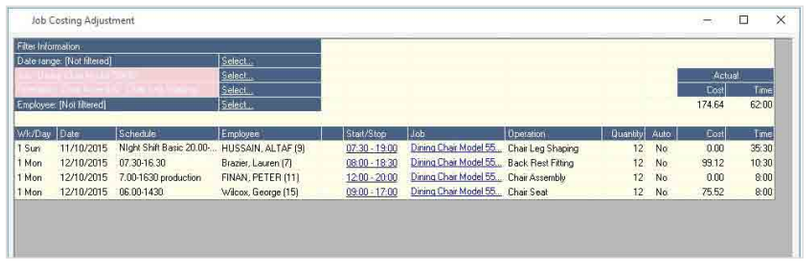
Monitoring costs on the shop floor has been made simpler with Infinity's integrated job costing module.

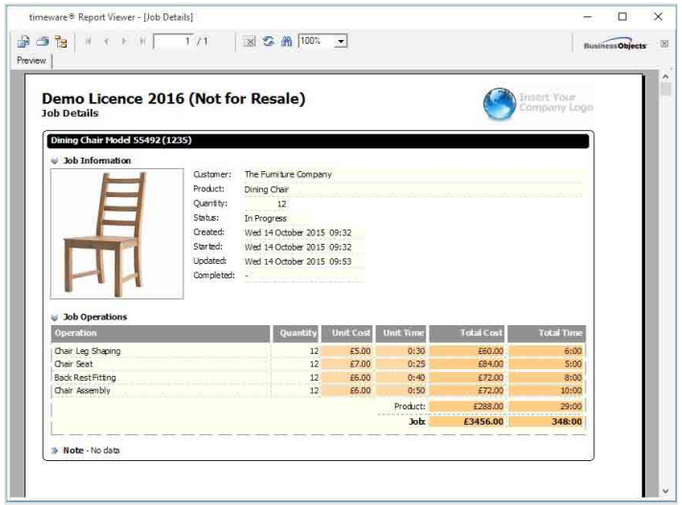
Not only does Infinity allow costing by job, but it also gives you the flexibility of costing by department, individual employee and specific operation. By using the performance comparison reports, you can check on the effectiveness of your employees and highlight areas for improvement. Logging job details couldn't be easier. An employee simply presses the clearly marked **'job start**' or '**job stop**' function buttons on the data collection terminal and follows a series of simple on screen requests such as '**Job code**', or '**Operation code**'. The touch-screen keypad may be used although an increasing number of businesses chose to use barcode scanners for increased efficiency.

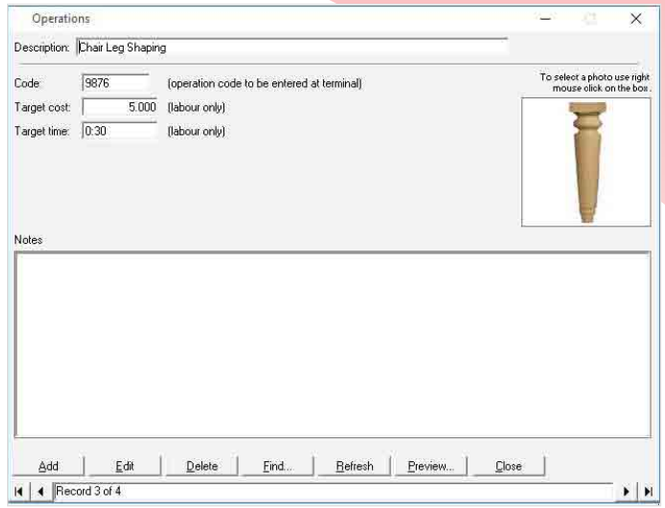


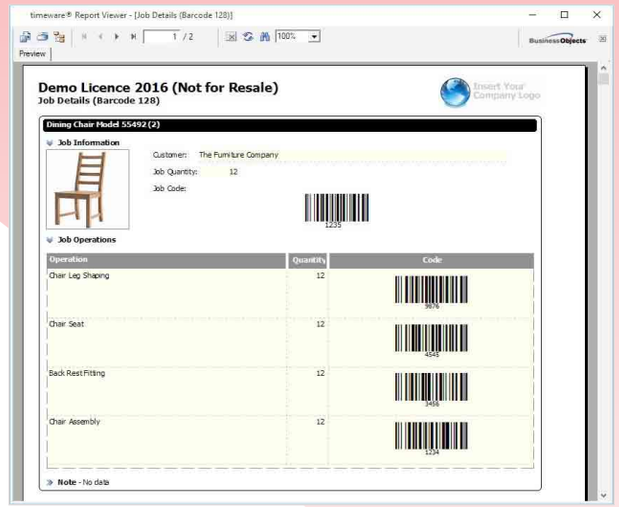
The data collected by the terminal is passed directly to the Infinity software making it instantly available for reports and enquiries. With clear identification for each job and operation, Infinity lets you drill down to the exact layer of information you need, making it easy to compare performance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

The Infinity terminals run bespoke scripts designed specifically around your business needs, ensuring that the solution provided is perfect for you.









Supported barcode types (external hand held scanner) include:

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

t9-5020
weatherproof industrial terminal
supporting biometric/proximity/keypad options

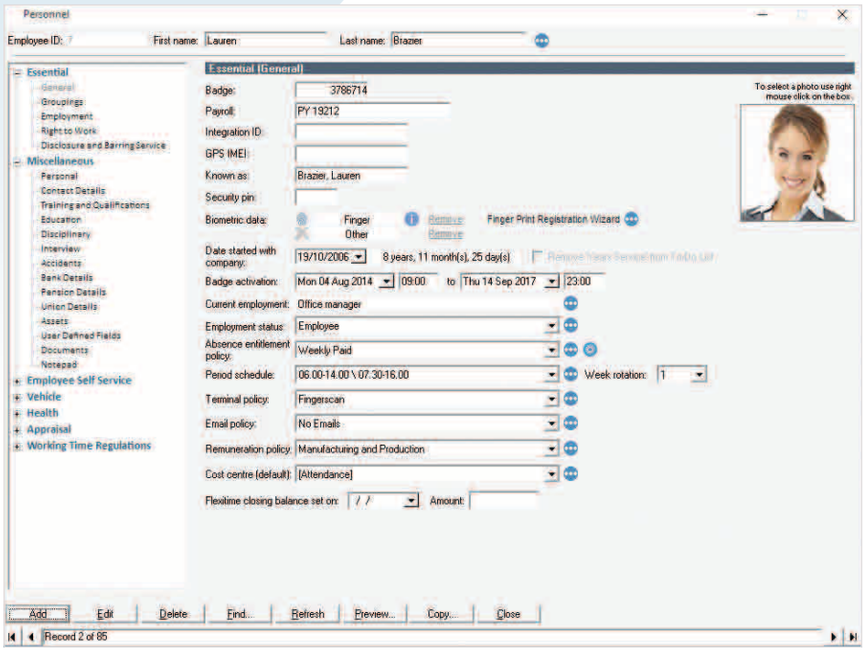
t9-7550
office ESS terminal
supporting biometric/
proximity/keypad options

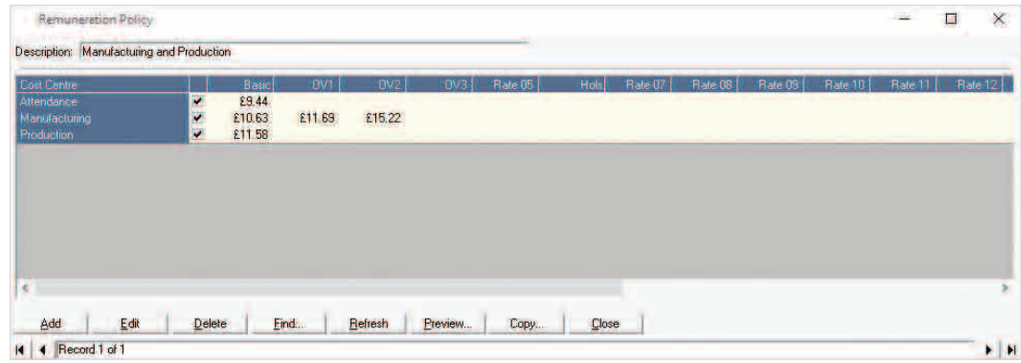
Cost Centre Analysis

Different rates of pay for different processes are no problem for Infinity new cost centre analysis module.

Do your employees have different rates of pay depending on the cost centre they are working in? If so, Infinity'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.

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 Infinity 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.





Selecting a cost centre

t9-7550
office ESS terminal
supporting biometric/
proximity/keypad options

Cost Centre Adjustment

Filter Information											
Date range: [Not filtered]	Select...								Actual		
Cost centre: [Not filtered]	Select...								Cost	Time	
Employee: [Not filtered]	Select...								180.58	16:15	
Wk/Day	Date	Schedule	Employee		Start/Stop	Cost Centre	Auto	Rate	Cost	Time	
1 Mon	05/10/2015	06.00-1430	Wilcox, George (15)		07:00 - 15:00	Manufacturing	No	Basic	85.04	8:00	
1 Tue	06/10/2015	06.00-1430	Wilcox, George (15)		06:00 - 14:15	Production	No	Basic	95.54	8:15	

Fire Alarm Roll Call / Assembly Point

Did you know that your fire monitoring system can be connected directly to Infinity to produce an accurate roll-call report in the event of an emergency?

An increasing number of safety-conscious 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 Infinity gathers information from different sources – from attendance terminals, from access terminals, from assembly points and from the ESS. This information is processed constantly to ensure that the roll-call list is kept permanently up-todate. Using this roll-call list allows Infinity to produce roll-call reports on demand as required.

In the event of the company fire alarm being activated, the Infinity alarm monitor will instantly instruct the software to:

1. **Automatically send a roll-call report, either to a network printer or to a number of preset email addresses.**
2. **Unlock a selected group of access controlled doors in the area.**

The fire alarm roll call service will continue to monitor alarm signals and will never require resetting. If you have chosen to automatically unlock any access controlled doors, they will require re-locking using a simple function available through a Manager's agenda slider bar – ensuring the doors never remain locked in the event of a fire!

company fire alarm system

t9-1610
fire monitor terminal

roll call report
sent to iphone

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

By positioning weatherproof readers 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 t9-1510 assembly point terminals support up to 15,000 employees, providing an accurate solution for even the largest companies.

roll call report
sent to iphone

t9-0240
weatherproof
proximity reader

t9-0390
weatherproof biometric
reader
supporting biometric/
proximity/
keypad options

ADP (Attendance Display Panel)

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

Utilise Infinity real-time, roll-call engine to identify departmental manager's attendance status by quickly viewing the Infinity 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)

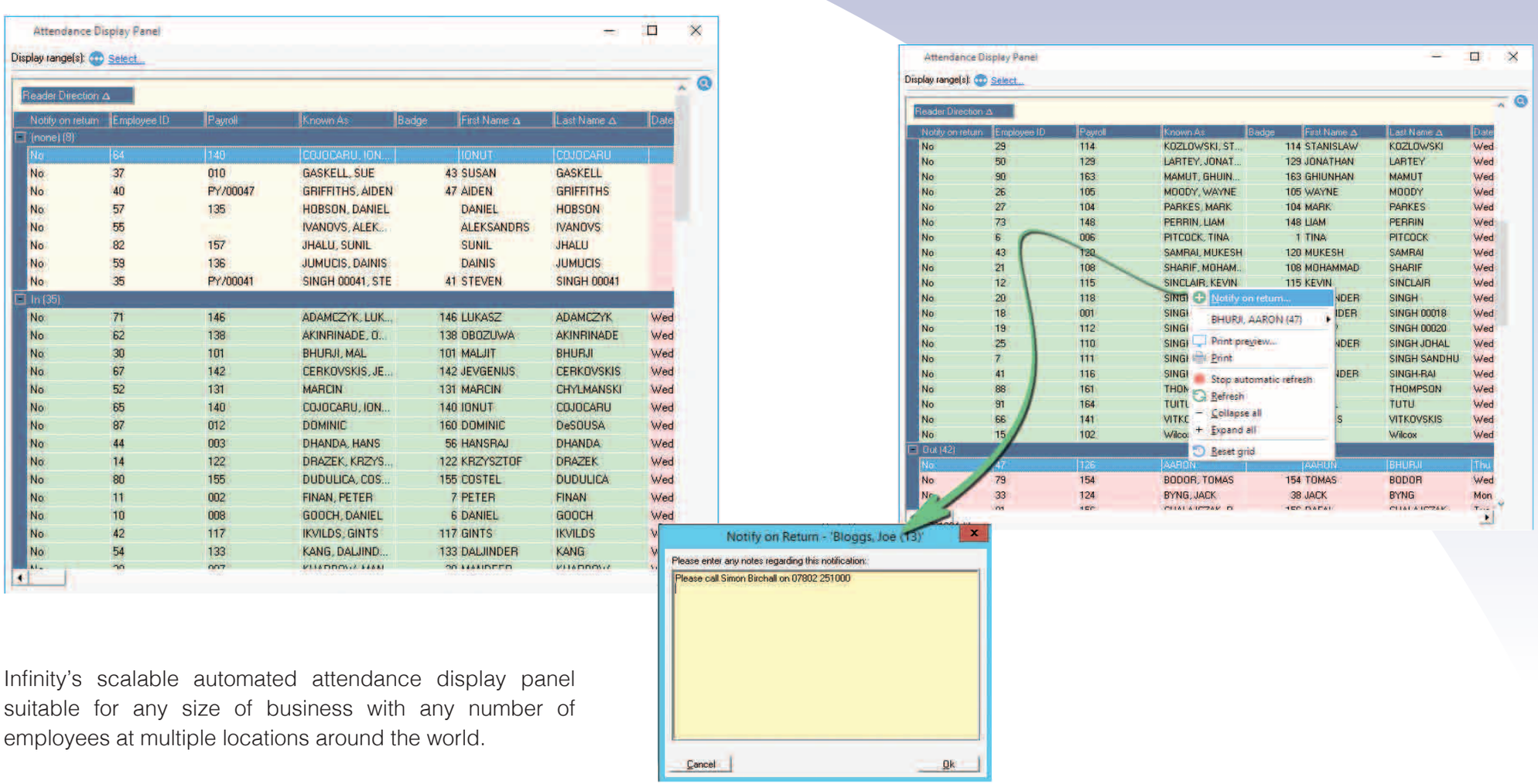
Now an integral part of Infinity and utilising it's tried & tested roll-call technology, the ADP provides Managers with a fast and efficient method of confirming exactly which employees are currently on-site. We've also added a 'return-to-work' indicator that can be used as a message reminder when a selected individual books back in.

Single and multi-site support

The Infinity 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.



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

Reports, Exports & Customisation

The ability to provide each client with a unique, customisable solution makes the Infinity workforce management system the obvious choice.

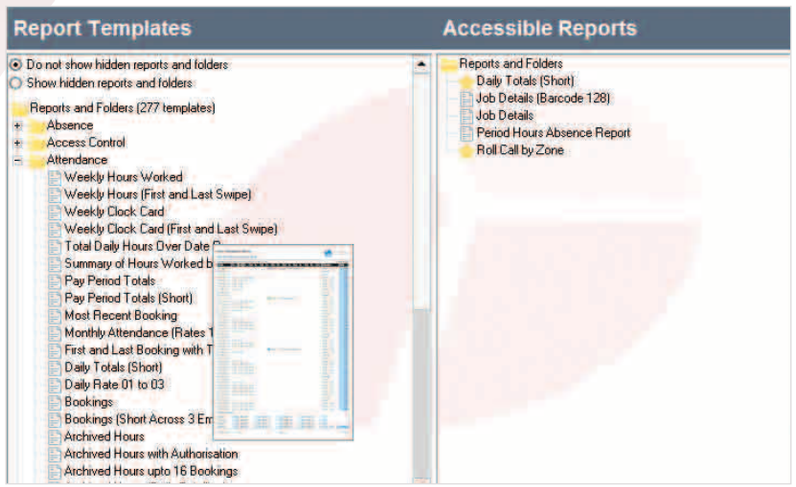
Infinity's major strength is its customisation ability -there are no other products in the same market sector that offer such a high level of personalisation.

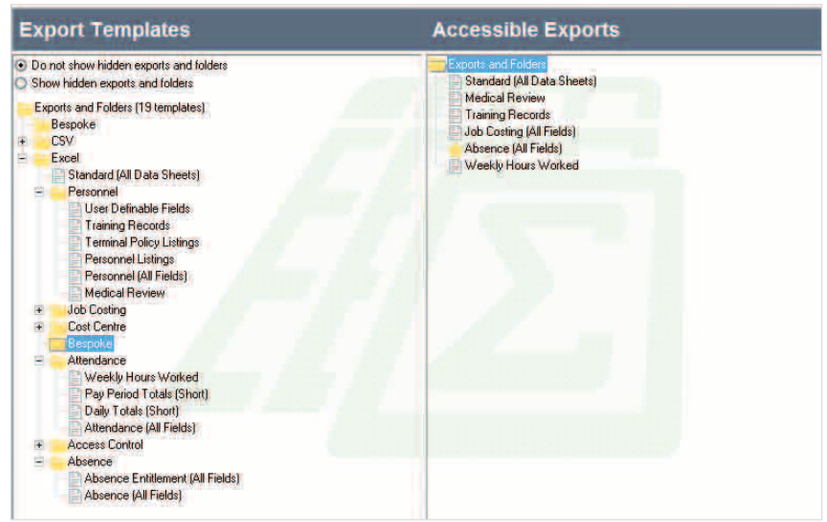
The Infinity report module provides over 160 clear and concise user editable reports, forms and graphs as standard. The Infinity export module provides an easy way to pass raw Infinity data to an external application such as Microsoft Excel for further data mining or to simply develop an ad-hoc report.

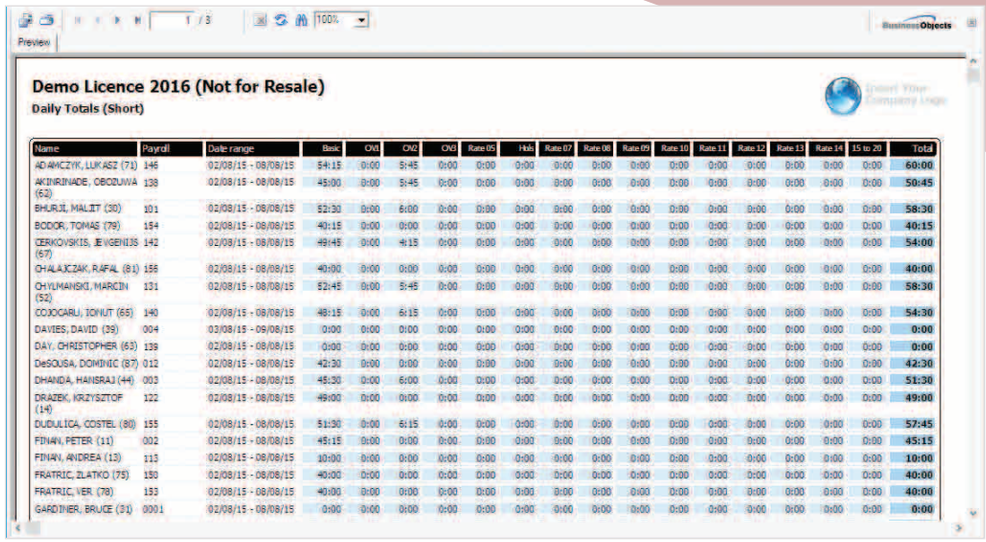
Infinity customisation points appear throughout the package and along with the Infinity SmartBooking® technology provide the development team the facility to create unique solutions. For further information about Infinity customisation, please contact the North East time Recorders team to arrange an appointment.

Superb reports & graphs available through Business Objects and Excel...

SAP BusinessObjects



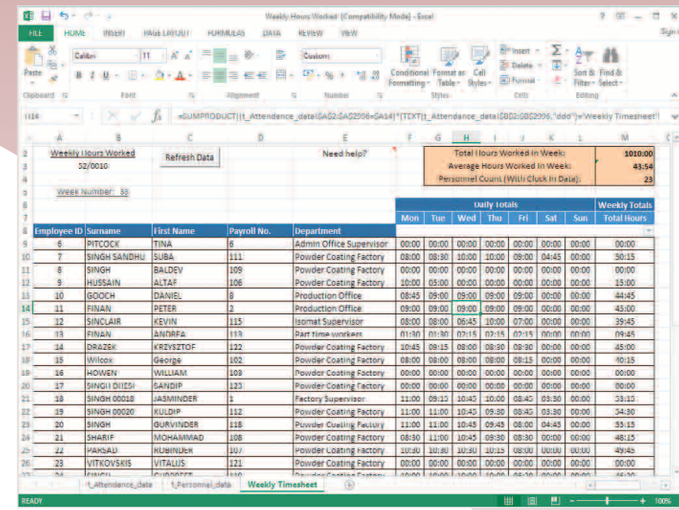




Demo Licence 2016 (Not for Resale)

Daily Totals (Short)

Name	Payroll	Date range	Basic	OT1	OT2	OT3	Rate 05	Hols	Rate 07	Rate 08	Rate 09	Rate 10	Rate 11	Rate 12	Rate 13	Rate 14	15 to 20	Total
ADAMCZYK, LUKASZ (71)	146	02/08/15 - 08/08/15	54:15	0:00	5:45	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	60:00
AKINRINADE, OBODUWA (62)	138	02/08/15 - 08/08/15	45:00	0:00	5:45	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	50:45
BHURJI, MALJIT (30)	101	02/08/15 - 08/08/15	52:30	0:00	6:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	58:30
BODIOR, TOMAS (79)	154	02/08/15 - 08/08/15	40:15	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	40:15
CERKOVSKIS, JEVGENIJS (67)	142	02/08/15 - 08/08/15	49:45	0:00	4:15	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	54:00
CHALAKZAK, RAFAL (81)	156	02/08/15 - 08/08/15	40:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	40:00
CHYLMANSKI, MARCIN (52)	131	02/08/15 - 08/08/15	52:45	0:00	5:45	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	58:30
COJOCARU, IONUT (65)	140	02/08/15 - 08/08/15	48:15	0:00	6:15	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	54:30
DAVIES, DAVID (39)	004	03/08/15 - 09/08/15	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
DAY, CHRISTOPHER (63)	139	02/08/15 - 08/08/15	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
DeSOUSA, DOMINIC (87)	012	02/08/15 - 08/08/15	42:30	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	42:30
DHANDA, HANSRAJ (44)	003	02/08/15 - 08/08/15	45:30	0:00	6:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	51:30
DRAZEK, KRZYSZTOF (14)	122	02/08/15 - 08/08/15	49:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	49:00
DUDULICA, COSTEL (80)	155	02/08/15 - 08/08/15	51:30	0:00	6:15	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	57:45
FINAN, PETER (11)	002	02/08/15 - 08/08/15	45:15	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	45:15
FINAN, ANDREA (13)	113	02/08/15 - 08/08/15	10:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	10:00
FRATRIC, ZLATKO (75)	150	02/08/15 - 08/08/15	40:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	40:00
FRATRIC, VER (78)	153	02/08/15 - 08/08/15	40:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	40:00
GARDINER, BRUCE (31)	0001	02/08/15 - 08/08/15	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00



Weekly Hours Worked

52/0010

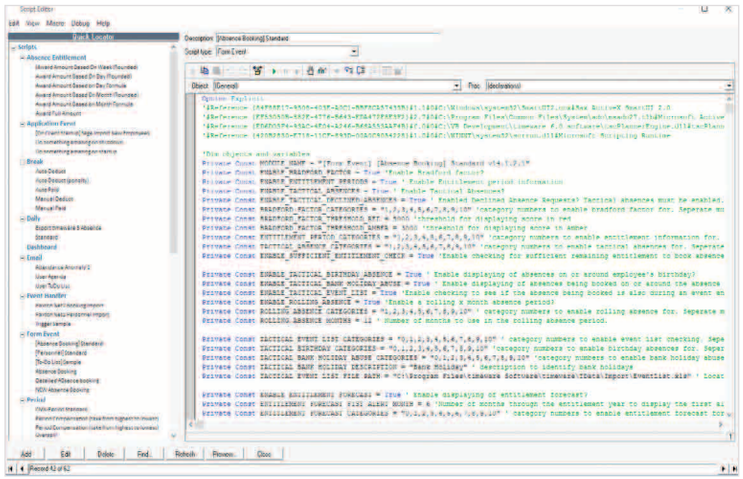
Week Number: 33

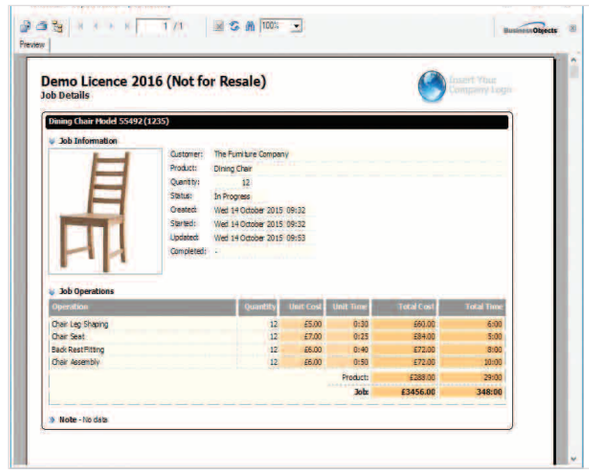
Refresh Data

Need help?

Total Hours Worked In Week:	1010:00
Average Hours Worked In Week:	43:54
Personnel Count (With Clock In Data):	23

Employee ID	Surname	First Name	Payroll No.	Department	Daily Totals Mon	Tue	Wed	Thu	Fri	Sat	Sun	Weekly Totals Total Hours
6	PITCOCK	TINA	6	Admin Office Supervisor	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00
7	SINGH SANDHU	SUBA	111	Powder Coating Factory	08:00	08:30	10:00	10:00	09:00	04:45	00:00	50:15
8	SINGH	BALDEV	109	Powder Coating Factory	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00
9	HUSSAIN	ALTAF	106	Powder Coating Factory	10:00	03:00	00:00	00:00	00:00	00:00	00:00	13:00
10	GOOCH	DANIEL	8	Production Office	08:45	09:00	09:00	09:00	09:00	00:00	00:00	44:45
11	FINAN	PETER	2	Production Office	09:00	09:00	09:00	09:00	09:00	00:00	00:00	45:00
12	SINCLAIR	KEVIN	115	Isomat Supervisor	08:00	08:00	06:45	10:00	07:00	00:00	00:00	39:45
13	FINAN	ANDRFA	119	Part time workers	01:30	01:30	02:15	02:15	02:15	00:00	00:00	09:45
14	DRAZEK	KRZYSZTOF	122	Powder Coating Factory	10:45	09:15	08:00	08:30	08:30	00:00	00:00	45:00
15	Wilcox	George	102	Powder Coating Factory	08:00	08:00	08:00	08:00	08:15	00:00	00:00	40:15
16	HOWEN	WILLIAM	109	Powder Coating Factory	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00
17	SINGH DHESI	SANDIP	123	Powder Coating Factory	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00
18	SINGH 00018	JASMINDER	1	Factory Supervisor	11:00	09:15	10:45	10:00	08:45	03:30	00:00	53:15
19	SINGH 00020	KULDIP	112	Powder Coating Factory	11:00	11:00	10:45	09:30	08:45	03:30	00:00	54:30
20	SINGH	GURVINDER	118	Powder Coating Factory	11:00	11:00	10:45	09:45	08:00	04:45	00:00	55:15
21	SHARIF	MOHAMMAD	108	Powder Coating Factory	08:30	11:00	10:45	09:30	08:30	00:00	00:00	48:15
22	HANJALI	KUMINJAN	107	Powder Coating Factory	10:30	10:30	10:30	10:30	09:30	00:00	00:00	49:45
23	VITKOVSKIS	VITALIS	121	Powder Coating Factory	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00





Demo Licence 2016 (Not for Resale)

Job Details

Dining Chair Model SS492(1235)

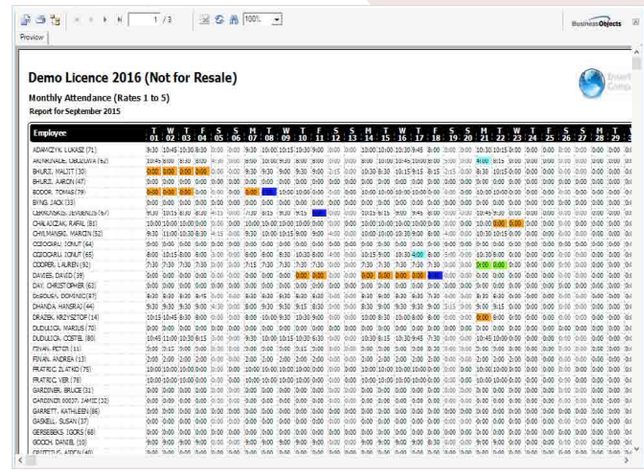
Job Information

Customer:	The Furniture Company
Product:	Dining Chair
Quantity:	12
Status:	In Progress
Created:	Wed 14 October 2015 09:32
Started:	Wed 14 October 2015 09:32
Updated:	Wed 14 October 2015 09:53
Completed:	-

Job Operations

Operation	Quantity	Unit Cost	Unit Time	Total Cost	Total Time
Chair Leg Shaping	12	£5.00	0:30	£60.00	6:00
Chair Seat	12	£7.00	0:25	£84.00	5:00
Back Rest Fitting	12	£6.00	0:40	£72.00	8:00
Chair Assembly	12	£6.00	0:50	£72.00	10:00
			Product:	£288.00	29:00
			Job:	£3456.00	348:00

Note - No data



Demo Licence 2016 (Not for Resale)

Monthly Attendance (Rates 1 to 5)

Report for September 2015

Employee	T 01	W 02	T 03	F 04	S 05	S 06	M 07	T 08	W 09	T 10	F 11	S 12	S 13	M 14	T 15	W 16	T 17	F 18	S 19	S 20	M 21	T 22	W 23	T 24	F 25	S 26	S 27	M 28	T 29	W 30
ADAMCZYK, LUKASZ (71)	9:30	10:45	10:30	8:30	0:00	0:00	9:30	10:00	10:15	9:30	9:00	0:00	0:00	10:00	10:00	10:30	9:45	8:00	0:00	0:00	10:30	10:15	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
AKINRINADE, OBODUWA (62)	10:45	9:00	8:30	8:00	0:00	0:00	8:00	10:00	9:00	8:00	8:00	0:00	0:00	8:00	10:00	10:45	10:00	8:00	0:00	0:00	4:00	8:15	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
BHURJI, MALJIT (30)	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
BODIOR, TOMAS (79)	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
BING, JACK (33)	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
CERKOVSKIS, JEVGENIJS (67)	9:30	10:15	8:30	8:00	0:00	0:00	9:30	10:00	10:15	9:00	9:00	0:00	0:00	10:00	10:00	10:30	9:45	8:00	0:00	0:00	10:45	9:15	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
CHALAKZAK, RAFAL (81)	10:00	10:00	10:00	9:00	0:00	0:00	10:00	10:00	10:00	9:00	9:00	0:00	0:00	10:00	10:00	10:00	10:00	9:00	0:00	0:00	10:00	6:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
CHYLMANSKI, MARCIN (52)	9:30	11:00	10:30	8:30	0:00	0:00	9:30	10:00	10:15	9:00	9:00	0:00	0:00	10:00	10:00	10:30	9:00	8:00	0:00	0:00	10:30	10:15	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
COJOCARU, IONUT (64)	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
COJOCARU, IONUT (65)	8:00	10:15	8:00	8:00	0:00	0:00	8:00	8:30	10:30	8:00	8:00	0:00	0:00	10:15	9:00	10:30	8:00	5:00	0:00	0:00	10:30	9:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
COOPER, LAUREN (92)	7:30	7:30	7:30	7:30	0:00	0:00	7:15	7:30	7:30	7:30	7:30	0:00	0:00	7:30	7:30	7:30	7:30	7:30	0:00	0:00	9:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
DAVIES, DAVID (39)	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
DAY, CHRISTOPHER (63)	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
DeSOUSA, DOMINIC (87)	8:30	8:00	8:00	8:45	0:00	0:00	8:30	8:00	8:30	8:00	8:00	0:00	0:00	8:00	8:00	8:30	8:00	8:00	0:00	0:00	8:00	8:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
DHANDA, HANSRAJ (44)	9:30	9:30	9:30	9:00	0:00	0:00	9:30	9:30	9:30	9:00	9:15	0:00	0:00	9:30	9:00	9:30	9:30	9:00	0:00	0:00	9:15	9:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
DRAZEK, KRZYSZTOF (14)	10:15	10:45	8:30	8:00	0:00	0:00	8:00	10:00	9:30	10:30	9:00	0:00	0:00	10:00	8:30	10:00	8:00	8:00	0:00	0:00	8:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
DUDULICA, MARIUS (70)	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
DUDULICA, COSTEL (80)	10:45	11:00	10:30	8:15	0:00	0:00	9:30	10:00	10:15	10:00	9:00	0:00	0:00	10:30	9:15	10:30	9:45	7:30	0:00	0:00	10:45	10:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
FINAN, PETER (11)	9:00	9:15	9:00	9:00	0:00	0:00	9:00	9:00	9:00	9:00	9:15	0:00	0:00	9:00	9:00	9:00	9:00	8:30	0:00	0:00	9:00	9:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
FINAN, ANDREA (13)	2:00	2:00	2:00	2:00	0:00	0:00	2:00	2:00	2:00	2:00	2:00	0:00	0:00	2:00	2:00	2:00	2:00	2:00	0:00	0:00	2:00	2:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
FRATRIC, ZLATKO (75)	10:00	10:00	10:00	10:00	0:00	0:00	10:00	10:00	10:00	10:00	10:00	0:00	0:00	10:00	10:00	10:00	10:00	10:00	0:00	0:00	10:00	10:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
FRATRIC, VER (78)	10:00	10:00	10:00	10:00	0:00	0:00	10:00	10:00	10:00	10:00	10:00	0:00	0:00	10:00	10:00	10:00	10:00	10:00	0:00	0:00	10:00	10:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
GARDINER, BRUCE (31)	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
GARZINDI, MARTIN (15)	0:00	0:00	6:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
GARNETT, KATHLEEN (86)	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
GIDNELL, SUSAN (37)	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
GERSEBEKS, IGORS (68)	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
GOOCH, DANIEL (10)	9:00	9:00	9:00	9:00	0:00	0:00	9:00	9:00	9:00	9:00	9:00	0:00	0:00	9:00	9:00	9:00	9:00	8:30	0:00	0:00	9:00	9:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00

Lone Worker

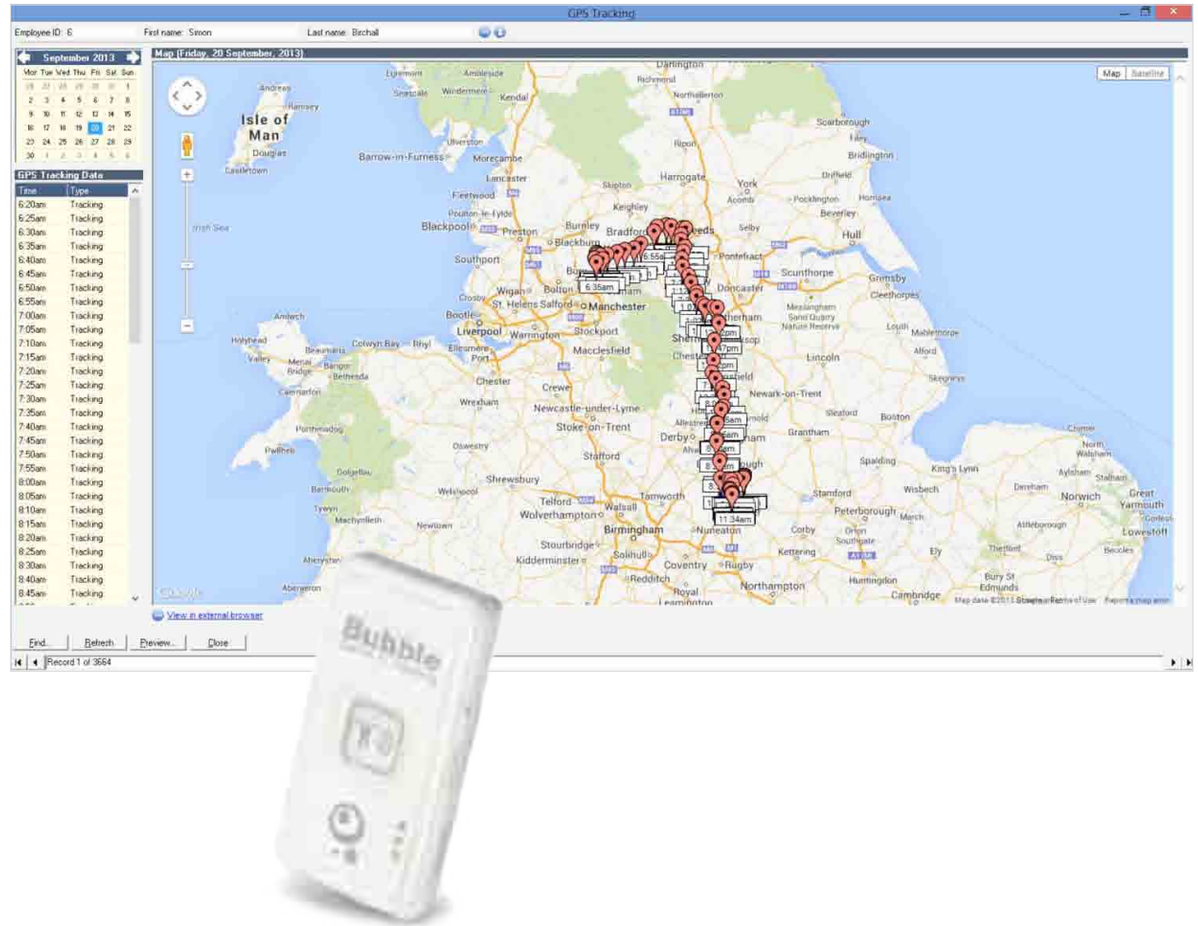
Infinity Premium provides an extremely effective method of tracking lone workers by utilising GPS based 'Bubbletracker' technology.

Information collected by the lone worker module enables managers to see exactly where someone is, and precisely when they started work.

Location tracking

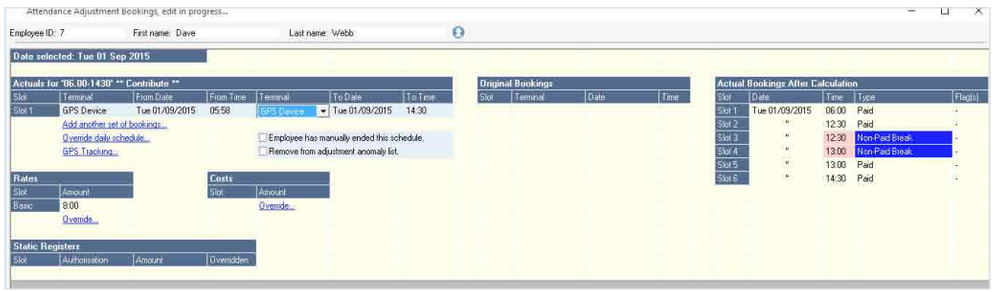
Bubbletracker technology is the size of a matchbox and can be carried by an individual or fitted directly to their vehicle. Utilising 3G and GPS technology, the Bubbletracker device reports its exact global position to a cloud-based server every five minutes, providing an extremely accurate map of the route taken on any particular day. Infinity regularly accesses the Bubbletracker server to download this information and integrates it within its own SQL database.

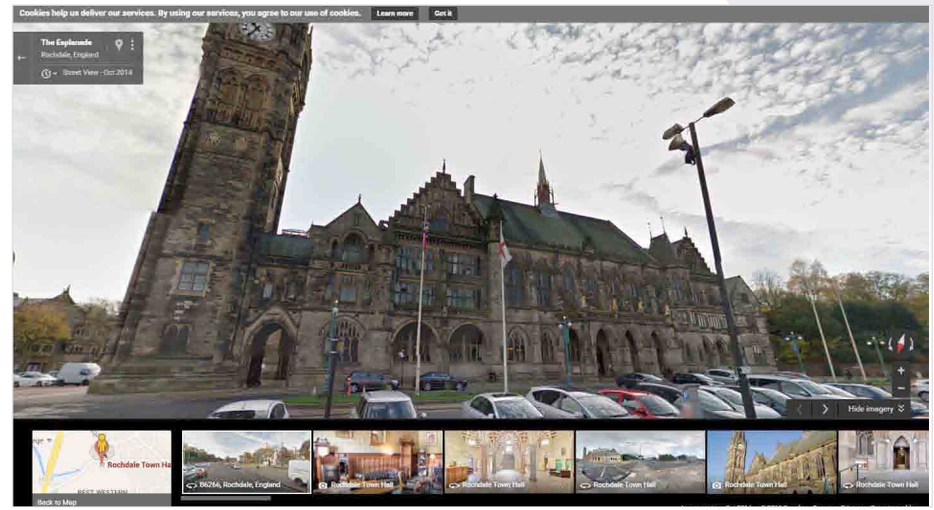
The lone worker feature within Infinity enables a manager to check an individual's exact location without the need to contact the person. Start times, routes taken and arrival times are now visible from within the Infinity application. A great new management feature is the ability to view multiple staff positions on the screen at one time, allowing a manager to easily decide which individual is closest to a location, say in the event of a sales or maintenance call.



Remote attendance bookings

What makes the lone worker feature even more exciting is the facility for individuals to ‘book remotely’. Now for the first time, staff that are not physically present at the location of the attendance terminals can easily clock in and out by using a button on the bubble tracker device. When pressed, a vibrate alert informs the individual that they have ‘booked’ and within seconds the attendance record is created within Infinity. What makes this record slightly different is that it also carries a ‘location stamp’ enables managers to see the individuals exact location for that booking time. With both a low-cost initial purchase price for the Bubbletracker device and an extremely competitive yearly ‘airtime’ rental charge, the Infinity lone worker module with bubble tracker is sure to provide an affordable solution for businesses looking for effective ways of tracking drivers, sales staff and maintenance crews.

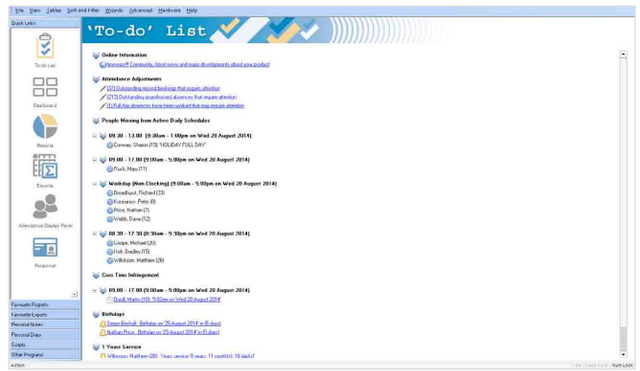


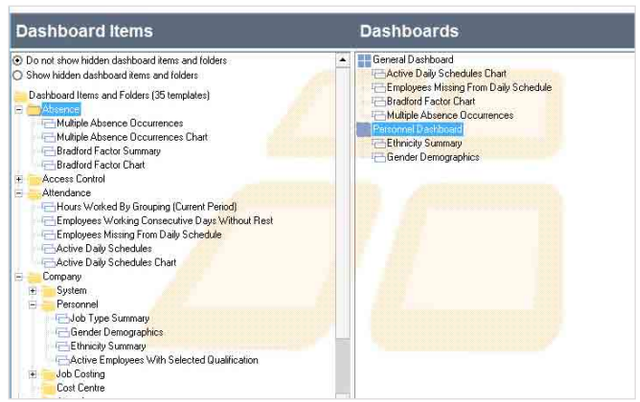


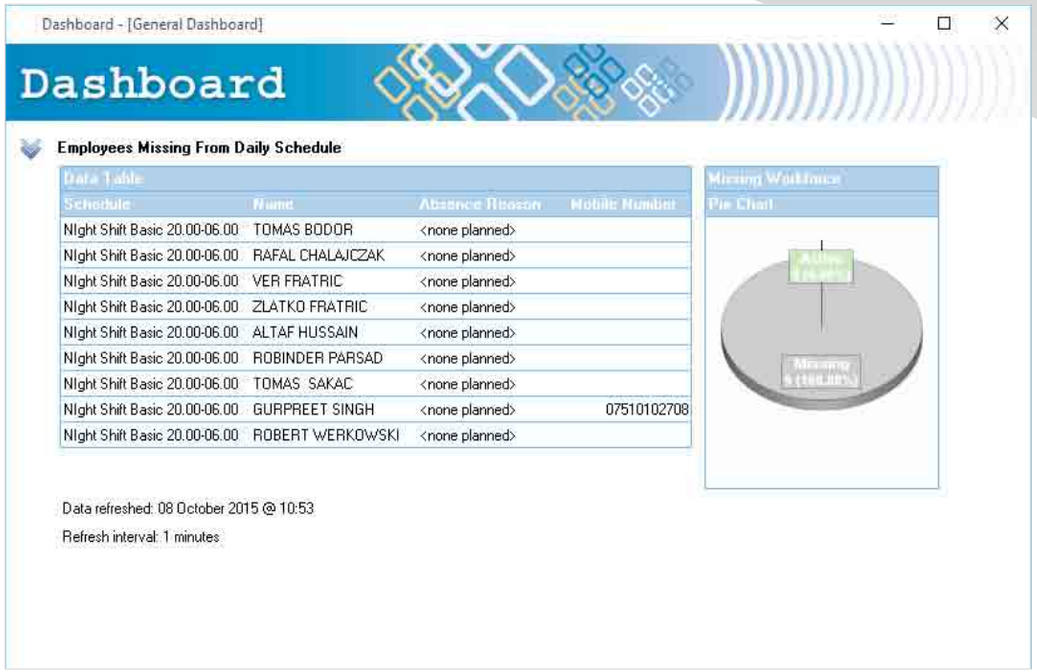
To Do List & Dashboards

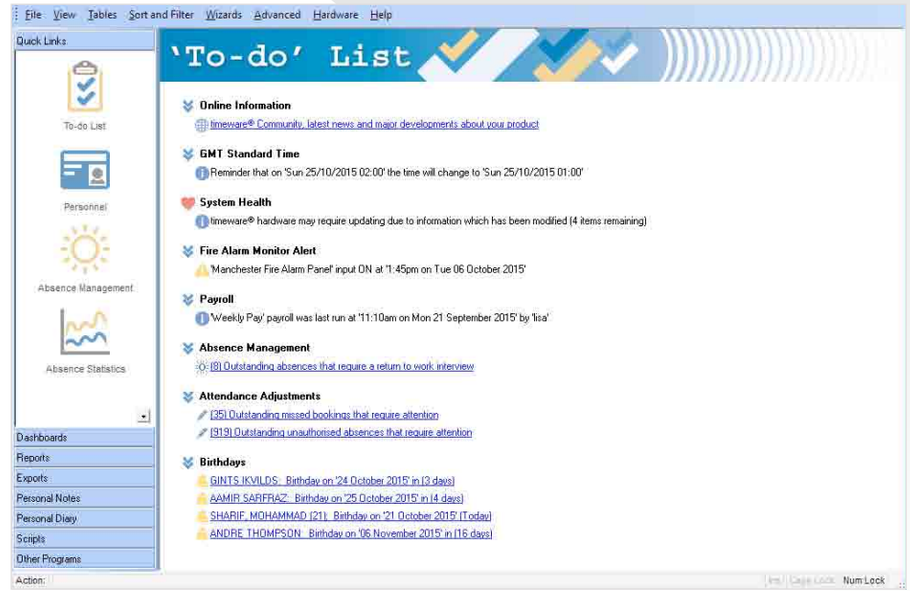
Two slick methods of presenting key company data in customisable formats.

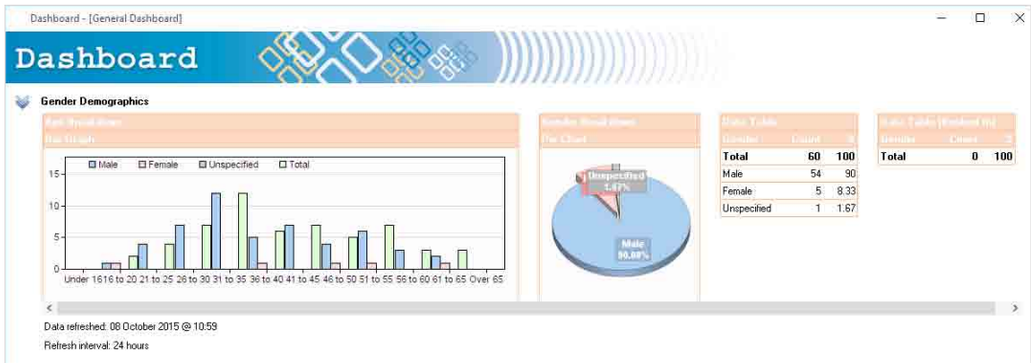
No more searching for important information. The To-do list and Dashboard features gather important data and present it in an easy to read format. Both Standard To-do lists and dashboards are provided with the system and are assigned to users at the point of installation. Both can be customised and may be designed to contain both Infinity and non-Infinity system information.






Dashboard - [General Dashboard]
Dashboard
Employees Missing From Daily Schedule
Data Table
Schedule | Name | Absence Reason | Mobile Number
NIght Shift Basic 20.00-06.00 | TOMAS BODOR | <none planned>
NIght Shift Basic 20.00-06.00 | RAFAL CHALAJCZAK | <none planned>
NIght Shift Basic 20.00-06.00 | VER FRATRIC | <none planned>
NIght Shift Basic 20.00-06.00 | ZLATKO FRATRIC | <none planned>
NIght Shift Basic 20.00-06.00 | ALTAF HUSSAIN | <none planned>
NIght Shift Basic 20.00-06.00 | ROBINDER PARSAD | <none planned>
NIght Shift Basic 20.00-06.00 | TOMAS SAKAC | <none planned>
NIght Shift Basic 20.00-06.00 | GURPREET SINGH | <none planned> | 07510102708
NIght Shift Basic 20.00-06.00 | ROBERT WERKOWSKI | <none planned>
Missing Workforce
Pie Chart
Data refreshed: 08 October 2015 @ 10:53
Refresh interval: 1 minutes


File View Tables Sort and Filter Wizards Advanced Hardware Help
Quick Links
To-do List
Personnel
Absence Management
Absence Statistics
Dashboards
Reports
Exports
Personal Notes
Personal Diary
Scripts
Other Programs
'To-do' List
Online Information
timeware® Community, latest news and major developments about your product
GMT Standard Time
Reminder that on 'Sun 25/10/2015 02:00' the time will change to 'Sun 25/10/2015 01:00'
System Health
timeware® hardware may require updating due to information which has been modified (4 items remaining)
Fire Alarm Monitor Alert
'Manchester Fire Alarm Panel' input ON at '1:45pm on Tue 06 October 2015'
Payroll
'Weekly Pay' payroll was last run at '11:10am on Mon 21 September 2015' by 'lisa'
Absence Management
(8) Outstanding absences that require a return to work interview
Attendance Adjustments
(35) Outstanding missed bookings that require attention
(919) Outstanding unauthorised absences that require attention
Birthdays
GINTS IKVILDS: Birthday on '24 October 2015' in (3 days)
AAMIR SARFRAZ: Birthday on '25 October 2015' in (4 days)
SHARIF, MOHAMMAD (21): Birthday on '21 October 2015' (Today)
ANDRE THOMPSON: Birthday on '06 November 2015' in (16 days)
Action:
Num Lock


Dashboard - [General Dashboard]
Dashboard
Gender Demographics
Male
Female
Unspecified
Total
Under 16 16 to 20 21 to 25 26 to 30 31 to 35 36 to 40 41 to 45 46 to 50 51 to 55 56 to 60 61 to 65 Over 65
Total 60 100
Male 54 90
Female 5 8.33
Unspecified 1 1.67
Total 0 100
Data refreshed: 08 October 2015 @ 10:59
Refresh interval: 24 hours

PAYROLL LINK

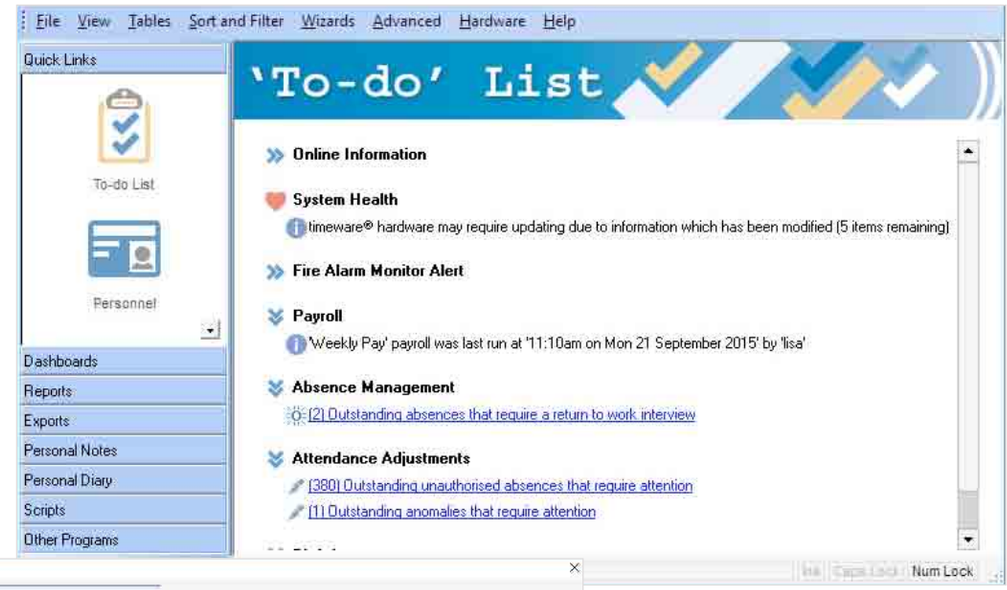
Infinity includes an authorised, integrated multi-company payroll link option that eliminates the need for third party 'payroll linking software'.

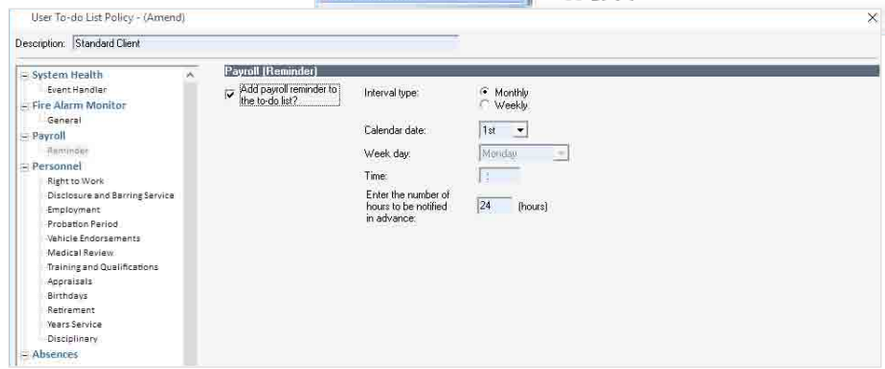
Please note that for companies requiring 'bespoke' software links, we are able to offer a unique development service utilising the Infinity scripting engine.

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?

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

Finally, once the Infinity payroll link has passed the hours worked to the company payroll, the agenda item changes and highlights the date and time of the successful payroll link.





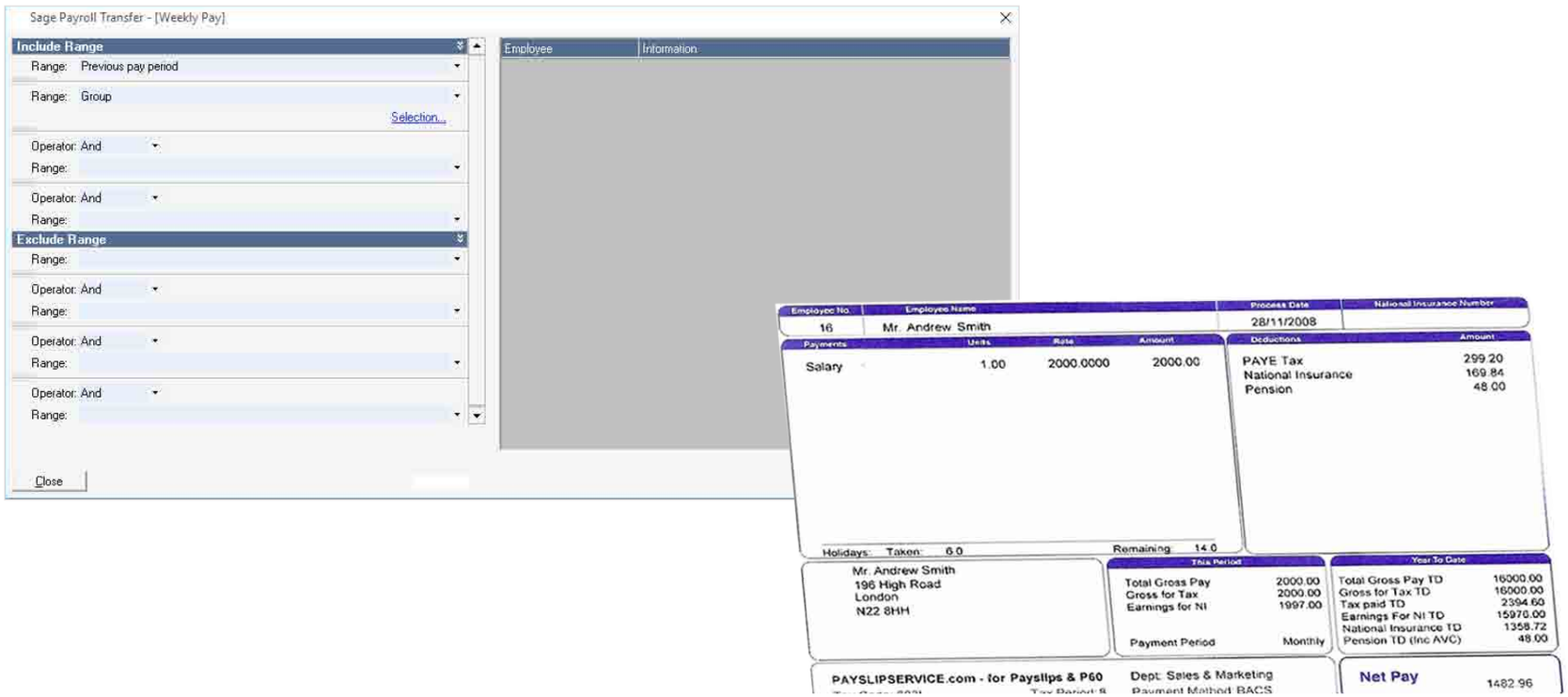
Once this feature has been configured, the process of passing data from Infinity to your payroll is as easy as 1, 2, 3!

1. Ensure all line-managers have approved their staff overtime.

2. Click File, then Payroll, and select the correct company.

3. Press the 'Transfer' button!

Within seconds, the Infinity data is passed to your payroll, eliminating all human data entry errors - it really is that easy!



ESS AT THE TERMINAL (EMPLOYEE SELF SERVICE)

Available to a customer's workforce as standard through the Infinity terminals or via a web browser through PCs, tablets or mobile phones, the capacity and scope of the facility is second to none.

Infinity ESS – empowering your employees

The second generation ESS really comes into its own as the terminals now have touch-screen technology fitted as standard. The following terminals based ESS functions are available as standard:

Absence management

Holiday entitlement request – individuals can check their holiday entitlement including number of holidays taken, holiday requests pending approval and remaining days.

Absence leave request – Individuals can request leave up to three years in advance. These requests are posted directly to the individual's manager's Infinity agenda for approval.

Absence leave cancellation – Individuals can request cancellation of previously approved leave.

Attendance

View my scheduled rota – individuals can now check what daily schedules they are planned to work, up to 31 days in advance.

Hours worked summary – individuals can select a previous period and check their hours worked at basic plus other overtime rates. Individual booking times can also be displayed.

General

Email-me! – This popular facility will instantly send an email to the individual's personal email address containing, rota, hours worked and absence management information.

t9-7550
office ESS terminal
supporting biometric/
proximity/keypad options

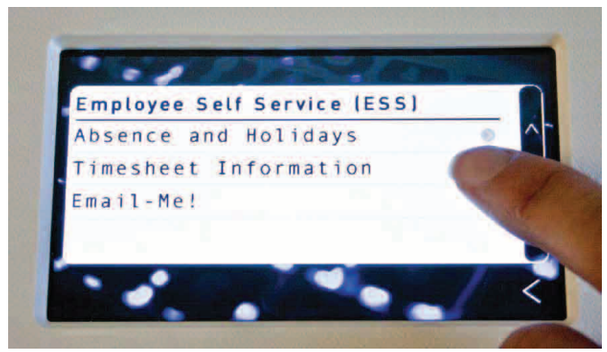
By creating an interactive framework that shares intelligence between the hardware, firmware and software, the ESS facility is not only able to act as a portal enabling access to key information, it now offers the ability for individuals to initiate requests and to confirm questions from terminal.

Infinity's highly developed scripting language is now flexible enough to enable leave requests to be made from the terminal, messages to be sent to individuals, confirmation of message reads to be sent back to management and it is even possible to create integration links to third party system so information from different sources appears seamlessly at one point.

1. touch anywhere on the time and date screen

2. then touch the ESS button

3. next, prove who you are



4. now select timesheet information

ESS functions are also available at the weatherproof industrial terminal with the exception of absence leave request and cancellation.

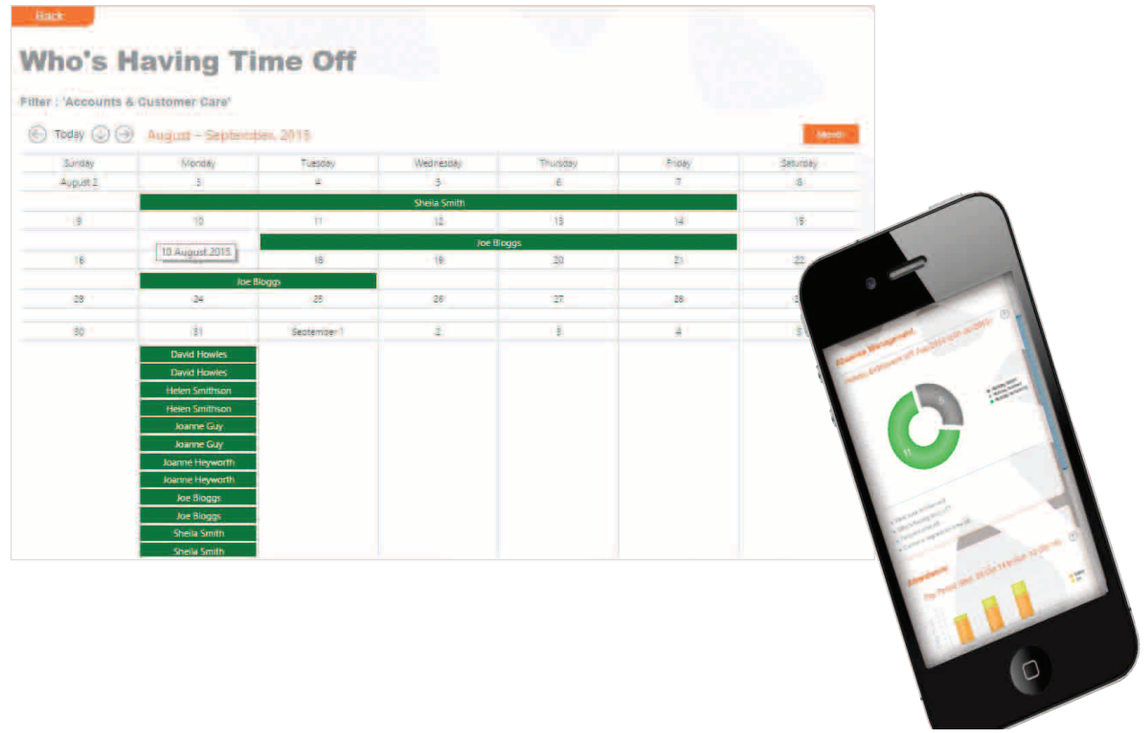
t9-5020
weatherproof industrial terminal
supporting biometric/proximity/keypad options

ESS at the Computer, Tablet and Mobile Phone

Available to a customer's workforce as standard through the Infinity terminals or via a web browser through PCs, tablets or mobile phones, the capacity and scope of the facility is second to none.

Infinity 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, Infinity ESS can be used to provide an extensive range of functions accesible from both your company intranet or directly from the internet.



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

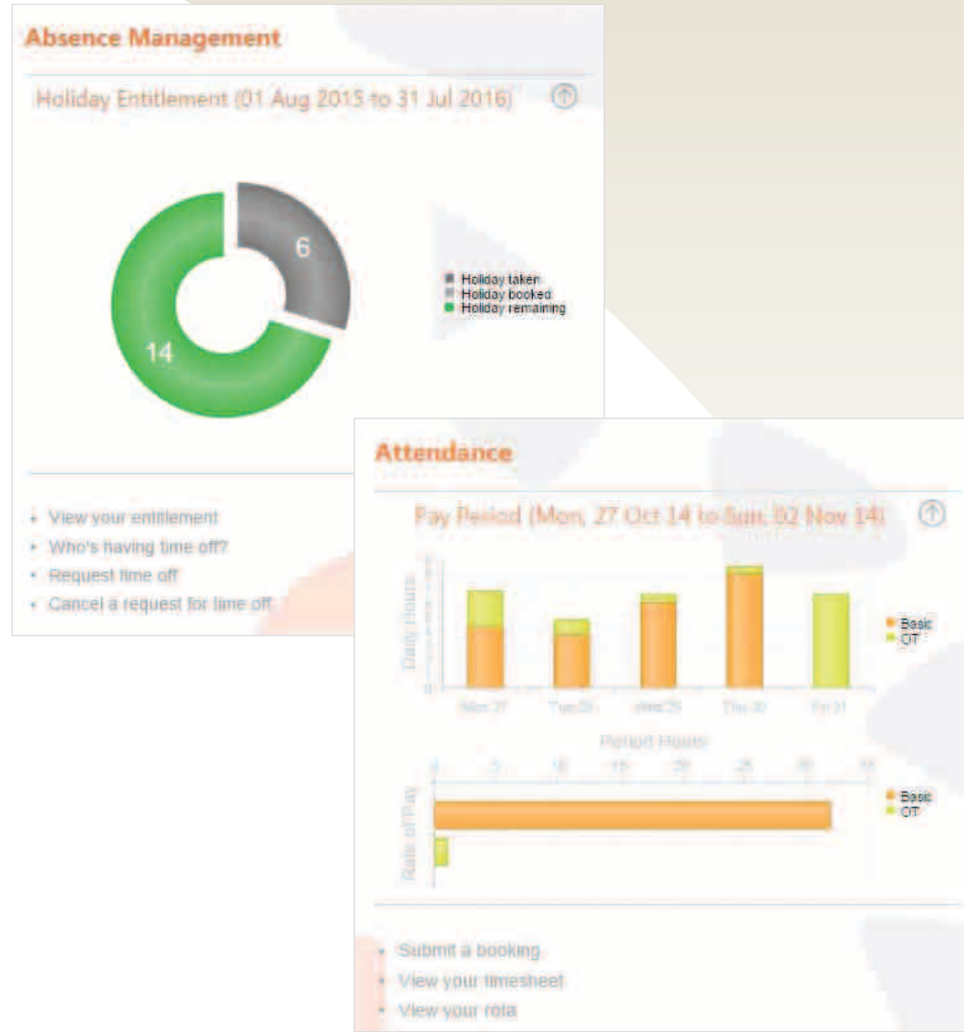
- GPS location stored at the point of booking
- Graphical display of basic and overtime hours worked for each day this week
- Adding a booking in real-time or retrospectively
- Facility to check work rotas

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 Infinity 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 Infinity features including:

General

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

Personnel

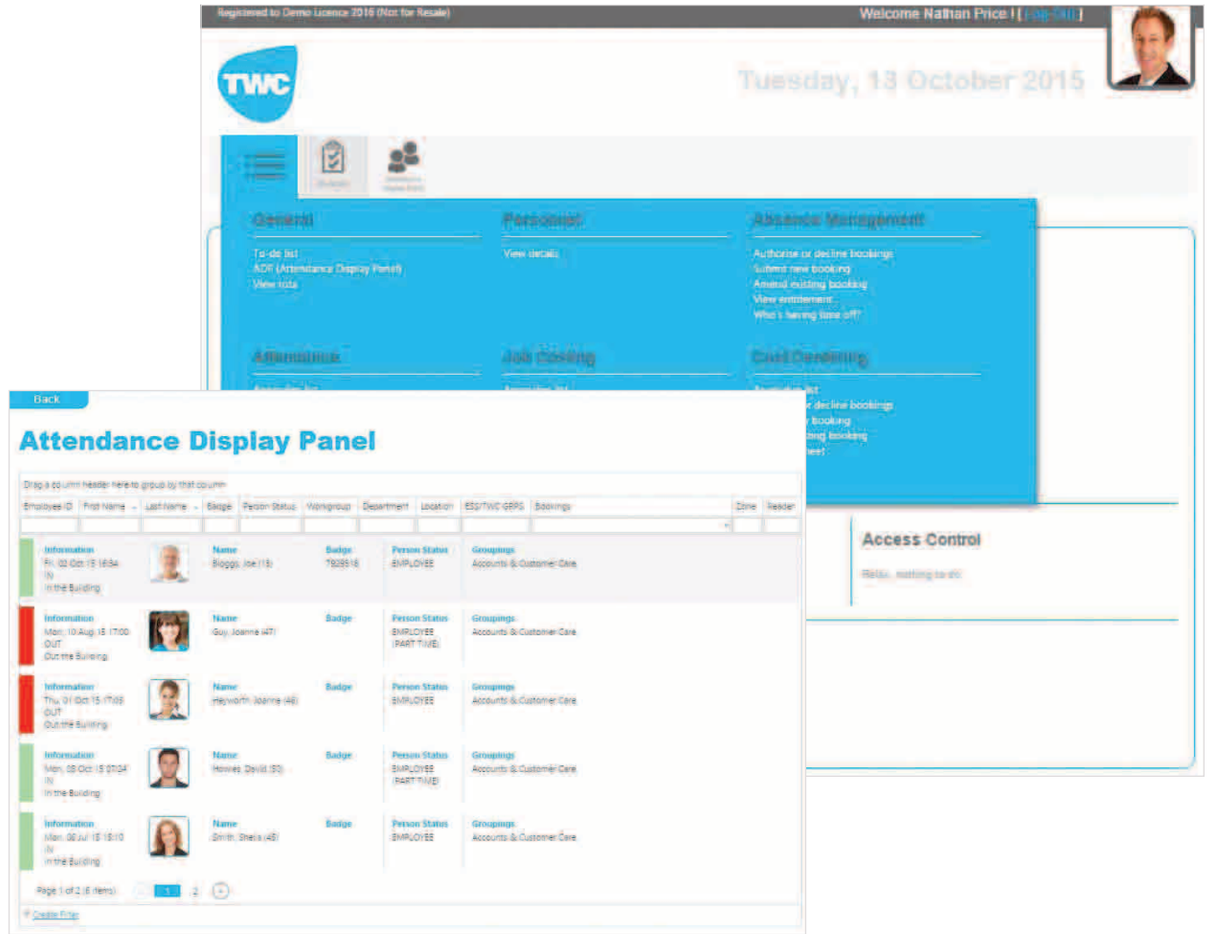
- View personnel records including training matrix

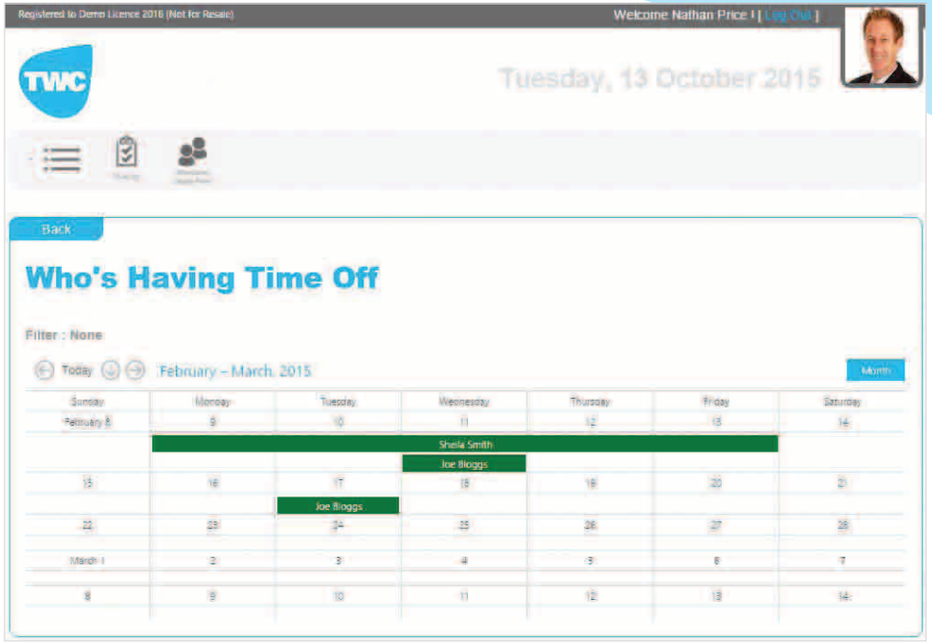
Absence Management (for selected staff members)

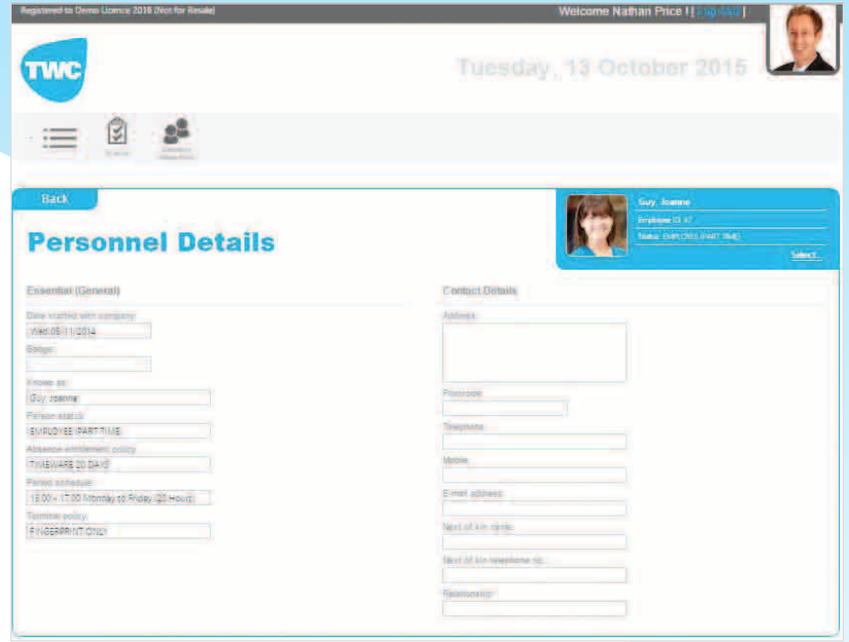
- Authorise or decline bookings
- Submit new booking
- Amend existing booking
- View entitlement

Attendance (for selected staff members)

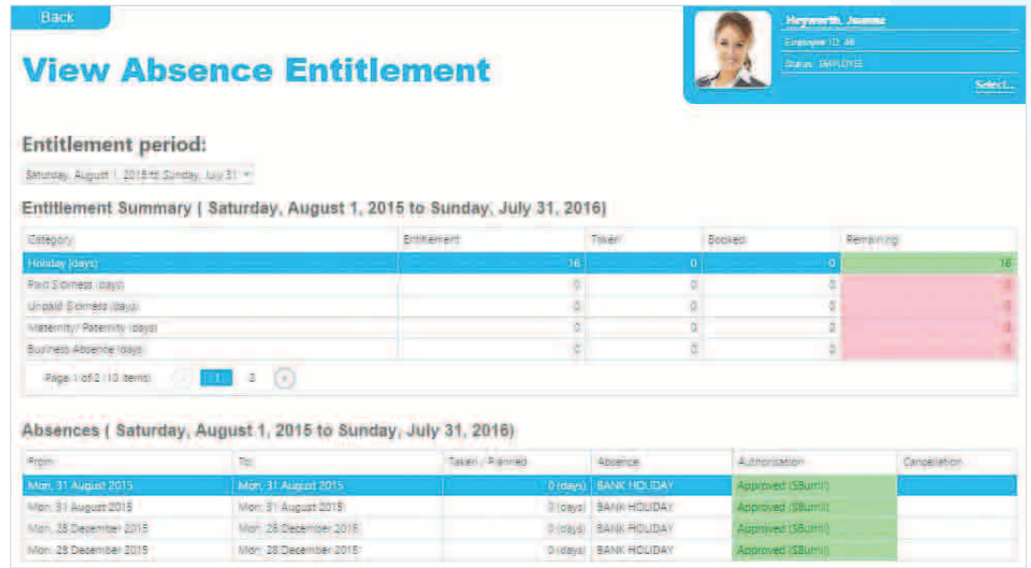
- Authorise or decline bookings
- Submit new booking
- View timesheet




Registered to Demo Licence 2016 (Not for Resale)
Welcome Nathan Price ! [Log Out]
Tuesday, 13 October 2015
Back
Who's Having Time Off
Filter : None
Today
February – March, 2015
Month
Sunday
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sheila Smith
Joe Bloggs
Joe Bloggs


Registered to Demo Licence 2016 (Not for Resale)
Welcome Nathan Price ! [Log Out]
Tuesday, 13 October 2015
Back
Personnel Details
Essential (General)
Contact Details

Registered to Demo Licence 2015 (Not for Resale)
Welcome Admin ! [Log Out]
Friday, 10 October 2014
Back
Absence Booking List
Absences in the Future
From
To
Taken / Planned
Absence
Authorisation
Cancel Request
4:20 PM
VIRGIN 3G


Back
View Absence Entitlement
Entitlement period:
Entitlement Summary (Saturday, August 1, 2015 to Sunday, July 31, 2016)
Category
Entitlement
Taken
Booked
Remaining
Holiday (days)
Paid Sickness (days)
Unpaid Sickness (days)
Maternity/ Paternity (days)
Business Absence (days)
Absences (Saturday, August 1, 2015 to Sunday, July 31, 2016)
From
To
Taken / Planned
Absence
Authorisation
Cancellation
Mon, 31 August 2015
Mon, 31 August 2015
0 (day(s))
BANK HOLIDAY
Approved (SBumt)
Mon, 28 December 2015
Mon, 28 December 2015
0 (day(s))
BANK HOLIDAY
Approved (SBumt)

Customer Care

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

Training

Customer care can organise training courses with full documentation which aim to teach staff from each department how to realise the total potential of Infinity Premium.

Your place or ours?

Training can be carried out at our offices in Blaydon or 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. All training courses carry authorised certification.

User group meetings

Customer care have responsibility of planning user group meetings at customer offices or other locations around the country. The feedback generated at these meetings is invaluable for the development of the Infinity product.

TIMECARE SUPPORT

What is Infinity's Timecare?

Infinity Timecare is the name given to the support agreement that Infinity (UK) Ltd offers to all of its customers. Each Timecare Support agreement contains details of the customers' designated support level agreement (SLA)

The SLA covers both software and hardware.

Before you purchase a new system, the extent of your Infinity Timecare SLA will be documented within your quotation. Usually this includes a twelve month software support agreement, a twelve month hardware warranty and details of site visits for software and firmware updates plus any required 'new feature' awareness training. When you purchase a system you will receive the Timecare SLA document through the post. After this initial period, you will be sent an invoice for the following year's Timecare. Support is not compulsory but is strongly recommended!

How will the Timecare support team help?

Within customer care we have a full-time, office based support team that are available to answer your questions between 8.00am and 5.00pm, Monday to Thursday and between 8.00am and 4.30pm on a Friday. Incidents can also be reported out of office hours using our telephone answering service. 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.

LogMeIn Rescue

Remote Desktop Connection

PRODUCTS

t9-7550
office ESS terminal
supporting biometric/
proximity/keypad options

t9-5020
weatherproof industrial terminal
supporting biometric/proximity/keypad options

t9-0230
proximity enrolment device

t8-0355
biometric enrolment device

t9-1510
assembly
terminal

t9-1610
fire monitor
terminal

t9-1010
access
terminal

t9-0240
weatherproof
proximity reader

t9-0390
weatherproof biometric reader
supporting biometric/proximity/
keypad options

t9-0300
weatherproof asset
controller reader

t9-1710
asset controller

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