

Visual WebTime[®]

– Setting new standards

in Time Recording



The software solution
for Time Recording

Define and manage
your own working models today,
using the Workflow concepts of tomorrow.

Your prime key
to time and security
management.

primion[®]

Visual WebTime®

...for all the *time* in the world



NEW
NO MORE NEED
FOR CLIENT SOFTWARE –
YOUR BROWSER SOFTWARE
IS ENOUGH

Your advantages at a glance

- All current communication options can be integrated, e.g. Internet, Intranet, ISDN or GSM
- Scalable system performance parameters for unlimited system expansion
- Data security through the use of professional SQL databases, e.g. IBM DB2, Oracle, MS-SQL, Borland InterBase
- Central application management – no Client installation
- Industry solutions with simple customisation through HTML
- Not tied into any single operating system or platform
- Global, secure Internet availability, 24/7
- High levels of data security with 128-bit SSL encryption
- No additional PC installation effort and minimum workstation hardware requirements
- Standard Internet communication with TCP/IP protocol. Every computer on the network can have functional access

The emergence of new working practices such as Home Offices, Telecommuting and mobile workplaces, occasioned by the growth in global integration, requires an increasing adaptability in the scope of Time management systems.

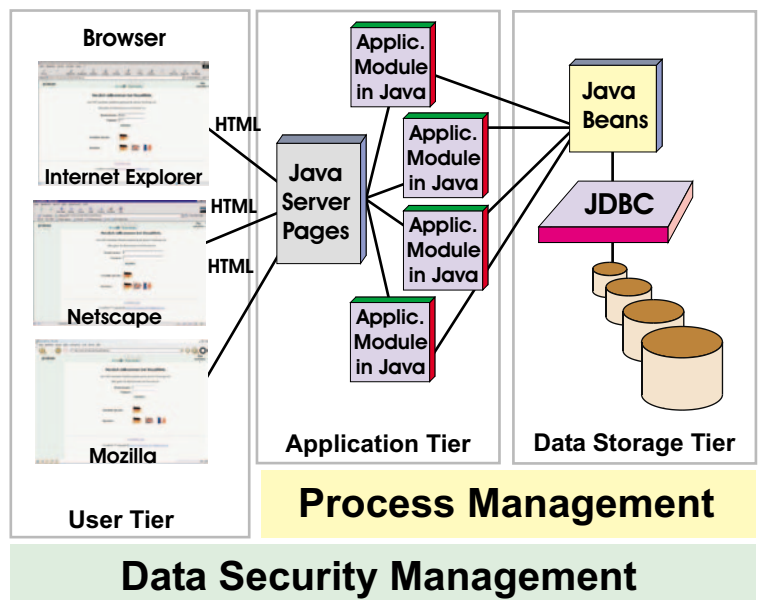
To answer this call, we have developed *Visual WebTime®*, integrating all the latest technological development to give you a system that is simple to set-up, easy to use, offers the highest security and which covers all the bases. *Visual WebTime®* brings you the future of time recording, today.

One of the many significant options available with *Visual WebTime®* is the Employee Self-Service (ESS) function. This allows employees to check on their own time records, make booking corrections and/or generate correction requests and book absences, through the browser software on their PC. With *Visual WebTime®*, you can handle all working time rules. The software can support almost 10,000 time models to cover all variations. In many cases, each employee can have their own personal working pattern ranging from simple two-shift operations, through the many different flexible working hour schemes up to annual or even lifetime worktime assignments.

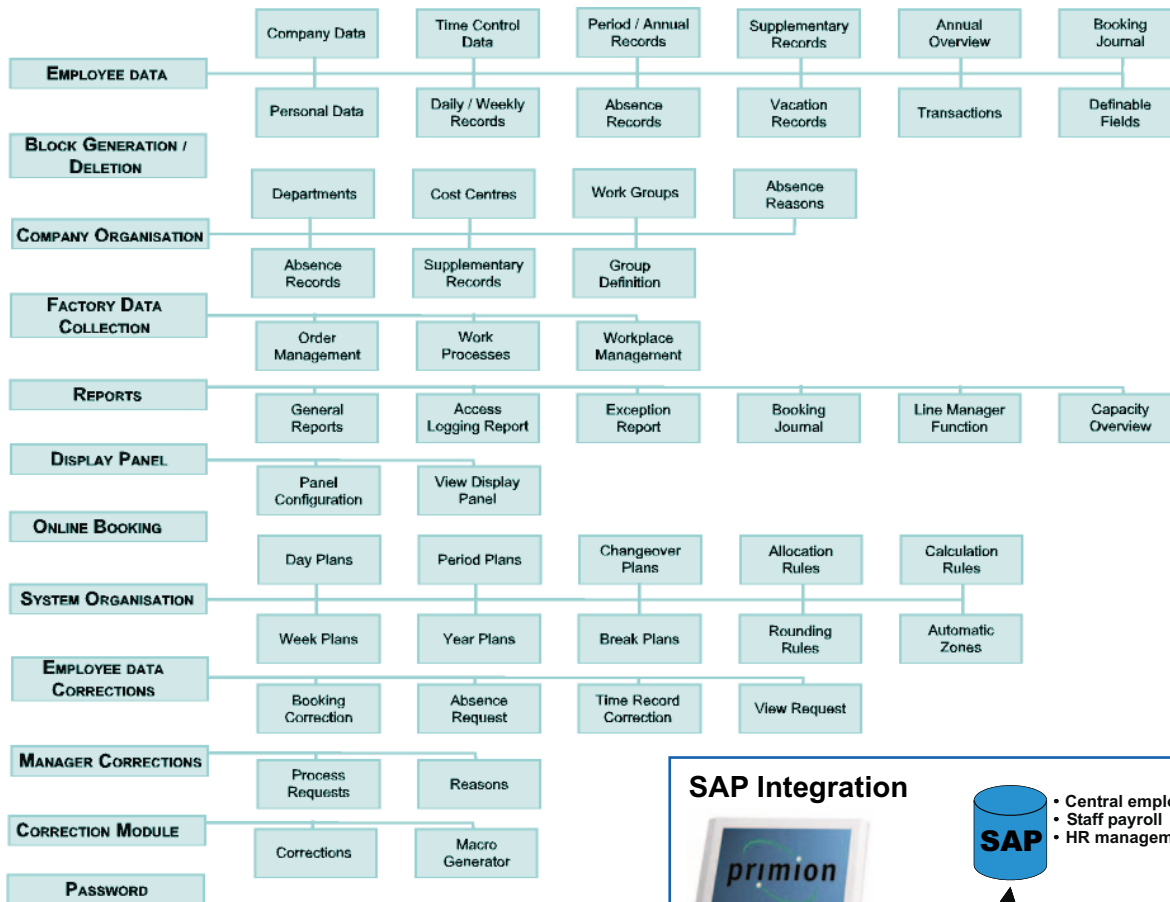
The advantages of 3-tier software architecture:

- Clear delineation between User interface control and data presentation
- Separation of Clients and data storage
- Dynamic load distribution

3-Tier software architecture



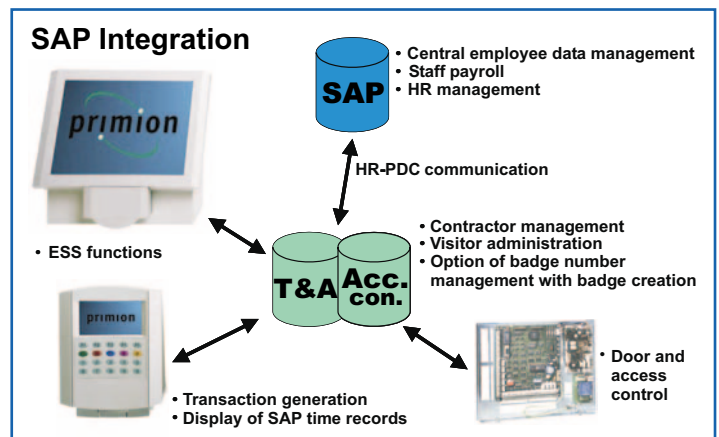
The module structure



With **Visual WebTime®** you can build a system to cover all your time management related needs.

The software allows you to program the time recording terminals to maximise the employee information flow. Depending on your current infrastructure, you can operate **Visual WebTime®** equally well on PCs as on minicomputers.

And with the multi-user and multitasking capabilities of the system, there are almost no limits to your expansion options. With its secure interfacing options to third-party softwares, such as payroll accounting for example, you can build a complete system solution around **Visual WebTime®**, tailored exactly to your company's needs, which can grow as your company grows. And as you grow, you can increase the capacity of your system starting from as little as 20 employee records and going right up to 200,000 or more and you can add additional options as circumstances dictate. Using the optional Import/Export Generator, freely definable interfaces can be built for the exchange of data with applications such as SAP, one of the most widely available business system softwares in the world.



Secure data access structures

At **primion**, we have paid a lot of detail to the security of the data in your **Visual WebTime®** system. At the first level, each database user logs in using an individual login name, protected by a password defined by the user when he/she first accesses the data. This password can then be changed, again by the user, on a regular basis. To offer further data security, selected areas of sensitive data within the database can be assigned a second password, giving so called dual-control protection and thereby virtually eliminating data misuse or abuse. Each database user is assigned an Authorisation Profile, which defines which modules he/she may access and within these modules, which actions he/she can carry out on the data, such as generate, delete, modify, etc.



Time recording with *Visual WebTime*[®]

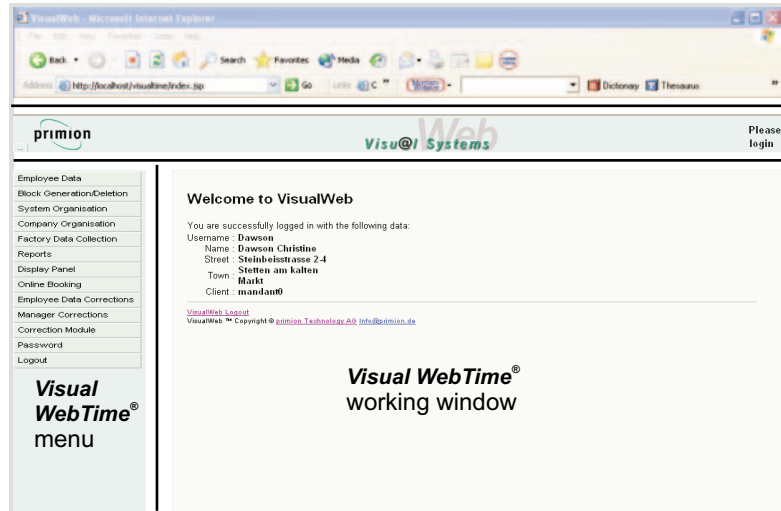
At the heart of the software, there is a **standard SQL database**, which supplies data to the user through an application server. Currently, *Visual WebTime*[®] has been optimised to work with **DB2 UDB 7.2, Oracle 8.i, MS-SQL 7.0/2000 and InterBase databases**.

In order to guarantee that the complete system works independently of any specific platform, it was developed using **Java**. This ensures you of a future-safe software solution, which opens up unlimited further IT options to you. Communication tasks that were also developed using Java, create the data connections between the user interface and the external devices.

Security of operation is guaranteed by the use of this object oriented programming language, in conjunction with full 32 Bit support and pre-emptive multitasking. All **communication standards** based on **TCP/IP** are supported, allowing seamless and problem-free network integration.

Visual WebTime[®] has the power to support wide-ranging hardware structures. It offers, for instance, full client data separation over several hierarchical levels. It can be expanded modularly to handle many employees spread over many locations and currently with the time recording terminals, it supports some 45 different read technologies.

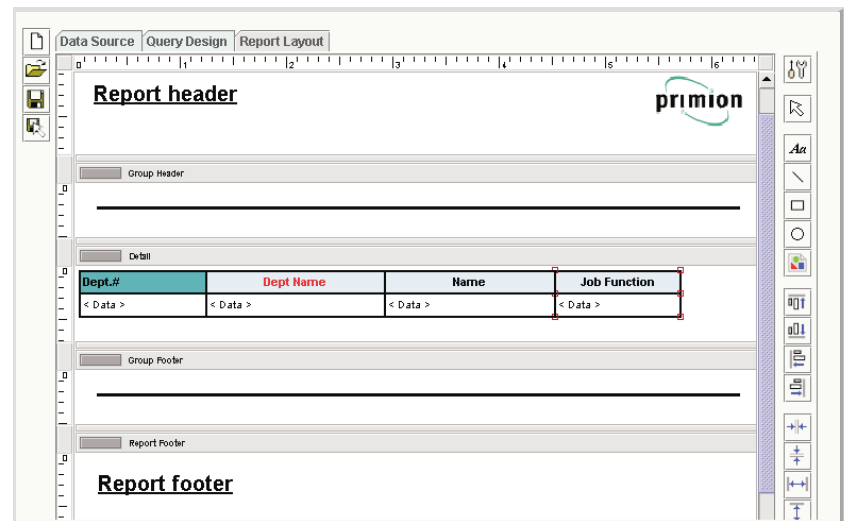
And to enhance *Visual WebTime*[®], we also offer *Visual WebAccess*[®], a powerful Access Control software.



Browser-dependant header

Visual WebTime[®] headline

The *Visual WebTime*[®] desktop



Report generator

Technical pre-requirements:

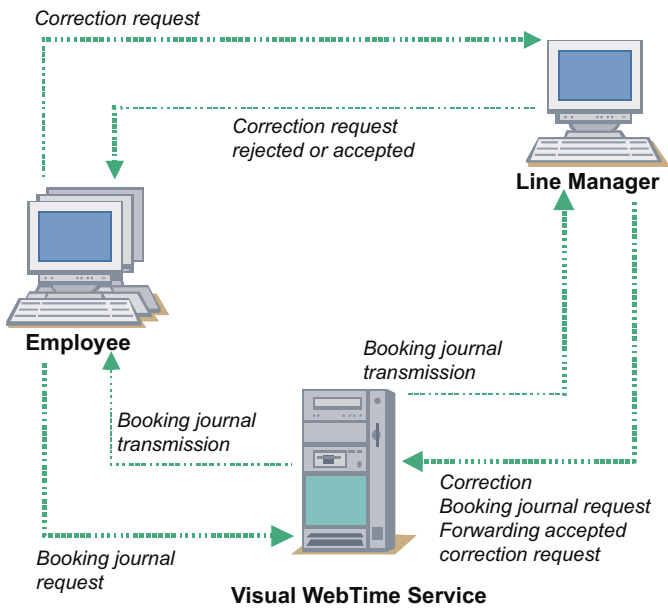
For the server: Windows and Unix platforms.

Recommended working memory >= 512 MB of RAM.

The **processor** should be >= Pentium III with 1 GHz.

The computer should have a fast-access fixed disc with 10 Gb of space available for the application. The size of the **database** is directly dependant on the number of employee records and the period of time that transactions should be stored for. The database can be several hundred Mb.

For the Clients: You need one of the following browser softwares: Internet Explorer, version 5.5 or higher (recommended), including all service packs, Netscape, version 6.x or Mozilla, version 1.1. The **Java Virtual Machine** is also needed for various options. JVM must be activated. Useage in conjunction with Java Runtime Environment guarantees you full usage of the hardware performance. **Because of the new Web technology, there are no additional special requirements for the client PCs.**



The advantages of integrated workflow organisation

- Decentralised time management organisation through the inclusion of the employees in the information and correction process
- Reduced training required through the use of customised macros
- Integrated Workflow organisation
- Integrated Report generator to create your own reports, to your own design
- Extensive and efficient correction options
- High employee acceptance because of the transparency of the information supplied
- Fully integratable into existing payroll systems
- Extensive options, such as
 - Manpower planning, – Visitor administration,
 - Telephone time recording, – Badge creation and much more (see back cover for full list)

Corrections Selection Window

All employees Search

All departments

Barry Bateman (777)
 Bateman Barry (777) **Selected**
 Blackmore Heather (4717)
 Brett Michael (6666)

Transaction type: BA Depart

Transaction date: 29.01.2003 Transaction time: 14.13

Absences: Training

Accounts payable
 Accounts receivable
 Administration
 Export sales

Entered corrections:

General Correction selection screen

Staff / Management workflows

Workflow scenarios allow employees to call off their own reports and to enter and forward correction requests themselves. This of course represents a significant reduction on the potential workload for the HR Department. Transaction profiles are set up, which define the type of corrections that employees can carry out, e.g. Business trip, Vacation, forgotten booking, etc.

Absence Correction

Surname: Brett Michael Absences: Vacation, A Day type: Whole day

From date: 07.07.2003 Till date: 25.07.2003

Badge number: 000666 Reason: Summer vacation

Manager: Dawson Christine, DawsonStimmer, Fox Rachel.fox@primion.de

Month	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
January																															
February																															
March																															
April																															
May																															
June																															
July																															
August																															
September																															

Employee Vacation request

You can establish individual working rules for individual employees and the corrections that are entered are processed fully automatically by the system, for up to 36 months in the past, and covering all types of transactions.

Visual MPP for **Manpower Planning** allows you to create transparent shift planning, capacity-based staff manning levels and clear presentation of shift plans.

Manpower Planning

Sorting: Name Display: Minutes 4 Day

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Target:	0	0	0	0	0	0	0	0
Actual:	0	0	5880	0	0	0	0	5880
Variance:	0	0	5880	0	0	0	0	5880

Tuesday, 18.02.2003

Employees	Current balance	Default target time	Day plan	Modified target time	Absence reasons	Bandwidths
- MPP Unit 1			Mon - Fri	96:00		00:00
- Export sales			Mon - Fri	35:00		00:00
- Administration			Mon - Fri	07:00		00:00
- Manufacturing			Mon - Fri	07:00		00:00
- Visitors			Mon - Fri	07:00		00:00
Michelle Ball	-141:34	07:00	Mon - Fri	07:00		08:00 -20:00 00:00

Manpower Planning with Visual MPP

Employee correction options

Depending on the Transaction profile assigned to the employee, he/she can either enter **corrections** directly into the database or they must be approved by a designated manager before they can be processed.

Booking journal with integrated correction function

The comfortable **Booking journal** function includes integrated correction options. The journal can also include employee-related corrections, e.g. absences, etc. Using macros, the whole correction input procedure can be simplified and standardised.

Working time models

Visual WebTime® does not restrict you, managing fixed working patterns simply based around, weekly or monthly cycles. You can define your own frameworks giving you the option to define variable working patterns to cover shift patterns, movable rest days and shift assignment defined by arrival times. A "week" no longer has to have 7 days; 8 day or 15-day patterns, for instance, can easily be handled.

Online bookings without special hardware

With **Visual WebTime®**, online bookings can be made directly on your PC screen. Such a booking is processed in exactly the same way as a terminal booking, i.e. with the current time and with the selection from normal arrival and departure bookings and if authorised, BA bookings.

Correction Booking
Surname : Brett Michael Booking type : Depart, G

Badge number : 000666 Date : 28.1.2003

Time : 18:00

Reason :

Manager :

Employee correction options

<< Help Print

Booking Journal 1.1.2003 - 29.01.2003

Name...: Dawson Christine Personnel number...: 4711 Department...: Administration

Date	Wd	Info	Arr. Exc.	Dep. Exc.	Day total	Day target	Day balance	Period total	Period target	Period balance
Previous period c/f :								-058:40		
Current week c/f :						+007:00	+007:00	+000:00		
01.01.	Mi	*			+000:00	+000:00	+000:00	-058:40	+000:00	-058:40
02.01.	Do		GT Vacation		+007:00	+007:00	+000:00	-051:40	+007:00	-058:40
03.01.	Fr		GT Vacation		+007:00	+007:00	+000:00	-044:40	+014:00	-058:40
04.01.	Sa				+000:00	+000:00	+000:00	-044:40	+014:00	-058:40
05.01.	So				+000:00	+000:00	+000:00	-044:40	+014:00	-058:40
Week reconciliation Wk# 1						+021:00	+021:00	+000:00		
06.01.	Mo	*			+000:00	+000:00	+000:00	-044:40	+014:00	-058:40
07.01.	Di		09:00	17:20	+007:50	+007:00	+000:50	-036:50	+021:00	-057:50
08.01.	Mi		08:10	12:30/BB						
08.01.	Mi		13:15/BB	18:20	+009:25	+007:00	+002:25	-027:25	+028:00	-055:25
09.01.	Do		14:00/Tr	18:45	+009:15	+007:00	+002:15	-018:10	+035:00	-053:10
10.01.	Fr		08:15	15:20/CI	+006:35	+007:00	-000:25	-011:35	+042:00	-053:35

Booking Journal

Day Plan
Name Mon - Fri

Day length +015:00 Control group :

Modified Freakes 29.01.2003 14:37

Bandwidths	From	Till	Rules
General	08:00	20:00	Break plan : Flexible lunch
Coretime	10:00	16:00	Allocation rule : Standard day
BA	09:00	18:00	Rounding rule : Arr/Dep 5Mins
End of BA bandwidth			+007:00
Credit time records			Forgotten departure 00:00
1. +000:00	4. +000:00	7. +000:00	Halfday timepoint 12:00
2. +000:00	5. +000:00	8. +000:00	Calculate BA absence 09:00 - 18:00
3. +000:00	6. +000:00	9. +001:00	Allocation type <input type="text"/>

Minimum presence times

	Day	First half	Second half
Time	+002:00	+000:00	+000:00
Deletion	+002:00	+000:00	+000:00

Absences

Day plan

Online Booking for Dawson Christine 001234

16.10.2002 / 17:20:38

Depart

➔ |

| ➔

➔ |

| ➔

Virtual time recording terminal for online bookings

User administration

In order to allow employees to be able to work directly with **Visual WebTime®**, they must be generated as System users, with an Authorisation profile and optionally, a Transaction profile. Depending on your requirements, they can be granted various rights and options.

For example, a Manager who is allowed to approve or reject correction requests, must be given more rights than an employee who can only generate correction requests.

Authorisation profile definition

There are four different hierarchical levels included in the standard system:

- **System user with all rights, e.g. HR Director or a T&A System supervisor**
- **Manager**
- **Employee with correction input rights**
- **Employee with correction request rights**

This allows you to create a Workflow scenario, which covers the generation of correction requests by employees with correction request rights and the approval of such correction requests by approved managers.

Certain employees can be given the right to enter their own corrections directly, without the need for managerial approval.

A System user with all rights can administer Employee data, enter and modify Company data, process special corrections and call up various reports.

Booking transaction processing

Once employees have been assigned to their corresponding working models, the bookings that they then make are used as the basis for time calculations. Basically, the system differentiates between various different types of booking transactions:

- **Arrival and departure bookings**
- **Business absence bookings**
- **General absence bookings**
- **Cost-centre assignment bookings**
- **Correction bookings**
- **Neutral time bookings**

Each time a booking transaction is made, the system checks to see when the last Daily reconciliation was made (normally once a day) and if any are outstanding, they are automatically carried out. This means that online data shown at the terminal at the time of a booking is always up to date.

The system also checks to make sure that the employee follows a logical pattern of arrival and departure bookings. If a booking has been forgotten, e.g. when returning from a break, the employee forgot to book back in, a corresponding error message is displayed.

Seq no.	Transaction type	Group/Absence	No.	Request Period	From	Till	Type	Month	Year
1	Depart			<input checked="" type="checkbox"/>	In weeks	1	0	In days	0
2	Record correction	Daily time records	Time total today	<input checked="" type="checkbox"/>	In weeks	1	0	In minutes	600
3	Absences	Vacation		<input checked="" type="checkbox"/>	In months	1	12	In days	5
4	Arrive			<input checked="" type="checkbox"/>	In weeks	1	0	In days	0
5	Absences	Business absence		<input type="checkbox"/>	In months	1	3	In days	0
	Arrive	All	All	<input type="checkbox"/>	In minutes	0	0	In days	0

Transaction profile definition

In the case of neutral time bookings, the system automatically selects the arrival or departure mode, based on the employee's presence/absence status at the time of the booking.

Any necessary modifications to the bookings and/or the calculated presence time caused by Rounding rules or Break definitions, for example, are also carried out automatically when a correct booking is processed.

Performance characteristics at a glance

General

Browser-based user interface, not dependant on the operating system
Full functionality using Internet Explorer, >= vers. 5.5, Netscape, vers. 6x, Mozilla, vers. 1.1
Fully platform-independent
No Client installation – browser software is enough
Location-independent User settings
Language control based on login
Consistent Java solution
3-layer model/3-tier architecture giving optimisation for the User through the separation of User, Business and Data storage into individual layers or tiers
Full data traceability
Integrated employee information system
All significant reports available on screen, PDF, HTML or as E-Mail
Unlimited multi-user capability
Full client data separation for up to 999 Clients
Unlimited TCP/IP communication module

Time recording

Multiple correction options for maximum ease of use
Multiple data evaluation reports
Transaction macros
Booking over WAP cell phones
Employee Self Service correction options through client PC browser software
Extended personnel record
Data tracing and correction for up to 36 months
Easy to use, automatic retrospective correction of transactions and parameter assignments, including direct correction through the on-screen Booking journal
Display of calculation basis for individual records
Management of shift schemes with working periods greater than 24 hours
Fast transaction reaction time through multi-tasking
Simple on-screen access to historical employee data, to show a “snapshot” of data from the past
Text messaging at time recording terminals
Extensive on-board report generator
9,999 Departments and 9,999 Cost-centres

Absence data evaluation with historic and future capacity overviews
Simple on-screen absence inputs through employee Annual overviews
Supports annual working time models
9,999 Year plans
Central password management on an LDAP basis
Unlimited* number of passwords in unlimited* User groups with different Authorisation and Transaction profile assignments; dual-control**data access
9,999 Device groups and connection of up to 9,999 time recording terminals
Generation and automatic annual extension of up to 9,999 working patterns
Management of up to 99 Absence and 99 Payrate records for each employee
Vacation management with variable carry-over and cut-off parameters
Automatic rounding of booking times and/or presence time records

* “unlimited” = 2^{32}

** Dual-control data access means that a second password must be entered in order to access specific modules

Software options

Manpower planning (MPP), Visitor Administration, ID Badge creation, Telephone-based time recording, Cost-centre calculations, Project timing, Display panel software, Report generator (for the generation of lists and reports in Excel, HTML and PDF), Import/Export generator for interfacing to third-party softwares, Interface to Exchange Server, Visual Web SAP and PAIS Y Enterprise Solution, Centralised password management on LDAP basis



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