

ATRACS



ATRACS Web Enabled Attendance Management

Attendance management systems require considerable and sustained administrative effort to effectively produce meaningful management information. Effort is required to distribute reports and summaries, adjust attendance records for absences, missed clockings and holidays, or answer staff queries.

ATRACS Web puts the information directly onto the manager's desktop by linking attendance data held on the **ATRACS** database to an Intranet Web Site. Then by simply using the web browser supplied with every PC, managers can instantly:-

- **Review** employee absence history
- **View** employee attendance record
- **List** all staff in attendance
- **Correct** employee attendance record to accommodate absence or a missed clocking
- **Authorize** adjustments requested by employees

Managers with password clearance can use a web browser to check manning levels, review staff attendance and locate staff. Web enabling provides:

- **Up to date staffing information** so that managers can, at a click, see who is in attendance, on holiday, sick leave or absent
- **Less administration**, managers can review attendance data from their desktop PCs
- **Reduced paperwork**, attendance reports are distributed electronically to managers
- **Efficient handling of queries**, members of staff can review their own attendance record without having to refer to a manager

- ### ATRACS Web Benefits:
- More accurate attendance data
 - Better management information
 - Distributed administration and management of staff attendance
 - Paperless distribution of attendance reports
 - Reduced administrative effort
 - Instant list of those in attendance

Ref.	Name	Target	Credit	Balance	In	Out	Attendance	IR	DP
141255	Awling C J D	37:30	38:19	0:49	8:09 13:12	12:20 16:59	7:58 Standard Day		
142257	Davies Miss H A	37:30	38:09	0:39	8:14	12:03K 3:49	Standard Day 1/2 Flexi+An		
6364	Neeley M S	37:30	41:41	4:11	8:00 13:05	12:04 18:04	9:03 Standard Day		
97647	McLean T A	37:30	38:24	0:54			7:30 Holiday		
17142	Nutter Mrs F T	37:30	40:46	3:16			7:30 Bus Tomorrow		
56537	Parker T C	37:30	37:21	-0:09	8:03 13:09	12:17 16:00	7:05 Standard Day		
9473	Shannon T O	37:30	40:49	3:19	8:51 12:07	11:57 18:35	9:09 Standard Day		
3327	Saith G B	37:30	38:36	1:06	7:42 13:40	12:34 16:23K	7:35 Standard Day 0:22 Training		
12465	Vickers D F	37:30	37:55	0:25			7:30 Holiday		

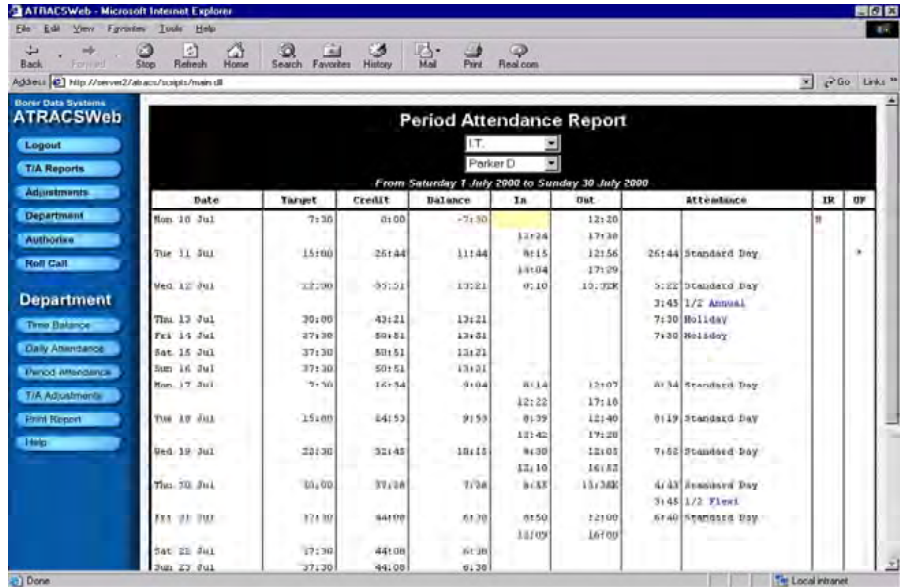
Web Enabled Advantages

Confidentially and Security

All data is password protected with individual passwords for staff and managers.

Staff may browse their own individual attendance records while managers can view the attendance details for only their own workgroups.

Before data can be accessed via the Web, staff members must first be identified by entry of user ID and personal password.



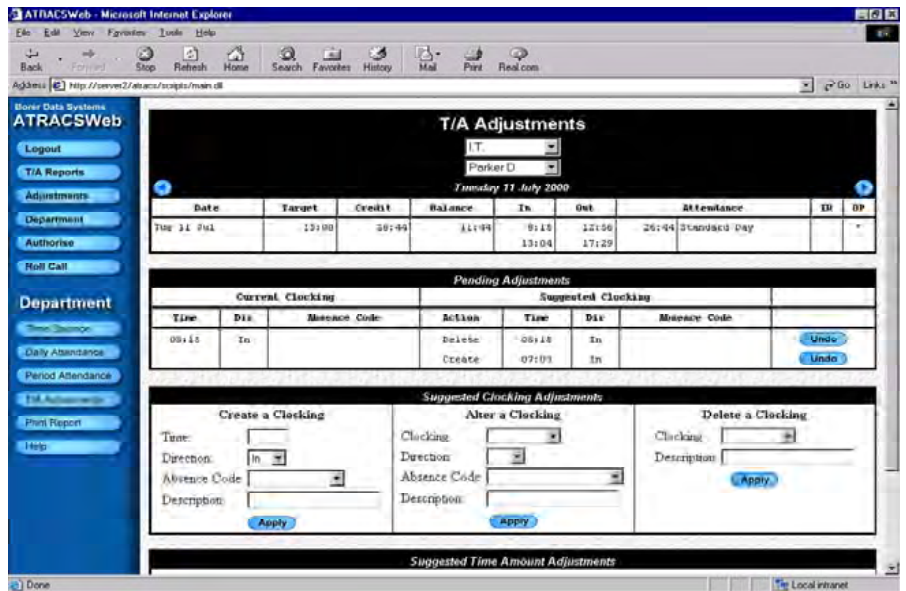
View your attendance details

Management Information and Control

ATRACS Web provides managers ready access to up to the minute staffing and attendance information allowing for the efficient allocation and management of labour.

Managers and supervisors can instantly:

- List** those in attendance
- Review** a staff members attendance record
- View** the attendance activities for the workgroups
- Adjust** staff time accounts but only for staff in nominated workgroups
- Authorise** time account adjustment entered by staff members

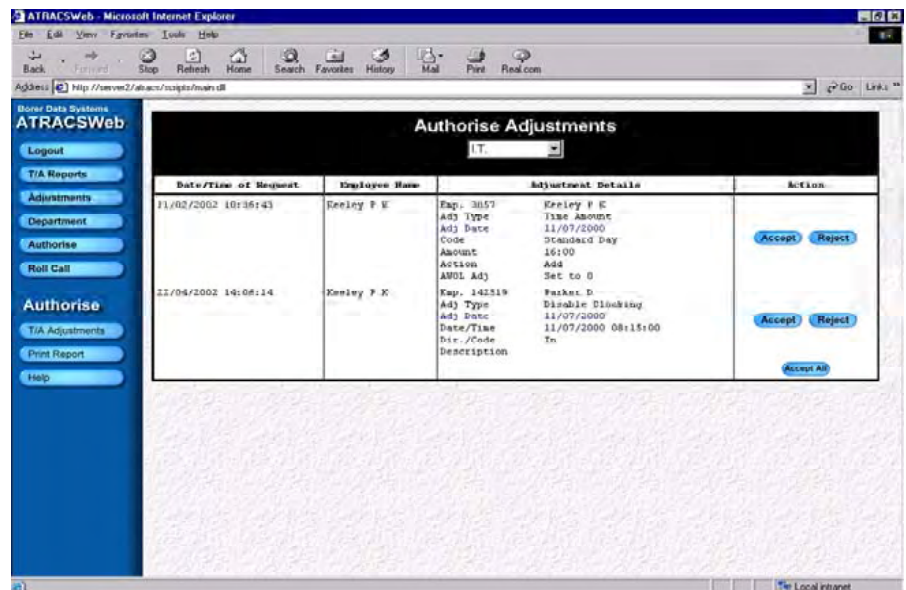


Suggest attendance adjustments if required

Staff Participation

ATRACS Web enables each employee to examine their own attendance record so that:

- Queries** can be settled
- Adjustments** made for missed clocking's or authorised absence these are not actioned until validated by an administrator or manager



Adjustments are then reviewed by managers