



Widely recognised as one of the leading systems for workforce management solutions, Addtime products are synonymous with reliability, increased functionality and continuous innovation.

Modules include:

Personnel, Absence Management, Attendance, Access Control, Asset Management, Job Costing, Cost Centre Analysis, Fire Alarm Roll Call, Assembly Point, Reports, ESS and TWC.

Introduction

Addtime Recording Company Ltd is recognised as one of the UK's leading suppliers of workforce management solutions. With thousands of installations across the UK and Ireland, the Addtime name 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 30 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.

Platinum+ is the fourteenth generation of our core product and once again includes many exciting new features. 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.

Peter Hilton
Platinum+ Director

“ Platinum+ 2016 sees the introduction of asset management... ”

2016



Many of our customers are happy with our service provided through our high-quality support team. Some of the company's below have been on support contracts for numerous years with Addtime who we have created comfortable relationships with, and they are happy to recommend us.



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Personnel

People make businesses and organisations successful. Managing those people's information assists in achieving this success. Fitting then, that at the heart of each Platinum+ system is Platinum+ personnel.

Platinum+ 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. Platinum+ 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 - Platinum+ 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 - Platinum+ provides a truly effective solution. Platinum+ personnel integrates with the agenda to provide reminders of important events ranging from birthdays to certification renewal.

The screenshot shows the 'Personnel' application window with the 'Essential' tab selected. The employee's name is Louen Brazier. The form includes fields for badge number (3786714), payroll (PY19212), and various biometric data options like Finger and Other. It also shows employment details such as 'Office manager' role, 'Employment status' of 'Employee', and a 'Weekly Paid' absence entitlement policy. A photo of the employee is visible on the right side of the form.

The screenshot shows the 'Personnel Employment' - (Amend) form. It displays details for an employee with the reference 'Office manager' and job description 'Managing the finance department'. Key dates include 'Date of commencement' (19/10/2006), 'Probation end date' (08/11/2006), 'Notice given date' (15/10/2015), and 'Date of termination' (14/11/2015). The pay type is 'Salary' with an amount of £5000.00. The form also includes a 'Document' table at the bottom.

| Description | File Name | Date and Time Δ | File Size (MB) |
|----------------------|------------------------|-----------------------|----------------|
| Letter of Employment | Employment Status.docx | Wed 14 Oct 2015 10:55 | 0 |



| Document | File Name | Date and Time | File Size (KB) |
|---------------|--------------------|-----------------------|----------------|
| Right to Work | Right to Work.docx | Tue 13 Oct 2015 11:03 | 15 |

New features include:

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

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

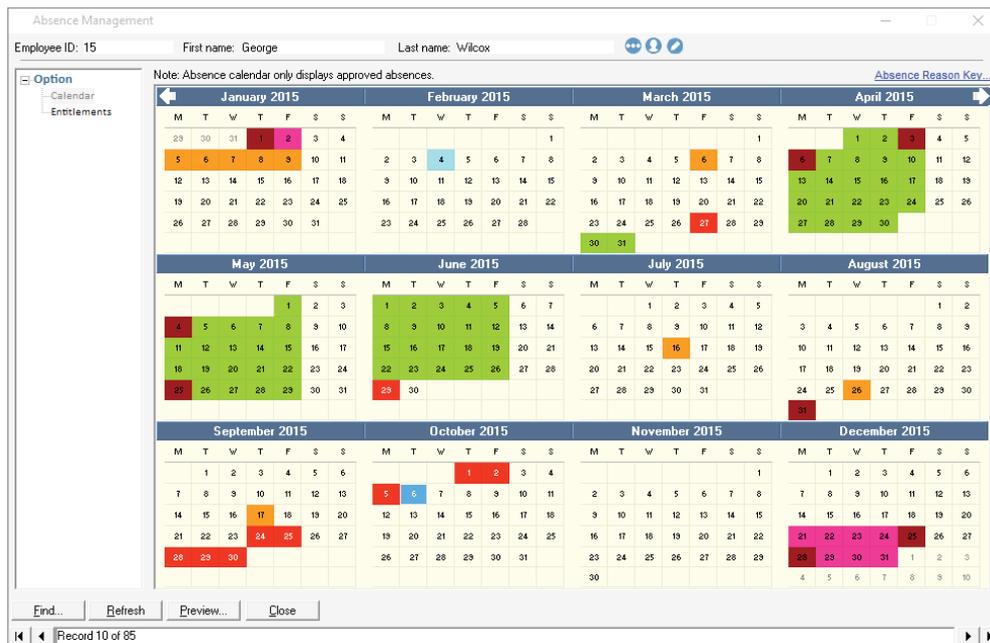
- Take staff ID photos through the personnel module using any webcam.
- Store employment details including training, disciplinary and qualifications gained.
- Use the personnel wizard to quickly set up new employees, ensuring that all the required information has been added correctly.
- The pro-active 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 Platinum+ 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? Platinum+ absence management enables line managers to view holiday plans before authorising an absence booking. Platinum+ 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.
- Platinum+ 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.

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.

Platinum+ 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. Platinum+ 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. Platinum+ has spent over twenty five years developing a sophisticated attendance product that alerts users to several basic, yet important facts;

The screenshot displays the 'Planner' software interface. On the left, there are three calendar views for October 2015, November 2015, and December 2015. The main area is a table titled 'Planner' with columns for 'Employee', 'Today', 'Wed, 07 Oct 2015', 'Thu, 08 Oct 2015', 'Fri, 09 Oct 2015', and 'Sat, 10 Oct 2015'. The table lists 35 employees and their scheduled shifts for each day. Some cells in the table are highlighted in green, indicating specific shifts or status changes.

| Employee | Today | Wed, 07 Oct 2015 | Thu, 08 Oct 2015 | Fri, 09 Oct 2015 | Sat, 10 Oct 2015 |
|------------------------------|-----------------------------|-----------------------------|-----------------------------|------------------------------|------------------|
| PITCOCK, TINA (6) | 830-1630 Admin | 830-1630 Admin | 830-1630 Admin | 830-1630 Admin | Sat With |
| SINGH SANDHU, SUBA (7) | [P] 06.00-1430 | [P] 06.00-1430 | [P] 06.00-1430 | [P] 06.00-1430 | Sat With |
| SINGH, BALDEV (8) | [P] 06.00-1430 | [P] 06.00-1430 | [P] 06.00-1430 | [P] 06.00-1430 | Sat With |
| HUSSAIN, ALTAF (9) | [P] Night Shift Basic 20... | [P] Night Shift Basic 20... | [P] Night Shift Basic 20... | Night Shift Basic 20.00-0... | Sat With |
| GODDCH, DANIEL (10) | 7.00-1630 production | 7.00-1630 production | 7.00-1630 production | 7.00-1630 production | Sat With |
| FINAN, PETER (11) | 7.00-1630 production | 7.00-1630 production | 7.00-1630 production | 7.00-1630 production | Sat With |
| SINCLAIR, KEVIN (12) | [P] 06.00-1430 | [P] 06.00-1430 | 06.15-1430 | [P] 06.00-1430 | Sat With |
| FINAN, ANDREA (13) | [P] 06.00-1430 | [P] 06.00-1430 | [P] 06.00-1430 | [P] 06.00-1430 | Sat With |
| DRAZEK, KRZYSZTOF (14) | [P] 06.00-1430 | [P] 06.00-1430 | [P] 06.00-1430 | [P] 06.00-1430 | Sat With |
| Wilcox, George (15) | 06.00-1430 | 06.00-1430 | 06.00-1430 | 06.15-1430 | Sat Basic |
| HOWEN, WILLIAM (16) | [P] 06.00-1430 | [P] 06.00-1430 | 06.15-1430 | [P] 06.00-1430 | Sat With |
| SINGH DHESI, SANDIP (17) | [P] 06.00-1430 | 06.15-1430 | [P] 06.00-1430 | [P] 06.00-1430 | Sat With |
| SINGH 00018, JASMINDER (18) | 06.15-1430 | [P] 06.00-1430 | [P] 06.00-1430 | [P] 06.00-1430 | Sat With |
| SINGH 00020, KULDIP (19) | [P] 06.00-1430 | [P] 06.00-1430 | [P] 06.00-1430 | [P] 06.00-1430 | Sat With |
| SINGH, GURVINDER (20) | [P] 06.00-1430 | [P] 06.00-1430 | [P] 06.00-1430 | [P] 06.00-1430 | Sat With |
| SHARIF, MOHAMMAD (21) | [P] 06.00-1430 | [P] 06.00-1430 | [P] 06.00-1430 | [P] 06.00-1430 | Sat With |
| PARSAD, ROBINDER (22) | [P] Night Shift Basic 20... | [P] Night Shift Basic 20... | [P] Night Shift Basic 20... | Night Shift Basic 20.00-0... | Sat With |
| WITKOVSKIS, VITALIJS (23) | [P] 06.00-1430 | [P] 06.00-1430 | [P] 06.00-1430 | [P] 06.00-1430 | Sat With |
| SINGH, GURPREET (24) | [P] Night Shift Basic 20... | [P] Night Shift Basic 20... | [P] Night Shift Basic 20... | Night Shift Basic 20.00-0... | Sat With |
| SINGH JOHAL, GURVINDER (...) | [P] 06.00-1430 | [P] 06.00-1430 | [P] 06.00-1430 | [P] 06.00-1430 | Sat With |
| MOODY, WAYNE (26) | [P] 06.00-1430 | [P] 06.00-1430 | [P] 06.00-1430 | [P] 06.00-1430 | Sat With |
| PARKES, MARK (27) | [P] 06.00-1430 | [P] 06.00-1430 | [P] 06.00-1430 | [P] 06.00-1430 | Sat With |
| KHARBOV, MANDEEP (28) | 7.00-1630 production | 7.00-1630 production | 7.00-1630 production | 7.00-1630 production | Sat With |
| KOZLOWSKI, STANISLAW (29) | [P] 06.00-1430 | [P] 06.00-1430 | [P] 06.00-1430 | [P] 06.00-1430 | Sat With |
| BHURJI, MALJIT (30) | [P] 06.00-1430 | [P] 06.00-1430 | [P] 06.00-1430 | [P] 06.00-1430 | Sat With |
| GARDINER, BRUCE (31) | 06.15-1430 | [P] 06.00-1430 | [P] 06.00-1430 | [P] 06.00-1430 | Sat With |
| GARDINER 00037, JAMIE (32) | [P] 06.00-1430 | [P] 06.00-1430 | [P] 06.00-1430 | [P] 06.00-1430 | Sat With |
| BYNG, JACK (33) | [P] 06.00-1430 | [P] 06.00-1430 | [P] 06.00-1430 | [P] 06.00-1430 | Sat With |
| ROLLINSON, CRAIG (34) | [P] 06.00-1430 | [P] 06.00-1430 | [P] 06.00-1430 | [P] 06.00-1430 | Sat With |
| SINGH 00041, STEVEN (35) | [P] 06.00-1430 | [P] 06.00-1430 | [P] 06.00-1430 | [P] 06.00-1430 | Sat With |
| GARDINER, AMBER (36) | 7.00-1630 production | 7.00-1630 production | 7.00-1630 production | 7.00-1630 production | Sat With |



Daily Schedules

Code: [DS01] Description: [06:00-14:30]

Options

- General
 - Schedule type: Standard
 - Workday schedule: No Yes
- Breaks
 - Standard Breaks
 - Break After
 - Core Times
 - Grace Times
- Roundings
 - Standard Roundings
 - Round Rates
 - Rate Monitoring
 - Rates
 - Advanced
 - Analysers
 - Notepad

General

Schedule type: Standard

Workday schedule: No Yes

If workday and the day is NOT worked then mark the day with an unauthorised absence.

Schedule Schema

Earliest possible start time: 04:30

Schedule start time: 06:00

Schedule finish time: 14:30

Schedule target time: :

Absence target time: :

Unallocated threshold: 23:59

Latest possible finish time: 02:00

1. The earliest possible start time is a cut off point for this schedule. Bookings made before the earliest possible finish time will be excluded from the schedule.

2. The schedule start time is used to allocate a person to the correct schedule.

3. The schedule finish time is used when booking absences and also serves as a guide to when the schedule should finish.

4. (Optional) The schedule target time is used to set an amount of core hours that an employee should work against this schedule.

5. (Optional) The absence target time is used to calculate how much absencetoday entitlement should be deducted when using hours and minutes. The figure is based on the absence target time divided by the absence deduct value.

6. If the unallocated time against the daily schedule exceeds the unallocated threshold, the day will be marked as an unauthorised absence.

7. The latest possible finish time is a cut off point for this schedule. Bookings made after the latest possible finish time are excluded from the current schedule. Bookings excluded from the current schedule are used in the allocation process for the following schedule (see point 2).

Buttons: Add, Edit, Delete, Find..., Refresh, Preview..., Copy..., Close

Record 2 of 13

Attendance Adjustments

Employee ID: 15 First name: George Last name: Wilcox

September 2015

Date selected: Wed 09 Sep 2015

Period schedule: 06:00-14:30 07:30-16:00

Pay period selected: Sun 06 Sep 2015 to Sat 12 Sep 2015

| Authorisation | Total | Basic | OV1 | OV2 | OV3 | Hols |
|---------------|-------|-------|-----|-----|-----|------|
| | 40:00 | 40:00 | | | | |

| Wk/Day/Date | Schedule | Taken absence(s) | Booking(s) | Authorisation | Total | Basic | OV1 | OV2 | OV3 | Hols |
|------------------|-------------|------------------|-----------------|---------------|-------|-------|-----|-----|-----|------|
| 1 Sun 06/09/2015 | Sat With Ot | | 22:22-22:22 (0) | | 22:22 | | | | | |
| 1 Mon 07/09/2015 | 06:00-14:30 | | 05:55-14:35 (2) | | 8:00 | 8:00 | | | | |
| 1 Tue 08/09/2015 | 06:00-14:30 | | 05:55-14:30 (2) | | 8:00 | 8:00 | | | | |
| 1 Wed 09/09/2015 | 06:00-14:30 | | 05:55-14:30 (2) | | 8:00 | 8:00 | | | | |
| 1 Thu 10/09/2015 | 06:00-14:30 | | 05:55-14:32 (2) | | 8:00 | 8:00 | | | | |
| 1 Fri 11/09/2015 | 06:00-14:30 | | 05:55-14:30 (2) | | 8:00 | 8:00 | | | | |
| 1 Sat 12/09/2015 | Sat With Ot | | 22:22-22:22 (0) | | 22:22 | | | | | |

Buttons: Find..., Refresh, Preview..., Close

Record 10 of 85

Period Schedules

Code: [WS01] Description: [06:00-14:00 \ 07:30-16:00]

Options

- General
- Schedule Allocation
- Rate Monitoring
- Pay Periods
- Advanced
- Notepad

Schedule Allocation

Rotation start day: Sunday

Rotation weeks: 1

| Week | Day | Daily Schedule | Contribute | Planned/Alternative | Standard/Flextime |
|------|-----------|----------------------------|------------|------------------------|----------------------|
| 1 | Sunday | Sun With Ot | No | Planned | Standard |
| 1 | Monday | 06:00-14:30 07:30-16:30 | Yes Yes | Planned Alternative | Standard Standard |
| 1 | Tuesday | 06:00-14:30 07:30-16:30 | Yes Yes | Planned Alternative | Standard Standard |
| 1 | Wednesday | 06:00-14:30 07:30-16:30 | Yes Yes | Planned Alternative | Standard Standard |
| 1 | Thursday | 06:00-14:30 07:30-16:30 | Yes Yes | Planned Alternative | Standard Standard |
| 1 | Friday | 06:00-14:30 07:30-16:30 | Yes Yes | Planned Alternative | Standard Standard |
| 1 | Saturday | Sat With Ot | No | Planned | Standard |

Buttons: Add, Edit, Delete, Find..., Refresh, Preview..., Copy..., Close

Record 5 of 7



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

Historic Data Lockdown

Overview

Historic data lockdown is used prevent users amending attendance and absence data once payroll has been ran.

What does this screen do?

This screen lets you specify an up to date (inclusive) that data will be protected from amendments. This lockdown covers any pay periods that end before (inclusive) the protection date. This lockdown can be overridden with a password (leave blank to allow no override).

Settings

Lockdown data? No Yes

Protect data up to? Wed 30 Sep 2015 (inclusive)

Override password: [XXXXXXXXXX]

Override confirmation: [XXXXXXXXXX]

Buttons: Cancel, Ok

Access control

Platinum+ access control brings you indispensable security, protecting that which is most important – your people and your property.

Simple to use but extremely effective, Platinum+ access is now installed at more than one thousand companies across the UK and West Africa. Designed to integrate seamlessly with Platinum+ personnel ensures that when a contractor completes a job or when an individual leaves employment, they will not be able to access your building.

Platinum+ 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.

Platinum+ access – you decide who goes where and at what time!



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 Platinum+
door furniture



Example office door



Example
turnstile



Access Pattern [X]

Description: Business Hours Access Only

| | From | To | Type |
|---------------|-------|-------|---------|
| Time zone 01: | 06:00 | 19:00 | Mon-Thu |
| Time zone 02: | 06:00 | 15:00 | Friday |
| Time zone 03: | 08:00 | 12:00 | Sat-Sun |
| Time zone 04: | : | : | |
| Time zone 05: | : | : | |
| Time zone 06: | : | : | |
| Time zone 07: | : | : | |
| Time zone 08: | : | : | |
| Time zone 09: | : | : | |
| Time zone 10: | : | : | |

Add Edit Delete Find... Refresh Preview... Close

Record 16 of 16

Access Free Zone [X]

Description: Office Hours

| | From | To | Type |
|---------------|-------|-------|---------|
| Free zone 01: | 09:00 | 17:00 | Mon-Thu |
| Free zone 02: | 09:00 | 17:00 | Friday |
| Free zone 03: | : | : | |
| Free zone 04: | : | : | |
| Free zone 05: | : | : | |
| Free zone 06: | : | : | |
| Free zone 07: | : | : | |
| Free zone 08: | : | : | |
| Free zone 09: | : | : | |
| Free zone 10: | : | : | |

Add Edit Delete Find... Refresh Preview... Close

Record 1 of 1

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 Platinum+ fingerprint reader technology.

Realtime Access Activity [X]

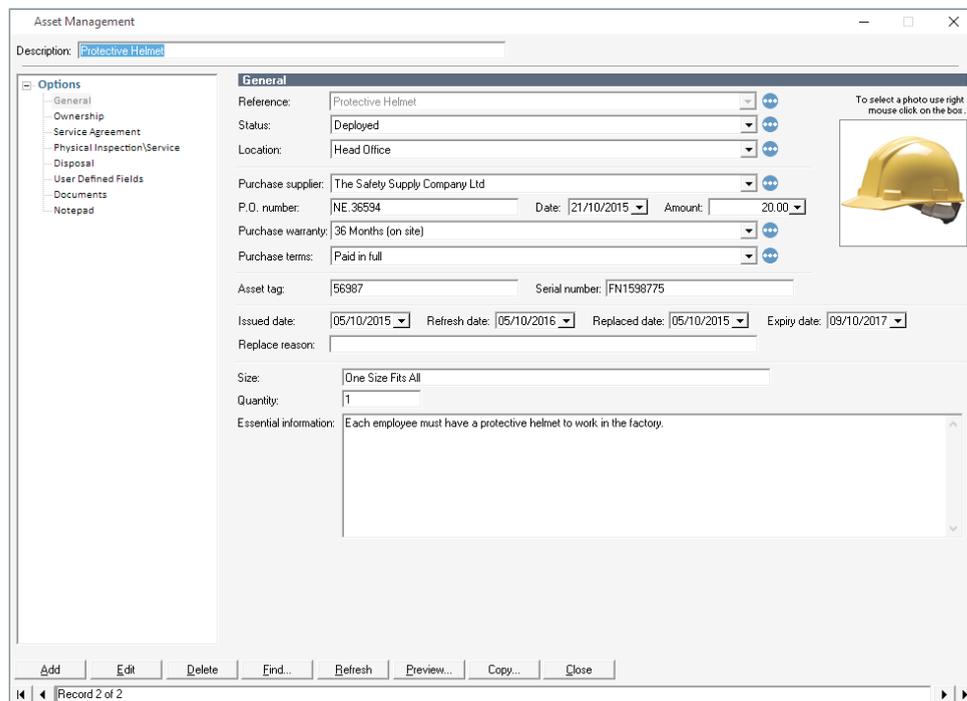
Drag a column header here to group by that column.

| Date and Time | Name and Badge | Action | Terminal |
|---------------------|----------------------------|-------------------------|----------|
| 27/08/2014 09:22:13 | Unassigned [0] | Fire input OFF | access |
| 27/08/2014 09:19:34 | Unassigned [0] | Door ajar | access |
| 27/08/2014 09:19:28 | Nathan Beveridge [5267...] | Reader 1 access granted | access |
| 27/08/2014 09:18:49 | Nathan Beveridge [5267...] | Reader 1 access granted | access |
| 27/08/2014 09:18:13 | Unassigned [0] | Door forced | access |
| 27/08/2014 09:15:23 | Nathan Beveridge [5267...] | Reader 1 access granted | access |
| 27/08/2014 09:13:43 | Nathan Beveridge [5267...] | Reader 1 access granted | access |
| 27/08/2014 09:13:17 | Unassigned [0] | Door forced | access |
| 27/08/2014 09:04:26 | Nathan Beveridge [5267...] | Reader 1 access granted | access |
| 27/08/2014 09:04:23 | Nathan Beveridge [5267...] | Reader 1 access granted | access |
| 27/08/2014 09:04:04 | Nathan Beveridge [5267...] | Reader 1 anti-pass fail | access |
| 27/08/2014 09:04:00 | Nathan Beveridge [5267...] | Reader 1 access granted | access |

Asset management

The Platinum+ 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 Platinum+ 2016 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.



The screenshot displays the 'Asset Management' software interface. The main window is titled 'Asset Management' and shows details for a 'Protective Helmet'. The 'General' tab is selected, showing fields for Reference, Status, Location, Purchase supplier, P.O. number, Date, Amount, Purchase warranty, Purchase terms, Asset tag, Serial number, Issued date, Refresh date, Replaced date, Expiry date, Replace reason, Size, Quantity, and Essential information. A photo of a yellow hard hat is visible in the top right corner of the form. The interface includes a sidebar with navigation options like 'General', 'Ownership', 'Service Agreement', etc., and a bottom toolbar with buttons for 'Add', 'Edit', 'Delete', 'Find...', 'Refresh', 'Preview...', 'Copy...', and 'Close'. The status bar at the bottom indicates 'Record 2 of 2'.

Personnel Protection Equipment (PPE)

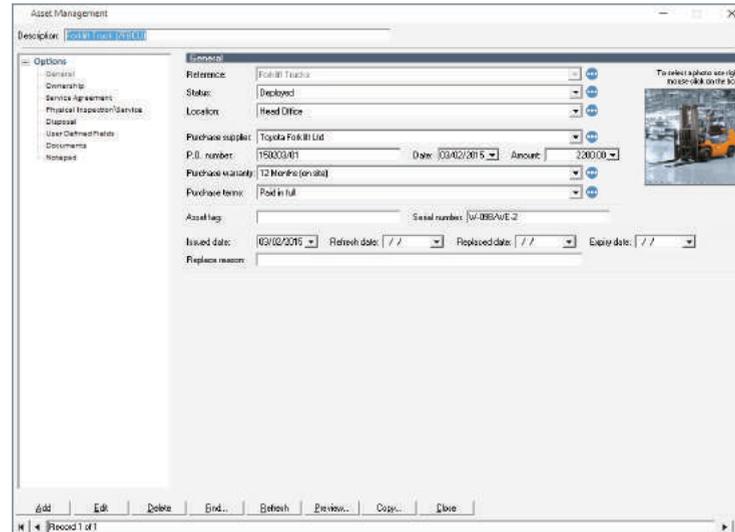
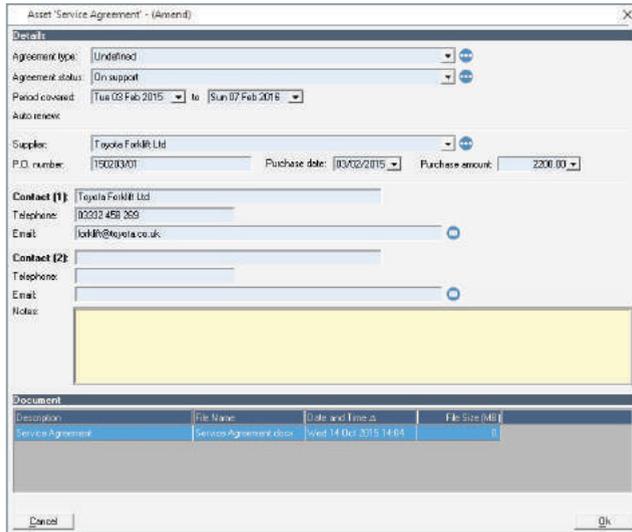
The Platinum+ 2016 asset management module includes a section for staff PPE. It is now possible to record the type of equipment issued to each employee along with key information such as date of issue, size, cost, supplier and expiration date. Managers can see an overview of PPE issued using a new dashboard 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 weatherproof asset controller reader, and the 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. Platinum+ 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 Platinum+’s integrated job costing module.

Not only does Platinum+ 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 screenshot shows the 'Jobs' interface in Platinum+. The job description is 'Dining Chair Model 55492'. The code is '1235'. The status is 'In progress'. The customer is 'The Furniture Company' and the product is 'Dining Chair'. The quantity is 25. The planned start is 12/10/2015, actual start is 12/10/2015, target completion is 13/10/2015, and delivery is 15/10/2015. A small image of a wooden chair is shown on the right. Below the job information are two summary tables:

| Job Information | | Total job cost | Total job time | Actual cost | Actual time |
|---------------------------------------|--|-----------------|-----------------|-------------|-------------|
| Created on: Wed 14 October 2015 09:32 | | 1500.00 | 1510.25 | 174.64 | 62.00 |
| Started on: Wed 14 October 2015 09:32 | | | | | |
| Updated on: Wed 14 October 2015 09:40 | | Total prod cost | Total prod time | | |
| Completed on: 22/10/2015 09:32 | | 600.00 | 60.25 | | |

| Description | Quantity | Operation Target | | | Operation Actual | | | |
|-------------------|----------|------------------|-----------|------------|------------------|----------|-------|-------|
| | | Unit cost | Unit time | Total cost | Total time | Quantity | Cost | Time |
| Chair Leg Shaping | 25 | 5.00 | 0.30 | 125.00 | 12.30 | 12 | 0.00 | 35.30 |
| Chair Seat | 25 | 7.00 | 0.25 | 175.00 | 10.25 | 12 | 75.52 | 8.00 |
| Back Rest Fitting | 25 | 6.00 | 0.40 | 150.00 | 16.40 | 12 | 89.12 | 10.30 |
| Chair Assembly | 25 | 6.00 | 0.50 | 150.00 | 20.50 | 12 | 0.00 | 8.00 |

Notes:

Buttons: Add, Edit, Delete, End..., Refresh, Preview..., Code..., Close

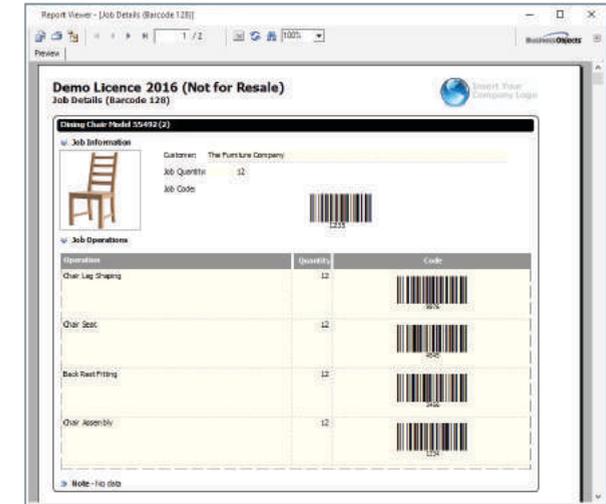
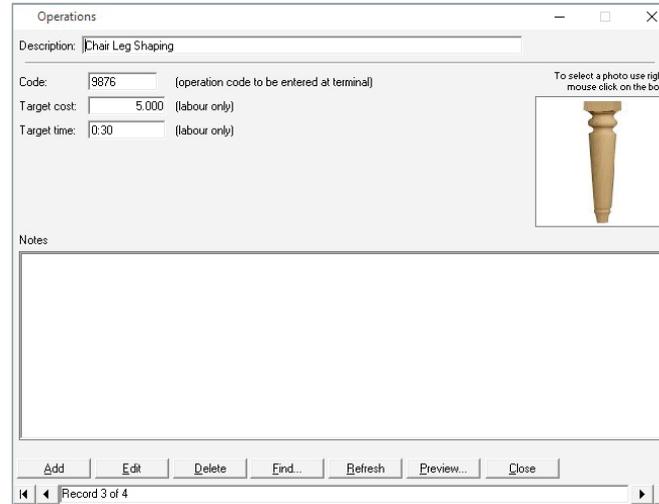
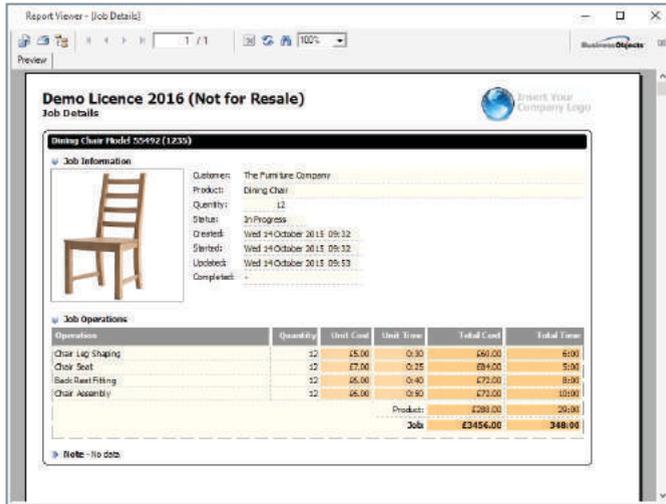
The data collected by the terminal is passed directly to the Platinum+ software making it instantly available for reports and enquiries. With clear identification for each job and operation, Platinum+ lets you drill down to the exact layer of information you need, making it easy to compare performance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

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

The screenshot shows the 'Job Costing Adjustment' interface. It includes a 'Filter Information' section with dropdowns for Date range, Job, Operation, and Employee. Below this is a summary table:

| Filter Information | | | | | | Actual | |
|--|-----------|--|--|--|--|--------|-------|
| Date range: [Not Filtered] | Select... | | | | | Cost | Time |
| Job: Dining Chair Model 55492 | Select... | | | | | 174.64 | 62.00 |
| Operation: Chair Assembly, Chair Leg Shaping | Select... | | | | | | |
| Employee: [Not Filtered] | Select... | | | | | | |

| Wk/D | Day | Date | Schedule | Employee | Start/Stop | Job | Operation | Quantity | Auto | Cost | Time |
|------|-----|------------|-------------------------|----------------------|---------------|--------------------------|-------------------|----------|------|-------|-------|
| 1 | Sun | 11/10/2015 | Night Shift Basic 20.00 | HUSSAIN, ALTAF (9) | 02:30 - 19:00 | Dining Chair Model 55... | Chair Leg Shaping | 12 | No | 0.00 | 35.30 |
| 1 | Mon | 12/10/2015 | 07:30-16:30 | Bladier, Lauren (7) | 08:00 - 18:30 | Dining Chair Model 55... | Back Rest Fitting | 12 | No | 89.12 | 10.30 |
| 1 | Mon | 12/10/2015 | 7:00-16:30 production | FINAN, PETER (11) | 12:00 - 20:00 | Dining Chair Model 55... | Chair Assembly | 12 | No | 0.00 | 8.00 |
| 1 | Mon | 12/10/2015 | 06:00-14:30 | Wilcock, George (15) | 08:00 - 17:00 | Dining Chair Model 55... | Chair Seat | 12 | No | 75.52 | 8.00 |



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 Platinum+'s new cost centre analysis module.

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

Personnel
Employee ID: ? First name: Louisa Last name: Brazier

Essential (General)

Badge: 3786714
Payroll: PY19212
Integration ID:
GPS (MEI):
Known as: Brazier, Louisa
Security pin:
Biometric data: Finger Other Finger Print Registration Wizard
Date started with company: 19/10/2006 8 years, 11 month(s), 25 day(s) Remove Years Service from To Do List
Badge activation: Mon 04 Aug 2014 09:00 to Thu 14 Sep 2017 23:00
Current employment: Office manager
Employment status: Employee
Absence entitlement policy: Weekly Paid
Period schedule: 06:00-14:00 \ 07:30-16:00 Week rotation: 1
Terminal policy: Fingerscan
Email policy: No Emails
Remuneration policy: Manufacturing and Production
Cost centre (default): Attendance
Flexitime closing balance set on: / / Amount:

Record 2 of 65

Remuneration Policy
Description: Manufacturing and Production

| Cost Centre | Basic | OV1 | OV2 | OV3 | Rate 05 | Hols | Rate 07 | Rate 08 | Rate 09 | Rate 10 | Rate 11 | Rate 12 |
|---------------|--------|--------|--------|-----|---------|------|---------|---------|---------|---------|---------|---------|
| Attendance | £9.44 | | | | | | | | | | | |
| Manufacturing | £10.63 | £11.69 | £15.22 | | | | | | | | | |
| Production | £11.56 | | | | | | | | | | | |

Record 1 of 1



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

Select Cost Centre:

- Bar Area
- Front of house
- Kitchen
- Restaurant

Selecting a cost centre

| 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 Platinum+ 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 Platinum+ 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-to-date. Using this roll-call list allows Platinum+ to produce roll-call reports on demand as required.

In the event of the company fire alarm being activated, the Platinum+ 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!



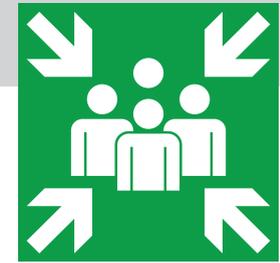
company fire alarm system



t9-1610 fire monitor terminal



roll call report sent to iphone



t9-1510
assembly terminal

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.



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 Platinum+'s real-time, roll-call engine to identify departmental manager's attendance status by quickly viewing the Platinum+ 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 Platinum+ and utilising its 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 Platinum+ 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.



Attendance Display Panel

Display range(s): Select...

Reader Direction Δ

| Notify on return | Employee ID | Payroll | Known As | Badge | First Name Δ | Last Name Δ | Date |
|------------------|-------------|----------|-------------------|-------|--------------|-------------|------|
| [none] (8) | | | | | | | |
| No | 64 | 140 | COJOCARU, ION... | | IONUT | COJOCARU | |
| No | 37 | 010 | GASKELL, SUE | 43 | SUSAN | GASKELL | |
| No | 40 | PY/00047 | GRIFFITHS, AIDEN | 47 | AIDEN | GRIFFITHS | |
| No | 57 | 135 | HOBSON, DANIEL | | DANIEL | HOBSON | |
| No | 55 | | IVANOV, ALEK... | | ALEKSANDRS | IVANOV | |
| No | 82 | 157 | JHALU, SUNIL | | SUNIL | JHALU | |
| No | 59 | 136 | JUMUCIS, DAINIS | | DAINIS | JUMUCIS | |
| No | 35 | PY/00041 | SINGH 00041, STE | 41 | STEVEN | SINGH 00041 | |
| In (35) | | | | | | | |
| No | 71 | 146 | ADAMCZYK, LUK... | 146 | LUKASZ | ADAMCZYK | Wed |
| No | 62 | 138 | AKINRINADE, O... | 138 | OBOZUWA | AKINRINADE | Wed |
| No | 30 | 101 | BHURJI, MAL | 101 | MALJIT | BHURJI | Wed |
| No | 67 | 142 | CERKOVSKIS, JE... | 142 | JEVGENIUS | CERKOVSKIS | Wed |
| No | 52 | 131 | MARCIN | 131 | MARCIN | CHYLMANSKI | Wed |
| No | 65 | 140 | COJOCARU, ION... | 140 | IONUT | COJOCARU | Wed |
| No | 87 | 012 | DOMINIC | 160 | DOMINIC | DeSOUSA | Wed |
| No | 44 | 003 | DHANDA, HANS | 56 | HANSRAJ | DHANDA | Wed |
| No | 14 | 122 | DRAZEK, KRZYS... | 122 | KRZYSZTOF | DRAZEK | Wed |
| No | 80 | 155 | DUDULICA, COS... | 155 | COSTEL | DUDULICA | Wed |
| No | 11 | 002 | FINAN, PETER | 7 | PETER | FINAN | Wed |
| No | 10 | 008 | GOOCH, DANIEL | 6 | DANIEL | GOOCH | Wed |
| No | 42 | 117 | IKVILDS, GINTS | 117 | GINTS | IKVILDS | Wed |
| No | 54 | 133 | KANG, DALJIND... | 133 | DALJINDER | KANG | Wed |

Attendance Display Panel

Display range(s): Select...

Reader Direction Δ

| Notify on return | Employee ID | Payroll | Known As | Badge | First Name Δ | Last Name Δ | Date |
|------------------|-------------|---------|------------------|-------|--------------|-------------|------|
| No | 29 | 114 | KOZLOWSKI, ST... | 114 | STANISLAW | KOZLOWSKI | Wed |
| No | 50 | 129 | LARTEY, JONAT... | 129 | JONATHAN | LARTEY | Wed |
| No | 90 | 163 | MAMUT, GHUIN... | 163 | GHUINHAN | MAMUT | Wed |
| No | 26 | 105 | MOODY, WAYNE | 105 | WAYNE | MOODY | Wed |
| No | 27 | 104 | PARKES, MARK | 104 | MARK | PARKES | Wed |
| No | 73 | 148 | PERRIN, LIAM | 148 | LIAM | PERRIN | Wed |
| No | 6 | 006 | PITCOCK, TINA | 1 | TINA | PITCOCK | Wed |
| No | 43 | 120 | SAMRAI, MUKESH | 120 | MUKESH | SAMRAI | Wed |
| No | 21 | 108 | SHARIF, MOHAM... | 108 | MOHAMMAD | SHARIF | Wed |
| No | 12 | 115 | SINCLAIR, KEVIN | 115 | KEVIN | SINCLAIR | Wed |
| No | 20 | 118 | SINGH | | | SINGH | Wed |
| No | 18 | 001 | SINGH | | | SINGH | Wed |
| No | 19 | 112 | SINGH | | | SINGH | Wed |
| No | 25 | 110 | SINGH | | | SINGH | Wed |
| No | 7 | 111 | SINGH | | | SINGH | Wed |
| No | 41 | 116 | SINGH | | | SINGH | Wed |
| No | 88 | 161 | THOM | | | THOMPSON | Wed |
| No | 91 | 164 | TUTU | | | TUTU | Wed |
| No | 66 | 141 | VITKO | | | VITKOVSKIS | Wed |
| No | 15 | 102 | Wilcox | | | Wilcox | Wed |
| Out (42) | | | | | | | |
| No | 47 | 126 | AARON | | AARUN | BHURJI | Thu |
| No | 64 | 154 | BODDOR, TOMAS | 154 | TOMAS | BODDOR | Wed |
| No | 34 | 38 | BYNG, JACK | 38 | JACK | BYNG | Mon |

Notify on Return - 'Bloggs, Joe (13)'

Please enter any notes regarding this notification:

Please call 07802 251002

Cancel Ok

Platinum+'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 and customisation

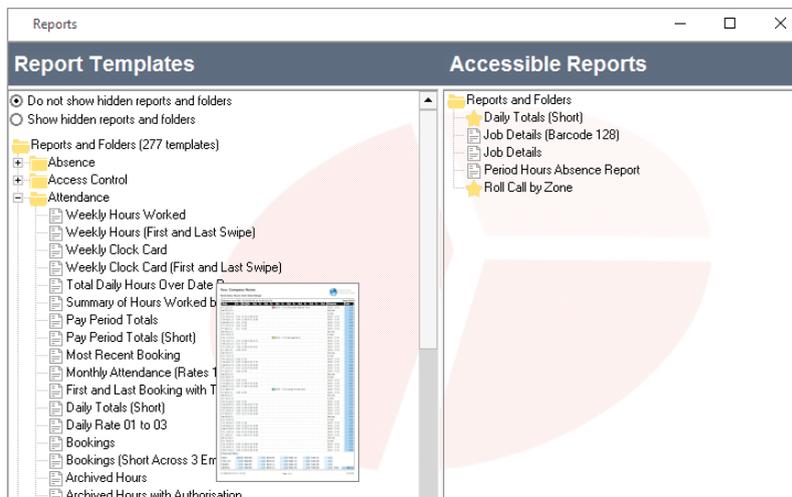
The ability to provide each client with a unique, customisable solution makes the Platinum+ workforce management system the obvious choice.

Platinum+'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.

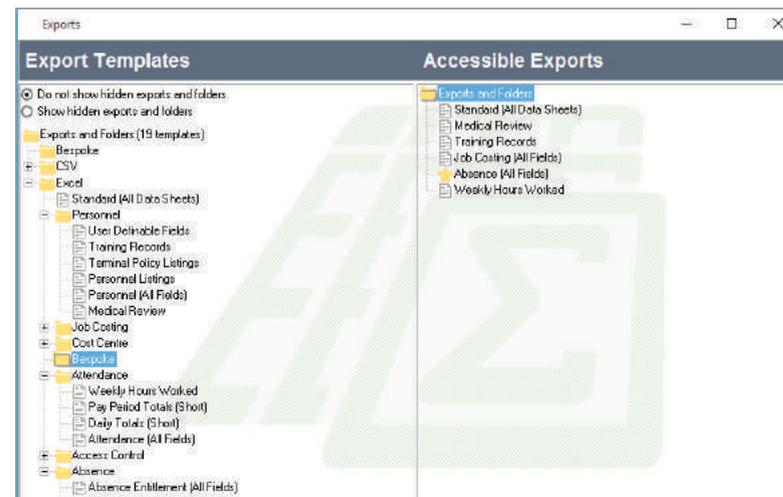
The Platinum+ report module provides over 160 clear and concise user editable reports, forms and graphs as standard. The Platinum+ export module provides an easy way to pass raw Platinum+ data to an external application such as Microsoft Excel for further data mining or to simply develop an ad-hoc report.

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

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



Over 160 pre-defined reports tried and tested by the Platinum+ community



A variety of exports designed to work with Microsoft Excel

Lone worker

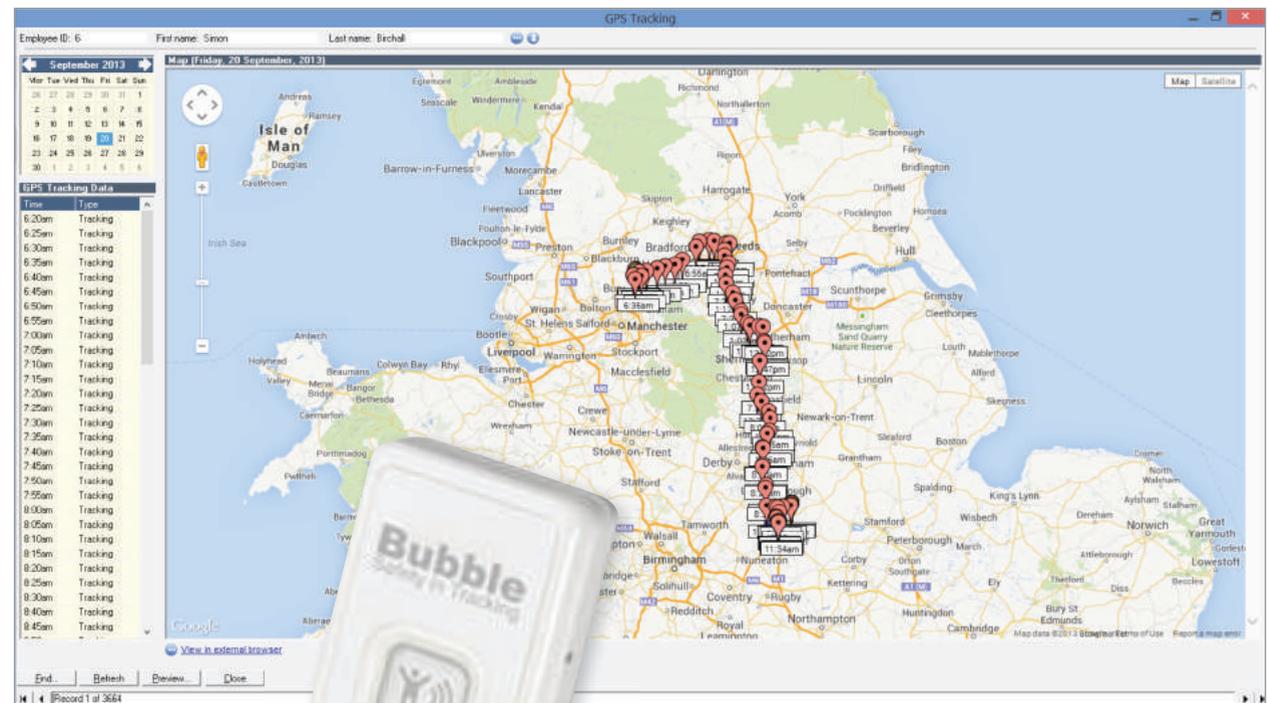
Platinum+ 2016 provides an extremely effective method of tracking lone workers by utilising GPS based 'Bubbletracker' technology.

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. Platinum+ regularly accesses the Bubbletracker server to download this information and integrates it within its own SQL database.

The lone worker feature within Platinum+ 2016 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 Platinum+ 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 Platinum+. 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 Platinum+ 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.

Attendance Adjustment Bookings, edit in progress...

Employee ID: 7 First name: Dave Last name: Webb

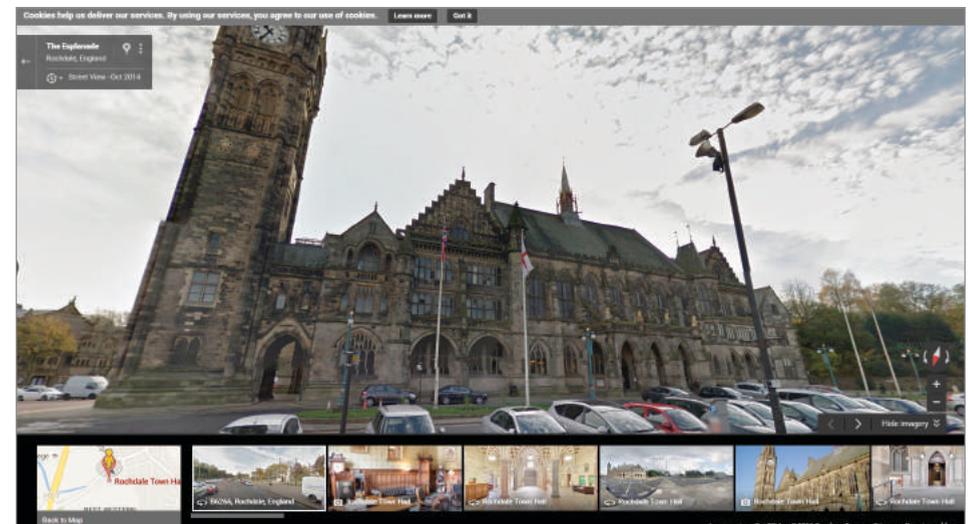
Date selected: Tue 01 Sep 2015

| Actuals for '06:00-14:30' ** Contribute ** | | | | | | | Original Bookings | | | | Actual Bookings After Calculation | | | | | |
|--|------------|----------------|-----------|------------|----------------|---------|-------------------|----------|------|------|-----------------------------------|----------------|-------|----------------|---------|--|
| Slot | Terminal | From Date | From Time | Terminal | To Date | To Time | Slot | Terminal | Date | Time | Slot | Date | Time | Type | Flag(s) | |
| Slot 1 | GPS Device | Tue 01/09/2015 | 06:58 | GPS Device | Tue 01/09/2015 | 14:30 | | | | | Slot 1 | Tue 01/09/2015 | 06:00 | Paid | - | |
| | | | | | | | | | | | Slot 2 | | 12:30 | Paid | - | |
| | | | | | | | | | | | Slot 3 | | 12:30 | Non-Paid Break | - | |
| | | | | | | | | | | | Slot 4 | | 13:00 | Non-Paid Break | - | |
| | | | | | | | | | | | Slot 5 | | 13:00 | Paid | - | |
| | | | | | | | | | | | Slot 6 | | 14:30 | Paid | - | |

 Employee has manually ended this schedule.
 Remove from adjustment anomaly list.

| Rates | | Costs | |
|-------|--------|-------|--------|
| Slot | Amount | Slot | Amount |
| Basic | 8.00 | | |

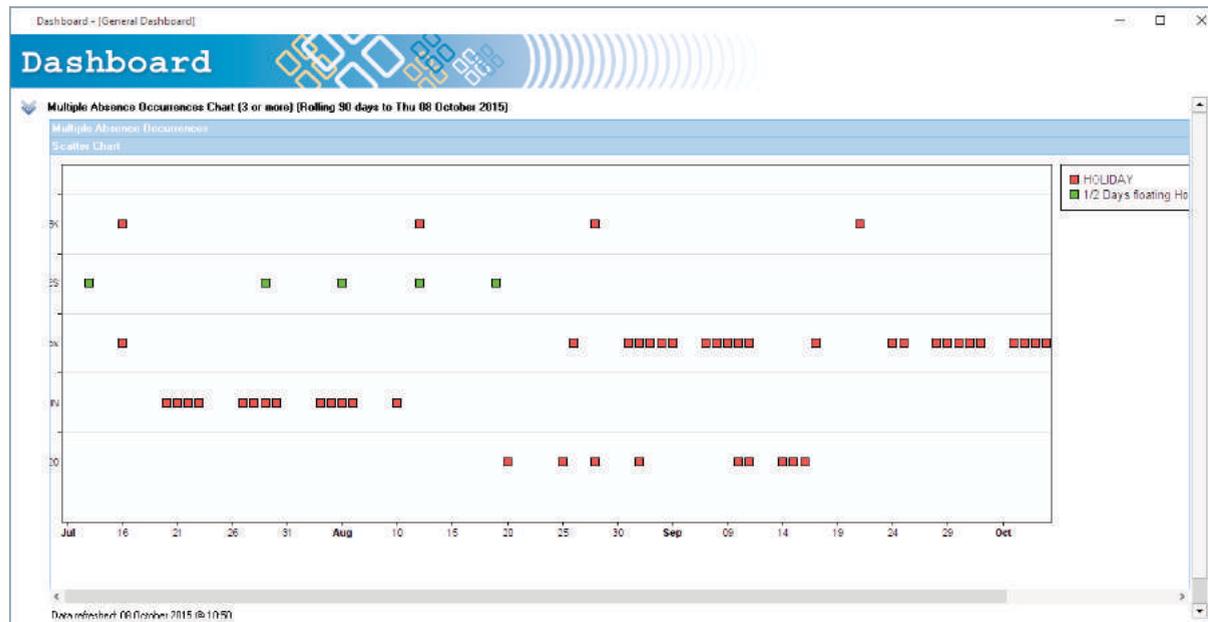
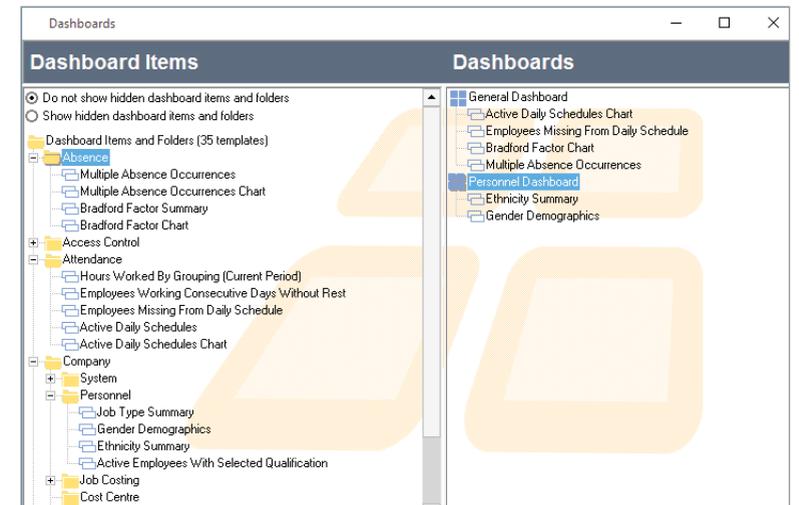
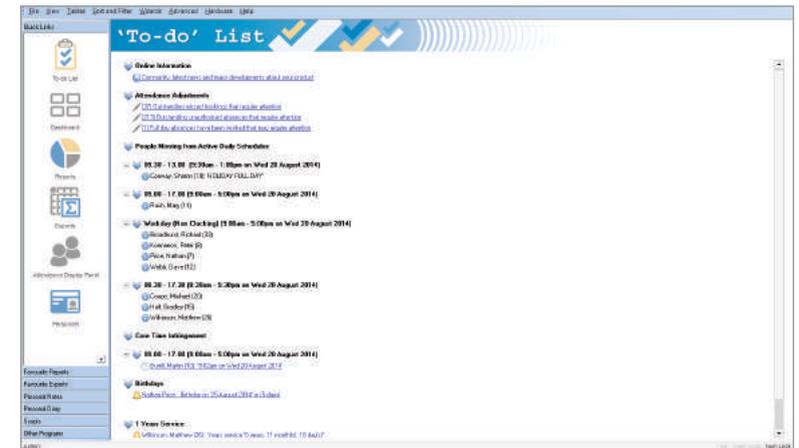
| Static Registers | | | |
|------------------|---------------|--------|------------|
| Slot | Authorization | Amount | Overridden |
| | | | |

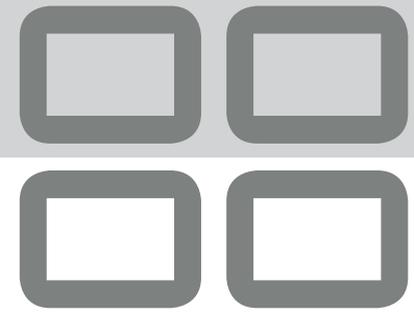


To-do list & Dashboards

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 Platinum+ and non-Platinum+ system information.





Dashboard - [General Dashboard]

Dashboard

Employees Missing From Daily Schedule

| 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> | 075110102708 |
| Night Shift Basic 20.00-06.00 | ROBERT WERKOWSKI | <none planned> | |

Data refreshed: 08 October 2015 @ 10:53
Refresh interval: 1 minutes

Missing Workforce Pie Chart

Dashboard - [General Dashboard]

Dashboard

Gender Demographics

Age Breakdown

Gender Breakdown

| Gender | Count |
|-------------|--------|
| Total | 60 100 |
| Male | 54 90 |
| Female | 5 8.33 |
| Unspecified | 1 1.67 |

| Gender | Count |
|--------|-------|
| Total | 0 100 |

Data refreshed: 08 October 2015 @ 10:59
Refresh interval: 24 hours

File View Tables Sort and Filter Wizards Advanced Hardware Help

'To-do' List

Quick Links

- To-do List
- Personnel
- Absence Management
- Absence Statistics

- Online Information**
 - 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**
 - 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 'isa'
- Absence Management**
 - 8 Outstanding absences that require a return to work interview
- Attendance Adjustments**
 - 151 Outstanding missed bookings that require attention
 - 191 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)

Ins | Caps Lock | Num Lock

Payroll link

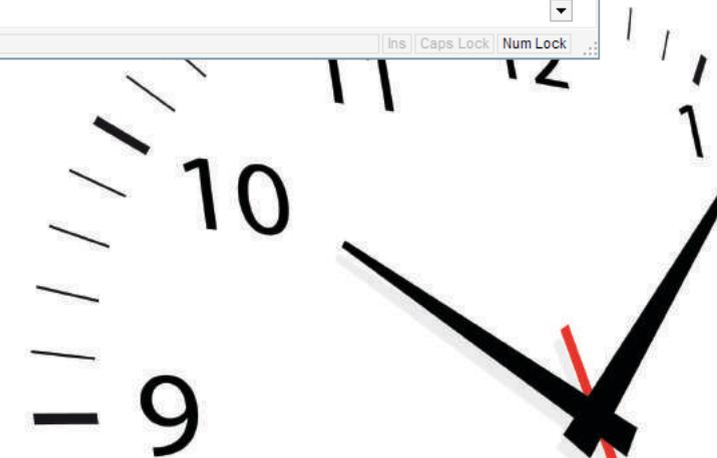
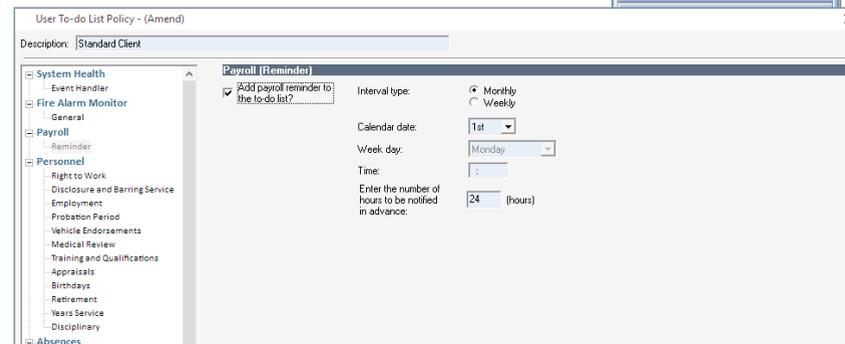
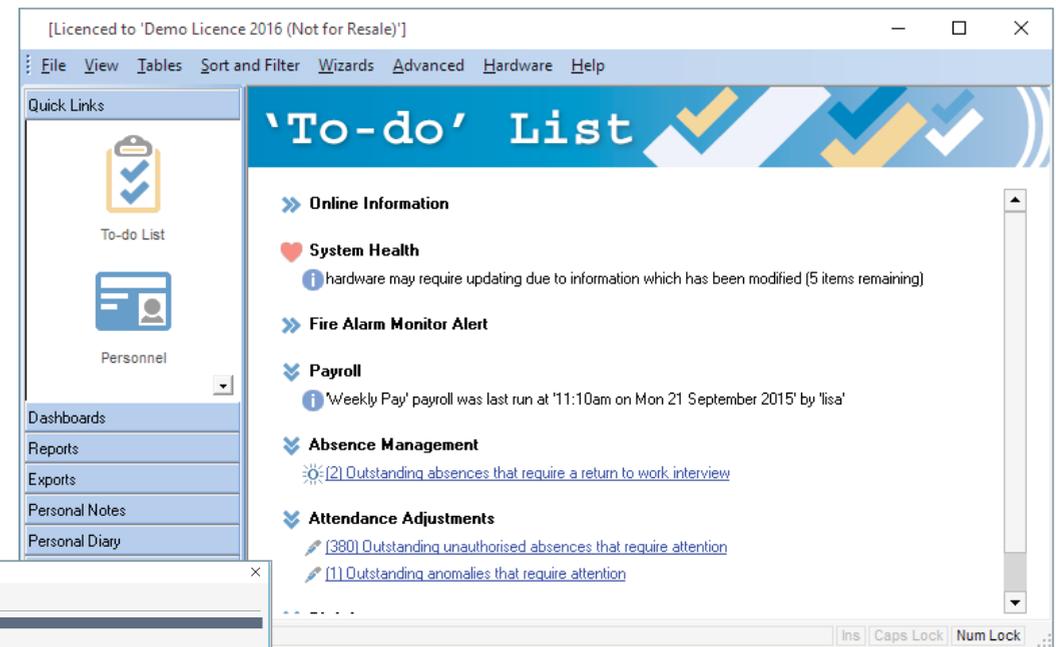
Platinum+ includes an authorised, integrated multi-company payroll link option that eliminates the need for third party 'payroll linking software'.

Please note that for companies requiring 'bespoke' software links, we are able to offer a unique development service utilising the Platinum+ 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?

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

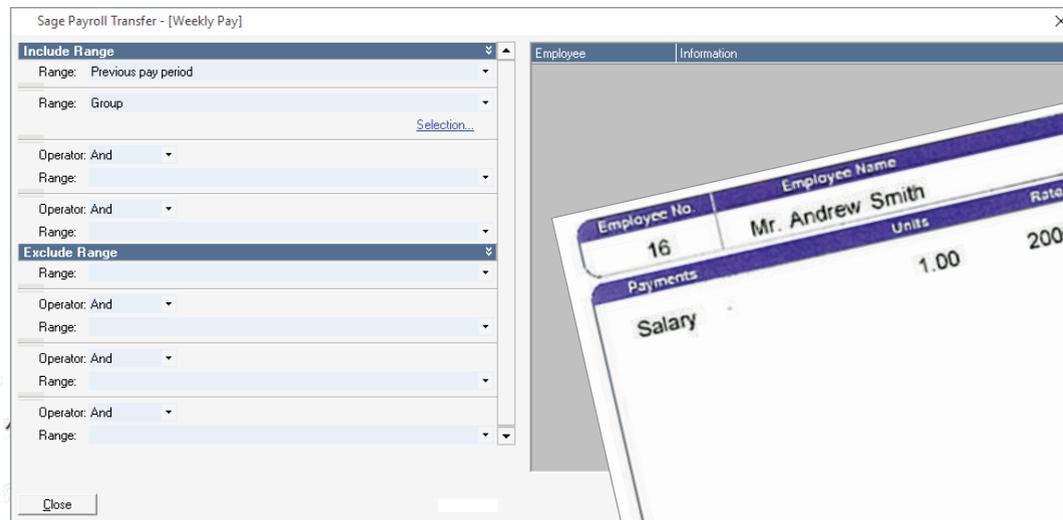
Finally, once the Platinum+ payroll link has passed the hours worked to the company payroll, the agenda item changes and highlights the date and time of the successful payroll link.



Once this feature has been configured, the process of passing data from Platinum+ 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 Platinum+ data is passed to your payroll, eliminating all human data entry errors - it really is that easy!



Payroll transfer automation

| Employee No. | Employee Name | Rate | Amount | Process Date | National Insurance Number |
|-------------------------------|------------------|-----------|---------|--------------------|---------------------------|
| 16 | Mr. Andrew Smith | 2000.0000 | 2000.00 | 28/11/2008 | |
| Payments | | | | | |
| Salary | Units: 1.00 | 2000.0000 | 2000.00 | | |
| Deductions | | | | | |
| | | | | | Amount |
| | | | | PAYE Tax | 299.20 |
| | | | | National Insurance | 169.84 |
| | | | | Pension | 48.00 |
| Year To Date | | | | | |
| | | | | This Period | Year To Date |
| Total Gross Pay | | | | 2000.00 | 16000.00 |
| Gross for Tax | | | | 2000.00 | 16000.00 |
| Tax paid TD | | | | 1997.00 | 2394.60 |
| Earnings For NI TD | | | | | 15976.00 |
| National Insurance TD | | | | | 1358.72 |
| Pension TD (Inc AVC) | | | | | 48.00 |
| Total Gross Pay | | | | Monthly | 1482.96 |
| Remaining: | | | | 14.0 | |
| Holidays: Taken: 6.0 | | | | | |
| Mr. Andrew Smith High Road | | | | | |

ESS at the terminal

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

Platinum+ 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 Platinum+ 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

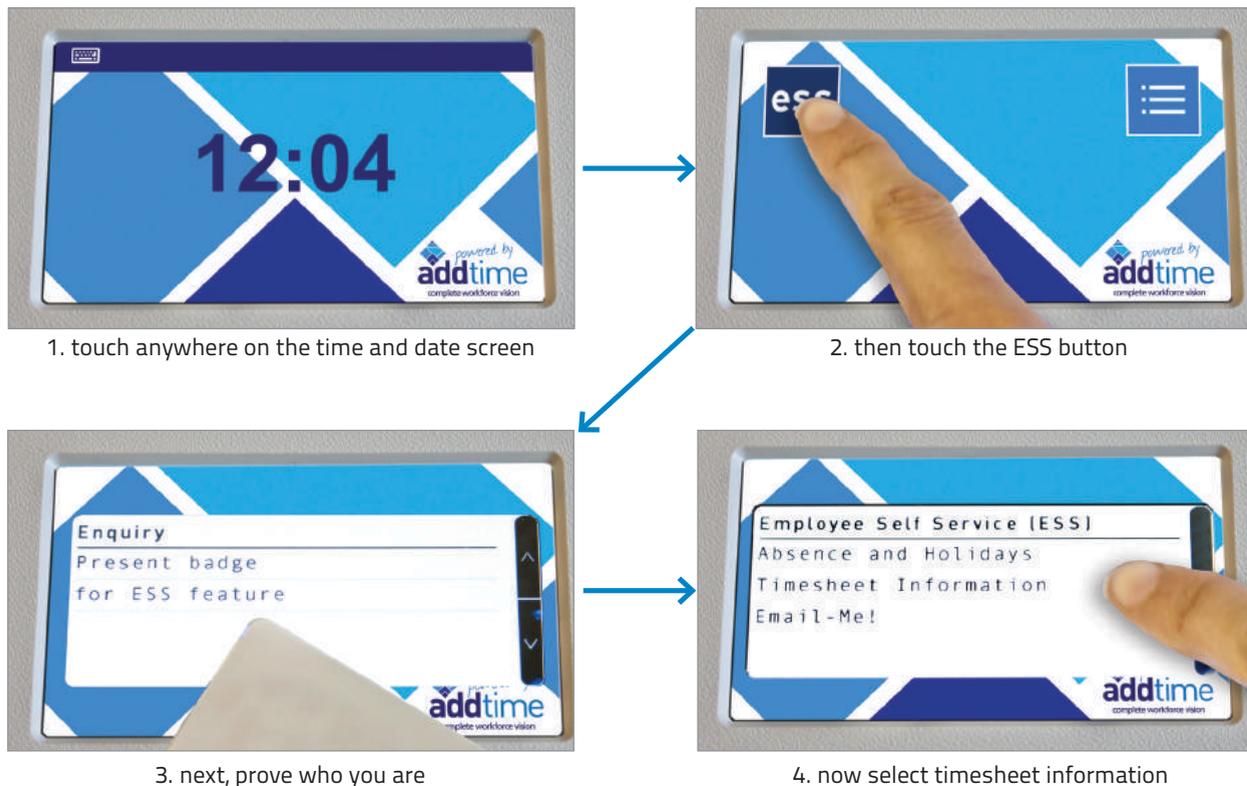
Email-me! – This popular facility will instantly send an email to the individual's personal email address containing, rota, hours worked and absence management information.



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.

Platinum+'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.



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 Platinum+ terminals or via a web browser through PCs, tablets or mobile phones, the capacity and scope of the facility is second to none.

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

Registered to Demo License 2016 (Not for resale) | Welcome Joanne Heyworth | Log Out | Tuesday, 13 October 2015

ESS Employee Self Service

About Me

- 2 Fax Road
- Roadside
- 01226 001200
- 01786 490706
- My contacts
- My training
- My appraisals
- My essential info

Absence Management

Holiday Entitlement (01 Jan 2015 to 31 Dec 2015)

4 / 21

- View your entitlement
- Who's having time off?
- Request time off
- Cancel a request for time off

Attendance

Pay Period (Mon, 05 Oct 15 to Sun, 11 Oct 15)

- Submit a booking
- View your timesheet
- View your rota

Back

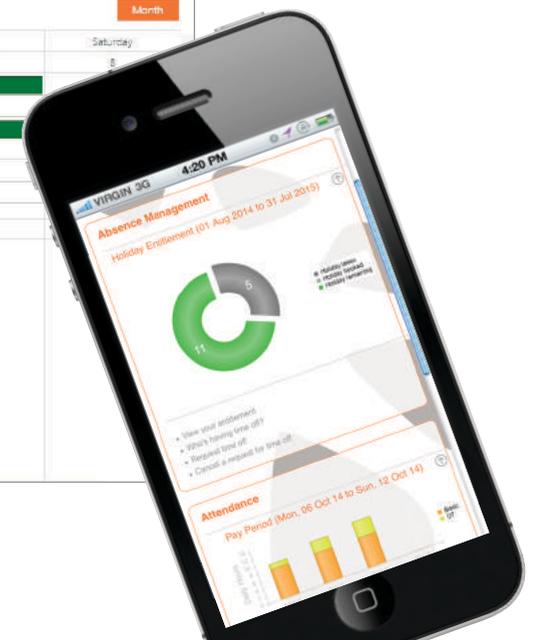
Who's Having Time Off

Filter: 'Accounts & Customer Care'

Today | August - September, 2015 | Month

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|----------|----------------|-------------|-----------|----------|--------|----------|
| August 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | |
| 16 | 10 August 2015 | 18 | 19 | 20 | 21 | |
| 23 | 24 | 25 | 26 | 27 | 28 | |
| 30 | 31 | September 1 | 2 | 3 | 4 | |

- David Howles
- David Howles
- Helen Smithson
- Helen Smithson
- Joanne Guy
- Joanne Guy
- Joanne Heyworth
- Joanne Heyworth
- Joe Bloggs
- Joe Bloggs
- Sheila Smith
- Sheila Smith



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 Platinum+ 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 Platinum+ features including:

General

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

Personnel

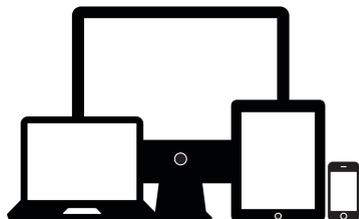
- View personnel records including training matrix

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



The screenshot shows the TWC web client interface. At the top, it displays "Registered to Demo Licence 2016 (Not for Resale)", "Welcome Nathan Price! [Log Out]", and the date "Tuesday, 13 October 2015". The main navigation menu includes "General", "Personnel", "Absence Management", "Attendance", "Job Costing", and "Cost Centering". The "Attendance Display Panel" is open, showing a table of staff attendance records.

| Employee ID | First Name | Last Name | Badge | Person Status | Workgroup | Department | Location | ESS/TWC | GRPS | Bookings | Zone | Reader |
|-------------|------------|-----------|-------|---------------|-----------|------------|----------|---------|------|----------|------|--------|
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Registered to Demo Licence 2016 (Not for Resale) Welcome Nathan Price [Log Out]

TWC the web client Tuesday, 13 October 2015

Back

Who's Having Time Off

Filter: None

Today February - March, 2015

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|------------|--------------|-------------|-----------|----------|--------|----------|
| February 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| | Sheila Smith | | | | | |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| | | Joe Higgins | | | | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| | | Joe Higgins | | | | |
| March 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |

Version (16.0.17)

Registered to Demo Licence 2016 (Not for Resale) Welcome Nathan Price [Log Out]

TWC the web client Tuesday, 13 October 2015

Back

Personnel Details

Sue James
Employee ID: 47
Status: EMPLOYEE (PART TIME)

Essential (General)
Date started with company: 19/09/11/2014
Badge:
Known as: Sue James
Person status: EMPLOYEE (PART TIME)
Absence entitlement policy: 29 DAYS
Period schedule: 13:00 - 17:00 Monday to Friday (29 hours)
Turnover policy: FUDGE/SHUT ONLY

Contact Details
Address:
Postcode:
Telephone:
Mobile:
Email address:
Next of kin name:
Next of kin telephone no.:
Relationship:

Registered to Demo Licence 2015 (Not for Resale) Welcome Admin [Log Out]

TWC the web client Friday, 10 October 2014

Back

Absence Booking List

Wendy Link
Employee ID: 206
Status: EMPLOYEE

Absences in the Future

| From | To | Taken / Planned | Absence | Authorisation | Cancel Request |
|-----------------------|-----------------------|-----------------|---------|--------------------|----------------|
| Thu, 31 December 2015 | Thu, 31 December 2015 | | System | Approved (Unknown) | |

Back

View Absence Entitlement

Hoyworth Joanne
Employee ID: 46
Status: EMPLOYEE

Entitlement period:
Saturday, August 1, 2015 to Sunday, July 31, 2016

Entitlement Summary (Saturday, August 1, 2015 to Sunday, July 31, 2016)

| Category | Entitlement | Taken | Booked | Remaining |
|-----------------------------|-------------|-------|--------|-----------|
| Holiday (days) | 16 | 0 | 0 | 16 |
| Paid Sickness (days) | 0 | 0 | 0 | 0 |
| Unpaid Sickness (days) | 0 | 0 | 0 | 0 |
| Maternity/ Paternity (days) | 0 | 0 | 0 | 0 |
| Business Absence (days) | 0 | 0 | 0 | 0 |

Page 1 of 2 (10 items)

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 (days) | BANK HOLIDAY | Approved (SUnit) | |
| Mon, 31 August 2015 | Mon, 31 August 2015 | 0 (days) | BANK HOLIDAY | Approved (SUnit) | |
| Mon, 28 December 2015 | Mon, 28 December 2015 | 0 (days) | BANK HOLIDAY | Approved (SUnit) | |
| Mon, 28 December 2015 | Mon, 28 December 2015 | 0 (days) | BANK HOLIDAY | Approved (SUnit) | |

Customer care

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

A member of the Addtime customer care team will regularly contact clients to check that the system is functioning correctly, ensuring potential problems are addressed before they can be classed as an incident.

Training

Customer care can organise planned training courses with full documentation which aim to teach staff from each department how to realise the total value of Platinum+.

Your offices

Training can be carried out 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.

Certification

All training courses carry authorised certification.



Training

The Addtime customer care team are always available to be booked for additional training sessions, should the customer require them. Whether your main Platinum+ system users have left their role within the company, or they want more understanding of the system, we can arrange to send our team to your site to re-program and re-train staff. The Addtime team are happy to travel throughout the UK for training sessions or for your staff to visit our offices.

Certificate of Achievement



complete workforce vision

This is to confirm that

.....

having successfully completed the
Addtime Platinum+ 2016 training course
 is now a certified **Platinum+** operator.

.....

Peter Hilton
 Managing Director – Addtime Recording Company Limited

.....

Date

.....

Certificate number

.....

Platinum+ Certified
 OPERATOR

www.addtimerecording.co.uk
 t: +44 (0)1942 272061



Platinum+ global assist

Sometimes things go wrong and usually at the most inconvenient time. When this happens, the Platinum+ support team are ready to help you get back on track!

What is Platinum+ support agreement?

Platinum+ support agreement is the name given to the support agreement that Addtime offers to all of its customers. Each 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 Platinum+ 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 SLA document through the post.

After this initial period, you will be sent an invoice for the following year's support agreement. Support is not compulsory but is strongly recommended!

How will the Platinum+ support team help?

Within customer care we have a full-time, office based support team that are available to answer your questions between 8.30am and 5.30pm, each weekday. Incidents can also be reported out of office hours using our web-based helpdesk 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.



VPN
Virtual Private Networking



glance.net



Platinum+ 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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