

Focus Workflow

The Focus Workflow module is an available bolt-on to both Pro and Enterprise software editions. It is designed to alert managers with details of all the issues requiring their attention. The Workflow can be configured with specific pre-set prompts allowing you to focus on data most relevant to your business and potential pain points, such as repeated missed clocking's, lateness or unauthorised overtime.

Within the workflow you have the ability to set a "traffic light visual" which allows managers to address the areas requiring immediate attention (**Red**), those which need monitoring (**Amber**) and those requiring no action (**Green**).

■	4 Clocked IN Late : Employees In Group: HR *	7 - 06 Aug 2017 HR	+
■	109 Exceptions - All : All Employees *	7 - 06 Aug 2017 All My Groups	+
■	8 Target Hours : All Employees *	7 - 06 Aug 2017 All My Groups	+
■	11 Clocked OUT Early : All Employees *	7 - 06 Aug 2017 All My Groups	+
■	12 Clocked IN Late : Employees In Group: Warehouse *	7 - 06 Aug 2017 Warehouse	+

This is all displayed on the workflow dashboard for easy access to all employee activity. Managers can additionally configure specific Workflow type's to present with an expanded view and all data can be reported or emailed automatically or on demand.

Key Features included

- Irregular clocking's
- Irregular working patterns
- Employees clocked IN/OUT
- Automatic Reports (Via email/printout)
- Contract markers
- Missing clocking's
- Targets not met
- Unauthorised overtime
- Expiring certificates
- Probationary periods
- Notifications about employees (I.e. Birthdays)

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■	109 Exceptions - All : All Employees *	7 - 06 Aug 2017 All My Groups	+		
■	8 Target Hours : All Employees *	7 - 06 Aug 2017 All My Groups	+		
Clocked OUT Early : All Employees *					
■	Count 11 / 23	24 Jul 2017 - 06 Aug 2017 (14 Days)			
Number	First Name	Last Name	Date	Time	Lost
54	Felix	Albatros	01 Aug 2017	16:00	04:00
56	Jasmin	Arii	02 Aug 2017	20:30	00:30
70	Nikoletta	Betty	02 Aug 2017	13:55	00:05
55	Dengar	Bulton	01 Aug 2017	20:54	00:06
68	Teimo	Jugler	24 Jul 2017	20:03	00:57
Clocked IN Late : Employees In Group: Warehouse *					
■	Count 12 / 13	24 Jul 2017 - 06 Aug 2017 (14 Days)			
Number	First Name	Last Name	Date	Time	Lost
70	Nikoletta	Betty	25 Jul 2017	06:11	00:11
70	Nikoletta	Betty	27 Jul 2017	06:56	00:56
71	Dexter	Labro	03 Aug 2017	13:00	01:00
65	Barry	Light	27 Jul 2017	06:33	00:33
65	Barry	Light	02 Aug 2017	07:00	01:00

Focus Workflow

Anatomy of a Workflow

Print Report on Demand

Preview grid shows Workflow results as you make change

Set Custom Name, Trigger Level and size

Program traffic lights to indicate immediacy of Workflow

Set properties based on Workflow Type

Design email schedule and recipients

Schedule timed Report to Printers

Assign Workflows to User Profiles

Alert - Editing Existing

Save Save and Exit Cancel Report Owner s

Hours Worked BASIC > 08:00 > Once: All My Groups

Count 2 / 183 Last Month (01 Mar 2013 - 31 Mar 2013)

Number	First Name	Last Name	Date	BASIC
4	Mark	Lyth	26 Mar 2013 12:34	
4	Mark	Lyth	27 Mar 2013 12:34	

Alert Detail

Alert Type

Alert Type: Hours Worked

Group: All My Groups

Traffic Lights

0 0004 0009

Settings

Custom Name: [] Clear

Occurrences: 1 Max Flows: 5 Collapse if no Records

Day Range

Today
Yesterday
This Month
Next Month
Next Month
Next Week
Next X Days
This Week

01 Mar 2013 - 31 Mar 2013

Supplementary Information

Rate: BASIC Relation: > Hours: 08:00

General Email Email Log Print Print Log Profiles