

Focus Workflows

TRAFFIC LIGHTS

Warnings can be displayed on a traffic light style display where you can configure how many occurrences of an event are OK (Green), how many require caution (Yellow) and how many require immediate action (Red).

E-MAIL ALERTS

Configure your workflows to send reports via e-mail according to your chosen schedule. Choose multiple recipients, specific times and days and the conditions under which an e-mail will be generated.

AUTOMATED REPORTS

Send reports automatically to selected network printers to ensure that problems managed in a timely manner.

GENERATE WARNINGS

Generate workflows for:

- All types of absence
- Clocking Exceptions for Late In, Early Out, Missing Clockings, Edited Clockings and other Clocking Infringements
- All user date fields and more

The screenshot shows the 'Workflow' management interface. It features a table of workflow items with columns for status (indicated by colored squares), count, description, frequency, and group. Below this, a detailed view for 'Employee Probation Ends: All My Groups *' is shown, including a summary of counts (2 / 65) and a table of individual employee records with columns for Number, First Name, Last Name, and Probation Ends date.

The screenshot displays a 'Workflow Report' for sickness bookings. It includes a table with columns for Number, First Name, Last Name, Date, Absence, Hours, and Comment, listing eight individual sickness incidents.

Number	First Name	Last Name	Date	Absence	Hours	Comment
1234	Alan	Aardman	29 Oct 2013	Sick Paid	08:00	
122	John	Bishop	01 Nov 2013	Sick Paid	07:30	
9999	Paul	Bucknell	28 Oct 2013	Sick Paid	00:00	
9999	Paul	Bucknell	29 Oct 2013	Sick Paid	00:00	
20	Scott	Carling	31 Oct 2013	Sick Paid	07:30	
92	Ranjit	Singh	28 Oct 2013	Sick Unpaid	09:00	
92	Ranjit	Singh	29 Oct 2013	Sick Unpaid	09:00	
92	Ranjit	Singh	30 Oct 2013	Sick Unpaid	09:00	

The **Workflows** module is a powerful add-on feature to your Focus Time & Attendance System. It provides your managers with details of all the issues they need to deal with within Focus. This can make them as productive as possible, ensuring that you gain the most from the wealth of data held in your Focus database and deal with events at the earliest available opportunity.

Warn line managers of:

- Excessive lateness
- Missing clockings
- Employee holiday requests
- Hours worked and target hours not met
- Unauthorised overtime
- Expiring certificates, probationary periods and even up and coming birthdays!

Alerts are presented on a dashboard style display in Focus and the Workflows module can produce automated e-mails and send reports directly to designated printers according to your chosen schedule.

Why not set the system to warn you of the expiration of employees' First Aid certificates? Or email each team leader a report of all employees who clocked in late today at the start of the shift.

Produce a scheduled report for your HR department to identify booked sicknesses or get a summary of holidays booked for any period you select.

For more information on any of
our products or services please
visit us on the Web at:
www.egress-sys.co.uk