





*“ The workplace environment has undergone significant changes in recent years. With the ever increasing demand for flexible and remote working, a single software solution that enables employers to monitor staff, both on-site and off-site and through a variety of data capture methods, is becoming a business must have. ”*

Maintaining effective administrative control is difficult whilst managing a workforce. That's why a flexible and diverse time and attendance solution is becoming an important management tool.

With employers facing more rigorous legislative controls that are transforming the rights and working conditions for most employees, businesses are now having to source systems to monitor and maintain an acceptable level of business continuity and efficiency.

Vanquish incorporates all the well known time and attendance principles as well as providing modules for flexible working patterns, job costing functionality and access control all within a single solution.

Conventional TCP/IP networks are easily accommodated from within the Vanquish Network module allowing quick and easy setup via LAN or WAN.

Where power or network cabling is a problem a new range of GPRS enabled terminals allows employees to register at remote or temporary sites. Data is easily accessible via the Vanquish:Web module.

The demand for remote monitoring has become widespread and Vanquish: Mobile enables employees to register via any GPRS enabled mobile phone through a simple downloadable application. Once logged in it triangulates the worker's position and wirelessly tracks their location while on site, providing management with the knowledge that employees are at the right location at the right times.

Furthermore where it is not cost effective to deploy a data collection unit, but you still wish to verify your employee location and working time, the Vanquish: Telecheck module allows employees to register attendance by any conventional landline on site.

SMS or email alerts are available to line managers should employees not register their attendance within an allotted time tolerance, therefore allowing managers to source cover immediately.

Vanquish's powerful SQL database enables multi-user, multi-site connectivity without the need for complex network infrastructures. The user-friendly Intranet module allows office based staff to register attendance, view real-time flexi balances, request holidays and view available holiday entitlement all via their own PC.

Administratively Vanquish has never been more powerful with a basic set of pre-defined reports available. You can also opt for a powerful Report Designer module which will enable you to create any customised report you require.

In summary, Vanquish enables your business to function more efficiently, more effectively and with major benefits to you and your employees.



# Time & Attendance



**Building upon the principles defined in earlier Auto:Time products, Vanquish builds on the common time and attendance practices recognised in industry today.**

The powerful SQL database engine allows great flexibility, functionality and scalability whilst retaining its user-friendliness.

Through the central "daily tasks" dashboard the solution provides the administrator with a simple breakdown of issues that need resolution.

The solution allows multiple access profiles to be defined and users' preferred visual options to be saved.

The worked hours collated can be broken down into defined departmental managerial reports, allowing assessment of employee or department productivity.

Worked hours can also be shown monetarily if employees' individual pay elements are held within the solution.

Vanquish allows attendance data to be collated via more conventional local and wide area networks but also collates data from remote sites utilising the Auto:time GPRS range of hardware in conjunction with the Vanquish: Web module.

Attendance data can be made visible in a multitude of report formats showing employee activity in a meaningful and time critical manner.

Weekly/fortnightly/monthly/user defined data range clocking reports as well as infringement, absence and fire roll call reports can all be created.

Additionally, data collated can be provided in raw SQL form for use within other external applications as well as standard Excel and .csv output files.

Data can also be saved in dedicated formats for export into multiple payroll applications including Sage, Pegasus and Target.

The Vanquish solution can be tailored to suit every business regardless of size and structure using the following modules - Flexitime, Intranet, Rostering, Access Control, Report Designer, Payroll Links and Human Resources/Personnel.

In summary, Vanquish enables all your time and attendance to be realised, helping your business to function more efficiently and more effectively with benefits to you and your employees.

- **Central Management Dashboard**
- **Password protection by Access Group**
- **Quick & easy administration**
- **User friendly**
- **Pro-active alerts**
- **Powerful report generation**
- **Absence planning**
- **Multiple outputs**



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# Flexitime

**Employers understand the benefits of offering flexible working patterns to their employees, however many remain somewhat concerned regarding its management and administration.**

By utilising the Vanquish Flexitime module you can experience the benefits of adopting a flexible approach to business whilst staying in control of your employees' working time.

The demand for self-administration is the driving force behind our Flexitime module. Self-service is becoming more common and the requirement for information is paramount, hence why the onus is put on your employees to ensure they are working within the allowed period-end totals.

Alerts based on flexi balances can be seen on the main "daily tasks" notifications tab which can be monitored by line managers.

**The benefits of taking a more flexible approach to working are:**

- **Enhanced job satisfaction**
- **Increased productivity**
- **Increased competitiveness**
- **Better utilisation of workers' time**
- **Improved work/life balance for employees**
- **Wider pool for recruitment**
- **Improved turnover and retention**
- **Reduced casual absenteeism**
- **Lower travelling costs**
- **Environmental gains**



Schedules are simple and easy to set up within the Flexitime module, core time periods are easy to define and infringement tolerances around the core time period are simple to identify.

The powerful reporting suite allows multiple reports to be generated concerning flexitime working times, including daily balance, corrections reports and period-end summary reports either by pre-determined dates or by user definable periods.

In work environments where flexitime is commonplace, eg call centres or office based environments, employees can access their working time via the Intranet module. Using the module employees have the ability to clock on and off, view target hours, hours worked and their remaining balance via their PC.



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# Rostering

**Vanquish's sophisticated Rostering module helps business maintain optimum staffing levels at all times, boosting productivity and service delivery in the process.**

Using the Rostering module managers can effectively plan and manage staff rosters whatever their complexity.

Staff profiles and employee working patterns can easily be installed within the Vanquish application. These working patterns can then be attributed to a Roster schedule – creating “shift tabs” for the allocation of staff to the roster schedule.

The roster schedule allows you to establish shift cover levels by department or by job role, and prompts you to fill all available work places to ensure all elements of the shift are covered correctly.

If employees do not have the designated skill set allocated you are automatically alerted as the Vanquish solution cross references the “job specification tab” held with the employee’s personnel record, therefore ensuring you have the correctly qualified staff for each role.

The nature of rosters dictates the need for quick and easy administration. The Rostering module uses a simple drag and drop tool so that changes to employee shifts can be made quickly and efficiently.

Furthermore, certain environments may dictate the need for quick and simple ad-hoc shifts – the Vanquish solution takes this into consideration and allows you create new shifts as and when required.

The use of the Rostering module in conjunction with the Vanquish Intranet module allows employees via the self-service portal to request additional shifts and inform line managers of any shifts they are unable to work, therefore helping to maintain productivity levels.



The Vanquish Rostering module delivers significant value to companies with a large workforce where optimum staff levels are key to productivity and business success.

- **Quick & easy set up**
- **User friendly**
- **Easy identification of optimal staff levels**
- **Applies global shifts tolerance and rounding rules**
- **Allows ad-hoc shift setup**
- **Highlights skill sets or departmental cover required**
- **Print or Email roster schedules**



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# Job Costing

**The Vanquish Job Costing module is designed to measure, analyse and manage employees' working time within a project.**

In today's ever increasing competitive market the need for project management and cost control is imperative. If project costs are not kept under control at every stage project costs can soon run away, resulting in loss of project margins.

Vanquish's Job Costing module allows you to determine project costs by creation of operations and tasks involved within a specific project. Budgeted time and resource can also be added for each job, therefore providing a detailed breakdown of the costs involved in the project.

Via the shop floor terminals, either PIN, Card, Touch screen or Barcode, your employees can register their time to an individual project, operation or task.

This can be broken down using the Vanquish Intranet module to show the specific time each employee has spent on a particular job or task, therefore ensuring that a full picture of the true time spent on a project is captured.

Throughout the project budgeted costs can be compared to actual incurred costs, allowing for easy monitoring of project profitability.

Using the Vanquish reporting suite quick and easy reports can be generated on individual activities or performance within a particular project. Actual to budget analysis is quick and easy to generate, thus ensuring profit margins are being maintained at all times.



# Access Control



**Time & Attendance and Access Control both work from the same dataset, therefore using both applications to create a single integrated solution makes perfect sense and helps to provide optimum protection for sensitive areas of a building.**

User definable profiles can easily be programmed to coincide with the Time & Attendance schedules created within the main Vanquish solution. Furthermore access zones can be defined according to an employee's authorisation access rights.

Using the Access Control module you can schedule main entry and exit doors to unlock at specific times so that all personnel can pass at will. This can be especially helpful at the beginning and end of a shift.

In the event of an emergency or fire alarm, if the system is configured correctly and all door equipment is set to "fail safe" mode, all controlled doors will unlock simultaneously to provide a safe escape route for staff.

Unlike other solutions, Vanquish allows an unlimited amount of doors to be controlled on multiple locations via either your LAN or WAN without the need for a connecting clocking station.

Vanquish Access Control can be utilised with either the AT-5100M Magstripe terminal or AT-

5100P Proximity Terminal using the corresponding magstripe or proximity Auto:Time identification cards.

For biometric access control, our Handpunch terminal can be utilised to maximise security.

Our AT-5100P proximity terminal can also be supplied with PAC and Paxton Access proximity technologies, providing users of these systems the flexibility to utilise the Auto:Time range of terminals for time and attendance with their existing system.

## Software Features

- Doors can be controlled from a single networked or central administration point.
- Each door has separate open/close parameters
- Each entrant has separate door access parameters
- Separate open/close parameters for weekday, weekend & holiday periods
- Instant access to standard data inquiries/reports
- Easy install and setup.

## Hardware Features

- Communications via TCP/IP or RS232
- Magstripe (HID), Proximity (HID) or Biometric reader options
- Built in battery back-up to access control unit
- Door ajar alert
- Door forced alert

## Access Control unit terminal dimensions

- Width: 230mm
- Length: 250mm
- Depth: 76mm
- Weight: 2.6kg



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# Intranet

With the ever increasing demand for flexibility in the workplace it is not always practical or necessary for conventional time and attendance equipment to be placed in specific working environments. This combined with the demand for information at the touch of a button has inspired our self-service Intranet module.

The Intranet module is an employee dedicated portal showing information such as flexi-time balances, planned holidays and absence statistics without the need for referral to HR or personnel managers.

The Intranet module allows individuals to clock in or out via their PC, request holidays to their line managers for approval and receive notifications from line managers or colleagues.

In conjunction with the Vanquish Rostering module employees are able to notify line managers of their willingness to work additional shifts and advise them of shifts they are unable to work, thus helping to reduce lost time and the number of unauthorised absences.

The Intranet module is designed to allow attendance and holiday data to be collated in flexi (office, remote and home worker) environments where more conventional time recording equipment is deemed unnecessary or impractical.



Used directly with the Vanquish Job Costing module this self-service tool allows office based or administrative time to be collated against a particular project, job or task to ensure a true representation of employee working time is captured for costing purposes.

- **Employee self-service**
- **Online absence requests**
- **Online timesheet generation**
- **Colleague attendance panel**
- **Online job/project time allocation**
- **Online reporting**



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# Report Designer

**As standard the Vanquish solution comes with a 60 strong pre-defined reporting suite. However, due to ever increasing demand for bespoke reports a user-friendly Report Designer module is also available.**

The standard reporting suite covers most everyday requirements. However, with the Report Designer module authors can quickly create, sophisticated, rich reports from all data fields held within the Vanquish solution, therefore allowing you to gain a true insight into all areas of the business.

Based on the same standard report design, the flexible Report Designer allows data fields to be identified and added quickly to your chosen report format, delivering custom reports that empower your business and IT users with actionable business intelligence.

Report terminology can easily be altered to make reports easy to understand and tailored exactly to your company's needs.

In instances where reports have a larger departmental or company wide appeal, these can easily be shared by locating them within a dedicated public sharing folder located within the report options screen.

Reports can be saved in multiple formats and can be exported and emailed. Reports can also be generated automatically via the internal scheduled events application.



# HR



**Accessible personnel records are integral to employee health and safety as well as the management of staff schedules, rosters, holidays and absences.**

Vanquish incorporates a personnel database where employee details can be stored centrally and retrieved at the touch of a button.

Effective use of the HR module within Vanquish should negate the need for a paper personnel file held in a filing cabinet.

Personnel data is easily accessible but is protected under password in order to maintain the system's integrity.

**Each personnel record allows you to store individual information such as :**

- Personal data – NI number – Visa number
- Contact details – home address – next of kin
- Job specification – employment history - departmental grouping – location
- Bank/Pension details – account & sortcode
- Remuneration – pay rates – cost centres
- Training/Education/Qualifications – dates of attendance – qualifications gained – expiry dates
- Appraisal, disciplinary records & accident book
- Health records – doctors details – known medications
- Absence management policy – stage infringement alerting
- Authorised clocking locations
- Intranet access authorisation and access rights setup
- Interview information

Within each tab – external information can be cut & pasted or shortcuts to external word/excel/pdf documents – urls or text can be held for central access.

Utilising the Vanquish HR module in conjunction with the Vanquish Intranet Module gives your employees the power of self –service therefore giving them the ability to check flexitime balances – view timesheets, update employee records , request holidays for line manager authorisation and advise managers of reasons for non –attendance i.e medical appointment / business meeting.

By utilising the full modularity of Vanquish, administrative tasks involved in managing your staff become far simpler and quicker. Likewise the ability to plan ahead for absences or work preferences via the Rostering module allows you to maintain accurate staffing and production levels.



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