

# Focus Pro Attendance Software

## MAIN FEATURES

- UK Designed and Built
- SQL Database
- Unlimited number of Users
- Unlimited Daily Rules
- Reporting
- Proximity or Biometric Terminals
- Windows 7 Compatible
- Complete Audit Trail
- Real time Data Collection

## OTHER FEATURES

- Up to 6 pay rates per Employee
- Fully editable Timesheets
- Administrative User Profiles
- Define Absence Reasons
- Pre and post book Absences
- Calendar Management
- Availability Screen
- Archive, Backup and Restore facilities

## REPORTS

- Payroll
- Timesheet
- Employee Totals
- Infringements
- Lateness
- Clockings
- Bradford Factor
- EWTD

100554 Dawn Fairbanks (Schedule: Staff 09:00 AM to 05:00 PM, Weekly Rule: Staff)											
Date	In	Out	In	Out	Rate 1	Rate 2	Rate 3	Rate 4	Rate 5	Rate 6	Shift
					x01.00	x01.25	x01.33	x01.50	x02.00	x02.50	
Mon 13 Mar					07.00						
Tue 14 Mar	08:49	12:59	14:02	17:33	06:50						SWD
Wed 15 Mar	08:56	12:55	13:56	19:01	06:50	02:00					SWD
Thu 16 Mar	08:53	13:00	14:03	20:03	07:00	02:00					SWD
Fri 17 Mar	08:56	12:56	14:02	17:30	06:50						SWD
Sat 18 Mar	10:04	13:00					02:45				SWE
Sun 19 Mar		12:50	(onD)								
Weekly Hours					34.30	04.00	02.45				
Weekly Rules Applied	00:00				35.00	04:00	02:15				
Weekly Gross Totals	0.00				35.00	5.00	2.99	0.00	0.00	0.00	
Early OUT before Break (Time lost 00:10) 17/03/2006 12:56:30											

Focus Pro offers a flexible Time & Attendance solution for all sizes of organisation and is available with a range of Proximity and Biometric terminal options.

### Control Payroll

Use the flexibility of the shift rules to determine when to pay for hours worked. Define overtime rules, permitted breaks, rounding, grace periods and bonuses.

Fully editable timesheets allow you to add or amend clockings and adjust hours accrued.

Export data to a range of payroll packages including Sage, Iris, Pegasus, Earnie, Thesaurus & Quantum.

### Obtain Management Information

Compare actual hours worked and the associated costs against planned hours and costs with the Cost Variance report. View total hours worked at each rate for groups of employees or Cost Centres. Create pie charts, bar charts and area charts of hours worked - great for comparing departments or performance over time.

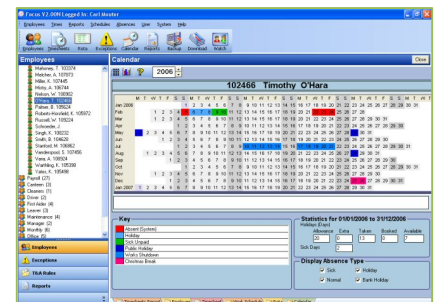
### Record HR Information

Record addresses, phone numbers, important dates and memos as standard. Customise the employee details screen to include your own fields including text fields, selection boxes, dates, numeric fields and attach files.

## Manage Employee Attendance

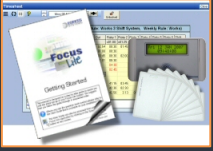
Focus Pro allows you to manage employee attendance with a suite of facilities:

- Highlight disruptive patterns of absence using the **Bradford Factor Report**
- See 13 Months of attendance information with the **Calendar** - drill down to see sickness, holidays, working pattern, unauthorised absence, system exceptions and customisable absence reasons
- Identify planned and past attendance levels using the **Workforce Availability** screen
- Identify who is currently in using the **Watch Window**
- Review compliance with the **Working Time Regulation Report**
- Track lateness and other infringements using a range of reports
- Rota facility and Flexitime options
- PC Clocking Module available
- Integrated Access Control
- Fire alarm evacuation report
- Manage user privileges
- Archive, Backup and Restore facilities
- Print to multiple network printers



## PROXIMITY

All HRX clock card terminals incorporate a proximity (RFID) reader that can read cards and key fob's. They are very reliable and unobtrusive, ideal for office environments.



## HAND GEOMETRY

The Hand Punch 1000 biometric hand reader is manufactured by Ingersol Rand and has sold in large numbers throughout the world, including major UK high street retail chains, hotels, factories, building contractor sites and offices.



## FINGERPRINT

The Biostation Fingerprint reader offers an impressive biometric time & attendance solution suitable for offices, hotels and other organisations where an attractive unit is required.



# Clocking Terminal Options

PROXIMITY	HRX1000	HRX3000	HRX5000
Communications	TCP/IP/RS232	TCP/IP/RS232	TCP/IP/RS232
Reader Technology	Mifare	Mifare/HID/PAC	Mifare/HID/PAC/Paxton
Keypad Option	N	Y	N
Non-Intelligent version	N	Y	Y
Fire Alarm Input	N	Y	Y
Serial Printer Port	0	1	2
Relays	0	0	2
Remote Reader Connection	0	0	2

HAND PUNCH 1000	50 User	100 User	512 User
Communications	RS232/TCP/IP	RS232/TCP/IP	RS232/TCP/IP
Reader Technology	Hand Geometry	Hand Geometry	Hand Geometry
User Amount Upgradable	Y	Y	N*
Battery backed Memory	Y	Y	Y
Suitable for Outdoor Use	Y**	Y**	Y**

\*Larger quantities on request

\*\* MUST be undercover

BIOSTATION	
Communications	TCP/IP/Wi-Fi
Reader Technology	Fingerprint
Additional	Mifare/HID
Template Storage	50,000 Users
Operation Modes	Fingerprint, PIN only, Fingerprint + PIN
Transaction Storage	Up to 500,000