



## AddOns for dormakaba b-comm ERP

The optional software modules for attendance recording and access control are executed directly in the Web browser and do not need any installation on your computer. The design of the recording screens is modern, clear and very user-friendly. The user can run the application very quickly and intuitively. All the modules are available in several languages, which is a big advantage for companies with international operations.

### HR employees

The licence "HR employee" entitles the user to access the modules WebTerminal, Personalised Posting Overview and HTML Time Sheet. The precondition is that the number of users of the module "Attendance Recording" must at least equal the number of HR employees. In this manner, every employee always has a view of his times.

### HR reception

The licence "HR Reception" includes the visitor and external company administration, the overview of attendance and absences and the issue of replacement ID cards. With this package, your employees in the reception area have all the necessary tools available to them to be ready with information and to receive visitors.

### HR Manager

The licence "HR Manager" includes the functions for "HR employee" and "HR reception". With the function "Supervisor HR", your HR supervisors can effectively administer the resource Time in your teams. This is because the HR Manager has access to the booking overview and the master data of the employees under him.

### Benefits at a glance

- Additional modules expand the possibilities in the area of attendance recording, operational data recording and access control
- Web-based applications
- Intuitive user interface
- Flexibly expandable

# Features

## **Module WebTerminal: Recording times on the computer**

With the WebTerminal, you can record your attendance and absence times quickly, easily and intuitively, directly on the computer. In the standard configuration, the same coloured function keys are available to you as with the stationary recording terminals. In addition, the WebTerminal can be configured at will. You can create your own functions and symbols as well as your own wallpapers. The employee is shown his own time postings and personal time accounts. In conjunction with "dormakaba leave application", superiors are informed by email about follow-up postings. This eliminates the need for manual recording of follow-up postings in your SAP system and reduces your effort.

## **Booking Viewer: Bookings at a glance**

In this module, you can see, at a glance, all your bookings from attendance recording and operational data recording to access control.

## **HTML Time Sheet: Times at the press of a button**

Any employee of your company can get a personal time sheet displayed and printed on a computer or an information terminal and if required, consult the HR department about it. In this manner, you can clarify problems early through a dialogue with the employee. This also eliminates the tedious distribution of the time sheets. In addition, using the module "HTML Time Sheet for Terminals", the time sheet can also be displayed on a terminal (dormakaba Terminal 97 00).

## **Visitor Management: Visitors most welcome**

Visitor Management is a module for visitor- and external company management. It facilitates, independently of SAP, the management of ID cards and printing of visitor passes. Thus, an external person can participate in the existing attendance recording and/or access control in the company without their data entering the SAP system. Clearly constructed screens allow easy and time-saving recording. Data stored once can be used for subsequent visits. Individual reports, for example, the number of visitors, can be invoked at any time.

The Visitor Management offers:

- pre-registration of visitors by your employees
- recording visitor data as soon as the visitors enter the company
- management of visitor ID cards and generating visitor passes
- an overview of the attendance status of the visitors
- ID card management for external companies, such as cleaning or services providers

## **Attendance Board: Attendance at a glance**

The colour-coded attendance overview shows at a glance which employees are present or absent. With this information, the telephone switchboard, for example, can always give out the correct information. It makes it possible to react quickly to unexpected absences. The Attendance Board forms the basis of the evacuation list (roll call). In an emergency, the system provides the rescue teams with names and information on the last location

of the missing persons.

## **Supervisor HR: Bookings under control**

This module enables the manager to record, correct and approve HR bookings of his staff before they are transferred to the SAP system. The bookings are only uploaded after approval of the data. In this manner, errors don't get into the SAP system at all in the first place, which makes tedious reworking superfluous. In addition, the superior always has an exact oversight over the attendance of his employees.

## **Leave of absence: Comfortably make and administer applications**

In this Web-based application, employees can conveniently generate, display or change their own attendance or absence, or start approval processes on their own computer. It is easy to make and administer, for example, holiday or flexitime applications or applications for business travel and seminars. This paperless procedure accelerates the processes for approval of applications and ensures time and cost savings. The "Application for Leave of Absence" module consists of the three licences Application for Leave of Absence Employee, Application for Leave of Absence Manager, Application for Leave of Absence for Terminals (dormakaba Terminal 97 00).

### **Application for Leave of Absence Employee:**

The licence gives one an entitlement for planning, generating and editing applications for leave of absence or attendance for oneself, as well as for calling the absence quotas from the SAP ERP information types 5 or 2006. Moreover, the depiction of SAP information fields for flexitime information, for example, is included, as well as invoking the team calendar. In addition, with the licence, the user is entitled to use the optional dormakaba app Application for Leave of Absence on the dormakaba Terminal 97 00.

### **Application for Leave of Absence Manager**

With the "Application for Leave of Absence Manager" module, the manager is able to view, approve or reject the applications for leave of absence from the employees reporting to him. They thus have a clear view of the absences of their team.

### **Application for Leave of Absence for Terminals**

The "Application for Leave of Absence for Terminals" allows recording attendance or absence at the dormakaba Terminal 97 00. Its prerequisite is the dormakaba b-comm ERP software package as well as a user licence for "Application for Leave of Absence Employee" for every user. Using it, literally any employee can file an application for leave of absence paperlessly, easily and quickly.