

#### TECHNICAL REQUIREMENTS

For PCs running the Administrator and/or Server applications  
Pentium II Processor or above

- 32MB RAM
- Win 95/98/2000 or NT
- Program - 30MB available hard disc space
- VGA 256 colour display monitor
- Any windows compatible printer
- MAPI or SMPT compatible email (e.g. Microsoft mail) for email exception reporting

#### REMOTE CLOCK-IN PCS

- Win 95/98/2000 or NT
- 8MB RAM
- 3MB available hard disc space

#### NETWORK

Windows NT/ Windows 2000

#### REPORTING

Seagate Crystal Reports

#### ABOUT ONECLICKHR PLC

OneClickHR plc is the number one HR solutions provider in the UK with more than 23,000 users in 26 countries. The company offers both "boxed" HR software and online HR solutions. Vizual Business Tools is a subsidiary of OneClickHR plc and provides a wide range of competitively priced, user-friendly HR software and is the market leader in the UK and The Netherlands. OneClickHR.com is the UK's first one-stop virtual HR department enabling companies to manage their HR administration effectively online. Vizual HR is a specialised HR outsourcing business which offers consultation on every HR issue and access to an employment law advice line. Vizual Learning is the training and consultancy arm of the OneClickHR plc group, which provides a wide range of IT and Soft skills courses to help businesses develop their staff.

#### CONTACT US

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# CAPTURE<sup>it</sup>



**VIZUAL**  
BUSINESS TOOLS

PG-1454

**VIZUAL**  
BUSINESS TOOLS

PART OF  
**OneClickHR** plc

# AN INTEGRATED SYSTEM FOR ACCURATE RECORDING OF EMPLOYEE ATTENDANCE AND ACCESS CONTROL IN THE WORKPLACE

## INTRODUCING CAPTURE<sup>it</sup>

CaptureIT is a comprehensive Time and Attendance, Access Control and Job Costing recording system specially designed to capture employee time data in the workplace. Its easy-to-follow user interface allows users to monitor every aspect of the time employees spend in the business, and the flexible set-up ensures that the software can be configured to suit any business environment. In addition, its powerful Access Control function ensures and monitors authorised access in every area, thus giving greater control and reporting tools to managers. The Job Costing option enables Payroll and Project managers to assess and evaluate each worker's time spent on a particular project in different locations.

CaptureIT aims to reduce the administrative burden and comes with a range of options to suit every business need, from software-only to hardware-based solutions.

## USING CAPTURE<sup>it</sup>, BUSINESSES CAN:

### Save Time and Money

- Reduces unnecessary paperwork - no more manual time sheet entry.
- Calculates automatically gross pay and overtime.
- Enables your employees to focus on productive tasks.

### Increase Efficiency and Productivity

- Highlights problems as they occur - see data in real time.
- Multiple project management - efficient Job Costing information.
- Detailed reports for quality management information.
- Ensures that the company conforms to the Working Time regulations.
- Allows efficient implementation of flexible working arrangements.



By helping companies to conform with the Working Time Regulations, CaptureIT reduces the administrative burden of maintaining employees' time records and assists them to avoid costly tribunals. It not only highlights breaches or potential breaches of the legislation as and when they occur, but also calculates holidays and absence allowances based on company's policies.

## ALLOWANCES CALCULATIONS MADE EASY

CaptureIT enables flexible calculations of holidays and sickness allowances based on each company's unique policy. This adds greater flexibility to the system and empowers the users to customise it to their own needs. Each company can even pre-set allowances applicable to their requirements and easily modify them when they change.

## KEY FEATURES

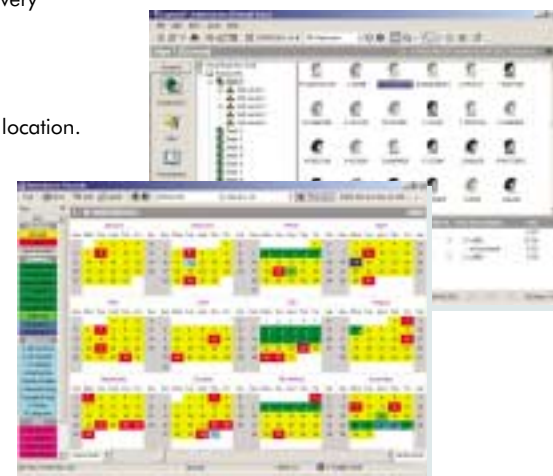
- CaptureIT keeps a detailed archive of the hours worked by every employee.
- Generates standard reports according to the Working Time regulations for every employee.
- Emails the Line Manager automatically when a breach of work rules occurs.
- Displays on the screen all exceptions that have been made.
- Users can set the system to filter exceptions by cost centre status employee.
- Easy to print 'Fire List'. The list can be printed in any nominated printer and location.

### Flexible configuration and "Flexi time" ready

- Define up to 999 work period types with unlimited overtime rules.
- Caters for night shifts.
- Specify up to 999 different pay categories.
- Flexi-time and shift rota ready.

### Job Costing Module (Optional Module)

Users can define unlimited jobs with up to 999 steps in each job with the ability to fully document each stage and set time and cost budgets for every job. Allocate unlimited jobs for every employee with different pay rates per operation. The system allows users to create detailed time and cost budgets for every job. The system allows users to create detailed time and cost budgets for every job and sends an email reminder every time a job budget is exceeded. There is a full audit trail of the operator's clock-ins as well as functionality to allow creation of bar-coded job sheets. Using CaptureIT users can track each job through the production process in real time and identify where the business might be losing money due to unproductive time.



### Real-time Control

The powerful Administrator program allows users to monitor time data in real time. Users can define different access levels for administrator (Multi-user versions only) and simple users. The automatic end of day clock-out and auto lunch start/finish ensures every event is accurately recorded.

### Easy links to Other Products

CaptureIT comes complete with an ODBC interface and you can expand the functionality by using any ActiveX compatible development tools. The software offers a generic payroll scripting tool and standard interfaces to the most common payroll applications. Users can transfer employee data directly from other Vizual Business Tools products such as Personnel Manager and Personnel Director, thus saving you time and improving flexibility in your business.

### Powerful Reporting

CaptureIT comes with a range of standard reports ready to use. Users can also use Crystal reports, thus enabling them to create unlimited additional reports to match their needs.

There is a full absence recording and analysis available on weekly, monthly and annually summaries for every employee. There are also over 50 breaches of the work-rules that can be identified by exception and automatically sent by email to the Administrator.

CaptureIT also comes with a fully functional and customisable Report Scheduler that automatically allows users to schedule reports to be run on a pre-set time therefore reducing administration time. Reports can be directed to specific printer or emailed directly to selected staff.



### Easy to Upgrade

All products can be upgraded as the business grows. Users can use up to 3000 dedicated data capture terminals with every version of CaptureIT including bar-code, biometrics, magnetic swipe or proximity readers. These hardware options can be added at any stage and it is possible to combine dedicated terminals and PC-based data collection.

### Absence Tracking and Attendance Calendar

The system helps users keep a detailed record of all employees' absences and holidays. Define holiday and sickness allowances for every employee and automatically build a running total of sick and holiday time. Use the report writer to identify lateness, attendance and absence trends. Attendance Calendar offers to the users the option to view the 12 month period prior to current day, the current calendar year or 12 months onwards from the company's holiday start month. This gives greater flexibility, planning and efficient management tools to Project Managers and Supervisors.

### Access Control System

CaptureIT allows users to control access using 'Terminal Groups' or individual level access. Employees are only allowed to use terminals/access groups that they are members of. All activity is recorded and companies can keep track of employees' movements. This provides higher control and security for the business as well as visitors. The data can be fed into the system in real time so sensitive areas can be triggered online if there is a breach.

### Built-In Messaging

There is a built-in messaging facility allowing the Administrator to send messages to employees via the clock-in hardware or Remote Clock-in Utility to be received by the employee when they next clock-in/out.

### Security

The system offers increased security to both managers and users. Managers can set the number of restrictions that apply into the system and users can be allowed to view their own data but not to amend it.

## HARDWARE

CaptureIT comes with a wide range of timeclocks and data collection terminals designed for time recording, access control and job costing. Different types of hardware and software can be combined to provide the maximum effect in capturing data and employee information from every location.



### Data Capture using PCs

Employees can clock in and out, log breaks and specify which jobs/projects they are working on from their own PC's. CaptureIT can even be configured to automatically clock an employee in/out as they turn on/off their PC. In a workgroup environment, groups of users can clock-in/out using one PC. The Remote Clock-in Utility updates CaptureIT server across LAN or WAN and records employees' information over the Network.

### Return On Investment

Vizual offers online Return On Investment for users that would like to calculate the existing cost to their business from capturing employee time data with a manual system. This simple calculation provides visitors with an estimation on cost savings by implementing a computerised solution. Simply visit [www.vizual.co.uk](http://www.vizual.co.uk)