Information Controls, Inc.
HCM: Product Update Notice

INFORMATION CONTROLS
Human Capital Management Division

ATTENDANCE ON DEMAND – VERSION 3

There is a new version of Attendance on Demand available now.
Version 3 offers many new features including
a complete facelift from the previous version.

VERSION 2 (Old Version)

VERSION 3 (New Version)

New Features

Quick Link Icons

Located on the top right of the screen, these shortcuts offer quick
links into common tasks and help streamline required adjustments.

Wed Sep-18 ⎇ 💬 ✓ 1 🗄 🔁 **Log Out**
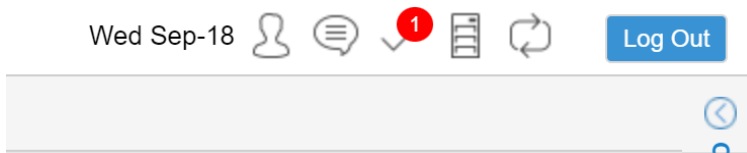
User Account Settings ⎇

This icon provides a shortcut to the end user's login account.
From here, the end user can change visual preferences and change
their password.

Basic Operator Properties ⌄	Change Password	Send Invitation	Clear Preferences	Replicate Preferences

Friendly Name:	ICI Tech	Location Sort:	Name ⌄
Email Address:	example@example.com	Department Sort:	Name ⌄
Phone Number:	000-0000	Position Sort:	Name ⌄
Profile:	Payroll Manager ⌄	Schedule Group Sort:	Name ⌄
User Group:	Payroll HR ⌄		
Time Zone:	Same as Corporate ⌄		
Date Format:	yyyy-mm-dd ⌄		

Show Time in Am/Pm: ☑
Show Time in Hundredths: ☐
Show Durations in Hundredths: ☑
Show Schedule Times in Am/Pm: ☑
Show Schedule Times in Hundredths: ☐
Show Scheduled Hours in Hundredths: ☑

To Do List

✓ 1

The above icon provides a shortcut that lists issues that need to be
addressed, such as Missing Punches, Pending Time Off Requests,
Pending Employee Messages, Pending Shift Swaps, and Trades,
etc.

To Do List ⊙

My Employees ⌄	Preferences

⎇ Isaac Bernard	**Isaac Bernard** Sep-27	Cancel Leave
⎇ Todd Silva	**Todd Silva** Oct-31	Leave Request
⎇ Maggy Gilles...	**Maggy Gillespie** Sep-24	Leave Request
⎇ Aladdin Alvar...	**Aladdin Alvarado** Sep-18	Missing Punches
⎇ Bradley Baird	**Bradley Baird** Sep-18	Missing Punches
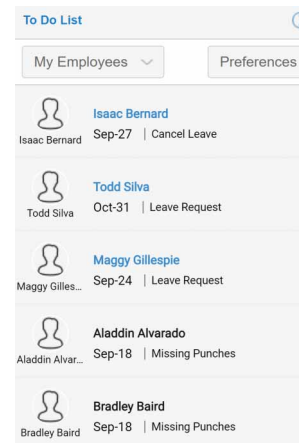
My Timeline

When you choose this icon, you will be provided with a shortcut to a list of recent actions and pertinent information. From here the end user can see when pay periods start and end. They can also view any reports that were previously run.

My Timeline

📁	Workgroup 3	Aug-26 8:46am
📁	Daily Nursing Schedule	Aug-27 8:55am
📁	Daily Nursing Schedule V2	Aug-27 8:56am

Enhanced GPS Tracking Screen

The GPS tracking screen has been enhanced to show geofencing violations and additional information regarding location tracking. Green pins represent an employee punching inside of a geofence, red pins represent a punch outside of the geofence.

Personal Information Section

The Personal information Section has been redesigned to make finding information quick and easy. Instead of horizontal tabs running across the top of the screen, all tabs have been condensed into a single drop-down button. New features, such as the ability to add an employee photo, have been added.

Personal Information ▾	Basic ▾					
Last Name	First Name	ID	Badge	Location	Department	Position
Adams	Brynn	80793	80793	Prigge	EHS	EHS Sp

Last Name:	Adams
First Name:	Brynn
Middle Initial:	
ID Number:	80793
Badge:	80793 Change...
Pay Class:	Hourly Change...
Pay Class Eff. Date:	2019-03-29
Clock Group:	All Employees
Schedule Pattern:	None
Sch. Patt. Eff Date:	2019-09-18
Date of Hire:	05/09/2016

Photo: [ ] Browse...

Upload Selected Image

Timecards

The new timecard in version 3 offers many new features. The most noticeable change to the timecard is removal of the right click menus. All right clicks have been removed and replaced with convenience icons. This helps make the timecard more tablet friendly.

Version 2 (Old Version)

	Date	Schedule		Punches		Hours	Workgroups						Details
	Date	Start	End	In	Out		Location	Department	Cost Center	From	To	Hours	Exceptions
	Jan-22												
	Jan-23												
	Jan-24			📋!	4:26p	9:30p	5:00				4:26p	9:30p	5:00	Unsch.
	Jan-25			📋!	4:25p	9:31p	5:00				4:25p	9:31p	5:00	Unsch.
	Jan-26			📋!	4:29p	9:00p	4:30				4:29p	9:00p	4:30	Unsch.
	Jan-27			📋!	4:27p	9:00p	4:30				4:27p	9:00p	4:30	Unsch.
	Jan-28			📋!	4:28p	11:00p	6:30				4:28p	11:00p	6:30	Unsch.

Version 3 (New Version)

	Date	Schedules		Punches		Hours		Workgroups		Description
		Start	End	IN	OUT					
🖉	SAT 22									
🖉	SUN 23									
🖉	MON 24			4:26p	9:30p	Reg	5:00			Unscheduled
🖉	TUE 25			4:25p	9:31p	Reg	5:00			Unscheduled
🖉	WED 26			4:29p	9:00p	Reg	4:30			Unscheduled
🖉	THU 27			4:27p	9:00p	Reg	4:30			Unscheduled
🖉	FRI 28			4:28p	11:00p	Reg	6:30			Unscheduled

Preferences

<table>
<tr><td>Preferences</td><td>⊘</td></tr>
<tr><td>Hide Employee Assignments Header:</td><td>☐</td></tr>
<tr><td>Show Time Card Triggers:</td><td>☐</td></tr>
<tr><td>Show Inactive Triggers:</td><td>☐</td></tr>
<tr><td>Show Incidents:</td><td>☑</td></tr>
<tr><td>Show Latest Date First:</td><td>☐</td></tr>
<tr><td>Skip Future Dates:</td><td>☐</td></tr>
<tr><td>Skip Weekends:</td><td>☐</td></tr>
<tr><td>Hide Notations:</td><td>☐</td></tr>
<tr><td>Compressed Layout:</td><td>☑</td></tr>
<tr><td>Show Convenience Menus:</td><td>☑</td></tr>
<tr><td>Show Summaries Window:</td><td>☐</td></tr>
<tr><td>Hide Workgroup Details:</td><td>☐</td></tr>
<tr><td>Render Workgroups Vertically:</td><td>☐</td></tr>
<tr><td>Show Edits on Adjusted Day:</td><td>☐</td></tr>
<tr><td>Distance:</td><td>Out of Range ∨</td></tr>
<tr><td>Auto Lock On Approve Time Card:</td><td>☑</td></tr>
</table>

Workgroup Rendering

Timecard Preferences

End users now have the ability to customize the timecard screen like never before. On the top left of the timecard screen, there is a "Preferences" button. End users can hide sections of data, include triggers, geofencing information, and much more.

Timecard Approvals & Restrictions Transaction

Timecard approvals are now permanently displayed at the top of the timecard screen. A new dedicated "Undo Approval" button has been added for those end users who have the ability to unlock timecards. Restricted transactions can also be accessed at the top of the screen via the dedicated button.

Time Card ∨	Previous Period ∨	Editing Sheet ∨	Adjustments	Undo Approval	Approved	Locked	Print
Last Name	**First Name**	**ID**	**Badge**	**Location**	**Department**		**Positio**
Abbott	Wesley	80936	80936	Paschon	Laundry		FBD C

Shared Reports

Current Period ∨

Previous Period
Current Period
Attendance Reports
Benefits
Exceptions
Daily Reports
Employee Lists
History
Summaries
Payroll
Reference
Schedules
System Reports

Reports

All existing reports will remain in the exact same format a in version 2. The screen to run the reports has been enhanced to make it easier to l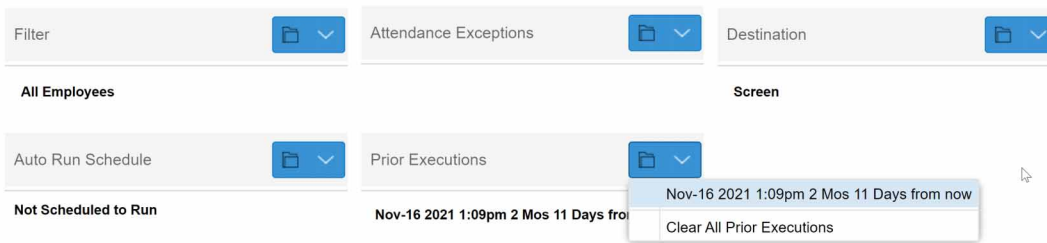ocate specific reports. Rather than having horizontal tabs running across the screen, version 3 has condensed the tabs into an expanding button.
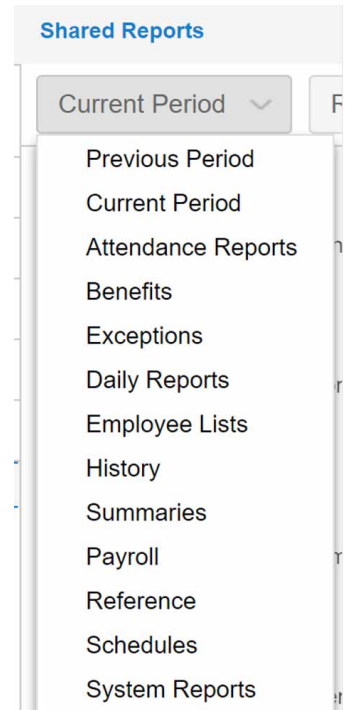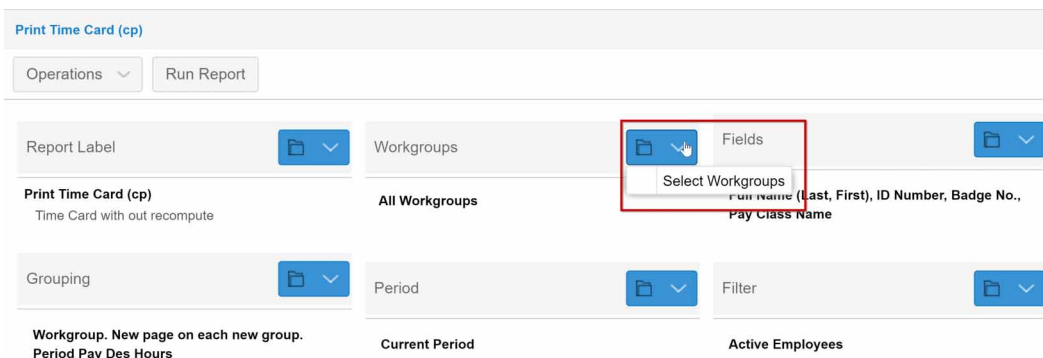
Report Filters & Properties

All report filters and properties will remain the same as the prior version. A new feature has been added that allows end users to view previously run reports without having to wait and re-run the report.

Filter		Attendance Exceptions		Destination	
All Employees				**Screen**	

Auto Run Schedule		Prior Executions		
Not Scheduled to Run		Nov-16 2021 1:09pm 2 Mos 11 Days fro		

Nov-16 2021 1:09pm 2 Mos 11 Days from now
Clear All Prior Executions

To change a report filter simply click on the blue button:

Print Time Card (cp)

Operations ∨   Run Report

Report Label		Workgroups		Fields	
Print Time Card (cp) Time Card with out recompute		**All Workgroups**		Full Name (Last, First), ID Number, Badge No., Pay Class Name	

Select Workgroups

Grouping		Period		Filter	
Workgroup. New page on each new group. **Period Pay Des Hours**		**Current Period**		**Active Employees**	

When you need to specify a workgroup item, simply click the "Add New" button at the top of the window. This will create a new line underneath. You can then select individual workgroup units. Feel free to add multiple rows, if needed.

Please note: After adding a new line and selecting the desired workgroup, remember to click the "Update" button to save the selection. You will need to do this for each line.

Report Label		Workgroups		Employees	
Time Card Report Time Card Report, one employee per page.		All-All-All		ALLCOX, KATHLEEN	

Define Workgroup Sets ⊗

Add New   Remove All

Delete	Locations	Update Cancel	Cost Centers
⊗	All/Home ⌄	All/Home ⌄	All/Home ⌄

Ok   Cancel

Fields

Full Name (Last, First), ID Number,
Pay Class Name

Filter

All Employees

Auto Run Schedule

Not Scheduled to Run

Points

Reviewing and adjusting employee points is very similar. The adjustment option in MSS3 works just like the option in MSS2. The new icon is a yellow triangle that is selected using a left click of the mouse to bring up the option when administering points, rather than a right click in the previous version.

Version 2 (Old Version)

Pages [Time Card ∨] Pay Periods [Current Period ∨] [Bagley, Grace ∨] ▸ Next Empl. Time Card [Normal ∨] Location [WBIG ∨] Department [MX ∨] Cost Center [01-Defau

Bagley, Grace (WBIG, MX, 01-Default, PM Shift)

Last Name	First Name	ID	Badge	Location	Department	Cost Center	Hired
Bagley	Grace	10434166	24409	28	2840	DEF	08/15/13

Date	Schedule		Punches		Hours	Workgroups							Details
Date	Start	End	In	Out		Location	Department	Cost Center	Shift	From	To	Hours	Exceptions
Jan-16	6:00a	6:15p											Absent (6:00a/6:15p)
			D!										Absent
			Right Click for Absence Menu Options										
Jan-17													
Jan-18													
Jan-19													

Version 3 (New Version)

| Time Card ∨ | Current Period ∨ | Editing Sheet ∨ | Adjustments | Approve | Print |

Last Name	First Name	ID	Badge	Location	Department	Cost Center	Hired
Bagley	Grace	10434166	24409	28	2840	DEF	08/15/13

Date	Schedules		Punches		Hours	Workgroups	Description
	Start	End	IN	OUT			
SUN 16	6:00a	6:15p			⚠		Absent
MON 17							
TUE 18							
WED 19							

Address Absent With ›
 Absent-Un
 Absent-Ex
 Funeral-NP
 Vacation