

ADVANCE SYSTEMS  
ireland



IRELAND'S PREMIER PROVIDER OF EMPLOYEE  
MANAGEMENT SYSTEMS

TIME AND ATTENDANCE | HR MANAGER | TMS.NET | HR.NET | RECRUITMENT | MOBILE ATTENDANCE  
PERFORMANCE MANAGEMENT AND JOB COSTING | ACCESS CONTROL | VISITOR MANAGEMENT | AUTO ID

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When it comes to business, time is money. So, selecting the right Time Management Solution for your organisation is a crucial investment that will make a real difference to your bottom line.



## ADVANCE SYSTEMS IRELAND

Advance Systems Ireland is Ireland's premier provider of Employee Management Systems. A subsidiary of the industry-leading Mitrefinch Group, we deliver state-of-the-art Time and Attendance solutions and installation expertise to Ireland's largest banks, insurance companies, hotels, government departments, retailers, manufacturers and distribution companies.

With over 3,000 customers in Ireland, UK, Australia and Canada, our Time Management System (TMS) is now one of the most widely used systems of its kind. Through Advance Systems Ireland, over 900 Irish companies currently use TMS to drive performance and save millions of Euro every year.



## OUR PRODUCTS

A highly competitive World calls for real expertise and constant innovation. These qualities have kept Advance Systems Ireland - and our clients - at the cutting-edge of time management technology for well over a decade. Today, our Time Management products have developed into a sophisticated suite of tools that can be used individually to meet a particular requirement, or be integrated to form an enterprise-wide, intelligent Employee Management System.

Proven to maximise organisational efficiency, our solutions offer a wide variety of advantages including: increased punctuality, reduced absenteeism, improved shift planning and budgetary control, lower administration costs and an enhanced strategic focus at managerial level.

To deliver full, up-to-the-minute functionality, our analysts and developers constantly monitor advances in technology, legislative developments and changing workplace practice. In anticipating customer demands, we have brought a series of ground breaking solutions to Ireland, including Biometric (finger template) identification terminals and mobile attendance solutions.

»» **TMS  
INTEGRATED TIME  
MANAGEMENT &  
HR MODULE**

Advance Systems' computerised Time and Attendance System, 'TMS', offers a cost-effective route to bigger profits through better business efficiency. Invaluable in the introduction of flexible working practices, our attendance monitoring solutions save vital management time and reduce administration costs – giving your business a competitive edge.

An indispensable management tool, TMS delivers a host of tangible benefits, from reduced absenteeism to the accurate, automatic capture and transfer of attendance data to payroll systems. Overall, our systems provide a more efficient use of current and projected manpower, allowing greater control of labour costs in various fixed-time, flexi-time, shift work and annualised hours environments.

**KEY ADVANTAGES**

- »» Monitors time and attendance patterns.
- »» Aids compliance with legislation.
- »» Improves punctuality and reduces absenteeism.
- »» Enhances shift planning and budgetary control.
- »» Reduces administration time and cost.
- »» Monitors compliance with European Working Time Directive (EWTD).
- »» Supports flexible working schemes for permanent and part time employees.
- »» Defines work rules and shifts where various production cycles apply.
- »» Integrates fully with other business applications such as HR and Payroll systems.
- »» Single and multi-site support.
- »» Multi Platform/Database.

**KEY FEATURES**

- »» Clock on by Internet, Mobile Phone, PDA or XDA, intranet, PC, or at specified terminals using Biometrics (finger template), proximity sensor, or swipecard technologies.
- »» Identifies time rule violations and creates anomalies that can be viewed, emailed, printed and exported into other applications.
- »» Records absences and builds absence profiles with multiple viewing selections, by employee, department, group or absence occurrence.
- »» Full reporting and graphic module.
- »» Point in time facility allows you to update future changes immediately, and to run 'what if' scenarios.
- »» Menu-level security ensures only authorised users can access and amend confidential information.
- »» Current and projected manpower planner allows managers to plan according to workload, resources and budgets.

To estimate the Return on Investment with TMS, check out [www.asi.ie](http://www.asi.ie)

Mitrelnch TBA.NET - HR.NET v5.025 - Planned absence details - Microsoft Internet Explorer

Address: http://sales007/TMSNET02/EMPABSENCEDETAILS.ASPX

Google

mitrelnch  
Time & Attendance.NET

File Employee Help

Log Out

Planned absence details (#002: Gerard Farrell)

Mitrelnch TBA.NET - HR.NET v5.025 - Absence profile - Microsoft Internet Explorer

Address: http://sales007/TMSNET02/EMPABSENCEPROFILE.ASPX

Google

mitrelnch  
Time & Attendance.NET

File Employee Help

Log Out

Absence profile starting January 2007 (#002: Gerard Farrell) 0002: Gerard Farrell | 10:22:14

Previous year Next year

Report selection | Month:  Year:

	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S																										
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»» HR MANAGEMENT MODULE

To deliver comprehensive management functionality, Advance Systems Ireland has fully integrated the HR Management Module with our Time Management System. The HR Management Module is also available as a stand alone product.

Designed to minimise error, maximise output and reduce administration time, our flexible HR Management Module can be easily configured to suit your organisation's exact requirements. Tailor your own bespoke HR system by building those fields and panels relevant to you. Detailed employee data is centrally stored within the HR Module, offering a single point of data entry for employee information. With our user friendly HR Management Module you can efficiently record, update and review details such as:

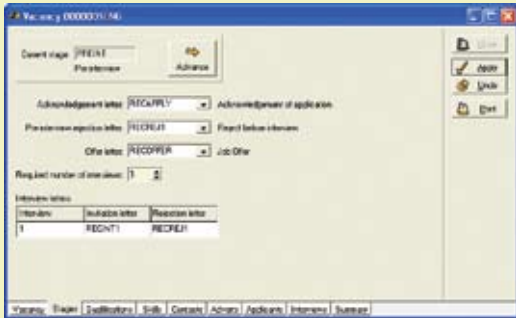
- »» Position, Pay and Contract Information.
- »» Job Descriptions and Personal Details.
- »» Qualifications and Training Records.

KEY ADVANTAGES

- »» Configure the system with additional screens and fields.
- »» Reports, letters and documents can be displayed, printed and emailed.
- »» Diary facility allows users to set pop-up reminders.
- »» Special calculations for sick/holiday pay.
- »» Digital files, documents, sick certs and CVs can be scanned.
- »» All historical data can be viewed easily.
- »» Changes can be backdated, viewed and modified prior to implementation.
- »» Disciplinary procedures can be tracked and actioned.
- »» Managers can track all staff records and communications.

KEY FEATURES

- »» Integrated holiday planning and absence management.
- »» Supports statutory Maternity, Parental and Adoption Rules.
- »» Fully expandable to cater for future change, bulk change and mass updates.
- »» Report generation and letter writing facility with integrated mail merge.
- »» Security function allows restrictions on users; read only or read and edit.
- »» Stores existing qualifications and future training requirements.
- »» Integral diary facility populates Microsoft Outlook Task Manager.
- »» Automatic diary entry and point in time analysis as standard.



APPLICANT TRACKING

## RECRUITMENT

Enhance your HR system with our Recruitment Module, allowing you to seamlessly integrate your recruitment and interview processes with your existing HR data. With our Recruitment Module, the job application process is streamlined.

### KEY ADVANTAGES

- » Centrally store vacancy and applicant details.
- » Record applicant CVs and information against vacancies.
- » Identify vacancies automatically, monitor vacancy status at a glance.
- » Quickly change status from candidate to employee.
- » Seamlessly incorporate current employees into the application process.
- » Communicate with groups of candidates.

### KEY FEATURES

- » User definable vacancy and applicant screens.
- » Define a recruitment process for each vacancy.
- » Store advertisements relating to individual vacancies.
- » Link vacancies to the relevant internal contact.
- » Evaluate applicant suitability according to qualifications.
- » Run reports based on applicants.

## WEB SOLUTIONS TMS.NET & HR.NET

Managers spend much of their time processing employee requests, entitlements and absence details. By automating this process, more time can be allocated to high level strategic issues that make a real difference to your organisation's bottom line.

Our innovative Self-Service Web Solutions save time by allowing employees to request holidays, explain absences and update personal details autonomously, subject to supervisor authorisation. Requests, authorisations and rejections trigger automatic email notifications, reducing the paper trail while ensuring an accurate audit is maintained.

Our Web Solutions are available as fully integrated solutions or separate modules.

## TMS.NET KEY ADVANTAGES & FEATURES

- » Employees request leave, check attendance and entitlements automatically.
- » Automatically explain anomalies for supervisors.
- » Supervisors can edit, authorise or decline requests and anomalies.
- » Plan future work records and generate reports.
- » Absence profiles and entitlements are automatically updated.
- » Integrates with job costing for real time employee activity analysis.



TMS.NET FUTURE WORK PLANNER





TMS offers a cost-effective route to bigger profits through better business efficiency. Our attendance monitoring solutions save vital management time and reduce administration costs – giving your business a competitive edge.



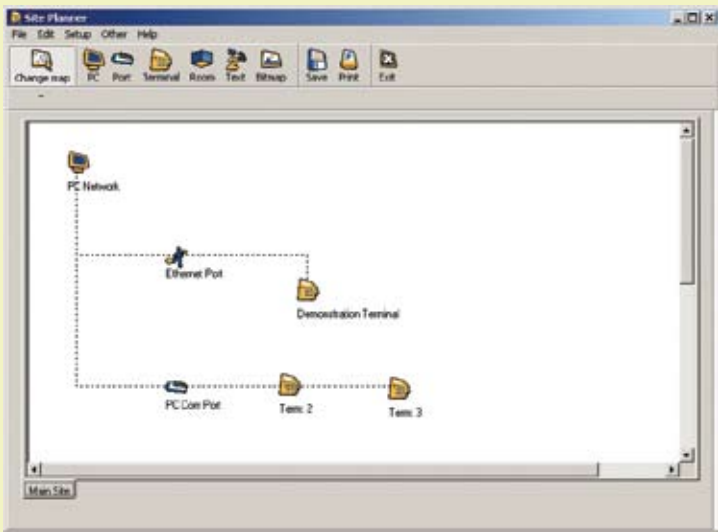
## »» ACCESS CONTROL WITH VISITOR MANAGEMENT MODULE

### KEY FEATURES

Our Access Control system enables you to monitor and control all access attempts, ensuring that only authorised personnel can enter pre-defined areas. This cuts the cost of crime against your business, secures your premises, and protects your employees, property and assets.

- »» Access Control can be applied to gates, doors, turnstiles, car park barriers, disabled access, lifts and car blockers, etc.
- »» Door release systems include: badges with encoded information in the form of magnetic strips or barcodes, proximity cards, and push buttons operated internally.
- »» Barcode and proximity cards may be used in conjunction with our Biometric finger template verification option for added security.
- »» System can be configured to send email alerts or sound an alarm whenever an unauthorised access attempt is made.

Access Control allows you to monitor movement of all staff and visitors on your premises in real-time. This allows businesses to comply with Health and Safety regulations, which is especially important for those operating in a hazardous environment (e.g. the petrochemical or pharmaceutical sector).



ACCESS CONTROL SOFTWARE

»» VISITOR MANAGEMENT MODULE

Employees can book visitors to site with this simple, time-saving system. Visitors use a touch screen application to generate a valid visitor badge complete with pictures. You can also give visitors specific instructions via the touch screen, and use it to automatically notify their contact by email. Advance Systems Ireland also offers a Reception Program, which allows reception to assist visitors should they need help with the system.

Access Control and Visitor Management Solutions can integrate fully with all other Advance Systems Solutions.

»» AUTO ID CARD PRODUCTION

The Auto ID Card System allows you to design, customise and produce text, logos, graphics and employee photos on your organisation's ID cards. The system can also encode information and store it on ID cards in the form of proximity, barcodes or magnetic strips. Simple wizards guide you through the design process, and digital cameras can be linked to the application to create full photo ID in an instant. You can print on all types and sizes of cards, including proximity cards.

All Advance Systems Access and Security Products can be fully integrated to form the complete security system for your business.

»» FIRE EVACUATION

The Fire Evacuation System (FES) module provides an efficient method of reporting on the evacuation of your site in the event of an emergency. Whenever an individual enters or leaves the site, they must register at one of the terminals. TMS holds information relating to the volume and identity of individuals on-site.

In an emergency, employees and visitors evacuate the site. Accurate, real-time reports and roll-call printouts can then be produced - showing who is still on site and their last known location. This facility saves time for emergency crews and increases safety for all personnel and visitors on your site.

FES can be integrated with all Advance Systems products, and is suitable for sites that are at risk from both fire and chemical spills.



AUTO ID CARD PRODUCTION

## BIOMETRICS FINGER TEMPLATE RECOGNITION & VERIFICATION

Our Biometric Terminals assure managers of the accuracy of employee clocking – both in terms of attendance recording and access control security.

### Benefits of Biometrics:

- » Prevents the borrowing of cards to gain access to controlled areas.
- » Reduces time and attendance fraud, prevents 'buddy clocking' (where one employee clocks on for another).
- » May be used for identity verification, to ensure that the person using the card is the person authorised to use it.

The terminals never store an actual fingerprint. Copies of fingerprints are not stored and cannot be retrieved from the terminals. Instead, our Biometric Terminals store finger template algorithms. It is impossible to recreate a fingerprint from an algorithm, thereby ensuring total employee security. These terminals are designed and manufactured by Mitrefinch, offering maximum flexibility in design as well as excellent after sales support.

## SWIPE CARD

Security access information is held in a magnetic strip or barcode on the swipe card. To gain admittance to pre-approved areas, the user must physically swipe the card through a reader at each doorway or turnstile.

## PROXIMITY FOB/CARD

A proximity fob or card serves the same purpose as a swipe card. To use the device, an employee holds the fob within a few inches of the security reader, which picks up unique ID information. This non contact device is fast and convenient for users as it can be kept on a key ring, in a pocket or bag.

## SMS TEXT CLOCKING/ MOBILE ATTENDANCE

SMS text clocking is a dynamic attendance monitoring solution that is especially valuable for businesses with remote staff. To show your employees' exact location at the time of clocking, we offer optional integration with GPS (Global Positioning System).

### This system is ideal for:

- » Clocking on the move using PDAs and XDA's.
- » Shop floor data capture.



MOBILE ATTENDANCE WITH GPS

## »» OUR SERVICES

When it comes to business, time is money. So, selecting a time management solution for your organisation is a crucial investment that will make a real difference to your bottom line. At Advance Systems Ireland, we guide you through every stage of the selection and installation procedure, providing continual technical support and full training to ensure your organisation reaps the maximum return. The services we offer include:

### CONSULTANCY & IMPLEMENTATION PLANNING

Advance Systems Consultancy & Implementation Process has been refined in over 3,000 organisations throughout Ireland, UK, Australia and Canada. We provide the professional project management and experience your company needs to successfully implement our systems and enhance software usage. We offer a proven process you can trust, developed from the wisdom and best practice of more than 3,000 Time Management/HR projects. The result is that your Time Management/HR System is successfully implemented on the first attempt. Your organisation will quickly benefit from the long-term strategic benefits that our systems offer.

### INSTALLATION & SET UP

Our Software Engineers will commission the system, configure your work rules and discuss the installation with all interested parties. They are responsible for installing TMS on your IT infrastructure, setting up the database, security parameters, configuration, data migration, creating interface to payroll/HR systems and providing guidelines for general maintenance.

### PROJECT MANAGEMENT

Advance Systems prides itself on an exemplary implementation record. Our procedures are constantly reviewed, based upon ongoing experience and customer feedback. During each implementation, we provide a dedicated Software Engineer to establish a clear channel of communication, ensuring continuity throughout the project. Communication with our clients is paramount, ensuring all areas have been agreed before moving to the next phase, while minimizing potential delays through miscommunication. We adhere to a strict and comprehensive implementation plan, each phase of the project is carefully mapped and milestones established. Our ultimate goal is to help your organisation reach the financial and strategic benefits of having our Time Management/HR Software comprehensively supporting your business processes.

### TRAINING

We deliver custom training at your site to maximise user uptake and understanding. Our team ensures you are well placed to reap the maximum benefit from your system, from day one. We can arrange follow up training sessions as you progress through your business cycles, allowing you the time to become familiar with your system. To support new users or to refresh skills, we can provide ongoing training at your site as required. Our User Group Meetings provide the opportunity to receive further training, industry updates and take part in forums on new product developments.

### SUPPORT

Advance Systems Ireland provides flexible, comprehensive support – either at your site or via our Support Desk where our team provide support on a day to day basis. Our Project Managers continue to support the client in conjunction with our Support Team. With the highest level of product knowledge, our experienced Support Team are on hand to help you get the very best from your system, ensuring all calls are dealt with in a timely manner. Because we develop all our own software, we have access to specialist development knowledge to ensure that even the most complex queries are resolved quickly. Contact our Support Team by calling 00 353 1 494 0070 or emailing [support@asi.ie](mailto:support@asi.ie)



We guide you through every stage of the selection and installation procedure, providing continual technical support and full system training to ensure you reap the maximum return from our systems.

