

# Workflow Infinity

We care about your time



## Introduction

North Time & Data Limited is recognised as one of the leading suppliers of workforce management solutions.

With more than 600 installations across the UK & ROI, the North Time & Data name is synonymous with reliability, functionality, and innovation. We employ a full-time, NI based team, that has been developing workforce management hardware and software for over 35 years. We can install systems efficiently, train your staff and provide unrivalled support. Providing the tools required for your organisation to effectively manage employees wherever they are, Our **Workflow Infinity Workforce Management Solution** is expandable and scalable. It doesn't matter if you employ just a few staff in one location or many thousands at multiple location around the world

– or anything in between – Workflow Infinity is ultimately designed to increase productivity, reduce administration, and save you both management time and money whilst giving you the perfect overview of your employee's activity. Workflow Infinity is a Cloud-Based workforce management system. The Software allows users to manage their workforce by viewing key information from any location. Standard modules include personnel (HR), absence management, attendance, roster management and reporting. There are additional options for visitor management, payroll linking, job costing, asset management, fire roll call & many more.

Workflow Infinity offers multiple ways to capture employee data from traditional card and PIN technologies to the very latest

fingerprint and facial recognition biometric clocking devices. For home, remote and field workers, Workflow Infinity is also available with an employee web app that enables them to clock in and out, request leave, view entitlement, check work rotas, view timesheets and more from any web browser on a phone, laptop or tablet.

Stephen Brown  
Managing Director





# About Us

## Mission

To create a technology focused brand for the ever changing needs of our customers and the world around us, fueled by innovation and backed up with over 35 years of experience.

## Vision

To raise our perception as our industry leader, to be the brand of choice and to provide our customers a competitive advantage by using our talent, top quality service, expertise and knowledge to increase the performance of our customers' businesses.

## Behaviour

### *Here for you.*

Everything we do is about bringing value and building trust in the eyes of our team mates and customers. We're developing a forward-thinking technology platform, striving to offer a more simplistic solution that meets the needs of a changing world, but WorkFlow Infinity is built by a team of real people who care about we we do.



## Customer Centric

We strive to add value to our customers experience and to deliver excellence at every touch point with a determination to deliver beyond expectation.



## Always Agile

Our product has been designed in a way that can always benefit our customers' business. Our job is to show them how to unlock the power of WorkFlow Infinity. Even in times where we don't have the exact answer, we go above and beyond to deliver a technology solution that works.



## Positively Curious

We care about the work that we do and the people that we interact with. This starts by asking questions and acutely understanding how we can create value, boost productivity and introduce efficiencies. We bring experience, enthusiasm and an underlying heritage to our customers. This allows confidence, even in times of uncertainty and growth, for both our own company and that of our partners.



## Who are Workflow Infinity?

WorkFlow Infinity is a next generation time management solution that goes beyond expectations. We deliver future-ready technology that not only meets the needs of our customers, it exceeds them.

We're experts in helping simplify all areas of time management within business of all sizes across all sectors. Our cloud-based, ever-evolving platform focuses on the needs of tomorrow but draws on over 35 years of heritage and experience to deliver a level of quality and trust unmatched by anyone.

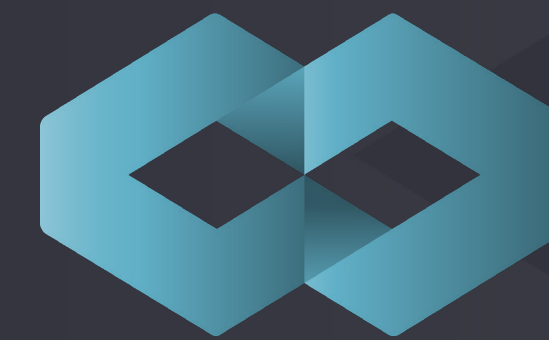
We are a team of ambitious, loyal and talented people who place the needs of our customers at the core of what we do because we know this is what sets us apart.

We are WorkFlow Infinity... **We Care About Your Time**

In a world where no one has enough time, we provide a technology solution that puts you back in control. More than that, we deliver an innovative approach to help you in ways you potentially aren't even aware of yet - boosting productivity and introducing efficiencies at scale.

Our cloud-based platform continually delivers an industry leading service to 100's of business across the UK, Ireland and Internationally. This is all backed up and built on over 35 years experience and provided by a team who put our customers first.

Our level of care and attention to detail sets us apart. We are a technology focused company but are always here if you need.



# Workflow Infinity



## Case Study

### NTD installs new facial recognition system across all Foyle Food Group sites

NTD (*North Time Data Ltd*) has successfully installed over 30 state-of-the-art biometric facial recognition terminals for leading beef and lamb suppliers Foyle Food Group.

Spanning six sites in Northern Ireland, Republic of Ireland and England, the new systems were part of a significant investment strategy by the group, into a more comprehensive employee time management system.

Praising the installation of the new facial recognition system, Leslie Otterson, HR Manager at the Foyle Food Group said: "As a growing business with over 1,100 staff, we needed a time management system that would deliver accurate, real-time data. We needed a supplier that had a dedicated and reactive support facility. Teaming this with a first-class, robust system for monitoring employee time across our six locations; we knew that NTD were to be our preferred partner."

"North Time Pro works beautifully," added Leslie. "All our employees need to do is stand in front of the system and it clocks them in and out in an instant. We also like that the system is touchless, since hygiene is especially important in our business. No keypads, fobs or touchpads needed."

"The accuracy and dependability of the system makes it easy for employees to use, and their affordability and seamless integration with our payroll software makes it a smart solution for our business." Managing Director of NTD, Stephen Brown, explained how the system works: "The North Time Pro system uses facial recognition technology for managing time and attendance and access control."

The wall-mounted terminal uses ground-breaking and innovative 3D-imaging technology to identify employees, enhance security and eliminate "buddy punching," a costly expense for companies when employees clock in and out for each other. Employees simply look at the device and within two seconds,

they are identified, clocked in/out or admitted into secure locations.

"The system really is foolproof. It supports single or multiple terminals in local or remote locations, ideal for the Foyle Food Group. All data collected from the terminal is sent back to our North Time Pro software that allows for the editing of data, the running of reports along with the setup of exports to popular payroll providers. In addition, our North Time Pro software also incorporates HR, Absence Management, Asset Management and Employee Self Service; making North Time Pro a viable option for Foyle Food Group".

"However the main advantages are that it helps businesses save time and money. It reduces time theft from late arrivals, early departures, over-extended breaks and eliminates unauthorised overtime. North Time Pro also calculates hours automatically meaning no manual calculations are needed which as a result eliminates the option of human error and also saves time."

As with the Foyle Food Group, the North Time Pro terminals can also be customised to allow for installation in wash down areas.

*Leslie Otterson*

Foyle Food Group





## Case Study

### NTD provides one software solution allowing for time management and access control combined

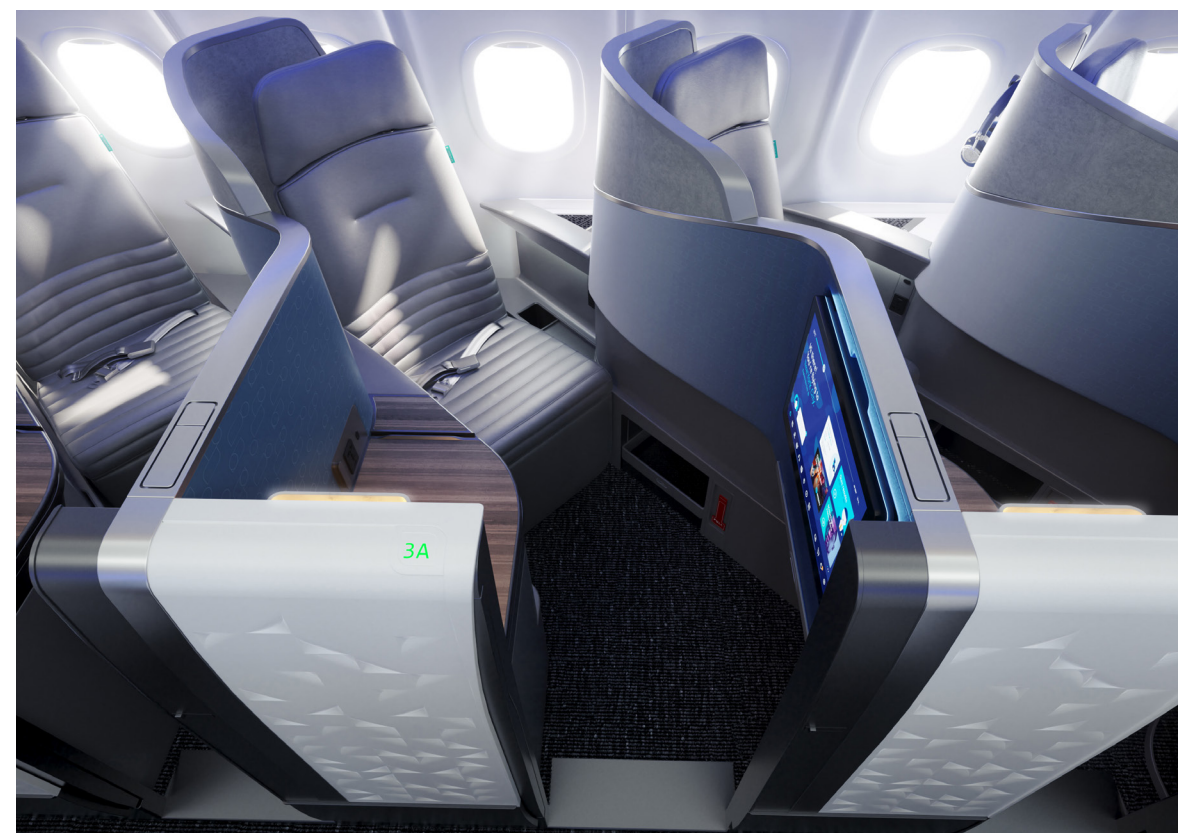
“In 2011 we identified the need for a method in which to monitor employee hours more accurately along with the need to restrict personnel from entering certain areas within our office and factory areas. From completing some research on who can satisfy our needs we came across NTD as they were able to provide one software solution that would allow for not just time management but also access control combined.

We contacted NTD and they were very helpful from the offset. They came out and provided us with a demonstration of their North Time Pro software and hardware which allowed us to see how it could be customised for Thompson Aero Seating.

NTD provided a very competitive quotation and we decided to choose NTD as our preferred supplier. With over 400 staff it was important we

got a system which was right for us that would reduce the level of administration work required to process payroll. Before installation was started a project plan was developed and a specification meeting was carried out in order to ensure the North Time Pro system was setup and configured to our requirements.

To-date we have 10 time and attendance terminals, 42 access control terminals and 4 fire panel terminals. With vast amounts of hardware and customised software it was important that we could enter a maintenance contract that would cover both over the phone and on-site support. Any issues we have, we can contact NTD directly who can assist over the phone and log in remotely to fix the issue, or if it is a hardware fault they can send an engineer out at no additional cost to the maintenance contract. Overall we feel that choosing NTD was the correct solution and we are adding new terminals every year.”





## Case Study

**NTD (North Time & Data Ltd) have successfully installed 14 state of the art facial recognition attendance terminals for the Artisan Coffee chain Bob & Berts Ltd.**

NTD (North Time & Data Ltd) have successfully installed 14 state of the art facial recognition attendance terminals for the Artisan Coffee chain Bob & Berts Ltd.

In order to accurately control the ever increasing employee costs, North Time & Data were approached to supply a robust time management solution that would accurately record employee attendance and provide the management reports required to accurately monitor time management throughout the company.

With locations throughout Northern Ireland, Bob & Bert's required the backup support from an established time management solutions provider. Not only remote support but local engineers on the ground were a vital requirement for the Bob & Bert's team. With exciting plans for further expansion throughout Northern Ireland and the UK, Bob and Bert's required a scalable solution that would fit in with their rapid development plans. For this reason they decided to opt for a cloud hosted server solution. This meant that the server was hosted on

the internet and area management staff would log in to the server via a desktop connection in order to access the system. The attendance terminals at each location are connected to the router at each store locations and talk back to the cloud hosted server.

Delighted with the success of the implementation and roll out across all stores, Operations Manager, Rebekah Phelan added "It is so simple for staff to register attendance. They stand and face the terminal and in less than a second the terminal successfully registers the attendance". The simplicity was hard to believe until you see it in action. The system has allowed us to accurately manage employee attendance and control wages costs."

The system has now been developed to not only register employee attendance but is now also used to control access to secure areas. Employees that are permitted access to the secure area use their face to release the door and gain access. This method of access means staff that

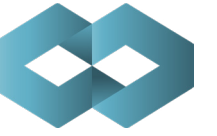
leave the business do not require cards or key fobs to be deactivated or lost items having to be replaced.

Rebekah added "we will be looking at some future development of the North Time Pro system into other areas of our business such as payroll integration and automatic email of management reports in the near future."

The team at NTD have been extremely effective and efficient in the response and resolution to any queries that have arisen. I would have no hesitation in recommending them to any business that is interested in a workforce management solution.

*David Ferguson*

Company Director  
Bob & Bert's Ltd







## Case Study

**Electus Healthcare provides high quality nursing and residential services across Northern Ireland. Specialising in care for those with mental health conditions and dementia.**

Following the sales process, NTD were selected as the preferred supplier of a time management solution for Electus Healthcare Ltd. Being a care home facility, based over numerous sites, the solution would have to be robust, but also flexible to cope with the ever-changing demands of operating in a care home environment.

Electus Healthcare not only required a time management solution, but they also required the additional functionality of setting up and managing a roster. This roster needed to be adaptable and easy to use. The NTD roster web based roster module allows managers and administration staff to roster their workforce resources due to the needs of the business. This module offers the flexibility to create new shifts and work patterns

easily and efficiently. With additional management information such as staff levels, costs per day, week or department and contracted hours all available on the roster.

Many of the administration staff had operated other time management system in the past and although North Time Pro is not a dedicated healthcare product, the staff very quickly became efficient in the operation of the system and how best to utilize the solution. Information is now being managed on a daily and weekly basis with a csv file export being produced at the end of each pay period that is passed to payroll for processing.

Throughout the implementation process the team at NTD have been extremely helpful. Some requirements

had to be changed during this process and all requirements were achievable. Their knowledge of the product has enabled us to mold the NTPro workforce management system to our requirements. The ongoing support from NTD staff has been exceptional and they are always available to resolve any queries that may arise.

I am delighted that we selected NTD to provide the solution for our company and would recommend NTD to any business looking to implement a workforce management solution.

*Ed Coyle*

Managing Director  
Electus Healthcare Ltd





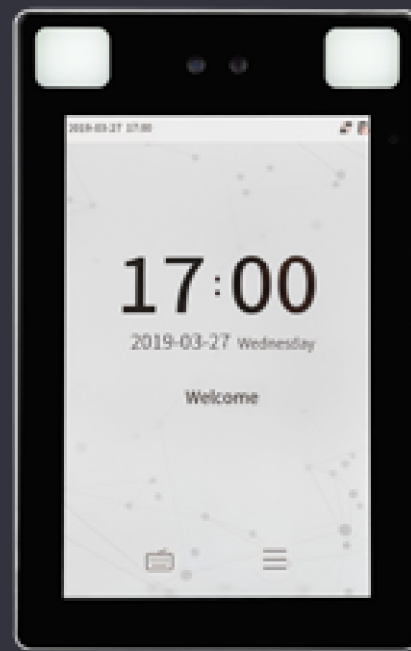
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*'A variety of hardware options from facial recognition & fingerprint biometric to proximity.'*

## Devices

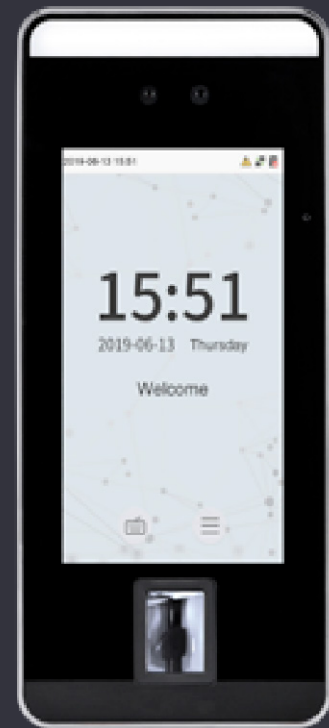


**Device:** ZPro ATFace (P)

**Use:** Attendance and External & Internal Access Control

**Location:** Offices, workshops, warehouses, wash down areas, external walls and many more

**Top Features:** Waterproof (IP68 Rated), Face Mask Detection, Dual Non-Contact Clocking Methods, Superfast Accurate Recognition, Heavy Duty, 3 metre recognition range, Recognition under all lighting and with/without glasses.

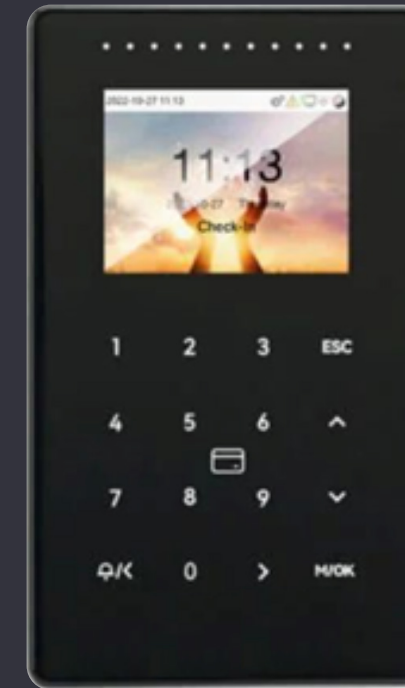


**Device:** ZSpeedFace ATV5L (P)

**Use:** Attendance and Internal Access Control

**Location:** Offices, workshops, warehouses and many more

**Top Features:** Face Mask Detection, Dual Non-Contact Clocking Methods, Superfast Accurate Recognition, Heavy Duty, Recognition under all lighting and with/without glasses.



**Device:** NTSC 800

**Use:** Attendance and External & Internal Access Control

**Location:** Offices, workshops, warehouses, wash down areas, external walls and many more

**Top Features:** Waterproof (IP68 Rated), Proximity card/ Key fob functionality



## Customisation & integration

*Turning a great product into an turnkey solution.*

Workflow Infinity has two unique selling points, its extensive customisation potential and its ability to integrate with other applications.

### Customisation

Over 95% of businesses using Workflow Infinity have implemented at least one unique customisation project. This means that the majority of Workflow Infinity customers benefit from a unique business tool that provides a maximum return on their product investment.

Customisation projects range from the simple to extremely complex. A simple example could be when a business requires that a new employee record cannot be created unless certain fields have been completed in the personnel module. An example of a more complex requirement could be work pattern related, where a shift allowance is awarded to an employee based on the time of the day and the day of the week that the shift was actually worked. Customisation is not limited to individual modules, for example a company may want managers to receive an email notification when an employee enters the building through an access controlled door but fails to make an attendance booking prior to the start of their shift.

### Vision

Workflow Infinity has a proven track record of successful integration projects. These primarily involve connecting Workflow Infinity to another software package, for example a Payroll or HR system and processing data from one location to another.

In most cases, either Workflow Infinity or the third party software becomes the 'primary' system, feeding data to the 'secondary'. In the case of an HR system integration, new employee data may be entered into the HR system which in turn passes basic personnel data to Workflow Infinity. This simple process eliminates the problems associated with duplicate data entry and reduces the chance of human error. When a person leaves the company, the HR system is updated accordingly and the integration allows Workflow Infinity to class the person as a leaver, eliminating them from any further attendance or absence management processes.

Integration projects have included third party HR, Payroll, Job costing packages and access control systems.

A well planned customisation or integration project can turn a great product into an turnkey solution.



iTrent



cintra



*‘A customisable panel to view live dashboards on selected areas of the system.’*

## Homepage

Once logged in to your Workflow Infinity, you will be directed to the ‘Home Page’. In this panel you will be able to select a live display of your choice (for example, graphical attendance data). Rather than searching through different panels to find information, the home screen gives you a quick and easy view of real-time data.

The screenshot displays the Workflow Infinity homepage for user Archie Butler. The interface includes a sidebar menu with options like Roster Management, Personnel, Attendance, Absences, Cost Centre, Job Costing, Tracking, Reporting, Setup, Hardware, and Advanced. The main content area features a weather widget for London (14°C, overcast clouds) and a weekly temperature forecast. Below this is an 'Attendance summary' donut chart and an 'Attendance information for employees' table for Friday, 13th May 2022.

**Attendance summary**

Legend: Attended (Green), Missing (Red), Absent (Yellow), Holiday (Orange)

**Attendance information for employees** (All Employees as at Friday, 13th May 2022 09:56)

Name	Planned start	Actual start	Latest booking	Absences	Status
Levens, Wendy (38)	09:30 [Work]		Thu 12/05/2022 16:01	Working From Home	Absent
Huggard, Emma (39)	09:30 [Work]	08:50	Fri 13/05/2022 08:50		Attended
Prudence, Neil (9)	09:00 [Work]		Thu 05/05/2022 11:38	Working From Home	Absent
Fippard, John (64)	09:00 [Work]			Paternity	Absent
Burrill, Martin (28)	09:00 [Work]		Fri 21/01/2022 17:00	Working From Home	Absent
Stratford, Steve (35)	09:00 [Work]		Mon 14/03/2022 17:30	Working From Home	Absent
Walsh, Mark (36)	09:00 [Work]	08:35	Fri 13/05/2022 08:35		Attended
Almeida, Sara (40)	09:00 [Work]	07:55	Fri 13/05/2022 08:18		Attended
Scott, Andre (16)	09:00 [Work]	07:51	Fri 13/05/2022 07:51		Attended
Butler, Archie (44)	09:00 [Work]	08:17	Fri 13/05/2022 08:17	Sickness (paid)	Attended



*'Notifications & alerts presented in real-time.'*

## To-do List

The Workflow Infinity To-do list acts as a notification hub for the software. The To-Do List can be emailed to line managers at a set time to ensure they are managing their employees; below are a few examples you could receive on your To-Do List as a Connected User...

On the To-Do List, users can view all the tasks that need attention on a daily/ weekly monthly basis.

Get Absence Management notifications such as leave requests awaiting decisions, absences requiring a return-to-work interview etc.

You can also receive Attendance Adjustment notifications. For example, when an employee forgets to clock in or out, the system's To-Do List will flag this up as a missed booking for your users to attend to.

Another example of notifications you can receive would be the HR Alerts. For instance, if a training qualification is due to or has expired, return to work interview is due or if an appraisal needs to be carried out, plus many more notifications...

The screenshot displays the Workflow Infinity user interface. At the top, the user is identified as Archie Butler. A navigation sidebar on the left includes options like Home, Roster Management, Personnel, Attendance, Absences, Cost Centre, Job Costing, Tracking, Reporting, Setup, Hardware, and Advanced. The main content area shows a weather forecast for London (9°C, overcast clouds) and a 'To-do List' section. This section is organized into categories: Absence Management (with 44 total items), Attendance Adjustments (with 419 total items), Training and Qualifications (with 3 expired items for Archie Butler), and Appraisals (with 1 item for Neil Prudence). Each item in the list includes a brief description and a link to view details.



*'Record employee information online.'*

## Personnel (HR)

Workflow Infinity comes with its own Personnel module, it acts as a simple HR feature that allows users to store and view employee information in one central location. Permissions can be set within the system to allow certain users to have access to the information and restrictions for others. Reports can be generated on personnel records making it easy to reflect on contact information, training qualifications, employee history and much more. The Personnel module provides notifications to the To-Do List when training qualifications are due to expire, or appraisals are coming up.

Workflow Infinity has the ability to link with existing HR systems, whether you are looking to fully integrate or limit the integration to certain modules – our projects team will create a specification with you to ensure an accurate integration.

The screenshot displays the Workflow Infinity Personnel module interface. The top section shows a list of personnel records with columns for ID, Badge, First Name, Last Name, Paylink, ID Code/PIN, COMPANY, DEPARTMENT, REPORTS TO, and Period Schedule. Below this, there is a 'Training' section with a table showing training records, including columns for ID, Skill, Skill Level, Date Of Expiry, Date And Time, Date Of Completion, Course Passed?, and Certificate Issued?. The bottom section shows 'Personnel documents - Training and Qualification' with a table listing training and qualification records, including columns for ID, Description, Date And Time, File Size, Category, Authorisation, Finalised?, and Authorized by.

ID	Badge	First Name	Last Name	Paylink	ID Code/PIN	COMPANY	DEPARTMENT	REPORTS TO	Period Schedule
8	250688	Ryan	Carroll	1	null	Wiggrove Ltd	Engineers	NEL	09:00-17:30 M-Tu-17:00-Fr
9	8	Rail	Krutzance	4		Wiggrove Ltd	Engineers	ANDRE	09:00-17:30 M-Tu-17:00-Fr
11	783430	Den	Cooper	2		Wiggrove Ltd	Engineers	ANDRE	09:00-17:30 M-Tu-17:00-Fr
16	16	Andie	Scott	3		Wiggrove Ltd	Engineers	ANDRE	09:00-17:30 M-Tu-17:00-Fr
28	9	Martin	Burill	BUC68568		Wiggrove Ltd	Engineers	ANDRE	09:00-17:30 M-Tu-17:00-Fr
25	0	Stacie	Storford			Wiggrove Ltd	Engineers	NEL	09:00-17:30 M-Tu-17:00-Fr
26	0	Mark	Wain			Wiggrove Ltd	Engineers	NEL	09:00-17:30 M-Tu-17:00-Fr
58		Wendy	Lewis			Wiggrove Ltd	Engineers	NEL	09:55-14:00 M-Fr
20		Emma	Huggard			Wiggrove Ltd	Engineers	NEL	09:30-14:00 M-Fr
40	12588833	Sara	Abreside			Wiggrove Ltd	Engineers	ANDRE	09:00-17:30 M-Tu-17:00-Fr

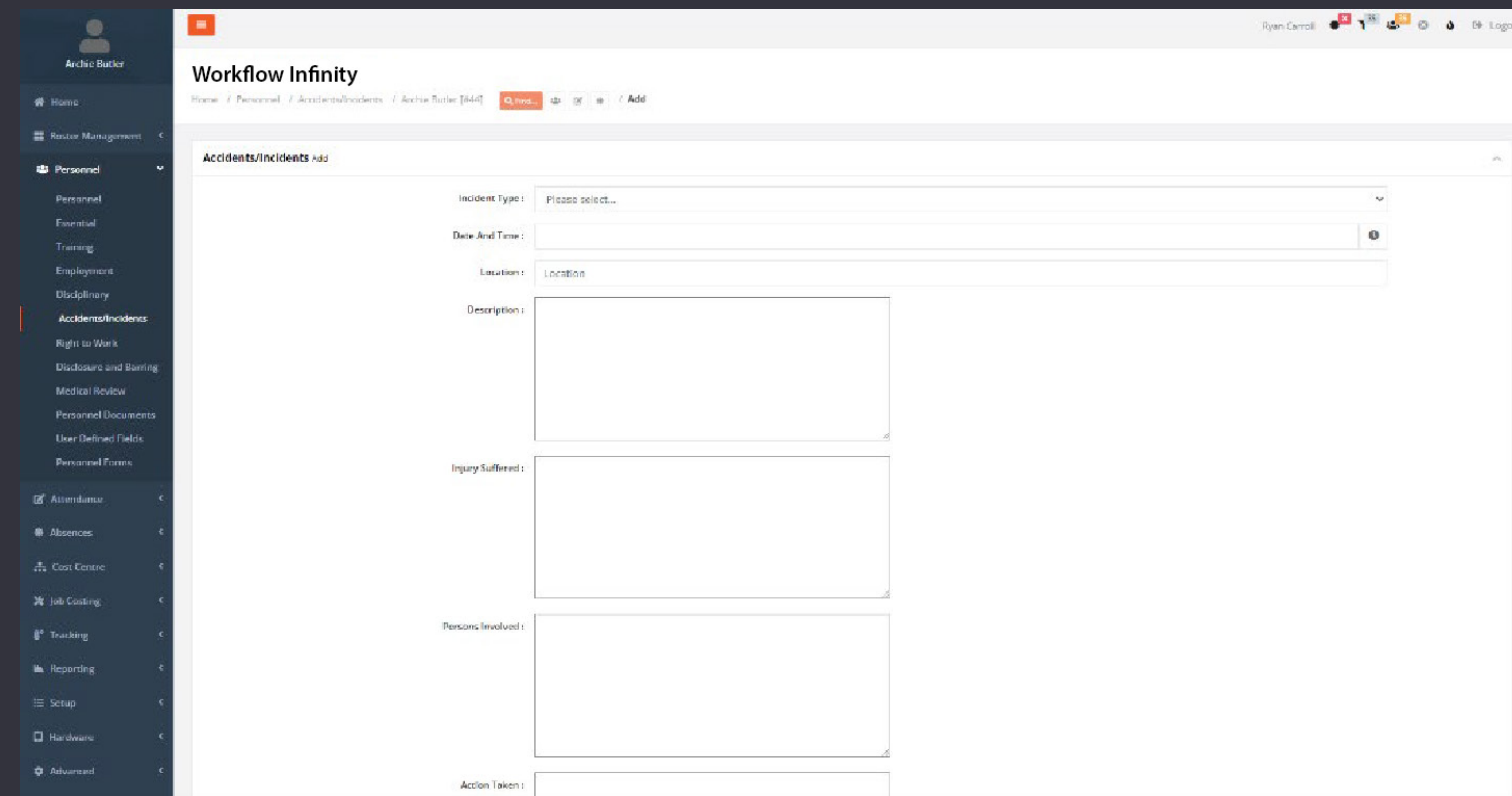
ID	Skill	Skill Level	Date Of Expiry	Date And Time	Date Of Completion	Course Passed?	Certificate Issued?
523	ELECTRICAL CERTIFICATES	0	-	01/05/2026 09:00	08/05/2027 09:00	Yes	Yes

ID	Description	Date And Time	File Size	Category	Authorisation	Finalised?	Authorized by
519	Manual Handling Certificate	Fri 16/12/2021 09:12	209,7152 bytes	Training and Qualification	Approved	Yes	Admin

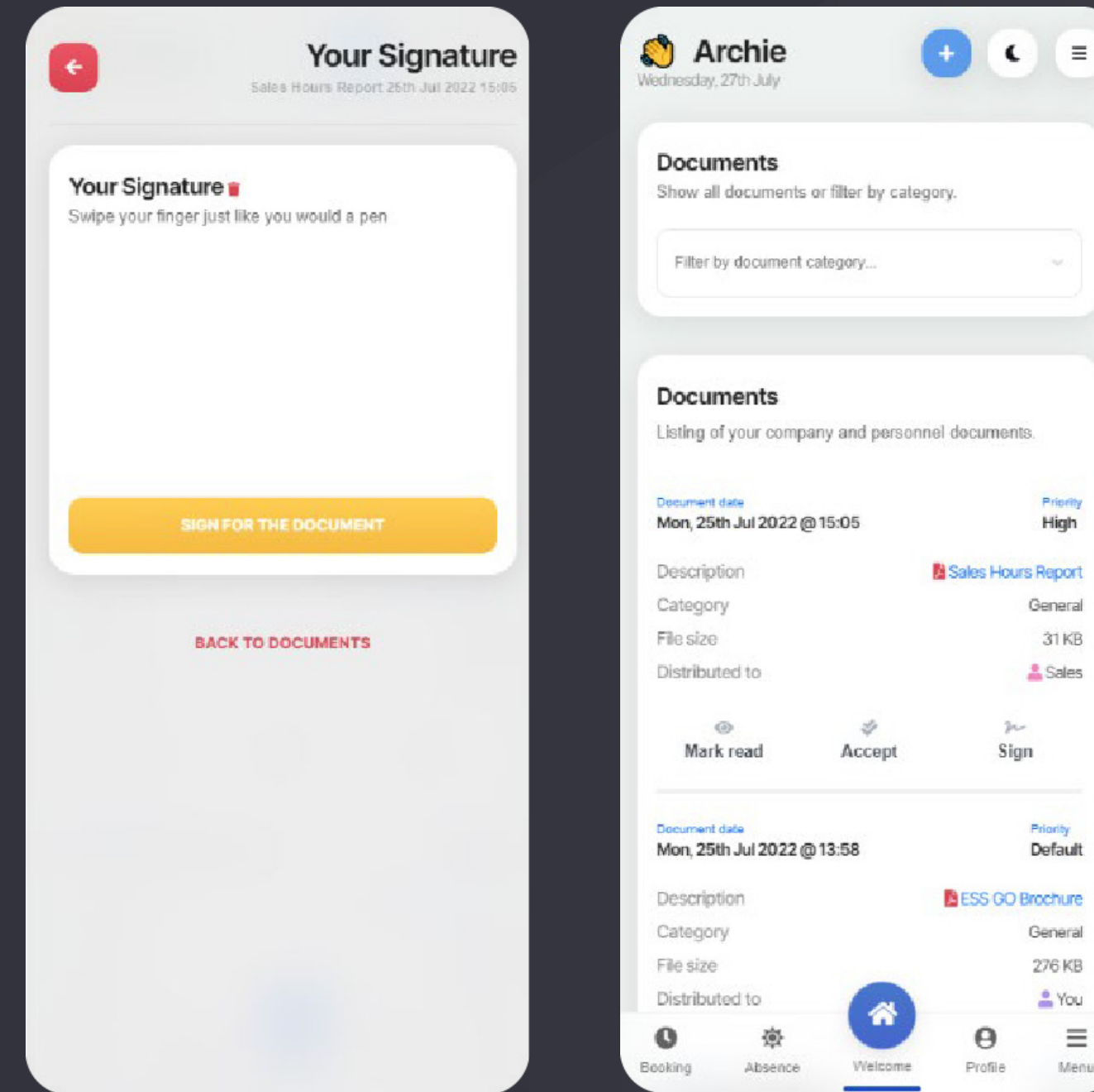


**In the Personnel Module you are able to store the following employee information...**

- Contact Information
- Appraisal Scheduling
- Company Vehicle Details
- Training Qualifications
- Employment Records
- Disciplinary Records
- Accident/Injury Forms
- Right to Work Forms
- DBS Checks
- Medical Reviews
- Skills Matrix



**Document Management System**



• Upload documents against the employee, company or specific grouping such as department

• Read/Accept/Sign ability on documents within the Employee App

• Multiple uploading formats (Video, PDF, Audio etc.)

• Get Notifications for employee's who have & haven't Read/Accepted/Signed the document





*‘Developed to provide an accurate solution for processing attendance data.’*

## Attendance

The Workflow Infinity Attendance module involves a comprehensive platform for shift calculations and analysis. The platform is developed to support unlimited period schedules whether that be standard shifts, flexitime or rotating shifts.

Workflow Infinity supports multiple bookings in a day allowing for you to give employees the responsibility to clock in and out for breaks. Furthermore, Workflow Infinity supports various overtime calculations which can be authorised by users. During the implementation stage of your Workflow Infinity system, our projects team will work with you to ensure all your requirements/rules are implemented for a smooth working system.

The screenshot displays the Workflow Infinity Attendance Adjustments interface. On the left, a sidebar menu lists various system functions. The main content area is divided into two panels: a calendar and a data table.

**Calendar Panel:** Shows a calendar for April 2022. The 5th and 15th are highlighted in orange, and the 18th is highlighted in yellow.

**Attendance Adjustments Panel:** Contains a table with the following data:

Date selected		Fri 29 Apr 2022					
Period schedule		09:00-17:30 M-Th 17:00 Fr					
Pay period selected		Mon 25 Apr 2022 - Sun 01 May 2022					
		Authorisation	Total	£ Total			
			32.45	£491.25			
Wk/Day	Date	Schedule	Taken absence(s)	Booking(s)	Authorisation	Total	£ Total
1 Mon	25/04/2022	09:00-17:30 60 min lunch deducted		08:13-17:30 (2)	Approved	08:15	£127.50
1 Tue	26/04/2022	09:00-17:30 60 min lunch deducted		08:28-17:30 (2)	Approved	08:00	£122.50
1 Wed	27/04/2022	09:00-17:30 60 min lunch deducted		08:17-17:46 (2)		08:30	£132.50
1 Thu	28/04/2022	09:00-17:30 60 min lunch deducted		08:19-17:40 (2)		08:00	£122.50
Booking(s) awaiting calculation							
Day	Date	Time	Type	Authorisation			

At the bottom of the interface, it indicates "Record 12 of 36 - Archie Butler (#44)".



## Attendance

- **Attendance Adjustments:** Provides an in-depth weekly report of an individual's clocking times, this is then split into the correct pay period totals for that day so you can view an employee's total hours & earnings. In this section, users can approve/decline overtime and adjust hours paid at each rate. A full audit will always be kept of any changes that are made to an individual's bookings.

- **Anomalies:** A listed view of all anomalies within the system (e.g., If an individual forgets to clock in or out) This can be filtered for different rates of pay, costs and static registers.

- **OneTouch:** In this panel you will be provided with summarised information on an individual's weekly shifts, total hours for each day as well as total costs for each day, optimized for simple viewing and ease of use on a phone or tablet.

- **Regulations:** View working time regulations as well as a graphical view of working time infringement summary

The screenshot shows the 'Workflow Infinity' interface for 'Archie Butler (#44)'. The left sidebar contains navigation options: Home, Roster Management, Personnel, Attendance (selected), Adjustments, Anomalies, Display Panel, OneTouch, Regulations, Absences, Cost Centre, Job Costing, Tracking, Reporting, Setup, Hardware, and Advanced. The main content area is titled 'OneTouch' and displays a summary for 'Butler, Archie (#44)' on '29/04/2022'. It shows a weekly overview for '25th Apr 2022 - 1st May 2022' with a total of 32.45 hours and a cost of £491.25. Below this, it breaks down the data by day:

Day	Date	Summary	Hours	Cost
1 Mon	25th Apr 2022	09:00-17:30 60 min lunch deducted [C]	08:13-17:30	08:15 / £127.50
1 Tue	26th Apr 2022	09:00-17:30 60 min lunch deducted [C]	08:28-17:30	08:00 / £122.50
1 Wed	27th Apr 2022	09:00-17:30 60 min lunch deducted [C]	08:17-17:46	08:30 / £121.50



*'Build Rota's with ease and ensure all business areas are covered.'*

## Rostering

Rostering and staff scheduling are essential tools for a number of business sectors such as, hospitality, care, recruitment (just to name a few) would all benefit from our new Rostering Add On. This brilliant tool allows you to build Rota's with ease, to ensure you're covering the right areas with the correct employee levels and skill sets. While building your Rota's, you can check you're keeping within budget, by seeing your actual totals and costs along the way.

- Create rosters along any groupings/ employment status for any period, e.g., 3-day, 7-day, 30 day etc.
- Fast roster preparation with schedule shortcuts, e.g., 9-17 translates to 09:00-17:00 but users can also type, e.g., DAY or NIGHT.
- On-the-fly schedule creation for future use.
- Real-time roster and actual totals calculated as roster is being prepared.
- Real-time roster and actual costs calculated as roster is being prepared.
- Ability to assign employees to different departments/locations.
- Assign tasks to employees.

The screenshot displays the 'Workflow Infinity' Rostering Management interface. The user is logged in as Archie Butler. The main view is 'Manage Rosters' for an 'Open Roster' covering the period from Monday, 25th April 2022 to Sunday, 1st May 2022. The interface includes a sidebar with navigation options like Home, Roster Management, Personnel, Attendance, Absences, Cost Centre, Job Costing, Tracking, Reporting, Setup, Hardware, and Advanced. The main area shows a grid of employee rosters with columns for each day of the week. The grid includes columns for 'COMPANY', 'DEPARTMENT', and 'Roster...'. The roster data is organized into sections: Groupings, Tesis, Absences, Swipes, Schedules, Total Hours, Actual Hours, Diff Hours, Total Costs, Actual Costs, Diff Costs, Notifications, and Memo. Each row represents an employee, and the cells contain their assigned shifts, such as '09:00-17:30 60 min lun' or 'Rest Day x1.5 [D,C]'. The interface also features various filters and controls like 'Full-screen?', 'Calculate?', 'Auto-save?', 'Continue?', and 'Disk copy?'.



- Cost Centre totals, e.g. if employees are working in different department/ location for parts of the period rostered.

- Roster can display bespoke totals and data sources, e.g. staff coverage, personnel counts, other company metrics and even the weather on the day.

- Ability to copy roster between periods, copy to/from Excel, copy individual shifts on the roster itself, export to PDF and email the roster (all shifts or only those that have changed).

- Split shifts and multiple shifts on the day.

- System supports budgeting and scheduling levels, e.g. we require 5 people working 08:00-20:00.

- SmartRoster uses AI to automatically prepare rosters given a set of company constraints, i.e. training, qualifications, skill sets, etc.

The screenshot shows the 'Workflow Infinity' Roster Management interface. On the left is a sidebar with a user profile for Archie Butler and navigation options: Home, Roster Management (Manage Rosters, Scheduling Levels, Schedule Constraints, Budgeting), Personnel, Attendance, Absences, Cost Centre, Job Costing, Tracking, Reporting, Setup, Hardware, and Advanced. The main content area is titled 'Manage Rosters Open Roster' and shows a roster for 'All Employees' from Monday, 25th April 2022 to Sunday, 1st May 2022. The roster table has columns for dates and rows for employees. It includes a 'Select information...' dropdown with options like Groupings, Tasks, Absences, Swipes, Schedules, Total Hours, Actual Hours, Diff Hours, Total Costs, Actual Costs, Diff Costs, Notifications, and Memo. The table shows shift times, actual hours, and costs for employees like Andre Scott and Martin Burill. A 'Manage Rosters' dropdown is visible at the top of the main area.



## 'Manage absences using Workflow Infinity's extensive statistics and management platform to authorise.'

### Absences

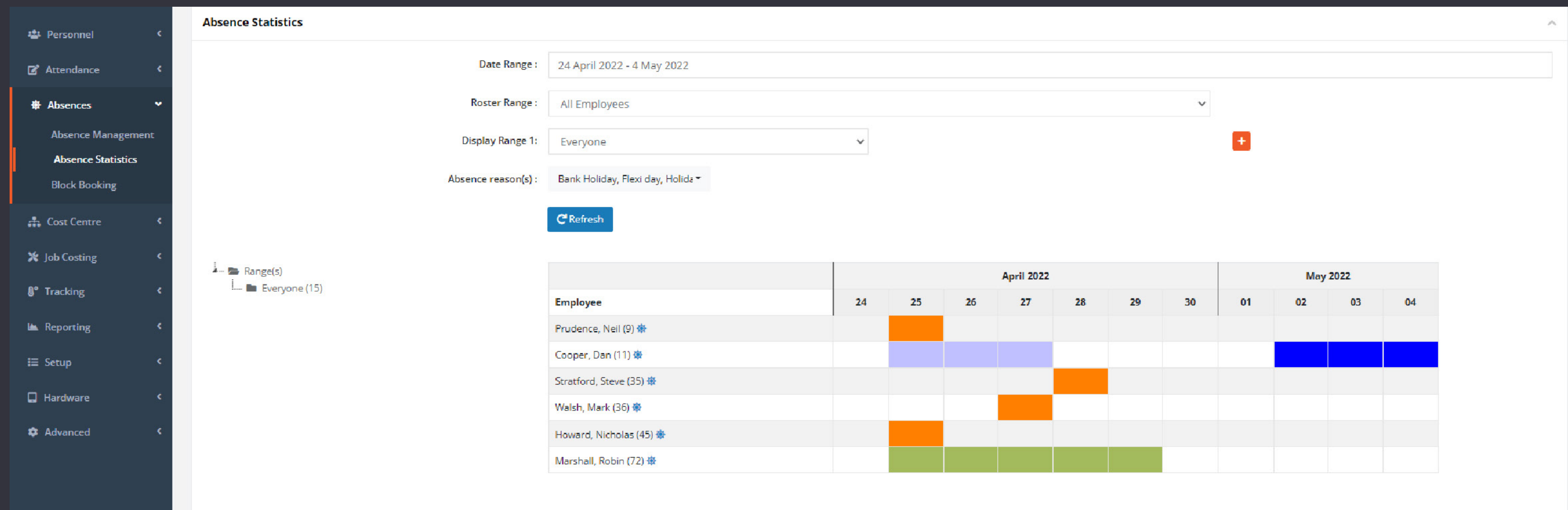
Workflow Infinity Absence Management provides a calendar view of an employee's absences, users have the option to manage absences in various ways. Users can give the employees responsibility when it comes to booking absences via the 'book an absence' section in the employee app. Requests then get sent to the users account accompanied by an email notification

to authorise that absence request. Alternatively, users can book absences on the employees' behalf or optimise both ways at the same time!

Absence Statistics enables users to analyse authorised absences and compare these with a request, by using the statistics panel users can determine whether a request can

be approved, or declined based on permutations to ensure the correct staffing levels (e.g., a reduction of first aid qualified employees on site at that time).

Additional features include a return-to-work interview, absence block booking and absence entitlement policies.





The screenshot displays the 'Absence Management' interface for 'Archie Butler (#44)'. The main area shows a calendar view for the years 2020 through 2024. The calendar is organized by month, with days of the week (Mo, Tu, We, Th, Fr, Sa, Su) listed at the top of each month. Various dates are highlighted in different colors, indicating different absence categories or statuses. For example, in 2022, several dates in March, April, and May are highlighted in yellow and orange. The interface also includes a sidebar with navigation options and a search bar at the top.

The absence management information panel can be customised to the clients exact requirements.



# 'Analyse rates of pay for various processes with Workflow Infinity.'

## Cost Centre

At NTD, we know the importance of budgeting and keeping track of your costs in various departments and sectors of your business. This is why we have incorporated Cost Centre Management into Workflow Infinity.

Your employees can clock on/off the different Cost Centers they are working in, allowing the system to calculate their hourly rate based on the role they are working. Managers then have the ability to report on this to track and budget company costs effectively and accurately.

- Add hourly rates for different departments/job roles
- Remuneration polices can be assigned to your employees
- Unlimited Cost Centers can be added to ActIn Time Connected by your users
- Employees can clock on/off Cost Centers using a phone, tablet or PC
- Variety of Reports and Exports allowing you to extract data easily, in the format you require
- Cost Centre Adjustments screen to allow you to edit the recorded data manually, if required

Wk/Day	Date	Schedule	Employee	Start/Stop	Cost Centre	Auto	Rate	Cost	Time
1 Tue	17/01/2017	wBasic Shift	Prudence, Neil (9)	09:00-17:00 (2)	Support	No	Basic	£8.00	08:00
1 Mon	30/01/2017	wBasic Shift	Prudence, Neil (9)	09:00-17:00 (2)	Support	No	Basic	£8.00	08:00
1 Tue	31/01/2017	wBasic Shift	Carroll, Ryan (8)	10:06-17:00 (2)	Sales	No	Basic	£6.90	06:54
1 Tue	31/01/2017	wBasic Shift	Prudence, Neil (9)	08:52-11:46 (2)	Support	No	Basic	£2.90	02:54
1 Mon	20/02/2017	wBasic Shift	Prudence, Neil (9)	08:00-17:00 (2)	Support	No	Basic	£9.00	09:00
1 Tue	21/02/2017	wBasic Shift	Prudence, Neil (9)	08:16-17:00 (2)	Support	No	Basic	£8.73	08:44
1 Wed	22/02/2017	wBasic Shift	Prudence, Neil (9)	08:23-17:00 (2)	Support	No	Basic	£8.62	08:37
1 Thu	23/02/2017	wBasic Shift	Prudence, Neil (9)	08:33-18:00 (2)	Support	No	Basic	£9.45	09:27
1 Sat	13/01/2018	Saturday Rest Day	Prudence, Neil (9)	08:00-12:00 (2)	Support	No	Basic	£0.00	00:00
1 Thu	21/06/2018	[cc 1] Wisegrove - Engineer	Prudence, Neil (9)	10:43-10:44 (2)	Admin	No	Basic	£0.02	00:01
1 Thu	21/06/2018	[cc 1] Wisegrove - Engineer	Prudence, Neil (9)	10:46-13:00 (2)	Admin	No	Basic	£2.23	02:14
1 Thu	01/11/2018	[cc 1] Wisegrove - Engineer	Carroll, Ryan (8)	12:07-13:18 (2)	Admin	No	Basic	£1.18	01:11
1 Thu	01/11/2018	[cc 1] Wisegrove - Engineer	Prudence, Neil (9)	12:12-13:18 (2)	Admin	No	Basic	£1.10	01:06
1 Thu	01/11/2018	[cc 1] Wisegrove - Engineer	Prudence, Neil (9)	13:18-13:27 (2)	Workshop	No	Basic	£0.15	00:09
1 Thu	01/11/2018	[cc 1] Wisegrove - Engineer	Prudence, Neil (9)	13:27-13:27 (2)	Pick	No	Basic	£0.00	00:00
1 Thu	01/11/2018	[cc 1] Wisegrove - Engineer	Prudence, Neil (9)	15:39-15:40 (2)	Admin	No	Basic	£0.02	00:01
1 Thu	01/11/2018	[cc 1] Wisegrove - Engineer	Prudence, Neil (9)	15:40-15:45 (2)	Pick	No	Basic	£0.25	00:05
1 Thu	01/11/2018	[cc 1] Wisegrove - Engineer	Prudence, Neil (9)	16:42-16:45 (2)	Workshop	No	Basic	£0.00	00:00
1 Thu	01/11/2018	[cc 1] Wisegrove - Engineer	Prudence, Neil (9)	16:45-16:00 (2)	Pack	No	Basic	£0.50	00:15
1 Mon	19/11/2018	[cc 1] Wisegrove - Engineer	Carroll, Ryan (8)	16:56-16:58 (2)	Admin	No	Basic	£0.03	00:02
1 Mon	19/11/2018	[cc 1] Wisegrove - Engineer	Carroll, Ryan (8)	16:58-16:58 (2)	Sales	No	Basic	£0.00	00:00
1 Mon	19/11/2018	[cc 1] Wisegrove - Engineer	Carroll, Ryan (8)	16:58-16:58 (2)	Admin	No	Basic	£0.00	00:00
1 Thu	17/01/2019	[cc 1] Wisegrove - Engineer	Prudence, Neil (9)	17:00-22:22 (1)	Pick	No	Basic	£0.00	00:00



*'Analysing costs on your workforce has been simplified with Workflow Infinity's job costing module.'*

## Job Costing

Workflow infinity allows you to manage all your client jobs accurately and efficiently. Employees can book time against their allocated jobs, upload images and get a digital signature of completed jobs all directly in the web app. Streamline your job management and track costs from anywhere in the world with the Cloud Job Tracking add-on.

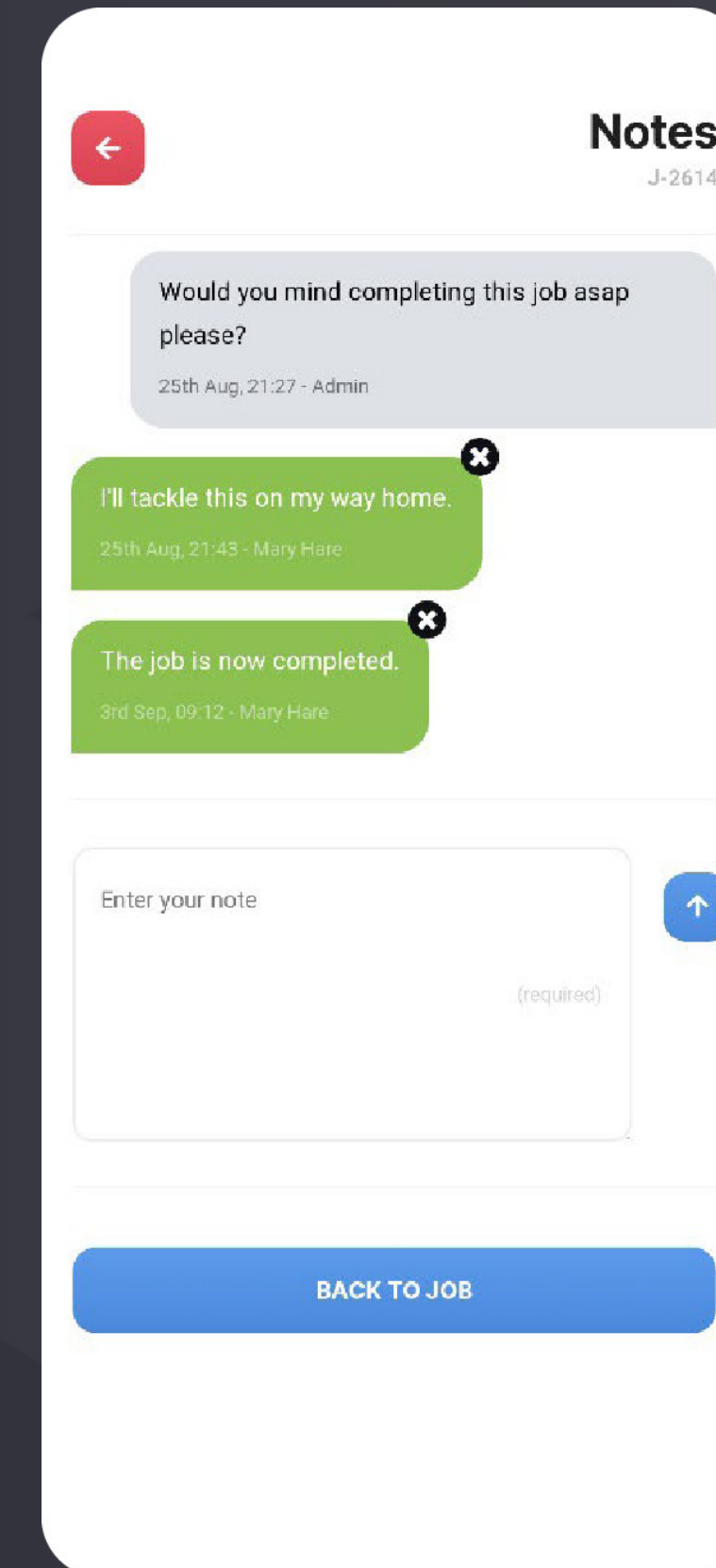
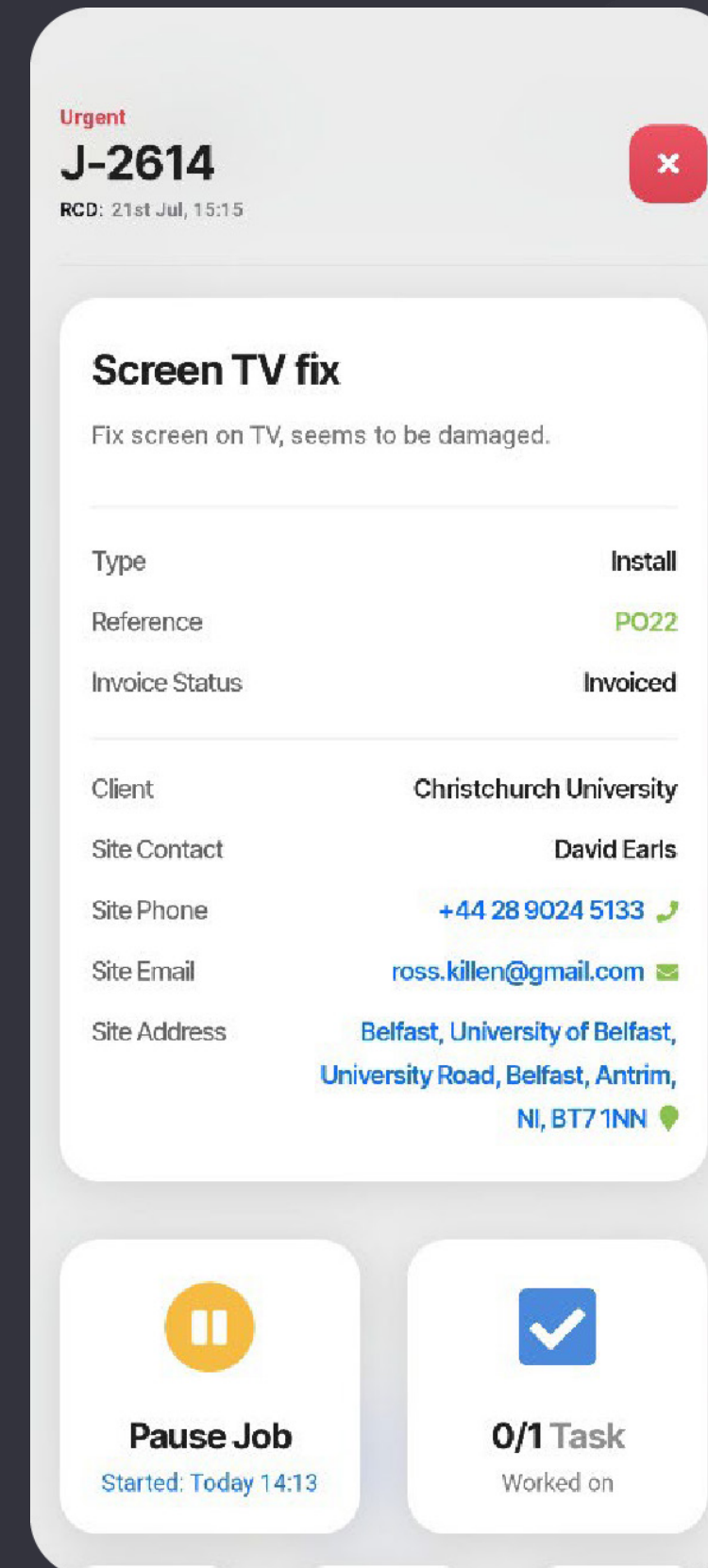
The screenshot shows the Workflow Infinity Job Costing module interface. The sidebar on the left contains navigation options: Home, Roster Management, Personnel, Attendance, Absences, Cost Centre, Job Costing (selected), Adjustments, Jobs, Job Documents, Job Photos, Job Forms, Tracking, Reporting, Setup, Hardware, and Advanced. The main area displays a 'Jobs' list with filters for Client, Site, Priority, Invoiced, Job Type, Recurs?, Status, and Assignee. A table below shows job entries with columns for Id, Title, Client, Site, RCD, Priority, Invoiced, Job Type, Recurs?, Assignee, and Status.

Id	Title	Client	Site	RCD	Priority	Invoiced	Job Type	Recurs?	Assignee	Status
J-2418	<a href="#">82024 (Catterick)</a>			-				No		🟢
J-2417	<a href="#">76802 (Catterick)</a>			-				No		🟢
J-2416	<a href="#">96147 (Catterick)</a>			-				No		🟢
J-2415	<a href="#">96136 (Catterick)</a>			-				No		🟢
J-2414	<a href="#">96145 (Catterick)</a>			-				No		🟢
J-2413	<a href="#">96139 (Catterick)</a>			-				No		🟢





- Employees can start/stop their time on a particular job.
- Record parts they have used on a job.
- Employees and managers can record job notes.
- Employees and managers can upload documents, e.g., site maps, health and safety guidelines, etc.
- Employees and managers can upload photos, e.g., photo of the problem, photo of the solution, completed jobs, etc.
- Managers can design bespoke forms which employees must fill out to complete the job.
- Employee's can obtain the client's signature and also sign off on the job themselves.
- Employee's can have access to client/site contact details and obtain directions or make contact with the client/site from within the app.





## 'Do you need a quick view to find out whether members of staff have left the building?'

### ADP

The ADP provides users with a fast method of viewing exactly which employees are currently on-site. Users can also view dates & times their employees have clocked in/out as well as what site they last booked from. The 'notify on return' function can be used as a notification when an employee clocks back in.

Show  entries

Search:

Copy CSV Excel PDF Print

Showing 21 to 35 of 35 entries

Notify on return	Employee ID	Payroll	Known As	Badge	First Name	Last Name	Date and Time	Reader Direction	Zone	Reader Description	Person Status	COMPANY	DEPARTMENT	REPORTS TO	PAY TYPE	Group
<b>In</b>																
No	39		Huggard, Emma		Emma	Huggard	Thu 28/04/2022 08:38	In			Employee	Wisegrove Ltd	Engineers	NEIL	Weekly	Web
No	40		Almeida, Sara	12588823	Sara	Almeida	Thu 28/04/2022 07:49	In			Employee	Wisegrove Ltd	Engineers	ANDRE	Weekly	Web
No	43		Lee, Jessica	0	Jessica	Lee	Thu 28/04/2022 08:45	In			Employee	Wisegrove Ltd				
No	44	1	Butler, Archie	2697931	Archie	Butler	Thu 28/04/2022 08:19	In			Employee	Wisegrove Ltd	Sales	ANDRE	Salary	
No	45		Howard, Nicholas		Nicholas	Howard	Thu 28/04/2022 08:37	In			Employee	Wisegrove Ltd	Engineers	NEIL	Weekly	Web
No	46		Hancox, Jack		Jack	Hancox	Thu 28/04/2022 08:35	In			Employee	Wisegrove Ltd	Engineers	ANDRE	Weekly	Web
No	8	1	Carroll, Ryan	2365686	Ryan	Carroll	Thu 28/04/2022 08:15	In			Employee	Wisegrove Ltd	Engineers	NEIL	Weekly	Web
No	16	3	4 Scott, Andre	16	Andre	Scott	Thu 28/04/2022 08:23	In			Employee	Wisegrove Ltd	Engineers	ANDRE	Weekly	Web
<b>Out</b>																
No	28	8u568568	Burrill, Martin	9	Martin	Burrill	Fri 21/01/2022 17:00	Out	Head Office - Offsite (WISEGROVE)	OUT	Employee (part time)	Wisegrove Ltd	Engineers	ANDRE	Salary	Web
No	9	4	Prudence,Neil	3	Neil	Prudence	Wed 20/04/2022 17:30	Out	Remote worker Out (Off site)	Out- Off Site	Employee	Wisegrove Ltd	Engineers	ANDRE	Weekly	Web

Previous 1 2 3 4 Next

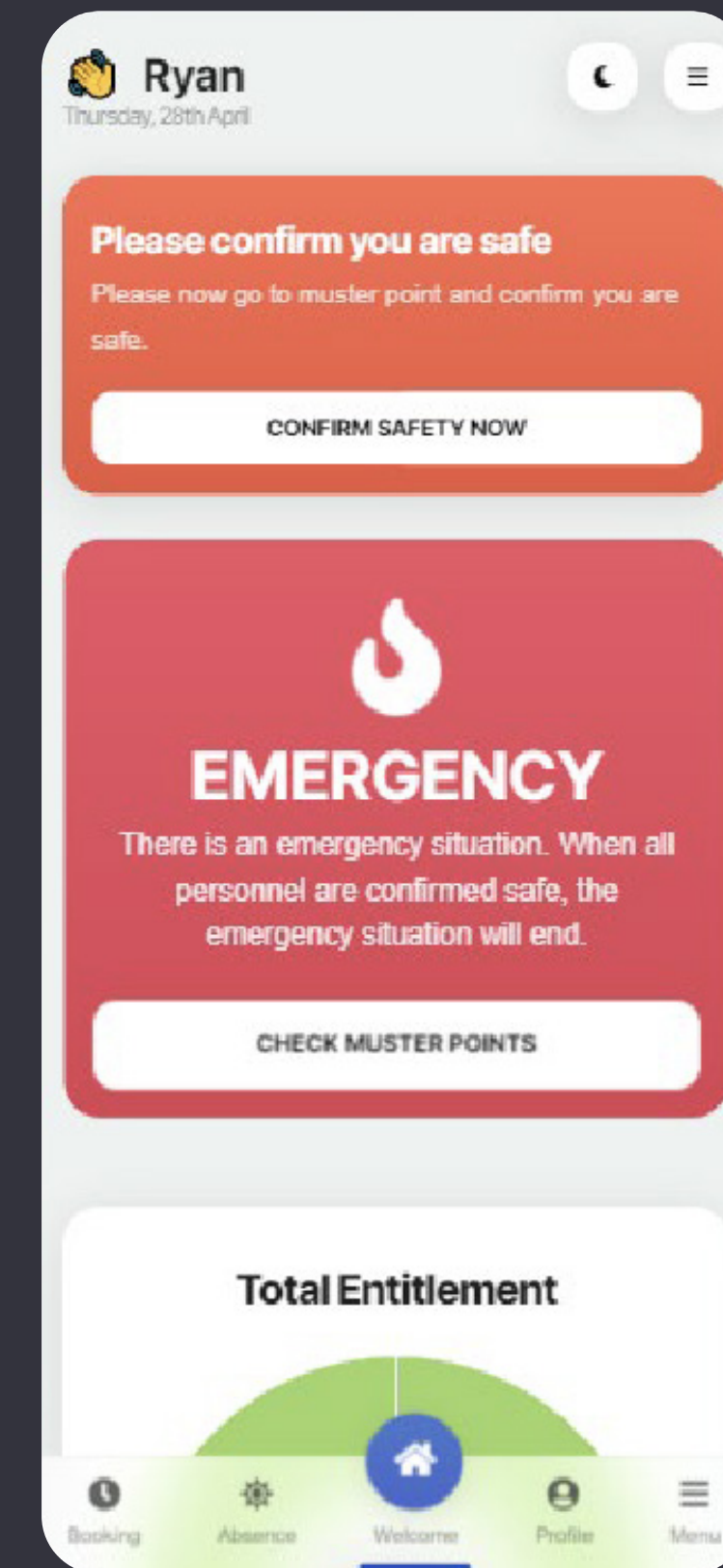
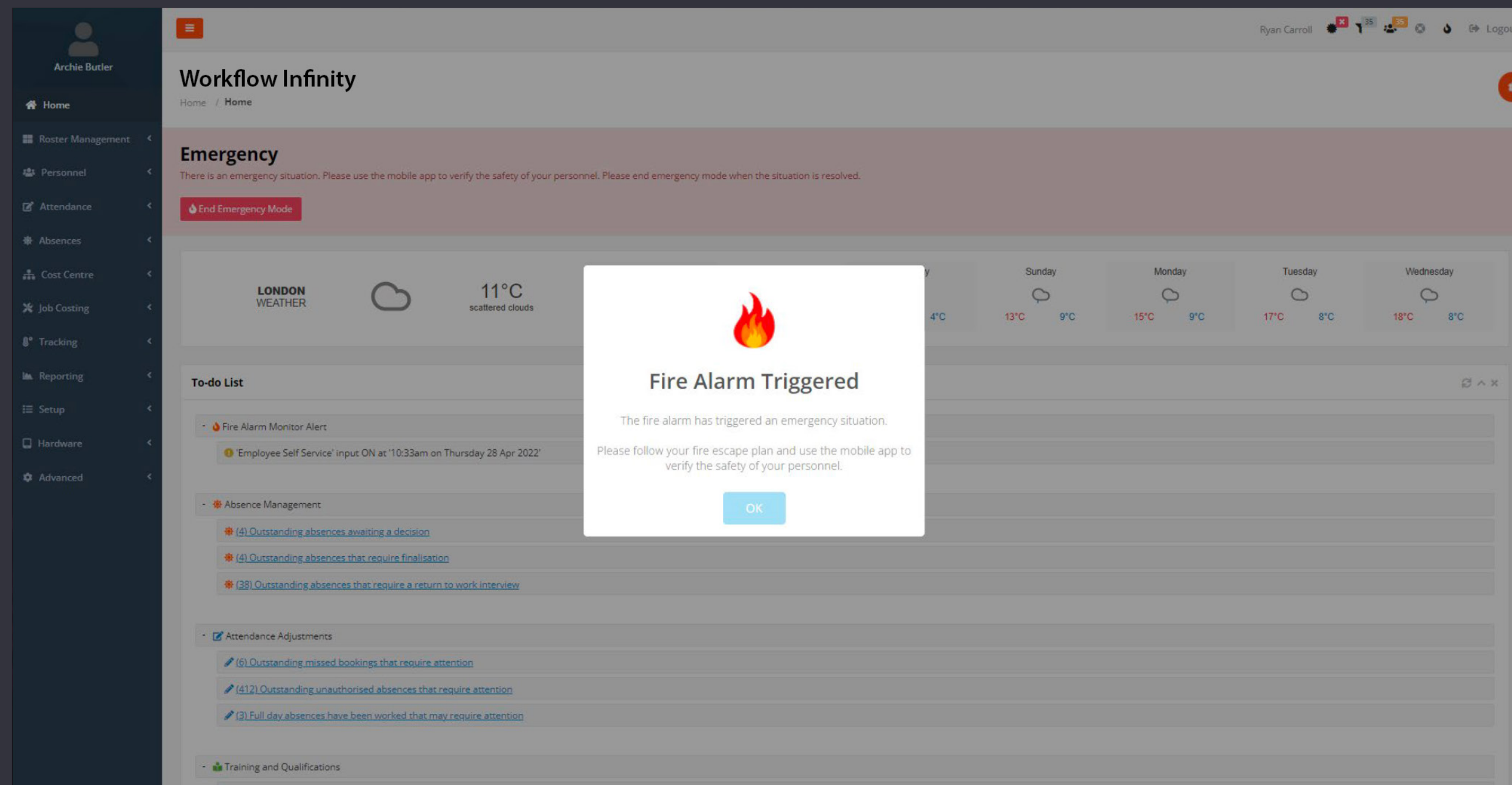


*‘A vital part of any business is ensuring the safety of your workforce. The Fire Roll Call features of Workflow Infinity make that easier.’*

## Fire roll call

A vital part of any business is ensuring the safety of your workforce. The Fire Roll Call features of Workflow Infinity make that easier, by allowing Fire Marshals and Directors to be alerted in the event of a Fire Alarm being

raised. It also gives the employees the ability to mark their safety through a muster point or a web app, these essential features help you keep your company and employees safe.

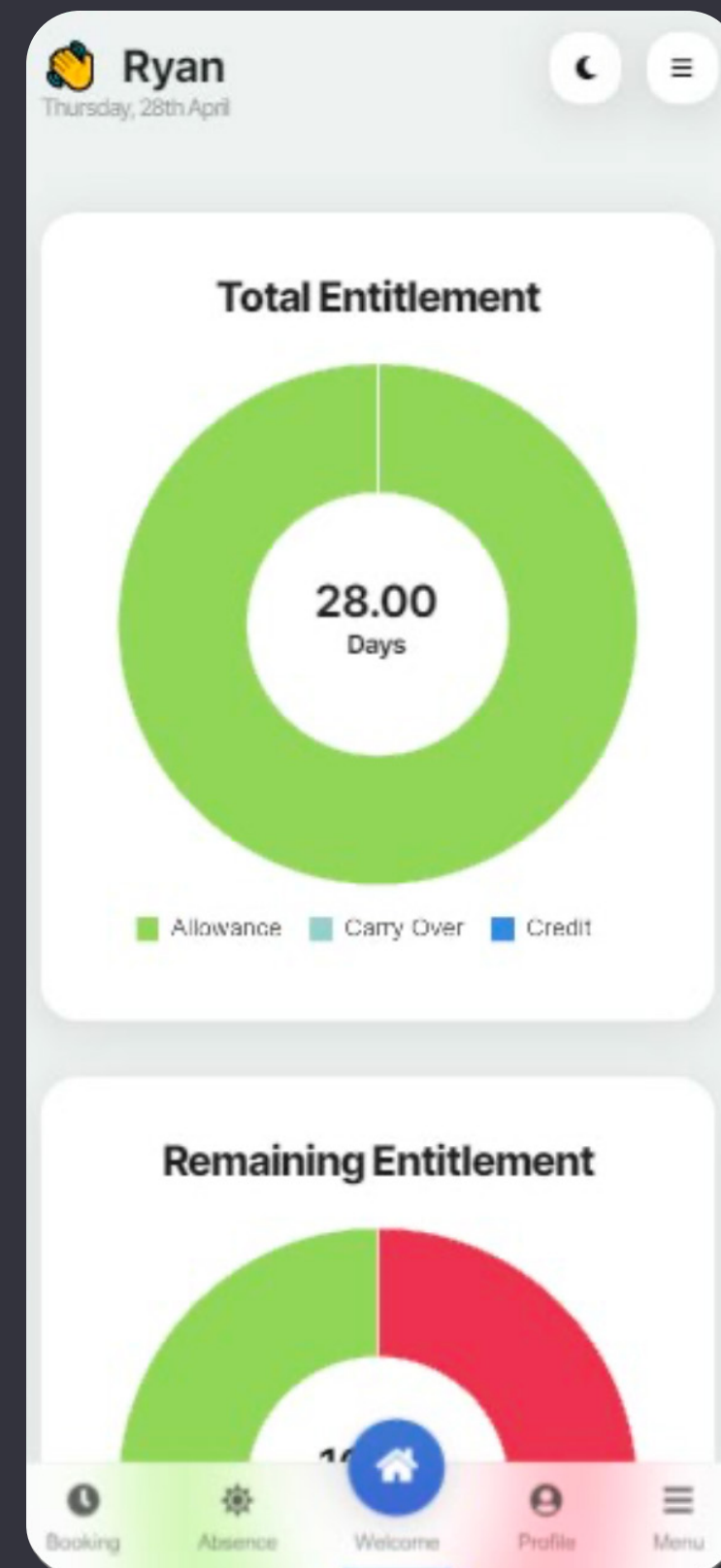


- App and PC users are immediately notified of a fire alarm event.
- Employees can click to register their safety at an assembly/muster point.
- Muster points are defined on Google Maps as polygons.
- Employees can also mark themselves safe in the event of an emergency via the app.
- The system will record whether they are at the muster point, near the muster point or if their location couldn't be obtained/too far away.
- Fire marshals in the company can check the muster point attendance on their app and/or mark employees as safe. The fire marshal can also end the emergency.

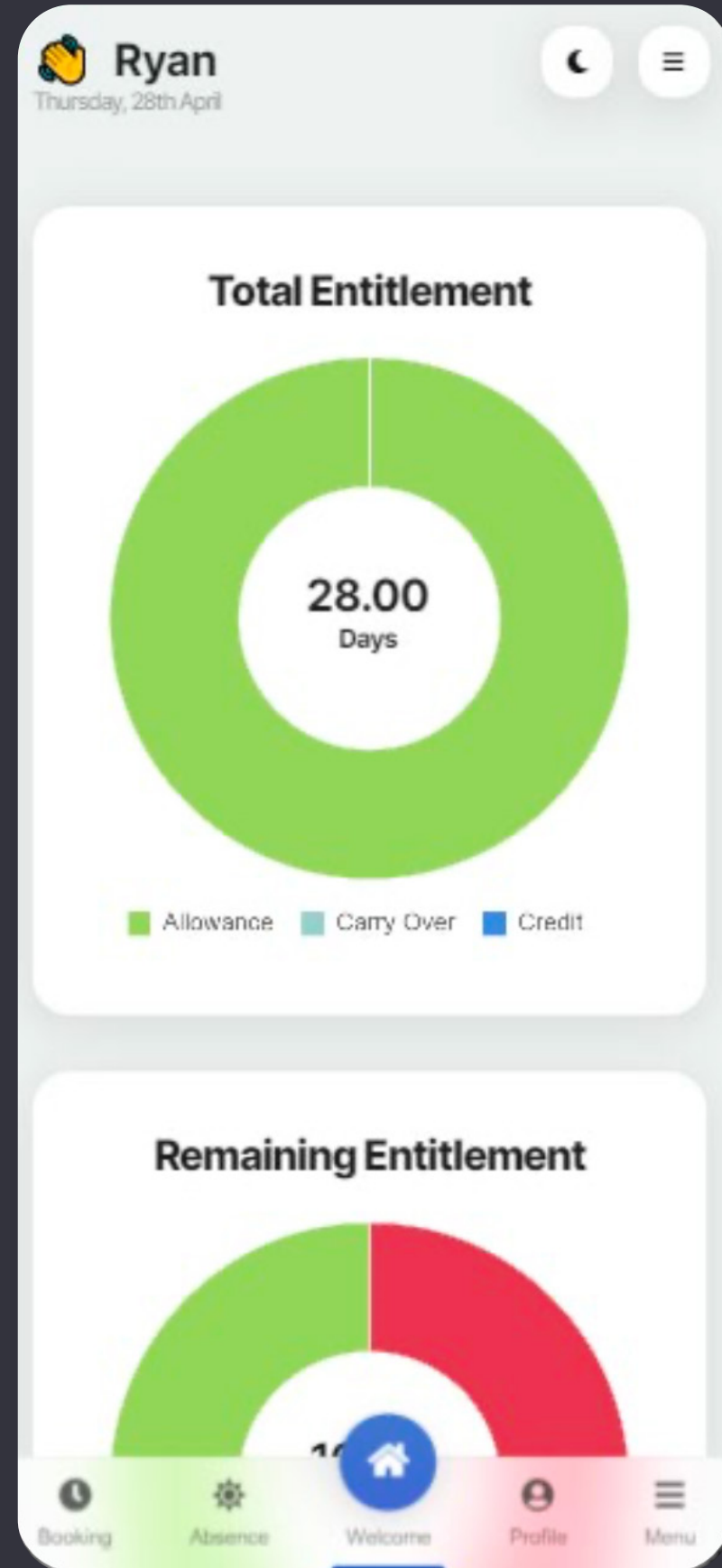


*'When using Workflow Infinity, why not add the Cloud Web App?'*

## Mobile App

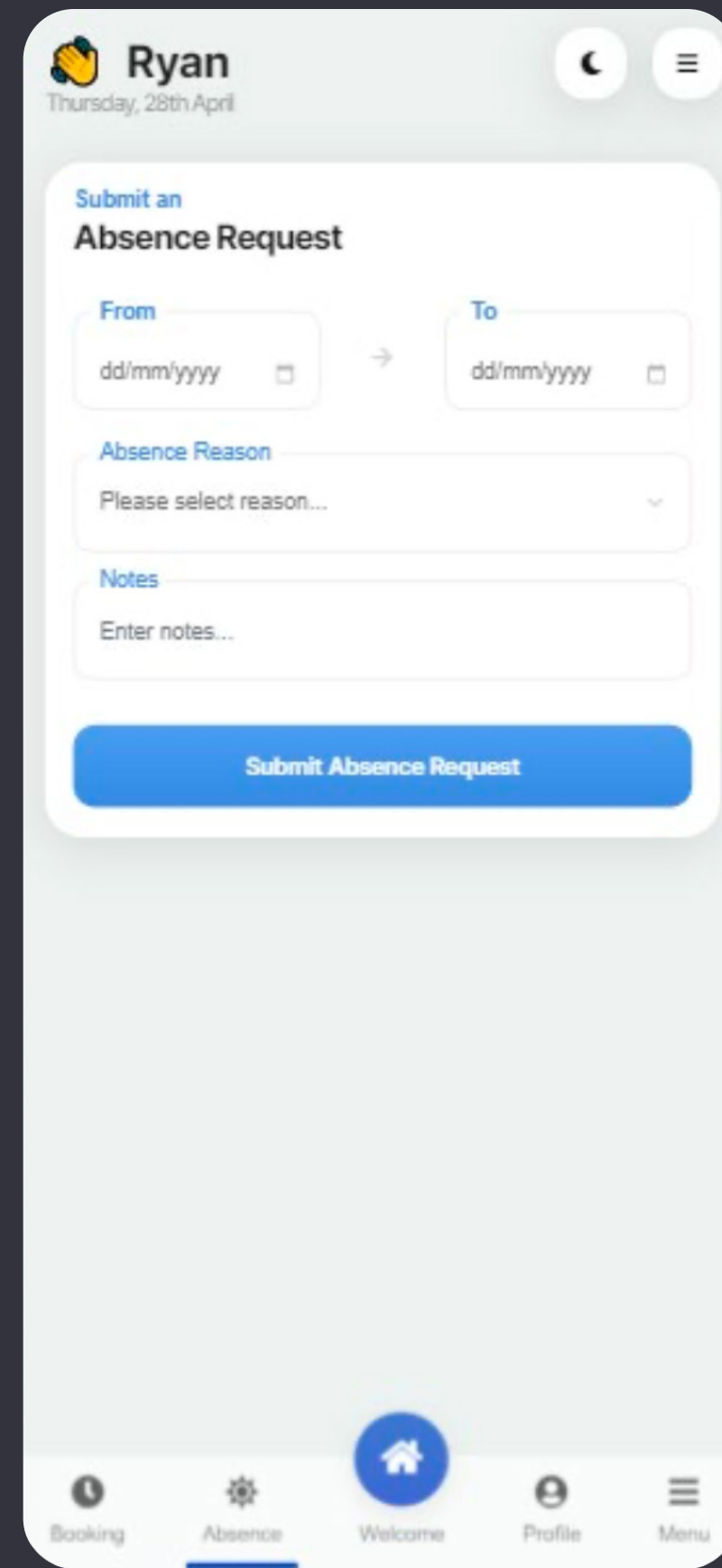


- ✓ Access From the Web
- ✓ Create More Employee Responsibility
- ✓ ALL Modules Included



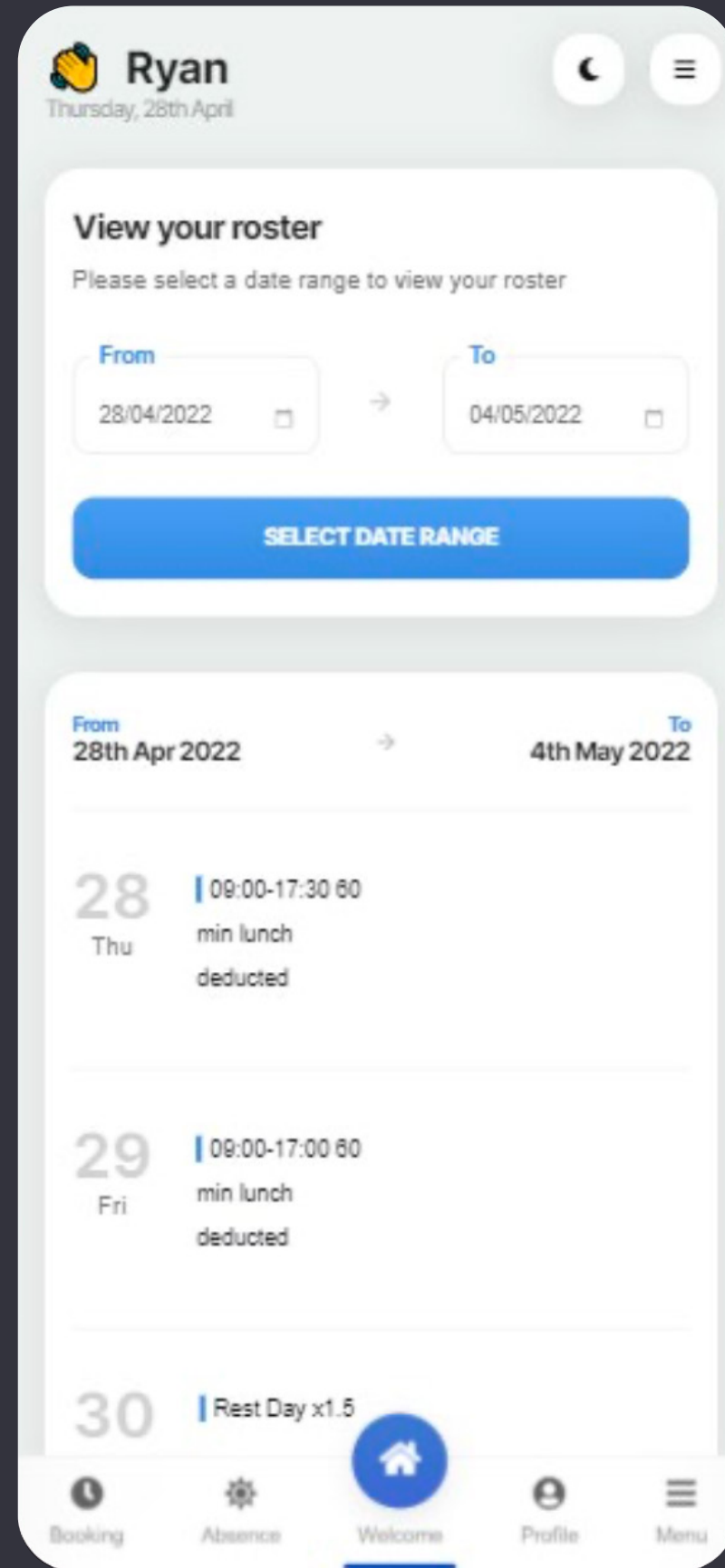
**INTRODUCING THE EMPLOYEE APP...**

The app enables employees to clock in & out, request leave, view entitlement, check work Rota's, view timesheets and access documents from any web browser whether that be a laptop, phone or tablet.



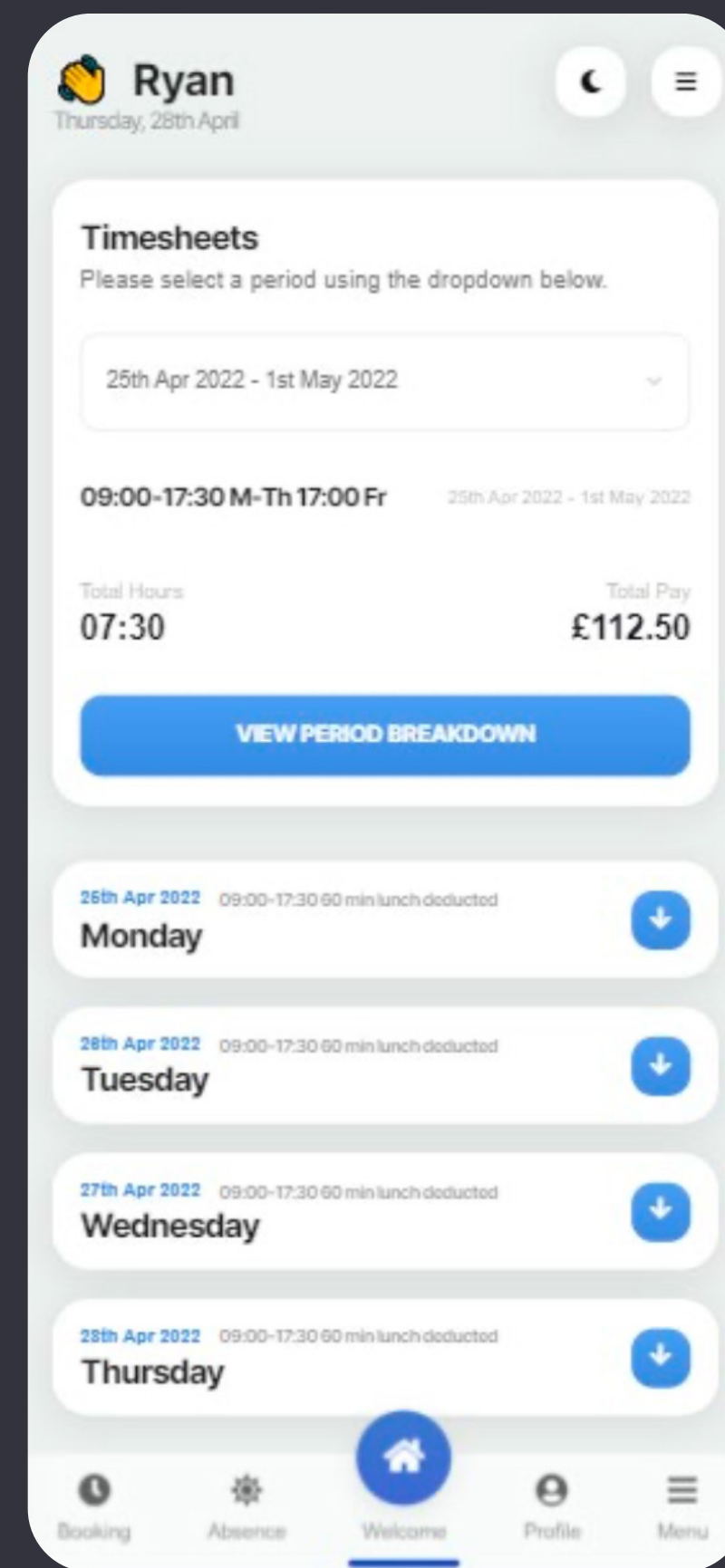
**REQUEST LEAVE...**

Employees can request absences through the employee app. Once a request is submitted, it will feed back into Workflow Infinity for users to approve/decline the request. Once a decision has been made, this will be sent to the employee to inform them of the users decision.



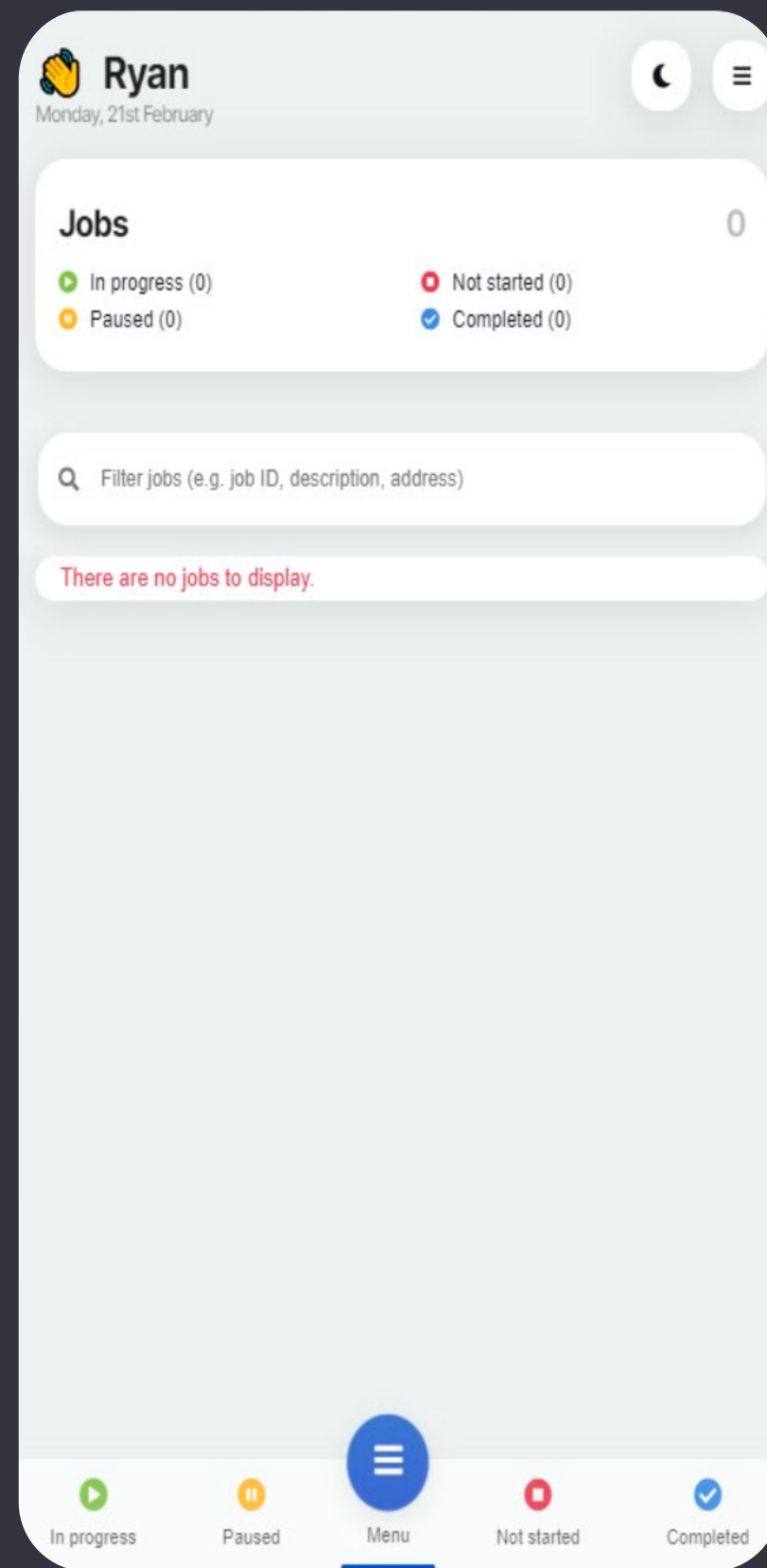
**VIEW YOUR ROSTER...**

Users can view their roster within the employee app. If a manager updates the roster, the change is reflected instantly within the employee app. An alert is also sent to the user informing them of the change.



**VIEW TIMESHEETS...**

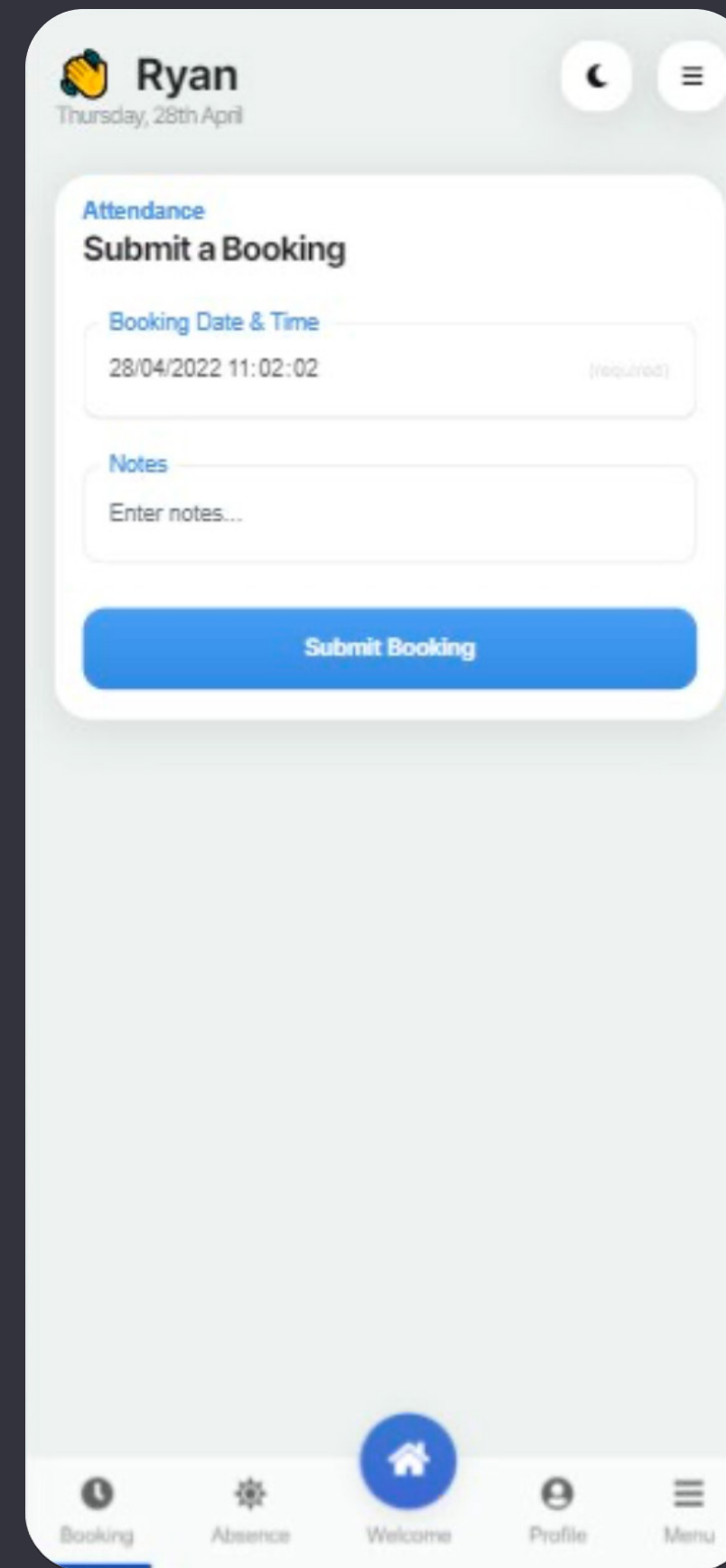
Users can see their own timesheets for different periods. Users can see a breakdown of each period with details of their shift, total hours, total pay etc.



### JOBS...

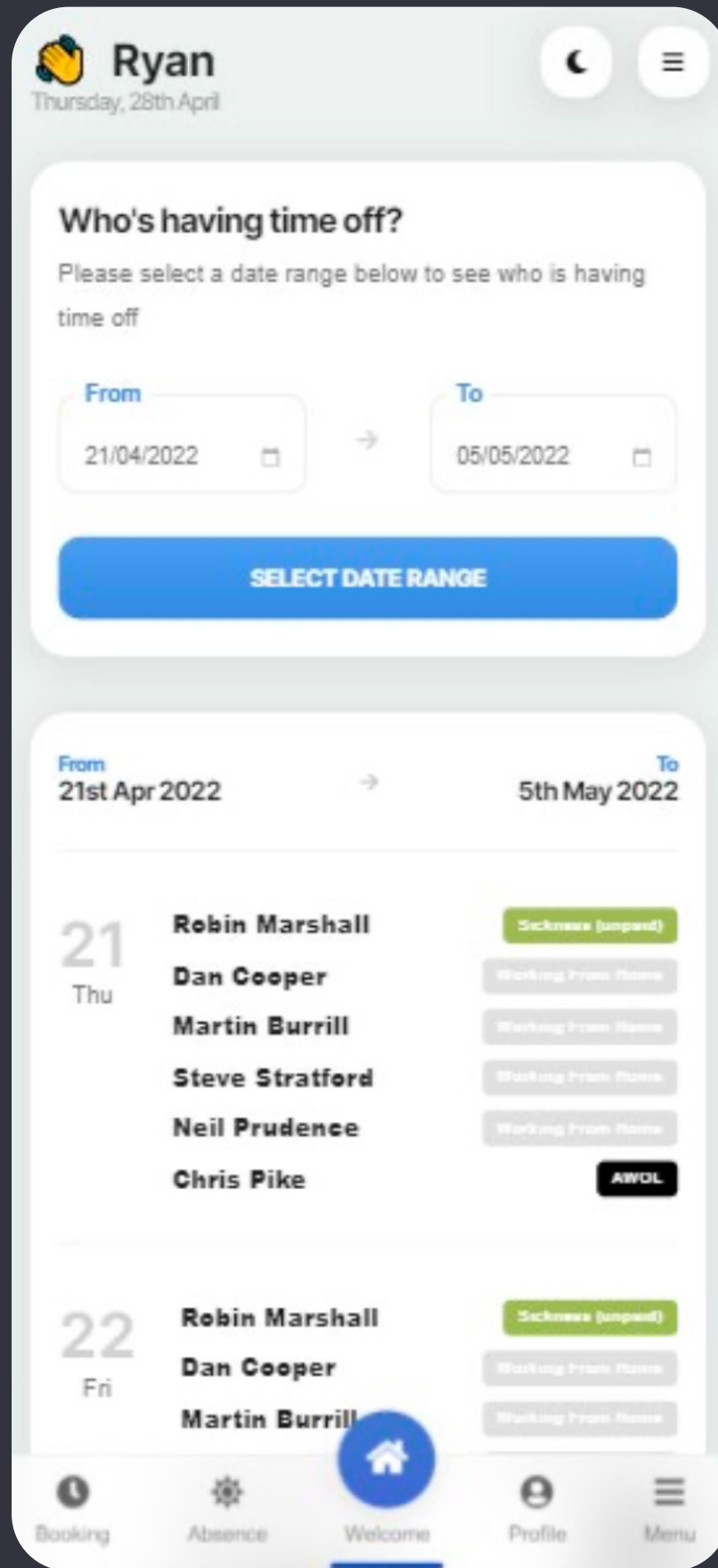
Users can view jobs that management has implemented for them. In this section, jobs status can be viewed (In progress, Not started, Paused, Completed)

All active jobs will be available for preview in this section and can be filtered using the search bar.



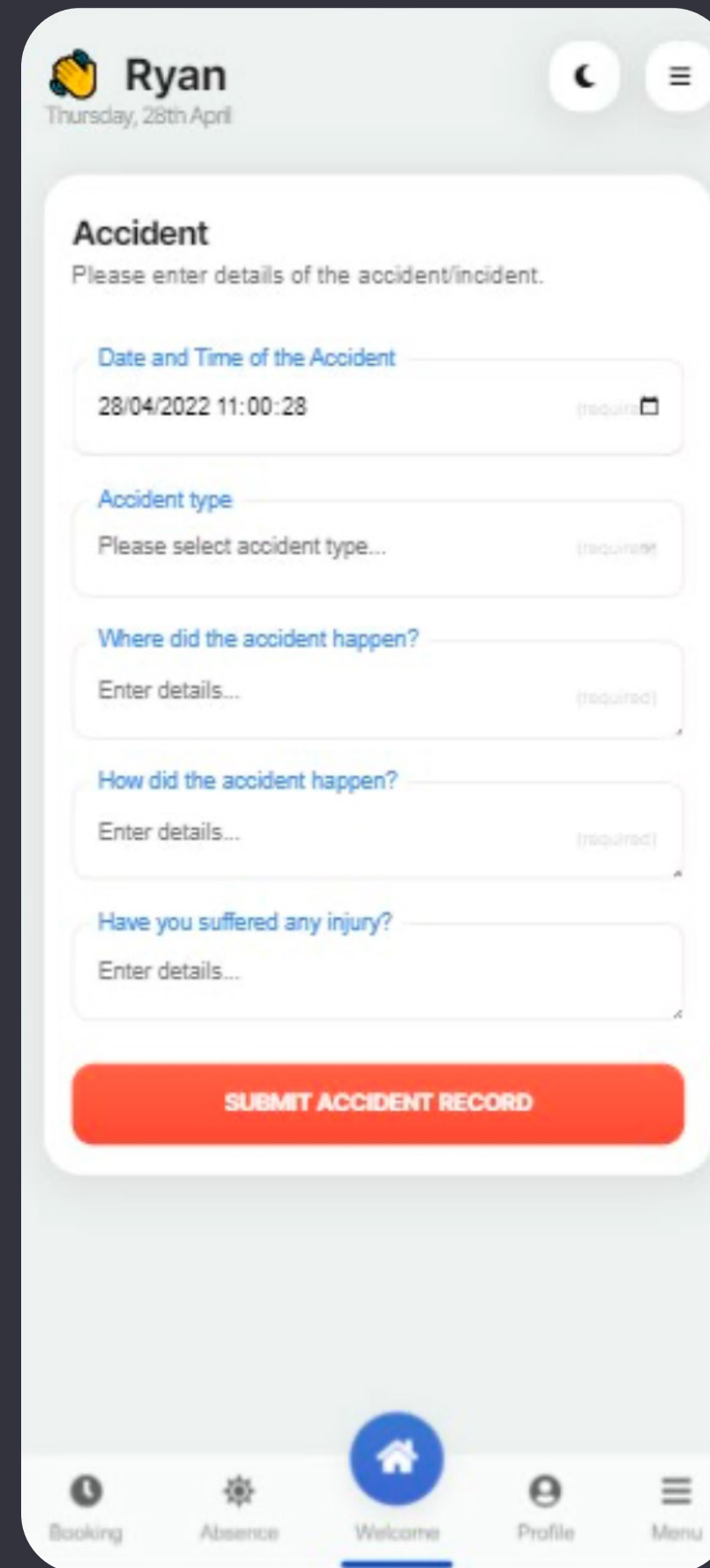
### SUBMIT A BOOKING...

The app supports offsite attendance bookings where the user simply clicks a button when they start or stop work. There is a notepad feature for the user to provide more details about the booking and notes the GPS coordinate of each booking. Users can also Geofence the locations of clocking if needed.



### WHO'S OFF?

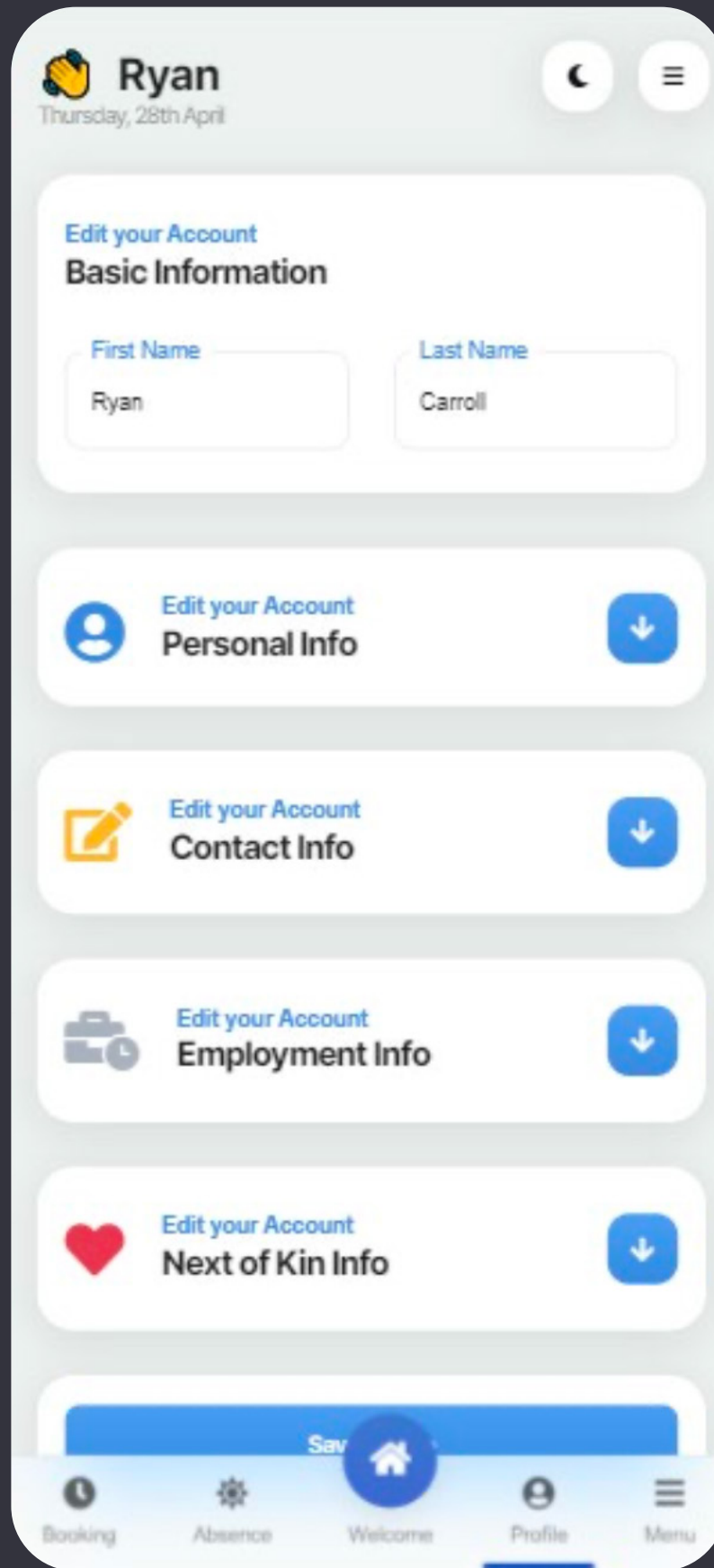
Users have the ability to view who's having time off within a date range of choice. This can reduce the approving/declining holiday process. Workflow Infinity admins can choose whether to keep the names displayed or turn the names of employees off (for GDPR purposes) Accompanied with the names are the reasons why they are taking time off (This can also be switched off)



### ACCIDENT FORMS...

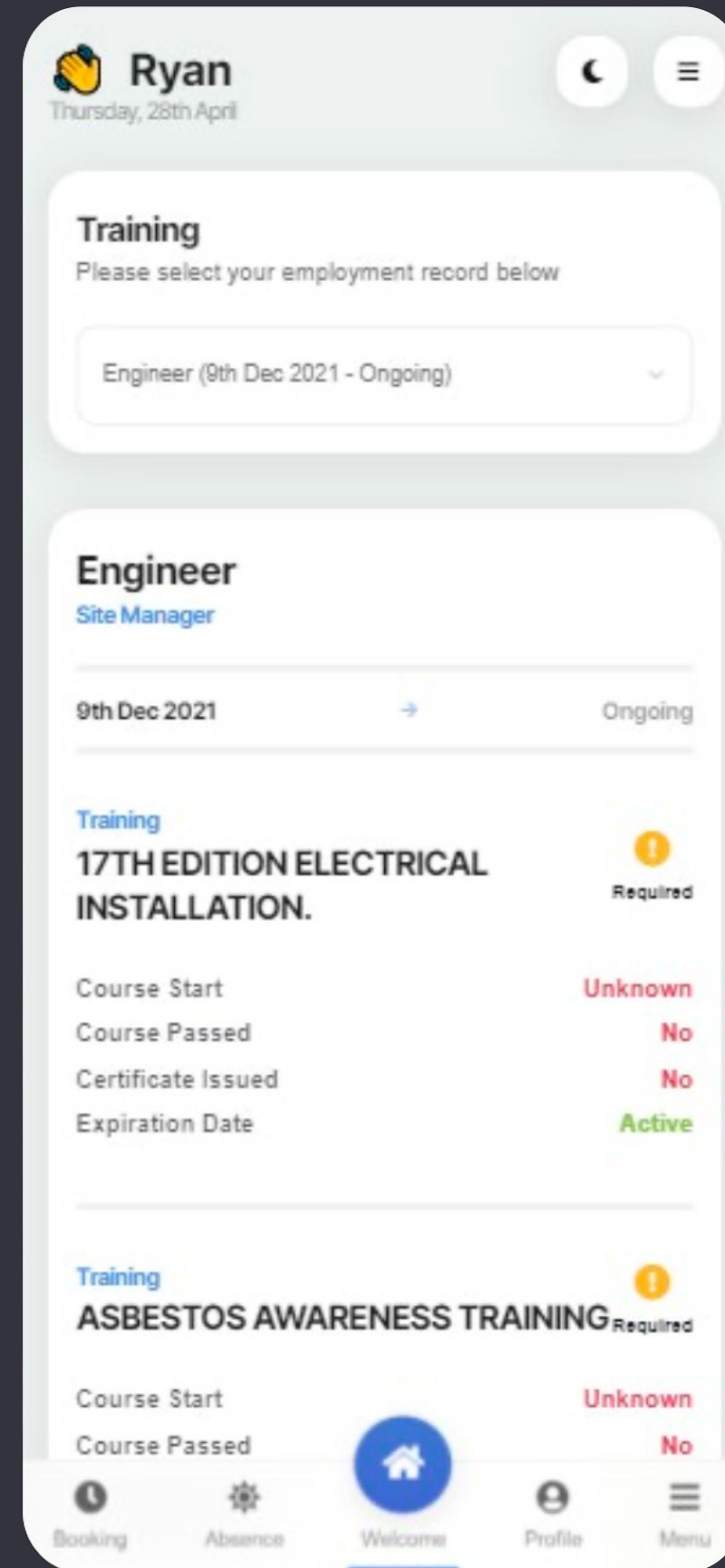
Users can upload accident/incident information in to the app. This creates a personal responsibility for users to upload any incidents and therefore removes the admin task of management to complete these on behalf of the employees. Records will be sent back in to Workflow Infinity for approving or declining.





**VIEW YOUR PROFILE...**

Users can view their own personal information such as NI code or Passport number. Once this is updated, this will transfer the relevant information into Workflow Infinity, no need to make management update information for the user. Other information can be amended in this section as well such as contact information, employment information and Next of Kin information.



**VIEW TRAINING RECORDS...**

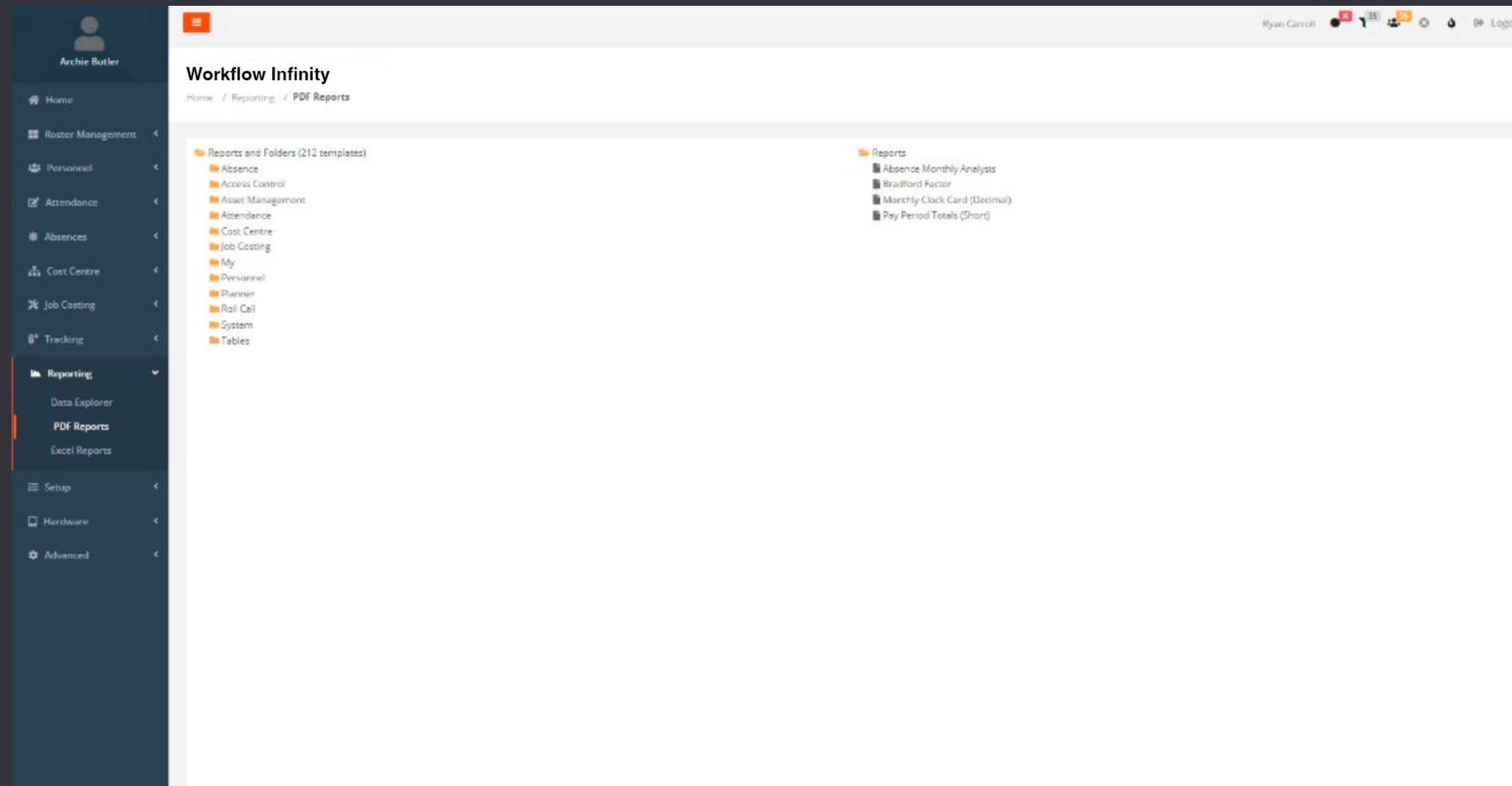
Users can see their training records that they currently hold accompanied by additional information on that record such as the date completed, if a certificate was received and when the expiry of that training qualification is. Any qualification that has been populated in Workflow Infinity to the users job role will populate in this section here as well, users can then see if they need to complete certain qualification within their role.



*‘A variety of options for reports and various exports.’*

## Reports & Exports

Workflow Infinity has an extensive reporting module that allows users to report from different templates on various areas. Reports are generated from the user’s software data and can be built from the following areas.



- Absence ( Absence Monthly/Weekly Analysis, Absence Listing, Absence Entitlement etc. )
- Attendance ( Weekly Clock Card, Weekly Hours, First & Last Bookings, Daily Listings etc. )
- Cost Centre ( Cost Centre Bookings, Cost Centre Downtime )
- Job Costing ( Bookings, Downtimes, Job Details, Job Listing )

- Personnel ( Accident Details, Appraisal Details, Forms, Age Graphs etc. )
- Roll Call ( By Grouping, By Zone )
- System ( Terminal Details, User Time etc. )
- Payroll ( Pegasus Opera, Sage, Xero etc. )

Exports can also be downloaded and exported to an excel spreadsheet for editable data sheets on various areas.



Archie Butler

Home / Reporting / Data Explorer

### Data Explorer

- Absences**
  - Absence Analysis
  - Absence Entitlement
  - Absence Listing
- Anomalies**
  - Attendance Anomalies
  - Daily Static Register
  - Period Static Register
- Attendance**
  - Actual Daily Hours and Cost
  - Actual Period Hours and Cost
  - Flexitime
  - Pay Period Totals
- Bio**
  - Temperature Listing
  - Visitor Temperature Listing
- Budget**
  - Budget Cost Centre Costs
  - Budget Cost Centre Hours
- Cost Centres**
  - Actual Cost Centre Analysis
  - Advanced Cost Centre Cost
  - Advanced Cost Centre Hours
  - Employee Cost Centre Actual Cost
  - Employee Cost Centre Actual Hours
  - Employee Cost Centre Roster Cost
  - Employee Cost Centre Roster Hours
  - Roster Cost Centre Analysis
- Payroll**
  - € Collsoft
  - € Micropay
  - € MoorePay
  - € Pay Period Totals
  - € Quantum
  - € Sage
  - € Standard
  - € Thesaurus
  - € Xero
- Personnel**
  - Personnel Clockings Over Date Range
  - Personnel Employment
  - Personnel Gender
  - Personnel Listing
  - Remuneration
- Roster**
  - Roster Daily Hours and Cost
  - Roster Period Hours and Cost
  - Roster
  - Roster with swipes

Ryan Carroll [System Icons] Logout



*‘Manage your visitors to ensure security & safety.’*

## Visitor Management

Workflow Infinity has an advanced visitor management module that allows users to schedule visits or record walk-ins. Visitors can be notified via email of their scheduled meeting accompanied by a google maps location, date and time & ability to add to their calendar.

Visitors will also be provided a QR Code in the email to scan upon arrival. If the visitor doesn't have a scheduled meeting they can manually check in via a tablet. Questionnaires can be provided; T&C's can be accepted or signed & a picture can be requested for security & roll call safety.

Status	Location	Check-in	Check-out	Visitor	Company	Host(s)	Group
Checked-in	Head Office	Wed, 2nd Nov @ 11:15 Tue, 1st Nov @ 11:04 a minute ago	Wed, 2nd Nov @ 14:15	John Smith	Cleaning Company	Andre Scott (#16)	Cleaning Meeting
Expected	Head Office	Wed, 2nd Nov @ 11:15	Wed, 2nd Nov @ 14:15	Craig Henderson	Cleaning Company	Andre Scott (#16)	Cleaning Meeting
Checked-out	Head Office	Wed, 2nd Nov @ 09:00	Wed, 2nd Nov @ 10:00 Tue, 1st Nov @ 11:05 a few seconds ago	Archie Butler	ActIn Time Ltd	Martin Burrill (#28)	Meeting
Expected	Head Office	Thu, 3rd Nov @ 09:00	Thu, 3rd Nov @ 12:00	Ryan Carroll	ActIn Time Ltd	Archie Butler (#44)	Meeting
Expected	Head Office	Thu, 3rd Nov @ 09:00	Thu, 3rd Nov @ 12:00	Daniel Cooper	ActIn Time Ltd	Archie Butler (#44)	Meeting

### Manage Visitors

- Create regular visitors in the system for a quicker booking process.
- Assign the regular visitors a company name & email address.

### Visits

- View all the Expected, Checked-in & Checked out visits booked in the system.
- Schedule/add new visits (Location, scheduled start, scheduled finish, host(s), visitor(s) & visit description)
- Group Visits.
- All visitors are added to the fire roll call.

### Notifications

- Detailed Visit confirmation email
- Detailed Visitor checked-in email
- Host notification on visitor arrival

Smooth check-in

Scan your pass on arrival for a seamless check-in experience.



**← BACK**   **↺ START OVER**

**Manna Aero**  
Manna Reception

### Check-in progress

You are on step 1 of 9.

11%

---

### Check-in

Please enter your full name or email address below to get started.

Laura Greene ✕ ▾

**NEXT**

### Check-in

Please complete the following information.

What would you like to drink?\*

- Tea
- Coffee
- Water
- Orange Juice
- Apple Juice
- Nothing, thanks!

**NEXT**

Automate & secure your checking-in process...



*‘Design, record & store your employee/company assets.’*

## Asset Management

Workflow Infinity has the ability to help you track assets and equipment within your company, such as PPE, Mobile Phones, Laptops, Uniforms and much more, it's completely customizable.

This handy module can help you ensure all your employees have been issued the correct equipment and keeps you informed on what you need to retrieve should an employee leave.

You can also store Supplier information and get notifications when an asset

requires a service, is coming to the end of its life, warranty dates and many more notifications to keep you informed as and when you need to be.

Here are some examples of the information you can store against an Asset;

- Asset Number
- Asset Description
- Assigned To
- Last Known Location

- Last Inspection Date
- Next Inspection Date
- Supplier Information
- Supplied Date
- Manufacture Date
- Serial Number
- Active Status

And much more...

**“A FANTASTIC WAY  
TO RECORD PPE”**

**“DETAILED REPORTING  
ON COMPANY &  
EMPLOYEE ASSETS”**

**“NEVER LOSE  
TRACK OF  
YOUR VALUBLE  
EQUIPMENT”**



*Workflow Infinity includes an authorised, integrated multi-company Payroll interface option that eliminates the need for third party 'Payroll interfacings software'.*

## Payroll Interface (optional)

Please note that for companies requiring 'bespoke' software links, we are able to offer a unique development service utilising the Workflow Infinity scripting engine.

Every company has a deadline for running the payroll yet how many times has the deadline had to be delayed due to line-managers failing to approve overtime?

Workflow Infinity includes a 'payroll reminder' to-do list item. Set by the Workflow Infinity administrator, this feature provides an hourly countdown reminder of the oncoming payroll deadline!

Finally, once the Workflow Infinity Payroll interface has passed the hours worked to the company payroll, the agenda item changes and highlights the date and time of the successful Payroll interface.

Once this feature has been configured, the process of passing data from Workflow Infinity to your payroll is as easy as 1, 2, 3!

1. Ensure all line-managers have approved their staff overtime.
2. Click File, then Payroll, and select the correct company.
3. Press the 'Transfer' button!

Within seconds, the Workflow Infinity data is passed to your payroll, eliminating all human data entry errors - it really is that easy!





# Hardware Installations







# Hardware Installations





*‘A highly skilled team of engineers, with a combined experience of over 200 years in the industry.’*

## Implementation, support & care

Workflow Infinity have a highly skilled team of Engineers, with a combined experience of over 200 years in the industry, covering the whole of the UK, so no matter where your company is located, we have someone on hand for efficient and accurate installations.

Our Projects Team will be with you every step of the way to enable a smooth implementation of Workflow Infinity into your company. Our specialized Programming Team will setup your employee and shift details to your specification and import them into the software, so you have a fully working system from Day One. Next, our informative team of Trainers will provide you with a live training session using your employee and shift data. In our opinion, there is no better way to get your users competent and confident to use Workflow Infinity.

Support costs for the Workflow Infinity software are all included within your monthly payment.

Our Support Team will always be at the other end of a phone and aim to fix any problems on the first phone call. We will always have someone on hand to help you when you need us.

Our systems are used for Payroll & Health and Safety, so it is imperative we get you back up and running quickly, should there be any problems with your clocking hardware. This is why we have Hardware Engineers on hand to visit your site/s when needed, for a fast and effective resolution to any issues. Ongoing Hardware Support can be taken out upon the expiry of your 12-month warranty.

The final piece to the perfect Workflow Infinity Implementation is a dedicated Customer Care Team. They are devoted to contacting our clients periodically to find out how you are getting on with the system, if you have any queries and to keep you up to date with any upcoming news or features for Workflow Infinity.

By perfecting all of the above over the last 36 years, we are able to give unrivalled Customer Service throughout the whole process of implementing Workflow Infinity into your company and throughout your time using the system for years to come.



### How will the NTD support team help?

Within customer care we have a full-time, office based support team that are available to answer your questions between 9.00 – 17.00, each weekday.

When addressing an incident, the support team utilise remote desktop support technology to access your PC, (with your permission), to identify and rectify the reported problem. Members of the support team have also worked in the development team and as a result, are able to provide an extremely high level of technical product knowledge.

### NTD SLA

To log a system support issue training request, please follow the instructions below.

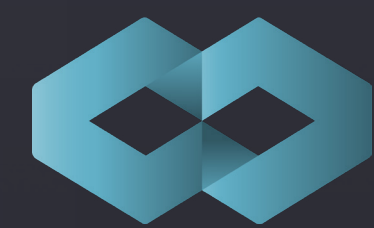
Go to [www.ntdltd.com](http://www.ntdltd.com)

Click on the **'Need help? Submit a support ticket here'** from home screen.

Click on **'open a new ticket'** to create a new request or **'check ticket status'** to review or update a current request.

If you have any queries, please do not hesitate to contact a member of the Support team on 028 9260 4000.





# Workflow Infinity

We care about your time

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