

AttendanceCounts *Web*[®]

Sample Screen Shots

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1. The Dashboard

AttendanceCounts Web™ MetroPolitan SOFTWARE

Log off | Settings | Find

Home Alerts Reports Admin

Acme Tools

Department List

Num	Department Name	Employee Count
GVAUT2	Case Assembly	9
GVDPLR	Compressor Assembly	12
HPWQR	Deployment	6
GVTAND	Factory Operations	10
GVTLRM	Maintenance	10
GVPRS3	Paint & Finishing	16
GVPRS2	Sheet Metal Fabrication	9
HCOMP	Shipping	10
GVSP2	SLIC Assembly Rework	7
GVPRS1	Small Alp Assembly	17
HHRMM	Storage	5
GVMAN	Tool Crib	14
GVSP3	Vessel Assembly	7
GVPROD	Welding/Sub-Assembly	30
Total Employees		162

Find an employee by name

Absent This Month

August 2012

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Absenteeism: Company vs. Prior Year

6% 4% 2% 0%

■ Prior Year ■ Current Year

Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sep

Absenteeism: Company vs. Industry Average

6% 4% 2% 0%

■ Industry Average ■ Acme Tools

Sep Oct Nov Jan Feb Mar Apr May Jun Jul Aug Sep

Staffing Level

400 200 0

Head Count

Hourly Salary Total Count

2010 2011 2012

O N D J F M A M J J A S O N D J F M A M J J A S

Changes

+50 0 -50

Attendance Data Last Import: 09/06/2012 at 10:50 AM EDT
Status: Success.

Recently Viewed

Jensen, Brian K Today
Krampe, Neil F Wednesday
Balcome, Robert Wednesday
Culey, Brian R Wednesday
Harvey, Lance K Tuesday

Employees at Risk

Arnsby, David A 19.0 Points
Davis, Leroy 19.5 Points
Hirkaway, Robert P 23.0 Points
Jackiewicz, Jeffrey L 20.0 Points
Kent, Duane D 19.0 Points
Lake, Jimmy D 20.0 Points

FMLA Watch

Fox, Robert E 6 weeks left
Harvey, Cassandra L 7 weeks left
Harvey, Lance K 5 weeks left

On Leave Now

► FMLA
▼ Layoff
Ingraham, Kenneth for 34 weeks
Bellamy, Desiree X for 40 weeks
▼ Long-Term Disability
Bellamy, Desiree X for 40 weeks

Probation Watch

Bergeron, Keith 2 weeks left
Bonga, Laura 1 month left
Hansen, Phillip 1 week left
Heether, Jason 3 days left
Packer, Elijah 1 week left

Perfect Attendance

► 180 Days
► One Year
▼ Five Years
Bannister, Kevin D 2899 days
Fraun, Andrew 2640 days
Patin, David A 2918 days

Each user can build his or her own Dashboard page from among sixteen customizable panels. Essential data bubbles up to the dashboard so that you can spot trends and monitor irregularities *before* they become problems.

2. Department View

The screenshot displays the 'AttendanceCounts Web' interface for the 'Compressor Assembly' department. The browser address bar shows 'http://acweb.redirectme.net/'. The page header includes 'Log off | Settings | Find' and the 'AttendanceCounts Web' logo. The main content area is titled 'Acme Tools > Compressor Assembly' and contains several panels:

- Employee List:** A table listing employees with their names, shifts, and points.

Employee Name	Shift	Points
Culey, Brian R	First	10.0
Dakin, David S (T)	First	28.0
Davis, Leroy	First	19.5
Feehan, Scott P	First	1.0
Geister, Daniel L	Third	7.0
Gross, Dennis C	First	0.0
Harvey, Lance K	First	7.0
Jensen, Brian K	First	13.0
McGinn, Kevin J (T)		38.0
Meilleur, Keith P	First	0.0
Osier, Eugene W	Second	0.0
Wymer, Maria L	Second	11.0
- Absent This Month:** A calendar for August 2012 showing absent days with counts.

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
- Absent This Week:** A list of dates from Friday, Feb 8th to Yesterday, Feb 14th.
- On Leave Now:** A list of leave types: FMLA, Layoff, LOA, Long-Term Disability, Military Leave, and Vacation.
- Absenteeism: Department vs. Prior Year:** A bar chart comparing absenteeism rates for the current year (grey) and prior year (yellow) from October to September.
- Absenteeism: Department vs. Company:** A bar chart comparing absenteeism rates for Acme Tools (yellow) and Compressor Assembly (grey) from October to September.

At the bottom, it states: 'Attendance Data Last Import: 09/05/2012 at 07:45 PM EDT Status: Error.'

Like the Dashboard page, the Department View is comprised of panels, providing department-specific information for a supervisor or admin user. The charts and tables that you see here (and throughout the solution) are “live” and interactive – click on a date in the calendar, for example, and you’ll get a list of all of the time card exceptions (in that department) that happened on that day.

3. Employee Profile

The screenshot displays the 'AttendanceCounts Web' interface for an employee profile. The browser address bar shows 'http://acweb.redirectme.net/'. The page title is 'ACWeb Employee View'. The interface includes a navigation menu with 'Home', 'Alerts', 'Reports', and 'Admin'. The main content area is titled 'Acme Tools > Compressor Assembly > Brian K Jensen'. It features several sections: 'Employee Summary' with fields for Name, Number, Department, Shift, Hire Date, and Status; 'Points Timeline' showing a bar chart for 2012; 'Total Points' at 13.0; 'Display Options' with checkboxes for unexcused occurrences, excused occurrences, and benefits; 'Absenteeism Rates' with a bar chart for 3, 6, and 12 months; 'Daily Schedule' with a bar chart for days 9-15; and 'FMLA Center' with a pie chart for 'Taken' and 'Remaining'. At the bottom is an 'Attendance History' table.

Date	Type	Hours	Points	
12/03/11	Sat	Early Out	0:07	0.5
12/04/11	Sun	Medical Appointment	8:00	1.0
12/05/11	Mon	No Call / No Show	8:00	1.0
12/08/11	Thu	Vacation	8:00	0.0
12/09/11	Fri	Vacation	8:00	0.0
12/19/11	Mon	Layoff (Short-Term)	8:00	0.0
12/20/11	Tue	FMLA	8:00	0.0
01/12/12	Thu	Tardy	0:07	0.5
01/29/12	Sun	Family Illness	8:00	0.0
02/28/12	Tue	FMLA	8:00	0.0
03/04/12	Sun	Sick	8:00	1.0
03/11/12	Sun	Jury Duty	8:00	0.0
03/12/12	Mon	Medical Appointment	8:00	1.0
03/19/12	Mon	Weather	0:45	0.0
04/19/12	Thu	Personal Day	7:00	0.0
05/01/12	Tue	Left Early	6:00	1.0
05/02/12	Wed	Violation: Verbal Warning: 10 Pts/yr		
05/03/12	Thu	Sick	8:00	1.0

The Employee Profile page provides a comprehensive look at the employee in question.

From here you can view and edit attendance data (going all the way back to hire date); check FMLA usage and eligibility; generate DOL forms or company-defined PDF forms (automatically filled with employee data); create FMLA and Disability workflow items; initiate progressive disciplinary action for *non*-attendance infractions (such as safety, conduct or performance violations); check schedules, attach documents; print and email reports and letters, and much more.

4. Alerts Page

The screenshot shows the 'AttendanceCounts Web' Alerts page. At the top, there are navigation tabs for Home, Alerts, Reports, and Admin. The Alerts tab is active. Below the navigation, there are 'Display Options' and 'Include Items with Status' sections. The 'Alert List' table contains the following data:

Date	Employee Name	DeptNum	Alert Type	Status
<input type="checkbox"/>	08/30/12 Jensen, Brian K	GVDPLR	Written Warning (12 Pts)	New
<input type="checkbox"/>	08/29/12 Mills, Todd E	GVAUT2	Written Warning (12 Pts)	New
<input checked="" type="checkbox"/>	07/23/12 Hoose, David E	GVTLRM	Verbal Warning (10 Pts)	Printed
<input type="checkbox"/>	07/17/12 Fox, Robert E	GVTAND	Reached Max FMLA (480 Hrs)	Printed
<input type="checkbox"/>	06/15/12 Marshall, Brian M	GVAUT2	Verbal Warning (10 Pts)	New
<input type="checkbox"/>	06/14/12 Roesler, Richard E	GVPROD	Final Warning (14 Pts)	Printed
<input type="checkbox"/>	04/26/12 Culey, Brian R	GVDPLR	Outstanding Attendance	New
<input type="checkbox"/>	04/25/12 Krampe, Neil F	GVPRS1	Conduct Issue: Insubordination	Previewed
<input type="checkbox"/>	01/24/12 Balcome, Robert	HPWQR	Safety Violation: Horseplay on floor	Printed
<input type="checkbox"/>	12/28/11 Harvey, Lance K	GVDPLR	FMLA Case: Birth of a child	Ongoing

At the bottom of the page, it says 'Attendance Data Last Import: 09/05/2012 at 07:45 PM EDT' and 'Status: Error.' There are also '10 items displayed' and 'Print 1 notice', 'Email 1 notice', and 'Sign-off 1 Item' buttons.

The Alerts page is a “to do” list of employees that require your attention. When an employee hits enough points to trigger a disciplinary step, that employee is automatically added to this list, and a corresponding violation notice is created. The notice can be printed or emailed by selecting the record from the list and then clicking Print or Email.

When you get the signed notice back from the employee, you can use the Sign Off button to close the item, and it will drop off your “to do” list. That ensures that this list is always short and current.

5. Reports Page

The screenshot shows the 'AttendanceCounts Web' interface. At the top, there's a navigation bar with 'Home', 'Alerts', 'Reports', and 'Admin'. The 'Reports' section is active. Below the navigation bar, there are several configuration panels. The 'Report Contents' panel has radio buttons for different report types, with 'EEs with at least 8 point(s)' selected. The 'Scope of Report' panel has dropdowns for 'Department(s): (All)' and 'Shift(s): (All)'. The 'Sort Options' panel has a 'Sort By: Points' dropdown and checkboxes for 'Group by Department' and 'Page Break on Department'. The 'Report Type' panel has radio buttons for 'Summary Report' and 'Full Detail Report', with 'Full Detail Report' selected, and checkboxes for 'Include statistics box', 'Include unexcused occurrences', 'Include excused occurrences', 'Include benefits', and 'Incident Analysis Report'. The 'What Time Period' panel has radio buttons for 'Predefined: Twelve months thru today' and 'Custom: 1/1/2013 to 2/15/2013'. The 'Other Options' panel has checkboxes for 'Include Terminated Employees', 'Page Break on Employee', and 'Suppress Closed Violations'. There are two green buttons: 'View Report' and 'Email Report'.

The reporting module in Attendance Counts was designed around one simple principal: impressive reports aren't especially impressive if you don't ever end up using them.

Behind this deceptively simple UI is a powerful reporting and query engine that invites you to generate a wide variety of reports, all configurable on the fly. You'll get summary and detail attendance reports; absenteeism reports with department and company averages; analysis reports that break down absenteeism by occurrence type and day of week; FMLA usage reports; retention reports; violation reports and perfect attendance reports. To those, you can add additional reports based on native or calculated fields that you choose. The result is a customized suite of reports that fits your business.

What makes our reports so effective is that you'll actually use them.

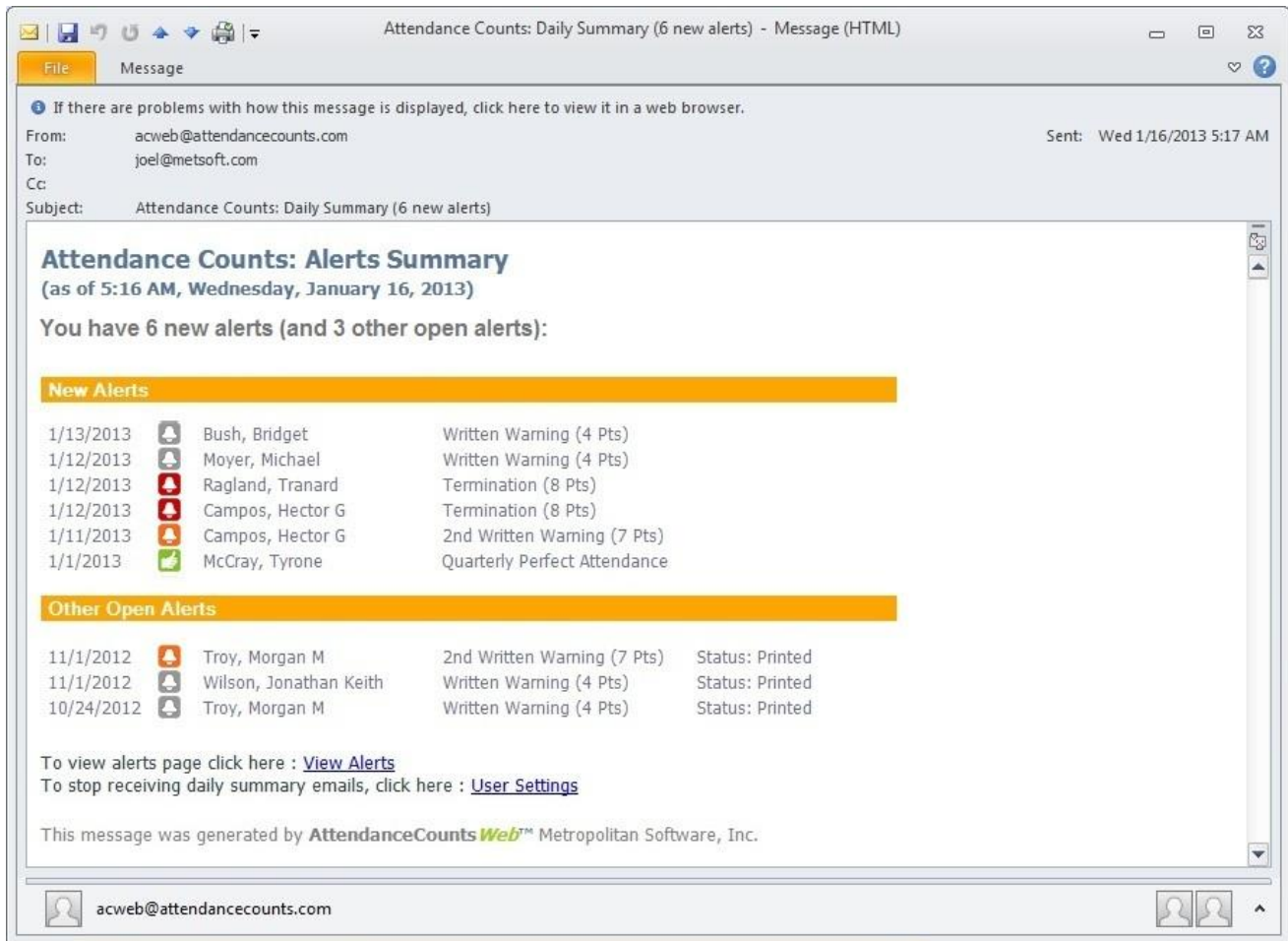
6. Admin Page

The screenshot shows the 'AttendanceCounts Web' Admin Page. The browser address bar indicates the URL is <http://acweb.redirectme.net/A>. The page title is 'ACWeb Administration Page'. The navigation bar includes 'Home', 'Alerts', 'Reports', and 'Admin' tabs. The 'Admin' tab is active. The page content is organized into several sections:

- Users and Passwords:** A table listing users with columns for User Name, Read, Update, and Last Logged On.
- Policy Rules:** A table listing alert rules with columns for Alert Name and Type.
- Users Currently Logged On:** A table showing active users and when they became active.
- Archived Employees:** A table listing terminated employees with columns for Employee Name and Terminated date.
- Form Letters:** A table listing form letter templates with columns for Form Letter Name and Modified date.
- Home Tab Panels (enable/disable, control access):** A list of dashboard views: Company View, Department View, and Employee View.
- Company Holidays:** A list of years: 2011, 2012, and 2013.

The Admin Page gives you control over assorted administrative tasks, such as adding new users, customizing your policy rules, personalizing the colors and icons used throughout the application, editing your form letter templates, and controlling what dashboard panels should be available to different types of users.

7. Nightly Email Summary



If you sign up for email summaries, you'll get a nightly email message which lists all open alerts – a “to do” list of sorts. The email ensures that you're notified right away when an employee requires attention.

Note too that the email message is interactive. If you click on an employee's name, it will automatically log you into the ACWeb website and take you to that employee's profile page.

Items will continue to appear on the nightly email summary until they are 'closed' from within ACWeb.