



AN1098 - Using Net2 Timeline

System features

Net2 Timeline is a graphical representation of the data stored in the Net2 Timesheet. It allows you to further examine the data that created that record but cannot directly edit the information. It has additional features, like the event viewer, making it an ideal tool for HR departments.

The screenshot shows the Net2 Timeline application interface. At the top, there is a search bar with the text "part or all of name..." and a "Go" button. Below the search bar is a grid representing a calendar for June 2007. The grid has rows for each employee and columns for each day of the month. Employees listed include Adeola, Ena; Comley, Josh; Copping, Jona; Cowling, Tom; Dunne, Kevin; Lake, Andrew; Lawden, Nick; Lee, Barbara; Long, Helen; Mars, Chris; Mendes, Matthew; Peters, Keith; Rehorn, Bernd; Rose, Tim; Searle, Anthony; Smith, David; Surrey, Ramon; Swift, Nick; Walker, Derek; and Ward, Carol. The grid cells are color-coded to represent different categories of events, such as holidays, absences, and overtime. On the right side, there is a "Category" list with checkboxes for various event types, including "Absence - awaiting decision", "Agreed paid leave", "Compassionate leave", "Hours worked", "Non-paid leave", "On holiday", "On holiday (AM)", "On holiday (PM)", "Overtime (x1)", "Overtime (x1.5)", "Overtime (x2)", "Paternity Leave", "Public holiday", "Remote clock in", "Sickness - full pay", "Sickness - SSP", "Sickness - unpaid", "Sickness half day - full pay", "Sickness half day - unpaid", and "Working out of the office". A "Detail" button is located at the top right of the grid. At the bottom of the interface, there is a "User details" section and a "Zoom Control" (or use mouse wheel) slider.

Callouts in the image highlight the following features:

- Search for a User Name:** Points to the search bar at the top.
- Turn menus On/Off:** Points to the "Detail" button.
- Turn categories On/Off:** Points to the "Category" list on the right.
- You can also Click and Drag the screen to select user and date:** Points to the grid area.
- Zoom Control (or use mouse wheel):** Points to the zoom slider at the bottom right.
- Holidays and Absenteeism:** Points to a specific event in the grid.

Right click on the screen to bring up the sub menus.

This screenshot shows the same Net2 Timeline interface as the previous one, but with a right-click context menu open over the grid. The menu includes options: "Go to", "Cursor visible", "Tooltips visible", "Navigator visible", "Today", "Start", "Next Holiday", "Next Sickness", "Next Incomplete Entry", and "Specific Date".

Callouts in the image highlight the following features:

- Select a user to enable all search options:** Points to the user list on the left.
- Navigator controls:** Points to the navigation arrows on the left side of the grid.
- Visible cursor:** Points to the vertical line indicating the current date in the grid.

Cursor - This displays a vertical line at the cursor position to allow comparisons between records.

Tooltips - This shows the detail of a record as you pass over it with the arrow cursor.

Navigator - This displays direction, zoom and 'current-day' controls.

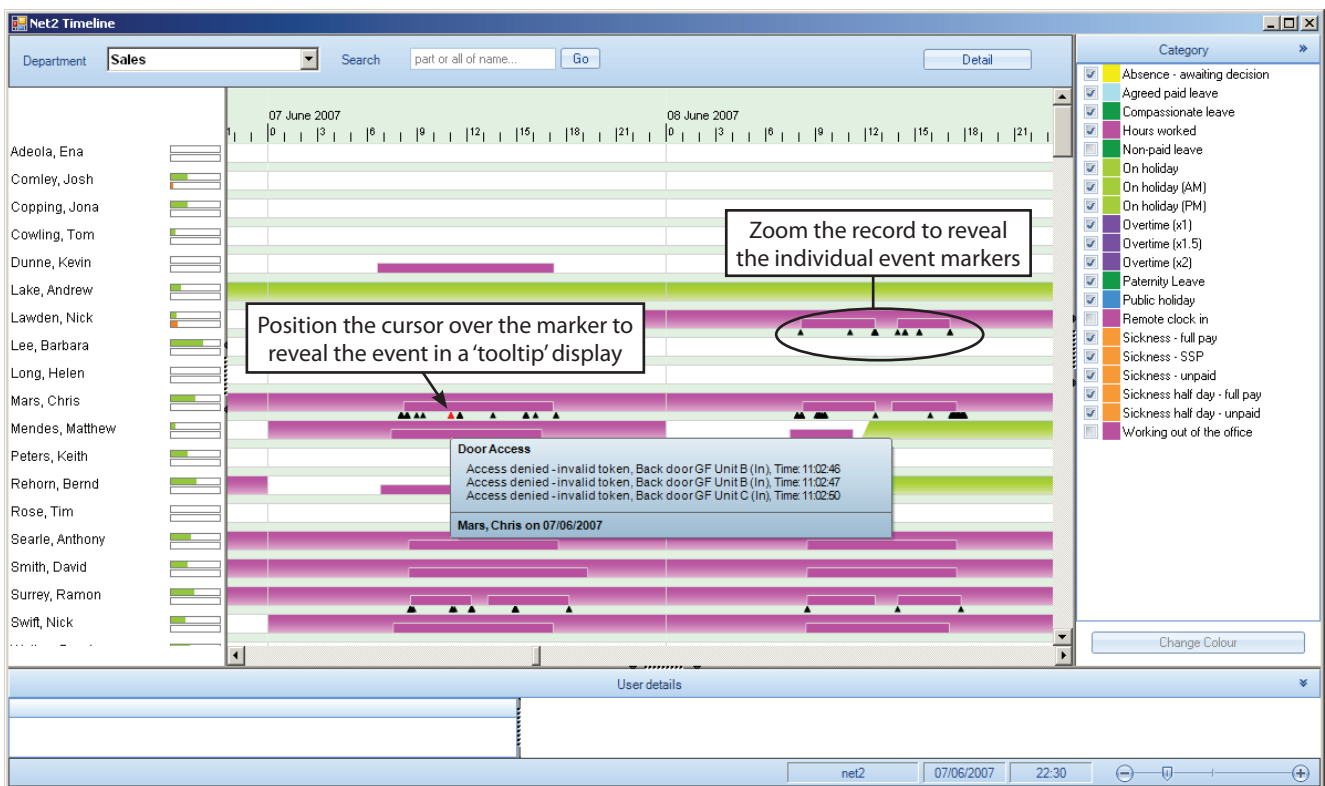
Go to:

- Today
- Specific date
- Start: This resets the screen to the first record in the database. A handy function to use before any of the following commands, when checking history.

Click on a user name to enable selecting:

- Next Holiday, Next Sickness and Next Incomplete entry.

Zoom in for Event details



Zoom: Use any of the zoom controls to view an individual record in greater detail. The **BLACK** triangles represent individual events which can also be displayed.

In the above example, we see a **RED** triangle to denote a warning (Access denied) in the user record. The full description is viewed by positioning the cursor over the triangle to bring up the event details.



User details display

Event Time	Device Name	Event Description
09:21:31	Stairwell top D (In)	Access permitted - token only
11:02:46	Back door GF Unit B (In)	Access denied - invalid token
11:02:47	Back door GF Unit B (In)	Access denied - invalid token
11:02:50	Back door GF Unit C (In)	Access denied - invalid token
11:34:40	Glass doors (In)	Access permitted - token only
11:34:42	Glass doors (In)	Access permitted - token only
11:34:49	Stairwell D to Reception (In)	Access permitted - token only
11:34:50	Stairwell D to Reception (In)	Access permitted - token only
11:35:32	Entrance A (In)	Access permitted - token only

To enable the display, click on the 'User Details' title bar. You can then pass the cursor over a specific event marker which will highlight in **YELLOW**. The individual record will display in the lower right hand window and the events details will display to the left. You can then scroll through the records as required.

Holidays and Absenteeism (Bradford factor)

Summary for Lawden, Nick

- Annual holiday entitlement: 30
- Holiday used: 45
- Holiday remaining: 255
- Bradford factor: 16
- Bradford average, all users: 6
- Bradford threshold: 100

The Holiday displays the number of days already booked as a percentage of the total days allowable.

The Bradford factor displays absenteeism as a percentage against an acceptable threshold. (Management set). The theory is that short, frequent absences are more disruptive than single longer absences.

This rolling average is calculated as follows: $Points = S \times S \times D$

(S is the number of occasions of absence and D is the total of days of absence during the previous 52 weeks.)

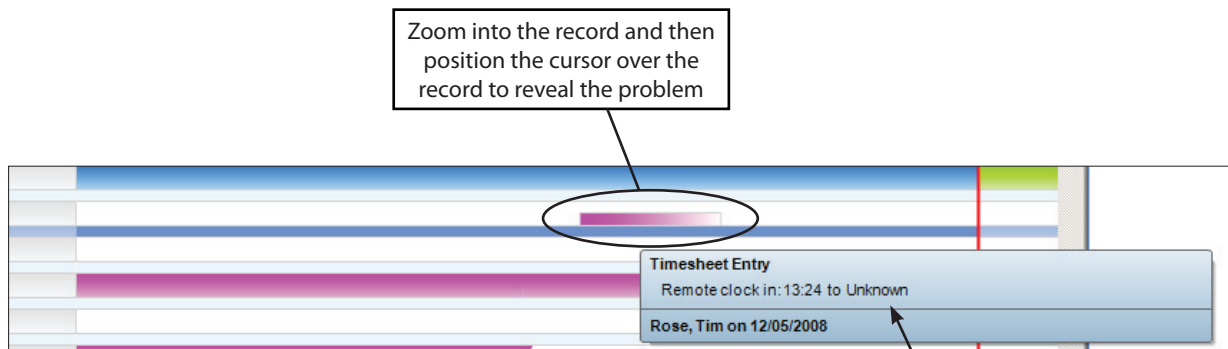
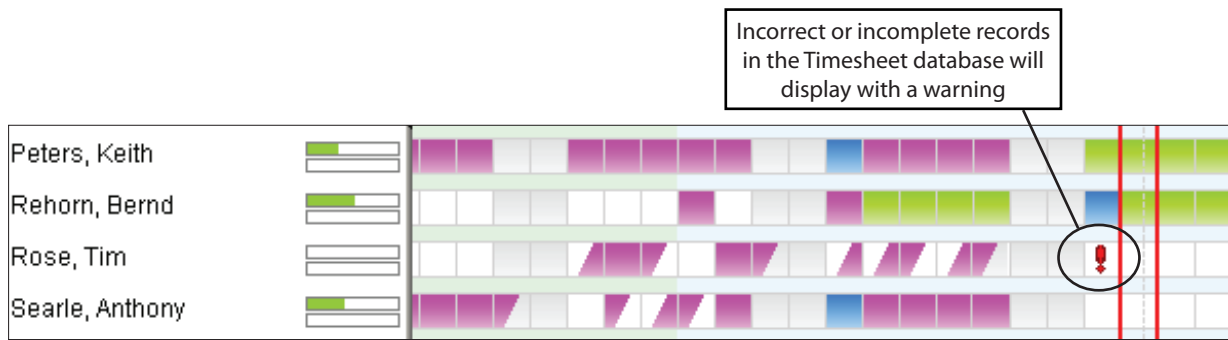
Bradford factor examples:

One single absence of 5 days (total days = 5) is 5 points ($1 \times 1 \times 5$)

4 absences of 2 days each (total days = 8) is 128 points ($4 \times 4 \times 8$)

10 absences of 1 day each (total days = 10) is 1000 points ($10 \times 10 \times 10$)

Timeline warnings



No 'Clock Out' entry has been logged so the record is incomplete and must be edited in Net2 Timesheet.

Net2

V4