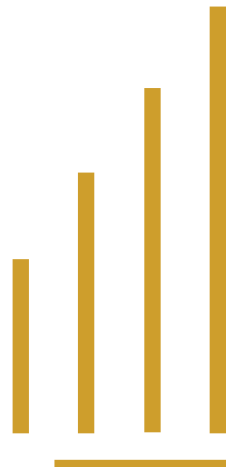


STUDIO DE GIORGI e ASSOCIATI

Dottori Commercialisti – Revisori Legali
via Motta 10, Milano, Italy

EMPLOYEE ATTENDANCE TRACKING PORTAL



INTRODUCCION

These slides have been drafted to introduce our online portal for the employees' attendance management.

This tool has been engineered to streamline and automate the attendance tracking process, offering an efficient and user-friendly solution for entities of all sizes.

The portal is accessible from anywhere: all that is needed is a computer (or a tablet or smartphone) and an internet connection.

AGENDA

ACCESS AND CREDENTIALS

USE OF THE PORTAL

ADVANCED FEATURES

COST OF THE SERVICE

CUSTOMER FEEDBACK

CONCLUSIONS



ACCESS AND CREDENTIALS



ACCESS AND CREDENTIALS

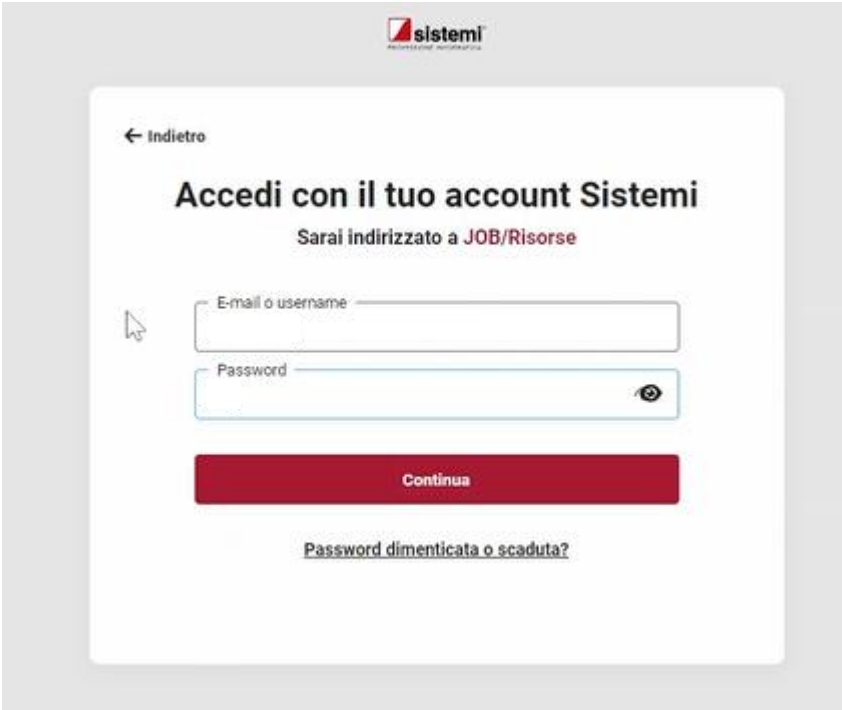
Employees can access the portal using the same credentials as their payslip portal, via the website

<https://jobrisorse.sistemi.com/run.bc>

This ensures secure and immediate access, without the need to manage additional passwords.

ACCESS AND CREDENTIALS

Users can retrieve lost or forgotten passwords autonomously, simplifying the login process.



The image shows a login page for 'sistemi'. At the top center is the 'sistemi' logo with the tagline 'PROFESSIONE AUTOGRAFICA'. Below the logo is a back arrow and the text 'Indietro'. The main heading is 'Accedi con il tuo account Sistemi', followed by 'Sarai indirizzato a JOB/Risorse'. There are two input fields: 'E-mail o username' and 'Password'. The password field has a visibility toggle icon. Below the fields is a red 'Continua' button. At the bottom, there is a link: 'Password dimenticata o scaduta?'.



USE OF THE PORTAL

USE OF THE PORTAL

The portal offers two modes of operation:

A. Individual Employee Access

- 1. Personal Dashboard:** Each employee accesses their personal dashboard where they can view their monthly calendar.
- 2. Attendance Input:** Employees can input absence justifications (selected from a predefined drop-down list), based on their pre-filled work profile in the system.
- 3. Validation and Submission:** At the end of the month, the attendance manager validates the entries submitted by employees, finalizes the reports, and consolidates the data, for import onto our payroll system.

USE OF THE PORTAL

B. Centralized Management

1. **Designated Manager:** A designated HR manager is appointed to oversee the attendance records of all employees.
2. **Attendance Input:** The manager inputs attendance based on the pre-populated list of employees.
3. **Validation and Submission:** At the end of the month, the manager finalizes the reports and consolidates the data, for import onto our payroll system.

USE OF THE PORTAL

Attendance input:

The screenshot displays the 'JOB Risorse | Presenze web' portal. The main content area shows the 'Calendario di Rossi Ernesto' for April 2024. The calendar grid includes columns for days of the week and dates from 1 to 30. Below the calendar, there are rows for 'Profilo orario', 'Tipo giorno', 'Ore teoriche', 'Eventi', and 'Ore di lavoro'. The 'Ore di lavoro' row shows a value of 2,00 for the 6th of April, which is highlighted with a yellow box. The 'Eventi' section has a '+ Aggiungi' button and a row for 'P9 - Perm...' with a value of 2,00 for the 6th of April. The bottom left corner features the 'sistemi' logo and copyright information.

Giorno	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
Profilo orario	L	L	L	L	L	R	F	L	L	L	L	L	R	F	L	L	L	L	L	R	F	L	L	L	L	L	R	F	L	L
Tipo giorno	L	L	L	L	L	N	F	L	L	L	L	L	N	F	L	L	L	L	L	N	F	L	L	L	L	L	N	F	L	L
Ore teoriche	8,00	8,00	8,00	8,00	8,00	I		8,00	8,00	8,00	8,00	8,00			8,00	8,00	8,00	8,00	8,00			8,00	8,00	8,00	8,00	8,00			8,00	8,00
Ore di lavoro	8,00	8,00	8,00	8,00	6,00	0,00		8,00	8,00	8,00	8,00	8,00	0,00	0,00	8,00	8,00	8,00	8,00	8,00	0,00	0,00	8,00	8,00	8,00	8,00	8,00	0,00	0,00	8,00	8,00

USE OF THE PORTAL

Absence type selection drop-down list:

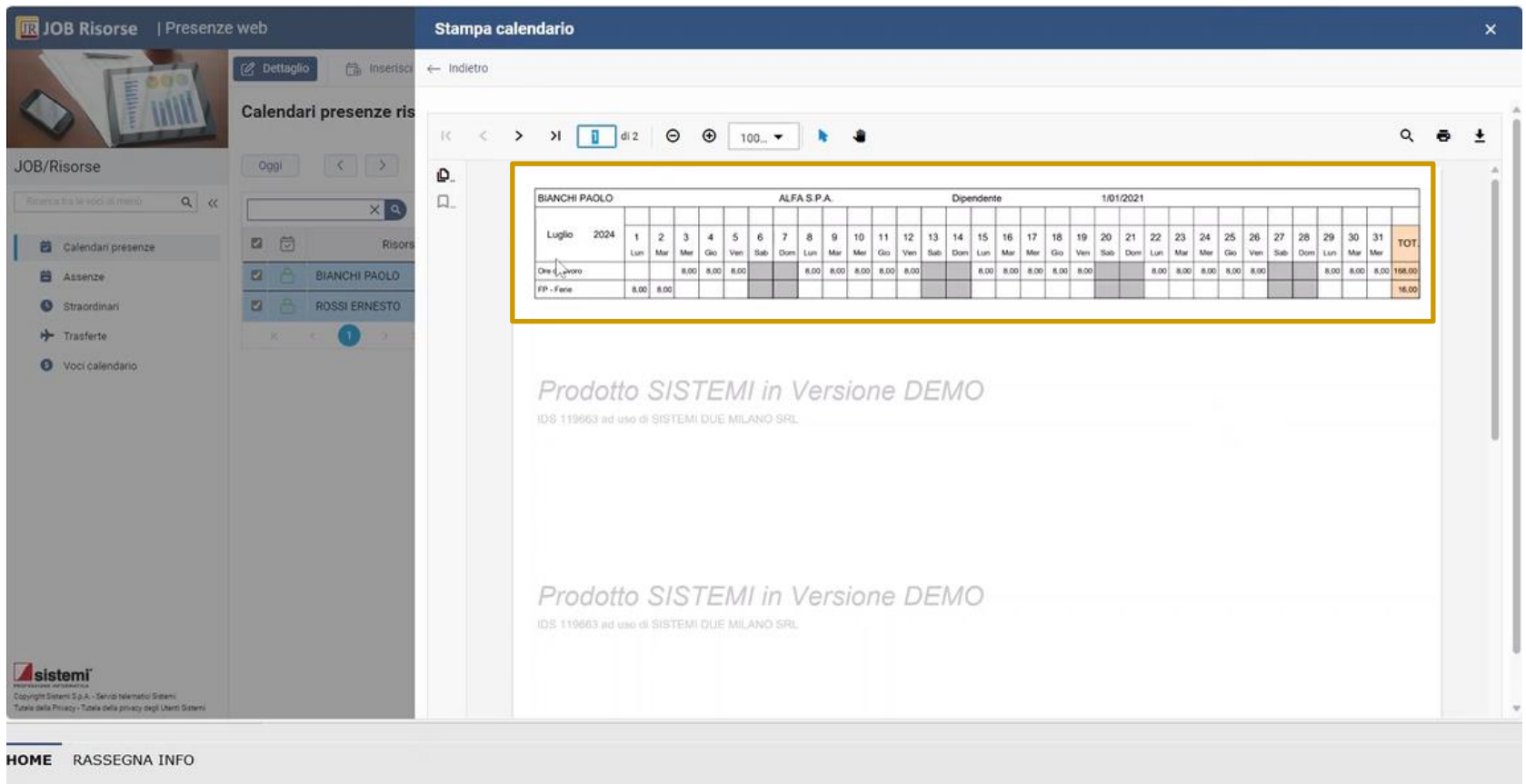
The screenshot displays the 'JOB Risorse' portal interface. The main content area shows the 'Voci' (Absence Types) section, which is highlighted with a yellow box. The 'Voci' section includes a table with columns for 'Codice' and 'Descrizione'. The table lists various absence types, with the first row highlighted in blue. The table is currently displaying 10 rows out of 18, as indicated by the pagination at the bottom of the table.

Codice	Descrizione
100	Trasferta Italia
101	Trasferta estero
146	Buoni pasto
155	Rimborso spese non documentate
156	Rimborso spese documentate
200	Premio generico
291	Multa disciplinare
297	Trattenuta generica
400	Indennità generica
600	Competenza generica

The background interface shows the 'Calendario di Rossi Ernesto' for April 2024, with a sidebar containing navigation options like 'Assenze', 'Straordinari', 'Trasferte', and 'Voci calendario'. The footer of the page includes the 'sistemi' logo and the text 'HOME RASSEGNA INFO'.

USE OF THE PORTAL

Validation: review of the entries for the month



Stampa calendario

di 2 | 100..

BIANCHI PAOLO		ALFA S.P.A.														Dipendente		1/01/2021							TOT.								
Luglio	2024	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	
Orario		Lun	Mar	Mer	Gio	Ven	Sab	Dom	Lun	Mar	Mer	Gio	Ven	Sab	Dom	Lun	Mar	Mer	Gio	Ven	Sab	Dom	Lun	Mar	Mer	Gio	Ven	Sab	Dom	Lun	Mar	Mer	
FP - Ferie		8.00	8.00						8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	156.00
																																	16.00

Prodotto SISTEMI in Versione DEMO
IDS 119663 ad uso di SISTEMI DUE MILANO SRL

Prodotto SISTEMI in Versione DEMO
IDS 119663 ad uso di SISTEMI DUE MILANO SRL

sistemi
Copyright Sistemi S.p.A. - Servizi telematici Sistemi
Tutela della Privacy - Tabella della privacy degli Utenti Sistemi

HOME RASSEGNA INFO

USE OF THE PORTAL

Validation: saving the inputs

The screenshot shows the 'JOB Risorse' portal interface for 'Presenze web'. The main content area displays the 'Calendario di Bianchi Paolo' for July 2024. A yellow box highlights the 'Salva e elabora' button in the top navigation bar. A modal window titled 'Elaborazione' is overlaid on the calendar grid, indicating a processing step. The calendar grid shows theoretical hours (8,00) and actual hours (0,00) for each day. The left sidebar contains navigation options like 'Calendari presenze', 'Assenze', 'Straordinari', 'Trasferte', and 'Voci calendario'. The bottom left corner features the 'sistemi' logo and copyright information.



ADVANCED FEATURES



ADVANCED FEATURES

The portal offers advanced features to users, to simplify the management of the attendance recording processes.

Bulk Entry: Attendance hours are pre-filled, allowing the manager to only manage absences and the corresponding reasons.

This feature significantly simplifies the attendance management process.

ADVANCED FEATURES

Bulk entry: selection of employees

The screenshot displays the 'JOB Risorse | Presenze web' interface. The main window is titled 'Inserisci eventi' (Add events) and features a search bar for 'Ditta' (Company) set to 'ALFA S.P.A.' and a dropdown for 'Risorse' (Resources). Below this, a list of employees is shown for selection, with a yellow box highlighting the selection area. The list includes:

Dal	Risorse
<input type="checkbox"/>	BIANCHI PAOLO - Dipendente - 01/01/2021
<input type="checkbox"/>	ROSSI ERNESTO - Dipendente - 01/01/2023

The background shows the 'Calendari presenze risorse' (Resource presence calendars) page, which includes a search bar, a calendar view for April 2024, and a table of resources. The table lists two resources: BIANCHI PAOLO and ROSSI ERNESTO, both associated with ALFA S.P.A.

At the bottom of the page, there is a footer with the text: HOME RASSEGNA INFO

ADVANCED FEATURES

Bulk entry: calendar events

The screenshot displays the 'JOB Risorse' web application interface. The main window is titled 'Presenze web' and shows a sidebar with navigation options like 'Calendari presenze', 'Assenze', 'Straordinari', 'Trasferte', and 'Voci calendario'. The main content area is titled 'Calendari presenze risorse' and shows a table of resources. A modal window titled 'Inserisci eventi' is open, allowing for the bulk entry of calendar events. The modal form includes the following fields:

- Eventi**: A section containing:
 - Ditta**: ALFA S.P.A.
 - Risorse**: BIANCHI PAOLO - Dipendente - 01/01/2021
- Event Details** (highlighted in yellow):
 - Dal**: 01/07/2024
 - Al**: 02/07/2024
 - Causale variazione orario**: Ferie
 - Tutto il gg**: Toggle switch (off)
 - Ore**: 0,00
 - Ricovero**: Toggle switch (off)

At the bottom of the page, there is a navigation bar with 'HOME' and 'RASSEGNA INFO' links.

ADVANCED FEATURES

Bulk approval: The attendance reports can be reviewed, on-line, and approved by the HR manager for all the group of employees at once, by allowing quicker and streamlined approval process.

Calendars can be previewed and “locked” on an individual basis as well, allowing the individual management of single resources.

ADVANCED FEATURES

Bulk approval:

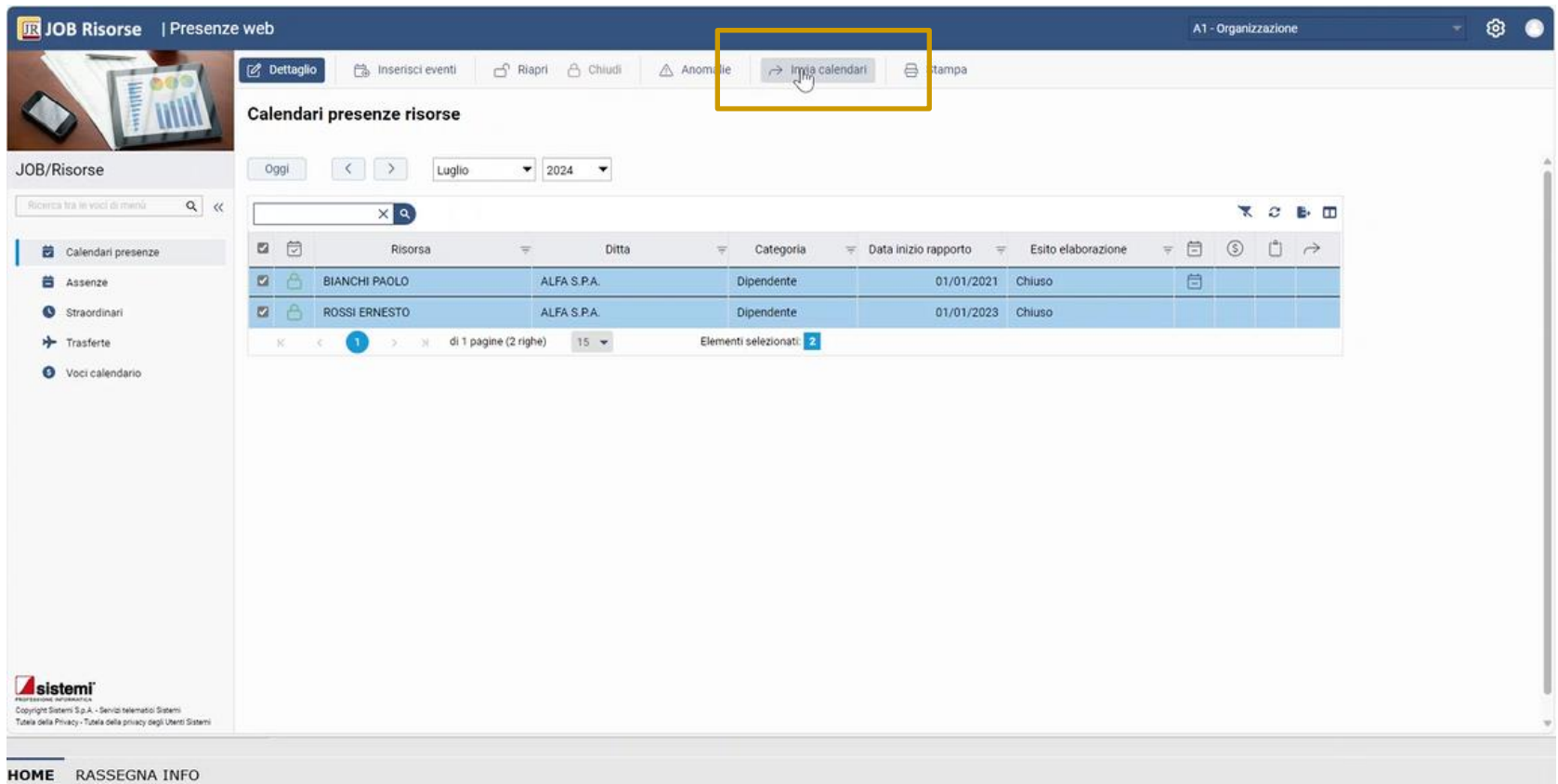
The screenshot displays the 'JOB Risorse | Presenze web' interface. The main content area is titled 'Calendari presenze risorse' and shows a table of resources. A yellow box highlights the selection checkboxes for two resources: BIANCHI PAOLO and ROSSI ERNESTO. The table columns include 'Risorsa', 'Ditta', 'Categoria', 'Data inizio rapporto', and 'Esito elaborazione'. The interface also features a sidebar with navigation options like 'Calendari presenze', 'Assenze', 'Straordinari', 'Trasferte', and 'Voci calendario'. The bottom of the page includes the 'sistemi' logo and copyright information.

	Risorsa	Ditta	Categoria	Data inizio rapporto	Esito elaborazione			
<input checked="" type="checkbox"/>	BIANCHI PAOLO	ALFA S.P.A.	Dipendente	01/01/2021	Chiuso			
<input checked="" type="checkbox"/>	ROSSI ERNESTO	ALFA S.P.A.	Dipendente	01/01/2023	Chiuso			

di 1 pagine (2 righe) 15 Elementi selezionati: 2

ADVANCED FEATURES

Finalization and consolidation of attendance reports with the firm:



The screenshot displays the 'JOB Risorse | Presenze web' interface. The top navigation bar includes 'A1 - Organizzazione' and a settings icon. The main menu contains 'Dettaglio', 'Inserisci eventi', 'Riapri', 'Chiudi', 'Anomalie', 'Inizia calendari' (highlighted with a yellow box), and 'Stampa'. The main content area is titled 'Calendari presenze risorse' and shows a calendar navigation for July 2024. Below the calendar is a search bar and a table of resources.

	Risorsa	Ditta	Categoria	Data inizio rapporto	Esito elaborazione			
<input checked="" type="checkbox"/>	BIANCHI PAOLO	ALFA S.P.A.	Dipendente	01/01/2021	Chiuso			
<input checked="" type="checkbox"/>	ROSSI ERNESTO	ALFA S.P.A.	Dipendente	01/01/2023	Chiuso			

di 1 pagine (2 righe) 15 Elementi selezionati: 2

systemi
RISORSE ORGANIZZAZIONE
Copyright System S.p.A. - Servizi telematici Sistemi
Tutela della Privacy - Tutela della privacy degli Utenti Sistemi

HOME RASSEGNA INFO



COST OF THE SERVICE



COST OF THE SERVICE

Charges are applied on the basis of a very simple scheme.

ONE-OFF activation fee: A one-time activation fee of € 500 is charged, upon activation of the service.

Per employee **MONTHLY** fee: the use of the portal is priced at € 2.50, per employee per month.



CUSTOMER FEEDBACK



CUSTOMER FEEDBACK

Users of the portal find it **extremely easy to use** and **intuitive**, enhancing efficiency and reducing the time dedicated to attendance management.

The implementation of the **one-user-one-password** scheme is appreciated.

The **direct link** with the firm's software and the **GDPR compliance** are also valued by our customer base.



CONCLUSIONS



CONCLUSIONS

Our attendance management portal represents a **cutting-edge** solution for entities seeking to optimize the monitoring of their employees' attendance, particularly for those with highly mobile or remote workforces.

Thanks to its simplicity and advanced features, it ensures effective and **hassle-free** management of the attendance process.

STUDIO DE GIORGI e ASSOCIATI

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