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Advance Systems
Guide To Skills Matrix

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1 Skills Matrix

1.1 What is it?

The Skills Matrix is an enhanced Resource Planning function available in Advance Systems Time Management System.

This quick and easy-to-use tool assists with the management, control and monitoring of skills levels within your organization.

The Skills Matrix displays all current team members and the skills that have been assigned to them.

1.2 What is it used for?

The Skills Matrix can:

- Examine what your strengths and weaknesses are
- Identify specific training needs
- Quickly identify available skills and possible future requirements
- Organize adequate cover for vacation and sick leave

In addition, when used in conjunction with the Future Work Planner and Group Rules within Advance Systems Time Management System, the Skills Matrix allows managers to plan workforce availability based on staff skills.

Skills can also be linked to the real-time Onsite List, enabling managers/supervisors to clearly see who is onsite at a given time.

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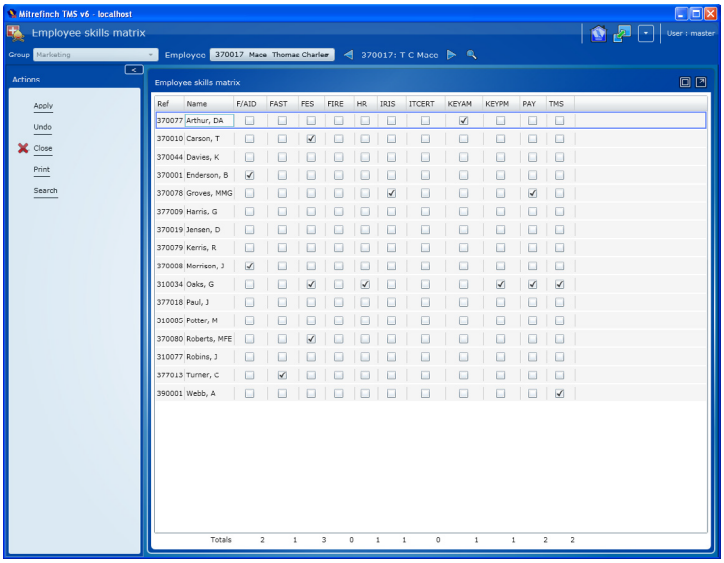
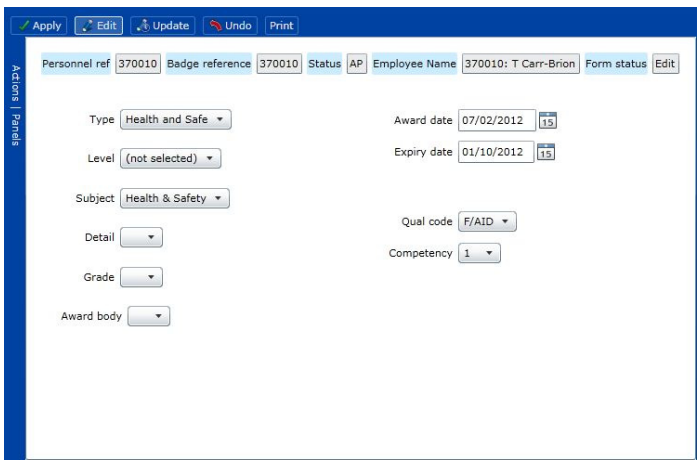
1.3 How does it work?

Within Advance Systems Time Management System, once you select Skills Matrix from the Group menu, you will see a list of all the members of your selected department, showing the skills that have been assigned to them (e.g. First Aid practitioners).

You can still update any skills that an employee has acquired by ticking the relevant box and then clicking Apply. The total number of people in the department credited with each skill is shown at the bottom of the table.



In Advance Systems Time Management System you can now link this to training records so that when you double click on a skill it will take you through to the associated training panel as well as adding a training record against that employee which you can edit.



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You can also customize the appearance of the skills matrix to show any value from the training record in the grid.

Skills can be viewed at point in time e.g. who from the current first aiders will still have his certificate valid in January next year.

To conduct an in-depth assessment of your workforce skills you can use the arrow buttons to select the skills for which you wish to search in the relevant group.

You can change the range of your search to the entire database or a specific group via the drop-down list at the bottom.

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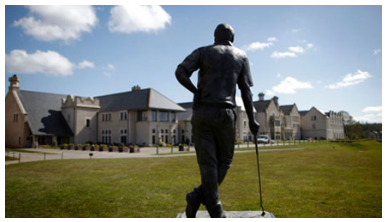

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About Advance Systems

Advance Systems is Ireland's leader in employee management technology. Our on premise and cloud-based time and attendance system has earned us accolades from organisations of all industries and sizes.

With thousands of customers, our Time Management System (TMS) is now one of the most widely used systems of its kind. Through Advance Systems, companies are able to use TMS to drive performance and save millions of euro every year.

Our full range of products includes:

- Time & Attendance Systems
- Rostering & Employee Scheduling
- Cloud Hosted Solutions
- Absence Management
- HR Management Software
- Employee Self Service
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