





Ireland's leading provider of Workforce Management solutions

est.1994

over 20 years of expertise

+1,500 customers

in Republic of Ireland and Northern Ireland











Mobile Workforce



Employee Self-Service



Advance Systems International

Advance Systems is a leading provider of automated workforce management systems in Ireland. Since 1994, we at Advance Systems have installed our Mitrefinch time & attendance and scheduling solutions for over 1,500 Customers in just about every industry, including manufacturing, energy, banking, retail, government, education, healthcare and pharmaceutical.

Our Mission

Our mission remains to continue to serve our Customers with highly sophisticated and comprehensive solutions which are easy to use and easily accessible as management and reporting tools for assessing and improving employee productivity in an ever advancing technological and legislative environment.

We make what was previously only available through tired and delayed expensive auditing and management reporting avenues easily accessible in real time to effect decisions and profits now. "Our payroll takes 3 hours now, as opposed to two days"

Geraldine Dunleavy-Larkin

DLR Leisure Services, after adopting the Mitrefinch suite



In today's challenging business environment, successful organisations must balance the difficult task of cutting costs while remaining competitive. Staying on top of the game requires real expertise, a willingness to be flexible and constant innovation. Advance Systems has consistently proved itself to be up to this task with a suite of sophisticated and progressive workforce management tools.

Mitrefinch Time Management products can be used individually to meet a specific need or they can be integrated to form a comprehensive Employee Workforce Management System.

You can't argue with success. Studies show that organisations can save an average of €1,000 per employee per year after implementing automated workforce management software. Our Mitrefinch solutions offer a wide variety of time and cost saving advantages including: increased accuracy in reporting, elimination of overpayments, lower administration costs, reduced absenteeism, increased punctuality, enhanced shift planning and budgetary control, improved legal compliance, and an enhanced strategic focus at the managerial level.

Softwares available on desktop, tablet and mobile devices

* DISCLAIMER: Screenshots of TMS for illustrative purposes only. Images do not represent a commitment from Mitrefinch or Advance Systems of final user interface.

At Advance Systems, we know that the business world is always changing and that your ability to keep pace with that change impacts your success. In an effort to bring you full, up to the minute functionality, our analysts are constantly monitoring advances in workplace practice, legislative developments and technology. And we deliver. Over the past decade, we have introduced some of the most innovative workforce management solutions, including Mitrefinch Mobile Time & Attendance systems, biometric identification terminals and cloud hosting solutions in Ireland. Our ability to keep up with change helps your business stay well ahead of the game.







Time & Attendance



Absence Management



Rostering Software



HR Functionality



Mobile Workforce



Employee Self-Service





TIME AND ATTENDANCE SYSTEM

Free up the time spent shuffling through paper and time cards and focus on what really matters: your organisation's strategic goals.

If you're still manually managing time and attendance data, it's time to discover the Mitrefinch Time & Attendance System, a fully automated solution that helps companies to more efficiently manage, collect and process time.

Say goodbye to cumbersome clocking systems that result in inaccurate time reports, administrative errors and increased labour costs. Say hello to a system that increases efficiency, saves time and money and can pay for itself in as little as a couple of months.

The Mitrefinch Time & Attendance System can be tailored to suit your organisation's specific needs, whether you are a large organisation or a small one, whether your employees work on site or are mobile. The highly flexible nature of our time and attendance system means no more headaches for organisations with diverse workforce patterns. Mitrefinch Time & Attendance systems can easily manage traditional schedules, flexi-time schedules and complex shift schedules.

Whether your employees are on site, working from a remote location or logging hours on the road, Advance Systems capabilities enable them to accurately clock in whenever and from wherever.

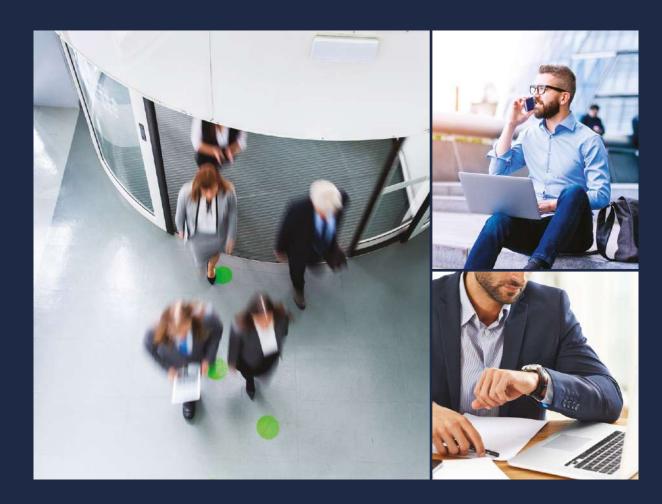
The Mitrefinch Cloud Hosting feature means no costly hardware, no complicated infrastructures and no hassles associated with securing, installing and managing new technology. And a system so complete has never been so easy to use. The Mitrefinch Time and Attendance System is user friendly and intuitive to use, with an easy to navigate dashboard and tools designed to minimize error and improve the output of information. The solution allows you to free up the time spent shuffling through paper and time cards, so you can focus on what's really important – your organisation's strategic goals.

"Before we installed Mitrefinch, employees signed in on time sheets and Payroll had to enter the hours worked manually. The process took up to 60% of the department's time."

Wendy Fagan

Ailesbury and Ashbury Private





Key Benefits and Features:

Reduces administration and labour costs

Saves money by eliminating inaccurate reporting and unauthorised overtime

Records time using the Internet, Android or iOS phone, desktop PC, laptop, tablets or at specified terminals using a variety of clocking options

Improves organisational and legal compliance and minimizes penalties and disputes Allows users to view workforce performance in real time, enabling more efficient management

Creates schedules and manages shifts with complex flexitime specifications

Identifies time discrepancies and generates anomaly reports when clock ins do not match planned schedules

Forecasts workloads, resources and budgets by department

Captures and transfers attendance data to payroll software

Records absences and builds absence profiles

Allows users to update future changes immediately and to run "what if" scenarios

Allows managers to plan according to workload, resources and budgets

Integrates fully with other business applications, such as HR and payroll systems



AUTOMATIC SCHEDULING AND FORECASTING

Create complex staff schedules in just a fraction of the time with the Mitrefinch System

Creating efficient, cost effective schedules is one of today's biggest challenges for organisations. The Automatic Scheduling and Forecasting Feature available through the Mitrefinch Time & Attendance System allows managers to harness information such as rates of pay, skills and availability and to use this information to automatically generate the most efficient and cost effective roster. This easily accessed information can then be used to create complex staff schedules in just a fraction of the time it would take using a manual system.

Worried about your workforce costs going over budget? Want to confirm maximum productivity by ensuring each shift has the right mix of skills, training and capabilities represented? Having a hard time keeping track of your mobile and remote workers?

With time consuming manual systems, achieving the perfect scheduling and forecasting balance was like trying to put together a very complex jigsaw. It took lots of time and often resulted in lots of errors, before you got it right. With the Mitrefinch Time & Attendance System, you have peace of mind, knowing you are getting it right the first time, every time.



Key Benefits and Features:

Reduces operating costs while maximising productivity

Creates staff schedules in a fraction of the time taken with manual systems

The Skills Matrix function ensures that all the necessary skills are accounted for at each shift

Saves administration time

Reduces costly administrative errors

Helps users adhere to worker contracts and organisational policies

Notifies users when scheduling anomalies occur

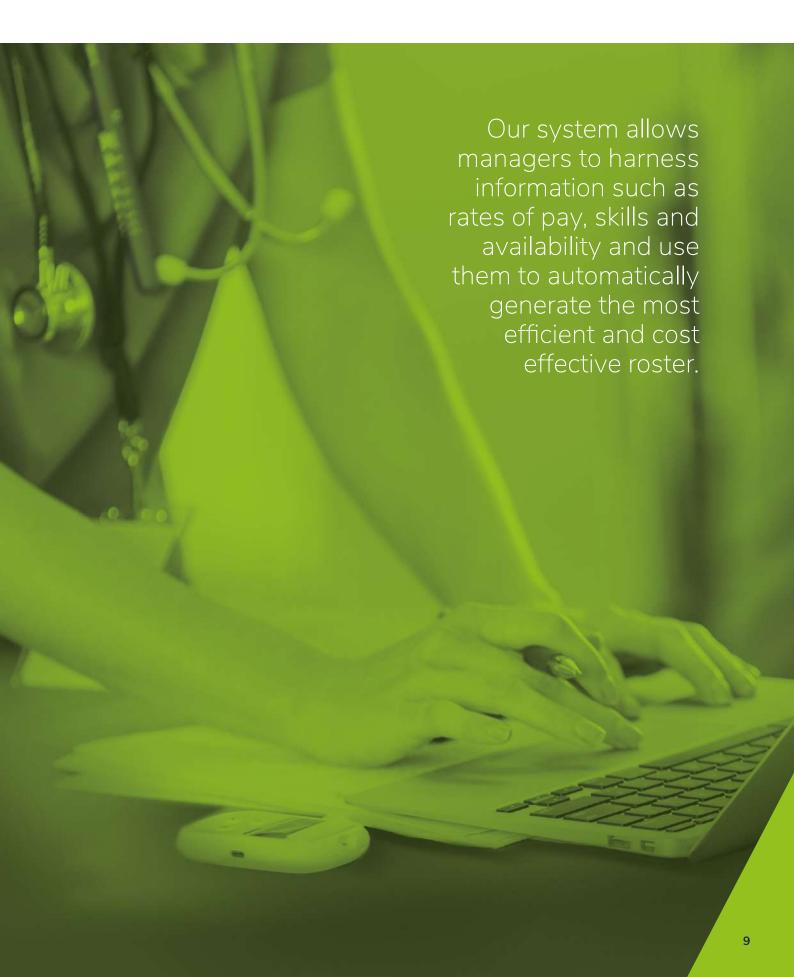
Reduces legal compliance risk

Manages shift changes and swaps

Automatically creates schedules for mobile and remote workers

Available as a fully integrated solution or a separate module









ADVANCE BUSINESS INTELLIGENCE REPORTING

Do you need your users to have real time access to important information from any smart device? Whether it's at their desk, on their tablet or mobile phone, Advance Business Intelligence (BI) Reporting empowers managers by displaying accurate, up to the minute data on their employees. Managers are provided with the opportunity to make real-time immediate decisions based on the real-time information such as 'labour cost exceeding budget/sales' etc.

Dashboards are provided for all levels of management with specific items included or excluded depending on the user level.

Examples include; CEO Dashboard, HR Director Dashboard, CFO Dashboard, CIO Dashboard & Departmental Dashboard.

Key Benefits and Features:

Use with any smart device, compatible with Apple, Android & Windows Devices

Access to information securely controlled by user level

Users have the ability to write & configure their own reports ensuring self sufficiency in maintaining the module





LEGAL COMPLIANCE

It can take years to identify time and attendance errors and that's if they are caught at all. In addition to costing your business extra money as a result of overpayments, time and attendance errors that violate legislation as directed by the European Working Time Directive (EWTD) can result in expensive legal defence and fines. As a matter of fact, even organisations that win their cases can end up spending a small fortune on defending their cases.

Legislation is complex and ever changing, but the Mitrefinch Time & Attendance System is automatically updated so that your risk of non-compliance is eliminated. Never worry about costly non compliance again and rest assured that surprise visits by the Department of Jobs, Enterprise and Innovation need not be a headache.

Key Benefits and Features:

Minimize administrative errors

Reduce costly legal disputes and penalties

Ensure compliance for employees with different pay structures, including union employees, part time or seasonal employees and salaried employees

Automatic updates ensure organisations comply fully with current legislation

Can be tailored to meet an organisation's specific network and workforce needs

Easily manage human resources, time and labour, leave management, scheduling and job costing for employees in different locations and worksites



HUMAN RESOURCE MANAGEMENT SOFTWARE

The Mitrefinch Time & Attendance System reduces the amount of time HR spends on administrative tasks such as scheduling and payroll

As organisations face budget cuts in an increasingly competitive climate, human resources departments are required to do more than ever. But a HR department that simply doesn't have the capacity to tend to employee needs won't serve your organisation's best interests. The Mitrefinch Time & Attendance System reduces the amount of time HR spends on administrative tasks such as scheduling and payroll, freeing up time to spend on things that have a true impact, such as workforce strategy.

Track time and attendance, facilitate payroll and automate scheduling quickly and easily through one single point of data entry. The Mitrefinch Time & Attendance System allows you to access, view, analyse and generate reports on personnel details, such as pay and contract details, holiday and retirement benefits and information on training and qualifications. Completely and effortlessly manage the recruitment process, from keeping track of vacancies to ensuring you hire the best employee for the job.

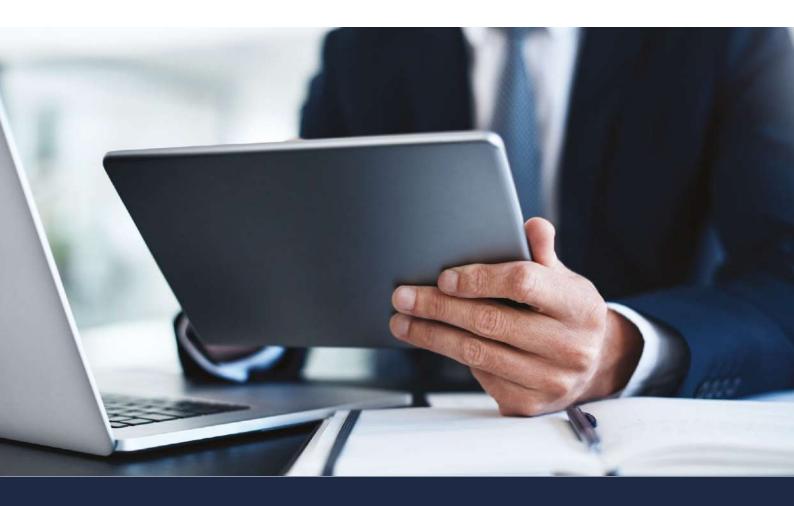
"Significant savings in all areas are being generated with the tremendous efficiencies afforded by using the software. It has made life much easier."

Mark Gallagher

IT Project Manager, Bord na Mona

Cloud hosting means there is no need to purchase hardware, operating systems or licenses. Instead, your organisation will realise the benefits of automated workforce management in no time at all. The support that Mitrefinch HR Management Software offers allows your organisation to focus its efforts where it can have greater impact - on your employees. With easy to use software, you can reduce HR headaches and hassles, improve the lives of employees and increase loyalty, retention, productivity and profits.





Key Benefits and Features:

Records pay and contract details, holiday and retirement entitlements and information on training and qualifications for each employee

Tracks hours, planned and unplanned absences, holiday, sick time and leave

Can be set up to highlight time and attendance issues that violate company policy or legal compliance

Imports payroll into commonly used payroll systems

Facilitates automatic scheduling for all shifts, departments and projects, ensuring the right skill sets are represented

Generates employee correspondence, using predefined templates

Manages the recruitment process, storing data on new applicants and integrating the data of current employees into the application process

Stores employee documents such as CVs, letters of recommendation, letters of disciplinary action and performance reviews

Diary feature reminds users of important events and actions, such as training and development sessions, performance reviews, pay reviews and disciplinary meetings

Can be configured to meet your organisation's exact needs

Available as a fully integrated solution or a separate module

We projected an €80,000 cost saving in the first year

of installing Mitrefinch Time and Attendance System.

Geoff Devlin

Project Manager, United Dairies





EMPLOYEE SELF SERVICE

Save administration time. Give employees control of their own time and attendance.

Mitrefinch Employee Self Service Software allows employees to track and manage their time and attendance, request time off and shift changes and view payment, attendance and other employee data.

The Mitrefinch Employee Self Service option saves administration time by allowing employees to explain absences, request holiday and leave and update personnel details. Requests, authorisations and rejections are processed entirely through the system, completely eradicating any manual process, reducing the paper trail and ensuring that accurate records are maintained.

The Mitrefinch Employee Self Service feature puts employees in the driver's seat, so managers and supervisors can focus on driving the business.

Key Benefits and Features:

Ideal for all organisations, especially those with flexible, mobile workforces

Employees automatically request leave and check attendance and entitlements, allowing supervisors to authorise or decline requests with minimal time and interaction

Allows employees to manage their own time, significantly reducing administration time and budgets

Plans future work records and generates reports

Automatically updates absence profiles and entitlements

Improves punctuality and reduces absenteeism

Increases productivity

Ensures accurate records

Integrates with job costing for real time employee activity analysis

Available as a fully integrated solution or a separate module









JOB COSTING

Managing your resources while staying within budget has never been so easy.

If you want your business to remain competitive, your goal is relatively simple: you must ensure the growth of your business, while balancing costs. But achieving this goal can be anything but simple. The Mitrefinch Performance Management/Job Costing features make it easier than ever to ensure that the revenue being generated covers the cost of all jobs in the product or service process.

Simply use the Mitrefinch Performance Management/Job Costing feature to track projects by the hour, quantity or cost; compare planned jobs and budgets with actual jobs; and measure performance.

Managers can access data in real time and use it to reduce costs, improve budgets and boost performance. Managing your resources while staying within budget has never been so easy.

Key Benefits and Features:

Accurately calculate production costs

Use the future work planner to plan daily and weekly tasks

Track projects and highlight items over budget with the project analysis module

Clock-in from a variety of systems, including PC, laptop, tablet computer or mobile phone

Information can be viewed in several different display options, including graphs and planners

Generate reports that show total and overtime hours worked by employees

Avoid unexpected job related expenses and keep jobs on track

Manage future resources using current data

Available as a fully integrated solution or a separate module





AUTO ID SOFTWARE

Produce identification cards on the spot with the Mitrefinch Auto ID tool.

Save time and money by allowing employees to design, customise and produce text, logos, graphics and employee photos on your organisation's ID cards.

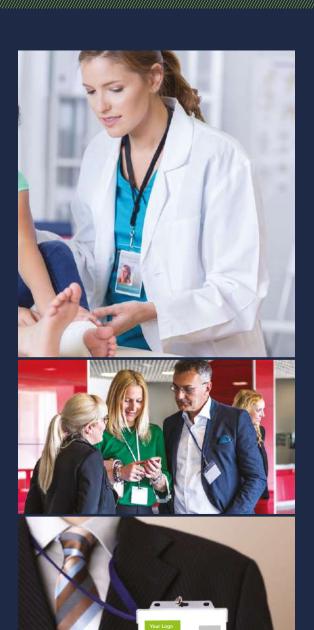
This highly flexible function allows you to decide the size of the cards, as well as information included. Important employee information can be encoded and stored on the ID cards in the form of proximity or magnetic strips. The simple design wizard guides employees through the entire process and digital cameras can be linked to the application to create an immediate colour photo. No design experience required!

Key Benefits and Features:

Produce immediate employee and visitor ID cards

Save time and money by avoiding costs of designers and printers

Use the Auto ID feature alone or as part of a larger security system





CLOCKING OPTIONS



BIOMETRICS

Increase security, eliminate the possibility of colleagues clocking in for each other, decrease overpayments and increase time and attendance accuracy with the Advance Systems state of the art biometric clocking system. Employees register their arrival and departure times simply by placing their finger on the biometric scanners, attached to terminals installed at convenient locations throughout the worksite.

In the past, environmental conditions such as low temperatures could wreak havoc with biometric technology. Not so with Advance Systems biometric scanners. The Lumidigm multispectral sensors we use are the best in the business and can scan through layers of grease, dirt, grime, moisture and sweat. That means our cutting edge technology really works.

Fingerprints are stored as algorithms and actual fingerprints cannot be retrieved from the system, increasing security

The biometric system can be used alone or in conjunction with swipe cards and key fobs

Information received at the clocking terminals is periodically downloaded to the system, where it can be viewed, analysed and printed



<u>P</u>ROXIMITY

Our quick and easy to operate Mitrefinch Proximity Time Clock Systems are ideal for businesses of all sizes and in all industries, with a variety of workforce patterns. The Mitrefinch Proximity Clocking System allows employees to record arrival and departure times using a variety of different input methods, including PIN entry/keypad, swipe cards, ID badges and key fobs. Employees simply use the input method, which is encoded with employee information, to gain access to pre approved areas.

Configure the system to reflect your shifts, wages, hours, departments, company policies and individual employees

Improve security

Keep track of employee locations





EMPLOYEE SELF SERVICE MITREFINCH PC CLOCKING

Employees can manage time and attendance from personal computers with the Mitrefinch PC Clocking System. The system can be configured to recognise the employee by ID card, keyfob, swipe card or fingertip. Allows employees to easily view and oversee their own attendance records, explain absences, request leave and view holiday time right from the clocking terminal. Absolutely no software installation is required for this clocking method.

Ideal for businesses that require groups of employees to manage time on one PC terminal

The system can be used wherever there is access to the Internet

The clocking station can be programmed to show relevant

information when used, such as past clockings or amount of holiday time accrued



LANDLINE CLOCKING

Our Landline Clocking option is an ideal solution for organisations looking for a cost effective, quick solution that requires no additional devices. Employees record time using a landline phone and a 1-800 reverse billing number. Time and attendance data is immediately sent to the Mitrefinch Time & Attendance System, where managers and supervisors can view it in real time. Want a system that's easy to set up, easy to use and doesn't require extra equipment? You've just found it.

Ideal for businesses with a variety of workforces, including those that have employees who work at remote job sites

Eliminate time consuming voicemail call ins and log sheets

No training or equipment necessary



CLOCKING OPTIONS



Ireland has an ever increasing number of mobile workers. The Mitrefinch Mobile Phone Clocking System allows you to keep accurate track of employee time and attendance, wherever they may roam. Using a mobile phone, employees can track their time from any location, whether they are working from home, on the road or at another worksite. The information is immediately transferred to the Mitrefinch Time & Attendance System, where it can be viewed, analysed and printed by managers. The Mitrefinch Mobile Phone Clocking System puts time and attendance in the palm of your workers' hands – literally.

No expensive extra software or equipment required. Use any mobile phone

Phones equipped with GPS can be configured to map the worker's location during the clock in and clock out processes

Reduce typical mobile workforce challenges, such as payment errors, inaccurate timekeeping and compliance issues



SMS TEXT CLOCKING

Are you looking for a simple, inexpensive clocking solution? One with no fancy equipment or devices, one that calls for no specialised training and one that can be used just about anywhere? The Mitrefinch SMS Text Clocking option allows employees to clock in and out using text messages on a mobile phone. All that's needed is mobile coverage. Workers simply send a text message with their employee number to a virtual mobile phone number The data is then sent to the Mitrefinch Time & Attendance System, where it can be immediately viewed.

SMS Text Clocking can be configured to record more details, such as location, project or job

Absolutely no hidden costs. Users are billed monthly by the telecommunications provider

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Ideal for mobile workforces





WEB-BASED CLOCKING

If you've got a varied workforce that operates out of several different locations or is mobile, consider The Mitrefinch Web Based Clocking option. Web based clocking allows employees to manage their time and attendance from virtually any type of Web based communication device, including desktop PCs, laptops, tablets, iPads and other mobile phones. No hardware or software required. Web Based Clocking is as easy as logging onto the Internet. Employees and supervisors can use the system anywhere, anytime - from the home office, from remote worksites or on the road. With the Mitrefinch Web Based Clocking option, you've found a system as flexible as your workforce.

Save time and money, while empowering employees to manage their own time

Reduce administrative errors, compliance issues and overpayments associated with a mobile workforce.

All you need is an Internet ready device and access to the Web



MITREFINCH WEB BASED BIOMETRIC CLOCKING

If your organisation requires groups of employees to manage time and attendance on one PC terminal, the Mitrefinch Cloud Kiosk Clocking option may be just the solution that you're looking for. One of the most flexible clocking systems on the market, the Mitrefinch Cloud Kiosk Clocking option allows employees to manage time and attendance at a kiosk set up on a wall or desk mounted monitor. It's ideal for organisations that require their employees to register changes when moving from task to task.

Use with a touch screen or traditional computer terminal with a variety of input methods, including biometrics, key fob, swipe card or simple keyboard

Cost effective and easy to use, the system requires no hardware or software

Ideal for situations that call for fewer computer terminals, such as retail and service environments



Access Control System

The ACCESS Control System is designed to control the movement of employees and bona fide personnel within and without customer facilities. This control of movement is applied to Doors, Car Park Barriers, Gate Entry Systems, Revolving Doors and Turnstiles all of which are provided as part of our Access Control Suite of Products. Access Control Software shares a database with our time & attendance / HR software and hence there is no need for duplication of employee data between systems or unnecessary database interfaces.

The software accurately captures employee entry and exit – including failed attempts at entry - into and out of restricted areas and will email alarms on access violations to authorised personnel for immediate review and action. It will also collate the information and produce management reports as to who has been through which areas and when. All employee movement including employee details, areas and times are available through the system audit trail. There is an option for users in the day to day administration of the software to use our touch screen technology to manage the system.

Access Control also helps organisations comply with Health and Safety regulations, by allowing supervisors to view real time reports showing who is on site at any particular time. The system can be set to release all doors, turnstiles and gate entry systems so in the event of an emergency such as a Fire Alarm the system will automatically release all controlled doors, turnstiles and gate entry systems.

Key Benefits and Features:

Secure your premises and assets

Ability to monitor all access attempts and only permit access to authorised personnel

Monitor individual employees

Supports compliance with Health & Safety regulations

Open and close, lock and unlock doors at the touch of a button

Touch screen technology

Access violation alerts to authorised personnel for immediate review and action

Ability to handle any system specification, including the control of doors, turnstiles, pedestrian gates, revolving doors, remote sites and vehicle barriers

Provides an audit log and archive of transactions on the movements of staff in your building, showing where and when access has been granted/denied

On screen alerts or alarm when a selected entry point is left open for longer than a defined time or when someone attempts to gain access to a restricted area





Our Services

The right time management system can save your business both time and money, providing a return on investment in as little as a few months. But the wrong system? A workforce management system that is not perfectly aligned with your organisation's needs and goals can be an empty investment and can cost you more money in the long run. Advance Systems is 100% committed to ensuring that your time and attendance system saves you time, saves you money and helps you meet every single one of your organisational goals. From helping your organisation determine its workforce management needs, to implementing your time and attendance system, from installing the system to supporting you in the long term through issues and upgrades, Advance Systems is there for you.

"We have found all Support Staff to be highly skilled, friendly and innovative, with the ability to quickly solve problems and understand customer needs."

Martina ConroySolutions Delivery, BAM

CONSULTANCY/ IMPLEMENTATION

With over 1,500 workforce management projects under its belt in Ireland, Advance Systems has the experience and knowledge needed to help your organisation plan, manage and use its time and attendance software, now and in the future.

Consultancy that examines your workforce needs and determines tools and functions that can streamline your workforce management, helping you save maximum time and money

Reports that show software potential and financial benefits

Dedicated project personnel who will lead you through the process, answer your questions and ensure our system fully meets your needs from the planning stages and throughout the training and support stages

PROJECT MANAGEMENT

Advance Systems prides itself on offering a comprehensive project plan before, during and after installation, to ensure that the needs of your business are always met, both now and in the future.

Comprehensive project plan ensures that when it comes to your organisation's specific needs, nothing is overlooked

Project planning that measure readiness for implementation, monitors performance and ensures the momentum of your project

Long term assessments that ensure your workforce management software continues to work hard for you

Maximum control of your project, with minimum disruption to your business

Clear communication and continuity, from beginning to end



INSTALLATION

TRAINING

SUPPORT

The Advance Systems team of project managers, software engineers and hardware engineers takes care of installing the time and attendance system for you, freeing up time for your IT team and allowing them to focus on meeting business goals.

Complete installation of the Mitrefinch Time & Attendance System onto your IT infrastructure

Sets up the database, security parameters, configuration and data migration based on your organisation's specific requirements

Integrates software with payroll and HR systems

Ensures hardware is fully operational and communicating with the host system

Attendance System remains relevant to your business and cost effective with our end user training strategy. Training strategies are developed before installation to avoid training overrun.

Assessment of end user needs, including evaluation of users' technical skill levels

Achievable training targets set, based on complexity of application, number of users and users' computer literacy and familiarity with similar applications

Training tailored to the client's specific use of the software and potential problems experienced by users taken into consideration

At Advance Systems, our relationships with clients don't end with installation and training. We're there to support you as long as you're using our product.

An assigned help desk contact will support you on a day to day basis

An Advance Systems project manager will continue to support you, in addition to the help desk contact

Support available for everything relating to the use of the software, including troubleshooting issues and problems, making adjustments as your organisation grows and changes and ensuring that upgrades are made

Are you interested in learning more about how the Mitrefinch Time and Attendance System can save your organisation time and money? Contact Us.

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You can book a free demo and hear more testimonials that will show you exactly how Advance Systems can benefit your organisation.



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