

## Timesheets and third party management

### Product Sheet



Our specialist solutions provide point solutions to the high value problems that our clients most face. Our Timesheets, Health and Wellness, Customer Portal and subcontractor Management products are designed to integrate seamlessly into your business alongside existing systems to provide maximum benefit with minimal effort.

**Work activities included:**

Timesheets and safety checks, Qualification tracker, Customer and subcontractor access and job tracking

Highest value modules based on customer feedback

## REPORTING

### Operational reporting

	Timesheets, Health and Wellness	Customer Portal	Subcontractor Management
Operational reporting	✓	✓	✓
Jeopardy board	✓	✓	✓

### Audit and compliance reporting

Safety dashboard	✓		
Toolbox talks data	✓		

## PRE-SITE WORKS MANAGEMENT

### Document management

Risk Assessments and Method Statements (RAMS)	✓	✓	✓
Document management	✓	✓	✓

### Job preparation checklist

Task management	✓	✓	✓
Work activity preparation	✓	✓	✓
Contractor request management (see 3rd party access)			✓

## POST SITE WORKS MANAGEMENT

### Post site works management

Job review	✓	✓	✓
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## TASK MANAGEMENT

### Task generation

Manually generated tasks	✓	✓	✓
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### Task tracking

Assigning tasks	✓	✓	✓
Pre-assigned tasks	✓	✓	✓
Task SLAs	✓	✓	✓
Task dependencies	✓	✓	✓
Work baskets	✓	✓	✓

## THIRD PARTY ACCESS

### Customer portal

Customer access to see live job information	✓		
Customer reporting - SLAs	✓		
Document management with version control	✓		
Interface to load jobs	✓		

## THIRD PARTY ACCESS cont.

### Subcontractor management module

See live contractor job information			✓
Subcontractor performance reporting - SLAs			✓
Document management with version control			✓
Interface to issue jobs to sub-contractors			✓

## TIMESHEETS

### Manual timesheet submission

Manual entry	✓		
Time classifications e.g. lunch, travel time	✓		
Timesheet approvals	✓		
Timesheet queries	✓		

## EMPLOYEE MANAGEMENT

### Health and Safety

Daily vehicle safety checks	✓		
Essential risk assessments i.e. PUWER, LOLER, Working at height, POWRA etc.	✓		
Check in points throughout the day i.e. arrival on site/leaving site	✓		

### Qualification management

Qualification tracker	✓		
Qualification audit	✓		
Certificates	✓		

### Event management

Holiday management	✓		
Availability tracking - absence, sickness etc.	✓		
Calendar events	✓		

## INTEGRATION

### A range of APIs for integration

RESTful APIs	✓	✓	✓
File transfers e.g. CSV	✓	✓	✓

## SECURITY

### Security

ISO27001	✓	✓	✓
GDPR compliant	✓	✓	✓
UK based data centres	✓	✓	✓

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