

Do you need V4 Staff Rota System?

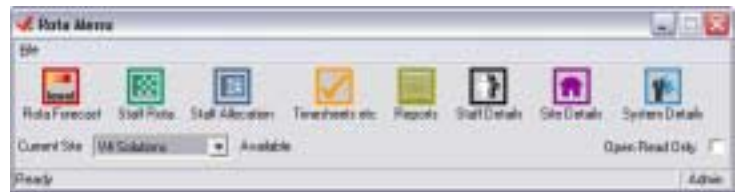
Do you want to manage your human resources more effectively?

Do management and staff waste valuable time manually preparing the staff rota?

Are you able to use specific management information relating to the rota period from previous years to assist you in forecasting current staffing levels?

Does your current system automatically allocate staff on a daily basis based on a configurable set of working patterns and skills levels?

Managing and controlling human resources is a vital part of business management and needs to be both effective and responsive. It is essential to organise staff based on their skills and knowledge to achieve optimum efficiency. Manually preparing and distributing the staff rota takes up valuable management and staff time, which could be spent on key business processes. And, just as importantly, distributing the staff rota in paper format does not allow you to share changes quickly with other parts of the organisation.



V4 Staff Rota System is a simple to use system with a comprehensive range of functions, which allows you to forecast your staffing requirements for the future, configure working patterns and skills levels and auto allocate staff based on these criteria, build and distribute the staff rota across the organisation and retain the information for future rotas. The system will allow you to manage and deploy your staff more efficiently and quickly, and will free management and staff up to concentrate on their business critical tasks. This in turn will help to reduce your administration costs and contribute to your overall profitability.

The system consists of the following modules.

Rota Forecast section

- Shows a forecast level of business activity and staff required based on user-defined default staffing level settings.
- Displays historical information on takings levels, customer levels and weather conditions from the corresponding period the previous year(s).
- Facility to amend the forecast to take into account Bank Holidays and other high-level trading days.



Staff Rota section

- Facility to enter when staff will be working and when they will be on holiday or unavailable for other reasons.

Staff Allocation section

- Shows the allocation of staff automatically made by the system based on the information shown in the Rota Forecast screen and the Staff Rota screen.
- Refine the staff allocation by adding staff, deleting staff and changing the automatic allocation made by the system.
- Highlights unallocated staff scheduled to work on a given day.
- Highlights staff allocated to a department that they are not trained to work in.
- Highlights staff allocation above the user-defined default limit in the system.

Timesheets section

- Shows attendance information based on staff allocation.
- Update attendance information to indicate staff who were absent on the day they were scheduled to work.
- Shows hours worked by staff based on allocated working days.
- Facility to amend the scheduled hours worked to reflect the actual hours worked.
- Shows details of Bank Holiday supplements and other days where a supplement applies.
- Shows a comprehensive list of total hours worked, holidays and 'other' time by individual and group.
- Record takings levels and actual figure, customer levels and weather conditions and general comments.

Reports section

- Facility to produce a series of configurable reports including a staff rota sheet.

Staff Details section

- Record staff personal information.
- Facility to set standard default working days for each member of staff.

Site Details section

- Facility to set up different sites, departments within a site and to allocate skills levels to each department.
- Facility to specify a minimum number of staff required at each skills level based on different business activity levels.

System Details section

- Set up user levels, skills levels, status levels, employment categories, pay scales and absence reasons.
- Facility to prioritise skills levels.

Benefits

- Allows you to manage your human resources more effectively.
- Allows you to produce and distribute the staff rota quickly and efficiently.
- Retains specific management information relating to the rota period from previous years to assist you in forecasting current staffing levels.
- Automatically allocates staff based on a configurable set of working patterns and skills levels.
- Saves management and staff time manually preparing and distributing the rota.

Technical specification

OS Windows 98,ME,NT, 2000, XP
Hardware Minimum: Pentium II, 64 MB RAM (Recommended: Pentium III, 128 MB RAM)
Required disk space dependent on staff requirements

Attendance	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Bos								0
Dave								0
Mark								0
James								0
John								0
Kevin								0
Neil								0
Steve								0
Nicola								0
Total								0

V4 Solutions is an independent company specialising in the provision of software solutions to small and medium sized enterprises.

We develop and build systems using established software to meet the exact specification of each customer. We work closely with the customer from the initial specification and design stage right through to implementation to ensure that the final solution fully meets the customer's requirements and delivers real business benefits.

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