

Kelio Planning+

Control the organisation of your human resources

This planning assistance tool enables you to benefit from advanced features to help you organise your workforce.

An intuitive workforce tool

→ Provision of information

The key time management data is permanently available, such as planned totals, totals produced from clocking operation, estimated totals.

→ Easy to use

This module has been carefully designed to ensure that this module is simple to use.

→ Customisation

Each planner may customise and save their workspace in order to make them more efficient in their daily tasks.



A highly customisable work area

With a work area that can be fully customised, planners can allocate timetables, absences, activities* and duty rotas simply and effectively.

→ The "Resources" zone

- Adapt your team's display and access an employee's file directly.
- . Organise replacements and cover easily between planners

→ The "Totals / Details" zone

. Using the "totals" view, build the management indicators to monitor your team.

(see illustration opposite).

. Using the "details" view, compare the forecast and actual totals for an employee over a day at a single glance.

→ The "Stations / Requirements" zone

. Define your requirements by work station, schedule, activity, etc. to control your department's workload.

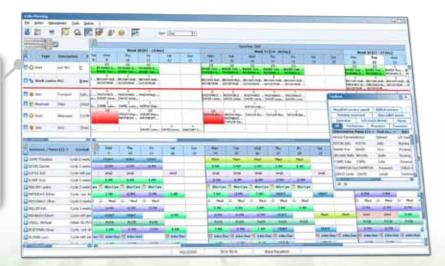
(see the illustration on the 1st page).

. Monitor the "forecast workload and station workload" modification in real time.

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1/09/2009/\$\limins								er .	
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Surname / Name	Current job	Tue 1	Wed 2	3	Fri 4	588	5un 6	Mon 7	8
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JASON Stephen	Nurse	13 PM 13:00 / 21:00	7 AM 67:00 / 15:00	109HT 21:00 / 05:00+	REST	165HT 21100 / 05:00+	105HT 25100 / 05:08+	Analy-Pa 13:00 / 21:00 13:5M	Analy-Pa. 13:00 / 21:00 13:0M
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ASTON Sally	Nasng assistant	S AM 85:00 / 13:00	5 AM 95:00 / 13:00	5 AM 95:00 / £3:00	16 % -Cara 06:53 / 09:59 Adhe	SAT	Fy 8 00:00 / 12:00 34:00 / 18:00	Fy II 09:00 / 12:00 14:00 / 98:00	Fx 0 00:00 / 12:00 14:00 / 18:00
SHEPHERD Caroline	Nursing assistant	13 PM 13:00 / 21:00	7 AM 67:00 / 15:00	Care 21:00 / 05:00+ NGO-IT	23:00 / 00:00+ 10:001		SIN	13 PM 13:00:/21:00	13 PM 13:00 / 21:00
MIRANDO Elleen	Nursing assistant	WA 65:00 / 13:00 5 AM	WA 05:00 / 13:00 5 AM	N0GHT 25:00 / 05:00+	REST	Flex9 00:00 / 12:00 14:00 / 19:00	Flex* 00:00 / 12:00 14:00 / 19:00	13 PM 13:00-/21:00	13 FM
PORTMAN CRIVIN	Specialist nurse	13 PM 13:00 / 21:00	7 AM 87:00 / US:08	Fx725 88:00 / 12:00 14:00 / 17:15	Fx725 00:00 / 12:00 14:00 / 17:15	Ps/725 08:00 / 12:00 14:00 / 17:15	10GHT 21:00 / 05:00+	13 PM 13:00 / 21:00	13 PM 13:00 / 21:00
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Rest schedule (number)			0	0		6:		9	

→ Station planning

- . Get an overview of the work stations related to schedules, activities and so on.
- . Find out who's working on which station easily.
- Adjust your schedules quickly by replacing or lending employees.







→ The "Results" zone

- . Build your individual management indicators for the time frame that suits you best.
- . Take advantage of real time alerts set according to personal, collective or statutory constraints.

Schedule info bubbles

. Use info bubbles to understand the description of your employee's day.

Toolbox

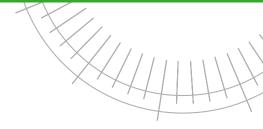
. Plan your schedules, activities and use the toolbox which adapts to the active data and rights of your users.



Daily planning

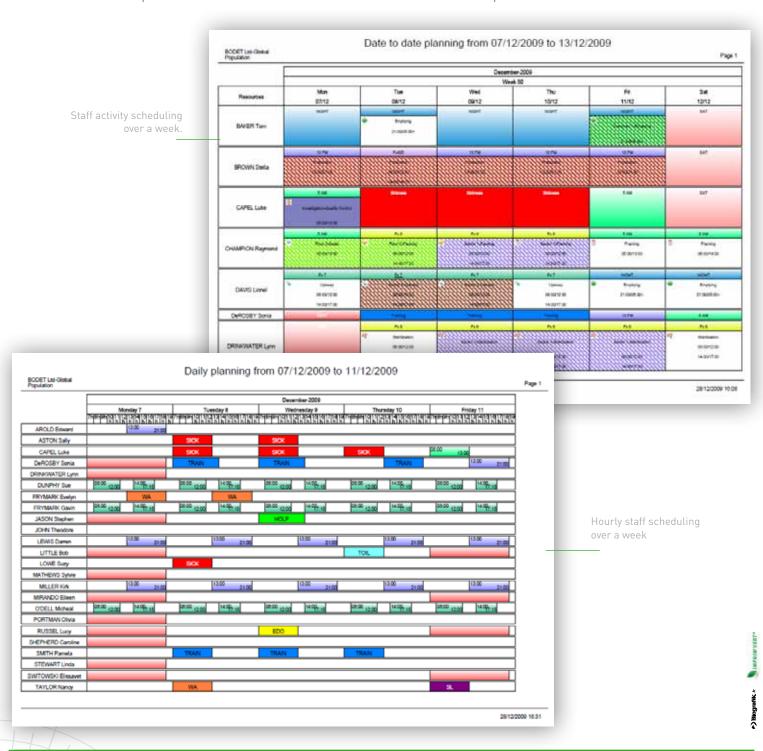
- . Build your timetables minute by minute for more accuracy.
- . Get a clear, daily view of how your activities are allocated to your employees.
- . Fine-tune your schedules.





Complete, customisable reporting

With advanced configuration, a wide range of planning printouts are available in .pdf format. The results can also be exported (.xls or .csv).





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