



Bodet

Software



**AUTOCLOCK
SYSTEMS LTD**

Kelico

PLANNING

Commercial description

TABLE OF CONTENTS

1	PRESENTATION OF KELIO PLANNING AND PLANNING ADVANCED.....	1
1.1	THE KEY POINTS	1
1.2	FUNCTIONAL COMPARISON	2
2	PLANNING REPRESENTATIONS.....	3
2.1	RESOURCE PLANNING VIEW	3
2.2	POSTS PLANNING VIEW	4
3	ADVANCED CUSTOMISATION.....	5
3.1	THE LIST OF EMPLOYEES.....	5
3.2	PLANNING AREA.....	5
3.3	RESULTS AREAS	6
3.4	THE DAY DETAILS AREA	7
3.5	ADMINISTRATION VARIABLES	7
4	EFFECTIVE AND USER-FRIENDLY PLANNING	8
4.1	EFFECTIVE TOOLS FOR MANUALLY ASSIGNING YOUR EMPLOYEES TO YOUR POSTS.....	9
4.2	AN AUTOMATED SOLUTION FOR PLANNING EMPLOYEES ONTO YOUR POSTS	9
5	A VALIDATED PLANNING USING DECISION-MAKING TOOLS.....	10
5.1	PLANNING VALIDATION WITH NOTED VARIANCES	10
5.2	ADVANCED AND AUTOMATED REQUIREMENTS MANAGEMENT	11
5.3	SECURE PLANNING BY MANAGING ANOMALIES AND RESULTS.....	11
6	CIRCULATE YOUR PLANNING.....	12
7	OTHER ADVANCED FEATURES.....	14
8	BODET SOFTWARE SERVICES	15

1 PRESENTATION OF KELIO PLANNING AND PLANNING ADVANCED

Kelio Planning is an effective solution for organising the work of your employees. Straightforward to use and fully adaptable, Kelio Planning includes all the tools you need to create, adjust and control your work planning.

The Planning module is available in 2 versions. Kelio Planning, which allows you to build your employees' schedule and a more advanced version, Kelio Planning Advanced, which also allows you to manage the load on your work stations and automate the configuration of the schedule.



1.1 The key points

- User-friendly and customisable work area
- 100% web planning
- Native integration into the Kelio solution
- Pre-filled planning thanks to work cycles (weekly schedules, shift schedules, ...)
- Plan work onto employees
 - Schedules, absences, on-call duties, activities¹, remote working, comments
- Quick and easy planning (planning template, copy-paste, drag-and-drop)
- Flexible planning scale: day, half-day, hour or even minute
- Real-time monitoring of individual or group results (hours worked, bonus hours, bonuses, equity, etc.)
- Real-time alert concerning your legal or organisational rules
- Individual or collective planning reports with circulation possible on the collaborative workspaces

¹ With the Analytics module

1.2 Functional comparison

	Planning	Planning Advanced
Planning tools <ul style="list-style-type: none"> • Create standard planning (planning templates), • Manage replacements/loans for individuals, • Flexible schedules per individual 	<ul style="list-style-type: none"> ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓ ✓
"Real-time" checking <ul style="list-style-type: none"> • Anomalies and events (bonuses, overtime, special hours, and so on) • Alerts in the event of non-adherence to your statutory or organisational obligations (maximum duration, etc.) • Constraints related to schedules (night work, etc.), 	<ul style="list-style-type: none"> ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓ ✓
Management of results <ul style="list-style-type: none"> • Alerts in line with your statutory and organisational obligations • Individual and grouped accounts, actual and estimated (staffing, overtime, etc.) • Business indicators 	<ul style="list-style-type: none"> ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓ ✓
Construct your planning grid <ul style="list-style-type: none"> • Create your posts (schedules, absences, on-call duty and activities²) • Organise posts in rows, in columns and by folder 	<ul style="list-style-type: none"> ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓
Manage assignment conditions on posts (unauthorised employees, job titles, skills, etc.)		<ul style="list-style-type: none"> ✓
Plan your employees onto your posts <ul style="list-style-type: none"> • Automatically: generate planning suggestions in adherence to your requirements and legal constraints • Manually: adjust and assign your employees onto your posts 		<ul style="list-style-type: none"> ✓ ✓
Monitor the coverage of your workload using colour-coded indicators <ul style="list-style-type: none"> • One-off or recurring requirements by day, half day, or by hour • Requirements calculated according to your business variables 		<ul style="list-style-type: none"> ✓ ✓
Planning validation <ul style="list-style-type: none"> • Modifications locking • Planning log to note variances against the actual planning 		<ul style="list-style-type: none"> ✓ ✓

² With the Analytics module

2 PLANNING REPRESENTATIONS

2.1 Resource planning view

The “resource view” uses the toolbox to assign schedules, absences, activities³, remote working, on-call duties and comments directly to your employees. This planning may be carried out by day, half day or by hour depending on the level of detail you choose to display. With this representation you control the impacts of your organisational changes for each employee. You are informed in real time of any changes to your employees' individual and collective totals, any anomalies and whether your company is meeting legislation and regulations. The planning can be consulted over the period of your choice, including dates in the past or future.

Planning is carried out easily in just a few clicks using the toolbox, over one or more days and for one or more employees. Using the toolbox, it is possible to assign changes of schedules, rest times, absences, activities¹, remote working, on-call duties and comments to your employees.

The schedule can be pre-filled automatically according to your employees' usual work cycles. Your only involvement is therefore to manage exceptions and apply your corrections.

Kelio Planning associated with Kelio Analytics

When Kelio Planning is used in conjunction with **Kelio Analytics**, you are able to qualify your employees' working time on activities, projects, machines, and so on.

Kelio Analytics Advanced provides you with three different analytical areas, allowing you to plan tasks, cost centres and clients together, for example.



The planning of employees

³ Available with Kelio Analytics and Kelio Analytics Advanced

2.2 Posts planning view

With **Keljo Planning Advanced**, a so-called "view of posts" representation allows you to plan your employees on work posts, activities, ... These two representations are complementary and can be used simultaneously in real time.

The number of employees you need to fulfil each of your posts can be assigned by day, half day or by hour. The posts are fully customisable and may correspond to schedules, cost centres, activities, locations, and so on. You can associate conditions of assignment to them according to job titles, skills, ..., which can be prioritised.

You can also indicate priority employees to be stationed on a post and, conversely, those employees not authorised on a post, for example on medical grounds.

Description	20 Mo	21 Tu	22 We	23 Th	24 Fr	25 Sa	Poste
To be planned 1	18	17	15	19	18		125
Line 1	9/22	7.812/25	16/13	1/25	1/22	0	0
Machine 1	5/5	3/6	2/2	1/5	1/5		0
Allan Richard Morni M1 PHYS 1		Brown Suzie After M1 F01 1	Brown Suzie After M1 F01 1	Gordon Gina Night M1 PHYS 1	Gordon Gina Night M1 PHYS 1		
Brown Suzie After M1 F01 1		Noble David U1PM M1 1	Davis Michael DAYOF M1 1				
Flanders Peter Morni M1 KIT Cust1 1		UGO Robert U1PM M1 1					
Genkins David Night M1 PHYS 1							
Taylor Jane Morni M1 KIT 1							
Machine 2	4/7	4.812/8	7/4	0/8	0/7		0
Machine 3	0/10	0/11	7/7	0/11	0/10		0
Line 2	7/8	6/9	5/5	7/9	8/9	0	0
Machine 5	3/3	3/3	4/3	3/3	4/4		0
Machine 4	4/5	3/6	1/2	4/6	4/5		0
Line 3	0/12	0/14	1/6	1/14	1/12	0	0
Machine 7	0/7	0/8	1/4	1/8	1/7		0
Machine 6	0/5	0/6	0/2	0/6	0/5		0
Absence		1					0.187
Rest (1)							0
Order quantity	450	575	200	550	425		
							125.187

The planning of posts

It is also possible to define requirements on each work post in order to specify the number of people expected or the number of working hours desired. An automatic colour code is applied and indicates clearly whether each requirement is fulfilled, over-fulfilled or under-fulfilled.

3 ADVANCED CUSTOMISATION

Each user is able to define the display options and the size and position of the various different areas. Each area is customisable and it is possible to create as many customisations as needed, which allows you to switch between customisations in order to obtain the relevant information.

MULTIPLE DISPLAY OPTIONS

Anomalies, tooltips,
school holidays, ...

MODULAR TIME SCALE

Full day, half-day
morning, afternoon,
night, hour

FULLY CUSTOMIZABLE DISPLAY

Per area, unlimited,
filters

TOOLTIPS ON DEMAND

Details of the data for
the selected day for
the selected employee

DISPLAY OF WHAT HAS BEEN COMPLETED IN THE PAST

Easily compare actual
times to planned times

3.1 The list of employees

The list of employees is displayed in the planning and is fully customizable. It is used to select key employee data during the planning process. It is possible to group and sort this data in various ways, which allows you to organise the planning display: planning by section, by job title, and so on.

3.2 Planning area

The planning of employees

The filters are used to select which concepts are to be displayed and it is possible to customise the text to be displayed for each cell type (absences, schedules, etc.). You can scale for half-day, hourly viewing and planning. Thus, it is easy to take half a day of leave, 2 hours of TOIL, or an activity¹ to be carried out from 2:00 pm to 4:00 pm.

The planning of posts

Organise the planning grid as you wish, by placing your posts in rows, in columns or by folder. Within the planning, you can also customise the employee information displayed on the posts.

3.3 Results areas

Focussed Turnover 4000		No Place settings 40	
Cont	Actual	Night hours	
▲14	8:00	8:00	0:00
▲14	8:00	8:00	0:00
16:00		16:00	0:00
8:00	0:00	0:00	
▲20	8:00	8:00	8:00
16:00		8:00	8:00
32:00		24:00	8:00
0:00		0:00	0:00
▲12	8:00	8:00	0:00
▲12	8:00	8:00	0:00
▲12	8:00	8:00	0:00
24:00		24:00	0:00
▲20	8:00	8:00	8:00
8:00		8:00	8:00
▲20	8:00	8:00	0:00
8:00		8:00	0:00
40:00		40:00	8:00
0:00		0:00	0:00
308:00		283:00	24:00

Results area by employee

The **Results by employee** area to the right of the schedule provides an effective indicator that allows you to display monitoring for the planned, estimated or completed time for all of your employees.

Depending on your needs, you may customise the columns with the results of your choice. All accounts such as attendance, absence, break and activity may then be consulted. You can view the results by day, week, period etc., by individual and also combined for all employees viewed or by groupings. Planning actions affect in real-time results that are always up to date.

You can compare the planned hours with the hours that are actually worked, monitor your rate of absenteeism in relation to planned leave, monitor actual activities in relation to planned activities. This report may be viewed as a PDF or directly from your Excel® spreadsheet application.

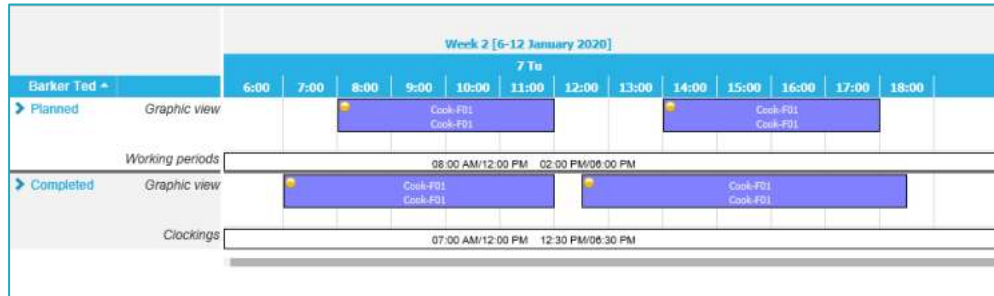
The **Results by day** area can be displayed in the lower area of the planning. It offers a view of the totals day by day for all of the employees consulted. This area is fully customisable with your employees' presence, absence, break and activity accounts.

Description	Week 2 [6-12 January 2020]				Week 3 [13-19 January 2020]				Week 4 [20-26 January 2020]				Totals						
	6 Mo	7 Tu	8 We	9 Th	10 Fr	11 Sa	12 Su	13 Mo	14 Tu	15 We	16 Th	17 Fr		18 Sa	19 Su	20 Mo	21 Tu	22 We	23 Th
Working	10	10	10	9	8	0	0	9	9	9	9	8	0	0	9	9	9	9	435
Resting	0	0	0	0	0	47	47	0	0	0	0	0	47	47	0	0	0	0	799
Absents	0	1	0	2	5	1	1	2	3	2	2	3	1	1	2	3	2	2	52
Focussed turnover			4000	4500	4300			8000	6500	4000	1000								33800
No Place settings	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	2400

Results by day

3.4 The day details area

The **Day details** area can also be displayed in the lower area of the planning. This is useful for comparing the entries planned for a given employee on a given day: schedule, activities, on-call duty, etc., against that which was actually completed: attendance, absence, activities², etc. For the current day, you can view and see any changes to the completed entries in real time.



Planned / completed comparison

3.5 Administration variables

Production variables allow you to display as part of the planning the profession variables that are useful to help you plan; previous year's sales, number of orders to be shipped, tons of materials to be produced, etc. You can display them in the results area, in the area for posts and results by day or in the posts planning.

Your variables can have a value by day, week, month, year or by date-to-date period. Their values may easily be:

- entered from the schedule,
- imported,
- calculated according to another variable, a time attendance management total or a result.

Focussed Turn...		No Place settings	
1500	40		
Cont	Actual	Night hours	OT
▲20	8:00	0:00	8:00
	16:00	0:00	16:00

Display in the results area

Classification by entity and/or folder makes it easier for you to separate administration variables without the need to create a number of additional rights profiles.

	2/4	5/4	0/4
Post (4)	Singh Gupta MacGregor Peter	Sturgess Dave Harrison Robert Flanders Peter Davis Michael Allan Richard	
To be planned 1	Dear Steve OFF 1 Dietrich Anna OFF 1 Harrison Richard OFF 1 Jacka Richard OFF 1	15	
Absences and rest		2	
Absence	Bauer Josef O PAT 1 Clark Gina PSICK 1		
Rest (1)			
Order quantity			3000

Display in the planning of posts

4 EFFECTIVE AND USER-FRIENDLY PLANNING

A toolbox for graphic planning

The toolbox contains all the concepts (Schedules, Absences/Business Leave, On-call Duties, Activities, Remote working, Comments, Planning Types) that you can plan according to your rights. In "view of posts", you can plan employees or closures onto your posts. The items selected in the toolbox can then be easily planned onto one or more days using drag & drop.

A "file" mode for more accuracy

File mode can be accessed directly by double-clicking the selected item on the planning. The screen you access from file mode has everything you need on hand: absences, schedules, activities and so on. You can view the list of assignments and you can also carry out your creations and adjustments.

Managing planning templates in "resource view"

The standard plannings will enable you to create planning templates in advance and save them in the system. These templates can then be rolled out onto the selected period for each of your various employees. They are also available in your toolbox. It is a quick and simple solution to roll out working organisation models.

Alerts triggered during planning

Kelio Planning adds a layer of protection to your organisation by ensuring adherence to your statutory or convention-based rules. Accordingly, if your planning does not adhere to one of your constraints, an alert message will notify you and you can then choose to cancel or force your action. In the event of a blocking anomaly, it is not possible to make an assignment.

4.1 Effective tools for manually assigning your employees to your posts

Kelio Planning Advanced helps you plan optimal coverage for the workload on your posts.

Over-staffed and under-staffed posts are easily identified using colour-coded indicators. You can then directly select one or more employees from an over-staffed post and station them onto a post that is short staffed.

5/5					3/6					2/2				
Allan Richard	Morni	M1	PHYS	1	Brown Suzie	After	M1	F01	1	Brown Suzie	After	M1	F01	1
Brown Suzie	After	M1	F01	1	Noble David	U1PM	M1		1	Davis Michael	DAYOF	M1		1
Flanders Peter	Morni	M1	KIT	Cust1	1	UGO Robert	U1PM	M1	1					
Genkins David	Night	M1	PHYS	1										
Tailor Jane	Morni	M1	KIT	1										

Fulfillment of requirements

To assign employees to a post, you need to make sure they are available and that they satisfy the post criteria regarding job title and skills, for example. In a single click, Kelio Planning Advanced provides you with a list of staff who are available and meet the post criteria, and you can then select one or more employees to be assigned to this post.

To ensure that all of your employees are assigned to a work post, you can use the post type "To be planned", which lists all available employees, i.e. those who are neither absent or resting and who have not yet been planned.

4.2 An automated solution for planning employees onto your posts

With **Kelio Planning Advanced** you can, in just a few clicks, generate planning suggestions in adherence to your requirements and legal constraints. On the resulting planning, you will be able to compare the coverage of your requirements against the individual results simulations in order to select which suggestion to apply.

This automatic assignment will then place your available employees (those neither absent or resting) onto your work posts in such a way as to cover your requirements. The system thereby takes account of your statutory rules and the various constraints specified for your posts (job titles and skills required, priority employees, unauthorised employees, posts and days to be entered in priority). For example, it will be possible to prompt the system to assign as a priority an employee with a certain skill at "permanent" level and if none is available, the system can place a person with this same skill at "replacement" level only.

If the proposal made by the system is not suitable, you can request another proposal or you can adjust it manually.

5 A VALIDATED PLANNING USING DECISION-MAKING TOOLS

5.1 Planning validation with noted variances

Kelio Planning and **Kelio Planning Advanced** allow you to validate your planning. This validation allows you to fix your planning so that any modifications made subsequent to validation are flagged as variances. It is also possible to block the modifications made by certain planners depending on their rights. Validation is shown on the planning by a shaded frame. Each modification made subsequent to validation, such as a schedule modifications made from Kelio Administration, or an absence request made from Kelio Collaborative Workspace will be identified in graphic form. Once validated, the validated planning can be distributed to employees on their collaborative Employee Self-Service.

The variance can be flagged in order to compare the validated entries against the entries now shown on the planning.

The screenshot displays the 'Note variances' interface. At the top, it identifies the employee as 'MacGregor Peter' and the day as '06/01/2020'. Below this, it shows 'Validated planning' for 'Week 2 [6-12 January 2020]'. The validated planning grid shows a 'Cook-KIT' activity from 06:00 AM to 02:00 PM. The 'Applied planning' grid shows a 'Cook-FBI' activity from 07:00 AM to 03:00 PM and a '03:52 AM' activity. A 'Detail of variances for the day' button is located at the bottom left, and a 'Close' button is at the bottom right.

Note variances

5.2 Advanced and automated requirements management

With **Kelio Planning Advanced**, your requirements can be managed by the day, by the half day, by the hour or, when managing 3x8 shifts, by morning, afternoon or night. They can be entered as a number or in hours, depending on whether you wish to measure the number of people or the number of hours worked on a post.

For your recurrent needs, you can create requirement templates to:

- Roll out a fixed planning of needs on your posts. For example, you'll be able to declare a requirement of 5 people from Monday to Thursday and a requirement of 6 people on Friday.
- Manage a repetition every 15 days or a more complex repetition, for example, a requirement of 3 people for 2 days every 10 days.

You can also determine your requirements according to your production variables (a goal of turnover on the day, a quantity to produce, the type of product, ...). For example, you will be able to determine your requirement on the basis of production quantity divided by productivity.

5.3 Secure planning by managing anomalies and results

Kelio Planning allows for more secure planning as you are able to monitor your anomalies and manage your results (premium hours, annualised hours, equity).

You can also flag the anomalies in your planning in relation to a certain number of configurable rules. You then have the option to correct these anomalies from the planning. You can also perform monitoring for a certain number of alerts for information (skill due for renewal in 3 months, annualised hours target exceeded, etc.).

Kelio Planning allows you to build dashboards in order to track the development of individual or collective accounts, as an actual or estimated value. You can compare the planned hours with the hours that are actually worked, monitor your rate of absenteeism in relation to planned leave, monitor actual activities in relation to planned activities and so on.

6 CIRCULATE YOUR PLANNING

Inform your colleagues about their planning by way of fully customisable reports or by circulating them on the collaborative workspaces.

Employees planning from 01/03/2018 to 30/04/2018

Bodet Software Page 11

Surname First name	Mars-2018				Wk 13		
	22 Je	23 Ve	24 Sa	25 Di	26 Lu	27 Ma	28 Me
Harrison Richard	09:30 PM06:00 AM	09:30 PM06:00 AM			09:30 PM06:00 AM	09:30 PM06:00 AM	09:30 PM06:00 AM
Harrison Robert	08:00 AM12:00 PM	08:00 AM12:00 PM			08:00 AM12:00 PM	08:00 AM12:00 PM	08:00 AM12:00 PM
Jacka Richard	07:30 PM09:00 PM	07:30 PM09:00 PM			07:30 PM09:00 PM	07:30 PM09:00 PM	07:30 PM09:00 PM
Jones Richard	08:00 AM12:00 PM	08:00 AM12:00 PM			08:00 AM12:00 PM	08:00 AM12:00 PM	08:00 AM12:00 PM
Kynee Jamie	08:00 AM12:00 PM	08:00 AM12:00 PM			08:00 AM12:00 PM	08:00 AM12:00 PM	08:00 AM12:00 PM
MacGregor Peter	05:00 AM02:00 AM	05:00 AM02:00 AM			05:00 AM02:00 AM	05:00 AM02:00 AM	05:00 AM02:00 AM
MacGregor Simon	06:00 AM02:00 AM	06:00 AM02:00 AM			06:00 AM02:00 AM	06:00 AM02:00 AM	06:00 AM02:00 AM
Marin Fred	05:30 PM06:00 AM	05:30 PM06:00 AM			05:30 PM06:00 AM	05:30 PM06:00 AM	05:30 PM06:00 AM
Millington Lee	08:00 AM12:00 PM	08:00 AM12:00 PM			08:00 AM12:00 PM	08:00 AM12:00 PM	08:00 AM12:00 PM
Noble David	02:00 PM10:00 PM	02:00 PM10:00 PM			02:00 PM10:00 PM	02:00 PM10:00 PM	02:00 PM10:00 PM
Osborn Jane	08:00 AM12:00 PM	08:00 AM12:00 PM			08:00 AM12:00 PM	08:00 AM12:00 PM	08:00 AM12:00 PM
Shahbaz Mohammed	08:00 AM12:00 PM	08:00 AM12:00 PM			08:00 AM12:00 PM	08:00 AM12:00 PM	08:00 AM12:00 PM
Singh Gupta	08:00 AM12:00 PM	08:00 AM12:00 PM			08:00 AM12:00 PM	08:00 AM12:00 PM	08:00 AM12:00 PM
Smith John	05:00 PM06:00 AM	05:00 PM06:00 AM			05:00 PM06:00 AM	05:00 PM06:00 AM	05:00 PM06:00 AM
Smith John	08:00 AM12:00 PM	08:00 AM12:00 PM			08:00 AM12:00 PM	08:00 AM12:00 PM	08:00 AM12:00 PM
Smith John	02:00 PM06:00 PM	02:00 PM06:00 PM			02:00 PM06:00 PM	02:00 PM06:00 PM	02:00 PM06:00 PM
Smith Paul	03:00 PM06:00 AM	03:00 PM06:00 AM	03:00 PM12:00 AM	03:00 PM12:00 AM	05:00 AM02:00 PM	05:00 AM02:00 PM	05:00 AM02:00 PM
Smith Ruth	06:00 AM02:00 PM	06:00 AM02:00 PM			06:00 AM02:00 PM	06:00 AM02:00 PM	06:00 AM02:00 PM
Sturgess Clave	08:00 AM12:00 PM	08:00 AM12:00 PM			08:00 AM12:00 PM	08:00 AM12:00 PM	08:00 AM12:00 PM
Taylor Jane	08:00 AM12:00 PM	08:00 AM12:00 PM			08:00 AM12:00 PM	08:00 AM12:00 PM	08:00 AM12:00 PM
Taylor Ruth	05:00 AM02:00 PM	05:00 AM02:00 PM			05:00 AM02:00 PM	05:00 AM02:00 PM	05:00 AM02:00 PM
UGO David	06:00 AM02:30 PM	06:00 AM02:30 PM			06:00 AM02:30 PM	06:00 AM02:30 PM	06:00 AM02:30 PM
UGO Kirsty	04:30 AM01:00 PM	04:30 AM01:00 PM			04:30 AM01:00 PM	04:30 AM01:00 PM	04:30 AM01:00 PM
UGO Richard	06:00 AM02:30 PM	06:00 AM02:30 PM			06:00 AM02:30 PM	06:00 AM02:30 PM	06:00 AM02:30 PM
UGO Robert	02:30 PM11:00 PM	02:30 PM11:00 PM			02:30 PM11:00 PM	02:30 PM11:00 PM	02:30 PM11:00 PM
UGO Ruth	08:00 PM04:00 AM	08:00 PM04:00 AM			08:00 PM04:00 AM	08:00 PM04:00 AM	08:00 PM04:00 AM
Willis Andy	08:00 AM04:00 PM	08:00 AM04:00 PM			08:00 AM04:00 PM	08:00 AM04:00 PM	08:00 AM04:00 PM

Barker Ted Kello 3.1B12 09/03/2018 10:33

Reports on collective planning

Home Davin Ruth Kello

View the planning: Maximum viewing period from 22/12/2019 to 29/02/2020

Viewing: Weekly individual schedule

Period selection: Type of period: Month, Month: In progress

Display

Davin Ruth

Monday 30 Dec.	Tuesday 31 Dec.	Wednesday 1 Jan.	Thursday 2 Jan.	Friday 3 Jan.	Saturday 4 Jan.	Sunday 5 Jan.
			03:00 14:00	03:00 14:00		
Monday 8 Jan.	Tuesday 9 Jan.	Wednesday 10 Jan.	Thursday 11 Jan.	Friday 12 Jan.	Saturday 13 Jan.	Sunday 14 Jan.
03:00 14:00	03:00 14:00	03:00 14:00	03:00 14:00	03:00 14:00		
Monday 13 Jan.	Tuesday 14 Jan.	Wednesday 15 Jan.	Thursday 16 Jan.	Friday 17 Jan.	Saturday 18 Jan.	Sunday 19 Jan.
03:00 14:00	03:00 14:00	03:00 14:00	03:00 14:00	03:00 14:00		
Monday 20 Jan.	Tuesday 21 Jan.	Wednesday 22 Jan.	Thursday 23 Jan.	Friday 24 Jan.	Saturday 25 Jan.	Sunday 26 Jan.
03:00 14:00	03:00 14:00	03:00 14:00	03:00 14:00	03:00 14:00		
Monday 27 Jan.	Tuesday 28 Jan.	Wednesday 29 Jan.	Thursday 30 Jan.	Friday 31 Jan.	Saturday 1 Feb.	Sunday 2 Feb.
03:00 14:00	03:00 14:00	03:00 14:00	03:00 14:00	03:00 14:00		

Individual planning from the collaborative workspace

Post planning - Day from 09/03/2018 to 30/04/2018

Bodet Software

		Avril-2018											
		Wk 14				Wk 15							
Posts		8 Di			9 Lu			10 Ma			11 Me		
To be planned 1		Bauer Josef	OFF	1	Bauer Josef	OFF	1	Bauer Josef	OFF	1	Bauer Josef	OFF	1
		Harrison Richard	OFF	1	Harrison Richard	OFF	1	Davis Michael	OFF	1	Davis Michael	DAYOF	1
		Jones Richard	OFF	1	Jones Richard	OFF	1	Harrison Richard	OFF	1	Harrison Richard	OFF	1
		Kynes Jamie	OFF	1	Kynes Jamie	OFF	1	Jones Richard	OFF	1	Jones Richard	OFF	1
		Martin Fred	PL 2	1	Martin Fred	PL 2	1	Kynes Jamie	OFF	1	Kynes Jamie	DAYOF	1
		Noble David	U1PM	1	Noble David	U1PM	1	Martin Fred	PL 2	1	Martin Fred	PL 2	1
		Shahbaz Mohammed	OFF	1	Shahbaz Mohammed	OFF	1	Noble David	U1PM	1	Noble David	U1PM	1
		UGO David	U1PL	1	UGO David	U1PL	1	Shahbaz Mohammed	OFF	1	Shahbaz Mohammed	OFF	1
		UGO Richard	U1AM	1	UGO Richard	U1AM	1	UGO David	U1PL	1	UGO David	DAYOF	1
		UGO Robert	U1PM	1	UGO Robert	U1PM	1	UGO Richard	U1AM	1	UGO Richard	U1AM	1
							UGO Robert	U1PM	1	UGO Robert	U1PM	1	
Post 1 - Job title 1		Allan Richard	Night	P1 E1	1	Allan Richard	Night	P1 E1	1	Allan Richard	Night	P1 E1	1
		Choppen Steven	OFF	P1 E1	1	Choppen Steven	OFF	P1 E1	1	Choppen Steven	OFF	P1 E1	1
		Davin Ruth	Morn	P1 E1	1	Davin Ruth	Morn	P1 E1	1	Davin Ruth	Morn	P1 E1	1
		Davis Michael	OFF	P1 E1	1	Davis Michael	OFF	P1 E1	1	Osbourn Jane	After	P1 E1	1
		Osbourn Jane	After	P1 E1	1	Osbourn Jane	After	P1 E1	1	UGO Kirsty	U1413	P1 E1	1
		UGO Kirsty	U1413	P1 E1	1	UGO Kirsty	U1413	P1 E1	1	UGO Ruth	U2PM	P1 E1	1
		UGO Ruth	U2PM	P1 E1	1	UGO Ruth	U2PM	P1 E1	1	UGO Ruth	U2PM	P1 E1	1
Post 1 - Job title 2		Brown Gina	After	P1 E2	1	Brown Gina	After	P1 E2	1	Brown Gina	After	P1 E2	1
		Gordon Gina	After	P1 E2	1	Gordon Gina	After	P1 E2	1	Gordon Gina	After	P1 E2	1
		Harrison Robert	PL 2	P1 E2	1	Harrison Robert	PL 2	P1 E2	1	Harrison Robert	PL 2	P1 E2	1
		Smith John	Night	P1 E2	1	Smith John	Night	P1 E2	1	Smith John	Night	P1 E2	1

Excerpt from a post report (with Planning +)

7 OTHER ADVANCED FEATURES

Replacements

Kelio Planning lets you replace employees. A powerful search engine lets you find the employees available quickly. Several criteria are managed: job title, skills, schedules, populations, section, etc.

Personnel loans

Kelio Planning allows you to implement employee lending between sections over the desired period, independent of his/her job title, skills, etc. This allows you to carry out replacements simply thanks to the graphic view displayed both in your section planning and in the section of the employee lent.

Requests for temporary workers

Your temporary worker requests can be made directly from the planning. The form entered will be sent by e-mail to the recipients chosen by you, such as your human resources department, for example, or your temporary employment agencies (interface possible with the Pixid software).

Provisional employees

Directly integrate a resource whose identity is not yet known (during or prior to recruitment) into your planning. You can then plan their hours and activities, assign them to posts, etc. before they begin work.

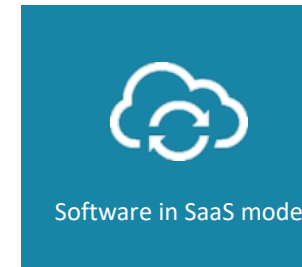
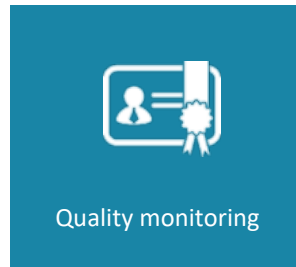
When the new recruit takes up their role, all you will then need to do is create a file in Kelio and link it to the provisional employee in question so that you can assign them the planning you have set out.

Availability posts

For organisations using the "View of posts", the availability post concept proposed by Kelio enables planners from different populations to exchange staff. This functions according to an exchange model and enables employees to be made available and open for lending over a required period.

8 Bodet Software services

Your project requires a certain level of expertise to ensure that specific objectives are managed and achieved. Bodet Software shares its key skills and expertise in the Time and Attendance, Human Resources and Access Control, to support you and guarantee the success of your project.



Autoclock Systems Ltd
93-97 Second Avenue
Heaton
Newcastle Upon Tyne
NE6 5XT

Tel: +44 (0) 191 276 1611
Email: sales@autoclocksystems.co.uk

