



4.2

Efficient

Newsletter
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flash news

EDITORIAL

DEAR READER,

THE HR SECTOR IS UNDERGOING RADICAL CHANGE. MAYBE WE SHALL RETURN TO THE 40 HOUR WEEK. FLEXIBLE TIMETABLING IS IN ANY CASE STILL ON THE AGENDA. SOME FIRMS WOULD LIKE TO STEP UP TELEWORKING IN A NEW CONTEXT. AND MANAGEMENT-LABOUR RELATIONS ARE BEING RE-EVALUATED. SO ONE THING IS SURE – IT'S AN INTERESTING TIME FOR HUMAN RESOURCES PROFESSIONALS.

IT IS MORE THAN EVER ESSENTIAL TO HAVE A CLEAR VIEW OF STAFF AVAILABILITY. IN CURRENT CONDITIONS, IT IS ABSOLUTELY VITAL TO HAVE THE RIGHT TOOL TO MANAGE YOUR HUMAN CAPITAL EFFICIENTLY AND ACCURATELY.

CAPTOR HAS JUST LAUNCHED EFFICIENT 4.2, THE LATEST VERSION OF ITS EFFICIENT TIME SOLUTIONS SUITE. WITH AN MORE USER-FRIENDLY INTERFACE AND SUCH NEW MODULES AS EFFICIENT PEOPLE AND EFFICIENT KIOSK, IT MAKES STAFF MANAGEMENT FAR SIMPLER AND MORE PRODUCTIVE. WHICH IS WHY WE ARE DEDICATING MOST OF THIS NEWSLETTER TO THE PRODUCT.

ENJOY YOUR READING,

CAPTOR EXECUTIVE TEAM

EFFICIENT: VERSION 4.2 IS EVEN MORE FLEXIBLE

Captor is widely recognised in Europe for its time **management solutions** used in both **Public and Private Sector**. Combining **software and hardware modules**, Captor solutions can be implemented flexibly and precisely to meet the needs of each organisation.

This summer, Captor launched version 4.2 of its **Efficient Time Solutions software suite**, or in short **Efficient**.

The new **Efficient** offers users an environment which is even more modular, cost-effective and user-friendly for handling everything to do with work time management, attendance and absence – vital components of any organisational activity.

When used with Captor terminals, **Efficient** provides companies with a **global view** of attendance, absence, tasks and sites. With **Efficient**, this greater visibility is supported by a **complete management tool** to rapidly handle administrative tasks and react immediately to changes and unforeseen incidents.

For management and personnel, **Efficient** is the very opposite of restrictive. It opens up new possibilities for **consulting** and **streamlining working hours and timetables** from one day to the next.

>> **THE NEW EFFICIENT FREES UP
MORE TIME FOR EVERYONE.**

- ✓ **Modular**
- ✓ **Web-based**
- ✓ **Profitable**
- ✓ **Flexible**



(More details on the new version of **Efficient** inside)

Read the Dutch and French versions of this newsletter at:
<http://www.captorgroup.com/news-Captor-Group.html>

**EFFICIENT:
VERSION
4.2
IS EVEN MORE
FLEXIBLE**

- > HUMAN RESOURCES
- > PLANNING-BUDGET
- > PROJECT-BILLING
- > PAYROLL
- > ACCESS-SECURITY
- > TIME & ATTENDANCE TERMINALS
- > ACCESS CONTROL TERMINALS



No more traffic jams for Alfred

Your warehouseman Alfred gets to work by taking the ring road round the city. Since there are road works under way, traffic jams are a strong likelihood. The work will last several months, so we need to figure out the best solution for him. Part of Alfred's job doesn't require a fixed timetable, so he can choose to arrive earlier or later. With Alfred, you work out a **fixed time period** and a **flexible period**. Alfred's profile is then **updated** immediately using the new Change Employee Data feature found in *Efficient* 4.2. Each morning, Alfred's **remaining hours are automatically calculated and recorded**. This gives you – and Alfred – a clear picture of his situation.

New in *Efficient* 4.2

EFFICIENT 4.2 STRENGTHENS AND EXPANDS EXISTING FUNCTIONALITY WITH A MORE USER-FRIENDLY INTERFACE, FAR REACHING PERSONALISATION, NEW FUNCTIONS, IMPROVED ERGONOMICS AND MORE FLEXIBLE SYSTEM ADMINISTRATION.

> BUILD YOUR OWN HOME PAGE

The *Efficient* 4.2 interface has been **redesigned** for more efficient utilisation:

- restructured dialogues that can be moved around the screen
- customisable home page
- use of colours for highlighting exceptions
- explicit descriptions instead of codes in annual recaps

> TOOLS TAILORED TO YOUR COMPANY

Each organisation can adapt *Efficient* 4.2 to its **specific needs** using such items as:

- user-created drill downs and filters
- company-specific menu definitions

> MORE FUNCTIONALITY

Efficient 4.2 offers a **broader range of functions** to ensure greater efficiency:

- links to external programs
- new exception reports
- better exception management
- a brand new approach to absence management, with many more administrative functions
- self-service staff access via *Efficient* Kiosk and *Efficient* Personal

> ERGONOMICS COMES FIRST

Efficient 4.2. is more practical and easier to use due to **improved ergonomics** for both users and the system administrator:

- user-friendly focus when screens open
- data that can be immediately edited when reports are opened
- direct access to data on staff members
- new combined export/print function
- more practical booking screen
- direct access to employee data from home pages
- new employees or users can be created from existing profiles used as 'prototypes'



Maggie works at home

no problem. Equipped with her PC and a VPN link, she works at home four days a week. How can you work out her timetable?

For family reasons, your accountant Maggie would like to start **teleworking**. Her job is suited to it and you see

More time with *Efficient* 4.2

More time for your company

A custom-tailored tool to manage time better

Efficient helps you manage every time-linked activity, cost-effectively and efficiently.

Modularity and openness

You can size your investment according to your needs. Existing applications can be integrated into a coherent work flow with optimum results and minimum intervention.

Flexible and scalable

Due to its decentralised architecture and web-based interface, your *Efficient* environment can be configured to your current needs, but also scale up as your company grows.

Optimum management

System administration is reduced. The users can configure the software to their company's specific situation, factoring in **national or regional regulations** and **sector-specific agreements**.

Clear added value

Efficient is a cost-effective environment for the support of all company functions involving:

- ✓ Tracking work attendance and absence
- ✓ Personnel management
- ✓ Scheduling
- ✓ Budgeting
- ✓ Project monitoring
- ✓ Integrating to payroll and billing

It's simple – the same way as when she was working in the office! With *Efficient Personal* and the company's *Efficient* portal, Maggie can input her **working hours** and consult them **from wherever she is whenever she wants**. And so can you. When Maggie spends a day in the office for meetings and personal communications, she doesn't have to note down her time and then input it into the PC when she gets home: *Efficient* is a **web based tool** and the portal can be accessed via any Internet connection.

How much has TV sport cost me this year?

Does your company sometimes have to juggle with people and timetables? What with the European Cup, tennis championships, the Olympics, or even local sports events, the idea of manpower sometimes doesn't seem to mesh with that of actual people on the ground. So how can you combine your employees' sporting interests and the well-being of your company? *Efficient* 4.2's new **leave request management** provides the perfect solution. Requests are made in perfect transparency



and your employees know immediately the amount of leave they are entitled to. Moreover, you can keep an eye on 'night-time viewers' who sometimes nibble into their arrival time: *Efficient* 4.2 signals **exceptions clearly** and enables you to take action where appropriate. With *Efficient* 4.2, managing leave can be done **efficiently and flexibly**, whatever happens.

More time for your employees

Clarity and time saving

Efficient provides a transparent environment for quickly making, monitoring and adjusting time management arrangements.

Personalised environment

Your employees can easily handle time tasks such as recording arrival and departure times, holiday requests, days off, etc.

Flexible management

From flexible timetables and hour credits to holiday periods and unforeseen absences, each staff member will know exactly where they stand with respect to their work hours and days.

Effective communication

Efficient enables people to communicate effectively when reacting to incidents.

Everything is to hand

Your staff can access all useful data directly, either via mainstream terminals or the *Efficient* Kiosk/Personal self service tool, or using a PC, laptop or mobile phone, VoIP or interactive kiosk.

More freedom for everyone

No more administrative worries: everything can be settled easily. Available time is better used and less time is wasted. *Efficient* makes time for everyone.

- ✓ Modular
- ✓ Open
- ✓ Scalable
- ✓ Cost-effective
- ✓ User friendly
- ✓ Flexible
- ✓ Easy to use
- ✓ Working out your own time

New Captor terminals, better data capture

CAPTOR'S REPUTATION IS ALSO BASED ON ITS DATA CAPTURE SYSTEMS USED IN TRACKING PRODUCTION, CONTROLLING ACCESS AND TIME RECORDING. HERE AGAIN, CAPTOR IS LAUNCHING A WHOLE SERIES OF INNOVATIVE PRODUCTS THIS YEAR, SUCH AS THE OMNI-TOUCH BIOMETRIC TERMINAL, THE OMNI-ACCESS CONTACT-FREE TERMINAL AND THE NEW UNIVERSAL CONTROL BOX.

> OMNI-ACCESS CONTACT-FREE TERMINALS

Designed to control access, these terminals feature a contemporary design, compact footprint and a polymer case for interior and outdoor use.

Contact-free badges are practical and hard-wearing. They can be **programmed for multiple applications**, such as both access control and time registration.

In highly secure environments, badge-based information can be double checked by a **PIN code**.

> OMNI-TOUCH TERMINAL

Identifying individuals by **fingerprints**, combined with a proximity reader or PIN code, can deliver **optimum security** for time recording, access control and task tracking.

This programmable **biometric terminal** can integrate with a networked environment and operate either on line or off line.

The Omni-Touch terminal is a reliable and **multi-functional** device that can be easily installed, configured and used.

> UBOX – THE UNIVERSAL CONTROL UNIT

Driving two **Omni-Access access terminals**, the unit is equipped with 4 inputs and 2 relay outputs for the control and monitoring of two **doors, gates or barriers**.

The Ubox is **mains powered** and comes with a battery back-up, so it can easily provide power to a time registration terminal such as Omni-Touch.

The control unit triggers an **alarm** or sends **notifications** if there is a break-in or when a controlled door does not close in time.

(For technical details and other Captor data capture products, go to the section Efficient Collection Systems from www.captorgroup.com)

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