



Reports and Dashboards

Softworks Workforce Management solution includes a complete suite of Reports and Dashboards giving you a clear picture of attendance trends, overtime, costs, balances and much more so you can make real-time and strategic decisions based on the most accurate information.

At a Glance, The Benefits

Improve business decision making.

With access to over 1,000 reports and a suite of Dashboards you can be sure you're making informed business decisions based on key business insights exactly when you need them. Having the data at their fingertips allows your managers to respond to changing business environments faster.

View key information at a glance.

Our Dashboards allow you to view easy-to-read real-time information in graphical format. Designed to be user-friendly and intuitive, line managers can easily navigate and access information with limited training.

Understand your business costs.

As labour costs dig even deeper into a company's overheads, it becomes increasingly important to define and analyse hidden costs. Softworks allows you to easily identify costs associated with absenteeism, approved/ unapproved overtime, questionable sickness absence, unproductive rosters, lates, early finishes and long breaks.

Free up time by automating your report requirements.

Combine reporting with the power of the Softworks Alerter Module so you never miss important information again. Reports can be scheduled to send automatically from the system at intervals that you decide. Alternatively reports can be triggered to be sent once a criteria breaches a certain threshold. Workflows enable the reports to be sent to individual managers or supervisors depending on their content.

Benefit from a single source of accurate data.

Report on your workforce metrics confidently from a single source without having to worry about stale, static or inaccurate spreadsheets. Reports can be generated at an employee, department, function, team or corporate level. Select the employees that should be included in the report, the time period you'd like to examine and select the report criteria you wish to view.

Ensure legislative Compliance.

Protect your workers and your organisation from breaches of Working Time or Health & Safety legislation with our early warning system which generates automatic proactive alerts for potential infringements.

Comprehensive Reporting & Dashboards

Benchmark Reports:

Compare and contrast one department's performance against another or against the company average.

Trend Analysis:

Compare cost and reference absenteeism and overtime trends by criteria such as department, day, month, shift, employee status, years service, skills etc.

Ranking Reports:

Highlight employees' absence, overtime or punctuality and rank reports by either duration, number of occasions and/or costs.

Bradford Factor Report:

Measure an employee's irregularity of attendance to see if short spells of absence are greater than occasional, longer periods of absence.

Reasons for Overtime:

Run overtime reports to evaluate the reasons for overtime eg. busy period of the year, absenteeism etc.

Planned Absence Reports:

Plan for pre-booked absences in departments/teams, and allow your management team to organise staffing levels accordingly and ensure an adequate staffing level is maintained at all times.

Historical Absence Reports:

Monitor employee absence, the nature, reasons and patterns of absence.

Department	Entitle	Start/End Adj	Taken	Taken To Date	Balance	Accrued 29/07/01	Cost 29/07/01
... Maintenance 1							
341 George Carlin	160.00	0.00	137.00	80.30	23.00	-44.56	-433.95
343 Kyle Scott	160.00	0.00	130.00	29.30	30.00	-37.56	-270.93
621 Patrick Dolan	160.00	0.00	160.00	0.00	0.00	-42.06	-433.47
917 Thomas Fleming	160.00	0.00	148.30	54.00	11.30	-56.26	-570.10
1009 Shane Dolan	160.00	-30.41	100.00	8.00	29.18	-38.37	-0.00
1011 James Black	160.00	-10.57	83.30	17.00	65.32	-2.24	-0.00
1012 Patrick Gallagher	160.00	-34.11	41.30	0.00	84.18	16.21	-0.00
1024 Charlotte McManus	160.00	-32.51	76.00	0.00	1.09	-66.47	-0.00
Total	1280.00	150.41	876.30	189.30	244.30	-212.54	-1748.45
... Maintenance 2							
367 Tom Mc Duff	160.00	0.00	133.00	132.00	28.00	-14.86	-142.46
708 Johnathan Young	160.00	0.00	2.00	2.00	158.00	115.53	1170.54
711 Leslie Renshaw	160.00	0.00	152.30	79.30	7.30	-60.26	-610.50
1005 William Hunter	160.00	-9.12	144.30	25.30	6.17	-61.39	-0.00
1006 James Lockhart	160.00	-30.41	129.00	0.00	0.18	-47.37	-0.00
1015 William Mc Shane	160.00	-42.57	82.30	16.30	34.32	-33.34	-0.00
1022 Sean Cassidy	160.00	-76.42	46.00	0.00	37.17	-30.39	-0.00
1023 Kevin Casey	160.00	-79.46	76.00	0.00	4.13	-63.43	-0.00
Total	1280.00	-239.50	764.30	255.30	276.89	-215.43	-417.58
Overall Total	2560.00	-89.01	1640.60	444.60	520.20	-428.37	-1338.87

Employee Balance Report

Shift Roster Reports:

View a range of reports such as; scheduled employee shifts, hours rostered per shift, holidays and rest days. In the event of an unscheduled absence, the system can be used to quickly identify employees who may be able to provide cover.

Category Balances Accruals and Leave Liability:

Review employee – balance details at a glance. For the purpose of tracking balances against thresholds eg. holidays, sick leave, training etc. an unlimited number of balance categories can be set up and/or accrued.

Exception Reports:

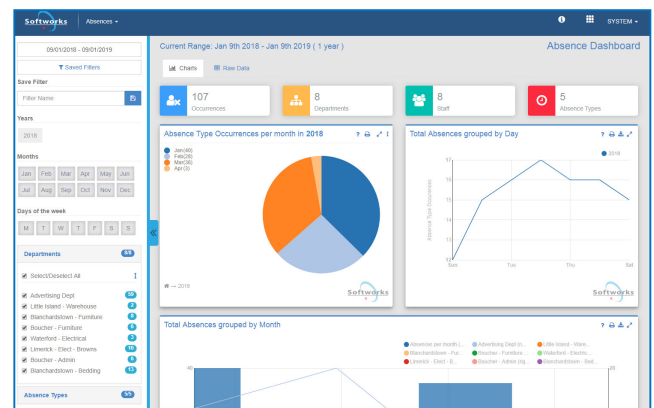
Highlight any anomalies or variances in the workplace such as absences, overtime and changed/unscheduled shift work.

Export Tool:

Information can be exported to other programmes for further analysis and presentation e.g. spreadsheets, Word documents and presentation tools as well as facilitating the use of third party SQL report writers.

Timed and Triggered Reports:

With Softworks Alerter you can time or trigger to automatically send these reports at any time, to any member of your management team.



Absence Dashboard