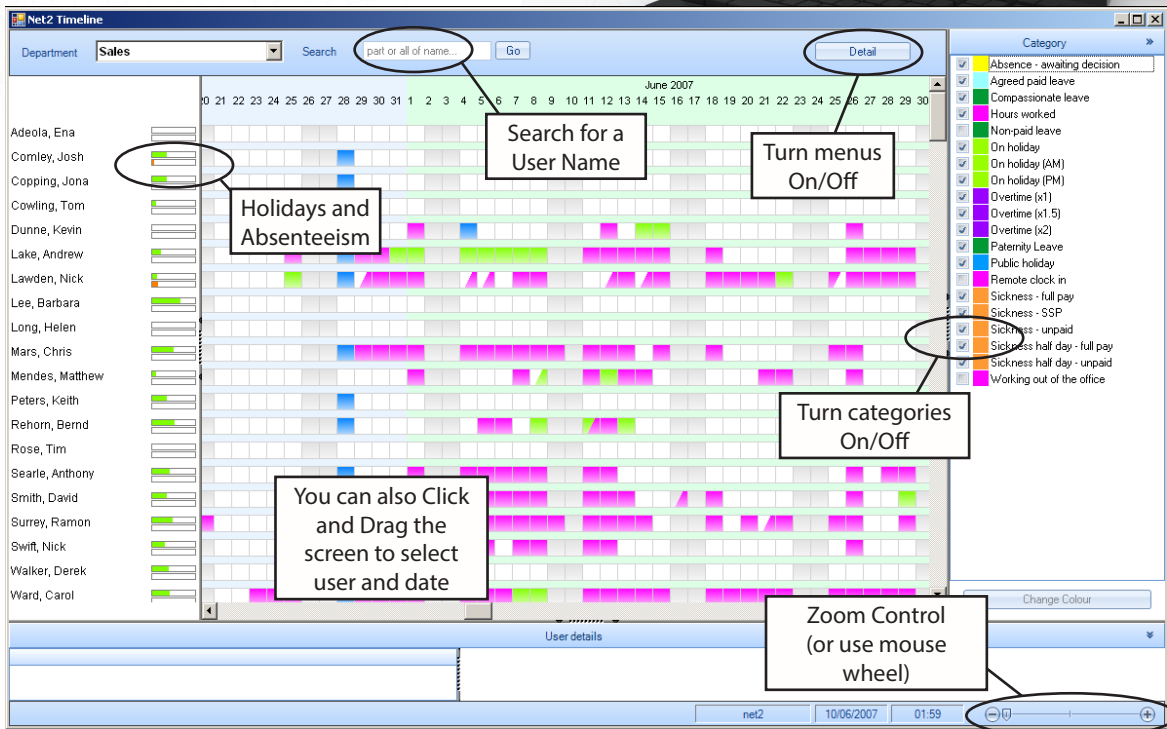


# Using Net2 Timeline

## System features

Net2 Timeline is a graphical representation of the data stored in the Net2 Timesheet. It allows you to further examine the data that created that record but cannot directly edit the information. It has additional features, like the event viewer, making it an ideal tool for HR departments.

Department: Sales Search: part or all of name... Go

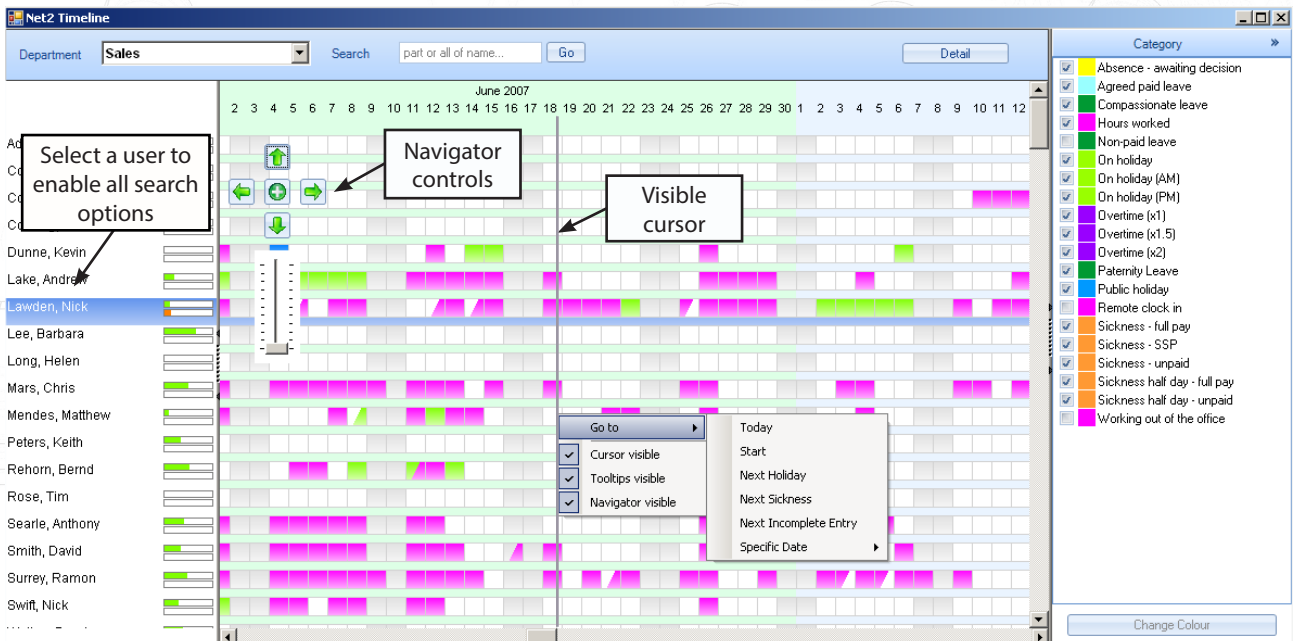
Category:

- Absece - awaiting decision
- Agreed paid leave
- Compassionate leave
- Hours worked
- Non-paid leave
- On holiday
- On holiday (AM)
- On holiday (PM)
- Overtime (x1)
- Overtime (x1.5)
- Overtime (x2)
- Paternity Leave
- Public holiday
- Remote clock in
- Sickness - full pay
- Sickness - SSP
- Sickness - unpaid
- Sickness - SSP
- Sickness - unpaid
- Sickness half day - full pay
- Sickness half day - unpaid
- Working out of the office

Callouts:

- Search for a User Name
- Turn menus On/Off
- Holidays and Absenteeism
- You can also Click and Drag the screen to select user and date
- Turn categories On/Off
- Zoom Control (or use mouse wheel)

Right click on the screen to bring up the sub menus.



Department: Sales Search: part or all of name... Go

Category:

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- Agreed paid leave
- Compassionate leave
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- On holiday (AM)
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Callouts:

- Select a user to enable all search options
- Navigator controls
- Visible cursor

Context Menu:

- Go to: Today, Start, Next Holiday, Next Sickness, Next Incomplete Entry, Specific Date
- Cursor visible
- Tooltips visible
- Navigator visible

Cursor - This displays a vertical line at the cursor position to allow comparisons between records.

Tooltips - This shows the detail of a record as you pass over it with the arrow cursor.

Navigator - This displays direction, zoom and 'current-day' controls.

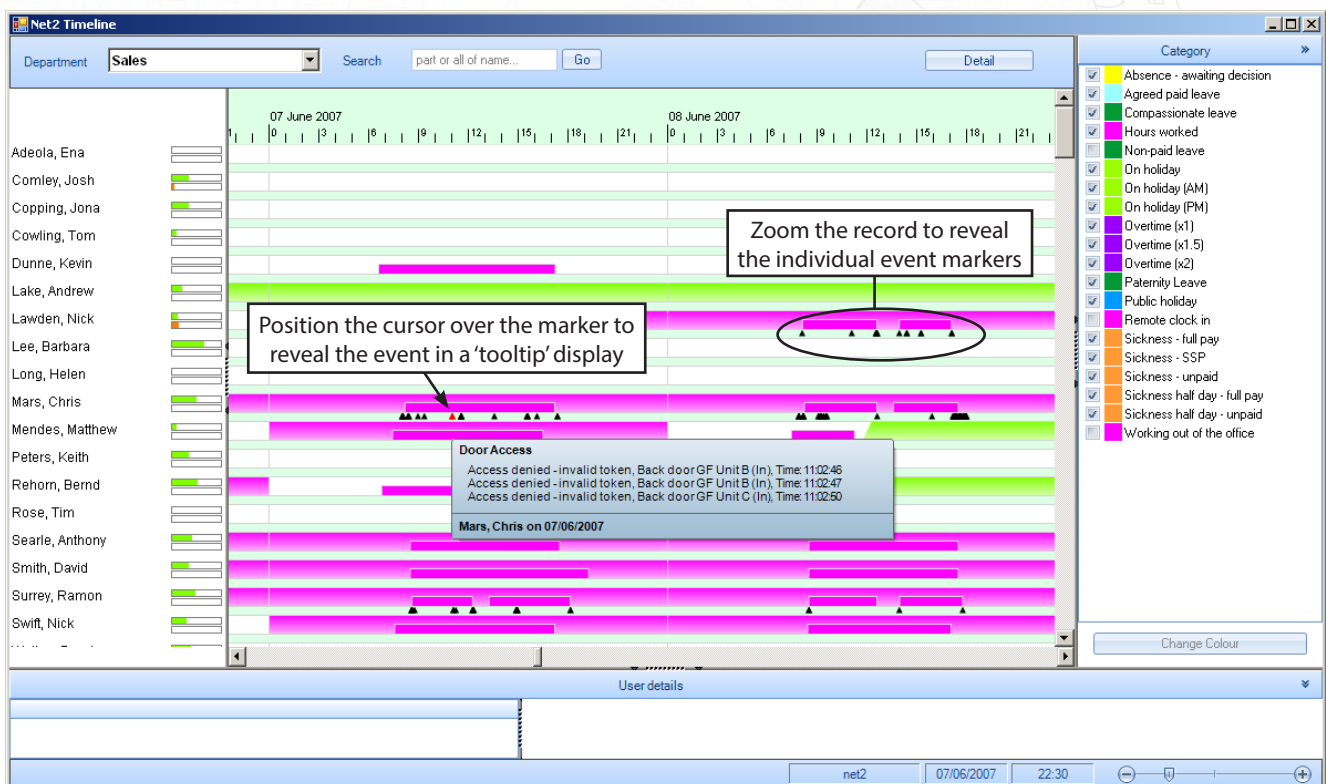
Go to:

- Today
- Specific date
- Start: This resets the screen to the first record in the database. A handy function to use before any of the following commands, when checking history.

Click on a user name to enable selecting:

- Next Holiday, Next Sickness and Next Incomplete entry.

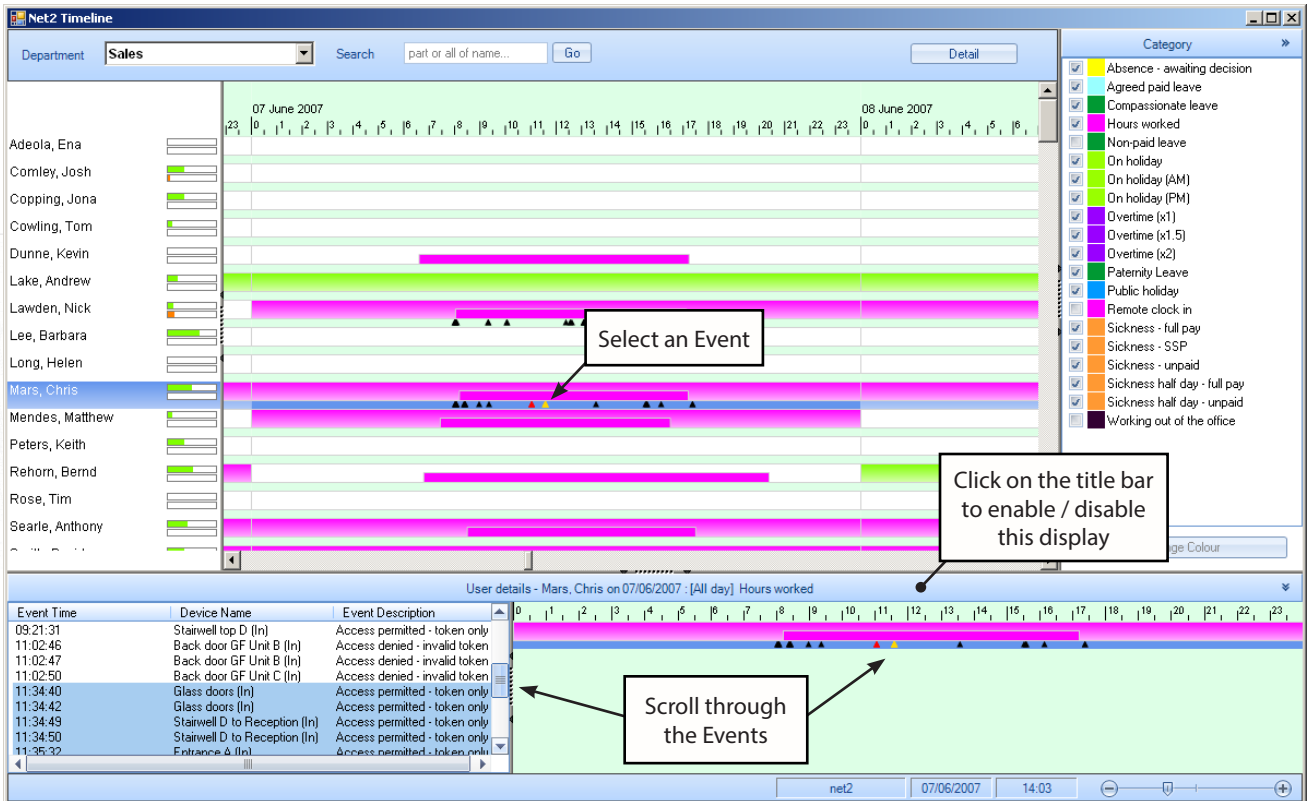
## Zoom in for Event details



Zoom: Use any of the zoom controls to view an individual record in greater detail. The BLACK triangles represent individual events which can also be displayed.

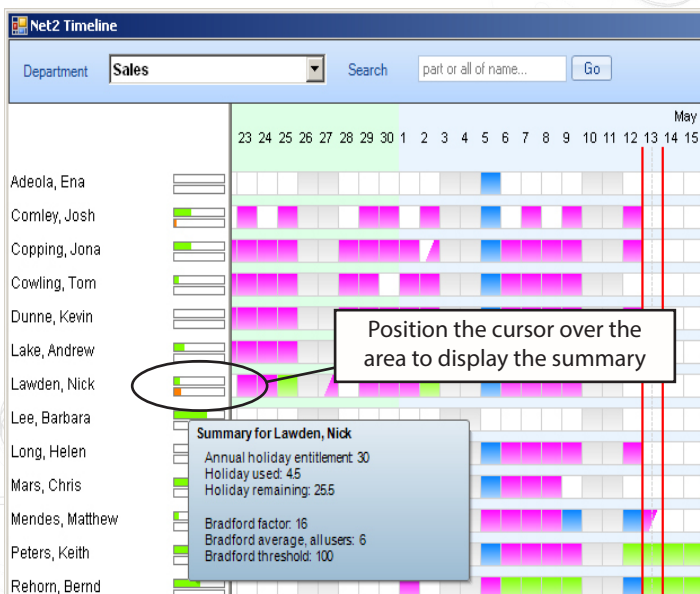
In the above example, we see a RED triangle to denote a warning (Access denied) in the user record. The full description is viewed by positioning the cursor over the triangle to bring up the event details.

## User details display



To enable the display, click on the 'User Details' title bar. You can then pass the cursor over a specific event marker which will highlight in **YELLOW**. The individual record will display in the lower right hand window and the events details will display to the left. You can then scroll through the records as required.

## Holidays and Absenteeism (Bradford factor)



The Holiday displays the number of days already booked as a percentage of the total days allowable.

The Bradford factor displays absenteeism as a percentage against an acceptable threshold. (Management set). The theory is that short, frequent absences are more disruptive than single longer absences.

This rolling average is calculated as follows:  
Points = S x S x D

(S is the number of occasions of absence and D is the total of days of absence during the previous 52 weeks.)

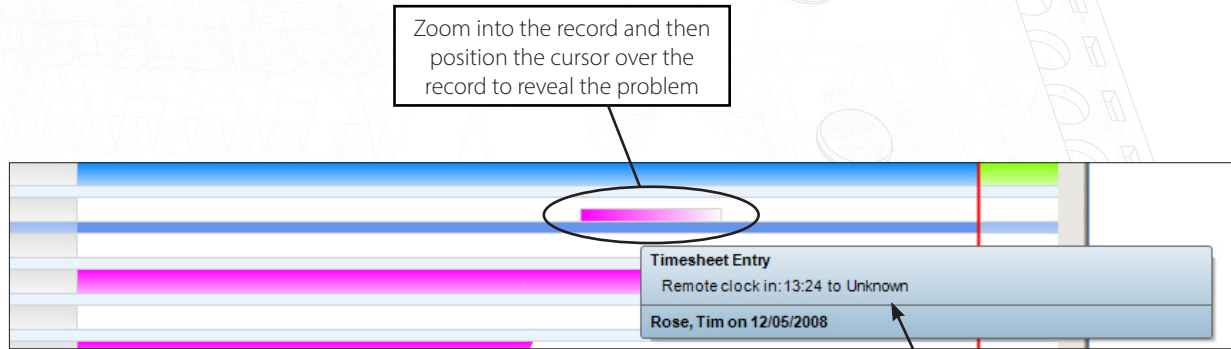
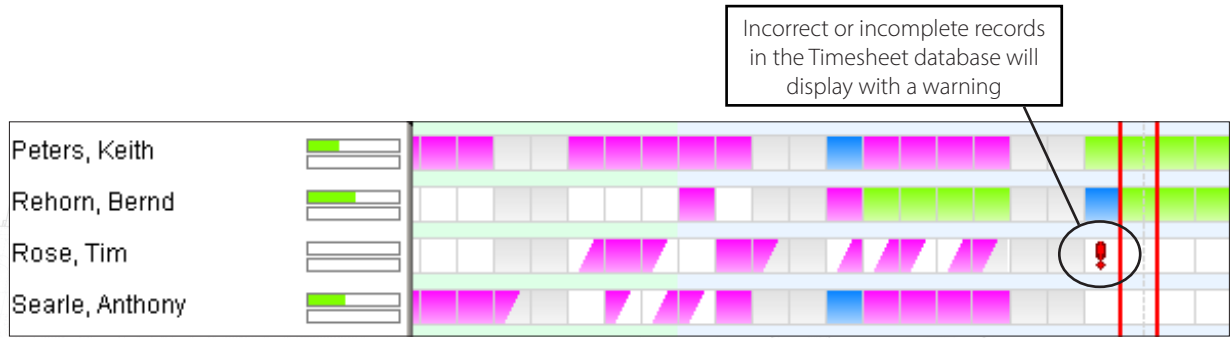
Bradford factor examples:

One single absence of 5 days (total days = 5) is 5 points (1 x 1 x 5)

4 absences of 2 days each (total days = 8) is 128 points (4 x 4 x 8)

10 absences of 1 day each (total days = 10) is 1000 points (10 x 10 x 10)

## Timeline warnings



No 'Clock Out' entry has been logged so the record is incomplete and must be edited in Net2 Timesheet.