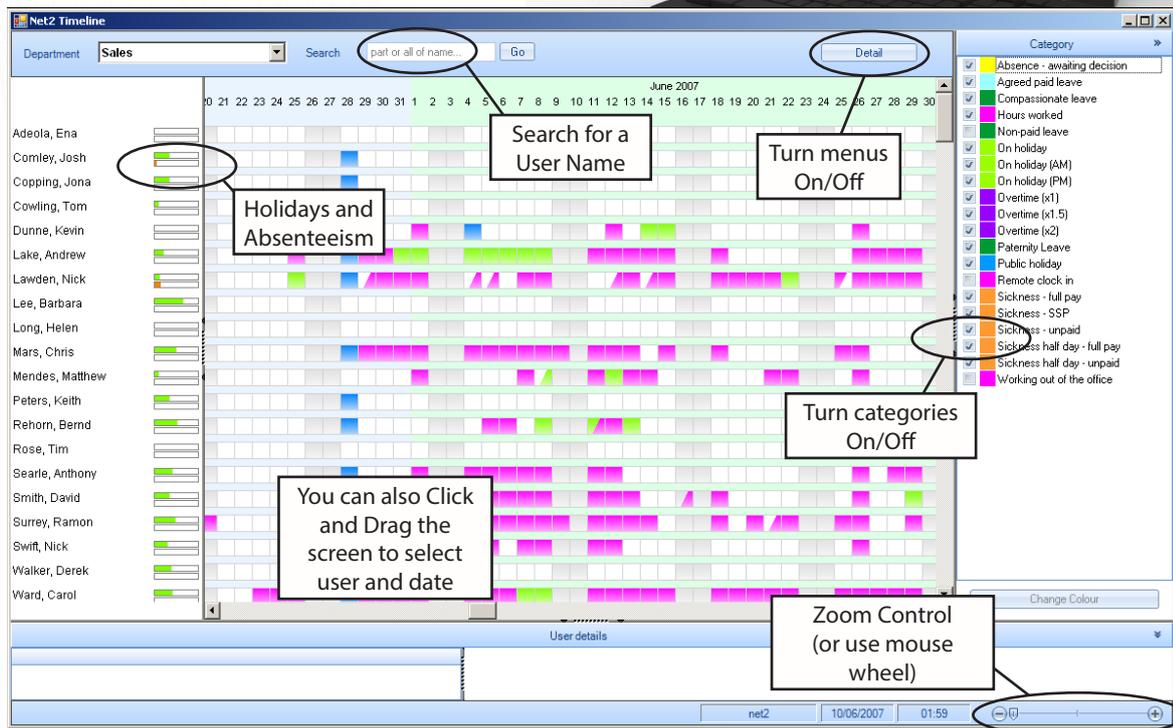# Using Net2 Timeline

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.
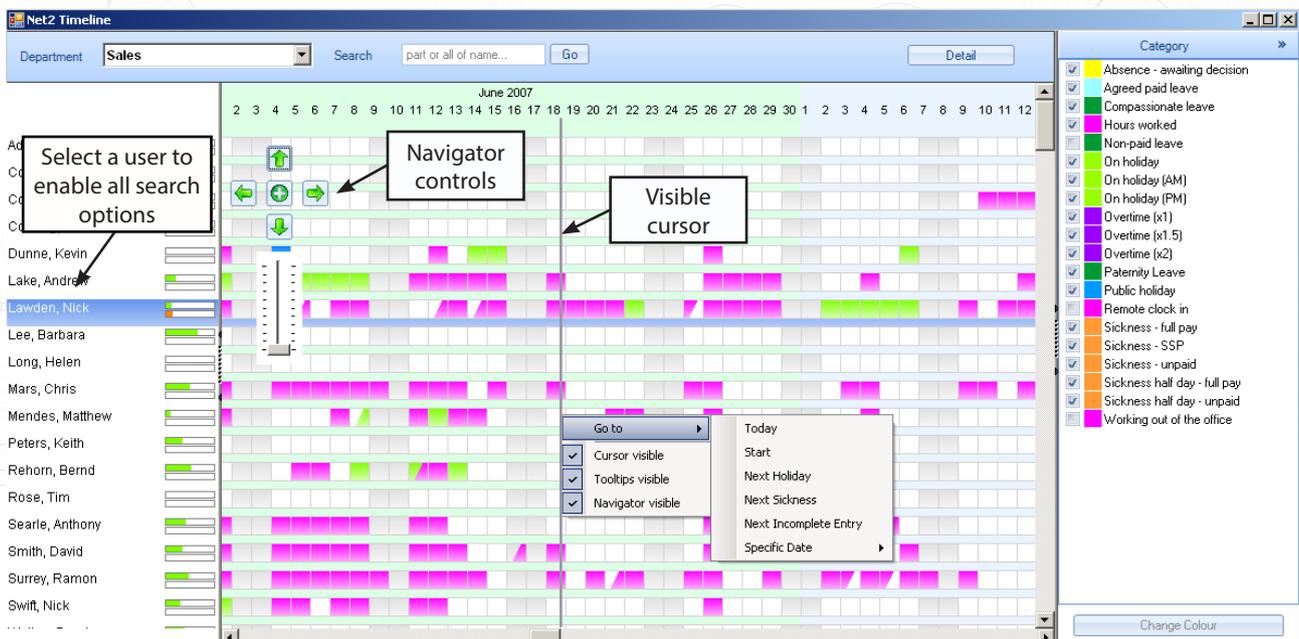

Search for a User Name

Turn menus On/Off

Holidays and Absenteeism

Turn categories On/Off

You can also Click and Drag the screen to select user and date

Zoom Control (or use mouse wheel)

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

Select a user to enable all search options

Navigator controls

Visible cursor

1

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.
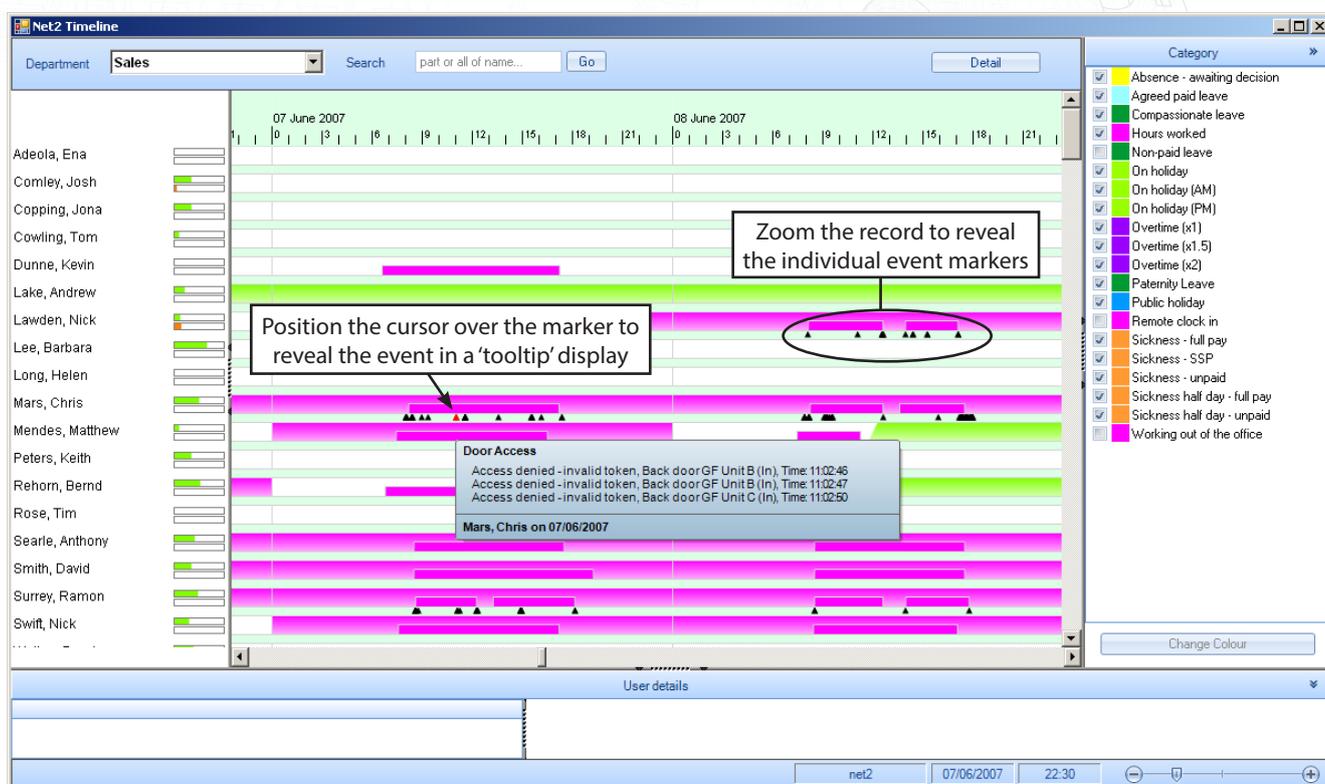
Go to:
  - Today
  - Specific date
  - Start: This resets the screen to the first record in the database. A handy function to use before any of the following commands, when checking history.
Click on a user name to enable selecting:
  - Next Holiday, Next Sickness and Next Incompete entry.

## 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

Select an Event

Click on the title bar to enable / disable this display

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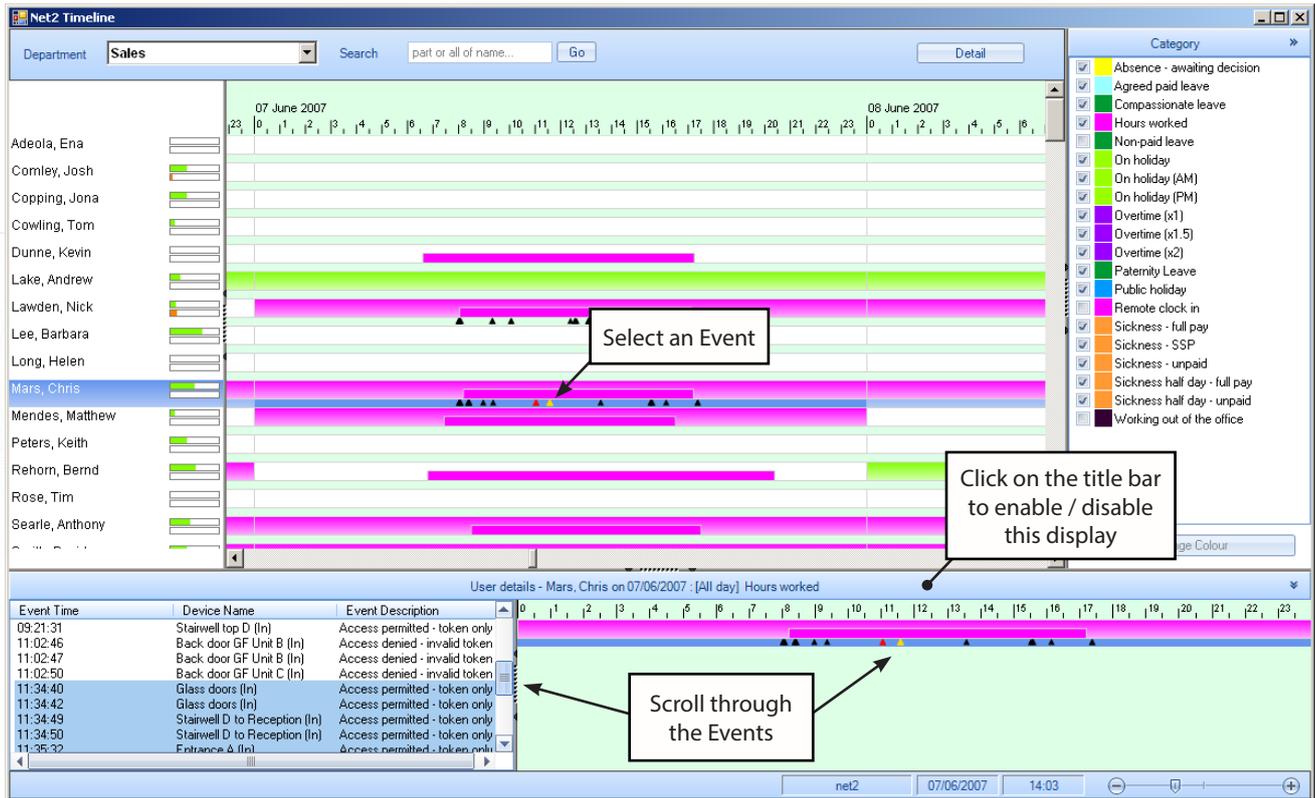
To enable the display, click on the 'User Details' title bar. You can then pass the cursor over a specific event marker which will highlight in YELLOW. The individual record will display in the lower right hand window and the events details will display to the left. You can then scroll through the records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

Holidays and Absenteeism (Bradford factor)

Position the cursor over the area to display the summary
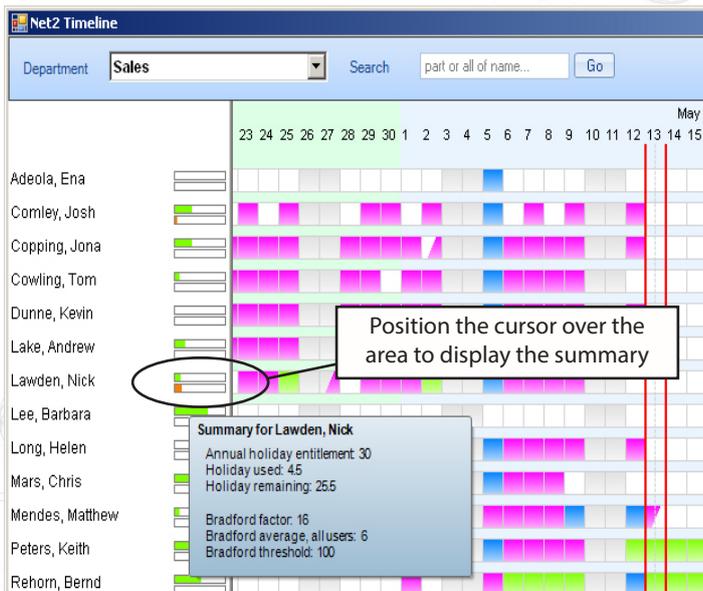
The Holiday displays the number of days already booked as a percentage of the total days allowable.

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

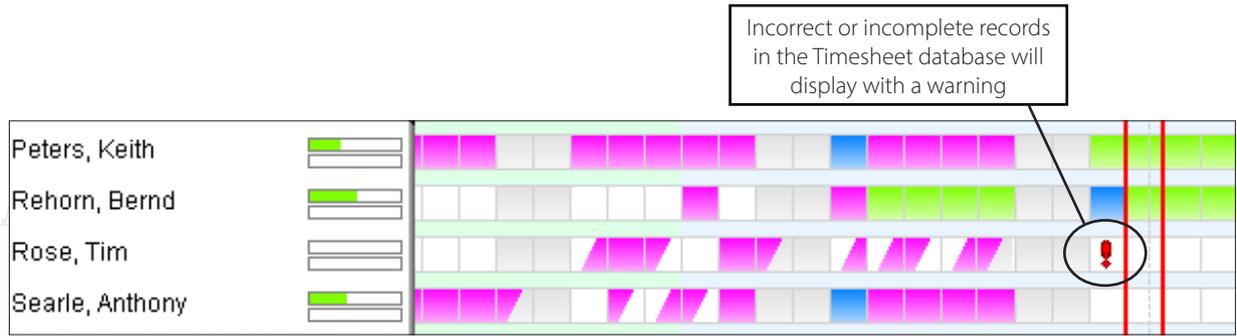(S is the number of occasions of absence and D is the total of days of absence during the previous 52 weeks.)

Bradford factor examples:
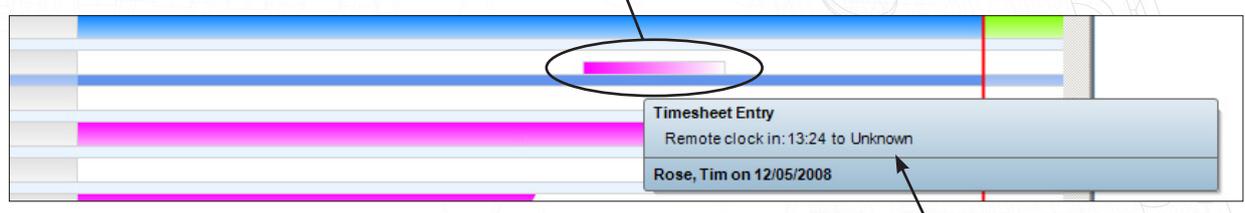 One single absence of 5 days (total days = 5) is 5 points (1 x 1 x 5)
 4 absences of 2 days each (total days = 8) is 128 points (4 x 4 x 8)
 10 absences of 1 day each (total days = 10) is 1000 points (10 x 10 x 10)

3

Timeline warnings

Incorrect or incomplete records in the Timesheet database will display with a warning

Peters, Keith
Rehorn, Bernd
Rose, Tim
Searle, Anthony

Zoom into the record and then position the cursor over the record to reveal the problem

Timesheet Entry
Remote clock in: 13:24 to Unknown
Rose, Tim on 12/05/2008

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