

# AN1098 - 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.

The screenshot shows the Net2 Timeline application window. At the top, there is a search bar with the text "part or all of name..." and a "Go" button. Below this is a grid representing a calendar for June 2007, with rows for each employee and columns for each day. The employees listed on the left include Adeola, Ena; Comley, Josh; Copping, Jona; Cowling, Tom; Dunne, Kevin; Lake, Andrew; Lawden, Nick; Lee, Barbara; Long, Helen; Mars, Chris; Mendes, Matthew; Peters, Keith; Rehorn, Bernd; Rose, Tim; Searle, Anthony; Smith, David; Surrey, Ramon; Swift, Nick; Walker, Derek; and Ward, Carol. The grid cells are color-coded to represent different categories of events, such as holidays (green), absences (pink), and overtime (purple). On the right side, there is a "Category" list with checkboxes for various event types, including "Absence - 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 half day - full pay", "Sickness half day - unpaid", and "Working out of the office". A "Detail" button is located at the top right of the grid. At the bottom of the window, there is a "User details" section and a status bar showing "net2", "10/06/2007", and "01:59".

Callouts in the image highlight the following features:

- Search for a User Name:** Points to the search bar at the top.
- Turn menus On/Off:** Points to the "Detail" button.
- Holidays and Absenteeism:** Points to the green and pink blocks in the grid.
- Turn categories On/Off:** Points to the "Category" list on the right.
- You can also Click and Drag the screen to select user and date:** Points to the grid area.
- Zoom Control (or use mouse wheel):** Points to the zoom controls at the bottom right.

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

This screenshot shows the same Net2 Timeline interface as the previous one, but with a right-click context menu open over the grid. The menu options are: "Go to", "Today", "Start", "Next Holiday", "Next Sickness", "Next Incomplete Entry", and "Specific Date". Below the menu, there are checkboxes for "Cursor visible", "Tooltips visible", and "Navigator visible".

Callouts in the image highlight the following features:

- Select a user to enable all search options:** Points to the user list on the left, where "Lawden, Nick" is selected.
- Navigator controls:** Points to the navigation arrows on the left side of the grid.
- Visible cursor:** Points to the vertical line indicating the current date in the grid.

**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.

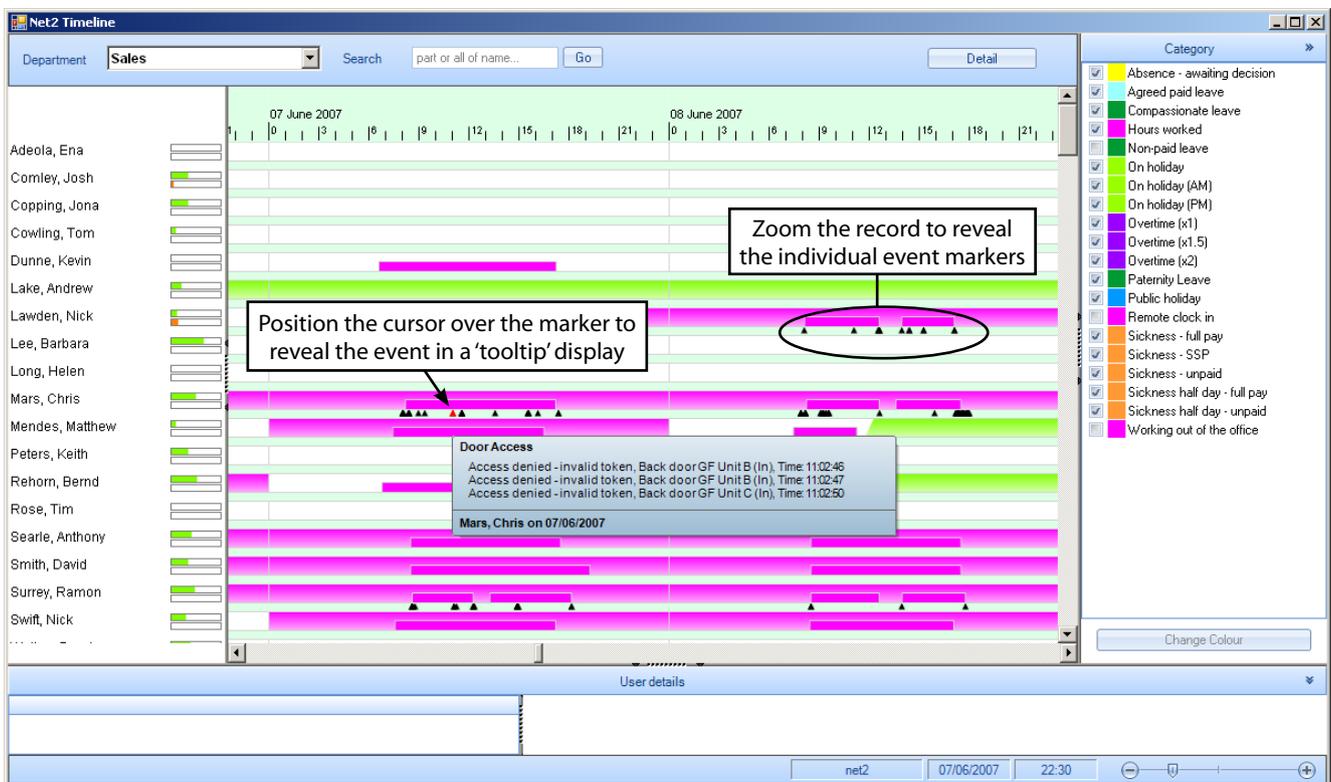
**Go to:**

- 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

The screenshot shows the Net2 Timeline interface. At the top, the Department is set to 'Sales'. The main area displays a timeline for users from 07 June 2007 to 08 June 2007. A callout box 'Select an Event' points to a yellow marker on the timeline for Mars, Chris. Another callout 'Click on the title bar to enable / disable this display' points to the title bar of the user details window. A third callout 'Scroll through the Events' points to the event log at the bottom, which lists events such as 'Stairwell top D (In)', 'Back door GF Unit B (In)', and 'Glass doors (In)'.

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 screenshot shows the Net2 Timeline interface with a summary for Lawden, Nick. A callout box 'Position the cursor over the area to display the summary' points to a specific area on the calendar. The summary box displays the following information: Annual holiday entitlement: 30, Holiday used: 45, Holiday remaining: 255, Bradford factor: 16, Bradford average, all users: 6, Bradford threshold: 100.

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:  $Points = S \times S \times D$

(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:

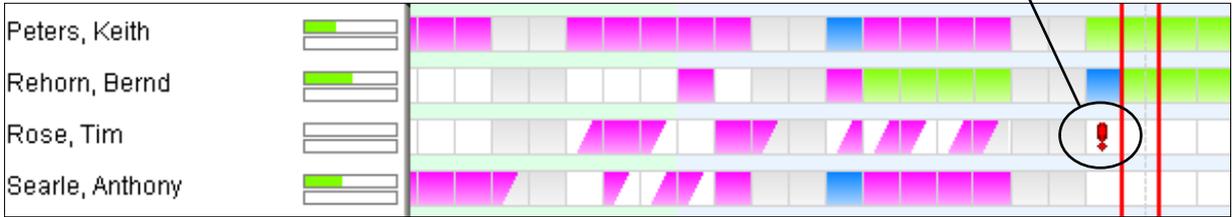
One single absence of 5 days (total days = 5) is 5 points ( $1 \times 1 \times 5$ )

4 absences of 2 days each (total days = 8) is 128 points ( $4 \times 4 \times 8$ )

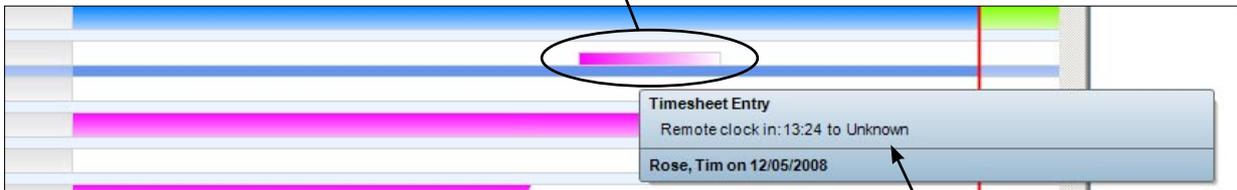
10 absences of 1 day each (total days = 10) is 1000 points ( $10 \times 10 \times 10$ )

# Timeline warnings

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



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



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

# Net2

V4