



7.5 Release Notes

New functionalities introduced to the system may remain hidden until activated within the user permission settings of the software. Automatic updates provided by Computime systems may encounter installation barriers due to firewalls and Windows access levels. Users can access manual software downloads at Downloads.computimeuk.com; however, these may necessitate administrator passwords based on the specific user or machine configuration. Updates will be implemented for the relevant modules in accordance with the licensing agreement. For further details concerning additional modules and features, please reach out to Computime systems.

Date: 24/03/2025

Version: 7.5

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Design Changes

Menu Structure

Each menu item has now been organized into collapsible categories. Categories that lack the appropriate license will be displayed in Gray and will not be accessible or expandable.

Users can expand all categories simultaneously by utilizing the first arrow, or they may expand individual categories by clicking on the title or the corresponding arrow. Categories that do not contain subcategories will be shown without an arrow and can be opened by clicking directly on the category itself. An example of this is the Access Control category.



First Log on:

The attendance panel has been eliminated as the default loading screen upon the initial login to the software. It has been substituted with a new home screen. Users can access the attendance panel through the time and attendance category. This change is expected to enhance the software's loading times.



Design Changes.

Theme:

The software theme has been revised to align with the company's strategic roadmap and the online software operating with RealTime.

The screenshot displays the 'Preferences' and 'Features' sections of the RealTime software interface. The 'Preferences' section includes settings for Fingerprint Algorithm (10), Time Format (Hours / Mins), Rates Format (Hours / Mins), Auto logoff (mins) (10), Att. Panel Name Fmt (Forename & Surname), Display Time Format (24 Hour), and Default Pence Per Mile (0.40). The 'Features' section lists various options, many of which are checked, such as Flexi Schedules, Exclude Today from Flexi Bal., Working Time Directive, Exclude Lateness in Grace Period, Exclude Early Finish in Grace Period, Department Absence Constraints, and Paid banked hour absences. The 'Reports' section is partially visible at the bottom.

Tabs:

RealTime will now showcase all the open tabs, enabling users to navigate between them with ease and close any tabs that are no longer in use. This enhancement is expected to improve both user experience and software performance when tabs are closed.

The screenshot shows a horizontal tab bar with six tabs: 'Manage Employees', 'Shifts & Schedules', 'Planner', 'Calendar', 'Communication', and 'Settings'. Each tab has a small 'x' icon in the top right corner, indicating that they can be closed. The 'Settings' tab is currently selected and highlighted in a darker blue color.

Manage Employees (Personnel)

Employee layout:

The management of employees has become significantly more straightforward due to the introduction of specific tabs dedicated to various aspects of employee information and setup, performance, absences, HR and training. Additionally, the main page has been redesigned to facilitate easy access to essential employee details, contract information, and profiles that encompass relevant HR data.



Employee Registration



Elvis Presley

Engineer

07710549642
Elvis@RockandRoll.com

Basic Information

Title : Mr
Forename(s) : Elvis
Surname : Presley
Payroll Number : 888666
Department : Installation
Site : Leeds
Job Title : Engineer
Cost Centre : Computime
Assembly Point : Car Park
Work Email : Elvis@RockandRoll.com
D.O.B : 08/01/1935 Age : N/A

Contract Information

Work Schedule : Office Staff
Manager : Pearson Nicholas
Payroll Group : Salaried
Host Visitors :
Contracted Hours : 45:00
Employment Status : Full Time
Joining Date : 16/08/1977
Leaving Date : / /
Termination Reason :

Employee Profile

N.I. : K1 NG RO CK 6
Marital Status : Married
Ethnic Origin : White - British
Nationality : Tupelo, Mississippi, U.S.
Religion/Belief : Christian
ISCO : Professionals

Send Details

Delete Employee

Edit

New Employee

Help

Close

Manage Employees (Personnel)

Portal Groups:

A new feature has been introduced for the creation of portal groups, titled "see managed employees only." This option allows users to access only those employees within the portal for whom they are designated as the manager, as indicated in the employee information section under employee registration, contract, and manager.

What you can see:

Section 1
Add New Section
Remove Section

See Myself Only
 Manage Section Employee's
 See Managed Employee's Only

Employment Records:

The employment records table grid has been updated to include columns for contracted hours and salary. Additionally, you now have the capability to add any necessary notes to each record.

JOB TITLE	DEPARTMENT	PAY TYPE	EMPLOYMENT	HOURLY	SALARY	CONTRACTED	START DATE	END DATE
Engineer	Installation	Salaried	Full Time	15.00	23000.00	45:00	16/08/1977	

Joining Date : 16/08/1977 Leaving Date : // Termination Reason :
 Job Title : Engineer Department : Installation
 Start Date : 16/08/1977 End Date : //
 Employment Status : Full Time
 Probation Period : 0 Probation Complete
 Notice Period : 0
 Pay Review Date : //
 Salaried Hourly Paid
 Hourly Rate : 15.00 Salary : 23000.00
 Contracted Hours : 45:00

1 of 1 Added on 16/12/2024 12:15:04 by NP

I AM A NOTE

Contract of Employment
 Job Specification P45 / P46 Reference 1 Reference 2 Reference 3 DBS UK Settlement Status Right to Work

Manage Employees (Personnel)

Expenses:

The capacity to establish a pence per mile rate for employees in the absence of utilizing the global company configuration.

General Expenses

Employee Pence Per Mile : 0.00 Use default charge per mile

DATE	TYPE	REASON	TOTAL CLAIMED	STATUS	DOCS
------	------	--------	---------------	--------	------

Communication

Communication sub category:

The previously existing module known as messages has been renamed to communication. All communication aspects of the system such as Holiday Requests, Direct Messages, Expenses, Shift bidding and Company documents are contained within this module

Company Library:

The company library has now been relocated to a tab within the communication subcategory.

Communication

Messages:

The capability to archive messages transmitted to the employee portal, thereby concealing them from the list in RealTime software and eliminating them from the employees' portal.

Date Range

From : 15/12/2024 To : 15/01/2025 **Apply**

Requests		Messages	Expenses	Shift Bids	Company Library			
ARCHIVE	SUBJECT	MESSAGE	SENT ON	EMPLOYEE COUNT	READ COUNT	UNREAD COUNT		
<input checked="" type="checkbox"/>	Holiday Setup Guide	THIS IS	11/09/2024 11:28	2	1	1		
<input type="checkbox"/>	Message:	dfoddfhgos	10/09/2024 11:14	1	1	0		
<input type="checkbox"/>	Christans Holiday 2024	Hello,	12/08/2024 14:13	12	9	3		
<input type="checkbox"/>	User Guide	Please see	31/07/2024 10:06	1	1	0		
<input type="checkbox"/>	Message 2	Hello All,	15/07/2024 10:55	11	10	1		
<input type="checkbox"/>	Test Document with attachment	Good	15/07/2024 10:54	11	10	1		
<input type="checkbox"/>	Subject	TESTTETS	06/06/2024 12:14	1	1	0		

Archive Selected Show Archived

New Message

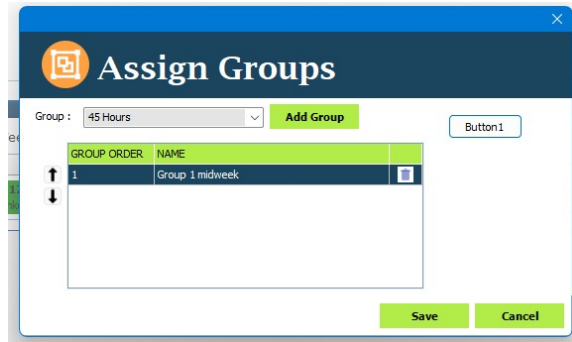
New Message:

Removed the new message button from communication tabs where it is not possible to use and previously displayed grey (Requests, Expenses, Shift Bid, Company library)

Weekly Schedules

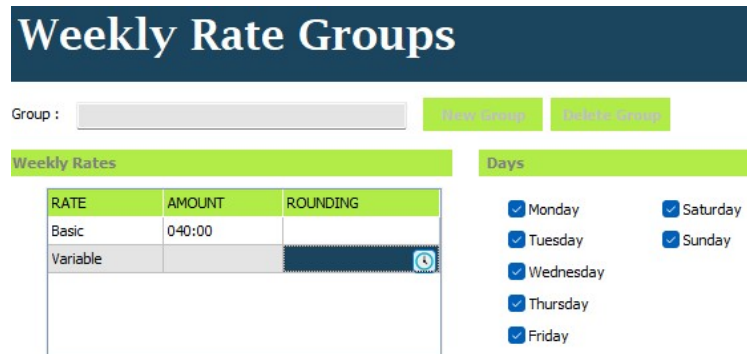
Weekly Rates.

The capability to establish weekly rate groups that can be reused, eliminating the need for separate configurations for each schedule.



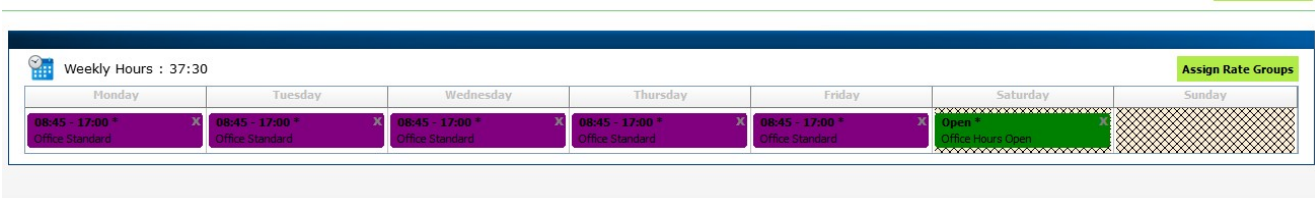
Weekly Rates 2.

When the special maintenance feature is activated, it allows for the establishment of variable weekly rates. This means you can specify the time periods during which a rate is applicable once the target hours are achieved. For instance, after 40 basic hours have been completed, any additional overtime will be compensated at a rate of X1.5 before 18:00 and X2.0 after 18:00.



Day Off.

A day off in the schedule is now marked in black to enhance its visibility.



Entitlements

Working from home days :

System now allows you to allocate users a working from home entitlement they can use at there own leisure. These days can be request via the portal or booked via RealTime which will reduce the balance

"Working From Home" Entitlement Details

Use Default Group Entitlement Settings

Entitlement : ▾

Period From :

Booked :

Taken :

Balance :

Emergency Days :

System now allows you to allocate users a emergency entitlement they can use at there own leisure. These days can be request via the portal or booked via RealTime which will reduce the balance. This is only available when turned on as a special.

Setting's.

User Access:

The current setup for user access groups provides enhanced management of tab access, presenting choices for Edit, View, and None as applicable. Previously, this capability was limited to a single checkbox option that adopted the access level of the primary group. We have also redesigned the titles of this screen to make it inline with the modules on offer

User Groups

User Group Listings
Administrator
Accounts

Group Name :
Administrator

SECTION	RIGHTS
Personnel	
Employee Information	Edit
Basic Information	Edit
Contact Details	Edit
Contract Information	Edit
Disable Adding of Filters	<input checked="" type="checkbox"/>
Employee Profile	Edit
Enrolment	Edit
ESS	Edit
Onboarding	Edit
Portal Settings	Edit
Working Time Directive	Edit
Performance	Edit
Appraisals	Edit
Dashboard	<input checked="" type="checkbox"/>
Disciplinary	Edit
Absence	Edit
Accident Records	Edit
Holiday Entitlement	Edit
Return To Work	Edit
Sickness Entitlement	Edit
HR	Edit
Assets	Edit
Bank Details	Edit
Disability Records	Edit
Documents and Files	Edit
Driving Licence	Edit

Edit New Delete

Portal Request entitlement check:

The capability to activate a portal request entitlement verification that prevents employees from submitting holiday requests if they lack an adequate balance.

Portal Settings

Portal Port : 8506

Portal URL : computestaff.computimehr.com

HR Email : Nicholas@computimeuk.com

Portal Email Option : HR Email

Portal Request Entitlement Check

Setting's.

preferences:

Because of hardware requirements, the call out schedule option has been removed and replaced with a special; lock pay periods have been removed as an option but added as a special because of ambiguity regarding their purpose; and the allow roster one off shift is now a permanent feature that dose not require a toggle, the same applies for department absence constraints, set staff to offsite on NCO, approve/reject email and anomaly and automatically exclude inactive employees.

The screenshot shows the 'Preferences' settings page. At the top, there are tabs for 'General', 'Configuration', 'Exception Groups', 'User Management', 'Holiday Groups', 'Absence Groups', 'WFH Groups', and 'System Info'. Below these, there are sub-tabs for 'System Year', 'Preferences', 'Filters', 'Rate Definition', 'Maintenance', 'Alert config', 'Scheduled Reports', and 'Onboarding'. The 'Preferences' section includes fields for 'Fingerprint Algorithm' (set to 10), 'Time Format' (Hours / Mins), 'Rates Format' (Hours / Mins), 'Auto logoff (mins)' (10), 'Att. Panel Name Fmt' (Forename & Surname), 'Display Time Format' (24 Hour), and a checked 'Mandatory Client Update' box. The 'Features' section has checkboxes for 'Flexi Schedules', 'Exclude Today from Flexi Bal.', 'Working Time Directive', 'Disable Sickness Entitlement', 'Allow Travel Time', 'Banked Hours', 'Exclude Lateness in Grace Period', 'Exclude Early Finish in Grace Period', and 'Paid banked hour absences'. The 'Reports' section includes 'Reverse Working Time Period Date', 'Exclude Inactive Employees by default', and 'Hide Phone No.'s on On/Off Site report'. The 'Job Costing' section has options for 'Job Costing & T & A Linked', 'Apply Rounding To Job Times', 'Auto Clock in on Last Job Code', 'Auto Clock Out on Job Code change', 'Use Job Code for Off Site', and 'Device Project Info' (Project ID selected). The 'Onsite / Offsite status' section includes 'Set by Time and Attendance', 'Set by Access Control', 'Use Hardware Assembly Point', 'Do not remove NCO on Manual Clock out entry', and 'Set Site Reference from' (Employee selected). The 'Audit' section has 'Enable Audit' checked, 'Inc. Database Auditing', 'Exc. Main Application Auditing', 'Keep Audit for' (100 Days), 'Audit Level' (On), and a 'View Audit' button.

HTML Templates

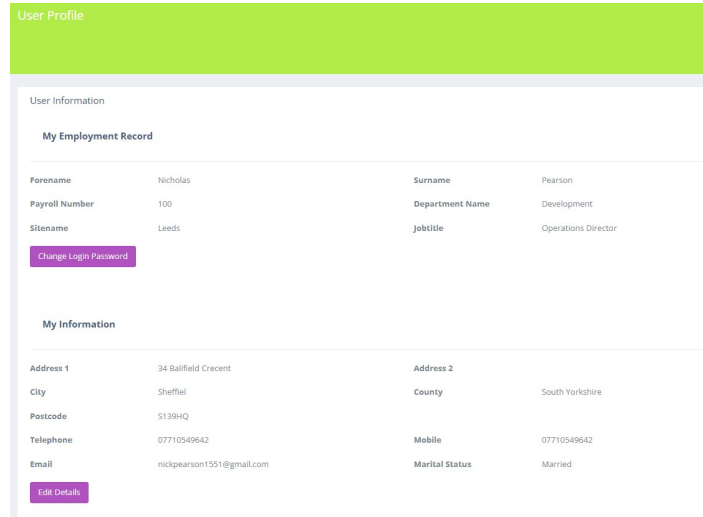
The system now enables users to modify HTML email templates within the settings, allowing for the customization of emails that are dispatched during events such as the issuance of email portal credentials and the provision of visitor self-service links.

The screenshot shows the 'Settings' page with the 'HTML Templates' section selected. The 'Template' dropdown is set to 'Portal Credentials'. Below it, the 'Template content' is displayed as a code block containing HTML code for an email template, including a DOCTYPE declaration, head, and body sections with various attributes and content.

6. Portal.

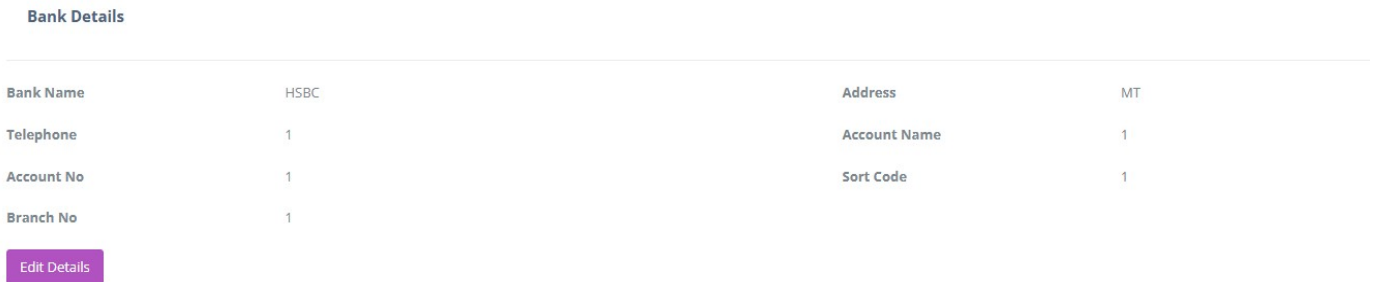
User Profile:

The section previously known as Basic Details has been rebranded as My Employment Record. Additionally, Personnel Contact is now referred to as My Information, which has been updated to include marital status along with the option to edit this information.



Bank Details:

A new segment has been introduced in the personal profile designated for bank information, referred to as "My Bank Details." Users have the capability to modify these details, which will trigger an email notification if the appropriate settings are enabled. "Joe Bloggs has changed their bank details You can view the changes in RealTime by navigating to Personnel >



Rostering:

Employees not a rostering schedule can now view there weekly working patten.

Scheduling



30-Dec-2024 to 05-Jan-2025

Full Name	Mon	Tue	Wed	Thu	Fri
Nicholas Pearson	08:45 - 17:00	08:45 - 17:00	08:45 - 17:00	08:45 - 17:00	08:45 - 17:00

Portal.

Planner :

Changes have been implemented in the planner to enhance user experience, including the addition of a dropdown menu that allows users to select the desired year for viewing. Your specific employee is now prominently displayed at the top of the list. The employee list is organized in alphabetical order from A to Z, rather than Z to A.

	01-Dec	02-Dec	03-Dec	04-Dec	05-Dec	06-Dec	07-Dec	08-Dec	09-Dec	10-Dec	11-Dec	12-Dec	13-Dec	14-Dec	15-Dec	16-Dec
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon
Nicholas Pearson		■		■	■	■			■	■	■		■			■
Andy Booth		■	■	■	■	■							■			
Ashley Pearson		■	■	■	■	■						■	■			
David McKeating									■	■	■		■			■
Elvis Presley																
Jessica Martins					■								■			
Kabir Wason										■			■			
Kasia Czaplinska											■	■	■			
Nicholas Evans																
Paula Ruczek																

Celebrations:

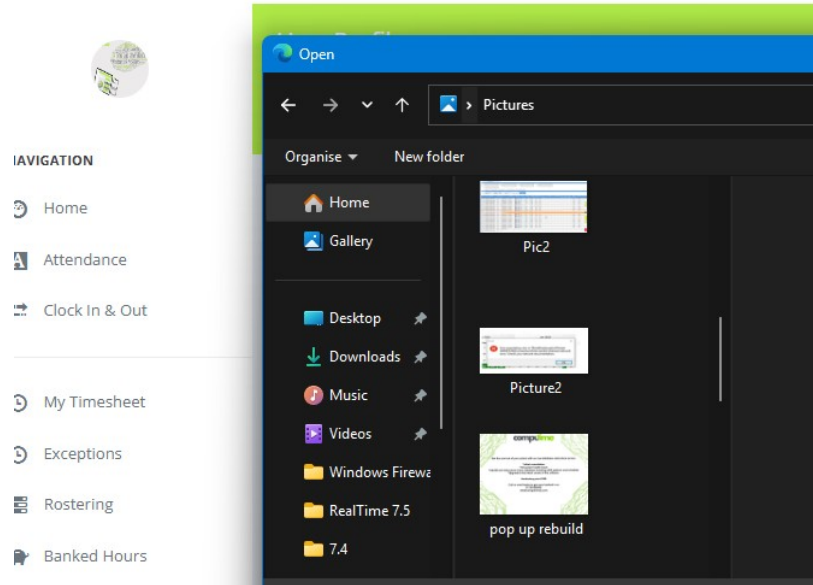
Previously missing celebration have now been added to the employee portal when relevant access is granted in the user group.

Celebrations		
Upcoming Celebrations		
Employee	Celebration	Date
Portal Test	Birthday	18-02-2025

Portal.

User Profile Picture:

The option to update the employee's picture is available by selecting the existing image and uploading a new one.



My Holidays:

The text field previously labelled as 'Holiday Taken' has been updated to 'Holidays Already Taken', while the text field formerly known as 'Holiday Booked' has been changed to 'Total Holidays Booked'.

Holiday Balance - Days

Details	Value
Total Holidays Booked	16
Holidays Already Taken	12
Holiday Balance	15

Portal.

Leave Approval:

An extra column should be inserted between the End Date and Message to indicate the number of working days associated with the booking. This column will be designated as "Days Required."

Employee Requests

Employee	Date Requested	Leave Type	Period	Start Date	End Date	Days Required	Message
----------	----------------	------------	--------	------------	----------	---------------	---------

Cancel Leave Request:

The title on the form has been revised to "Submit Cancellation Request." If no days are selected, the error message has been updated to read, "Please select at least one day to cancel." Additionally, it is now possible to cancel leave from the My Holidays screen, in addition to the planner. Finally when requesting leave the system will now allow you to display a list of available days to cancel within a specified period. We have also disabled the ability to request past days.

Planner:

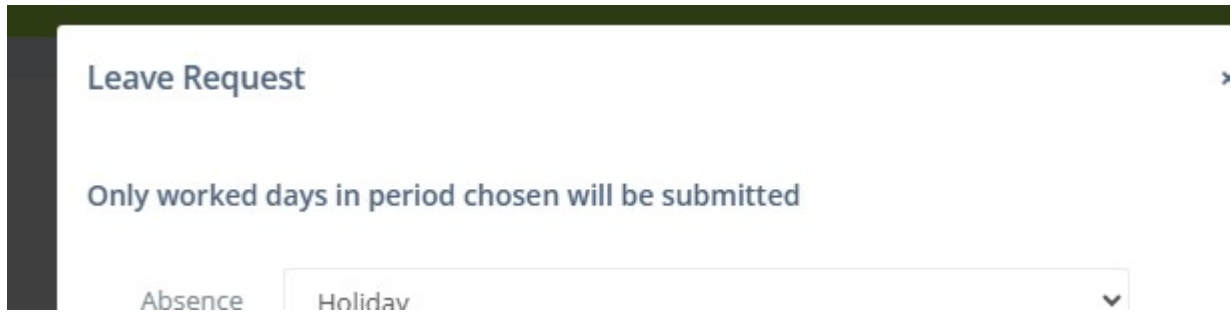
A new filter has been introduced to enable users to filter data by year. The weekly view now incorporates both month and year filters. Additionally, the title has been removed, and the headers in the grid have been modified.

	01-Nov	02-Nov	03-Nov	04-Nov	05-Nov	06-Nov	07-Nov	08-Nov	09-Nov	10-Nov
	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Robert Dennington										
Paula Buczek										
Nicholas Pearson	Leave			Leave	Leave	Leave	Leave			

Portal.

Requesting Leave:

When submitting a leave request through the portal, We have included a text description stating, "Only worked days within the selected period will be submitted."



Leave Request ›

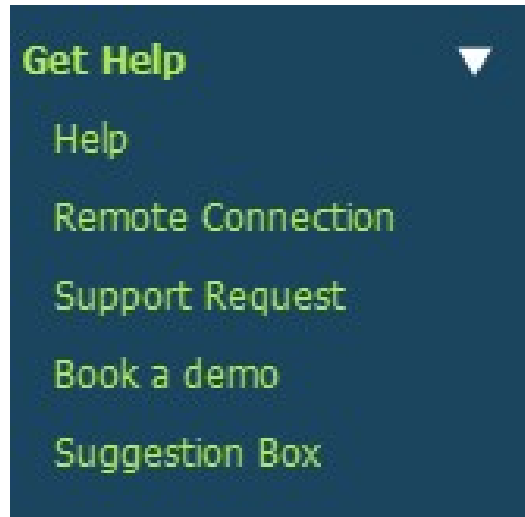
Only worked days in period chosen will be submitted

Absence ▼

Get Help

Suggestion Box And Book A Demo:

Ability to submit a enhancement request or suggestion to the Computime team for consideration in future updates. Also the ability to request a Demo with our account management team in regards to new and available features or add Ons.



computime

Suggestion Box

Feedback on software development for features and enhancements you would like to see.

Title: *
Please enter your name.

Name *

Email *

Company Name: *
Please enter your company name.

Suggestion: *
Please Details the suggestion.

0/2000

Visitor Application

Ability to skip:

The inclusion of Company Name, Email, vehicle registration, Reason for visit, and the requirement to take a picture is no longer necessary.

Sign out process:

Easier sign out process which is more tolerant for spelling mistakes. Now you simply select the company name from the drop down. (Unassigned if no company has been entered) and then select the visitor from the list.

Logo size limit:

A size restriction has been implemented on the logo for the visitor application to address performance issues that arise when the logo is excessively large.

Calendar/Planner

Booking absences:

Prevent the booking of two absences using the same code, such as scheduling two holidays. This restriction also applies to taking a full day off alongside a half day off. However, it is permissible to book two absences with different codes, such as one for holiday and another for sick leave.

Key:

Eliminate Lateness and Clocking exceptions from the calendar/planner key, as they are not utilized.

Access Control

Report:

A new report has been generated that outlines the users' access control configurations. This report details the authentication methods employed and the access groups to which users belong.

ACCESS GROUP	SITE	DEPARTMENT	JOB TITLE	CARD/FOB	FACE	PALM	FINGER	PORTAL
	Home Workers	Technical	Support		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Home Workers	Installation	Remote New Business		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Leeds	Administrators	Office admin		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Leeds	Administrators	Credit Controller		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Leeds	Technical	Senior Support		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Home Workers	Sales	Sales Manager		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Andy	Leeds	Installation	Engineer		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
247 All Doors	Leeds	Directors	Operations Director		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
247 All Doors	Leeds	Directors	Managing Director		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Leeds	Technical	Support		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Leeds	Technical	Support		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Leeds	Directors	Operations Director		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Leeds	Directors	Operations Director		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Leeds	Installation	Engineer	4585895	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Licencing

New clear licencing module:

New module for licencing where you can purchase the following options:

1. RealTime
2. RealTime HR
3. RealTime Visitors
4. Realtime Training
5. RealTime Job Costing
6. Remote Clocking's
7. Employee Portal
8. HR Portal
9. Management Portal
10. RealTime Fire Alam
11. RealTime Sage
12. RealTime Access Control
13. Presentation Viewer
14. Multiple Company Database

BUGS

All bug details pertain to issues that have been resolved in RealTime versions 7.4.19 and later, as well as in RealTime 7.5.

1. Within the employee online portal clicking on the monthly toggle button when in planner advances a month which causes issues when switching between monthly and weekly
2. Default Bradford factor setting's for new installs now match government guidelines.
3. Tab order when adding employees and enrolment to the system.
4. Rewritten the procedures and code in charge of recalculating rates and changed all methods of recalculation to use the same routine.
5. When you use the software tool to generate a password for everyone the generator included '&' which is a unrecognised character.
6. Absence summery report now include 0.5 days instead of rounding to 1.
7. Reports now load in there own threads so when loading a high volume of data system will not appear to have crashed. Progress bar also added.
8. Fix issue allowing users too bug multiple absences of the same reason such as holiday for the same employee on the same day.
9. Fix bug with data export filters not working.
10. Fix bug with onboarding tasks
11. The total number of working days is determined by the rates listed in the paid absence section of the shift. For certain clients with two rates configured, the total working days may display as 2 instead of 1, or 4 instead of 2. This issue has been resolved.