

Kelio



WHAT'S NEW PLANNING

Kelio 4.4

1

DISPLAY IMPROVEMENTS

HIDE THE WORKING PERIODS

Don't know what time the shift ends?

Circulate the planning without an end time of the day

The hiding of working periods can be set up in the planning of the Planning and Time & Activities modules.

So when you circulate planning sheets to your employees (on a computer, on a mobile device or via a report) you can hide the working periods that would be purely theoretical, that is:

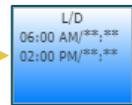
- All the periods – this is useful for employees on a daily rate who can organise their time.



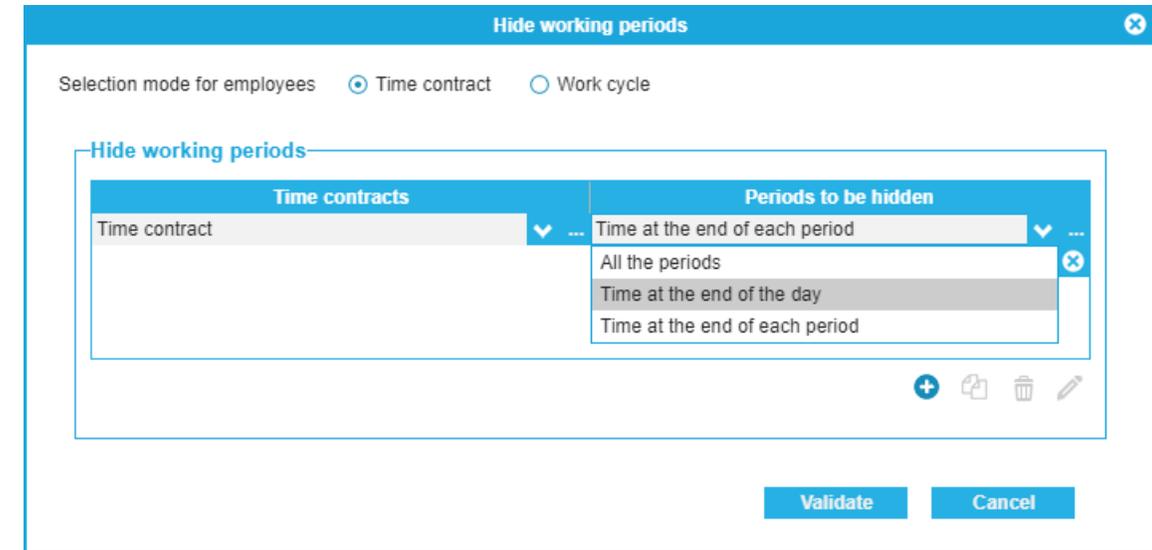
- Time at the end of the day – for catering in particular



- Time at the end time of each period



Please note that this only concerns the display of the working periods of the **schedules!**



SIMPLIFY THE PERIOD DISPLAY

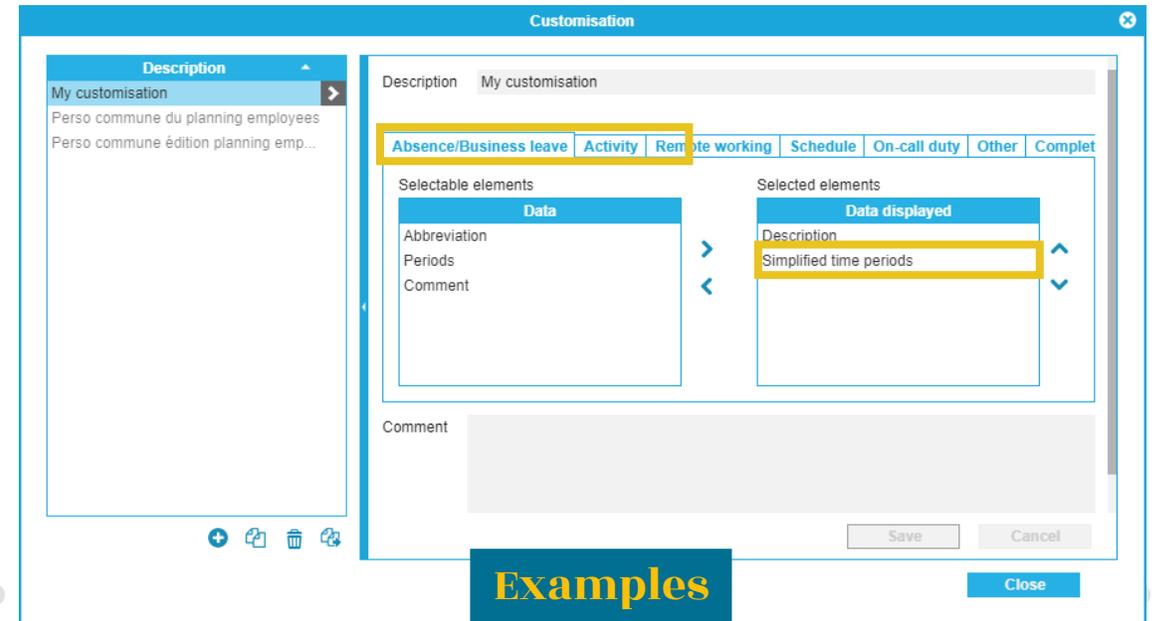
Make the planning easier to read

Remote working, Absences, Activities

You can now customise the display of these three elements by using *simplified periods*. Instead of getting lost in the schedules, you can easily see which part of the day is concerned.

This concerns the employee plannings and the reports of the following modules:

- Planning
- Time and Activities
- Collaborative workspace



Examples
on the
following
slides

SIMPLIFY THE PERIOD DISPLAY

Make the planning easier to read

Remote working

Periods (existing)

➤ Wood Sarah	RW-RG 06:00 AM/11:00 AM 02:00 PM/04:00 PM	RW-OC 06:00 AM/11:00 AM L/D	RW-OC 02:00 PM/04:00 PM L/D	L/D 06:00 AM/11:00 AM 02:00 PM/04:00 PM
	L/D 06:00 AM/11:00 AM	06:00 AM/11:00 AM 02:00 PM/04:00 PM	06:00 AM/11:00 AM 02:00 PM/04:00 PM	
	Remote working day	Remote working 1 st half-day	Remote working 2 nd half-day	
	RW-RG Day L/D 06:00 AM/11:00 AM 02:00 PM/04:00 PM	RW-OC 1st half-day L/D 06:00 AM/11:00 AM 02:00 PM/04:00 PM	RW-OC 2nd half-day L/D 06:00 AM/11:00 AM 02:00 PM/04:00 PM	L/D 06:00 AM/11:00 AM 02:00 PM/04:00 PM

➤ Wood Sarah	RW-RG Day L/D 06:00 AM/11:00 AM 02:00 PM/04:00 PM	RW-OC 1st half-day L/D 06:00 AM/11:00 AM 02:00 PM/04:00 PM	RW-OC 2nd half-day L/D 06:00 AM/11:00 AM 02:00 PM/04:00 PM	L/D 06:00 AM/11:00 AM 02:00 PM/04:00 PM
--------------	--	---	---	---

Simplified periods (new)



SIMPLIFY THE PERIOD DISPLAY

Make the planning easier to read

Absences

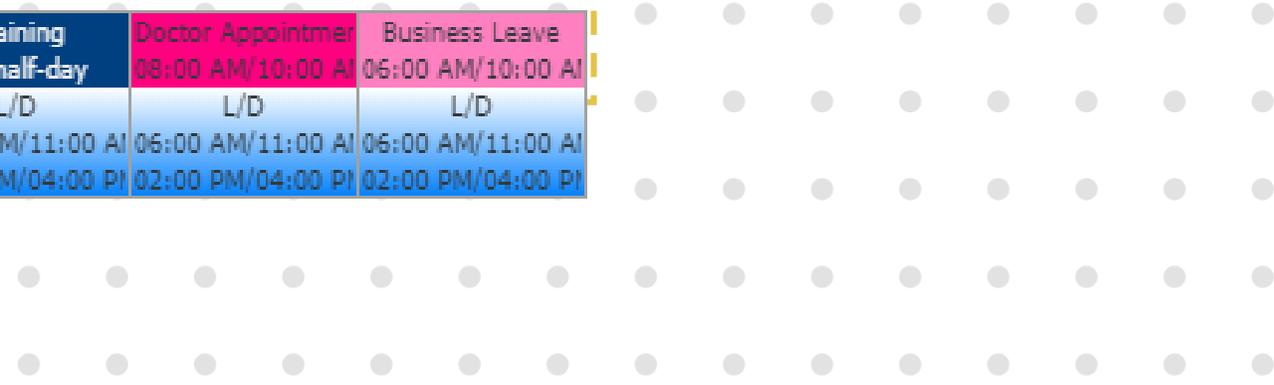
Periods (existing)

➤ Wood Sarah	Holiday	Holiday	Training	Doctor Appointment	Business Leave
	06:00 AM/11:00 AM 02:00 PM/04:00 PM	06:00 AM/11:00 AM L/D	02:00 PM/04:00 PM L/D	08:00 AM/10:00 AM L/D	06:00 AM/10:00 AM L/D
	L/D	06:00 AM/11:00 AM	06:00 AM/11:00 AM	06:00 AM/11:00 AM	06:00 AM/11:00 AM
	06:00 AM/11:00 AM	02:00 PM/04:00 PM	02:00 PM/04:00 PM	02:00 PM/04:00 PM	02:00 PM/04:00 PM

One-day absence	Absence 1 st half-day	Absence 2 nd half-day	Hour to hour absence	Duration absence
-----------------	----------------------------------	----------------------------------	----------------------	------------------

➤ Wood Sarah	Holiday Day	Holiday 1st half-day	Training 2nd half-day	Doctor Appointment	Business Leave
	L/D	L/D	L/D	L/D	L/D
	06:00 AM/11:00 AM	06:00 AM/11:00 AM	06:00 AM/11:00 AM	06:00 AM/11:00 AM	06:00 AM/11:00 AM
	02:00 PM/04:00 PM	02:00 PM/04:00 PM	02:00 PM/04:00 PM	02:00 PM/04:00 PM	02:00 PM/04:00 PM

Simplified periods (new)



SIMPLIFY THE PERIOD DISPLAY

Make the planning easier to read

Activities

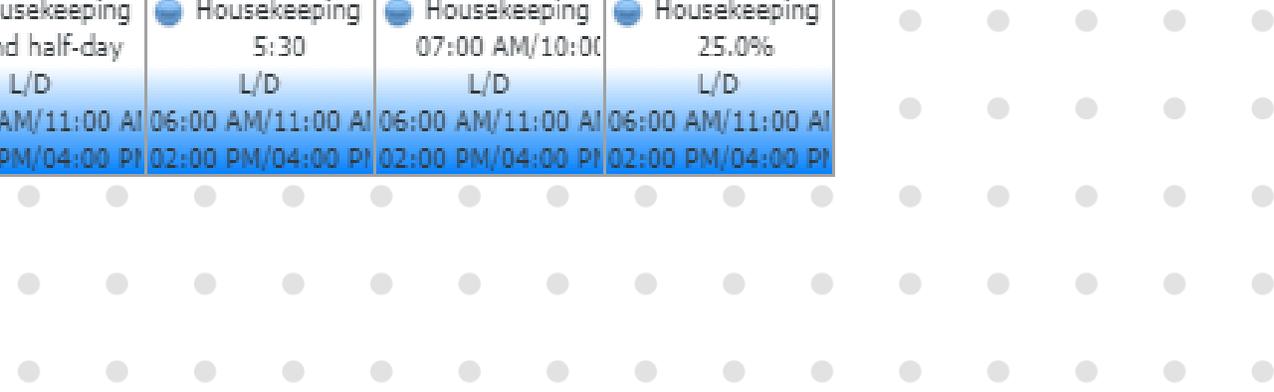
Periods (existing)

➤ Wood	Sarah	● Housekeeping 06:00 AM/11:00 AM 02:00 PM/04:00 PM L/D	● Housekeeping 06:00 AM/11:00 AM L/D	● Housekeeping 02:00 PM/04:00 PM L/D	● Housekeeping 06:00 AM/11:00 AM 02:00 PM/02:30 PM L/D	● Housekeeping 07:00 AM/10:00 AM L/D	● Housekeeping 06:00 AM/07:45 AM L/D
		06:00 AM/11:00 AM	02:00 PM/04:00 PM	02:00 PM/04:00 PM	06:00 AM/11:00 AM	02:00 PM/04:00 PM	02:00 PM/04:00 PM

Day activity Activity 1st half-day Activity 2nd half-day Duration activity Hour to hour activity Percentage activity

➤ Wood	Sarah	● Housekeeping Day L/D	● Housekeeping 1st half-day L/D	● Housekeeping 2nd half-day L/D	● Housekeeping 5:30 L/D	● Housekeeping 07:00 AM/10:00 AM L/D	● Housekeeping 25.0% L/D
		06:00 AM/11:00 AM 02:00 PM/04:00 PM	06:00 AM/11:00 AM 02:00 PM/04:00 PM				

Simplified periods (new)



A large, stylized yellow number '2' with a decorative, flowing design.

ADMINISTRATION
VARIABLE

ADMINISTRATION VARIABLE RESULT

New type of variable: Result on the posts

Remember, administration variables allow you to display your non-Kelio data that could be useful for creating your planning (turnover, production quantity, etc.).

Now with variables of the type *Results on the posts*, you will be able to use the results of time and attendance management, such as the number of people present on a list of posts or their actual hours total, their time spent on a task, etc.

This will allow you to determine the required indicators for your planning:

- Productivity rate,
- Absenteeism rate,
- Need for temporary staff,
- etc.

The screenshot displays the 'Management of the planning of workers in posts' application. The main window has three tabs: 'Posts', 'Production variables', and 'Plannings of workers in posts'. The 'Production variables' tab is active, showing a list of variables under the 'UK' category. A table in the center lists variables such as 'Annual turnover -1', 'Annual Turnover', 'Number of covers', 'Target turnover', 'Turnover y-1', and 'Number of orders'. The right panel shows configuration for a variable, including 'Description' (number of line conductors), 'Abbreviation' (NbLC), 'Value' (Result on the posts), 'Value type' (Duration), 'Visibility' (All views), 'Result' (Totals by post > Number of hours), and 'Posts concerned' (Machine 1). A 'Result selection' dialog box is open, indicating the result will be calculated for the current day. It shows 'Account type' as 'Totals by post' and 'Account' as 'Number of hours'. The dialog also lists other account options: 'Number of physical resources' and 'Number of resources on prorata basis of the attendance'. Buttons for 'Validate', 'Cancel', 'Save', and 'Close' are visible.

ADMINISTRATION VARIABLE RESULT

Track your efficiency/profitability using T&A results in the administration variables

Variable can only be used in post view with the Planning Advanced module

Variable is calculated, therefore it cannot be entered/modified

Variable can be used to calculate the requirements on your posts (e.g. requirement on Post A = twice as many people as on post B)

ADMINISTRATION VARIABLE RESULT

Example

This variable can be used to obtain the number of articles produced per hour.

Description	Week 23 [7-1]		
	8 Tu	9 We	10 Th
Conductor	4 Creighton Abi D7H Dear Steve OFF Evans Steven OFF Flanders Simon Morni	3 Creighton Abi D7H Evans Steven OFF Flanders Simon Morni	4 Creighton Abi D7H Dear Steve OFF Evans Steven OFF Flanders Simon Morni
number of line conductors	4	3	4
Operator	3 Harrison Richard D7H Jones Richard D7H Smith John D7H	3 Harrison Richard D7H Jones Richard D7H Smith John D7H	3 Harrison Richard L/D Jones Richard L/D Smith John L/D
Number of hours worked	21:00	21:00	21:00
Number of articles	150	200	200
Productivity (articles/h)	7	10	10

Description	Visibility
Annual turnover -1	All views
Annual Turnover	All views
Number of articles	All views
Taget turnover	All views
Turnover y-1	All views
Number of orders	All views
number of line...	All views
Productivity (a...	All views
Number of ho...	All views

Restricted variable This element is used in 1 Company and 0 Branches

Description

Abbreviation

Value

Value type

Visibility

Function

Round off the result

Rounding method

Articles produced on the day ÷ number of hours worked on the day

3

AUTOMATIC
ASSIGNMENT

PRIORITISE THE FILLING OF CERTAIN POSTS AND DAYS

Give Kelio your priorities

Fill the priority posts first on the right days

Remember, the objective of automatic assignment is to cover the requirements on your various posts with the employees to be planned and according to predefined conditions. The *Starting parameters for automatic assignment* have been enhanced in order to simplify your day-to-day work.

In the example shown opposite, we want to ensure that the most critical posts and days are filled because few people would volunteer to work on Saturday and few have parapharmaceutical skills.

The automatic assignment will try to fill the posts in the configured order, that is:

1. Parapharmacy advisor post on Saturday
2. Cashier 1 and Cashier 2 posts on Saturday
3. Parapharmacy advisor post on the other days of the week

The automatic assignment then runs through the other items and days either in random order or in the order in which the items are displayed on the screen

Starting parameters for automatic assignment

Browsing the automatic assignment

Selection of the posts and days that must be assigned as a priority

Posts	Days
[Parapharmacy advisor]	Saturday
[Cashier 1, Cashier 2]	Saturday
[Parapharmacy advisor]	Monday; Tuesday; Wednesday; Thursday; Friday

Browsing other posts

In random order

In order of the planning display

Employee priority

Assign the employee to the post for which he/she has the highest priority level

Concept registration order

Order	Concepts
1	Jobs and skills
2	Customisable fields
3	Priorities for the post

Assignment options

Maintain the schedule planning

Favour continuity on work posts and activity posts

Favour continuity on on-call duty posts

Validate Cancel

PRIORITISE THE FILLING OF POSTS WITH PRIORITY EMPLOYEES

Assign the employee to the post for which he or she has the highest level

New option for better performance

The aim of activating this option is to cover the needs with priority 1 employees on the various posts, then move on to those of priority 2 and so on, ending with those who are not a priority.

Starting parameters for automatic assignment

Browsing the automatic assignment

Selection of the posts and days that must be assigned as a priority

Posts	Days
[Parapharmacy advisor]	Saturday
[Cashier 1, Cashier 2]	Saturday
[Parapharmacy advisor]	Monday; Tuesday; Wednesday; Thursday; Friday

Browsing other posts

In random order

In order of the planning display

Employee priority

Assign the employee to the post for which he/she has the highest priority level

Concept registration order

Order	Concepts
1	Jobs and skills
2	Customisable fields
3	Priorities for the post

Assignment options

Maintain the schedule planning

Favour continuity on work posts and activity posts

Favour continuity on on-call duty posts

Validate Cancel

4

OUR SERVICES

KELIO

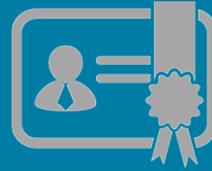
KELIO SERVICES



Auditing and project support



Training in the use of Kelio solutions



Quality monitoring



Kelio and the GDPR



Software in SaaS mode

