



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:

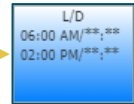
- All the periods – this is useful for employees on a daily rate who can organise their time.



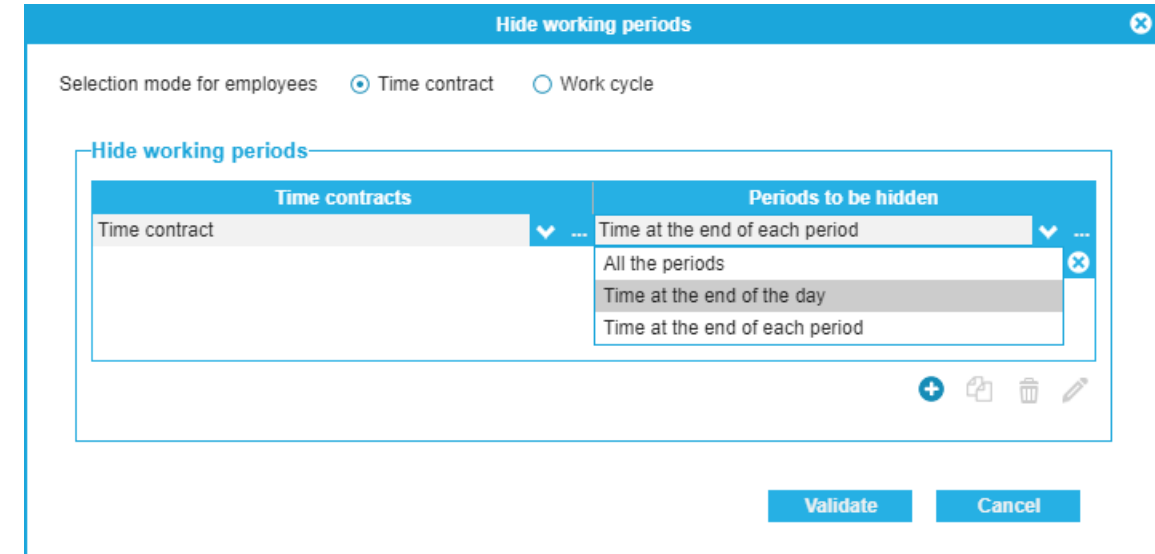
- Time at the end of the day – for catering in particular



- Time at the end time of each period



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



Time contracts	Periods to be hidden
Time contract	Time at the end of each period
	All the periods
	Time at the end of the day
	Time at the end of each period

SIMPLIFY THE PERIOD DISPLAY

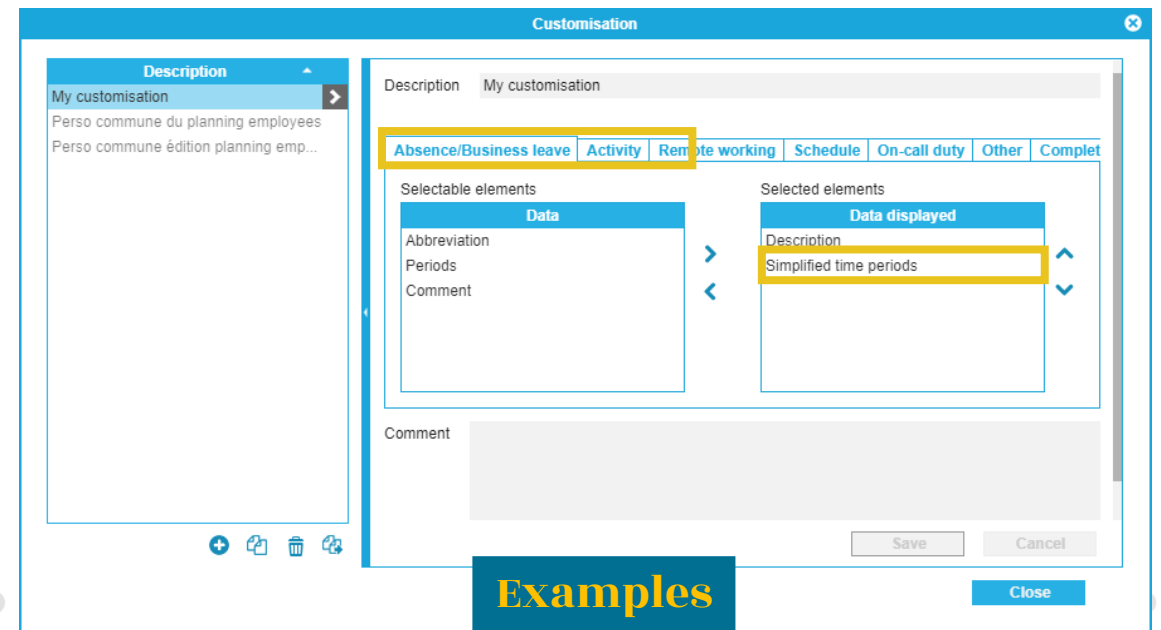
Make the planning easier to read

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	RW-OC	RW-OC	L/D
	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	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	
	06:00 AM/11:00 AM	02:00 PM/04:00 PM	02:00 PM/04:00 PM	

Remote working day

Remote working 1st half-day

Remote working 2nd half-day

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

Simplified periods (new)

Make the planning easier to read

Absences

Periods (existing)

➤ Wood	Sarah	Holiday	Holiday	Training	Doctor Appointment	Business Leave
		06:00 AM/11:00 AM	06:00 AM/11:00 AM	02:00 PM/04:00 PM	08:00 AM/10:00 AM	06:00 AM/10:00 AM
		02:00 PM/04:00 PM	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
		One-day absence	Absence 1 st half-day	Absence 2 nd half-day	Hour to hour absence	Duration absence
➤ Wood	Sarah	Holiday Day	Holiday 1 st half-day	Training 2 nd 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	<div>Housekeeping</div> <div>06:00 AM/11:00 AM</div> <div>02:00 PM/04:00 PM</div> <div>L/D</div>	<div>Housekeeping</div> <div>06:00 AM/11:00 AM</div> <div>L/D</div>	<div>Housekeeping</div> <div>02:00 PM/04:00 PM</div> <div>L/D</div>	<div>Housekeeping</div> <div>06:00 AM/11:00 AM</div> <div>02:00 PM/02:30 PM</div> <div>L/D</div>	<div>Housekeeping</div> <div>07:00 AM/10:00 AM</div> <div>L/D</div>	<div>Housekeeping</div> <div>06:00 AM/07:45 AM</div> <div>L/D</div>
		Day activity	Activity 1 st half-day	Activity 2 nd half-day	Duration activity	Hour to hour activity	Percentage activity
➤ Wood	Sarah	<div>Housekeeping</div> <div>Day</div> <div>L/D</div>	<div>Housekeeping</div> <div>1st half-day</div> <div>L/D</div>	<div>Housekeeping</div> <div>2nd half-day</div> <div>L/D</div>	<div>Housekeeping</div> <div>5:30</div> <div>L/D</div>	<div>Housekeeping</div> <div>07:00 AM/10:00 AM</div> <div>L/D</div>	<div>Housekeeping</div> <div>25.0%</div> <div>L/D</div>

Simplified periods (new)

2 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. The 'Description' column lists variables like 'Annual turnover -1', 'Annual Turnover', 'Number of covers', 'Target turnover', 'Turnover y-1', and 'Number of orders'. The 'Visibility' column shows 'All views' for all variables. The 'Value' column is set to 'Result on the posts'. The 'Value type' is 'Duration'. The 'Visibility' is 'All views'. The 'Result' is 'Totals by post > Number of hours'. The 'Posts concerned' is 'Machine 1'. The 'Comment' field is empty.

A 'Result selection' dialog box is open, showing the result calculation for the current day. The dialog has a title bar 'Result selection' and a close button. The main content area has a title 'Result selection' and a subtitle 'The result will be calculated for the current day.' Below this, there are two sections: 'Account type' and 'Account'. The 'Account type' is 'Totals by post'. The 'Account' is 'Number of hours'. The 'Account' list includes 'Number of hours', 'Number of physical resources', and 'Number of resources on prorata basis of the attendance'. The 'Validate' and 'Cancel' buttons are at the bottom right.

Buttons: Save, Cancel, Close, Validate, Cancel.

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.

Week 23 [7-1]			
Description	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

Productivity (articles/h)

Abbreviation

Pah

Value

Function

Value type

Number

Visibility

All views

Function

[Number of articles(NOMBRE)]/[Number of hours worked(DUREE)]

+ - × ÷ () Value Production variable

Round off the result

Rounding method Nearest integer

Save Cancel

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

A large, stylized yellow number '3' with a thick, rounded font. The top loop is slightly larger than the bottom loop, and the strokes are smooth and continuous.

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