

Kelio



WHAT'S NEW

KELIO 4.3

1

# TIME & ATTENDANCE MANAGEMENT

ADDED FEATURES

# WELCOME!

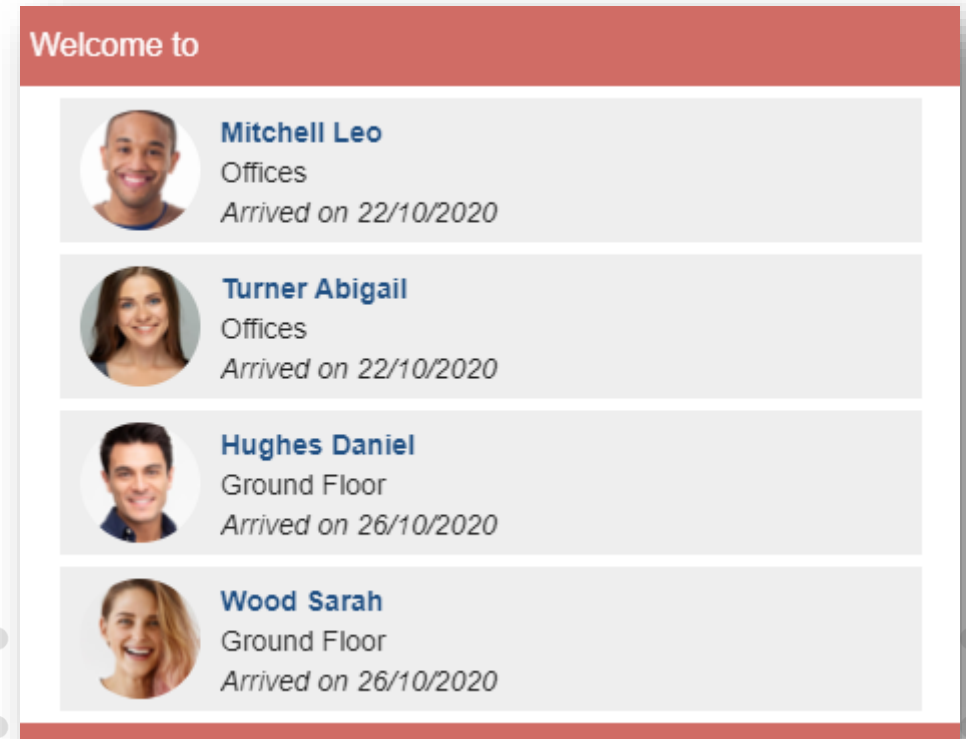
Give new arrivals a more user-friendly welcome by notifying their colleagues using the Kelio portal

## New tile

The *New arrivals* tile is now available for the employee and manager/administrator portals. You can choose which elements you want each population to be able to see:

- Photo
- Section
- Job title
- Arrival date.

You can define how many days before and after the arrival this information will be available on the portal. New employees will love feeling like the team can't wait to meet them!



# NOTE & QUANTITY

## Easily link quantities and/or notes to activity periods

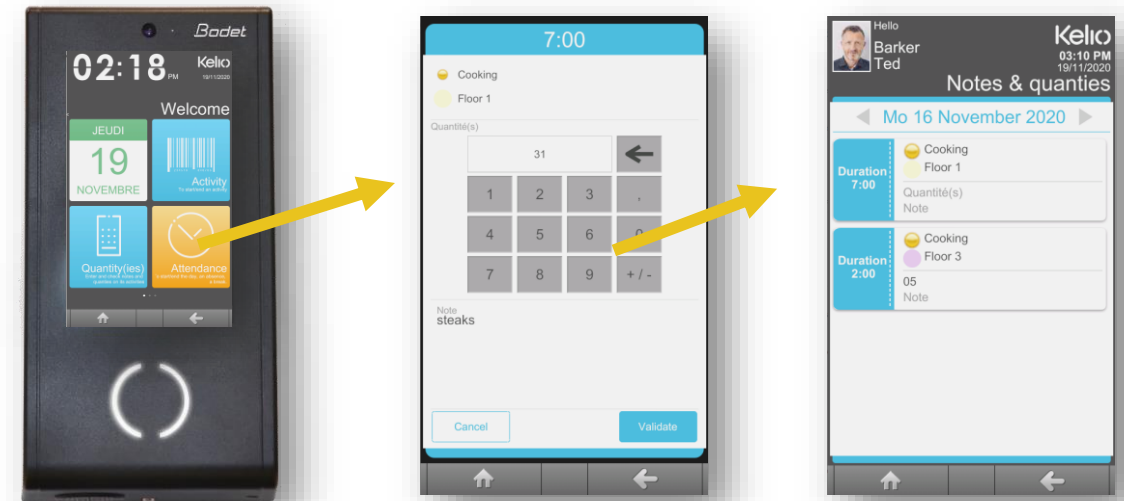
### New application

The new *Note & Quantity* application available for terminals X7 and X4 allows you to link quantities and notes to completed activity periods. To make things easier, a prompt to enter this information can also be issued when the user employee finishes their activity, i.e.:

- When they clock an end of attendance
- When they clock an end of attendance that closes an activity
- When they change activity

### New rights

Please note: In order to manage entry via the terminal, the corresponding options and new rights must be enabled for all users.



# PASSWORDS

## Reinforce your Kelio access security

### For a more secure Kelio account

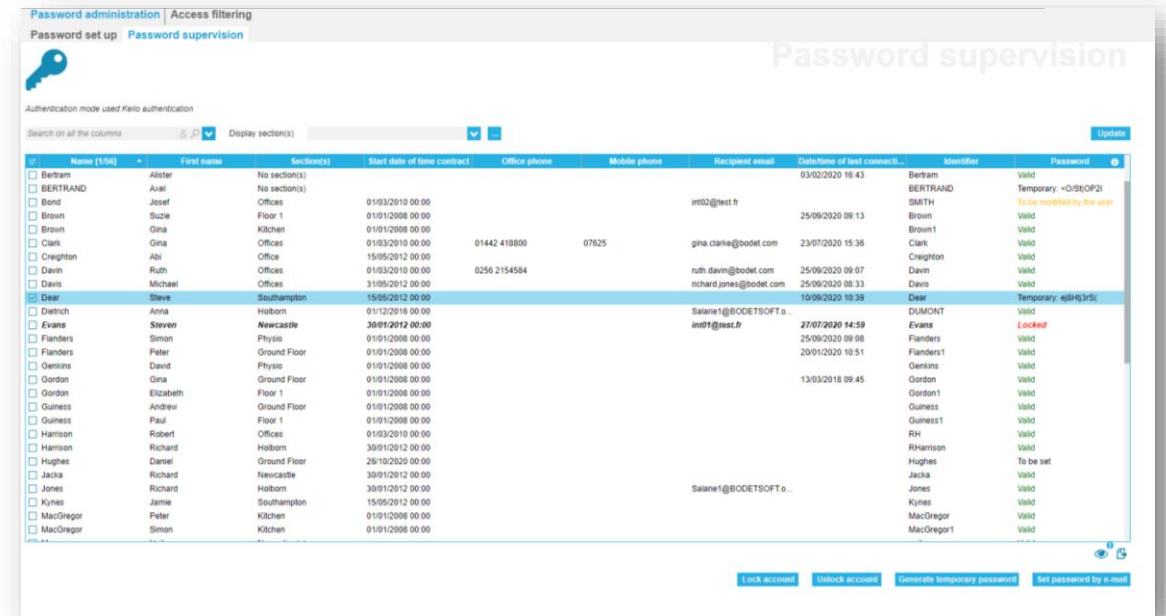
By encouraging your users to create strong, untraceable and secure passwords, Kelio can help you to ensure a high level of password complexity:

- Different types of characters: upper-case, lower-case, numbers and special characters
- Implement mandatory password changes every x days
- Validity periods for temporary passwords
- Etc.

### Password supervision

A new screen enables you to check the status of your users' passwords in the blink of an eye. Locking accounts, generating temporary passwords and resetting passwords couldn't be easier.

- If they forget their password, users can also request a new password to be sent to them automatically from the login screen.



The screenshot displays the 'Password supervision' interface. At the top, there are tabs for 'Password administration' and 'Access filtering', with 'Password set up' and 'Password supervision' selected. A key icon and the text 'Authentication mode used Kelio authentication' are visible. Below this is a search bar and a 'Display section(s)' dropdown. The main part of the interface is a table with columns: Name (1/54), First name, Section(s), Start date of time contract, Office phone, Mobile phone, Recipient email, Date/time of last connect, Identifier, and Password. The table lists various users with their respective details and password status (Valid, Temporary, Locked, To be set). At the bottom, there are buttons for 'Lock account', 'Unlock account', 'Generate temporary password', and 'Set password by e-mail'.

Name (1/54)	First name	Section(s)	Start date of time contract	Office phone	Mobile phone	Recipient email	Date/time of last connect	Identifier	Password
Bertram	Alister	No section(s)					03/02/2020 16:43	Bertram	Valid
BERTRAND	Axel	No section(s)						BERTRAND	Temporary: <O>BOP2
Bond	Josef	Offices	01/03/2010 00:00			int02@test.fr		SMTH	To be modified by the user
Brown	Suzie	Floor 1	01/01/2008 00:00				25/06/2020 09:13	Brown	Valid
Brown	Gina	Kitchen	01/01/2008 00:00					Brown1	Valid
Clark	Gina	Offices	01/03/2010 00:00	01442 418800	07625	gina.clarke@bodelt.com	23/07/2020 15:36	Clark	Valid
Craighton	Abi	Office	15/05/2012 00:00					Craighton	Valid
Davin	Ruth	Offices	01/03/2010 00:00	0256 2154584		ruth.davin@bodelt.com	25/06/2020 09:07	Davin	Valid
Davis	Michael	Offices	31/05/2012 00:00			richard.jones@bodelt.com	25/06/2020 08:33	Davis	Valid
Dear	Steve	Southampton	15/05/2012 00:00				10/06/2020 10:39	Dear	Temporary: e0H3r5i
Dietrich	Anna	Holborn	01/12/2018 00:00			Salaries1@BOCETSOF20...		DUMONT	Valid
Evans	Steven	Newcastle	30/01/2012 00:00			andrt@test.fr	27/07/2020 14:59	Evans	Locked
Flanders	Simon	Physio	01/01/2008 00:00				25/06/2020 08:06	Flanders	Valid
Flanders	Peter	Ground Floor	01/01/2008 00:00				20/01/2020 10:51	Flanders1	Valid
Genkins	David	Physio	01/01/2008 00:00					Genkins	Valid
Gordon	Gina	Ground Floor	01/01/2008 00:00				13/03/2018 09:45	Gordon	Valid
Gordon	Elizabeth	Floor 1	01/01/2008 00:00					Gordon1	Valid
Guinness	Andrew	Ground Floor	01/01/2008 00:00					Guinness	Valid
Guinness	Paul	Floor 1	01/01/2008 00:00					Guinness1	Valid
Harrison	Robert	Offices	01/03/2010 00:00					RH	Valid
Harrison	Richard	Holborn	30/01/2012 00:00					RHarrison	Valid
Hughes	Daniel	Ground Floor	26/10/2020 00:00					Hughes	To be set
Jackie	Richard	Newcastle	30/01/2012 00:00					Jackie	Valid
Jones	Richard	Holborn	30/01/2012 00:00					Jones	Valid
Kynes	Jamie	Southampton	15/06/2012 00:00					Kynes	Valid
MacGregor	Peter	Kitchen	01/01/2008 00:00					MacGregor	Valid
MacGregor	Simon	Kitchen	01/01/2008 00:00					MacGregor1	Valid

# ACCESS FILTERING

## Control whether users clock via the organisation's network

### Impose your own rules

You can authorise all connections, or restrict access to Kelio depending on where the user in question is connecting from. If you choose to do this, your IT section will need to enter all the permitted IP address windows for your network. Once this is done, you can manage exceptions and authorise certain actions from being performed using smartphones or computers other than work computers.

- Clocking/indicating attendance
- Making an absence request
- Opening a door
- Using the FES

*Example:*

*An employee is only permitted to clock using a computer connected to their organisation's network. However, you want to authorise them to access their absence requests from home so that they can organise their holidays with their family.*

*To do this, you can apply a filter and access exceptions.*

# EMPLOYEES LIST

## View the information you need most!

Make finding the data you want to add easier

The list of employees in the Administration module is now easier to manage.

- Select *Column selection* and enter your search term – you will find the section you need to activate straight away.

The screenshot displays the 'Employees List' interface. On the left is a sidebar titled 'FILTER THE EMPLOYEES' with a search bar and a tree view showing categories like 'Bodet Software', 'UK', 'Disposable Production', and 'Disposables Warehouse'. The main area shows a table of employees with columns for Surname, First name, and others. A 'Column selection' dialog box is open, showing a list of sections to be added to the table. A yellow arrow points from the 'Column selection' option in the table's context menu to the dialog box.

**Column selection dialog:**

- Search bar
- Sections: Career, Contracts, Personal data, Professional data, Public holiday calendar, Training, User rights
- Selected elements: 6 / 15
- Buttons: Validate, Cancel

**Table Data:**

Surname [53]	First name	Group	Identification number	Section(s)	Work cycle
Kynes	Jamie	Group		Southampton	Office
MacGregor	Peter		58	Kitchen	3 Week Rotating (Week no.1)
MacGregor	Simon		69	Kitchen	3 Week Rotating (Week no.2)
Martin	Fred			Admin	21.30 -6am
Millington	Lee			Southampton	Office
Mitchell	Leo			Offices	3 Week Rotating (Week no.1)
Noble	David	44444444	2222	Offices	UGO Foods Unit 1 PM 14.30- 23...
Osourn	Jane		61	Physio	3 Week Rotating (Week no.3)
Shahbaz	Mohammed		001247	Offices	Flexible

# DESCRIPTION AND ABBREVIATION

Translate your accounts for users working in different languages!

Now you can now use multiple languages when creating accounts for bonuses, overtime and special hours on the system!

This means users working in different languages can now use the same account.





# 2 COLLABORATIVE WORKSPACE

# ATTENDANCE DECLARATION

## New functions to make management easier!

### Mandatory comments

You can make it compulsory for your user employees to enter a comment explaining their reasons when they submit an attendance declaration. This function is linked to user rights, and is available to users in the collaborative workspace on a computer or touchscreen device.

### Monitor daily actual totals

Users who declare their clockings can now view their total hours for the day. Validators will also be able to see this line, making it easier for them to validate or reject the declared hours.

Population: Bodet Software/UK Employee: Barker Ted

Display the declarations for the week of: 16/11/2020

DAY	1	2	3	4	REACT	ABS.	STATUS	VALIDATOR	VALIDATION
Mo 16/11/2020	08:00 AM	05:00 PM			0.00		Awaiting	COHAN Clarisse	
Tu 17/11/2020	07:00 AM	04:30 PM			9.30		Awaiting	COHAN Clarisse	
We 18/11/2020	08:00 AM	06:00 PM			10.00				
Th 19/11/2020	02:41 PM				0.00				
Fr 20/11/2020					0.00				
Sa 21/11/2020					0.00				
Su 22/11/2020					0.00				
Total for the week (excluding business leaves, before application of calculation rules)									18.30
Weekly contracted total									16.00

# ATTENDANCE DECLARATION

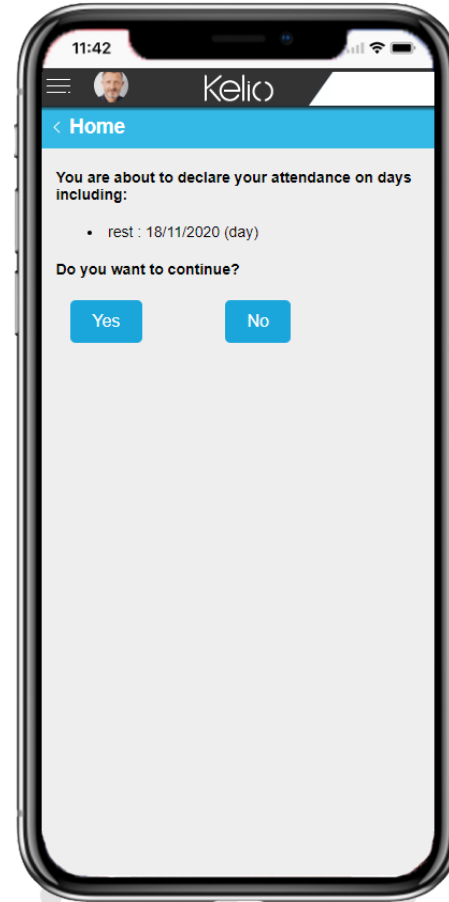
## New functions to make management easier!

### Validation on validator in parallel

You can now assign validators in parallel for attendance declarations. This applies to both the main validator and higher-level and transfer validators.

### Notifications on rest days

In order to minimise errors, employees can receive notifications if they declare attendance during full or half-day rest time. This function is linked to user rights, and is available to users in the collaborative workspace on a computer or touchscreen device.



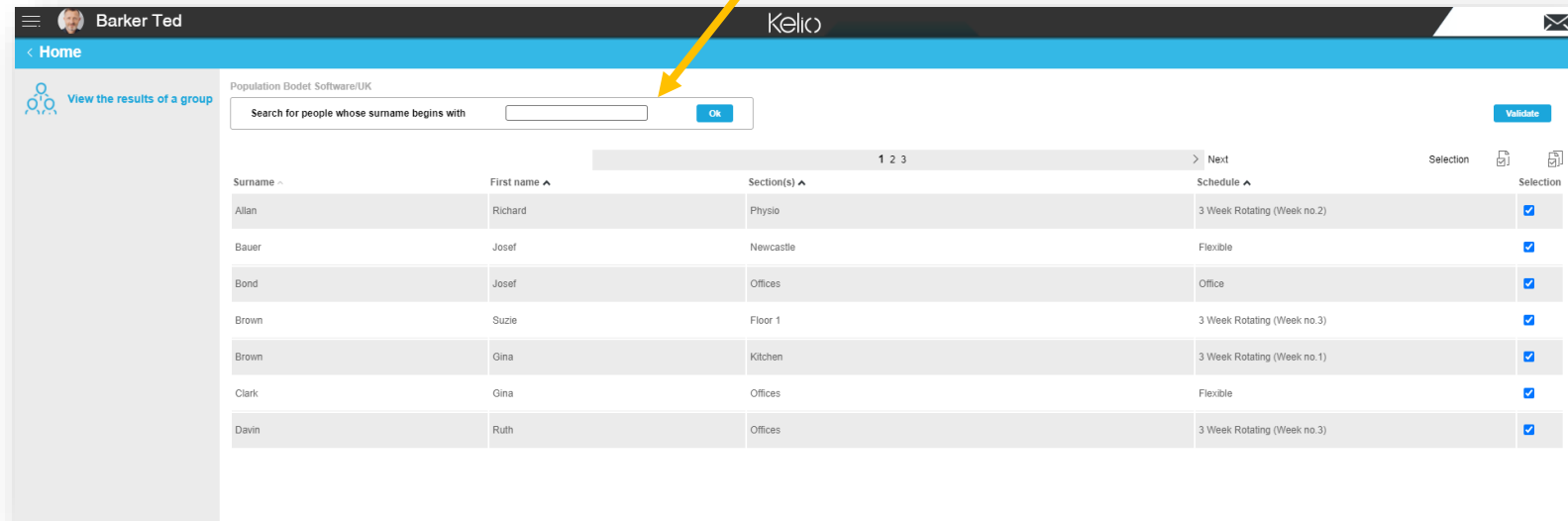
# ABSENCE CALENDAR

## Only view the employees you need to validate

### New group administration function

If your organisation chart did not match your hierarchical structure, you needed to create and maintain specific populations. Kelio now enables you to exclusively manage the employees you validate/are in charge of, without the need for any complicated settings.

If this right is activated, managers will only see the employees for whom they are the main validator on their list.





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# NEW HARDWARE FEATURES

# XTREM TERMINAL

- Designed for use in harsh environments (water, dust, high and low temperatures)
- Monochromatic yellow screen
- Backlit keyboard designed in line with food sector standards
- With finger scanning for presence detection (optional)



# XTREM TERMINAL

## Identification in harsh environments

### Networked time & attendance management terminal (HTTPS link)

The terminal is permanently connected to the Kelio server, and transmits clockings in real time. Available functions:

- Clockings
- Attendance indication
- Three-level activity clocking (optional)

### Stand-alone time & attendance management terminal (USB stick link)

The terminal saves clockings on a USB stick for subsequent recovery. Connect the USB stick to a client workstation to initiate synchronisation of the data. Usually used in locations with no Internet access (construction sites, warehouses, orchards ...).

- 5,000 employees, 20,000 clockings stored
- No consultation of results on the terminals
- No activity clocking





# FaceStation2

- Intelligent facial recognition terminal
- Clockings stored locally in case network link is lost
- Template centralisation – register on one terminal, identify yourself via another
- Activity clocking available



# Facelite

- Compact facial recognition reader



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# OUR SERVICES

KELIO

# KELIO SERVICES



Audit and project  
support



Training in Kelio  
solutions



Quality monitoring



Kelio and the  
GDPR



Software in SaaS  
mode