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!
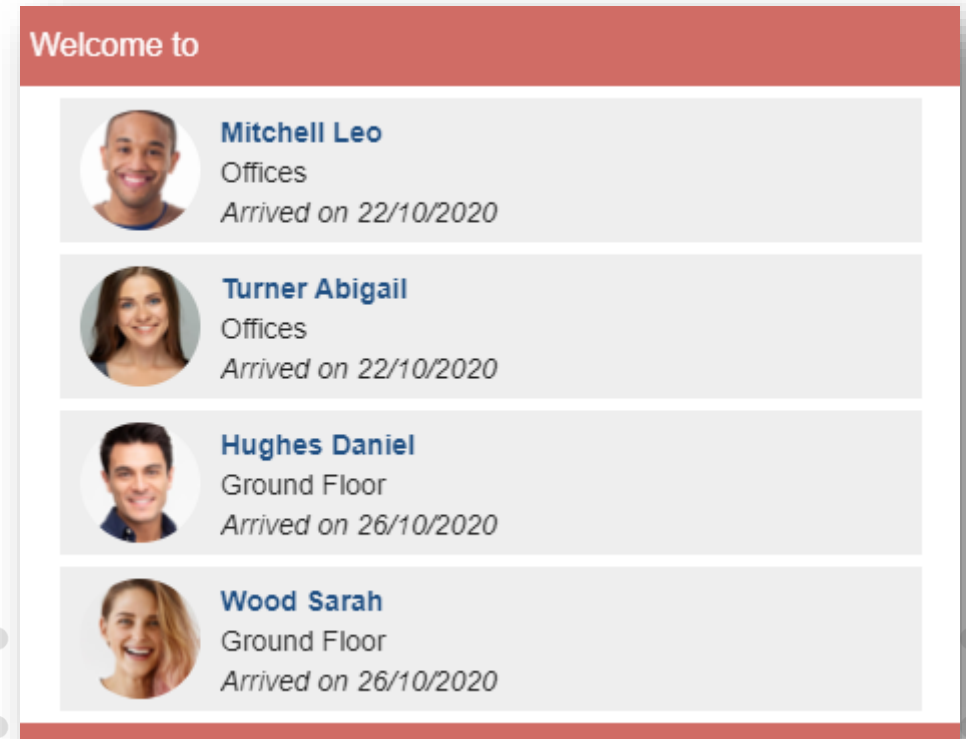
NOTE & QUANTITY

## 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.

4
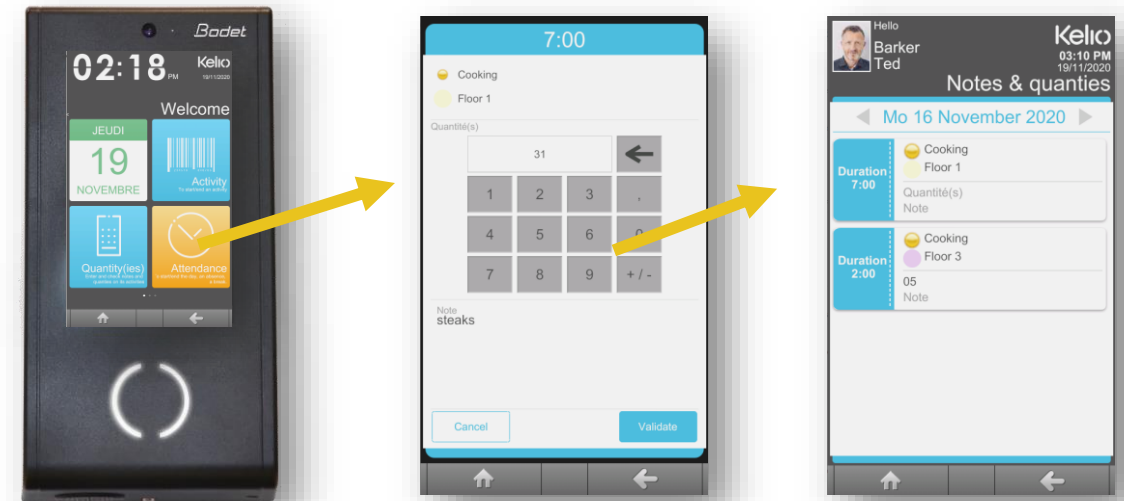
PASSWORDS
Reinforce your Kelio access security

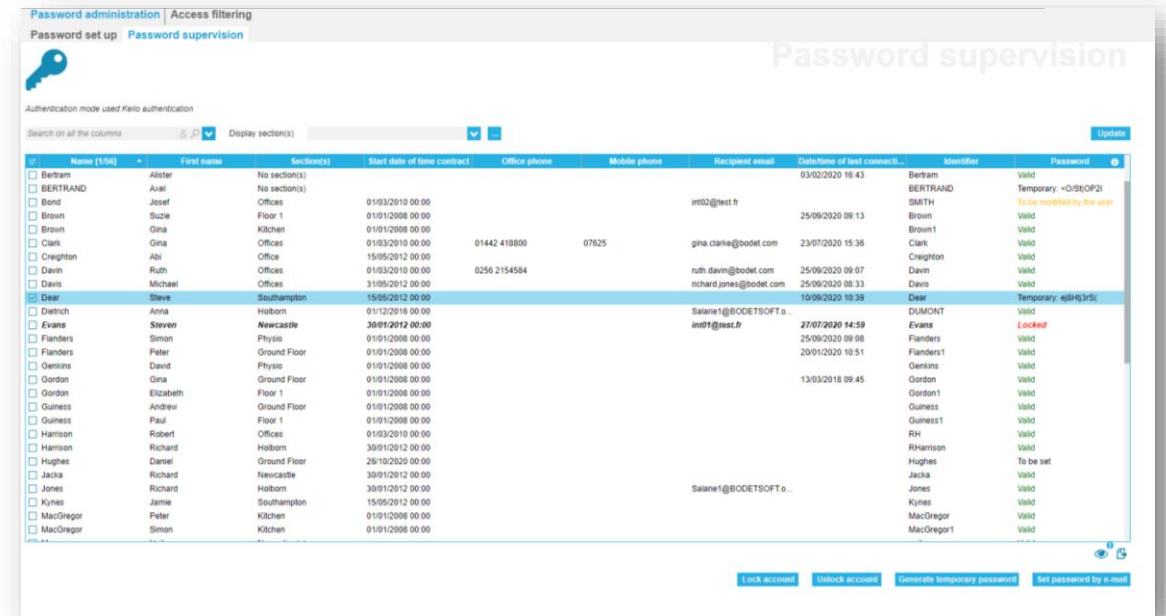### For a more secure Kelio account

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.

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.

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.

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.
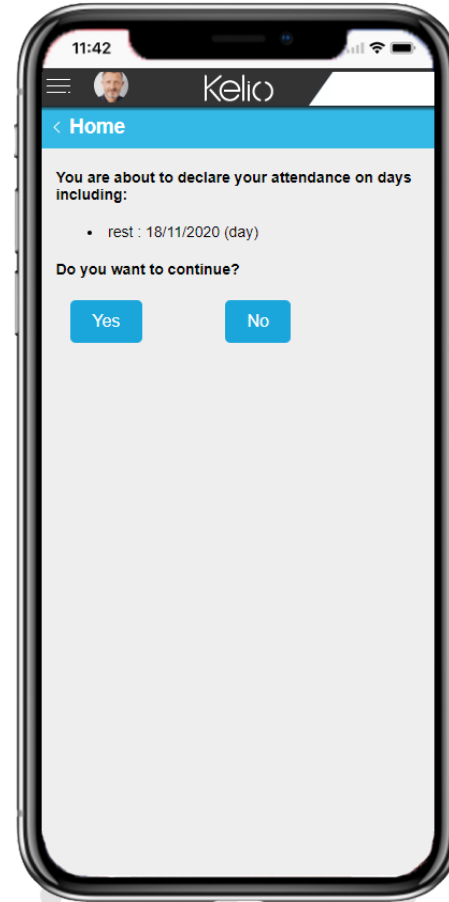
ABSENCE CALENDAR

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.

ABSENCE CALENDAR

View other validators' absence calendars

Validators on descending levels

It is now possible to view absences for the employees you manage/validate and also for the teams they manage. The hierarchical structure can contain up to four descending levels.

New report available

You can now print the calendar by generating a report with just one click.
This will be displayed for the selected months.

3 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)

15

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

4 OUR SERVICES

KELIO

KELIO SERVICES

Audit and project support	Training in Kelio solutions	Quality monitoring	Kelio and the GDPR	Software in Saas mode

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