



“VT - Who's in ?”

“**VT WHO'S IN ?**” is a presence/absence indication system - allowing staff, managers, switch board operators, safety officers to call up who is in/out, and if out – when the employee expects to return. This can be called up at any PC and in real time. The Software will display the requested staff at the PC - with symbols showing the various states, for example – if the employee is in, out, out on business, on holidays, on half day holidays, pre-planned absence and not due in. Apart from supervisors knowing quickly who is in/out, it also is designed to assist staff in general - as anyone can query about anyone in the System.

“**VT WHO'S IN ?**” is the perfect solution to reducing the time wasting caused by Voice Mail Systems. Now you can at least work out if he/she is in/out or even supposed to be in the first place. It is also good for the **reception/switchboard staff**. If the operator wishes to leave the screen open, it automatically updates to show the employee changing his/her status from presence to absence and vice versa.

Safety/Emergency

“**VT WHO'S IN ?**” can also be used for safety purposes - as it can illustrate who is in/out for emergency purposes - in real time. Staff can therefore "announce" their presence at their PC's or perhaps at a "Touch Screen" in reception, as soon as they arrive at the building. They can also then be asked to "touch in/out" at a specific point - so as to announce that they are now safely out of the building. During emergencies, we would suggest a point quite external to the building often referred to as a muster point. This is so that the employee can then "touch out" in a safe place - thereby allowing for an on-the-spot emergency roll-call.

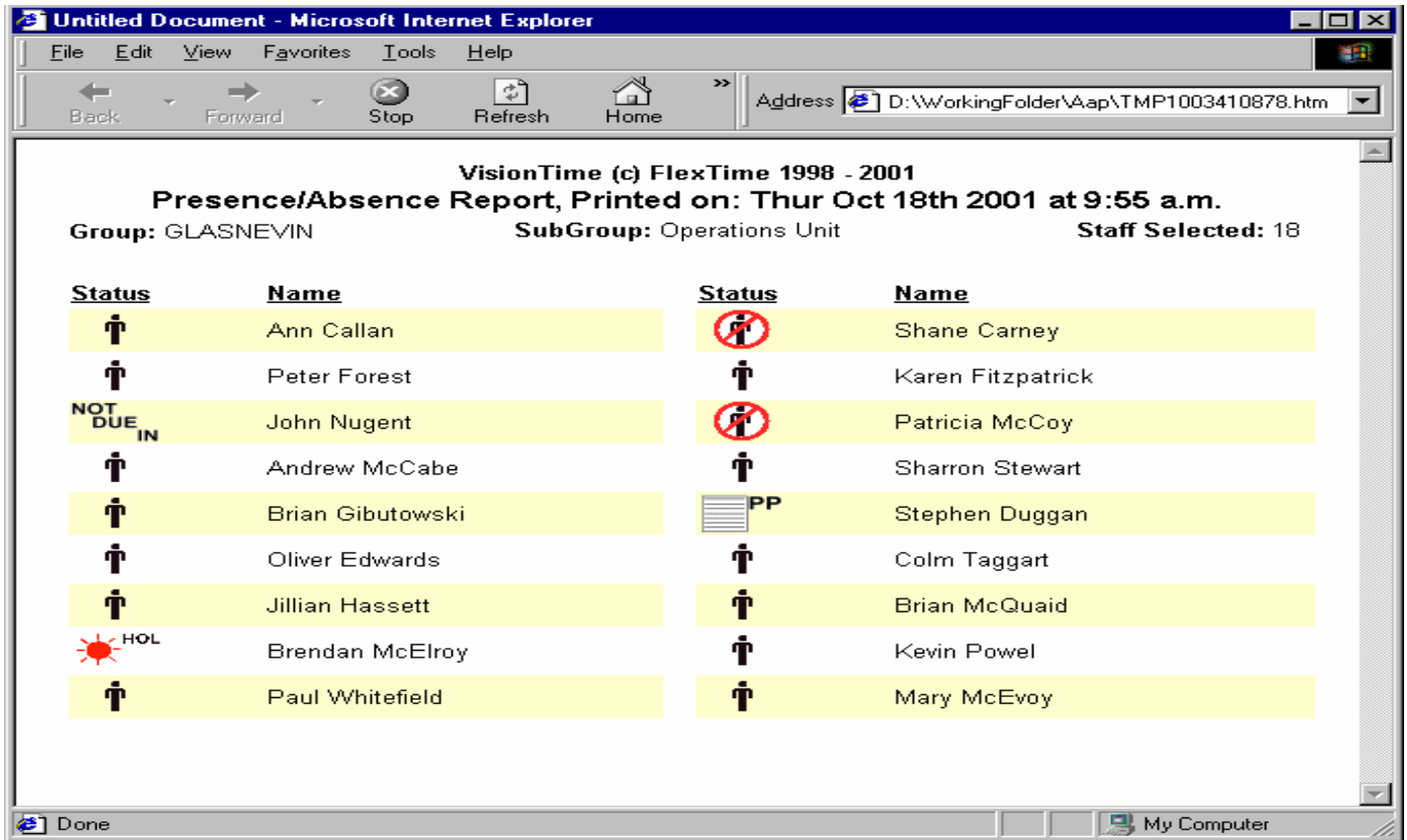


How Does it Work ?

From the “**VT WHO'S IN ?**” Screen you can select three different search types – Search by Name, Search by Status and Search by Department. **Search by Name** allows you to run a search for a particular staff member and see if they are currently in or not. **Search by Status** allows you to search for e.g. all those people on holiday, or all those people who are currently present. **Search by Department** allows you to see the status of all the staff in the selected Department or Sub Department. Clicking on the “Configure As Default Search” button will save your search settings and the next time you want to run a search those settings will be already set by default.

Below is an example of the screen output. This example was run using “Search by Department”. It lists the time the report was run, the group/sub group specified for the report and the number of staff displayed. This screen can be printed as a record of staff attendance.

Now you can always know ...
 “Who’s In ?” and “Who’s Out ?”



The screen displays eight different states:-

Symbol	Status
	Present
	Absent
	On Holiday
	1/2 Day Holiday

Symbol	Status
	Out Business Absence
	Pre-Planned Absence
	1/2 Day Pre-Planned Absence
	Not Due In

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