



## Workforce Management Solutions

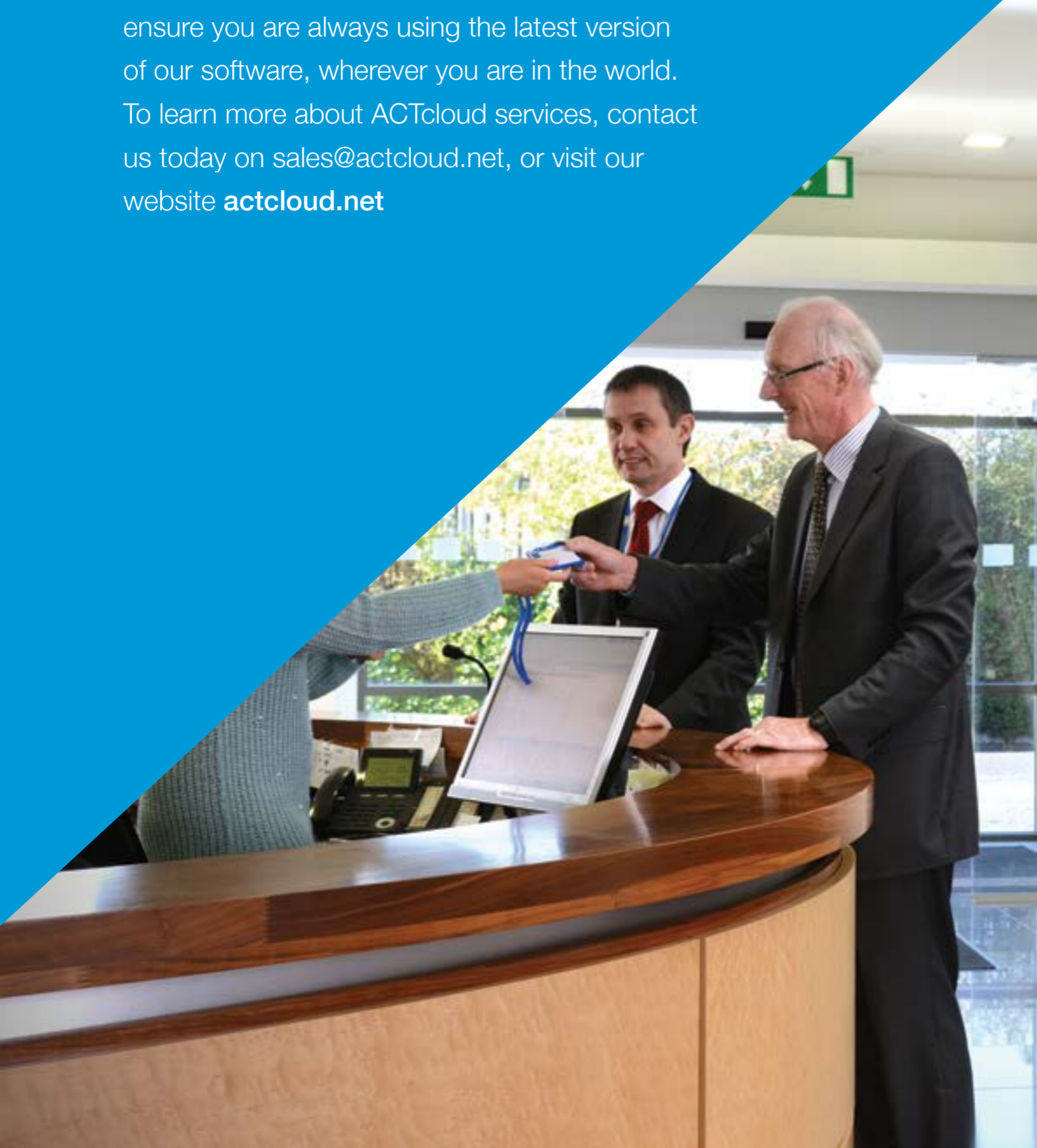
Efficient, Intuitive & Secure



**ACT**

Access Control Technology

ACTcloud services provides cutting-edge workforce management solutions. Using Software-as-a-Service (SaaS), ACTcloud will ensure you are always using the latest version of our software, wherever you are in the world. To learn more about ACTcloud services, contact us today on [sales@actcloud.net](mailto:sales@actcloud.net), or visit our website [actcloud.net](http://actcloud.net)



## ACTvisitor

Professional and Secure visitor management solution.



### SELF-CHECK-IN

Professional visitor self-check-in system automates your reception.



### PROFESSIONAL TEXTS AND EMAILS

First Impressions Count - From before they enter the building, ensure your visitors have the best impression.



### FIRE LIST

Easy to produce fire list to ensure visitor safety.

## ACTontime

Easy to use, accurate records of your employee time and attendance and human resources information.



### CLOCKING METHODS

Easily record employee working time.



### VISUAL ROSTERING

Drag and drop, visual rostering – simple!



### EMPLOYEE SELF-SERVICE

Allow your employees to request leave, view rosters and more.



### MANAGERS DASHBOARD

At a glance data to give you true insight into your companies employees working habits.



## Visitor Management

ACTvisitor replaces your visitor book and pen with a sophisticated online system which updates in real-time. It can be used across locations and devices, and ensures compliance with health and safety regulations.



## What is Visitor Management?

Keeping track of all the visitors and contractors who enter and leave your premises on a daily basis.



### SELF-CHECK-IN

The self-check-in touchscreen service allows visitors to confirm their details, agree to your conditions, and informs their host that they have arrived.



### PERSONALISED EMAIL AND TEXT NOTIFICATIONS

Personalise emails with health and safety and other notices to ensure your compliance with relevant legislation.



### FIRE LIST

Use any device to generate a fire list and safely check people off to ensure you have accounted for everyone on your premises.



### MULTIPLE LOCATIONS

ACTvisitor can easily work across multiple locations. You only need one ACTvisitor account and can centrally view all of your records.



### ACCESS FROM ANYWHERE, ON ANY WEB-DEVICE

Whether you're on your laptop in the office, or on your phone in the park, ACTvisitor is available to you.



### PROFESSIONAL VISITOR PASSES

ACTvisitor comes with a built-in pass designer, allowing you to create custom badges, cards or labels for your visitors.



### REPORTS AND REQUESTS

Reports on your visitor activity are easy to produce, reducing time, effort and ensuring compliance with freedom of information requests.



For more information, visit [www.actcloud.net](http://www.actcloud.net)



## ACTontime

Easy to use, accurate records of your employee time & attendance and human resources information.

### What is Time & Attendance?

Simply put, the recording of when an employee starts and stops work



#### WHY SHOULD I USE THE TIME & ATTENDANCE SYSTEM?

A time and attendance system will allow you to keep accurate records of your employees working hours, saving you time and money every week.



#### WHY USE ACTontime?

Automates your payroll policies, gives you one-touch in-depth reporting, keeps track of your HR records, is available from anywhere, on any device, and will save you money.

### Clocking Methods

ACTontime allows **multiple methods of collecting your employee clocking in and out data**, which you can mix and match to suit your company or specific employee needs.



#### ACTontime TERMINAL

Record your employee clocking data using one of the following methods:

1. Biometric Fingerprint Scanner;
2. Proximity Card;
3. Magnetic Card



#### MOBILE

By logging in on their mobile device, your employees can view the employee dashboard, and easily clock in and out on the go.



#### ACT ACCESS CONTROL

Use your ACTenterprise (ACT's Access Control Software) database to populate ACTontime.



#### ONLINE

Employees can clock in online. You can restrict the IP address of your employees online clocking in and out if you wish, to ensure they're only clocking in from the office.



#### MULTIPLE LOCATIONS

There's no limit to the number of Clocking Terminals or locations you can connect to your ACTontime account.



### ROSTER

Generate work schedules in no time. Breaks and meals can be added, all automatically controlled by the payroll policies you have set.



### ANYWHERE, ANY DEVICE

As it's cloud based, you can access ACTontime from anywhere in the world with an internet connection, making management of multiple sites or working from home quick and easy.

### ONE-TOUCH REPORTS & PAYROLL

With fully customisable reporting, ACTontime makes exporting your data simple. You can choose in granular detail what items you'd like reports on, and these are saved in your custom reports for use time and time again.



To check if your payroll system is integrated with ACTontime, [contact us](#) today.

## ACTontime Employee Dashboard

Payroll and HR tasks will become a more informative, simple and interactive experience for your employees. This will allow the employee to handle some of the daily payroll and HR tasks in your company.



### EVERYDAY EASE OF USE

Employees can use the employee dashboard to clock in and out, transfer between departments and approve & review their time cards. They can also request an amendment to a time card, or message the system manager with specific requests.



### CHECK ROSTER

Employees can easily log in and check their rostered hours. With the ACTontime internal messaging system, the employee can easily let you know of any issues, clashes or other matters that may arise, allowing you to quickly adjust rosters to suit your workforce.



### ANNUAL LEAVE

Employees can use the employee dashboard to view their accumulated hours-off, make time-off requests, and more. The system will also show an employee what their annual leave balance will be at the time of their requested days-off.





## Features of the ACTontime Manager Dashboard

You can take proactive measures, using real-time information, such as employees being absent or late, or if employees are approaching overtime; solving problems before they happen.

### NOTIFICATIONS TOOLBAR

Being notified of problems as or before they happen allow you to quickly react and move to resolve the situation.



### INTERACTIVE CHARTS

Customisable, interactive charts enable you to quickly analyse your employee data.



### ON THE MOVE

Managers can check their ACTontime account from their tablet or smart phone.



## The ACTontime Implementation Process

The implementation of ACTontime is a smooth, step by step process. By using our clear implementation process, we can ensure you are ready to go with ACTontime as quickly and efficiently as possible.



### ASSIGNS IMPLEMENTATION SPECIALIST

You will be assigned an ACTontime specialist, who will guide you through the setup process.



### CLIENT NEEDS ASSESSMENT

You'll be asked to fill in a customer assessment, detailing your company, employees, payroll policies and more. This enables you to ensure you reach your goals using the ACTontime system.



### ASSESSMENT REVIEW WITH IMPLEMENTATION SPECIALIST

Your specialist will discuss your needs with you to ensure we provide the best solution for your business.



### SYSTEM PERSONALISATION FOR CLIENT

The ACTontime system is set up to cater specifically for your companies unique needs. This ensures you get the most from ACTontime from the moment your first employee clocks-in.



### CUSTOMISED TRAINING TO MAXIMISE CLIENT BENEFIT

ACTcloud services will train you and your staff in the best use of the ACTontime system for your needs.



### GO-LIVE

You start saving time and money from this point onwards! You can start enjoying the benefits of a cutting-edge time and attendance solution.



### ACTcloud SUPPORT TEAM STANDING BY

Your account is now graduated to the ACTcloud support team, who will be happy to assist you at any time with any queries.

For more information, visit [www.actcloud.net](http://www.actcloud.net)

## ABOUT ACTcloud SERVICES LTD.

Established in 2013, ACTcloud services was founded to address the growing need to acquire cutting edge time and attendance, visitor management and access control software based in the cloud. Leaders in the development and manufacture of high-quality access control products since 1995, Access Control Technology (ACT) is proud to have established a separate line of software services to complement our range of access control hardware, under the brand 'ACTcloud'.

## ABOUT OUR SERVICES

### Software as a service?

Based online, ACTcloud products can be accessed from anywhere in the world with an internet connection. SaaS means you'll always be using the latest version of the product, with no maintenance or upgrade fees. Your monthly payment means you can log on and use the service without having to worry about security, it, licencing or infrastructure issues.

### Security

All ACTcloud products are run from the most secure levels of server available. With automatic fail-safes and backups, alongside multiple secure physical locations, your data is completely safe. Communicating through encrypted HTTPS, ACTcloud programs also ensure the highest level of security every time you use them.

### Training & Support

All ACTcloud products are designed to be intuitive and easy-to-use, even from the first time. Given the complexity and functionality of our software however, we understand you might need a helping hand. ACTcloud have online tutorials to show you how to perform tasks within the programs, alongside training when you first set-up your account with us.



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