

Technical Time&Space Training - Time and Attendance

13th - 14th May 2020

DAY 1		
09:00 - 10:00	Getting started with Time&Space	• System architecture • Setting up database • Initial data import
BREAK		
10:15 - 11:15	Time Management - Part 1	Time&Space Manager • Concepts of Paid/Industrial/Flexi calculation modules
11:15 - 12:15	Time Management - Part 2	Time&Space Manager • Setting up schedules, working schemes, working plans
LUNCH		
13:15 - 14:15	Time Management - Part 3	Time&Space Manager • TA reports • Customizing report templates • Report generator • TSM/TSW/TSWP
14:15 - 15:15	TA HW	Device Administration Portal • Device configuration • Zone Touch
15:15 - 16:45	All Hours	Cloud based Time&Attendance • Functionalities and features • Live application presentation
Evening event		

DAY 2		
09:00 - 10:00	Analytics Data Generator	• Installation • Usage examples
10:00 - 10:30	TA Integrations	Time API • Installation • Usage examples
10:30 - 11:00	Spica Mobile Time	• Installation • Usage examples
BREAK		
11:15 - 13:00	Payroll Integration Framework	• Installation • Set up the system ◦ Payments ◦ Calculation rules • Standard plug-ins • Data export
LUNCH		
14:00 - 15:30	Approval Workflow	• Installation • Set up the system ◦ Request definitions ◦ User groups • Delegates • Multi-level approval workflow • Customize email templates
15:30 - 16:20	Dynamic Scheduling	• Introductions ◦ Functionalities and features ◦ Benefits • Live application presentation • Licensing scheme
16:20 - 16:45	Q&A	
Closing of the training. Certificates.		