



Release Notes

Version 1.73



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1 Summary

This document contains details of the major changes and bug fixes introduced in peoplehours since the last documented release, version 1.56.0.0

1.1 Customer Support – New Contact Number

The new support number is 01384 215 370.

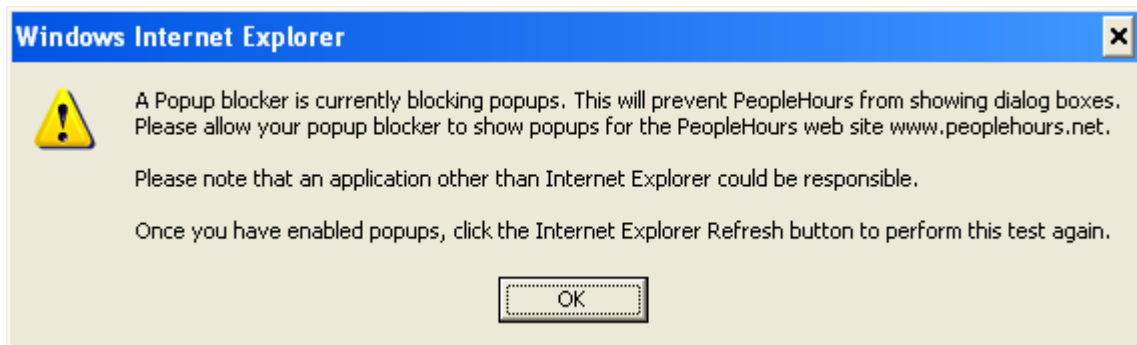
1.2 Internet Explorer 8

Internet Explorer 8 version RC1 now works with peoplehours.

1.3 Pop Up Blockers - Reminder

Peoplehours uses pop-up windows throughout the application.

When the application starts a check is performed to check that application pop-ups are not blocked.



If pop-ups are blocked, a warning is displayed in the window and the application will not let you proceed until this pop-up blocker has been disabled for the peoplehours site.

It is not possible at this time for peoplehours to identify which application/s are causing the problem

Please be aware that there are many applications which can block pop-ups, e.g. Anti-Virus, Anti-Spam and Anti-Spyware applications.

As such it is not possible to provide instructions for allowing peoplehours pop-ups and disabling the blocker.

2 Peoplehours Changes

The following changes have been made to the peoplehours application, specific details can be found below.

2.1 Application Changes

2.1.1 Navigation

Clicking the peoplehours logo in the top left of the window no longer takes you to the logon page. A drop down menu is displayed instead.

2.1.2 Account Module

An Account Module has been added to the application. This module is accessed by selecting Account from the hover menu displayed when the mouse pointer is placed on the peoplehours logo.

If any messages have been sent to you they will be displayed when you next logon.

2.1.2.1 Messages

This option is used to send and receive messages from other users that have been set up in the application.

The received tab will display details of all messages that have been sent to you. To delete messages that you have received, select the Delete tick box displayed at the top right of each message and then click on the 'Delete Selected' button.

The deleted tab will show details of all messages that you have deleted.

The Sent tab will display all messages that you have sent.

To send a new message, click on the 'New Message' button. The message window will be displayed. Select the user you wish to send the message to, type in your message and click the 'Send' button.

2.1.2.2 Account

This option allows you to manage your user account by updating your name, telephone contact numbers and your email address.

If you select the 'Send an email when message received', the application will email a copy of the message to the address entered.

Users can also change their password.

2.1.3 Administration: Security: Users

You can now restrict user access in the following ways, if the user should try to log on in variance to these a message will be displayed on the logon screen:

2.1.3.1 Restrict Access Times

You can now restrict the times during which a user can access peoplehours by attaching them to their scheduled duties.

You can also achieve this by creating and scheduling generic employees, e.g. Officer Worker and attaching the user to these.

2.1.3.2 Restrict IP Address

You can now restrict the user by allowing access from a specific IP address. The last IP address that the user tried to log on from is displayed on the screen. You can apply this IP address.

2.1.3.3 Expiry Date

You can now apply an expiry date to the user. Access to the application will cease once this date has occurred.

2.1.4 Administration: Security: User Roles

When a role is selected that is for employees or Locations, a branch filter and Active check box have been added.

2.1.5 Administration: Organisation

2.1.5.1 Branch – Schedule Locking

A text field, Code, has been added which can be used when integrating data into external systems

The ability to apply scheduling locks has been added. By specifying a date, the application will prevent all duties that start up to and including the date from being changed and a suitable message will be displayed to this effect. By specifying a number of weeks, the application will automatically lock duties that are more than the specified number of complete weeks old.

2.1.5.1 WorkMonitor Views

The branch/location lists are now sorted alphabetically

2.1.6 Administration: Pay and Bill:

2.1.6.1 PBRules

The following changes have been made:

An hour's field has been added to the PBRules window. If the hour's field is populated, the value is used to calculate the pay and/or bill amount instead of the duration of the duty.

The list of PBRules that have already been setup can now be filter by rule type, Pay, Bill or both. If the Bill filter option is selected the 'Used for Billing' flag is populated automatically.

Check boxes have been added to allow rules to be created for specific days of the week; the user should remember that a day is calculated from midnight to midnight.

From and To fields have been added to allow rules to be created for specific hours of the day

A new duty rate type has been added, **Averaged**, which can be used for calculating holiday hours and pay in accordance with the Working Time Directive. The default number of weeks that the calculation uses is 12.

A new PB Hours type has been added, **ONCE DAILY**, this allows rules to be created that will only be invoked once within a day, midnight to midnight, were multiple duties have been worked and the event type has been defined as WORK.

A Use Greatest flag has been added to allow uses to create PBRules that pay or bill the higher rate where there is more then one rule applicable with the Use Greatest flag set.

An hour's field has been added to allow the user to define the minimum number of hours to be worked before the rule applies.

2.1.7 Administration: Static Data

2.1.7.1 Pay Groups

This window has been added to allow the user to set up different Pay Groups within the database. The pay groups are attached to employees in the Schedule: Employee Data: Service window.

All Employee based reports are being updated to allow pay groups to be used at runtime.

2.1.8 WorkMonitor

Finish and Move buttons have been added to the WorkMonitor window.

2.1.9 CallTaker Create Call

A flag has been added to the Schedule: Location Data: Time capture window, 'CallTaker Create Enabled'. If this flag is selected, CallTaker will create a duty if an employee enters a valid PIN and SIN for the location.

At least one event type must be created with the 'Events of this type can be created by employees' selected for this option to work.

If CallTaker creates a duty for an employee who is already scheduled, the end time of the original duty will be changed to the start time of the new duty and the status will be changed to finished.

A new database setting has been added and is used to determine the length of the duty created.

A new database setting has been added and is used to determine the minimum period between the last CHK call and the OFF call.

A new database setting has been added and is used to determine the length of the duty created by CallTaker.

2.1.10 Schedule: Schedule Data

2.1.10.1 Allocate: List Suitable

The employee's mobile phone number is now displayed when you hover over an employee displayed in the list.

2.1.10.2 Duty Info

It is now possible to view the incident report directly from the Incident tab in the duty Info window.

You can also add to an existing incident from the Incident tab in the duty Info window. If you do this it will cause any outstanding reminders to be cancelled.

2.1.11 Schedule: Location Data:

2.1.11.1 Details

An Edit Links section has been added to allow users to add links to external documents/web sites.

2.1.11.2 Escalation

The window now displays details of whom and when the data was last updated. This is populated automatically when the data is saved.

A function to allow notifications to be sent to a dedicated email address to inform your control room that changes have been to the escalation procedure. this function will required a valid email address to be added to the database settings.

2.1.11.3 Posts

New fields have been added to this window:

Display Order – this allows the user to determine the order in which post are displayed in the Scheduling window

Enabled – by default this box is ticked. Where there is a post that you no longer wish to use, untick the box and save. This will prevent the post being displayed in the scheduling window unless duties have already been created against it.

2.1.12 Schedule: Employee Data

2.1.12.1 Details

A new field has been added to allow the employee's email address to be added

2.1.12.2 HR

A nationality field has been added. This is populated using a drop down menu.

A mobile no. filed has been added to the NOK section

An Edit Links section has been added to allow users to add links to external documents/web sites.

The employee driving licence and expiry date fields have been removed, where these had been populated, the data has been added to the employee's qualifications.

2.1.12.3 Employee Service

This tab has been moved to a separate window and the following fields have been added: Min Hours per week, Max Hours per week, Min Events per week, Max Events per week.

Two new scheduling checks have also been added to check whether the Max Hours per week or the Max Events per week have been exceeded.

2.1.13 Schedule: Schedule Data:

2.1.13.1 Info

Incidents created against a duty can now be viewed and updated from the Info pop up.

2.1.13.2 By Location/By Employee: AutoCreate

The AutoCreate function can now be used to autocreate duties across all branches. However users can only autocreate duties for branches that they have permissions for.

2.1.13.1 By Location/By Filter

Unallocated duties are now displayed with red text.

2.1.13.2 By Filter

A column showing the duty hours has been added.

3 Reports Changes

3.1.1 Reports Module

The reports module has been changed and now displays a description of the selected report at the top of the window.

Also the date calendars are now not displayed until the drop down arrow to the right of the date is selected.

3.1.2 New Reports

The following new reports have been added to the application:

3.1.2.1 Calendar Report Sickness

This is a month grid report showing details of all employees that have been scheduled a sick each day.

3.1.2.2 SAGE Pay Interface Report

This report returns the data that will be extracted by the SAGE payroll interface with totals to allow data to be reconciled. It is only intended for use by those customers using the SAGE payroll interface.

3.1.2.3 Daily Hours Report

This report shows the total hours worked by day, midnight to midnight and includes unallocated duties.

3.1.2.4 Actual vs. contract Weekly by Month

This report returns data for each complete week in the month selected at runtime.

3.1.2.5 Post Payroll Scheduling Changes

This report shows details of duties that have for the period selected that have been updated after the payroll date selected at runtime.

3.1.2.6 Post Scheduling alteration Log

This report shows details of those duties that have been updated after the duty finish time changes occurred. The date is selected by the user at runtime.

3.1.2.7 GMT – BST Time Changes

Shows details of all employees who were scheduled to work at the time that daylight saving time change

3.1.2.8 Pay and Bill – Event Type

This report lists all event types that have been setup in the application.

3.1.2.9 Pay and Bill – PBCodes Listing

This report lists all PBCodes that have been setup in the application.

3.1.2.10 Pay and Bill – PBRules Listing

This report lists all PBRules that have been setup in the application.

3.1.2.11 Pay and Bill – Terms Listing

This report lists all Terms that have been setup in the application

3.1.2.12 Available Reports

This report lists all of the reports that are available in the application

3.1.2.13 Reason Codes Listing

This report lists all of the Reason Codes that have been setup in the application

3.1.2.14 Peoplehours User Details

This report lists all users that have been setup in the application showing the roles that they have been assigned to.

3.1.2.15 Standard Invoice Report – Details

This report is a simple invoice format giving detailed data for the period specified. The user can select the Invoice date at runtime.

3.1.2.16 Standard Invoice Report – Summary

This report is a simple invoice format giving summary data for the period specified. The user can select the Invoice date at runtime.

3.1.2.17 CallTaker Outbound Calls (ALL)

This report lists all outbound calls that have been made by CallTaker

3.1.2.18 CallTaker Outbound Calls (Answered)

This report lists those outbound calls that were made by CallTaker and were answered.

3.1.2.19 CallTaker Outbound Calls (Unanswered)

This report list those outbound calls that were made by CallTaker and were not answered.

3.1.3 Report Changes

3.1.3.1 User Activity Report

Now shows the IP address that the user connected from.

3.1.3.2 Employee Details Report

Employee start date, Mobile no. and NOK Mobile No. have now been added

3.1.3.3 Profitability Summary Report

The data in the report is now sorted by SIN.

3.1.3.4 Free Employees

This report has been updated to cure the bug caused when the week selected covered 2 months.

3.1.3.5 Employee Week to view

This report has been updated to cure the bug caused when the week selected covered 2 months.

4 Bug Fixes

4.1.1 Recurring Duties

The bug that caused overlap check failures has been corrected

4.1.2 Non Post Recurring Duties

The bug that caused an error when creating non post recurring duties has been resolved

4.1.3 Suitability List

The bug that caused an error when using the Suitability list for a non post event has been corrected