



What's New in ActIn Time 2017?

Feature list comparison table between the following systems:

(The last column is showing that the feature was installed only in 2011+ and above versions i.e. 2011+ = 2011, 2012, 2013 etc. if your version does not appear then the feature was not installed in your version).

Features	ActIn Time 2017	ActIn Time 2016	Older Version Compatibility
Essential			e.g. 2011+ = ActIn Time 2011 or above.
MICROSOFT SQL DATABASE TYPE. SQL Server Management Studio Express 2005/2008/2012/2014. Full Microsoft SQL Server. <i>N.B. SQL 2005 no longer supported from 2015 onwards, SQL 2000 no longer supported from 2014 onwards. ActIn Time 2009 backward tested up to SQL 2005</i>	MICROSOFT SQL 2016, 2014, 2012, 2008	MICROSOFT SQL 2012, 2008, 2005	Microsoft SQL 2012 (2013+), SQL 2008 (2010+), SQL 2005 (2010+)
Windows Platforms	Windows 10, Windows 8, Windows 7, Vista	Windows 10, Windows 8, Windows 7, Vista	Windows 8 (2013+) Windows 7 (2011+ only), all other platforms use XP (Up to 2014)
Server Compatibility - Microsoft Server 2012 R2, 2008 R2, Small Business Server, other platforms P.O.A.	Microsoft Server 2016, 2012, 2008, Citrix compatible	Microsoft Server 2012, 2008, Citrix compatible	Microsoft Server 2012 (2013+), Microsoft Server 2008 (2012+) & 2003 (up to 2014)
Virtual Server Licence - to enable software to be installed in a virtual environment	✓	✓	2012+
IIS (Internet Information Service) Web Server compatibility for use with the NEW PIP (now called ESS & TWC).	✓	✓	2015+
ESS & TWC (new web application suite for employee & manager self service)	✓	✓	2015+
.NET Framework Version	4.6	4.6	4.5.2 (2015)





New 64bit compatibility N.B. Older versions supplied with 32bit version	64BIT	64BIT	2012+
Crystal Reports Engine	V11.5	V11.5	V11 (2008+), V9 (2007 or below)
PIP - faster new html platform. N.B. 2008 Backwards use old Crystal Reports	OBSOLETE - superseded with NEW ESS & TWC	OBSOLETE - superseded with NEW ESS & TWC	HTML 4 (up to 2014)
Installer now uses InstallShield Professional 2014	✓	✓	2015+
New Asset Management Module	✓	✓	2015+
Introduced New Data Collection Agent	✓	✓	2015+
Active Directory Linking	✓		
Introduced New "Mobile Worker" Phone App	✓		
Enhanced Software Security	✓		
Utilising the SQL Native Client causing a performance increase of up to 40%	✓		

General	ActIn Time 2017	ActIn Time 2016	Version Compatibility
Faster calculation - up to 10 times faster	✓	✓	2011+
Amended user already logged on	✓	✓	2008+
Quick links for more info button	✓	✓	2012+
Email Me Alerts - automatic confirmation alerts after management decisions i.e. confirmation of absence acceptance/declined etc.	✓	✓	2012+
User preferences - individual user setup for various options i.e. mix and match of users using PDF and Crystal, calendar options etc.	✓	✓	2013+
Fast advanced quick links from adjustment screen directly to period and daily schedules at day and period level requests	✓	✓	2013+
New improved rate banding on daily & period schedules	✓	✓	2013+
Added removed unauthorised absence option to daily schedule	✓	✓	2013+
Increased speed in areas of system health warnings	✓	✓	2013+
SQL backup warning to "To Do List" if system fails to run	✓	✓	2013+
Scripts slider to client users	✓	✓	2013+
More 'group by' and 'sort by' grids	✓	✓	2014+
More sort and filter options	✓	✓	2014+
Performance Increase - minimising the application does not refresh SQL queries unless Alerts.	✓	✓	2015+
Automatic "To Do List" refresh can be disabled to speed up the application	✓	✓	2015+
Exclusion of Quick Link icons per user	✓	✓	2015+
Dashboards - Graphical display of Real Time Information throughout the system	✓	✓	2015+
Dashboards - multiple dashboards to be shown at once	✓	✓	2015+





Terminal Policy - added "request security pin"	✓	✓	2015+
Historical Data Lockdown - prevents users amending attendance and absence data once payroll has been run	✓	✓	2015+
Recalculate Wizard - added new range for "Period schedule & Absence Entitlement Policy)	✓	✓	2015+
New application for fingerprint registration	✓	✓	2015+
General UI Font Change	✓	✓	
New Icons and Quick Link Images	✓	✓	
Recolour of Grid Layouts	✓	✓	

Personnel (HR)	ActIn Time 2017	ActIn Time 2016	Version Compatibility
Essentials screen - core data displayed on one screen	✓	✓	2008+
Collapsible "To Do List"	✓	✓	2008+
Biometric template movement	✓	✓	2008+
Combined administration & client screen	✓	✓	2008+
Integrated / functional calendar	✓	✓	2008+
Fingerprint desktop registration (USB)	✓	✓	2008+
Email agent for emailing absence or attendance info	✓	✓	2010+
Personal document storage in SQL database	✓	✓	2012+
Additional personnel features	✓	✓	2012+
Sort & filter employees on screen at a click of a button	✓	✓	2012+
Disable delete button for accidental deletion of HR records	✓	✓	2012+
Personnel & Planner	✓	✓	2012+
Terminal Policies	✓	✓	2012+
Printing ID badges	✓	✓	2012+
Form events - force rules on screen before being able to save record	✓	✓	2012+
Advanced filtering applied to all forms, reports & exports when activated at screen level	✓	✓	2013+
Select all and de-select all to menu options & reports	✓	✓	2013+
Quick links to absence management screen	✓	✓	2013+
Add Documents to a lot more fields in Personnel	✓	✓	2014+
Substantial increase of quick links for easier navigation	✓	✓	2014+
Drop down list automatic refresh	✓	✓	2014+
Ability to take a photo via camera	✓	✓	2014+
Quickly print ID cards directly via Personnel Screen	✓	✓	2014+





Dashboard - Live refresh of Key information i.e. Gender summary, Ethnic summary, Job Type summary	✓	✓	2015+
Dashboard - Bespoke option for dashboards to be written to display any information specific for your company requirements, this could include LIVE data reporting regarding timesheets or general statistics of content held within the software.	✓	✓	2015+
Improved Menu Layout	✓	✓	
Document Scanning Feature	✓	✓	
Enhanced Employment History Records	✓	✓	
Store multiple documents against Qualifications, Job Specification etc.	✓	✓	
Assign multiple qualifications to multiple employees in bulk	✓	✓	
Training / Skills Matrix	✓	✓	
Right to Work Section	✓	✓	
Several improvements linked to leaver date, when to exclude from payroll	✓	✓	
Attendance record linked to start date in Job Specification, no longer displays unauthorised absence when adding an employee in advance	✓	✓	
Disclosure and Barring Service (CRB)	✓	✓	
Full redesign of Accident Section	✓		
Introduction of an Accident Book	✓		

Absence Management	ActIn Time 2017	ActIn Time 2016	Version Compatibility
Highlight multiple absences for 1 day on calendar	✓	✓	2008+
Advanced absence management	✓	✓	2012+
Advanced absence entitlement summary	✓	✓	2012+
View previous years entitlement	✓	✓	2012+
Year End Credits & Debits	✓	✓	2012+
Form events - force rules on screen before being able to save record	✓	✓	2012+
Absence management scripts - bespoke rules for absence entitlement	✓	✓	2012+
Entitlement calculation scripts by day formula	✓	✓	2012+
Advanced bookings into following years come off the entitlement for that year and not this year's figures.	✓	✓	2012+
Increased speed of block booking when dealing with rest days	✓	✓	2013+
Calendar preferences by user	✓	✓	2013+
Advanced tactical absence booking scripts to highlight additional information when booking	✓	✓	2013+





absences i.e. Absences previously declined and then staff go off sick on that day, absence patterns for certain days off, entitlement warnings etc.			
'Return to Work Interview' option when booking an absence	✓	✓	2014+
Revamped Bradford Factor	✓	✓	2014+
Absence Event link to Excel spreadsheet for extra audit checking against key company dates	✓	✓	2014+
Absence cancellation requests now added to "To Do List"	✓	✓	2015+
Email authorisation sent to employee once absence has been finalised.	✓	✓	2015+
Absence bookings and amendments are now audited	✓	✓	2015+
Credits are now audited	✓	✓	2015+
Entitlement Forecasts can be added to the "To Do List"	✓	✓	2015+
Dashboard - Live refresh of Key information i.e. Bradford Factor charts, Multiple Absence Chart etc.	✓	✓	2015+
Dashboard - Bespoke option for dashboards to be written to display any information specific for your company requirements, this could include LIVE data reporting regarding timesheets or general statistics of content held within the software.	✓	✓	2015+
Additional Quick Link Icons	✓	✓	
Speed increase in Booking Absences	✓		

Attendance	ActIn Time 2017	ActIn Time 2016	Version Compatibility
Added 'hand punch' terminal compatibility	✓	✓	2008+
Improved adjustment screen interaction	✓	✓	2008+
Terminal enquiry agent	✓	✓	2008+
USB terminals	✓	✓	2008+
Overtime attendance authorisation alerts	✓	✓	2012+
Improved staff planner - easy shift rostering	✓	✓	2012+
ESS clocking terminals - email me, balances, in/out status, entitlement	✓	✓	2012+
Advanced roster staff planner	✓	✓	2012+
Advanced block booking on the planner, add/replace/delete schedules	✓	✓	2013+
New remuneration policy enhancement	✓	✓	2013+
New 'Original Bookings' section to see bookings prior to amendments	✓	✓	2014+
Core Time Infringements' now show on "To Do List" summary	✓	✓	2014+
People Missing from Daily Schedules' now show on "To Do List" Summary	✓	✓	2014+





Mark Daily/Period Schedules as Redundant	✓	✓	2014+
Ability to use 'Bubble Tracker GPS devices' for attendance and tracking	✓	✓	2014+
SQL Wildcard for Daily Schedules against Users security levels	✓	✓	2015+
SQL Wildcard for Period Schedules against Users security levels	✓	✓	2015+
Security Information icon to show more audit trail of authorisation adjustments to data	✓	✓	2015+
Dashboard - Live refresh of Key information i.e. Active Shifts, Employees missing from daily shifts, Hours worked by grouping/dept.	✓	✓	2015+
Dashboard - Bespoke option for dashboards to be written to display any information specific for your company requirements, this could include LIVE data reporting regarding timesheets or general statistics of content held within the software.	✓	✓	2015+
Additional Quick Link Icons	✓	✓	
Default approve & finalise	✓	✓	
Improved integration with the planner for shift swaps.	✓	✓	
Intelligent Rate Visibility Control	✓	✓	
Ergonomic Improvements in Booking Window	✓	✓	

Payroll	ActIn Time 2017	ActIn Time 2016	Version Compatibility
Integrated Link to sage payroll or Ernie payroll (optional charges apply)	✓	✓	2012+
Payroll reminder on "To Do List"	✓	✓	2012+
Advanced multi company feature with last run and who by	✓	✓	2013+
Advanced multi policy mapping	✓	✓	2013+
Bespoke payroll link scripting	✓	✓	2013+

Access Control	ActIn Time 2017	ActIn Time 2016	Version Compatibility
Biometric access control	✓	✓	2008+
Access control zoning	✓	✓	2010+
Employee locator	✓	✓	2010+
Real time locator	✓	✓	2012+
Real time access control activity on the planner	✓	✓	2012+
Anti-pass back	✓	✓	2015+





Dashboard - Bespoke option for dashboards to be written to display any information specific for your company requirements, this could include LIVE data reporting regarding timesheets or general statistics of content held within the software.	✓	✓	2015+
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Fire Alarm Roll Call / Mustering	ActIn Time 2017	ActIn Time 2016	Version Compatibility
Roll Call button on "To Do List" screen	✓	✓	2008+
Mustering	✓	✓	2010+
Enhanced fire roll call agent	✓	✓	2011+
Fire roll call - automatically open doors	✓	✓	2012+
Fire roll call - printout to network printers on activation	✓	✓	2012+
Advanced ADP (attendance display panel) replaces/combines old real time locator and previous ADP	✓	✓	2013+
New ADP search employee and screen colouring	✓	✓	2013+
New advanced fire roll call monitor instant trigger	✓	✓	2013+
Email attendance roll call status list when triggered by fire alarm	✓	✓	2013+
Added email policies - emails users when Fire Roll Call is triggered	✓	✓	2014+
Context Menu to Grid with Quick Links to relevant forms	✓	✓	2015+
Fire Alarm Roll Call now only works with the Fire Alarm Monitor terminal	✓	✓	
Fire Alarm Roll Call now utilises Push technology to link with the terminals	✓	✓	

ESS & TWC (Employee Self Service & The Web Client) - NEW FEATURE	ActIn Time 2017	ActIn Time 2016	Version Compatibility
IIS (Internet Information Service) Web Server compatibility for use with the NEW ESS & TWC	✓	✓	2015+
ESS (NEW web application suite for Employee Self Service)	✓	✓	2015+
TWC (NEW web application suite for Supervisor Self Service)	✓	✓	2015+
Enhanced web portal	✓	✓	2015+
Advanced supervisor module	✓	✓	2015+
Email of supervisor "To Do List"	✓	✓	2015+
Book an absence from within the ESS & TWC and select restricted set of absences	✓	✓	2015+





Added '(Not Finalised)' to absences when appropriate	✓	✓	2015+
Attendance - Multiple selection on a new booking	✓	✓	2015+
Job Costing - Multiple selection on a new booking	✓	✓	2015+
Cost Centre Analysis - Multiple selection on a new booking	✓	✓	2015+
ESS & TWC - Attendance Module	✓	✓	2015+
ESS & TWC - Job Costing Module	✓	✓	2015+
ESS & TWC - Absence Module	✓	✓	2015+
ESS & TWC - Cost Centre Module	✓	✓	2015+
ESS - Check who is having Time Off before making an Absence request.	✓	✓	2015+
ESS - Cancel Absence requests	✓	✓	2015+
ESS - Absence Year Planner shown for other users by Name or Number	✓	✓	2015+
ESS - Show previous years Absence Entitlement	✓	✓	2015+
ESS - Selected employees can add missed bookings with a reason for a manager to approve	✓	✓	2015+
ESS - View your Rota	✓	✓	2015+
ESS - About Me	✓	✓	
ESS - View Documents	✓	✓	
ESS - Check Training Records	✓	✓	
ESS - Check Achievements	✓	✓	
ESS - Upload Documents	✓	✓	
TWC - Managers can see their "To Do List"	✓	✓	2015+
TWC - Managers "ADP" (Attendance Display Panel) to see who's IN/OUT	✓	✓	2015+
TWC - Managers can correct miss-bookings	✓	✓	2015+
TWC - Managers can correct unauthorised absences	✓	✓	2015+
TWC - Managers can add missed bookings	✓	✓	2015+
TWC - Viewing of absence statistics (year planner) for managers before approval	✓	✓	2015+
TWC - Managers authorise or decline absence requests	✓	✓	2015+
TWC - Managers can view employees entitlement	✓	✓	2015+
TWC - Managers view Rota's	✓	✓	2015+
TWC - Photo display of employee for faster recognition of user	✓	✓	2015+
TWC - Systems Health statistics	✓	✓	2015+
TWC - Check who is having Time Off before finalising	✓	✓	2015+
TWC - Check an employees Time sheet for basic & overtime hours	✓	✓	2015+





TWC - View and Add Job Costing timesheet information	✓	✓	2015+
TWC - View and Add Cost Centre timesheet information	✓	✓	2015+
TWC - View Amendments on clocking data	✓	✓	
TWC - View Employee Training records	✓	✓	
TWC - View Uploaded Documents	✓		

PIP (Personal Information Portal)	ActIn Time 2017	ActIn Time 2016	Version Compatibility
OBSOLETE - REMOVED OPTION, NOW ESS & TWC (see above)	REMOVED	REMOVED	2010+ REMOVED (2015)

Reporting	ActIn Time 2017	ActIn Time 2016	Version Compatibility
Free report designer	✓	✓	2008+
Additional standard reports	✓	✓	2008+
Company logo on reports	✓	✓	2008+
Additional report features	✓	✓	2011+
Dozens of revamped reports	✓	✓	2012+
Report - de/select leavers or hrs/mins & decimal within report properties	✓	✓	2012+
Automated emailing of reports	✓	✓	2013+
Crystal Reports version	11.5	11.5	11 (2015)

Exporting Reports & Data	ActIn Time 2017	ActIn Time 2016	Version Compatibility
New feature to enable users to export database data easily into a 3rd party program e.g. Excel, Word	✓	✓	2013+
New feature to enable users to export report data easily into a 3 rd party program	✓	✓	2013+
Option to bespoke "Word" exports now available i.e. letter formats	✓	✓	

Job Costing / Cost Centre Analysis	ActIn Time 2017	ActIn Time 2016	Version Compatibility
Enhanced job costing module	✓	✓	2012+
Actual hours and cost comparisons against targets	✓	✓	2012+





Link to time & attendance (optional cost)	✓	✓	2012+
Multiple users on same jobs	✓	✓	2012+
Upon completion qty. option	✓	✓	2012+
Quick status check to see what someone is working on in the planner	✓	✓	2012+
Backward compatible with older clocking terminals	✓	✓	2012+
Remuneration policy added for individual cost centres	✓	✓	2013+
Cost Centre analysis - to enable staff to work in various cost Centres at different rates of pay	✓	✓	2013+
Cost Centre analysis - monitoring of hours worked at various places of work against attendance hours worked	✓	✓	2013+
Job Costing and cost centre combo lists for faster data entry	✓	✓	2013+
Dashboard - Bespoke option for dashboards to be written to display any information specific for your company requirements, this could include LIVE data reporting regarding timesheets or general statistics of content held within the software.	✓	✓	2015+
Additional Quick Link Icons	✓	✓	2015+

Asset Management	ActIn Time 2017	ActIn Time 2016	Version Compatibility
Company Asset Management; store information relating to company equipment including service dates etc.	✓	✓	
Personnel Asset Management; provides information of equipment assigned to staff & qualification information required to utilise equipment	✓	✓	
New Asset Management Terminal; can be wired inline with company equipment, machinery will not start unless an employee provides a valid badge / finger & has relevant up to date qualifications to run the equipment.	✓	✓	

Hardware	ActIn Time 2017	ActIn Time 2016	Version Compatibility
Faster terminal speed	✓	✓	2008+
Flash upgrade firmware via software	✓	✓	2008+
Backward compatibility with older terminals	✓	✓	2010+
Combined handscan & fingerprint compatibility	✓	✓	2011+
Compatible with the new range of hardware	✓	✓	2011+
GPRS Option for remote sites	✓	✓	2012+
ESS - Employee Self Service - check entitlement balances, email me, hours worked.	✓	✓	2013+





Face recognition terminals	✓	✓	2013+
Attendance In & Out script to show status on terminal when clocking - On selected terminals and PCB's	✓	✓	2013+
New advanced roll call monitor for instant triggering	✓	✓	2013+
Combined biometric and proximity readers with pin option	✓	✓	2013+
Compatibility with Touch Screen (Themed) Terminals	✓	✓	2014+
Bespoke Terminal theme (Only on V11 terminals and above)	✓	✓	2014+
Enhanced ESS (Only on V11 terminals and above)	✓	✓	2014+
Can now request Holiday cancellations (Only on V11 terminals and above)	✓	✓	2014+
Touch Screen Image can now have a keyboard image embedded	✓	✓	2015+
Terminal Enquiry Agent can now have 30 lines of characters	✓	✓	2015+
Communication method on Terminal Enquiry Agenda enhanced	✓	✓	2015+
Communication method on Fire Alarm Controllers enhanced	✓	✓	2015+
Increased Biometric security checking for software & hardware	✓	✓	2015+
Ability to trigger Fire Alarm test from software	✓	✓	
Smart Booking Technology - v11 terminals can now display In/Out when an employee clocks	✓	✓	
Older terminals are no longer compatible	✓	v9.x.x backwards	v8.x.x backwards (2015)
Multiple Biometric formats added	✓		
Push communication technology introduced	✓		
Terminal Grouping now made available	✓		
Major improvements to biometric template movement	✓		

