



Post Watch

TEAM has recently dramatically improved its Personnel Scheduling module to support operations management. A new feature called Post Watch allows a dispatcher to constantly monitor activity at each job to ensure attendance, and ultimately, customer satisfaction.

The screenshot shows the Post Watch software interface. At the top, there is a menu bar (File, Edit, Records, Security, Help) and a toolbar. Below the menu, there are controls for 'Tier Pattern Template', 'Locations for PS', and 'Jobs: 10'. A search filter is set to 'Show all shifts that start within 13 Hours or that have ended in the last 3 Hours'. There are also checkboxes for 'Exceptions Only' and 'Auto Refresh every 60 seconds', and a 'Request in 55' button.

Description	Open Positions			Not Clocked In				Not Clocked Out				
	Before Tolerance	Before Shift Starts	After Shift Start	Before Tolerance	Before Shift Starts	After Shift Starts	After Tolerance	Clocked In	Before Shift Ends	After Shift Ends	After Tolerance	Clocked Out
Minnesota				4		1		4		2		2
▶ 10828 - Bell Federal				4		1		4		2		2
Omaha				6	1	2		9		5		2
10084 - Nebraska Distributing				2	1							
10111 - First Bank-Main				1		1		3		2		1
10468 - Washington County Bz						1						
10615 - Vickers, Inc.				3				4		2		1
10650 - American National Ban								1		1		
10776 - Nebr. State Office Bldg								1				1
San Diego				7				4		4		
10532 - Ag Processing Inc.				4				2		2		
5000 - Sunshine Valley Retirem				2				2		2		
5001 - Frank Jones				1								

Job: 10828 - Bell Federal Current Job Time: 9/16/06 09:08:32

Post Description	Number	Employee		Status	Start Date	Scheduled				
		Name				In	Out	Lunch	Hours	
▶ Rover	2217	Afanador, Orlando A.			09/16/2006	00:00	08:00	0.00	8.00	
Lobby Desk	2219	Randall, Diane L.			09/16/2006	00:00	08:00	0.00	8.00	
Supervisor	2251	Boswell, Timothy J.			09/16/2006	06:00	14:00	0.00	8.00	
Rover	2204	Newbrey, Travis J.			09/16/2006	08:00	16:00	0.00	8.00	
Lobby Desk	2202	Ibach, Crystal L.			09/16/2006	09:00	16:00	0.00	7.00	
Supervisor	2195	Cleveland, Raelene C.			09/16/2006	14:00	22:00	0.00	8.00	
Lobby Desk	2259	Henry, Heidi J.			09/16/2006	16:00	00:00	0.00	8.00	
Rover	2255	Wachal, Ruthann			09/16/2006	16:00	00:00	0.00	8.00	
Supervisor	2215	Barnes, Nancy J.			09/16/2006	22:00	06:00	0.00	8.00	

This is the Post Watch main screen. It reads the Scheduling program in order to know when shifts are starting, who is working those shifts and if any shifts are currently open. It also reads clock in/out punches in real time from TeleTeam, TEAM's telephone timekeeping system. It then compares what the Schedule expects to happen to actual time and attendance data in the field. You do not have to use TeleTeam in order to use Post Watch. A dispatcher can also manually check people in through Post Watch.

The top half of the screen lists summary data for the jobs that have shifts starting within a defined tolerance. In this example, we've grouped jobs by branch location. Details for the job that is selected are listed on the lower half of the screen. Information is also color coded for ease of use.

The top half of the screen is broken out into three main sections.

1. Open Positions: The person who is monitoring Post Watch can easily see shifts that are about to start or have started but do not have anyone assigned.
2. Not Clocked In: You can identify shifts that are about to start or have started but do not have an employee clocked in.
 - a. Clocked In: You can see the total number of employees already clocked in to the job.
3. Not Clocked Out: This section displays shifts that are ending or have ended, but the employee has not clocked out yet.
 - a. Clocked Out: You can see the total number of employees already clocked out of the job.

Making Changes in Post Watch

From the Post Watch main screen, a user may make changes as needed. For example, let's assume that an employee forgot to clock out but ended his shift as scheduled. He remembers as he is getting in to his car to go home. He calls the dispatcher who is monitoring Post Watch. The dispatcher can simply right click on the shift in question, and select "Clock Employee Out as Scheduled" from a menu of options (shown below).

Job: 10828 - Bell Federal		Current Job Time: 9/16/06 10:17:38										
Post Description	Number	Employee		Status	Scheduled							
		Name			Start Date	In	Out	Lunch	Hours			
Rover	2217	Afanador, Orlando A.			09/16/2006	00:00	08:00	0.00	8.00			
Lobby Desk	2219	Randall, Diane L.			09/16/2006	00:00	08:00	0.00	8.00			
Supervisor	2251	Boswell, Timothy J.			09/16/2006	06:00	14:00	0.00	8.00			
Rover	2204	Newbrey, Travis J.			09/16/2006	08:00	16:00	0.00	8.00			
Lobby Desk	2202	Ibach, Crystal L.			09/16/2006	10:00	18:00					
Supervisor	2195	Cleveland, Raelene C.			09/16/2006	14:00	22:00					
Lobby Desk	2259	Henry, Heidi J.			09/16/2006	16:00	00:00					
Rover	2255	Wachal, Ruthann			09/16/2006	16:00	00:00					
Supervisor	2215	Barnes, Nancy J.			09/16/2006	22:00	06:00	0.00	8.00			

Change Scheduled OutTime F9
 Change OutTime and Clock EE Out F10
 Clock EE Out as Scheduled F11
 Verify EE as Out w/o Punch F12
 TeamTime Actual Times Ctrl+T

Version: 4.3.117 | DB: River City Services Inc | User: winteam | 9/16/2006 | 10:17 AM

The dispatcher can perform many other various functions in Post Watch to help manage operations. For example, if an employee calls in sick, the dispatcher can find a replacement using WinTeam's Personnel Scheduling Query screen and make the change in Post Watch. To log all changes, Post Watch features a Confirm Changes screen. In the example shown here, employee Henry Heidi called in sick and was replaced with employee Steve Anderson. The change is logged, along with the reason. An absence record is automatically created for Henry Heidi and will be stored in his employee master file.

PS TeamTime Monitor - Confirm Changes

Job Number: 10828 Post Description: Lobby Desk
 Job Description: Bell Federal Shift: B

Action Taken: **Assign** Employee Number: 2259
 Employee Name: Henry, Heidi J.

Employee Number: 2186 Anderson, Steve K.

Reason: New Shift Create Absence For employee Henry, Heidi J.
 Root Cause: Employee Absence Reason: Sickness Self
 Notes: Called in at 10:30 am Hours Absent: 8.00
 Excluded

OK Cancel

Other notable functions that can be performed in Post Watch:

- Drill Directly to the Schedule
 - Make temporary & permanent changes to Schedule
 - Query for employees to fill open shifts
 - View interactive reports
- Remove Shift/Insert Shift
- Assign/Unassign Employee
- Change Scheduled In/Out Time
- Verify Employee is at Job Manually (no clock in)
- Add Notes to Shift

Please call us at 800-500-4499 or send an e-mail to sales@teamfinancial.com for more information. A Sales Associate can provide you with a customized demonstration upon request.