

# ORTEC Harmony WebAccess

## Insight into your schedules - anytime, anywhere

Organizations working 24 hours per day or varying work hours often face the problem of communicating schedule changes to their employees. Since employees work different hours at various locations, it is not always easy to contact employees about schedule changes. Also, time off or shift-trading requests are usually requested by phone or email. Therefore, schedule managers spend a lot of time checking whether requests can be approved and communicating the adjustments in the schedule to the employees on time. ORTEC Harmony's online web portal provides schedule managers with a real-time solution to inform employees of schedule changes.

### Flexible and In Control

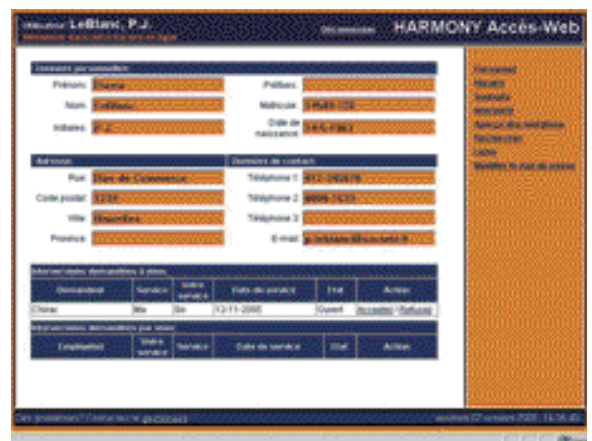
ORTEC Harmony WebAccess allows employees to look at their schedule at home or from any other place where they have Internet access. Employees can check which shifts they are scheduled to work, enter requests for time off or shift changes, report overtime or check their remaining vacation balance for instance. All this functionality will be available in user-friendly screens in a web browser so employees don't need to bother the schedule manager. ORTEC Harmony WebAccess not only supports the schedule manager, but also provides employees with easy access to all kinds of information and allows them to enter requests, preferences and actual work times online.

### Interactive Solution

At this time, several clients export schedules or other information from ORTEC Harmony and publish this information on their Intranet or the Internet. ORTEC Harmony WebAccess has two major advantages over publishing exported information from ORTEC Harmony on the Internet. First of all, when exporting and publishing schedules online, adjustments that are entered in ORTEC Harmony after publishing the schedules online will not be updated online. Secondly, the schedule managers can provide information to employees when exporting from ORTEC Harmony but not the other way around. Therefore, it is not possible for employees to enter requests or information that needs to be imported into ORTEC Harmony. ORTEC Harmony WebAccess always provides up to date information and allows

for 2-way communication; from schedule manager to employee and the other way around.

The interactive functionality enables employees to enter their actual work times and including overtime from home. Also, they can trade shifts with colleagues using ORTEC Harmony WebAccess. ORTEC Harmony can be set up to allow employees to trade shifts with or without approval of the schedule manager. If employees want to trade a shift, a list of available and qualified colleagues will be provided through ORTEC Harmony WebAccess, taking into account company policies, rest time regulations and union rules. The employee selects a colleague to trade shifts with and enters the request. The next time this colleague logs on to ORTEC Harmony WebAccess, he or she can accept or deny the shift trade. After accepting the shift trade a message will be sent to the schedule manager for approval or the schedule will be adjusted automatically if approval for the shift trade is not required.



Another unique feature of ORTEC Harmony WebAccess is the functionality that allows schedule managers to check whether employees have seen schedule changes online. Whenever a schedule changes, employees are required to indicate that they have seen the adjustment in their schedule the next time they log on to ORTEC Harmony WebAccess, such that the schedule manager knows that the employee has seen the changes.

### Technology

ORTEC Harmony WebAccess is a separate module that connects to the existing ORTEC Harmony application. The ORTEC Harmony application and ORTEC Harmony WebAccess both connect to the same database and the combination provides a completely integrated solution. ORTEC Harmony WebAccess is a server /client application.



### ORTEC Harmony WebAccess features:

- user-friendly web functionality
- convenient overview of personal and department schedules
- trading shifts with colleagues
- enter actual work times and overtime
- enter requests for time off or to work specific shifts
- provide personal information to employees, for instance remaining vacation balances, compensation time, overtime per month, etc.
- ability to add web links

In short, ORTEC Harmony WebAccess improves efficiency and provides easy access to all kinds of information.

### Contact Us

Please don't hesitate to contact us for more information or to schedule a meeting with one of our representatives. We are more than happy to show you the extensive functionality of ORTEC Harmony WebAccess and our other solutions.

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