

SMS Feature List Ver 7.0

Time Cards - Payroll and Billing

1	Ability to generate employee time cards based on schedule hours or actual hours
2	Automatic generation of guard holidays and customer holidays
3	Automatic generation of pay and bill overtime
4	Ability to produce time card reports by customer or employee
5	Ability to automatically bill for equipment assigned to a customer
6	Ability to produce a consolidated invoice by customer and site
7	Ability to produce invoice details by shift, day, week, employee, and/or job class
8	Ability to export employee time cards into Quickbooks
9	Ability to interface billing and payroll into other accounting software

Management Reports

1	Ability to produce profit margin reports
2	Ability to produce customer invoice account history reports
3	Ability to produce sales reports based on the type of service performed
4	Ability to use custom report writers i.e. crystal reports
5	Ability to produce Licenses/Qualifications/Training/Skills reports
6	Ability to produce EEOC reports
7	Ability to produce Variance reports for Billed vs Paid
8	Ability to produce site banned report
9	Ability to produce employee infraction report for Dept. of Labor eg: walked off post, no call no show etc.
10	Ability to produce reports by Branch & Zone/Sector
11	Ability to produce open posts
12	Ability to email/text Customer\Site & Employee Schedules

Personnel

1	Ability to have multiple employee rates by job responsibilities
2	Overtime warning in scheduling and monitoring
3	Ability to track employee qualifications and skills
4	Ability to track employee training & licenses
5	Ability to track employee promotions
6	Ability to print employee photos
7	Ability to keep track of uniforms & loan items
8	Ability to add employees into Quickbooks
9	Ability to email/text employee Schedules

Customer

1	Ability for customers to have multiple site locations
2	Ability to have customers in multiple time zones
3	Ability to define billing rates and pay rates by customer
4	Ability to define multiple bill rates based on employees level for a job category
5	Ability to setup job requirements and qualifications
6	Ability to enter specific duties and instructions for a job
7	Ability to assign resources to a customer and to automatically bill for the resources
8	Ability to have multiple billing frequencies
9	Ability to assign Zone/Sector to Customer sites
10	Ability to have multiple branches
11	Ability to add customers into Quickbooks
12	Ability to add invoices into Quickbooks
13	Ability to setup/restrict users for one/all branches with limited access
14	Ability to email/text Customer & Site Schedules & Invoices

Scheduling

1	Ability to setup master schedules
2	Ability to modify the master schedule and retain the past history
3	Ability to have overlapping shifts per job
4	The employee must have the qualifications or skills required by the customer to assign the employee
5	Overtime warning when assigning an employee to a job
6	Employee availability queries check for job qualifications, overtime, and pay rate.
7	Ability to have multiple schedules per customer job
8	Ability to assign employee to multiple customers
9	Produce employee work schedules
10	Ability to have varying pay and bill rates per shift based on job responsibility
11	Ability to define lunch requirements
12	Ability to view a specific schedule or view all shifts for a customer
13	Future scheduling capabilities
14	Ability to setup special shifts on demand
15	Schedule change history trail
16	Automatically update employee records for absentees & vacations
17	Ability to merge or split shifts
18	Automatic warning of open shifts
19	Ability to make schedules change without changing the master schedule for the customer
20	Ability to setup and retain user defined selection criteria for customer schedule reports
21	Automatic removal from schedules for inactive employees
22	Ability to log employee incidence when making a schedule change
23	Pictorial/Visual schedule view
24	Ability to track Schedule changes
25	Schedule Rotation
26	Red color code for open posts
27	Future Planning Scheduling for up to 26 years

Monitoring

1	Employee Monitoring utilizing telephone logon (PCS)
2	Employee monitoring by the employee calling the dispatcher and the dispatcher manually entering the activity
3	Utilize caller ID on PCS to identify employee is on the job site
4	Exception monitoring for employee check in and out
5	Automatic warning when employees are in overtime
6	Group sign on capability
7	Ability to automatically update employee job performance records
8	Ability to automatically update employee's file for absenteeism and reason
9	Ability to automatically update the schedules based on actual activity
10	Automatic warnings when open shifts are approaching