

Celayix Software Release Notes

April 2017

Version 8.0.4

Time Xpress



Celayix Software
Workforce Management Solutions

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Overview

These release notes provide information on the latest features added to Celayix's industry leading scheduling and time & attendance software.

Version

These notes are for version 8.0.4 released in April 2017. They cover the changes made since version 8.0.2 released in January 2016.

Functions and Modules

Celayix products and modules are available in many different configurations. These release notes may describe features that you have not configured nor have access to.

Reference numbers

The descriptions may include Celayix internal reference numbers E.g. ET-1234, 4567. You may refer to these if you have questions about the features and changes.

New and Updated Features

Time Xpress

Time Xpress is a new supervisor portal and is available as an app for iOS and Android, as well as being accessible from a web browser. In this release the product includes the following modules

- Control Center
 - eClock actions
 - Check In/Out
 - Start/End Break
 - Perform Safety Check
 - Modify Schedule
 - Add Shift
 - Update Shift
 - Delete Shift
 - Find Replacement
 - View the shift information in a Grid Or Map View
 - Fast Check In – Ability to quickly clock-in/out employees
- Auto Match – Automated Time Clock
 - Applies to Hand Punch and ZK clocks
 - Automate the request of data from physical time collection devices
- Auto Match – Automated Shifts to Attendance
 - Users of Time Xpress and eTime Xpress can now have the system automatically match attendance actions (clock in/out; break times) from physical clocks to shift records
 - Flexibility provided to unmatch records and create shifts for unscheduled shifts
 - Ability to create filters and sort the data allowing for info to be displayed in the best format for the user
 - Alerts can now be sent to the manager when employees do not register a clock in/out at a physical clock

eTime Xpress

Attendance Data Auto Import (ET-107)

This procedure will download attendance records from all devices with a Download Type of Auto Import using device Import schedule & time intervals as created by eTime user

Autofill Rotation (ET-175)

Auto populates shifts based on a rotation that is determined by the user.

Branch Notifications: Replace text: 'Worker Xpress' with 'Team Xpress'(ET-215)

Auto Match Shifts Attendance Record Window (ET-268)

The new window can be found at Time & Attendance > File > Import > Device Records - Auto Match Shifts. This window displays records from the attendance database table and the associated shifts.

To setup a device and import records, go to File > Device Setup.

Attendance record unmatched shift (ET-325)

Support Unmatch action for matched attendance records.

After unmatching attendance record will be free for shift matching. Unmatch action will reset corresponding shift field changed with matching (if not already changed).

Enable Employee SMS notification for Shift changes (ET-344)

SMS (text messages) to employees will be sent at the same frequency and conditions as email provided the employee SMS number has been filled in.

If only one change is present, SMS text will read:

Your shift starting at <date> <time> has changed. Please login to <https://team-xpress.celayix.com> to review and acknowledge this change.

If multiple changes are present, SMS text will read:

You have <x> changes to <y> shifts during the period <st> to <end> as of <time>. Please login to <https://team-xpress.celayix.com> to review and acknowledge these changes.

New DEVICE SETUP eTime security Item - access to Device Setup screen (ET-349)

New "DEVICE SETUP" security Item - Device Setup screen

- Support new eTime security item "DEVICE SETUP" to allow/disable access to Device Setup screen.

- sub item to Time and Attendance security
- Extend system data update procedure: to add access rights to "Device Configuration" for all users who have access to existing "Import" security sub item.

"Cannot Work": eTime changes (ET-402)

The user is able to state that they 'Cannot Work' within Team Xpress.

Device record Import manager set default data range to 1 day – today (ET-404)**Build Shift Rules - Auto match - use branch default rules when no Build Shift Rule defined for the Device employee ID and no wildcard record defined (ET-424)**

Build Shift Rules allow specific rule or branch default rule to be assigned to employee. If no record for Device Employee Id and no wildcard (* - all employees), the record uses branch default rules.

Note that this is different behavior from the old manual shift posting where empty values are used for customer, site and service when an unscheduled shift is created and the user has to enter the values with the UI (this is not possible in auto match- here we do not have user).

If wildcard record or Device Employee id record exists, Auto match and the old manual shift posting will use the same Build Shift rules definitions.

Schedule publishing - Hide confirm and unconfirm options (ET-442)

When the system property Auto Shift confirmation is enabled, the following things are hidden in Visual Scheduler > File > Publish Shifts – 'Allow Employees to Confirm' & 'Allow Employees to Unconfirm'

Team Xpress

Bubbles Notifications on Chat Messages (TEAMXP -347)

The number of notifications are displayed in a bubble.

Bubbles Notifications on the Dashboard (TEAMXP -352)

Bubble will display count of "incomplete/previous shifts" + "upcoming shifts"
Current shift is not included in the count.

Shift Change List acknowledge button label changed (TEAMXP-436)

Button now reads 'Acknowledge All Changes'

Add day of week to all list views (TEAMXP -534)

The day of the week is now shown.

Self-Scheduling - Show summary of shifts successfully scheduled and those that could not be scheduled (TEAMXP -549)

1. After an employee submits their selection of shifts, a message is displayed summarizing shifts that were successfully scheduled and those that could not. Inside the message, the type (success or error), shift date, scheduled start and end time, customer, site, and service are included.
2. The user can tap on the icon or anywhere outside of the message to close the dialog screen.

Dashboard - Single shifts that are supposed to begin shortly should appear under 'Current Shift' and not 'Upcoming Shift'. (TEAMXP -558)

Currently, when an employee has a single shift that is about to start, the employee will not be able to see the shift as a 'Current Shift' until the actual shift start time. The shift will now appear on the Current Shift 30 minutes prior to the shift

Geolocation: error message should only appear when performing an e-clock action (TEAMXP -631)

Error message "Unable to retrieve geolocation data, permissions for location services have not been granted." will only appear after the user performs an e-clock action that requires their location services to be on.

Multiple upcoming shifts (TEAMXP -665)

There is a visual indication to the user on the number of upcoming shifts (within the next 12 hours).

Timecard Daily (Timecards Tab) (TEAMXP -690)

Timecard functionality is available in Team Xpress. The functionality must be enabled for it to be displayed.

Bug Fixes

Team Xpress

1. Profile - Contact - Being prompted to enter an Alert email as it is deemed a required field (TEAMXP-524)
 - a. Fields that are "required" are now labelled.
2. When device accuracy is acceptable, text will show in black (TEAMXP-568)
3. Shift not appearing in the Current Shift tab bug has been fixed (TEAMXP-581)
4. Rename Dashboard panels (TEAMXP-697)
 - (a) Old Label: Previous Shift
New Label: Missed Actions
 - (b) Old Label: Upcoming Shift
New Name: Upcoming Shifts (plural)
5. Self-Scheduling - 'Set Preferences' button was not functional. This has been fixed (TEAMXP-698)
6. Slider - Multiple callbacks maybe triggered if slide slides too quickly (TEAMXP- 708)
7. Timesheets - Unable to submit a new valid time sheet (TEAMXP-735)

eTime Xpress

1. Schedule Change Notification - items that have changed are now more prominent (in red) (ET-263)
2. Schedule Change Acknowledgment module gets disabled periodically after a new deployment (ET-365)
 - a. In Team Xpress we have a module called 'Changes' that is part of the 'Schedule Change Notification' functionality. This module becomes disabled and no longer shows up in Team Xpress even though it is supposed to be functional in accordance with eTime settings.