



PROMARK WORKFORCE MANAGEMENT

# ProPortal



## **PROPORTAL – THE WEB-BASED USER INTERFACE TO PROMARK**

ProPortal is the web-based approach to ProMark for employees, managers and payroll administration. The portal allows you to register your own time and activities, find information and carry out tasks such as swapping shifts and approve transactions. ProPortal runs in a web browser and can even be integrated into your company's intranet.



## WEB-BASED USER INTERFACE TO PROMARK

### PROPORTAL – THE WEB-BASED USER INTERFACE TO PROMARK

ProPortal is the web-based approach to ProMark which allows you to handle most functions in ProMark – no matter what your role is in the company.

## SIMPLE AND INTUITIVE

ProPortal is a simple and intuitive tool that creates transparency and overview throughout the organisation. The functionality in the portal can cover most ProMark modules and is therefore dependent on which parts are installed in your company.

The screenshot displays two main components of the ProPortal interface. On the left is the 'Attendance Overview' table, which lists employee details and their status for a specific date. On the right is the 'Attendance Plan' calendar, showing the current week's schedule with clock-in and clock-out times, and break periods.

| Employee No. | Employee name      | Status      | Status info    | Mobile phone  |
|--------------|--------------------|-------------|----------------|---------------|
| 100129       | Marie Jansson      | Present     | 16/02/09 18:08 | 070 266 58 85 |
| 100354       | Ore Edelo          | Absent      | 16/02/09 18:08 |               |
| 100381       | Peter Berg         | Present     | 16/02/09 18:08 |               |
| 100383       | Jonas Backman      | Present     | 16/02/09 18:08 | 073 310 93 18 |
| 100432       | Peter Westerlund   | Present     | 16/02/09 18:08 |               |
| 100450       | André Hillunen     | Present     | 16/02/09 18:08 |               |
| 100732       | Ellinor Nilsson    | Not present | 16/02/09 18:08 |               |
| 101074       | Ouzounis Efthymios | Present     | 16/02/09 18:08 |               |
| 101083       | Benny Enström      | Not present | 16/02/09 18:08 |               |
| 101103       | Lars Gunnarsson    | Present     | 16/02/09 18:08 |               |

| Day       | Date      | Time                                    | Information    |
|-----------|-----------|---|----------------|
| Monday    | 4/10/2017 | 08:00 AM – 04:00 PM                     |                |
|           |           | Clock-in interval: 07:50 AM – 08:10 AM  |                |
|           |           | Clock-out interval: 03:50 PM – 04:00 PM |                |
|           |           | Break: 08:00 AM – 04:00 PM              | Unplanned      |
|           |           | 11:30 AM – 12:30 PM                     | Variable break |
| Tuesday   | 4/11/2017 | 08:00 AM – 04:00 PM                     |                |
| Wednesday | 4/12/2017 | 08:00 AM – 04:00 PM                     |                |
| Thursday  | 4/13/2017 | 08:00 AM – 04:00 PM                     |                |
| Friday    | 4/14/2017 |   |                |
| Saturday  | 4/15/2017 |   |                |
| Sunday    | 4/16/2017 | 08:00 AM – 04:00 PM                     |                |

## TAILORED SET-UP

In the set-up, you define which functionality areas should be displayed and thereby the user interface can be tailored to the individual employee, department or company location. At the same time, the portal remembers the last selected view when moving between the different tabs.

## NEWS FEED

It is possible to add a news feed, enabling the company to publish news to employees – either to the entire organisation or to specific departments or groups.

## INTEGRATED IN THE COMPANY'S INTRANET

The individual web parts in ProPortal are perfect for integration with your company's intranet. Each web part can be displayed on the intranet so that you avoid using different portals internally.

## SINGLE SIGN-ON

ProPortal supports single sign-on so no password is required when you are already logged in to your PC. However, access can also be protected by a password. This is adapted to the company's needs and requirements, helping to increase security.

## THE EMPLOYEE'S OPTIONS

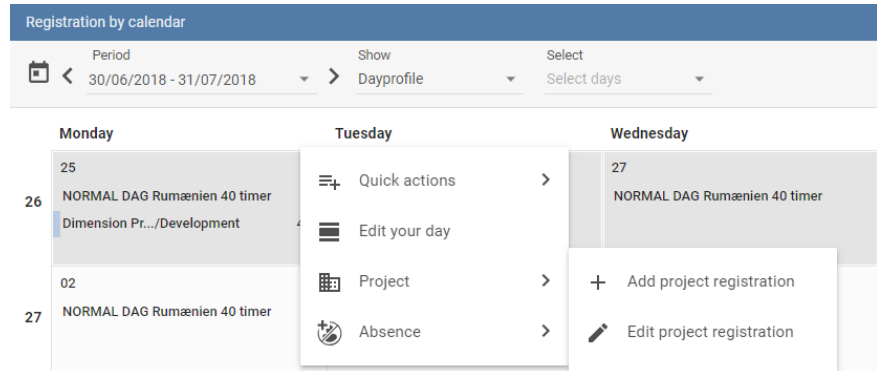
### THE EMPLOYEE'S TOOL FOR REGISTRATION AND SELF-SERVICE

ProPortal gives the employee easy access to:

- Clock in and out
- Register time on projects and activities
- Register absence, both part of day and all-day
- Report allowances and mileage
- See personal status on work hours, holiday and flexitime/overtime
- See whether colleagues are present or absent
- Pull reports

## T&A AND ABSENCE ACTIVITY REGISTRATION

Employees can register their work hours and absence, as well as distribute their work time on projects and activities i.e. project registration for internal as well as external follow-up, such as invoicing of hours.



## ALLOWANCES AND MILEAGE

In addition, the employee can report mileage and allowances which are then sent to the manager for approval.

## HOLIDAY REQUESTS AND SWAPPING SHIFTS

The employee can also submit holiday and absence requests for approval, as well as swap shifts and bid on offered shifts.

## STATUS ON WORK HOURS, HOLIDAY AND FLEXTIME

Finally, ProPortal also gives a personal overview of status on work hours, leave spent and accrued, flexitime and time-off-in-lieu, bonus etc.

### EFFICIENT USE FOR MANAGERS

In addition to the role as employee, managers are offered options in ProPortal to:

## THE MANAGER'S OPTIONS

- Approve transactions and future absence/leave
- Have an overview of and analyse absence
- Get an absence KPI overview
- Follow up on internal absence policies
- Approve allowances and mileage
- Pull reports
- Schedule their employees

## APPROVAL OF HOLIDAY AND ABSENCE

ProPortal gives a continually updated and current overview of total holiday and absence so the manager can assess and approve employee absence and absence requests and make the necessary arrangements accordingly.

The screenshot shows the 'Approval' section of the ProPortal interface. At the top, there are filters for 'Group' (All), 'Status' (Untreated), 'From' (03/06/2019), and 'To' (08/07/2019). Below these are icons for 'ProTime', 'Expense', 'ProJob', and 'Holiday'. A table below the filters displays a list of activities with columns for checkboxes, Employee No., Name, Registration Date, Type, Sup. Info., and Info. The table contains six rows of data.

| <input type="checkbox"/> | Employee No. | Name          | Registration Date | Type               | Sup. Info.     | Info |
|--------------------------|--------------|---------------|-------------------|--------------------|----------------|------|
| <input type="checkbox"/> | 001          | James King    | 08/07/2019 09:00  | Absence            | H - Holiday    | ⋮    |
| <input type="checkbox"/> | 001          | James King    | 04/07/2019 09:00  | Absence            | H - Holiday    | ⋮    |
| <input type="checkbox"/> | 003          | John Smith    | 08/07/2019 09:44  | Clock-in late      | Arrived Late   | ⋮    |
| <input type="checkbox"/> | 003          | John Smith    | 05/07/2019 16:00  | Clock-out early    | Left Early     | ⋮    |
| <input type="checkbox"/> | 004          | April Johnson | 03/07/2019 09:00  | Scheduled work day | Not clocked-in | ⋮    |
| <input type="checkbox"/> | 002          | Alex Ascroft  | 04/07/2019 09:00  | Scheduled work day | Not clocked-in | ⋮    |

**OFFER OF VACANT SHIFTS**

In addition, the manager can offer out vacant shifts to relevant employees, approve shift swaps and distribute revised work plans.

**APPROVAL OF JOB AND PROJECT TIME**

Approval of job or project time also takes place in ProPortal – also when a manager/approver acts as a substitute for a colleague who is on leave, for example.

**SIMPLER AND MORE EFFICIENT ADMINISTRATIVE PROCESSES**

ProPortal helps simplify administrative processes throughout the organisation. It collects data at the source and displays the collected data in clear overviews; not only showing who is at work and which activities they are working on but even how much holiday and/or bonus they have earned and how much absence each employee has had.

**SAVES TIME AND REDUCES ADMINISTRATIVE COSTS**

**BETTER OVERVIEW AND MORE TIME FOR OTHER TASKS**

ProPortal allows your company to provide actual information and functionality to all employees. Thus, your company obtains simpler and more efficient internal work-flows which saves time and reduces administrative costs.

**FREES UP RESOURCES AND STRENGTHENS TRUST**

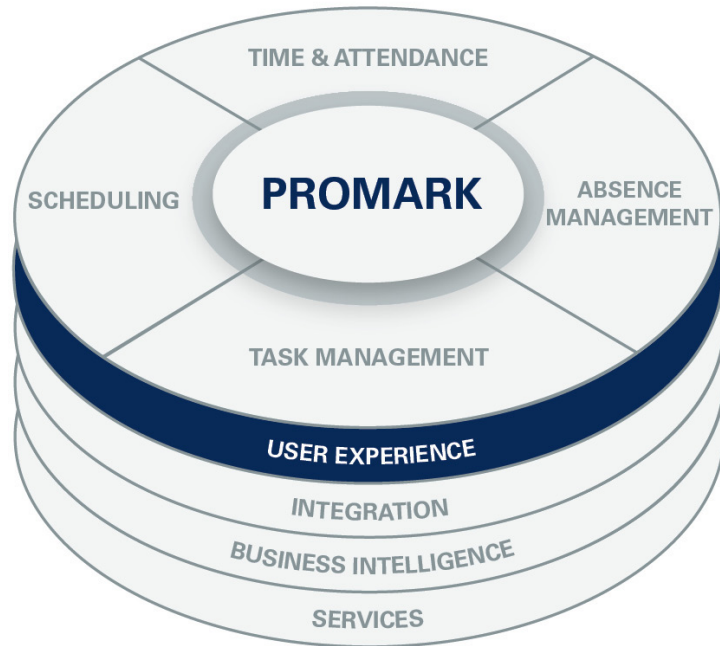
The increased degree of self-service allows employees and managers to retrieve any wanted information on their own. Payroll administration no longer needs to spend time answering various enquiries. This frees up resources for more productive tasks and strengthens employees’ trust in the company.

**INCREASED PRODUCTIVITY AND REDUCED ABSENCE AND OVERTIME**

In our experience, more individual responsibility and transparency contributes to increased productivity and reduced absence and overtime. This makes the investment in ProMark even more profitable.

# PROMARK WORKFORCE MANAGEMENT

ProPortal is one of the user interfaces in ProMark Workforce Management.  
 Learn more about the other ProMark user interfaces on our website under Products >  
 User experience or contact us at +44 808 23 44 786 for more information on other options.



**TIME AND ATTENDANCE**  
 Registration of working hours and deviation reasons validated against collective and local agreements creates the correct payroll basis



**ABSENCE MANAGEMENT**  
 Advanced handling of accrual, use and transfer of holiday. Sickness management with distribution on the right accounts and workflows for follow-up and overview



**TASK MANAGEMENT**  
 Registration of employee activities (job, project and process) refines ERP data for follow-up on resources and productivity



**SCHEDULING**  
 Planning and scheduling for effective use of company resources – even in case of deviations



**USER EXPERIENCE**  
 Smartphones, portal and terminals for registration, overview and approvals



**INTEGRATION**  
 Standard integration to payroll/HR/ERP ensures exchange of important data



**BUSINESS INTELLIGENCE**  
 Reports and analysis of data for measuring absence, productivity and savings



**SERVICES**  
 Hotline, private cloud, application management, superuser service and hardware service that ease the daily operation of ProMark

2019-05

## MARK INFORMATION

Mark Information is an innovative software company offering Workforce Management solutions from offices in Denmark, Sweden, Norway, United Kingdom and Romania. Mark Information's Workforce Management solution ProMark enables customers to optimise productivity and generate savings through scheduling the right resources, at the right time, for the right job and ensures that resources are remunerated correctly in the most effective way. Mark Information services global corporations and has more than 1000 installations and 300,000 users. Read more at [www.mark-info.co.uk](http://www.mark-info.co.uk).

