# SimplyWork

# **Platform Overview**

No-Code platform for building business applications.

Includes tools for UX, business logic and integrations.

Features pre-built applications for workforce management including time, scheduling, attendance, time clocks and mobile.





Platform stack with application, logic and data layers. Authoring tools allow creation and extension of all components and logic.

### Application Examples



While any application could be created on the platform, the emphasis is on HR applications surrounding time and labor management, such as timekeeping, time capture, scheduling, attendance and related topics. Lets start by looking at some of the applications for front-line worker use.

# **Time Capture**

Clocks and worker-facing applications

#### Clocks

√8″ Touchscreen, Android

√PoE+

✓ Integrated HID Prox or Barcode

✓Optional Facial biometric

✓Online real-time access

**√**Offline caching



One option in time capture is the hardware time clock. The clock is engineered to be always-on and capture punch transactions for groups of any size. Additional benefits include optional biometrics, card readers and offline support. The hardware timeclock runs the same app as web and mobile client devices.

#### Mobile

√Geocoding/Geofencing Schedule Map ✓ Enforcement vs Observation Total hours: 29 Sunday Apr 9 ✓Timecard map view 12:00p - 8:00p **O** 8 Monday Apr 10 Neenah Menasha YMCA **√**Offline support 12:00p - 8:00p 08 Apr Neenah 11 **O**Alta Re Ŧ 7:00p - 12:00a **Ø** 5 Q Search Punches.. Corporate Office <sup>Apr</sup> 12 0 Î Apr 13 iii i 0 CUA Campus Satellite Map Fritse Park 12:00p - 8:00p 08 Friday 1 Apr CB 14 +... Trinity Lutheran Church Mike Van Nuland \_ 0 Apr 9th - Apr 15th 0 Rd .0 Winchester Rd Burial Chamber Haunted **(**) House Complex IN @ 7:58 am z Assignment: General and Administrative Lake Edge Learning Center Neenah Bay Rd 11 Location: Neenah Office CB Island Oak Hill Cemetery **MCA** Main Sr Greene's Pour Hou Neenah (Kimberly Point) Lighthouse Neenah Rd Oakridge F +Bergstrom-Mahler Museum of Glass **Riverside Park** \_ Oak Ridge Farms 😼 Festival Foods 🗔 Washington

✓Progressive Web App

Clocking on mobile with geocoding and geofencing. Optionally restrict punching by location, or manage passively by capturing punch location and reviewing on the punch map.

#### Punching - Assignment

- ✓Customizable form/buttons
- ✓ Submit workflow
- ✓Display daily schedule / assignment
- ✓Show job assignments
- ✓Show weekly hours

🚍 Menu	Mike	Van Nuland	[→ Done
Good Morning <b>Mike Van Nuland</b>			09/18/2023 2:30:26 PM
IN	OUT	Start lunch	End lunch
		Toda	y's Assignments
Neenah Office Manager 7:00 am -	2:30 pm		

On hardware timeclocks, mobile or PC, presents a custom form when workers punch, showing action buttons, today's assignments, or week-to-date hours. Each button can launch an additional navigational step/panel or call a workflow.

#### Punching - Allocation

- ✓Any button optionally prompts for Assignment selection
- ✓Current user's assignments are displayed
- ✓Timecard amended with chosen assignment
- ✓100% created with Form Designer and submission handled by workflow

😁 Menu	Mike Van	Nuland	[→ Done
Choose Assignment <b>Mike Van Nuland</b>	l.		09/18/202 2:30:54 PN
Assignment			
Name	Description	StartDate	StopDate
G&A	General and Administrative	2022-10-01	2023-12-31
20.BUG-FIXES - COD	Web Portal, Bug Fixes - Coding	2000-01-01	2099-12-31
CUST-1-DOD-23	Content Production - QA	2000-01-01	2099-12-31
			Select

A button selection causes navigation flow within panels of the form. In this case, IN prompts for an assignment selection, but could also prompt for some other allocation: cost center, department, job code or project/task.

#### Punching - Receipt

#### ✓Timestamp recorded

✓Receipt ID presented

✓ Transaction time 2-10 seconds depending on level of interaction, biometrics and form navigation options

🚍 Menu	Mike Van Nuland	[→ Done
Thank you <b>Mike Van Nuland</b>		09/18/202 2:31:13 PN
Your punch has been recorded at: 2023-09-18 14:31:03		
Receipt# <b>1667</b>		
		ОК

Data binding allows the form to display user and transactional data. In this case, submission of the timeclock form to a workflow results in a successfully saved transaction. The unique ID of that transaction is displayed to the worker as a receipt and guarantee that the punch was recorded.



All devices (timeclock, PC and mobile) can present additional self-service applications to workers, such as schedule, availability and timecard review. Workers can "approve" their time by attesting that the computed timesheet is correct.

#### Form Library

[→ Done

Add :

ExpirationDate

✓Employee survey 📟 Menu [→ Done **NICOLE CHAPIN** NICOLE CHAPIN 09/18/2023 ✓ Safety / Injury report 3:33:11 PM **Injury Form** ✓Certifications If you get injured, please fill out this form and submit on the day of the iniury. 📟 Menu Certifications What day did you ✓ Future HR forms get hurt?-Q Search Certifications.. Ŧ Ē Employees CertificationTypes CompletionDate Injury Type Hollister, John (8888) 2023-01-10 Certification E Please describe your injury 📟 Menu [→ Done NICOLE CHAPIN **Job Safety Review** We invite you to share your views from your experiences about the health and safety of your work through this survey. Please answer the questions below referring to the hazards that you as a worker face during your job including the sufficiency of the occupational health and safety (OHS) policies and procedures currently in place. Your answers will help us point out the areas that need improvement in order to protect the health and safety of workers. Please answer the questions carefully. Hazards in the Workplace How often do you lift or push items weighing above 20 kg at least 10 times during the day? □ Never □ Sometimes

√ Job tickets

Any HR form can be created and added to the form library. Workers can select and submit forms for an unlimited number of employment scenarios.

# Time & Schedules

Workforce management apps created for time and scheduling.

#### **Time Management**

∣≡	>> Attendance > Timesheets							Search app			
	Q Search Timesheets		Worked	× •				/ × (	<b>) +</b>	Add	
								< Apr	17 - Apr 2	23 2023	
	Employee Timecards	Time	Effective	Action	Hour Type	Hours	REG	ОТ	DT	WTD	,
•	Hollister, John	Monday, A	pr 17th 2023								
:	4Controller, Frank 9.75 OT	6:56am	7:00am	IN	Regular						
¢	Van Nuland, Mike	11:10am	11:15am	StartLunch	Regular	4.250	4.250			4.250	)
	<b>34.5</b> hrs	11:46am	11:45am	EndLunch	Regular						
-/	,	6:00pm	6:00pm	OUT	Regular	6.250	6.250			10.500	)
l						10.500	10.500				
		Tuesday, A	Apr 18th 2023								
		6:48am	6:45am	IN	Regular						
		7:00pm	7:00pm	OUT	Regular	12.250	12.250			22.750	)
						12.250	12.250				
		Wednesda	ıy, Apr 19th 2023	3							
		7:00am	7:00am	IN	Regular						
		12:15pm	12:15pm	StartLunch	Regular	5.250	5.250			28.000	)
		12:50pm	12:45pm	EndLunch	Regular						
	<b>d</b> 1/1	Þ				49.750	40.000	9.750			

✓Rule processing

✓View exceptions and allocations

✓Correct punches

✓Amend time

√View OT

✓Custom filters

✓Approve time and exceptions

✓Real-time posting/ calculations

Timecard application built using the application designer showing a workers timesheet. All rules and calculations are implemented using visual workflows, so no rule is too complicated or out-of-scope. Working in new locales? Creating new timekeeping rules is as easy as drawing a picture.

### Scheduling & Availability



Scheduling applications for managers and workers, managing availability and planning for time off all utilize the schedule views available within the application builder. Separate scheduling apps can be created to handle differences in departments or along business lines.

#### Automations

✓Custom form to capture input for a business	≡	>> Scheduling	> Publish Availability Request [Publish Availability Request]	
process	♠	Publish Availa	bility Request	Close
✓Form submitted to a workflow which routes the	1 1 1		Publish Availability Request Wed Oct 25, 22:20:5	
data and implements the process	H (¢)		Use this form to publish availability requests for a range of dates. Employees can then submit availability based on the published dates and options er below. The Display start/stop dates control when the availability request will be visible to employees, allowing requests to be published in advance and expire.	
	-			
	ılı		Request end date	
			Publish Optic	ons
			Include weekends	
			Include holidays	
			Valid from (when employees see it)	

Business processes can be automated through a form which submits requests to a workflow. In this example, publishing worker availability requirements in order to capture and preview availability before scheduling.

# **Rule Configuration**

Applying workflows to time data in order to create unique pay policies and calculations

#### Writing Rules



Rules are developed using workflows which act as a decision tree for a pay policy. Rules are parameterized when written so the decision logic can be applied across different domains or locales, where inputs might vary but rule logic remains the same.

#### Rule Workflow



Rule decision tree logic is implemented in a visual workflow. Rounding, overtime, shift premium, rest, meal break enforcement, minimum/maximum work hours, gross-ups, holidays are all examples of rules which are described and executed by the visual workflow.

# Pay Groups



✓Rules expose parameters and locale specific details

✓ Rules shared across Pay Groups and locales



Pay Groups are logical groupings to which workers are aligned. Each Pay Group then lists the rules and input parameters per that groups pay policies.

# Integration Tools

Move data via APIs, files and Ad-hoc sources.

#### Import/Export Services

✓ Consume APIs, files and								
data feeds	=	>> Integration Tools	> Data Imports	[ Employees (SOAP)	1		Search apps	
✓JSON, XML, SOAP, CSV	<b>↑</b> <b>1</b>	Employees					Save	✓ Cancel
✓ Scripts and Translations					ce data to the desired target field and forma			Details     Source
√Functions	R	source data to trigger			used to perform lookups, formating and dire creating <b>live</b> imports the target field below v		-	N Mapping
✓Scheduled events	***	Add Field  Source		Source Preview	Target	Transformations	< > C	→ Options
√On-demand data sources		× b:Company	HireDate	2018-07-31T00:00:00	HireDate choose target	script	2018-07-31	C Schedule
✓Publish virtual APIs for		b:EmailAdd		xxxxxx@jfkiat.com	choose target AccountNumber	script	1031	Ucg Versions
consumer access		b:Employee	Number	7765	Number	script	7765	
		b:FirstName	2	Roel	Firstname	script	Roel	
Edit Mapping						× script	Huinink	
SET HireDate = STR_TO_DATE(b:CompanyHireDate,	%Y-%m-%dT%H	l:%M:%S)			Q Search	script	EO (291)	
					FUNCTION (113)	^		
SET HireDate	=	STR_TO_DATE(b	:CompanyHireDate	e,C)	∑ ADD			
					T APPLY_VALUES			
STR_TO_DATE b:CompanyHireDate	%Y-	-%m-%dT%H:%M:%S			APPROVE_TIMECARD			
					T ARCHIVE_DATA			
					T ATTRIBUTE			
					T BEST_FIT			
					T BEST_FIT_ITEMS			
					T CALC			

Import and export data in any format using mappings, translations and scripts. Scripts access our function library and work much like an formula cell within Excel. Data can be pushed, pulled or virtual API's exposed to an outside consumer service.

#### Data Mapping



Data can be mapped to fit the requirements of any existing or legacy system. In this example, a source punch transaction can be sent to a payroll system in JSON or CSV, in real-time or as a batch.

# **Author Tools**

No code platform tools for creating applications

### Table Designer

✓Create virtual ta	ables		10010 2 001g.101
√Specify data fie	elds		Search apps 🔹 🔹
√Smart color lab	pels	Q Search Table Designer	Add
✓Connect to extension sources	ernal	Name     Description       AccessPolicies     Device-based user access policies       AccountGroups     Hierarchical groups for managing accounts	Rows   Transaction   Type     2   System     31   User
✓Vault attribute f protection	for extra	Accounts List of General Ledger accounts	27 User
		> Table Designer [Activities]	5 User 1 User
1 1 1	Use the <b>Add Field</b> button to create additional fields.	ields within this table. For System Tables, certain fields are designated as <b>system</b> and cannot be modified, though you can add	2   User     3   User
E Contraction of the second se	Add Field  Name	Table Fields     Appearance       Data Type     Description     Options     Reserved	101TransactionUser63TransactionUser
⇒ dt	$ imes$ $\equiv$ Description	string     The unique name of abbreviation for the activity       string     The name of the activity       bool     When set the activity becomes inactive	6 User 11 User
	× = Color	color Versions	12 Transaction User
	For any column above which is of below to add fields to those child	rpe <b>child</b> an additional grid appears below for defining the fields within the child store. Use the <b>Add Column</b> button on the grid(s) ores.	

The core of any application is the underlying schema, which consists of tables and columns. All schema is virtual, such that an author can create any number of elements with data types, attributes and lookups. The Vault feature allows the author to specify which fields are doubly encrypted (in addition to the entire DB being encrypted) for additional PII protection .

#### Form Designer - Applications



Core to all user experiences, the Form Designer is used to create user-facing forms and application interfaces. Form navigation, field properties and display attributes are managed within the drag-n-drop designer.

### Form Designer - Form Publishing

# ✓ Job surveys, compliance and safety forms

✓ Extensive components

✓Geo tracking

**√**E-Sign

✓Workflow distribution

✓Form library

✓Document storage

≡	>> Application Design Tools	> Form Designer [Job Satisfaction Survey]	Search apps		•
	Job Satisfaction Survey		Save	~	Cancel
1	Q Search	E Add/Edit Cards Current card Card 1	•	1	Details
<b>*</b>	User Interface ^	{user.Firstname} {user.Lastname}	<b>\$date}</b> {\$time} •••		
Ħ	<ul><li>Button</li><li>Button Group</li></ul>	Job Safety Review	•••		🗙 Designer
(0)	Chip Field			I	Versions
•	Data View	We invite you to share your views from your experiences about the health and safety of your work through this s Please answer the questions below referring to the hazards that you as a worker face during your job including t sufficiency of the occupational health and safety (OHS) policies and procedures currently in place.		i.	
ılt	Divider     Form Separator	Your answers will help us point out the areas that need improvement in order to protect the health and safety of		I	
	HBox	workers. Please answer the questions carefully.			
	H Header (form name)	= Hazards in the Workplace	•••	1	
	H Header (user name)	How often do you lift or push items weighing above 20 kg at least 10 times during the day?	•••		
	Html	Never			
	Picture	Sometimes Often			
	I Rich Text	Always			
	Scheduler	How often do you perform new tasks or tasks that are unfamiliar to you?	•••		

Create a form library with all HR forms covering any aspect of employment. Forms can be delivered via notification or in a workers inbox, or setup as an app on the menu.

### Workflow Designer



The heart of all business logic is the Workflow Designer. The decision structure of the workflow controls the path taken and calculations along the way. Each node contains a formula much like a cell within Excel, providing access to our functions library. All timekeeping and scheduling rules, business processes and other logic are housed within the workflow framework.

#### **Functions & Plugins**

- ✓ Excel-like functions for math, date/time, DB and logical tasks
- ✓Publishable parameters
- ✓ Called from Workflows
- ✓Entry point to plugins
- ✓Plugins for specialized tasks and 3rd party connections

OK, so there has to be code somewhere. Functions and plugins are the entryway to the underlying code tools, and are extensible.





### **Application Builder**

• I I ✓Create application

- ✓ Define the icons, c and forms
- ✓ Select from list, ca and calendar views

✓ Smart actions to la workflows or relate

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✓ Filters for popular

oplications with no code		App Builder	[Timesheets]		Courte and		<b>0</b> •
a icona data acuraa	<ul> <li>Timesheets</li> </ul>	Арр Биниег			Search apps	~	Cancel
s om list, card, map, task adar views tions to launch s or related forms	Choose the <b>views</b> available to users of allows you to view on a map using an <b>a</b> dropping between columns. <b>Resource I</b>	ddress field in the List is like List but nnual calendar view	: views which work for most apps are <b>lis</b> table. <b>Task</b> uses a status or other field in with and additional table displayed to th ws using an underlying date/time field. <b>S</b> tent or resource scheduling.	n the table to create a Kanban-s e side which filters the list data	Application Views derlying data in a grid or as a card. Map tyle board which allows dragging and (explorer style>. Calendar displays		Details Style
r popular user requests					Application Form	TE	Filters
>> Application Design Tools > App Builder [ Timesheets	is ]		Search apps	Cancel	available fields. This is convenient for r then choose <b>form library</b> . Choose <b>no</b> where an edit to one row could effect	•	Permissions Versions
Add custom action buttons to your application tool bar. Action buttons all	Illow you to call workflows or launch specific fo	orms to add data		Style	omments X Hours X		
+ Add Action		Location	List Actions	Layout			
Caption     Type     Target       =     ×     Approve     workflow     Timecar	ard, approve time	top	Options	Actions			
$\equiv$ X Unapprove workflow Timecar	ard, unapprove time	top	Hint	Filters			
≡ × Add Punch table Punches	es	top	Hint	Permissions			
	es	top	Hint				

The application builder pulls together the Tables, Forms, Events, Workflows and other elements which make the final userfacing application. Here we control the apps outer appearances, views and user experience.



Depending on the underlying data, applications can make use of list, task, card and map views o the data.

#### Task



The UI components of a timecard application. Ever aspect is configurable and extensible.

# SimplyWork

What do you want to build?

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