

System Administration TEMPLACMS

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COMMERCIAL STATEMENT

This document is subject to any terms as per teamsoftware.com/legal.

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SYSTEM CONTROL

The *System Control* menu contains a number of system wide settings that control how each module or area of **TemplaCMS** behaves. This will originally be set up by **Templa** and should not be changed unless advised by **Templa**.

System

SYSTEM SETUP

General

₹ ₹		System Conti	rol - Syste	em Setup	
General					
Close Save					
Navigate					
General Business analysis	s levels Passwords Frequency colours Email preferences Data p	rotection Housekeep	ing Lic	ence	
Company name	TemplaCMS V6.1.0	Auto number clients			
Company number		Maximum charact	ters		Minimum digits
Formatting					
Name formatting	Surname, Forename	Auto number sites Code based on cl	ient follo	ved by:	Minimum digits 2
Documents		Code based on ci	ient, iono	wed by.	
Document store structure	Owner 🗸	Auto number supplier	rs		
Document store structure	Owner 🗸	Maximum charact	ters		Minimum digits
Paths		Normal working days	ltimon		
Company logos	S:\PRODUCTS\Templa-CMS\Client versions\PROJECTS\Pr			47.00	
Gateway	S:\PRODUCTS\Templa-CMS\Client versions\PROJECTS\Pr	Monday	09:00	17:00	
Document store	S:\PRODUCTS\Templa-CMS\Client versions\PROJECTS\Pr	Tuesday Wednesday	09:00	17:00	_
Newsletters	S:\PRODUCTS\Templa-CMS\Client versions\PROJECTS\Pr	Thursday	09:00	17:00	_
Crystal reports		Friday	09:00	17:00	
Delling fragments		Saturday	(not set		
Polling frequency Gateway	60 (seconds)	Sunday	(not set		
Batch	60 (seconds)	Sanday	(not set	(nor set	
Datch	(seconds)	Language selections			
Block ALL posting option	s?	Document language	ge set [English	<i>©</i> ⊘
Allow mobile V2?	-	Windows language	e set 🛛 🛛	English	⊙ ⊘

Company Name – the company name should be entered in this field. Where more than once company exsist used the main or group company name.

Name formatting - the name formatting applied to employees, contacts and users can now be defined here - ass a result of this, a preferred consistent formatting can be applied across all of these areas. Note that a change to this setting will not implicitly reset all the name formatting of existing data, as this may take some time. If you do change this setting, please contact **Templa** *support* in order to re-build this information.

Document store structure - the options are *Owner* or *Area and year*. When set to by *Area and year*, files stored in the document store will be held in a single folder per area divided into sub-folders by year. In order to prevent duplicate file names, each file will be prefixed with the owner code.

Paths -> Comapany logos - this is the location where logo's that appear on documents generated from Templa CMS is kept. This is normally the TemplaCMS share on the network and should be available to all TemplaCMS users.

Paths -> Gateway - this is the location where any export and import files will be picked up (including to and from mobile devices). This is normally the TemplaCMS share on the network and should be available to all TemplaCMS users.

Paths -> Document store - this is the location where all documents added as attachments including those generated during mail merges etc. will be kept. This is normally the TemplaCMS share on the network and should be available to all TemplaCMS users. If the company has a separate 'Documents' server the location can be changed as long as the system and TemplaCMS users has the required access permission to the location.

Paths -> Newsletters - this is the default location where TemplaCMS newsletters will be picked up from. This is normally the TemplaCMS share on the network and should be available to all TemplaCMS users.

Polling frequency -> Gateway - enter the number of seconds the system should check the *Gateway path* for anything that requires action.

Polling frequency -> Batch - enter the number of seconds the system should check any jobs submitted to the batch queue that requires action.

Block All posting options - this options is normally used by Templa during minor upgrades or changes where users are not required to log off the system but should not be posting any batches during this time.

Company Number - enter the company registration number

Auto Number clients - enter the maximum characters and minimum digits the system shoul use to automatically generate client codes. If left blank the user will be able to specify the client code when creating a new client from TemplaCMS.

Auto Number sites – enter the minum number for digits the system should use to automatically generate site codes based on the client code.

Auto Number suppliers - enter the maximum characters and minimum digits the system shoul use to automatically generate supplier codes. If left blank the user will be able to specify the client code when creating a new client from TemplaCMS.

Normal working days/times - this option allows the entry of Mon – Sun start and end times for the working day. This is used in the elapsed time calculation for SR's.

Language selections - allows the definition of any number of language sets for use in **TemplaCMS** where each language set simply defines a code and description. At installation time this list is pre-populated with an 'English' language set.

History weeks -> Alert Messages - any database rows older than the nominated number of weeks will be deleted during the overnight data archiving process.

History weeks -> Batch jobs - any database rows older than the nominated number of weeks will be deleted during the overnight data archiving process.

History weeks -> Gateway logs - for each external system, files in the /done or /error folder older than the nominated number of weeks will be physically deleted during the overnight data archiving process.

History weeks -> Gateway files - any database rows older than the nominated number of weeks will be deleted during the overnight data archiving process.

History weeks -> Mobile Gateway files - any audit files older than the nominated number of weeks will be physically deleted (note: this is performed by the mobile gateway service) during the overnight data archiving process.

Archive weeks -> Contracts - any suspended or terminated contracts older than the nominated number of weeks will be marked as archived. For superseded contracts, this date is determined based on the date the contract was superseded, not when it was added.

Archive weeks -> Stores Orders - any rejected, completed or cancelled stores orders older than the nominated number of weeks will be marked as archived.

Archive weeks -> QA forms - any rejected, cancelled, completed, rescheduled or finalised QA forms older than the nominated number of weeks will be marked as archived.

Archive weeks -> Workbills - any rejected, rescheduled, cancelled, cancelled quote workbills or those marked as 'work done' older than the nominated number of weeks will be marked as archived.

Archive weeks -> Timesheets - any posted timesheets older than the nominated number of weeks will be marked as archived.

Normal working times – this option allows the entry of Mon – Sun start and end times for the working day. This is used in the elapsed time calculation for SR's.

Business analysis levels

Business analysis - In TemplaCMS all sites and their contracts should be configured against business analysis headings. These headings are made available throughout the system and allows the analysis of site data. These headings are also crucial for workflow and security and is mandatory when setting up a new site.

The business analysis headings are originally setup by *Templa* based on the company's completed *BPR* and should not be changed or added to without consulting *Templa*.

) ,			System Control - System Setup	
	General				
Close	Save Save				
Close	Save				
Navig	ate				
	Business analysis levels Passwords Frequency colours	Email preferences	License		
Business	analysis		Business	analysis (continued)	
1.	Feetbale Measured		21.		
2.	Facilities Management Operations Manager	_	21.		
3.	Contract Manager	_	23.		
4.	Supervisors	_	24.		
5.			25.		
6.			26.		
7.			27.		
8.		_	28.		
9.		_	29.		
10.		_	30.		
11. 12.		_	Marketing	analysis	
12.		_			
13.		_	1.	Customer Type	
15.		_	2.		
16.		_	3.		
17.		-	4.		
18.			5.		
19.			6. 7.		
20.			7. 8.		
			9.		
Enfor	ce period control on analysis?		10.		
				·	_

Marketing Analysis - these headings can be used to categorise all site contracts, e.g. to understand market segmentation and are **not** mandatory when setting up a new site.

Passwords

When a user changes their password, validation is applied based on the System Control settings to ensure the minimum requirements are met.

F [2]				:	System Control -	System Setup
General						
Close Save Navigate						
Close al Business analysis	levels Passwords	Frequency colours	Email preferences	Data protection	Housekeeping	Licence
Minimum length	1					
Minimum alpha's						
Minimum numerics						
Expiry days						
Expiry signons						
Re-use versions						
	Case sensitive?					
	Require mixed c	ase?				
	Encrypt user	passwords				

Minimum length – specifies the minimum amount of characters a password should be.

Minimum alpha's – specifies the minimum amount of alpha characters a password should contain.

Minimum numerics – specifies the minimum amount of numbers a password should contain.

Expiry days – when a user's password has expired, i.e. the defined number of expiry days since their last password change has elapsed, the user must enter a new password when signing on.

Expiry signons - when a user attempts to login with an invalid password the number of times defined as 'expiry signons', the user profile is disabled. A user with access to the user's details must then re-enable the profile via the user maintenance routine.

Re-use versions – specifies how many times a password can be re-used.

Case sensitive? - if ticked this force the password to be case sensitive.

Require mixed case? - if ticked this force the password to be mixed case.

Encrypt user passwords - when pressed and the action confirmed, a one-off routine will run to encrypt all users' passwords and password history. Please ensure that all users are out of the application and that all services are closed prior to running this routine.

Note that this routine can only be run once and cannot be reversed. Any encrypted passwords cannot be decrypted in the event of a forgotten password

Frequency colours

Different frequencies used within the system can be set to different colours so that they are easy to identify at a glance.

General
Close Save
Navigate
General Business analysis levels Passwords Frequency colours Email preferences License
Frequency
1 Months
1 Weeks
2 Weeks
2 Months
3 Months
6 Months
6 Weeks
4 Months
1 Years
Add Remove Details

Double click on a frequency and set the required colour:

F 🚺 🗐	Frequency Colour			\times					
General									
	6								
Close Previous Next	Accept Accept and new								
Navigate	Save								
Detail									
Frequency 1 Months									
Colour 156, 74, 138									
SystemControl_FrequencyCol	ours ©	2017 Templa Comp	uter System	s Ltd ,					

Email preferences

TemplaCMS allows many document types to be distributed via email. The *Email preferences* option allows control over a number of aspects of these emails:

<u> </u>		System Control - System Setup					σ
General							
Close Save							
Navigate							
General Business analysis levels Passwords Fi					1		
Document type	Subject	Body	Body HTML		Overriding sender email address		t read receip
				~ 🛛			
Client statements manual e-mail	Statement	Your statement is attached					
Data form manual e-mail	Data forms	The requested data forms are attached					
Equipment audit form manual e-mail	Equipment audit forms	The requested equipment audit forms are attached					
HS runs manual e-mail	Hygiene services runs	The requested HS runs are attached					
Invoice distributions manual e-mail	Please see the attached invoice(s)	Please see the attached invoice(s)					
Manual SO forms manual e-mail	TemplaCMS stores order form attach	TemplaCMS stores order form attached					
Pro-forma invoice manual e-mail	Pro Forma Invoice(s)	Please see the attached pro forma invoice(s)					
Summary invoice manual e-mail	Summary Invoice(s)	Please see the attached summary invoice(s)					
QA form manual e-mail	Quality Audit for site &SN	The requested quality audit forms are attached					
Self billing invoice manual e-mail	Self billing Invoice(s)	Please see the attached self billing invoice(s)					
Stores order picking list manual e-mail	Picking list	Please find the attached picking list					
Stores order delivery note manual e-mail	Delivery Note	Please find the attached deilvery note					
Stores order supplier order manual e-mail	Stores order	Please see the attached stores order					
Stores order client confirmation manual e-mail	Stores order	Please see the attached stores order					
Stores order request manual e-mail	Stores order requests	The requested stores order requests are					
Timesheet manual e-mail	Timesheet(s)	attached The requested site timesheets are attached				_	
Training form manual e-mail	Training forms	The requested training forms are attached					
Workbill manual e-mail	Workbill(s)	The requested workbill(s) are attached					
Workbill quote manual e-mail	Workbill quote(s)	The requested workbill quote(s) are attached					
Project manual e-mail	Project document for site &SC &SN	Project document is attached for site &SN &SN					

Each of the available email types is listed allowing an administrator to set the subject and body text, including the use of substitutions appropriate to each email. Where a more branded layout is required this can be created outside of **TemplaCMS** as an HTML file (again, including substitutions) and then referenced against the document type.

Furthermore, it is also possible to override the 'sender email address' and request a 'read receipt' for each document type. Note, that these options will depend on the capabilities and permissions defined within the email server. **TemplaCMS** is not responsible for this.

Data Protection

In conjunction with the Personal Data Report, an individual now entitled to request that their data be removed, though for employee data (which clearly needs to be held), the removal process is only applicable to employees that have left employment for more than 3 years.

Given that employee data is owned by the payroll application (e.g. SelectPay), it is that application that would generally be responsible for deletion of data. For **TemplaCMS** historical reporting purposes, however, it is important that employees remain as unique entities. For this reason, a process of 'anonymisation' has been introduced.

Furthermore, where TemplaCMS is in operation 'stand alone' (i.e. not linked to a payroll application), the ability to automatically anonymise data beyond a certain age has been introduced.

Note that there is no such requirement for contacts, so they can be simply deleted on request.

*					S	ystem Control - System Setup	
General							
Close Save							
Navigate							
General Busine	ssanalysis levels Password	ls Frequency col	ours Email preference	es	Data protection	Licence	
Retention for Mana	aged and Sub-Contract employe	365					
Data retention ye		Base tax vear start	01/04/2018				
Data retention ye	odis 3	base lax year starr	01/04/2018				
					J		
Property types cor	ntaining personal data				Attachment type	es containing personal data	
Area	Property	Personal data?	Anonymised value	~	Area	Attachment type	Personal data?
Employee	Mothers Maiden Name				Employee	CRB	
Employee	Next of Kin				Employee	Document	
Employee	Photo ID type				Employee	Employee General	
Employee	Photo Provided				Employee	Employee Photo	
Employee	Permit to Work Proof				Employee	Holiday Request Forms	
Employee	Permit to Work Expiry Date				Employee	Pensions AE Information letter	
Employee	NI No. Check				Employee	Uniform Issued Form	
Employee	Nationality				Employee	VISA	
Employee	Ethnicity						
Employee	Proof of Address						
Employee	Proof of Bank Account						
Employee	RCS ID Card Issued						
Employee	Reference 1 Received						
Employee	Reference 2 Received						
Employee	Induction						
Employee	Appraisal Review date						
Employee	Contract Sent						
Employee	Contract Returned						
Employee	48 Hour opt-out						
Employee	UK Driving Licence						
Employee	DBS Check						
Employee	DBS Expiry Date						
Employee	DBS Disclosure No.			~			
<u> </u>				-			

Data retention years - defines the number of full tax years (normally 3) after an employee leaves during which time their data must be retained. Beyond the retention years, the data can be anonymised.

Property types containing personal data - the user can identify which employee and contact property types may contain personal identifiable data. For each ticked, an optional anonymised default value can be defined when applying anonymisation.

Attachment types containing personal data - the user can identify which employee and contact attachment types may contain personal identifiable data.

NOTE: For installations with 'test' environments that are periodically copied from live data, it is strongly recommended that no attachment types be identified as containing personal data. The anonymisation process (detailed below) will physically delete documents from the document store (which is separate to the TemplaCMS database), and as such running anonymisation on

a test environment could delete live documents. To mitigate the risk, where Templa has provided scripts for the creation of test environments, these will need to be amended to automatically remove the attachment types from the anonymisation control. Furthermore, the existing records for documents in the document store will have their file paths removed. This would, however, mean that (for example) a QA document re-print from the test environment would not include photos or signatures.

Housekeeping

It is possible to define, per transaction type, a number of weeks after which transactions will be archived. It is possible to define a different number of weeks for each per transaction type.

F					System Control -	System Setup
General						
Close Save						
Navigate						
General Business analysis levels	Passwords	Frequency colours	Email preferences	Data protection	Housekeeping	Licence
Archive weeks		History weeks				
Cashbook headers		Alert messages		26		
Contracts	26	Batch jobs	2	26		
Data forms		Gateway logs	2	26		
Equipment audit forms		Gateway files		26		
Journals		Mobile gateway files	s	26		
Multi-site stores orders						
Purchase invoices						
QA forms	26					
Service requests						
Stores Orders	26					
T&A logs						
Timesheets	26					
Workbills	26					

As part of the overnight housekeeping routine, where archive weeks have been set up for each transaction type they will be archived as below:

- Cashbook headers all posted cashbook headers added prior to the defined number of archive weeks will be archived
- Data forms all completed or discarded data forms added prior to the defined number of archive weeks will be archived
- Equipment audit forms all completed equipment audit forms added prior to the defined number of archive weeks will be archived
- Journals all posted journals added prior to the defined number of archive weeks will be archived
- Multi-site stores orders all completed, cancelled or rejected multi-site stores orders added prior to the defined number of archive weeks will be archived
- Purchase orders all posted purchase orders added prior to the defined number of archive weeks will be archived
- Service requests all complete or abandoned service requests added prior to the defined number of archive weeks will be archived
- T&A logs all T&A logs where the log date is prior to the defined number of archive weeks will be archived

When retrieving data for lists for each transaction type, unless the user is flagged as 'Allow view of archived data' and the user has specifically chosen to include archived transactions on the relevant filter, any archived transactions will not be retrieved in the list.

License

The applied **TemplaCMS** license key is displayed, this should not be removed or changed unless under the instruction of **Templa** to do so.

<u>•</u>				S	System Control -	System Setup
General						
Close Save						
Navigate						
General Business analysis le	vels Passwords	Frequency colours	Email preferences	Data protection	Housekeeping	Licence
Licence key Mapping API key	GGZUEZZUGJZBB	TTTUBLUXBTTTJXG	XGXGXGSDOJFOM	FKGULEOUYTPD	••	
маррінд Агт кеу						

If the Google Maps API is being used a valid Google Maps API licence key should be entered in the Mapping API key field.

ADVANCED OUTLOOK INTEGRATION

Please note this is a licensed option and may not be available to all companies.

Enable email classification (from MS/Outlook) – when ticked **TemplaCMS** will monitor emails sent and received in **MS/Outlook**, and store those that relate to email addresses known to **TemplaCMS** (as employees or contacts) in the **TemplaCMS** document store, whilst ignoring others.

	(↓) = S	ystem Control - Advanced Outlook Integration	_		\times
	General				
	Close Save				
	Navigate				
ļ	Outlook Integration				
	Enable email classificati	on (from MS/Outlook)?			
:	Email classification path				
	Contact attachment type				
	Employee attachment type				
			Email sensitiv	ity rules	

Email classification path - a MS/Outlook add-in will intercept each email as it is sent or received and automatically save it to the nominated shared network folder.

Contact attachment type - in attaching an email to a contact it will be assigned the relevant overriding attachment type based on the defined 'sensitivity rules (see below) or the default contact attachment type as defined above.

Employee attachment type - in attaching an email to an employee it will be assigned the relevant overriding attachment type based on the defined 'sensitivity rules (see below) or the default employee attachment type as defined above.

Email sensitivity rules - within MS/Outlook, emails can be assigned a 'sensitivity', being one of the following: Normal, Personal, Private, Confidential.

It may be desirable that emails 'to' or 'from' certain email addresses flagged with one of these sensitivity levels be secured to certain user roles within the *TemplaCMS* document store.

	. .	Email Rule Details - (new)		_		×
Gene	eral					
Close	Save Save and new					
Navigate	Save					
General Dat	es					
	Partial match on	email address?				
Partial email	projects@templa.com	m				
Sensitivity	Normal	\sim				
	Do not store thes	e emails?				
Attach as	Document		∞ ()			
EmailRuleDetail	1		© 2017 Templa	a Compute	er Systen	ns Ltd

Each *sensitivity rule* can nominate and *email address*, *sensitivity level* and *overriding attachment type*.

Core Modules

BUDGETS

) 🔎) =		System Con	trol - Budgets			
Ge	eneral						
	1						
Close Sav	ve						
Navigate							
udgets							
Default s	suppress in non-	working pe	riods				
	suppress in perio						
Auto-build	ruppress in perio	alea perior					
	uild revenue bud	aet?					
Budget per		Months	~				
Bought in s	ervices budget c	ontrol frequ	Jencies				
				Budget year end date	01/01/1900	~	
Count	Basis			Description			
0) Not set	\sim	Rolling perio				
0	Not set	\sim	Rolling perio	•			
	Not set	\sim	Rolling perio	•			
0			Rolling perio				
0	Not set	\sim	Rolling perio				

Default suppress in non-working periods - when flagged the system will check the calendar associated to the contract for non-workig periods defined and automatically suppress the budget during this time.

Default suppress in periodics period - this option works identically to the above, relating however to calendar defined periodic periods rather than non-working periods.

Auto-build revenue budget - when flagged, all new tasks added to a contract will automatically default in the flag at the given frequency. This will invoke the auto-building of revenue budget records

Bought in services budget control frequencies – Bought in services budget control frequencies and a budget year end date are available (these are similar to those defined for stores ordering budget control).

PAYROLL

Payrun

		System Control - Payroll
		System Control - Payroli
General		
Close Save		
Navigate		
Payrun Timesheets Holiday Cost re	etrieval Reconciliation Gender pay gap	Average earnings
		Payslip detail settings
Pay calculation method	Actual	Payslip detail level Verbose multi-page
Paysheet document style	Format1-Standard	Hide standard hours? Subtract holiday from standard? Subtract absence from standard?
Payrun rounding option	Full Period	Include task? Blank line between sites? Hide hours & use contracted rates for annualised employees?
Payslip note BA level	(Not set)	The nous wase contracted rates for annualised employees?
Annualisation weeks per year	52.14000	
Site working/cleaning weeks per year	52.14	
Payroll delivery budget group	Weekly Target	1 m m m m m m m m m m m m m m m m m m m
Un-approved pay cfwd extra type	Carry Forward Pay	1 m m m m m m m m m m m m m m m m m m m
Un-approved pay bfwd extra type	Brought Forward Pay	∞ 0
Contract employee - default effective date	Previous	
Minimum weekly permanent hours	36.00	
Minimum weekly full-time hours	30.00	
Generate RTI data review	During pay batch post	Post RTI batch during pay batch post?
	Suppress carry forward unapproved pay	✓ Update SSP qualifying days in RTI batch?
	Allow task level pay	Allow use of sub-contracted employees?
	Force contract cover rate entry?	Prevent use of visa expired employees? Expired visa absence reason
Roster document attachment type	Roster document	∞ ()
Default TA log analysis report format	Format 1-T&A Log analysis simple contracted	d
Annualised salarv cover rate basis	Annualised rate	

Restrict contract to single payroll – the default is setting is *Yes*. If set to *No* the system will allow users to add employees from different payrolls datasources on the same contract.

Payroll calculation method - this default will be used when adding an employee to a contract and can be set to *Actual* or one of the *Annualisation* methods. This can be overridden on the employee.

Payslip detail level - this defines the level of payslip detail that will be displayed on the *TemplaCMS* payslip in the *TCMS details* box.

Paysheet document style – the following 3 formats are available:

- Format 1 Standard
- Format 2 With extras
- Format 3 Extras and summaries

Payrun rounding option - this can be set to *Full Period* or *Per day.*

Payslip note BA level – select a business analysis level to print in the payslip notes section on payslips if required.

Annualisation weeks per year – this depends on the company, some companies use **52** weeks in annualisation calculations and others use **52.14** weeks.

Site working/cleaning weeks per year – this is the default number of weeks a site is open for cleaning in a year, it can be overridden on site calendars where needed.

Payroll delivery budget group – the selected payroll budget group will appear on timesheets.

Un-approved pay cfwd extra type - when the employee approval functionality is used in Templa CMS the default *carry forward* extra paytype need to be defined.

Un-approved pay bfwd extra type - when the employee approval functionality is used in Templa CMS the default **brought** *forward* extra paytype need to be defined.

Contract employee - default effective date - when an employee is added to a contract the selected option will be considered when determining the new employee's 'effective from' date. The system control options are as below:

- Task (the task's effective from date)
- Previous (the previous effective from date will use the task if no previous employee exists)
- None (no date will default in)

Minimum weekly permanent hours – number of hours an employee has to work in a week to be regarded as permanent with regards to TUPE extracts produced from **TemplaCMS**.

Minimum weekly full-time hours - number of hours an employee has to work in a week to be regarded as a full-time employee with regards to *National Statistic reports*.

Suppress carry forward unapproved pay – when flagged this hides the employee approval functionality in TemplaCMS so that I can' be used.

Generate RTI data review? - when flagged, upon successful generation of a pay batch a new RTI review batch will be automatically created for the user to post to SelectPay.

Update SSP qualifying days in RTI batch - when flagged, the system checks the employee contracted days per week for the relevant period. On Posting the payrun batch it will then update the first line of SSP qualifying days on each employee's SelectPay record.

Allow task level pay – when flagged this allows employee pay rates to be controlled at task level so that all employees on a task can be assigned the same base and cover rates (or pay scale).

Allow use of sub-contracted employees? – this is not relevant to UK customers

Force contract cover rate entry - where this option is flagged the minimum, maximum and default cover rate fields will become mandatory on all contracts i.e. users will not be able to save or request approval on a contract until either a rate or pay scale have been entered in all 3 fields.

Roster document attachment type - once successfully distributed, the PDF Roster detail document will be automatically stored for future traceability as an employee level attachment type as defined here.

Default TA log analysis report format - when using Format2 new 'columns' options are provided so the user can decide what to include.

Annualised salary cover rate basis - when the Annualised salary cover rate option is set to 'Contract cover rate' the cover rate column is available for entry on annualised salary contract employees.

Prevent use of visa expired employees – when ticked the user will be prevented from setting the 'effective to' date of the assignment beyond the current expiry date of the employee's visa. In addition to the above the user will also be prevented from making any payment either via the weeks/dates or extras for a date beyond the current expiry date of the employee's visa.

Payslip detail settings – these settings control the layout of the details section on the payslip.

- *Hide standard hours –* when ticked standard hours will not be printed on the payslip.
- Subtract holiday from standard? when ticked holiday hours will be subtracted from the standard hours.
- *Include task?* when selected the task will be printed on the payslip.
- Blank line between sites when selected a blank line will be inserted between the sites on the payslip.
- *Hide hours and use contracted rates for annualised employees* when ticked the site details breakdown that is normally printed on the payslip for annualised employees will now show the standard contracted rate & total pay, along with the employee frequency, e.g. as

Monthly rate of pay £11.38hr £1,365.00

- Where the employees' rate of pay changes mid-month the system will use the latest contracted rate, but this will only be possible where the employee has contracted hours entered, if not it will show zero.
- Non-contracted pay will appear as normal with the employee's actual hours and rate of pay being printed

Please note:

- Where the employees' rate of pay changes mid-month the system will use the latest contracted rate, but this will only be possible where the employee has contracted hours entered, if not it will show zero.
- Non-contracted pay will appear as normal with the employee's actual hours and rate of pay being printed

Timesheets

*		System Control - Payr	oll					
General								
Close Save								
Navigate								
Payrun Timesheets Holiday Costr	etrieval Reconciliation Gender pay gap Average earnings							
	Format1-Adjustments	-	_	[• · ·	le i		(
Timesheet excel export style		Exception	V	Auto approve	Force comment	Report?	Prevent send-on	_
Auto process leavers & joiners	No	Wage budget value exceed Wage budget hours exceed						
Excess hours level	51.00%	Value below wage budget	leu					
Max hours per week	0.00	Under budget value tolerar	nce exce					
Max nours per week	0.00	Under budget hours toleran	nce exc					
Leaver check days	128	Rate overridden						
Pro-rata rounding basis	End of month	Probable leaver Periodic pro-rata budget va	alua avo					
-	Both	Periodic on non-periodic da						
Allowed periodic employees		Periodic budget value exce						
Periodic budget usage check	Both	Periodic adjustment added						
Allow holiday on non-contracted date	No	Over budget value tolerand						
Employee schedule format	Format 1 standard	Over budget hours tolerand Non SSP sick pay may app						
		Non SSP sick pay may app No workbill pay value enter						
		No workbin pay value ente	i cu					
Roster manager cover rate method	Use cover defined on contract-lowest rate (for given day)							
Resolve holiday to pro-rata entitlement	Force timesheet completer to resolve holiday	Furlough						
Auto-approve leavers	Auto-approve joiners	Top-up extra type	TOP UP 2	20%			∞ (1)	
Auto-approve exceptions	Auto-approve holiday	Reversal extra type	Furlough	reversal			∞	
Auto-approve absence	Auto-approve workbills							
	Leaver holiday pay required	Full pay extra type	Full paym	nent			 𝔅 <li< td=""><td>1</td></li<>	1
Un-tick employee on exception	Un-tick week on timesheet exception							
Absence details								
Default absence reason	Absence			∞ €	🛛 🗹 Requires	signoff?		
Default authorised absence reason	Authorised absence			∞ (Requires	signoff?		

Timesheet excel export style – different excel formats for exporting timesheets exist in TemplaCMS. The format required can be set-up from here and can be one fo the following:

Adjustmens, Actuals, Concise Actuals and Manual Adjustments.

Auto process leavers & joiners – when set to Yes if an employee is marked as a company or site Leaver on a timesheet on saving the timesheet the contract will automatically be updated to end date the employee. When set to No instead of this automatically updating the contract when the timesheet is saved an employee movement will be recorded on the employee movement screen from where the employee movements can be applied to the contracts at a later point.

Excess hours level – this % can be set to flag up to payroll when an employee has worked more than their contracted hours on a given day.

Max hours per week – this allows the maximum hours that an employee is allowed to work during a week to be defined. There is also an exception for *Maximum hours exceeded?*, it is not possible to prevent send-on based on this exception as the maximum hours check will include hours from multiple timesheets which could be assigned to multiple users therefore potentially leaving some users unable to resolve the exception.

Leaver check days – if an employee is not paid in *TemplaCMS* for the set number of days the system will flag those employees up as *Probable Leavers*.

Pro-rata rounding basis – this can be set to End of Quarter, End of Period or End of Month and has bearing on employee entitlement and usage:

- The *End of quarter* rounding option allows an employee to use all of their holiday entitlement for a quarter in the first part of the quarter, leaving no holidays for the remainder of the quarter. This option would not warn a user if they've gone over their pro-rata entitlement but only if they've gone over their annual entitlement and does not consider future bank holidays, only those in the current period.
- The *End of pay period* option considers future bank holidays will warn the user when they go over their pro-rata entitlement regardless of whether they can use all of their holiday entitlement at the start of the quarter / new holiday year or not.
- The *End of Month* will behave the same as 'End of pay period' but warn the user at the end of the month and not for each pay period this should be considered on 2 weekly payrolls where more than one pay period may fall into a month.

Allowed periodic employees – This option is used in *Periodic Budget Control* and allows the selection of *Annualised*, *Actual* or *Both*, the default option is *Both*. In generating and fixing-up timesheets the process considers the *Allowed periodic employee* setting defined. Where the employee pay calculation method is not allowed, the *Periodic school holiday* is treated in the same way as a *Non-working school holiday*.

Allow holiday on non-contracted date – when ticked this will allow users to enter holiday for an employee that they are not contracted to work during timesheet completion.

Employee schedule format – via the roster manager employee view, it is possible to print or e-mail the schedule for a selected employee. 2 Formats exist:

- Format 1 standard
- Format 2 contract notes

If format 2 is selected, a further option for *Employee schedule BA level* is visible, optionally allowing a single BA level to be nominated to print on the new employee schedule format.

Resolve holiday to pro-rata entitlement - when ticked the user who is completing the timesheet will not be able to enter holidays that goes over the employee's pro-rata entitlement.

Auto-approve leavers - when ticked payroll users do not have to approve leavers entered on the timesheets.

Auto-approve exceptions - when ticked payroll users do not have to approve any exceptions entered on the timesheets.

Auto-approve absense - when ticked payroll users do not have to approve any absenses entered on the timesheets.

Un-tick employee on exception – when timesheets are sent for approval ticking this option will un-tick any employees with exceptions on to enable payroll to easily identify those that need to be checked and approved.

Force timesheet completer to resolve holiday - when ticked this will force the user who is completing the timesheet to resolve any holidays entered that cause the employee to go over their pro-rata entitlement. This would normally entail changing the holiday to absense.

Auto-approve joiners - when ticked payroll users do not have to approve joiners entered on the timesheets.

Exceptions – this allows for the following options against each exception that can be triggered on a timesheet during timesheet entry:

- Auto approve timesheet user will able to send-on the timesheet the exception will be auto approved
- *Force comment* where any exception exists that has been flagged as *Force comment*, the timesheet user will no longer be able to send-on the timesheet until a comment for the exceptions has been entered.
- *Report?* where any exception exists that has been flagged as Report these will appear on the exceptions report
- *Prevent send on* where any exception exists that has been flagged as Prevent send-on, the timesheet user will not be able to send-on the timesheet until the exception has been resolved.

Furlough – for more information on the available Furlough functionality and settings please see our *Furlough* manual.

Holiday

General	Syst
Close Save Navigate	
Payrun Timesheets Holiday Cost retrieval Reconciliation Gender pay gap Average earning	js
Accrued holiday pay/deduction cost type Accured Holiday	
Hide bank/public holidays on timesheets and payslips?	
Holiday accrual (in hours) allowed?	
Manage holiday by contract task?	
Timesheet joiner accrual holiday method	Ø,
Delivered hours holiday calculations	
Include holiday in delivered hours?	
Include holiday in delivered pay? Include bank/public holiday in delivered pay?	
Automatic public holiday pay	
Apply calculation rules?	
If working at least hours, over the preceding weeks	
Calculate pay as % of avg week in the preceding weeks	
Pay using extra type	
Absence reason	
Max 'BH' hours per day	

Accrued holiday pay/deduction cost type – this pay/deduction cost type will be used for payments / deductions generated during the *Leavers Holiday Pay Generation* process.

Hide bank/public holidays on timesheets and payslips? – when ticked this will not display or print public or bank holiday information on timesheets and payslips.

Holiday accrual (in hours) allowed? - this option is for the Irish market and should not be used by other UK customers.

Timesheet joiner accrual holiday method – this option is not relevant to UK customers.

Delivered hours holiday calculations - These options control whether the **holidays** and **public or bank holiday's** forms part of the 'Delivered' hours and pay on timesheets and for reporting purposes.

Automatic Public Holiday pay - note, these options are primarily for the Irish market, though may be used within the UK as well. It is not applicable to either Australia or Iceland.

- *Apply calculation rules?* with the automatic calculation of public holiday enabled, the generation of timesheets will mark any non-working public holiday date as absent, applying the selected absence reason as above. The employee will therefore lose any contracted pay for that date
- If working at least XXX hours, over the preceding XXX weeks calculation rule
- Calculate pay as XXX% of avg in the preceding XXX weeks calculation rule
- Pay using extra type specify a specific paytype that will used to pay the employee Automatic Public Holiday
- Absence reason specify an absence reason for example Public Holiday

After generation, and indeed as the timesheet is updated by a user, the qualification for, and value of, public holiday pay will be assessed each time a timesheet is saved. The results of this process being added as specifically dated extras (using the nominated extra type).

Individual calculations are carried out within each timesheet using the data available at the time. It must be remembered however, that an employee assigned to multiple sites could have their timesheets completed in any sequence, and therefore an update of a timesheet may impact the public holiday qualification and calculation for other timesheets. The process will NOT take this into account immediately (not least because another user may have the related timesheet locked). It is therefore necessary to perform a final public holiday calculation as part of posting the pay batch. As a result, it is possible that the hours and values on a fully signed-off timesheet will be changed at the point of posting.

Cost retrieval

			System Control - Payroll	
General Close Save Navigate				
ayrun Timesheets	Holiday	Cost retrieval Reconciliation Gender pay gap Average	earnings	
Company payroll costs	s Import	Cost type	Apportionment	Journal to
Employers NIC		NICers	Apply to all	accounts
Employers pension		PENers	S C	
Company sick pay		Company Sick Pay	%	
Irrecoverable SMP		SMP		
Irrecoverable SPP		SPP		
Irrecoverable ASPP		ASPP	© @	
Irrecoverable SAP		SAP	•	
Irrecoverable SSP		SSP	0	
Apprenticeship levy		App Levy	Solution	
Employee payroll cost	-			
Employee's NIC	s 2	NICEEs	1 m	
PAYE		PAYE	Ø ()	
User defined payroll of				
	ader here to	group by that column.		
Pay type		/ Journal to accounts? Cost type	Apportionment	
Add Ren	nove selecte	ł		

TemplaCMS allows the optional import of the above irrecoverable costs for site reporting from SelectPay – these costs relate to system level paytypes in SelectPay. The '*Cost type*' that should be used for each need to be nominated as well as the box ticked to with the option to send the resulting journal to the accounts system.

The 'Apportionment' option is provided for NIC allowing the option to apply to all sites or whether to apply chronologically.

It may be necessary to retrieve costs from user defined pay types within SelectPay in addition to those costs from system pay types. As such, the *User defined payroll costs* grid allows the definition of any number of pay types to be retrieved from SelectPay. For each selected pay type, a relevant cost type must be defined along with a separate checkbox to indicate if the costs should be included in accounts journals.

In addition, users may choose the method to apportion cost to sites with options of:

- Apply to all
- Apply to first site

In the cost retrieval process, any user defined payroll costs will be stored against timesheet employees apportioned using the selected method. Based on the 'Journal to accounts?' checkbox, a standard or non-accounts journal will be created as relevant.

Once retrieved, user defined payroll costs can be seen on the timesheet and pay batch employee list by use of the taskbar button 'Show retrieved costs'.

Please note: Users must ensure that only costs which are solely accounted for in SelectPay are retrieved so as to avoid the possibility of duplicating costs where the value is in both systems.

Reconcilation



Any SelectPay *paytypes* that should be ignored when looking at the paybatch *Reconcilation* need to be added here.

Gender Pay Gap

(1) ₹	System
General	
Close Save	
Navigate	
Payrun Timesheets Holiday Cost retrieval Red	conciliation Gender pay gap Average earnings
Payroll cost type	Nature for Gender Pay Gap reporting
80% FURLOUGH	Normal pay
Absence adjustment	Normal pay
Accured Holiday	Exclude
Bank Holiday	Exclude
Basic pay	Normal pay
Brought Forward Pay	Exclude
Carried Forward Pay	Exclude
Cover pay	Normal pay
Holiday adjustment	Normal pay
Holiday pay	Normal pay
Paid Absence	Exclude
Periodic	Exclude
Tea Towels	Exclude
Workbill	Exclude

In order to extract the correct data for reporting, it is necessary for **TemplaCMS** to know which hours and pay relate to 'normal pay' and which relate to 'bonus pay'. The above screen lists all 'payroll' cost types, and allows the user to identify the *GPG* nature of each, being one of:

- Normal
- Bonus
- Excluded

Note that at installation time, the standard cost types used by timesheet entry will be identified as 'normal pay', whilst all others will be 'excluded'. It is the responsibility of an administrator to review and amend these settings as is appropriate to your environment.

Average earnings

(1) (2) =			System Co
General			
Close Save			
Navigate			
Payrun Timesheets Ho	liday Costretrieval Reconc	iliation Gender pay gap Average earnings	
Payroll cost type		Nature for Average Earnings reporting	
80% FURLOUGH		Exclude	
Absence adjustment		Include	
Accured Holiday		Exclude	
Bank Holiday		Include	
Basic pay		Include	
Brought Forward Pay		Exclude	
Carried Forward Pay		Exclude	
Cover pay		Include	
Holiday adjustment		Include	
Holiday pay		Include	
Paid Absence		Exclude	
Periodic		Include	
Tea Towels		Exclude	
Workbill		Include	
Furlough dates			

It is possible to report on an employee's '*Average Earnings*'. Currently, this is linked to the need to furlough employees at 80% of average pay where relevant, although there may be other uses for this report as well.

The user must nominate which payroll cost types are to be included. For example, basic pay and cover would be included, whilst bonus and expense payments would not.

In addition, the user can optionally specify the UDPs being used to record the current furlough start and end dates at site and employee level

STORES

Stores

Budge	tary co	ntrol fre	quencies		Budget year end date	31/03/2015	~	Mobile device and	Documents Picking list analysis level BA
1 2	Count	Basis Month Month		Fixed period V Rolling perio	Description Monthly Rolling guarter			stores order form	Delivery note analysis level BA V Stores form analysis level (Not set) V
3 4 5 Budg	12 et mana	Month Not se Not se	t v	Rolling perio V Rolling perio V Rolling perio V	Rolling year				Control supplier order redistribution Order number prefix Suppress suffix?
Interr	lts r type nal store group	e	Direct RCCP 30% Standard Pri	ice List	0) 🔌	Transfer c	ory client PO on stores billin osting Last Cost ust on approval	ng 🔽 Recharge requires billing?
Direc	rt	No No request	Transfer	No	To stores No	•	Recharge b Split by	-	ient PO ref ODelivery OMonth and client PO ref
Store	s order	workflo	w path Stores of	order approval		∞	Delivery sig		
☑ A			t change tolerance oduct cost changes % Decrease	Cost change	es on invoice within the t cally applied as 'last cos' rance will require workflo	ť. l	Processing	ate? Immediate proce without approval	ssing allows orders to progress directly to received, or GRN entry. ly relevant where solely 'Direct' orders are in use.

Budgetary control frequencies – this allow the budgets to be measured in different ways over certain periods, e.g. *Fixed period*, or *Rolling period* budgets. The *Stores order form* tick box determines which budget frequency will be printed on stores order forms.

Budget year end date – where a budget it set to a *Fixed year*, the system needs to know when the *Budget year end date*, the budget start dates can differ so cannot be used as a pointer for the year.

Budget Management level – this can be set to a specific *business analysis* (BA) level rather than to contract (i.e. the current processing), the figures displayed at *Stores Order* entry time will then represent the sum of budgets and spend across all contracts where the nominated BA level matches that of the site for which the order is being created. In this way, individual contracts will continue to have discrete budgets, but the manager will be free to spread the spend against these budgets across his/her sites as is deemed necessary.

Defaults – the following Defaults for Orders can be specified, but can also be overridden when entering the order:

- Order type this can be Direct, To Stores or Transfer
- Internal Store where a Warehouse is used this can be set to the default warehouse site
- Price groups the system wide default *recharge price group* should be set here. Client specific price groups can be added to contracts.

Cancel Remainders - when less stock has been delivered than the amount requested, the remainder of the order can be cancelled if necessary. If they are not cancelled, the items that were not delivered will go on to 'back order'. This can be set for each type of order i.e. *Direct, Transfer* or *To Stores*.

Stores Order requests workflow path – a workflow path that controls approval and processing of Stores Order requests need to be set up.

Supplier product cost change tolerance – these options exist for last cost tolerance changes, via 'increase tolerance %' and 'decrease tolerance %':

- Where a last cost change is detected, and where the % difference exceeds any of the tolerances, an action can be sent through workflow for specific excessive last cost change approval or rejection.
- Where the excessive last cost change is approved, or the % difference is within both of the defined tolerances, the change will be accepted and automatically applied to the product/supplier record, ensuring product audit records are also generated.
- Last cost maintenance also allows a managed automatic process for updating last cost directly from supplier invoices received.

• Auto manage product cost changes – if this box is ticked, during the posting of a purchase invoice with product lines (excluding those with an ad-hoc status), the unit cost on the invoice line will be compared to the currently held product/supplier last cost. If it differs, this will update the last cost of the product as per above.

Documents - Stores documents can be set to be automatically analysed based on business analysis levels:

- Control supplier order redistribution this is an optional control process to help prevent duplicate documents being sent to suppliers. A workflow path for Supplier order redistribution control needs to be set up if this option is used.
- Once enabled, if a user attempts to distribute a stores order which has already been distributed, they will be prompted by a message informing them that the redistribution requires approval, and that if they want to proceed, a reason code must be entered.
- Order number prefix and Suppress suffix control whether a prefix and suffix are added to stores orders when printing.
- If the *Required* box on the *Delivery signature* section is ticked an *attachment type* need to be specified against which to record the signature. This is mainly used on the mobiles devices where a client may sign when goods are delivered.

Default mandatory PO on stores billing – enabling this will force users to enter PO numbers on all stores order recharge billing lines.

Transfer costing - the options for Transfer costing are FIFO and Last Cost.

Force recharge billing document separation - if this option is enabled, a separate invoice for each different PO reference per client will be generated where they are entered on stores orders, regardless of whether any groupings or consolidation setting are defined on the contract billing tab.

Invoice when complete – when enabled this option will (under the Recharge Billing section) only invoice recharge billing when an order has been fully delivered or where any remainders have been cancelled.

Delivery signature – if ticked this will force the mobile user to get a signature for a Stores Order upon delivery of the order.

mmediate processing - When ticked, this option changes the *stores order entry* window for a *Direct order* to replace the workflow and posting options with a single *Process* toolbar button. Using the *Process* option does not require workflow approval of the order, instead it will be immediately posted and delivered. As a result, the order will be immediately available for re-charge invoicing and purchase invoice matching without further user intervention.

Repeating orders

When a repeating stores order is created and the repeating items generated, a new instance of the order lines are created within the same stores order (based on the required date) to allow for easy GRN matching. Whilst the initial repeating order will generate a document (and be communicated to the supplier if e-trading is implemented), each repeat will not, as the repeating nature was communicated on the initial order.

) =	
	General	
Close	Save	
Navi	gate	
Close	Repeating orders	Purchase types
Repea	ting orders	
Туре	Norm	al 🗸

Where the repeating orders *Type* is set to '*Discrete*' it is possible to generate a new, discrete stores order each time repeating items are generated (based on the order date).

Purchase Types

-	🥥 🕫 System Control - Stores					\times
General						
Close Save						
Navigate						
Stores Purchase	types					
Purchase cost type	s		Purchase task type	s		
Ad-hoc materials	Equipment Repair Costs		Ad-hoc materials	Equipment		
Consumables	Inclusive Consumables		Consumables	Recharges		
Materials	Inclusive Materials		Materials	Materials		
Recharge	Re-chargeable Goods		Recharge	Recharges		

To isolate and budget for different cost streams the products used through stores orders for other purposes like workbills or contract start-up for example can be differentiated from those same products used as materials, consumables and recharges but without setting up a duplicate set of products for this purpose.

In order to achieve the above a list of user definable *Purchase types* can be setup which can be selected or defaulted in from the stores template during Stores Order entry. Each purchase type can also be assigned to a specific task type for reporting and analysis purposes.

WORKBILLS

Workbills

··			System Control - Workbr	115		
General						
Close Save						
close bave						
Navigate						
Workbills Repeat defa	aults One-off de	faults		-		
Default suppress i				Show supplier on customer copy	Yes	
Show workbills on			lude team workbills?	Allow supplier copy		
Consolidate team		ips?		Show costs? ●Yes ○No ○Dis		
Invoice supplier w	orkbill on PI post?			Separate customer and supplier		
Manual release of				Control supplier workbill redistrib		
Auto post one-offs	when approved (de	pes not apply to quotes)		Show team members on supplier	сору	
Use 'work instructi				Print preferred team employees of	on supplier copy?	
Allow discrete plan	n of multi-day work	bills?		Print BA level?	(Not set)	
Prevent duplicate exte	ernal reference	Ignore 🗸		Print task description?		
Prevent duplicate clie	nt PO reference	Warn 🗸		Auto email client document to contact when one-off completed?		
Workbill manager BA	level	(Not set)		Auto email client document to cor	ntact when one-off posted?	
-				Auto email quote document to cor	ntact when approved?	
Workbill manager ban	k holiday colour	215, 80, 91 🗸		Auto email supplier document to a	contact when posted?	
Workbill employee page	yment entry	Employee payments	~	Auto email supplier document to e		
				Include photo's on customer print?	●No ○Yes ○Optional	
Attachment types	Workbill Photo		∞	Include photo's on supplier print?	●No ○Yes ○Optional	
Photo				Quote document format	Format 3 (using quote sites) 🗸	
Signature	Workbill signatu	e	€	Porfolio BA level	Contract Manager	
Quote	Workbill Quote d	ocument	 Image: A = A = A = A = A = A = A = A = A = A	Development BA level	Area	
Default workflow paths				Owned by BA level	(Not set)	
One-off	Ad-hoc Workbill	Approval	€	-,		
One-off quote	One off quote		 (1) 			
Workbill billing Split by None		nt PO ref OConfirmation OMonth and cl	ient PO ref OWorkbill			
	0.000					

Default suppress in non-working periods – this will suppress the generation of workbills where there are non-working periods defined on relevant site calendars.

Show workbills on timesheets? - will display all workbills with the excluding supplier workbills for a specific site on the related timesheets.

Include supplier workbills? - will display all *supplier workbills* for a specific site on the related timesheets. This option is to be used where, for example, a sub-contractor was supposed to do the work but for some reason didn't and an employee stepped in to do the work.

Include team workbills? – will display 'team' assigned workbills on the timesheet. If using the 'Team Payments' process it may be necessary to prevent timesheet completers from having access to amend payments on team workbills via the timesheet.

Consolidate team payments on payslips? – when ticked this If consolidation is required the payslip details will replace the workbill level details with summarised lines, as per this example:

Consolidated workbill payments - All sites: STD 8hrs @ £7.00/hr = £56.00

Invoice supplier on workbill PI post? – with this option ticked, non-supplier workbills will continue to be eligible for sales invoice generation immediately they are marked as completed. Supplier workbills however will only become eligible when a purchase invoice matched to the workbill completion record has been posted.

Manual release of team workbills to mobile? – with this option ticked, any team assigned workbill will no longer be sent to mobile devices automatically. Instead, the entire plan for a date must be manually approved for distribution from the Team Manager.

Auto post one-offs when approved – when flagged, if a non-quote one-off workbill is approved the workbill will be automatically posted when approved via workflow.

Use work instruction build up - when flagged, the work instruction text box on the workbill is replaced with a grid, allowing the entry of multiple work instructions, and their associated costs/prices.

Allow discrete plans of multi-day workbills? - with the 'Allow discrete plan of multi-day workbills?' checked on System Control, users will be able to optionally specify which days the workbills can be planned on via a set of seven checkboxes, one for each day of the week, which initially will be unchecked.

Prevent duplicate external reference - options are Ignore, Warn and Prevent.

Prevent duplicate client PO reference - options are Ignore, Warn and Prevent.

Workbill manager BA level - this level controls which level of analysis codes can have a colour specified for the workbill manager.

Workbill manager bank holiday colour – bank holidays on the Workbill manager will appear in the colour set here.

Workbill employee payment entry – when entering workbill employee pay, the pay for each employee can be entered as a total number of hours on a single date or as accurate hours spread across multiple dates. The options are:

- Employee payments
- Employee payments and extras

Photo attachment type – default attachment type that would be used if photo is taken on the mobile device. This includes options for *photos*, *signatures* and *quotes*.

Signature attachment type – default attachment type that would be used if workbill confirmation is signed on the mobile device.

Default one-off workbill path – any workbills requiring approval from the mobile device will use the specified workflow path.

Default one-off quote workbill path - any workbills requiring approval from the mobile device will use the specified workflow path.

Workbill billing – it is possible to define a 'Split by' option for contract workbill billing lines to achieve workbill billing consolidation and splitting as required, with options of:

- None workbills are consolidated within the invoice batch, with no split
- Month workbills are consolidated within the invoice batch, split by the month of the workbill work done date
- *Client PO ref* workbills are consolidated within the invoice batch, split by the client PO ref
- *Confirmation* workbills are consolidated within the invoice batch, split by the date of the workbill work done date
- *Month and client PO ref* workbills are consolidated within the invoice batch, split by the month of the workbill work done date and client PO ref
- Workbill workbills are not consolidated within the invoice batch at all with each workbill invoiced separately

Show supplier on customer copy – this can be set to Yes, No or Name only. Yes will print the full supplier details on the customer workbill, No will hide all the supplier details and Name only will print the supplier name but no other supplier details (for example address details).

Allow supplier copy (with costs) – this allows the printing of either a customer copy or a supplier copy (which includes the costs and hours), or both.

Both the above options are compatible with each other, and if printing or e-mailing two, separate documents are created.

Show costs? - this option allows the following settings which will be applied when the supplier workbill document is generated:

- *Yes* the *Cost* heading and values will be shown.
- *No* the *Cost* heading and values will not be shown.
- *Disguise numeric* the *Cost* heading will be replaced with the words '*Sup code:*' and the value will be printed as an unedited number for example 1850 instead of £18.50.
- *Disguise alpha* the *Cost* heading will be replaced with the words '*Sup code:*' and the value will be encrypted by having each number replaced by the letter for the relevant position of the alphabet 1 = A, 2= B, 3= C.....J=10 thus £18.50 will become AHEJ.

Separate customer and supplier work instructions – this option enables workbills to allow different supplier/internal and customer work instructions to be entered, and thus appear on the resulting workbill document. This can prevent supplier-specific, potentially sensitive information from appearing on the customer version of the workbill document.

Control supplier workbill redistribution - this will, when ticked, prevent duplicate documents being sent to suppliers and is controlled via workflow. With this option enabled, if a user attempts to send a workbill which has already been distributed, they will be prompted with a message informing them that the redistribution requires approval, and if they proceed, a reason code must be entered. Once approved, a user will be able to redistribute the workbill as needed. The workbill's workflow history will be updated for any redistribution, so the user will be able to see an audit trail.

Show team members on supplier copy - this option will print the names of the team members on supplier copies of a workbill where the workbill is assigned to a team.

Print BA level? - this allows the chosen BA level to be printed on the workbil for example Operations Manager.

Print task description? - workbills are assigned to tasks, this option will print the relevant task description on the workbill.

Auto e-mail client document to contact when one-off completed - when flagged, if the completion contact has been entered on a workbill and the workbill is fully completed, the specified contact will be automatically e-mailed a copy of the workbill.

Auto e-mail client document to contact when one-off posted? - when flagged, if the acknowledgment contact has been entered on a workbill and the workbill is posted, the specified contact will be automatically e-mailed a copy of the workbill.

Auto e-mail quote document to contact when one-off approved? – when flagged, if the acknowledgment contact has been entered on a quote workbill and the workbill is posted, the specified contact will be automatically e-mailed a copy of the quote workbill document.

Auto e-mail supplier document to contact when one-off posted? – if enabled, when a workbill is posted that has a supplier contact defined, a supplier copy of the workbill will be emailed to the contact if they have a valid email address defined.

Include photo's on customer print – this controls whether the images that are attached to a workbill will be printed or not, if *Optional* has been selected, then when printing/emailing workbills, the option to include or exclude any photos can be made by the TemplaCMS user via a prompt.

Include photo's on supplier print – this controls whether the images that are attached to a workbill will be printed or not, if *Optional* has been selected, then when printing/emailing workbills, the option to include or exclude any photos can be made by the TemplaCMS user via a prompt.

Quote document format – 2 Quote document formats are available.

Repeat defaults

Default settings to be used when creating repeat (contracted) workbills.

-		System Control - Workbills
General		
Close Save		
Navigate		
Workbills Repeat	defaults One-off defaults	
Assign to	⊖Supplier ⊖Team	
	Employee already paid?	
Extra type	In House Periodics	
	(required for pay and hours - even if employee already paid)	
	Schedule details	
	O PM ● Any time	
	Invoice on confirmation?	

One-off Defaults

Default settings to be used when creating one-off workbills.

F 🗐		System Control - Workbills
General		
Close Save		
Navigate		
Workbills Repeat	defaults One-off defaults	
Assign to	⊖Supplier ⊖Team ⊖Employee ●Site employee	
	Employee already paid?	
Extra type	One-Off In House Periodic	∞ 1
	(required for pay and hours - even if employee already paid)	
Cost type		\mathcal{D}
Revenue type		Ø
	Schedule details	
	Ospecific	
	OAM OPM	
	Any time	
	Invoice on confirmation?	
	Allow multi-stage completion?	
Workbill type		<i></i>
	L	

BILLING

Billing

*	System Control - Billing
General	
Close Save	
Navigate	
Billing Invoice distribution	
Invoice production	TemplaCMS
Proforma document style	Format1
Summary invoice document style	Format1
Annualisation weeks per year	52.00000
Accrue revenue to prior periods?	Yes
	Default suppress in non-working periods
	Manage billing reviews
Inter-company billing method	No inter-company
	Enable daily billing rate
	Allow rebate accrual
	Allow invoice date override

Proforma document style - 2 document styles are available for proforma invoices. It is also possible to use the 'Invoice document' style as the proforma document style in which case the proforma document will look exactly the same as the invoice document with the exception of the word 'Proforma' printed on it to identify it as such.

Summary invoice document style - 2 document styles is available for summary invoices

Annualisation weeks per year - number of weeks per year to be used for annualisation calculations.

Accrue revenue to prior periods? – the options are **Yes**, **No** and **Optional**. If set to **Yes** where the initial invoice generation for a billing line has revenue that relates to a prior period and the nominal ledger is still open for that period, a reversing journal will be created and sent to workflow for approval.

Default suppress in non-working periods - this will suppress the generation of invoices where there are non-working periods defined on relevant site calendars.

Manage billing reviews - when checked, the scheduled review features on contract the contract and billing review batches will be activated

Inter-company billing method – the options are 'No inter-company', 'Sales inter-company process' & 'SI/PI inter-company process'.

Enable daily billing rate – when checked the contract billing line will display a new 'Use Daily Rate' checkbox on the standard billing lines (not stores or workbill billing lines).

llow rebate accrual – when checked enables the rebate accrual logic.

Allow invoice date override - this new option is only visible if the 'Invoice production' option is set to TemplaCMS. When checked the invoice batch will display a new optional date field named 'Invoice date'. Note that this will not be visible if the invoice batch is 'Ad-hoc', as this already allows each invoice to be individually dated by the user.

Invoice distribution

*	System Control - Billing
General	
Close Save	
Navigate	
Billing Invoice distribution	
	Maintain invoice numbers at datasource level?
	Number invoices and credit notes separately?
Last invoice/credit note number	1
Invoice document style	Format1
Maximum invoices per email	0
Default VAT code	(none)
Default settlement term	(none)
Default payee bank account	Ø

Maintain invoice numbers at datasource level? – if ticked the *datasource invoice distribution options* grid becomes enabled from where the user can indicate whether *separate invoices/credits* are required as well as specific the number ranges for each accounts datasource.

Number invoices and credit notes seperately? – if ticked this enables the user to enter different number ranges for credit notes and invoices. This is a system wide setting which can be overwritten at datasource level.

Last invoice number – entering a last invoice number will ensure the next sequential number will be used for the next invoice.

Last credit note number – entering a last credit note number will ensure the next sequential number will be used for the next credit note.

Invoice document style – four different invoice formats exists, for examples of each please see Appendix A at the end of this document.

Maximum invoices per email – there may be a limit to the number of invoices (attached as a .pdf) that can be sent in one e-mail, the maximum number can be set here.

Defaullt VAT code – a default system wide VAT code can be set, this can be overridden at datasource or client level if needed.

Default settlement term – a default system wide settlement term can be set, this can be overridden at *datasource* or *client level* if needed.

Default payee bank account - the default payee bank account can be set, this can be overridden at *datasource* or *client level* if needed.

ACCOUNTS

Accounts

Şystem	Control - Accounts			×
General				
Close Save				
Navigate				
Accounts Purchase invoice matching Def	ault analysis for prospects	Debtor Manager colours		
Journal administrator	master user Templa-CMS	∞ ()		
Recurring jnl alert advance	3 (days)			
Aged debt overdue bucket	none	~		
	Allow x-company purchas	se inv, cashbook and jour	mal?	
-	Retrieve purchase invoic	e settlement discount?		
Purchase settlement discount cost type				
	Record settlement discou	unt on payment date?		
Scanned purchase invoice attachment type		Ø		
	Prevent duplicate PI refer	ences?		
Accrue timesheet budgets	Never	\sim		
Unused holiday accrual task type		Ø		
Default 'Owned' contact type	Accounts	∞ ()		
Workbill cost accrual %	0.00%			
PI to SO period match control	Ignore	~		
PI to SO staged billing period match control	Ignore	~		
	Use stores order/goods r	eceipt line VAT on PI mat	ch?	
Workbill accrual type	Monthly accrual	~		

Journal administrator - the nominated user will be warned on a pre-defined number of days when the next posting date for a recurring journal becomes due.

Recurring jnl alert advance - number of days the nominated user will be warned before the next posting date becomes due.

Aged debt overdue bucket - the options are **Current month**, **Current – 1**, **Current – 2** and

Current – 3. Any debt in the nominated bucket or an older one will be regarded as overdue. This is mainly used for TemplaCMS Aged Debtors reports.

Allow x-company purchase inv, cashbook and journal? – when enabled for multi-company installations users will be allowed to do cross company purchase invoices, cashbook transactions and journals.

Retrieve settlement discount on payment date? – this option enables the *Retrieve purchase invoice settlement discount* functionality.

Scanned purhcase invoice attachment type – default attachment type for scanned Purchase Invoices.

Prevent duplicate PI references? – if enabled users will not be able to enter duplciate upplier references on Purhcase Invoices. If not enabled users will be warned if a supplier reference have been used before but will not be prevented from using it.

Accrue timesheet budgets - the available options are with options of:

- Never
- When date is zero

When the option if *When date is zero* is selected, the generation of payroll cost accruals examines each date of the timesheet in turn building up the accrual based on the costs for dates in the accrual period. For any date where zero costs exist across all employees on the timesheet, the process will extract the portion of the budget relating to the date and use this value for the accrual instead of zero.

Unused holiday accrual task type – this is used for *Un-used Holiday accruals*. As holiday transactions are not held at contract task level the task type for each holiday transaction cannot be derived from the transactions. The specified *Unused holiday accrual task type* will therefore be used on all accrual lines in the batch.

Default 'owned' contact type - contacts retrieved from Access Dimensions are regarded as owned.

Workbill cost acctrual % - allows supplier costs to be accrued when no budget has been defined.

PI to SO period match control – the options are *Ignore*, *Prevent* and *Warn*. Stores order header information has a required date which is used to either warn or prevent a from matching to a line on an order where the purchase invoice tax point date's financial year and period is before the stores order header's required date's financial year and period. The settings are applied as follows:

- *Ignore* no check is made
- *Warn* the check is made and a message appears on the item and header warning that the PI tax date period is before the SO period
- *Prevent* the check is made and the user is presented with an error that the PI tax date period is before the SO period. The line and header cannot be saved whilst the error remains.

PI to SO staged billing period match control – the options are *Ignore*, *Prevent* and *Warn*. TemplaCMS used the unit quantity on the PI line, along with any already purchase invoiced quantity to calculate what the date 'should' be for the next purchase invoice. I setting is applied as such:

- Ignore no check is made
- *Warn* the check is made and a message appears on the item and header warning that the PI tax date period is before the staged billing SO period
- *Prevent* the check is made and the user is presented with an error that the PI tax date period is before the staged billing SO period. The line and header cannot be saved whilst the error remains.

Use stores order/goods receipt line VAT on PI match? – when ticked on the PImatching process will default the VAT code using either the supplier's or the order lines' VAT code as relevant:

- Stores order lines
- Goods receipt lines
- Multi-site stores order lines
- Multi-site goods receipt lines

Workbill accrual type – 2 options are available:

- Standard this use the standard accrual process.
- *Monthly accrual* when this is selected the generation process will accrue a proportion of the costs of a workbill based on the number of months that the workbill is scheduled across.

Purchase invoice matching

System Control - Accounts		No.	
File Tools Help			
🟳 Close 🛃 Save			
Accounts Purchase invoice matching Default an	alysis for prospects		
Matched purchase invoice tolerance	1 8/	D •	
	Increase %	Decrease %	
Stores order matched PI tolerance	1.00%	1.00%	
Goods receipt note matched PI tolerance	1.00%	1.00%	
Workbill matched PI tolerance	1.00%	1.00%	
			,
SystemControl_Accounts		© 2015 Templ	a Computer Systems Ltd

The above screen allows *purchase invoice match tolerance* percentages to be configured for stores order, goods receipt notes, workbills and self billing invoices.

When a purchase invoice line is matched to any of these items and a purchase invoice match tolerance is configured for that item the system automatically calculates whether there is a variance to the original item. If the variance is outside the defined tolerance, a warning shows on the purchase invoice item.

Default analysis for prospects

System Control - Acco	System Control - Accounts		
File Tools Help			
📁 💭 Close 😸 Save			
Accounts Purchase invoi	ce matching Default analysis	for prospects	
Busines	ss analysis	Marketing analysis	
Facilities Managemenr		Customer Type	
Operations Manager			
Contract Manager			
Supervisors			
Training & Audit			
SystemControl_Accounts		© 2015 Templa Computer Systems Ltd	

Users of the *Service Point 'Address Book'* have the ability to create new prospect sites but in doing so they may not be authorised to assign business and marketing analysis details. For this reason, the above *Default analysis for prospects* can be set and will only be used when a user is not authorised to set the analysis themselves.

WORKFLOW

This is set-up by TEAM Software at installation time and should not be changed.

F []	System Control - Workflow		×
General			
Close Save			
Navigate			
Workflow			
Master workflow user	Templa-CMS master user,	∞ 1	
Workflow polling interval	60 (seconds)		
Alerts polling interval	60 (seconds)		
Semaphore Path	S:\PRODUCTS\Templa-CMS\Client versions\PROJECTS\P	r 🗭	
SystemControl_Workflow	© 2019 Templa Comp	uter System	s Ltd .

EQUIPMENT

Systen ⊋	n Control - Equipment and Service	s —		×
General				
Close Save				
Navigate				
Equipment and services				· · · ·
Attachment types				
Signature				Ø
Auto create items fro	m audit?			
SystemControl FauinmentA	ndServices © 2019 Te	empla Comput	ter Svster	ns Ltd

Signature – this attachment type is for use when using equipment items via the mobile device.

Auto create items from audit? – for existing equipment items the Equipment category and Purchase date is read only and derived from the equipment item details. If the setting for Auto create items from audit? has been ticked, these Equipment category and Purchase date becomes mandatory and any newly added items to the audit will be set to a status of 'auto create' rather than 'pending'.

Service Point Modules

QUALITY AUDITS

Quality Audits

	F	System Control - Quality Audits	—		×
	General				
	Close Save				
	Navigate				
	Quality Audits				
	QA administrator	1		Ś	
	Default score card	Standard score card		∞	
	Default suppress in non-worki	ng periods			
ı	Auto approve one-off QA form	3			
l	Show QAs on timesheets?				
1	QA fault attachment type	QA fault		∞ 1	
	QA signature attachment type	QA signature		∞]	
c	QA not signed contact	Not Signed	6	4	
E	Allow area level scoring				
1	Completion reminder days	5			
	Reschedule completion days	5			
	Sync lapse alert hours	0			
- 1					

QA administrator – this is the user who will be notified of any site location changes made on the mobile device.

Default score card – a default score card must be defined which is used on the contract QA tab as the default (unless overridden).

Default suppress in non-working periods – if checked, a QA form would not be created from the QA batch process during any non-working periods, as determined by checking the contract's site calendar.

Auto-approve one-off QA forms – if checked, any one-off QA forms would not require workflow approval before being 'posted'; if unchecked, the 'Quality Audit Approval' workflow path will be used for workflow signoff.

Show QA's on Timesheets – this needs to be checked if the QA tab is to be additionally shown on the timesheets, as Workbills are.

QA not signed contact – a default contact needs to be assigned here to be used when a completed QA has not been signed (on the mobile device) and thus no contact selected.

QA Fault & QA Signature attachment type – appropriate QA-level attachment types with the relevant permissions needs to be assigned.

Allow area level scoring – the default can be set here which is then defaulted on to all QA templates created subsequently.

Completion reminder days – the number of completion reminder days specified is applied as relative to the scheduled end date of the QA, and as such will allow entry of either a positive or negative number of days. For example, with a scheduled completion of 25th, an entry of +1 would generate the reminder on the 26th, whilst an entry of -2 would be the 23rd.

Reschedule completion days – where an ad-hoc QA is created as a re-schedule from another (failed) QA, the schedule date range will now apply the nominated 're-schedule completion days' to the current date in order to derive the 'schedule to' date.

Sync lapse alert hours – this allows the user to define the number of hours after the last sync of each mobile device before an alert is sent out to the nominated QA administrator (as defined above); if left as 0 then no alert will be sent.

TemplaCMS mobile options

The following fields are used in conjunction with CMS mobile:

- QA fault attachment type
- QA signature attachment type
- QA not signed contract
- Allow area level scoring allows scoring for the whole area

CUSTOMER SERVICE

F	System Control - Customer Service		×
General			
Close Save			
Navigate			
Customer service			
Service request			
Photo attachment type	Service Request Photos	Ø	0
Creation e-mail attachment type			Ø
Default e-mail source			S)
SR new contact job title			Ø
SR new contact, contact type			®

The *Customer service* fields are all used in conjunction with the mobile devices. It is imperative that *default attachment types* are defined here for all areas actioned on the mobile and that these attachment types must have the relevant level of permissions (i.e. Add) for the user role controlling the inward synchronisation of items back from the mobile into TemplaCMS, as it is at this point that these defaults are utilized. In addition, this same user role must be assigned to the necessary 'Document Management' function groups.

FORMS

The relevant attachment types should be associated with the relevant areas of *Training forms* and *Data forms*. Indeed, where mobile is in operation, it is imperative that default attachment types are defined here for all areas actioned on the mobile and that these attachment types must have the relevant level of permissions (i.e. Add) for the user role controlling the inward synchronisation of items back from the mobile into Templa-CMS, as it is at this point that these defaults are utilized. In addition, this same user role must be assigned to the necessary 'Document Management' function groups.

F [2]	System Control - Forms	
General		
Close Save		
Navigate		
Forms		
Training forms - attachment types		
Photo	Training form photo	∞
Trainer signature	Training form signature	∞ 🔒
Employee signature	Trainee signature	<i>∞</i> 🕄
Data forms - attachment types		
Signature	Data Forms Signature	∞
Photo	Data Forms Photos	

CUSTOMER PORTAL

Customer Portal

(*) •		System Control - Cus
General		
Close Save		
Navigate		
Customer Portal Settings Links	Binder Links	
User Guide		
User guide		
Areas		
Clients	Display at logon?	
Sites	Display at logon?	
Contracts	Display at logon?	
Employees	Display at logon?	
Quality Audits	Display at logon?	
Service Requests	Display at logon?	
Workbills	Display at logon?	
Quick View		
Service Request Creation		
Default SR source		Ø
Default contact type		Ø
Default job title		<i>©</i>
Default note class		0
Other		
Login URL		

Password expiry days - allows the user to define how many days each client password is valid for (if after the expiry date the client tries to login to TemplaCMS Customer Portal they will be forced to change their password).

Minimum password length – allows a minimum password length to be defined.

Password re-use versions (Max 5) - this determines how many password versions the system will store (e.g. if the user set this to three the system will store the last three passwords a client has used. When the client is asked to change their password, it will be checked against the stored passwords and if the new password has already been used then they will need to try setting another password).

User guide - this is the path to the User Guide that the TemplaCMS Customer Portal user can download from the website.

Areas - This allows the user to define what areas of the TemplaCMS Customer Portal will be available to the client including a

LoginURL - This must contain the URL to Customer Portal where Quick view is installed.

Settings

The Settings tab allows the user to set the default settings for all client registrations as a default.

System Control - Custo	mer Portal		-	1.0			
File Tools Help							
🥥 Close 🛃 Save							
Customer Portal Settings	Links Binde	r Links					
Client Registration Defaults							
	Enabled?						
	Allow sub-u	ser administration?		Contracts Contracts Allow? Employees Cousity Audits Stores Documents Stores Stores Staff Induction and Training Form Staff Induction and Training Form			
Maximum sub-user logins		10					
Accessible Areas							
Clients		Sites					
Allow?		Allow?					
General Financial		Financial Contacts	*	Workbills	*	Assignments	
Contacts Documents		Equipment Documents	E				
Forms		Forms		Documents		Staff Induction and Training Form	
Properties		Site Binder		Forms		Properties	
Quality Audits		Service Requests		Workbills			
Allow?		Allow?		Allow?			
Dashboard and List		Dashboard and List		Dashboard and List Schedule			
				00100010			
		I					
Dashboard period		Dashboard period		Dashboard period			
3 Months	•	3 Months	•	2 Months	•		
				Schedule period			
				3 Months	-		
SystemControl_CustomerPortal © 2015 Templa Computer Systems Ltd							

Enabled – when ticked all clients will be automatically allowed to sign in via TemplaCMS Customer Portal.

Allow sub-user administration - determines whether the client's administrator can setup multiple sub-users.

Maximum sub-user logins - set the maximum number of sub-users that can be defined for each client.

QA dashboard period - defines default QA dashboard period, e.g. if the user set this to three months, the QA filter in TemplaCMS Customer Portal will automatically default to today's date as the 'To' month/year and the 'From' month/year would be the date, three months previous.

Accessible Areas - determines what areas of the system are allowed to be used by the clients; in each area the user can also define what tabs (sub-areas) will be accessible to each client.

Links

This feature allows the user to add 3rd party application links on the main TemplaCMS Customer Portal page.

System Contro	ol - Customer Por	tal	
File Tools He	lp		
📁 💭 Close 🛛 🛃	Save		
Customer Portal	Settings Links	Binder Links	
Description	Url		
Add	Remove De	etails	
SystemControl_Cus	tomerPortal		© 2015 Templa Computer Systems Ltd 🔡

Description - the description of the link should be entered.

URL – a valid URL for the link should be entered.

Mouse off icon - allows the mouse off icon path to be set (Note this must be accessible by the IIS server, so it can be used by the website). This will be the icon the user will see when the mouse is not hovered over the link.

Mouse on icon - allows the mouse on icon path to be set (Note this must be accessible by the IIS server, so it can be used by the website). This will be the icon the user will see when the mouse is hovered over the link.

Disabled icon - allows the disabled icon path to be set (Note this must be accessible by the IIS server, so it can be used by the website). This will be the icon the user will see when the user is not logged in to TemplaCMS Customer Portal it will only be visible if the 'Requires Login' is set to true.

Requires Login - determines whether the link will only be accessible by the user once they have successfully logged in.

Binder Links

System Control - Customer Portal			\times
File Tools Help			
🟳 Close 🚽 Save			
Customer Portal Settings Links Binder Links			
Description			
Company Information			
Health & Safety			
Add Remove Details			
SystemControl_CustomerPortal	© 2015 Templa Comp	uter Syste	ms Lto

Click on *Add* to create a new *binder link* and *Remove* to delete an existing *binder link*.

Binder link							\times
File Tools He	elp						
📁 Close 🌘	Accept 🗔	Accept and new	, 🌩	Previous	\$	Next	
Detail							
Description	Company Info	ormation					
Attachment types	s						
Attachment type	e						
SB-I - Site Bind	der - Insurance						
SB-P - Site Bin							
SB-C - Site Bir	nder - Certificat	ions					
Add	Remove	Details					
Icons							
Mouse off icon							
Mouse on icon							
Disabled icon							
🗌 Displ	ay at logon?						
SystemControl Cu	stomerPortal A	Sinderl inke	e	2015 Temp	la Co	mouter Sv	stems I td

Attachment types - one/more need to be added this will then result in all documents for those attachment types belonging to the relevant client / site being displayed, providing that these documents are already included on the site binder.

Icons - images for these extra buttons should be save within the document store folder.

Display at logon? - where this checkbox is not set, the menu option will not appear until the user has logged on

EMPLOYEE PORTAL

	System Control - Employee	Portal			\times
General					
Close Save					
Navigate					
General Navigator Contacts					
Passwords	History				
Minimum length 5	Request history	weeks			
Minimum alpha's	Pay history	weeks			
Minimum numerics	Site activity	weeks			
Expiry days 60	Training history	weeks			
Re-use versions	Details change proof (imade)			
Case sensi	Caulific Contract of Contract	Required for personal changes?			
Require mi	ixed case?	Required for contact changes?			
2-step logi	in (via email)?	Required for bank changes?			
Suspend for 15 minutes after 3 fail	iled log in attempts	Required for property changes?			
	Attachment type	mployee portal change request	∞]		
	Other				
	Auto disable leaver a	fter ₆₀ days			
		Check pro-rata on requests?			
Administrator		Email employee on new pay record	1?		
Logn code Templa	Login URL				
Password	API URL				

Passswords

Minimum length - specifies the minimum amount of characters a password should be.

Minimum alpha's – specifies the minimum amount of alpha characters a password should contain.

Minimum numerics – specifies the minimum amount of numbers a password should contain.

Expiry days – when a user's password has expired, i.e. the defined number of expiry days since their last password change has elapsed, the user must enter a new password when signing on.

Password re-use versions (Max 5)– determines how many password versions the system will store (e.g. if the user set this to three the system will store the last three passwords an employee has used. When the employee is asked to change their password, it will be checked against the stored passwords and if the new password has already been used then they will need to try setting another password).

Case sensitive? - if ticked this will force the password to be case sensitive.

Require mixed case? - if ticked this will force the password to be mixed case.

2-step login (via email)? – when ticked formal 2-step authentication will be required for the employee to log on. Where an email address is defined, a code will be sent to the employee to authorise their entry, the code will be valid for 10 minutes.

Suspend for X minutes after X failed log in attempts – how long the employee has to wait before they can re-attempt login after the set number of attempts.

Link 1 & Link - two external links can be defined which will be displayed on the Employee Portal navigator menu, each link must include a description and a valid URL.

Administrator

Logon code – enter the logon code for the administrator

Password – set the administrator password.

History

The number of history weeks to appear on the employee portal can be set for the following:

- Request history
- Pay history
- Site activity
- Training history

Details changed proof

Required - depending on the area of change, it is possible to force an employee to upload an image (e.g. a scanned bank statement) as proof of authenticity. The following flags will be taken into account as to whether an image must be attached as proof.

- Required for personal changes?
- Required for contact changes?
- Required for bank changes?
- Required for property changes?

Attachment Type - when uploading a document to authenticate the request to change detail, the uploaded document will be saved against the set Attachment Type as 'proof' of the change.

Other

Auto disable leaver after – sets the number days an employee can continue to login to the portal after the date they left employment.

Request history – determines is how far back an employee can access their history of read notices and documents.

Pay history – determines how far back an employee can access their historical Payslips and P60's.

Site activity – when sending notices and documents to specific sites it will be sent to all employees allocated to the relevant site as well as too employees who are not allocated to the site but have worked on the site within the set number of weeks.

Check Pro-rata on requests? - when ticked, if a holiday request is logged within Employee Portal the employee's pro-rata entitlement will also be checked, and if the employee is over their entitlement they will be presented with details. The user (employee) may still save the request even when they are over their entitlement.

Email employee on new pay record? - when new payslips or P60s are on the Employee Portal the employee will be emailed to notify them of this.

Log in URL – on using the above Email employee on new pay record? Option a URL link to the Employee Portal can be included in the email to the employee.

Contact tab

The contacts tab allows details for up to five contacts to be defined. For each contact, a description must be entered if one of the below 4 fields is optionally entered:

- Name
- Email
- Phone
- Comment

NEWSLETTERS

Throughout the supported life of each version of TemplaCMS updates are applied to both resolve issues as well as to enhance functionality. Where necessary, newsletters accompany these updates, and previously these have been emailed by Templa Support to relevant users.

Any user with access to the *Newsletter functions* will have access to newsletters on the *System Admin* menu.

TemplaCMS - Contract Managem	ent System Regular Cleaning Services Limited	- C - X -
File Window Tools Help		
🥔 Close 🔍 View 🎯 Refresh	🍃 Print 💩 Excel 📕 Show deleted 👒 Expand 🔎 Collapse 🧟 Auto refresh 🚽	
🚯 Filter selected 🔲 Un-filter sel	ected	
Navigator 0	Alorts Neveletters	×
System Admin	Newsletters	
 System Carbol Mendens Mendens Standards Standard	No. No. No. No.	
Quick Links		
Contract Admin		
Service Point		
Payroll		
Workbills		
Billing		
Transaction Register		
Stores		
Reports		
Period/Year End		
Maintenance		
System Admin		
Session Admin		
	News/etter/is/ 15 rpms	© 2015 Temple Computer Systems Ltd
@ 2015 Templa Computer Systems Ltd	Templa support user	A A NUM 08/07/2016 10:53

When new updates are applied to TemplaCMS, any accompanying newsletter is added to a central 'newsletters' folder and users with access to this will be sent an alert informing them of the new newsletter. Selecting the above item on the navigator will show a list of all newsletters from where they can be opened.

FUNCTIONS

Functions

TemplaCMS - Contract Manage	ement System Regular Cleaning Services Limited	and the second se	the second s			- 0 -X-
File Window Tools Help						
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Quick Links	AccrualFilter Add	Accrual filter - Add		Undefi	3 v5.0.0 v5	.0.0
Contract Admin	AccrualFilter Amend	Accrual filter - Amend		Undefi	3 v5.0.0 v5	0.0
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Payroll	AccrualFilter.Delete	Accrual filter - Delete		Undefi	3 v5.0.0 v5	.0.0
Workbills	AccrualFilter.View	Accrual filter - View		Undefi	3 v5.0.0 v5	.0.0
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System Admin	Direct access					92
Session Admin	Code					
	FunctionList 1799 rows				# X	715 Templa Computer Systems Ltd
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Functions list all the different functions available across the system and can only be changed by Templa.

Function Groups

	nent System Regular Cleaning Services Limited	
File Window Tools Help		
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Newsletters Functions		_
Functions	St Code Description	*
 Function Groups Function Group Structure 		
Workflow Admin		
E 📲 Batch Admin E 📲 Gateway Admin	*ACCV * Accruais functions - view only	
🗉 📲 Miscellaneous	*BILLRWV *Bill review functions	
	*BILLRWW *Bill review functions - view only	
	"BUDGRW/ " Budget review functions	
	*BUDGRW/V *Budget review functions - view only	
	1CB Cashbook functions	
	*CBV * Cashbook functions - view only	
	"CLIENT " Client functions	
	"CUENTV "Client functions - view only	
	*CURV// *Client Registration review functions	
	*CLIRV/W *Client Registration review functions V	
	*CONTRACT * Contract functions	
	*CONTRACTV * Contract functions - view only	
	*CONTRACTI * Contract import functions	
	*DATAFORM * Data form functions	
	"DATAFORMV " Data form functions - view only	
	*DM * Document management functions	
	"EMP " Employee functions	
	*EMPV * Employee functions - view only	
	*EAV * Equipment audit funce - view only	
	"EA " Equipment audit functions	
Ouick Links	*FORM * Form request functions	
Contract Admin	*FORMV * Form request functions - view only	
Service Point	*INV *Invoicing functions	
Payroll	"INVV " Invoicing functions - view only	
Workbills	"JOURN "Journal functions	
Billing	"JOURNV " Journal functions - view only	
Transaction Register	"MAINT "Maintenance options	
Stores	*MAINTV * Maintenance options - view only	
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Period/Year End	MIN Minimum options	
Maintenance		
System Admin	NOTES Notes - amend and delete Direct access	() (3)
Session Admin	Code	2
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All functions are grouped into logical *Function Groups* to control access. Groups preceded by an '*' is system function groups and cannot be changed.

All other function groups can be changed or amended by the system controller and new function groups can be created where required.

Function Group Structure

TemplaCMS - Contract Managem	nent System Regular Cleaning Services Limited	- 0 - X
File Window Tools Help		
🥥 Close		
🍃 Print 🌭 Excel 📲 Expand 🛛	Colapse 📑 All 🔁 Show non-system function groups 👼 Show system function groups	
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System Admin	Function Group Structure	
System Control	Function code Function description Created for refease Last amended release	
Newsletters E • Punctiona		- î
Functions	E Function group :*- Unassigned function (16 items)	
 Function Groups Function Group Structure 	Function code Function description Created for release Last amended release	
Workflow Admin Batch Admin	Import_6.Am Import-format6 v5.3.0 v5.3.0	8
🗟 📲 Gateway Admin	JsumalSum Jsumarrylii v5.4.1 v5.4.1	
Miscellaneous	Accualition Accualition notes - v64.6 v64.6	
	Accrual_tem Accrualitem notes - v54.6 v54.6	
	AdvBilingJo AdvBilingJournalit v54.6 v54.6	
	Prepayment_ AdvBillingJournalit v54.6 v54.6	
	CashbookN Cashbooknotes-V v54.8 v54.8	
	Cashbook_e Cashbook.notes-A v5.4.6 v5.4.6	
	ProductPrice ProductPriceListRe v5.4.5 v5.4.5	
	Product_price_listRe v5.4.5 v5.4.5	
	SupplerProd SupplerProductRe v54.6 v54.6	
	Supplier_pro SupplierProductRe v54.6 v54.6	
	RTReviewB RTReviewBatch n v546 v546	
	RTL_review_ RTIReview8atch = v54.6 v54.6	
	StoreTempi StoreTempieteRe v5.4.6 v5.4.6	
	Store_order StoreTemplateRe v54.6 v54.6	
	Encline group: 1001 - Minimum options (6 items)	
	E Function group . 1002 - Maintenance options (456 items) B Punction group : 1003 - Chient functione (42 items)	
	ar zroten grop - tudo - Cana andrea (ng. 1994) B. Funden grop - 100 - Contra fundenci (2. 1994) B. Funden grop - 100 - Contra fundenci (2. 1994)	
	Forcing pole - tool - Contactance (or many Forcing pole - tool	
	E Fundien group: 1006 - Invisiong fundions (55 fisms)	
Ouick Links	🗄 Fundien group : 1007 - Purchaee invoise functions (27 itema)	
Contract Admin	E Function group : 1008 - Payroll user functions (17 items)	
Service Point	E Function group : 1009 - Payroll administrator functions (9 items)	
Payroll	IIE Function group: 1010 - Accruals functions (16 Items)	
Workbills	I⊞ Function group : 1011 - Prepayment functions (18 items) I⊞ Function group : 1012 - Report war functions (19 items)	
Billing	In Future graph, in a respective method in the first of the second	
Transaction Register	III Function group : 1014 - System controller functions (8 items)	
Stores	E Function group : 1015 - Workflow functions (15 items)	
Reports	🗄 Function group : 1018 - Timesheet functions (22 items)	
Period/Year End	E Function group: 1017 - Cashbook functions (22 items)	
Maintenance	IIII Function group: 1010 - Temple specific functions (40 Items)	
System Admin	任 Function group : 1019 - Pay review functions (15 items) 任 Function group : 1020 - Divers ordering functions (43 items)	
Session Admin	ar Function group. In 24 - Tombe doeling functions (s) immo) de Function group: In21 - Time and Attendance (s) immo)	-
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The *Function Group Structure* gives an overview of the function group make up for the system function groups, non-system or all function groups, as well as the version of TemplaCMS the function was released at.

WORKFLOW ADMIN

Alerts

	S Print S Excel S Delete	Expand all Collapse all					
wigator	P Alerts						
system Admin System Control	Alerts			_	_		
Newsletters	Drag a column header here to	group by that column.					
Functions Functions	From	Subject	Received /	Туре	Status	Transaction type Action type	
Function Groups							
Function Group Structure Workflow Admin	I Templa-CMS master user	Templa-CMS Batch FAILURE for job Index reorgan	21/11/2014 00:04:02	Standard	UnRead		
Alerts	Templa-CMS master user	Templa-CMS Batch FAILURE for job Index reorgan	21/11/2014 08:06:22	Standard	UnRead		
 Workflow Manager Action Manager 	I Templa-CMS master user	Templa-CMS Newsletter Added	14/05/2015 09:28:46	Standard	UnRead		
Process Sheets Batch Admin	I Templa-CMS master user	Templa-CMS Newsletter Added	14/05/2015 09:28:49	Standard	UnRead		
Gateway Admin	Templa-CMS master user	Templa-CMS Newsletter Added	20/05/2015 10:20:45	Standard	UnRead		
Miscellaneous	Templa-CMS master user	Templa-CMS Batch confirmation for job Invoice bat	21/05/2015 17:11:25	Standard	UnRead		
	Templa-CMS master user	Templa-CMS Batch confirmation for job Pension C	21/05/2015 17:13:10	Standard	UnRead		
	Templa support user	Tracking alert-Contract JLGLBR/01 Broadway	03/06/2015 14:55:15	Standard	UnRead		
	Templa support user	Tracking alert-Contract JLGLBR/01 Broadway	03/06/2015 14:57:22	Standard	UnRead		
	Templa support user	Tracking alert-Contract JLGLBR/01 Broadway	Shopping Centre (Liv	e contract) d	UnRead		
	Templa support user	Tracking alert-Contract JLGLBR/01 Broadway	03/06/2015 15:19:37	Standard	UnRead		
	Templa support user	Tracking alert-Contract JLGLBR/01 Broadway	03/06/2015 15:21:20	Standard	UnRead		
	Templa-CMS master user	Templa-CMS Newsletter Added	04/06/2015 14:42:51	Standard	UnRead		
	Templa-CMS master user	Templa-CMS Newsletter Added	26/06/2015 15:23:45	Standard	UnRead		
	Templa-CMS master user	Templa-CMS Newsletter Added	02/07/2015 14:26:39	Standard	UnRead		
	Templa-CMS master user	Templa-CMS Newsletter Added	10/07/2015 14:23:31	Standard	UnRead		
	Templa-CMS master user	Templa-CMS Newsletter Added	19/08/2015 12:38:00	Standard	UnRead		
	Templa-CMS master user	Templa-CMS Batch confirmation for job Pension e	24/08/2015 15:04:18	Standard	UnRead		
	Templa-CMS master user	Templa-CMS Batch confirmation for job Pension e	08/10/2015 14:58:25	Standard	UnRead		
	Templa-CMS master user	Templa-CMS Batch confirmation for job Pension e	19/10/2015 11:52:11	Standard	UnRead		
	Templa-CMS master user	Templa-CMS Newsletter Added	09/11/2015 13:59:26	Standard	Read		
	Templa-CMS master user	Templa-CMS Newsletter Added	26/11/2015 12:02:01	Standard	UnRead		
	Templa-CMS master user	Templa-CMS Batch confirmation for job Pension e		Standard	UnRead		
rick Links	Templa-CMS master user	Templa-CMS Batch confirmation for job Pension e		Standard	UnRead		
entract Admin	Templa support user	Tracking alert-Contract LBKS/01 9 Kings Sheet		Standard	UnRead		
rvice Point	Templa support user	Tracking alert-Contract JLGLBG/01 Building 30		Standard	UnRead		
syroll	Templa support user	Tracking alert-Contract KFBC/01 Beasley Cour		Standard	UnRead		
lorkbills	Templa support user	Tracking alert-Contract RBBS/01 Robert Invine		Standard	UnRead		
lling	I Templa support user	Tracking alert-Contract JLGLCC/01 Charter Co		Standard	UnRead		
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ores	Templa support user	Tracking alert-Contract CLST/01 TBC (Live c		Standard	UnRead		
ports	Templa-CMS master user	Templa-CMS Batch confirmation for job Holiday ye		Standard	UnRead		
riod/Year End iintenance	Templa-CMS master user	Templa-CMS Newsletter Added	05/04/2016 09:51:20	Standard	UnRead		
intenance stem Admin	Templa-CMS master user	Templa-CMS Newsletter Added	05/04/2016 09:51:22	Standard	UnRead		
ALL PROVIDENT	Templa-CMS master user	Templa-CMS Newsletter Added	26/04/2016 09:58:25	Standard	UnRead		

Alerts can be sent from a number of areas in TemplaCMS and will be displayed on the 'Alerts' screen.

Workflow sends alerts as items move through the system, either successfully (i.e. stores order is approved) or when rejected (i.e. stores order is not approved). When rejecting a user is forced to enter a rejection note which will be shown on the alerts.

Where an action is required from the user, for example they need to complete a timesheet, the alert will state 'Action required on...'.

Workflow Manager

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r							
em Admin	Workflow Man						Actioning users
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lewsletters unctions	Drag a column he	ader here to group by that column.					Users with pending act Alan Anderson (35)
Vorkflow Admin	Туре	Details	Responsible	Assigned	Action by	Site	Alex Abbott (24)
Alerts Workflow Manager	• •					8	Anabela Chester (3 Andre Matthews (5
Action Manager	Data form	Data form: 389 New Starter Form (Pend	Templa support u		01/01/0001 00:00:00		Anne Dickson (194 Ben Smith (46)
Process Sheets latch Admin	Data form	Data form: 393 Absent Request Form (P	Templa support u		01/01/0001 00:00:00		Cameron Diaz (62)
Sateway Admin	Data form	Data form: 394 Absent Request Form (P	Templa support u		01/01/0001 00:00:00		Carlo Alvarez (45)
fiscellaneous	Data form	Data form: 395 New Starter Form (Pend	Templa support u		01/01/0001 00:00:00		E Darren Scott (13)
	Data form	Data form: 397 Absent Request Form (P	Templa support u		01/01/0001 00:00:00		- A Dave Gibbs (3) A David Johnson (6)
	Data form	Data form: 399 New Starter Form (Pend	Templa support u		01/01/0001 00:00:00		Diana Brown (2)
	Data form	Data form: 398 ()	Templa support u		01/01/0001 00:00:00		- A Diana Jones (1) A Dina Ranjana (26)
	Data form	Data form: 400 Absent Request Form (P	Templa support u	06/07/2016 13:45:13	01/01/0001 00:00:00		Emma Groves (5)
	Data form	Data form: 402 Absent Request Form (P	Templa support u	06/07/2016 13:45:13	01/01/0001 00:00:00		Gary Barlow (1)
	Data form	Data form: 407 New Starter Form (Com	Templa support u	06/07/2016 13:45:13	01/01/0001 00:00:00		Geraldine Rogers (Heston Jones (72)
	Data form	Data form: 410 Absent Request Form (P	Templa support u	06/07/2016 13:45:14	01/01/0001 00:00:00		Jean Mulberry (2)
	Data form	Data form: 411 Absent Request Form (P	Templa support u	06/07/2016 13:45:14	01/01/0001 00:00:00		Jeff da Silva (1)
	Data form	Data form: 412 Absent Request Form (P	Templa support u	06/07/2016 13:45:14	01/01/0001 00:00:00		John Vegas (45)
	Data form	Data form: 413 New Starter Form (Pend	Templa support u	06/07/2016 13:45:14	01/01/0001 00:00:00		Josh Groban (21)
	Data form	Data form: 416 Absent Request Form (P	Templa support u		01/01/0001 00:00:00		Julian Jones (4)
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	Data form	Data form: 418 Absent Request Form (P	Templa support u		01/01/0001 00:00:00		Alvera (6)
	Data form	Data form: 419 Absent Request Form (P	Templa support u	06/07/2016 13:45:15	01/01/0001 00:00:00		Pat Keady (47)
	Data form	Data form: 420 New Starter Form (Pend	Templa support u	06/07/2016 13:45:15	01/01/0001 00:00:00		Steve Mason (1)
	Data form	Data form: 422 Absent Request Form (P	Templa support u	06/07/2016 13:45:15	01/01/0001 00:00:00		Terry Davids (19)
	Data form	Data form: 423 Absent Request Form (P	Templa support u	06/07/2016 13:45:16	01/01/0001 00:00:00		
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ct Admin	Data form	Data form: 428 Absent Request Form (P	Templa support u		01/01/0001 00:00:00		Tracking users
Point	Data form	Data form: 429 Absent Request Form (P	Templa support u	06/07/2016 13:45:16	01/01/0001 00:00:00		Anne Dickson (1)
	Data form	Data form: 431 Absent Request Form (P	Templa support u	06/07/2016 13:45:17	01/01/0001 00:00:00		Katherine Miles (1)
ills	Data form	Data form: 432 Absent Request Form (P	Templa support u		01/01/0001 00:00:00		Sophie White (2)
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ction Register	Data form	Data form: 434 Absent Request Form (P	Templa support u	06/07/2016 13:45:17	01/01/0001 00:00:00		
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n Admin	Data form	Data form: 439 Absent Request Form (P	Templa support u	06/07/2016 13:45:18	01/01/0001 00:00:00		
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The Workflow Manager provides a view of all the items in workflow currently assigned to a user to action.

A sufficiently authorized user can re-assign items from one user to another.

An item can be re-assigned via:

- Select the user and relevant item. Click on the re-assign button and then on the user the item should be moved to.
- 'Drag and drop' the item form one user to another.

Action Manager

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ile Window Tools Help						
	Refresh 🍪 Print 🔌 Excel 🚳 Delete 📲 Expand	all 🔍 Collapse al	l			
	Alerts Workflow Manager My Actions					
system Admin System Control	My Actions	_	_			9
 System Control Newsletters 	Details	Responsible	Assigned	Action by	Queue	s
C Functions	Data form: 389 New Starter Form (Pend	Templa support u	06/07/2016 13:45:10	01/01/0001 00:00:00		>
Alerts	Data form: 393 Absent Request Form (P	Templa support u	06/07/2016 13:45:12	01/01/0001 00:00:00	My Acti	
 Workflow Manager Action Manager 	Data form: 394 Absent Request Form (P	Templa support u	06/07/2016 13:45:12	01/01/0001 00:00:00		r
Process Sheets	Data form: 395 New Starter Form (Pend	Templa support u	06/07/2016 13:45:12	01/01/0001 00:00:00	Pool Act	
Batch Admin Gateway Admin	Data form: 397 Absent Request Form (P	Templa support u	06/07/2016 13:45:12	01/01/0001 00:00:00		
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	Data form: 417 Absent Request Form (P	Templa support u	06/07/2016 13:45:15	01/01/0001 00:00:00		
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	Data form: 419 Absent Request Form (P	Templa support u	06/07/2016 13:45:15	01/01/0001 00:00:00		
	Data form: 420 New Starter Form (Pend	Templa support u	06/07/2016 13:45:15	01/01/0001 00:00:00		
	Data form: 422 Absent Request Form (P	Templa support u	06/07/2016 13:45:15	01/01/0001 00:00:00		
	Data form: 423 Absent Request Form (P	Templa support u	06/07/2016 13:45:16	01/01/0001 00:00:00		
	Data form: 424 Absent Request Form (P	Templa support u	06/07/2016 13:45:16	01/01/0001 00:00:00		
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The *Action Manager* provide user with a means to manage items assigned to them for action and to keep track of any items they have send on via workflow.

My Actions - this lists all items the user have to complete.

Pool Actions - shows items assigned to users within the same 'pool' in workflow. Another user can take responsibility for these if you need to.

My Tracking - when an item is sent to workflow (e.g. an amended contract) it is assigned to a user for approval, and the 'sending' user become the 'tracker'. This list shows where all these items are, and who should be dealing with them.

Process Sheets

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This gives a list of all *Process Sheets* defined on the system. A *process template* can be defined for an area of the system (e.g. contracts) to which a list of items to be checked can be added.

The template can optionally be linked to workflow, so that when a process sheet is created it is routed to the relevant user for completion, but if not linked to workflow, any user can complete it.

BATCH ADMIN

Batch queue assignments

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Batch Admin options are controlled and set-up by TEAM Software. These should never be changed or added to without the involvement of TEAM Software.

GATEWAY ADMIN

Datasources

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The *Datasources* option is controlled and set-up by TEAM Software. **These should never be changed or added to without the** *involvement of TEAM Software.*

External Systems

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External Systems may need to be setup in the cases where *e-trading* with suppliers or *T&A* integration is required. Templa will advise how these need to be configuration during implementation of these areas.

Device Registration

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Gateway Admin	Ipad-AC	IPad - Anabela	Mobile	3bd922	0	
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This is used for CMS Mobile where mobile devices are registered and associated with users.

DEVICE REGISTRATION DETAIL

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eviceRegistrationDe	etail	© 2015 Templa Computer S	Systems Ltd

Associated user - this needs to be a valid TemplaCMS user.

Note: one mobile device needs to be linked to one TemplaCMS user and thus a mobile device cannot be shared by more than one person.

Enabled - this needs to be checked prior to the first synchronisation - see below

Include data – these checkboxes control how much data is to be sent to the device:

- Contract contract data is sent to the device, including site information
- QA Quality Audits are sent to the device
- Workbill workbills are sent to the device
- Stores order requests stores orders are sent to the device
- *Staff training* staff training forms are sent to the device
- Equipment audit equipment audits are sent to the device
- Service requests service requests are sent to the device
- Data form data forms are sent to the device

Note: TemplaCMS functions are not used on the CMS mobile devices, so the control of what appears is restricted to the associated user and above checkboxes.

History weeks – the number of past weeks of information to be kept on the CMS mobile device for each of the data items included.

Note: data sent from the TemplaCMS server will always overwrite data held on a mobile device. Any changes made on the mobile that had not yet been returned to the server would therefore be lost in this process.

Stores order requests budget comparison – if one stores budget has been flagged for inclusion on the mobile devices, then this can be triggered to be displayed here, plus a further control added to allow/prevent the budget being exceeded.

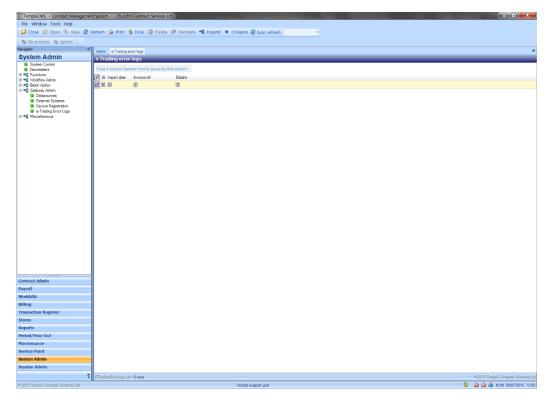
Mobile device – templates

Within various areas of the mobile application, existing forms can be copied to create new forms, e.g. QA forms, SO requests, Data forms, Staff Training forms.

However, if a mobile device user needs to be able to generate a form for a site then the relevant templates need to be defined here via the relevant tabs, e.g. QA templates, etc.

NB: when templates are defined against a mobile device definition, the mobile device definition must also be flagged to show "Contracts" as otherwise the mobile application will not be able to build a list of sites / contracts for selection when a new form is required.

e-Trading Error Logs



Where *e-trading* with suppliers is in place any import errors for *Purchase Invoice* sent back from the supplier will appear on this screen.

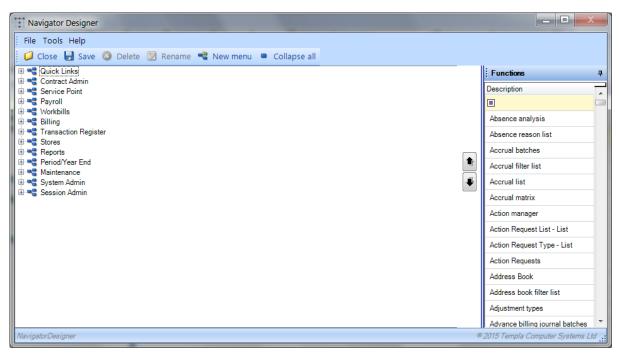
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The Forms (Captions) option shows a list of forms' used in CMS. The caption can be changed here if required.

Navigator Designer



The *Navigator Designer* sets up the menu structure. This can be configured as desired. Users will only see the parts of the navigator to which they are authorized. *Menus* and *menu items* can be renamed or moved as required.

Statuses

TemplaCMS - Contract Manage	ement System Regu	lar Cleaning Services Limited	and the second se	
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	WB14	Cancelled quote	Workbill	
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	TF04	Completed	Training form	
Quick Links	EA06	Completed	Equipment Audit	
Contract Admin	SO10	Completed	Stores order	
Service Point	PS03	Completed	Process sheet	
Payroll	SO08	Delivered	Stores order	
Workbills	F07	Discarded	Data form	
Billing	P08	Duplicate import	Purchase invoice	
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Statuses is a list of all the status codes and descriptions available in TemplaCMS. As these are in various places in the system **they should not be changed or added to unless advised to do so by TEAM Software.**

TS Adjustment Types

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TS Adjustment Types provide a list of all available timesheet adjustment types available. Some of these adjustment types work in con-junction with other system options and *they should not be changed or added to unless advised to do so by TEAM Software.*



TEAM Software develops market-leading solutions for companies with distributed workforces. TEAM has a focus on the cleaning and security industries helping the companies who serve these sectors manage and optimise their business; from front line service delivery to back office financial management. TEAM's technology is designed to help improve productivity, employee engagement and profitability, and at the same time help control cost, risk and compliance. For more information, visit teamsoftware.com.