



Synerion iBrowse Synerion's Self-Service System

iBrowse, Synerion's MSS (manager self-service) and ESS (employee self-service) system, is a Web interface that you can use to transfer data online between employees and management in matters regarding attendance, absences and tasks. Access to the system and its functions is based on an authorization level mechanism.

The system allows for the updating and viewing of data, and helps your organization to significantly reduce the time invested in managing employee time and attendance. It simplifies such tasks as: distributing reports to employees, updating missing employee data, granting supervisor approvals and more.

Improved Administrative Processes and Quick ROI

With Synerion's iBrowse self-service system, employees and managers have immediate access to information. This includes two-way data transfers, retrieval and information update, submitting of requests (e.g., planned absences), and granting approvals. iBrowse eliminates the need to wait for e-mail replies or phone calls.

Managers can approve employee requests directly, without involving the HR department. Reduced manual intervention, the elimination of unnecessary paperwork, and increased efficiency result in proven savings and contribute to a quick return of investment.

Key benefits of Synerion iBrowse:

- **Readily accessible data for direct and fast communication** between employees and managers, without the need to wait for information from other entities
- **Authorization mechanism** for viewing and updating data independently, to ensure monitoring and data security
- **Saving of managers' and employees' time** and the reduction in paperwork
- **Improved service to employees** through transparency of data that applies to them and savings in reporting time
- **Timely working hour reports** for purposes of costing and client billing
- **Submitting, tracking, and approving requests** (e.g., for absences), with the ability to attach and save relevant documents such as medical certificates
- **Approved by the SR&ED Tax Incentive Program** (combined with Synerion's attendance system) for tracking time spent on SR&ED projects.

The screenshot displays the Synerion iBrowse interface. At the top, there are navigation tabs: Daily Edits, Timecard, Supervisor Timecard, Reports, Absence Request, Help, and Logout. Below the navigation, there are date selection fields for 'From Date' (01/02/2011) and 'Until Date' (28/02/2011). The main content area shows a table for Employee: 21451, Direct Supervisor, with a date range from 01/02/2011 to 28/02/2011. The table has columns for SDS, EDS, Date, Day, Contract, Note, Abs code, and four IN/OUT columns (IN/OUT1 to IN/OUT4). The rows represent daily time entries, including various absence codes like 'Sickness' and 'Vacation'. At the bottom of the table, there is a 'Total' row showing 00:00 for all columns. Below the table are buttons for 'Send Updates', 'Summary', 'Add Days', 'Sign All', and 'UnSign All'.

Foundation Synerion iBrowse

Main Features

Remote display and reporting	<ul style="list-style-type: none">• Viewing and reporting of information related to attendance, absences, and tasks• Ability to add comments to attendance reports• Ability to complete missing data by both supervisor and employee, subject to authorizations• Support of retroactive reporting• Ability to document entry/exit times using the system (instead of the attendance clock) based on server time or manual time entry.
Monitoring and approval by supervisor	<ul style="list-style-type: none">• Supervisor definition based on the hierarchy in the organizational structure as it appears in the attendance system, including the ability to define an indirect supervisor when the direct supervisor is absent• Viewing of employees reporting to the supervisor and updating their data based on authorization• Tracking manual updates performed in the system prior to their approval (retroactive manual updates are highlighted).
Absence management	<ul style="list-style-type: none">• Submitting requests for various types of absence, including vacation, training, etc.• Automatic transfer of requests and approvals to the supervisor's and employee's e-mail, including documentation of the details.
Attaching and saving documents	<ul style="list-style-type: none">• Ability to attach and save documents, such as medical certificates.
Task management	<ul style="list-style-type: none">• Reporting of hours by project for activity-based costing purposes• Complete consistency between attendance and task reporting.
Display features	<ul style="list-style-type: none">• Display of original attendance and absence data, as captured by the system, with the ability to display updates separately• View of work scheduling screen based on authorization levels• Separate view of each day, including partial absences• Periodic attendance sheets – display of a specified range of dates, including absence codes• Attendance sheets for the previous period, including comparisons with the current period• Managers' view of all employees reporting to them• Monthly summary – display of data after supervisor approval at the end of each month• Range of screen options:<ul style="list-style-type: none">○ Employees whose reporting has not yet been approved by the supervisor○ Employees who updated their reports manually and retroactively○ Employees in whose reports there are missing entry/exit times (open days), etc.
Reports	<ul style="list-style-type: none">• Range of predefined reports and ability to generate customized reports• Ability to generate reports based on user profiles (e.g., supervisor and employee reports).
Authorization system	<ul style="list-style-type: none">• Independent updating of data based on authorization mechanism, monitoring, and data security• Definition of different user profiles for various types of employees, with assignment of reporting authorization and codes.
Solution architecture	<ul style="list-style-type: none">• Environment: WIN 2003-2008• Database: SQL 2005 or higher• Browser: Microsoft Explorer 6.0 or higher• Technology: AS.P.NET 2.0/ASP.NET 3.5• Multi-tier (n-tier) architecture in an MST environment.