



# Software-as-a-Service Your A to Z guide

A complete guide explaining all aspects of what you should consider when using a hosted Software service for all your Time & Attendance requirements.

This guide will help you make the right decisions and help you to save time and money

[www.synel.co.uk](http://www.synel.co.uk)

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# SAAS

## (Software as a Service)

### The "all inclusive" software service ...

#### Definitions of the SAAS concept:



The Software as a Service (SAAS) is a technology consisting of the supply of services and IT software solutions via the Web, using an "Application" Service Provider (ASP).



SAAS is a method of delivering a software solution or service where the supplier offers the software as "web page" whilst also hosting the service. Customers access the software via the internet from any internet enabled PC or Tablet. You do not pay anything to own the software, or the hardware supporting the solution. You only pay for your usage. The SAAS approach is a response to a complex equation: *how to guarantee the quality and speed of service at a controlled price.*



Although the traditional ASP has limitations in offering hosted applications and services, the SAAS model gives you access to a modular platform, allowing specific software development for individual requirements.



All software updates and data backups are built into the SAAS offering at no extra cost, guaranteeing you are always secure and up to date .

**Software as a service** - SAAS is a concept of providing services or software through the Web. SAAS refers to a software model, not specific product, the client is installed internally on its servers, but as an application remotely accessible as a service, by means of the Internet.

SAAS is based on an infrastructure-type "Cloud Computing", literally "The cloud computing (Internet)", which is the use of computing resources (servers, storage, ...) apart, housed in data centers, managed by a service provider, secure and accessible via Web interfaces.

Like ASP (Application Service Provider) or on-demand applications (On Demand), SAAS is part of the family of managed or hosted software solutions. Unlike the ASP, applications based on SAAS are built from the outset in Web mode and optimized to be delivered over the Internet. The SAAS model allows to discharge the maintenance, operation and application hosting. Payment for consumption is a way to optimize costs. SAAS is a model that provides "hosted software based on a data structure and a common source, shared by all customers using the service, billed to the use or subscription basis of criteria related for use. "A definition that automatically removes the many who confuse software hosting and application services.

SAAS is packaged delivery of resources, services and expertise that enable companies to fully outsource one or more aspects of their information system and to compare it to an operating cost rather than an investment

# SAAS

## Advantages & Benefits

“SAAS” is the best way of using software applications

LESS EXPENSIVE: sharing resources, simplified installation and maintenance.

LESS RESTRICTIVE: outsourcing of operational constraints

MORE ACCESSIBLE secure access from anywhere with an Internet connection

MORE AVAILABILITY: servers always available in real time.

MORE SERVICES: operating, backup, support and maintenance included.

QUICKER TO IMPLEMENT: quick & hassle free installation, light on infrastructure

MORE REACTIVITY : updated regularly, constantly and rapidly.

# Cloud Computing



# Financial Management Under Control

Thank's To Synel SAAS You Are The Winner

## Optimise your costs and charges on your IT

The use of the Synel SAAS solution allows for tighter control of your costs. When you outsource your Time and Attendance the costs are fixed and are generally based on the number of people using the solution. It is recognised that the cost of a SAAS solution is less than the acquisition of licenses and hardware associated with a traditional deployment of software applications. Payment for consumption also allows to adjust spending to the level of use and therefore the activity of the company, which is also a way to optimize costs. You pay for what you use when you need it.

## ... and your balance sheet

The advantages of Synel SAAS have a positive impact on your budget and finance. If you consider the cost savings on buying the software license, paying for annual maintenance, using resources for updating and regular back ups – all this is replaced by a simple monthly payment per active employee on the system.

# **With Synel SAAS - You Are Free From IT**

## **Save money and simplify your IT**

You don't need to invest in expensive and complex technical infrastructure. Just a simple computer (PC or Mac) – even entry level, tablet device will do!! All you need is a connection to the internet.

## **... and do not spend more**

The Synel SAAS hosted software suite evolves with your needs and grows with your business without any additional investment on your part.

## **Save time with outsourcing the T&A operation...**

Because IT is not your job, the Synel SAAS software solution allows you freedom from maintenance, operation and application hosting. With Synel SAAS the T&A application is outsourced and you are freed from the constraints associated with more hardware, software and expensive servers to maintain, more operational tasks cumbersome and often overlooked (backup, update, ...)

## **... and the speed of deployment**

With the Synel SAAS software, deployments is faster. Our solution is very flexible and can be quickly implemented to meet your needs. No installation is required in the business. In addition, the ergonomics of web applications allows a quick start for users who enjoy working with intuitive tools.

# **With Synel SAAS**

## **Your Investment Is Secure**

### **A Complete Service Where Everything Is Included**

Synel SAAS includes:

The software, servers, maintenance, support, operation, backups and upgrades.

With our subscription, you have all the support and an online help you need , for all those queries you encounter when using our SAAS solution.

### **Complimentary Services For Your Environment**

“Information Technology” has become a major tool in the managing of any business these days. This is why, in order to guarantee the successful implementation of the Synel SAAS Time & Attendance Solution and to ensure optimal usage, we offer support services by our own in house team, to include services such as Interfacing with other software system in use in your business (payroll, HR, ...)

- Free Pre sale consultancy
- Implementation study
- Assistance with implementation
- On-site training
- Data recovery
- Interface with other applications (payroll, HR etc.)

# **With Synel SAAS**

## **Your Access Is Guaranteed Simple & Always Available**

### **Simplicity**

- No technical infrastructure or expensive and complex hardware .
- Quick and easy start - as simple as surfing the net and using a spreadsheet
- All the functions are available just by clicking
- Flexibility of use and maximum optimisation in operating the system

### **Total Accessibility**

You access your software online and your business information is there for you, from any computer connected to the Internet. You have 24 hours 7 days a week access. Access is protected by a username and password. Any standard spec computer or a tablet PC will be sufficient.

Synel SAAS software is compatible with all popular operating systems (Windows, Mac OS, Unix, Linux, ...) and browsers; Chrome, IE, Firefox, Safari etc....

Our software is a true “hosted” SAAS tool that enables the sharing of data and / or transactions with all of your internal staff, outsourced or mobile.

Our online management application can be “simply” interfaced with other software applications , such as your payroll software or HR.



# With Synel SAAS You Manage Your Needs

**Synel SAAS** is fully web innovative and fully customisable service, encompassing all the T&A activities of employees. Developed on a Microsoft SQL and written in .NET. The addition of Synel SAAS in your company ensures increased efficiency through the use of a single database, available online for all authorised personnel.

## **Time Management Working With Web Interface**

Synel SAAS is a comprehensive tool for precision and efficiency in collecting and processing all employees' data for export to payroll and HR.

The Synel SAAS system encompasses all the information regarding the presence of employees, applies predefined work rules and then calculates in real time the number of hours worked for payroll processing.

The intuitive web interface allows you to use the company intranet and delivers the solution to all authorised employees.

Multi-user and accessible from any Internet-connected computer or tablet. Access to information is granted at different levels, depending on the function and the permission level of each employee.

An employee can view and update reports, and any data manager may authorise an employee to predetermined levels.

# Synel SAAS

## The Most Advanced SAAS T&A System Around

- Complete online system to view attendance / absences in real time
- Fully configurable and easily adapts to the constraints of the European Time Directives , annualized hours and other types of agreements.
- Weekly and monthly agreements
- Work cycles (shift rotations 2x8, 3x8 etc...)
- Unlimited absence codes
- Personnel record with customizable fields and custom counters.
- Holidays and annual closures by parameters
- Management of different clocking profiles
- Staff who do not have to clock, employees' clocking card by period, analysis by location of clocking terminal



# Synel SAAS

## The Most Advanced SAAS T&A System Around

- Advanced planning tools, graphics and burst.
- Graphic planning with individual or group viewing .
- Visual count for presences/absences by scheduling models/reasons for absence.
- Exceptions module de
- Tracking daily overtime
- Managing access rights to managers, including permission to read or read / modify the tables
- Standard reports and the option to create new reports or amend exiting ones
- Flexible options to import and export data
- Graphic report s for managers
- Reports in Word, Excel and PDF formats and the ability to email reports
- Cost centre analysis from a PC
- Production de reports based on autorisation level (manager/employee)
- Managers can correct / amend employee clockings

# Functionality Of The Time And Attendance Software

## Synel SAAS SILVER

- Clocking using the SYNEL SY715 terminal
- Capturing hours worked and breaks
- Capturing paid or un-paid over time
- Capturing night shifts, week-end and holiday hours
- Capturing absences
- Reporting on all exceptions
- Reporting on different employees profiles
- Tool for individual or group planning
- Capture and manage temporary and agency staff
- Pay periods - weekly/ bi weekly/monthly
- Automatic ceiling for weekly and monthly overtime
- Manual correction of clockings
- Clocking at the PC (intranet)
- Capturing absence requests (intranet)

## Synel SAAS GOLD

- Clocking using the SYNEL SY715 terminal
- Capturing hours worked and breaks
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- Reporting on all exceptions
- Reporting on different employees profiles
- Tool for individual or group planning
- Capture and manage temporary and agency staff
- Pay periods - weekly/ bi weekly/monthly
- Automatic ceiling for weekly and monthly overtime
- Manual correction of clockings
- Clocking at the PC (intranet)
- Capturing absence requests (intranet)
- **Automatic transfer to payroll**
- **Synel Notifier module**

# With Synel SAAS. You Choose The Hosting...

With the Synel SAAS solution you get the best in computer security. Our systems are hosted in hi-grade mil-spec data centres fully protected against power failures, power surges, using the latest and most powerful anti-virus and firewalls.

This means you are enjoying security measures normally available only to banks, military and such.

As a private company you will never be able to have this level of security

- Data centres protected by biometric access control
- Full fire protection
- Automatic backups on site and off site
- Redundant servers
- Fully air conditioned
- Maximum availability
- Your data is safe from disaster.

# With Synel SAAS. You Choose The Hosting...

The Synel SAAS application software and database is hosted in a data centre and is accessible via the internet. This does not mean that your data is accessible, but locked down securely, yet available to you 24/7. Access to the software online requires the same level of security as in credit card on-line payments or your internet access to your bank accounts.

To access the service Synel recommends the following browsers:  
Internet Explorer 7/8/9, Firefox latest version, latest version of Safari, Chrome latest version and Silverlight.

In order to maximise availability, whether Internet or Intranet access, we install the software automatically on multiple servers that each contain all of your stored data in real time. Thus, in case of a server failure, you can immediately access and your data seamlessly on another machine, without having to wait while we repair or replace the damaged server.

Optional servers hosted in your company Intranet mode: You do not have Internet access powerful enough to ensure good response time for all of your users? You apply a restrictive security policy in terms of access to the Internet? You are reluctant to have you data on a remote server? Synel offers the option to install Synel SAAS software on one or more servers in your enterprise.

# The Benefits Of The **GOLD** Version

## **Automatic transfer to payroll**

Export of data from the **Synel SAAS** for export to your payroll software

Data that can be exported:

- Hours (normal and overtime, paid & unpaid)
- Absences (holiday, sick days etc)
- Premiums and bonuses
- Export formats: (TXT, XLS, CSV, ASCII)

## **Synel Notifier module**

Synel WEB Notifier is a unique management tool used by the system administrators in your organisation to receive automatic alerts when certain pre-defined rules and parameters have been breached or failed to be complied with by your employees. The data contains information relating to the presence of employees, in accordance with the work rules of the company. Any exception like lateness, no-show, breach of access control permissions, employee who arrived but did not clock out – all these and more can be trigger an automatic alert to managers to give maximum control.

# Synel SAAS

## Clocking by Smart Phone

Clocking by **QR codes** (Flash-Code 2D) is a simple solution for sites not equipped with clocking terminals or telephone lines. With the **QR codes** of **Synel SAAS** you print the **QR code** corresponding to the site, mount it there and from then on all the employees have to do is “flash” their smart-phone to automatically register their arrival time to site, and again when they leave – departure time. This will automatically update the database of **Synel SAAS**.



**Synel SAAS QR codes** allows you to view and update all your employee & client files from any computer connected to the Internet. Thanks to its simple and friendly interface, **Synel SAAS QR codes** allows you to record all necessary information (name, address, phone no, contact, e-mail, other information) and generate a code for QR for each of your customers or site. QR codes in SAAS allows recording and precise management of employees on-site by simply flashing the QR codes (2D Flash-Code), on arrival and departure, working time, breaks etc ....



# Synel SAAS

## Clocking by Smart Phone

### Synel SAAS QR codes functionality

- Managing the T&A activities of your employees
- Generating the **QR codes** for the remote sites of your customers
- Detailed listing by employee and by job with automatic warning for any exceptions
- planning by client and by employee
- Option for employees and clients to connect and consult their planning
- alerts by Mail/SMS sent to you and/or the employees in case of lateness or no-show (**Module Synel Notifier**)
- Clocking by **QR Code** (flash-code / bar code 2D)
- Real time integration of all clockings with your **Synel SAAS** database

# Synel SAAS

## No Need To Buy Hardware

As part of the implementation of the Time Management SAAS solution for your employees, SYNEL will put in your disposition all the necessary hardware for your staff to clock in and out.

SYNEL will supply, for the duration of the contract of the **Synel SAAS service**, a clocking station and cards in sufficient quantity for the number of employees using the system. You could use a biometric terminal and avoid the hassle of managing employees cards.



# Synel SAAS

## No Need To Buy Hardware

### See Below The Technical Specifications Of The Clocking Terminals:

- Identification by contactless proximity card or key fob
- Option to use finger print or facial recognition biometric terminals.
- Up to 1000 employees
- Terminal can work on battery back up in case of power failure or network outage
- Internal memory for up to 10 000 transactions
- Communication via Ethernet TCP/IP 10mb.
- Programmable key pad
- Numeric key pad
- 4 function keys for queries at the clock, clocking for breaks, clocking out on duty
- Clear display of data and messages
- Visible and audible accept / reject signal
- Very simple wall mounted installation



# **For More Information**



**To Find Out More About Our SaaS Solutions**

And How They Can Help You Please Give Us A Call On:

**0208 990 9991**

or email

**[sales@synel.co.uk](mailto:sales@synel.co.uk)**