

# IBIX\*MSS

Access control. Visitor management. Time registration. Personnel time management. Manpower planning. Employee Self service. And a lot more ...

## *Product description*

### **IBIX\*MSS Employee Self service**

for  
Personnel time management  
Access control  
Visitor advance notification  
Cafeteria account listings

Version 2.9



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## 1. Introduction

This product description refers to the add-on module IBIX\*MSS (employee Self service) of the product IBI@flex. It is directed at prospective customer who want to deal with the system choice and get to know the function perimeter of this add-on module or in IBIX - the customers who consider seating this add-on module.

The document which you just read refers to a product which is continuously developed. It refers to the actual release 2.9. Ask for our Roadmap if you are interested in the advancement of our products.

Following other product descriptions are available, please ask for it:

- IBIX@flex Personnel time management, access control, company restaurant account and ID card production
- IBIX\*MSS in in German
- IBIX\*TAB Display tableau for personnel time management
- IBIX\*SAP Integration in mySAP HCM PDC
- IBIX\*PEP Manpower planning
- IBIX Maintenance and Service

### For the IBIX-Team

#### Harald Fischer-Hohlweck and Jochen Laux

Stuttgart in September 2016



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## 2. Overview

IBIX\*MSS uses the possibilities which the intranet and also the Internet offers to allow to employees, to administer their time accounts independently. More information and more own responsibility of the employee can cause an essential discharge of the personnel department and the time representative and increase the motivation of the employee terrifically.

In the dialogue with the managers the application being (e.g., holiday application) can be illustrated completely without paper.

The manager sees the applications of his employees and approves this electronically or refuses them.

The users of IBIX\*MSS are the employees or the managers. Every employee who has access to the intranet, can use IBIX\*MSS. This means the employees who run alternating or excluding telework, as well as the employees who are on business trips



The screenshot shows the IBIX\*MSS time account interface. At the top, there is a navigation bar with icons and the text "time account" and "IBIX\*MSS". Below this, a header bar displays the user name "Bartosch, Dieter", the date "26.08.2015", and the flexitime balance "32:07 / 24.09.2015". The main part of the interface is a table with columns: date, start, GB, end, GE, debit, regist., break, calc, balance, OT free, premi., entry text, and state. The table lists time entries for various dates in September 2015, including entries for "Paid vacation" and "Normal work".

	date	start	GB	end	GE	debit	regist.	break	calc	balance	OT free	premi.	entry text	state
	We 23.09.2015	G				07:30			07:30	00:00			Paid vacation	
<input type="checkbox"/>	Tu 22.09.2015	O	08:59	K 12:33		07:30	03:34	00:15	03:19	-02:36			Normal work	
<input type="checkbox"/>		W	15:25	K 18:33			03:08		01:25				Normal work	
						07:30	06:42	00:15	04:54	-02:36			day sum	
	Mo 21.09.2015	G				07:30			07:30	00:00			Paid vacation	
<input type="checkbox"/>	Fr 18.09.2015	F	06:44	F 16:56		07:30	10:12	01:00	09:12	01:42			Normal work	
<input type="checkbox"/>	Th 17.09.2015	F	06:44	F 12:09		07:30	05:25	00:21	05:04	01:10			Normal work	
<input type="checkbox"/>		F	12:48	F 16:24			03:36		03:36				Normal work	
						07:30	09:01	00:21	08:40	01:10			day sum	
<input type="checkbox"/>	We 16.09.2015	F	06:34	F 16:04		07:30	09:30	01:00	08:30	01:00			Normal work	
<input type="checkbox"/>	Tu 15.09.2015	F	07:18	F 16:51		07:30	09:33	01:00	08:33	01:03			Normal work	
<input type="checkbox"/>	Mo 14.09.2015	F	06:59	F 16:59		07:30	10:00	01:00	09:00	01:30			Normal work	

### 2.1. M0 Self service for time management

The biggest module of IBIX\*MSS makes available functions for the IBIX personnel time management.

For employees there are following functions:

- Register of entries over a virtual time registration terminal (Come, go and special reasons like business trip, doctor's visit, training etc.)
- Display and printout of the time account (time account listing), display of the actual balances (flexitime credit, overtime credit, holiday stand and similar) as well as postregistering, correcting and delete of entries
- Display of the faulty time pairs which must be still corrected.
- Apply of absences like leave, flexitime balance and overtime balance, as well as query of the application state and if necessary cancellation of already approved absence applications.

- Display and printout of a graphic absence overview about a year for himself, or display of a graphic group calendar (absences of the colleagues)
- Display and printout of the personal operation plan, provided that this has been released by the IBIX\*PEP planner.
- Application of overtime.

For managers there are, in addition, the functions

- Approval of absence applications, authorisation or rejection of absence applications, as well as cancellation of already approved absence applications
- Authorisation or rejection of time account corrections
- the above functions for all employees subordinated to it (except registering of entries in the virtual terminal)
- Printouts of time account listings for the employees
- Printouts of error lists
- Planning, or authorisation of overtime for the employees.
- if necessary a simple staff capacity planning by capture of exception-day specifications for the employees (if IBIX\*PEP is too mighty).
- Sealing of time accounts at the month end if all corrections are entered.
- Definition of substitutes, with own absence

All functions can be individually allowed or locked to the user.

Per employee can be defined up to 3 managers which can earn 3 different roles. The "accepter" can agree to applications, or refuse these (typically the project manager); the "approver" has all rights (typically the staff manager) and the "informed" gets informed about all applications approved (typically the office conductor, or the area secretary)..

## 2.2. M1 Self service for the access control

Certain access permissions can be defined to be serviced by the application IBIX\*MSS.

Then for employees there are the functions:

- Display of all entered access permissions
- Application of limited-period additional access permissions

And for managers:

- Approval, authorisation or rejection of access applications

Besides, can be defined as a "manager" area responsible persons (as for example the IT conductor) as well as staff manager (like with the time management).

## 2.3. M2 Self service for the visitor management

The optimum integration of visits can be realised with IBIX\*MSS.

For all employees, there are the functions:

- Logon of new visits with definition of the visit period, and assignment of the host
- Search and if necessary acquisition of former visit data
- Update of visit data

The reception is prepared thus optimally for the forthcoming visits and can handle the visitor checkin actually.

## 2.4. M3 Self service for cafeteria accounting

With this module employees can retrieve itself the cafeteria account statements for the staff restaurant billing. The statement can be accessed with or without product data. The statement will be issued as a PDF file and can be saved or printed.

## 3. M0 Employee functions for personnel time management

### 3.1. Virtual terminal

#### 3.1.1. Register of actual entries

Registering of entries with IBIX\*MSS follows almost just like in a real time registration terminal. Nevertheless, this „virtual terminal“ is served with the mouse and the keyboard.

At the bottom of the terminal are free configurable function keys.

For capture of entries it must be clicked only on the corresponding button and an entry is generated with the actual time and is transmitted to the IBIX personnel time management.

On the top right the defined balances from the IBIX system can be displayed (flextime balance, overtime balance, holiday stand etc.)




### 3.2. Time account

#### 3.2.1. Display of the time account

This view is displayed in most cases automatically after the login (adjustable about the configuration).

In addition, the actual balance situations are displayed here and the employee sees with several time pairs a day sum and the daily balance from the credited time less the target work time.

It can be scrolled through the time account forward and backward with the appropriate buttons. In the configuration preferences can be determined how many days in each case will be scrolled. In addition, you can jump to the previous month, as well as to the actual month directly.



	date	start	GB	end	GE	debit	regist.	break	calc.	balance	OT free	premi.	entry text	state
	We 23.09.2015	G				07:30			07:30	00:00			Paid vacation	
<input type="checkbox"/>	Tu 22.09.2015	G 08:59	K	12:33		07:30	03:34	00:15	03:19	-02:36			Normal work	
		W 15:25	K	18:33			03:08		01:35				Normal work	
						07:30	06:42	00:15	04:54	-02:36			day sum	
	Mo 21.09.2015	G				07:30			07:30	00:00			Paid vacation	
<input type="checkbox"/>	Fr 18.09.2015	F 06:44	F	16:56		07:30	10:12	01:00	09:12	01:42			Normal work	
<input type="checkbox"/>	Th 17.09.2015	F 06:44	F	12:09		07:30	05:25	00:21	05:04	01:10			Normal work	
<input type="checkbox"/>		F 12:48	F	16:24			03:36		03:36				Normal work	
						07:30	09:01	00:21	08:40	01:10			day sum	
<input type="checkbox"/>	We 16.09.2015	F 06:34	F	16:04		07:30	09:30	01:00	08:30	01:00			Normal work	
<input type="checkbox"/>	Tu 15.09.2015	F 07:18	F	16:51		07:30	09:33	01:00	08:33	01:03			Normal work	
<input type="checkbox"/>	Mo 14.09.2015	F 06:59	F	16:59		07:30	10:00	01:00	09:00	01:30			Normal work	



### 3.2.2. Display of faulty entries

With the checkbox on the top right „show only errors“ the display can be toggled, so that only the faulty entry pairs are displayed which must be still corrected.

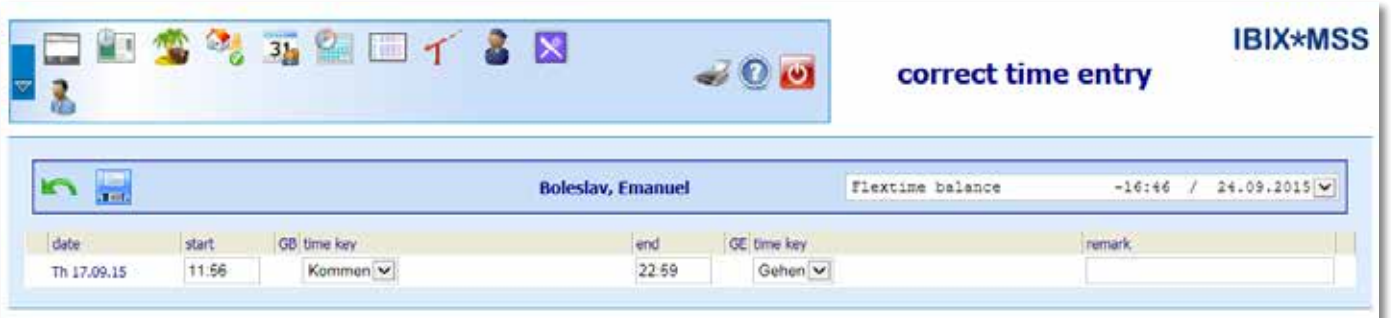
If this checkbox is active, even the error list will be done while printing instead of a complete time account listing.

### 3.2.3. Postregister, change, delete of entries

For post capture and correction there are provided special views in which the employees can postregister, correct or delete entries.

The allowed entry reasons can be configured.

Also can be deleted faulty postregistered entries, or be inserted additional entries.



date	start	end	time key	remark
Th 17.09.15	11:56	22:59	Kommen	



date	start	end	time key	remark
23.09.2015	07:30	18:12	Kommen	
18.09.2015	08:15	17:30	Kommen	
14.09.2015	09:30	17:45	Kommen	
02.09.2015	07:45	16:10	Kommen	
			Kommen	
			Kommen	

### 3.2.4. Printout of the time account

Because every employee can at any time display its time credit balance, the usual central printouts and distributing the monthly time proof are no longer required

Through this a very big saving potential arises.

The time account listing is created as a PDF document and then can be printed or be saved.

Tip: If before printing the checkbox „show only errors“ is activated, then an overview of the faulty entry pairs is printed instead of the complete time account listing.

IBIX*MSS time account listing										
time account from 01.09.2015 to 24.09.2015										
Bartosch, Dieter - 6001										
Werk	Stuttgart					Bereich	Verwaltung			
Abteilung	GL					Kostenstelle	110			
Ang / Gew	Ang					Raum / E-Mail	4356			
Telefonnummer	300									
date	start	end	debit	regist.	break	calc	balance	OT free	premi.	entry text
carry from previous month						24:00				
Tu 01.09.2015	G		7:30			7:30	00:00			Paid vacation
We 02.09.2015	F 6:14 F	15:46	7:30	9:32	1:00	8:32	1:02			Normal work
Th 03.09.2015	F 7:14 F	16:46	7:30	9:32	1:00	8:32	1:02			Normal work
Fr 04.09.2015	G		7:30			7:30	00:00			Paid vacation
Mo 07.09.2015	G		7:30			7:30	00:00			Sickness without notification
Tu 08.09.2015	G		7:30			7:30	00:00			Sickness without notification
We 09.09.2015	F 7:13 F	16:55	7:30	9:42	1:00	8:42	1:12			Normal work
Th 10.09.2015	F 7:55 F	16:12	7:30	8:17	1:00	7:17	-0:13			Normal work
Fr 11.09.2015	K 7:10 K	16:55	7:30	9:45	1:00	8:45	1:15			Normal work
Mo 14.09.2015	F 6:59 F	16:59	7:30	10:00	1:00	9:00	1:30			Normal work
Tu 15.09.2015	F 7:18 F	16:51	7:30	9:33	1:00	8:33	1:03			Normal work
We 16.09.2015	F 6:34 F	16:04	7:30	9:30	1:00	8:30	1:00			Normal work
Th 17.09.2015	F 6:44 F	12:09	7:30	5:25	0:21	5:04	1:10			Normal work
	F 12:48 F	16:24		3:36		3:36				Normal work
			7:30	9:01	0:21	8:40	1:10	0:00		day sum
Fr 18.09.2015	F 6:44 F	16:56	7:30	10:12	1:00	9:12	1:42			Normal work
Mo 21.09.2015	G		7:30			7:30	00:00			Paid vacation
Tu 22.09.2015	O 8:59 K	12:33	7:30	3:34	0:15	3:19	-2:36			Normal work
										*W* Core time not entered
	W 15:25 K	18:33		3:08		1:35				Normal work
			7:30	6:42	0:15	4:54	-2:36	0:00		*W* Outside flexitime
We 23.09.2015	G		7:30			7:30	00:00			day sum
										Paid vacation
balance overview to						24.09.2015	24.09.2015			
Flextime balance						32:07	32:07			
Overtime balance (free)						0:00	0:00			
Leave rest						19:00	19:00			
Overtime balance (paid)						0:00	0:00			
Comp. time balance						0:00	0:00			
Time sum						159:37	159:37			
noch planbare Urlaubstage						7:00	7:00			
leave overview to 24.09.2015										
Tarifurlaub	claim	carry	taken	expire	openly	planned	unplanned			
	30.0	0.0	11.0	0.0	19.0	12.0	7.0			



### 3.3. Absence applications

With IBIX\*MSS the complete treatment of flextime applications, overtime balance applications and holiday applications can follow without paper.

- The employee submits with the help of a mask about IBIX\*MSS its application
- The manager can check the applications and refuse it or approve by selecting the appropriate option field and types perhaps a short text in the remark field
- The employee can interrogate on the treatment state of its applications any time at the touch of the button
- For already approved applications he can apply for a cancellation.

#### 3.3.1. Register of an absence application

The employee selects one of the given absence reasons from the drop down list and complements this application with the entry of the date or period. For controlling purposes the actual balances are displayed the employee also on this view, he can already check be-

fore the application position whether his holiday balance is still high enough. With application of leave is checked by the system whether for the actual year generally still enough unused holiday exists and a corresponding message issued if the unused holiday is fell short.

In the field „remarks“ the free input of text is possible. The substitute's field can be configured alternatively likewise as a free field, or be, however, a data field about which another MSS user than substitute is named. This substitute is informed if requested likewise by mail, so that he knows that he was named as a substitute for the concerning period.

Following absence reasons are predefined by us, nevertheless, can be set user-dependent:

- Leave
- Special leave
- Flextime balance
- Overtime balance
- Business trip
- Doctor's visit

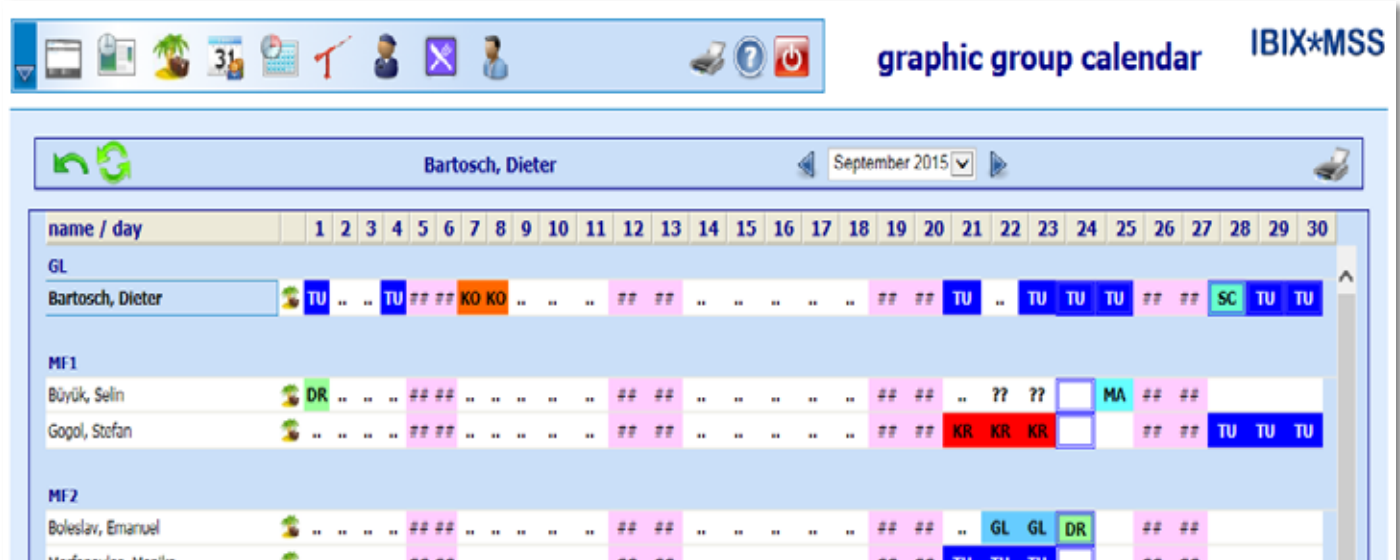
as well as all all-day absence reasons defined in the personnel time management.

The screenshot displays the 'new absence' application interface in IBIX\*MSS. At the top, there is a toolbar with various icons. The main header shows the user 'Boleslav, Emanuel' and a summary of the application: 'Leave rest' with a balance of '25.00' and a date of '23.09.2015'. Below this, the form is organized into several sections. On the left, there are date fields for 'from' (24.09.2015) and 'to' (24.09.2015), a 'remark' field containing 'Business trip', and a 'Business trip' button. On the right, there are dropdown menus for 'absence reason' (Business trip) and 'state' (applied), a text field for 'substitute' (Bartosch, Dieter - 6001), a checkbox for 'no substitution', and a text field for 'MSS substitute' (Bartosch, Dieter - 6001).

### 3.3.2. Display / printout graphic group calendar

To the support of own absence planning every employee can access the group calendar (all colleagues who have the same manager or who are in the same organisation unit).

Thus everybody sees whether and which colleagues have likewise already planned absences, before he puts an application. The group calendar can be configured alternatively also in such a way that instead of the detailed absence reasons only neutrally "absent" is displayed if this is necessary for data protection reasons. The group calendar can be saved any time also as a PDF file, or be printed out.



## IBIX-month overview

September 2015

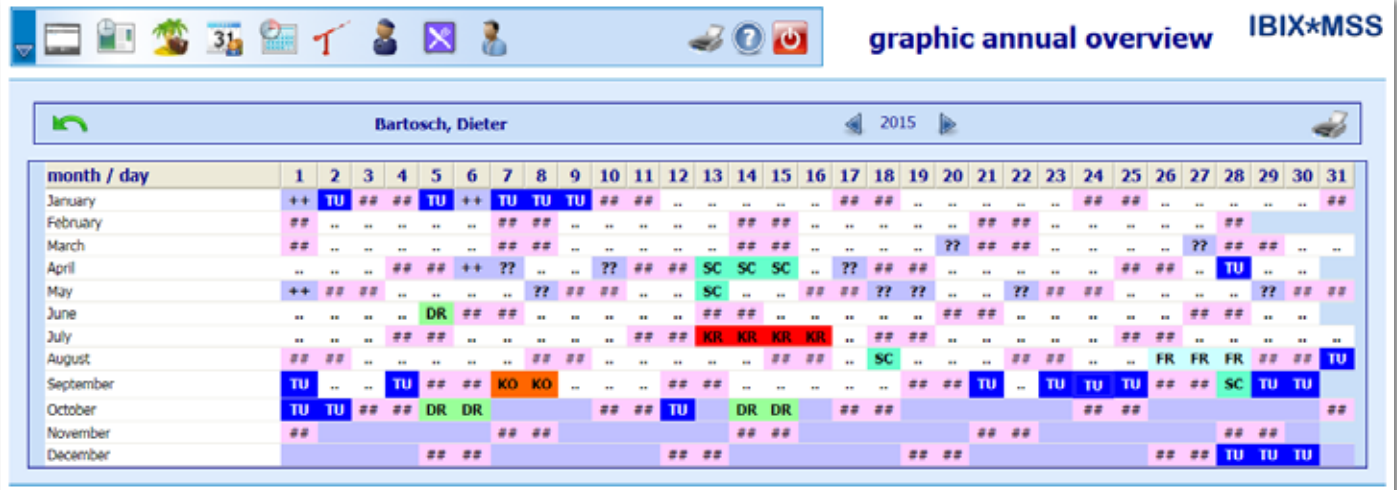
name / day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
GL																														
Bartosch, Dieter	TU	..	..	TU	##	##	KO	KO	..	..	..	##	##	..	..	..	..	..	##	##	TU	..	TU	TU	TU	##	##	SC	TU	TU
MF1																														
Büyük, Selin	DR	..	..	..	##	##	..	..	..	..	..	##	##	..	..	..	..	..	##	##	..	??	??	..	MA	##	##	..	..	..
Gogol, Stefan	..	..	..	..	##	##	..	..	..	..	..	##	##	..	..	..	..	..	##	##	KR	KR	KR	..	..	##	##	TU	TU	TU
MF2																														
Boleslav, Emanuel	..	..	..	..	##	##	..	..	..	..	..	##	##	..	..	..	..	..	##	##	..	GL	GL	DR	..	##	##	..	..	..
Morfopoulos, Monika	..	..	..	..	##	##	..	..	..	..	..	##	##	..	..	..	..	..	##	##	TU	TU	TU	..	..	##	##	..	..	..
Osman, Yvonne	KO	KO	KO	KO	##	##	SC	SC	SC	SC	SC	##	##	TU	TU	TU	TU	TU	##	##	SC	??	??	..	..	##	##	..	..	..
PA																														
Bertini, Sandro	..	..	..	..	##	##	..	..	..	..	..	##	##	..	..	..	..	..	##	##	TU	TU	TU	TU	TU	##	##	TU	TU	TU
Stirn, Judith	..	..	..	..	##	##	..	..	..	..	..	##	##	..	..	..	..	..	##	##	DR	??	??	..	..	##	##	..	..	..

### 3.3.3. Display / printout of the annual overview

Every employee can also display and print out its attendance / absences as an annual overview.

How many years can be displayed in this overview depends on the maximum storage time which is defined in the system, or is configurable by a parameter.

The printout is generated as a PDF document and can be either printed, or be saved.



## IBIX-annual overview for the year 2015

employee number      6001  
name                      Bartosch, Dieter  
year                        2015

month / day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
January	++	TU	##	##	TU	++	TU	TU	TU	##	##	..	..	..	..	..	##	##	..	..	..	..	..	##	##	..	..	..	..	..	..	##
February	##	..	..	..	..	..	##	##	..	..	..	..	..	##	##	..	..	..	..	..	##	##	..	..	..	..	..	..	##			
March	##	..	..	..	..	..	##	##	..	..	..	..	..	##	##	..	..	..	..	??	##	##	..	..	..	..	??	##	##	..	..	
April	..	..	..	##	##	++	??	..	..	??	##	##	SC	SC	SC	..	??	##	##	..	..	..	..	..	##	##	..	TU	..	..		
May	++	##	##	..	..	..	..	??	##	##	..	..	SC	..	..	..	##	##	??	??	..	..	??	##	##	..	..	..	??	##	##	
June	..	..	..	..	DR	##	##	..	..	..	..	..	..	##	##	..	..	..	..	##	##	..	..	..	..	..	..	##	##	..	..	
July	..	..	..	##	##	..	..	..	..	..	##	##	KR	KR	KR	KR	..	##	##	..	..	..	..	..	##	##	..	..	..	..	..	
August	##	##	..	..	..	..	..	##	##	..	..	..	..	..	##	##	..	SC	..	..	..	..	##	##	..	..	FR	FR	FR	##	##	TU
September	TU	..	..	TU	##	##	KO	KO	..	..	..	##	##	..	..	..	..	..	##	##	TU	..	TU	TU	TU	##	##	SC	TU	TU		
October	TU	TU	##	##	DR	DR				##	##	TU		DR	DR		##	##						##	##							##
November	##						##	##						##	##						##	##							##	##		
December					##	##						##	##						##	##						##	##	TU	TU	TU		



### 3.4. Application of overtime

About IBIX\*MSS employees can also apply analogously to absences for overtime. It can be also set in such a way that only the manager may enter the overtime.


The application position and the authorisation runs as with the treatment of absence applications. Also here the state is carried along with every application:

- Applied
- Approved





**new overtime** **IBIX\*MSS**






**Bartosch, Dieter**

Flextime balance 30:40 / 23.09.2015 ▼

from 28.10.2015 

to 29.10.2015 

overtime OT free ▼

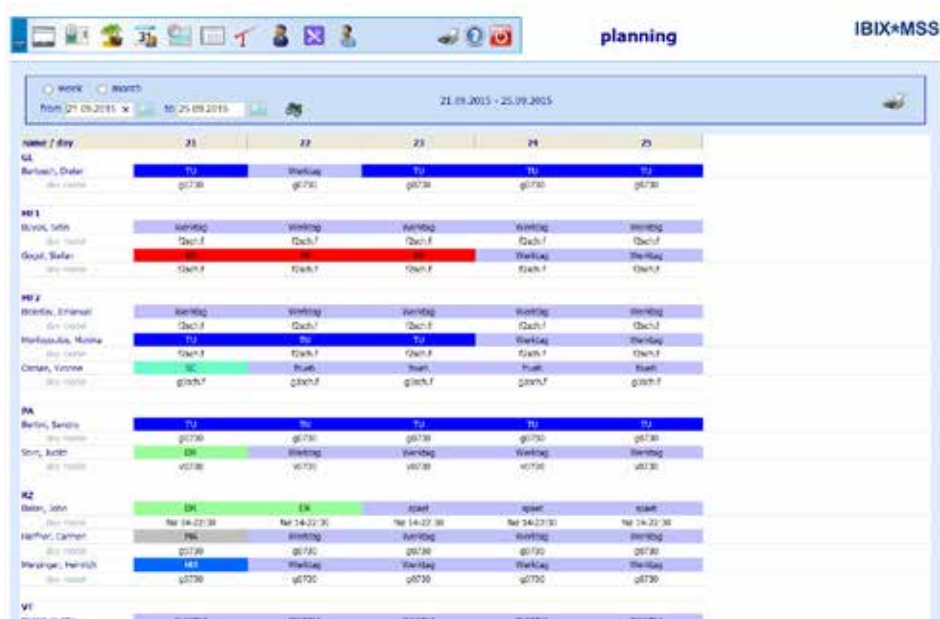
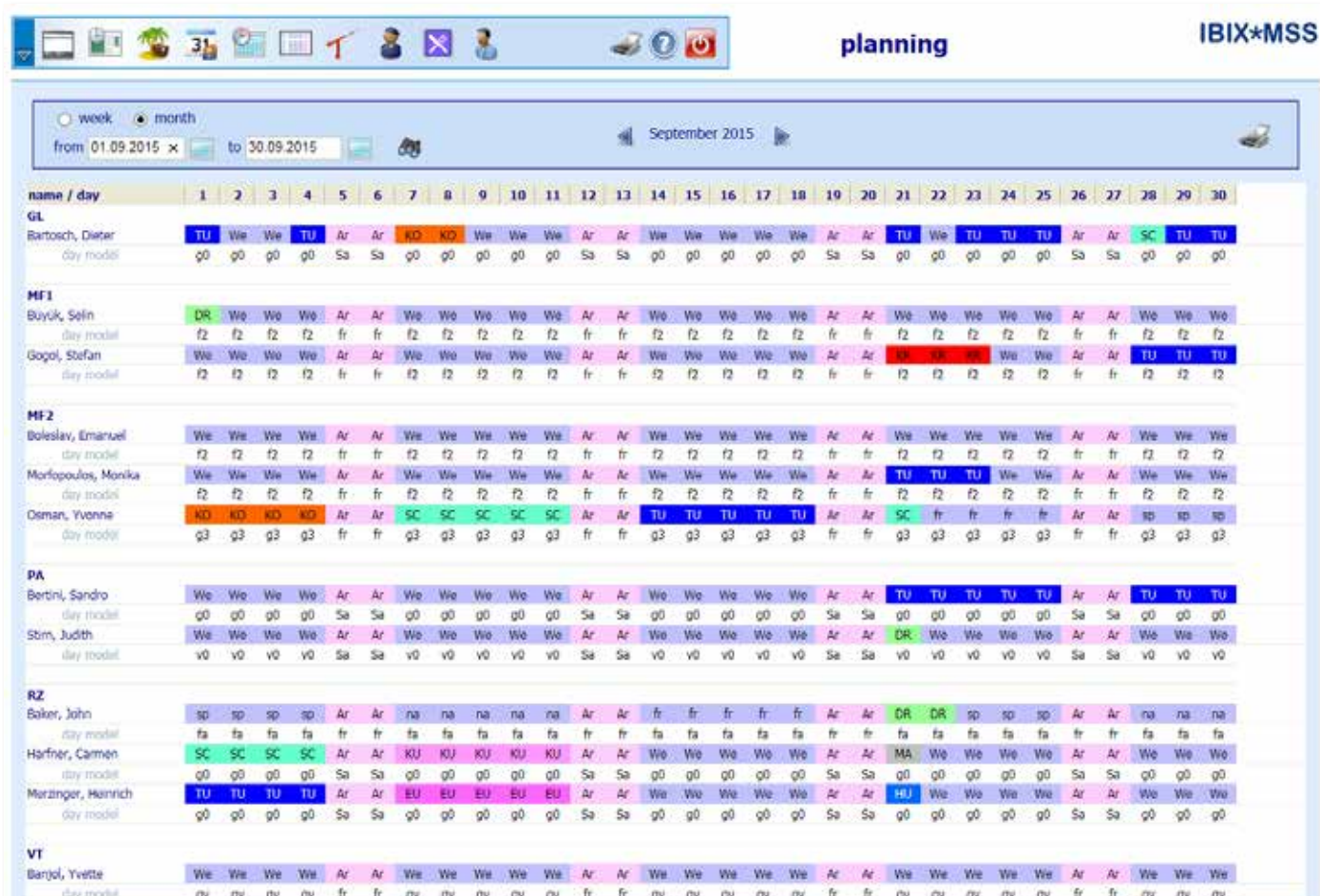
state approved

remark Special overtime 

### 3.5. Display / printout of the planning

The actual operation planning can be displayed either week by week (= weekly plan) or monthly (= monthly plan), or saved as a PDF file, as well as be printed out.

With the employees who are planned about the manpower planning (IBIX\*PEP) the planned activity is also displayed, with the remaining employees the planned day-working hour model, or the planned absence becomes displayed.





## 4. M0 Manager functions for personnel time management

All functions for the manager are summarised in the manager's menu.

The functions of a manager can be:

- Time account corrections approve / refuse
- Agree to absence applications, approve or refuse
- Agree to overtime applications, approve or refuse
- Substitution (with own absence set up)
- The time account printing (for the employees)
- Staff capacity planning

- Agree to access applications, approve or refuse

The supervisor's function is active with all MSS users who have assigned either the role of "approvers", or the role of "accepters".

When the manager mask is displayed it shows unfinished assignments still in queue. By click on the corresponding line (e.g., absence applications) one reaches in the corresponding edit mask.

The application treatment (authorisation of applications was already explained on top. Here the special manager functions are explained in addition



### 4.1. Authorisation of time account corrections

If necessary, can be defined user-dependent that all time account corrections of the manager must become approved, before these are accepted finally. Besides, all corrections are entered first of all on the account and all calculations (also the balances) are carried out.

Then the manager can approve these corrections either, or refuse, however. In this case the whole day is reset in the time account again on the original state, i.e. several corrections in a day must not be bounced individually. The authorisation is no absolutely necessary process, nevertheless, it simplifies the overview, about the still open

processes. If an authorisation is not given explicitly, the entries are valued, nevertheless, in the time account and also are accounted accordingly.

In this mask all changed, deleted or inserted entries are displayed. On the left entries are displayed before the update and on the right the entries after the update.



**approval of time corrections** **IBIX\*MSS**

- everybody - ☐ aproving of all time account corrections

**Boleslav, Emanuel** **Flextime balance** -16:55 / 24.09.2015

date	start	before	end		start	after	end		state
Th 17.09.15	12:56	Come	22:59	Go	11:56	Come	22:59	Go	temporary approved refused
Mo 21.09.15	06:11	Come	19:33	Go	06:20	Come	19:33	Go	temporary

## 4.2. Authorisation of absence applications

If the manager logs in to IBIX\*MSS, he can see all applications of the employees assigned to him.

To the authorisation or rejection he must click merely the selection

- approved
- refused

Only after the authorisation this application is entered as a “planned absence” on the time account. Before the authorisation the manager can check naturally the balances of the employee to find out whether an enough high flextime credit exists. With the authorisation of leave is checked by the system whether for the actual year generally still enough unused holiday exists.

With trustworthy employees the manager can also approve very quickly all applications about the function „approve of all absence applications“.

**approval of absence applications** **IBIX\*MSS**

- everybody - ☐ approve of all absence applications

**Baker, John** **52** **Leave rest** 17.00 / 30.09.2015

	from	to	absence reason	created	substitute	state	since
✖	31.03.2015	31.03.2015	Business trip	11.03.2015	Gogol, Stefan - 6005	substitution agreed	22.09.2015
✖	23.03.2015	23.03.2015	Off-the-job training	11.03.2015	Boleslav, Emanuel - 6003	applied	11.03.2015

### 4.2.1. Agree with absence applications

Professional managers, or project managers get often the role of “accepters”. Like the direct manager they receive the applications of the employees assigned to them likewise by mail. They can agree / not agree to an application. Thus you give to the staff manager the information that the application is ok / not ok and he can really approve or refuse it. The role of the accepter in IBIX\*MSS is that he has no veto power. i.e. the staff manager can approve in spite of „not agreed“.

### 4.2.2. Graphic absence overview

To simplify the decision on an application to the manager, there is also a graphic overview about the attendance-/absence state of his employees.

Applied absences are displayed in italics, already approved in normal font and cancelled applications crossed out. In the overview it is possible to scroll monthly forward and backward. Thus the manager can see from the first sight whether he can approve this application, or not.












































### 4.2.3. Cancellation of absence application

Absence applications, once approved, cannot be changed any more. These are also taken over into the absence planning of the IBIX personnel time management. Should such absences need to be changed afterwards (e.g. because the leave must be moved), the application can be cancelled either by the manager, or the cancellation can be applied by the employee.

### 4.2.4. Displays of the application state

In this view the employee can see in which state its applications are. An absence application can have following state values:

- **Applied**  
The initial state of an application; applied absences can be edited in IBIX\*MSS by the applicant, as well as by his manager, be deleted, indeed, only from the applicant. Such applications are not taken into consideration by the IBIX personnel time management with the calculation of a time account.
- **agreed / not agreed**  
The professional manager has agreed or not agreed to this application, but this application is not yet finally approved / refused. These applications are not noticed by the IBIX personnel time management yet.
- **Refused**  
Refused applications can be edited in IBIX\*MSS by the applicant, as well as by his manager, be deleted, indeed, only from the applicant. Such applications are not taken into consideration by the IBIX personnel time management with the calculation of a time account.
- **Approved**  
Final state of an application; they are taken into consideration by the IBIX personnel time management with the calculation of a time account.
- **Cancellation applied**  
Approved applications can be applied in IBIX\*MSS for cancellation. With authorisation duty the manager must edit these applications. They are computed by the IBIX personnel time management up to authorisation more far.
- **Cancelled**  
Final state of an application; they are not taken into consideration by the IBIX personnel time management with the calculation of a time account any more.
- **Registered**  
The absences which were planned not about IBIX\*MSS, but about the administrator's dialogue are displayed with this state. Thus an employee sees all its absences, not only the ones planned about IBIX\*MSS.

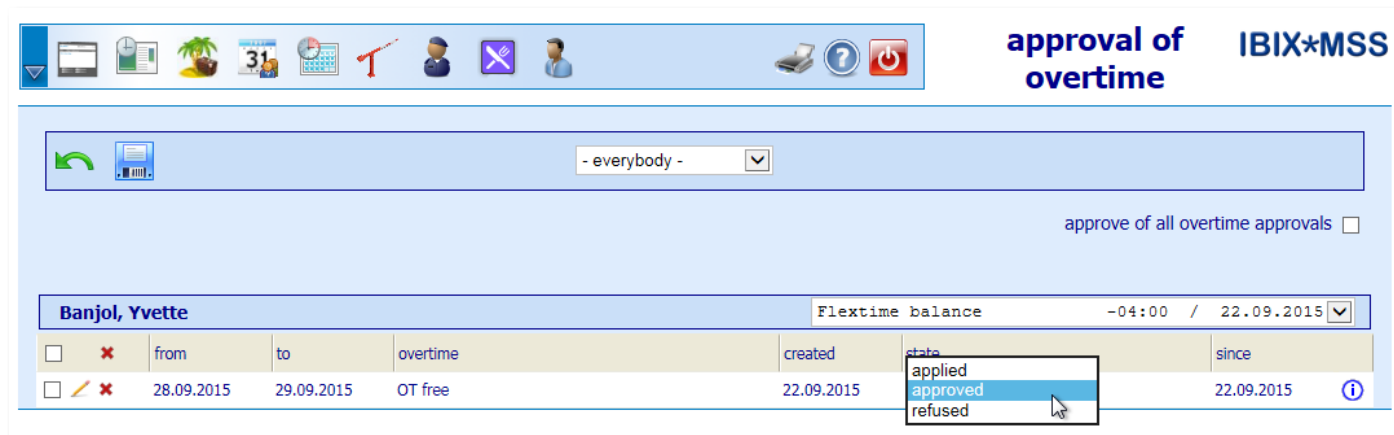
<div>                       </div> <div> <b>absence applications</b> <b>IBIX*MSS</b> </div>									
<div>                      </div> <div> Bartosch, Dieter Flextime balance 30:40 / 23.09.2015 </div>									
<div> <input type="checkbox"/> shows only applied absences <input type="checkbox"/> shows only future absences </div>									
	from	to	absence reason	created	substitute	state	since		
<input checked="" type="checkbox"/>	24.12.2015	04.01.2016	Paid vacation	21.09.2015	no substitution	approved	21.09.2015		
	14.10.2015	15.10.2015	Business trip	21.09.2015	Stirn, Judith - 6009	approved	21.09.2015		
	12.10.2015	12.10.2015	Paid vacation	21.09.2015	no substitution	approved	21.09.2015		
	05.10.2015	06.10.2015	Business trip	21.09.2015	Bertini, Sandro - 6015	approved	21.09.2015		
	28.09.2015	28.09.2015	Off-the-job training	21.09.2015	Gogol, Stefan - 6005	approved	21.09.2015		
	22.09.2015	25.09.2015	Paid vacation	21.09.2015	Stirn, Judith - 6009	approved	21.09.2015		
	21.09.2015	02.10.2015	Paid vacation		no substitution	entered			
	07.09.2015	08.09.2015	Sickness without notification		no substitution	entered			

### 4.3. Authorisation of overtime applications

The authorisation of overtime applications runs like the treatment of absence applications. Also here the state is carried along with every application:

- applied
- approved
- refused

Nevertheless, mostly it is so regulated organisational that not the employees puts applications, but that manager “arranges” immediately overtime.



### 4.4. Substitution set up

So that workflows also function with absence of managers more far, a regulation must be met to it. They have in addition three possibilities

- no substitution  
(then become no more applications approved until you again be present)
- manual substitution  
(thus you determine who exactly during your absence the applications should edit)
- automatic substitution  
(as soon as you have an absence, the predefined substitute's regulation takes effect)

#### 4.4.1. Manual substitution

You can define over the supervisor's dialog for her own absence the substitution.

Besides, you can define for a period (from date - to date) either a predefined substitute for all employees, or also single exceptions in addition.

During the time of the substitution all permissions of the manager go over on the substitute. In addition, he receives during the time e-mail notifications.

If the substitute is not a colleague from another department, but one of the employees, an exception must be defined as a rule for this employee, so that he cannot correct his own account.

#### 4.4.2. Automatic substitution


















This function makes the activation of a substitution superfluous. On this occasion, the substitution is automatically activated for a manager, as soon as for himself an absence is entered which lasts longer than the start date of the applied absence, so that he has no more possibility to approve this application.

So that this function is activated, a system switch is to be activated accordingly and the standard substitutions must be maintained substantially.




## 4.5. Time account printing (for employees)

If the employees do not print out their time accounts themselves, but you as a manager, you must display not every time account individually and activate there the printing function but you can print out the accounts of your assigned employees as a collective printing, or create PDF files.

You get in addition a small print selection dialogue, in which all employees are listed. Thus you simply select which account listings should be printed

**selection employee for time accounts printing**

time account

01.09.2015 - 24.09.2015


















	name, given name	employee number
<input checked="" type="checkbox"/>	Baker, John	6022
<input checked="" type="checkbox"/>	Bangol, Yvette	6100
<input type="checkbox"/>	Bartosch, Dieter	6001
<input checked="" type="checkbox"/>	Bertini, Sandro	6015
<input type="checkbox"/>	Boleslav, Emanuel	6003
<input checked="" type="checkbox"/>	Büyük, Selin	6007
<input type="checkbox"/>	Gogol, Stefan	6005
<input type="checkbox"/>	Harfner, Carmen	6200
<input type="checkbox"/>	Merzinger, Heinrich	6300
<input checked="" type="checkbox"/>	Morfopoulos, Monika	6004

## 4.6. Seal time accounts



With this optional function we offer you the possibility to check the monthly account between the personnel department and the manager. You as a supervisor seal the time accounts of your employees, as soon as you have entered all corrections and authorisations and are thus the time accounts finished for the accounting.

Employees cannot change sealed time accounts any more.



The time representative in the personnel department can ascertain with a query in the java interface whether all time accounts are sealed, before the month conclusion is started.






























**time accounts of the employees sealing**

30.09.2015

name, given name	employee number	time account seals to
Baker, John	6022	30.11.2014 
Bangol, Yvette	6100	30.11.2014 
Bartosch, Dieter	6001	30.11.2014 
Bertini, Sandro	6015	30.11.2014 
Boleslav, Emanuel	6003	30.11.2014 
Büyük, Selin	6007	30.11.2014 
Gogol, Stefan	6005	30.11.2014 
Harfner, Carmen	6200	30.11.2014 
Merzinger, Heinrich	6300	30.11.2014 
Morfopoulos, Monika	6004	30.11.2014 
Osman, Yvonne	6102	30.11.2014 



## 4.7. Manpower planning

For managers there is the possibility to query the operation of the employees and to plan deviations of the time model (e.g. with shifts) independently.

This simple planning component, without capacity adjustment and demand calculation is for many applications already enough. For additional requirements our extensive manpower planning system IBIX\*PEP is available.

About a month view the manager can see the planned day models / shifts and the already planned absences of his employees. Thus he can get fast an overview who in a certain day like is planned. If he should enter deviations he can apply for his employees "exception-day models".

About a click on the name of an employee a window opens in the exception-day specifications can be entered. If one wants to delete an entered exception again, must be clicked directly on the exception..

**Stirn, Judith**

**from**

01.09.2015

07.09.2015

21.09.2015

24.09.2015

28.09.2015

**to**

04.09.2015

11.09.2015

23.09.2015

25.09.2015

30.09.2015

**day specification**

00125 - Früh Werktag

00204 - Spätschicht Mo-Do

00125 - Früh Werktag

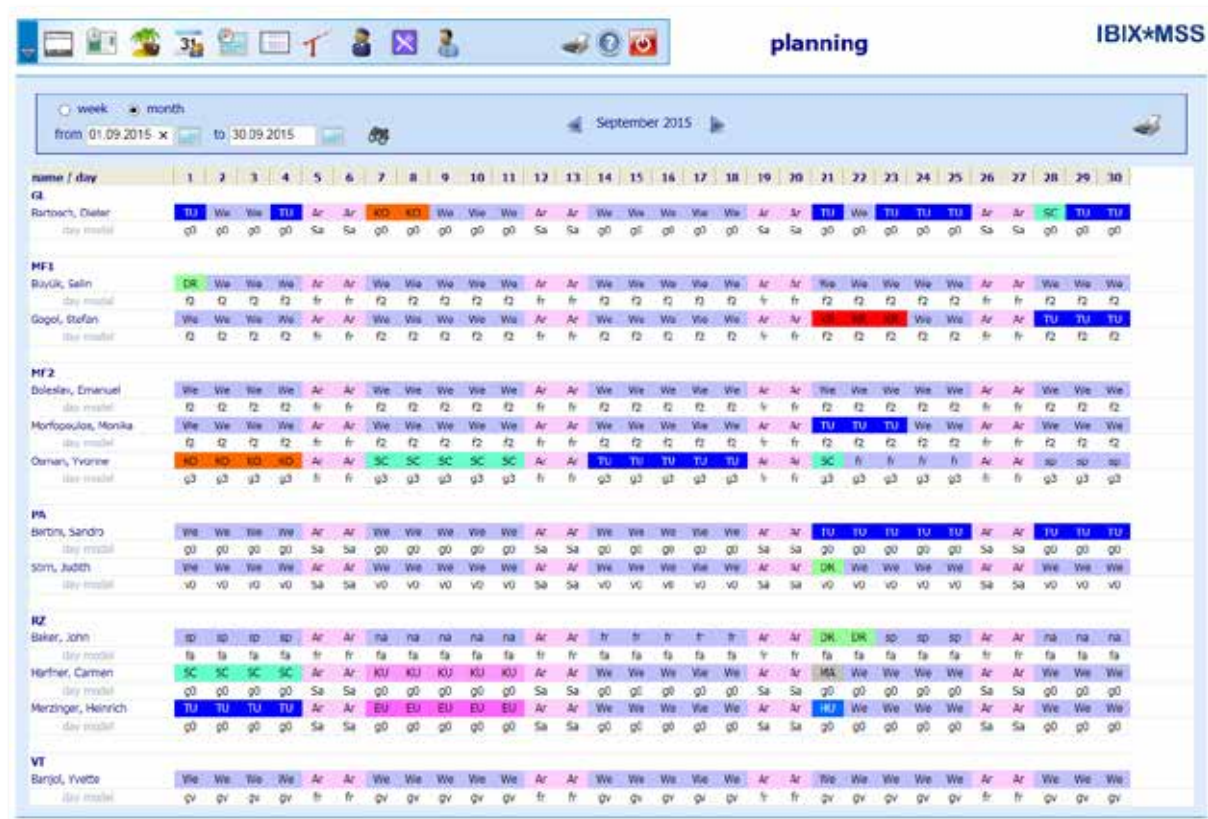
00204 - Spätschicht Mo-Do

00206 - Nachschicht So-Do

### 4.7.1. Overview personnel deployment plan

For managers, as well as for employees itself it is possible to display the operation plan in a monthly representation or in a weekly representation, or to print out.

If the module IBIX\*PEP is used for the operation planning, can let the employees therefore here display his actual operation plan.



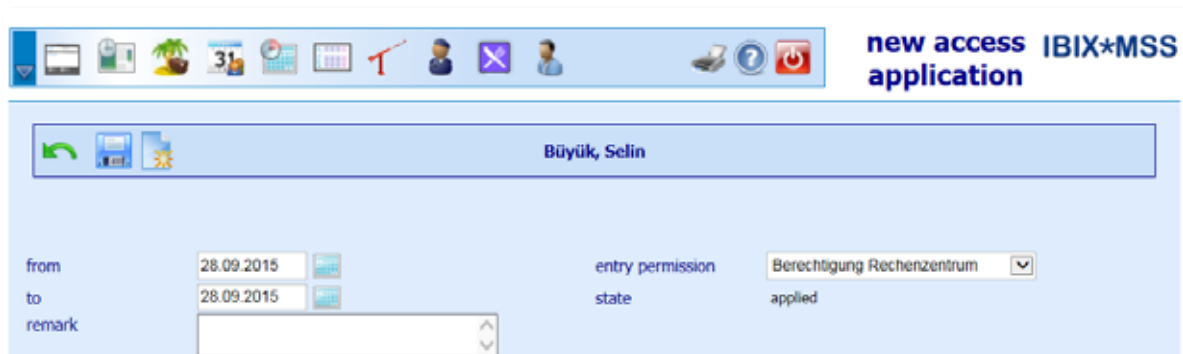
## 5. M1 Functions for access control

Certain permissions can be released for the application about IBIX\*MSS. Therefore you give to her employees the possibility to apply possibly for limited-period permission for the computer centre. Or an application for the underground parking.

Besides, the authorisation as for example the chief information officer or the facility manager) as well as about staff manager (can follow about area responsible person (like with the time management).

### 5.1. Display of access permissions

In this overview the employee is able to, or the manager display for his employees which access permissions are assigned. Besides, all access permissions are displayed; the permissions "entered" by central place, as well as the "applied" and the "approved" application entries.



### 5.3. Authorisation of access applications

Differently than in the personnel time management the authorisation highness lies with the access control as a rule not with the staff manager, but with the access person responsible for the space / area for which the access application was put. That's why there is the possibility with the IBIX permission definition to decide in each case whether the staff manager, or a special area responsible person is responsible.

Exactly as with time management applications the roles can be assigned commonly also here:

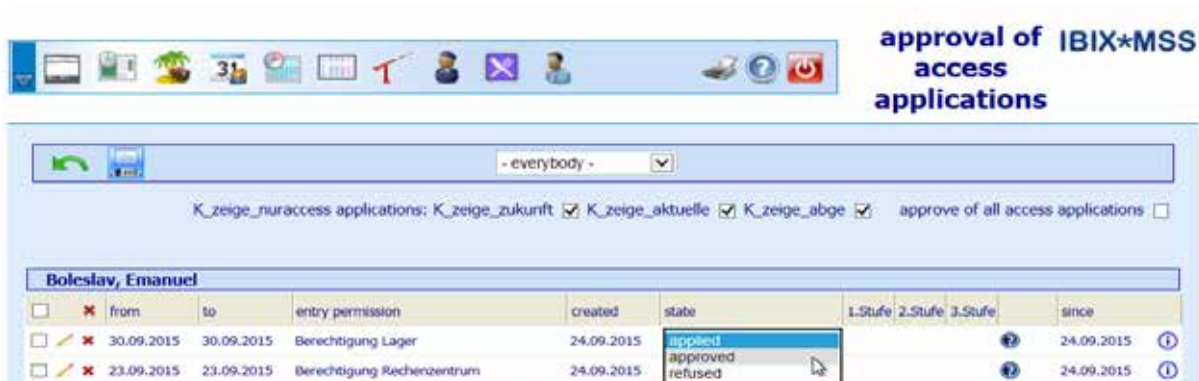
### 5.2. Application of access permissions

All of the released access permissions for IBIX\*MSS can be applied by the employee.

As with the other applications in the time management, a remark can be also entered here which helps the manager to decide the application more quickly.

- Acceptor  
He may agree to applications, or, nevertheless, also not, this no effect on the allocation of the permission has.
- Approver  
He decides whether an access application is approved or is bounced, besides, he can notice the vote of the accepter or out-vote him, however.

Both roles can be merged between access person responsible and staff manager, the staff person responsible can be possibly for the underground parking permission the "approver", while the facility manager "accepter" is and for the computer centre it is defined exactly differently around, namely that the staff manager is "accepter" and the chief information officer the "approver".





## 6. M2 Functions for the visitor management

For the optimum organisation of visits the visitor advance notification about IBIX\*MSS can be allowed for all employees.

Then thus not only the hosts of a visitor, but also the secretaries or all employees can register visits.

### 6.1. Advance notification of visits

With the registration of a visit the prospective visit period is determined, a host (contact) is assigned and the visit participants are registered.

In addition it is possible to investigate in the past visits and the once already registered data can be taken over.

**preregister new visit IBIX\*MSS**

Bartosch, Dieter

planned from/to: 22.10.2015 09:00 - 17:00

calendar: 17.10.2015

last name: first name: company: plate: ✓ ✖

company and plate

host: last name: first name: name: company:

reason of visit: Meeting

list of visit participants

name	company	plate

**take over from former visits IBIX\*MSS**

Bartosch, Dieter

planned from/to: 16.09.2015 17:10 - 16.09.2015 23:59

last name: first name: company: plate: ✓ ✖

☐ fix company and plate

host: last name: first name: name: company: ✓ ✖

reason of visit: Meeting

list of visit participants (1)

name	company	plate
Brandhuber, Theodor	CATERING	S-ZU 789

### 6.2. Visitor data

If necessary a first-time visitor is anew created. About the configuration can be set which master data of a visitor should be registered in addition. Free fields are available for the optimum adaptation to the needs of your house, in which additional data, like space number, or hospitality information can be registered.

### 6.3. Visitor groups

Visitor groups distinguish themselves by the fact that for a visit several visitors are registered.

### 6.4. Visit management

As long as of the visitor check-in has not started yet, the visit can be changed any time, the date can be moved, participants can be added, or be deleted, or a visit can be completely called off (deleted).

## 7. M3 Functions for cafeteria accounting

### 7.1. Cafeteria account printing

With this module employees can retrieve itself the cafeteria account statements for the staff restaurant billing. The statement can be accessed with or without product data .

The retrieval can be done for the current billing period, and for some past periods dependent on the configured storage time.

The statement will be issued as a PDF file and can be saved or printed.

	month
<input checked="" type="checkbox"/>	01.09.2015 - 24.09.2015
<input checked="" type="checkbox"/>	01.08.2015 - 31.08.2015
<input type="checkbox"/>	01.07.2015 - 31.07.2015
<input type="checkbox"/>	01.06.2015 - 30.06.2015

### 7.2. Cafeteria account without product data

IBI@flex					
IBIX Kantinenkonto					
ab 01.09.2015, bis 30.09.2015					
Boleslav, Emanuel - 6003 (P)					
Tag	Zeit	Kasse	Vorgang	Betrag	Zufluss
Di 01.09.2015	07:35	Kasse1	Bezahlung	8,40	8,40
	11:30	Kasse1	Bezahlung	3,20	3,20
Tagessumme Buchungen				11,60	11,60
Mi 02.09.2015	00:14	Kasse1	Bezahlung	2,70	2,70
	14:00	Kasse1	Bezahlung	21,10	21,10
	14:10	Kasse1	Bezahlung	3,00	3,00
Tagessumme Buchungen				26,80	26,80
Do 03.09.2015	11:37	Kasse1	Bezahlung	1,80	1,80
Tagessumme Buchungen				1,80	1,80
Fr 04.09.2015	11:25	Kasse1	Bezahlung	15,40	15,40
	14:05	Kasse2	Bezahlung	3,20	3,20
	14:20	Kasse1	Bezahlung	4,20	4,20
Tagessumme Buchungen				22,80	22,80
Mo 07.09.2015	14:15	Kasse2	Bezahlung	1,40	1,40
	14:36	Kasse1	Bezahlung	1,40	1,40
	14:40	Kasse2	Bezahlung	21,20	21,20
Tagessumme Buchungen				24,00	24,00
Di 08.09.2015	14:45	Kasse1	Bezahlung	1,20	1,20
Tagessumme Buchungen				1,20	1,20
Mi 09.09.2015	07:44	Kasse2	Bezahlung	2,10	2,10
Tagessumme Buchungen				2,10	2,10
Do 10.09.2015	07:37	Kasse1	Bezahlung	1,20	1,20
	11:00	Kasse1	Bezahlung	1,20	1,20
	11:18	Kasse2	Bezahlung	10,00	10,00
	14:20	Kasse1	Bezahlung	3,80	3,80
Tagessumme Buchungen				16,20	16,20
Fr 11.09.2015	11:30	Kasse2	Bezahlung	1,20	1,20
Tagessumme Buchungen				1,20	1,20
Buchungssumme der gedruckten Tage (5)				101,47	101,47

### 7.3. Cafeteria account including product data

IBI@flex					
IBIX Kantinenkonto					
ab 01.09.2015, bis 30.09.2015					
Boleslav, Emanuel - 6003 (P)					
Tag	Zeit	Kasse	Vorgang	Betrag	Zufluss
Di 01.09.2015	07:35	Kasse1	Bezahlung		
			1. MilchKaffee	0,40	0,40
	11:30	Kasse1	Bezahlung		
			1. Apfel	0,30	0,30
			1. Birnen	0,40	0,40
			1. Wasser	2,80	2,80
Tagessumme Buchungen				4,90	4,90
Mi 02.09.2015	08:14	Kasse1	Bezahlung		
			1. Kaffee	2,10	2,10
	14:00	Kasse1	Bezahlung		
			1. Bananen	1,10	1,10
			1. Aufkollabring 20.00	20,00	20,00
	14:10	Kasse1	Bezahlung		
			1. Wiener Schnitzel	3,50	3,50
Tagessumme Buchungen				26,70	26,70
Do 03.09.2015	11:37	Kasse1	Bezahlung		
			1. Kuchen	1,80	1,80
Tagessumme Buchungen				1,80	1,80
Fr 04.09.2015	11:25	Kasse1	Bezahlung		
			1. Tasse Kaffee	0,40	0,40
			1. Aufkollabring 10.00	10,00	10,00
	14:00	Kasse2	Bezahlung		
			1. Pfirsich	0,60	0,60
	14:20	Kasse1	Bezahlung		
			1. Apfel	0,40	0,40
			1. Nektar	0,80	0,80
Tagessumme Buchungen				11,20	11,20
Mo 07.09.2015	14:15	Kasse2	Bezahlung		
			1. Braten	3,40	3,40
	14:36	Kasse1	Bezahlung		
			1. Braten	3,40	3,40
	14:40	Kasse2	Bezahlung		
			1. Birnen	0,60	0,60
			1. Pfirsich 1 Liter	0,60	0,60
			1. Aufkollabring 20.00	20,00	20,00
Tagessumme Buchungen				28,00	28,00
Tu 08.09.2015	14:45	Kasse1	Bezahlung		
			1. Wiener Schnitzel	3,50	3,50
Tagessumme Buchungen				3,50	3,50
Mi 09.09.2015	07:44	Kasse2	Bezahlung		
			1. Kuchen	1,80	1,80
			1. Pfirsichguth	0,40	0,40
			1. Pfirsichguth	0,40	0,40
Tagessumme Buchungen				3,60	3,60
Do 10.09.2015	07:37	Kasse2	Bezahlung		
			1. Milchtee	1,10	1,10
			1. Kaffee	2,10	2,10
			1. Belegtes Brötchen	2,70	2,70
	11:00	Kasse1	Bezahlung		
			1. Apfel	0,30	0,30
			1. Saft	1,00	1,00
			1. Pfirsichguth	0,40	0,40
	11:18	Kasse2	Bezahlung		
			1. Aufkollabring 10.00	10,00	10,00
	14:20	Kasse1	Bezahlung		
			1. Nektar	0,80	0,80
Tagessumme Buchungen				18,37	18,37
Fr 11.09.2015	11:30	Kasse2	Bezahlung		
			1. Pfirsichguth	0,40	0,40
			1. Saft	0,78	0,78
Tagessumme Buchungen				1,18	1,18
Buchungssumme der gedruckten Tage (5)				101,47	101,47

## 8. General functions

### 8.1. Login/password protection

When starting IBIX\*MSS in a browser a logon is necessary. Only the users who are released „to the participation in IBIX\*MSS“ by the IBIX\*MSS administrator can log in to IBIX\*MSS.

The user name, as well as the password can be changed by the employee. He can assign himself here, e.g., a “nickname”.

Depending on whether the registered user is an employee, or a supervisor different functions are released.

### 8.2. Security

With every login a session id which is checked with all following transactions is generated. (How from the online banking famously).

Thus it is made sure that even that user continues the session which had announced itself. Hacker's attempts are recognised so reliably and are repulsed.

Nobody can manipulate by changing the employee number, or the time. IBIX\*MSS can be configured in such a way that after a too long transaction break a new login is necessary.

### 8.3. Multilingual facility

With the login the employee can select the language in which he wants to communicate with the system. IBIX\*MSS is so prepared that are possible up to 10 languages (according to the language codes in the employee record). Nowadays three languages are implemented:

- German
- English
- French
- Roumanian

Other languages, as for example French, Italian, Turkish, Polish, or Hungarian are realizable any time.

The selected language counts either only for this session, or can be saved in the employee record and will be used with the next login automatically again. Thus the user language in the time registration terminal is also selected.

If the language codes are deposited in the employee record, the information mail is also mailed in the corresponding language of the user. Thus, e.g., the applicant can apply for a leave in Roumanian. The substitute (because is set in German) receives a German info mail and the manager an English mail (because he has set in English). The info mail „leave became approved“ again arrives as a Roumanian mail with the employee, although his supervisor has communicated in English with the system

**Zeitkonto**
**IBIX\*MSS**

**time account**
**IBIX\*MSS**

**Compte crédit**
**IBIX\*MSS**

**Cont de timp**
**IBIX\*MSS**

## 8.4. Outlook/ Notes - integration

### 8.4.1. Active workflow

IBIX\*MSS supports an active workflow by the fact that about an available mailing system announcements are traded between employee and manager.

These announcements can be for the personnel time management:

- Notification of the manager (approver) if absence applications, overtime applications or time account corrections have come to the authorisation or cancellations were applied.
- Inform of the manager (accepter) if absence applications have come.
- Inform of the manager (More informed) if absence applications finally approved, or have been cancelled.
- Notification of the employee if absence applications or overtime applications of the manager became edited (approved, refused, agreed, not agreed or cancelled), or time account corrections were bounced.
- Notification of the concerned substitute as a supervisor if the manager names him as a substitute.
- Notification of the substitute of an employee if this is named in an application as a substitute.



For the access control additionally:

- Inform of the acceptor if access applications have come.
- Inform of the approver if access applications have been approved.
- Notification of the employee if access applications are edited (approved, refused or cancelled).

These e-mails already contain the information, e.g., of the absence application, as well as a link to IBIX\*MSS, so that the treatment is very simply possible.

Every IBIX\*MSS user can determine about the configuration himself in which cases he would like to receive a communication. Thus everybody itself can determine its operation mode. Who logs in, e.g., regularly every day to IBIX\*MSS and checks whether some applications or authorisations are, that can renounce e-mail notification. Who logs in only now and then may be informed if any activity has do be done.

## 8.4.2. Calendar entries

With the info mail with application position and authorisations appendices are also sent in the "iCalendar" standard for the exchange by calendar information. A click on this entry and the absence is entered as a planned date on the Outlook calendar.

## 8.5. Configuration

### 8.5.1. By the IBIX consultant/project manager

Among the rest, in a system configuration file following parameters can be set:

- Time out parameter for response of the IBIX server.
- Normally 30 seconds are serviced for the response of the IBIX server. According to performance of the server and the network this parameter can be changed.
- Column assembly in the time account representation. Except the data column, the order of all columns can be changed.
- Overtime display? If this does not appear, the column can be eliminated.
- Premiums display? Ditto.
- E-mail notifications? If so, then entries are also made for the mail server.
- Overtime applications possible? If deactivated, the corresponding masks are displayed neither with the employee, nor with the manager. It is also adjustable that only manager can plan overtime for her employees.
- Staff capacity planning possibly? If so, then the additional masks and functions are activated in the manager menu.
- Preferences for the language selection. It can be set whether the user language is selected by hand, or is derived from the language code in the employee record.

- Display range für the history in the group calendar and the annual overview. I

### 8.5.2. By the IBIX\*MSS administrator

About the personal group MSS which is assigned then to the taking part employees the available function parameters can be determined.

Here it is defined:

- Is the time account treatment released?
- Are authorisations necessary for time account corrections?
- Which entry functions are allowed
- (Arrival / go-, or beginning / end - reasons)
- Is applying released by absences?
- Must absence applications of the manager become approved?
- For the virtual terminal which function keys are released and how these are arranged.

With the allocation of the permission for the use of the employee self-service one of the above group definitions is assigned to every employee, as well as following individual preferences or defaults

Personal e-mail address of the employee (default)

- In which cases an e-mail notification should follow (default)
- Up to 3 managers of the employee with their roles. Besides, an "approver" is absolutely necessary.
- For manager a standard substitute is determined who is automatically assigned when the manager defines a substitution for himself.

To simplify the work by organisation updates, we offer a mass update for managers. By a selection dialogue the person subgroup can be selected about the usual selection criteria (Org properties) and then be assigned to these a new standard supervisor

MSS-Merkmale zuordnen / ändern JA33

Mitarbeiter suchen

Arbeitsbereich: MSS-Merkmale zuordnen / ändern (Sätze: 16/0)

Mitarbeiter: Bartosch, Dieter - 6001 Gültigkeitszeitraum: 20.08.1999 (unbegrenzt)

Personengruppe: Personen ohne Genehmigungspflicht Startmaske: virtuelles Terminal

Email-Adresse: dieter.bartosch@linux-server.ibix.demo Vertreter: Boleslav, Emanuel - 6003

☐ MSS-Benutzername initialisieren ☒ MSS-Benutzername ist initialisiert: 6001

☐ Kennwort initialisieren

☐ MSS-Benutzer gesperrt

Daten für Zeitermittlung Daten für Zutrittskontrolle Standorte

1. Vorgesetzter: Bartosch, Dieter - 6001 dessen Rolle: Genehmiger

2. Vorgesetzter: dessen Rolle:

3. Vorgesetzter: dessen Rolle:

4. Vorgesetzter: dessen Rolle:

Zeitkontoanzeige: Anzahl Tage Anzahl Tage: 30

MSS-Merkmale zuordnen / ändern JA33

Mitarbeiter suchen

Arbeitsbereich: MSS-Merkmale zuordnen / ändern (Sätze: 16/0)

Mitarbeiter: Bartosch, Dieter - 6001 Gültigkeitszeitraum: 20.08.1999 (unbegrenzt)

Personengruppe: Personen ohne Genehmigungspflicht Startmaske: virtuelles Terminal

Email-Adresse: dieter.bartosch@linux-server.ibix.demo Vertreter: Boleslav, Emanuel - 6003

☐ MSS-Benutzername initialisieren ☒ MSS-Benutzername ist initialisiert: 6001

☐ Kennwort initialisieren

☐ MSS-Benutzer gesperrt

Daten für Zeitermittlung Daten für Zutrittskontrolle Standorte

Zutrittsverantwortlicher 1: Bartosch, Dieter - 6001 dessen Rolle: Genehmiger

Zutrittsverantwortlicher 2: dessen Rolle:

Zutrittsverantwortlicher 3: dessen Rolle:



### 8.5.3. By the employee

About the configuration dialogue the employee himself can carry out an adaptation of IBIX\*MSS. Thus he can modify, for example, following preferences:

- How many days should be scrolled forward and backward through the time account?
- Which view should be shown after the login as first one?
- Which user name and password would he like to use?

The screenshot shows the 'configuration' window of IBIX\*MSS. At the top, there is a toolbar with various icons. Below the toolbar, the user's name 'Bartosch, Dieter' is displayed. The main area contains several input fields and dropdown menus for configuration:

- user:** 6001
- new password:** (masked with dots)
- repetition of new password:** (masked with dots)
- start mask:** virtual terminal (dropdown)
- time account period:** number of days (dropdown) 30 (input field)

- In which cases an e-mail notification should follow.

- The e-mail address for the notifications

The screenshot shows the 'e-mail-notification options' window of IBIX\*MSS. At the top, there is a toolbar with various icons. Below the toolbar, the user's name 'Bartosch, Dieter' is displayed. The main area contains an input field for the e-mail address and a table for selecting notification options:

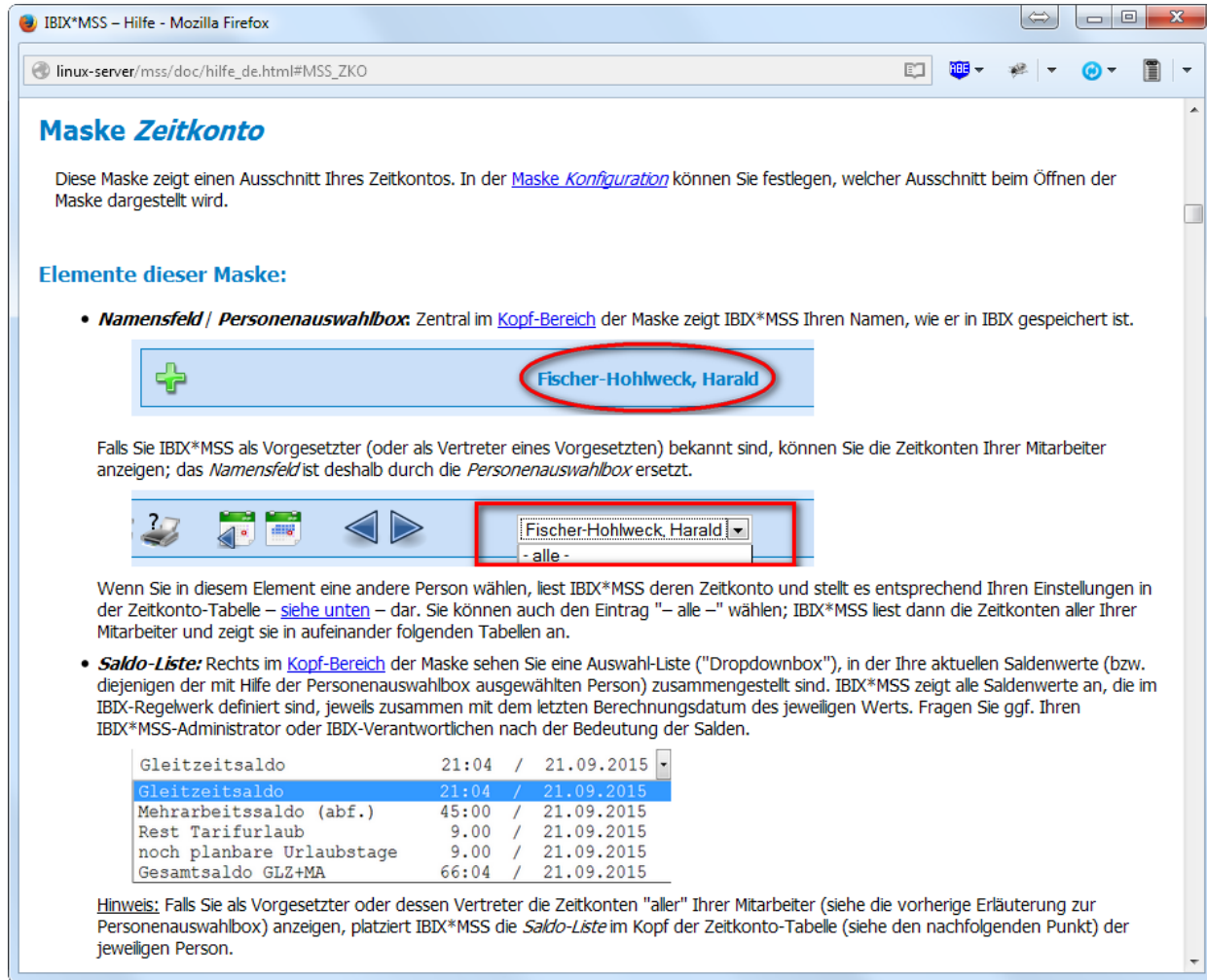
e-mail address: dieter.bartosch@linux-server.ibix-demo

employee	for manager / substitute
e-mail with Abs. / overt. refused / approved	e-mail with applications of the employees
e-mail with time account correction refused	
e-mail with time account correction approvals	

The checkboxes for 'e-mail with Abs. / overt. refused / approved' and 'e-mail with applications of the employees' are checked.

## 8.6. Help system

For the employee help is retrievable any time. Besides, assistance is given for use of the masks, as well as background informations.



**Maske Zeitkonto**

Diese Maske zeigt einen Ausschnitt Ihres Zeitkontos. In der [Maske Konfiguration](#) können Sie festlegen, welcher Ausschnitt beim Öffnen der Maske dargestellt wird.

**Elemente dieser Maske:**

- **Namensfeld / Personenauswahlbox:** Zentral im [Kopf-Bereich](#) der Maske zeigt IBI\*MSS Ihren Namen, wie er in IBIX gespeichert ist.

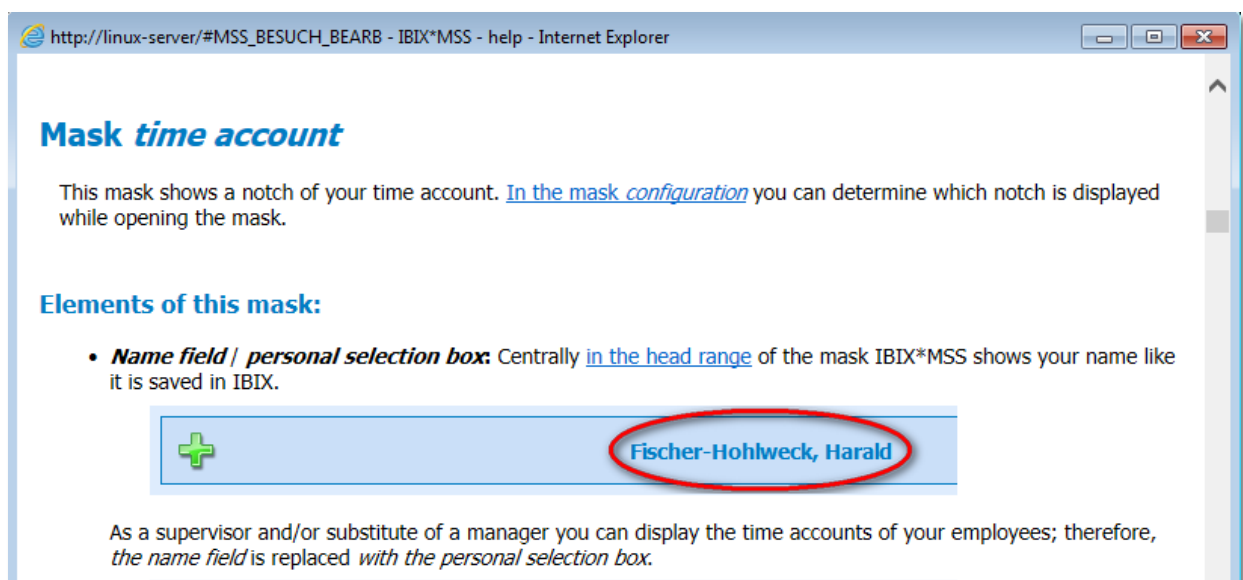
Falls Sie IBI\*MSS als Vorgesetzter (oder als Vertreter eines Vorgesetzten) bekannt sind, können Sie die Zeitkonten Ihrer Mitarbeiter anzeigen; das **Namensfeld** ist deshalb durch die **Personenauswahlbox** ersetzt.

Wenn Sie in diesem Element eine andere Person wählen, liest IBI\*MSS deren Zeitkonto und stellt es entsprechend Ihren Einstellungen in der Zeitkonto-Tabelle – [siehe unten](#) – dar. Sie können auch den Eintrag "– alle –" wählen; IBI\*MSS liest dann die Zeitkonten aller Ihrer Mitarbeiter und zeigt sie in aufeinander folgenden Tabellen an.

- **Saldo-Liste:** Rechts im [Kopf-Bereich](#) der Maske sehen Sie eine Auswahl-Liste ("Dropdownbox"), in der Ihre aktuellen Saldenwerte (bzw. diejenigen der mit Hilfe der Personenauswahlbox ausgewählten Person) zusammengestellt sind. IBI\*MSS zeigt alle Saldenwerte an, die im IBIX-Regelwerk definiert sind, jeweils zusammen mit dem letzten Berechnungsdatum des jeweiligen Werts. Fragen Sie ggf. Ihren IBI\*MSS-Administrator oder IBIX-Verantwortlichen nach der Bedeutung der Salden.

Gleitzeitsaldo	21:04	/	21.09.2015
Gleitzeitsaldo	21:04	/	21.09.2015
Mehrarbeitssaldo (abf.)	45:00	/	21.09.2015
Rest Tarifyurlaub	9.00	/	21.09.2015
noch planbare Urlaubstage	9.00	/	21.09.2015
Gesamtsaldo GLZ+MA	66:04	/	21.09.2015

**Hinweis:** Falls Sie als Vorgesetzter oder dessen Vertreter die Zeitkonten "aller" Ihrer Mitarbeiter (siehe die vorherige Erläuterung zur Personenauswahlbox) anzeigen, platziert IBI\*MSS die **Saldo-Liste** im Kopf der Zeitkonto-Tabelle (siehe den nachfolgenden Punkt) der jeweiligen Person.



**Mask time account**

This mask shows a notch of your time account. [In the mask configuration](#) you can determine which notch is displayed while opening the mask.

**Elements of this mask:**

- **Name field / personal selection box:** Centrally [in the head range](#) of the mask IBI\*MSS shows your name like it is saved in IBIX.

As a supervisor and/or substitute of a manager you can display the time accounts of your employees; therefore, the **name field** is replaced with the **personal selection box**.

## 9. System requirements & Ordering information

### 9.1. System requirements

Requirement for IBIX\*MSS is IBIX@flex release 2.9. For MSS personnel time management the module „D - personnel time management“ must be installed and for MSS access as well as MSS visit the module „B - access control “ is required.

As a browser is necessary:

- Internet Explorer from version 8.0
- Mozilla Firefox from version 3.6

The screen display is planned for a resolution from at least 1024x768. Optimally IBIX\*MSS can be served from a resolution of 1280x1024.

On the server site is delivered by us within the scope of IBIX\*MSS and is installed on the IBIX server:

- Apache web server with PHP ability (open source)
- the PHP interpreter fitting to it (open source)

For the access to this Apache server about intranet and in particular Internet the corresponding security mechanisms (firewall) must be set up customer-sided.

### 9.2. Ordering information

IBIX\*MSS is an add-on module to IBIX@flex. There is IBIX\*MSS in different modules. Other modules are planned.

Module	Product number	Description
M0	12I-FLEXM0	Self service for IBIX personnel time management
M1	12I-FLEXM1	Self service for IBIX access control
M2	12I_FLEXM2	Self service for IBIX visitor management
M3	12I-FLEXM3	Self service for IBIX Cafeteria billing

The licence size is dependent on number really for the use of the employee Self service released employees. If the maximum number is reached, no more other employee numbers can be released for the use of IBIX\*MSS. In this case any more necessary Self service users must be deleted, or be carried out a licence extension. The licence size of IBIX\*MSS is regardless of the licence size of the personnel time management or access control; thus, e.g., only the field representatives, or only the administrative assistants can be absolutely admitted for IBIX\*MSS. The employees in manufacture can register their entries furthermore in time registration terminals.





# IBIX\*MSS

We provide to you:

Access control  
Visitor management  
Time registration  
Personnel time management  
Manpower planning  
Company restaurant and  
machine accounting  
Employee Self service  
ID card production  
SAP-integration  
PCS-capture terminals  
KABA-capture terminals  
PegaSys-offline door systems  
KEMAS-depot systems  
and a lot more...