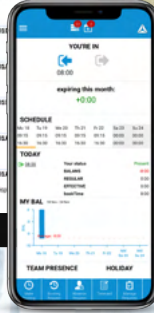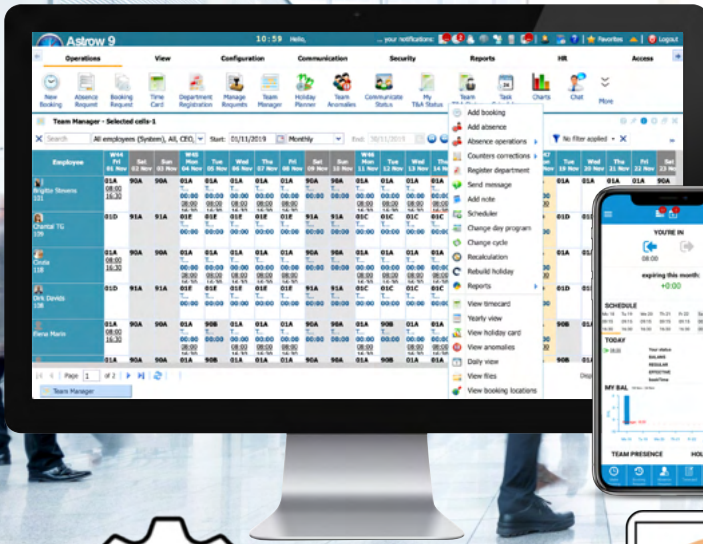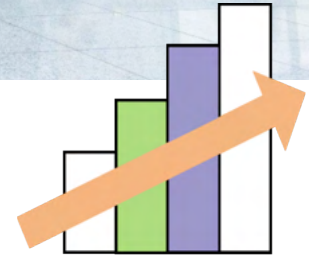# Astrow
## Time and attendance



**End-user convenience**
with an intuitive interface

**Mobile-friendly**
Android & iOS
compatible apps

**Optimized revenu**
due to increased
efficiency

## YOUR CONVENIENCE AS A STANDARD

Astrow is a flexible and comprehensive time and attendance platform. Based on simple bookings it generates automatic calculations and clearly displays all time-related information. The dashboards are customizable and clear reports can be generated through a single mouse click.
With more than 25 years of experience in time and attendance, we have expanded Astrow with features and modules that meet the needs of our customers. This experience allows us to further use our knowledge in the development of new innovative solutions.

For both the web interface (local or Cloud based) and the mobile applications, we have spared no effort to make our time and attendance solution as user-friendly as possible. This is only possible through the full "in-house" development of our applications, whereby we always work with input and feedback from our customers from different sectors. The result is new features that can also benefit you.

Because we are flexible in our developments, together with you, our client, we can grow towards a more efficient operation within your company. This is not only limited to time and attendance, we can integrate with existing processes and platforms such as planning, ERP, payroll, etc. and even after the initial start-up, you can continue to enjoy our customized support with our various support options.
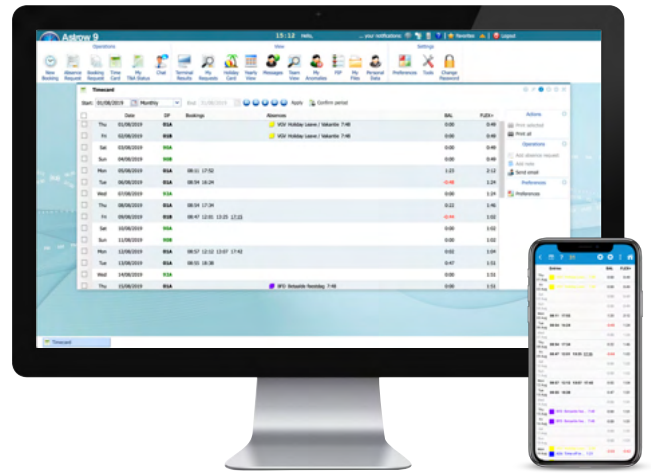
## A SMART INVESTMENT

Involve your employees in HR events by giving them access to their personal data, performances, overtime and leave of absence. Let them experience the Astrow time and attendance platform as an open platform where all parties are responsible for the data.
Allow your employees to submit an absence request themselves or to make a mobile booking.
This will significantly reduce the workload within your HR department.

# ESS - Employee Self Service*

Involve your employees in your Astrow time and attendance platform with the **Employee Self Service (ESS)** module * and thus increase the efficiency of your HR department.

Employees can consult their personal data and performance-related information, such as their booking overview, their personal schedule and the number of remaining leave of absence days. They can perform basic actions, such as changing their personal details or, based on the team overview, submit an absence request. Notifications between ESS* and the Manager Self Service (MSS)*, the additional solution for managers, ensure correct follow-up of every request. Also available as a **mobile app**!

# MSS - Manager Self Service*

Increase your overall efficiency with our **Manager Self Service (MSS)** module*. As a manager, keep an overview of your team. The MSS * clearly shows you the bookings, anomalies, absences, and so much more!

Thanks to the customizable dashboards, all the information you need is always within reach, which makes managing your teams easier. Notifications between MSS* and Employee Self Service (ESS)*, the complementary module for employees, guarantee that every incoming request will be followed up promptly and correctly. Also available as a **mobile app**!

# PIP - Presence Indicator Panel*

The **Presence Indicator Panel (PIP)** module* / **Pocket PIP**\* (mobile) gives you a "real-time" overview of who is currently present and who's not.

PIP * is especially suitable in an emergency situation. You can easily activate an evacuation list (Roll Call). In this list you can indicate whether an employee is safe or in danger. PIP* has been expanded with "**Company sites**". A site X employee will not receive the site Y emergency call. If this employee is still present on site Y (by badging there) then this employee will also receive the necessary notifications and be included in the evacuation list (Roll Call). The finished list can, after the emergency, be exported directly from the PIP* for reporting.

*\* All Astrow modules, apps and services are available on a "pay-as-you-go" basis.*

AMANO

# GDPR COMPLIANCE

To help our customers comply with GDPR regulation, we identified 5 customer rights
for which we incorporated the necessary tools in the Astrow software:

### The right to be informed
Notifications inform your employees on the procedures involved with the processing of their data.

### The right to get access
In the ESS* environment, employees get easy access to their personal data in Astrow.

### The right to be notified
Notifications warn you in the event of a data breach.

### The right to data portability
Data are shown in an understandable way, making them accessible to everyone.

### The right to request changes / be forgotten
Employees can ask to change or delete their data by sending out a data change request to HR / the administrator.

## ST-25 TERMINAL

The standard terminal within our Astrow time and attendance solution with all the familiar features in a contemporary interface. Your data is transferred encrypted via an https connection. This terminal enables you to increase the involvement of your employees in the daily HR processes even more.

- Biometric and / or proximity badge technology

- On-terminal ESS* functionalities

- Visitor registration
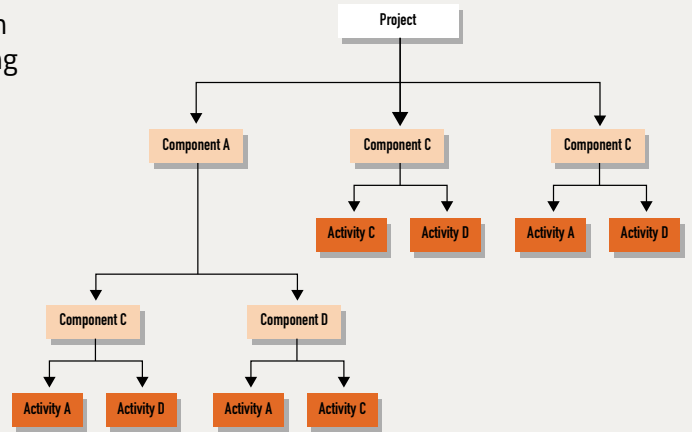
- Project tracking

## TO CLOUD OR NOT TO CLOUD?

Doubting between a web or or a cloud installation? Although features are exactly the same, Astrow Cloud offers several important advantages which are to be considered before making your decision:

- **Reduced start up costs**
  Save on the initial license fees and installation of your own server and have your data hosted in the Amano Cloud environment.

- **Maximal data protection**
  Benefit from the highest possible degree of data security and regular back-ups.

- **Automatic updates free of charge**
  Enjoy free, regular updates which get automatically installed.

# PROJECT TRACKING*

Increase your teams' efficiency by keeping track of different kinds of activities within the same project. Different levels can be defined, and the tracking of time is done by simply selecting the right activity in the ST-25 terminal's menu.

The clear and customizable reporting tools of the Project Tracking module guarantees a quick ROI, no matter what business you operate in!



# VISITOR MANAGEMENT*

Unlike traditional visitor registration, the Astrow Visitor Management* module combines registration, evacuation processes and access control all in one single system. This offers considerable advantages both in terms of security and user-friendliness.

- Automated e-mail notifications informing both visitor and host
- PIP* integration including visitors in evacuation lists
- Simultaneous logging of several visitors in desktop software
- Availability on Android / iOS + optional label printing

# INTEGRATIONS

Get even more out of your **Astrow** time and attendance software by extending it with the following integrations, and benefit from even greater efficiency and increased security:

- **Astrow Access integration**
  Schedule-driven access control considerably increases the overall level of security.

- **Payroll integration**
  Time and attendance-related data can be easily transferred by means of an easy-to-create calendar file containing performances, holidays, and so on.

- **Transfer of bookings for calculations in different types of third-party software**

*All Astrow modules, apps and services are available on a "pay-as-you-go" basis.*