

GO Planner

TIME

*Il Cloud-based attendance software for your employees*

## Time and attendance system

Companies might face issues when managing employees actual work, attendance, travel, sickness and holidays.

**The goal of a business, should be to always have accurate data, reducing manual operations to a minimum.**

# Time and attendance system

Adoption of presence detectors with management software can be crucial to achieve a better management of personnel working hours, overtime hours and actual efficiency.

Personnel managing systems are a solution also supporting administrative tasks such as personnel records, bonuses and promotions, but also reimbursements, holidays and sickness.

# Benefits



The adoption of presence detectors allows to

1. **manage your employees and monitor working hours, overtime hours and actual efficiency within the company.**
1. **optimise and improve resource management, protecting employees and employers who have more control over productivity and are able to better organise their work.**

# Our solution



**It's GoPlanner TIME our cloud-based** management system automating and accelerating employees attendance tracking, controlling and managing processes

**GoPlanner TIME** is customizable to the specific needs of your business, easy to use and compatible with iGuard, Zucchetti TMC, Giga Promag and Smart Tap detectors.

**Employees can clock in from their mobile phones and send notifications via email, sms or push on Android and iOS apps.**

# One tool for many actions

With one software you can manage several locations of the same company



gestione in cloud o in server locale



app timbrature per Android e iPhone



calcolo di ore di lavoro e straordinari



regole personalizzate per le presenze



ferie e permessi programmati



riconoscimento automatico dei turni



export per software gestione paghe

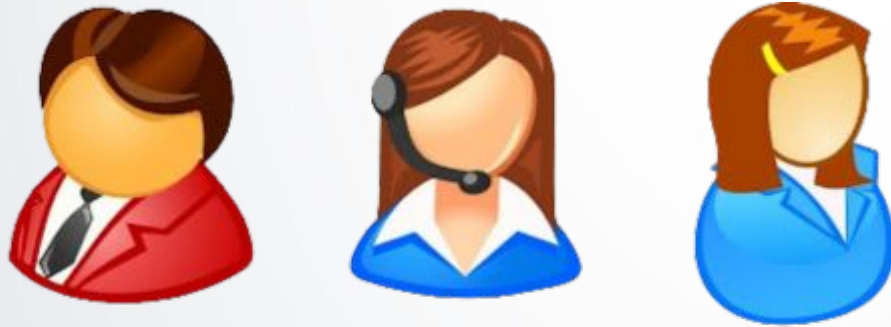


correzione guidata delle anomalie



notifiche via mail, sms o push su App

# Clock ins and attendance list



The system updates the list of clock-ins and clock-outs in real time, even in smart working, also indicating the workstation used in real time.



The interface can be adapted to any requirement. Depending on the assigned role, the user has a different dashboard view and access type

# Customizable settings

Max Minuti Ingresso Anticipato (MIA)	<input type="text" value="0"/>
Max Minuti Ingresso Ritardato (MIR)	<input type="text" value="5"/>
Max Minuti Uscita Anticipata (MUA)	<input type="text" value="0"/>
Arrotondamento in eccesso	<input type="text" value="15"/>
Straordinario	<input checked="" type="checkbox"/>
Minuti minimi straordinari	<input type="text" value="30"/>
Minuti arrotondamento straordinari	<input type="text" value="10"/>
Flessibilità	<input type="text" value="60"/>
Minuti pausa pranzo obbligatoria	<input type="text" value="30"/>

**Time settings are customisable.**



# Work shifts

**Pianificazione Mensile**

Anno: 2024 | Mese: Maggio

Azienda: Tutte le aziende | Dipartimento: Tutto | Sede: Tutte le sedi | Azienda Esterna: Tutto | Turno: [ ]

Cerca

	Mer 1	Gio 2	Ven 3	Sab 4	Dom 5	Lun 6	Mar 7	Mer 8	Gio 9	Ven 10	Sab 11	Dom 12	Lun 13	Mar 14	Mer 15	Gio 16	Ven 17	Sab 18	Dom 19	Lun 20	Mar 21	Mer 22	Gio 23	Ven 24	Sab 25	Dom 26	Lun 27
Admin Elena																											
	3	3	3			3	3	3	3	3			3	3	3	3	3			3	3	3	3	3			3
	2 FLEX	{*}	{*}			2 FLEX	F	2 FLEX	2 FLEX	2 FLEX			2 FLEX	2 FLEX	2 FLEX	2 FLEX	2 FLEX			2 FLEX	2 FLEX	2 FLEX	2 FLEX	2 FLEX			2 FLEX
	ALE	ALE	ALE			ALE	ALE	ALE	ALE	ALE			ALE														
	GIOVANNA	GIOVANNA	GIOVANNA			GIOVANNA	GIOVANNA	GIOVANNA	GIOVANNA	GIOVANNA			GIOVANNA														
	ANDREA	ANDREA	ANDREA			ANDREA	ANDREA	ANDREA	ANDREA	ANDREA			ANDREA														
	2	2	2			2	2	2	2	2			2														
	1	{*}	{*}			1	1	1	1	1			1														
	2 FLEX	2 FLEX	2 FLEX			2 FLEX	2 FLEX	2 FLEX	2 FLEX	2 FLEX			2 FLEX														
	1	1	1			1	1	1	1	1			1														

**Advanced shift planning on a calendar (monthly, half-yearly or yearly) with slips and absences management**

# Bacheca del dipendente

The screenshot displays the 'Bacheca' (noticeboard) section of the GoPlanner TIME application. The interface includes a sidebar menu on the left with options like 'CRUSCOTTO UTENTE', 'CALENDARIO', 'FORMAZIONE', 'VISITE', 'RIMBORSI SPESE', 'TIMBRATURE', 'PRESENZE', 'ASSENZE', and 'RAPPORTINI'. The main content area shows a 'Richiesta Ferie' button at the top right. Below it, the 'Bacheca' section is highlighted in blue and contains a 'Timbratura Web' card. This card displays the current time '12:06' and date '14 MAG 2024', along with 'IN' and 'OUT' buttons. To the right of the card is a table with the following data:

CAUSALE	SELEZIONA...
DATA	14/05/2024
ARRIVO	08:38
USCITA	
VARCO	
NOTA	<input type="text"/>

User-friendly employee noticeboard also to request holidays and leave and to monitor daily, weekly and monthly time and attendance.

# Timbratura

The image shows two views of the GoPlanner TIME system. On the left is a desktop web interface for 'Richiesta Ferie' (Holiday Request) by infodata SYSTEMS. The user is logged in as 'Giovanna Di Gregorio'. The main content area is titled 'Bacheca' and shows 'Timbratura Web' (Web Clocking) for '14 MAG 2024'. It displays a clock-in time of 12:06 and a clock-out time of 08:38. A table of data is shown below:

CAUSALE	SELEZIONA...
DATA	14/05/2024
ARRIVO	08:38
USCITA	
VARCO	
NOTA	

On the right is a smartphone displaying the mobile app interface. The time is 11:48. It features 'IN' and 'OUT' buttons, a QR code icon, and a 'Scegli un giustificativo' (Choose a justification) option. A 'Modifica' (Edit) button is visible in the top right corner of the app screen.

CRUSCOTTO UTENTE

CALENDARIO >

FORMAZIONE >

VISITE >

RIMBORSI SPESE >

TIMBRATURE

PRESENZE >

ASSENZE >

RAPPORTINI >

Richiesta Ferie

Giovanna Di Gregorio

Bacheca

Timbratura Web

12:06  
14 MAG 2024

IN

OUT

GPT MOBILE

CAUSALE SELEZIONA...

DATA 14/05/2024

ARRIVO 08:38

USCITA

VARCO

NOTA

11:48

IN

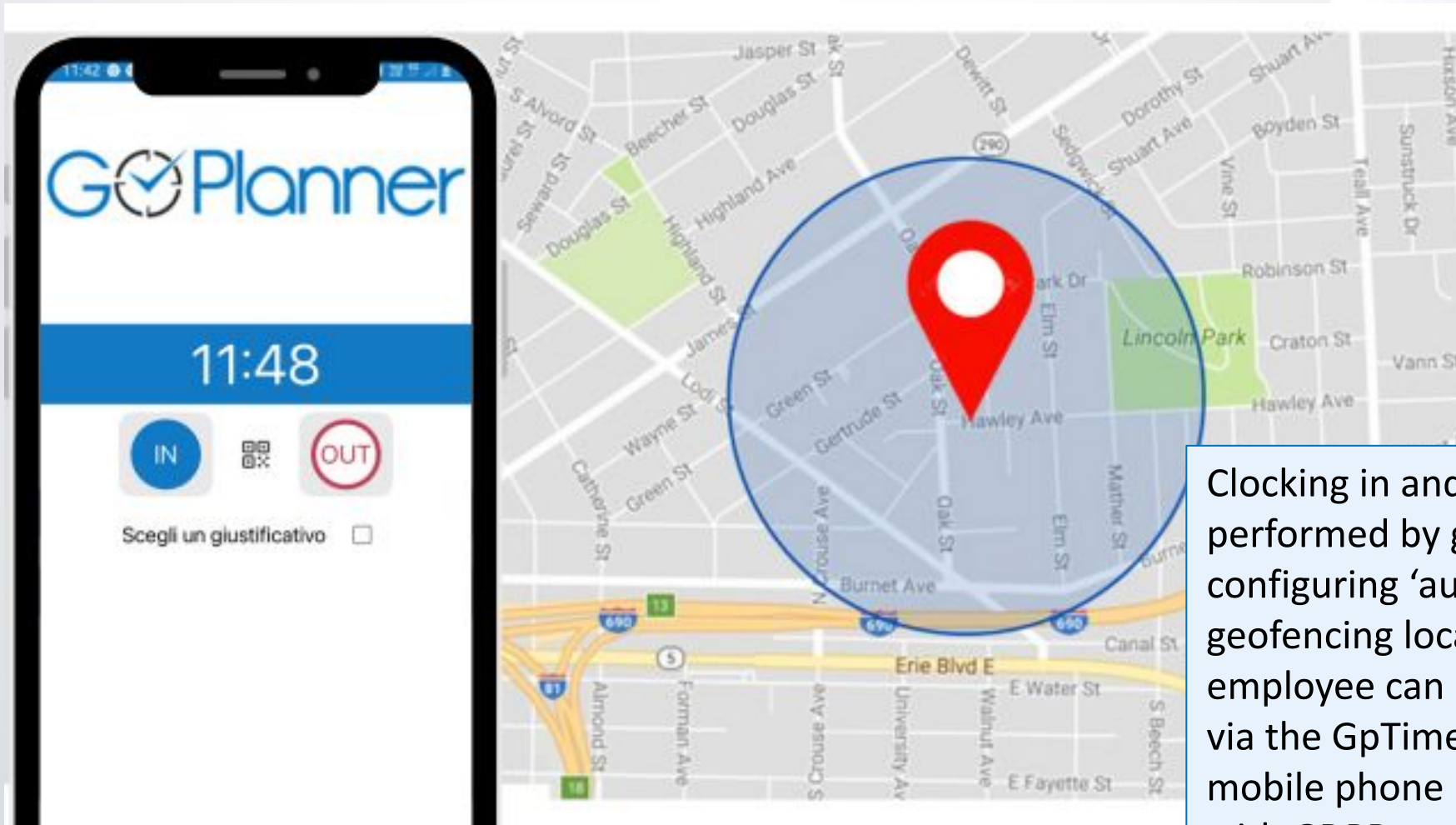
OUT

Scegli un giustificativo

Modifica

Clock in and out can be performed via fixed terminals, smartphones or online.

# Geofencing



Clocking in and out can be performed by geofencing. By configuring 'authorised geofencing locations', the employee can clock in and out via the GpTime App on the mobile phone in compliance with GDPR requirements.

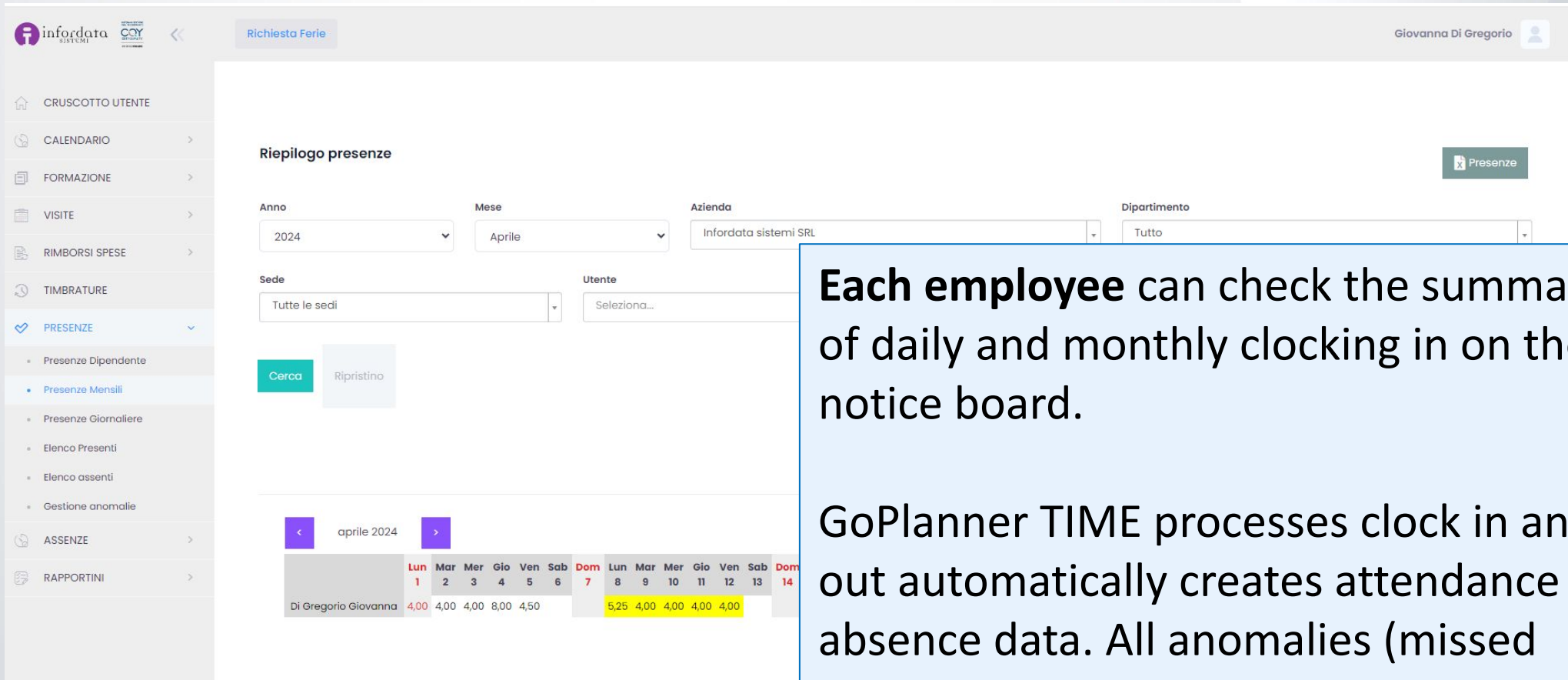
# ATTENDANCE PROCESSING



The system allows attendance to be configured from different views:

- ✓ Monthly attendance for individual employees
- ✓ Daily attendance for all employees (or by department)
- ✓ Monthly attendance for all employees via synoptic tab

# Vista presenze del dipendente



**Riepilogo presenze**

Anno: 2024 | Mese: Aprile | Azienda: Infodata sistemi SRL | Dipartimento: Tutto

Sede: Tutte le sedi | Utente: Seleziona...

Cerca | Ripristino

april 2024

	Lun	Mar	Mer	Gio	Ven	Sab	Dom	Lun	Mar	Mer	Gio	Ven	Sab	Dom
Di Gregorio Giovanna	4,00	4,00	4,00	8,00	4,50	5,25	4,00	4,00	4,00	4,00	4,00	4,00	4,00	4,00

**Each employee** can check the summary of daily and monthly clocking in on the notice board.

GoPlanner TIME processes clock in and out automatically creates attendance and absence data. All anomalies (missed timesheets, tardiness, etc.) are reported.

# Vista timbrature di tutti i dipendenti

infordata SISTEMI

Richiesta Ferie

Elena Admin

### Timbratura

Colonne

Data e Ora Inizio: 13/05/2024

Data e Ora Fine: 13/05/2024

Utente: Seleziona...

Sede Timbratore: Seleziona...

Azienda: Seleziona...

Dipartimento: Tutti

Timbratore: Tutte

Postazione: Tutte

Cerca + Aggiungi!

Visualizzo 1-20 di 46 elementi.

Nome	Cognome	Orario	Verso	Nota	Posizione GPS (lat/Ing)	Giustificativo	Photo	Timbratore	Postazione	Sede Utente	IP Remoto	Sede Timbratore
Tomaz		13/05/2024 17:57:01	Uscita					totem	Postazione test 1	Sede - Opcina	192.168.123.134	Sede - Opcina
Andrea		13/05/2024 17:56:00	Uscita					totem	Postazione test 1	Sede - Opcina	192.168.123.134	Sede - Opcina
Vesna		13/05/2024 17:39:38	Uscita					GPT Mobile		Sede - Opcina	192.168.120.245	
Vincenzo		13/05/2024 17:36:58	Uscita					GPT Mobile		Sede - Opcina	185.105.94.128	
Davor		13/05/2024 17:36:11	Uscita					totem	Postazione test 1	Sede - Opcina	192.168.123.134	Sede - Opcina
Marko		13/05/2024 17:36:08	Uscita					totem	Postazione test 1	Sede - Opcina	192.168.123.134	Sede - Opcina
Anamaria		13/05/2024 17:20:36	Uscita					totem	Postazione test 1	Sede - Opcina	192.168.123.134	Sede - Opcina
Paolo		13/05/2024 17:03:51	Uscita					totem	Postazione test 1	Sede - Opcina	192.168.123.134	Sede - Opcina
Solange		13/05/2024 15:11:15	Uscita					GPT Mobile		Sede - Opcina	192.168.120.245	
Alessandra		13/05/2024 15:07:43	Uscita					GPT Mobile		Sede - Opcina	192.168.120.245	
Andrea		13/05/2024 14:35:35	Ingresso					totem	Postazione test 1	Sede - Opcina	192.168.123.134	Sede - Opcina
Davor		13/05/2024 14:09:42	Ingresso					totem	Postazione test 1	Sede - Opcina	192.168.123.134	Sede - Opcina
Claudio		13/05/2024 13:58:59	Uscita		45.689079/13.795226			GPT Mobile		Sede - Opcina	192.168.120.245	

The admin can view the clocking in and out of all employees

# Calendario presenze

## Riepilogo presenze

Anno \* 2017 |
 Mese \* Settembre |
 Dipartimento \* Tutti i dipartimenti |
 Azienda Esterna Tutti

Presenze

	Ven 1	Sab 2	Dom 3	Lun 4	Mar 5	Mer 6	Gio 7	Ven 8	Sab 9	Dom 10	Lun 11	Mar 12	Mer 13	Gio 14	Ven 15	Sab 16	Dom 17	Lun 18	Mar 19	Mer 20	Gio 21	Ven 22	Sab 23	Dom 24	Lun 25	Mar 26	Mer 27	Gio 28	Ven 29	Sab 30	Totale	
elenco dipendenti	8,00			8,00	8,00	8,00	8,00	8,00			8,00	8,00	8,00	7,92	8,03			8,00	8,00	8,02	0										111h 58'	
							ERR					8,00							0												8h 0'	
				8,00	8,00				0			0	0	8,00	8,00	0			0	0	0	0									32h 0'	
						0	0	0								0				8,00	8,00	8,00									24h 0'	
	7,55			7,58	7,60	7,62	7,57	7,63				7,62	7,63	0					7,25	7,25	4,00	7,25									86h 33'	
				0	0	8,00	8,00	8,00	8,00	8,00	8,00	8,00	5,00	4,00	0	0			0	0	0	0									57h 0'	
	0			0	5,75	4,00	5,00	0				0	5,00	4,75	0,83	2,63			1,13	4,38	4,00	4,00									41h 29'	
	8,00			8,00	8,00	8,00	8,00	8,00				8,00	8,00	8,00	8,00	8,00			8,00	8,00	8,02	7,93									119h 57'	
	8,00			8,00	8,00	8,00	8,00	8,00				8,00	8,00	8,00	8,00	8,00			8,25	8,27	8,80	6,42									119h 44'	
	8,00			8,00	8,00	8,32	8,08	8,08				8,07	8,23	8,00	8,05	8,28			8,12	8,12	8,08	4,00									117h 26'	
	0			8,75	ERR	6,22	8,00	3,03				3,32	9,75	ERR	8,50	10,40			8,75	2,65	8,00	3,53									80h 54'	
	7,00			8,25	8,25	8,25	8,25	7,00				8,25	8,25	8,25	8,25	4,65			8,25	8,25	8,25	8,25									117h 39'	
	8,00			8,00	8,00	8,00	8,00	8,00				8,00	8,00	8,00	8,00	8,00			8,00	8,00	8,00	6,40									118h 24'	
	8,00			8,00	8,00	8,05	8,00	8,00				8,00	8,00	8,00	8,00	8,00			8,00	8,00	8,00	8,07									120h 7'	
	8,00			8,00	8,00	8,08	8,00	8,00				8,00	8,00	8,00	8,00	8,00			8,00	8,00	8,00	7,95									120h 2'	
	8,00			8,00	8,00	8,00	8,00	8,00				8,00	8,00	8,00	4,20	4,00			8,00	8,00	8,00	7,98	0								112h 11'	
								ERR																								
	0			0	0	0	0	0				0	0	0	0	0			0	0	0	0										
	3,50			3,50	8,00		ERR	0				0,03	4,00	8,00	0	2,50			0	2,00	8,00	0									39h 32'	









# Elenco assenze

**Elenco assenti** Colonne ↗

Postazione:  Azienda:  Dipartimento:  Utente:

**Cerca**

Visualizzo 1-10 di 16 elementi.

<a href="#">Immagine del profilo</a>	Cognome	Nome	Stato	Ora d'ingresso prevista
	Spock	S'chn T'gai	Assente	<span>+</span> <span>M</span> <span>F</span>
	Andor	Cassian	Assente	<span>+</span> <span>M</span> <span>F</span>
	Gente del Sud	Bronwyn	Assente	<span>+</span> <span>M</span> <span>F</span>
	Kenobi	Obi Wan	Assente	<span>+</span> <span>M</span> <span>F</span>
	Undómiel	Arwen	Assente	<span>+</span> <span>M</span> <span>F</span>
	Studio Centro Uno	Matricola Due	Assente	<span>+</span> <span>M</span> <span>F</span>

# Gestione anomalie

The screenshot shows the 'Presenze' (Attendance) section of the GoPlanner TIME interface. The page is titled 'Home - Presenze' and has a navigation menu on the left with options like 'CRUSCOTTO UTENTE', 'CALENDARIO', 'GESTIONE DOCUMENTI', 'VISITE', 'RIMBORSI SPESE', 'TIMBRATURE', 'PRESENZE', 'ASSENZE', and 'RAPPORTINI'. The 'PRESENZE' section is active, showing a 'Giornaliere' (Daily) view. The main content area displays a table of attendance records for the month of June. The table has columns for 'Giorno' (Day), 'Ore Pianificate' (Planned Hours), 'Elenco Timbrature' (Clock-in/Out Times), 'Stato' (Status), 'Ore' (Hours), and 'Ore Retribuite' (Retributed Hours). The records for June 6th, 7th, and 8th are highlighted in yellow. The status for June 6th and 7th is 'OK' (green thumbs up), while June 8th is 'Anomalia' (red thumbs down). The text box on the right explains that the system allows employees to correct forgetfulness and omissions in clocking in and out through easy and intuitive commands from their attendance board.

Giorno	Ore Pianificate	Elenco Timbrature	Stato	Ore	Ore Retribuite
1 mer	8h 0'		OK		8h 0'
2 gio	8h 0'		OK		8h 0'
3 ven	8h 0'		Anomalia		
4 sab					
<b>5 dom</b>					
6 lun	8h 0'	07:47 13:05 13:58 17:02	OK	8h 0'	8h 0'
7 mar	8h 0'	07:53 12:09 13:58 17:02	OK	8h 0'	8h 0'
8 mer	8h 0'		Anomalia		
9 gio	8h 0'	07:50			

GoPlanner TIME has a function that allows employees themselves to correct **forgetfulness and omissions in clocking in and out** through easy and intuitive commands from their attendance board.

# Gestione anomalie

The employee can select the absence, sickness or holiday icons to justify absences or add an **unrecorded presence**.

Whenever the employee corrects his anomalies, **the HR manager can view and approve the change**.  
The system keeps track of each log.

# AUTOMATED RECEIPTS



Automatic attendance processing assigns attendance receipts (such as ordinary work, night work or holiday overtime,...) and absence slips (planned short leave, sickness, debit hour bank,...).

# Holidays request

The screenshot displays the 'Richiesta Ferie' (Holiday Request) interface. On the left is a navigation menu with options like 'CRUSCOTTO UTENTE', 'CALENDARIO', 'FORMAZIONE', 'VISITE', 'RIMBORSI SPESE', 'TIMBRATURE', 'PRESENZE', 'ASSENZE', and 'RAPPORTINI'. The main area shows a form for requesting absence from 16/05/2024 to 16/05/2024 for 'Giovanna Di Gregorio'. The form includes a dropdown for 'Tipo assenza' and a 'Conferma' button. Below the form is a calendar for 'maggio 2024' with days of the week (LUN, MAR, MER) and dates. The calendar shows a yellow highlight on the 15th with a blue plus icon, a green plus icon on the 16th, and a yellow question mark with a red minus icon on the 17th. At the top right of the main area are buttons for 'Richiedi Assenza', 'Esporta Calendario', and 'Visualizza calendario delle'. A text box on the right side of the calendar area contains the text: 'Simplified holiday and leave request with authorisation procedure.'

# Richiesta ferie

The screenshot displays the 'Richiesta Ferie' (Holiday Request) section of the GoPlanner TIME software. The interface shows a calendar for May 2024 with columns for days of the week (LUN, MAR, MER, GIO, VEN, SAB) and rows for dates. Absence requests are represented by colored boxes with employee names and codes (e.g., F - Alessandra De Nart, S - Paolo Meterc). A text box on the right states: 'Holidays are recorded on a **common calendar** that allows employees to plan absences without ever leaving the company unattended.'

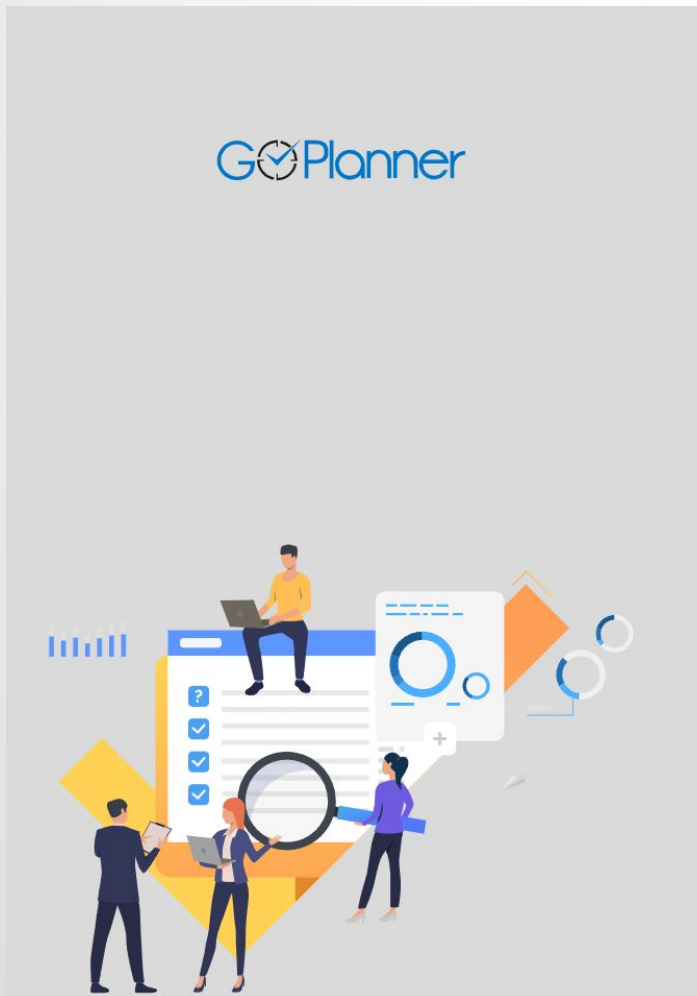
LUN	MAR	MER	GIO	VEN	SAB	D
29 F - Alessandra De Nart F - Davor Gombac F - Vesna Parovel F - Andrea Doz	30 F - Alessandra De Nart F - Marko Krizmanic F - Davor Gombac S - Paolo Meterc	1	2	3	4	
6 F - Vesna Parovel S - Paolo Meterc	7 F - Tomaz Ceh PEX - Andrea Fenu	8				
13	14 + S - Anamaria Marjanovic S - Paolo Meterc	15 + S - Elena Lucovich ? S - Andrea Doz	16 +	17 ? F - Giovanna Di Gregorio ? F - Giovanna Di Gregorio ? S - Elena Lucovich	18	
20 +	21 +	22 +	23 +	24 +	25	

# DATA EXPORT FOR PAYROLL PROCESSING



The attendance data, once approved, is **automatically exported and sent to the dedicated department for payroll processing.**

# Pay slip distribution



Allegato cedolino paga

OTP \*

Conferma

With GoPlanner TIME you can import payrolls PDFs , to deliver them to individual employees quickly and easily.

**The employee receives an e-mail/text message or whatsapp alert associated with an OTP code that allows the pay slip to be viewed and downloaded.**



# Expenses refund

Bacheca Modifica

### Rimborsi Spese

- 11-29 Distruzione della Morte Nera Non Inoltrato
- 11-28 Museo della Scienza Non Dichiarato
- 11-26 Alimentazione Flotta Ribelle Non Dichiarato

The employee may record expenses incurred while on a trip

## Rimborsi Spese

Visualizzo 1-3 di 3 elementi.

ID	Descrizione Spesa / Missione	Inizio	Fine	Utente richiedente Rimborsato	Totale spesa aziendale	Trasferimenti personali	Spese personali	Totale viaggio				
253	Distruzione della Morte Nera	29/11/2022 11:55	29/11/2022 18:00	Han Solo	0 €	0 €	0 €	0 €	<input checked="" type="checkbox"/>			
251	Museo della	28/11/2022 09:30	28/11/2022 18:30	Arwen	145,00 €	0 €	0 €	145,00	<input type="checkbox"/>			

# Who chose us



POLITECNICO  
MILANO 1863



PORSCHE



Ministero degli Affari Esteri  
e della Cooperazione Internazionale



TURKISH  
AIRLINES

Infodata Sistemi has been providing integrated and innovative solutions in the field of physical access control and automatic identification and tracking since 1997. Infodata Sistemi also provides cloud-based management software for time recording, access control, document management at construction sites and facility management.

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