



Event Management Solution Overview

Core Needs in Event Management

Operators of sites for conventions, conferences and concerts need to manage a mix of permanent full-time and part-time staff, ad-hoc staff and agency shifts across multiple events and sites.

Their time and costs for each event need to be accurately recorded, paid for and billed.

Shifts need to be allocated to staff with the right people for the right times - and there may be a need to bring in more at short notice.

About Nextrosoft

From our Hertfordshire base we have been developing, installing and supporting comprehensive workforce management and time and attendance systems for a range of both Public and Private sector clients.

We have created a common but flexible platform used across many applications, encompassing a variety of rostering algorithms, reporting and other interfaces to fit each individual client requirement.

Nextra solutions are more flexible and comply with a wide range of complex business rules and industry specific legislation. NEXTRA is highly customisable to ensure that our software will always fit your requirements - you do not need to change your requirements to fit our software.

The underlying software is robust and reliable - Nextrosoft customers use it every day to organise tens of thousands of staff. As well as robust the solution is extremely flexible - many of our customers have asked for additions to fit their unique needs. Through using a common platform, Nextrosoft solutions provide a balance between competitive initial cost whilst providing the framework for bespoke solutions.

There are no limits to volumes within the system ensuring growth will not be affected by system constraints. Software can be installed on user network or Nextrosoft provided hosting.

Nextrosoft solutions are designed to work on any mix of Windows and Mac computers, Tablet and Mobile devices with screen optimisation for each kind of device.

To discuss your needs in more detail, please contact us at:

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Event Management Software Modules & Features**Core Rostering**

- Static Rostering – intuitive drag & drop functionality
- Resource Configuration (i.e. staff records etc.)
- Shift maintenance (i.e. recording basic adjustments etc to shifts)
- Export / Import to payroll systems etc.
- Event Creation and Rostering - Holds Event Details pay rates + charge rates for Cost vs Budget comparison.
- Pay rates are calculated against role performed.
- Shift Patterns can be created, edited & amended as required and allocated to individuals or groups of employees.
- Event requirements can be added and amended by Managers.
- Staff can work across multiple cost centres per day
- Managers can make full shift and ad-hoc amendments to roster through roster view screen
- Managers can add sickness & leave through roster view screen
- Managers can view budget / cost information through roster view screen
- Manager's views can be customised to show resources across multiple teams / locations as required.

Optimised Event Planning

- Balance engine (adjusts rosters to provide fairness etc.)
- Demand Engine will Allocate shifts and send SMS to alert casual workers that shifts have been allocated to them.
- Demand Engine will look to utilise multi-skilled resources across roles as required.
- Casual workers can reply via SMS to confirm or reject shifts based on defined scope
- Resolution Engine – Provides an 'on the day' automated roster 'gap analysis' that provides instant recommendations for optimised cover for sickness or changes to schedules.
- The Resolution Engine can identify shortfalls in labour requirement and make suggestions based upon specified criteria.
- The Resolution Engine can send email & sms messages offering shifts to casuals.
- Casual workers can reply via sms to accept or reject shifts.

Secure Access & Data Control

- User Access is based upon defined authorisation levels.
- All hold Employee Data for both Full Time & Casual workers
- Employees are both Salaried and Hourly Paid Staff
- Employee / casual Skills and Qualifications are held
- GDPR compliant

Flexibility

- The underlying platform has evolved over more than 10 years to support individual adaptations to fit the unique circumstances of each of our clients.
- Maintenance and enhancement of underlying suite remains unaffected

Event Management Software Modules & Features**Time & Attendance**

- Time and Attendance module includes a wide range of facilities for current and historical management of attendance, calculation of hours, forward availability of labour and management of annualised hours/flexible-working schemes.
- Both clocking and non-clocking arrangements are supported.
- Worked hours, overtime, sickness, holidays and other forms of absence are all addressed within the framework of an organisation's working arrangements, business rules, pay rules and shift patterns including fixed, flexible and rotating shifts.
- Detailed management reporting enables control of attendance, absence and overtime.
- Allocated Shifts provide the basis for the time and attendance system expected start/end times.
- Employees / Casual workers Clocking Methods may include mobile devices / T&A swipe or Biometric Units / PC Clocking.
- Casual workers are only paid for hours worked. No overtime is accrued for working longer hours.
- All hours worked can be viewed on a timesheet and amended if required by authorised managers.
- All hours worked can be viewed by the employee / casual workers as required. Electronic Timesheets can be submitted from the individual employee to the relevant managers for authorisation.
- Authorised Timesheets are added to payroll export.

Employee Self Service

- Self-Service capability is designed to reduce management and administrative effort by empowering employee self-management of planned absence, holidays, time off in lieu and shift changes.
- The Employee Kiosk can be accessed from home, over the web or via a staff room portal onto the Intranet.
- The colours and look and feel can be configured to represent clients' branding and company standards.
- Employees can view schedules and update availability.

Reporting

- Contains the standard reports that are used as the building blocks for customised reports.
- Various reports and analysis are incorporated into the solution including deployment summary, employees' performance, resource utilisation and resource 'dead time'. These reports allow management to make better
- informed decisions going forward relating to improving working practices & optimizing workforce efficiency. Additional reports can also be customised during the implementation process.
- Reports are to be confirmed but must include Hours Reports, Roster Comparison reports as well as Budget vs Cost reports per event and per department / cost centre.

Interface to Payroll System

- Consolidated interface to existing Payroll system or choice of Payroll system attached

Software Benefits

Benefits Delivered - Management

- Reduced and easily identified labour costs
- Reduction in under utilisation of labour
- Massively reduced time spent rostering
- Easily identified "dead-time" for managers to reallocate
- Automatic creation of daily "work-packages" for staff, less admin for managers
- Reduced absence as more priority is given to staff preference
- Reduced chances of favouritism claims from staff
- Rapid resolution of cover for absence (via text and email messaging)

Benefits Delivered - Staff

- Greater visibility of leave booking (balances and leave calendar available online)
- Rapid notification of leave authorization
- Greater visibility and fairness in shift, day and role allocation
- Removal of manager favoritism (with statistics to prove it)
- Options for self-rostering and rostering preferences taken into account automatically
- Options for making easier and fairer overtime requests (via text messaging)
- Automatic and transparent implementation of union agreed rules
- Much earlier notification of published rosters

Efficiencies & Savings

- Reduced staff costs by up to 27%
- Improved customer service
- Ensured compliance with WTD rules
- Removed "favouritism" claims
- Reduced night and weekend working
- Ensured all staff work contracted hours
- Reduced agency reliance