Streamline your operations and experience the power of synergy

# ADMINISTRATIVE FUNCTIONS

TRACKTIK



#### **Scheduling Module**

Set the right schedule every time

The Scheduling module gives you a live overview of your staff's shifts and links your service contracts to your operations. With a few clicks, you will have detailed schedule data and built-in flexible tools to manage shift exceptions.

# Contracts & Invoicing Module

Gain unparalleled insight and keep your customers happy

For security service providers, the Contracts & Invoicing module is an invaluable tool for easy customer billing. Break down your tasks by type and hours to demonstrate service delivery and set up invoicing cycles that work for your customers.



# Scheduling Module



Get the right officer to the right place, at the right time

Use the live schedule dashboard to manage shifts, time logs, employee clock-in and clock-outs, and shift alerts in real time.

- View vacant shifts easily
- Match skill requirements by post
- Determine the employee closest to a site that needs to be surveilled



# React to last-minute changes

Deal with unanticipated changes in availability or replacements during shifts in a few easy steps and save time on tedious manual rescheduling efforts.

- Batch SMS shift offering
- Attendance exceptions



Communicate with your front-line staff

Bridge the gap between your officers and your back-end to track accountability and gain visibility.

- Post order acknowledgement to centralize essential procedures
- Lone worker safety overview
- Message board to announce important information



## Take your staffing strategy to the next level

Allocate your resources in the most efficient way to assemble the best security service possible.

- View officers who are in overtime before assignment
- Deal with unconfirmed shifts and propose alternatives resources
- See employee availability at a glance to build schedules quickly

# Contracts & Invoicing Module



#### Prepare payroll-ready data

Avoid manually reconciling scheduling data with payroll and billing data to increase accuracy and save time.

- Customized payroll frequency
- Customizable post pay rate tiers



Showcase your added value with an exact account of your services

Avoid unnecessary spending and demonstrate the value for money and return on your operations by creating contracts and defining various services and bill items.

- Customizable price tiers
- Bill premiums



### Leading Security Workforce Management Software

TrackTik's market-leading security workforce management software channels the power of data, analytics and automation to help improve security operations. By delivering precision and value, this innovative software optimizes security operations in one platform.





www.tracktik.com