

INFINITY ZSCHEDULING

scheduling of activities, availability, work shifts

I N F I N I T Y



Z U C C H E T T I

ZUCCHETTI
SOFTWARE & ICT SOLUTIONS

INFINITY ZSCHEDULING

Effectively schedule shifts...

The ZScheduling Zucchetti software allows rational and effective management of shifts, availability and timely planning and scheduling of the operator's activities, thus providing significant time and cost savings.

... with the right people...

ZScheduling allows companies to assign the right resources with the right skills to the right job. In fact, the solution makes it possible to classify and match the skills of the personnel and the information relating to the activities to be performed, thus improving productivity and the quality of the service offered.

... at the right time!

By assigning the workloads in a functional manner, ZScheduling Zucchetti reduces scheduling times and errors, reduces and prevents delays or inefficiencies and increases job satisfaction. The scheduling can be changed at any time in order to manage any exceptions.



ZScheduling. It's your turn to... ...meet all the needs

Efficient scheduling of resources allows aligning the different needs to all business sectors and provides the right responses to internal and external workers involved in the process.

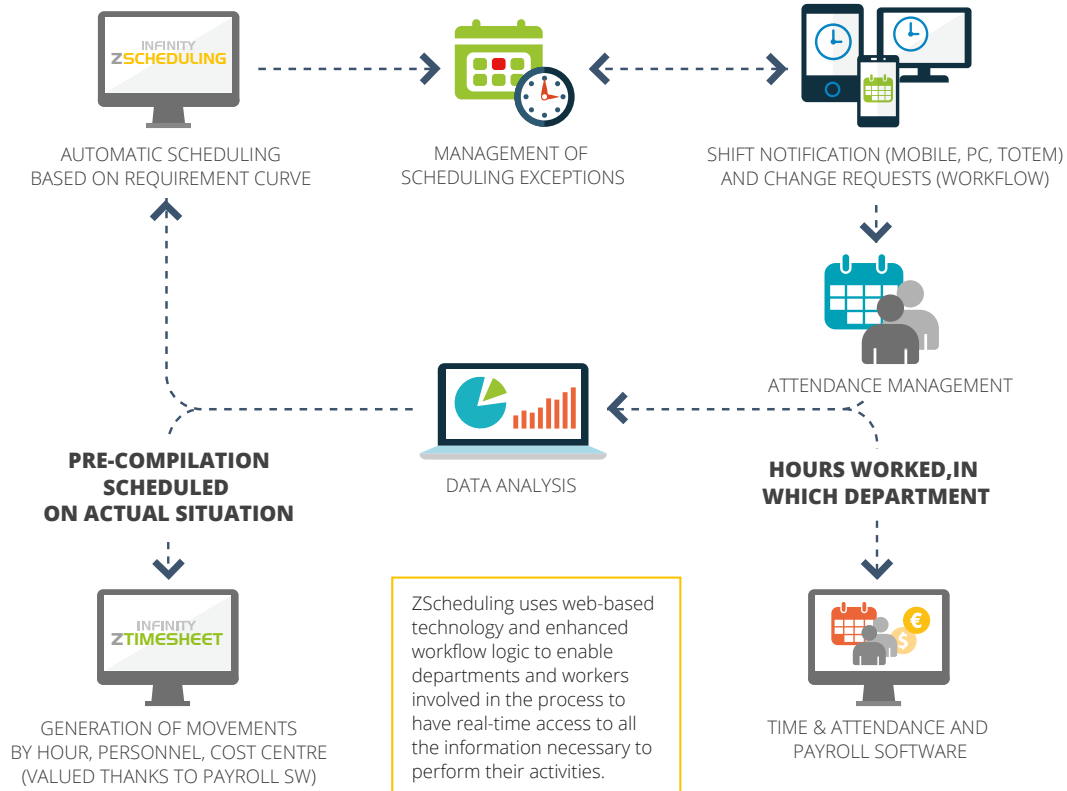


ZScheduling is a modular solution that is fully scalable and configurable based on different employment contracts and therefore easily adaptable to the most diverse organisations: manufacturing companies, service companies, department stores, large retail chains, call centres, healthcare facilities, nursing homes and childcare centres, airports, management facilities, logistics and many more.

ZScheduling. It's your turn to... optimise the processes!

ZSCHEDULING is a solution with unique features :

WEB BASED, available in **DESKTOP** and **MOBILE** versions, available on **LICENSE** or in cloud-based **SOFTWARE AS A SERVICE** mode, comes with **BUSINESS ANALYTICS** tools.



PRODUCTION MANAGER

- organises and plans the resources and collaborators;
- has a tool to easily check in real time whether the shift/activity has been covered;
- approves, rejects or adjusts the schedule changes entered by the resources;
- checks for any deviations from the budget in order to make appropriate corrections.

PERSONNEL MANAGER

- supervises and monitors the scheduling of the company's entire workforce;
- has the control tools to make any scheduling adjustments needed.

EMPLOYEE

- views the scheduling of the activities from their workstation, on mobile applications, totems, etc.;
- finds all the information necessary to perform their work online;
- requests the Manager to make changes to the schedule through workflow tools.

ZScheduling has been designed and built according to a modular approach so that companies can configure the solution according to their own specific organisational needs, thus optimising the company's most important asset, its employees.

The web-based solution is accessible via a portal that provides companies with a series of useful services aimed at simplifying and facilitating the daily activities and maximising the efficiency of the entire management process.

portal

Document management System (DMS)

ZScheduling uses an advanced document management system for storing, managing, sharing and distributing all the documentation produced by the solution (e.g. letters of appointment, allocation of company assets, licenses, passports, etc.), which also allows eliminating the amount of paper generated, leading to cost benefits.

MyDesk

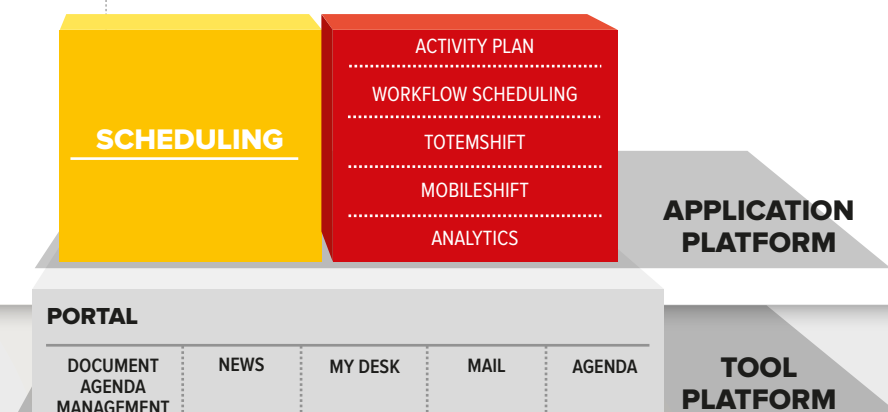
A "personal desk" in electronic format available anywhere via the internet, for quickly accessing all the information available in the system or performing transactions in a profiled and controlled manner. Fully customisable to suit the needs of each user, MyDesk allows accessing the Agenda, personal documents, news, and the company processes assigned to the user.

Diary

A multi-agenda (private or corporate) that allows users to manage and view their activity schedule or the activities of collaborators based on associated profiling. It can be represented on a daily, weekly, monthly or yearly basis to enable easy consultation of the availability of multiple resources at the same time.

Mail

Powerful Web Client for sending and receiving Emails / Text Messages / Fax Messages, which can interface with the most common Mail servers/Fax servers through SMTP/POP3 protocols. In addition to sending and receiving messages, it also allows automatic association of registered application entities (User Company/User Agency/etc.), automatic classification and filtering of messages based on the rules defined in the system. The messages received/sent in this way can be stored in the Document Management System and information on projects, orders, and activities being managed are always accessible.



scheduling

Structured registration database:

in each phase, ZScheduling automatically acquires from the various company applications (HR management, time and attendance software) the information relating to each collaborator, thus ensuring the use of data that is always up to date, the correctness of the processing and application of the exceptions and regulatory differences present in the various employment contracts. This significantly reduces time and errors for the user.

Setting of rules for the time slots:

(validity period, necessary personnel, exceptions, assignments or exclusions of certain operators, etc.) and matrices, useful in case of a rigid shift arrangement, thus allowing to automatically define the sequence of cyclical activities and allocate shift workers.

Requirement curve:

based on the characteristics of the personnel and on the pre-set shift rules, the software generates a calendar that best meets the requirements, assigning the most suitable employees to each activity based on the skills and the contractual and corporate rules and regulations. If specific time slots are not indicated, ZScheduling proposes time slots that optimise the organisation according to the company's rules and regulations.

Publication of the calendar:

the defined calendar, imported into the time & attendance software, is published with access to the various user functions customised for each user category (production managers, department managers and shift workers). In this way, department managers can optimise the scheduling with manual changes, shift workers always have immediate access to the updated schedule and users can print the calendar, customised with the information of interest to them, to ensure compliance with the privacy laws.

Management of exceptions:

any gaps in the coverage resulting, for example, from the absence of some operators, can be promptly managed via the search function for replacements for a specific shift or activity.



additional modules



activity plan

Activity Plan is the module for optimising the management of activities that must be performed in series, offering employees a precise schedule. In fact, the module allows defining expiry dates, priorities and requirements for each activity in order to ensure fulfilment of the obligations and compliance with the contractual and corporate regulations.

If the assets to be allocated on a daily basis are spread across different geographic areas, the processor optimises the routes that the employees must travel in the day. The module also performs a strategic analysis to assess whether the activities to be scheduled are sustainable based on the resources available and what activities may remain left out of the schedule.

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- **Scheduling of the activities to be performed in series.**
 - **Optimisation of transfers for performing the various activities**
 - **Identification of any workload imbalances between the various activities in series.**
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workflow scheduling

The Workflow Scheduling module allows personnel to request shift changes according to a simple and well-defined authorisation process. The manager, who has access to the shift calendar, is able to check in advance the impact on the scheduling and can therefore approve or reject these requests.

If approved, the changes will be implemented in real time by the solution, with considerable advantages in terms of time and reduction of errors in shift management.

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- **Reduction in management times.**
 - **Update in real time of the shift calendar after any changes.**
 - **Transfer of data to the personnel management and administration systems (pays, attendance, etc.).**
 - **More autonomy to collaborators.**
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additional modules

totemshift

Not all shift workers have their own fixed locations with internet access. This is where TotemShift comes in handy. It will solve all problems associated with shift notification. Through the installation of appropriate touch-screen terminals (HR

Totem), employees who do not have a PC can view with profiled access their updated schedule, the schedule of their work group and make any requests for changes.



mobileshift

Thanks to MobileShift, shift management now becomes mobile! In fact, the module allows storing on mobile devices (smartphones and tablets) all the shift management functions needed by shift workers who work outside the company or

do not have a fixed workplace, allowing them to view the updated shift calendar and send requests to their managers. MobileShift is the ideal solution for companies that value innovation, but above all, efficiency.



analytics

This Business Intelligence solution allows all those involved in the scheduling process (production managers, human resources, administration) to analyse and evaluate the shift management process in order to understand its state-of-the-art and to identify any areas to be optimised.

Based on contextual and structured information, managers can therefore make use of data query functions and dynamic and customisable dashboards to perform statistical surveys and make the best decisions.



integrations



Time and Attendance

This is a web-based solution for time & attendance management, which can also effectively manage complex companies with multiple offices, branches, stores, and facilities distributed throughout the territory. In fact, specific workflow processes allow automating and managing the processes between the employee and the personnel office relating to insertions and to requests for justifying documents (permits, delays, leave requests, missed punches, overtime approvals, etc.).



WorkFlow HR

This software allows streamlining the communication processes between collaborators and the personnel office, reducing paper, times and costs: WorkFlow HR allows delegating activities to employees and their superiors, such as justification of attendance irregularities, insertion of paid leave or overtime or, in the case of shift management, request for changes to the schedule which, once approved, will be immediately implemented by the system.



ZTimesheet

This Zucchetti software is designed to calculate the hours of work and relative personnel costs assigned to projects, orders and customers in a timely and effective manner. Simple and innovative tools allow ZTimesheet to promptly control profitability, thus helping to improve the efficiency and performances of the company and its resources.



Human Resource Management

The ideal solution to maintain a complete and up-to-date archive of personnel records, to develop it and achieve greater efficiency: organisational structure, roles and responsibilities, training, assessments, pay policies, management of the objectives, etc. The mapping of the skills, in particular, allows effectively managing shifts and addressing any problems in covering a certain function or activity.



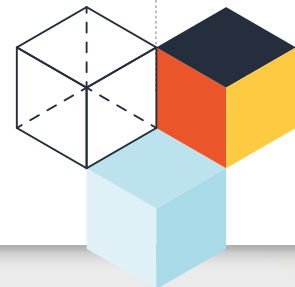
ZMaintenance

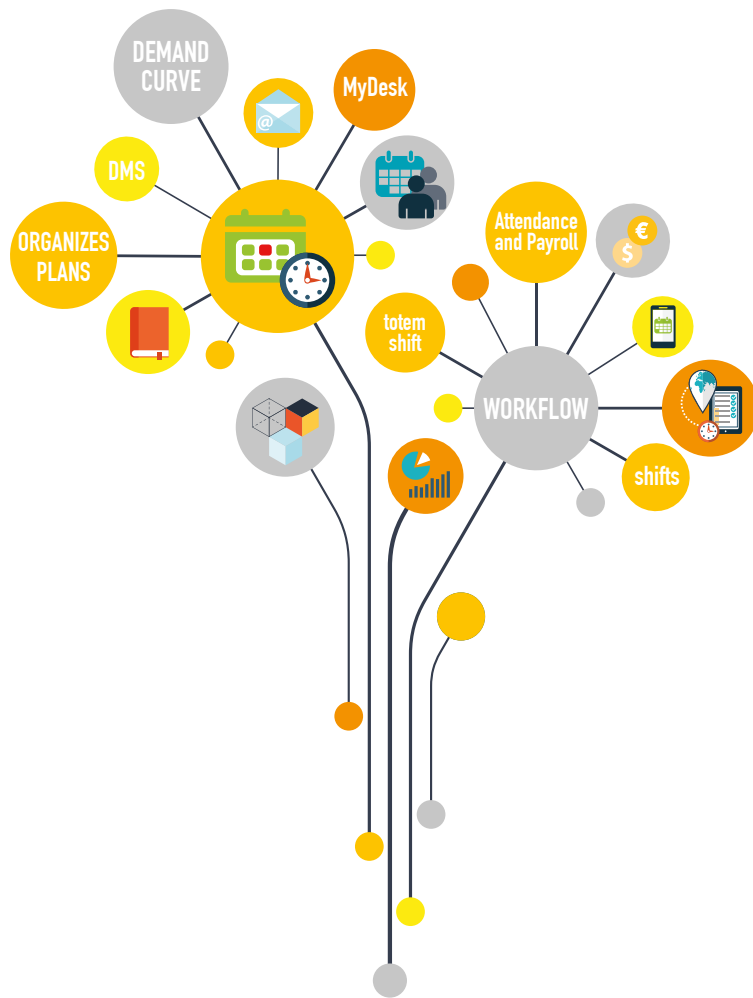
The web-based maintenance software to optimise efficiency of technical management, ensuring appropriate, safe and cost-effective control of the asset (machine, equipment, real estate property). This platform manages all the activities performed internally, as well as those assigned to third parties and performed on behalf of third parties, monitoring the progress of the technical activity through the calculation of the performance indicators.



Safety Solution

This Zucchetti suite allows managing all the obligations required by Leg. Decree no. 81/2008 on occupational health and safety: POS and DVR, health surveillance, accidents, training obligations, contract management. These aspects have a direct impact on the management of shifts, therefore it is necessary to constantly control the workloads, specific skills of each worker, PPE, etc.





INFINITY ZSCHEDULING



www.zscheduling.com

Infinity Zucchetti is the software platform
that satisfies all company area
needs via a wide choice of dedicated modules:
administration, finance and control, logistics,
purchasing, marketing, sales, post-sales,
production, human resources, security,
energy efficiency, maintenance management,
IT, communication.

Available via web, cloud and mobile devices



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