

Workflow scenarios in Access control and Time & Attendance recording

Automated processes for certain routine tasks can simplify business processes and increase efficiency. In access control, Time & Attendance recording, security technology and visitor management, so-called workflow scenarios help to optimise approval and release procedures.

In **Time & Attendance** recording, the employee can, for example, enter the beginning and end of their working hours, view their time balances, apply for leave and have forgotten individual entries and applications for overtime or business trips approved either at the time recording terminal, by smartphone or PC. Using a web-based application, this is also possible while on the road, which saves field staff from having to make additional subsequent entries or applications. Interfaces in the payroll and salary programs process the recorded times and take into account special working time models (standby times, holiday and night work, etc.). The approval procedure can be structured hierarchically so that several people have to agree to the application. This process is automated; after the initial approval, the application is automatically forwarded to the next level for final approval. All events are automatically logged and can be traced at any time. Checks are also performed in the workflow. Thus, for example, an employee can only apply for flexitime compensation if the required number of hours has been credited to their account. This prevents illogical applications, makes manual checks superfluous and significantly eases the burden on the human resources department.

In **Access control**, workflow scenarios are used to assign access rights for persons and identification media. For example, an employee may request access to a specific area for a defined period of time. Example: An employee from Berlin applies for a business trip to the branch office in Barcelona via workflow and at the same time requests authorisation to pass through the barrier to the company premises (via license plate recognition) and access to the company building using his/her chip at the access control reader as well to the laboratory on site, for which special access rights for high-security areas apply. The access authorisations expire automatically at the end of the defined period. The events are logged accurately, it is always traceable who granted or denied which permissions and when. The security requirements are guaranteed.



In the area of **Visitor administration**, workflow scenarios simplify planning and ensure professional reception. Visitors receive an e-mail in advance to collect their data. After submitting these, they receive a QR code on their smartphone. On the day of the visit, the visitors can use the QR code to receive a pass with the access rights defined for them. Upon logging, the person who invited them will automatically receive an e-mail informing them that their visitor has arrived. At the same time, for example, the door to the reserved meeting room is unlocked. If the building automation system is integrated in the workflow process, the lights will automatically be switched on, the blinds will be raised, the heating or air-conditioning system will be turned on. Alternatively, the visitor can announce their arrival to their host directly in the company without prior registration at a so-called kiosk terminal or by scanning in their business card. The release or approval for this visit also takes place via the hierarchy levels stored in the workflow.