HARMONY
Personnel Information Management System

Harmonize your organization's activities

Harmony solution includes the following modules:

Time & Attendance

Access Control

Job Costing

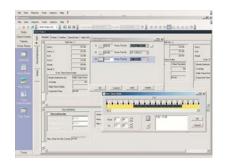**PC Secure Access**

e-Harmony - Web reporting

Harmony is an innovative system, combining all employees' activities in the organization. Having **Harmony** in your organization ensures increased efficiency by using a single database that is available online to all decision-making and management personnel.

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Attendance Module

Harmony Attendance module is a comprehensive way to achieve accuracy and efficiency in all employee activities for payroll purposes.
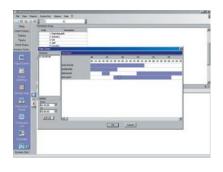
The system gathers all attendance data, applies pre-set work agreements, and then calculates, in real-time, the hours worked for payroll calculation.

- Multi-organization system
- Full online system, enabling viewing employee presence/absence in real time
- Flexible work agreements and parameters
- Supports multiple calendar formats
- System includes 5 employee connectivity levels: zone, factory, section, department and work center, which can be adjusted according to clients' requirements
- Dynamic authorization system for reports, screens and menues, including authorization for reading or reading/writing into a table
- Variable reports, and an option for producing new reports, or customizing existing ones
- Flexible options for file import and export
- Graphic reports for managers
- Report format in Excel or PDF, and an option for sending report via e-mail

Access Control Module

Harmony Access Control module includes CCTV monitoring interface, personalized card printing and synchronized active maps and visitors module.
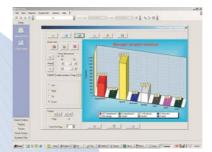This module is a powerful tool, enabling complete control over both your employees and workplace.

It enables limiting access to any specified area; to see - in real time - the exact location of any individual; and to produce reports on the location and movement of all persons for security purposes.

- Entrance authorization according to zones / time zones / employee types
- Visitors' web Internet interface
- Alerts on forced entry / open door
- Attendees / guest reports
- Connection to attendance system (first clocking in for entry - last one for exit)
- Option for graphic display of events
- Unlimited authorization groups per employee
- Online viewing of zone by event
- Alert notifications via SMS, e.mail, pop-up window
- User assistance in alert handling and management
- Alerts can be rated according to priority / severity

Job Costing Module

Employee efficiency by department

Job procedures and work methods can become more efficient subject to correct evaluation, based on data collected directly from the shop floor. This data is the preliminary base upon which the correct decisions are made. Harmony's Job Costing module enables control and accurate calculation of hours invested in various job orders.
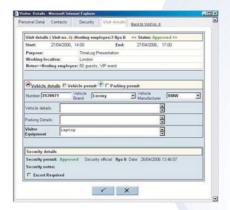
Harmony is an efficient tool enabling control and monitoring of production resources and shop floor activities.

- Follow up on job progress
- Follow up on customer orders
- Display of customer order status, in accordance with production processes
- Product tree support
- Support of route cards/ order of jobs
- Comparison reports between attendance and jobs
- Follow up on shop floor activities
- Actual price setting
- Statistical follow ups – efficiency, production
- Standard time definitions and comparison of actual versus scheduled times
- Collection of data from controllers and machines
- Efficiency reports and graphic display
- Connectivity to ERP and inventory systems

Visitors Module

Preparing for planned visits and pre-screening of planned visitors for security and guard management are done using the Visitors module, as well as definition of visitors planning to visit the company and the visits they are planned to participate in.

All visitors to the organization have temporary authorization permits, and personnel dealing with visitor and visit management need are also defined in advance.

- Possibility of feeding visitor's details via the Internet or website
- Security officer's authorization and allocation
- Quick visitor authorization by receptionist
- Addition of biometric data when required
- Visitors in database do not require additional photograph or biometric verification
- History reports for all visitors

Web User Interface Module

Web User Interface module enables use of the organization's Intranet, and provides accessibility to the system to all employees.

Accessibility to data is given at different levels, according to each employee's position and authorization level.

The employee can view and update his/her reports, while the manager can view and approve the data of employees in predetermined levels.

- Ability to report attendance/jobs in real time from workstation
- Changes can be entered only after manager's authorization
- Ability to generate reports according to authorization levels (manager/employee)
- Ability for data correction by user, including supervisor's approval for changes made
- Employee's definition - new and updated
- Option of producing an extra badge instead of a lost one
- Various reports can be generated according to different needs, and can be generated in the form of PDF, Word and Excel files for viewing only or printing

Secure Access Module

Harmony's Secure Access module makes use of employee's entrance and exit reporting for securing access to the personal computer of each individual employee. It provides an extended level of security in the organization by limiting access to sensitive data to authorized personnel only.

Logging on and off PCs is made possible only when an entrance or exit is reported, or by absolute personal identification methods, such as fingerscan.

- Control over terminals - computer is locked after reporting exit
- Login is possible only when entry has been reported
- Maintains PC's working mode during locking, and returns it to previous mode after login
- Communication between terminal and work station is encoded
- Emergency report: combination of attendance and access control enables real time display of personnel presence/absence

Notifier Module (Messenger Center)

Harmony Notifier is a unique managerial tool for the Harmony manager in the organization, enabling, according to pre-set definitions, to send and receive information and alerts of data from within the Harmony system.

The data contains information of employees' attendance according to the organization's work rules.

The alerts originate from data in the access control system, about exceptional and unusual events that occurred in the system. **The information is sent, via SMS or e.mail, according to pre-defined intervals, including historical data of completion in case of success or failure**.

- Notifier is applicable to all Harmony modules - Time & Attendance, Access control, Job Costing and Web

Managing the organization's most valuable resource - the human resource - is a sensitive and complex task, requiring an accurate and comprehensive solution tailored to fit each organization's structure and needs.

Synel developed Harmony - the "all under one roof" solution - to give managers the ability to check and control all employees' activities in the organization, from attendance and production to access control and human resources.

Harmony increases efficiency in your organization, and with its detailed reports of various activities, you can analyze and improve your organization's performance significantly.
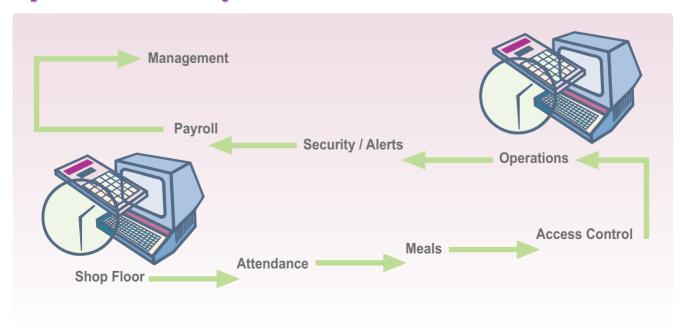
Having all modules work harmoniously with each other eliminates database duplication, and Harmony's extended modules, such as Web Reporting and Secure Access, enhance security for your organization.

Benefits

- **Information from a single database is available and accessible to all departments in the organization (production, security, management, etc.)**
- **Reduces incorrect reporting**
- **Cuts down on the the amount of staff required to handle multiple systems**
- **Attendance reporting module is linked to PC's Secure Access module for enhanced security of the organization's data**

- **Prevents database duplication**
- **Eliminates the need for updating various systems separately**
- **Automatic interfacing with external systems**
- **Modular system enables gradual additions and upgrades according to the organization's expanding growth and needs**
- **Combining with Synel's hardware (terminals, readers and controllers) results in a completely integrated system, developed and supported by one single manufacturer**

System Description

System Characteristics

- Database based on MSSQL2000
- Client server system
- Real time system
- Online validity checks
- Web-based reporting system
- Dynamic interface enabling personal adjustments
- Flexible menu system enabling personal adjustments
- Highly configurable role-based security system
- Smart e.mail notification
- Powerful real-time reporting engine
- Highly sophisticated identification system, ensuring ultimate accuracy:
  - Fingerprint
  - Contact/Contactless smartcard
  - Proximity
  - Magnetic
  - Barcode

System Requirements

Parameters	Database Server	Client Terminals
CPU	2 processors of min. Xeon Quad Core 5500 series	Pentium IV and up
RAM (GB)	up to 10 users & 4000 employees - min. 4 BG	512 MB plus
Disks & Controllers (GB)	Fast SAS disk 15kRPM on RAIDI for system, and RAIDI for data, 10 GB available for application & 20 GB for MSSQL	1 GB free space on C
Screen	15" SVGA and higher, with min. 4 MB card	15" SVGA and higher, with min. 4 MB card
Communication Card (MB)	Minimum 100 Mbit/s	Minimum 100 Mbit/s
Operating System	Windows Server 2003 32 bit, 2008 32/64 bit 2008 R2 (recommended)	Windows XP PRO, Windows 7 PRO
Browser	Microsoft.net Framework 3.5 SPI required, Firefox not supported	I.E - v. 8.0 or 9.0, Opera - v. 11.50, Firefox - v. 3.6.8, Google Chrome - v. 12.0

Terminal Options

SYnergy	SY-Face	SY-785	SY-7500	SY-777/A

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