

Needs Analysis

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Organization Name: _____

Address: _____

Mail Address: _____

City, State, Zip: _____

Total Employees: _____ PC Network: _____ Client OS: _____ Total Expected System Users: _____

Briefly Describe Your Business: _____

What would you say are the key challenges to successfully changing your time system to a new one? _____

Describe your current timekeeping methods: _____

(Please forward a sample time card/sheet and any other sample reports as needed for us to fully understand your current process.)

Please provide information below on those that will participate in the selection and implementation of a new system. The **Project Coordinator** will be Gorrie-Regan's primary contact throughout the implementation process. This key person will be responsible for coordinating the efforts of all others and for completing and returning the various checklists and surveys as needed.

<input checked="" type="checkbox"/> Committee?	Name & Title	Phone w/extension	E-mail Address
<input type="checkbox"/> Project Coordinator			
<input type="checkbox"/> Payroll Manager			
<input type="checkbox"/> HR Manager			
<input type="checkbox"/> IS Manager			
<input type="checkbox"/> Other			



About Your Expectations

1. Your primary goals in converting to another time & attendance system are:

A) _____

B) _____

C) _____

D) _____

2. What types of transactions do you envision your employees performing? (For example, Clock in & out, temporary work group transfers, view information, etc.) Would you want them to use a clock terminal or PC to perform these functions? _____

3. Do you envision a single-user system or multi-user system? In a single user system, one person typically processes all edits and additions to data and sends reports to supervisors. In a multi-user environment supervisors log on and perform all daily maintenance on their employees. They can share PC's with other supervisors, but each one typically has their password for audit reasons. _____

4. Do you want to import employee data into the time & attendance system from an external source? If yes, do you wish Gorrie-Regan to provide an electronic interface **or** will your company create an import file to Gorrie-Regan provided specifications? In either case, please provide as much information about the data source as possible, such as Program name, database type, vendor information and technical contacts, etc. _____

5. Do you wish Gorrie-Regan to provide an electronic interface of hours into your payroll system? If so, please provide information about your payroll system, such as Program name, version, vendor information and technical contacts, etc. _____

6. We need to know how your organization is structured in order to have the system provide reports that can "drill down" to the finite data needed or "roll up" to show global totals. Examples of ways you segregate employees are department, job classification, location, etc. (Note: There are up to 3 tiers that can be used in the base system. Up to six can be used in the "Enterprise Edition")

1. _____

2. _____

3. _____



Technical Issues

Please list the types of employee time registration methods you would like to use.

Clock Type (Badge, Handpunch, PIN #) or PC, telephone, PALM	Badge Type (i.e. Barcode, Mag Stripe, Proximity)	Connection Method: (Ethernet, Modem, Hardwired Cable)	Location (Example: Main site or named offsite locations)

Each Ethernet terminal requires a terminated 10BaseT connection, either male or female, and static IP (Not DHCP) address. Modem terminals require a dedicated analog extension or outside line. Each direct-connect reader requires that Beldon cable 8723, or equivalent, be routed to the intended clock location, Gorrie-Regan will terminate and make connections. We do not run any cable or install electric receptacles unless you contract for us to do so. Please let us know if this is needed.

To insure the correct products and services are proposed, please answer the following series of questions:

Our warranty and full service lease provides users with immediate response should they experience problems. PCanywhere, a modem and an analog phone line are required to utilize these valuable services.

____ Do you have PCAnywhere now (Y,N) ? Do you object to it being installed on one of your PC's? ____

Please indicate below how you would like to proceed badges to be provided:

____ Yes, we are interested in Gorrie-Regan provided generic badges .

____ Yes, we are interested in making our own badges with a Gorrie-Regan provided Photo ID system!

____ No, we will provide our own badges (Several samples must be submitted to us for testing!)

____ Not applicable, we will not be using badges. (E.g. key in PIN at reader, Telephony, Web Punch, etc.)

Customer Education is most effective if students can focus their full attention on the course materials without interruptions. It is also imperative that each student has his or her own PC for a full hands-on training experience. Would you like to send users to Gorrie-Regan for training?

____ Yes, we are interested sending students to training at Gorrie-Regan! How many students? _____

____ No, we will provide a suitable environment (classroom, student PC's, etc) for training.



Are you interested in emailing reports from the time system? _____ (Y,N)

If so our technical consultants will need to verify that your email system is compliant using a protocol called MAPI. Who can we contact about this? _____ (name and phone number).

Attendance Enterprise, as all database applications running across networks, requires certain minimum levels of performance within the network. It is in your best interest that we help you examine your technology to determine that it will allow users to operate Attendance Enterprise quickly and efficiently. Who should our Implementation Specialist contact to evaluate the Intranet/Internet capabilities of your present system?

IT Contact: _____ Phone: _____

Thank you for taking time to complete this survey. The facts you have provided will help us understand your needs more completely, improving your search for a better timekeeping system.

Survey Completed By: _____ **Date** _____

