

Safe Tempest Internet (STi)

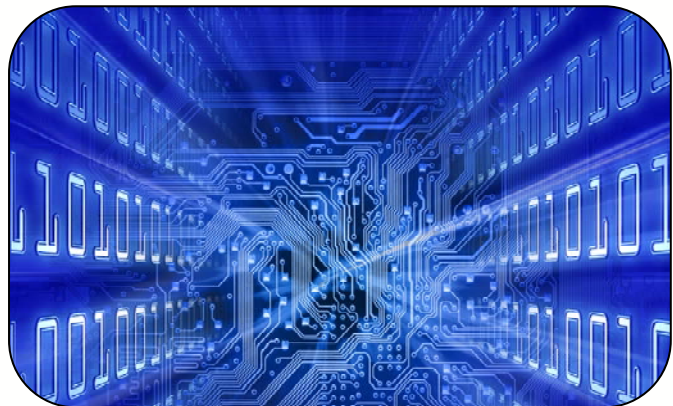
## Client, worker, consultant and supplier portals

Our portals provide direct access to key Tempest data via the web or intranet. This enables functionality e-timesheet processes, e-payslips, distribution of margin information, client spend and online WTR processes. Many of the paper processes employed by an agency can be achieved via these portals and many new on-line services can be delivered to client and workers.

### Functionality

#### Worker access to:

- electronic timesheets
- personal details
- pay slips or remittance advice, both current and historical
- current and historical timesheets
- holiday pay entitlement
- outstanding timesheets with the option to complete these online and refer for electronic authorisation or print for paper authorisation



#### Client access to:

- company details
- current and Historical Invoices
- current and Historical Credit Notes
- historical timesheets
- timesheets requiring online authorisation





# Product overview

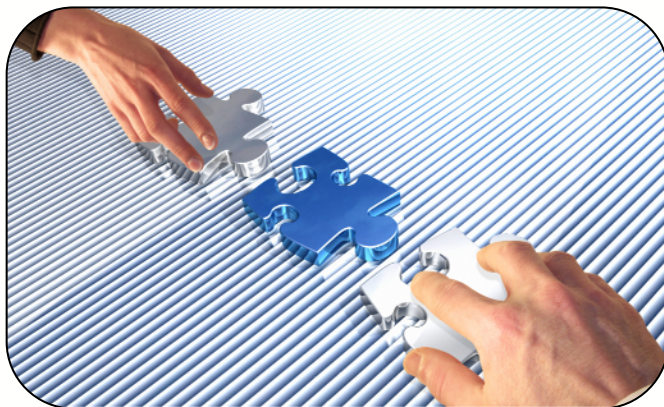
Tempest optional extras

## Supplier access to:

- allow supplier to see their workers
- allow supplier to enter worker timesheets
- allow supplier to see remittance advice sheets

## Consultant access to:

- core back office data in Tempest for the client and worker
- a range of standard reports
- processes that eliminate traditional paper flow in agencies
- input of key details such as timesheets, assignments, rates





# Product overview

Tempest optional extras

## Safe Tempest Scan

### Functionality

Safe Scan is a unified scanning solution that can optionally be provided with Safe Tempest.

- Safe Scan is wholly integrated with Safe Tempest, permitting images retained to be viewed for printing, reprinting, enquiry and correction purposes
  - timesheet related images can be viewed using Safe Tempest Internet, permitting the viewing of empirical data by users of other elements of the Safe Tempest suite
  - user definition of the differing documents to be held by the system and whether they are for enquiry or invoicing purposes
    - If required for invoicing whether they are required to be present before automated invoicing takes place.
  - multiple timesheet formats are supported, reflecting, for example, different client timesheets and each can be defined within the image processing engine to aid recognition
  - recognition of documents as to their defined type, isolating those not matching defined formats
  - documents not bearing identification marks can be manually attached to timesheets
  - production of an invoice with images of supporting documents attached
- system validation ensures that documents required to be reproduced in the invoicing processed are present, allowing a user decision



# Product overview

Tempest optional extras

## e-billing module

### Functionality

This module delivers electronic billing capabilities whilst creating a full audit trail detailing the data transmitted with each transaction. Features include:

- email timesheets, perm and manual invoice or credits.
- PDF's generated of the invoice or credit note, including any supporting document images that may be required
- comma separated value (CSV) files of the timesheets, invoice or credit note details can be produced and sent with the invoice or credit email
- audit file with query screen
- both PDF images and CSV files produced will be stored in a database that is accessed by Tempest Suite products



# Product overview

Tempest optional extras

## Client self bill and pre-bill module

### Functionality

This module delivers two distinct areas of functionality, helping to make the billing process more efficient and also aiding the company's cash flow:

#### Self-bill

The agency's client supplies a file of timesheet information showing worker, hours, rate and the value they intend to pay. This can then be matched against the agencies own timesheets in Tempest billing to effectively check and match the client self-bill file. Once matched a Pre-Bill or actual invoice can be produced.

#### Pre-bill

Delivers the same functionality as Tempest invoice generation and print, but the treated document will not be a 'true' invoice but a 'pre-bill' helping to alleviate any potential invoicing problems. Once the invoice is agreed, an actual invoice can automatically be produced.



# Product overview

Tempest optional extras

## Flexible timesheet importer

### Functionality

This module enables electronic form and variable data feed imports for time-sheets. This reduces manual input of data from paper timesheets and allows users to take many types of electronic feeds from customers without the intervention of Safe.

- allows 'mapping' to the generic import layout from differing CSV timesheet import files without the need for bespoke programming
- 'mapping' can be created by the Tempest user and attached to a Tempest element for example client or supplier.
- imports will be into a 'holding area' or directly into Tempest, however these timesheets will not bypass Tempest timesheet batch validation
- validation will be performed prior to importing
- the file will be saved after importing
- missing key data can be manually fixed or derived from Tempest