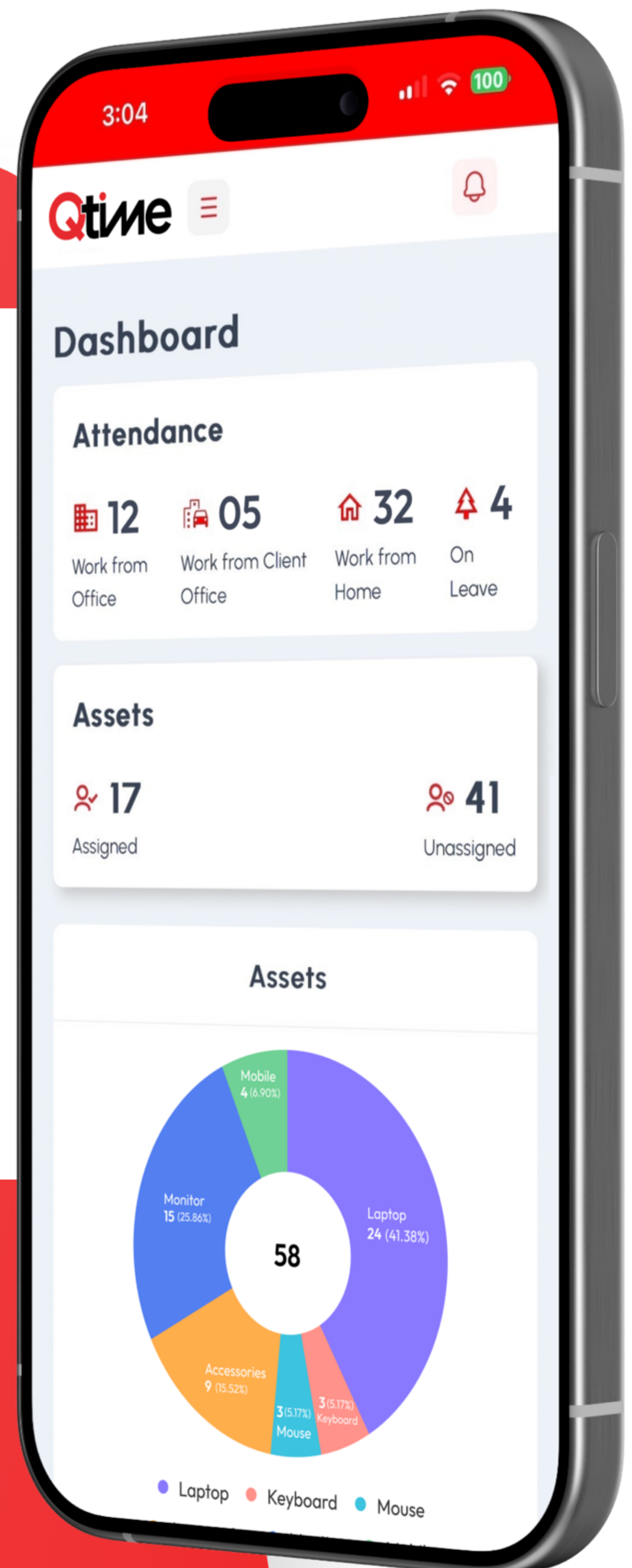




Streamlining Workforce Management

QTime is a comprehensive workforce management solution that offers real-time insights into employee availability, work hours, leave requests, assets, events, and staff profiles. The tool offers a host of features and provides a bird's eye view into workplace operations.



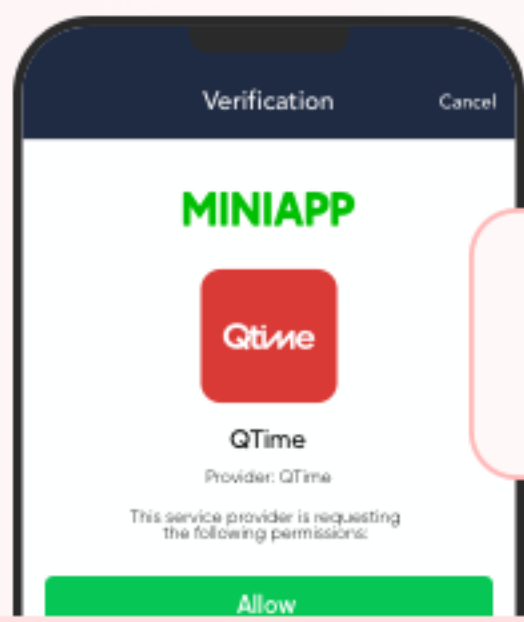


Real-time Office Overview

Live view of who is present in the office, working remotely, or on leave. Filter employees by work location.

Google Workspace Integration

Notifications linked with Google Workspace (Calendar, Drive) for seamless employee management.



LINE

Accessible as Line Mini App, allowing users to interact with the app directly within the LINE platform. LINE WORKS Chat and LINE WORKS Calendar integrations.

Mobile Optimization

Available as a Progressive Web App, enabling users to access the app directly from their browsers.



Key Features

QTime combines features for employees and administrators.



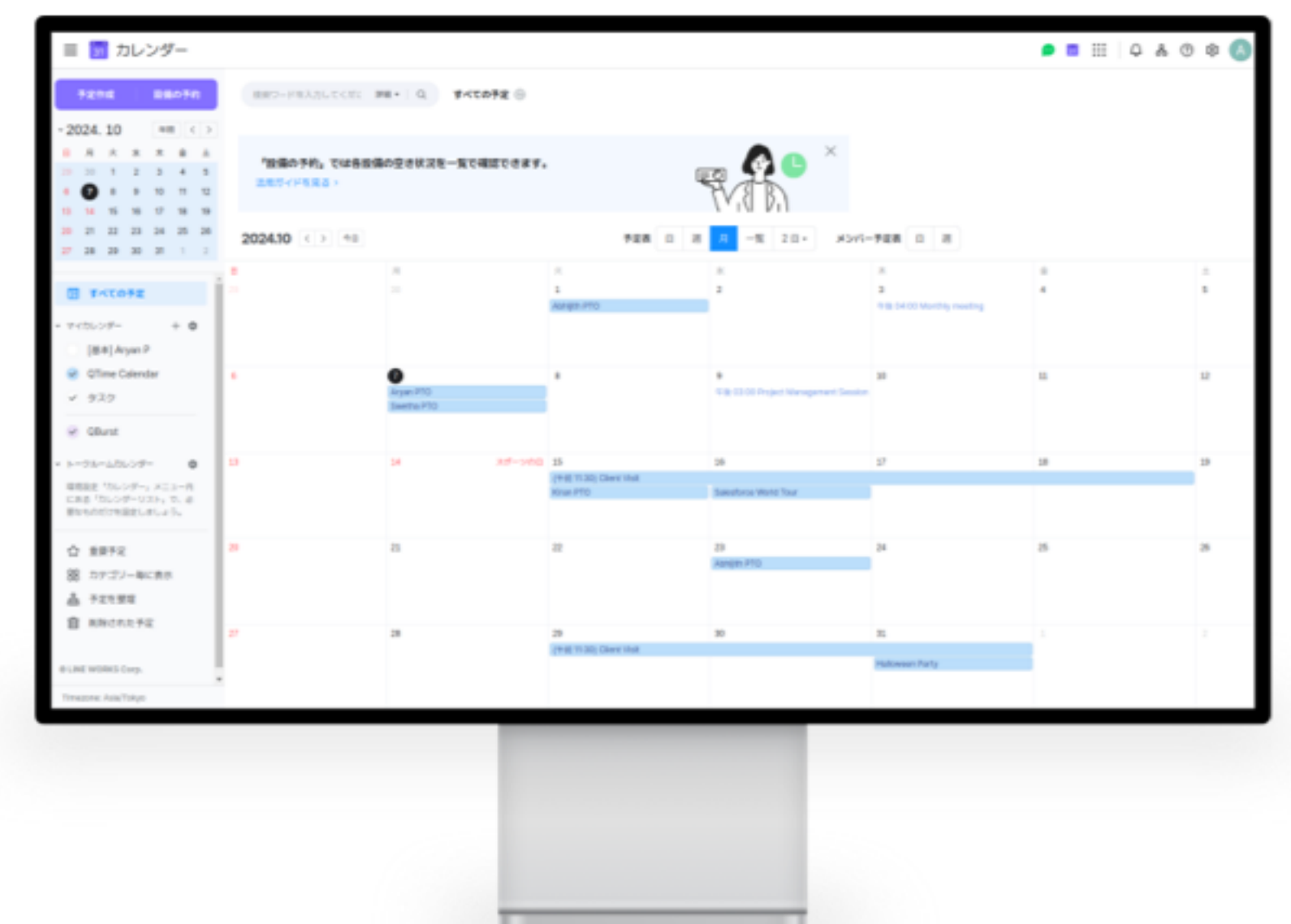
Employee

- **Work Log Tracking**

- Employees can mark their work location and status (in-office, work from home, client site, or leave)
- Real-time status updates (available or on break)

- **Leave Requests and Schedule Changes**

- Employees can request leave or propose schedule changes
- Approval workflow for managers/admin



LINE WORKS Calendar

- Employee leaves are synced and visible in Google Calendar, allowing all employees to view leave information within their Google Workspace calendars
- **Work Hours Timer**
 - Track work hours, breaks, and login/logout times
 - Integrated timer feature to log hours worked
- **Google Space Notifications**
 - Employees receive notifications when they log in, take a break, or log out
 - Notifications are sent when employees are on leave
 - Notifications for events and meet-ups
- **Events Management**
 - Ability to create, edit, and delete events (meetings, office activities, or team events) within the app
 - Automatically create and sync events with Google Calendar when an event is added or modified, ensuring that participants are notified and events appear on their calendars
- **Mail Notifications**
 - Send weekly notifications to employees who missed marking their attendance during the week
 - Notify employees and admins of any schedule change requests and their approval status
- **LINE Account Integration**
 - Enables employees to log in to the application using their LINE accounts
- **LINE WORKS Integration**
 - **Calendar Integration:** When an event is created in QTime, it automatically syncs with the LINE WORKS calendar, allowing employees to view their schedules seamlessly in LINE WORKS.

- **Channel Integration:** User actions logged in QTime is integrated into LINE WORKS channels for streamlined communication and tracking.



Admin

- **Scheduling**
 - Generate a schedule for the team, employee, or the whole office
- **Employee Attendance & Status Reports**
 - View detailed reports on employee attendance and work status
 - Generate daily, weekly, or monthly attendance reports
- **Team Management**
 - Admins can create, edit, or delete teams
 - Assign or move employees to different teams
- **Schedule Management**
 - View and approve employee schedule changes
 - Overview of current and upcoming employee schedules
- **Work Hours and Break Monitoring**
 - Track and monitor work hours and break times for all employees
 - Notification system for employee breaks, login/logout
- **Comprehensive Reporting**
 - Generate reports on attendance, employee schedules, and work location
 - Export reports as CSV or be mailed
- **Asset Management**

- Maintain a comprehensive list of company-owned assets such as laptops, monitors, phones assigned to employees
- Record asset allocation when issued to employees, including the date and condition
- **Dashboard**
 - A real-time snapshot of daily events such as employee attendance, work locations, and activities
- **Notifications and Work Location Settings**
 - Configure Google Space notifications from the application
 - Set and manage limits on how frequently employees can change their work location
 - Configure the minimum required in-office days for employees to be used when generating work schedules



Security

- **Data Encryption:** All data transferred is encrypted using SSL/TLS
- **Authentication:** OAuth 2.0 for secure employee login, with Google Workspace integration
- **Access Control:** Role-based access control (RBAC) for admin and employee privileges



To Get Started,
Reach out to us for more info



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