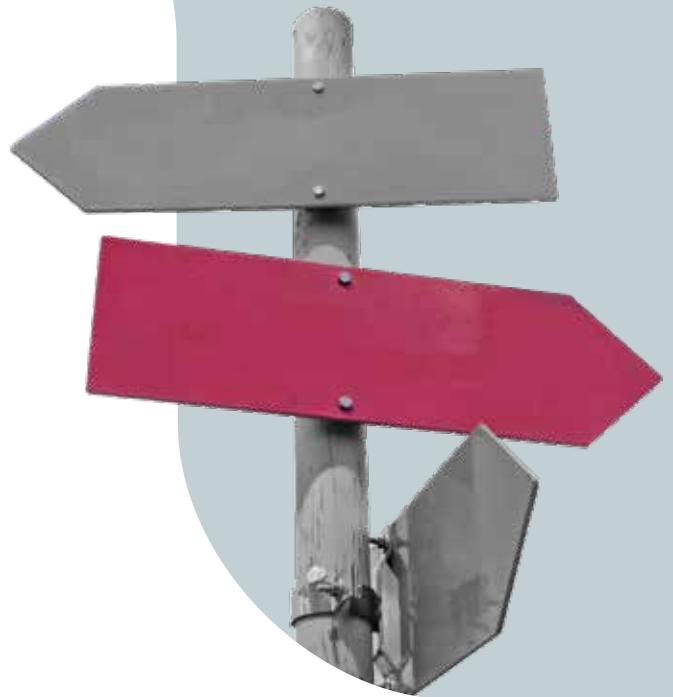


# Guide for complete control of tasks and production processes

GOOD ADVICE ON HOW TO OPTIMISE YOUR COMPANY'S DELIVERIES AND ENSURE BETTER FOLLOW-UP ON COSTS





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## **OPTIMISATION AND FOLLOW-UP ON COSTS ARE DECISIVE PARAMETERS IN COMPANIES' EFFORTS TO REMAIN PROFITABLE AND COMPETITIVE**

### **INCREASED DIGITALISATION IS IMPORTANT FOR GROWTH AND GOOD RESULTS!**

Minimising heavy, manual processes by using user-friendly IT solutions not only reduces administrative time and the risk of errors. It also provides reliable information about the company's operations. Here and now!

In a dynamic world, reliable and valid information is crucial in order to monitor, adjust and optimise core processes in any company. The more accurate data you have access to, the better the basis for making good decisions.

This requires a great tool. A tool that can provide you with valid data in real time. Data which, in addition to providing the necessary insight for the ongoing follow-up and quality assurance, will also help you identify bottlenecks and respond quickly to any deviations. This provides less 'firefighting' in the daily operations and allows the company to increase productivity and control costs.

### **START THE JOURNEY TO THE FUTURE AND INDUSTRY 4.0**

Collecting useful data from production processes and projects in a smarter way and sharing it with different functions in the company to better tie activities together is just the beginning of becoming a more data-driven company. And an important step on the journey towards an even more digital future.

With the emergence of trends and technologies such as the Internet of Things, machine learning and artificial intelligence as well as cloud-based IT systems that can handle unlimited amounts of data, digitalisation seriously kicks in – not just within manufacturing, but also in all other industries. The new technologies will be a major revolution for most companies but will also open up a number of new opportunities.

Read this e-book if you want to learn more about how to take your production to a higher level through purposeful use of automation and collection of value-adding data – whether you are a manufacturing company or do more project-oriented work.

Happy reading!

# Assumptions and gut feelings are usually not enough

In most companies, assumptions and intuition are sometimes necessary. But to be able to act in the best possible way, you must base your decisions on facts. The decisions can be vital for whether the goods or projects are delivered on time, in the desired quality and at sufficiently low costs.

Therefore, insight into the following conditions can be crucial for many companies:

With real-time data, you get a far better overview and a data-driven basis for decisions.

What used to be historical reporting on matters that cannot be rectified, suddenly becomes current information about what is happening right now. This optimises the ability to respond quickly to deviations and creates the basis for adjusting and optimising workflows and processes so your deliveries can be made on time – without the costs running wild.

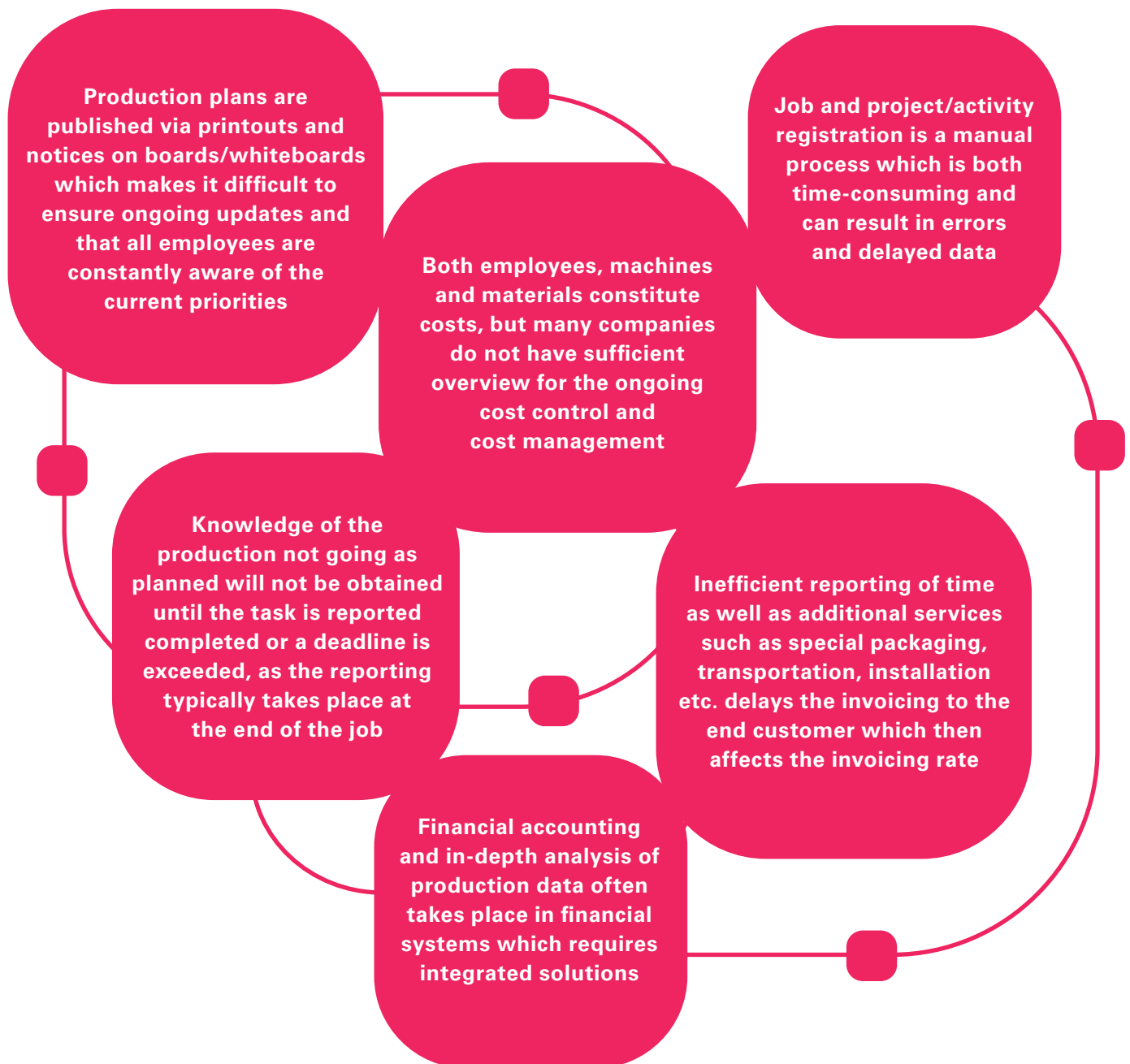
- **How much time has been spent on a specific order, operation, job or project – and who did it?**
- **What is the resource consumption on the individual job/order/project?**
- **What is the status of a specific order or project (continuous progress)?**
- **How many units have been produced/rejected?**
- **Are the indirect production costs under control (e.g. stop, setup, maintenance)?**
- **What is the profitability of the initiated projects/jobs?**



# Inefficient processes can be costly

Many companies are burdened by inefficient and time-consuming processes when it comes to obtaining the necessary insight to continuously optimise the company's operations. And that can have major consequences for the ability to deliver on time, the quality of deliveries and profits.

The most typical challenges in the companies are:



# Simple data collection with integration to the ERP system

**IN MOST COMPANIES, THE EMPLOYEES ARE THE MOST IMPORTANT – AND MOST EXPENSIVE – RESOURCE. WITHOUT EMPLOYEES, NO DELIVERIES!**

To obtain a good foundation for the ongoing follow-up and control of progress and costs, many companies need to be able to track how much time is spent on the individual tasks. To do that, it is an advantage to have a specialised Workforce Management solution.

In this context, there are 3 factors you should be aware of if you want to achieve maximum value:



**1**

**TIME REGISTRATION  
COMBINED WITH JOB/  
PROJECT REGISTRATION  
PROVIDES OVERVIEW**

**2**

**SIMPLE USER  
INTERFACES  
EASY AT HAND**

**3**

**INTEGRATION TO  
THE ERP SYSTEM  
IS ESSENTIAL**

# Time registration combined with job/project registration provides overview

With a solution that combines time and job/project registration, the employees not only report when they start to work or go home (or are absent) but they can also account for what they are working on during their working hours. This provides valid time data for the payroll calculation and for correct and complete follow-up on all production hours – whether you are a manufacturing company and/or do more project-oriented work.

## PROJECT REGISTRATION:

With online project registration, the employees can easily register time spent on projects, activities and tasks. You get efficient documentation of hours – without manual time sheets.

This makes it possible to continuously monitor the time usage and compare it against the budget. It simplifies handling and execution of projects and ensures the foundation for cost accounting and financial follow-up. In addition, you get an exact invoicing basis if the employee's working hours are to be invoiced to your customers.

## PRODUCTION REPORTING:

With production reporting, you can collect working time on specific orders/operations.

In addition, you will also be able to collect more detailed job data directly from the shop floor such as produced units, scrapped units, status on production orders and material consumption.

This provides an overview of production lead time – and potential bottlenecks – which can form the basis for time studies and thereby support just-in-time production and optimised inventory management.

**SM INDUSTRIES A/S** had many manual processes related to the collection of employee working time and absence. In addition, it was difficult to assess data from their production facilities which run both series and order production, and it was therefore not possible to follow the status on orders and time consumption.





# Simple user interfaces easy at hand

Ease of use, modern user experiences and accessibility are important to ensure the use of the solution among the employees.

By offering simple and intuitive user interfaces via app on phone/tablet, web portal, PC or terminal, you can support the ongoing registration of order, project and activity data with just a few clicks.

This saves time for the employees, reduces the risk of errors and provides valid data in real time for follow-up.

**AARSLEFF** is continuously working to streamline their processes to be able to implement projects both faster and more cost-effectively. Therefore, they needed quicker and more accurate collection of employee working time for both remuneration, accounting and machine accounting – directly from the construction sites.





# Integration to the ERP system is essential

Through integration with other business systems such as your ERP system valuable and current data can automatically be transferred and become available where and when it is to be used.

Whereas the ERP system typically plans the availability of resources (materials and machines) and distributes production plans according to demand or orders at a high level, a specialised solution will enable you to track performance and progress in real time at a more detailed level.

By tying the solutions together, you can enrich data in your ERP system with additional information and thereby gain relevant insight into ongoing activities.

Real-time follow-up on time and resource consumption as well as detailed cost allocation on orders and projects provide complete control of the progress, and the integration ensures that the ERP system is always updated with actual financial data.

This provides a far better overview and a data-driven decision basis for forecasting, planning, follow-up, cost accounting and optimisation. Thus, you can increase the value of your ERP solution.



**BANKDATA** needed more transparency in relation to how much time the employees spend on various IT development projects to be able to calculate the costs of specific deliveries. A need that their older, self-developed ERP solution could no longer meet ...

# Valid data forms the basis for important decisions

A complete solution that ties employee attendance, absence and task registrations together and offers integration to the ERP system has many advantages:

- REDUCTION OF ADMINISTRATIVE TIME** (and use of paper) due to less manual routines
- FEWER ERRORS** in registrations and transfer of data
- DOCUMENTATION** of production and project progress towards the customer
- Everybody works from the same **UPDATED DATA** and knows what is most important to focus on
- Better ability to **IDENTIFY BOTTLENECKS** and respond quickly to deviations via continuous monitoring and follow-up on data in real time
- DETAILED INSIGHT** into the use of time and resources creates the foundation for optimisation of the company's processes in order to:
  - Achieve better utilisation of the production potential
  - Reduce capital invested in inventories through just-in-time production and stock optimisation
  - Ensure consistent quality in products/deliveries
  - Shorten delivery times on projects, orders and activities
- EFFICIENT DATA COLLECTION** from test productions and optimisation experiments provides valuable insight when new products and/or processes are to be introduced
- INCREASED INVOICING RATE** and faster invoicing basis due to ongoing registration of completed work
- INCREASED QUALITY** in the cost follow-up/control with exact data in real time
- INCREASED JOB/EMPLOYEE SATISFACTION** as the employee will spend less time on administrative processes

# What is the business case?

**WHAT IS IT WORTH TO BE ABLE TO TRACK HOW MUCH TIME THE EMPLOYEES USE ON THE INDIVIDUAL ACTIVITIES AND TO GET VALID REAL-TIME DATA FOR FOLLOW-UP AND OPTIMISATION?**



Below are some examples of the benefits of digitalising time, job and project registration:

## Efficient time and job/project registration in the same process

### WHAT

- Complete overview of how many hours the employees spend on the individual orders/projects compared to the number of hours worked – in real time
- Registrations for all types of employees add up and are compliant with complex regulations and agreements
- Ability to set up rules ensures registration on the right project/activity and efficient handling for bookkeeping and invoicing of hours

### VALUE

- Reduction of administrative time for employees with up to 3%
- Up to 50% less errors in the payroll basis due to digitalisation
- Reduction of manual work frees up resources for project management with up to 20%
- Productivity increase of up to 5% due to digital reporting in real time
- Increased invoicing rate of up to 5%

# Simple user interfaces save time

## WHAT

- Modern, role-based offline/online user interfaces on all types of devices ensure a simple process from registration to administration – for all types of employees
- Both job, project and payroll data is collected at the same time but with different sets of rules and different use of the information

## VALUE

- Up to 50% less time spent on registrations as data is validated at the source
- Reduction of administrative time for managers with up to 12% contributes to increased productivity
- Saved time on administration in the payroll processes with 5-15%



# Integration provides better handling of orders and activities

## WHAT

- Jobs and activities are digitalised in real time on the shop floor
- Real-time KPI overviews allow for fast reaction to deviations
- Deep and broad project hierarchies ensure complete project tracking
- Reporting on projects and activities enable cost calculation in integrated ERP, production and HR systems to support HR, operations, finance and IT

## VALUE

- With actual status for more functions in the production process, led times can be shortened and work in progress (WIP) reduced with up to 30%
- Delivery security can be increased with 1-2% through a 50% reduction of delayed orders
- Better utilisation of existing resources as well as extra personnel creates savings
- Up to 3% reduction of payroll costs due to less overtime, less short-term absence and fewer errors in the payroll
- Better data quality allows for increased cost control with up to 50%



# Get inspiration from other companies

**A NUMBER OF COMPANIES EXPLAIN HOW THEY  
HAVE GAINED VALID DATA FOR FOLLOW-UP AND  
OPTIMISATION.**

Read more case studies [on www.promark365.com/cases/](http://www.promark365.com/cases/)





### **CORRECT DATA FOR FOLLOW-UP ON PRODUCTION HOURS**

SM Industries A/S manufactures and co-engineers heavy complex steel structures for a diverse range of industries. Their operations are based on both series and order production, and they have efficient production plants with high capacity and high-tech production facilities.

SM Industries A/S had many manual processes related to the collection of working time and absence for their approx. 600 employees. In addition, it was difficult to assess data from their production facilities, and it was therefore not possible to follow the status on orders and time consumption.

**‘With ProMark, we now have a modern, automated solution for collection of employee working time.**

**It has provided us with the desired transparency so we can constantly track use of time and status on production orders – and adjust if necessary’.**

**BO BENDIXEN, CFO**



With ProMark for time & attendance and job registration via terminals, PC and mobile app with integration to ERP and production systems, SM Industries A/S now has an automated solution which supports fast registration of time and smooth approval.

This saves administrative time and provides increased transparency in job data for complete follow-up on all production hours and for managing the progress of orders.

In addition, SM Industries A/S can now push information on orders to the employees so they can follow status and use of time.



# AARSLEFF

## FROM PAPER TO DIGITALISATION: TASK MANAGEMENT ON THE CONSTRUCTION SITE

Aarsleff is a leading Danish contracting company with expertise in devising, planning and implementing large-scale projects within infrastructure, climate change adaption, environment and energy – from design to handing-over. The group has 6,200 employees in the Danish parent company and in subsidiaries in Denmark and abroad.

Aarsleff is continuously working to streamline their processes to be able to implement projects both faster and more cost-effectively. Therefore, they needed quicker and more accurate collection of employee working time for both remuneration, accounting and machine accounting.

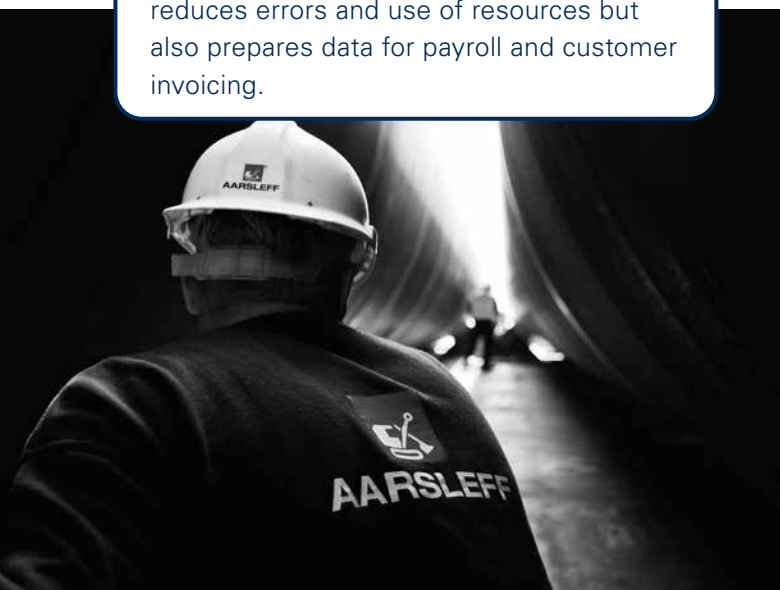
With ProMark, Aarsleff now has a system that manages time allocation, breaks, over-time, absence, mileage, allowances, supplements and bonus.

Via tablets the employees can register time and mileage on defined projects/activities – and the information is used for both payroll and cost allocation on projects. The foremen can easily manage their own employees, change attendance profiles, manage lending of employees and approve registrations.

The streamlining of the process not only reduces errors and use of resources but also prepares data for payroll and customer invoicing.

**‘ProMark replaces paper-based timesheets and through a unique, user-friendly interface, our hourly-paid workers can register all relevant information such as hours on projects, mileage and daily allowances’.**

**STEEN GULDBORG, IT MANAGER**



# bankdata

## PROMARK & MICROSOFT DYNAMICS 365 FO: A JOINT SOLUTION WITH GREAT VALUE

Bankdata is one of the largest financial IT development companies in Denmark, owned by 8 Danish banks that are also their customers. Bankdata develops and delivers total IT solutions which include all the IT that banks need to run a competitive business – including development of online and mobile banking, credit and advisory tools as well as support and security. Bankdata has approx. 700 employees in Denmark and India.

Bankdata needed more transparency in relation to how much time the employees spend on various IT development projects to be able to calculate the costs of specific deliveries. A need that their older, self-developed ERP solution could no longer meet.

**‘By integrating ProMark and our D365FO solution, we get exact data for payroll preparations and efficient documentation of the employee’s project hours for the ongoing follow-up, in one and the same process. This is of great value to us’.**

**LOUISE GODSK ØSTERGAARD, DEPARTMENT MANAGER, FINANCE**



With ProMark for combined time and project registration with integration to the payroll system and Microsoft Dynamics 365 for Finance & Operations, Bankdata has streamlined the administration of time, absence and projects.

It saves time for all, provides complete overview of time spent on projects and a better foundation for cost accounting and financial follow-up.

# bankdata

# How to proceed

## ○ THE BENEFITS ARE WAITING FOR YOU

Maximisation of productivity and efficiency, while keeping costs down is becoming increasingly important for companies in all industries.

With a specialised Workforce Management solution, you can reduce many manual and time-consuming workflows. This will not only save time for employees, managers and administration, but will also reduce the risk of errors and delays.

And with real-time data the company always has its finger on the pulse and is guaranteed a factual and valid basis for decisions for managing production processes and projects so your deliveries can be made on time and with the right quality – without the costs running wild.

## ○ PROMARK WORKFORCE MANAGEMENT

ProMark is a complete Workforce Management solution that supports time and attendance registration, absence management, employee scheduling and job/activity registration. With intuitive user interfaces on devices such as mobile app, web portal, terminal and PC/tablets, ProMark can be front-end and facilitate simple registration and validation of data.

ProMark is developed with the latest technologies on the market and has standard integration to a wide range of HR, payroll and ERP systems, including SAP ERP, Microsoft Dynamics 365 FO/BC and Dynamics AX/NAV. Thus, ProMark can be part of a completely optimised process flow – without customer-specific programming.

ProMark has low total cost of ownership (TCO) and provides high return on your investment (ROI).



## ○ WE ARE READY TO HELP YOU

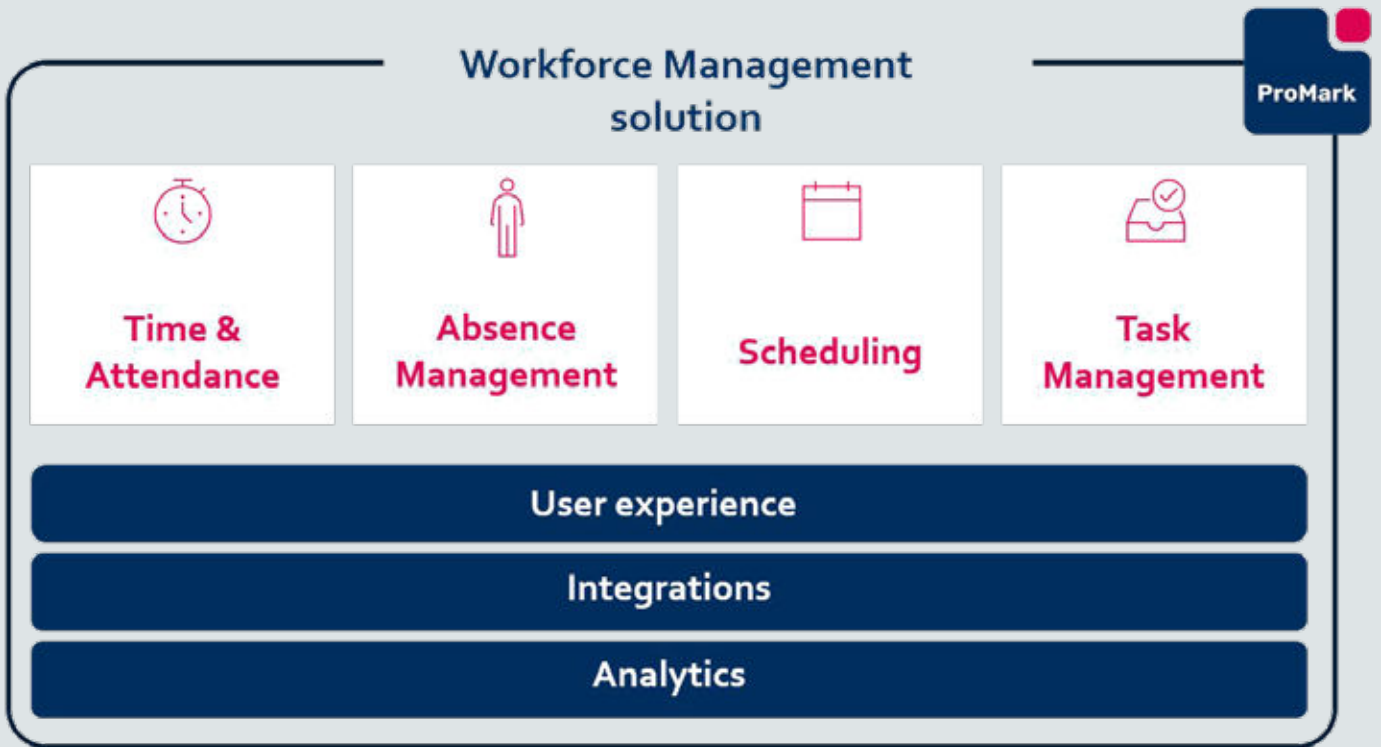
If you want to know more about how we can help your company streamline your processes and achieve savings, you are welcome to contact us.

We would be happy to assist you in setting up the business case to clarify the specific value of implementing ProMark Workforce Management and the return of your investment (ROI).

Experience from our customers shows a significant reduction of administrative costs, reduction of sick leave and overtime, improved productivity and, not least, correct salaries. Can you afford not to look into it?

● **Contact us today on +45 4525 8575  
or [info.uk@promark365.com](mailto:info.uk@promark365.com).**

# PROMARK WORKFORCE MANAGEMENT



## ProMark

ProMark is an innovative software company offering Workforce Management solutions from offices in Denmark, Sweden, Norway, United Kingdom and Romania. ProMark Workforce Management enables customers to optimise productivity and generate savings through scheduling the right resources, at the right time, for the right job and ensures that resources are remunerated correctly in the most effective way. ProMark services global corporations and has more than 1000 installations and 300,000 users. Read more at [www.promark365.com](http://www.promark365.com).