

OPTIMIZATION CHECKLIST

CHECK-IN / CHECK-OUT

- Track time and attendance
- Sign-in / out of meetings and training sessions
- Capture lunch hours and break times
- Eliminate buddy punching
- Assign work areas, stations, or tasks
- Manage equipment check-out

ACCESS CONTROL

- Real-time credential validation
- Record absences, late arrivals, and unauthorized scans
- Monitor entry/exit points, workstations, and restricted areas
- On-site location tracking

EMERGENCY MUSTERING

- Implement emergency management procedures
- Create virtual muster points
- Take headcount
- Access real-time site attendance records
- Lookup emergency contact information
- Reduce drill time

DATA TRACKING

- Monitor wellness programs
- Track cafeteria visits, gym usage, and daycare programs
- Record commuter transportation and ridership usage
- Audit program effectiveness
- Calculate program cost and ROI

REPORTING

- Reconcile time and attendance with payroll systems
- Maintain records for audit
- Analyze costs and productivity
- Forecast resources for upcoming projects

