elephant
smart business

1 Why does my employer need Elephant Smart Business?

Your employer is required by law to keep a fire report and comply with employment and health & safety legislation, this difficult and time consuming job is handled by the software.

2 What if I forget to press On Duty (ON DUTY) or Off Duty (OFF DUTY)

Always let your employer know. The fire report will not be up to date and your pay might be calculated incorrectly.

3 What if I press On Duty (ON DUTY) or Off Duty (OFF DUTY) more than once in my working day?

It is very important that you let your employer know immediately. They will need to fix this ASAP to help calculate your wages correctly.

4 What if I forget to use the Break buttons?

Employment legislation requires all breaks to be recorded, forgetting to record your breaks creates extra work for your manager.

5 Why do I need to verify I'm leaving the premises at break?

For both fire safety and legal reasons your employer must know who is on the premises at all times. In the event of a fire, a list of all staff and visitors will be available to the fire service.

6 What if I go out to lunch and arrive back early?

Choose **On Premises** (On PREMISES) as normal. This will add you to the fire report and register you as being back on the premises. When your break is over, choose **Off Break.**

7 I received a text from Elephant Smart Business, should I reply? (OFF BREAK)

Yes, replying to a text message reduces administrative work for your Manager and keeps the system up to date. Be sure to include your full name at the end of each text message, this will ensure that the software and your Manager know who the text is from.

8 Are my fingerprints saved on the system?

We do not record or save fingerprints, the system only matches pin-points from the original scan for verification.

9 Are my personal details safe?

Your information is hosted in a secure environment and personal details are encrypted.

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Because elephant never forgets

Staff Guide

Elephant Smart Business, removing the admin burden for everyone

Call: +353 (0) 1 685 4355

elephantsmartbusiness.com

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How do I use the terminal?
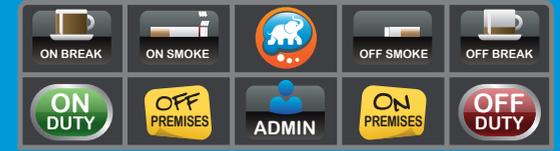
Step 1. Select the correct button e.g.
On Duty at the start of your work day.

Step 2. Place your finger on the scanner and wait for verification.

Which button do I select?

You will have a choice of up to eight employee buttons on the screen. Each button, and when to use it, is explained below.

On Duty
Your work day has started.

These buttons are the first and last buttons you'll select each day.

Off Duty
Your work day has finished.

On Smoke
You're leaving for a smoking break.

Your employer needs to know who is in or out of the building at all times for fire safety regulations.

Always use these buttons to start and finish your smoke break, but only use them if you are leaving for a smoke break outside your normal break times.

Off Smoke
You're back from a smoking break.

On Break
You're going on your break. Are you leaving the premises?

After you press **On Break,** choose **Yes** if you are leaving the premises for all or part of your break. This updates the fire report.

If you leave the premises for your break and return before your break ends, update the fire report by choosing **On Premises.** Only choose **Off Break** when your break has finished.

Off Break
You're back from your break.

Off Premises
You're leaving for a meeting or work-related business.

These buttons update the fire report. Remember this is not the same as **On Duty** or **Off Duty.**

You are still considered to be working when choosing these buttons.

On Premises
You're back from a meeting or work-related business.