User Manual (Client)

BioTimeCloud

Version: 1.0
Date: September 2024
Software Version: 1.2

Thank you for choosing our product. Please read the instructions carefully before using it. Following these instructions will help ensure that the product functions properly. The images in this manual are for illustrative purposes only.

For more detailed information, please visit our company's website at www.zkteco.me

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About the Company

ZKTeco is one of the world's largest manufacturer of RFID and Biometric (Fingerprint, Facial, Finger-vein) readers. Product offerings include Access Control readers and panels, Near & Far-range Facial Recognition Cameras, Elevator/floor access controllers, Turnstiles, License Plate Recognition (LPR) gate controllers and Consumer products including battery-operated fingerprint and face-reader Door Locks. Our security solutions are multi-lingual and localized in over 18 different languages. At the ZKTeco state-of-the-art 700,000 square foot ISO9001-certified manufacturing facility, we control manufacturing, product design, component assembly, and logistics/shipping, all under one roof.

The founders of ZKTeco have been determined for independent research and development of biometric verification procedures and the productization of biometric verification SDK, which was initially widely applied in PC security and identity authentication fields. With the continuous enhancement of the development and plenty of market applications, the team has gradually constructed an identity authentication ecosystem and smart security system ecosystem, which are based on biometric verification techniques. With years, of experience in the industrialization of biometric verifications, ZKTeco was officially established in 2007 and now has been one of the globally-leading enterprises in the biometric verification industry owning various patents and being selected as the National High-tech Enterprise for 6 consecutive years. Its products are protected by intellectual property rights.

About the Manual

This manual provides the operations of the BioTime Cloud software.

*The creation of companies and multi-branches configuration is not available for Mexico. All images shown are for illustrative purposes only. The figures in this manual may not be exactly consistent with the actual products.

Document Conventions

The conventions used in this manual are listed below:

Visual Convention

Software	
Convention	Description
Bold	It is used to identify software interface names, for example, OK, Confirm, Cancel
>	Multiple levels of menus are separated by these brackets. For example, File > Create > Folder

Device	
Convention	Description
	This indicates a notice or point of attention in the manual
	This provides general information that helps to perform operations more efficiently
	This indicates a notice or point of attention in the manual
	To avoid errors
	Warning statement or event

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GLOSSARY

Break: It is the free time that companies grant to their employees to enjoy their respective meals or to take a rest.

Start Date/End Date: It is the start and end date of a period, which may be for a clocking or a settlement period.

Schedule: Refers to the assigned work hours, including start and end times, and the days of the week when employees are expected to work.

Integration: When we talk about integration in systems, we refer to the transmission of data from one system to another, regardless of the method used. In the case of BioTime Cloud, we can integrate payroll updates with ERP systems. Overtime pay also refers to the ordinary work done on Sundays or holidays, whether during the day or at night.

Clocking: Refers to the registration of an employee's start or end time for their shift. Clockings can be made using different biometric devices, mobile devices, or even manually.

Rounding: In a time and attendance software, it refers to the approximation that the system makes in calculating hours to determine from which minute the worked time is counted. The system rounds to the nearest whole or half hour (out or in), and this establishes the format in which the total hours can be viewed in a report. For example, instead of seeing 10.64 overtime hours, it could be rounded to 10.50 overtime hours.

Software ERP: It is a business management software that allows the management of different factors of the company, including employee payroll.

Superuser: Refers to a user with all the operational permissions of the system. A superuser can assign new users (such as management personnel, registrars, or attendance administrators) and configure corresponding user roles for different management levels.

Unworked Time: Refers to all the hours that an employee was supposed to work but has some form of justified absence, whether paid or unpaid. Unworked time includes all types of absences that exist.

Types of Absences: Refer to the times that an employee was supposed to work but did not and have a justification. The types of absences that are managed are Paid Leave, Unpaid Leave, Unexcused Absence, Suspension, and Vacation. It should be noted that of these 5 types of absences, each company may have different types of absence concepts.

Shift: Unlike schedules, a shift refers to the set of attendance rules associated with one or multiple work schedules. The shift serves as the basis for hour calculations, and therefore, it must be assigned to employees.

1. Introduction to the System

BioTime Cloud is a tool that allows clients to manage attendance data and calculate the number of hours worked, using data from biometric devices. It is a user-friendly, efficient, and easy-to-use tool that stores data in real-time to keep information available at any time with internet access.

1.1 System

1. Limited capacity in employee management.
2. User-friendly and reliable interface for managing attendance data for many years.
3. Automatic user management that makes the system simpler and more efficient.
4. Management of profiles and workflows to organize the flowchart of each company.
5. Real-time working mode to keep the data available.

Client configuration
Browser: IE 11+, Google Chrome 33+, Firefox 27+

System Modules
The system consists of the following functional modules:

Personal Module: The personnel module includes 4 parts. Organization to define the company's masters and structure, Employees to manage data for each employee, Workflow to define the multi-level structure for approvals, and Configurations to define possible documents that can be associated with employees.

Device Module: The Device module sets the communication parameters to connect the devices. Communication with the devices will be successful only after the communication parameters have been correctly configured, including settings both in the system and in the devices. Once communication is successful, you can view information about connected devices and perform operations such as remote monitoring, uploading, and downloading.

Attendance Module: The Attendance module collects and processes attendance data of all employees, manages their work schedules, absences, allows to configure all parameters for calculating the hours worked, and generate all attendance and working hour reports.

Access Control Module: The Access Control module establishes schedules, holidays, access groups, lock combinations, etc. In addition, it manages access control parameters such as door lock delay, door sensor, anti-passback options, and other basic access control functions.

System Module: The System module assigns users and configures their roles. It allows you to view system operation logs.

Basic Procedure for Using the System

Follow the following procedure to manage the software:
Log in with the assigned user. Different users have different access rights, so the procedure varies for each role.

Administrator user

Step 1: Log in to the system and modify the default password of your account.

Step 2: Assign users to role groups and associate the available user groups (areas, positions, and departments).

Step 3: Establish the basic information of the system, such as parameters, notifications, system alerts, company information, WhatsApp configuration, and text messages.

Step 4: Establish the organizational structure based on the company's requirements, for example, assign departments, positions, and areas of the company.

Step 5: Register the employee database associated with the previous company structure.

Step 6: Set up area and time zone for attendance devices.

Step 7: Set up the attendance parameters. You can use the default configuration or modify the configuration according to your company's regulations.

Step 8: Set up shifts to predefine working hours and related parameters.

Step 9: Assign shifts to employees.

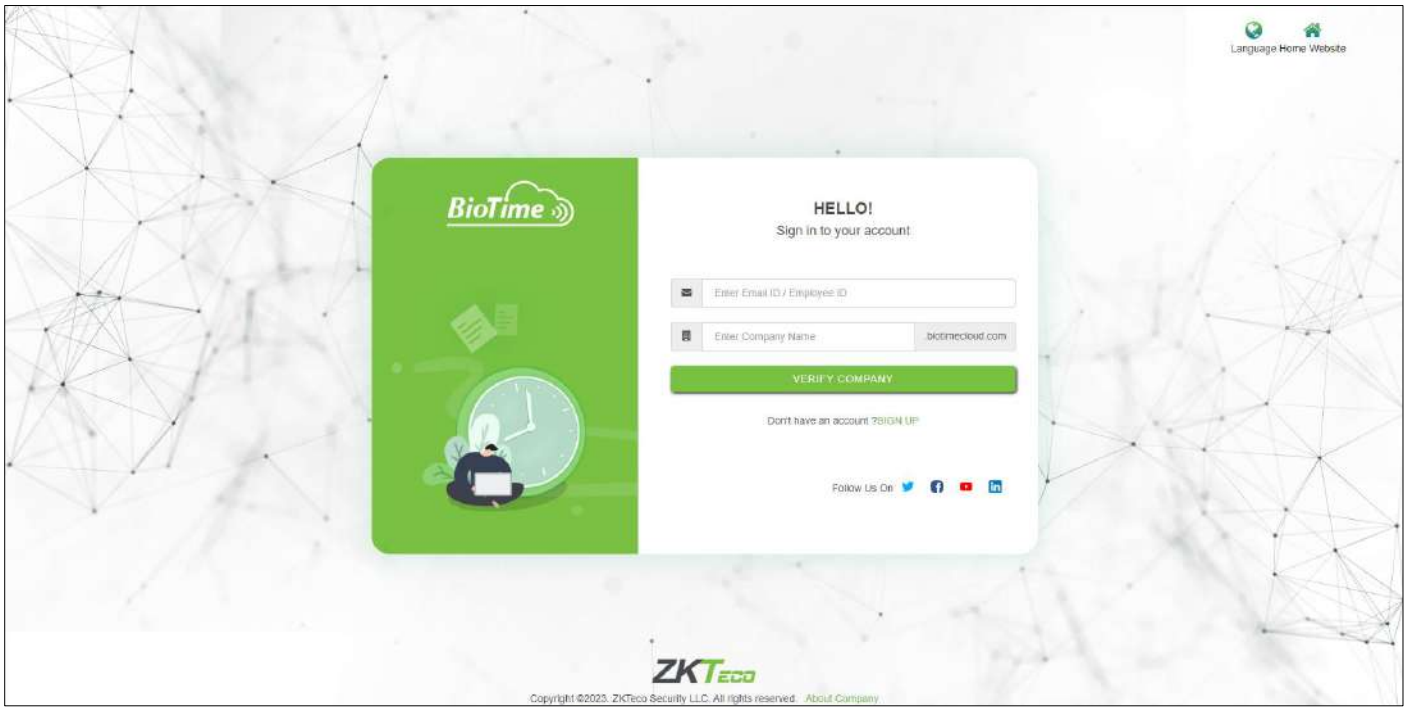
Step 10: Assign permissions and/or absences to employees.

Step 11: Perform report calculation and view details in each report.

2. System Management

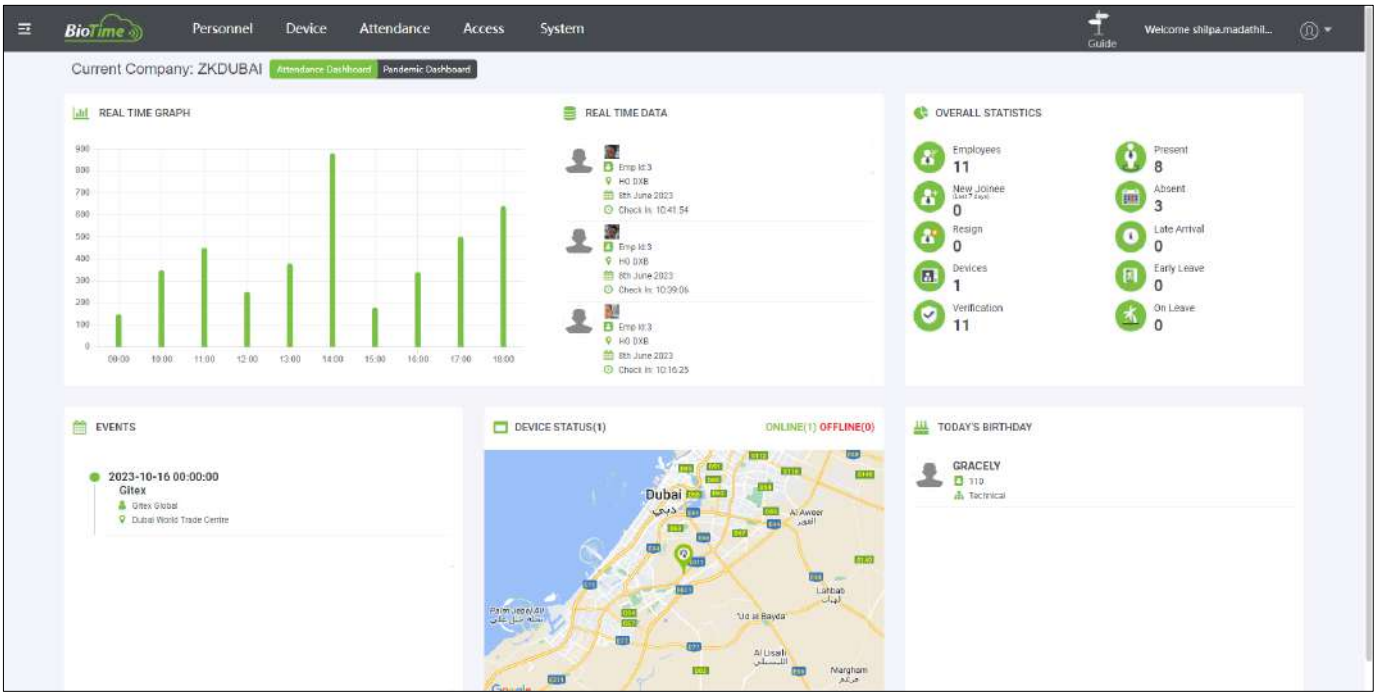
2.1 Login

1. Open the web browser, enter the web address provided during the account setup, enter the registered email, company name, and click on Verify Company to start. If the account is active, it will prompt you to enter the configured password.



The administrator user can create employees and other master data, and assign security roles to users.

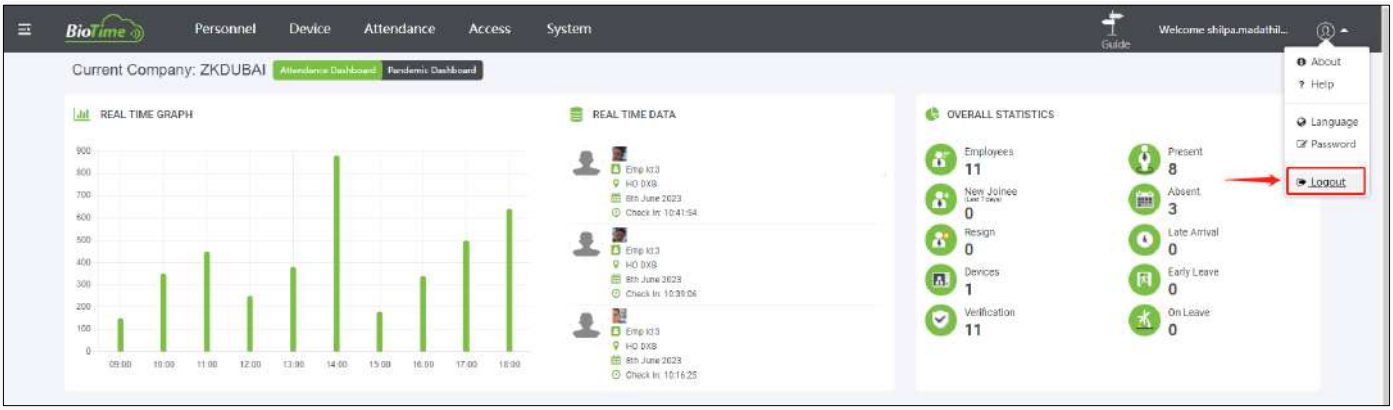
2. After the user logs in, the system displays the dashboard as shown in the following image.



3. On the Dashboard, you can see five modules - Personnel, Device, Attendance, Access, and System. Click on the module that you want to perform the related functionalities.

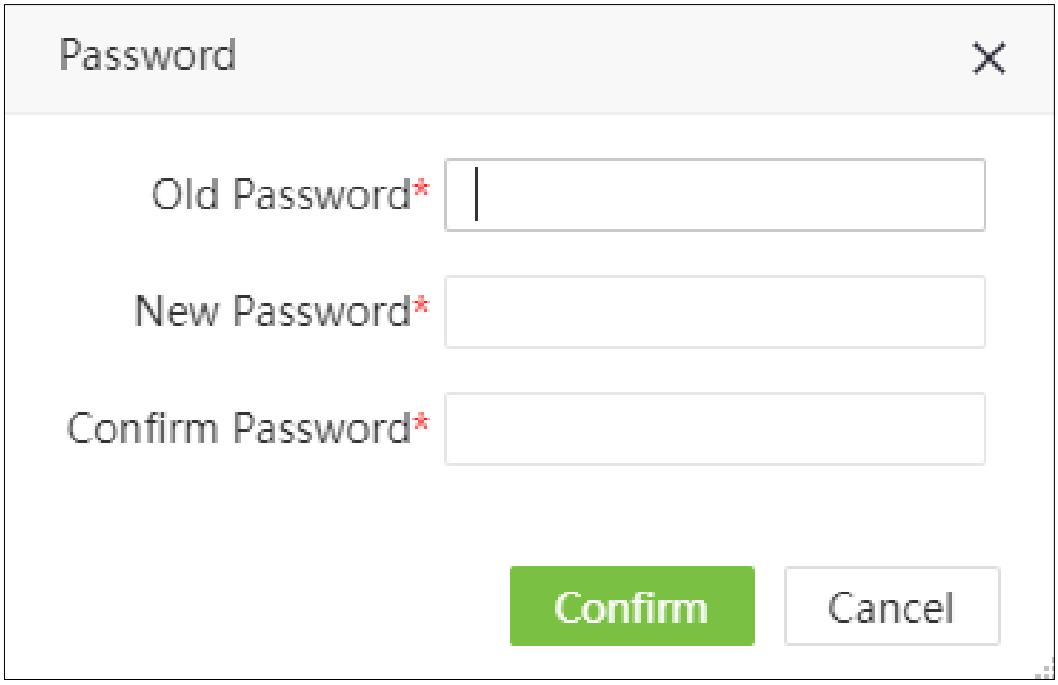
2.2 Log out

Click on the (Log out) button in the top right corner of the interface, and click on Confirm to log out of the application.



2.3 Change password

A superuser or new users can change their passwords. To change your user's password, click on the (Password) button in the top right corner. Enter the old password, new password, and confirm the new password, keeping in mind the password security policies that must be met to save the password. Click on [Confirm] to change the password.

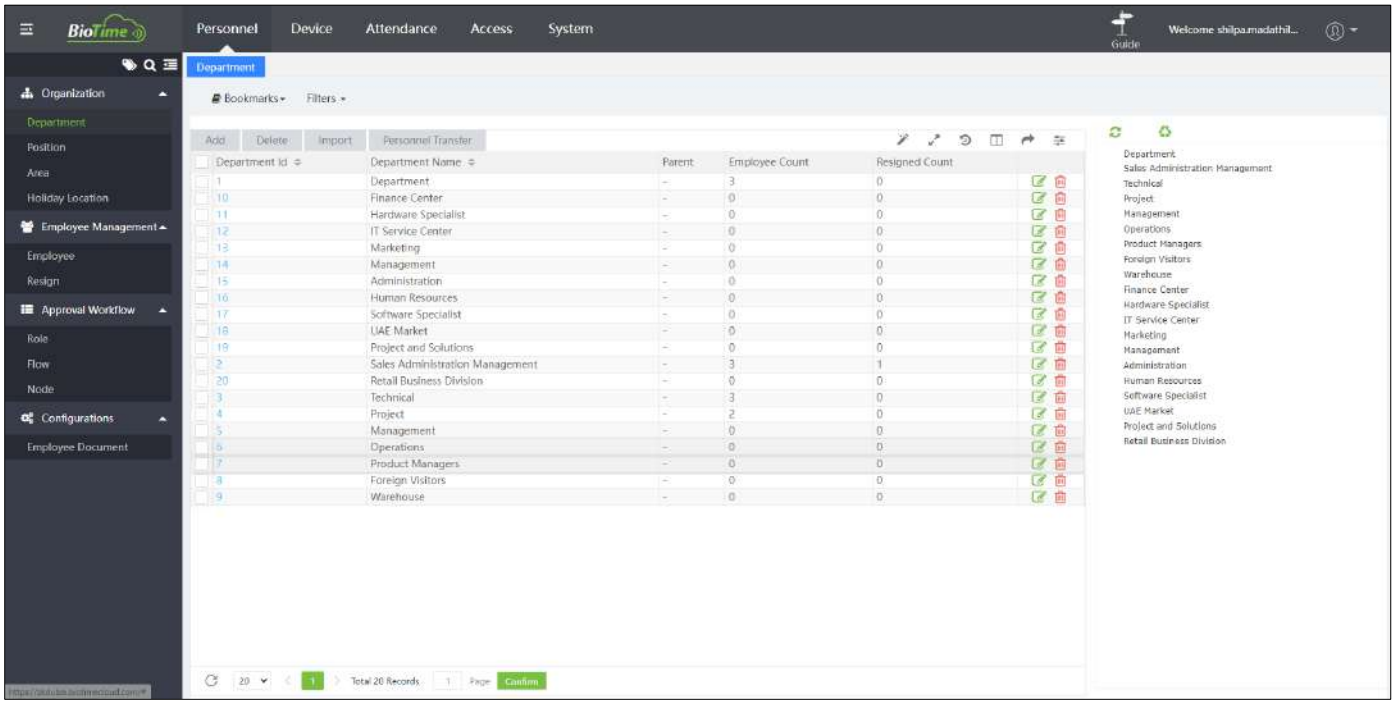


3. Personnel Management

The personnel management module allows you to configure the main architecture of the company. This includes adding employees to the system, assigning employees to departments, areas, positions, and more.

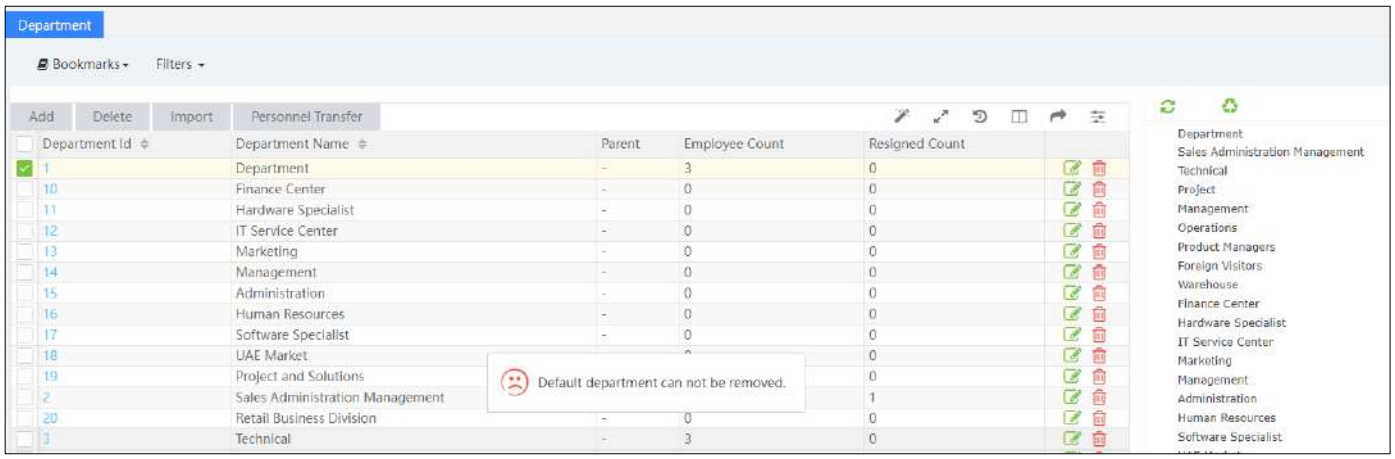
3.1 Department Management

Click [Personnel] > [Department] > the interface for managing departments will appear as shown in the following image.



Before adding employees, establish the organizational structure of the company. When the module is first used, a level 1 Department will be created with the name of the Department as "Department" and the default Department Code number "1"

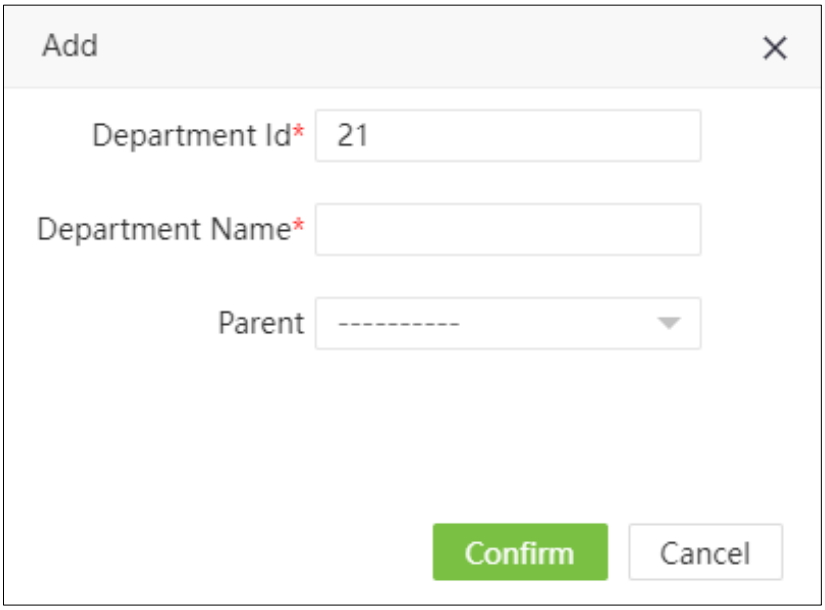
Note: This department can be edited (modified) but cannot be deleted.



The personnel management module allows you to configure the main architecture of the company. This includes adding employees to the system, assigning employees to departments, areas, positions, and other related tasks.

3.1.1 New Department

1. Click [Personnel] > [Department] > [New] to add a new department, follow the steps shown in the following image.



Department ID: Enter a code of up to a maximum of 50 characters.
Department Name: Enter the name of the department with a maximum of 100 characters.
Parent: Click on and select a superior department for this department from the dropdown list.

2. After entering the required details, click on [Confirm] to save the new department.
3. You can click on [Import] to import department information from another software or system.
4. You can click on to export department data to a local file.

3.1.2 Edit Department

You can modify the department name, department id, and parent department. Click on the Department Code of the record to modify, or click on
After making the modifications, click [Confirm] to save the modified Department information.

3.1.3 Delete Department

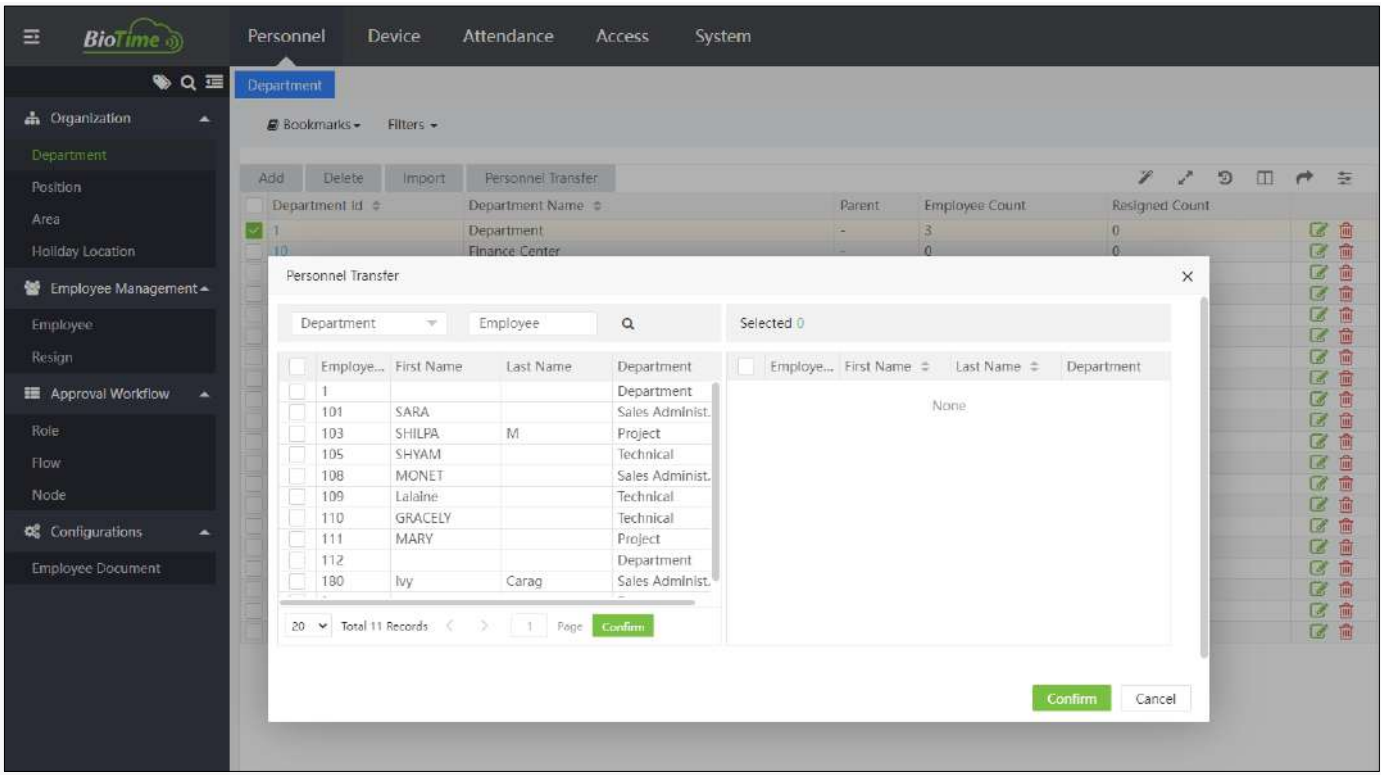
Select the department to be deleted and click [Delete] on the top left corner of the department list. Alternatively, click on the same row as the department to be deleted. Click [Confirm] to delete the Department.

Note: Departments that still have employees cannot be deleted. To do so, first go to the personnel transfer function and transfer the employees to a new department so that the department can be deleted.

3.1.4 Personnel Transfer

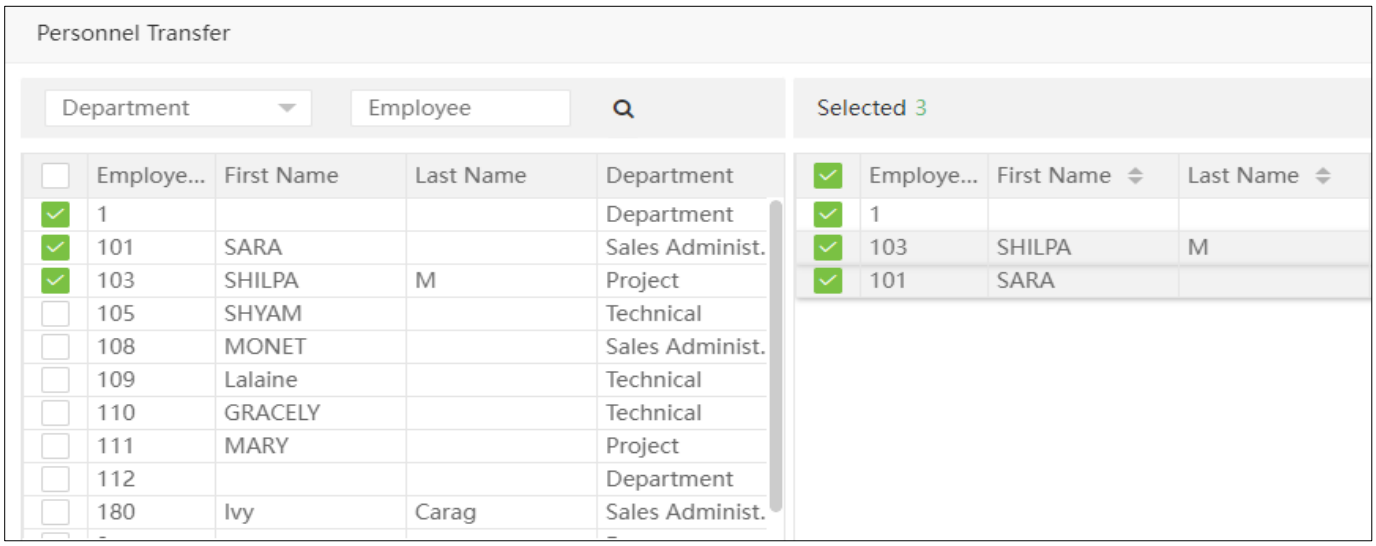
You can adjust employees to the selected department by selecting batches.

1. Select [Personnel] > [Department]. Select the corresponding department and then click [Personnel Transfer].



2. In the list of employees, select the employees you want to adjust to the selected department in batches (you can search employees by Department, Name, or Employee ID).

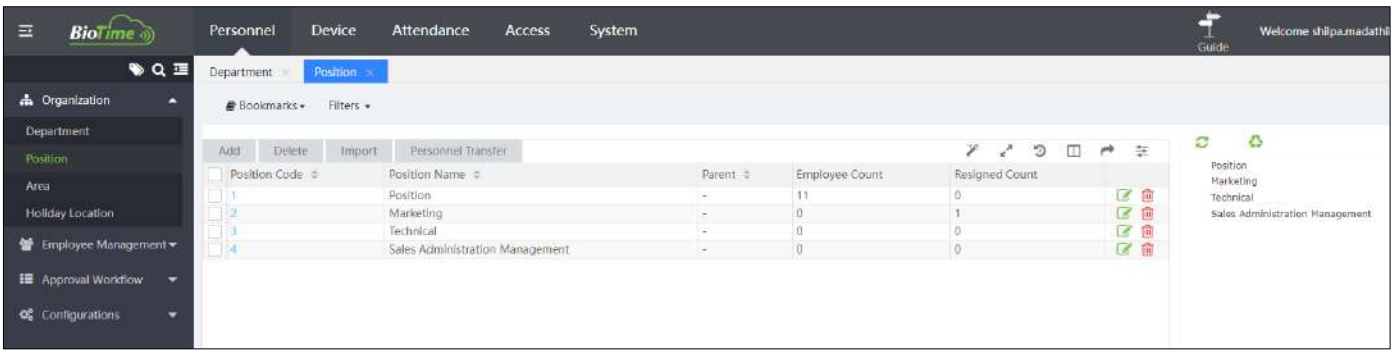
3. Select the employee and click [Confirm]. The departments of the selected employee will be changed.



Note: You can click [Import] to import detailed position information from the Excel template.

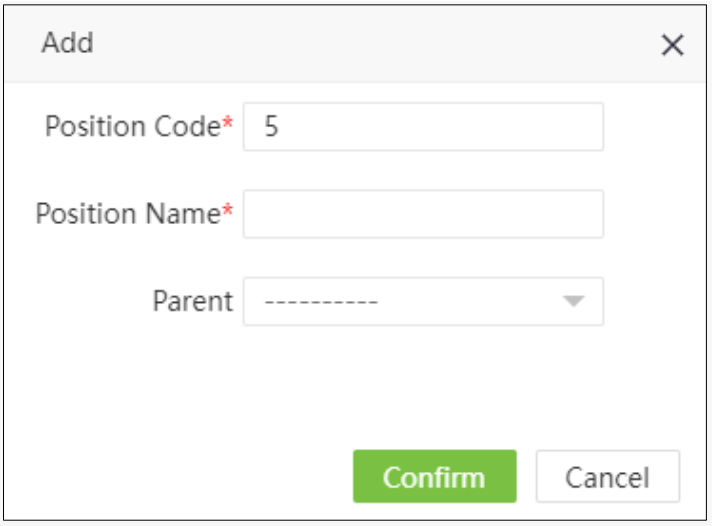
3.2 Position Management

It's necessary to add job details while adding employee details. Select [Personnel] > [Position] to view the job interface, as shown in the following image.



3.2.1 New Position

1. Select [Personnel] > [Position] > [Add] to add a new position.



Set the parameters as shown below:

Position Code: Enter a unique code for the position.

Position Name: Enter a name or description for the position.

Parent Position: Select Parent Position.

2. After entering the required details, click [Confirm] to save the position.

3.2.2 Edit Position

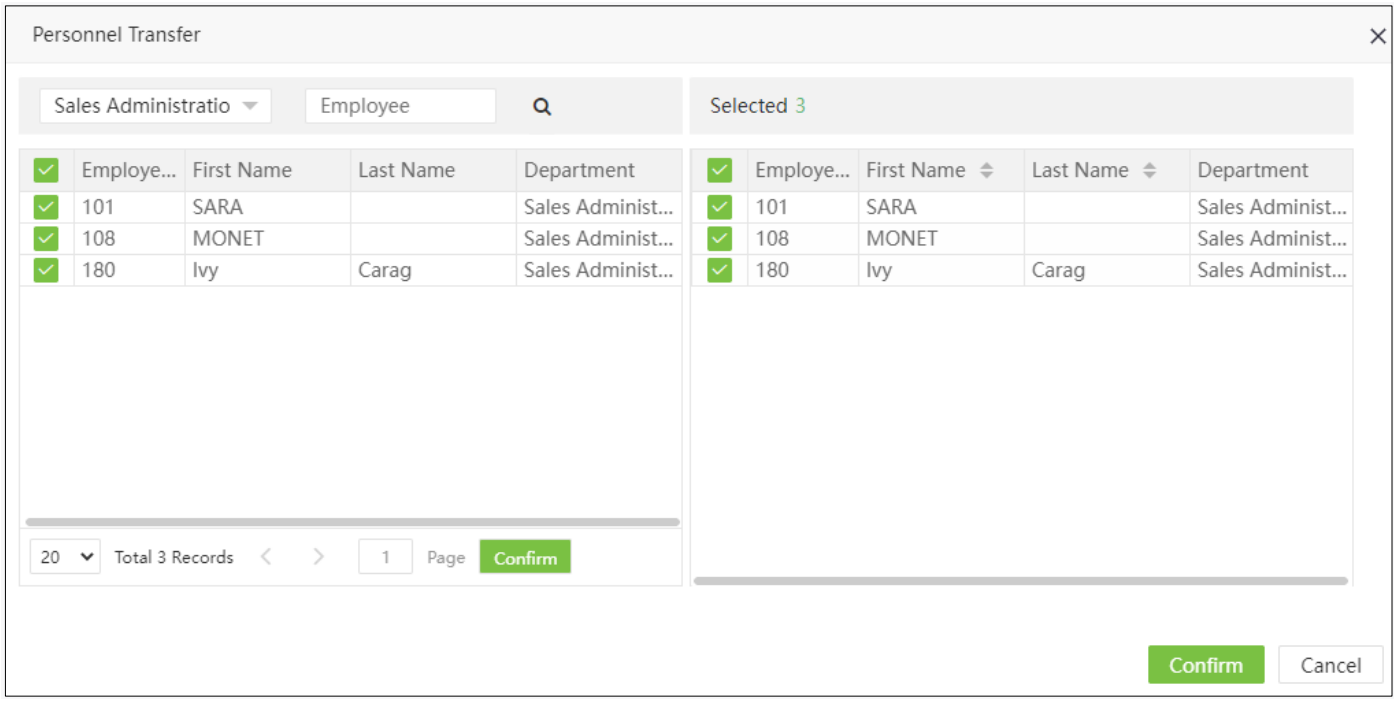
If you want to edit the position details, click on the position or the icon in the same row as the position to be edited. After making the modifications, click [Confirm] to save the modified position details.

3.2.3 Delete Position

Select the position you want to delete and then click [Delete] in the top left corner of the list of positions or click on the icon in the same row as the position to be deleted. Then click [Confirm] to delete the position.

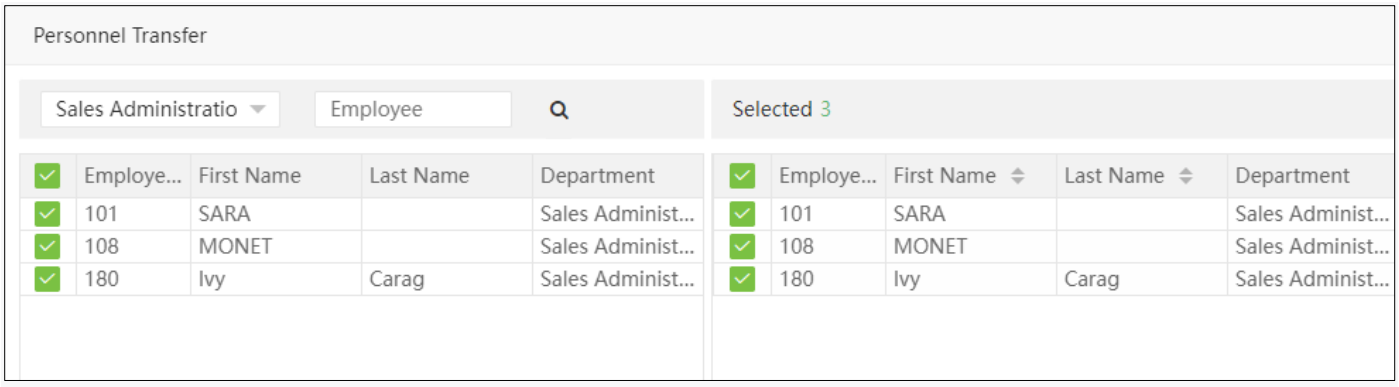
3.2.4 Personnel Transfer

You can adjust the positions of employees in batches. Select [Personnel] > [Position]. Select the corresponding position and click [Personnel Transfer].



1. In the list of employees, select the employees you want to change the position for. (You can search for employees by department, name, or employee ID).

2. Select the employees and click [Confirm]. The position of the selected employee will be changed.



Note: You can click on [Import File] to import detailed information about positions from the excel template.

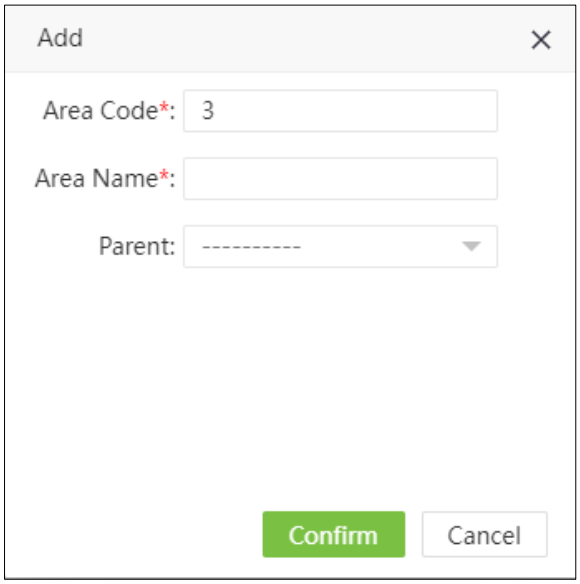
3.3 Area Management

Area management allows you to manage employee details on a device within the assigned area. (A device can belong to only one area) The system will automatically send employee information to devices in real time. Select [Personnel] > [Area] to view area settings.

The system will establish a default area with code 1 and name 'Not Authorized'.

3.3.1 New Area

1. Select [Personnel] > [Area] > [Add] to add a new area.



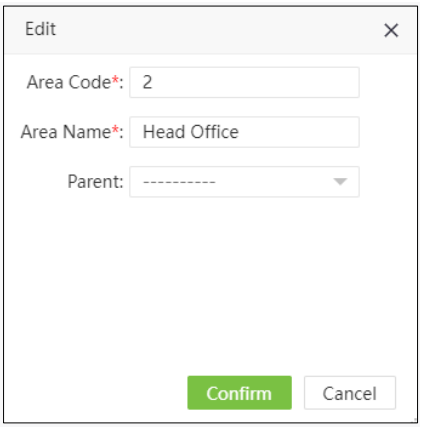
Set the parameters as shown below:

Area Code: Enter a unique code.
Area Name: Enter a name or description for the area.
Parent Area: Select a parent area for this area from the drop-down list.

2. After entering the required details, click [Confirm] to add the new area.

3.3.2 Edit Area

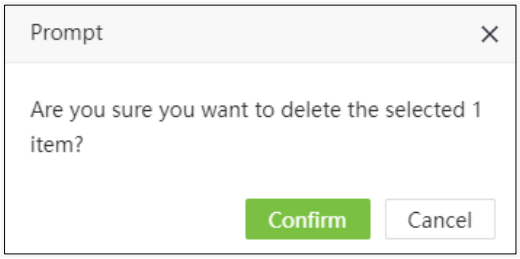
In the area list, click on an area code or click on the icon in the same row as the area to be edited.



1. After making the modifications, click [Confirm] to save the changes.

3.3.3 Delete Area

In the area list, select the area to be deleted and then click [Delete] or directly on the icon in the same row as the area to be deleted. Click [Confirm] to delete the area.



Note:

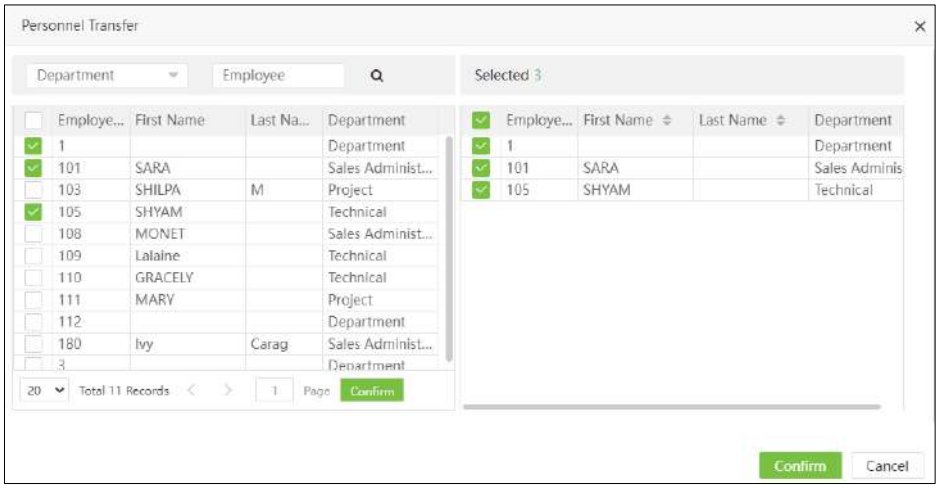
1. The default area cannot be deleted.

2. Areas that are currently being used by employees or devices cannot be deleted.

3.3.4 Personnel Transfer

You can adjust the area of employees in batches.

1. Select [Personnel] > [Area]. Select the corresponding area and click [Personnel Transfer].



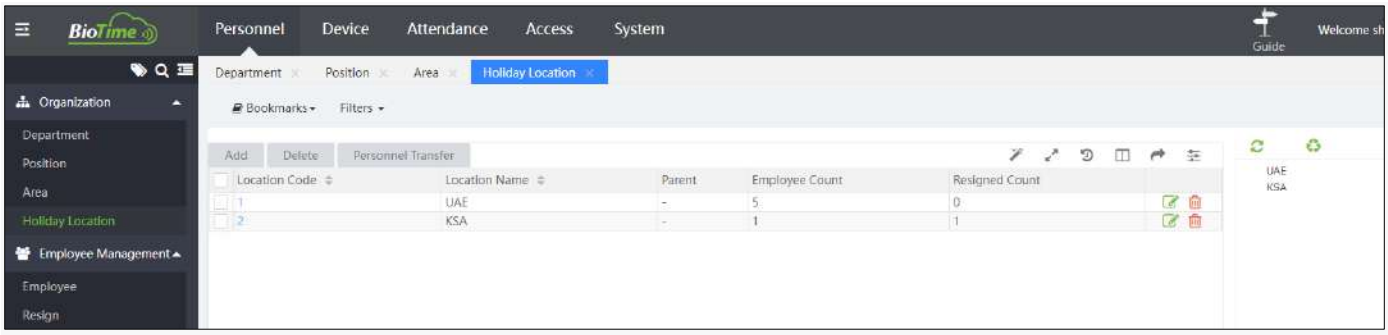
2. In the employee list, select the employees you want to change the area for (you can search for employees by Department, Name, or Employee ID).

3. Select the employee(s) and click [Confirm]. The area of the selected employees will be changed.

Note: You can click [Import] to import detailed position information from another system.

3.4 Holiday Location

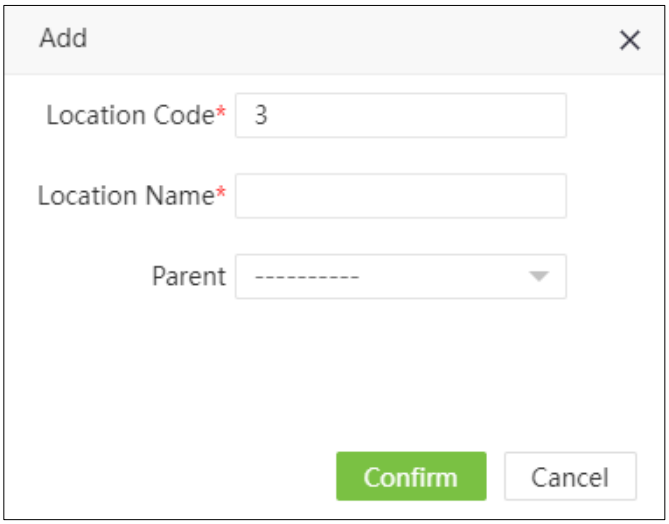
Location management allows you to classify employees in the corresponding location. Select [Personnel] > [Location] to view the settings for the selected location.



The system will establish a default location with a name and code.

3.4.1 New Location

Select [Personnel] > [Location] > [Add] to add a new enterprise.

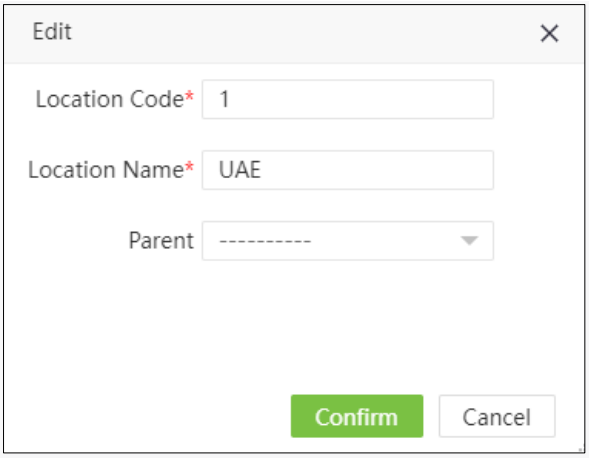


Set the parameters as shown below:

Location Code: Enter a unique code.
Location Name: Enter a name or description.
Parent: Define any additional information for the location.

3.4.2 Edit Location

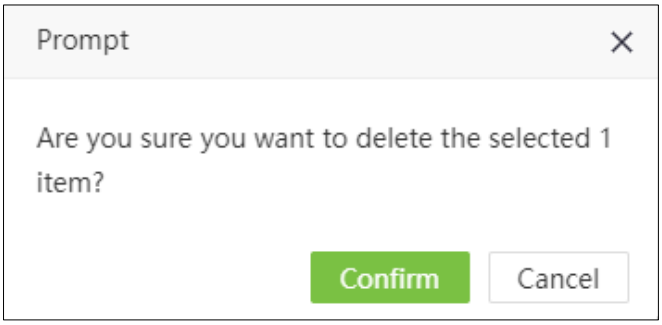
In the list of Locations, click on a Location Code or click on the icon in the same row as the record to edit.



3.4.3 Delete Location

In the location list, select the location that you want to delete and then click [Delete] or directly click on the icon in the same row as the record to be deleted.

Click [Confirm] to delete the location.

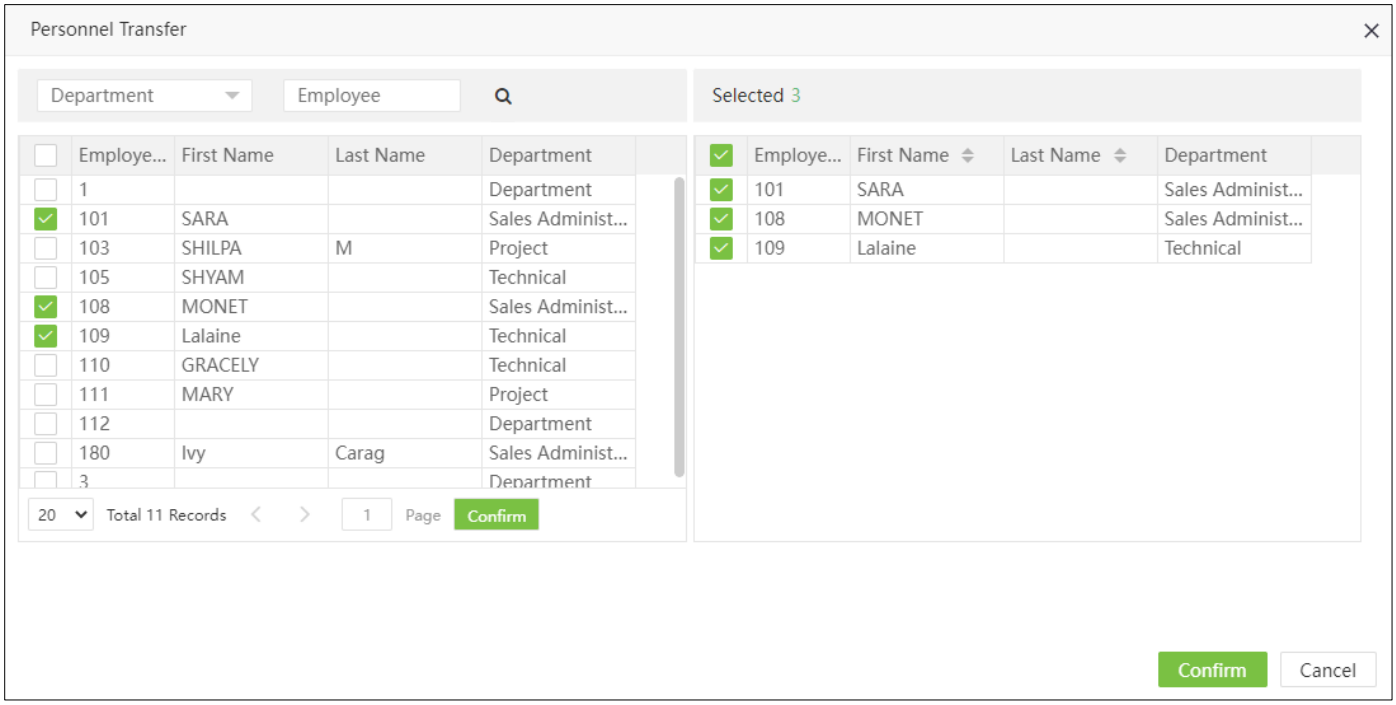


Note:
The default location cannot be deleted.
Locations currently being used by employees cannot be deleted.

3.4.4 Personnel Transfer

You can adjust the locations of employees in batches.

1. Select [Personnel] > [Location]. Select the corresponding location and click on [Personnel Transfer].

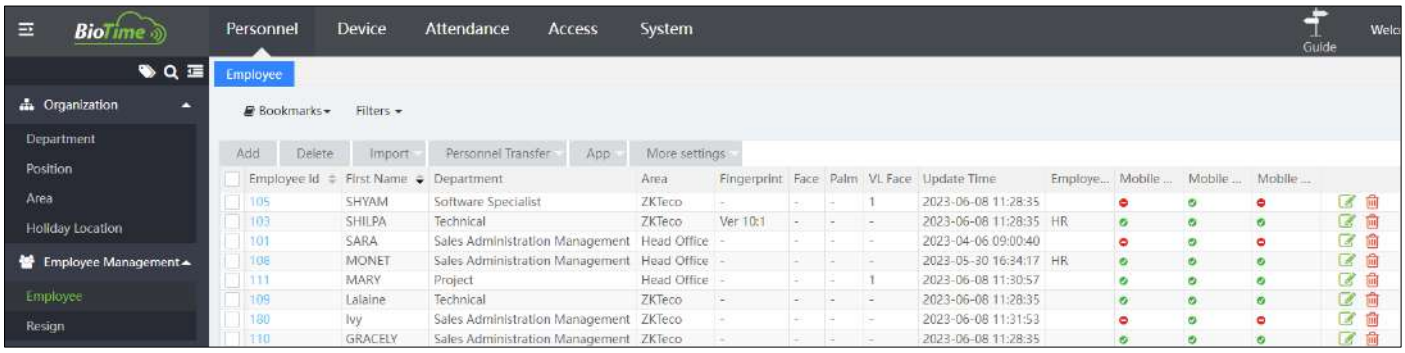


2. In the employee list, select the employees you want to change the Location for (you can search for employees by Department, Name, or Employee ID).

3. Select the employee and click [Confirm]. The location of the selected employees will be changed.

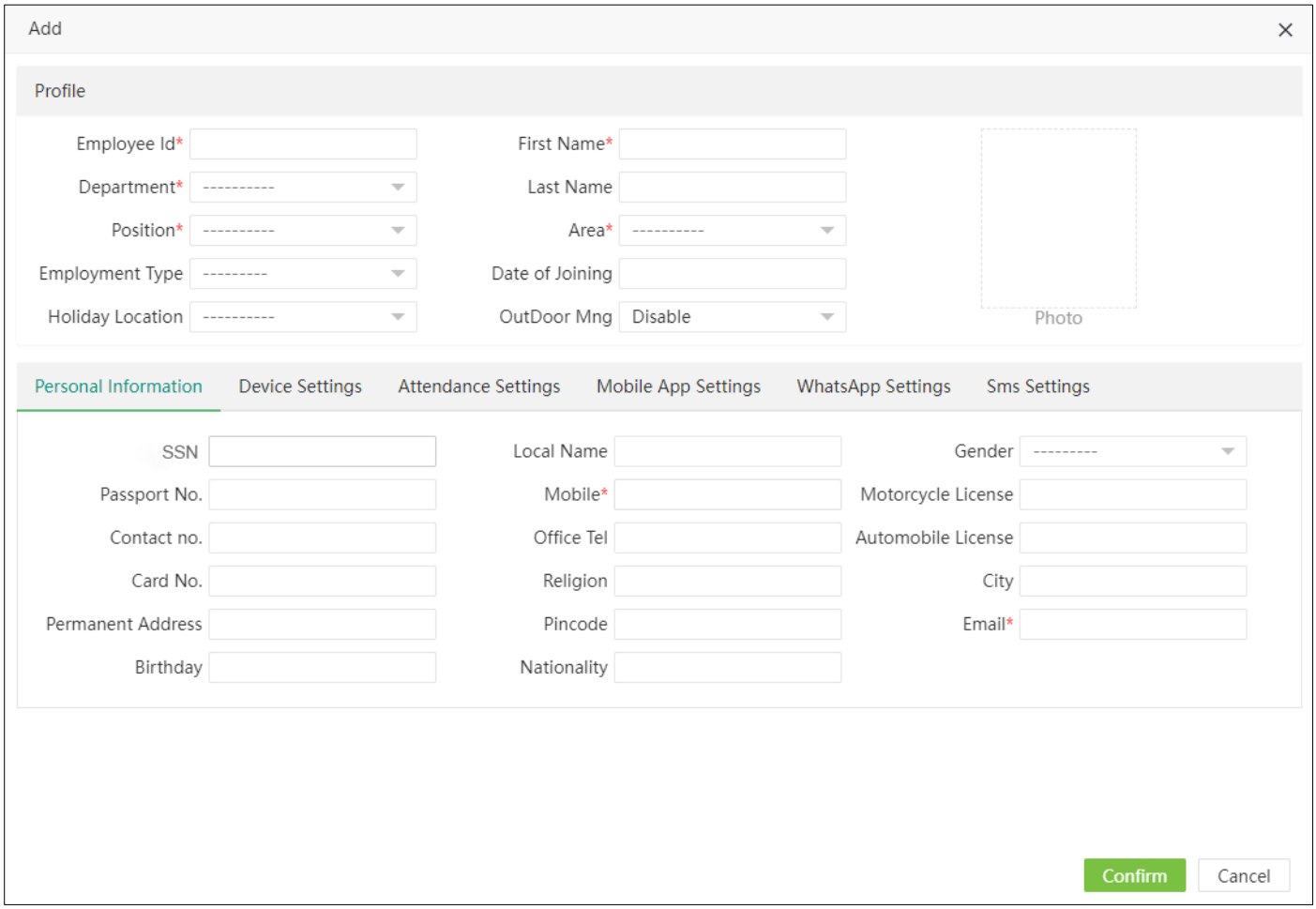
3.5 Employee Location Management

The Employee Management allows for configuring all the employees in the software's database and setting each of the attendance or personal data parameters necessary for attendance calculation. It allows for distributing employees in the corresponding departments, Areas, Positions, and Locations. Select [Personnel] > [Employee] to view the employee settings.



3.5.1 New Employee

Select [Personnel] > [Employee] > [Add] to add a new employee.



Configure the parameters as shown below:

Profile

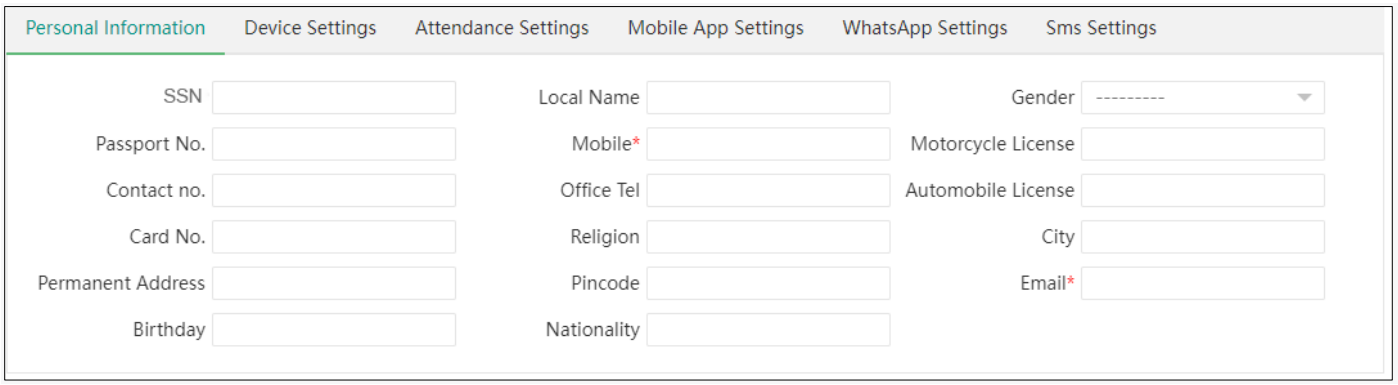
Note: The fields marked with a red * are the mandatory fields that must be assigned to the employee.

Employee ID: Enter the employee's identification, maximum 20 digits.
Department: Select the employee's department from the drop-down list. (If a department has not been set up, only the existing default department in the system can be chosen).
Position: Select the employee's position from the drop-down list.
First Name: Enter the employee's first name
First Name: Enter the employee's last name
Area: Select an area from the drop-down list. (If an area has not been set up, only the existing default area in the system can be chosen).
Employee Type: Select the employment type from the drop-down list. It can be set as permanent, temporary, or any other type established by the company.
Location: Select the employee's location from the drop-down list. (It can be associated with the physical location where the employee will be situated).
Date of Joining: The current date will be set as default if no date is assigned. The date of joining is considered the start date for attendance calculation. The employee's attendance before this date will not be calculated in the reports.
OutDoor Management: Select the enabled or disabled status for door management. (If a cost center has not been set up, only the existing default cost center in the system can be chosen).
Employee Photo: Click on [Photo] and select the photo you want to upload. After selection, the photo will be displayed, as shown in the figure below.

Click on [Confirm] to save.

Private Information

Click on [Private Information] to enter the employee's private information.

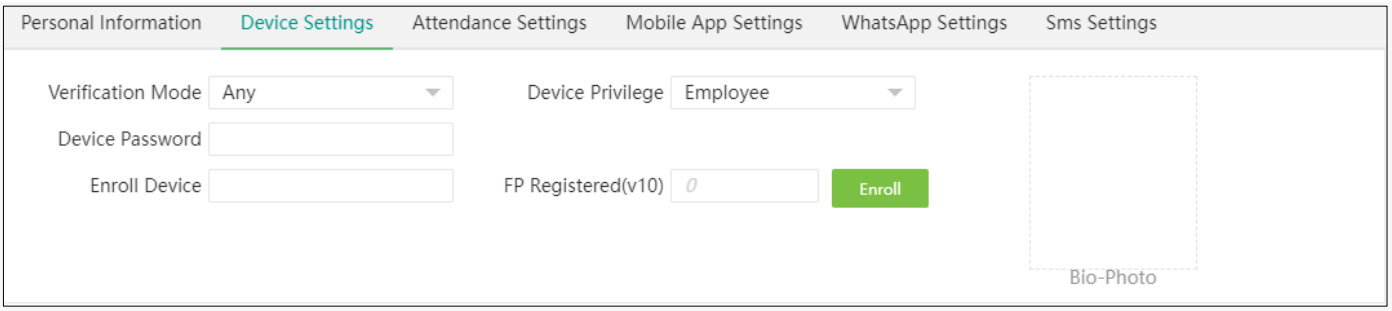


Adjust the parameters as shown below:
SSN: Enter the employee's social security number.
Local name: Enter the employee's local name.
Gender: Select the employee's gender.

Passport number: Enter the employee's passport number.
Driver's license: Enter the employee's driver's license number.
Phone: Personal landline phone number.
Office phone: Office landline phone number.
Mobile: Enter the employee's personal mobile phone number.
Nationality: Enter the employee's country of origin.
Religion: Enter the employee's religion.
City: Enter the city of residence.
Home address: Enter the employee's personal home address.
Postal code: Enter the employee's postal code.
Email: Enter the employee's email address.
Birthday: Enter the employee's birthday date.

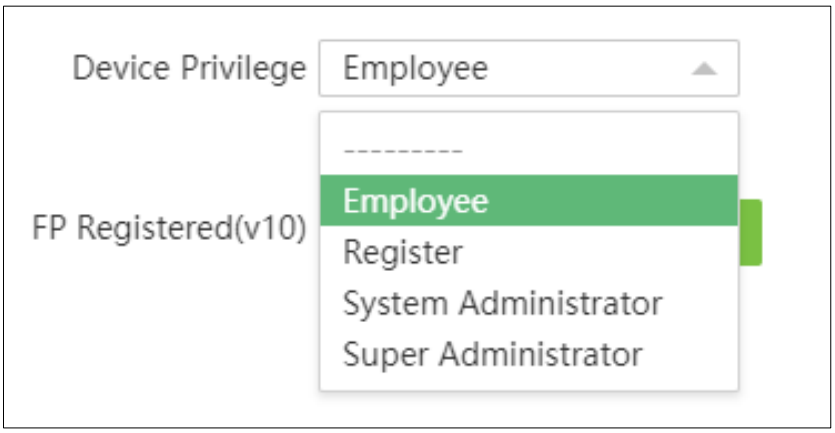
Device

Click on [Device Settings] to configure device access.



Verification mode: Select the verification mode when the employee marks attendance. It can be a combination of different biometric methods or a single one.

Device privileges: Select a user's permission on the device from the following options.



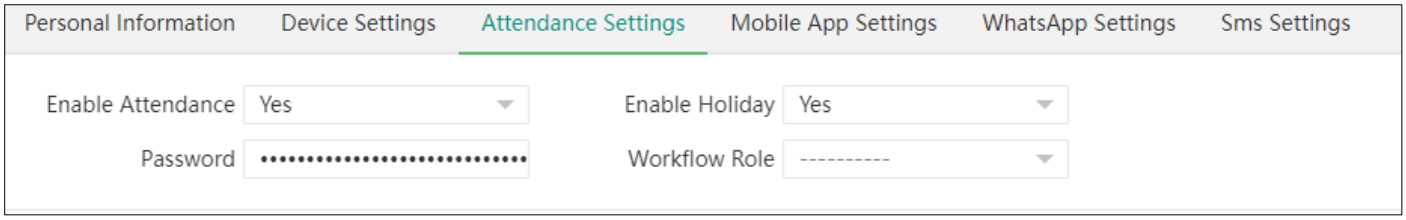
PIN: Set the employee's password. Black and white T&A devices support a password of up to 5 digits. T&A devices with a color display support passwords of 8 digits. The system automatically cuts off any password digits that exceed the specified length. When changing the password, clear the previous password in the text box and enter the new password.

Enrol Employee: Enrol the employee in the T&A device.

Registered Fingerprint (v10): Enrol fingerprints for employees.
Bio-photo: Upload the employee's photo for attendance marking through intelligent facial recognition.

Attendance

Click on [Attendance settings] to establish the attendance parameters.



Enable Attendance: The default value is Enabled. If set to Disabled, the employee's attendance calculations will not be seen in the attendance reports.

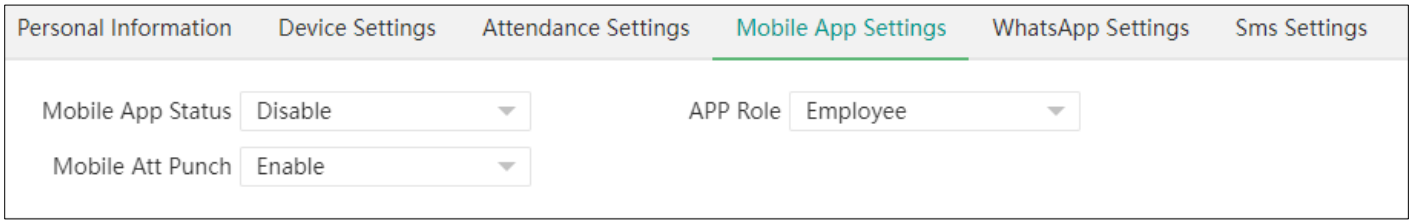
Enable Holiday: If the holiday function is enabled or not, then holidays will not be calculated in attendance reports.

Auto-Password: Enter the employee's login password for the app and self-service.

Workflow Role: Set the employee's workflow role for approving overtime, permissions, and other objects.

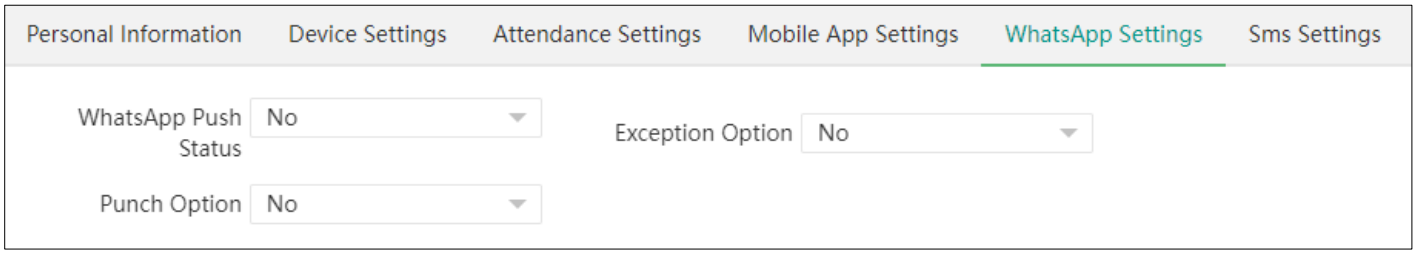
APP

Click on [APP settings] to establish the APP settings.



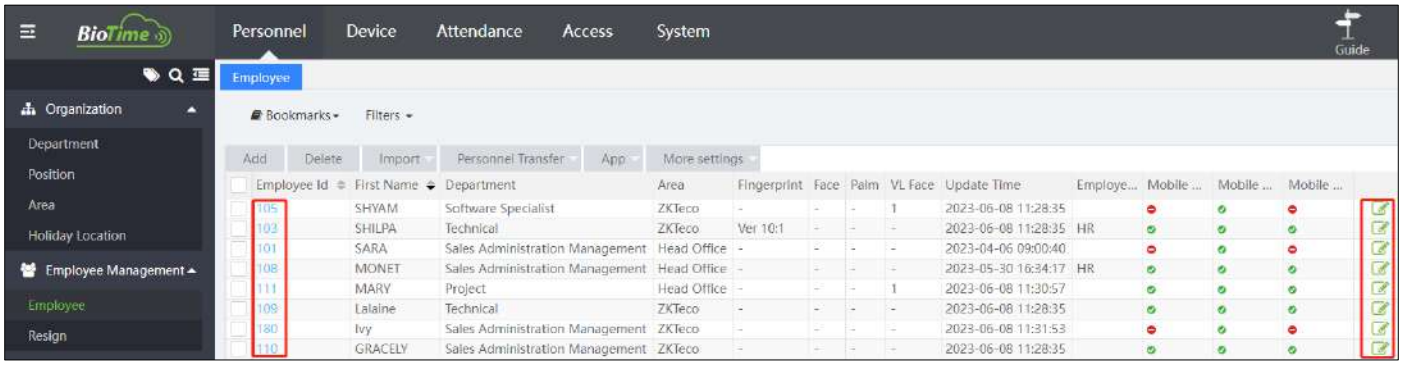
Mobile App Status: The default value is Disabled. If set to Enabled, the user can use the mobile app.
App Role: Set the employee's mobile app role.
Mobile Attendance Punch: Set whether the employee can mark attendance from the app for entry and exit.
WhatsApp Settings

Click on [WhatsApp settings] to configure the special payroll parameters.



3.5.2 Edit Employee

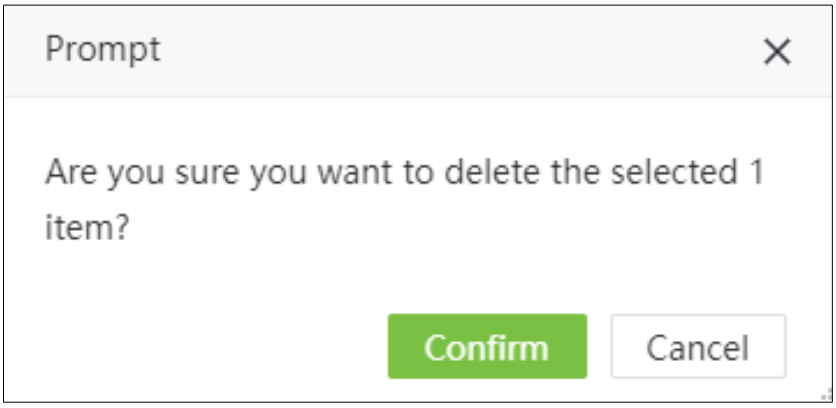
In the employee list, click on the employee ID or click on the icon in the same row as the employee you want to edit.



After making the modifications, click on [Confirm] to save the modified details.

3.5.3 Delete Employee

Select the employees and click on [Delete] in the top left corner of the employee list or click on the icon in the same row as the employee you want to delete.



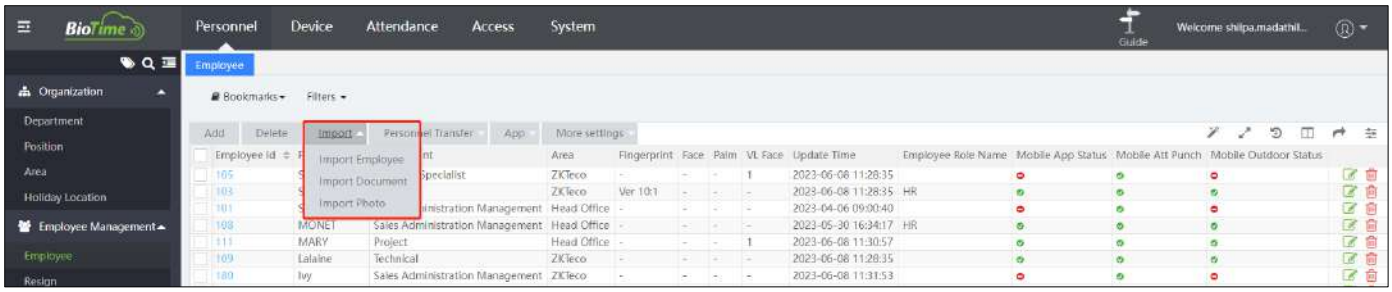
Click on [Confirm] to delete the employee.

Note: When an employee is deleted, the employee's information in the database will also be deleted.

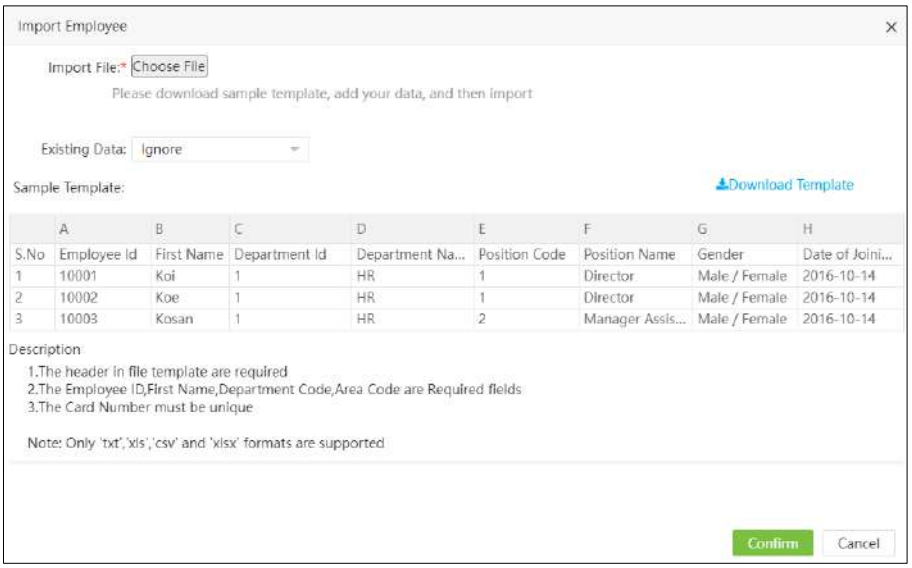
3.5.4 Import

The import function allows you to automatically and in batches upload employees, photos or documents to the software. Select the type of import you need.

Import Employees

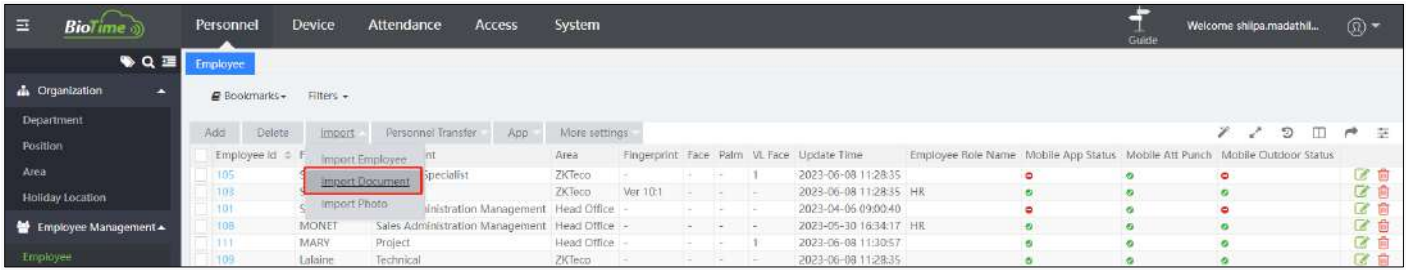


To import employees, click on "Import Employees" (Download the employee import template and configure the fields according to what the software requests in the description).

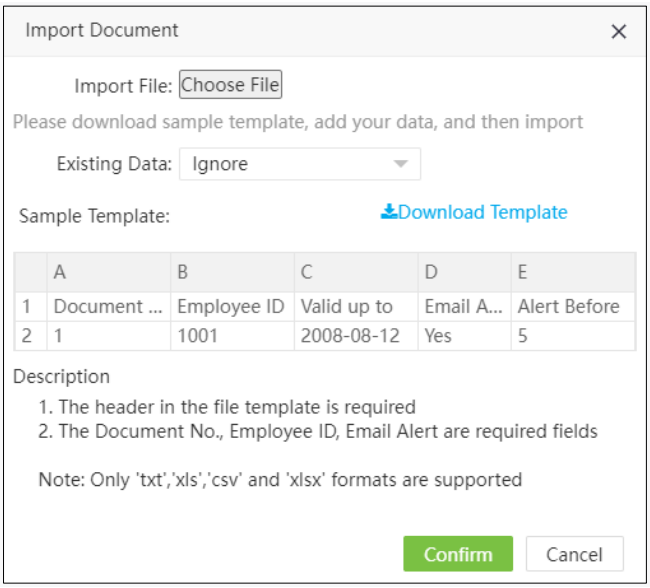


Existing data: If you select "ignore" and there are employees in the configured template that already exist in the database, then those employees will be skipped. If you select "overwrite", the information will be replaced in case there are changes in the employee's information.

Import Documents

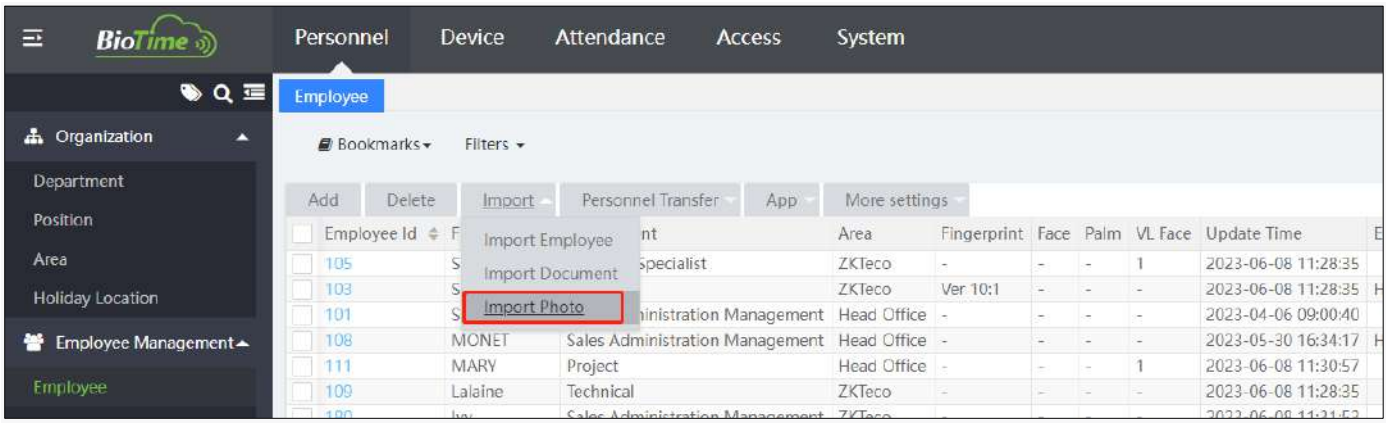


To import documents, click on "Import File" (Download the document import template and configure the fields according to the software's description request).

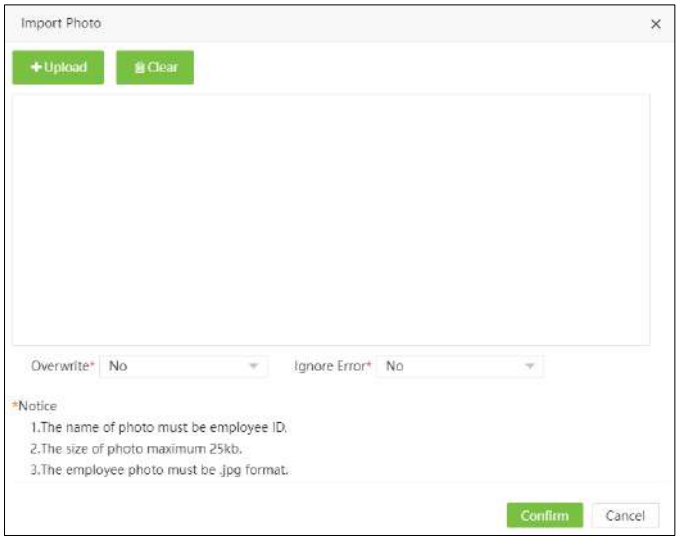


Existing data: If you select "ignore" and there are documents in the configured template that already exist in the database and are associated with employees, then those documents will be skipped. If you select "overwrite", the information will be replaced in case there are changes in the document's information.

Import Photos



To import photos, click on "Import Photos" and select the batch of photos from the location where they are stored.



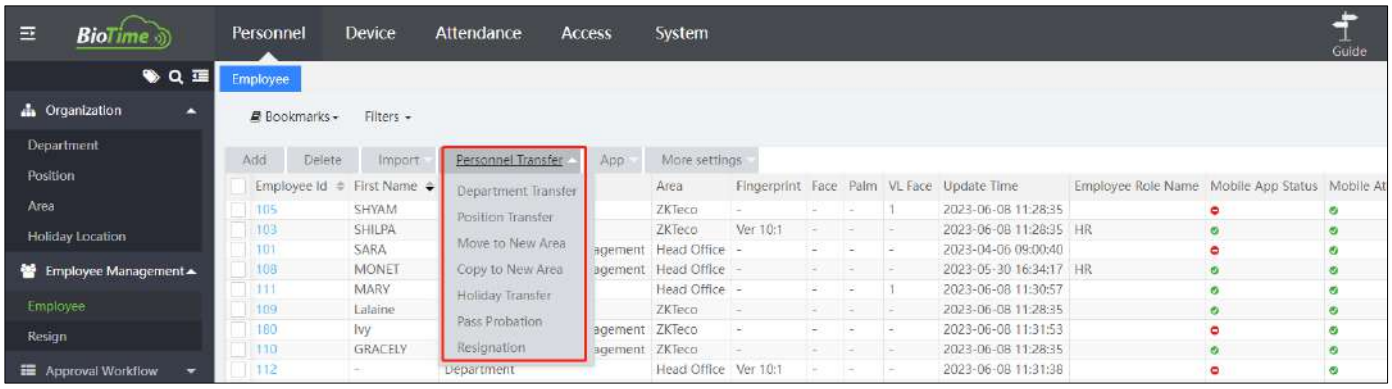
Overwrite: It will replace the photos that are already active in the employee's profile.

Ignore Errors: It will ignore any errors encountered with any files.

3.5.5 Personnel Transfer

This includes transferring departments, positions, areas, locations, and resignations.

(A) In the employee list, select the employees and click [Personnel Transfer] > [The type of adjustment you want to make, such as department, position, area, location, or resignation] to adjust in batches or by department.



(B) From the department dropdown list, select the department to which the employee will be transferred and enter any comments.

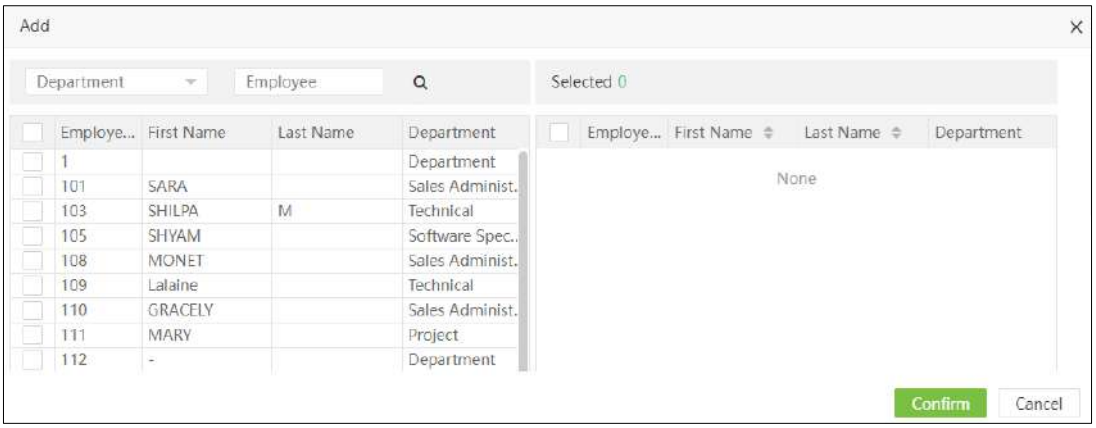
(C) Click on [Confirm] to save the details.

Note: The same procedure should be followed to transfer other details for employees such as position, area, location, or resignation.

3.6 Resignation

3.6.1 New Resignation

1. Select [Employee] > [Resignation] > [Add] to add the employee's resignation details.



Concepts

Employee: Select the employee that you want to resign. (You can filter employees by department, name, or employee ID).

Resignation Date: Select the resignation date for the employee.

Resignation Type: Select the type of resignation.

Report Generation End Date: Select the report generation end date

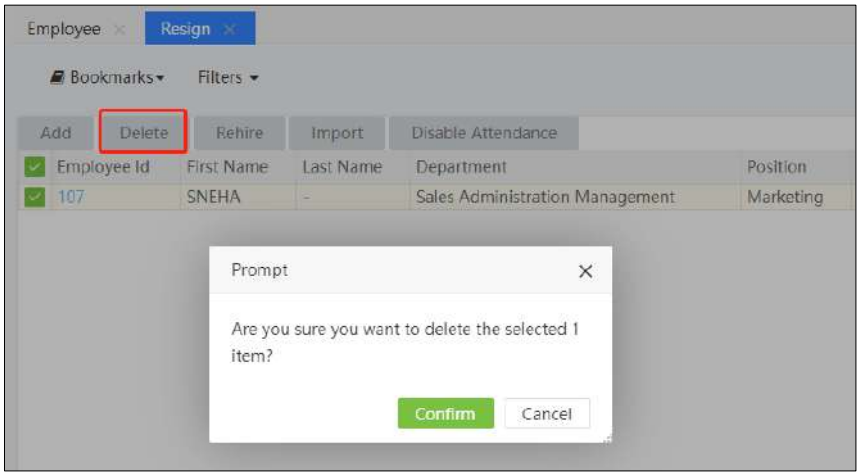
Attendance: If attendance is enabled, the employee will have access to their attendance data on the device, otherwise not.

Resign Reason: Enter the reason for the resignation.

After entering the details, click on [Confirm] to save the details.

3.6.2 Delete Resignation

Select the employees that will be deleted and click [Delete] at the top left corner of the employee list, or click on the same row of the employee that will be deleted.

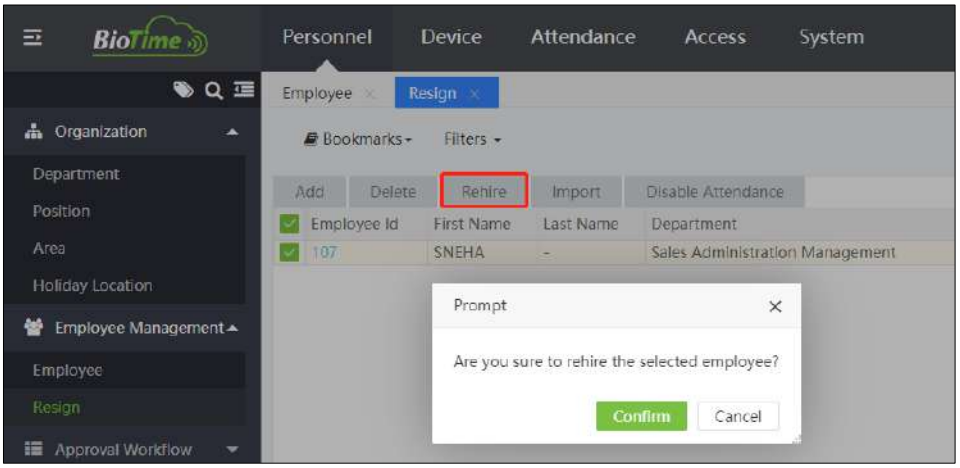


Click on [Confirm] to delete the resignation details.

3.6.3 Enable

1. Restore a resigned employee from the list of resigned employees. The employee's details will be removed from the resigned employee list.

In the list of disabled employees, select the employee you want to restore from the resignation. Click [Rehire] to restore the employee.



2. Click on [Confirm] to restore the disabled employee.

3.6.4 Disable Attendance

To disable the attendance of a resigned employee, follow these steps:

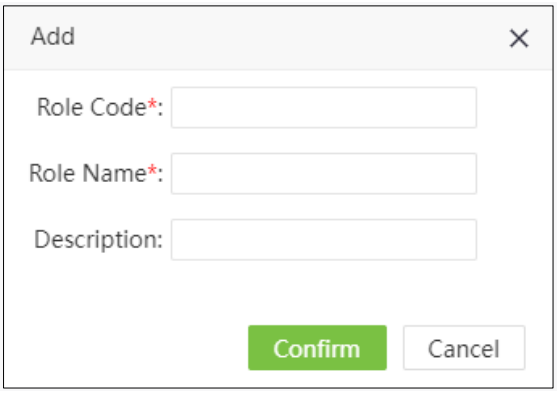
1. Select the resigned employee whose attendance needs to be disabled. Click on [Disable Attendance].

2. Click on [Confirm] to disable the attendance of the selected employee.

3.7 Approval Workflow

3.7.1 Role Approvers

1. Select [Personnel] > [Approval Workflow] > [Role] > [Add] to add a new role.



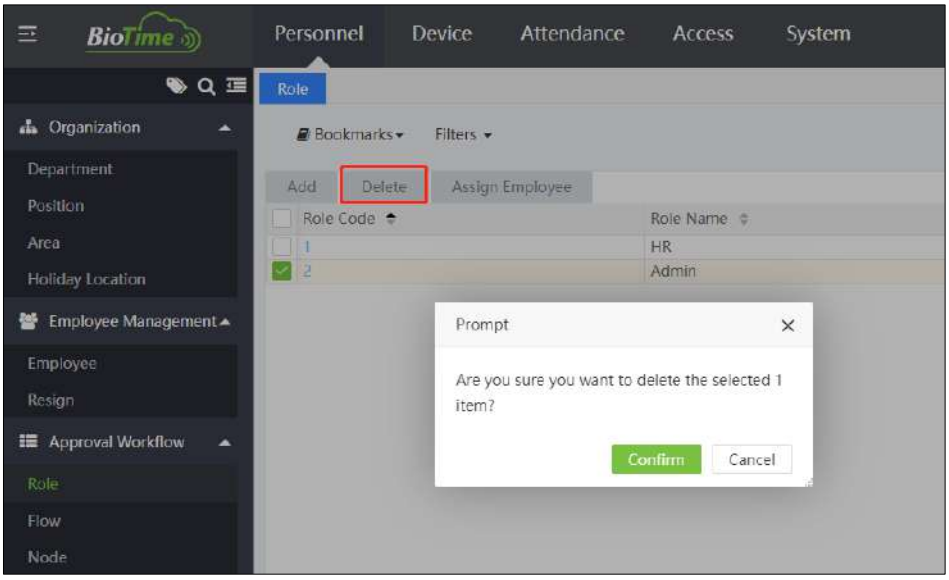
Enter the details as shown below:

Code: Enter a unique code for the role.
Name: Enter a name assigned for the role.
Description: Enter the description of the role.

2. Click on [Confirm] after adding the details.

Delete Role

Select the role or roles. Click on [Delete] in the upper left corner of the list, or click on the same row as the role to be deleted.

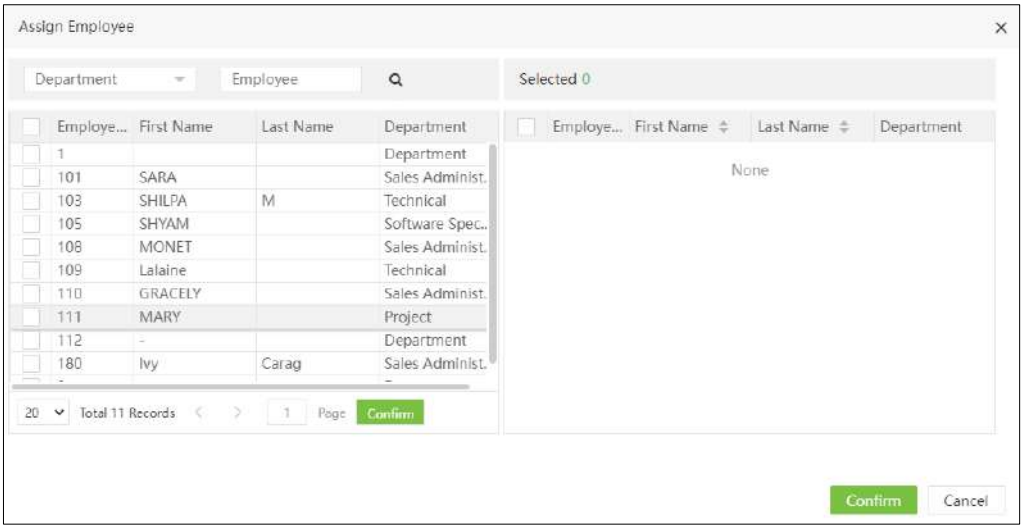


Click on [Confirm] to delete the role.

Note: a role cannot be deleted when employees or workflow are using it.

Assign Employee

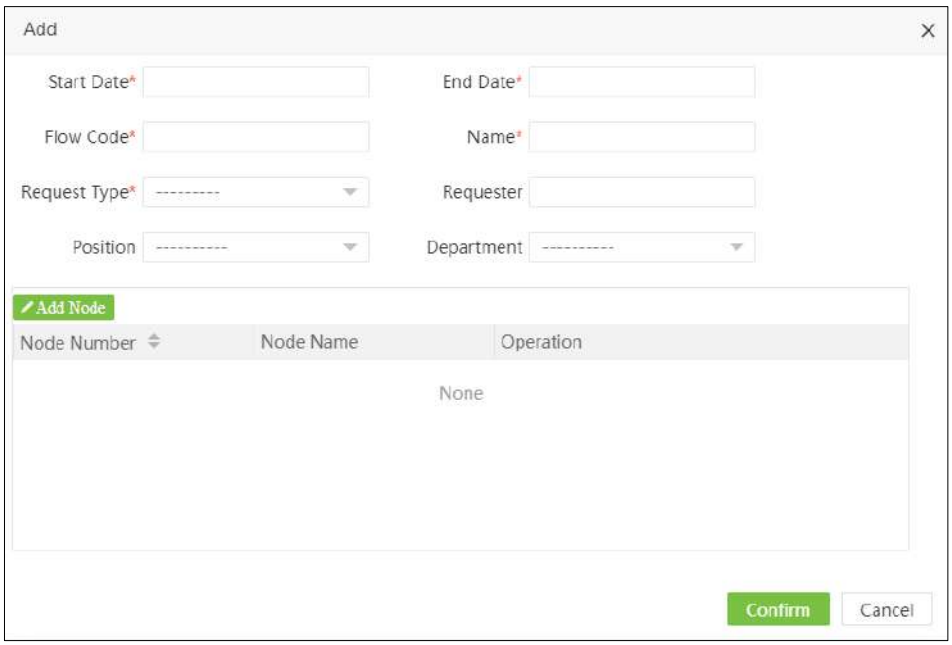
1. Select the corresponding workflow function and click on [Assign Employee] to assign a role to employees.



2. Select the employee from the list of employees to whom you want to assign user roles in batches (you can filter by Department, Name, Code, etc.). Click on [Confirm] to assign the role to the employee.

3.7.2 Flow

1. Select [Personnel] > [Approval Workflow] > [Flow] > [Add] to set up the workflow.



Enter the details as shown below:

Start Date/End Date: Set the start and end date of the workflow.

Code: Enter the code of the workflow.

Name: Enter the name of the workflow.

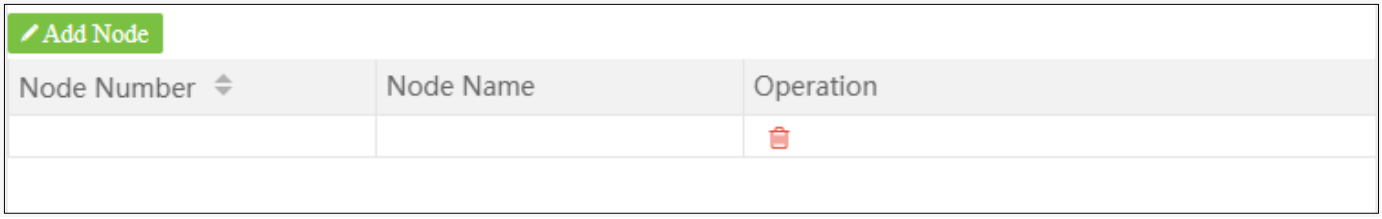
Content Type: Select the type of workflow (includes permissions, overtime, shift changes, training).

Employee: Select the employees to assign the workflow to.

Position: Click on position to select the position of the workflow.

Department: Click on department to select the department of the workflow.

2. After entering the details, click on the icon in the interface to add the approval node.



3. Set the number of approval nodes. After configuring the name of the node, click on [Confirm] to add the new workflow node.

Note:

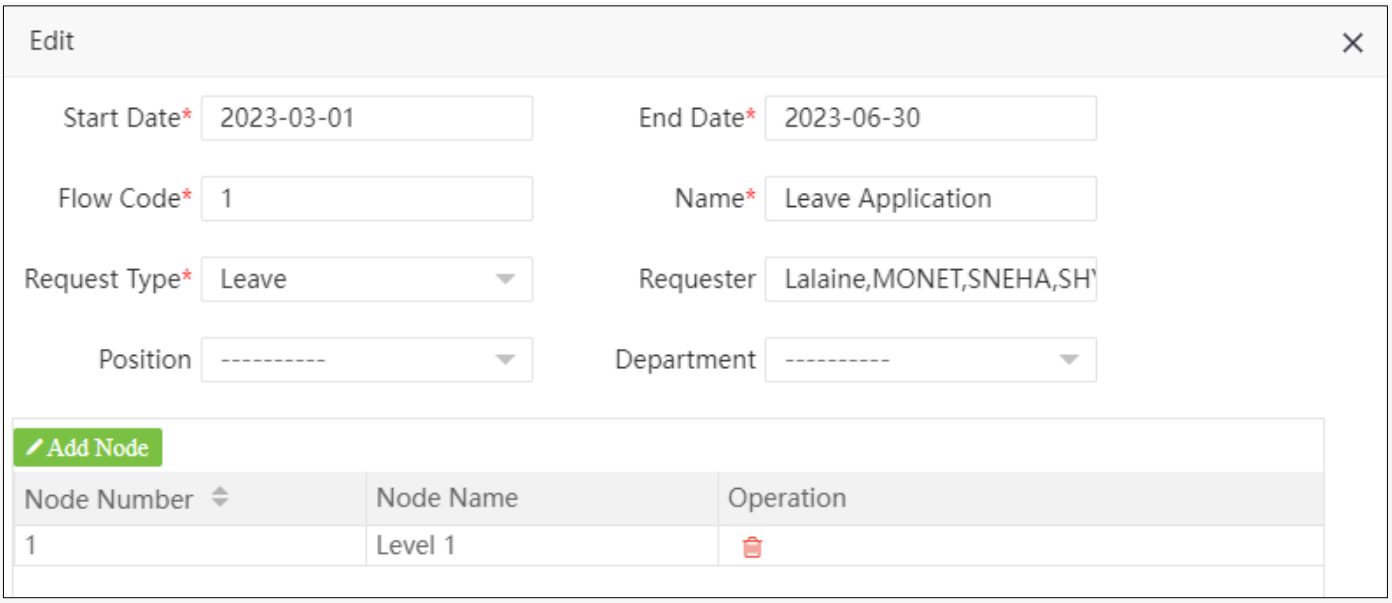
1. When Employee is selected, Position and Department functions are locked, indicating that the executor of this workflow is the selected employee.

2. When Employee, Position, and Department are not selected, the executor of this workflow is the user with the Department but without a position (provided that the corresponding Department for this employee does not have a special approval flow).

3.7.3 Node

When the workflow is framed, it will be displayed below the node, as shown in the figure:

Click on the name of the workflow corresponding to the node or click on the icon to edit the corresponding node.



Configure the details as shown below:

Node Number: The node number cannot be modified.

Node Name: The name of the node can be modified.

Approver: Click to select the role that approves the node.

Approver's Scope: If "Own Department" is selected, the employee in the selected role can only approve requests from their own department. If "All" is selected, the employee in the selected role can approve requests from all departments.

Notifier: Click to select the role to receive notifications.

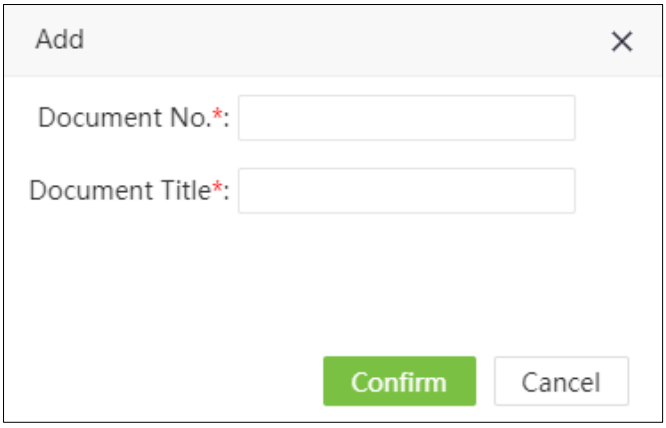
Notifier Scope: If "Own Department" is selected, the employee in the selected role can receive notifications from their own department. If "All" is selected, the employee in the selected role can receive notifications from all departments.

After entering the details, click [Confirm]. When an employee applies, the request must be approved by the approver.

3.8 Configurations

3.8.1 Employee Document

Select [Personnel] > [Configurations] > [Employee Document] > [Add] to add a document type or certificate.



Configure the details as shown below:

Certification code: Enter the code of the certificate.
Certificate name: Set the name of the certificate.

2. Click on [Confirm] to save the certificate details.

Note: The document that is currently in use cannot be deleted. Chapter 4: Device Management.

Device management includes the installation of devices and the configuration of device parameters. It allows you to manage connected devices from the system. It also includes uploading user attendance data, downloading configuration information, and exporting various reports.

4. Devices

4.1 Device

Initially, communication parameters must be set up to connect the devices. Once communication is successful, you can view information on the connected devices and perform operations such as remote monitoring, transaction loading, and unloading.

Select [Device] > [Device] to view the device management interface. All connected T&A devices are displayed in a list as shown in the image below.

The details of the interface are as follows:

Serial number: Displays the serial number associated with the device.

Device name: Shows the name of the device. For devices connected automatically, it will be displayed as Auto_add.

Area: Displays the area in which the device is defined in the software.

Device IP address: Displays the IP address configured on the device.

Device model: Displays the model of the device.

Firmware/Push Version: The firmware/push version of the device build.

Status:
- Indicates that the device is connected.
- Indicates that the device is not connected.
- Indicates that the user needs to assign an Area to the device, except for the default area of the device.

Last Activity: Displays the last time a command was executed.

User Count: Displays the number of registered users or employees on the device.

Fingerprint Count: Displays the number of registered fingerprints.

Face Count: Displays the number of registered faces.

Palm Count: Displays the number of registered palms.

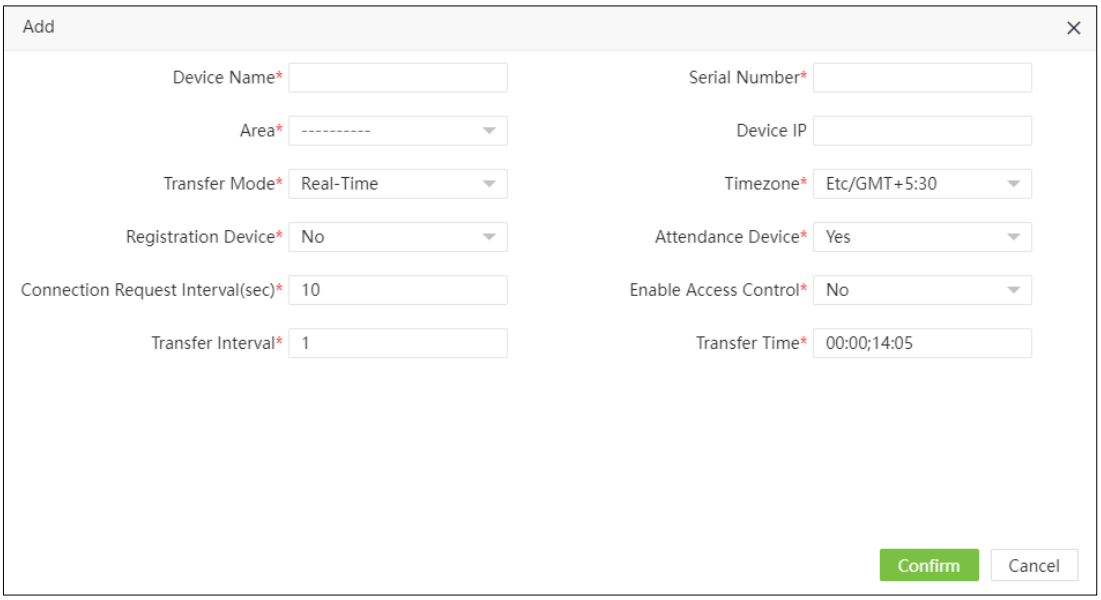
Transaction Count: Displays the number of events that the device has stored.

Command: Displays the number of commands the software is working with the device to synchronize data.

4.1.1 New T&A Device

There are two ways to add a T&A device: manually adding a T&A device and automatically adding it.

1. Select [Device] > [Device] > [Add] to manually add a device.



Configure the details as shown below:

Device name: Enter a name for the device, maximum of 50 characters.

Serial number: Enter the serial number of the device.

Area: From the drop-down list, select the area to which the T&A device belongs.

Device IP: Configure the IP address of the device.

Transfer mode: Select the data transfer mode between software and devices. The transfer mode can be in real-time or at a specific time.

Time Zone: When a time zone is selected, the time on the T&A device will automatically synchronize with the standard time in the set time zone.

Registration Device: Select whether the device is a registration device or not. If yes, the employees registered from the device will be automatically uploaded to the software.

Attendance Device: To indicate whether it is an attendance device.

Connection Request Interval (sec): Set the time for the device to automatically transmit data to the system.

Enable Access Control: To indicate whether the device will be shared with the access control module.

2. Click on [Confirm] to add a device.

Note: When an employee is added to a device, the employee's information will be automatically uploaded to the server. It will be synchronized with other devices in the same area.

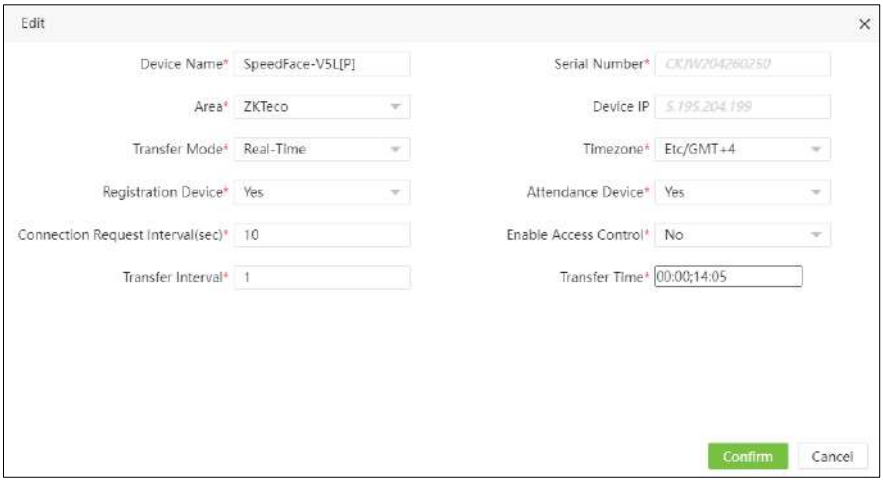
Automatically add device

It is not necessary to manually add T&A devices of certain models. You can connect such devices to the system through the ADMS function by completing the configuration on the devices. Once the devices are connected to the internet, the device interface will display all T&A devices.

Note: Automatically added devices must be assigned to custom areas to communicate with the software.

4.2.1 Edit Device

Click on the name of a device or click on the icon in the same row as the device you want to modify.

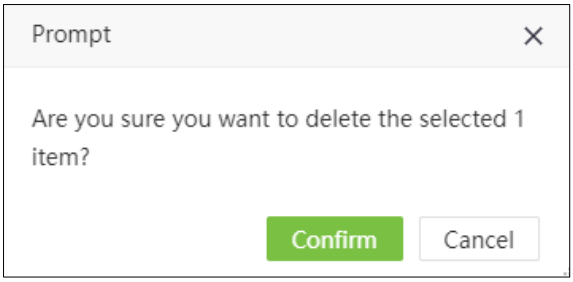


Enable access control: Select whether the device is an access control device or not. If yes, the device will be added to the Access Control Module automatically. This menu will only appear when you assign an area (except for the area whose area code is 1).

Note: The serial number and IP address of the device are read-only. The device name must be unique.

4.1.3 Delete Device

1. Select the device and click on [Delete] above the list of connected devices or click on the icon in the same row as the device you want to delete.



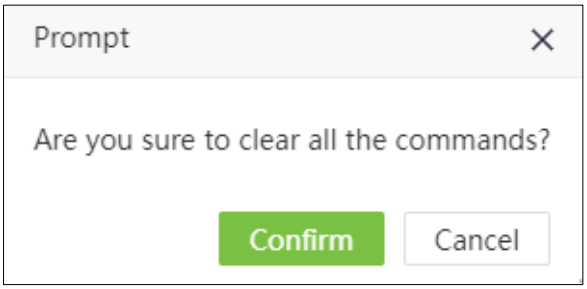
2. Click on [Confirm] to delete the selected device.

4.1.4 New Area

Select [Device] > [Device] > [Add New Area] to create a new area.

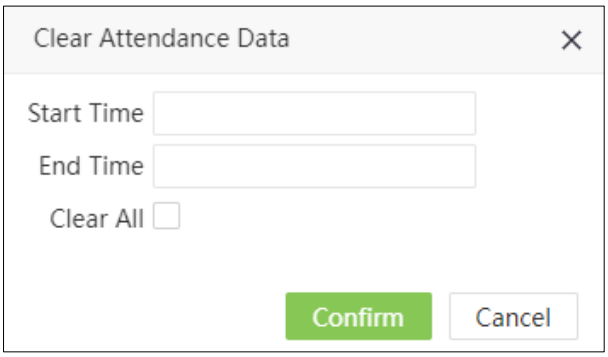
4.1.5 Clear Commands

Select the device and click on the menu > [Clear Commands]. Click on [Confirm] to delete the pending commands from the device.



4.1.6 Clear Data

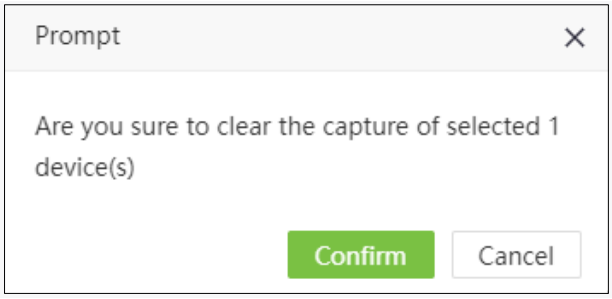
1. Select the device and click on [Clear Data] > [Clear Attendance Data].



2. Click on [Confirm] to delete the transactions from the device.

Clear Captured Photos

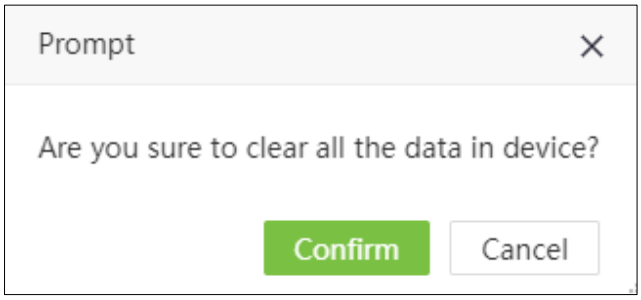
You can delete attendance photos on a T&A device.



2. Click on [Confirm] to delete the photos.

Clear Everything

You can clear all data on a T&A device.
Select the device and click on [Clear Data] > [Clear All Data].

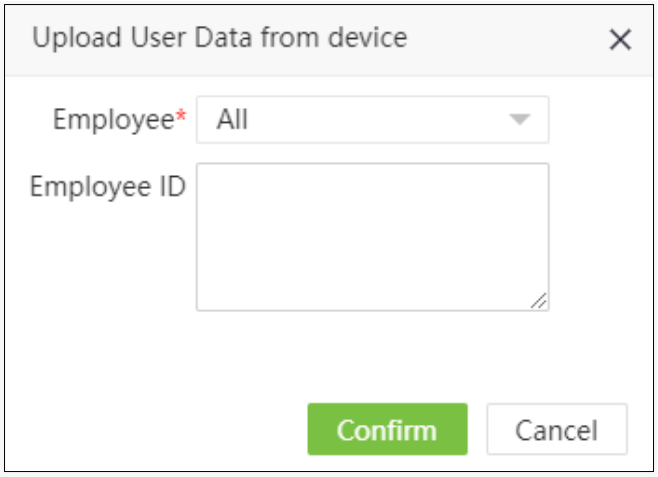


2. Click on [Confirm] to delete all data.

4.1.7 Data Transfer

Upload User Data

It is used to upload user data from the device to the software. Select the device and click on [Data Transfer] > [Upload user data from device].



Here you can select to load either all or specified user data to the software.

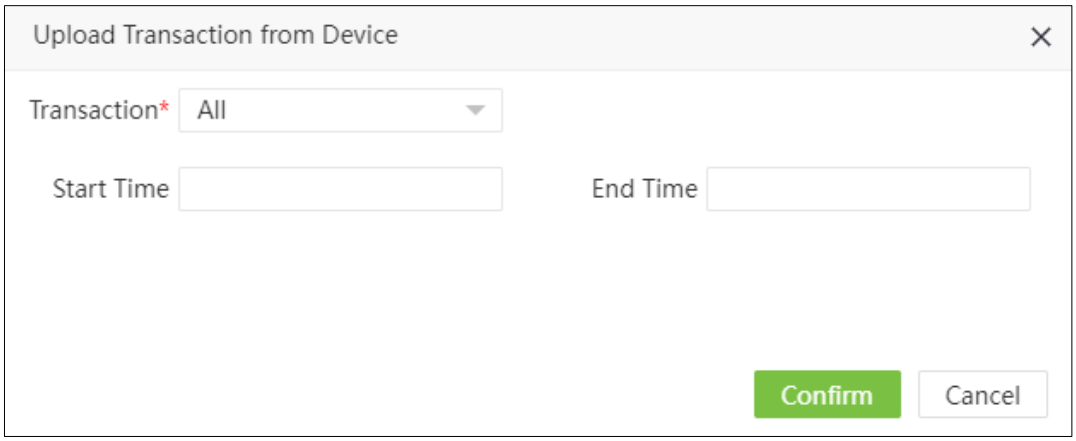
1. Click on [Confirm] to load user data.

Note: You can load personal information in batches from a T&A device to the server by reloading it. If the time runs out, the upload will be interrupted and you will need to perform the upload operation again.

Upload Transaction

You can upload attendance transactions from the device to the software.

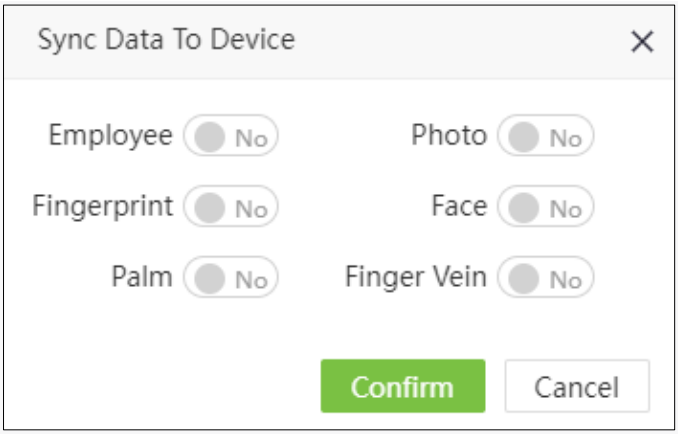
Select a device and click on [Data Transfer] > [Upload transaction from device].



Here you can select to upload all transactions or set the start and end time to upload transactions within the specified time. Click on [Confirm] to upload the transactions.

Sync Data to Device

Sync the server data with all devices. Generally, this operation should only be performed when the data on the devices is inconsistent with the server data due to internet anomalies or other conditions. In the device list, select the device that the data should be synchronized to and click on [Data Transfer] > [Sync data to device]. Select the data you want to synchronize.

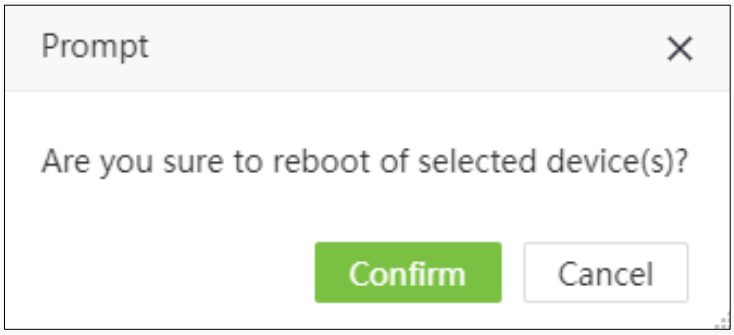


Click on [Confirm] to synchronize the data.

Note: Syncing data with the devices will delete the existing data (excluding event logs) on the devices and then the configuration details will be re-downloaded. Make sure the internet connection is smooth and there is no power failure while performing this operation.

4.1.8 Device Menu

Restart a device remotely through the system. In the device list, select a device to restart and click on [Device] > [Reboot].



Click on [Confirm] to restart the device.

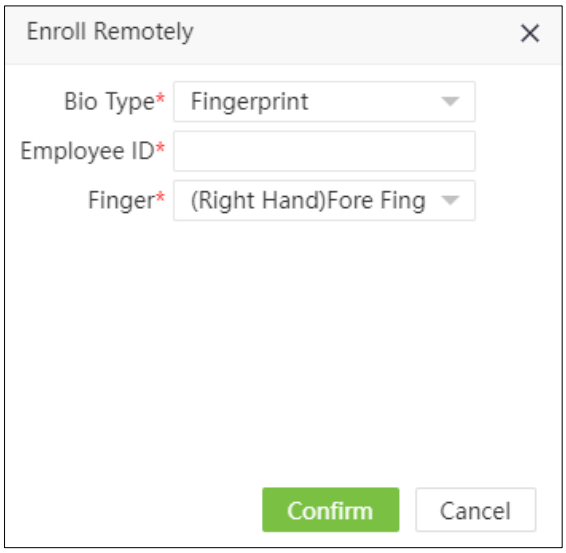
Read Information

Read the number of people, attendance records, and firmware version on a device. Select a device and click on [Device] > [Read information] and click on [Confirm] to download the information.

Enroll Remotely

This function is ideal when the device administrator is not available to operate the device and register the fingerprint

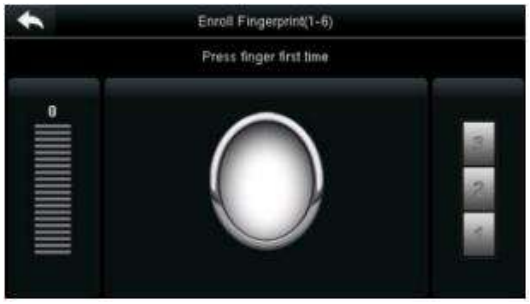
Select the corresponding device, and click on [Device] > [Device Menu] > [Enroll Remotely] to access the remote enrollment interface:



Enter the details as shown below.

Biometric Type: Select the biometric type. Currently, only fingerprints are supported.
Employee ID: Enter the employee's ID.
Fingerprint: Select the corresponding finger that needs to be remotely registered.

1. Click on [Confirm]. The software will send a command to the device, and the device will open the fingerprint registration menu. The employee only needs to register their fingerprint.



Duplicate Punch Period

Set the time period for duplicated events on the device.

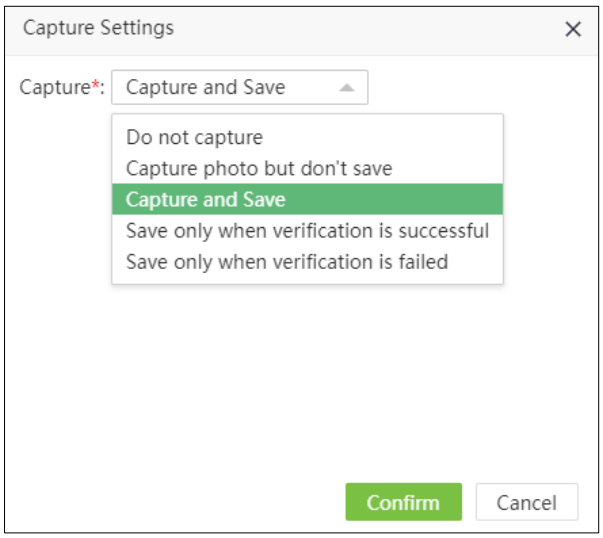
1. Select a device and click on [Device Menu] > [Duplicate Punch Period].

2. Click on [Confirm] to save the duplicated marking period.

Capture Settings

Set the mode for capturing attendance photos during verification.

1. Select a device and click on [Device Menu] > [Capture Setting] to configure the capture mode.

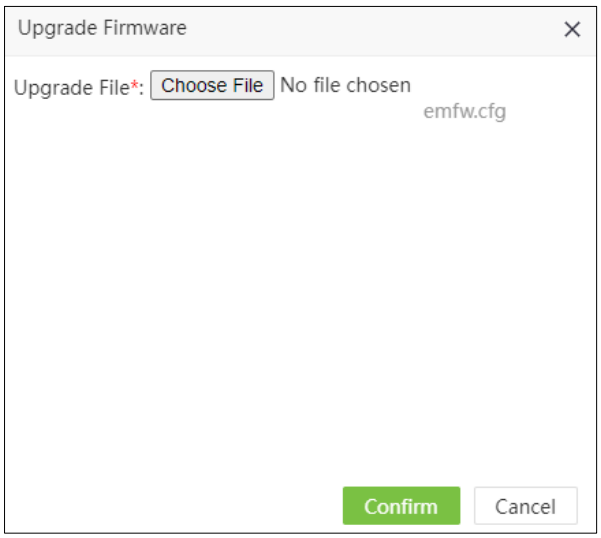


2. Click on [Confirm] to send the capture mode.

Upgrade Firmware

Update the firmware for the corresponding device.

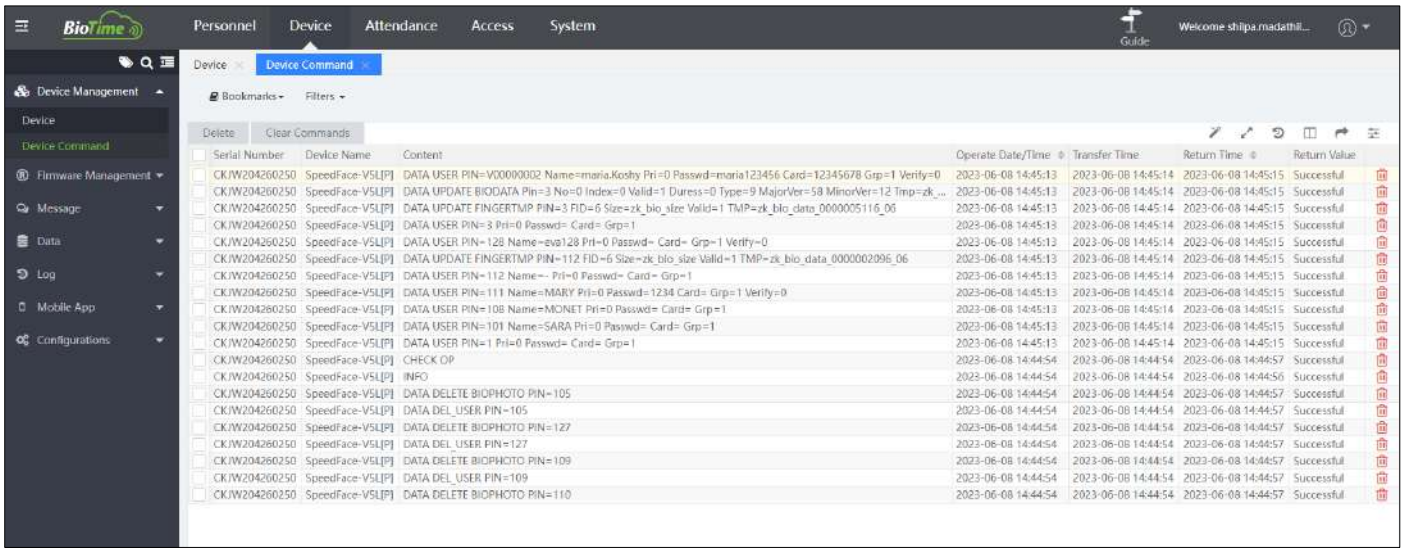
1. Select a device and click on [Device Menu] > [Upgrade Firmware].



2. Click on [Select file] to upload the corresponding firmware file (emfw.cfg). Click on [Confirm] to update the firmware on the device.

4.2 Device Commands

Select [Device] > [Device Commands]. The list of commands will be displayed. Check the commands issued by the software to a device during communication.



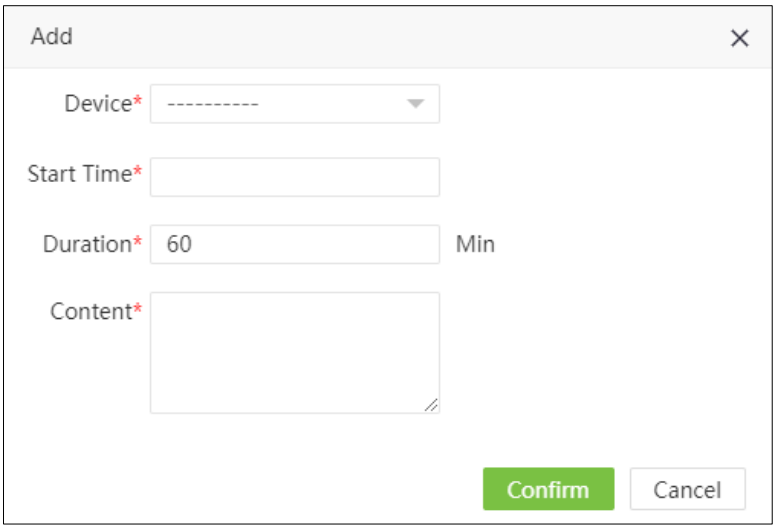
If you want to delete the command issued by the software to a device during communication, click [Delete].

Messages

The software supports short messages that can be sent to the designated device from the system.

4.2.1 Public Message

1. Select [Device] > [Message] > [Public] > [Add].



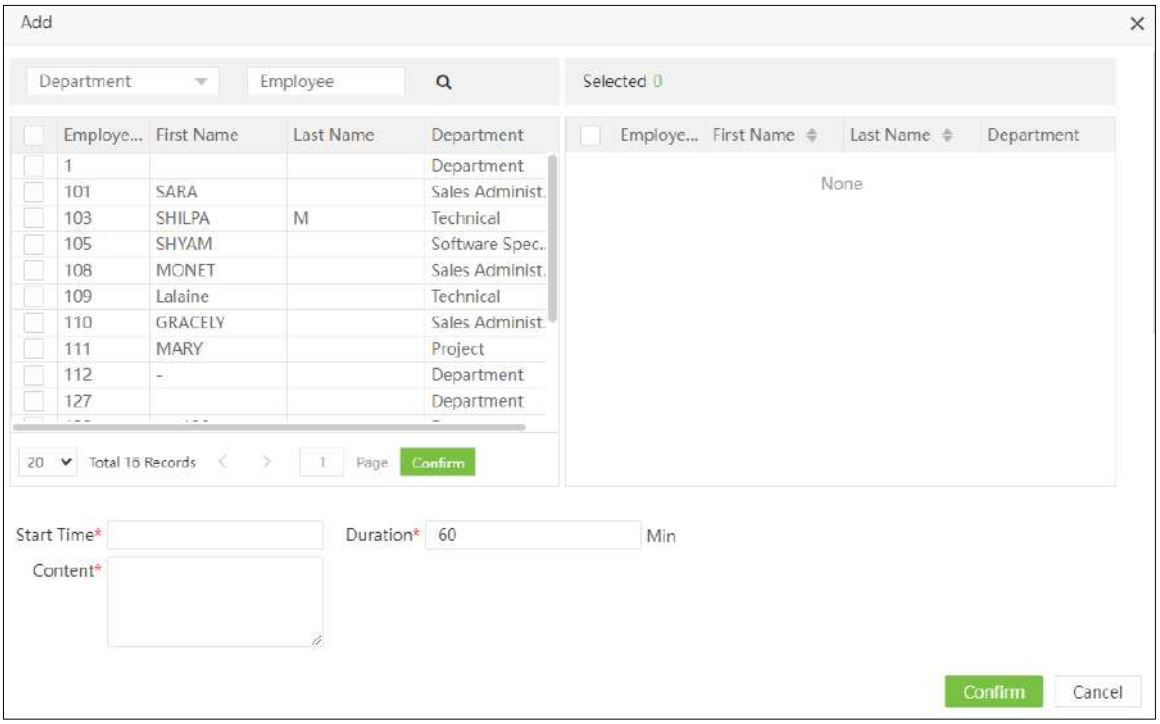
Enter the details as shown below:

Device: Select a device to which the message will be sent.
Start time: Select the start time to issue the short message.
Duration: Enter the display duration of the message.
Content: Enter a short message that you want to issue.

2. Click on [Confirm] to save the details.

4.2.2 Private Messages

1. Select [Device] > [Message] > [Private] > [Add].



Enter the details as shown below:

Employee: Select the employee to whom the message will be sent.

Start time: Select the start time to send the short message.

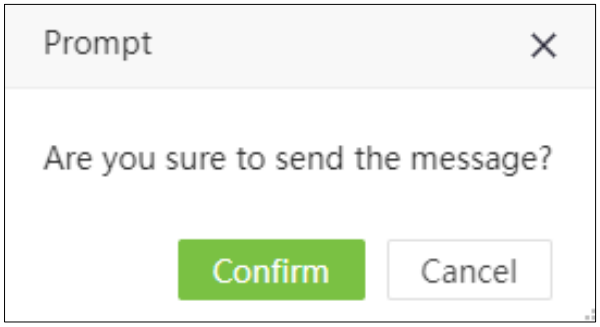
Duration: Enter the display duration of the message.

Content: Enter a short message that you want to issue.

2. Click on [Confirm] to save the details.

4.2.3 Send Message

1. Select the short message that will be sent and click [Send Message].

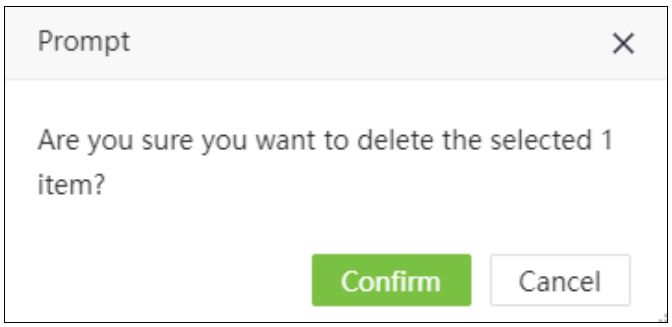


Click on [Confirm] to send public and private messages to the designated devices and employees.

4.2.4 Delete

When a short message is deleted in the software, it will also be deleted on the device.

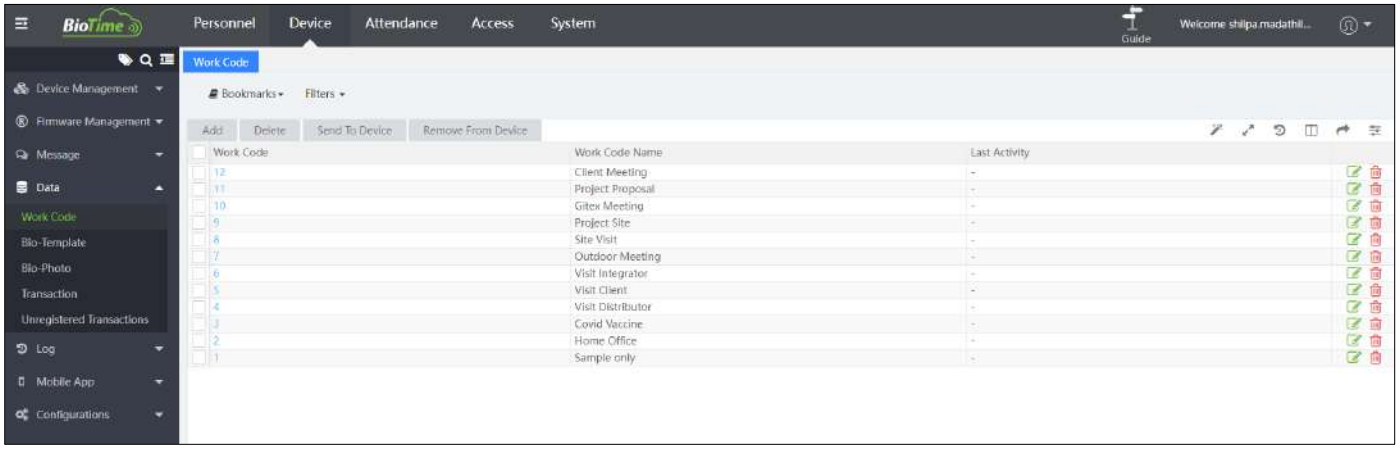
1. Select the short message and click [delete] to remove this message.



2. Click on [Confirm], and the message will be removed from the list and the device.

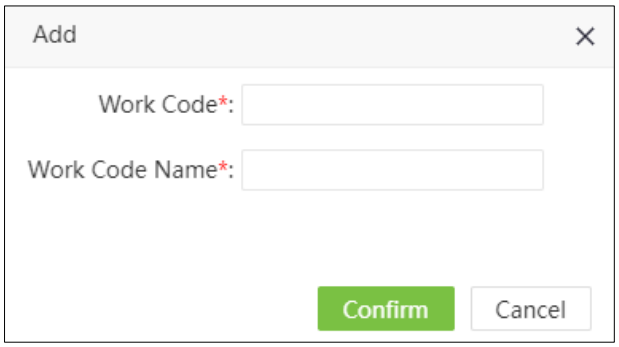
4.3 Data

Add different work codes, bio-template, bio-photos, and review different transactions on one or multiple devices. Select [Device] > [Data].



4.3.1 Work Code

1. Select [Device] > [Work Code] > [Add] to access the interface to add a work code:



Enter the details as shown below:

Code: Enter the assigned code for the job code.

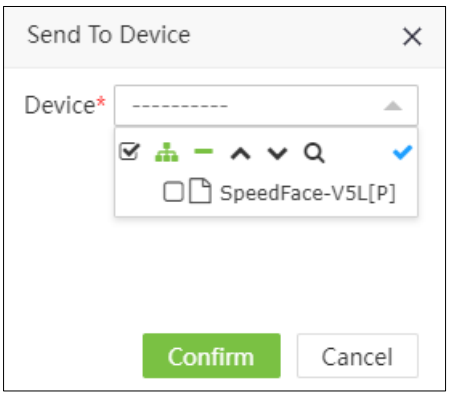
Name: Enter the name or description of the job code.

2. Click on [Confirm] to save the details.

4.3.2 Send To Device

Send the work code to the device.

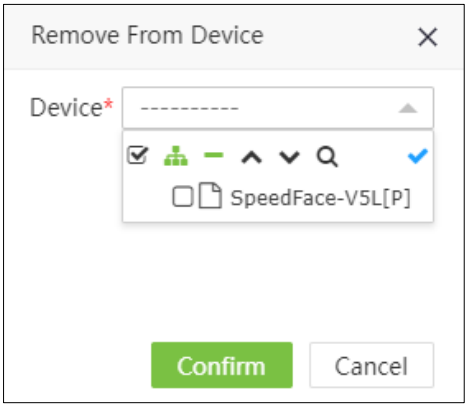
1. Select [Device] > [Work Code] > [Send to device].



2. Click on [Confirm] to send the job code to the device.

4.3.3 Remove From Device

1. Select [Device] > [Work Code] > [Remove from device].

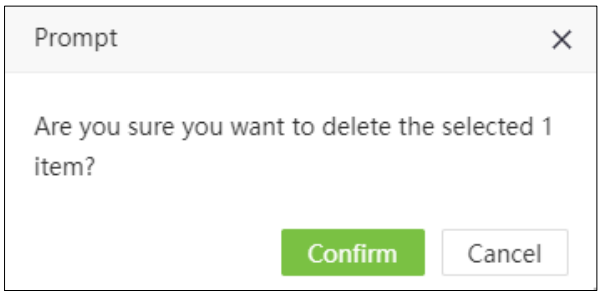


2. Click on [Confirm] to remove the job code from the device.

4.3.4 Delete

Delete the job code from the software.

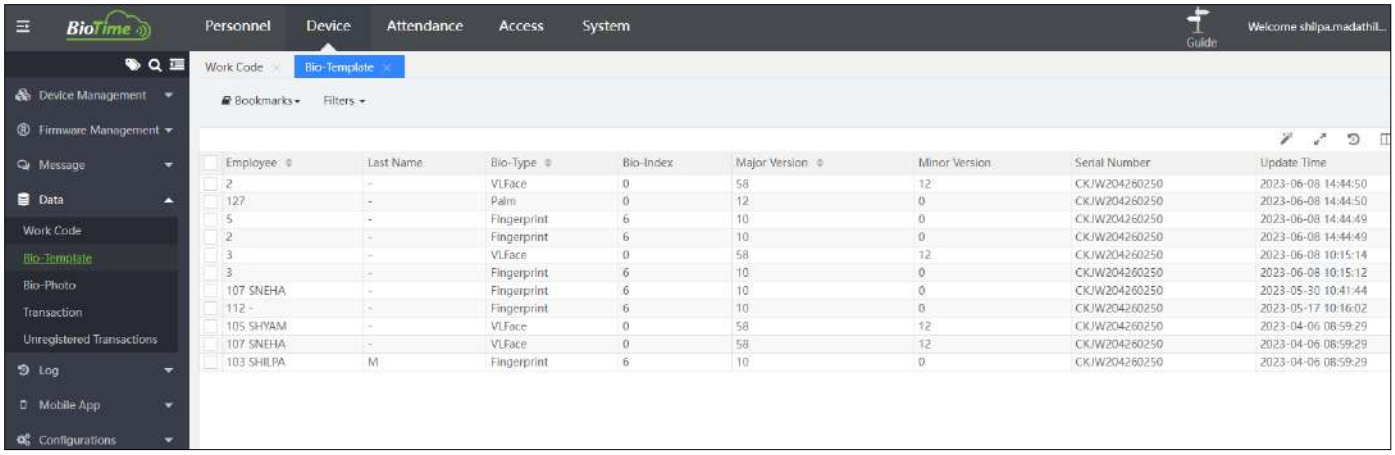
1. Select the job code and click on [Delete].



2. Click on [Confirm] to delete the job code.

4.4 Bio-Template

Displays detailed information about employees' biometric templates.



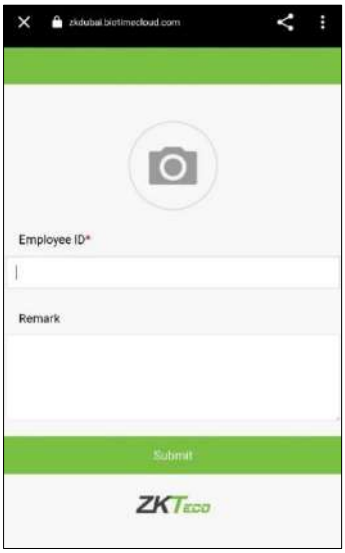
4.5 Bio-Photo

4.5.1 Register Bio-photo

Registers visible light comparison photos for verification on the visible light device.

Select [Device] > [Data] > [Bio-photo] > [QR Code].

2. Scan the QR code and register the user's bio-photo on the mobile phone (user details should be saved in the software), the following interface will be displayed after scanning.

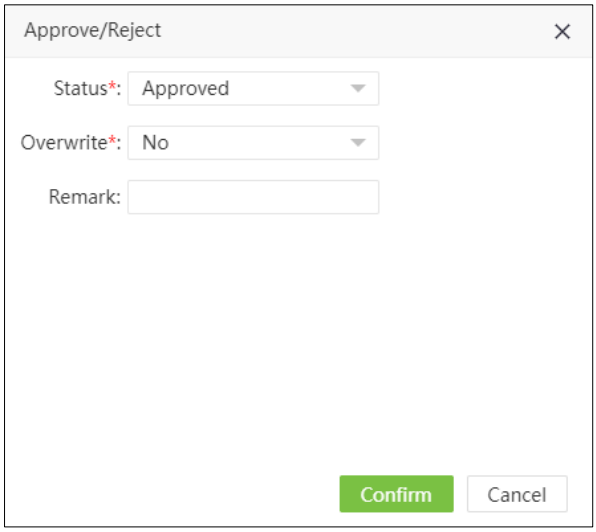


3. Take the photo, enter the employee's identification number. First and last name are optional. Click on [Submit] to complete the registration.

4. Click on [Approve] to approve the bio-photo.

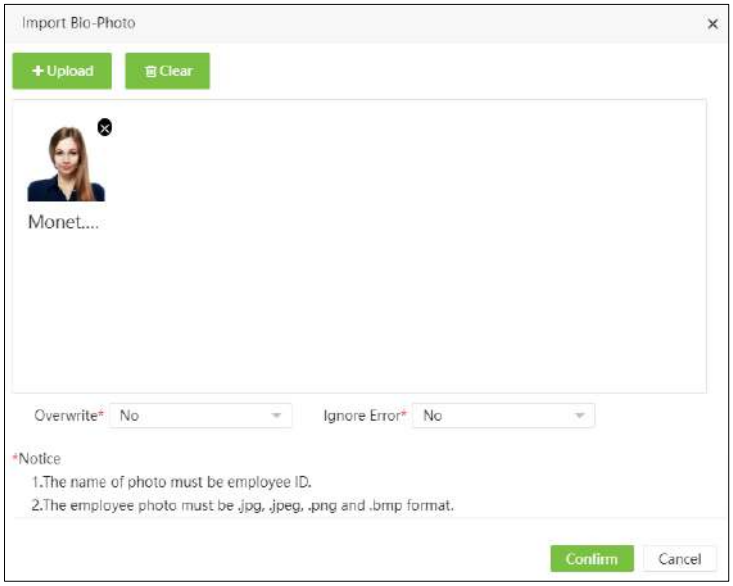
Select the approval status and click on [Confirm] to complete the approval process.

After approval, the user can use their face to verify on the visible light device.



4.5.2 Import Bio-Photo

1. Select [Device] > [Data] > [Bio-Photo] > [Import Bio-Photo] to import the bio-photo.



2. Click on [Upload] to select photos in batch.

Overwrite: If it is set to "Yes", the existing bio-photo will be overwritten.

Skip Error: If it is set to "Yes", the software will automatically ignore the error that occurred during the import.

Note:

1. The name of the photo must be the employee's identification.
2. The maximum size of the photo is 25 Kb.

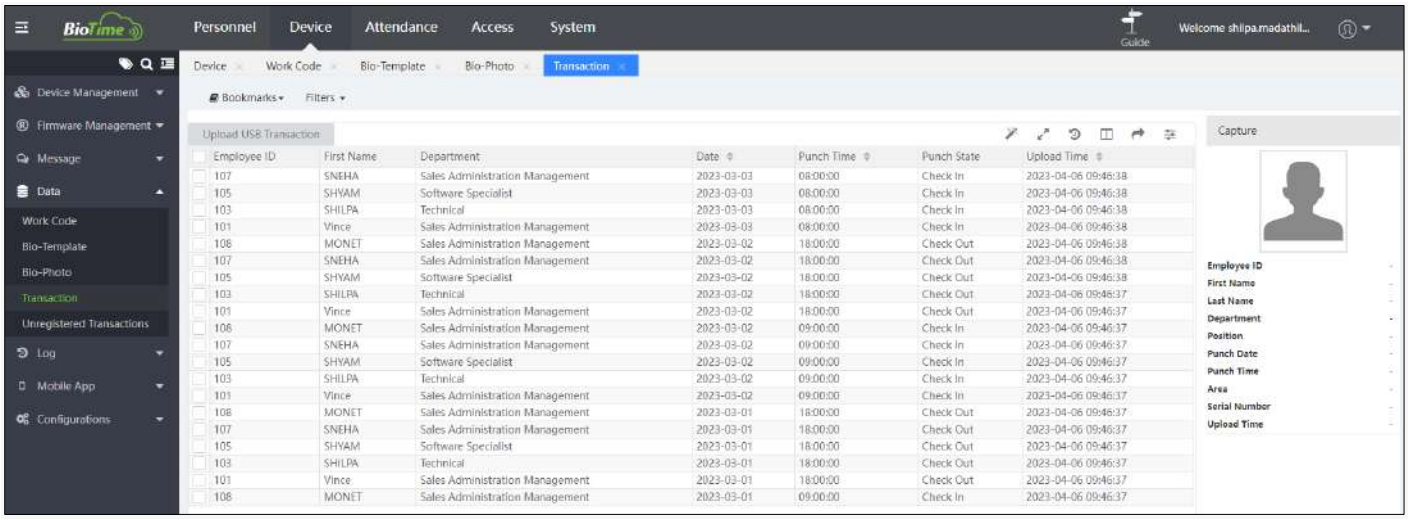
4.5.3 Delete Bio-Photo from the Application

Select the photos and click on [Delete] in the upper left corner of the list or click on the icon in the same row as the bio-photo that will be deleted. Click on [Confirm] to delete the bio-photo.

4.6 Transaction

4.6.1 Transaction Record

The transaction table shows attendance records for all employees, including records from the software and devices. Select [Device] > [Data] > [Transaction] to view the transaction table.



4.6.2 Import Transactions from USB

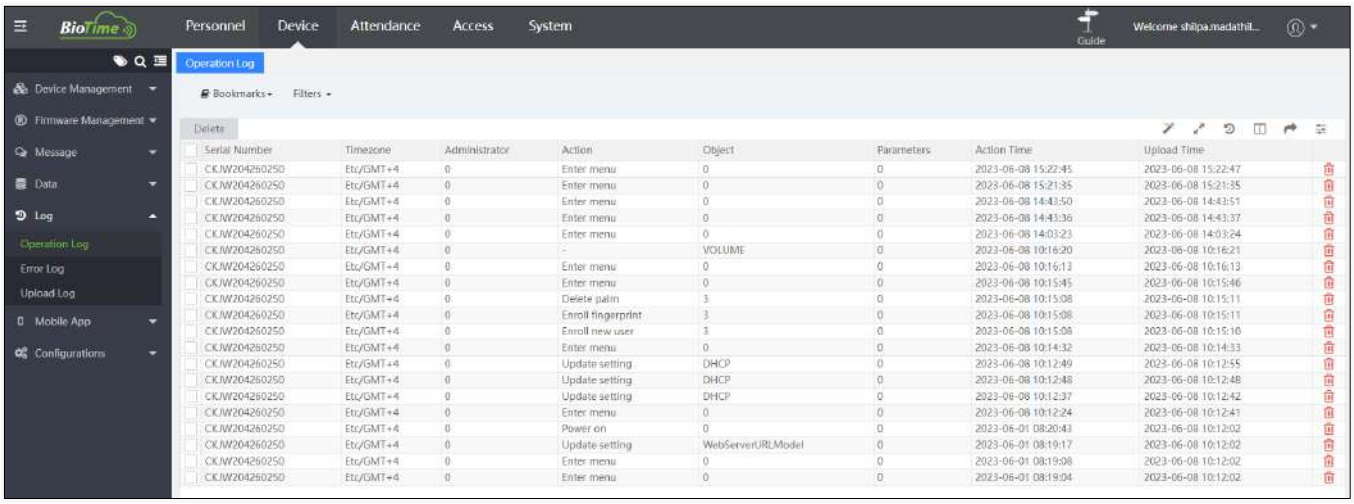
You can import attendance records into the software from a USB device.

1. Click on [Upload USB transaction].

Upload File: Click on [Choose File] and choose the attendance log file to be uploaded. Click on [Confirm] to upload the attendance records to the software.

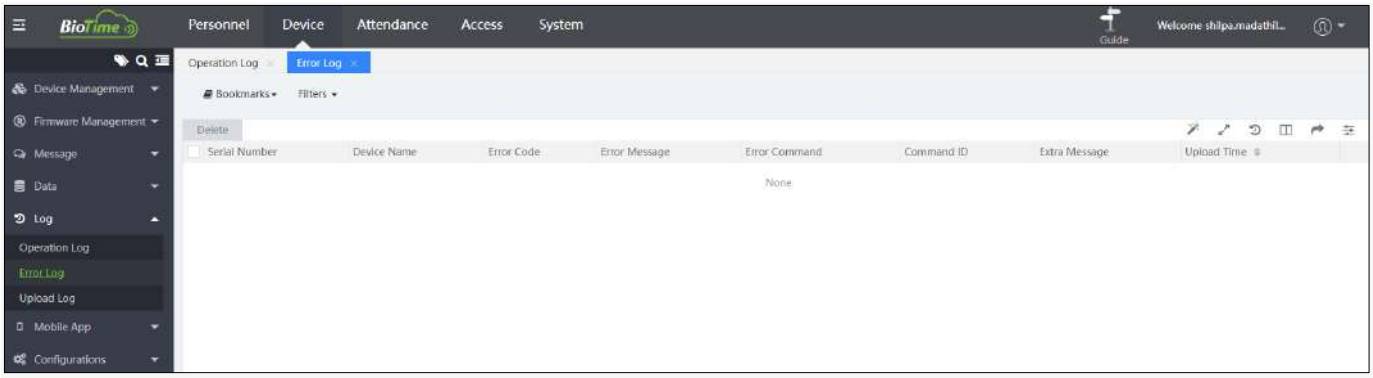
4.7 Logs

Display device operation logs, that is, the actions performed by the administrator with details such as date and time.



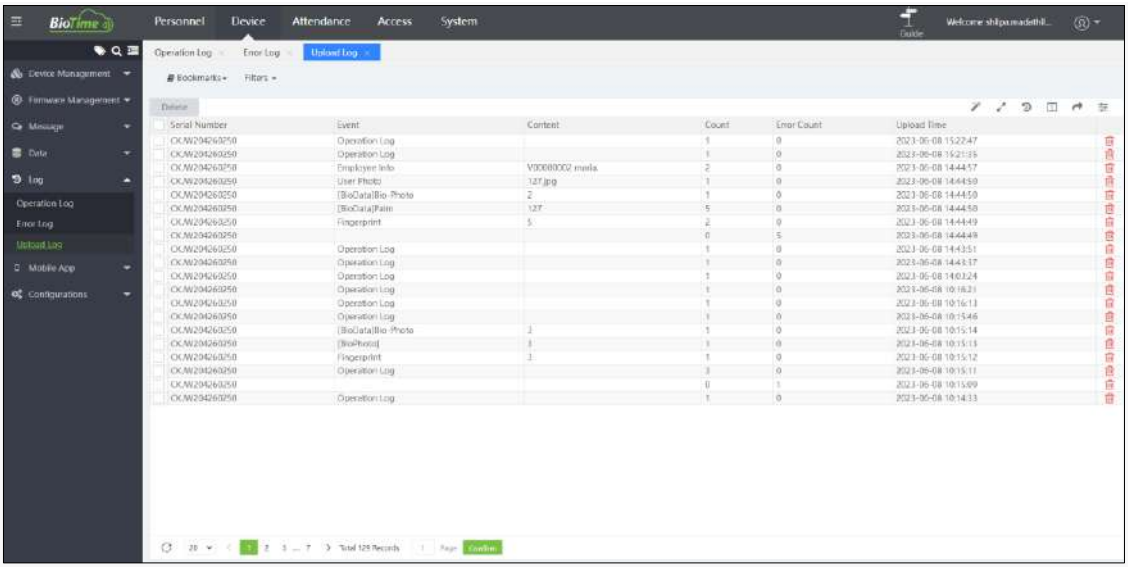
4.8 Error Log

Displays all error logs uploaded from visible light devices.



4.9 Upload Logs

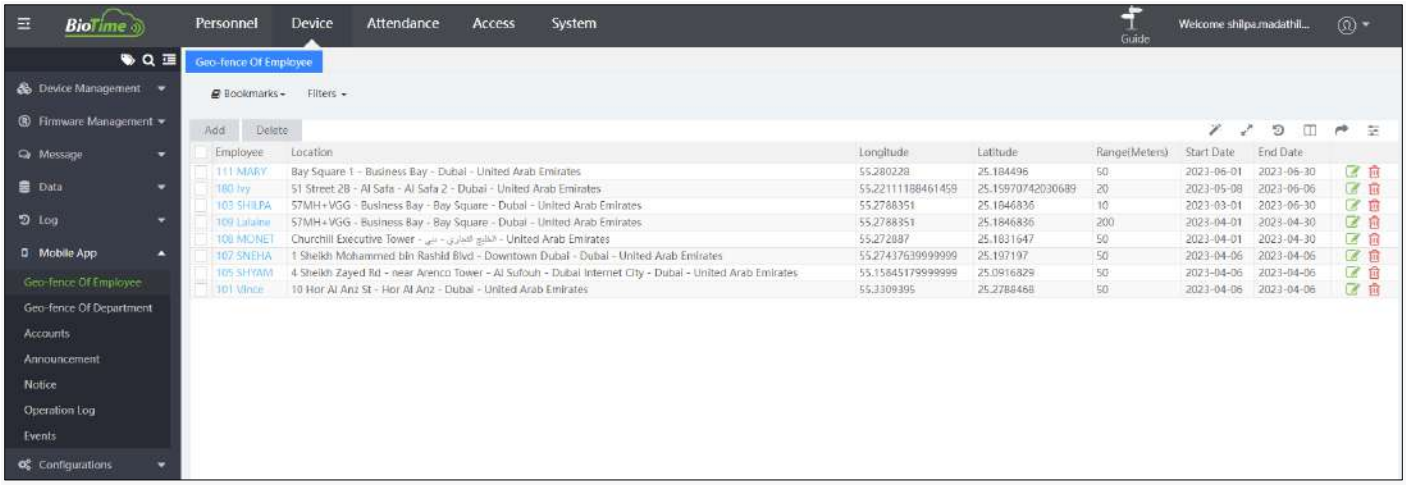
Displays device operation log, the content and number of logs uploaded by the corresponding device at a specific time.



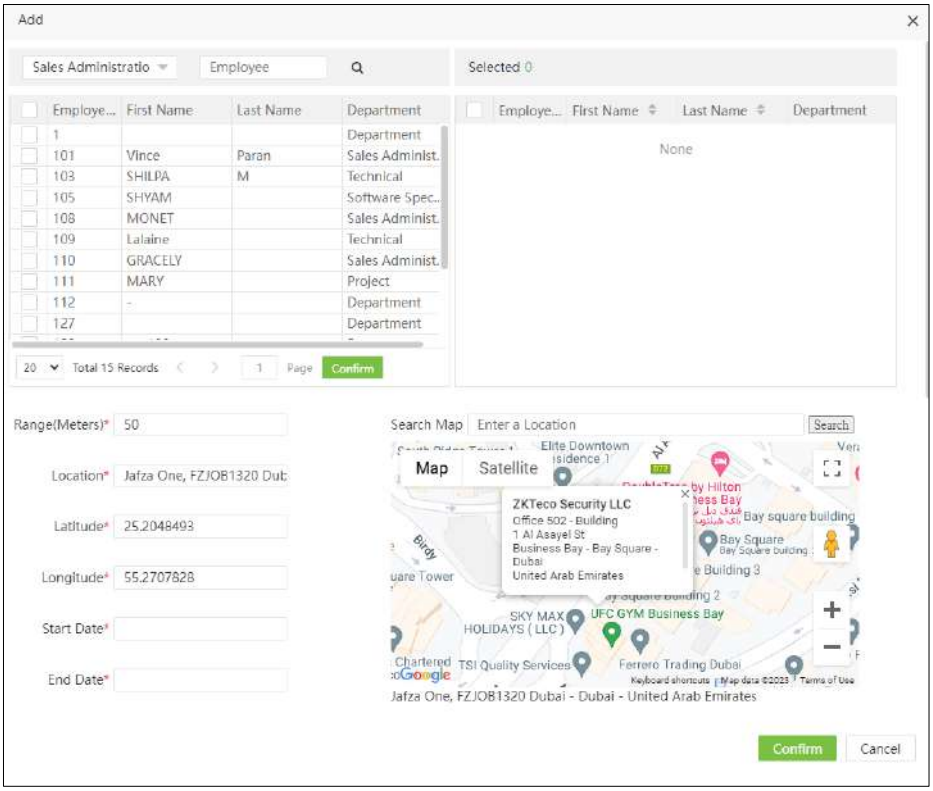
4.10 Mobile Application

4.10.1 Geo-fence Of Employee

You can set the location range for employees while marking attendance in the mobile application.



1. Select [Device] > [Mobile App] > [Geo-fence Of Employee] > [Add].



Enter the details as shown below.

Employee: Select the employee who needs to mark within the specified range.

Range (Meters): Set the range in meters for making the attendance marks from the mobile application.

Location: Enter the name of the location.

Latitude: Set the latitude of the location.

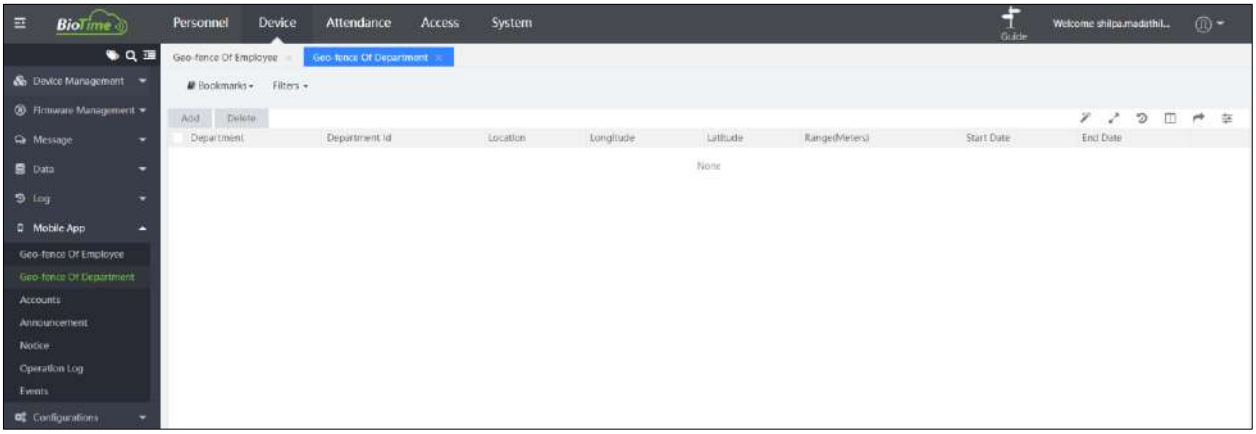
Longitude: Set the longitude of the location.

Start Date/End Date: Set the valid period for this attendance marking.

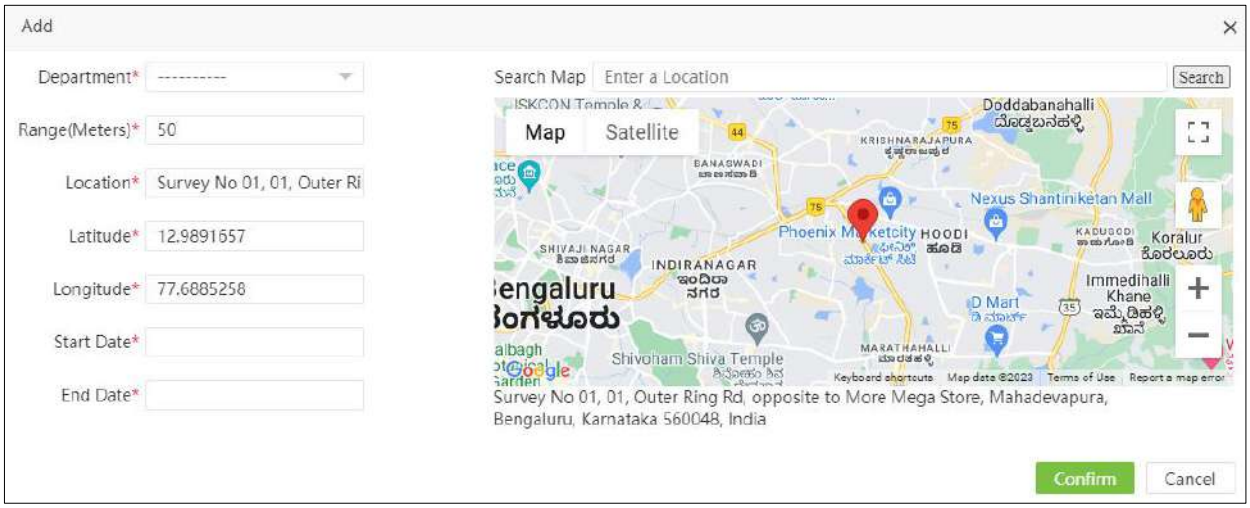
2. Click on [Confirm] to save the details. When the employee marks outside the range in the APPLICATION, the following message will be displayed in the Application:

4.10.2 Geo-fence Of Department

You can set the location range for the department, which means that employees of the specified department must check-in within the range while performing attendance marking in the mobile application.



1. Select [Device] > [Mobile Application] > [Geo-fence Of Department] > [Add].



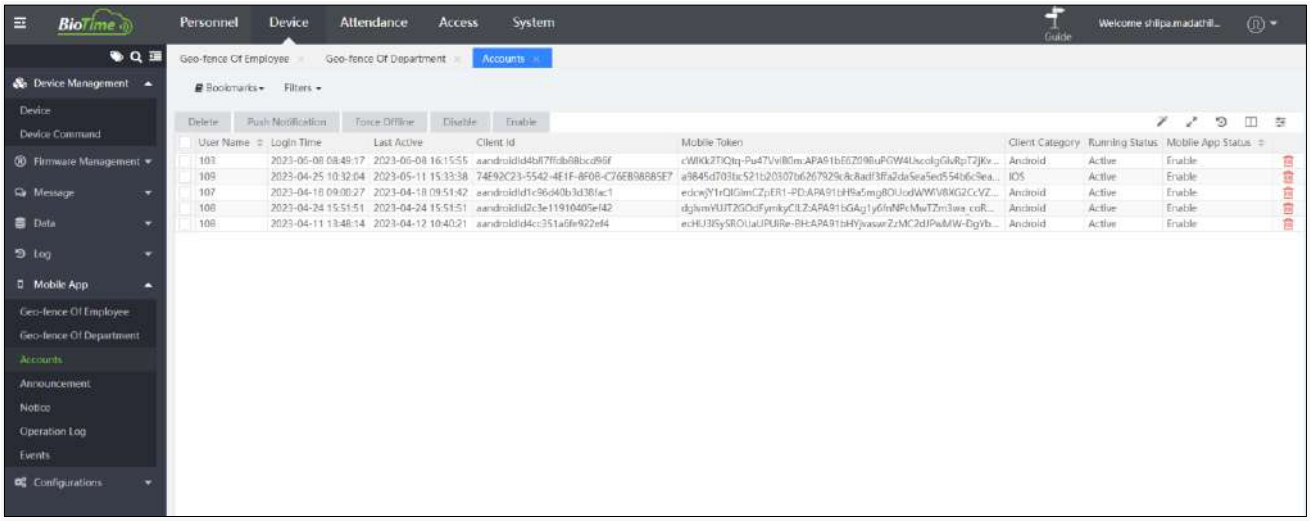
Enter the details as shown below:

Department:	Select a department.
Location:	Enter the name of the location.
Distance:	Set the range in meters to make check-ins from the mobile application.
Longitude:	Set the longitude of the location.
Latitude:	Set the latitude of the location.
Start Date / End Date:	Set the valid period for this attendance check-in.

2. Click [Confirm] to save the details. When the employee dials out of range in the APPLICATION, will display the following message in the APPLICATION

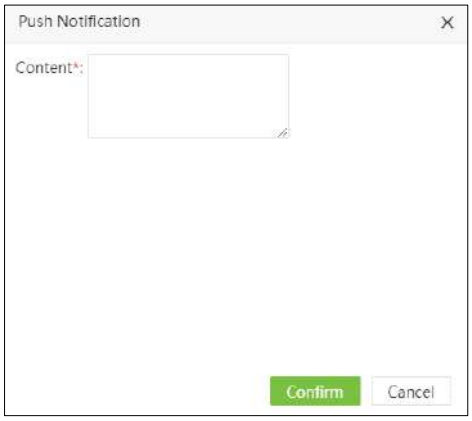
4.10.3 Accounts App

It shows the accounts of the mobile application enabled by the employees. The employee can log in to the application by entering their employee ID and self-management login password. The interface displays the username, login time, last active time, client ID, mobile token, client category, running status (whether the user is online or not), and mobile application status (whether the application is enabled or not).



Push Notification

1. Select [Device] > [Mobile Application] > [Accounts] and select the corresponding APP account. Click on [Push Notification].



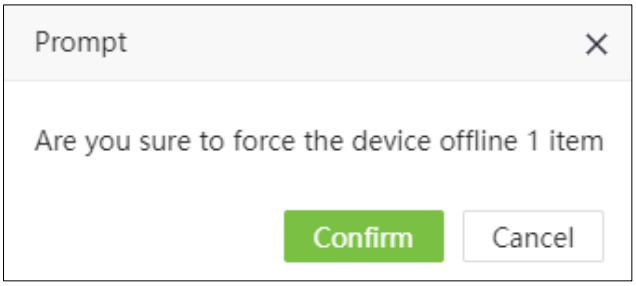
2. Enter the notification content. Click on [Confirm] to send the Push Notification to the selected account.

Note: This feature is only used to test whether the push notification can be successfully displayed on the mobile application or not. The content of the notification will not be displayed on the mobile application.

Force Offline

1. If a user is active on multiple mobile phones, they can use the Force Offline feature to deactivate the other mobile applications.

Select [Device] > [Mobile App] > [Accounts] and select an account. Click [Force Offline].

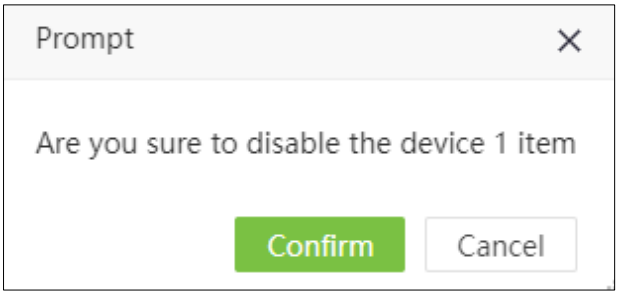


2. Click on [Confirm], to deactivate the mobile application.

Note: Forced offline accounts can still log in with the employee ID and auto login password.

Disable

1. Select [Device] > [Mobile Application] > [Accounts] and select the corresponding account. Click [Disable].

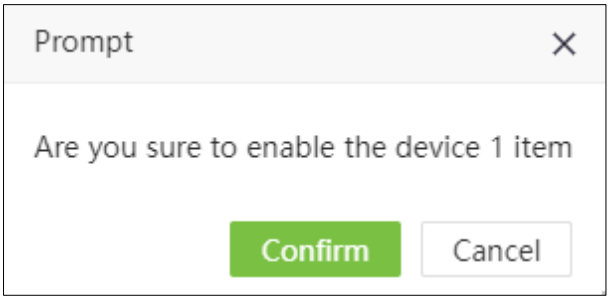


2. Click [Confirm] to disable the account.

Note: You cannot log in to a disabled account unless the account is enabled.

Enable

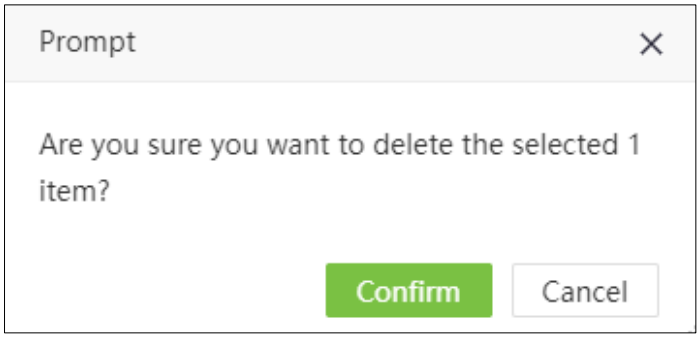
1. Select [Device] > [Mobile Application] > [Account] and select the corresponding account. Click [Enable].



2. Click [Confirm] to enable the account.

Delete Account

1. Select [Device] > [Mobile Application] > [Account] and select the corresponding account. Click [Delete].



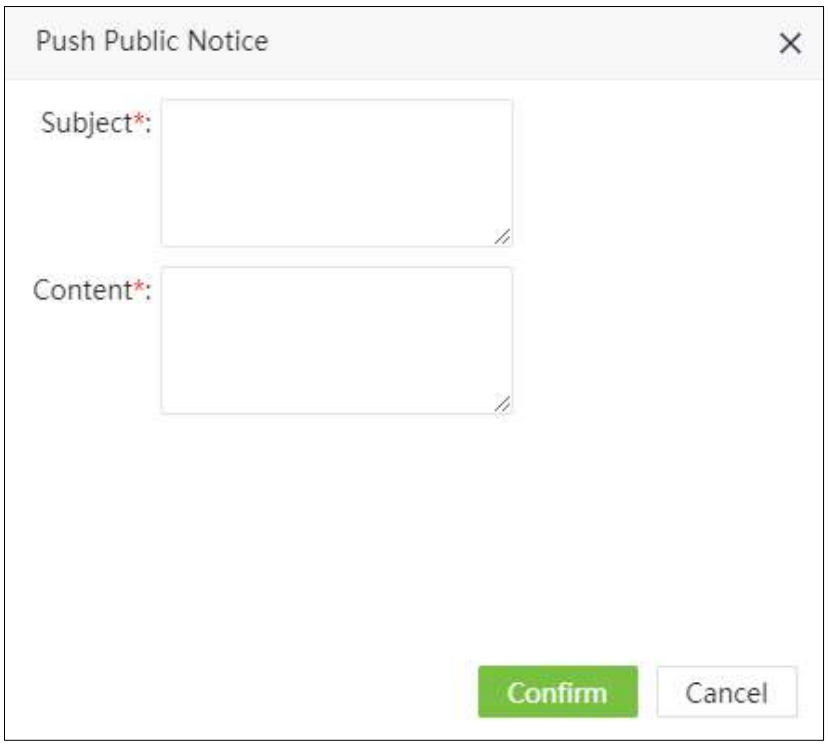
2. Click [Confirm] to delete the account.

4.10.4 Push Notification

The software allows you to send from the platform.

Push Public Notice

1. Select [Device] > [Mobile Application] > [Announcement] > [Push Public Notice].



Enter the details as shown below:

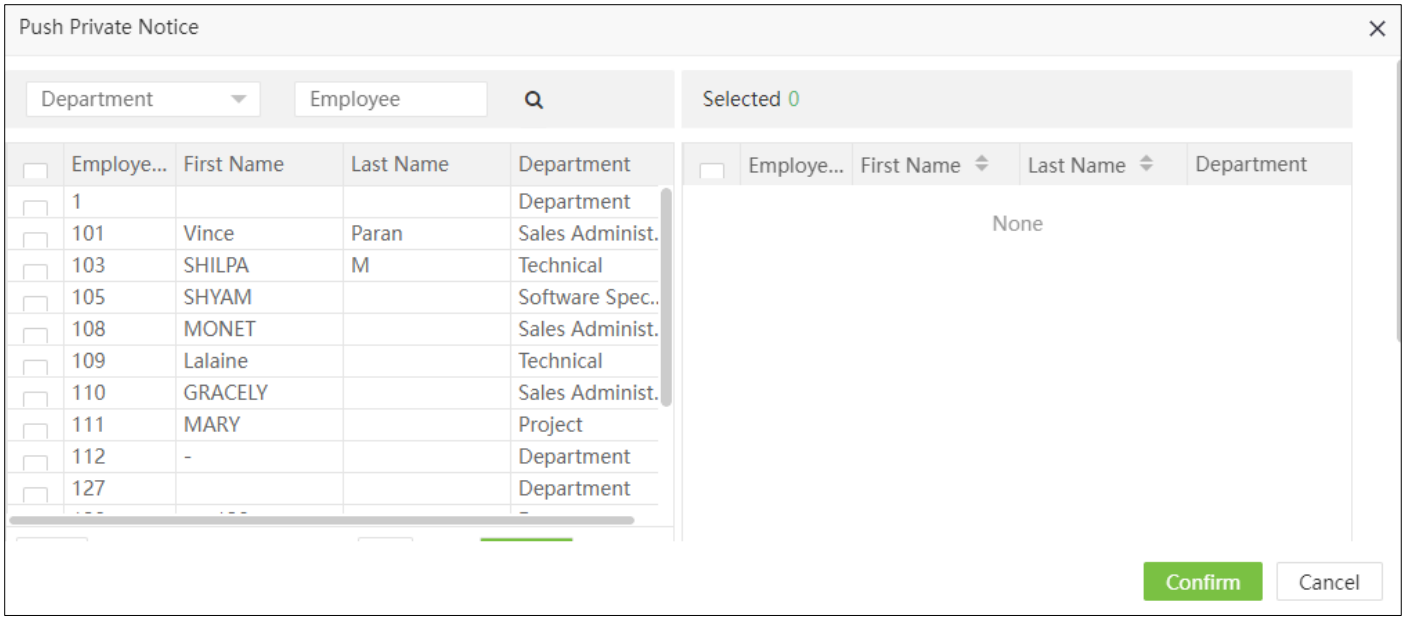
Subject: Enter the title of the notification.

Content: Enter the description of the message.

2. After entering the details, click [Confirm] to send the push notification to all mobile application users.

Private Notice

1. Select [Device] > [Mobile Application] > [Announcement] > [Push Private Notice].

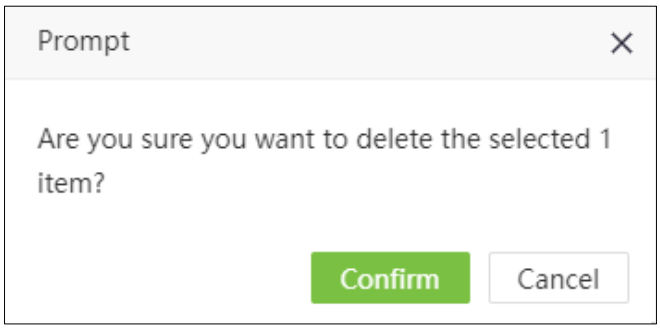


2. In the employee list, select employees in batches (you can filter by Department, Name and Employee ID).

Enter the subject and content of the notification and click [Confirm]. The notification will be sent to the corresponding mobile client.

Delete Announcement

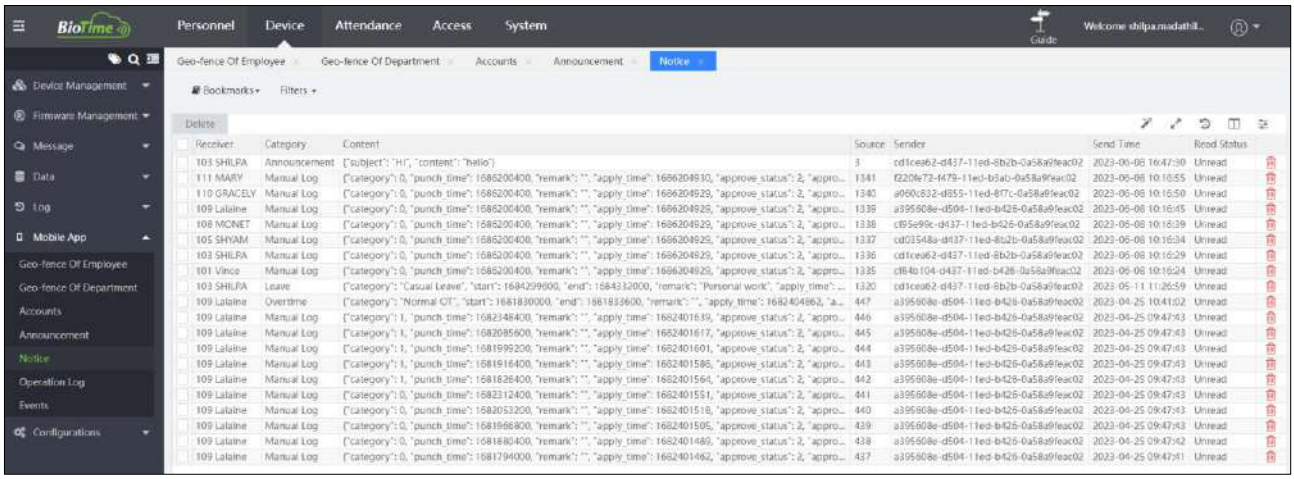
1. Select [Device] > [Mobile Application] > [Announcement] and select the ad you want to delete. Then click on [Delete] or on the icon in the announcement list.



2. Click [Confirm] to delete the selected advertisement.

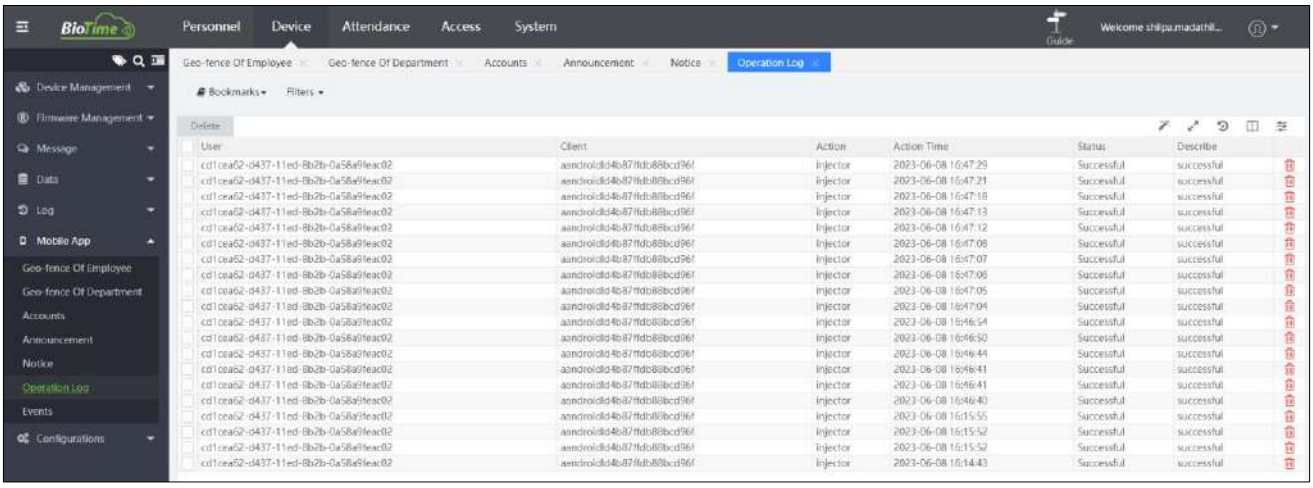
4.10.5 Notice

Displays all announcements sent to the APPLICATION (Approvals, Leave, Overtime, Manual Logging) and reminder messages.

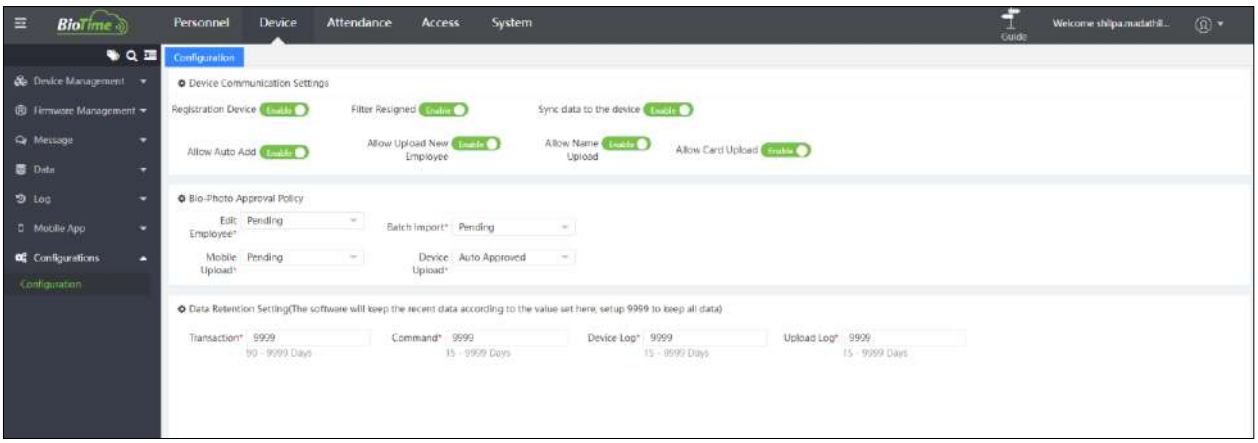


4.10.6 Operation Log

Displays the operation logs of all clients of the application.



4.11 Configuration



Communication Configuration

1. Logging device: set whether the device functions as a logging device or not.
2. Resignation filter: set whether to filter resigned employees or not.
3. Add automatically: set whether to allow adding a device automatically or not.
4. Allow name upload: set whether employee names are allowed to be uploaded from the device.
5. Allow card upload: Set whether to allow uploading the employee's card number from the device.

Bio-Photo Approval Policy

Set the Bio-Photo approval policy. It can be either [Pending] or [Automatically approved]. If it is set to [Pending], the administrator must approve the Bio-Photo.

Data Retention Settings

Set retention days for data including transactions, command, device log and load log.

5. Attendance Management

This module allows you to manage all the advanced parameters of attendance and pre-payroll calculation, manage work shifts, settlement periods and calculation of payroll news. Management of all attendance and pre-payroll reports.

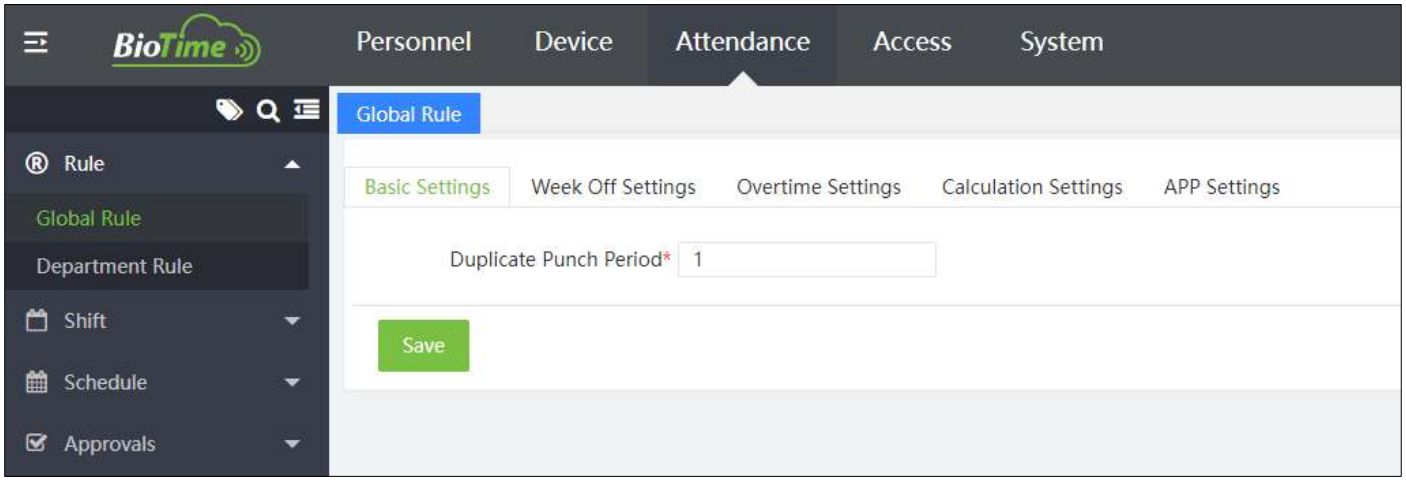
5.1 Advanced Attendance Parameters

Since the attendance system may vary from company to company, it is necessary to manually configure the attendance parameters to ensure the accuracy of the final attendance calculation and pre-payroll.

5.1.1 Global Rule

1. Global rule applies to all departments. All general attendance parameters can be configured here.

Basic settings



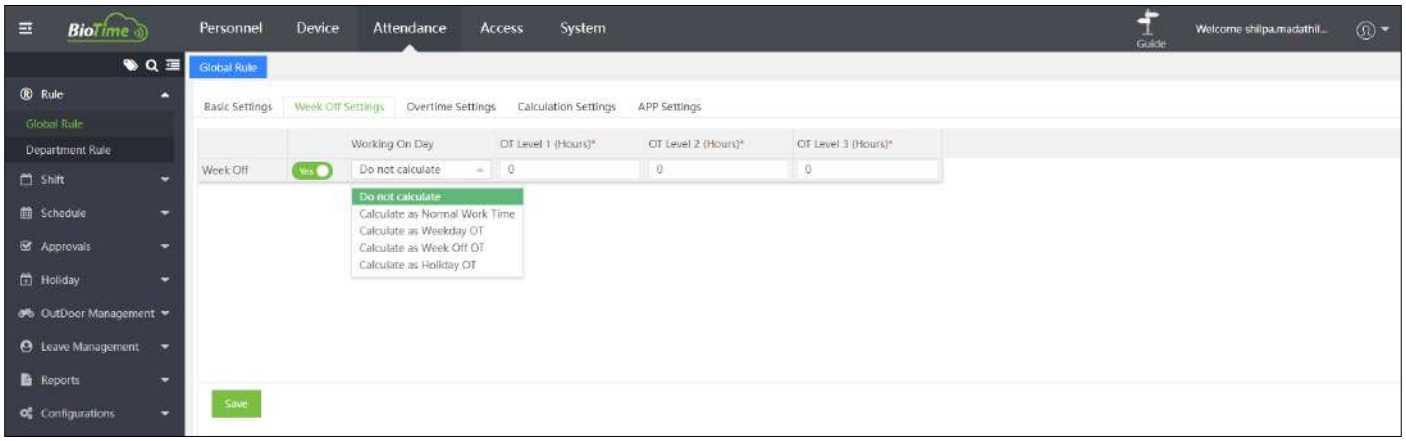
Duplicate Punch Period: Set the interval (in minutes) for duplicate dialing. If set to 1 minute and the user tries to dial several times in one minute, the system will only accept the first dial.

Week Off Adjustments

Note: This setting will affect globally, i.e. it applies to all employees.

Attendance > *Rule* > *Global Rule* > Week Off Settings.

Here you configure whether the weekend or rest day is to be calculated as a normal working day, day off, vacation day, overtime, etc.



Work On Day (The rule applies to set up days off during the week).

<u>The platform has 5 options. The administrator can configure them according to his needs.</u>

1. Do not calculate: If the attendance should not be calculated when it is due to a day off, then the user can select this. Therefore the attendance will not be calculated.

2. Calculate as Normal Work Time: If the user wants to calculate the hours worked on a day off, the administrator can select this option. Then the system will consider the attendance as normal working time and calculate it to add those hours to the report.

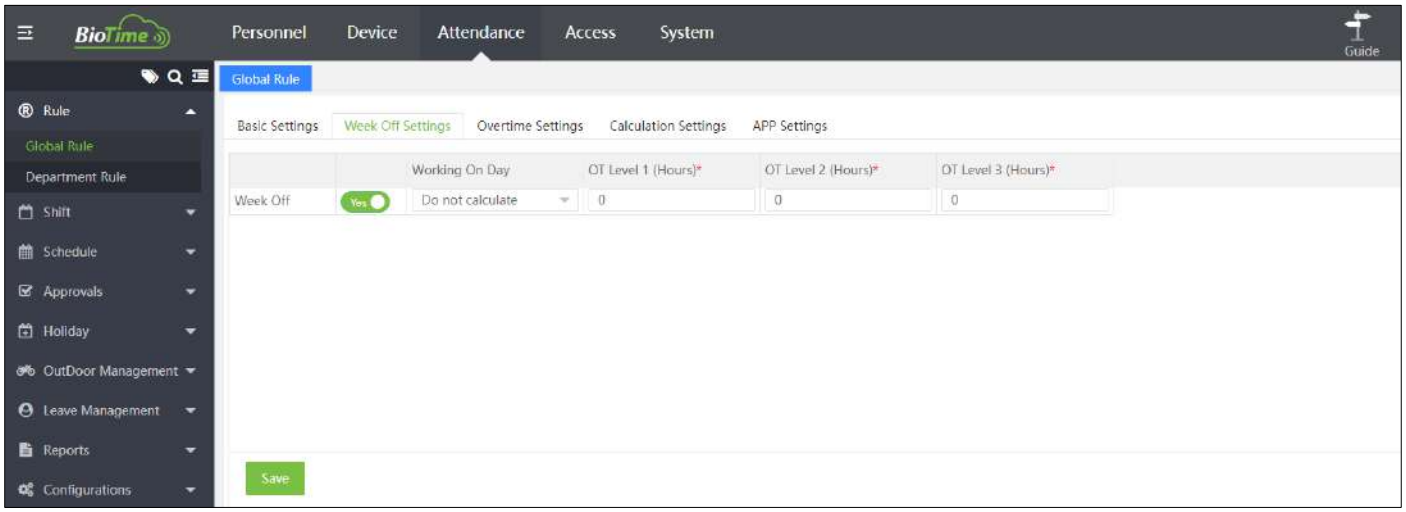
3. Calculate as Weekday OT: Even if the employee works on a weekend, the system will consider the entry hours as a normal weekday. And this will be added to the overtime.

4. Calculate as Weekly Off OT: The system will consider the attendance hours of the week and add them to the overtime.

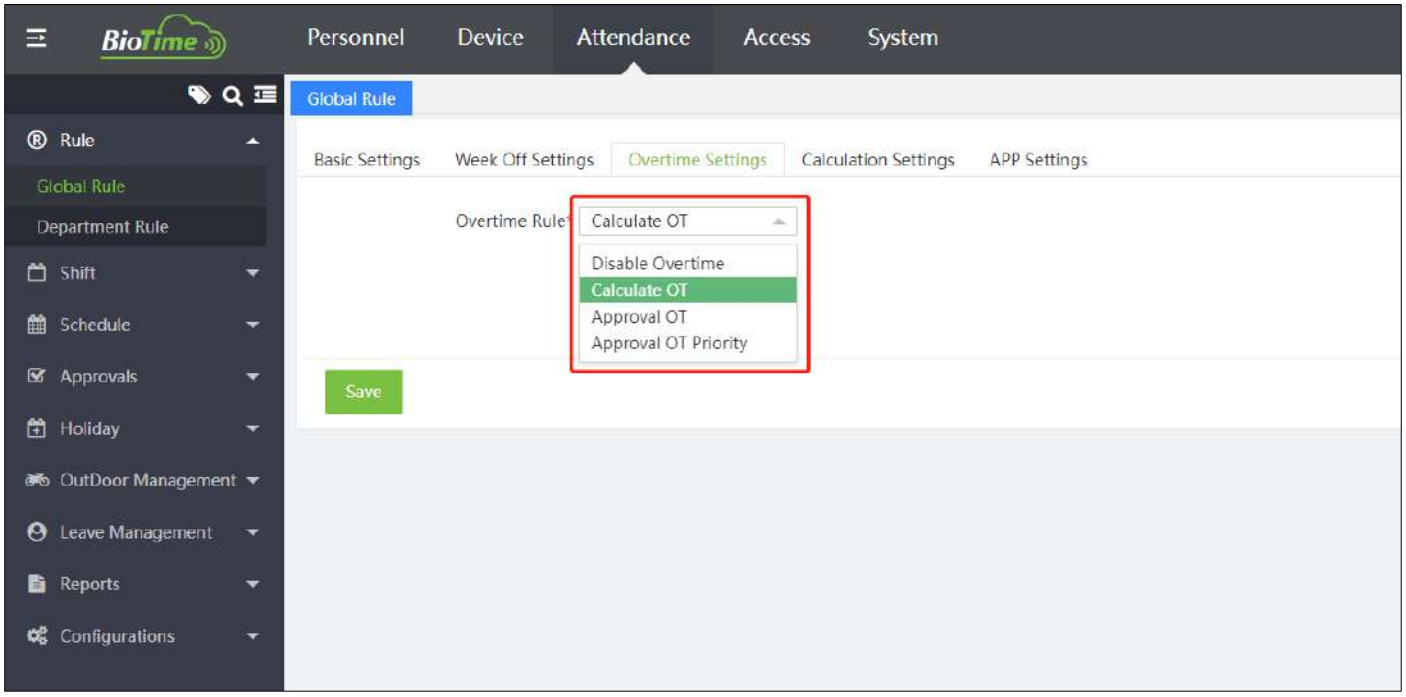
5. Calculate as Holiday OT: The system will consider the entry hours as holiday overtime.

Overtime Levels

There are 3 types of overtime levels available. In overtime levels 1, 2 and 3, we can set any numerical value considering the duration in hours of overtime.



Overtime Settings



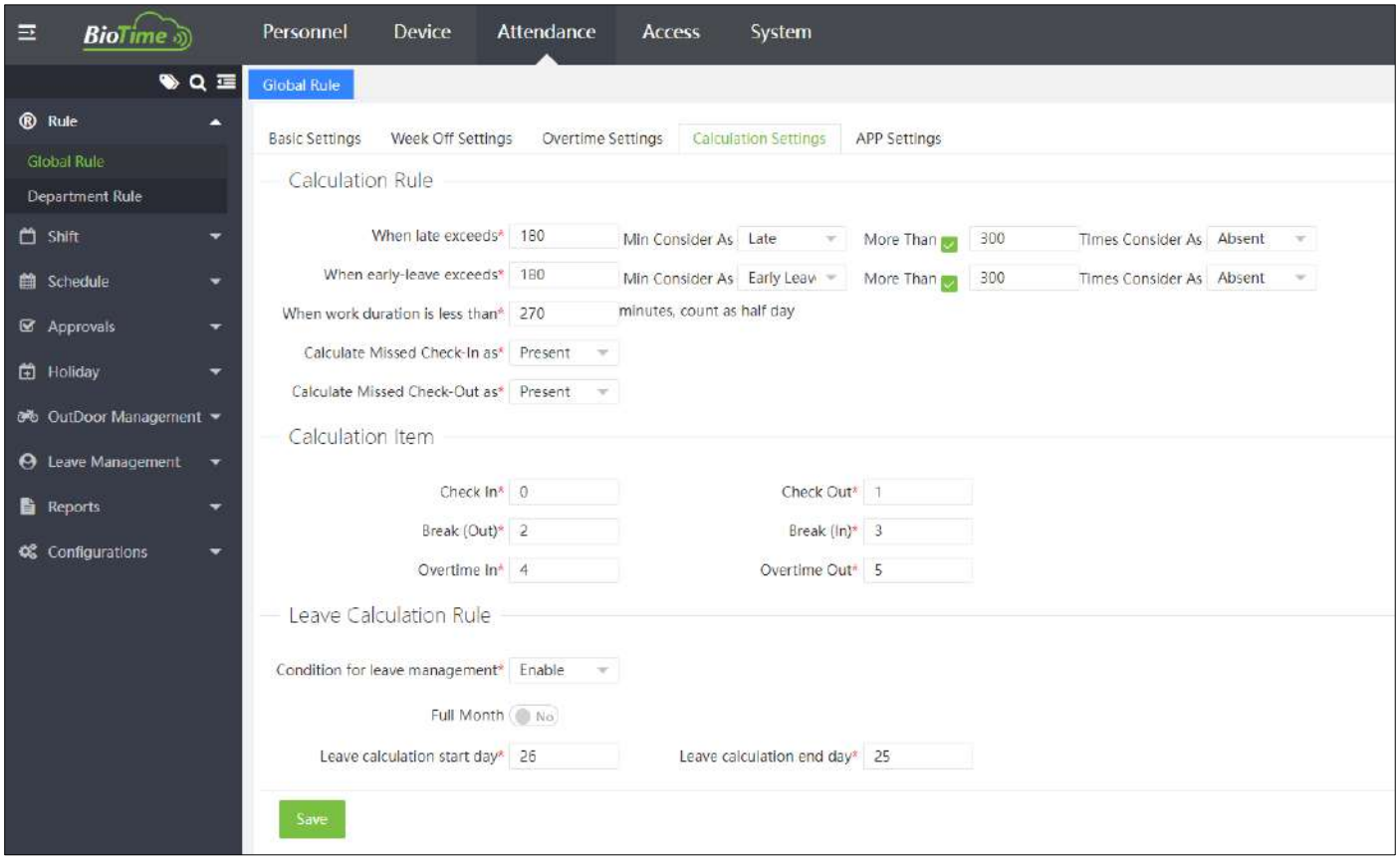
Disable overtime: can be configured to disable and ignore overtime counting.

Calculate OT: calculates overtime based on attendance record time (time worked).

Approval OT: calculates overtime based on the amount of overtime after working time.

Approval OT Priority: calculates overtime preferentially in the overtime application.

Calculation Settings



Calculation Rule

The clock-in and clock-out settings are valid only when the clock-in and clock-out dials are enabled in the shift schedule settings.

When late exceeds: Configure from how many minutes after your scheduled shift, the system should report as late arrival in the attendance reports.

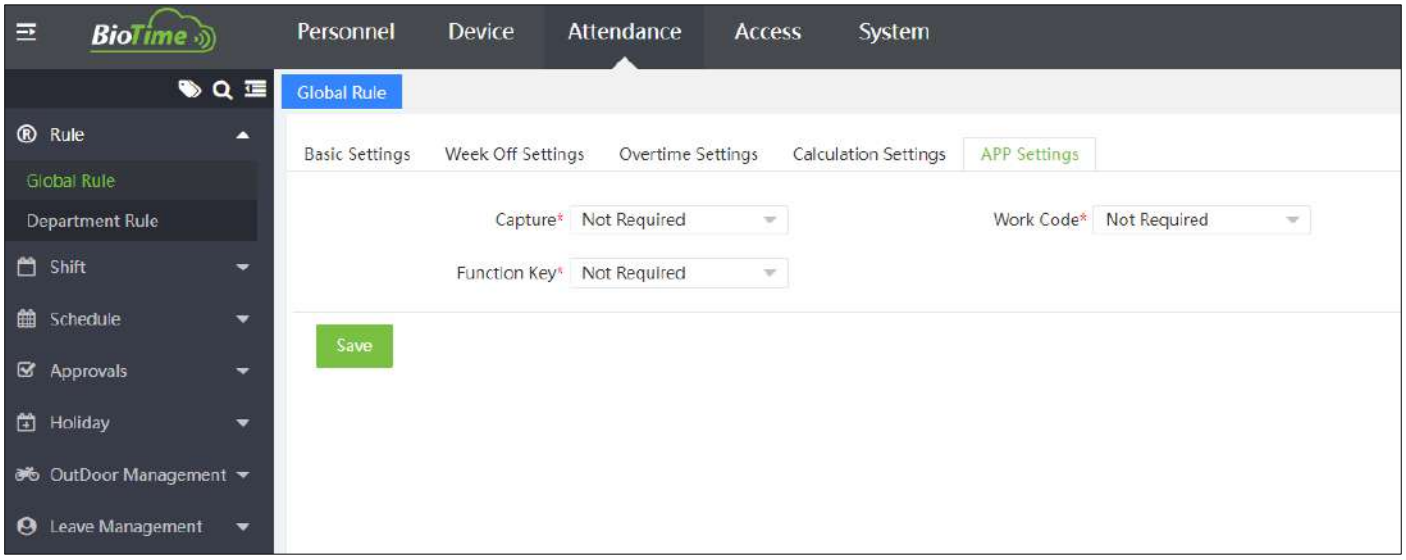
When early-leave exceeds: Set from how many before the end of the scheduled shift, the system should report as early dismissal in the attendance reports.

Calculation Item

You can set the values corresponding to the attendance status.

Note: License calculation rule *not available for UAE.

APP Settings



Capture: Select if the attendance photos from the APP are required or not.

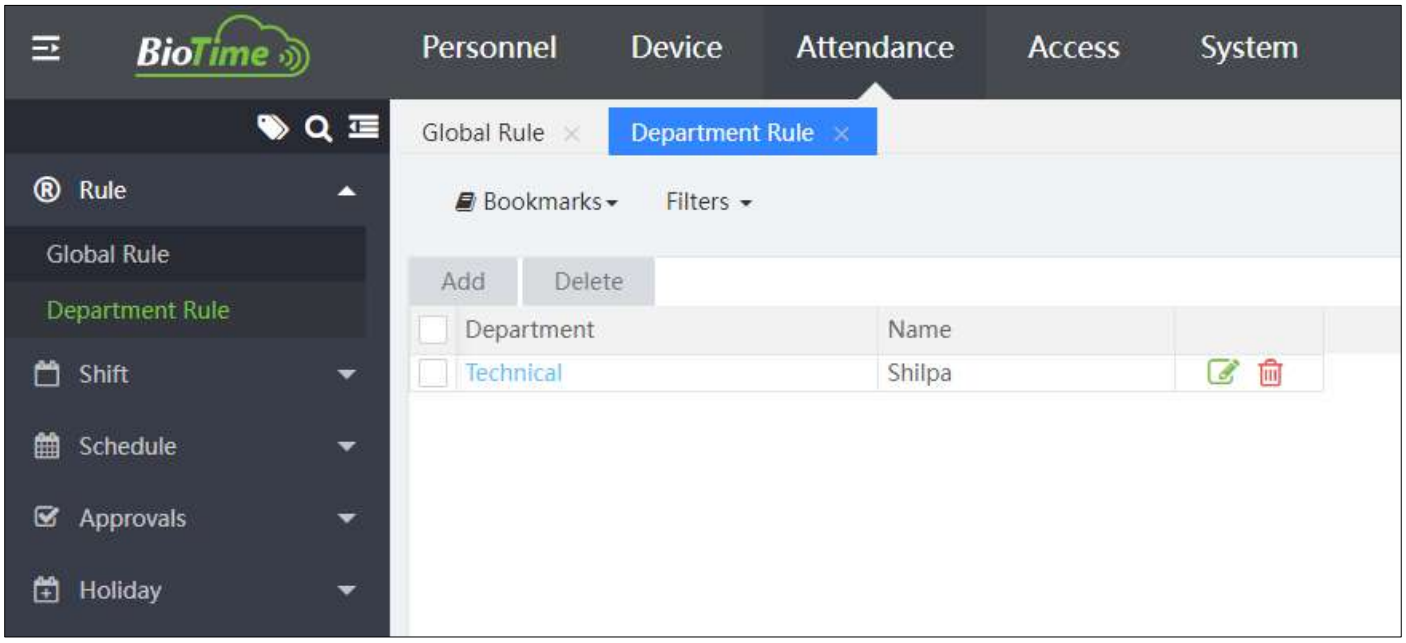
Work code: Select whether the work code is required from the APP.

Function Key: Select whether the type of dialling from the APP is required.

Click [Save] to save the details.

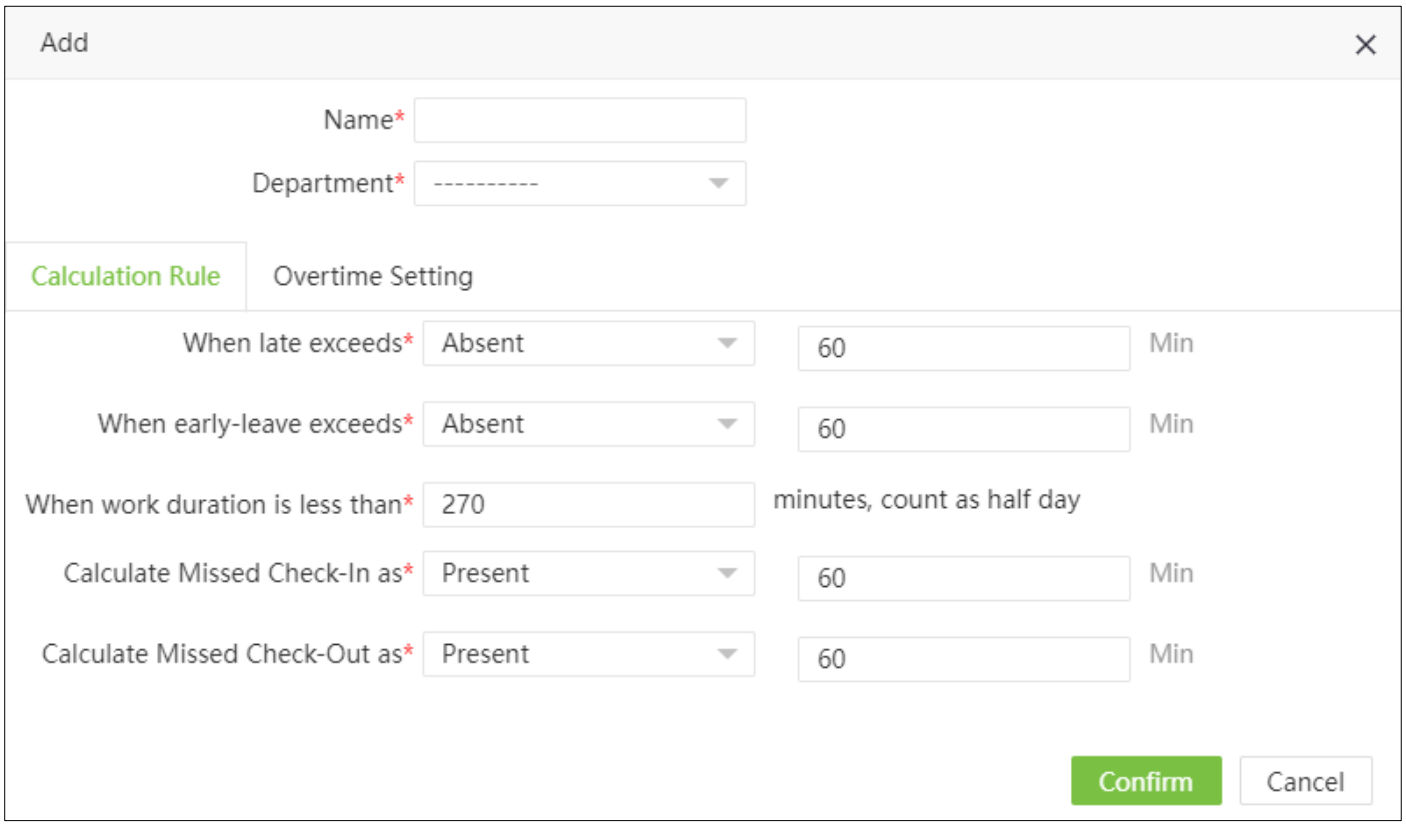
5.1.2. Department rule.

You can add rules for individual departments.



Add New Department Rule

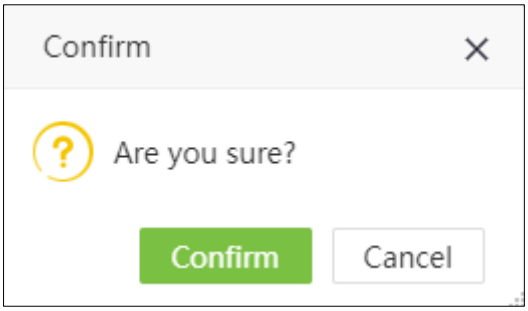
Select [Assistance] > [Rule] > [Department Rule] > [Add] to add rules for departments.



For basic settings, unscheduled days rule, overtime rule, calculation settings and attendance alert settings, see global rule settings.

Remove Department Rule

Select the Department and click [Delete] or click on the same row of the Department rule you want to delete



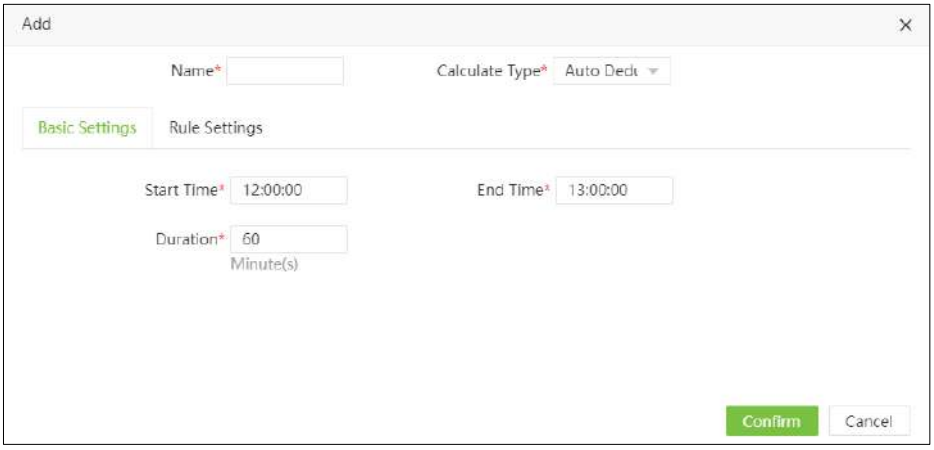
Click [Confirm] to remove the rule from the department.

5.2 Break Time

When setting up the shift schedule, the break time can be selected. More than one break time can be added to a shift schedule.

5.2.1. Add a Break Time

1. Select [Attendance] > [Shifts] > [Break Time] > [Add] to add a break time.



Enter the details as shown below:

Name: Enter the name of the break time with a maximum of 50 characters.

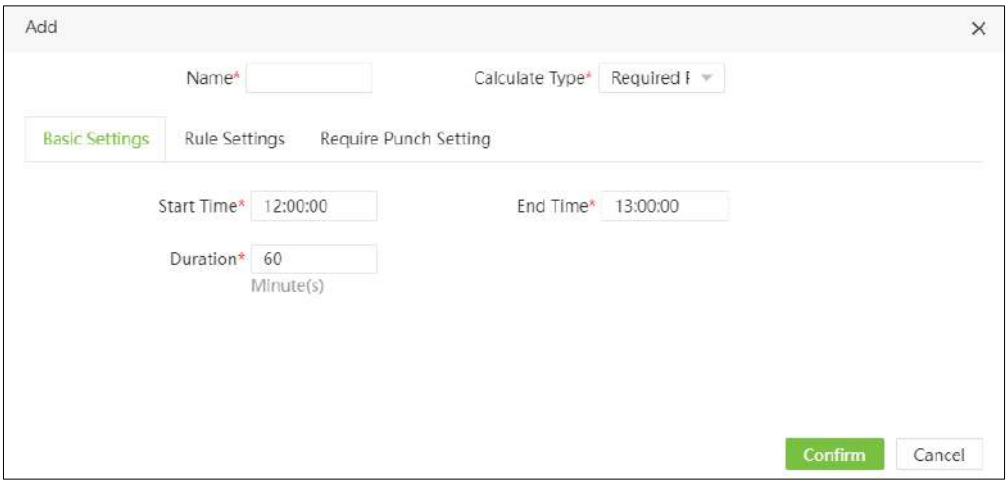
Calculate Type: The types of calculation for time off are shown below:

• **Auto Deduct**: Whether the user checks or unchecks, the break time will be the break allowed in the attendance calculation.

• **Required Punch**: You must check in during break time. When personnel do not check in, the start/end time will be taken as the start/end time of the break time in the calculation of the attendance schedule.

For example: If the time interval for marking attendance during halftime is from 12:00 to 14:00, the halftime is allowed to be 60 min. If A does not score at halftime and B scores at 13:00, then A's halftime is 120 minutes and B's halftime is 60 minutes.

2. When the Type of Calculation is Compulsory Checking, early return and late return should be considered as shown in the following figure:



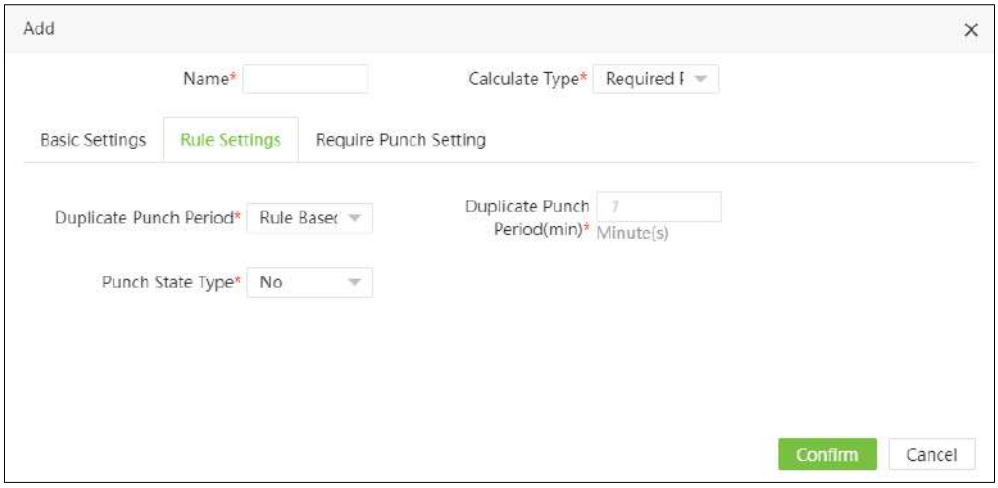
(a) Basic Settings

Start time: set the start time of the rest time.

End time: set the end time of the break time. When the records are out of range, then they are invalid.

Duration: The time allotted for the break.

(b) Rule Settings

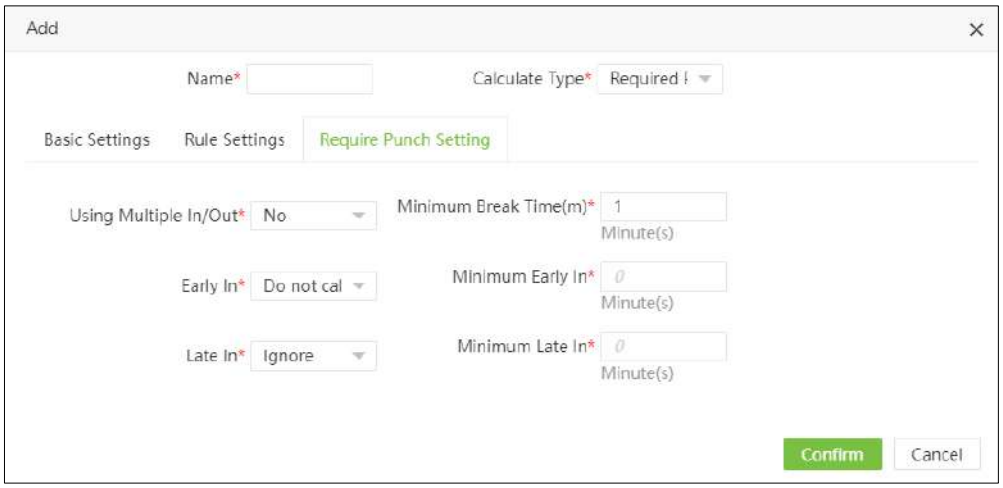


Duplicate Punch Period: the marking time interval can be set as "Rule-based" or "User-defined". When users customize it, they must set the Effective Interval.

Duplicate Punch Period(min): set the period between duplicate records.

Punch State Type: Select whether to use the function key or not. When "Yes" is selected, the attendance will be calculated according to the registration status. When "No" is selected, the attendance status will be corrected automatically while calculating the attendance.

(c) Require Punch Setting



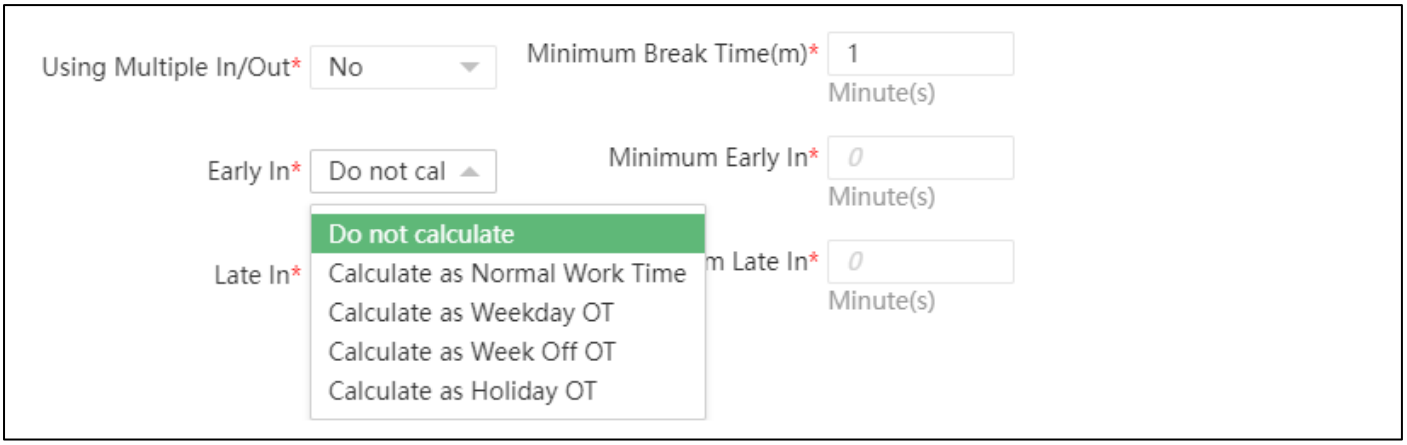
Using Multiple In/Out: Multiple in/out function. When Multiple Entry/Exit is selected as Yes, users can exit and enter multiple times.

In the attendance calculation, the time between the records of each period is taken as the time of attendance in that period.

In the detailed attendance report, the first record of the break will be taken as the beginning and the last record will be taken as the end of the break.

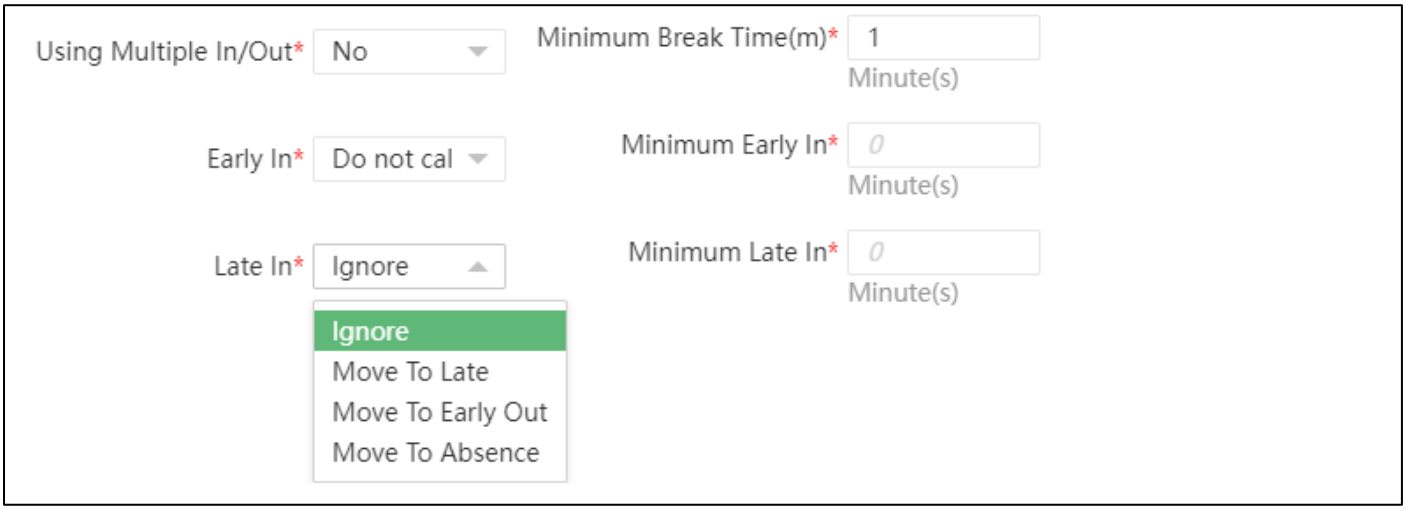
Minimum Break Time (m): sets the minimum rest time in minutes.

Early In: select whether to calculate the early entry time or not.



While enabled, users can set the minimum early entry time to assign to the pay code what type of overtime it is.

Late In: select whether to calculate the delay or not.



While enabled, users can set the minimum delay log time to assign to delay log, early out log and absence.

5.2.2 Edit Break Time

- Click on the break time or in the same row as the break time you want to edit.
- After the modifications, click [Confirm] to save the details.

5.2.3 Delete Break Time

- Select the corresponding break time, click [Delete] at the top left of the list of break times or click in the same row as the break time to be deleted.
- Click [Confirm] to delete the timeout.

5.3 Timetable

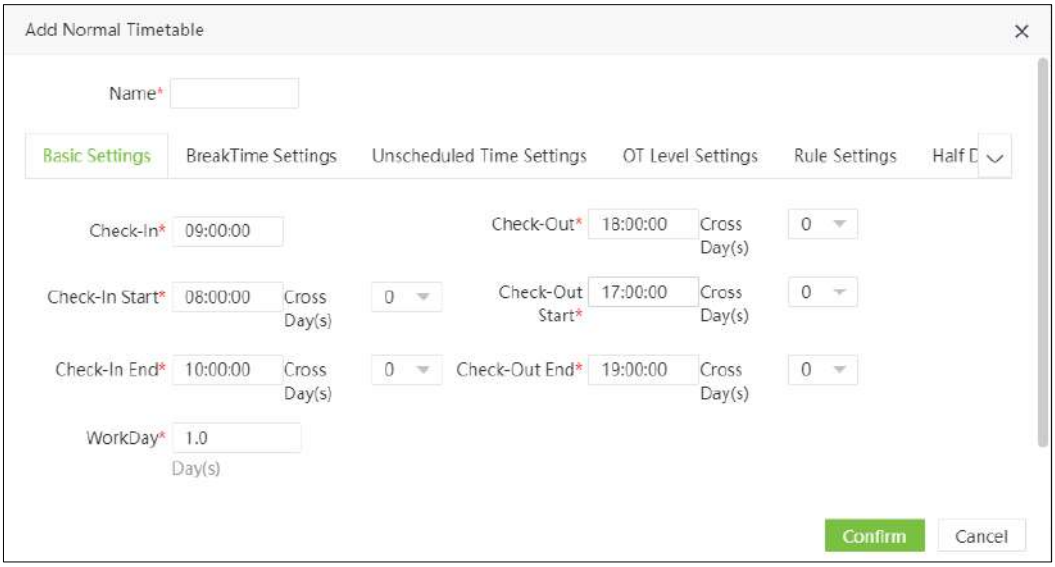
Set the time periods that are used during attendance calculation and to set various attendance parameters. The time period is the minimum unit in the attendance time settings. For example, these settings include the start/end time of work, the allowed duration of late arrival/early departure, whether clocking in/out is mandatory, the time period allowed for clocking in/out, break time, and overtime.

Before scheduling the shift, you must set up all shift schedules that are likely to be used. Otherwise, the shift is considered invalid.

5.3.1 Add a Normal Timetable

Add a new normal schedule

Select [Attendance] > [Shift] > [Timetable > [Add Normal Timetable] to add a regular schedule.



Set the parameters as shown below:

1. Basic settings

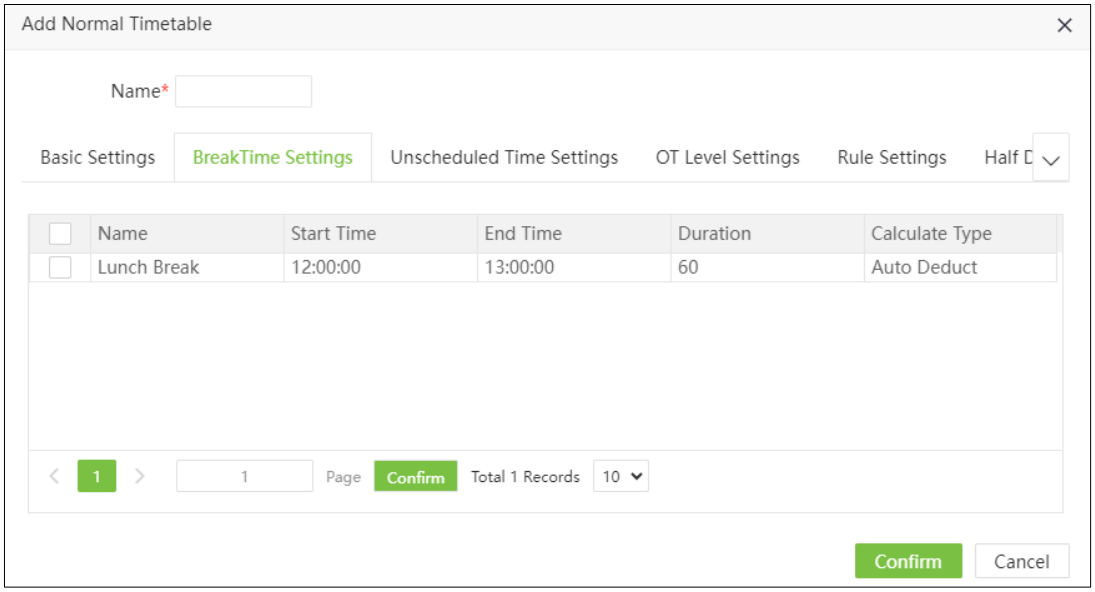
Name: Enter the name of the schedule up to 50 characters.

Check-In/Out, Check-In start/end, Check-Out start/end: Enter the valid range for entry and exit. Entry or exit entries outside this time range are no longer valid. Set the cross days to a maximum of 3 days.

In and Out: Set the entry time and exit time. Set the day breaks to a maximum of 3 days.

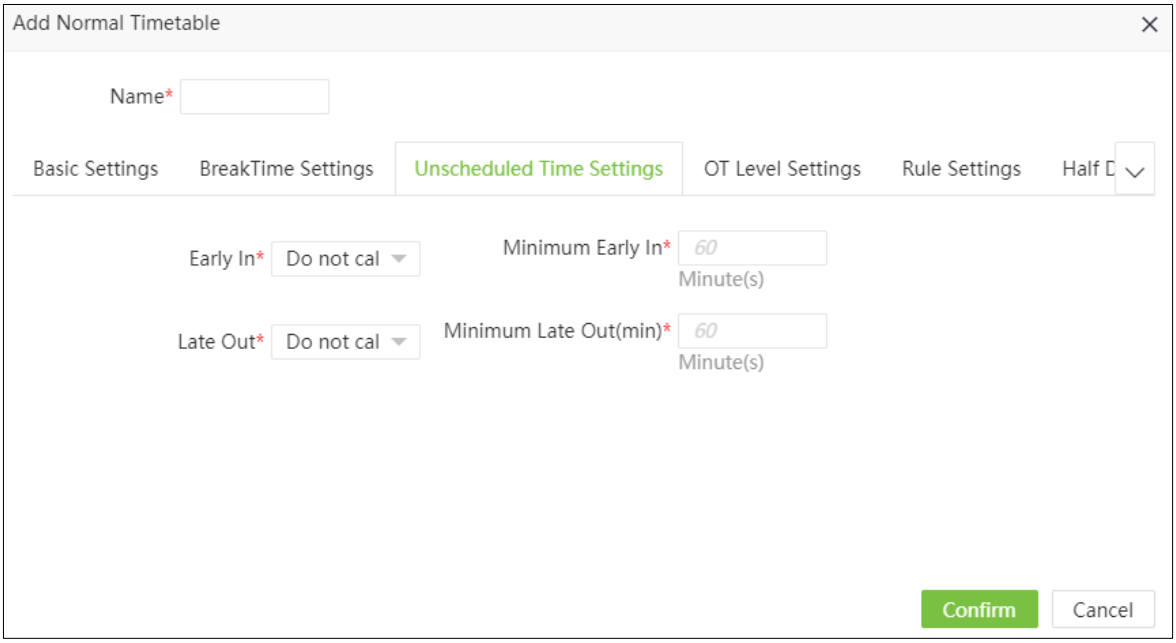
WorkDay: Refers to how many working days will be assigned for each shift. If the value is set, the workday will be calculated according to the current value. Otherwise, the working day will be calculated according to the attendance rules setting.

2. BreakTime Settings



Break Time: Add a break time to the schedule. Multiple break times can be added within a schedule, but the break time must be within the programmed time range (See 5.2 Break).

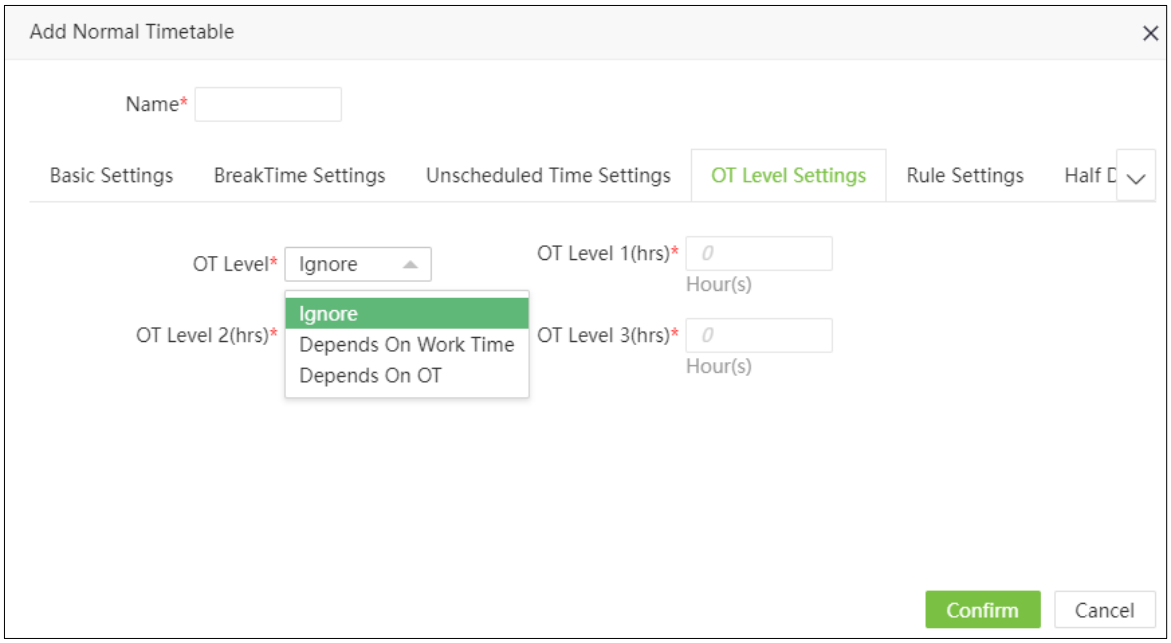
3. Unscheduled Time Settings



Early Entry: Used to calculate the early entry time. If enabled, users can assign the early entry time to the corresponding payment code when setting the minimum early entry time. If enabled, the minimum early entry time will also be assigned to the corresponding payment code, otherwise it will not be assigned.

Late Out: Used to calculate the after-hours departure time. If enabled, users can assign the overtime to the corresponding pay code by setting the minimum time in minutes. If [minimum late departure] is enabled, the minimum overtime time will also be assigned to the corresponding pay code; otherwise, it will not be assigned.

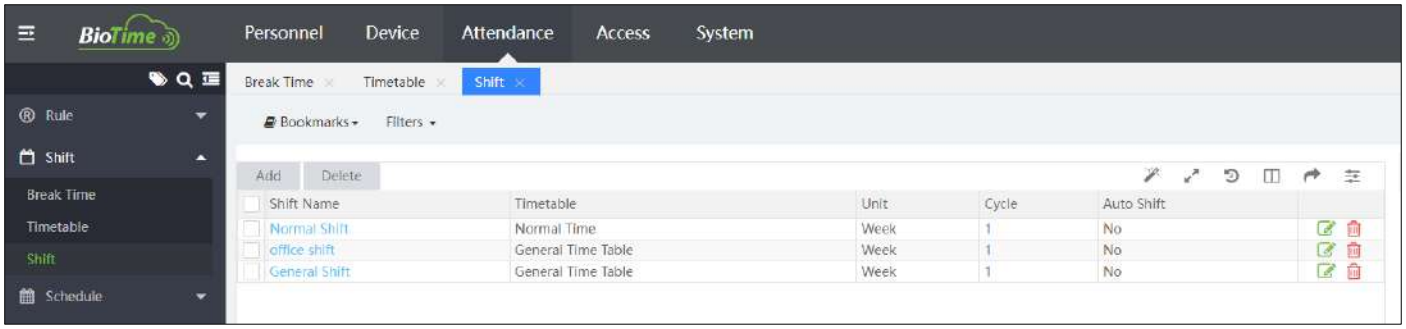
4. Overtime Level Settings



OT Level: set the Overtime level rule.
Ignore: The extra time will not be calculated for the corresponding level.
Depends On Work Time: calculates the overtime of the corresponding OT level based on the working time.
Depends On OT: calculates the overtime of the corresponding Overtime level according to the overtime calculation or approval.
OT Level 1, 2 and 3: Configure Overtime levels 1, 2 and 3 for different overtime durations (calculation or approval over time).

5.3.2 Add Flexible Timetable

Select [Attendance] > [Shift] > [Add Flexible Timetable]



Establish the settlement period per shift and the attendance schedules, assign the minutes of rest for each schedule and the working days assigned for work.

Note: It is extremely important to establish all the shifts and settings in each one of them, the pre-payroll calculation is mainly based on the rules defined in each shift.

5.3.3 Edit a Timetable

1. Click the Timetable Name or in the same row of the timetable to be edited.
2. Click **[Confirm]** after making the necessary modifications.

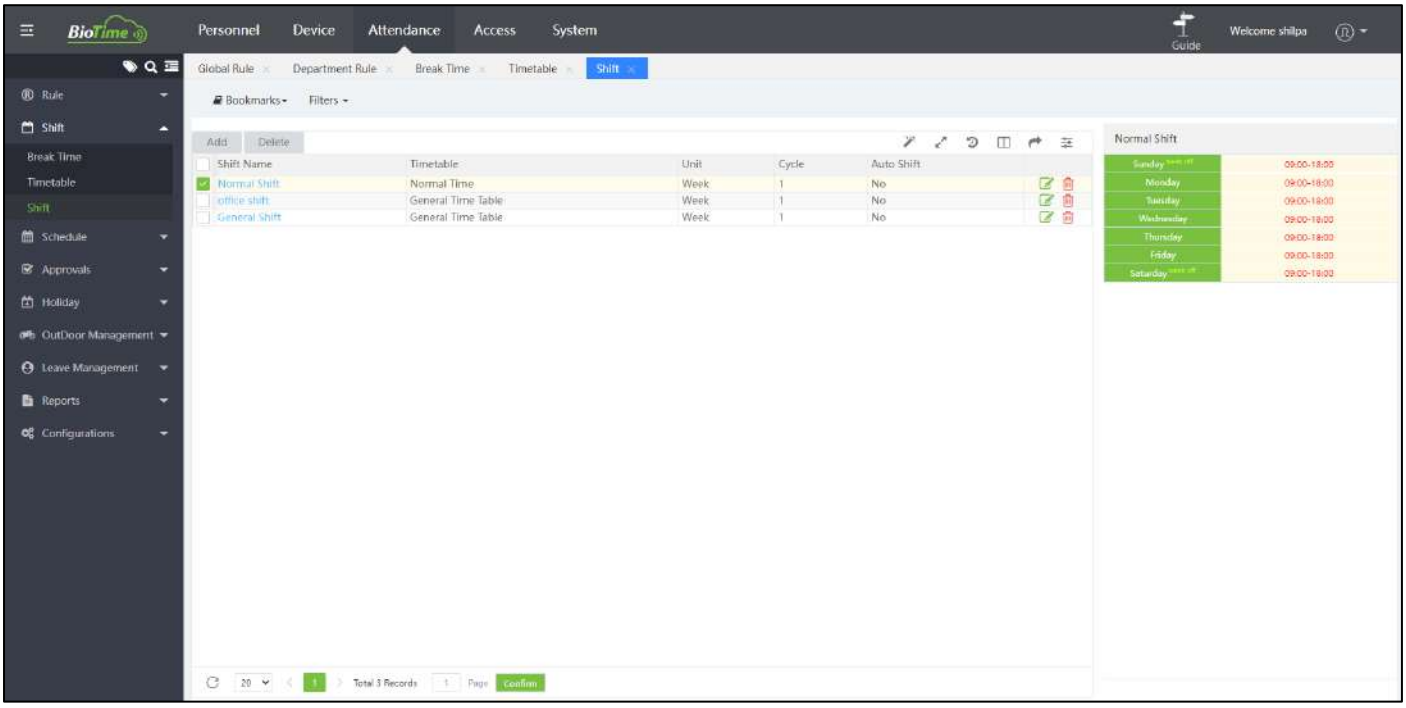
5.3.4. Delete a Timetable

1. Select the timetable, click [Delete] on the upper left of the timetable list or click the in the same row of the timetable to be deleted.
2. Click **[Confirm]** to delete the timetable.

5.4 Shift

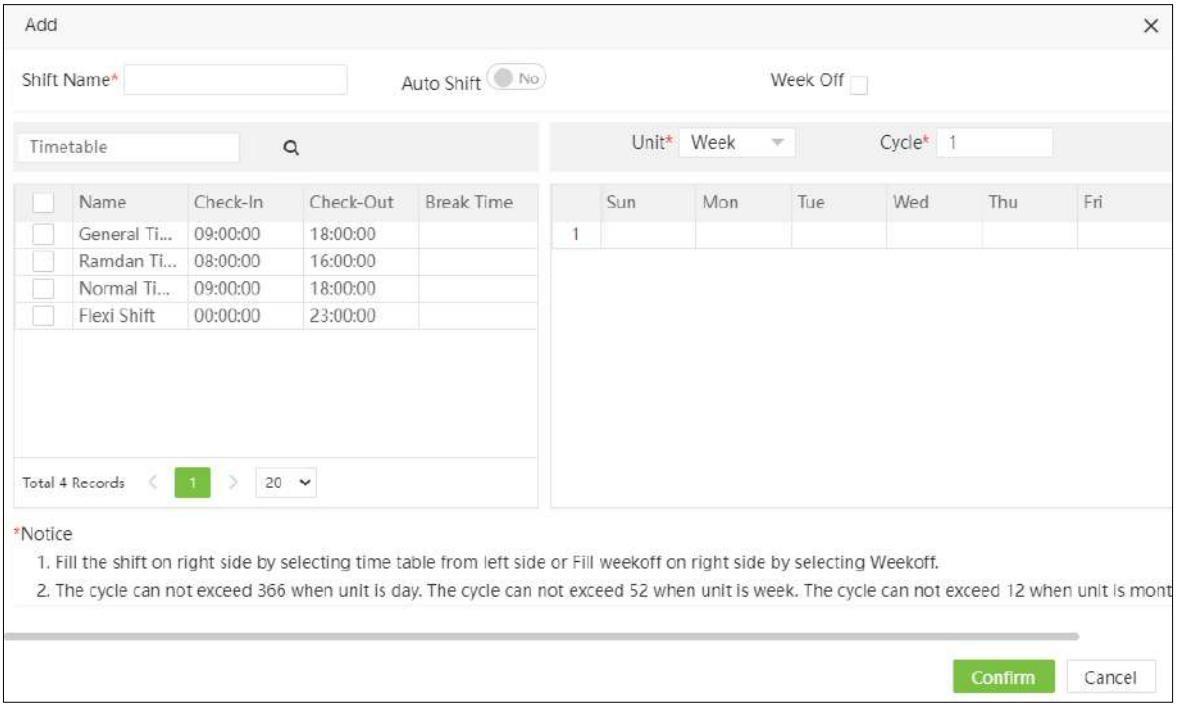
The shift is composed of one or more preset attendance timetable(s) based on a certain order and cycle period. It is a preset work schedule for the personnel. It is essential to configure a shift if you want to track the attendance for employees.

Select [Attendance] > [Shift] > [Shift] to view the shift list and shift timetable details. All shifts in the current system are displayed in the list. Click any shift and the corresponding timetable details will be displayed on the right side of the interface.



5.4.1 Add a Shift

Select [Attendance] > [Shifts] > [Shift] > [Add] to create a new shift.



Configure the parameters as shown below:

Code: Define the code assigned to the shift, the code is unique and cannot be modified once created.

Shift Name: Enter the name or description of the schedule up to 50 characters.

Auto Shift: If you enable this option, then you can set different schedules in the shift, and the system will approximate the schedule closest to the entry dial. With this function it is not necessary to periodically make schedule changes to the employees as the system can automatically approximate the schedule taking into account the number of hours set in the parameter

Unit: Set the duration of the shift, you can choose between Day, Week and Month.
Cycle: The number of cycles the shift will take before repeating.

5.4.2 Edit Shift

1. Click on the name of the shift you wish to edit, make the necessary modifications.

2. Click on [Confirm] after making the modifications.

5.4.3 Delete Shift

1. Select the shift, click [Delete] to delete the selected shift.

2. Click [Confirm] to delete the shift.

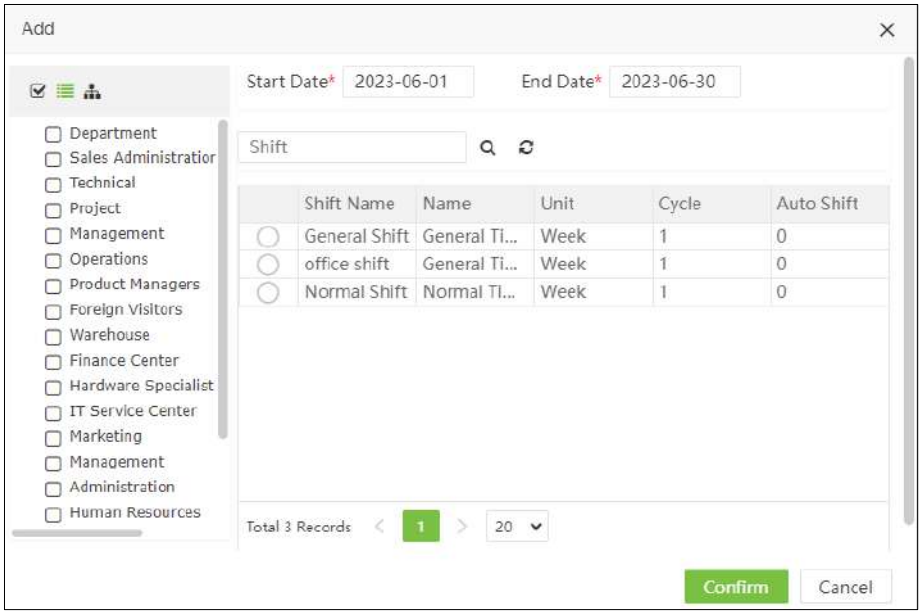
Note: After setting up the shifts, set the shifts to employees in order to be able to view the payroll reports.

5.5 Schedule

Allows you to set shifts by Department, Employees or Temporary. Select [Attendance] > [Schedule] > [Department Schedule].

5.5.1. Add Department Schedule

1. Click on [Add] in the department's scheduling interface to access the add new calendar interface.



Enter the details as shown below:

Department: Select the department for which shifts are to be scheduled. Multiple options are allowed.

Start Date, End Date: Set the start date and end date for shift scheduling. Shift: Select a shift from the shift list.

2. After entering the required details, click on [Confirm] to save the configuration.

Note: By default, the start date and end date are set to the first and last day of the current month.

5.5.2 Delete Schedule Records

Select the schedule that requires [Delete], to delete it or click in the same row

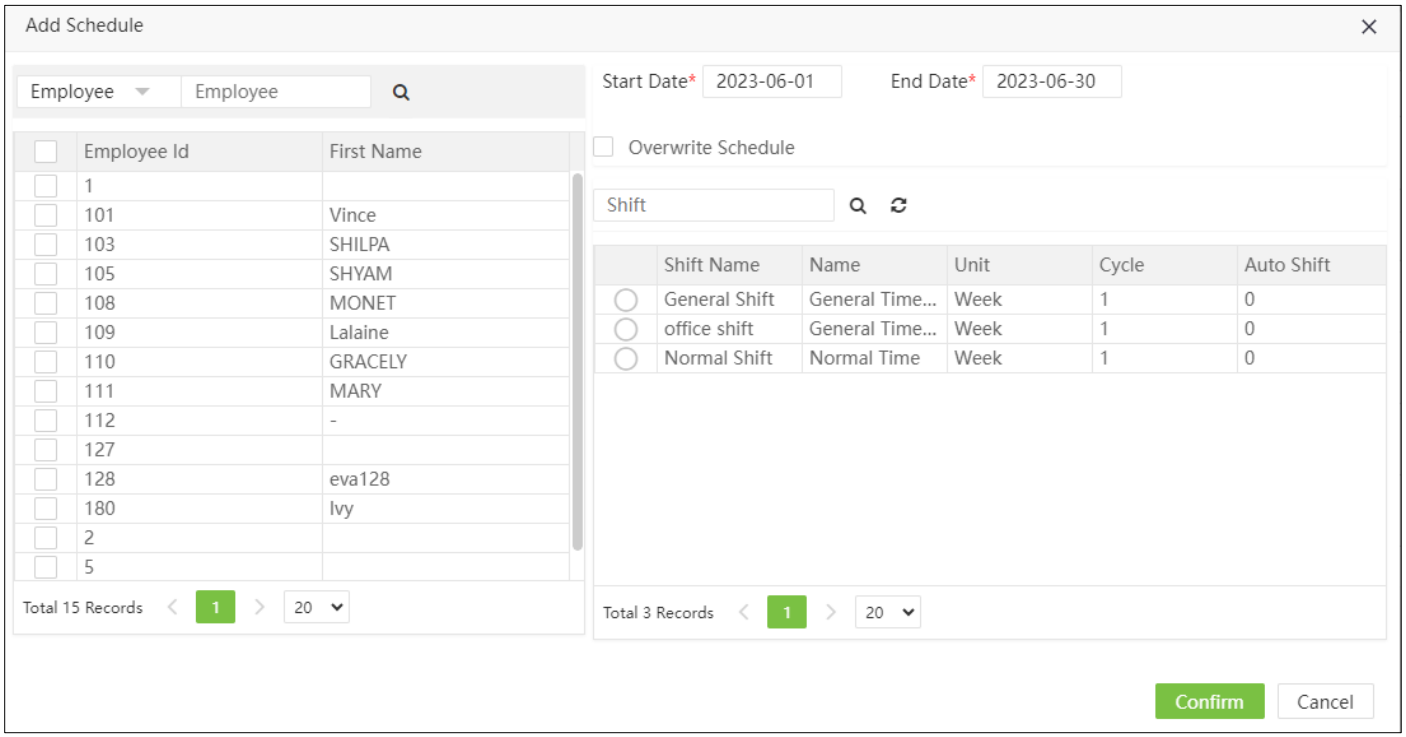
5.6 Employee Schedule

You can assign shifts to employees after setting up attendance schedules and shifts. If you do not schedule shifts to employees, attendance calculations and reporting cannot be performed.

Select [Attendance] > [Schedule] > [Employee Schedule] to access the main staff scheduling interface that displays the staff scheduling list and staff scheduling details. The scheduled personnel are displayed in the list. Click on the line where the staff schedule is and the schedule list on the right will display the schedule details of the selected schedule in a graph.

5.6.1 Employee Schedule

Click on [Add Schedule] in the employee's scheduling interface to access the shift scheduling interface.



Enter the details as shown below:

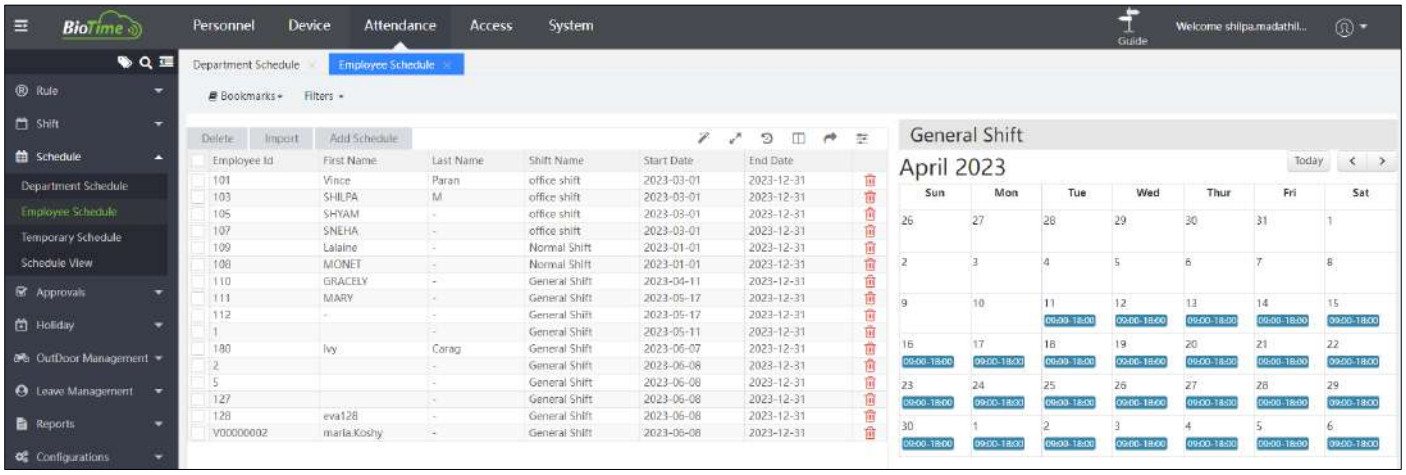
Employee: Select the employee to schedule the shift. Multiple options are allowed. Start Date, End Date: Set the start date and end date in the shift schedule. Shift: Select a shift from the shift list.

Overwrite Schedule: If configured beforehand, the existing shift will be replaced (the shift in use cannot be replaced).

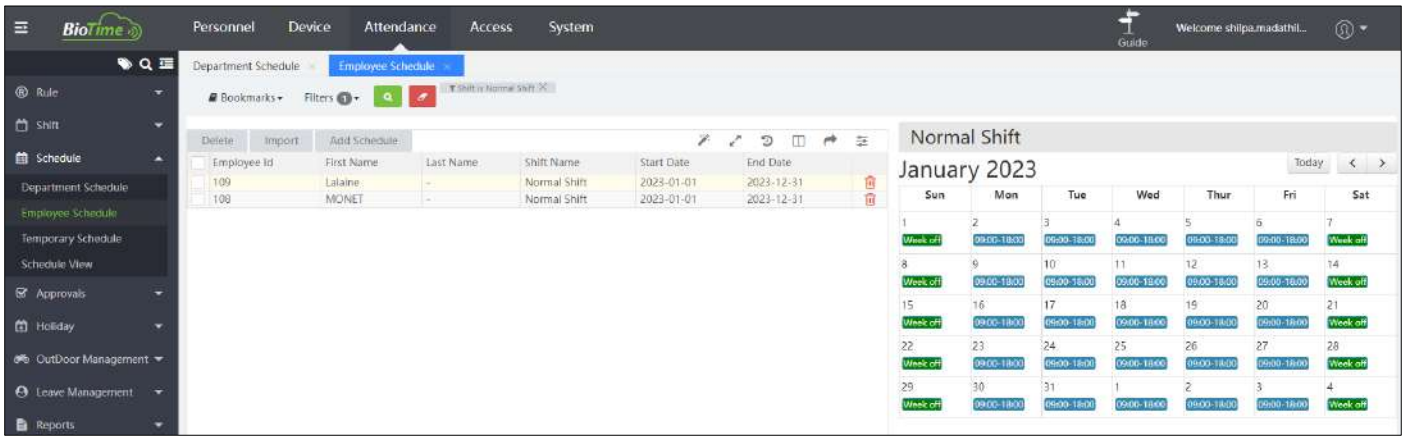
After entering the details click [Confirm] to save.

5.6.2 Querying Schedule Details

(1) Select [Attendance] > [Schedule]> [Employee Schedule] to access the scheduling interface for scheduling by employee. The interface displays the employee's scheduled time records.



(2) Click on the Filter drop-down button. Select the employee or shift (see 10. "Filter Search Function") to view the employee schedule records. In the Employee Schedule Table, click on any schedule record and the schedule table details will be displayed o n t h e right side of the interface.



5.6.3 Import Employee Schedule

Users can click [Import] to import the employee schedule in batch for personnel.

5.6.4 Delete Schedule Records

Select the schedule record you want to delete and click [Delete] to delete the record, you can also click on the icon in the same row as the record you want to delete.

5.7 Temporary Schedule

The temporary schedule is complementary to the existing schedule. If overtime is to be established temporarily for employees on a shift, it is necessary to arrange one (or more) overtime schedules temporarily. Temporary schedules are usually scheduled for overtime, such as overtime for evening shifts, weekends, holidays and festivals.

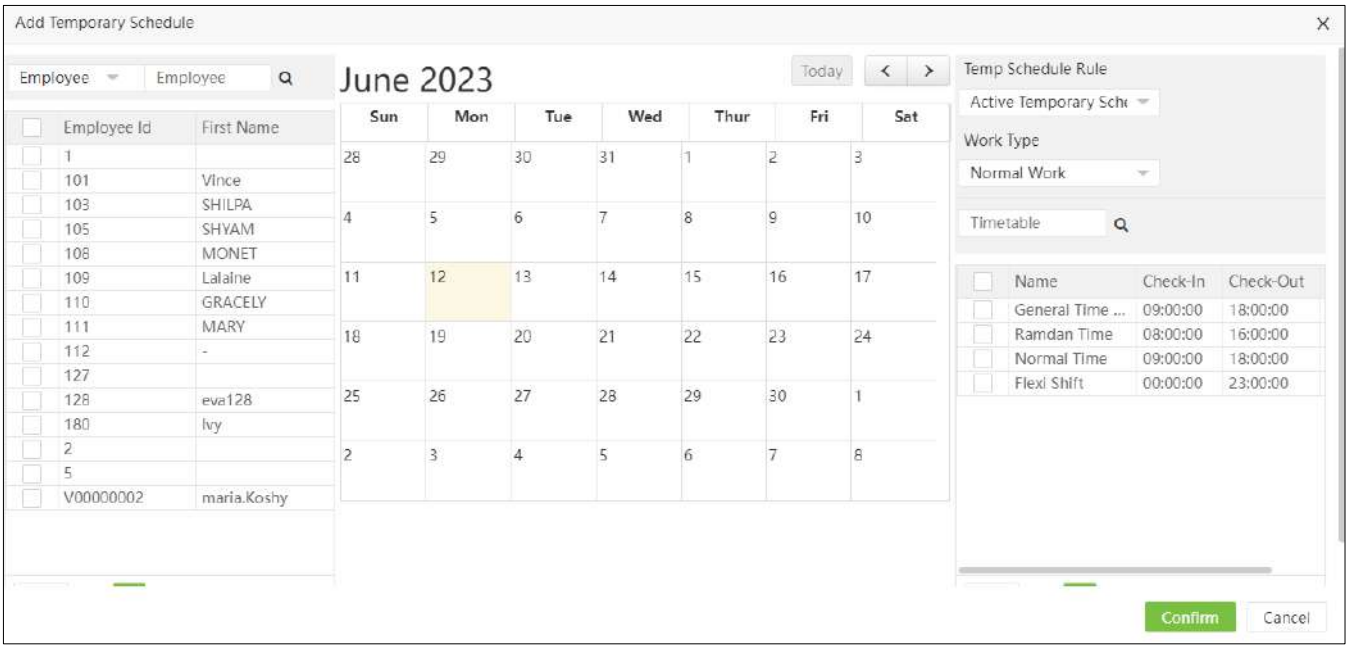
For example:

If a specific Employee already has an assigned schedule, then, according to the work requirement, the user can temporarily provide an additional shift to that Employee, where attendance will be calculated based on the temporary schedule.

Therefore, the calendar will show only that temporarily scheduled shift for that Employee instead of the previously scheduled shift. And the user can delete the temporarily scheduled shift at any time, and the calendar again shows only that employee's previously scheduled shift.

5.7.1 Add a Temporary Schedule

1. Click [Attendance] > [Schedule] > [Temporary Schedule] > [Add Temporary Schedule] to add a temporary schedule.



2. Set the parameters as follows:

Employee: Select the employees for a temporary schedule (multiple options are allowed). **Date**: Select the date for the temporary schedule (multiple options are allowed).

Schedule: Select a schedule used by a temporary schedule (multiple choices are allowed). See

Note:

I. Several schedules can be selected for a temporary calendar, but the start time of the schedules must not be the same.

II. Even if a shift has previously remained scheduled for an employee, only the newly established temporary schedule will be valid during the attendance calculation.

III. It is necessary to set the Schedule before selecting the date; otherwise, the modification will not take effect.

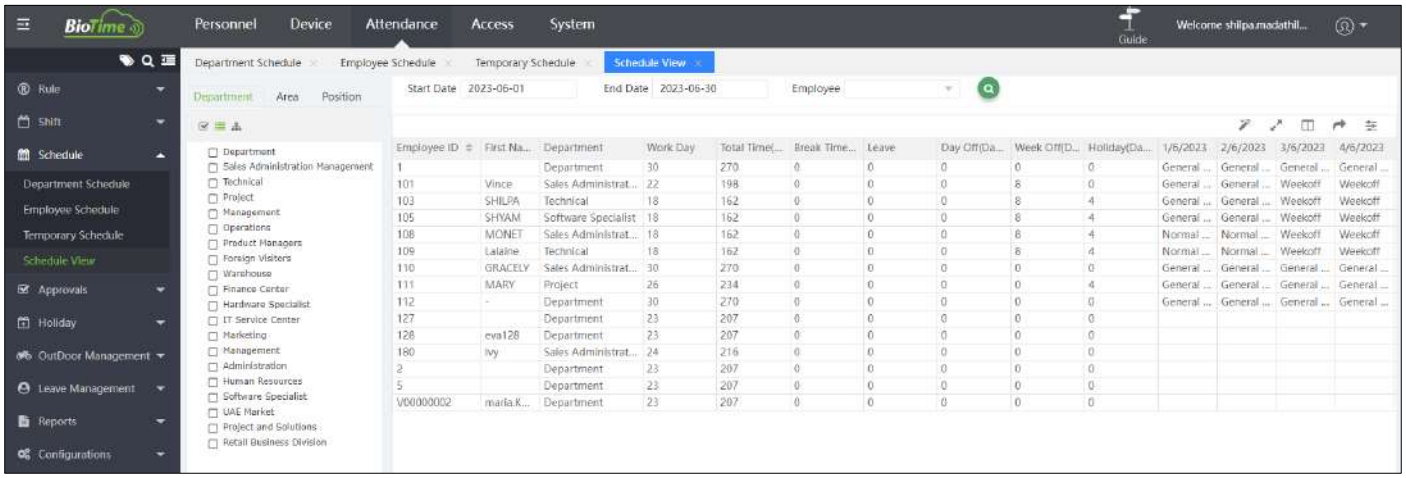
5.7.2 Delete Temporary Schedule

Users can select the required time record to delete and click [Delete] or click on the same row of the temporary staff calendar.

5.8 Schedule View

Schedule View shows a concise view of the schedules allocated to different employees.

Users can search the employees' schedules for a specific event like the employee's holidays, weekends, and employee schedule information. Also, users can add a shift to Employees, such as, add a temporary schedule for employees and clear the required shift.



- On the Schedule View interface, situated on the left, choose the required Department, Area, or Group.
- Please note, you can also use the Employee search option (search by Employee name or Employee ID) to search for the required Employees.
- On the opted **Department, Area, or Group**, select the required Employees from the list.

5.9 Attendance Approval

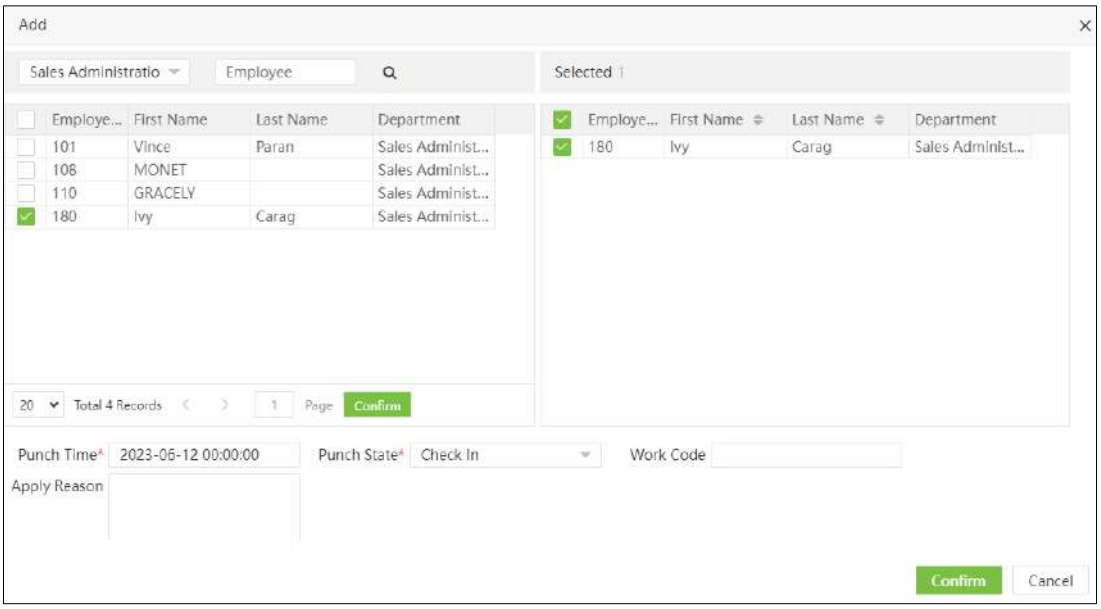
This module allows the entry of manual dialling and absences. It also allows to make approvals in schedules and absences.

5.9.1 Manual Log

Allows for clocking in and out when the employee forgets to clock in or when he/she does not have access to a biometric device or APP. Records can be entered individually or to a group of employees by cost center, department or company.

Add Manual Log

1. Select [Attendance] > [Approvals] > [Manual Log] > [Add] to manually add a check-in or check-out record.



2. Select employees, departments, companies or cost centers. The list on the right shows the selected employees. Click New to insert a new dial line, then set the date and time for clock in and clock out (You can add several lines in the same record to different employees), then add remarks or manual record details.

3. Click [Confirm] to save the settings.

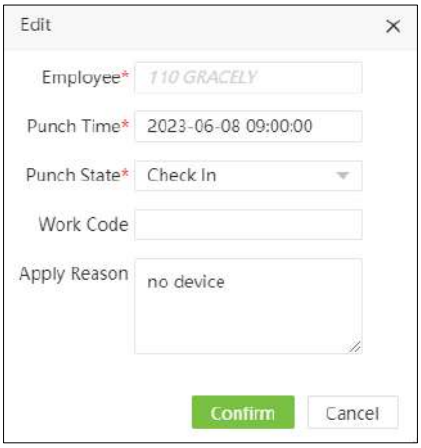
Note:

1. You can add only one check-in or check-out record, for the case of employees who forgot to check either of the 2 records on the day.

2. You cannot add records beyond the current date and time.

1. Edit Manual Check

Click on the name of the person you need to edit the dialing or click on the icon to edit the record. Click on [Confirm] after making the modifications.



Note: The approved record cannot be modified.

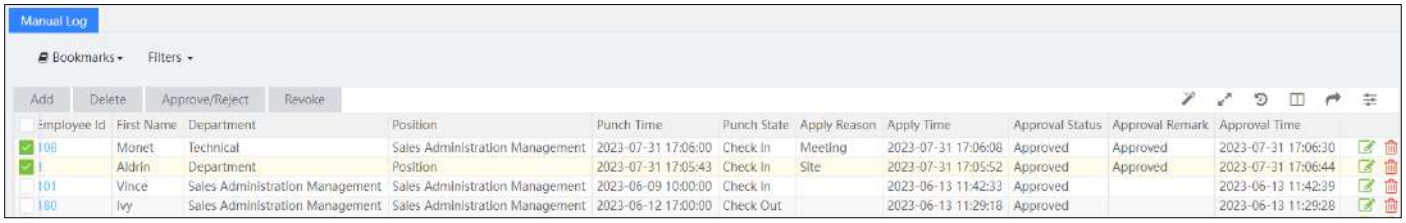
2. Delete Manual Check

Select the record you want to delete from the list and click on [Delete] at the top left, then click on [Confirm] or on the icon in the same row as the record you want to delete.

3. Approve/Reject/Revoke a Manual Log

Select the applied log and click on [Approve], [Reject] or [Revoke]. The approval window pops up as shown in the figure:

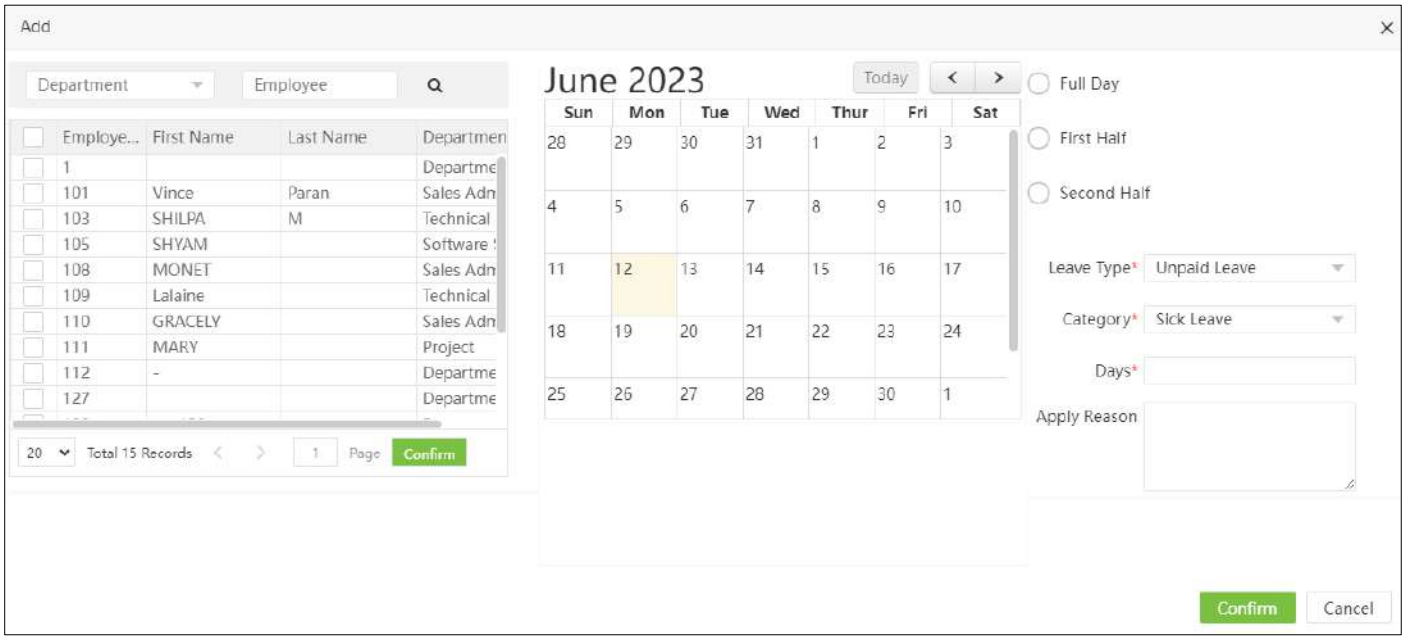
Enter Remarks and clicking **[Confirm]** will approve, reject, or revoke the manual log.
After the approval, the approval personnel will be displayed in each record, as shown in the figure.



5.9.2 Leave

1. Add a Leave Application (Absenteeism or Time Off)

(A) Select [Attendance] > [Approvals] > [Leave] > [Add] to create a new permit.



(B) Select the employee or Department, the list on the right side shows the selected employees. Select the start and end time of the leave, the type of absence and click [Confirm] to save the details.

2. Edit Leave Application

Click on the name of the person you want to modify, or click on the icon. Then click on [Confirm] after making the modifications.

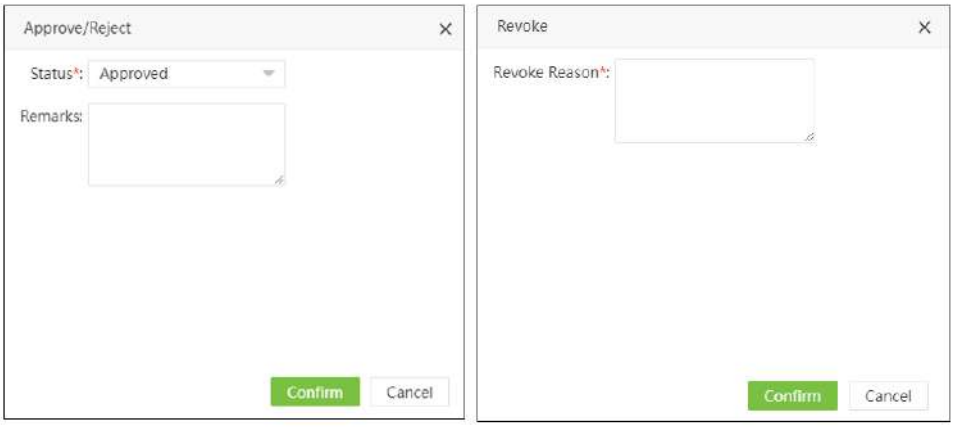
Note: After approval it cannot be modified.

3. Delete Permission Record

In the list of permissions, select the record you want to delete and click [Delete]. Then click on [Confirm] to delete the selected record.

4. Approve leave or vacation

Select the applied leave and click on **[Approve]**, [**Reject**] or [**Revoke**]. The approval window pops up as shown in the figure:



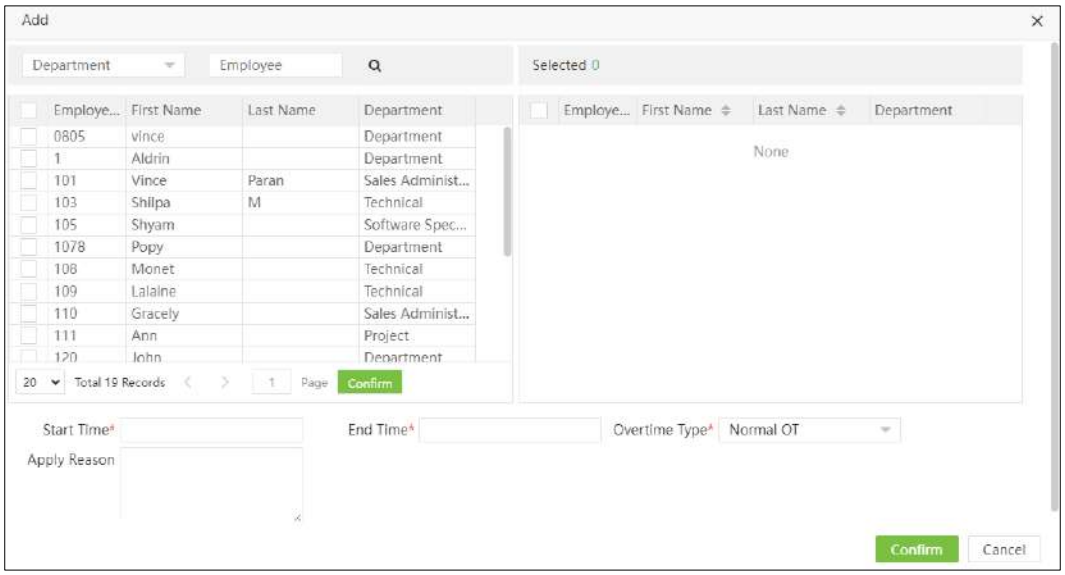
Enter Remarks and clicking [Confirm] will approve, reject, or revoke the leave application.
After the approval, the approval personnel will be displayed in each record.

5.9.3 Overtime

Overtime can be added in two ways. One is through the administrator login where the administrator can add overtime for each employee (automatic approval), and the other is through the employee login, where the employee can apply for overtime (requires approval).

1. Add an Overtime Application

Select [Attendance] > [Approvals] > [Overtime] > [Add] to apply for overtime.



Select employees from the list and fill in the fields shown below.

Fill in the fields as shown below:

Start Time/End Time: Enter start time and end time of overtime.

Overtime Type: Select the kind of overtime applicable.

Apply Reason: Enter the apply reason for the overtime.

Click **[Confirm]** to save the settings.

Note: The time of the new overtime application is not included in the working hours of the staff.

2. Edit an Overtime Application

The time of the new overtime application is not included in the working hours of the staff.

3. Delete an Overtime Application

The deleting procedure for overtime is the same as the manual log.

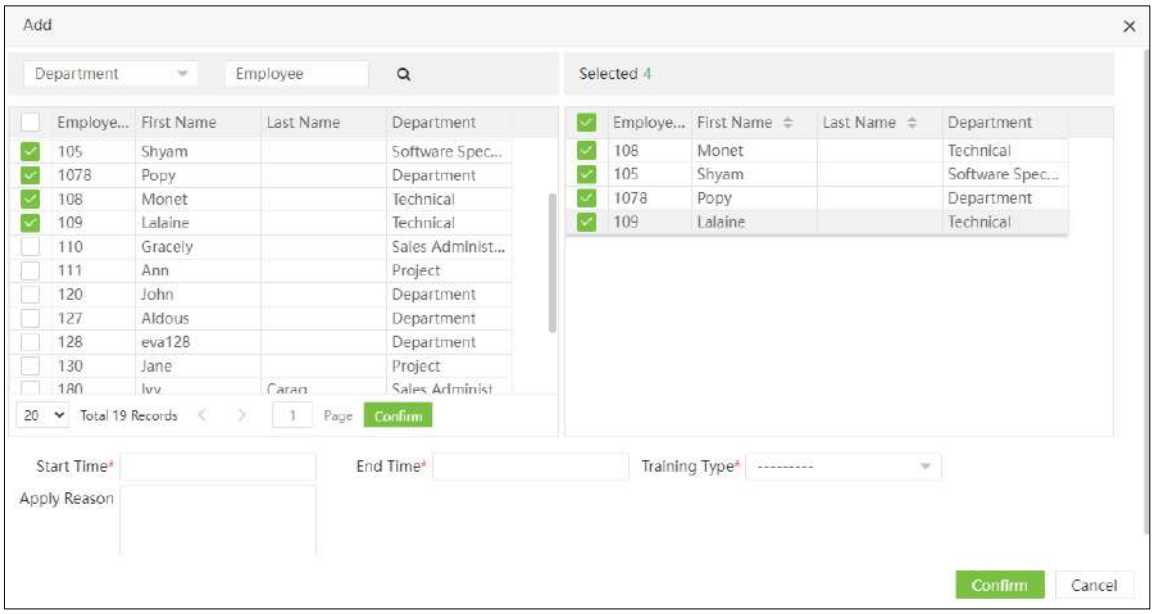
4. Approve and Overtime Application

The approval procedure for overtime is the same as the manual log.

5.9.4 Training

1. Add a Training Application

Select [Attendance] > [Approvals] > [Training] > [Add] to apply for training.



Select employees from the list and fill in the fields shown below.

Fill in the fields as shown below:

Start Time/End Time: Enter the start time and end time of the training.

Training Type: Select the kind of training applicable.

Apply Reason: Enter the reason for applying to the specific training.

Click **[Confirm]** to save the settings.

2. Edit Training Application

Click the name of the person whose training application is to be edited and click . Click **[Confirm]** after modifications.

Note: The approved application cannot be modified.

3. Delete Training Application

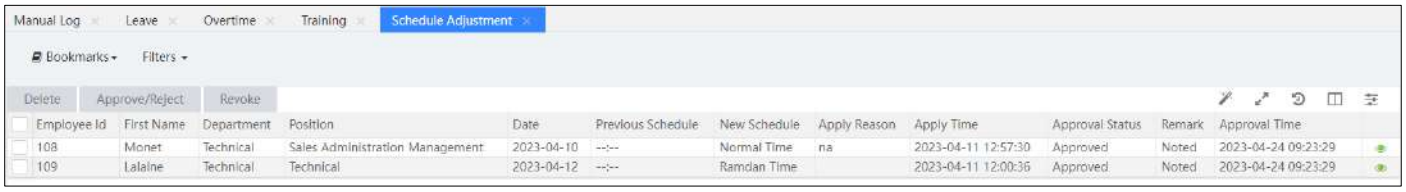
In the list of training application, click the selected training application to be deleted, and then click **[Delete]** at the top left of the list to enter the delete confirmation interface, and click **[Confirm]** to delete the selected record. Or click after the record.

4. Approve Training Application

The operation method is the same as the manual log.

5.9.5 Schedule Adjustment

After the user applies for changing the shift on the APP, the administrator can approve it on the Web application.



1. Approve Schedule Adjustment Records

The approval procedure of shift adjustment is the same as the manual log.

2. Delete Shift Adjustment Records

The deleting procedure of shift adjustment is the same as the manual log.

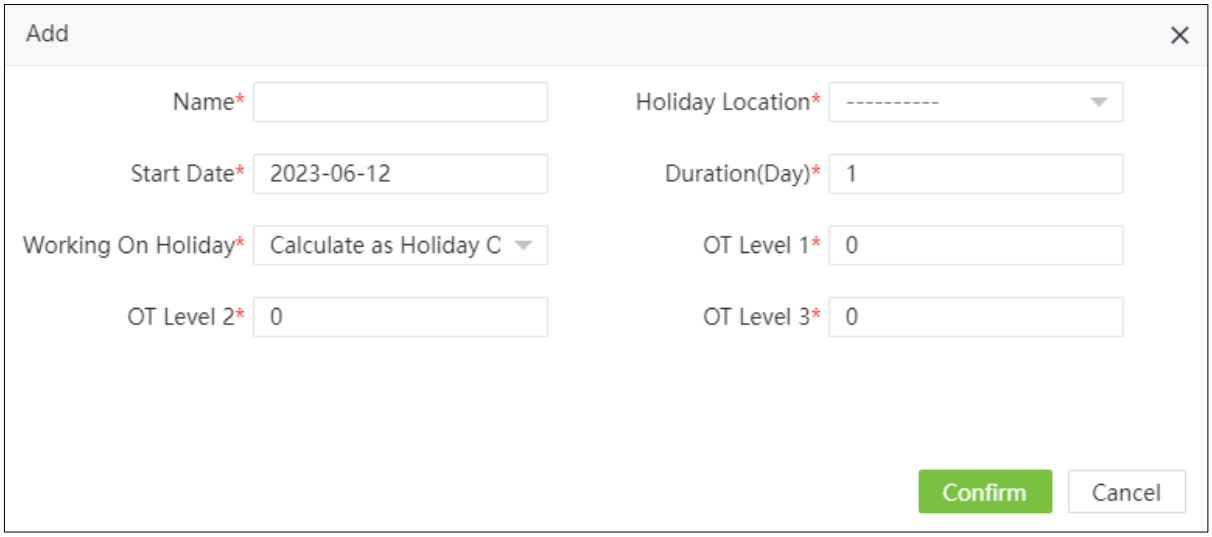
Note: After deleting the shift adjustment record of the employee, the shift of the employee is still the adjusted shift.

5.10 Holiday

The attendance on holidays is different from weekdays, for this reason it is necessary to select which are the holidays in the year and in this way the system can calculate the different concepts referred to holidays in the attendance reports.

5.10.1 Add a Holiday for Attendance

1. Select [Attendance] > [Holiday] > [Holiday] > [Add] to add a holiday.



Fill in the fields as shown below:

Name: Enter the holiday name (maximum of 50 characters).

Start Date: Set the start date of the holiday.

Duration (Day): Set the duration of the holiday.

Working on Holiday: Select the type of holiday work.

Holiday Location: Enter Holiday location. When the Location is not selected, the holiday is valid for all the Departments.

2. Click [Confirm] to save the details.

5.10.2 Edit a Holiday for Attendance

In the list of holidays, click on the name of a holiday or click on the icon in the same row as the holiday. Modify the parameters as required and click [Confirm] to save the modifications.

5.10.3 Delete a Holiday for Attendance

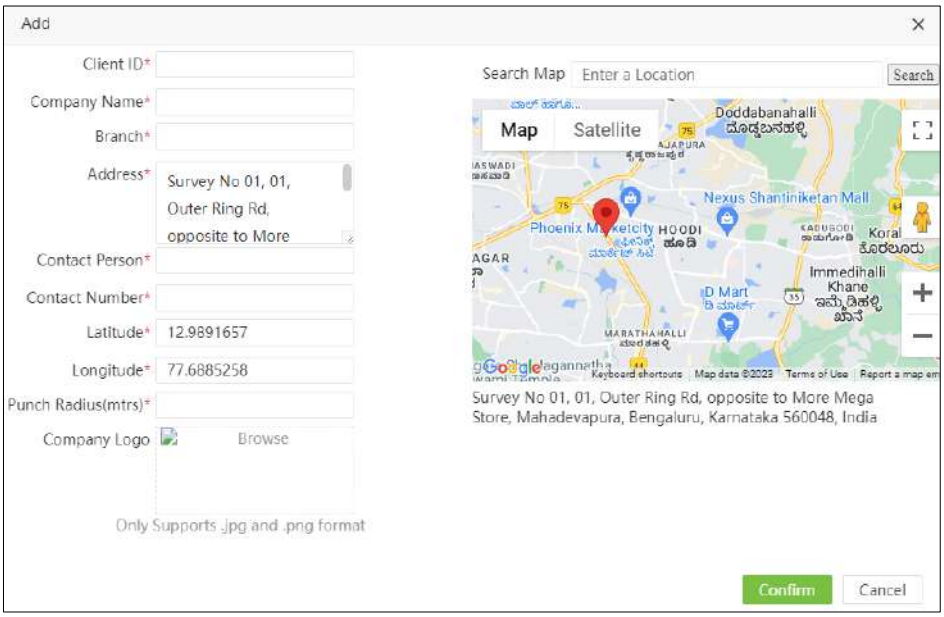
In the list of holidays, select the holiday and click [Delete] at the top left of the list of holidays or click the icon in the same row as the holiday you want to delete. Click [Confirm] to delete the record.

5.11 Outdoor Management

5.11.1 Client Details

1. You can enter the full address details of the customer company.

Ex: I am from ABC University. I want the customer's address details. I will make use of this function.

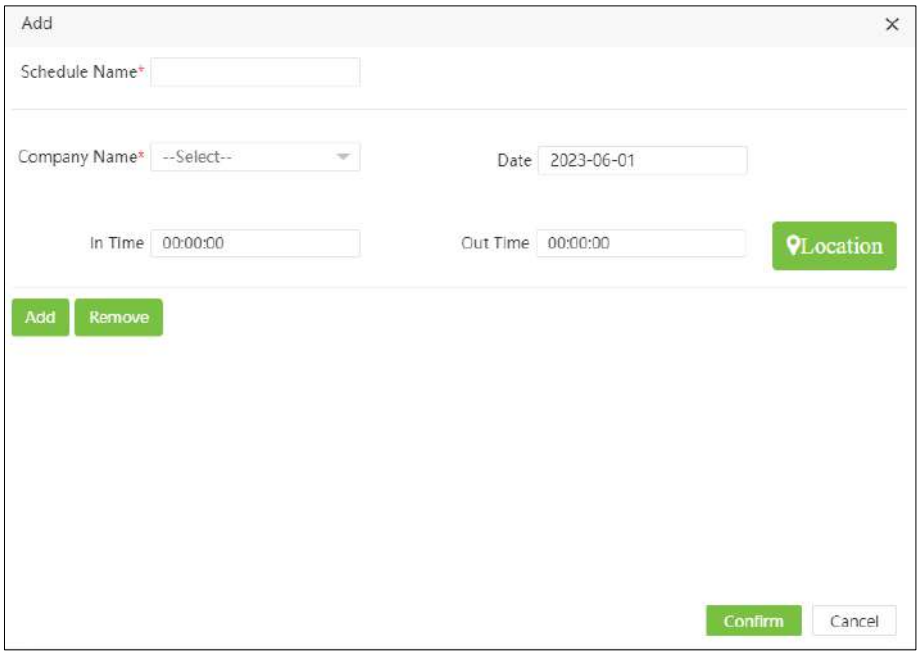


5.11.2 Schedule Planner

Here we can assign the schedule for the client (Visit Plan for Client's location).

E.g.: If you have created the company name "ZKTeco" in the Customer Details (previous section), you can assign an official time schedule to this company.

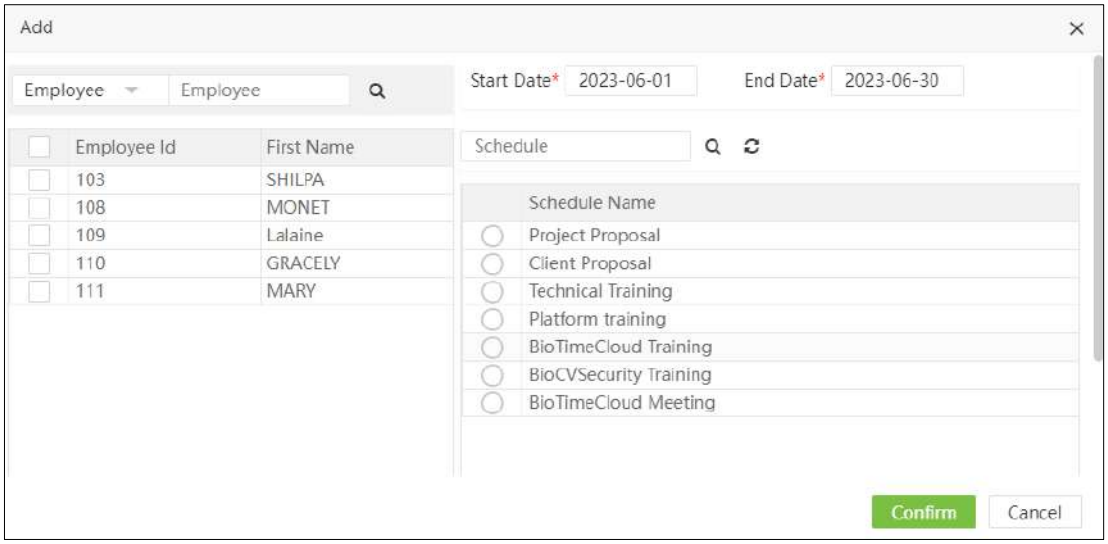
Note: you must assign the name of the Schedule only to the name of the company present in your company.



5.11.3 Outdoor Schedule

Up to the last sub-module we entered the customer's data and made a Schedule for the customers. Now here we are assigning the employee to the schedule. Who will go? We need to mention the start and end dates that the employee will be visiting.

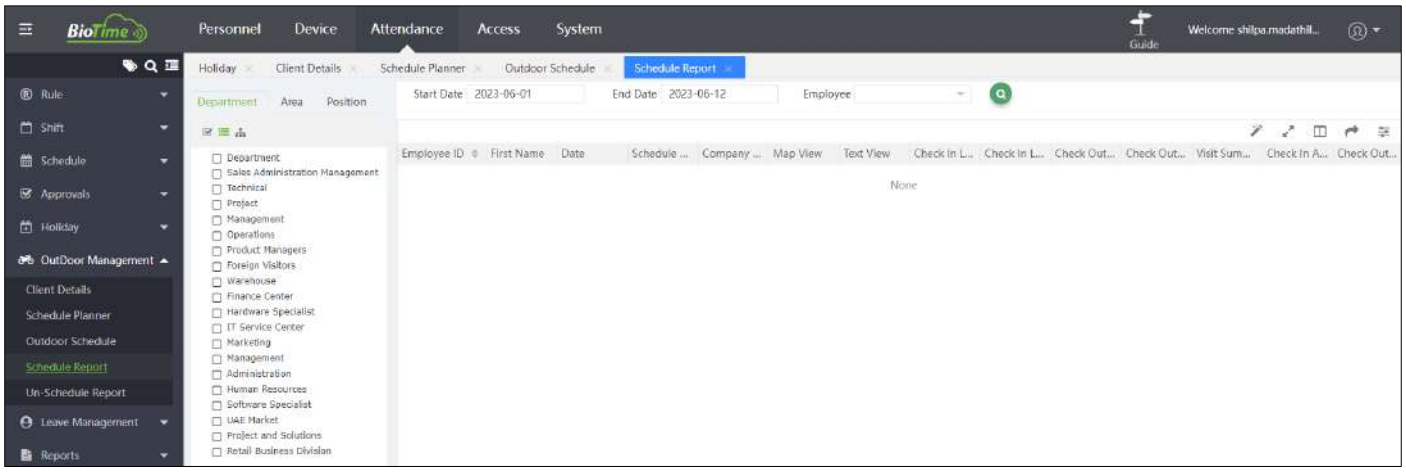
Note: Before assigning the schedule, check whether the employee's Visitor Management has been "Enabled" or not. You must enable it to use this option.



5.11.4 Schedule Report

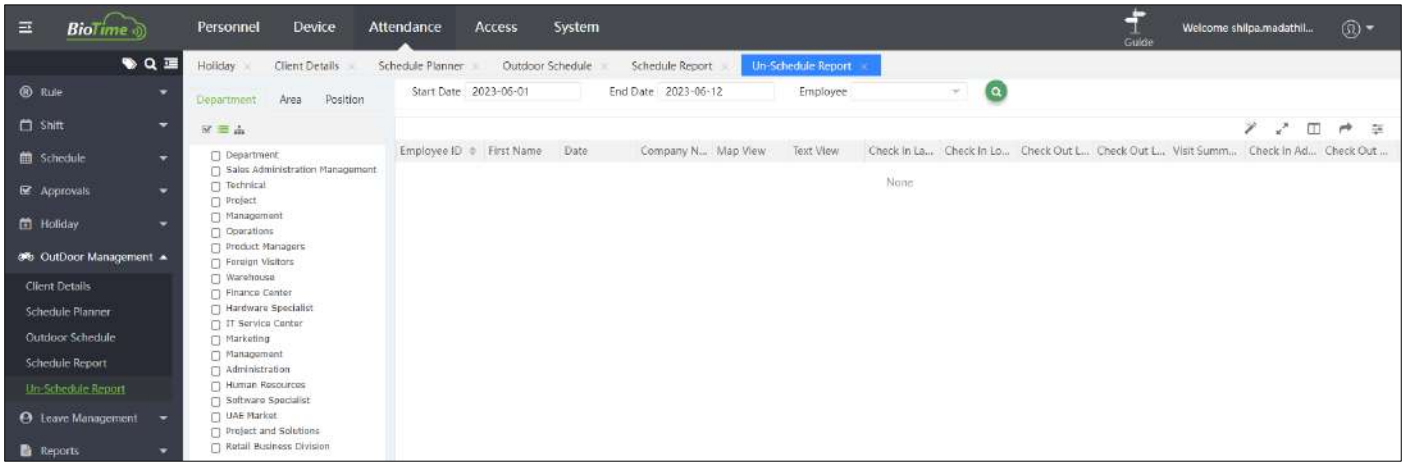
We can export the time report here by selecting the employee.

All the detailed information of the visit will be displayed here, e.g.: place visited, details of the client's location, his check-in and check-out.



5.11.5 Un-Scheduled Report

In case of unscheduled plans or visits, to take such a report, we can make use of this one. Here only the scheduled name is missing, since it is not planned.

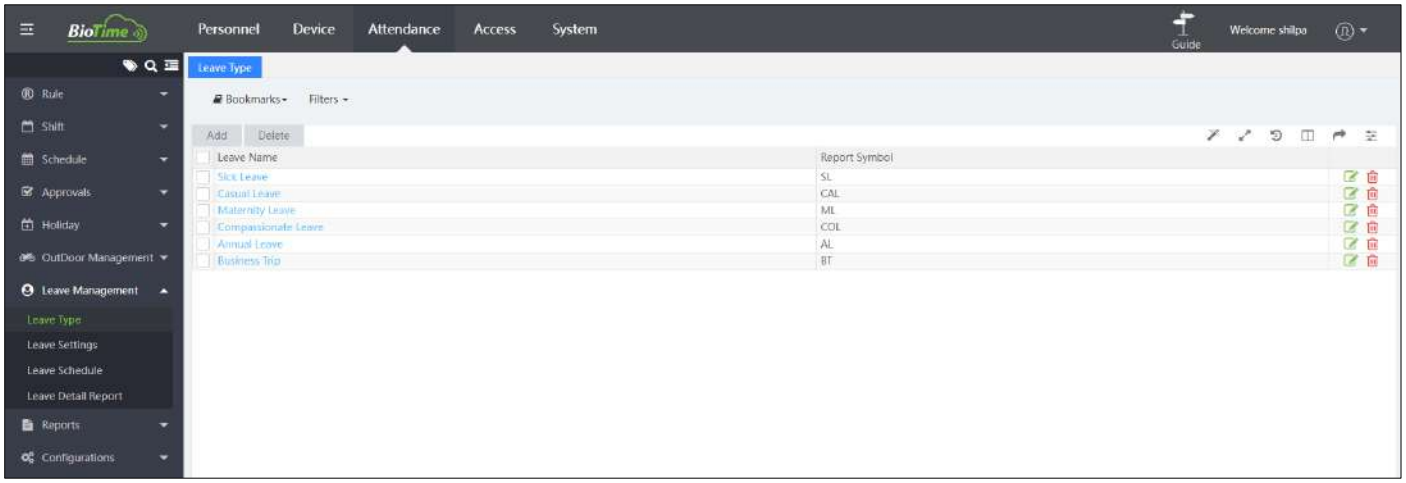


Note: License management is not available for Middle East.

5.12 Leave Management

5.12.1 Leave Type

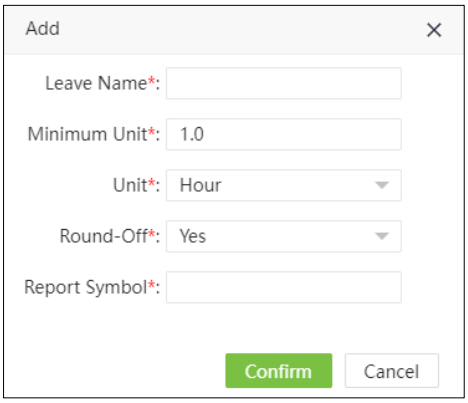
Select **[Attendance]** > **[Leave Management]** > **[Leave Type]** to set the leave type parameters.



There are six default leave types in the system: sick leave, casual leave, maternal leave, compassionate leave, annual leave and business trip.

1. Add a Leave Type

Click [Add] on the Leave Type interface to access the leave type addition interface.



Set the parameters as required based on the following steps:

Leave Name: Enter the name of a leave type, with 50 characters at most.

Minimum Unit: Set the measurement unit and minimum value of the leave type. Unit can be set to Hour, Minute or Workday.

Round Off: Set whether the values are rounded off.

Report Symbol: Set the symbol of the leave type in the attendance report.

2. Editing a Leave Type

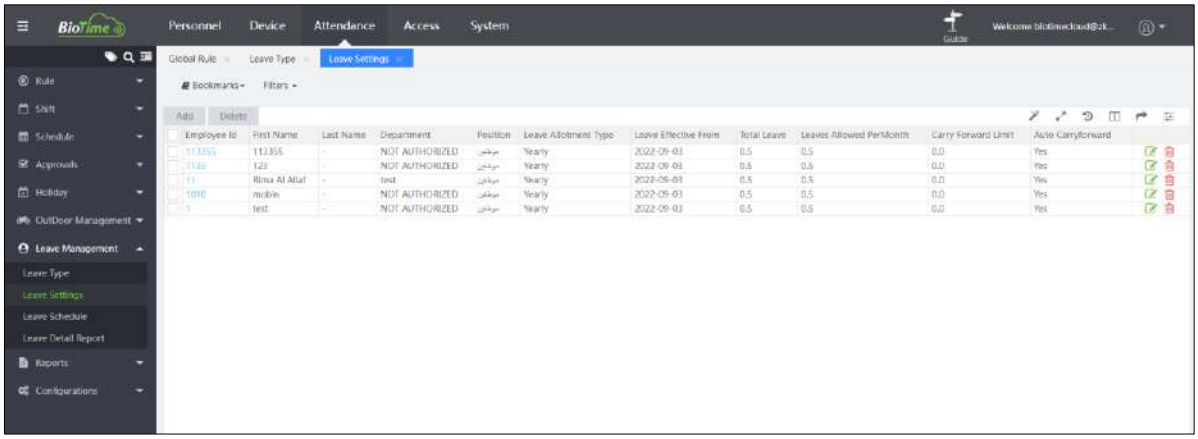
Click the name of the leave type to be edited or click to enter the editing interface. Modify relevant settings as required. The specific operation is the same as the adding leave type.

3. Deleting a Leave Type

In the list of leave type, click the selected leave type to be deleted, and then click Delete at the top left of the list to enter the delete confirmation interface, and click [Confirm] to delete the selected leave type. Or click after the leave type.

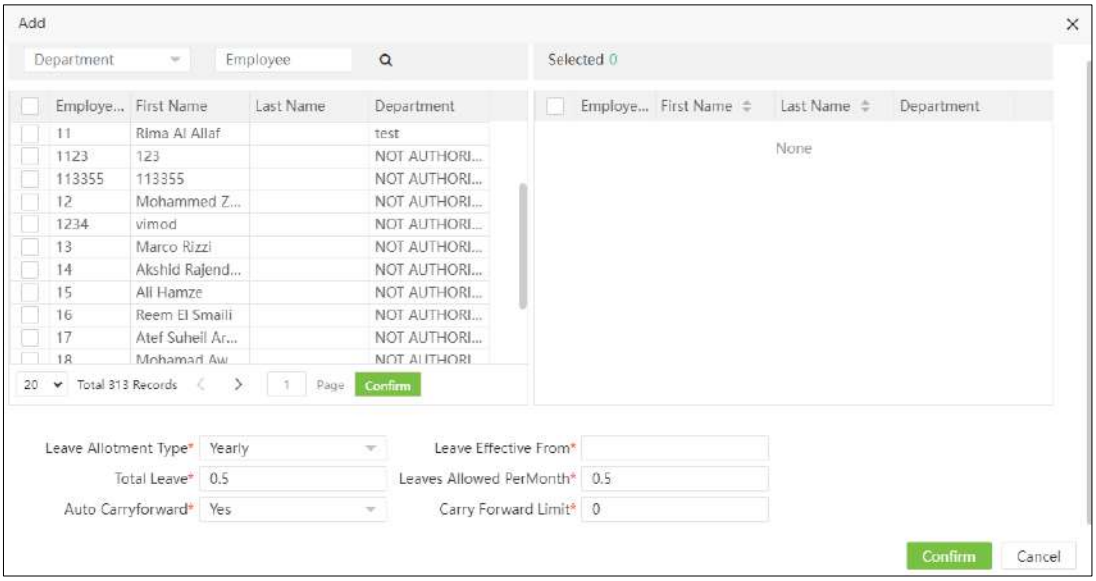
5.12.2 Leave Setting

The Leave Settings option helps you to assign leaves to employees. You can set various parameters like allotment type, number of days, carry-forward, and more.



1. Add Leave to Employees

Click [Add] In the appearing window select the employee to add leaves.



Leave Allotment Type: Select the leave allotment type. It can be Yearly/Monthly.
Auto-Carry-forward: Select whether or not to auto-carry-forward the accumulated leave to next month/year.
Total Days: Enter the total number of leaves.
Leave Effective From: Select the date from which the leaves are effective from.
Maximum allowed leave per month: Enter the maximum number of leaves that an employee can take.
Carry-forward limit: Enter the maximum carry-forward limit. Click **Confirm** after setting the leave.

2. Editing a Leave to Employees

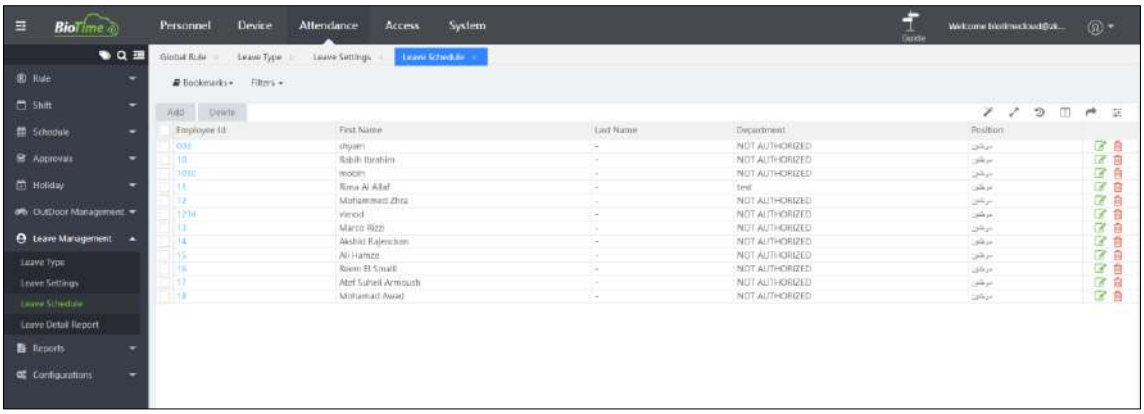
Click the name of the employee to be edited or click to enter the editing interface. Modify relevant settings as required. The specific operation is the same as the adding leave type.

3. Deleting a Leave to Employees

In the list of leave setting, click the selected employee leave to be deleted, and then click Delete at the top left of the list to enter the delete confirmation interface, and click [Confirm] to delete the selected leave type. Or click after the leave type.

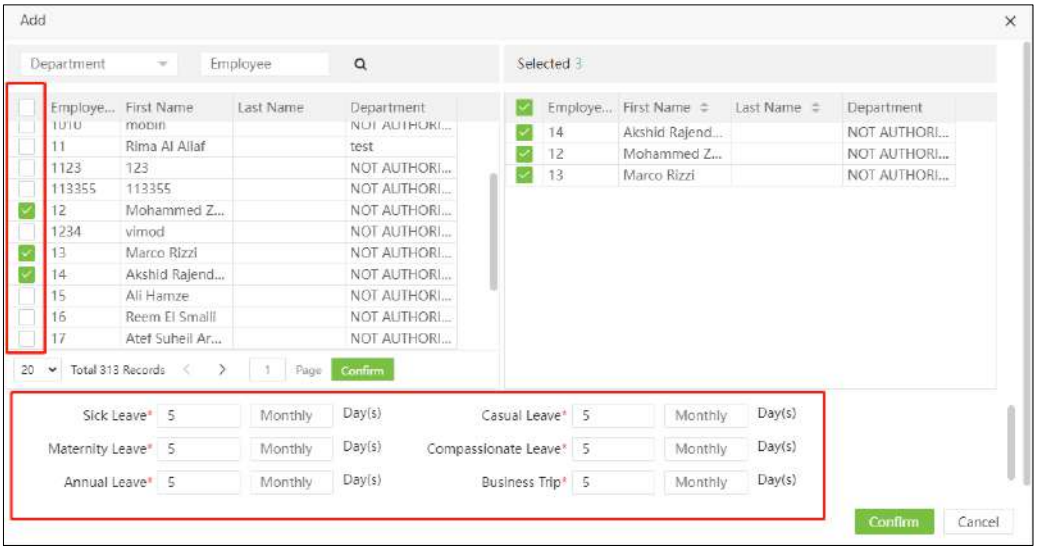
5.12.3 Leave Schedule

The leave schedule allows you to define the number of leaves for each leave type such as Sick leave, Casual Leave, Maternity Leave, and more.



1. Add Leave Schedule

Click [Add] In the appearing window select the employee to add leave schedule.



Sick Leave: Enter the number of days to be credited as Sick Leave.

Casual Leave: Enter the number of days to be credited as Casual Leave.

Maternity Leave: Enter the number of days to be credited as Maternity Leave.

Annual Leave: Enter the number of days to be credited as Annual Leave.

Compassionate Leave: Enter the number of days to be credited as compassionate leave.

Business Leave: Enter the number of days to be credited as Business Leave.

Click **Confirm** after scheduling the leaves.

2. Editing a Leave to Employees

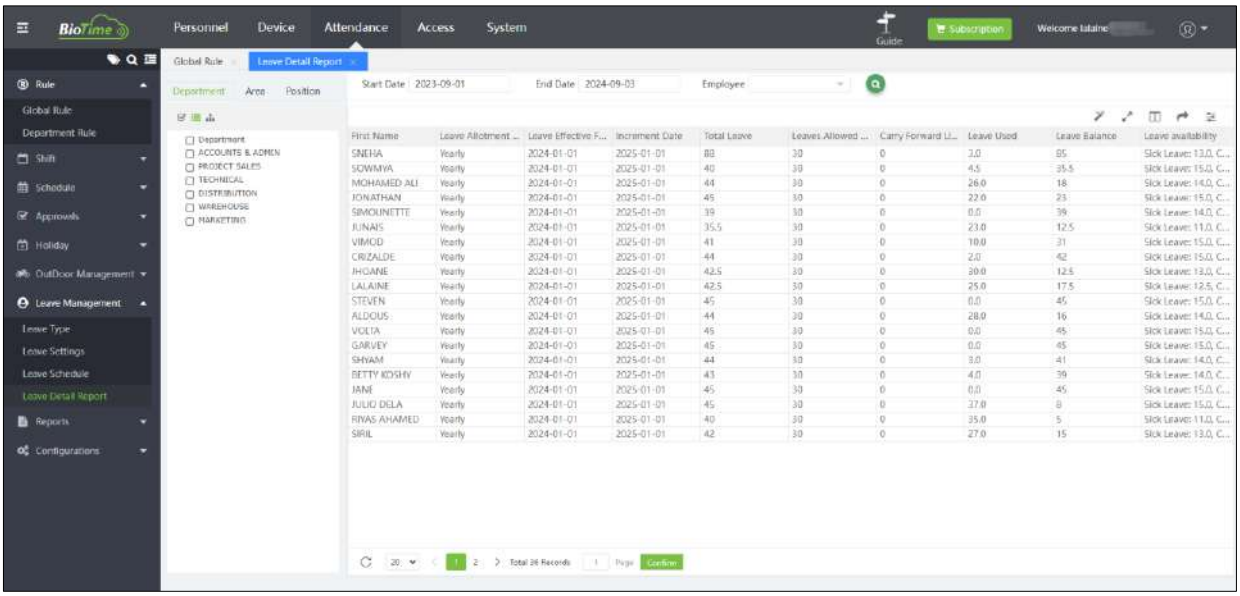
Click the name of the employee to be edited or click to enter the editing interface. Modify relevant settings as required. The specific operation is the same as the adding leave type.

3. Deleting a Leave to Employees

In the list of leave setting, click the selected employee leave to be deleted, and then click Delete at the top left of the list to enter the delete confirmation interface, and click [Confirm] to delete the selected leave type. Or click after the leave type.

5.12.4 Leave Detail Report

The Leave Detail Report displays the allotted leaves, leaves already taken, leave balance, carry forward limit, and more. The columns are described as follows:



First Name: The First Name of the employee.
Leave Type: Leave type defined to the employee. It can be Monthly/Early.
Start Date: The Starting date of the Leave Schedule.
End Date: The Ending date of the Leave Schedule.
Total Leave: The total number of leaves allotted to the employees.
Leaves allowed per month: The maximum number of leaves the employee is allowed to take.
Carry forward limit: The maximum number of leaves the employee can carry-forward to next month/year.
Leave consumed: The number of leaves taken by the employee.
Leave balance: The remaining number of leaves for the employee.

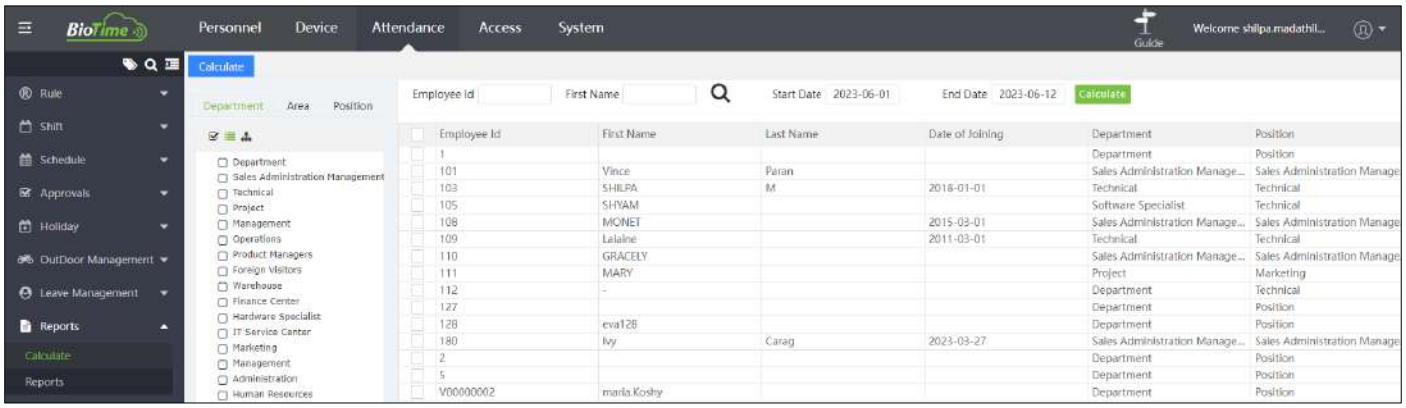
5.13 Reports

5.13.1 Calculate

Select [Attendance] > [Reports] > [Calculate] to calculate attendance. (Late Arrivals, Early Departures, Absences and Hours), Displays all employees by default. You can select the Department on the right side to display the employees in the specified Department.

Click on the calculate button to calculate the attendance in the selected time range and to the selected employees, departments.

When the calculation process is finished it will display the message "Calculation finished".



Calculation Process

The calculation process is performed based on the predefined attendance rules and work schedules assigned to each employee.

Calculation requirements

The attendance calculation date must be less than the entry date and the calculation is only performed when the attendance function is enabled on the employee.

5.13.2 Reports

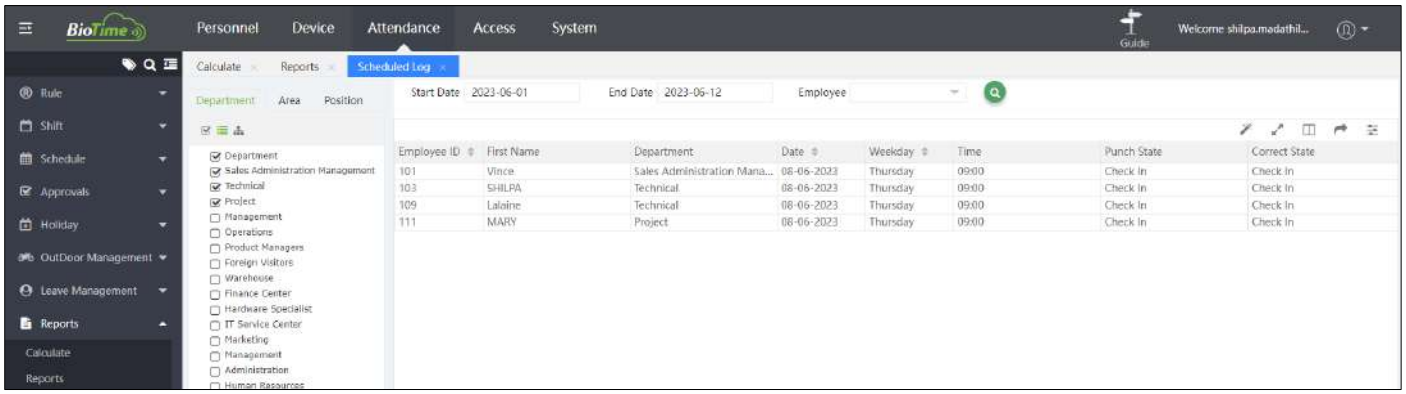
The attendance reports allow you to view all attendance data for the selected time period, such as late arrivals, early departures, safety information (temperature and mask), total time worked.

Users can export an attendance report to an .xls, PDF, CSV or .txt file according to requirements. Users can select the required fields to display in the attendance report according to the requirements (fields are displayed after being selected).

Users can change the column width by dragging the column border to the left or right according to requirements.

Here the attendance report is divided into three types: event report, attendance report and summary report.

Enter [Attendance] > [Reports] > [Scheduled Log] to view event reports and other transactions.



The following describes how to view an attendance report.

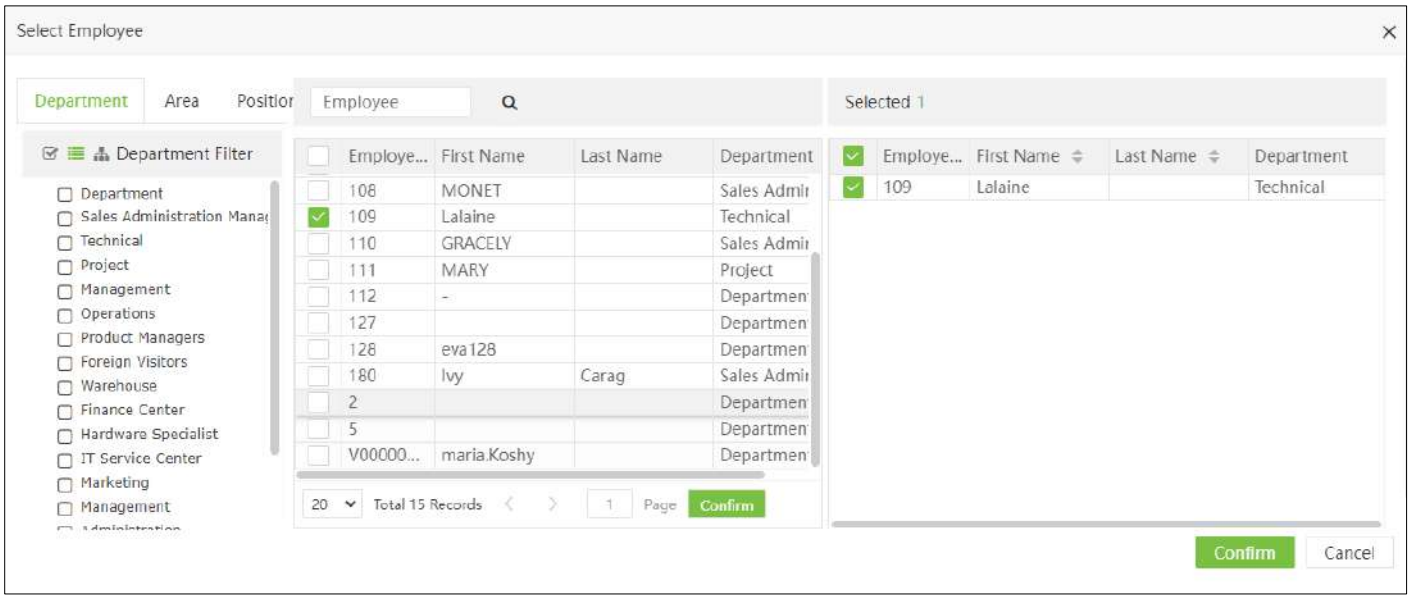
1. Select the report in the left menu bar and access the report interface.

2. Select Department, Cost Center or Company on the left side to view attendance data for employees assigned to any of these masters, or click on the Employee checkbox to select the employee (multiple or all) whose attendance report is to be reviewed.

3. Select the time range you want to display in the report, or select the settlement period which already has a set time range.

4. Select the report in the left menu bar and access the report interface.

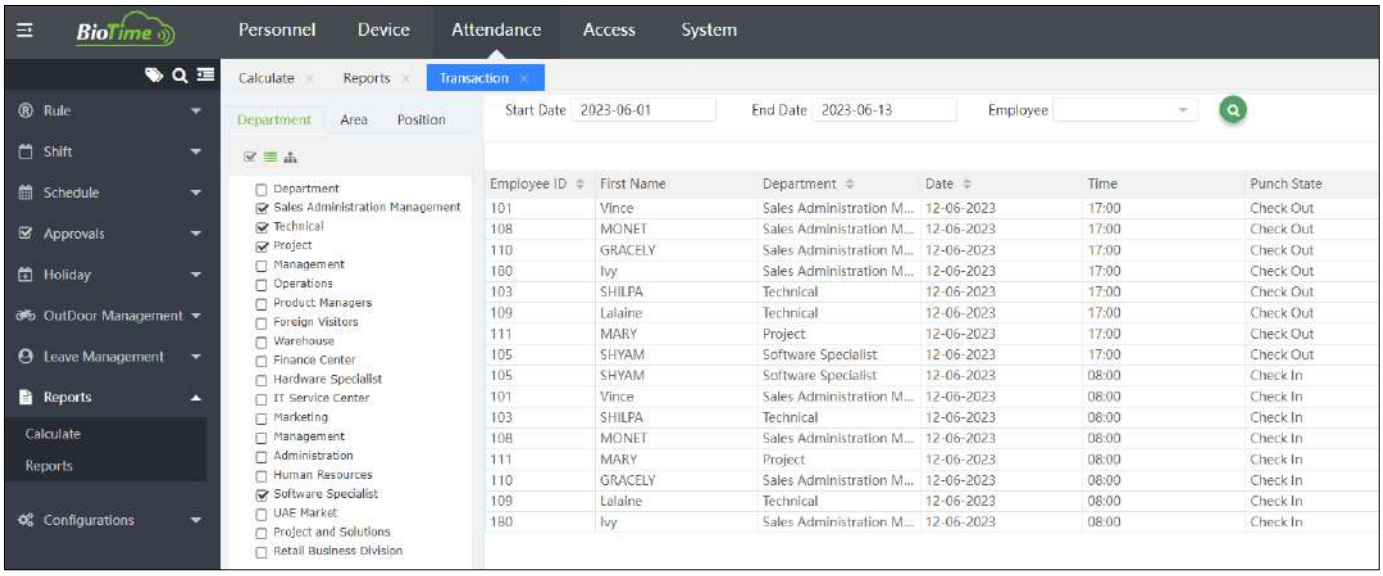
5. Click on the icon to consult the report data.



Transaction Reports

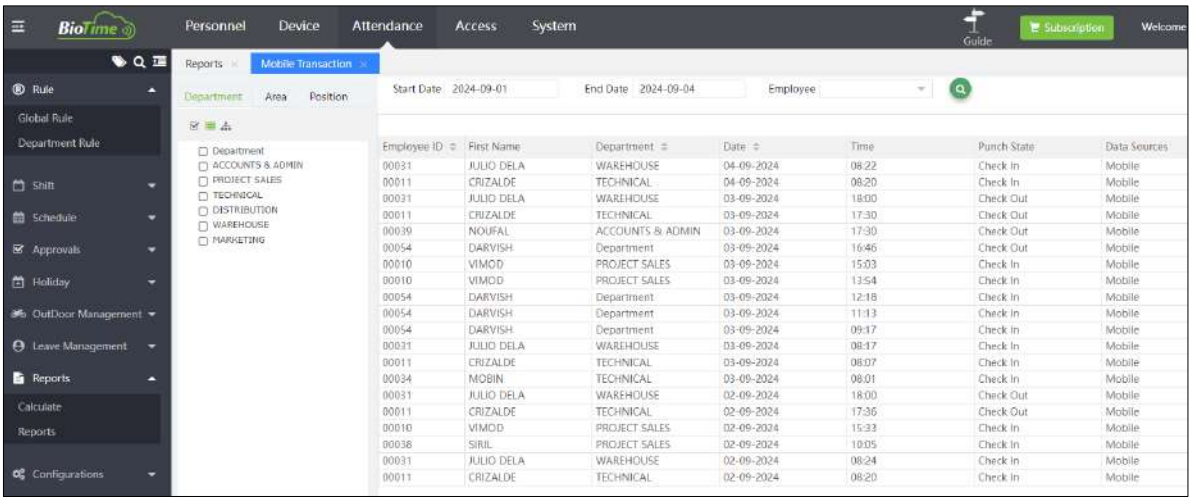
1. Transaction

Provides the detail of the records made by the employee, including the origin of the dialling and safety data (temperature and mouthpiece cover). One record per row is displayed.



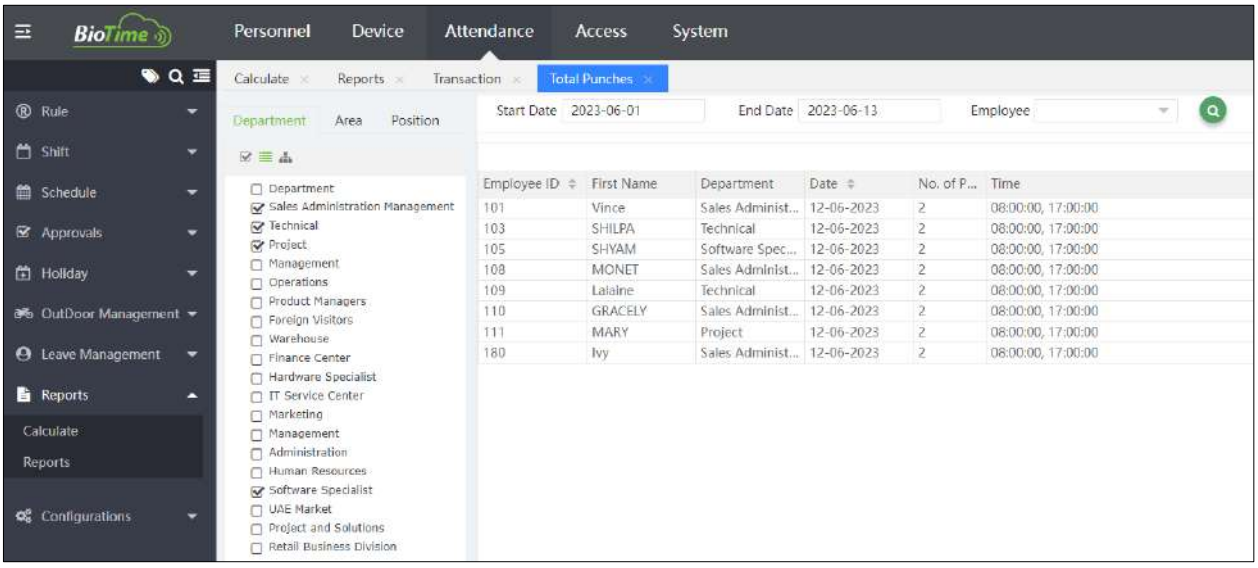
2. Mobile Transaction

Provides the detail of the records made by the employee through the mobile application check in and check out. One record per row is displayed.



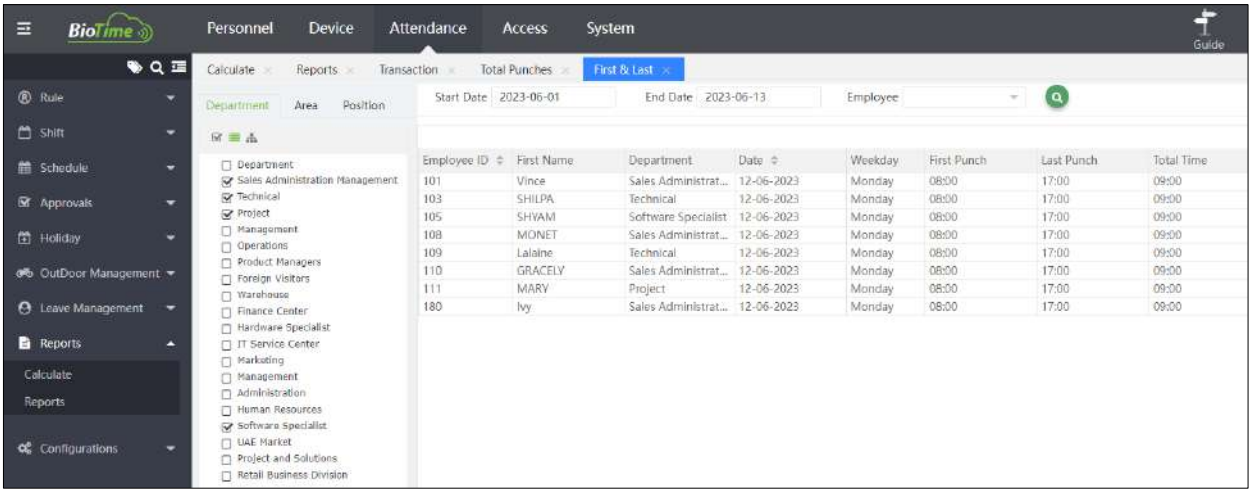
3. Total Punches

Provides the detail of the registers made by the employee, including the number of registers made during the day. It displays in the same row the check in and check out.



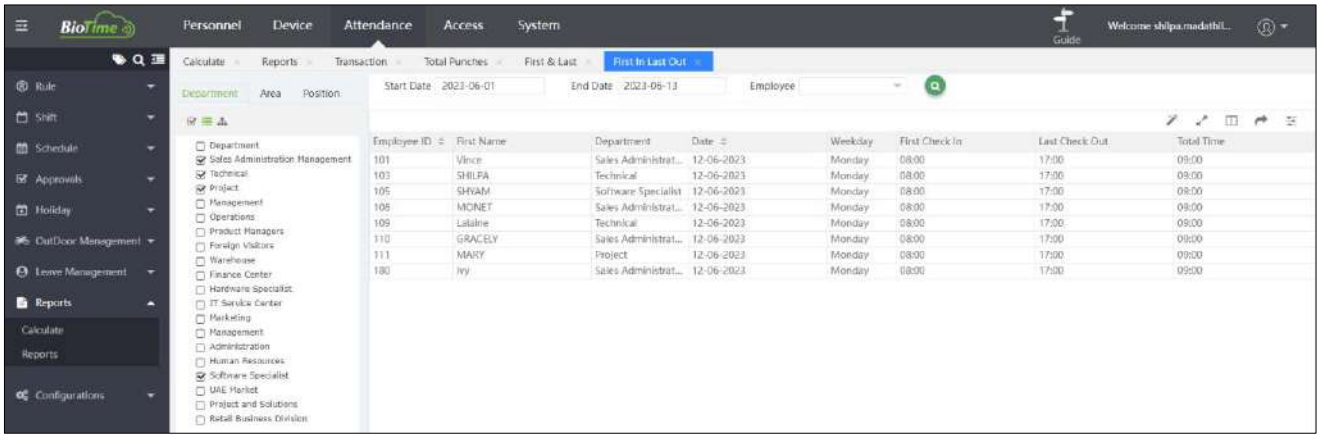
4. First & Last

It provides the detail of the employee's clockings, shows the first and last clocking done within the same shift and the total hours are calculated.



5. First In Last Out

It provides the detail of the first and last check-in made by the employee, it shows the records made by the employee including those that are not taken into account for attendance calculation or calculation reports.



Scheduling Reports

It shows all the attendance and payroll reports that the system allows to visualize or export. In these reports we can track the time worked and the corresponding calculation in each of the allowed payroll concepts.

1. Scheduled Log

This report allows you to view the schedule set for the employees and the allocation derived after calculating the attendance. That is, it shows the actual dialing done and the assignment in the attendance reports, if it is In/Out.

Reports | Scheduled Log

Start Date 2024-09-01 End Date 2024-09-04 Employee

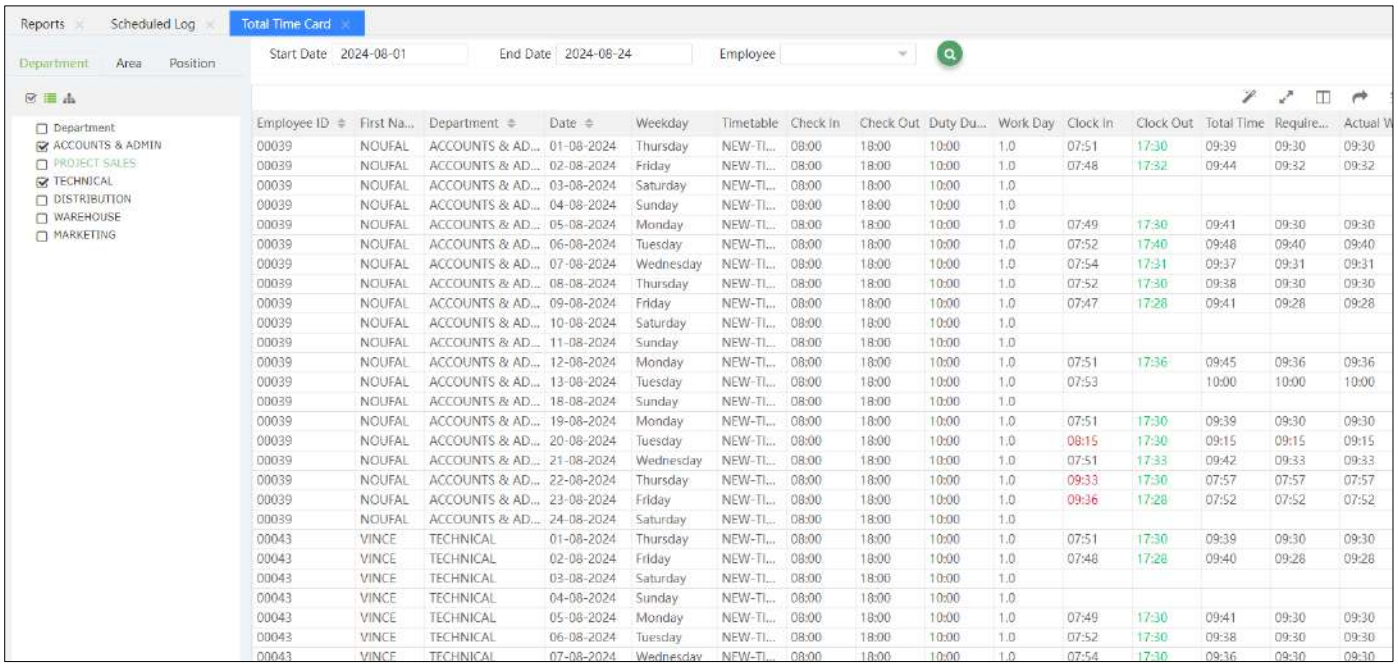
Department | Area | Position

- Department
- ACCOUNTS & ADMIN
- PROJECT SALES
- TECHNICAL
- DISTRIBUTION
- WAREHOUSE
- MARKETING

Employee ID	First Name	Department	Date	Weekday	Time	Punch State	Correct State
00001	SOWMYA	ACCOUNTS & ADMIN	02-09-2024	Monday	08:03	Check In	Check In
00001	SOWMYA	ACCOUNTS & ADMIN	02-09-2024	Monday	17:30	Check In	Check Out
00001	SOWMYA	ACCOUNTS & ADMIN	03-09-2024	Tuesday	07:57	Check In	Check In
00001	SOWMYA	ACCOUNTS & ADMIN	03-09-2024	Tuesday	17:30	Check In	Check Out
00006	SIMOUNETTE	DISTRIBUTION	02-09-2024	Monday	07:31	Check In	Check In
00006	SIMOUNETTE	DISTRIBUTION	02-09-2024	Monday	17:29	Check In	Check Out
00006	SIMOUNETTE	DISTRIBUTION	03-09-2024	Tuesday	17:30	Check In	Check Out
00008	CHRISTINE	ACCOUNTS & ADMIN	02-09-2024	Monday	07:31	Check In	Check In
00008	CHRISTINE	ACCOUNTS & ADMIN	02-09-2024	Monday	17:30	Check In	Check Out
00008	CHRISTINE	ACCOUNTS & ADMIN	03-09-2024	Tuesday	07:30	Check In	Check In
00008	CHRISTINE	ACCOUNTS & ADMIN	03-09-2024	Tuesday	17:30	Check In	Check Out
00009	JUNAIS	PROJECT SALES	02-09-2024	Monday	09:13	Check In	Check In
00009	JUNAIS	PROJECT SALES	02-09-2024	Monday	17:31	Check Out	Check Out
00009	JUNAIS	PROJECT SALES	03-09-2024	Tuesday	08:49	Check In	Check In
00009	JUNAIS	PROJECT SALES	03-09-2024	Tuesday	17:33	Check Out	Check Out
00010	VIMOD	PROJECT SALES	02-09-2024	Monday	07:38	Check In	Check In
00010	VIMOD	PROJECT SALES	03-09-2024	Tuesday	07:46	Check In	Check In
00012	JHOANE	PROJECT SALES	02-09-2024	Monday	08:08	Check In	Check In
00012	JHOANE	PROJECT SALES	02-09-2024	Monday	17:30	Check In	Check Out
00012	JHOANE	PROJECT SALES	03-09-2024	Tuesday	08:09	Check In	Check In
00012	JHOANE	PROJECT SALES	03-09-2024	Tuesday	17:30	Check In	Check Out
00020	ALDOUS	DISTRIBUTION	02-09-2024	Monday	07:58	Check In	Check In
00020	ALDOUS	DISTRIBUTION	02-09-2024	Monday	17:28	Check In	Check Out
00020	ALDOUS	DISTRIBUTION	03-09-2024	Tuesday	07:55	Check In	Check In
00020	ALDOUS	DISTRIBUTION	03-09-2024	Tuesday	17:27	Check In	Check Out
00027	ANAS YOUSEF	PROJECT SALES	02-09-2024	Monday	07:44	Check In	Check In
00027	ANAS YOUSEF	PROJECT SALES	02-09-2024	Monday	17:30	Check In	Check Out

2. Total Time Card

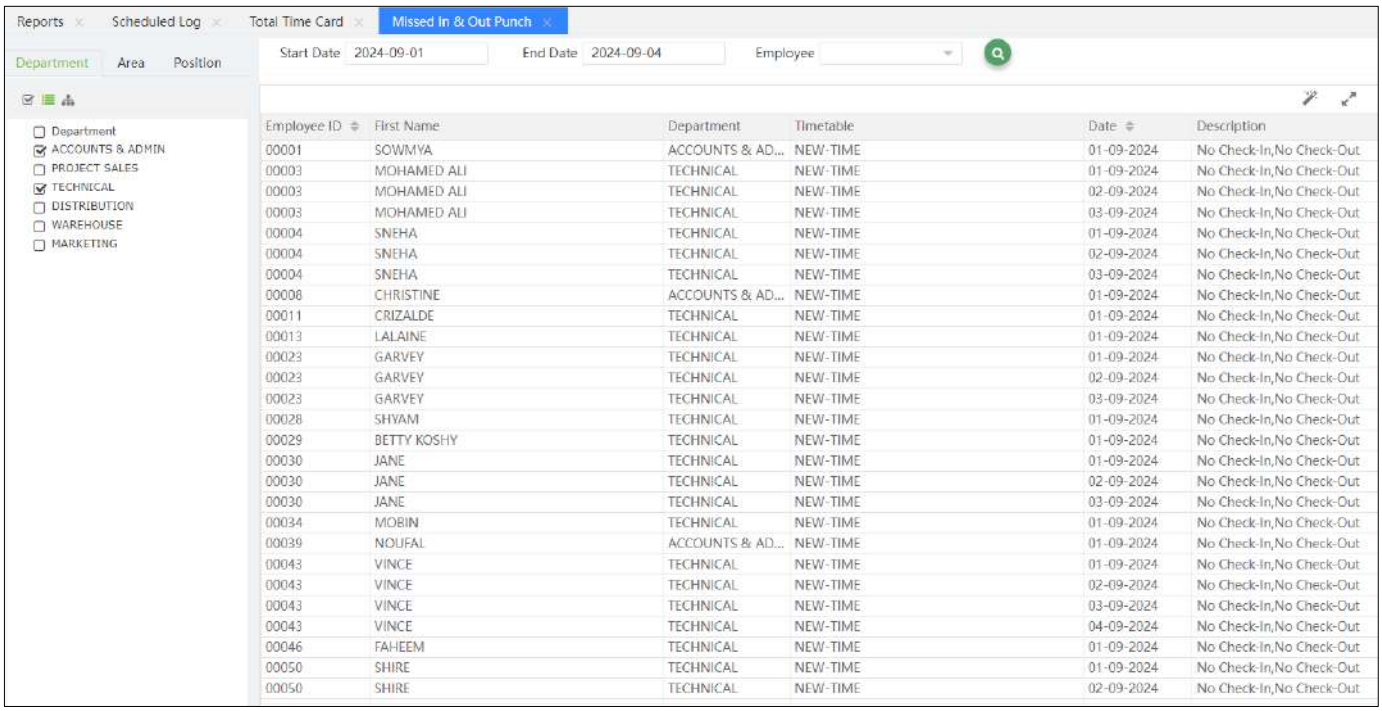
This report allows you to view the details of the attendance calculations and the details of the pre-payroll calculations, including data on working days and time not worked.



Employee ID	First Na...	Department	Date	Weekday	Timetable	Check In	Check Out	Duty Du...	Work Day	Clock In	Clock Out	Total Time	Require...	Actual W
00039	NOUFAL	ACCOUNTS & AD...	01-08-2024	Thursday	NEW-TI...	08:00	18:00	10:00	1.0	07:51	17:30	09:39	09:30	09:30
00039	NOUFAL	ACCOUNTS & AD...	02-08-2024	Friday	NEW-TI...	08:00	18:00	10:00	1.0	07:48	17:32	09:44	09:32	09:32
00039	NOUFAL	ACCOUNTS & AD...	03-08-2024	Saturday	NEW-TI...	08:00	18:00	10:00	1.0					
00039	NOUFAL	ACCOUNTS & AD...	04-08-2024	Sunday	NEW-TI...	08:00	18:00	10:00	1.0					
00039	NOUFAL	ACCOUNTS & AD...	05-08-2024	Monday	NEW-TI...	08:00	18:00	10:00	1.0	07:49	17:30	09:41	09:30	09:30
00039	NOUFAL	ACCOUNTS & AD...	06-08-2024	Tuesday	NEW-TI...	08:00	18:00	10:00	1.0	07:52	17:40	09:48	09:40	09:40
00039	NOUFAL	ACCOUNTS & AD...	07-08-2024	Wednesday	NEW-TI...	08:00	18:00	10:00	1.0	07:54	17:31	09:37	09:31	09:31
00039	NOUFAL	ACCOUNTS & AD...	08-08-2024	Thursday	NEW-TI...	08:00	18:00	10:00	1.0	07:52	17:30	09:38	09:30	09:30
00039	NOUFAL	ACCOUNTS & AD...	09-08-2024	Friday	NEW-TI...	08:00	18:00	10:00	1.0	07:47	17:28	09:41	09:28	09:28
00039	NOUFAL	ACCOUNTS & AD...	10-08-2024	Saturday	NEW-TI...	08:00	18:00	10:00	1.0					
00039	NOUFAL	ACCOUNTS & AD...	11-08-2024	Sunday	NEW-TI...	08:00	18:00	10:00	1.0					
00039	NOUFAL	ACCOUNTS & AD...	12-08-2024	Monday	NEW-TI...	08:00	18:00	10:00	1.0	07:51	17:36	09:45	09:36	09:36
00039	NOUFAL	ACCOUNTS & AD...	13-08-2024	Tuesday	NEW-TI...	08:00	18:00	10:00	1.0	07:53		10:00	10:00	10:00
00039	NOUFAL	ACCOUNTS & AD...	18-08-2024	Sunday	NEW-TI...	08:00	18:00	10:00	1.0					
00039	NOUFAL	ACCOUNTS & AD...	19-08-2024	Monday	NEW-TI...	08:00	18:00	10:00	1.0	07:51	17:30	09:39	09:30	09:30
00039	NOUFAL	ACCOUNTS & AD...	20-08-2024	Tuesday	NEW-TI...	08:00	18:00	10:00	1.0	08:15	17:30	09:15	09:15	09:15
00039	NOUFAL	ACCOUNTS & AD...	21-08-2024	Wednesday	NEW-TI...	08:00	18:00	10:00	1.0	07:51	17:33	09:42	09:33	09:33
00039	NOUFAL	ACCOUNTS & AD...	22-08-2024	Thursday	NEW-TI...	08:00	18:00	10:00	1.0	09:33	17:30	07:57	07:57	07:57
00039	NOUFAL	ACCOUNTS & AD...	23-08-2024	Friday	NEW-TI...	08:00	18:00	10:00	1.0	09:36	17:28	07:52	07:52	07:52
00039	NOUFAL	ACCOUNTS & AD...	24-08-2024	Saturday	NEW-TI...	08:00	18:00	10:00	1.0					
00043	VINCE	TECHNICAL	01-08-2024	Thursday	NEW-TI...	08:00	18:00	10:00	1.0	07:51	17:30	09:39	09:30	09:30
00043	VINCE	TECHNICAL	02-08-2024	Friday	NEW-TI...	08:00	18:00	10:00	1.0	07:48	17:28	09:40	09:28	09:28
00043	VINCE	TECHNICAL	03-08-2024	Saturday	NEW-TI...	08:00	18:00	10:00	1.0					
00043	VINCE	TECHNICAL	04-08-2024	Sunday	NEW-TI...	08:00	18:00	10:00	1.0					
00043	VINCE	TECHNICAL	05-08-2024	Monday	NEW-TI...	08:00	18:00	10:00	1.0	07:49	17:30	09:41	09:30	09:30
00043	VINCE	TECHNICAL	06-08-2024	Tuesday	NEW-TI...	08:00	18:00	10:00	1.0	07:52	17:30	09:38	09:30	09:30
00043	VINCE	TECHNICAL	07-08-2024	Wednesday	NEW-TI...	08:00	18:00	10:00	1.0	07:54	17:30	09:36	09:30	09:30

3. Missed In & Out Punch

Displays for each employee according to the established time schedule, the days on which he/she did not clock in, clock out or both.



Employee ID	First Name	Department	Timetable	Date	Description
00001	SOWMYA	ACCOUNTS & AD...	NEW-TIME	01-09-2024	No Check-In,No Check-Out
00003	MOHAMED ALI	TECHNICAL	NEW-TIME	01-09-2024	No Check-In,No Check-Out
00003	MOHAMED ALI	TECHNICAL	NEW-TIME	02-09-2024	No Check-In,No Check-Out
00003	MOHAMED ALI	TECHNICAL	NEW-TIME	03-09-2024	No Check-In,No Check-Out
00004	SNEHA	TECHNICAL	NEW-TIME	01-09-2024	No Check-In,No Check-Out
00004	SNEHA	TECHNICAL	NEW-TIME	02-09-2024	No Check-In,No Check-Out
00004	SNEHA	TECHNICAL	NEW-TIME	03-09-2024	No Check-In,No Check-Out
00008	CHRISTINE	ACCOUNTS & AD...	NEW-TIME	01-09-2024	No Check-In,No Check-Out
00011	CRIZALDE	TECHNICAL	NEW-TIME	01-09-2024	No Check-In,No Check-Out
00013	LALAINE	TECHNICAL	NEW-TIME	01-09-2024	No Check-In,No Check-Out
00023	GARVEY	TECHNICAL	NEW-TIME	01-09-2024	No Check-In,No Check-Out
00023	GARVEY	TECHNICAL	NEW-TIME	02-09-2024	No Check-In,No Check-Out
00023	GARVEY	TECHNICAL	NEW-TIME	03-09-2024	No Check-In,No Check-Out
00028	SHYAM	TECHNICAL	NEW-TIME	01-09-2024	No Check-In,No Check-Out
00029	BETTY KOSHY	TECHNICAL	NEW-TIME	01-09-2024	No Check-In,No Check-Out
00030	JANE	TECHNICAL	NEW-TIME	01-09-2024	No Check-In,No Check-Out
00030	JANE	TECHNICAL	NEW-TIME	02-09-2024	No Check-In,No Check-Out
00030	JANE	TECHNICAL	NEW-TIME	03-09-2024	No Check-In,No Check-Out
00034	MOBIN	TECHNICAL	NEW-TIME	01-09-2024	No Check-In,No Check-Out
00039	NOUFAL	ACCOUNTS & AD...	NEW-TIME	01-09-2024	No Check-In,No Check-Out
00043	VINCE	TECHNICAL	NEW-TIME	01-09-2024	No Check-In,No Check-Out
00043	VINCE	TECHNICAL	NEW-TIME	02-09-2024	No Check-In,No Check-Out
00043	VINCE	TECHNICAL	NEW-TIME	03-09-2024	No Check-In,No Check-Out
00043	VINCE	TECHNICAL	NEW-TIME	04-09-2024	No Check-In,No Check-Out
00046	FAHEEM	TECHNICAL	NEW-TIME	01-09-2024	No Check-In,No Check-Out
00050	SHIRE	TECHNICAL	NEW-TIME	01-09-2024	No Check-In,No Check-Out
00050	SHIRE	TECHNICAL	NEW-TIME	02-09-2024	No Check-In,No Check-Out

4. Late

Displays for each employee, according to the established time schedule, the days on which the employee was late for work.

Reports | Scheduled Log | Total Time Card | Missed In & Out Punch | Late

Department | Area | Position

Start Date 2024-09-01 End Date 2024-09-04 Employee

- Department
- ACCOUNTS & ADMIN
- PROJECT SALES
- TECHNICAL
- DISTRIBUTION
- WAREHOUSE
- MARKETING

Employee ID	First Name	Department	Date	Weekday	Timetable	Check In	Check Out	Clock In	Clock Out	Total Time	Late
00011	CRIZALDE	TECHNICAL	02-09-2024	Monday	NEW-TIME	08:00	18:00	08:20	17:36	09:16	00:20
00034	MOBIN	TECHNICAL	02-09-2024	Monday	NEW-TIME	08:00	18:00	08:03	17:31	09:28	00:03
00028	SHYAM	TECHNICAL	02-09-2024	Monday	NEW-TIME	08:00	18:00	08:17	17:30	09:13	00:17
00029	BETTY KOSHY	TECHNICAL	02-09-2024	Monday	NEW-TIME	08:00	18:00	08:17	17:30	09:13	00:17
00001	SOWMYA	ACCOUNTS & AD...	02-09-2024	Monday	NEW-TIME	08:00	18:00	08:03	17:30	09:27	00:03
00051	NIKITA	PROJECT SALES	02-09-2024	Monday	NEW-TIME	08:00	18:00	09:58		10:00	01:58
00039	NOUFAL	ACCOUNTS & AD...	02-09-2024	Monday	NEW-TIME	08:00	18:00	08:08	17:30	09:22	00:08
00012	JHOANE	PROJECT SALES	02-09-2024	Monday	NEW-TIME	08:00	18:00	08:08	17:30	09:22	00:08
00009	JUNAIS	PROJECT SALES	02-09-2024	Monday	NEW-TIME	08:00	18:00	09:13	17:31	08:18	01:13
00031	JULIO DELA	WAREHOUSE	02-09-2024	Monday	NEW-TIME	08:00	18:00	08:24	18:00	09:36	00:24
00053	WAYNE	Department	03-09-2024	Tuesday	NEW-TIME	08:00	18:00	08:01	17:23	09:22	00:01
00009	JUNAIS	PROJECT SALES	03-09-2024	Tuesday	NEW-TIME	08:00	18:00	08:49	17:33	08:44	00:49
00031	JULIO DELA	WAREHOUSE	03-09-2024	Tuesday	NEW-TIME	08:00	18:00	08:17	18:00	09:43	00:17
00011	CRIZALDE	TECHNICAL	03-09-2024	Tuesday	NEW-TIME	08:00	18:00	08:07	17:30	09:23	00:07
00012	JHOANE	PROJECT SALES	03-09-2024	Tuesday	NEW-TIME	08:00	18:00	08:09	17:30	09:21	00:09
00028	SHYAM	TECHNICAL	03-09-2024	Tuesday	NEW-TIME	08:00	18:00	08:11	17:30	09:19	00:11
00039	NOUFAL	ACCOUNTS & AD...	03-09-2024	Tuesday	NEW-TIME	08:00	18:00	08:09	17:30	09:21	00:09
00045	BENJO	PROJECT SALES	03-09-2024	Tuesday	NEW-TIME	08:00	18:00	08:02		10:00	00:02
00034	MOBIN	TECHNICAL	03-09-2024	Tuesday	NEW-TIME	08:00	18:00	08:01	17:30	09:29	00:01
00029	BETTY KOSHY	TECHNICAL	03-09-2024	Tuesday	NEW-TIME	08:00	18:00	08:11	17:30	09:19	00:11
00051	NIKITA	PROJECT SALES	03-09-2024	Tuesday	NEW-TIME	08:00	18:00	08:17	17:46	09:29	00:17

5. Early Leave

Displays for each employee, according to the established time schedule, the days on which the employee left work early.

Reports | Scheduled Log | Total Time Card | Missed In & Out Punch | Late | Early Leave

Department | Area | Position

Start Date 2024-09-01 End Date 2024-09-04 Employee

- Department
- ACCOUNTS & ADMIN
- PROJECT SALES
- TECHNICAL
- DISTRIBUTION
- WAREHOUSE
- MARKETING

Employee ID	First Name	Department	Date	Weekday	Timetable	Check In	Check Out	Clock In	Clock Out	Total Time	Early Leave
00027	ANAS YOUSEF	PROJECT SALES	02-09-2024	Monday	NEW-TIME	08:00	18:00	07:44	17:30	09:46	00:30
00039	NOUFAL	ACCOUNTS & AD...	02-09-2024	Monday	NEW-TIME	08:00	18:00	08:08	17:30	09:22	00:30
00006	SIMOUNETTE	DISTRIBUTION	02-09-2024	Monday	NEW-TIME	08:00	18:00	07:31	17:29	09:58	00:31
00034	MOBIN	TECHNICAL	02-09-2024	Monday	NEW-TIME	08:00	18:00	08:03	17:31	09:28	00:29
00020	ALDOUS	DISTRIBUTION	02-09-2024	Monday	NEW-TIME	08:00	18:00	07:58	17:28	09:30	00:32
00029	BETTY KOSHY	TECHNICAL	02-09-2024	Monday	NEW-TIME	08:00	18:00	08:17	17:30	09:13	00:30
00001	SOWMYA	ACCOUNTS & AD...	02-09-2024	Monday	NEW-TIME	08:00	18:00	08:03	17:30	09:27	00:30
00012	JHOANE	PROJECT SALES	02-09-2024	Monday	NEW-TIME	08:00	18:00	08:08	17:30	09:22	00:30
00053	WAYNE	Department	02-09-2024	Monday	NEW-TIME	08:00	18:00		17:18	10:00	00:42
00046	FAHEEM	TECHNICAL	02-09-2024	Monday	NEW-TIME	08:00	18:00	07:34	17:30	09:56	00:30
00054	DARVISH	Department	02-09-2024	Monday	NEW-TIME	08:00	18:00	07:29	17:29	10:00	00:31
00008	CHRISTINE	ACCOUNTS & AD...	02-09-2024	Monday	NEW-TIME	08:00	18:00	07:31	17:30	09:59	00:30
00013	LALAINE	TECHNICAL	02-09-2024	Monday	NEW-TIME	08:00	18:00	07:45	17:30	09:45	00:30
00044	ROSEANNE	DISTRIBUTION	02-09-2024	Monday	NEW-TIME	08:00	18:00	07:45	17:30	09:45	00:30
00041	MARY-ANN	MARKETING	02-09-2024	Monday	NEW-TIME	08:00	18:00	07:29	17:30	10:01	00:30
00009	JUNAIS	PROJECT SALES	02-09-2024	Monday	NEW-TIME	08:00	18:00	09:13	17:31	08:18	00:29
00038	SIRIL	PROJECT SALES	02-09-2024	Monday	NEW-TIME	08:00	18:00	07:55	17:41	09:46	00:19
00028	SHYAM	TECHNICAL	02-09-2024	Monday	NEW-TIME	08:00	18:00	08:17	17:30	09:13	00:30
00011	CRIZALDE	TECHNICAL	02-09-2024	Monday	NEW-TIME	08:00	18:00	08:20	17:36	09:16	00:24
00009	JUNAIS	PROJECT SALES	03-09-2024	Tuesday	NEW-TIME	08:00	18:00	08:49	17:33	08:44	00:27
00041	MARY-ANN	MARKETING	03-09-2024	Tuesday	NEW-TIME	08:00	18:00	07:43	17:30	09:47	00:30
00001	SOWMYA	ACCOUNTS & AD...	03-09-2024	Tuesday	NEW-TIME	08:00	18:00	07:57	17:30	09:33	00:30
00006	SIMOUNETTE	DISTRIBUTION	03-09-2024	Tuesday	NEW-TIME	08:00	18:00		17:30	10:00	00:30
00046	FAHEEM	TECHNICAL	03-09-2024	Tuesday	NEW-TIME	08:00	18:00	07:45	17:30	09:45	00:30
00011	CRIZALDE	TECHNICAL	03-09-2024	Tuesday	NEW-TIME	08:00	18:00	08:07	17:30	09:23	00:30
00020	ALDOUS	DISTRIBUTION	03-09-2024	Tuesday	NEW-TIME	08:00	18:00	07:55	17:27	09:32	00:33
00012	JHOANE	PROJECT SALES	03-09-2024	Tuesday	NEW-TIME	08:00	18:00	08:09	17:30	09:21	00:30

6. Birthday

Displays all users whose birthday falls within the selected date range.

Reports | Scheduled Log | Total Time Card | Missed In & Out Punch | Late | Early Leave | Birthday

Department | Area | Position

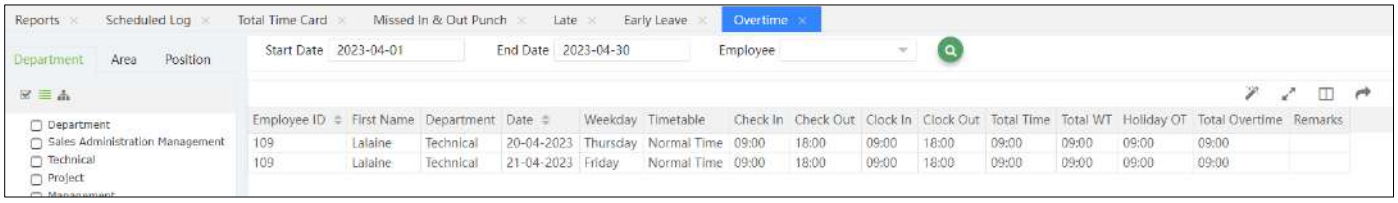
Start Date 2024-08-01 End Date 2024-08-31

- Department
- ACCOUNTS & ADMIN
- PROJECT SALES
- TECHNICAL
- DISTRIBUTION
- WAREHOUSE
- MARKETING

Employee ID	First Name	Birthday	Department
00010	VIMOD	2024-08-16	PROJECT SALES
00034	MOBIN	2024-08-14	TECHNICAL
00041	MARY-ANN	2024-08-28	MARKETING
00042	IVY	2024-08-05	DISTRIBUTION
00043	VINCE	2024-08-05	TECHNICAL

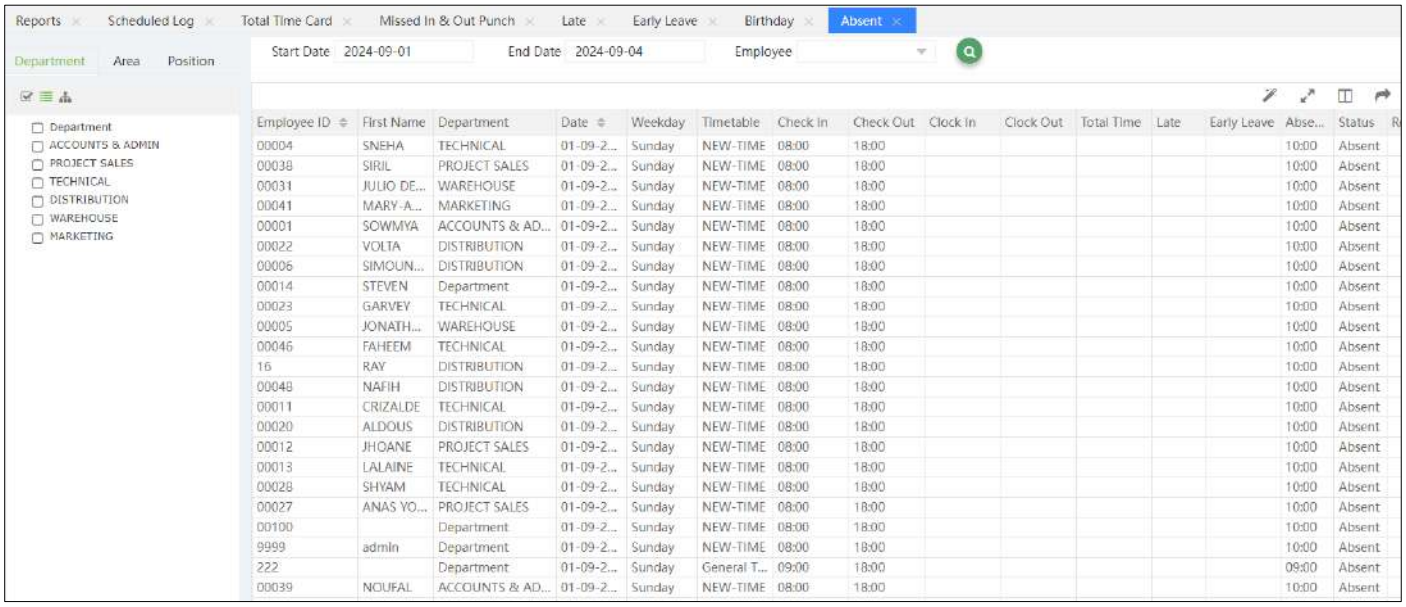
7. Overtime

Displays all overtime records calculated for the selected employees in the time range (Daytime, Nighttime, Weekend and Holiday overtime).



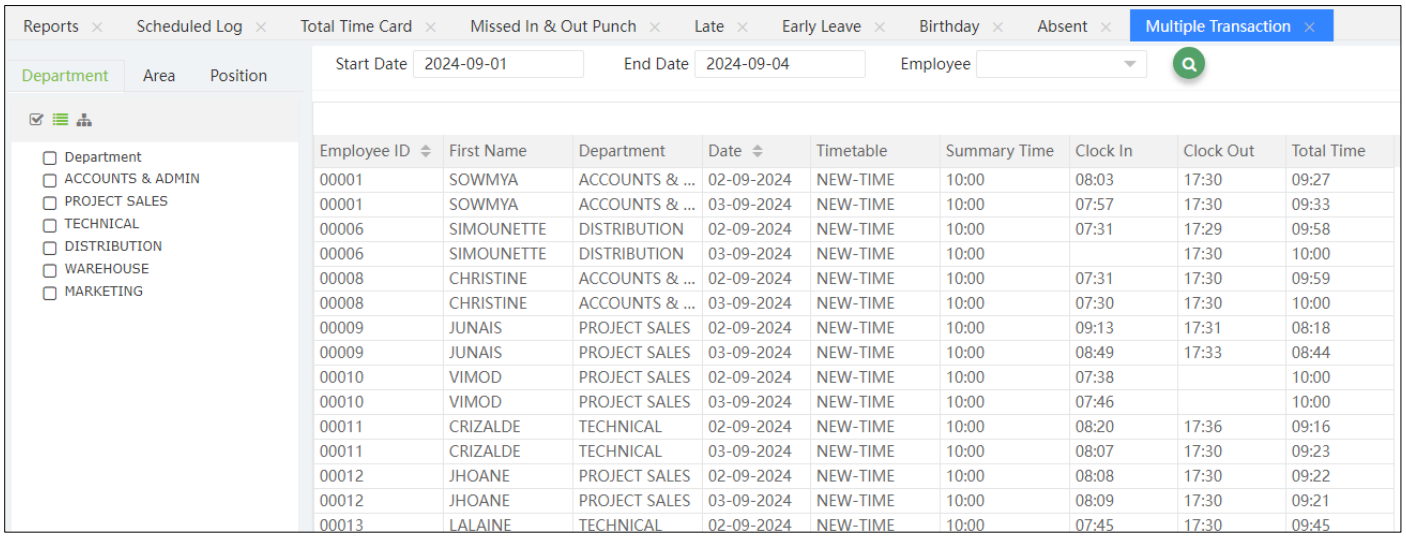
8. Absent

Displays the details of time not worked and absences. All types of absences recorded for employees and the days on which the employee did not clock in.



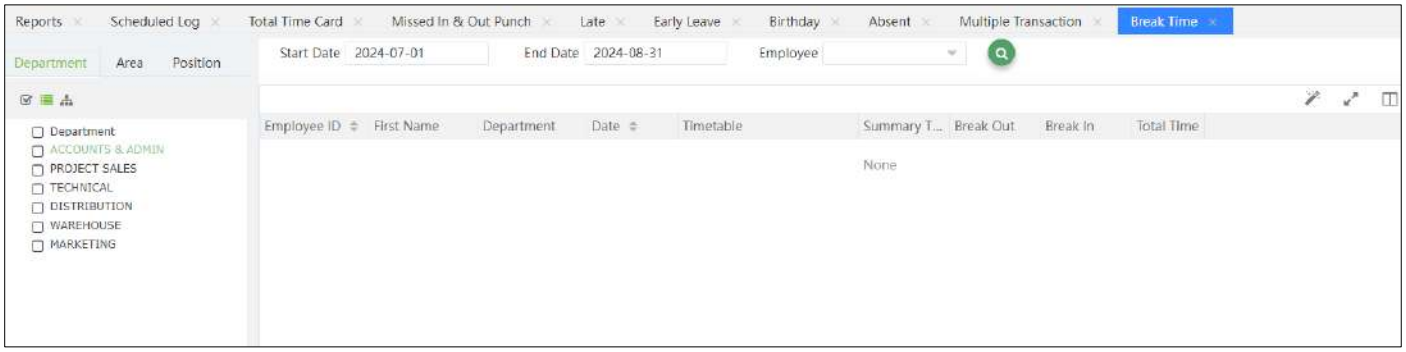
9. Multiple Transaction

This report shows the user's clocking in and out and generates the total amount of time worked.



10. Break Time

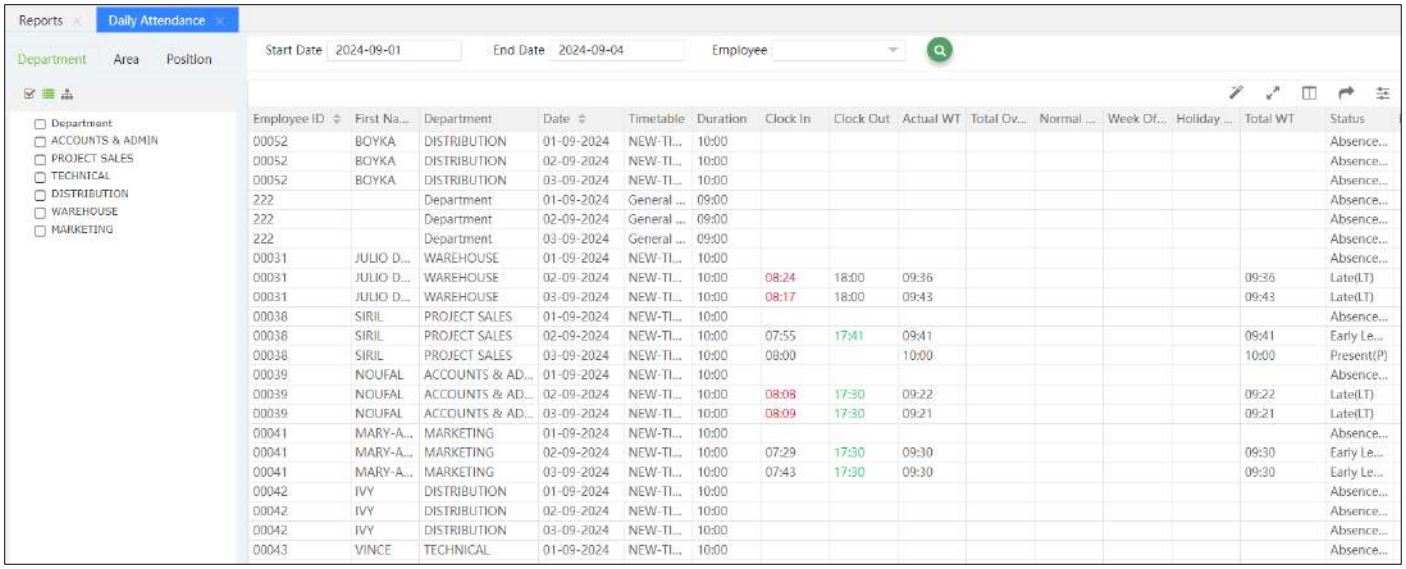
Displays the records made for the departure and return from the scheduled break.



Daily Reports

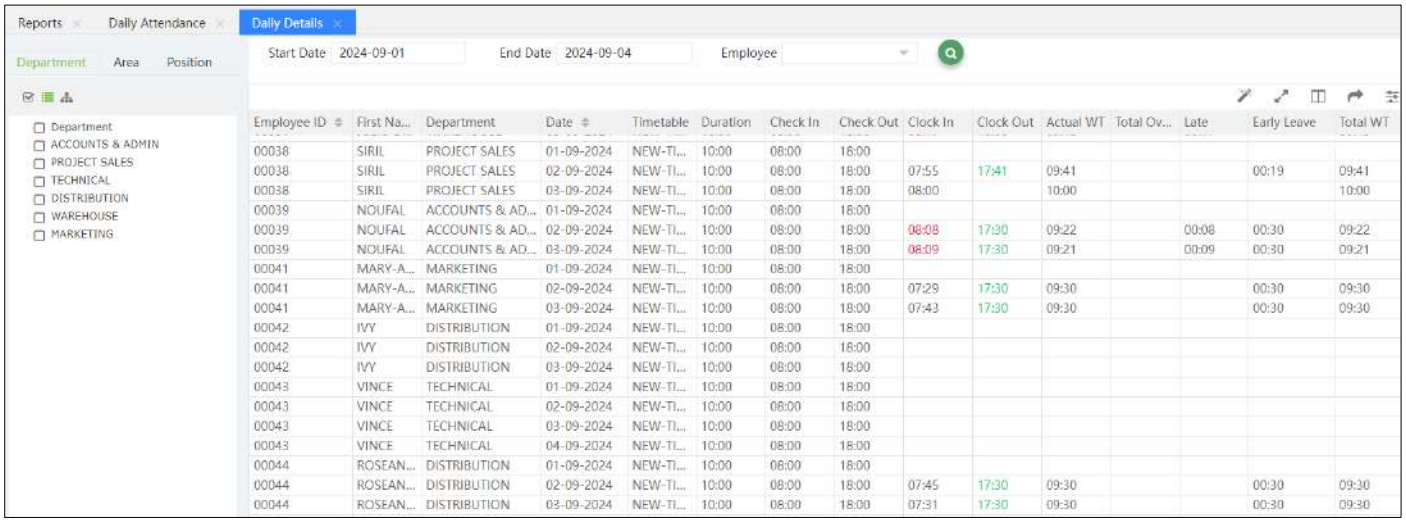
1. Daily Attendance

This report allows you to visualize the schedule established for employees in a set time range.



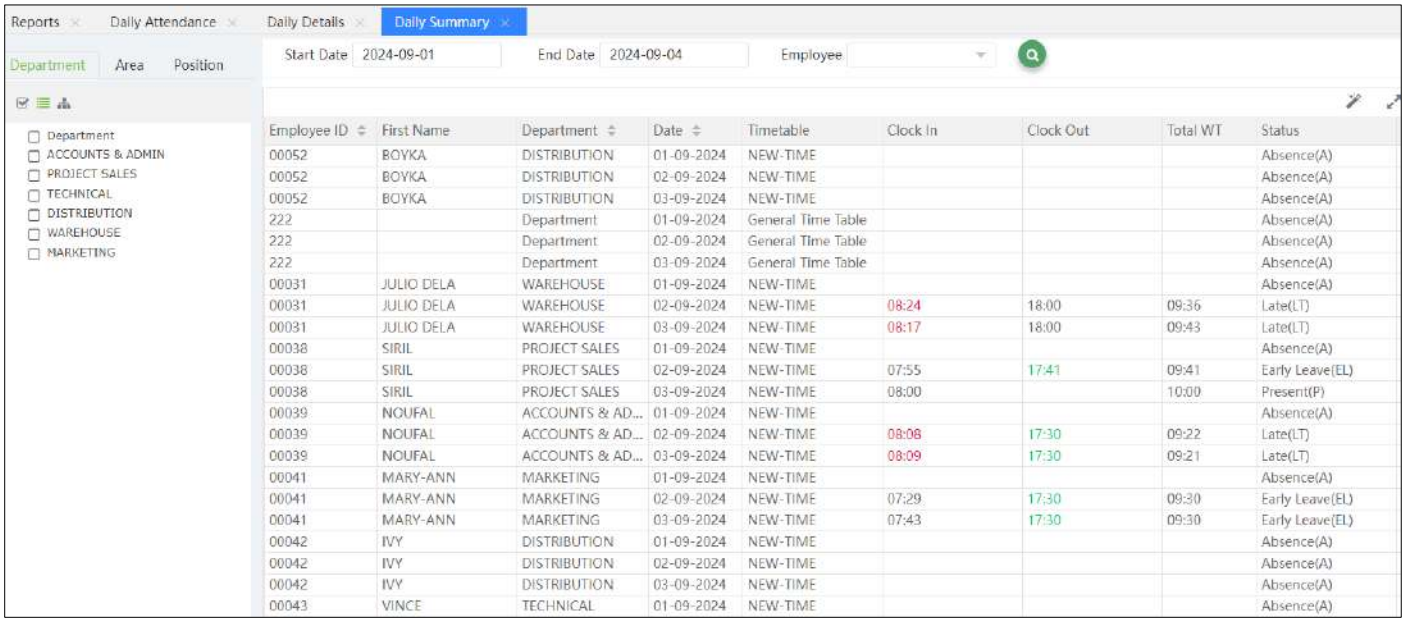
2. Daily Details

This report allows you to view employee attendance records (per day) in a set time range. At the end of each line, it will indicate the time of all attendance records made by the user.



3. Daily Summary

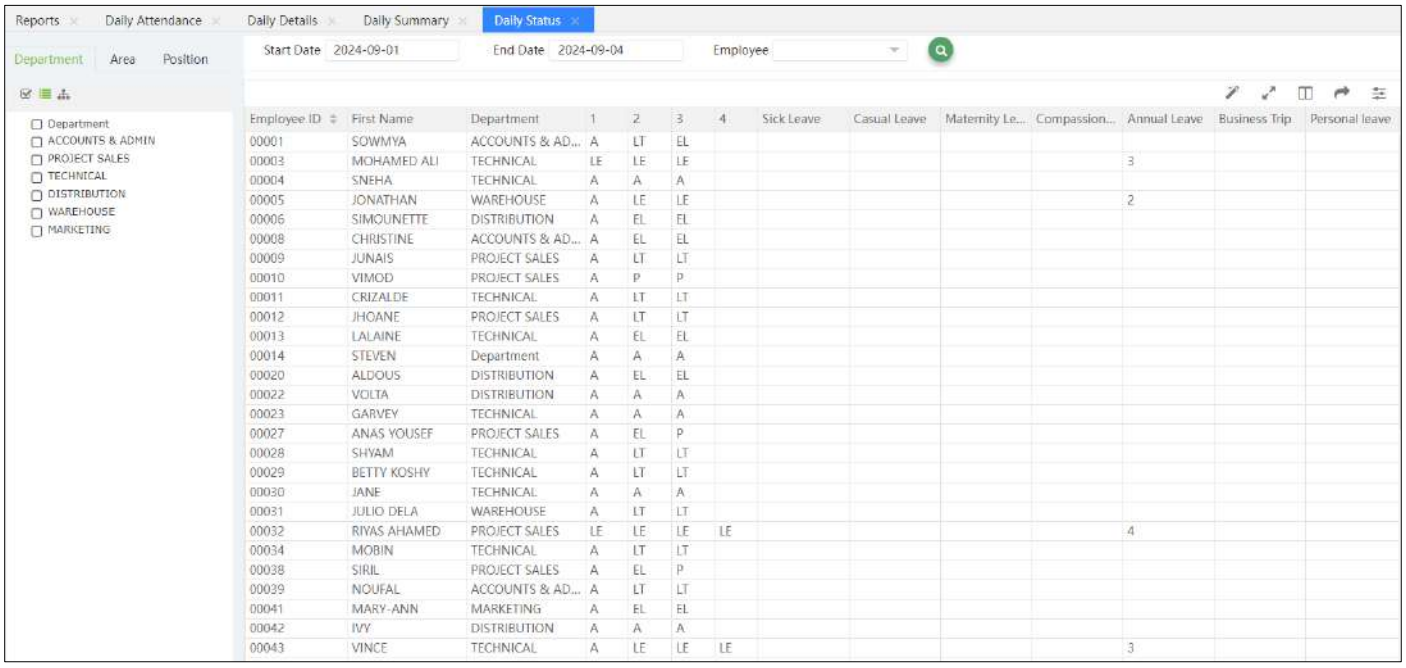
This report allows you to view the daily attendance status of the user based on the records made. It can be an Absence, Missing Check In, Missing Check Out, etc.



Employee ID	First Name	Department	Date	Timetable	Clock In	Clock Out	Total WT	Status
00052	BOYKA	DISTRIBUTION	01-09-2024	NEW-TIME				Absence(A)
00052	BOYKA	DISTRIBUTION	02-09-2024	NEW-TIME				Absence(A)
00052	BOYKA	DISTRIBUTION	03-09-2024	NEW-TIME				Absence(A)
222		Department	01-09-2024	General Time Table				Absence(A)
222		Department	02-09-2024	General Time Table				Absence(A)
222		Department	03-09-2024	General Time Table				Absence(A)
00031	JULIO DELA	WAREHOUSE	01-09-2024	NEW-TIME				Absence(A)
00031	JULIO DELA	WAREHOUSE	02-09-2024	NEW-TIME	08:24	18:00	09:36	Late(LT)
00031	JULIO DELA	WAREHOUSE	03-09-2024	NEW-TIME	08:17	18:00	09:43	Late(LT)
00038	SIRIL	PROJECT SALES	01-09-2024	NEW-TIME				Absence(A)
00038	SIRIL	PROJECT SALES	02-09-2024	NEW-TIME	07:55	17:41	09:41	Early Leave(EL)
00038	SIRIL	PROJECT SALES	03-09-2024	NEW-TIME	08:00		10:00	Present(P)
00039	NOUFAL	ACCOUNTS & AD...	01-09-2024	NEW-TIME				Absence(A)
00039	NOUFAL	ACCOUNTS & AD...	02-09-2024	NEW-TIME	08:08	17:30	09:22	Late(LT)
00039	NOUFAL	ACCOUNTS & AD...	03-09-2024	NEW-TIME	08:09	17:30	09:21	Late(LT)
00041	MARY-ANN	MARKETING	01-09-2024	NEW-TIME				Absence(A)
00041	MARY-ANN	MARKETING	02-09-2024	NEW-TIME	07:29	17:30	09:30	Early Leave(EL)
00041	MARY-ANN	MARKETING	03-09-2024	NEW-TIME	07:43	17:30	09:30	Early Leave(EL)
00042	IVY	DISTRIBUTION	01-09-2024	NEW-TIME				Absence(A)
00042	IVY	DISTRIBUTION	02-09-2024	NEW-TIME				Absence(A)
00042	IVY	DISTRIBUTION	03-09-2024	NEW-TIME				Absence(A)
00043	VINCE	TECHNICAL	01-09-2024	NEW-TIME				Absence(A)

4. Daily status

This report allows you to visualize the schedule established for employees in a set time range. For each day in the calendar it shows an initial assigned in the attendance concepts.

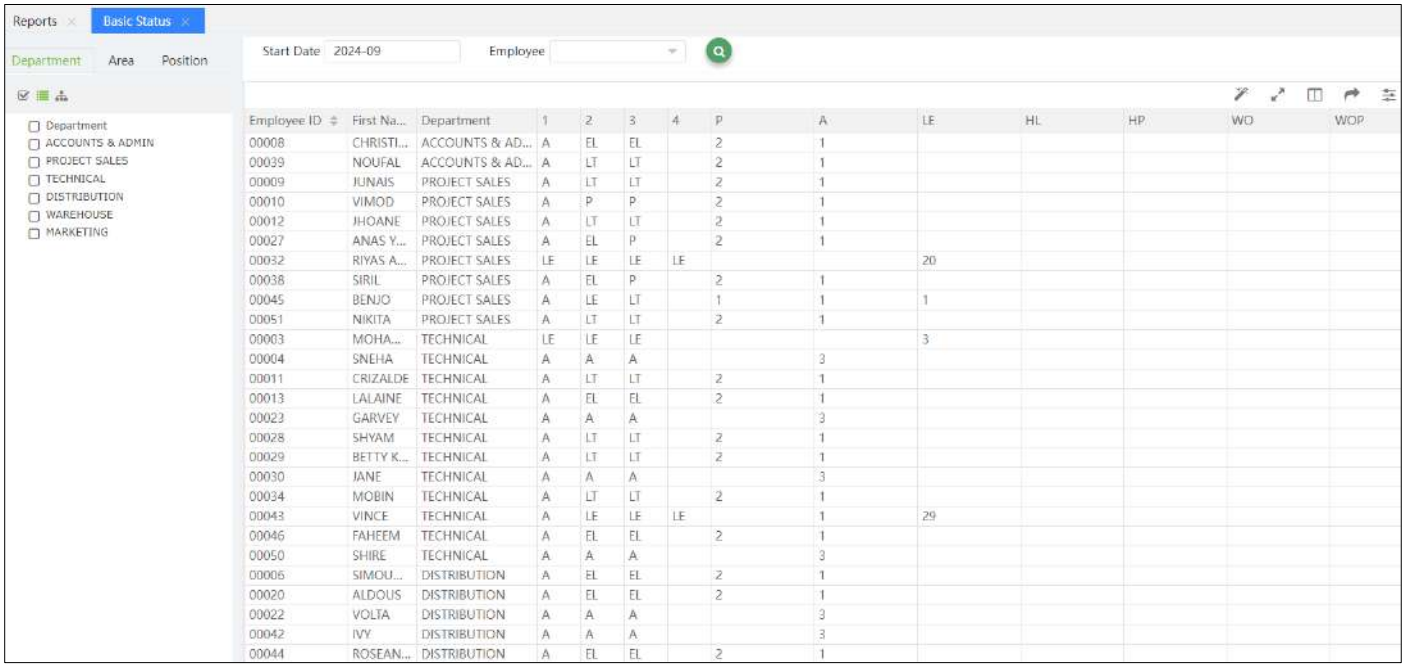


Employee ID	First Name	Department	1	2	3	4	Sick Leave	Casual Leave	Maternity Le...	Compassion...	Annual Leave	Business Trip	Personal leave
00001	SOWMYA	ACCOUNTS & AD...	A	LT	EL								
00003	MOHAMED ALI	TECHNICAL	LE	LE	LE						3		
00004	SNEHA	TECHNICAL	A	A	A								
00005	JONATHAN	WAREHOUSE	A	LE	LE						2		
00006	SIMOUNETTE	DISTRIBUTION	A	EL	EL								
00008	CHRISTINE	ACCOUNTS & AD...	A	EL	EL								
00009	JUNAIS	PROJECT SALES	A	LT	LT								
00010	VIMOD	PROJECT SALES	A	P	P								
00011	CRIZALDE	TECHNICAL	A	LT	LT								
00012	JHOANE	PROJECT SALES	A	LT	LT								
00013	LALAINE	TECHNICAL	A	EL	EL								
00014	STEVEN	Department	A	A	A								
00020	ALDOUS	DISTRIBUTION	A	EL	EL								
00022	VOLTA	DISTRIBUTION	A	A	A								
00023	GARVEY	TECHNICAL	A	A	A								
00027	ANAS YOUSEF	PROJECT SALES	A	EL	P								
00028	SHYAM	TECHNICAL	A	LT	LT								
00029	BETTY KOSHY	TECHNICAL	A	LT	LT								
00030	JANE	TECHNICAL	A	A	A								
00031	JULIO DELA	WAREHOUSE	A	LT	LT								
00032	RIYAS AHAMED	PROJECT SALES	LE	LE	LE	LE					4		
00034	MOBIN	TECHNICAL	A	LT	LT								
00038	SIRIL	PROJECT SALES	A	EL	P								
00039	NOUFAL	ACCOUNTS & AD...	A	LT	LT								
00041	MARY-ANN	MARKETING	A	EL	EL								
00042	IVY	DISTRIBUTION	A	A	A								
00043	VINCE	TECHNICAL	A	LE	LE	LE					3		

Monthly Reports

1. Basic Status

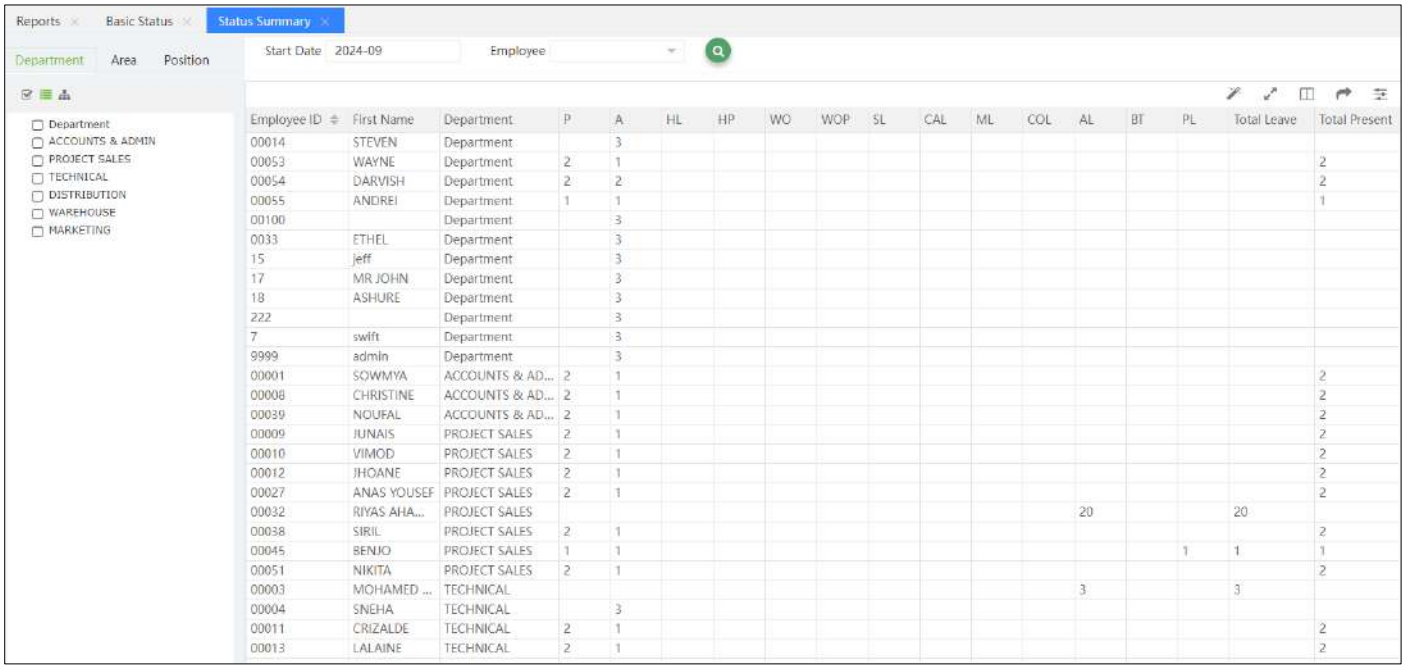
This report shows an initial, on each day of the established period, to indicate the user's attendance status (Present, Absent, No Sign In, No Sign Out, etc.), at the end, it will indicate a sum for each concept.



Employee ID	First Na...	Department	1	2	3	4	P	A	LE	HL	HP	WO	WOP
00008	CHRISTI...	ACCOUNTS & AD...	A	EL	EL		2	1					
00039	NOUFAL	ACCOUNTS & AD...	A	LT	LT		2	1					
00009	JUNAIS	PROJECT SALES	A	LT	LT		2	1					
00010	VIMOD	PROJECT SALES	A	P	P		2	1					
00012	JHOANE	PROJECT SALES	A	LT	LT		2	1					
00027	ANAS Y...	PROJECT SALES	A	EL	P		2	1					
00032	RIYAS A...	PROJECT SALES	LE	LE	LE	LE			20				
00038	SIRIL	PROJECT SALES	A	EL	P		2	1					
00045	BENJO	PROJECT SALES	A	LE	LT		1	1	1				
00051	NIKITA	PROJECT SALES	A	LT	LT		2	1					
00003	MOHA...	TECHNICAL	LE	LE	LE				3				
00004	SNEHA	TECHNICAL	A	A	A			3					
00011	CRIZALDE	TECHNICAL	A	LT	LT		2	1					
00013	LALAINE	TECHNICAL	A	EL	EL		2	1					
00023	GARVEY	TECHNICAL	A	A	A			3					
00028	SHYAM	TECHNICAL	A	LT	LT		2	1					
00029	BETTY K...	TECHNICAL	A	LT	LT		2	1					
00030	JANE	TECHNICAL	A	A	A			3					
00034	MOBIN	TECHNICAL	A	LT	LT		2	1					
00043	VINCE	TECHNICAL	A	LE	LE	LE		1	29				
00046	FAHEEM	TECHNICAL	A	EL	EL		2	1					
00050	SHIRE	TECHNICAL	A	A	A			3					
00006	SIMOU...	DISTRIBUTION	A	EL	EL		2	1					
00020	ALDOUS	DISTRIBUTION	A	EL	EL		2	1					
00022	VOLTA	DISTRIBUTION	A	A	A			3					
00042	IVY	DISTRIBUTION	A	A	A			3					
00044	ROSEAN...	DISTRIBUTION	A	EL	EL		2	1					

2. Status Summary

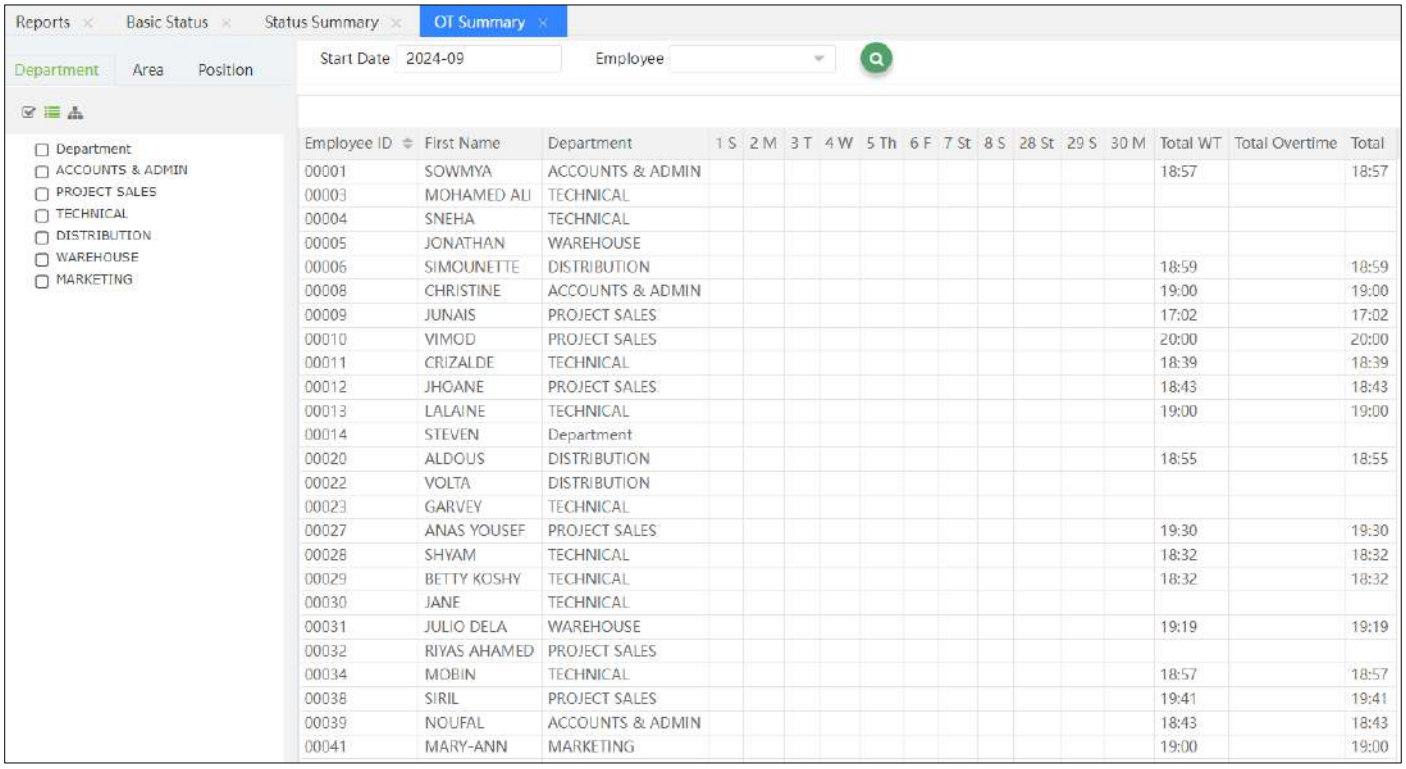
This report allows you to view a monthly summary for each attendance status item (Present, Absent, No Sign-In, No Sign-Out, etc.), according to the selected month.



Employee ID	First Name	Department	P	A	HL	HP	WO	WOP	SL	CAL	ML	COL	AL	BT	PL	Total Leave	Total Present
00014	STEVEN	Department		3													
00053	WAYNE	Department	2	1													2
00054	DARVISH	Department	2	2													2
00055	ANDREI	Department	1	1													1
00100		Department		3													
0033	ETHEL	Department		3													
15	jeff	Department		3													
17	MR JOHN	Department		3													
18	ASHURE	Department		3													
222		Department		3													
7	swift	Department		3													
9999	admin	Department		3													
00001	SOWMYA	ACCOUNTS & AD...	2	1													2
00008	CHRISTINE	ACCOUNTS & AD...	2	1													2
00039	NOUFAL	ACCOUNTS & AD...	2	1													2
00009	JUNAIS	PROJECT SALES	2	1													2
00010	VIMOD	PROJECT SALES	2	1													2
00012	JHOANE	PROJECT SALES	2	1													2
00027	ANAS YOUSEF	PROJECT SALES	2	1													2
00032	RIYAS AHA...	PROJECT SALES											20			20	
00038	SIRIL	PROJECT SALES	2	1													2
00045	BENJO	PROJECT SALES	1	1											1	1	1
00051	NIKITA	PROJECT SALES	2	1													2
00003	MOHAMED ...	TECHNICAL											3			3	
00004	SNEHA	TECHNICAL		3													
00011	CRIZALDE	TECHNICAL	2	1													2
00013	LALAINE	TECHNICAL	2	1													2

3. OT Summary

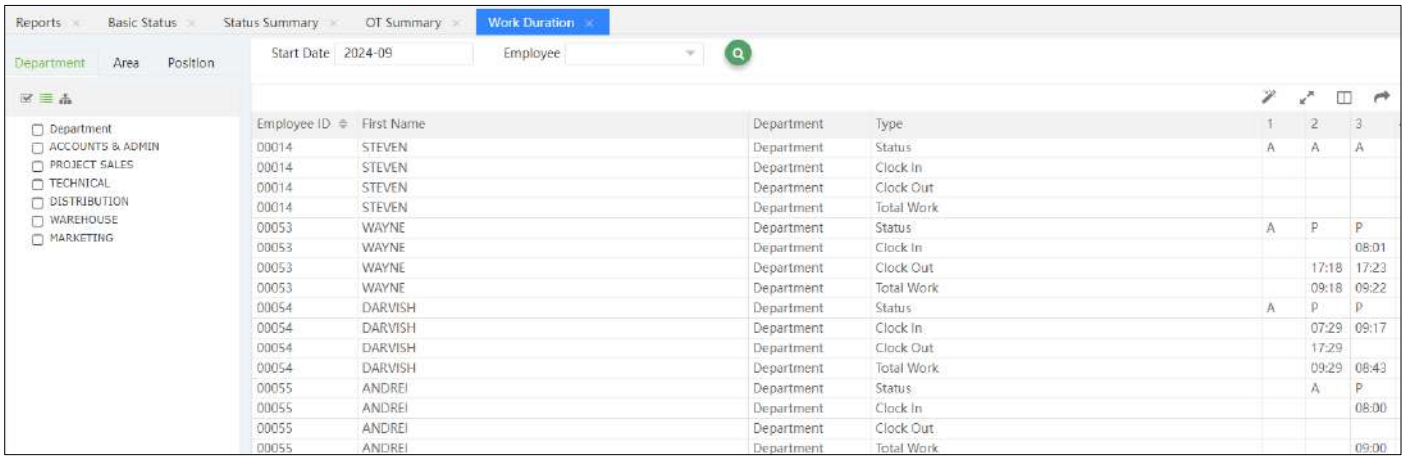
This report allows you to view the number of overtime hours performed each day of the selected month. At the end of the line you will find a monthly sum of overtime generated by the selected user.



Employee ID	First Name	Department	1 S	2 M	3 T	4 W	5 Th	6 F	7 St	8 S	28 St	29 S	30 M	Total WT	Total Overtime	Total
00001	SOWMYA	ACCOUNTS & ADMIN												18:57		18:57
00003	MOHAMED ALI	TECHNICAL														
00004	SNEHA	TECHNICAL														
00005	JONATHAN	WAREHOUSE														
00006	SIMOUNETTE	DISTRIBUTION												18:59		18:59
00008	CHRISTINE	ACCOUNTS & ADMIN												19:00		19:00
00009	JUNAIS	PROJECT SALES												17:02		17:02
00010	VIMOD	PROJECT SALES												20:00		20:00
00011	CRIZALDE	TECHNICAL												18:39		18:39
00012	JHOANE	PROJECT SALES												18:43		18:43
00013	LALAINE	TECHNICAL												19:00		19:00
00014	STEVEN	Department														
00020	ALDOUS	DISTRIBUTION												18:55		18:55
00022	VOLTA	DISTRIBUTION														
00023	GARVEY	TECHNICAL														
00027	ANAS YOUSEF	PROJECT SALES												19:30		19:30
00028	SHYAM	TECHNICAL												18:32		18:32
00029	BETTY KOSHY	TECHNICAL												18:32		18:32
00030	JANE	TECHNICAL														
00031	JULIO DELA	WAREHOUSE												19:19		19:19
00032	RIYAS AHAMED	PROJECT SALES														
00034	MOBIN	TECHNICAL												18:57		18:57
00038	SIRIL	PROJECT SALES												19:41		19:41
00039	NOUFAL	ACCOUNTS & ADMIN												18:43		18:43
00041	MARY-ANN	MARKETING												19:00		19:00

4. Work Duration

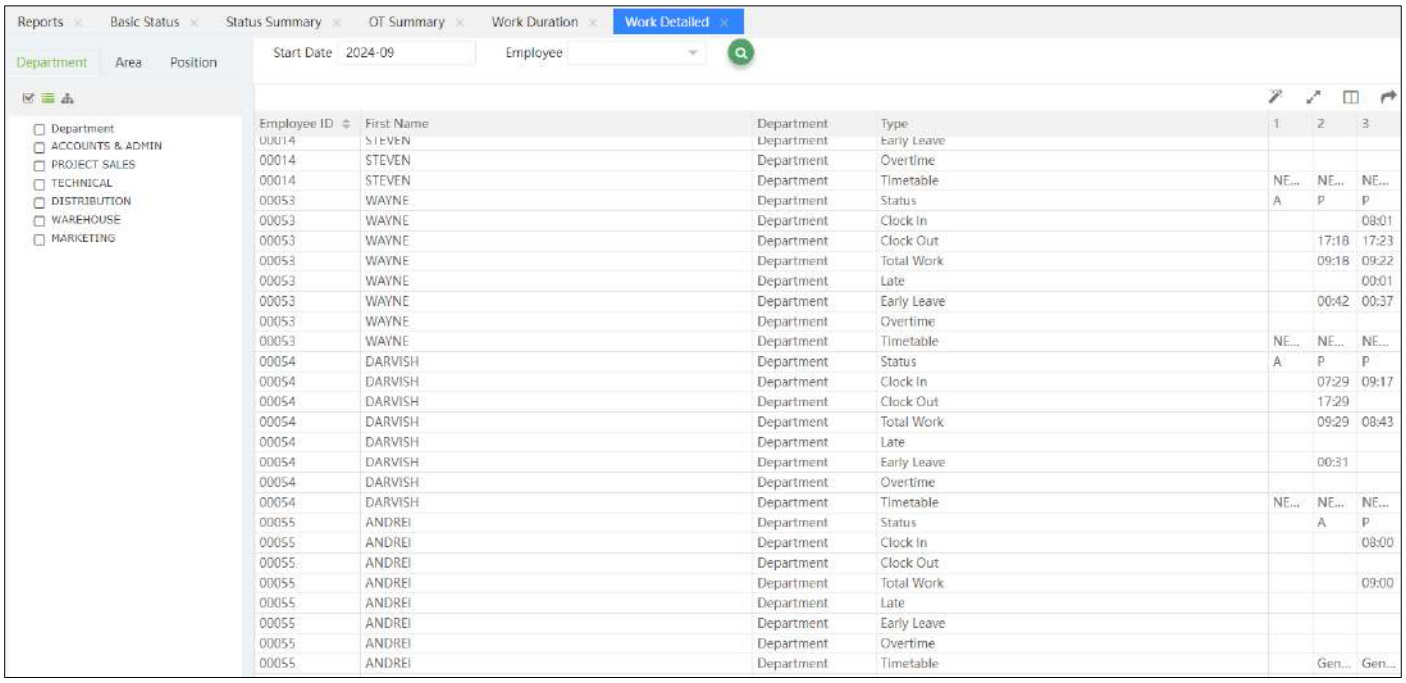
This report allows to visualize all the attendance statuses that can be generated by the user (In, Out, Total Work, Delay, Schedule, etc) and will show the detail per day of each status.



Employee ID	First Name	Department	Type	1	2	3
00014	STEVEN	Department	Status	A	A	A
00014	STEVEN	Department	Clock In			
00014	STEVEN	Department	Clock Out			
00014	STEVEN	Department	Total Work			
00053	WAYNE	Department	Status	A	P	P
00053	WAYNE	Department	Clock In			08:01
00053	WAYNE	Department	Clock Out		17:18	17:23
00053	WAYNE	Department	Total Work		09:18	09:22
00054	DARVISH	Department	Status	A	P	P
00054	DARVISH	Department	Clock In		07:29	09:17
00054	DARVISH	Department	Clock Out		17:29	
00054	DARVISH	Department	Total Work		09:29	08:43
00055	ANDREI	Department	Status		A	P
00055	ANDREI	Department	Clock In			08:00
00055	ANDREI	Department	Clock Out			
00055	ANDREI	Department	Total Work			09:00

5. Work Detailed

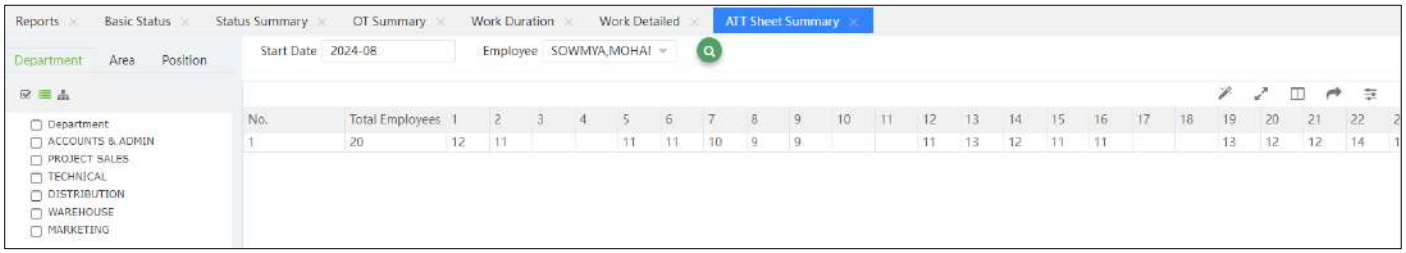
This report allows you to visualize the schedule established for employees over a period of one month. For each day in the calendar, it shows an initial indicating the attendance concepts.



Employee ID	First Name	Department	Type	1	2	3
00014	STEVEN	Department	Early Leave			
00014	STEVEN	Department	Overtime			
00014	STEVEN	Department	Timetable	NE...	NE...	NE...
00053	WAYNE	Department	Status	A	P	P
00053	WAYNE	Department	Clock In			08:01
00053	WAYNE	Department	Clock Out		17:18	17:23
00053	WAYNE	Department	Total Work		09:18	09:22
00053	WAYNE	Department	Late			00:01
00053	WAYNE	Department	Early Leave		00:42	00:37
00053	WAYNE	Department	Overtime			
00053	WAYNE	Department	Timetable	NE...	NE...	NE...
00054	DARVISH	Department	Status	A	P	P
00054	DARVISH	Department	Clock In		07:29	09:17
00054	DARVISH	Department	Clock Out		17:29	
00054	DARVISH	Department	Total Work		09:29	08:43
00054	DARVISH	Department	Late			
00054	DARVISH	Department	Early Leave		00:31	
00054	DARVISH	Department	Overtime			
00054	DARVISH	Department	Timetable	NE...	NE...	NE...
00055	ANDREI	Department	Status		A	P
00055	ANDREI	Department	Clock In			08:00
00055	ANDREI	Department	Clock Out			
00055	ANDREI	Department	Total Work			09:00
00055	ANDREI	Department	Late			
00055	ANDREI	Department	Early Leave			
00055	ANDREI	Department	Overtime			
00055	ANDREI	Department	Timetable		Gen...	Gen...

6. ATT Sheet Summary

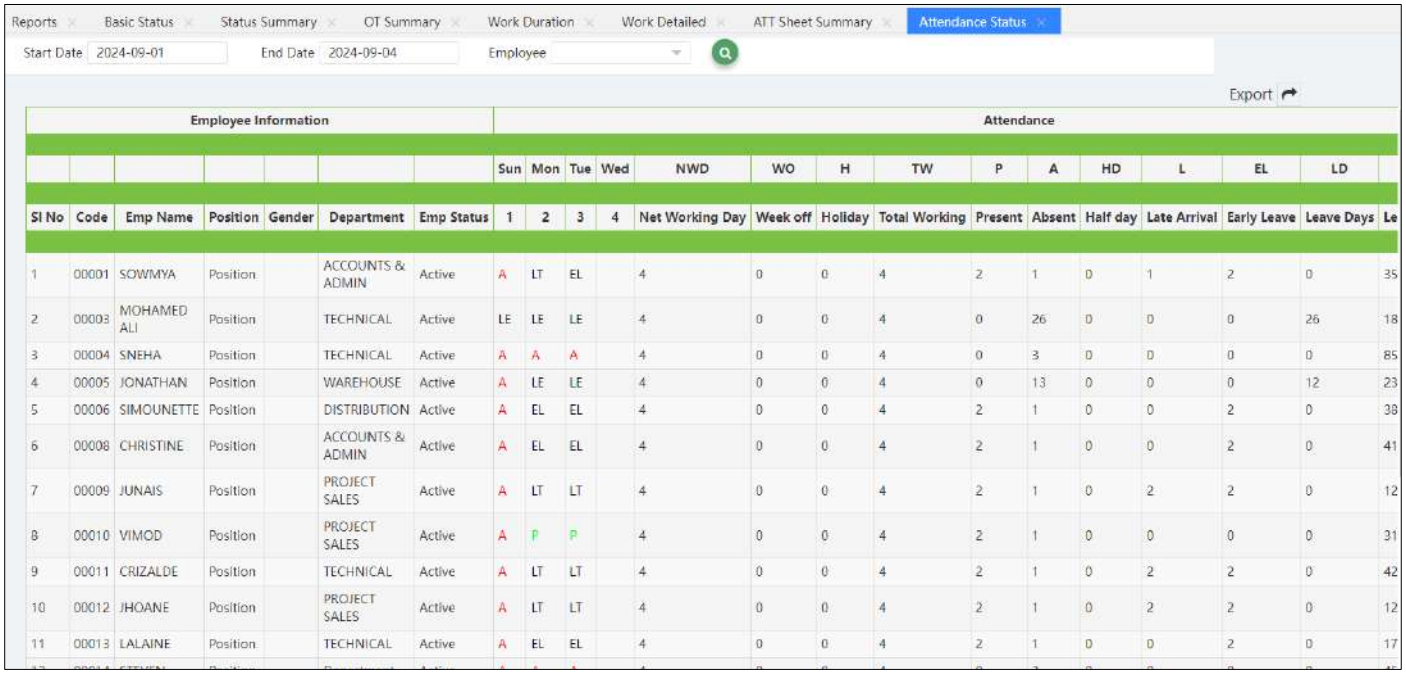
The Attendance Sheet Summary report shows the day-wise report of all the employees.



No.	Total Employees	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	2
1	20	12	11			11	11	10	9	9			11	13	12	11	11			13	12	12	14	1

7. Attendance Status

The Attendance Status report shows the employee attendance report of all the employees.



Employee Information							Attendance														
							Sun	Mon	Tue	Wed	NWD	WO	H	TW	P	A	HD	L	EL	LD	
Sl No	Code	Emp Name	Position	Gender	Department	Emp Status	1	2	3	4	Net Working Day	Week off	Holiday	Total Working	Present	Absent	Half day	Late Arrival	Early Leave	Leave Days	Le
1	00001	SOWMYA	Position		ACCOUNTS & ADMIN	Active	A	LT	EL		4	0	0	4	2	1	0	1	2	0	35
2	00003	MOHAMED ALI	Position		TECHNICAL	Active	LE	LE	LE		4	0	0	4	0	26	0	0	0	26	18
3	00004	SNEHA	Position		TECHNICAL	Active	A	A	A		4	0	0	4	0	3	0	0	0	0	85
4	00005	JONATHAN	Position		WAREHOUSE	Active	A	LE	LE		4	0	0	4	0	13	0	0	0	12	23
5	00006	SIMOUNETTE	Position		DISTRIBUTION	Active	A	EL	EL		4	0	0	4	2	1	0	0	2	0	38
6	00008	CHRISTINE	Position		ACCOUNTS & ADMIN	Active	A	EL	EL		4	0	0	4	2	1	0	0	2	0	41
7	00009	JUNAIS	Position		PROJECT SALES	Active	A	LT	LT		4	0	0	4	2	1	0	2	2	0	12
8	00010	VIMOD	Position		PROJECT SALES	Active	A	P	P		4	0	0	4	2	1	0	0	0	0	31
9	00011	CRIZALDE	Position		TECHNICAL	Active	A	LT	LT		4	0	0	4	2	1	0	2	2	0	42
10	00012	JHOANE	Position		PROJECT SALES	Active	A	LT	LT		4	0	0	4	2	1	0	2	2	0	12
11	00013	LALAINE	Position		TECHNICAL	Active	A	EL	EL		4	0	0	4	2	1	0	0	2	0	17

8. Attendance Summary

The Attendance Summary report shows the individual employee attendance report of all the employees.

Emp Code	Name	Present	Absent	HD	WO	HL	Paid Lv	Unpaid Lv	Paid Days	LateHrs	EarlHrs	Work Hrs	OvTime	Leave Bal
00010	VIMOD	12	19	0	0	0	10	0	22	00:20	04:05	115:35	00:00	31

	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Clock In	07:27	07:27			07:35	07:39															07:20	07:24	08:20			07:43	07:41	07:46	07:36	07:39	
Clock Out	17:30				17:30																17:30		17:29			17:29	17:31	17:29		17:27	
Working Hrs	9:30	10:00			9:30	10:00															9:30	10:00	9:09			9:29	9:31	9:29	10:00	9:27	
OT Hrs																															
Late Hrs																							00:20								
Early Leave Hrs	00:30				00:30																00:30		00:31			00:31	00:29	00:31		00:33	
Timetable																												NEW-TIME			
status	EL	P	A	A	EL	P	LE	LE	LE	A	A	LE	LE	LE	LE	LE	A	A	LE	LE	EL	P	LT	A	A	EL	EL	EL	P	EL	A

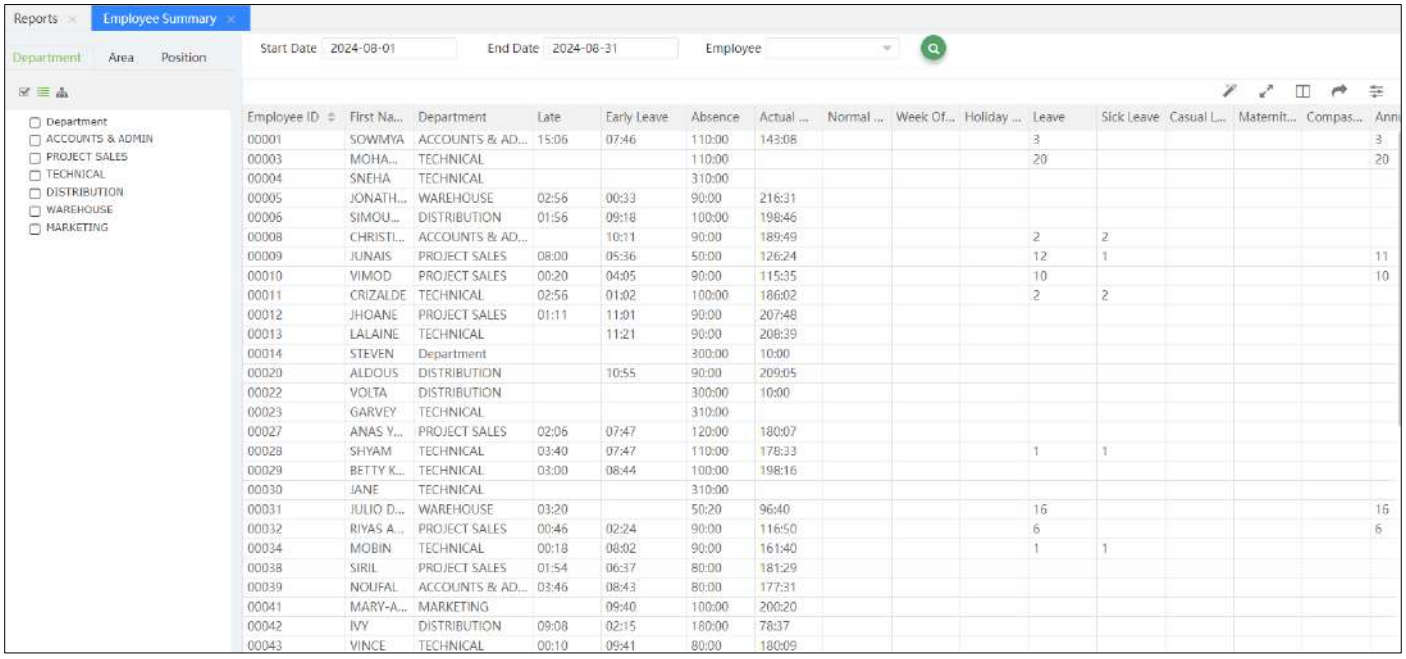
Summary Reports

These reports allow you to visualize in a totalized summary the number of hours worked in the period and the respective distribution in each of the payroll concepts, taking into account all the parameters previously defined in the shifts and the advanced attendance rules.

This report also displays the complete payroll including the times not worked that were manually assigned to the employees.

1. Employee Summary

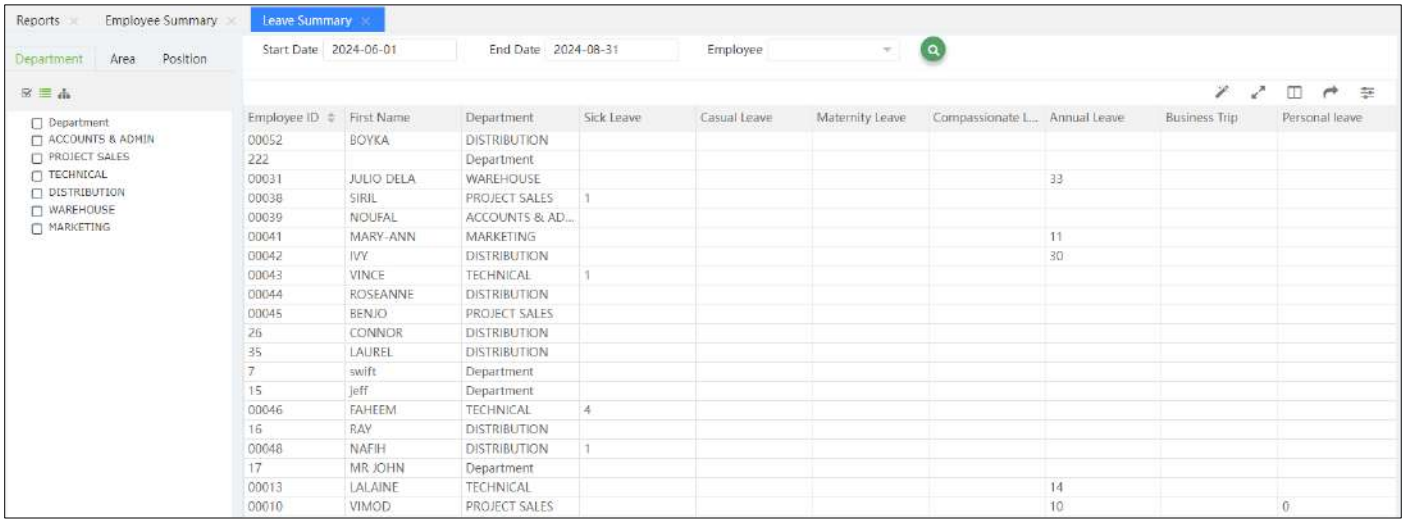
Shows the total hours worked by each employee in a given period.



Employee ID	First Na...	Department	Late	Early Leave	Absence	Actual ...	Normal ...	Week Of...	Holiday ...	Leave	Sick Leave	Casual L...	Maternit...	Compas...	Ann
00001	SOWMYA	ACCOUNTS & AD...	15:06	07:46	110:00	143:08				3					3
00003	MOHA...	TECHNICAL			110:00					20					20
00004	SNEHA	TECHNICAL			310:00										
00005	JONATH...	WAREHOUSE	02:56	00:33	90:00	216:31									
00006	SIMOU...	DISTRIBUTION	01:56	09:18	100:00	198:46									
00008	CHRISTI...	ACCOUNTS & AD...		10:11	90:00	189:49				2	2				
00009	JUNAIS	PROJECT SALES	08:00	05:36	50:00	126:24				12	1				11
00010	VIMOD	PROJECT SALES	00:20	04:05	90:00	115:35				10					10
00011	CRIZALDE	TECHNICAL	02:56	01:02	100:00	186:02				2	2				
00012	JHOANE	PROJECT SALES	01:11	11:01	90:00	207:48									
00013	LALAINE	TECHNICAL		11:21	90:00	208:39									
00014	STEVEN	Department			300:00	10:00									
00020	ALDOUS	DISTRIBUTION		10:55	90:00	209:05									
00022	VOLTA	DISTRIBUTION			300:00	10:00									
00023	GARVEY	TECHNICAL			310:00										
00027	ANAS Y...	PROJECT SALES	02:06	07:47	120:00	180:07									
00028	SHYAM	TECHNICAL	03:40	07:47	110:00	178:33				1	1				
00029	BETTY K...	TECHNICAL	03:00	08:44	100:00	198:16									
00030	JANE	TECHNICAL			310:00										
00031	JULIO D...	WAREHOUSE	03:20		50:20	96:40				16					16
00032	RIYAS A...	PROJECT SALES	00:46	02:24	90:00	116:50				6					6
00034	MOBIN	TECHNICAL	00:18	08:02	90:00	161:40				1	1				
00038	SIRIL	PROJECT SALES	01:54	06:37	80:00	181:29									
00039	NOUFAL	ACCOUNTS & AD...	03:46	08:43	80:00	177:31									
00041	MARY-A...	MARKETING		09:40	100:00	200:20									
00042	IVY	DISTRIBUTION	09:08	02:15	180:00	78:37									
00043	VINCE	TECHNICAL	00:10	09:41	80:00	180:09									

2. Leave Summary

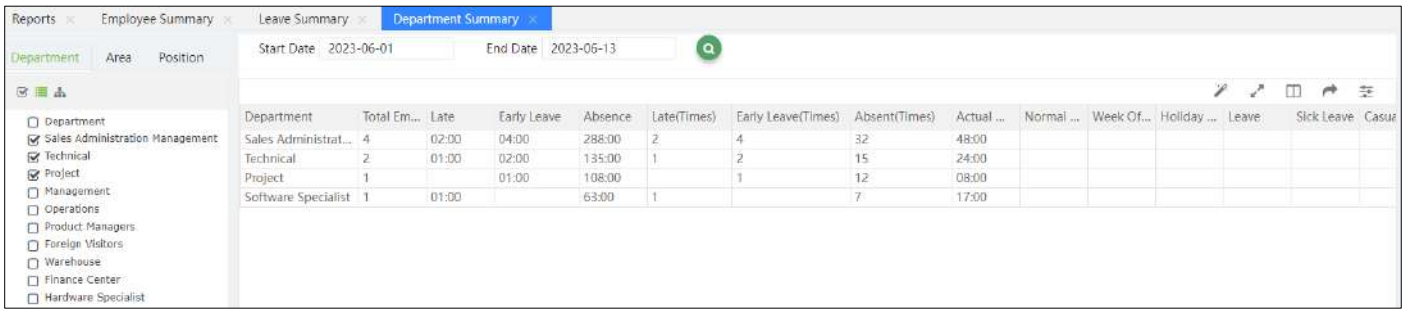
Displays the summary of time not worked (absences).



Employee ID	First Name	Department	Sick Leave	Casual Leave	Maternity Leave	Compassionate L...	Annual Leave	Business Trip	Personal leave
00052	BOYKA	DISTRIBUTION							
222		Department							
00031	JULIO DELA	WAREHOUSE					33		
00038	SIRIL	PROJECT SALES	1						
00039	NOUFAL	ACCOUNTS & AD...							
00041	MARY-ANN	MARKETING					11		
00042	IVY	DISTRIBUTION					30		
00043	VINCE	TECHNICAL	1						
00044	ROSEANNE	DISTRIBUTION							
00045	BENJO	PROJECT SALES							
26	CONNOR	DISTRIBUTION							
35	LAUREL	DISTRIBUTION							
7	swift	Department							
15	jeff	Department							
00046	FAHEEM	TECHNICAL	4						
16	RAY	DISTRIBUTION							
00048	NAFIH	DISTRIBUTION	1						
17	MR JOHN	Department							
00013	LALAINE	TECHNICAL					14		
00010	VIMOD	PROJECT SALES					10		0

3. Department Summary

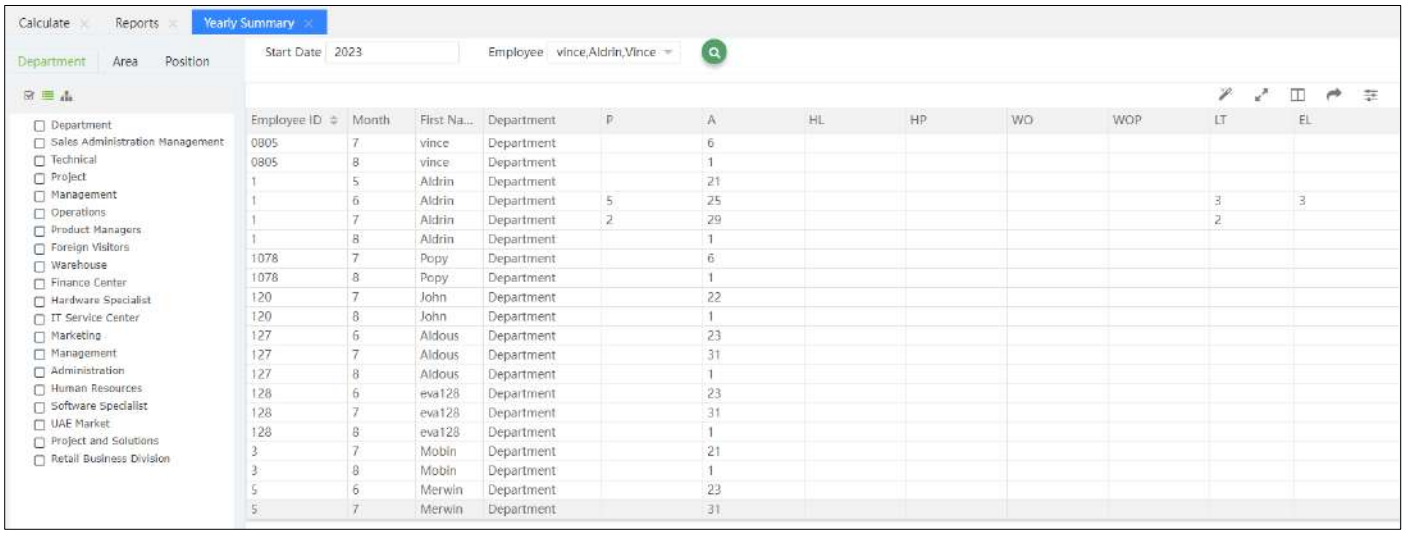
Displays all details of time worked, time not worked and attendance data summarized by department.



Department	Total Em...	Late	Early Leave	Absence	Late(Times)	Early Leave(Times)	Absent(Times)	Actual ...	Normal ...	Week Of...	Holiday ...	Leave	Sick Leave	Casua
Sales Administrat...	4	02:00	04:00	288:00	2	4	32	48:00						
Technical	2	01:00	02:00	135:00	1	2	15	24:00						
Project	1		01:00	108:00		1	12	08:00						
Software Specialist	1	01:00		63:00	1		7	17:00						

4. Yearly Summary

The Yearly Summary displays all the data of the employee including the number of late arrivals, leaves, absents, and more(count). The procedure to view is the same as the Employee Summary

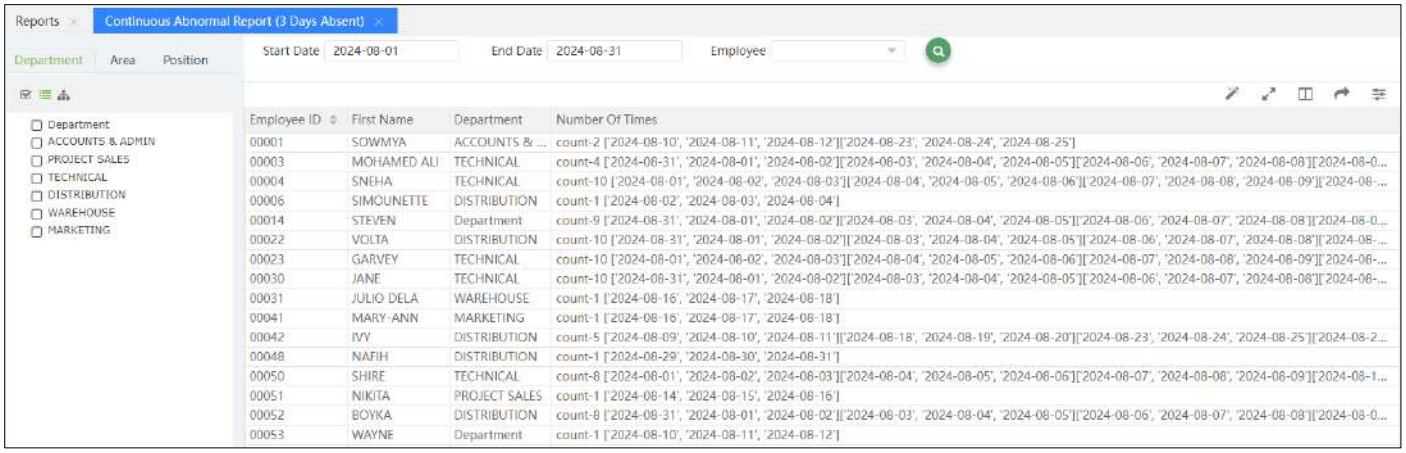


Employee ID	Month	First Na...	Department	P	A	HL	HP	WO	WOP	LT	EL
0805	7	vince	Department		6						
0805	8	vince	Department		1						
1	5	Aldrin	Department		21						
1	6	Aldrin	Department	5	25					3	3
1	7	Aldrin	Department	2	29					2	
1	8	Aldrin	Department		1						
1078	7	Popy	Department		6						
1078	8	Popy	Department		1						
120	7	John	Department		22						
120	8	John	Department		1						
127	6	Aldous	Department		23						
127	7	Aldous	Department		31						
127	8	Aldous	Department		1						
128	6	eva128	Department		23						
128	7	eva128	Department		31						
128	8	eva128	Department		1						
3	7	Mobin	Department		21						
3	8	Mobin	Department		1						
5	6	Merwin	Department		23						
5	7	Merwin	Department		31						

Special Reports

1. Continues Abnormal Report (3 Days Absent)

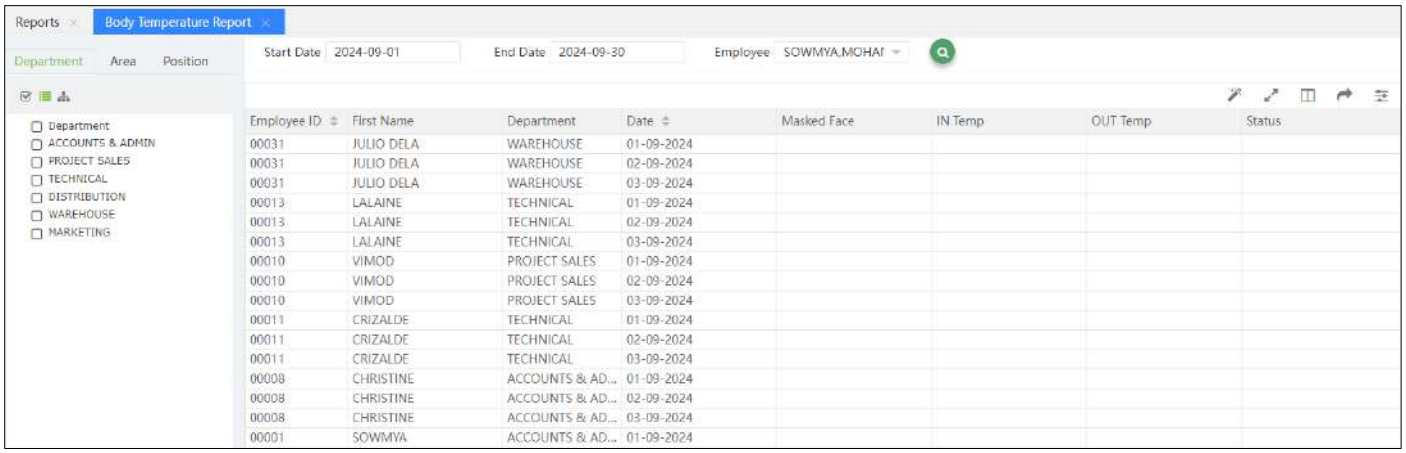
This report displays the count and details of employee if they are absent for 3 consecutive working days. Considering below interface, employee "Shire" is absent for three consecutive working days on 2024-08-01, 2024-08-02, 2024-08-03. And then again, he is absent for 3 consecutive working days on 2024-08-04, 2024-08-05, 2024-08-06. The results are separated using bracket Count X [……] and the count is mentioned before the brackets.



TD/MD Reports

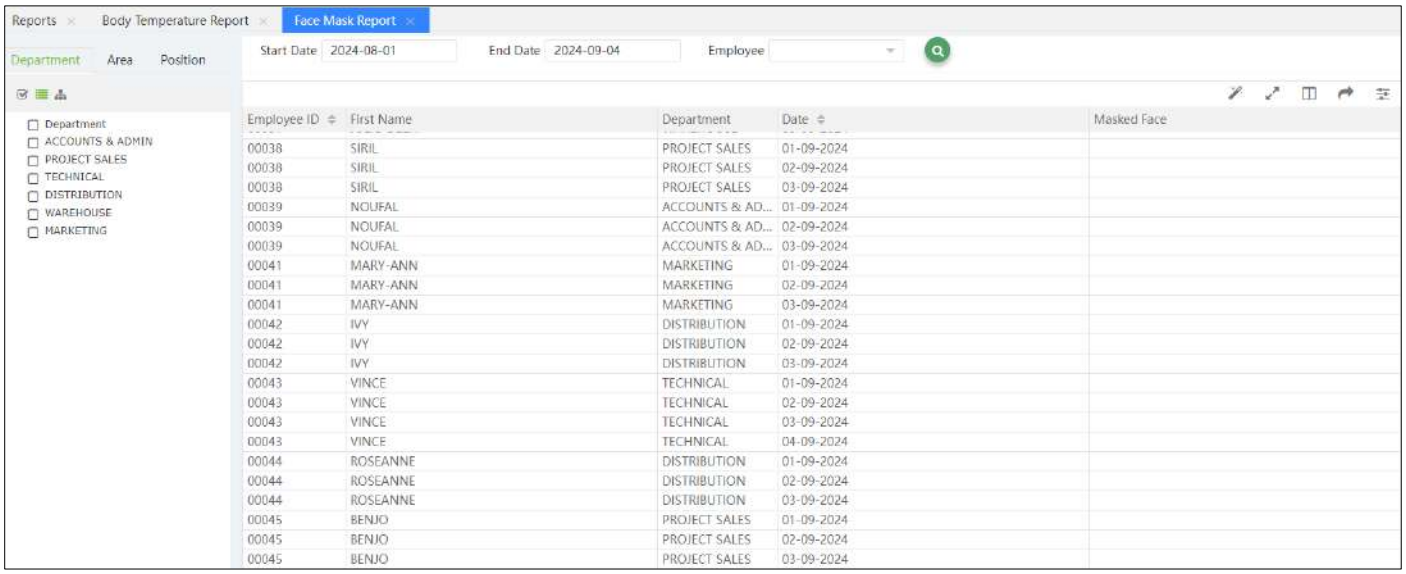
1. Body Temperature Report

The Body Temperature report elaborates the Temperature details of an employee when entering into the company and going out from the company i.e. IN and OUT Temperature. When the temperature is abnormal, a warning status will be displayed as shown below:



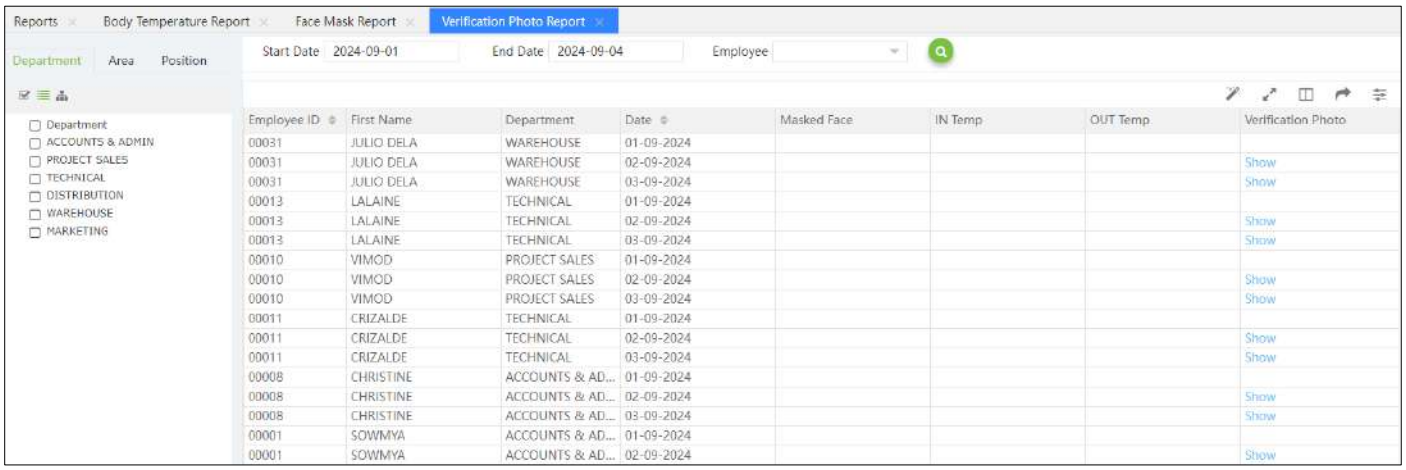
2. Face Mask Report

The Face Mask Report clearly displays whether the employee had worn the mask or not. If the mask was not worn by the employee, then it will be indicated on the software as shown below:



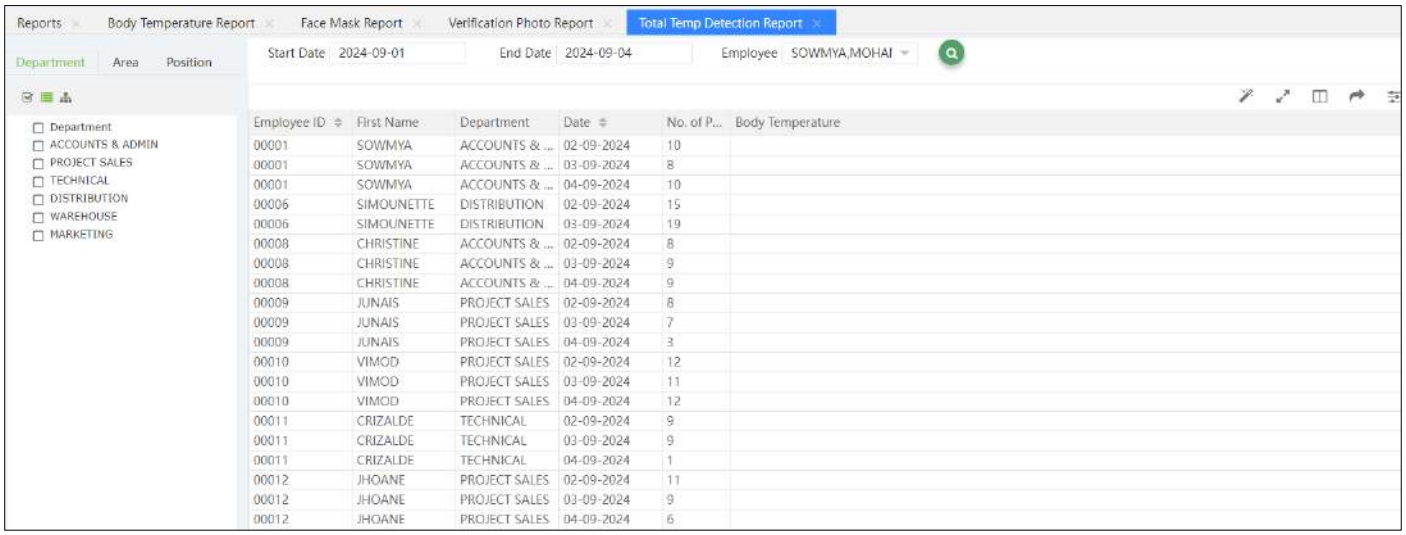
3. Verification Photo Report

The Verification Photo Report displays the photo of the employee which was captured during verification.



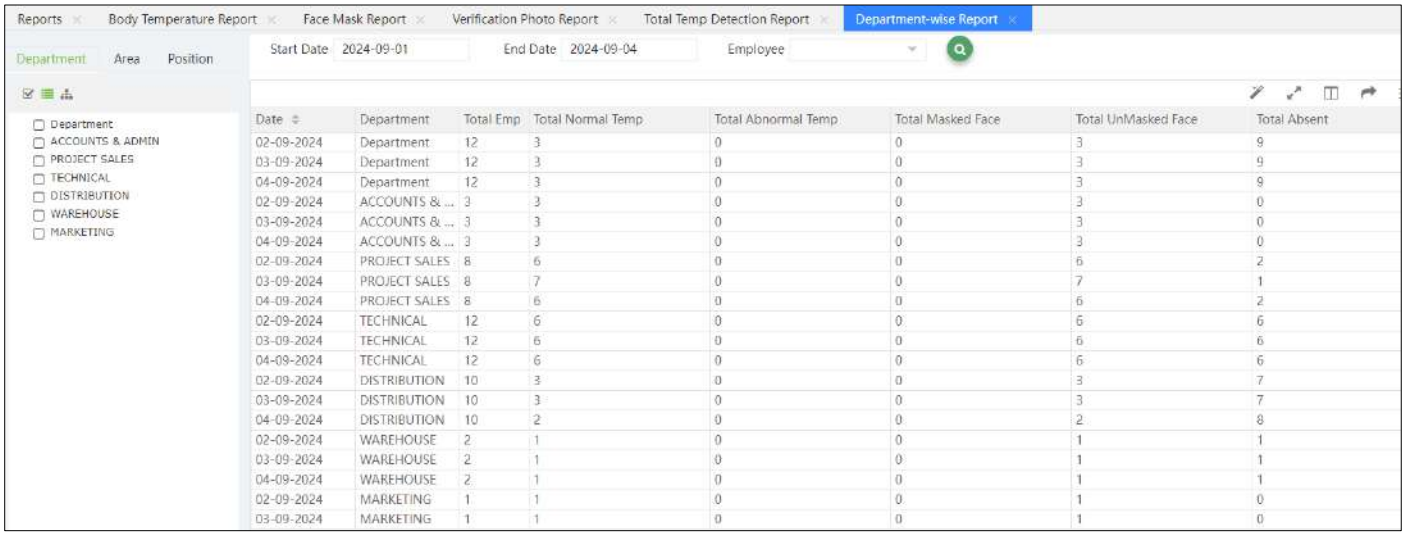
4. Total Temp Detection Report

The Total Temperature Detection Report displays all the temperature details of the employee which were recorded during each verification.



5. Department-wise Report

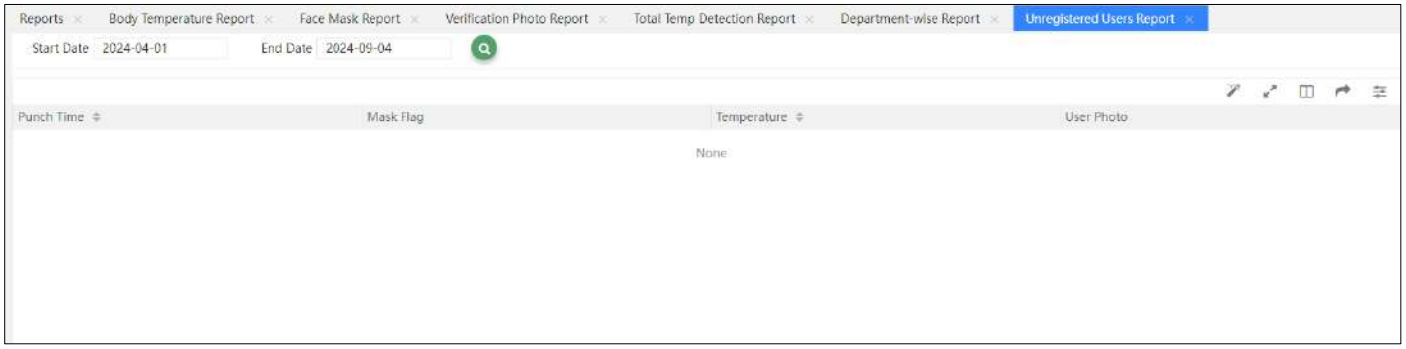
The Department-wise Report is used to analyse the temperature and mask details of all the employees in a department. You can get the details of normal temperature, abnormal temperature, masked faces and unmasked faces. An example is shown below:



Date	Department	Total Emp	Total Normal Temp	Total Abnormal Temp	Total Masked Face	Total UnMasked Face	Total Absent
02-09-2024	Department	12	3	0	0	3	9
03-09-2024	Department	12	3	0	0	3	9
04-09-2024	Department	12	3	0	0	3	9
02-09-2024	ACCOUNTS & ...	3	3	0	0	3	0
03-09-2024	ACCOUNTS & ...	3	3	0	0	3	0
04-09-2024	ACCOUNTS & ...	3	3	0	0	3	0
02-09-2024	PROJECT SALES	8	6	0	0	6	2
03-09-2024	PROJECT SALES	8	7	0	0	7	1
04-09-2024	PROJECT SALES	8	6	0	0	6	2
02-09-2024	TECHNICAL	12	6	0	0	6	6
03-09-2024	TECHNICAL	12	6	0	0	6	6
04-09-2024	TECHNICAL	12	6	0	0	6	6
02-09-2024	DISTRIBUTION	10	3	0	0	3	7
03-09-2024	DISTRIBUTION	10	3	0	0	3	7
04-09-2024	DISTRIBUTION	10	2	0	0	2	8
02-09-2024	WAREHOUSE	2	1	0	0	1	1
03-09-2024	WAREHOUSE	2	1	0	0	1	1
04-09-2024	WAREHOUSE	2	1	0	0	1	1
02-09-2024	MARKETING	1	1	0	0	1	0
03-09-2024	MARKETING	1	1	0	0	1	0

6. Unregistered Users Report

The Unregistered user report is used to analyse the temperature and mask details of all the employees in a department. You can get the details of Punch time, user photo, masked faces and unmasked faces. An example is shown below:



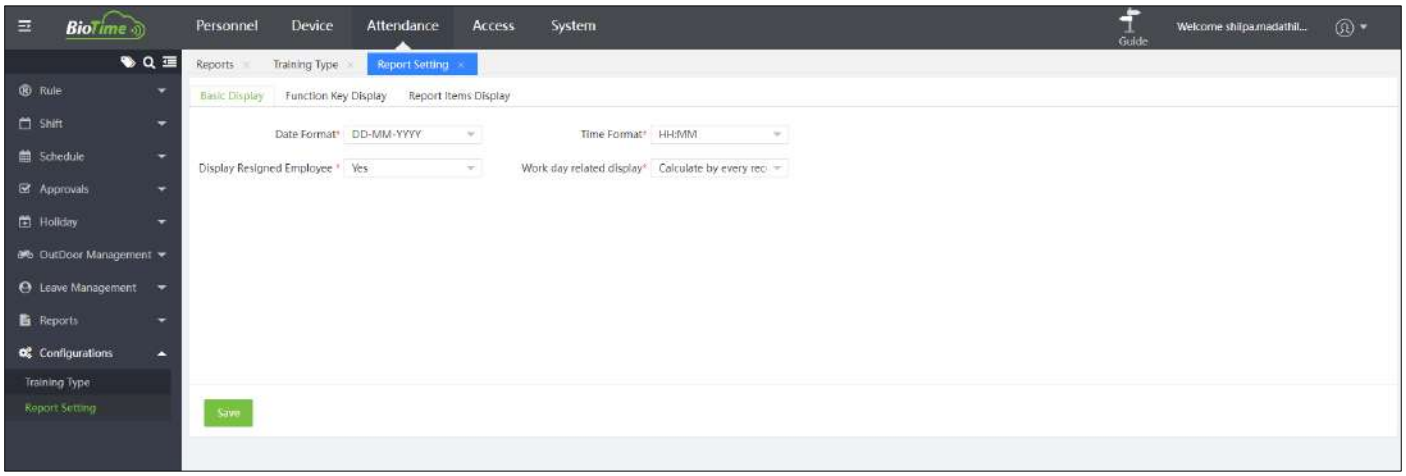
5.14 Configuration Report configuration

1. Training Type

The operation method is the same as the leave type.

2. Report Setting

Select [Assistance] > [Configuration] > [Report configuration]. To display the report configuration interface.



Basic view

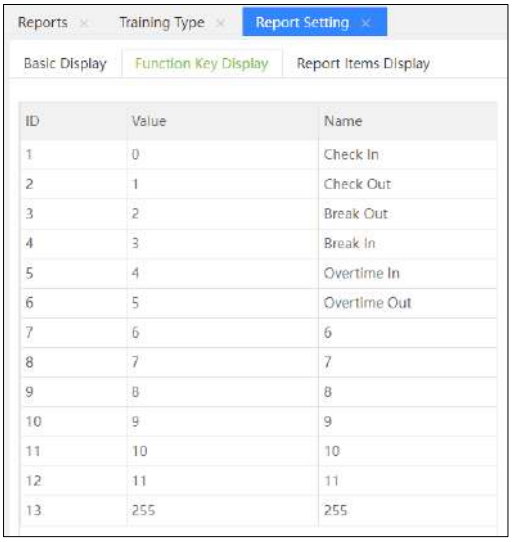
Date Format: Enter the appropriate format to display the date.

Time format: Enter the appropriate format for displaying the time.

Show: Set whether you want to show employees who are not current (Resignation).

Function keys

Set the value and name of the support statuses for the devices.



Reports | Training Type | Report Setting

Basic Display | Function Key Display | Report Items Display

ID	Value	Name
1	0	Check In
2	1	Check Out
3	2	Break Out
4	3	Break In
5	4	Overtime In
6	5	Overtime Out
7	6	6
8	7	7
9	8	8
10	9	9
11	10	10
12	11	11
13	255	255

Show columns: You can set the report symbol for each attendance concept and also the minimum unit for each of these. By default, Working Time is set to 0.1 to display in decimal format the calculation of the payroll items.

Reports | Training Type | Report Setting

Basic Display | Function Key Display | Report Items Display

ID	Name	Minimum Unit	Unit	Round Off	Symbol	Report Symbol Color
1	Duty Duration	1	HH:MM	Round-Off	WT	
2	BreakTime Duration	1	HH:MM	Round-Off	BTD	
3	Unscheduled	1	HH:MM	Round-Off	US	
4	Remaining	1	HH:MM	Round-Off	R	
5	Late	1	HH:MM	Round-Off	LT	
6	Early Leave	1	HH:MM	Round-Off	EL	
7	Absence	1	HH:MM	Round-Off	A	
8	Leave	1	Workday	Round-Off	LE	
9	Overtime	1	HH:MM	Round-Off	OT	
10	Miss In	1	HH:MM	Round-Off	MI	
11	Miss Out	1	HH:MM	Round-Off	MO	
12	Present	1	Workday	Round-Off	P	
13	Day Off	1	HH:MM	Round-Off	DO	
14	Week Off	1	Workday	Round-Off	WO	
15	Holiday	1	Workday	Round-Off	HL	
16	Half Day	1	Workday	Round-Off	HD	
17	Holiday Present	1	Times	Round-Off	HP	
18	Weekoff Present	1	Times	Round-Off	WOP	

Minimum unit: Set the minimum unit. It can be minutes / hours / days / hour: minute.

Symbol: Set the symbol to be used for each attendance concept.

Click on [Save] the details.

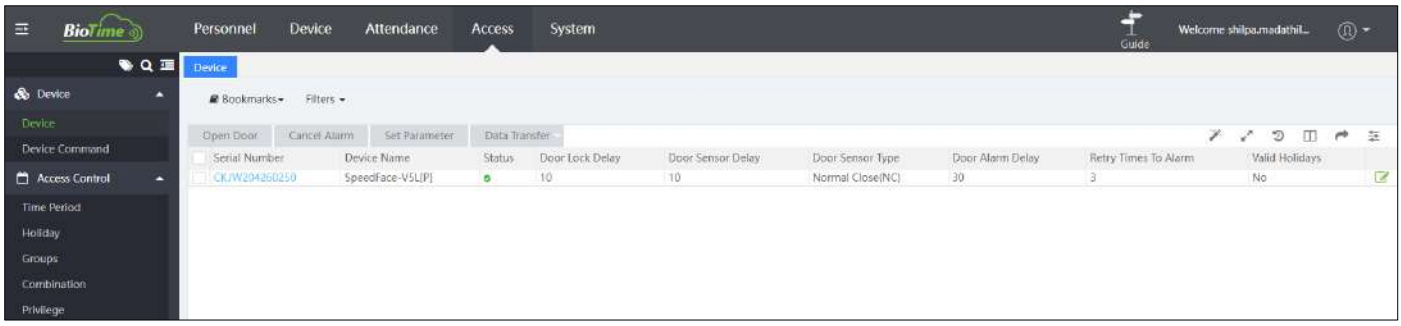
6. Access

The access control module allows the user to perform various operations, such as door settings, device commands, setting holidays on devices, assigning user groups, access combinations and other access- related privileges.

Note: The access module is not compatible with the SpeedFace-V5L device.

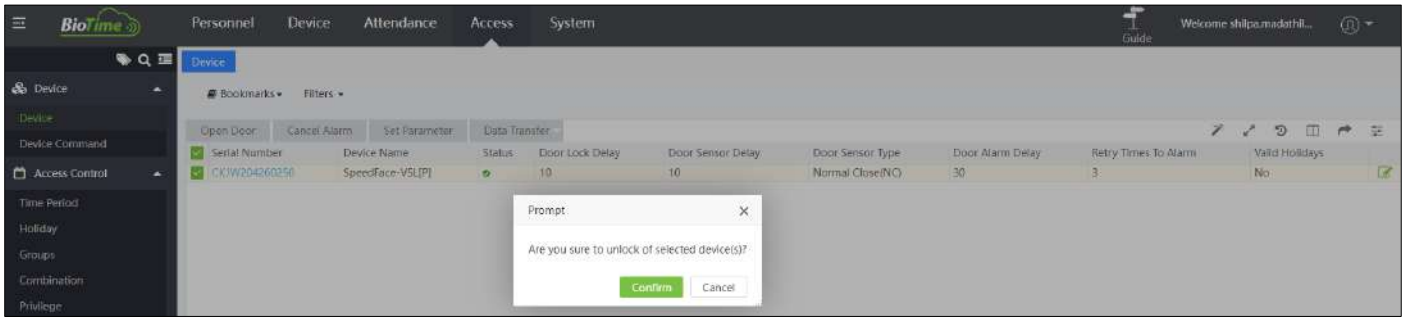
6.1 Device

Select [Access] > [Device] > [Device] to view the device list.



6.1.1 Open Door

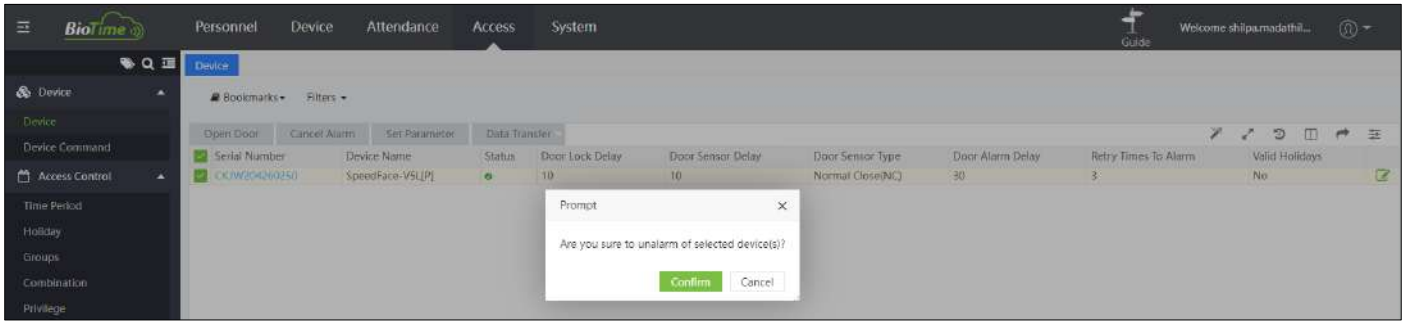
Select the device from the device list and click [Open Door].



Click [Confirm] to unlock the selected device.

6.1.2 Cancel Alarm

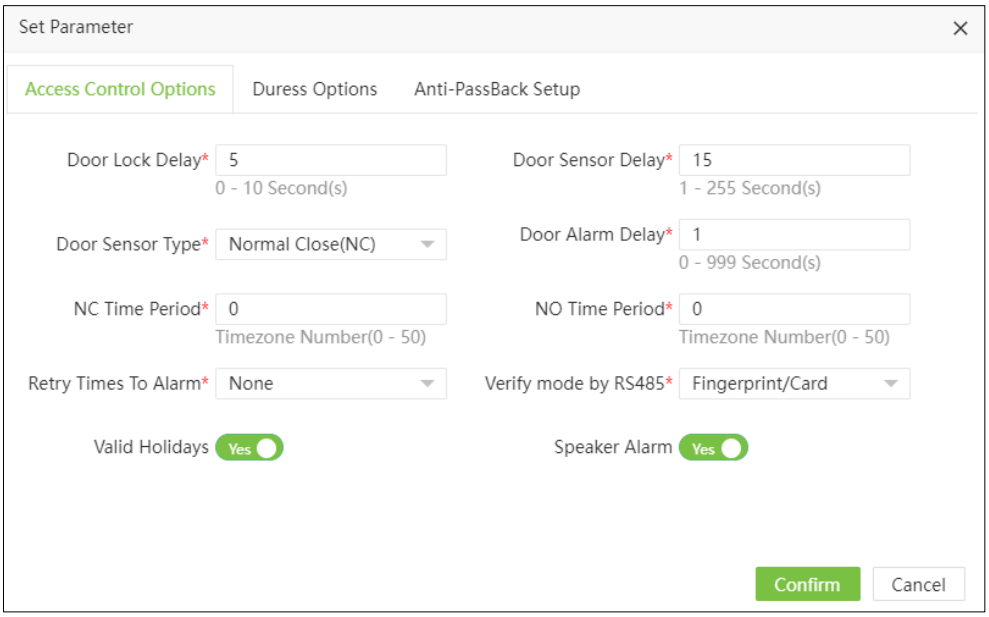
To cancel an existing alarm, select the corresponding device and click [Cancel Alarm].



Click [Confirm] to cancel the alarm on the selected device.

6.1.3 Set parameter

1. Select the respective device in the device list and click [Send parameter].



Enter the details as shown below

Access control parameters

Door lock Delay: Set the door lock delay for the device. The range is 0 to 10 seconds.

Door Sensor Delay: Set the door sensor delay for the device. The range is 1 to 255 seconds.

Door Sensor Type: Select the type of door sensor for the device. The types are Normally Open (NO), Normally Closed (NC) and None.

Door Alarm delay: Set the door alarm delay for the device. The range is 0 to 999 seconds.

NC Time Period: Set the number of normal closing time period. The range is 0-50.

NO Time Period: Set the number of normal open time period. The range is 0-50.

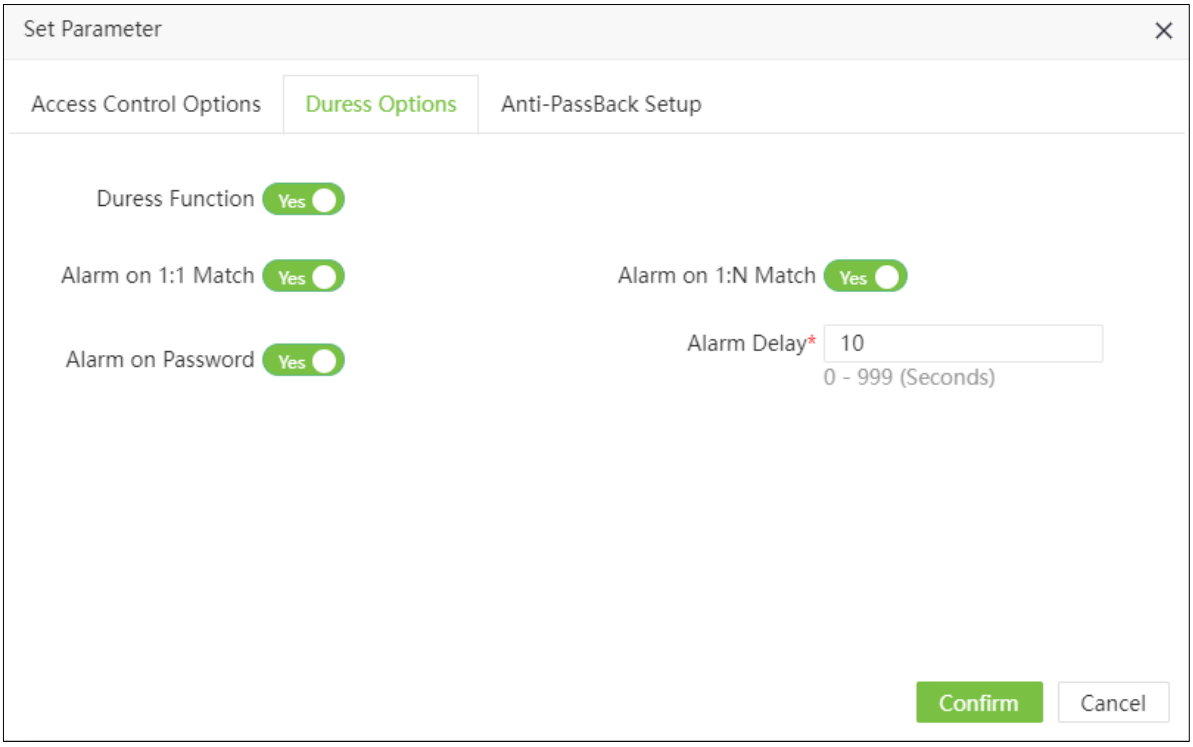
Retry Times To Alarm: When the number of failed checks reaches the preset value (the range of values is 1 to 9 times), an alarm will be triggered. If there is no preset value, an alarm will be triggered after a failed check.

Verify mode by RS485: Select the RS485 verification mode.

Valid Holidays: Select whether the NC Time Period or NO Time Period settings are valid on the default Holiday time period. Select NO to enable the NC or NO time period on holidays.

Speaker Alarm: When enabled, the speaker will sound an alarm when the device is uninstalled.

Duress Options



Duress Function: Select whether to enable the Duress function for the device or not.

Alarm on 1:1 Match: If enabled and a user performs a 1:1 verification method to verify any registered fingerprint, then the alarm will be triggered.

Alarm on 1:N Match: If enabled and a user performs a 1:N verification method to verify any registered fingerprint, the alarm will be activated.

Alarm on Password: If enabled and the user uses the password verification method, the alarm will be activated.

Alarm delay: Set the alarm delay for the device. The range is 1 to 999 seconds

Anti-PassBack Setup

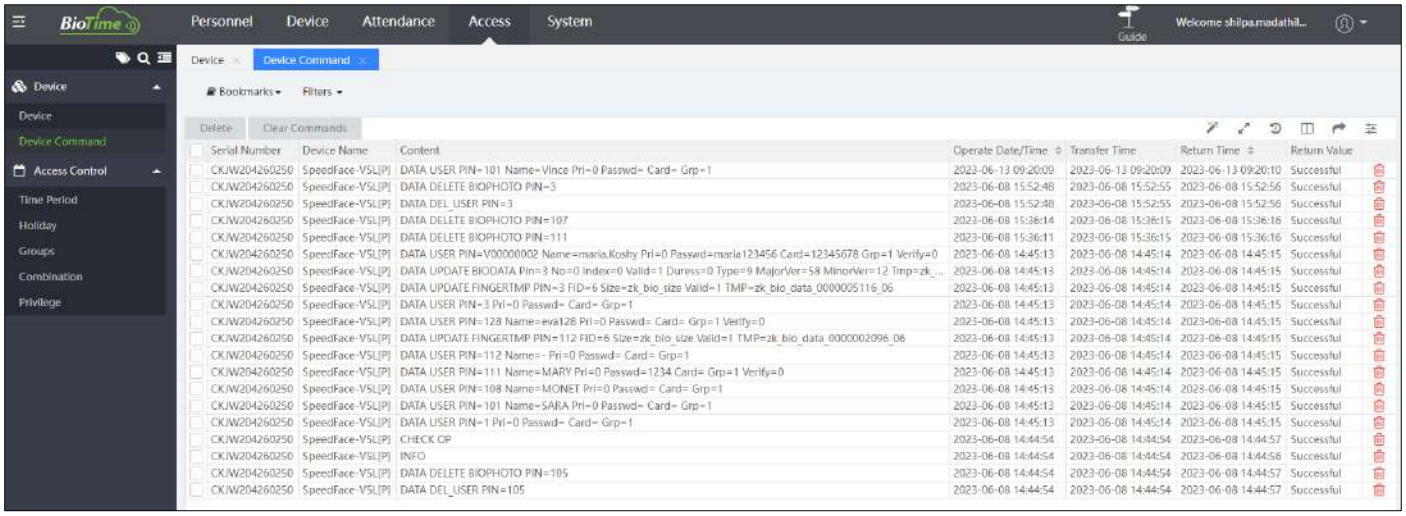
Anti-PassBack Mode: Select the type of Anti-passback.

Door Direction: Set the direction of the door. It can be None, In or Out.

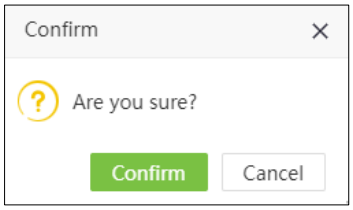
2. After configuring the details, click [Confirm] to save the anti-passback settings.

6.2 Device commands

Select [Access] > [Device] > [Device Command]. Check the commands issued by the software to a device during communication.



Delete the commands issued by the software to a device during communication. Select the corresponding device commands and click [Delete] or click the icon 🗑 in the same row as the command.

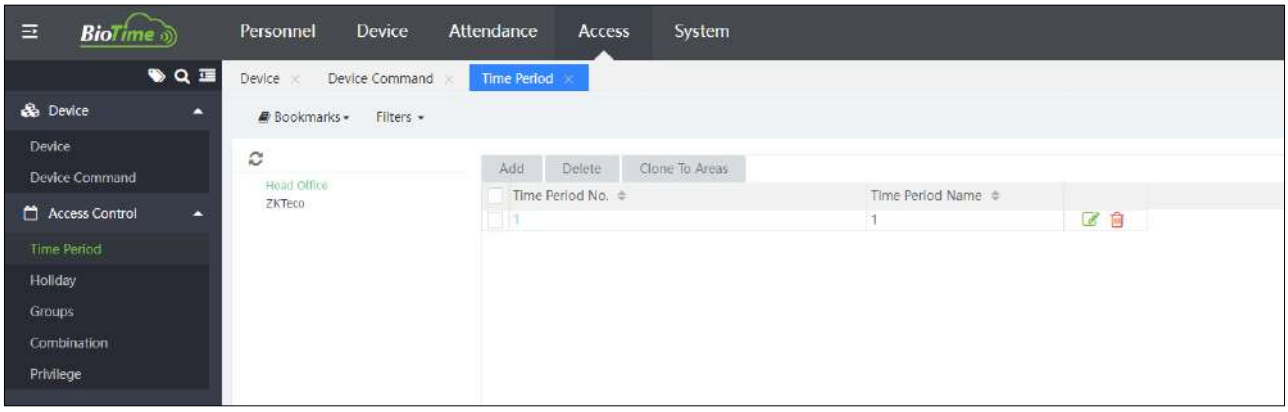


Click [Confirm] to delete the commands.

6.3 Time Period

For an area, 50 time periods can be set by default. The time format is HH: MM: SS - HH: MM: SS.

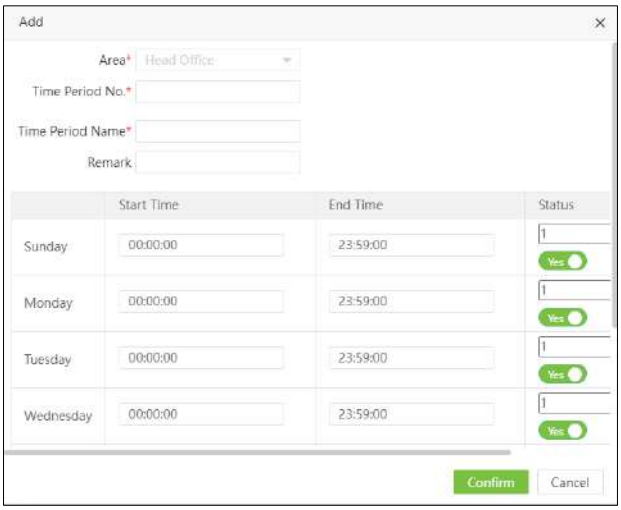
Select [Access] > [Access Control] > [Time Period]. By default, the interface will display the list of time periods in the area with code 2.



6.3.1 Add a New Time Period

The time period can be defined for each week. It can be assigned in different time durations.

1. Click [Access] > [Access Control] > [Time Period] > [Add].



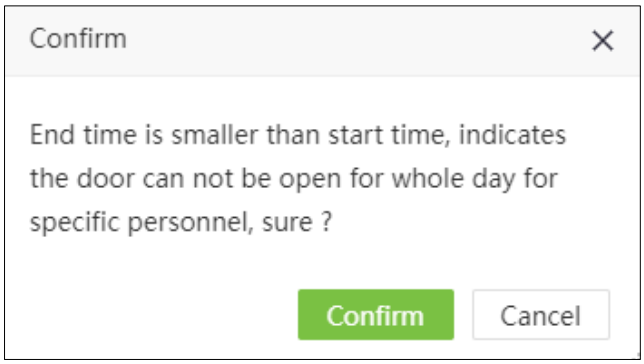
Set the following details:

Area: Select the name of the area from the list of areas. It cannot be modified in the interface. Schedule No.: Enter the number of the schedule. The schedule number is unique for each area.

Time Period Name: Enter the name of the schedule.

Start Time/End Time: Set the start time and end time for each schedule within a week.

Note: When the start time is greater than the end time, the following message will appear.



If you click [Confirm], the door will not open for the specified employee for the entire day.

ON / OFF: the default value is ON. Click OFF to disable the time period, the door cannot be open all day for a specific employee.

2. Click [Confirm] to save the schedule.

6.3.2 Edit Time Period

If you want to edit the time period, perform the following steps:

1. Click the corresponding area on the left of the interface. The time period list of the corresponding area will be displayed.

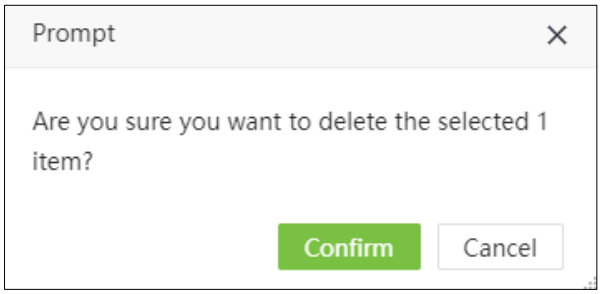
2. In the time period list, click the time period number or click in the same row of the time period to be edited.

3. Modify the parameter settings based on the requirements (refer to the parameter setting method in "Add a Time Period"). Click [Confirm] to save the modified time period information.

6.3.3 Delete Time Period

1. Click the corresponding area on the left of the interface. The time period list of the corresponding area will be displayed.

2. In the time period list, select the time period and click [Delete] on the upper part of the interface or click in the same row of the time period to be deleted.



3. Click [Confirm] to delete the selected time period.

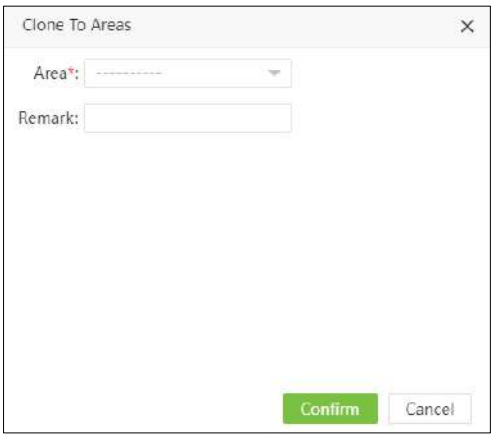
Note:

1. The default time period cannot be deleted.

2. The time period which is in use cannot be deleted.

6.3.4 Clone To Areas

1. Select the time period to be cloned. Click **[Clone To Areas]** at the top left of the time period list to open the following interface.



Enter the parameters as shown below:

Area: Select the area (multiple choices are available).

Remark: Enter the remarks.

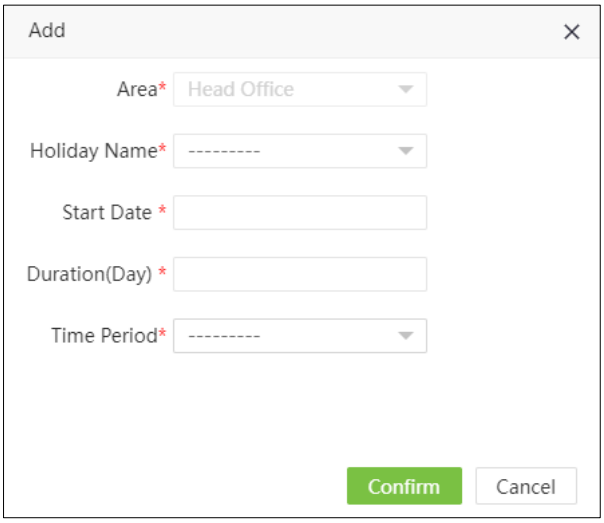
6.4 Holiday

Holiday settings can be configured to control access to the door during holidays. On public holidays, special access control may be required. To facilitate this requirement, you can configure the access control time on public holidays that applies to all employees in the corresponding area.

For each area, 24 holidays can be set by default.

6.4.1 Add a Holiday

Select [Access]> [Access Control]> [Holiday]. Select the corresponding area from the area tree list on the left. Click [Add] to add a holiday.



Enter the parameters as shown below:

Area: Select the area from the area list.

Holiday Name: Select the name of the holiday from the drop-down list. These holidays are the ones added in the Attendance Module.

Start Date: It will be filled in automatically after selecting the name of the holiday and cannot be modified.

Duration (Day): It will be filled in automatically after selecting the name of the holiday and cannot be modified. Click [Confirm] to save the holiday details.

6.4.2 Edit Holiday

If you want to change the vacation details in the corresponding area, perform the following steps:

1. Click on the corresponding area on the left side of the interface. Displays the holidays of the corresponding area on the right side of the interface.

2. In the list of holidays, click on the name of the holiday or click on the icon in the same row as the holiday to be edited.

3. Modify the parameter settings according to your requirements (see the parameter setting method in "Adding Holidays"). Click [Confirm] to save the modified holiday information.

6.4.3 Delete Holiday

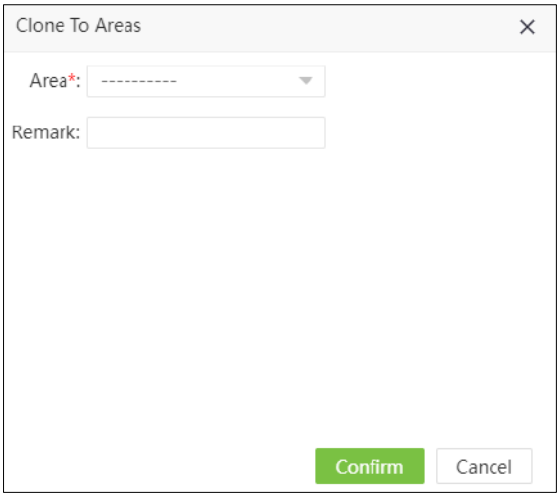
1. Click on the corresponding area on the left side of the interface. Displays the holidays of the corresponding area on the right side of the interface.

2. Select the holiday and click on [Delete] at the top of the interface or click on the icon in the same row as the holiday you wish to delete.

3. Click [Confirm] to delete the holiday.

6.4.4 Clone To Areas

1. Select the areas to be cloned and click [Clone to areas] at the top left of the vacation list.



Enter the details as shown below.

Area: Select the area (several options are available).

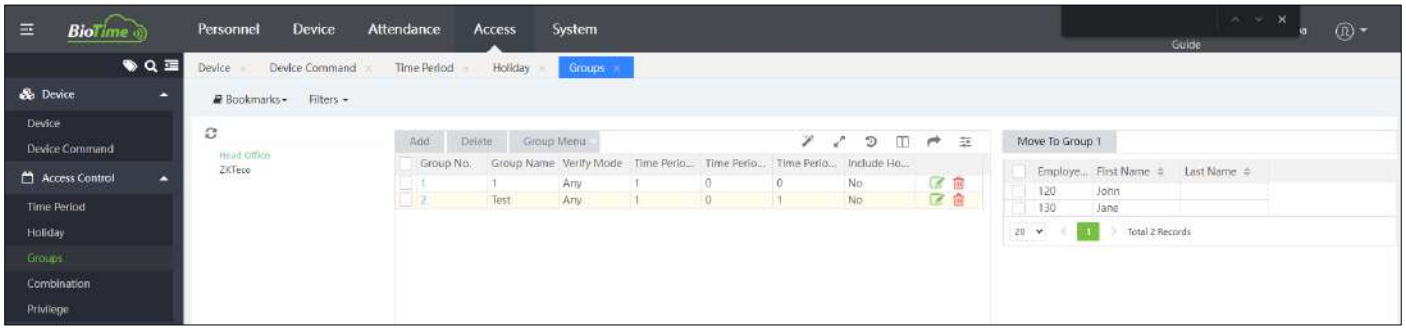
Comments: Enter your comments.

2. Click [Confirm] to save the details

6.5 Groups

The Group option allows you to manage employees in groups.

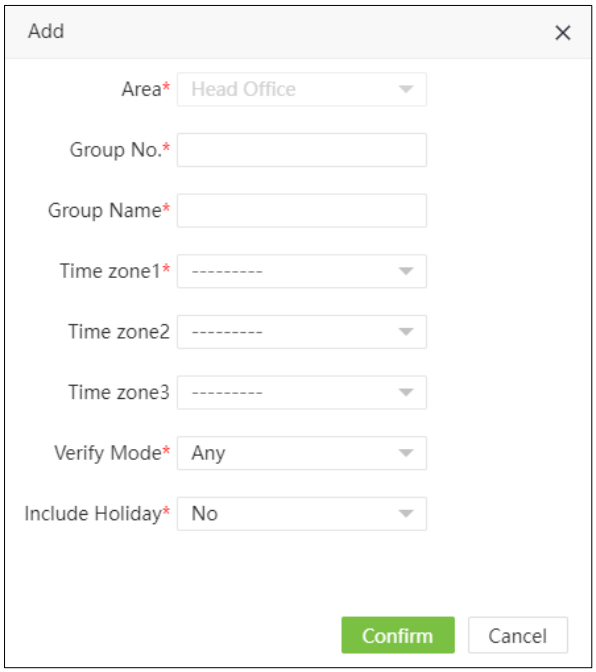
The maximum number of groups in each area is 99. Group 1 is automatically created by default when the area is created and cannot be deleted. Newly added employees belong to group 1 by default.



6.5.1 Add New Group

1. Select [Access]> [Access Control]> [Groups] and select the corresponding area from the area tree list on the left side of the interface.

Then click [Add] to add a new access group.



Enter the details as shown below.

Area: Set the name of the area. Group No.: Set the group code. Group name: Set the group name.

Schedule: Set the group schedule. Each group can have a maximum of 3 schedules. As long as one of them is valid.

Verify mode: Set the group verification mode. When the group verification mode overlaps the user verification mode, the user verification mode prevails.

Include Holiday: If set to [Yes], the door opening time on Holiday is subject to the schedule set on Holiday.

2. Click [Confirm] to save the changes.

6.5.2 Edit Group

If you want to modify a group in the corresponding area, perform the following steps:

1. Click on the corresponding area on the left side of the interface. The list of all groups in the corresponding area will be displayed on the right side of the interface.

2. In the list of groups, click on the group name or click on the icon in the same row as the group to be edited.

3. Modify the parameters according to your requirements (see the parameter setting method in "Add new group"). Click [Confirm] to save the modified group information.

6.5.3 Delete Group

1. Click on the corresponding area on the left side of the interface. The list of all groups in the corresponding area will be displayed on the right side of the interface.

2. Select the group to be deleted and click [Delete] at the top of the interface or click on the icon in the same row as the group to be deleted.

3. Click [Confirm] to delete the selected group.

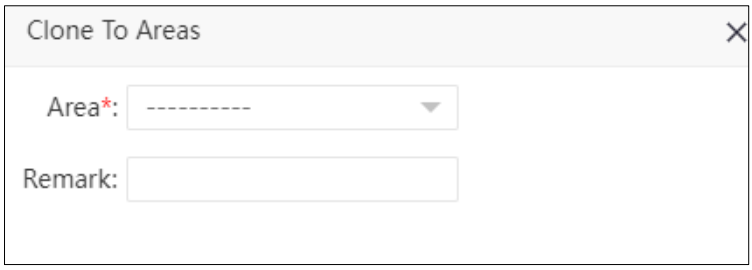
Note:

1. The default group cannot be deleted.

2. Groups that are in use cannot be deleted.

6.5.4 Clone To Areas

1. Select the group to be cloned and click [Group menu]> [Clone To Areas] at the top left of the group list.



Enter the details as shown below.

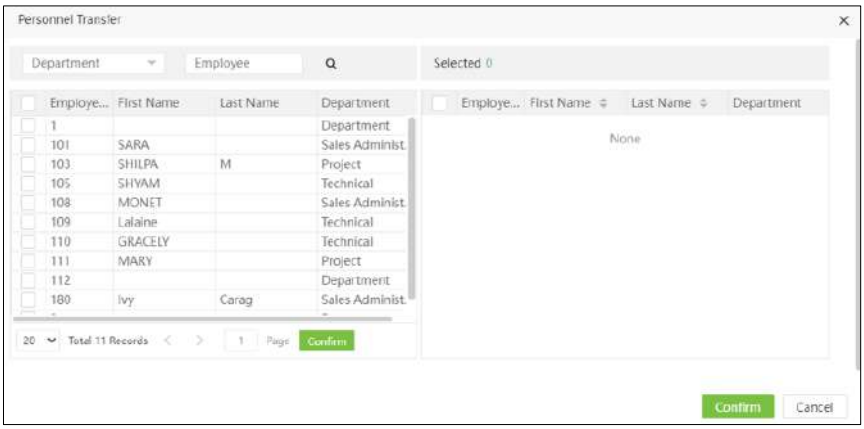
Area: Select the area (from the available options).

Remark: Enter a comment.

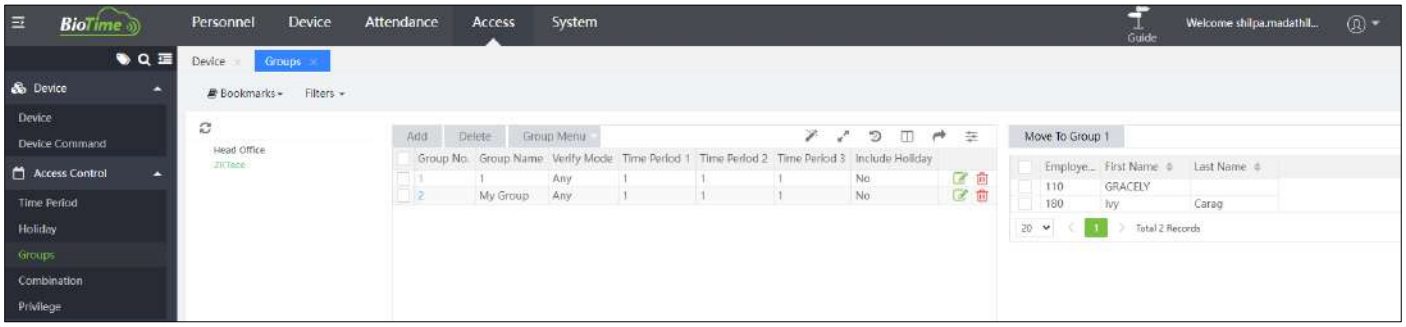
2. After entering the details click [Confirm] to clone the area

6.5.5 Personnel Transfer

1. Select the group and click [Group Menu]> [Personnel Transfer] at the top left of the group list.



2. Select the corresponding employee and click [Confirm] to add the selected person to the group. In the group list, click on the corresponding group. The employees belonging to the group will be displayed on the right side of the employee list.



6.5.6 Move to Group 1

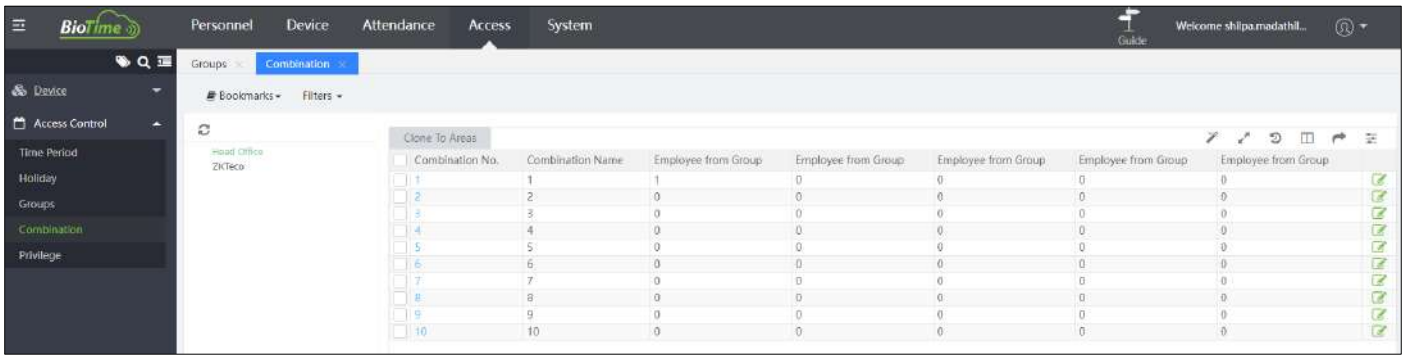
This function is mainly used when you wish to delete the employee from other groups except Group 1.

Select the corresponding employee from the employee's list and then click [Move To Group 1].

6.6 Combination

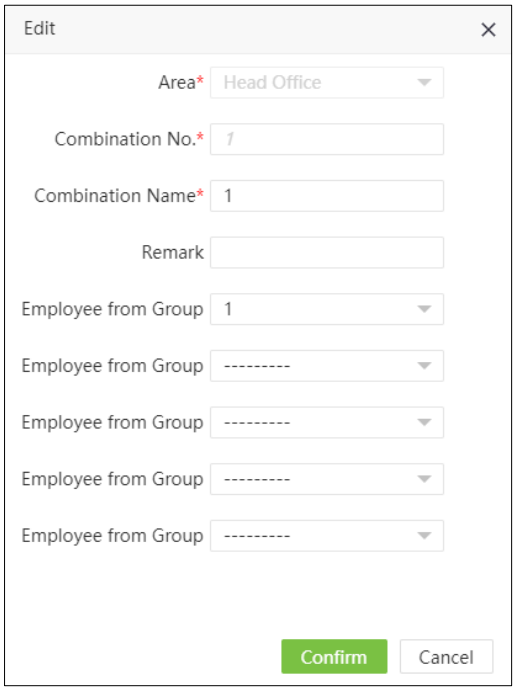
Access groups can be used with different unlocking combinations to allow multiple authentications and enhance security.

For each area, the maximum number of unlocking combinations is 10. When an area is created, 10 unlocking combinations are automatically created. The unlocking combination with combination NO. 1 will be set so that an employee from access group 1 can open the door by default. Other unlocking combinations do not include any employee from the access group.



6.6.1 Edit Combination

1. Select [Access]> [Access Control]> [Combination] to access the combination interface. Click on the corresponding area on the left side of the interface. The combinations belonging to this area will be displayed on the right side of the interface. Click the corresponding combination number to edit the combination.



Enter the parameters as shown below:

Area: Select the name of the area.

Combination No.: Assign the combination number.

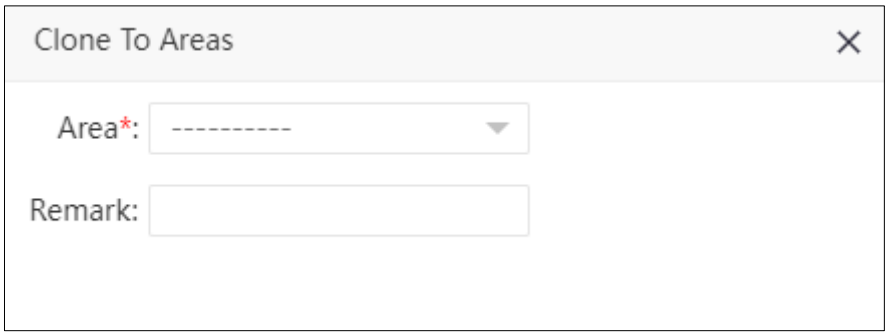
Name of the combination: Assign the name of the combination.

Employee group: Select the group to which the employee belongs. For example, if the selected group is Group 1, one of the employees in Group 1 can open the door in the specified area. In a combined verification, the user number range is 0 ≤ N≤ N≤ 5. You can combine two or more employees to achieve multiple verification and security advance.

2. Click [Confirm] to save the settings.

6.6.2 Clone To Areas

1. Select the unlocking combination to be cloned and click [Clone in areas] at the top left of the combination list.



Enter the details as shown below:

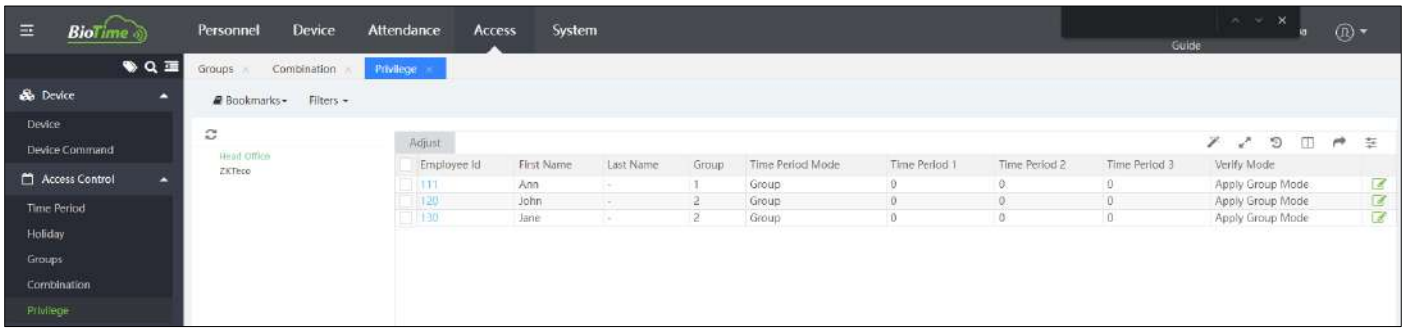
Area: Select the area (from the available options).

Remark: Enter a Remark.

2. Click [Confirm] to save the settings.

6.7 Privilege

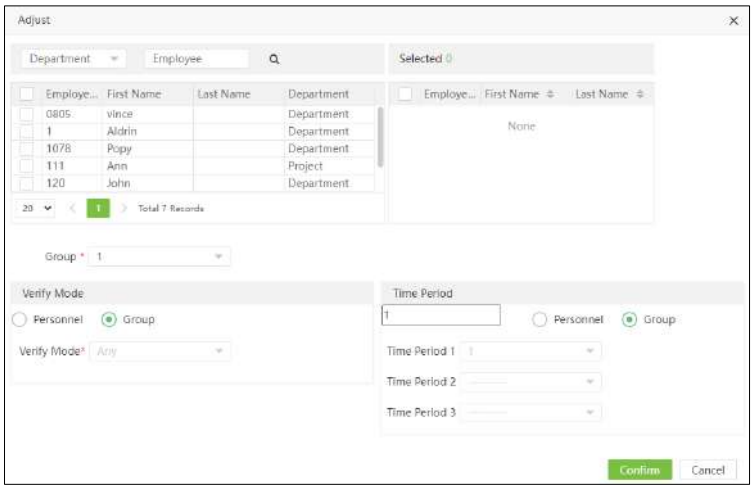
Here you can check or edit the employee's access privilege.



6.7.1 Adjust Employee's Access Privilege

1. Select [Access] > [Access Control] > [Privileges] to access the interface. Click on the corresponding area on the left side of the interface. The privileged information of the employees belonging to this area will be displayed on the right side of the interface. Click the corresponding employee ID or icon in the same row of employee privileges to edit it.

Enter the details as shown below.



Personnel: Select the employee or group of employees.

Group: Set the access group for the employee from the drop-down list. The corresponding check mode and schedule will be updated automatically.

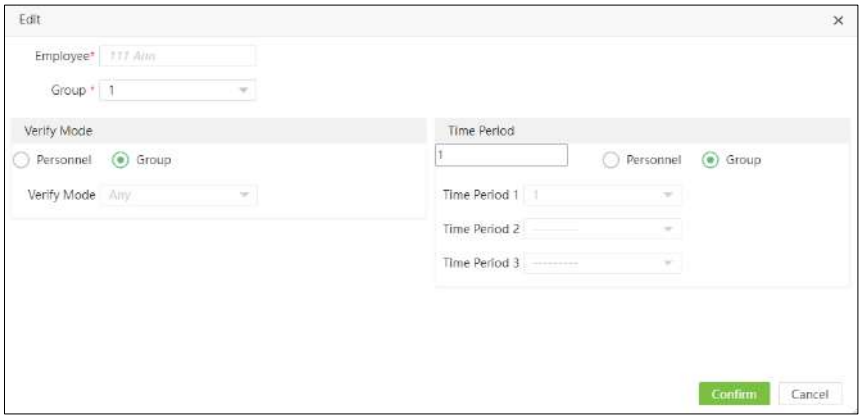
Verify Mode: If Group is selected, the employee can be verified using the verification mode of the group to which this employee belongs. If Personal is selected, you can customize the verification mode for this employee from the verification mode drop-down list.

Time Period: If Group is selected, the group time period will be applicable to the employee. If Personal is selected, set the unlock time period for this employee. This employee's time period does not affect the time period of any other employee in this group.

2. Click on [Confirm] to save the details.

6.7.2 Edit Employee's Access Privilege

1. Select [Access Control] > [Access Control] > [Privilege] to access the interface. Click the corresponding area on the left side of the interface. The privilege information of employees who are belonging to this area will be shown on the right side of the interface. Click the corresponding employee ID or in the same row of employee privilege to be edited.



Enter the details as shown below:

Employee: Select the employee.

Group: Adjust the access group for the employee from the drop-down list. The corresponding verification mode and time period will be updated automatically.

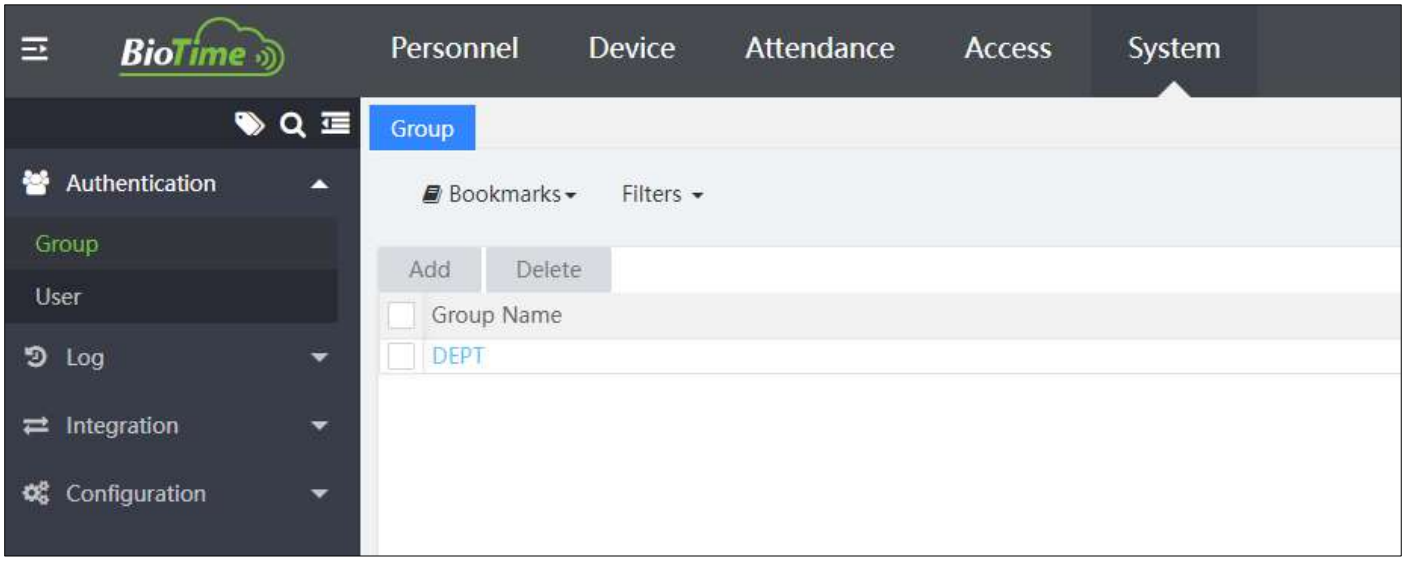
Verification Mode: If Group is selected, the employee can be verified by using the verification mode of the group to which this employee belongs. If Personnel is selected, you can customize the verification mode for this employee from the drop-down list of verifying mode.

Time Period: If Group is selected, the time period of the group will be applicable to the employee. If Personnel is selected, then set the unlocking time period for this employee. The time period of this employee does not affect the time period of any other employee in this group.

2. Click [Confirm] to save the details.

7. System

The system configuration allows you to create groups or access roles, system users and assign roles for each user and set the function in each module, also allows you to configure, integration with payroll from a flat file, backup, data migration, transaction logs, etc.

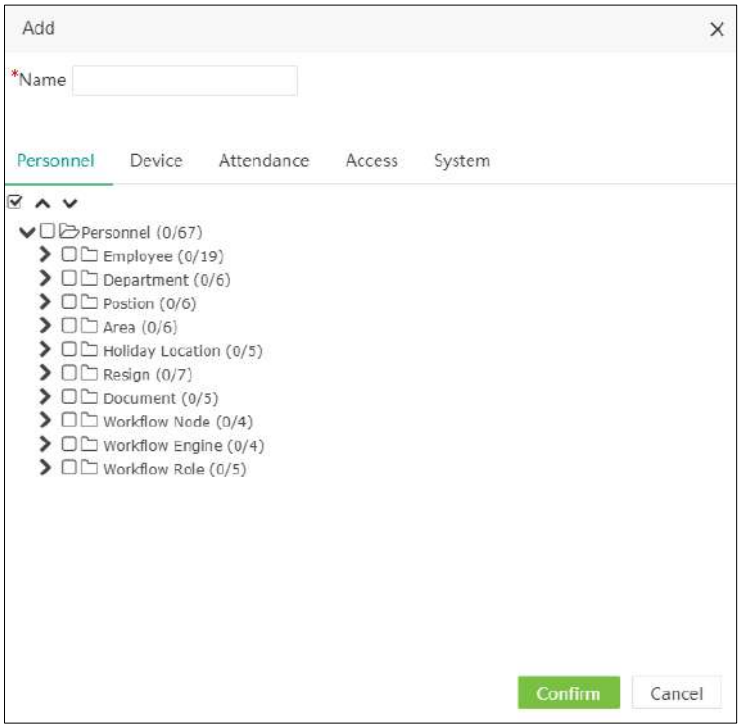


7.1 Privilege Group Management

The superuser must assign different levels of access to the software to new users. To avoid assigning one by one, you can set roles with specific levels in role management. You can also assign your own roles to users while adding users. Permissions are configured for all system modules, Personal, Device, Attendance, MTD, Access and System. The default super users of the system have full privileges and can assign new users according to the requirements and can set permissions accordingly.

7.1.1 Add a Privilege Group

1. Select [System] > [Group] > [Add].



Note: Select the corresponding permissions according to the selected functional module.

Name: Enter the name of the function (e.g. employee, device administrator, Approvers, Payroll etc.).

Permissions: In the list of permissions below each functional module, select the check boxes for the required permissions. If you want to select all permissions for a module, select the main check box.

2. Click [Confirm] to save the changes.

7.1.2 Edit a Privilege Group

1. In the list of privilege groups, click on the name of the role or click on the icon in the same row as the role to be edited.

2. Modify the parameters according to your requirements (see the parameter setting method in "Adding a function"). After the modifications, click [Confirm] to save the parameters.

7.1.3 Delete a Privilege Group

1. In the list of privilege groups, select the privileged group and click [Delete] at the top of the interface or click the icon in the same row as the role to be deleted.

2. Click on [Confirm] to delete the selected group.

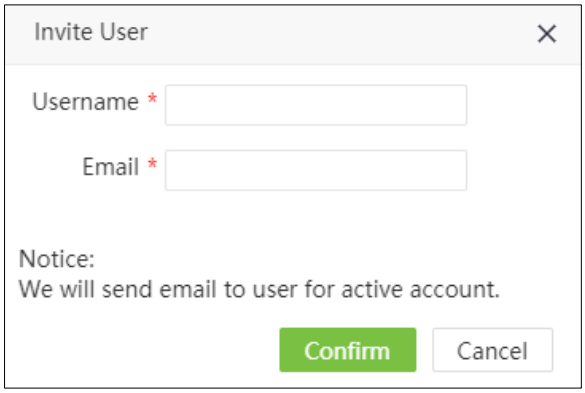
Note: The group currently in use cannot be deleted.

7.2 User Management

Adds new users to the system and assigns the role (permissions) to the users.

7.2.1 Invite a New User

1. Select [System] > [User] > [Invite User] to access the Add User interface:

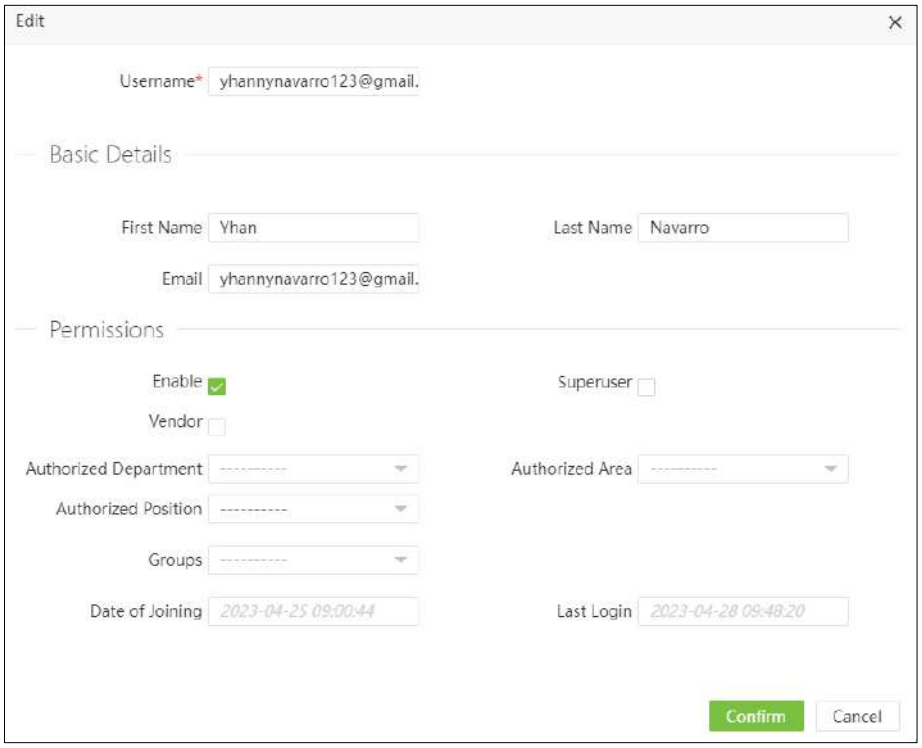


2. Enter the parameters as shown below:

Username:	Enter the user name up to 30 alphanumeric characters. Supports letters, digits and @/./+/-/_ only.
Email:	Enter the email.

7.2.2 Edit a User

Click on the user name or click on the icon in the same row as the user to edit the user details.



User: Enter the user name up to 30 alphanumeric characters. First and Last Name: Enter the user's First and Last Name.

Email: Enter the user's email address.

Enable: If you enable this parameter, the user will be able to log in to this site.

Super User: If you select this parameter, the user has full privileges and it is not necessary to assign a role group.

Vendor: Roles must be selected for non-superusers. Select a preset role and the user will have all operational permissions previously assigned in this role.

Authorized Department: Select a Department from the Department drop-down list (If no Department is selected, the user has rights for all Departments).

Authorized Area: Select an area from the drop-down list (If the area is not selected, the user has rights for all areas).

Groups: Select a company from the drop-down list (If no company is selected, the user has rights for all companies).

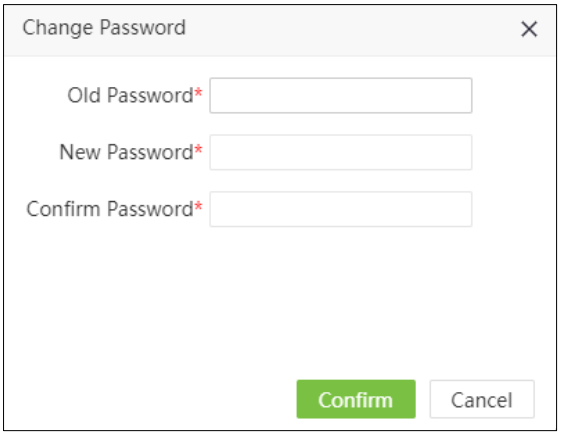
2. After entering the details, click [Confirm] to save the changes.

7.2.3 Delete User

You can delete existing users. Click [Delete] at the top of the user list. The detailed operations are the same as "Delete a permission group".

7.2.4 Change password

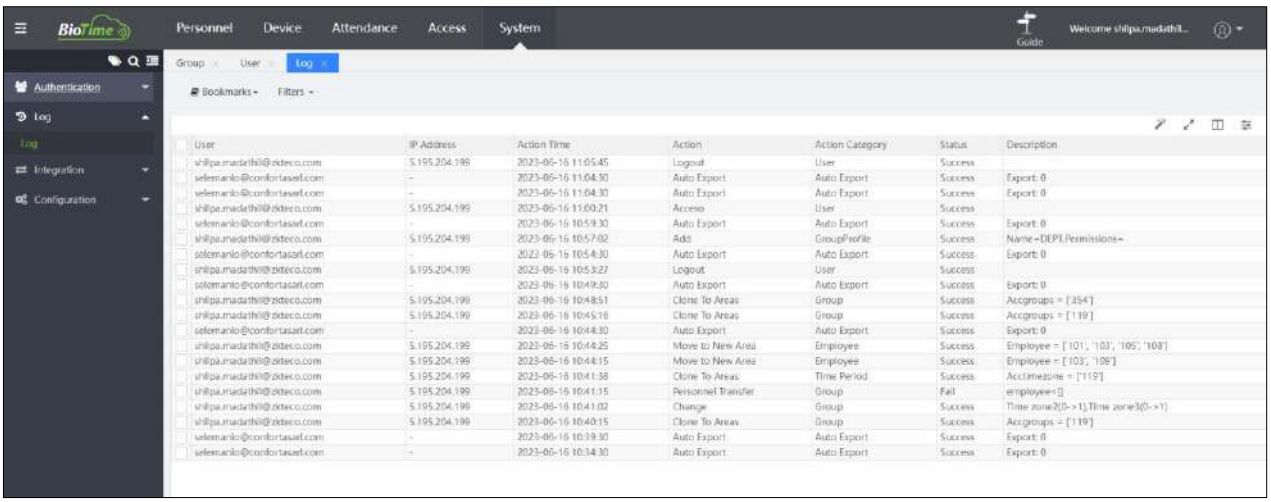
1. Select [System] > [User] > [Change password] to renew the password of the selected user.



2. Enter the original password, new password, confirm the new password and click [Confirm] to save the new password.

7.3 Log

The log displays all operational logs of the system. Select [System]> [Log]> [Log] to access the log interface and view all the movements performed on the system.



The following are the main contents shown in the log:

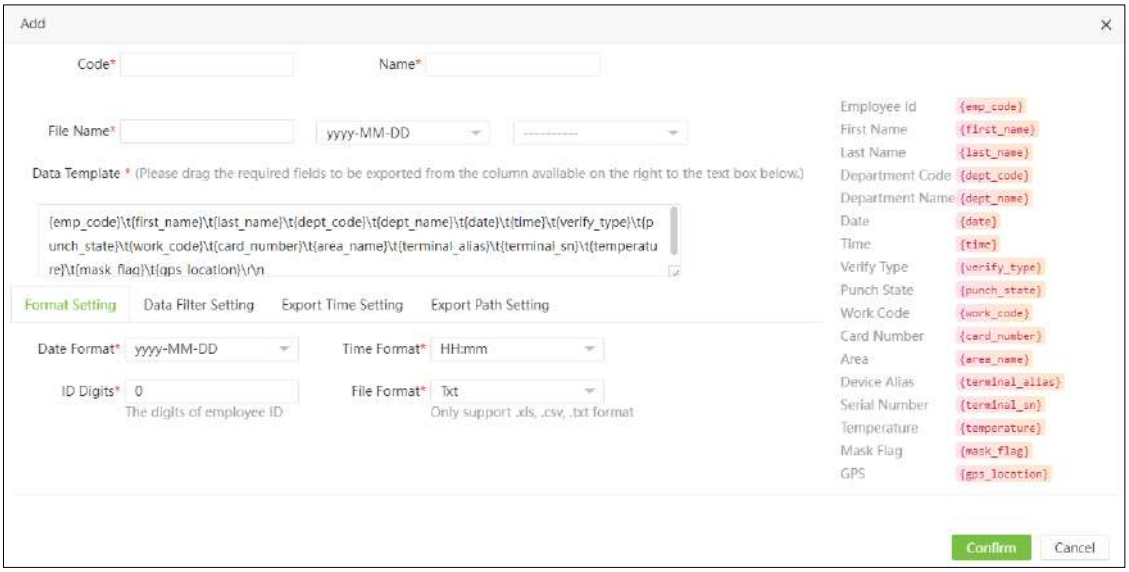
User: The user who performed the operation.
IP Address: The IP address of the computer used by the user.
Action Time: The actual time in which the user performed some operation. Action: The operation performed by the user.
Action Category: The content type of the operation (Function performed in the system form).
Status: Status of the function or operation performed
Description: Details of the operation performed in the software.

7.4 Integration

Based on the time period and repetition frequency, the attendance transaction will be exported automatically.

7.4.1 Add Auto Export Template

1. Select [System] > [Integration] > [Auto Export] > [Add] to set the auto export details.



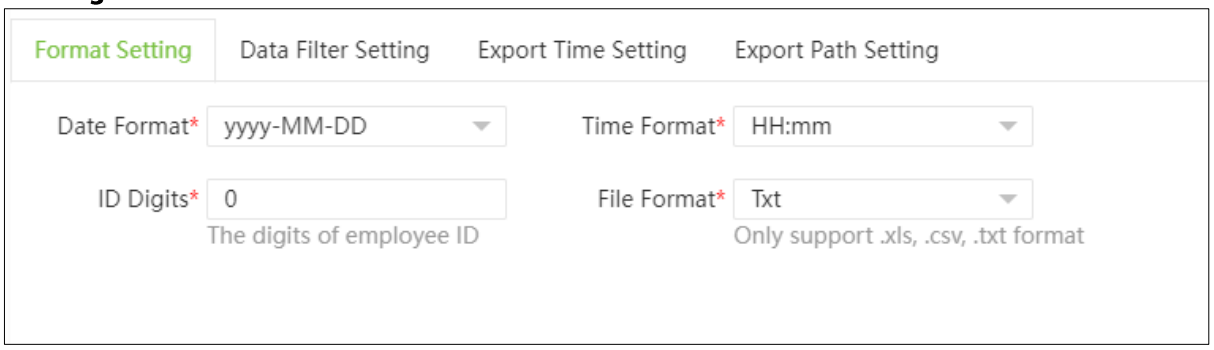
Name: Enter the name of auto export task.

File Name: Enter the file name to be exported.

File Format: Set the file format of the exported file (Excel, CSV, Txt).

Data Template: Select the fields to export from the menu Macros above. By default, all the data will be auto exported.

Format Setting

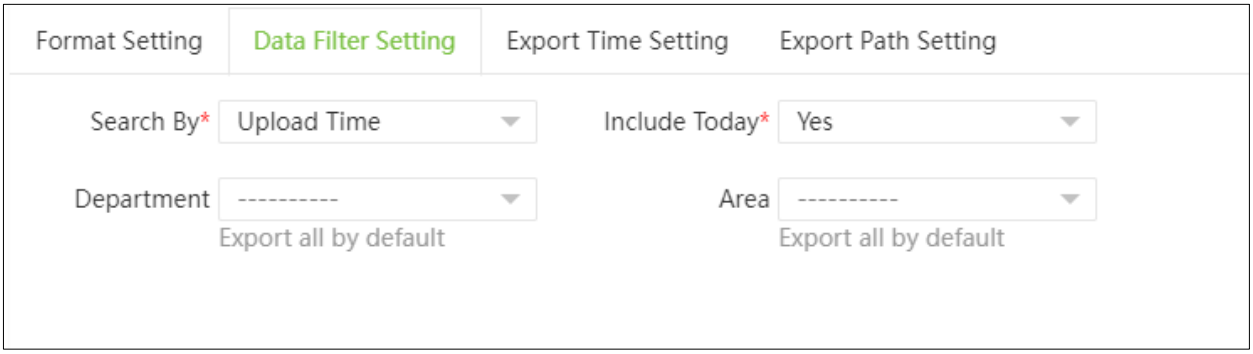


Short Date/Time Format: Set the date format in the export content.

ID Digits: Set the ID digits.

File Format: Choose the file format of the exported file (Excel, CSV, TXT).

Data Filter Setting



Filter By: Set the filter for the attendance transactions to be uploaded on the software. The filter can be:

Flag: The status whether the attendance transactions have been uploaded. In the database, if the flag is 1 means the attendance transaction has been uploaded and if the flag is 0 it means the attendance transaction has not been uploaded.

Upload Time: Represent the time when the attendance transaction is uploaded to the software.

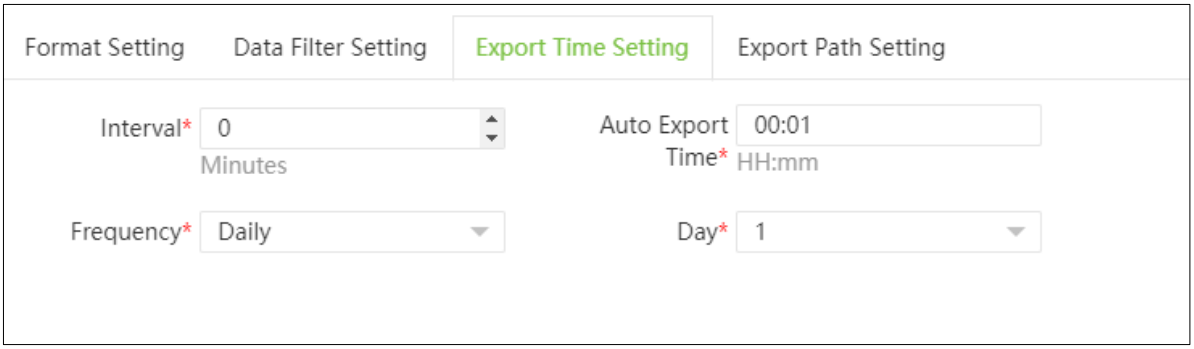
Punch Time: Represent the time when the user punches.

Department: Click ▼ to select the Department to export. If the Department is not selected, the attendance data of all the departments will be auto exported.

Area: Click ▼ to select the area to export. If the area is not selected, the attendance data of all the areas will be exported.

Include Today: Set Yes or No if the current day will be included in the exported file.

Export Time Setting



Frequency: Set the export frequency. The export time-frequency can be set on a monthly/weekly/daily basis. According to the selected frequency, set the date and time.

Time Point: Set the export time point.

Period: Select the period within which the transactions are. It can be set as "Natural Period" and "Unnatural Period". While it sets as "Natural Period", the exported transactions will be the ones within the natural period.

Examples:

Example 1:

Today is 2021-01-01, Friday, set the start of week as Monday. Period set as "Natural Period".

I. Set Frequency as "Daily", Export Time as 9:00 AM. Then at 9:00 AM of 2021-01-01, Friday, the software will export attendance transaction within the time range:

2020/12/31 00:00 AM <= Period < 2021/01/01 00:00 AM

II. Set Frequency as "Weekly", Day as "Friday", Export Time as 9:00 AM. Then at 9:00 AM of 2021-01-01, Friday, the software will export attendance transaction within the time range:

2020/12/21 Mon. 00:00 AM <= Period < 2020/12/28 Mon.00:00 AM

III. Set Frequency as "Monthly", Day as "1", Export Time as 9:00 AM. Then at 9:00 AM of 2021-01-01, Friday, the software will export attendance transaction within the time range:

2020/12/1 00:00 AM <= Period < 2021/01/01 00:00 AM

Example 2:

Today is 2021-01-01, Friday, set the start of week as Monday. Period set as "Unnatural Period".

IV. Set Frequency as "Daily", Export Time as 9:00 AM. Then at 9:00 AM of 2021-01-01, Friday, the software will export attendance transaction within the time range:

2020/12/31 9:00 AM <= Period < 2021/01/01 9:00 AM

V. Set Frequency as "Weekly", Day as "Friday", Export Time as 9:00 AM. Then at 9:00 AM of 2021-01-01, Friday, the software will export attendance transaction within the time range:

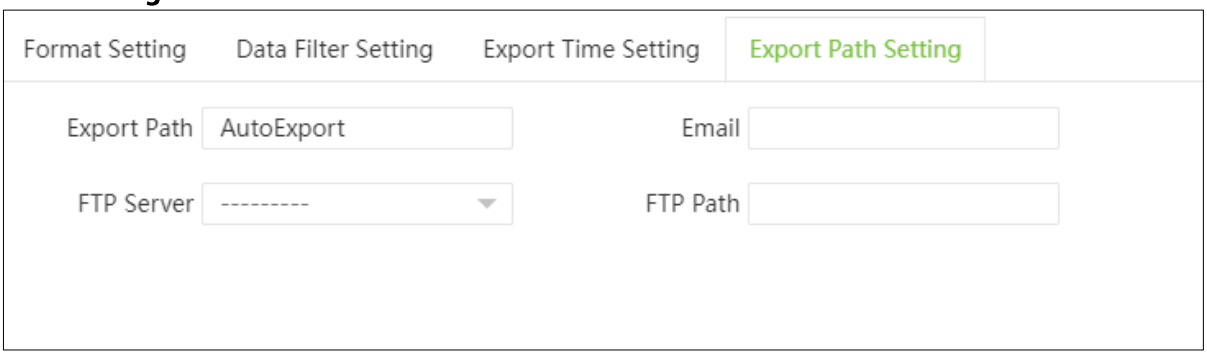
2020/12/25 Fri. 9:00 AM <= Period < 2021/01/01 Fri. 9:00 AM

VI. Set Frequency as "Monthly", Day as "1", Export Time as 9:00 AM. Then at 9:00 AM of 2021-01-01, Friday, the software will export attendance transaction within the time range:

2020/12/1 9:00 AM <= Period < 2021/01/01 9:00 AM

Interval: Set the export interval for the export task.

Export Path Setting



Export Path: After entering the file name, a new folder will be created in **\files\temp** of the installation directory of the local computer to store all the exported files.

Email: When an Email is set, it receives the exported file when it is exported.

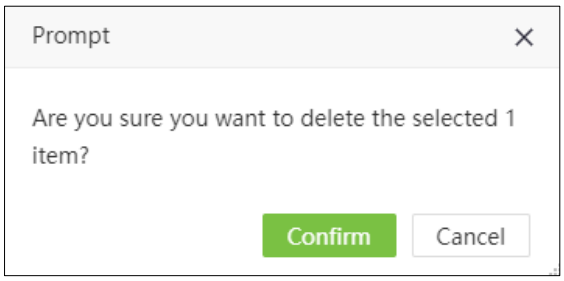
FTP Path: Set the name of the folder, which is the existing folder on the FTP server. The exported files will be saved in the corresponding folder under the FTP server in the file format of "/ABC/" (ABC is the existing folder on the FTP server).

FTP Server: Click to select the FTP server. When the attendance record is exported, the exported file will be saved on the FTP server.

2. After setting the export details, click **[Save].**

7.4.2 Delete Auto Export Template

In the auto export template, select the template and click **[Delete]** at the top of the template list, or click in the same row of the template.

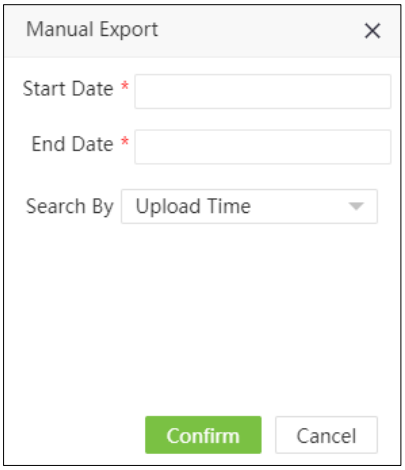


Click **[Confirm]** to delete the selected template.

7.4.3 Manual Export

After the automatic export settings are saved, you can export the attendance records in real-time by clicking **[Manual Export]** at the top of the list.

1. Select the set automatic export and click **[Manual Export]** to export the data manually.



Start Date/End Date: Set the export period.

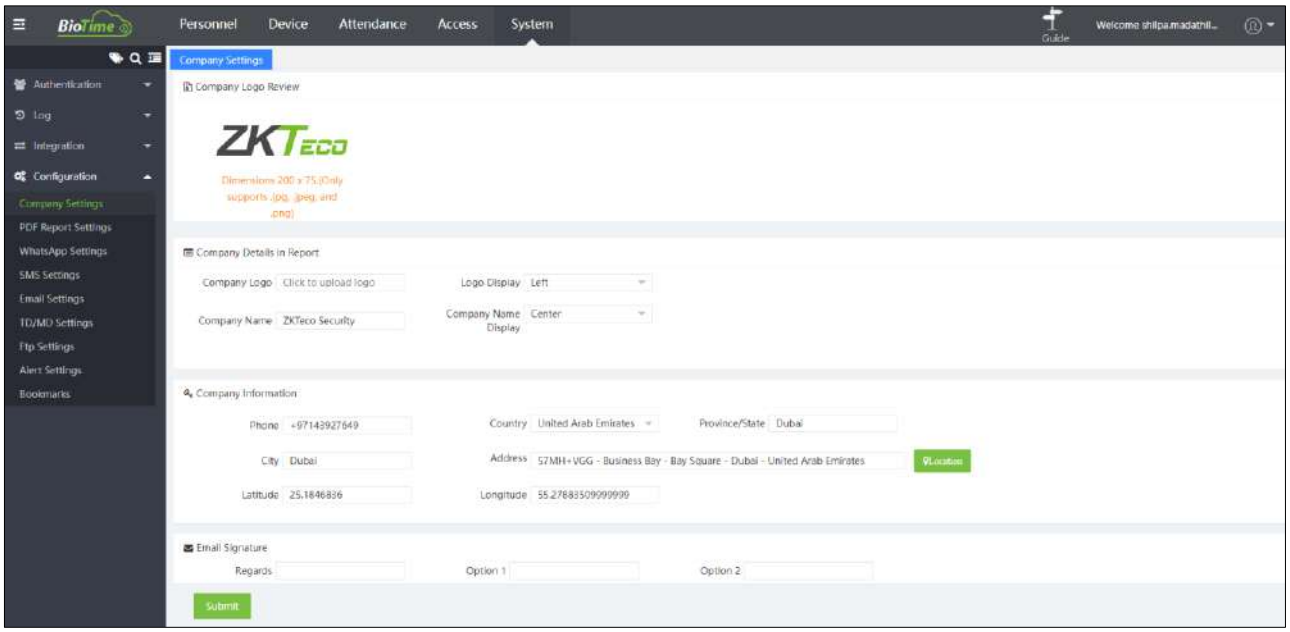
Filter By: Select **Upload time** if you want to search by the time when the attendance data is uploaded to the software. Select **Punch time** if you want to search by the time when the user punches. Select **Flag** if you want to search by the status by checking whether the transaction has been exported before.

2. After entering the details, click **[Confirm]** to export the attendance records.

7.5 Configuration

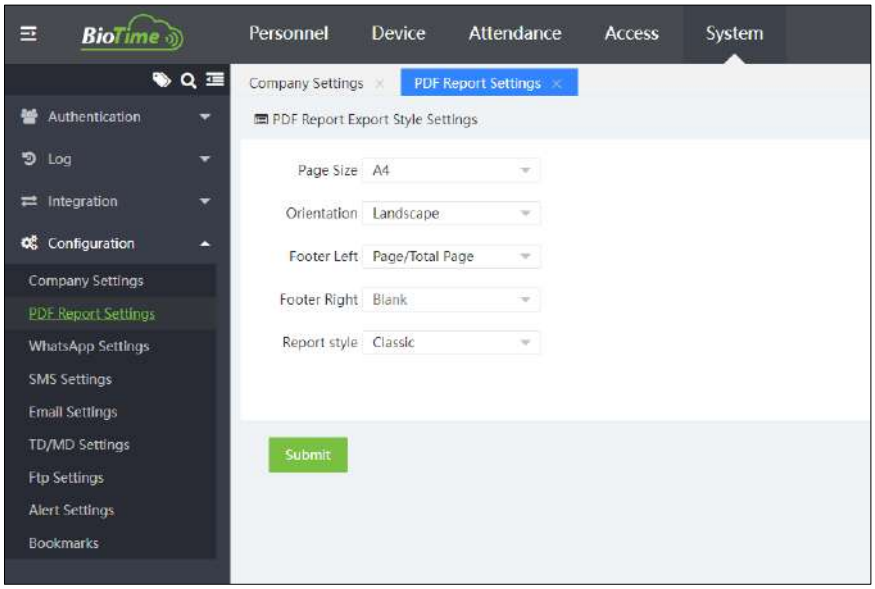
7.5.1 Company Settings

Select [System] > [Configuration] > [Company Settings]. You can enter all the information concerning the company in which the software will be used. You can add a logo and select it to appear in the reports.



7.5.2 PDF Report Settings

Select [System] > [Configuration] > [PDF Report Settings].



Page size: Sets the page size for exported PDF.

Orientation: Set the direction of the exported PDF. Can be "Portrait" or "Landscape".

Footer Left: Set the content to be displayed in the lower left corner of the exported PDF page. It can be "Blank", "Page/Total Page", "username", "Date", "Username+Date".

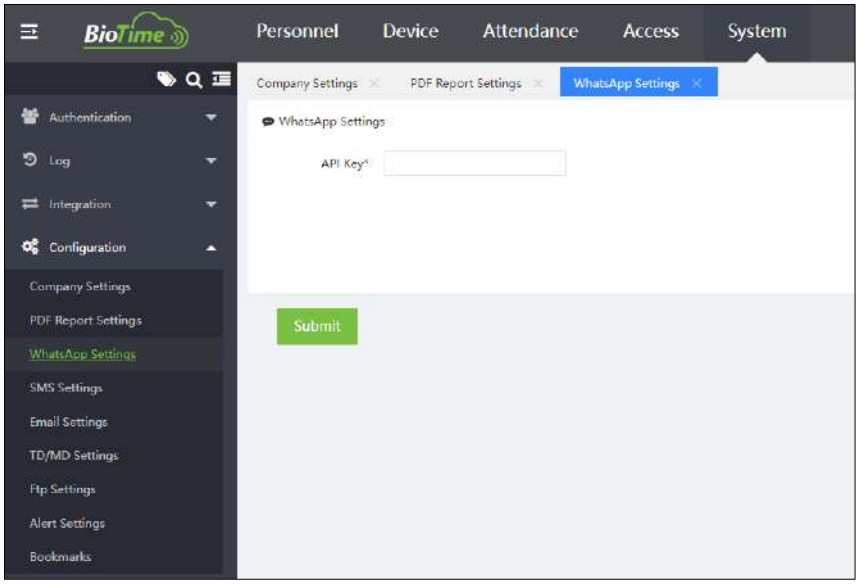
Footer Right: Set the content to be displayed in the lower right corner of the exported PDF page. It can be "Blank", "Page/Total Page", "username", "Date", "Username+Date".

Report Style: Set the content to be displayed style of the exported PDF page. It can be "Blank", "Classic".

Click [Submit] to save the PDF export settings.

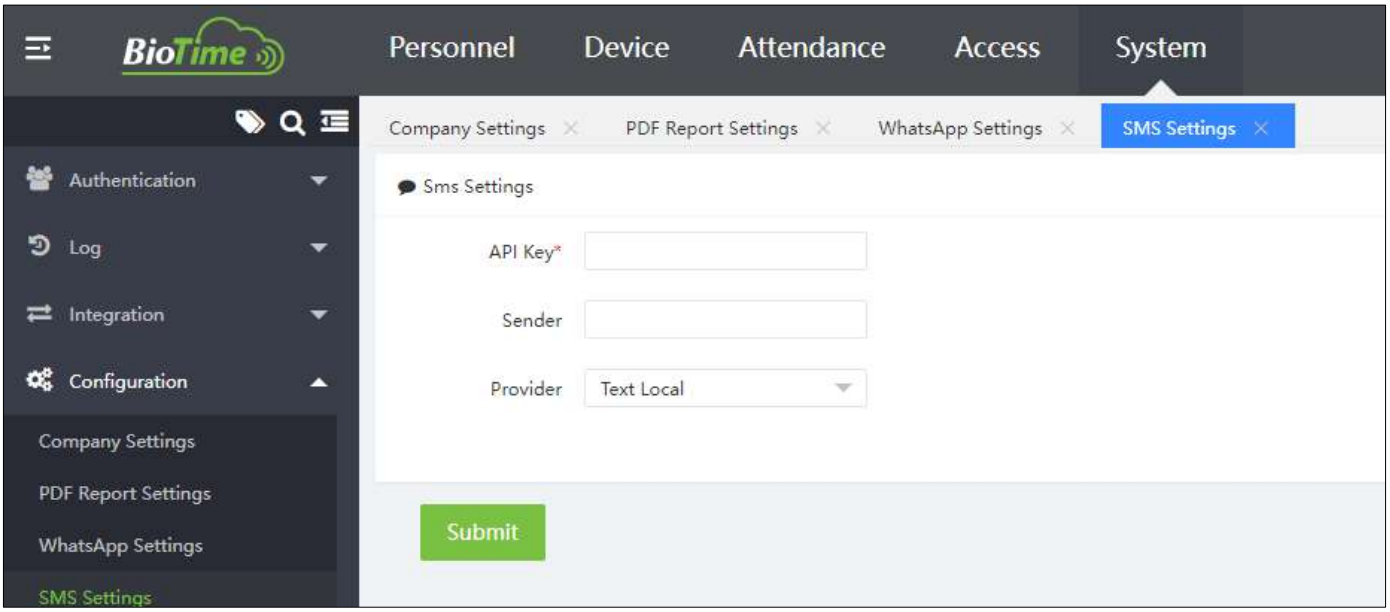
7.5.3 WhatsApp Settings

Select [System] > [Configuration] > [WhatsApp Settings].



7.5.4 SMS Configuration

Select [System] > [Configuration] > [SMS Settings].



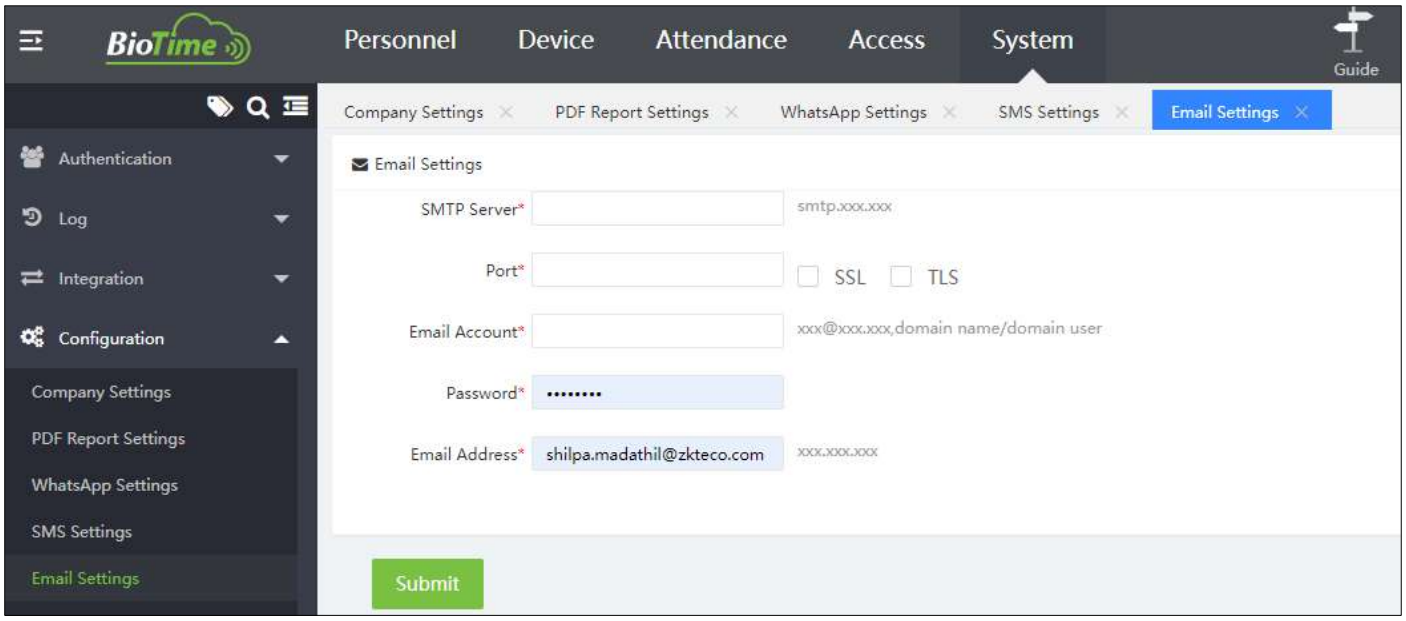
7.5.5 Email Settings

Select [System] > [Configuration] > [Email Settings].

The e-mail setting is used to trigger an alert when the specific value set by the administrator has crossed the limit.

Note: The domain name of the e-mail address and the e-mail sending server (outgoing server) must be the same. For example, the e-mail address is test@yahoo.com and the e-mail sending server must be smtp.mail.yahoo.com.

Obtain the mail server details and settings as shown below.



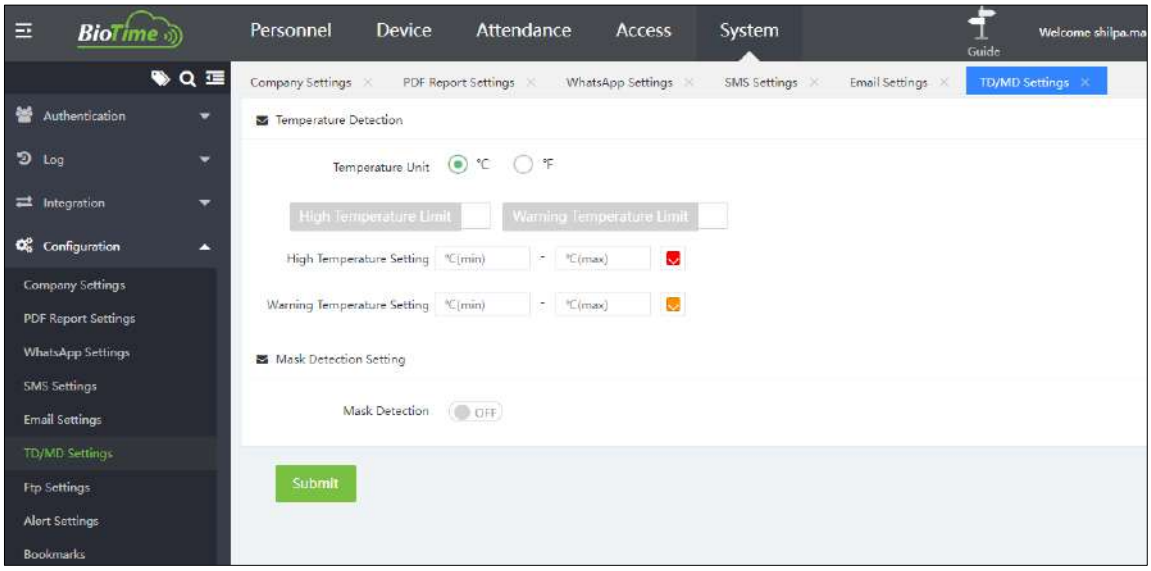
Note: The password is a one-time random authorization password provided by the e-mail service provider.

SMTP Port:	Port of the e-mail sending server.
E-mail account:	Enter the address of the e-mail sending server.
E-mail account or domain:	Enter the e-mail account.
Password:	Enter the unique random authorization password of the e-mail provider.
E-mail address:	E-mail

7.5.6 TD/MD Settings

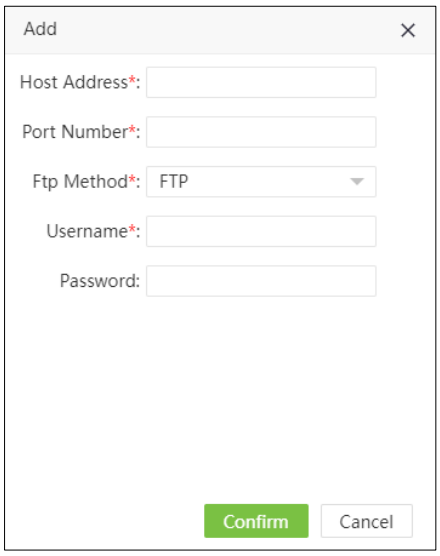
Select [System] > [Configuration] > [TD/MD Settings].

Note: The temperature setting module is not compatible with the Horus TL1 device.



7.5.7 FTP Settings

Select [System] > [Configuration] > [FTP Setting] > [Add] to add an FTP account and fill in the required parameters.



Host Address: Enter the FTP server address.

Port Number: Enter the FTP server port number.

FTP Method: Choose whether FTP or SFTP.

Username: Enter the FTP server's username.

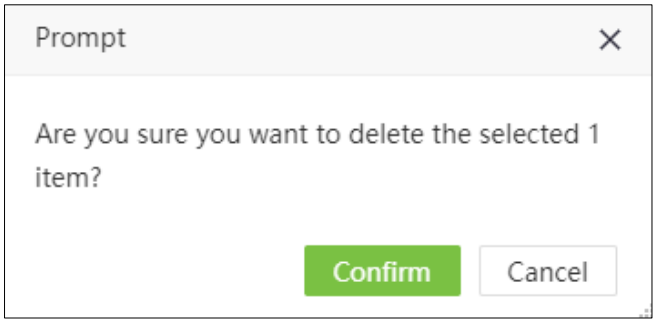
Password: Enter the FTP server's password.

The FTP settings can be used to transfer the files exported by the software to the specified FTP server for data transfer.

Note: Click the FTP server or the in the same row of the FTP server.

Delete FTP Server

In the FTP list, select the FTP server and click **[Delete]** at the top of the FTP server list, or click in the same row of the FTP server.



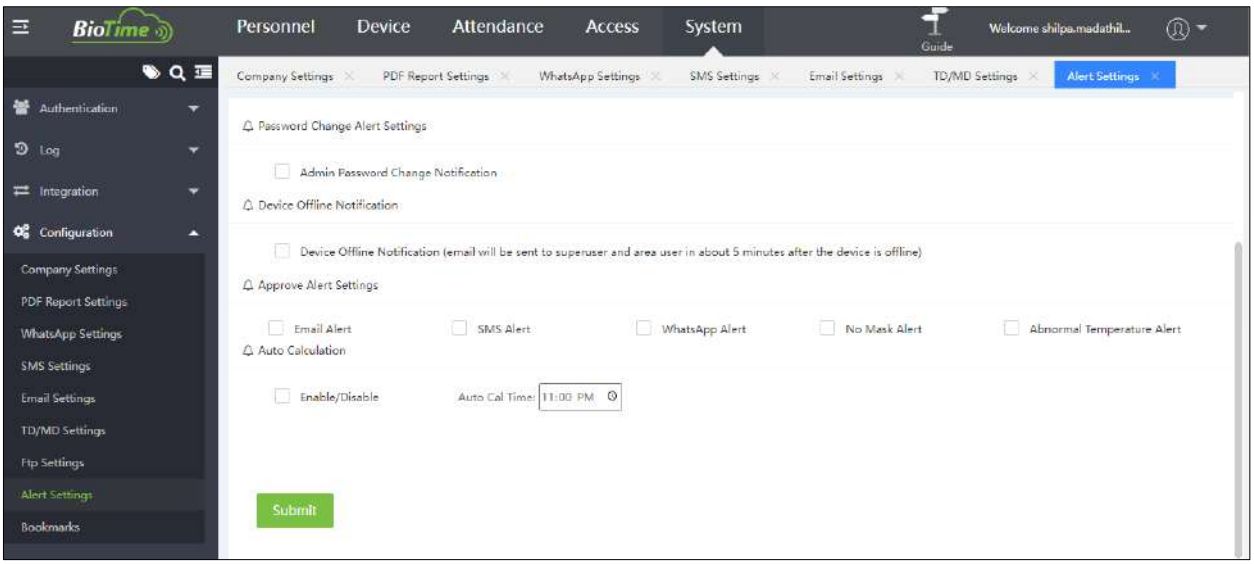
Click **[Confirm]** to delete the selected FTP server.

7.5.8 Alert Settings

Select [System] > [Configuration] > [Alert Settings].

Through the alert configuration, the user can set the values of the alerts. According to the example above, when an employee's late check-in record exceeds a certain value, an email alert will be sent.

The administrator can set the other values according to the requirements.



Attendance Alert Settings: Set specific values for Late Arrivals / Early Departures / Absences.

Sending Frequency: Set the time and frequency of alert sending.

Alert settings: Configure the alert mode. Click [Save] to save the alert settings.

7.5.9 Bookmarks

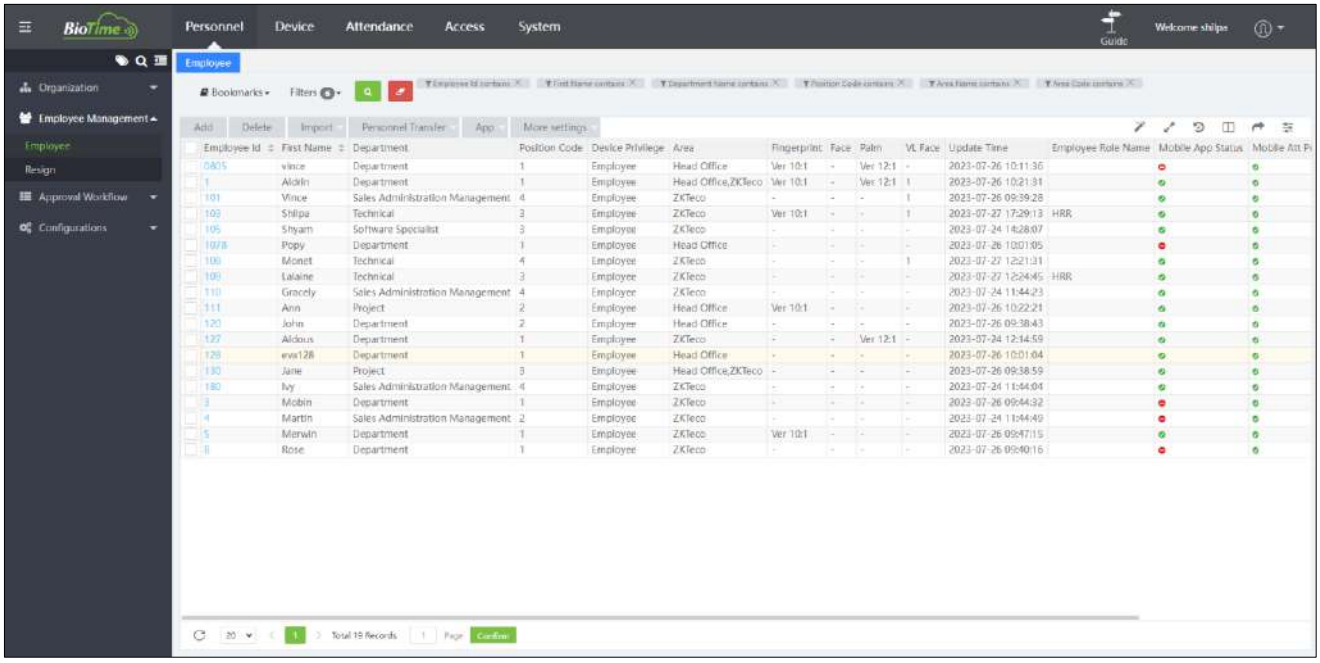
1. **Add a Bookmark**

You can save the filtered query as a bookmark to simplify the search operation next time.

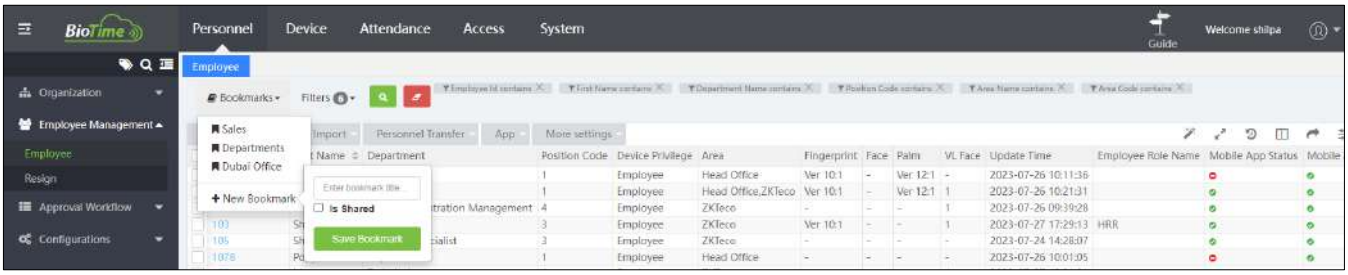
a. Custom Bookmark

You can customize a variety of filter combinations and save them as bookmarks. By the next time, you can open the existing bookmarks to filter the data.

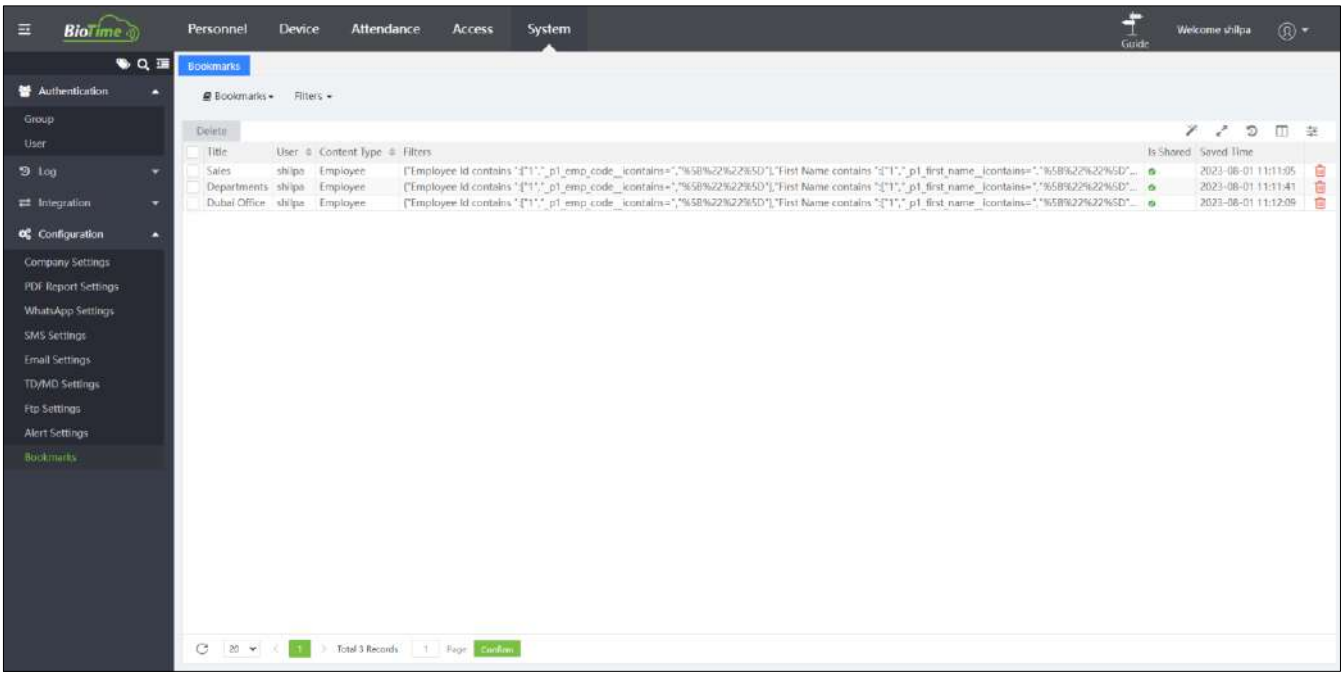
When multiple filters are set, the page will be displayed as shown below:



Click Bookmarks, select **[New Bookmark]**. Enter the bookmark name and click **[Save]**. The saved bookmarks can be seen under the Bookmarks menu.

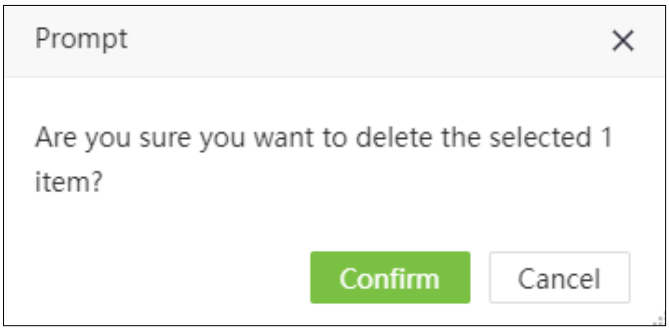


After saving successfully, you can view the saved filter under the bookmarks list.



2. **Delete Bookmarks**

In the bookmarks list, select the bookmark and click **[Delete]** at the top of the bookmarks list, or click in the same row of the bookmark.



Click **[Confirm]** to delete the selected bookmark.

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