User Manual

easy WDMS

Date: June 2025

Doc Version: 2.1

English

About the Manual

This manual introduces the operations of easyWDMS software.

All figures displayed are for illustration purposes only. Due to regular updates, figures in this manual may not be exactly consistent with the actual products.

Document Conventions

Conventions used in this manual are listed below:

GUI Conventions:

For Software	
Convention	**Description**
Bold font	Used to identify software interface names e.g. **OK**, **Confirm**, **Cancel**
>	Multi-level menus are separated by these brackets. For example, File > Create > Folder.

Symbols

Convention	Description
	This implies about the notice or pays attention to, in the manual
	The general information which helps in performing the operations faster
	The information which is significant
	Care taken to avoid danger or mistakes

⚠	The statement or event that warns of something or that serves as a cautionary example.

Table of Contents

WHY EASYWDMS 7

1 VISUALIZING ALL IN ONE PLACE 8

2 LICENSE AND VERSION DETAILS 8

2.1 ONLINE ACTIVATION 10
2.2 OFFLINE ACTIVATION 11

3 SETTING UP THE SYSTEM 13

3.1 REQUIREMENTS 13
3.2 PROCEDURE 13
3.2.1 SERVICE CONSOLE 13

4 APPLICATION VIEW VIA DISTINCT POSITIONS 15

4.1 ADMIN ACCOUNT 15
4.2 LOGIN TO ESAYWDMS 15
4.3 COMMON FEATURES USED IN ALL THE MODULES 16

5 PERSONNEL MANAGEMENT 21

5.1 ORGANIZATION SETUP 22
5.1.1 HOW TO SET UP THE DEPARTMENT (DEPARTMENT) 22
5.1.2 MANAGING EMPLOYEE'S DESIGNATION (POSITION) 27
5.1.3 CLASSIFYING THE DEPARTMENT TO AN AREA (AERA) 32
5.1.4 CREATING REGIONS FOR HOLIDAY (HOLIDAY LOCATION) 37
5.2 MANAGING AN EMPLOYEE ACCOUNT (EMPLOYEE MANAGEMENT) 42
5.2.1 EMPLOYEE 42
5.2.2 MANAGING EMPLOYEE'S RESIGNATION (RESIGN) 61

6 INTEGRATING OUR SOFTWARE AND THE DEVICE 67

6.1 DEVICE MANAGEMENT 68
6.1.1 DEVICE 68
6.1.2 HOW TO DELETE DEVICE INSTRUCTIONS (DEVICE COMMAND) 85
6.2 CONFIGURE EMPLOYEE NOTIFICATION ON DEVICE (MESSAGE) 87
6.2.1 HOW TO SET UP PUBLIC NOTIFICATION (PUBLIC) 88
6.2.2 HOW TO SET UP PRIVATE NOTIFICATION (PRIVATE) 92

6.3 DEVICE DATA MANAGEMENT (DATA) 95
6.3.1 WORK CODE 96
6.3.2 BIO-TEMPLATE 100
6.3.3 BIO-PHOTO 101
6.3.4 UPLOADING THE DEVICE DATA TRANSACTION (TRANSACTION) 107
6.3.5 UNREGISTERED TRANSACTIONS 108
6.4 WHERE TO VIEW THE DEVICE LOGS 110
6.4.1 OPERATION LOG 110
6.4.2 ERROR LOG 112
6.4.3 UPLOAD LOG 113
6.5 DEVICE CONFIGURATION 114
7 ACCESS CONTROL SETUP 117
7.1 DEVICE CONFIGURATION FOR ACCESS CONTROL (DEVICE) 117
7.1.1 DEVICE 118
7.1.2 DEVICE COMMAND 124
7.2 ACCESS CONTROL 126
7.2.1 TIME PERIOD 126
7.2.2 HOLIDAY 129
7.2.3 GROUPS 132
7.2.4 COMBINATION 137
7.2.5 PRIVILEGE 139
7.3 CONFIGURATIONS 141
8 SYSTEM MANAGEMENT 144
8.1 AUTHENTICATION 145
8.1.1 GROUP 145
8.1.2 HOW TO SET UP A USER ACCOUNT (USER) 148
8.2 DATABASE 153
8.2.1 BACKUP 153
8.2.2 MIGRATE 156
8.2.3 PARALLEL DATABASE 158
8.2.4 PARALLEL DB EXPORT 160
8.2.5 AD SERVER SETTINGS 162
8.2.6 AD FIELD SETTINGS 163
8.3 INTEGRATION 164
8.3.1 AUTO EXPORT 164
8.4 MIDDLEWARE TABLE 170
8.4.1 DEPARTMENT 170
8.4.2 POSITION 171
8.4.3 AREA 171

8.4.4 EMPLOYEE 172

8.5 LOG 173

8.5.1 LOG 173

8.6 CONFIGURATION 174

8.6.1 FTP SETTINGS (FILE TRANSFER PROTOCOL) 174
8.6.2 COMPANY SETTINGS 177
8.6.3 PDF REPORT SETTINGS 179
8.6.4 TD/MD SETTINGS (TEMPERATURE DETECTION/MASK DETECTION SETTINGS) 181
8.6.5 EMAIL SETTINGS 181
8.6.6 ALERT SETTINGS 183
8.6.7 BOOKMARKS 184

Why easyWDMS

Our ***easyWDMS*** software is designed to measure, analyse and manage employees' working hours and deploy human resources more effectively. The software also aids in organizing and planning of each process in a classic way that assimilates specific activities and delivers the output in no time. Our software eases the tracking of employee productivity and regulates the ways to advance our managerial effectiveness and workforce management.

Our software is built on a powerful architecture that integrates several modules, which permits you to manage huge numbers of Personnel/Employees/Staff on a single platform. All you need is to set up your organization, then add the Biometric Devices, and then add the Users/Employees with their shifts.

You can integrate the Device to our Software Application, which enables you to retrieve instantaneous Reports and eases you in the importing and exporting of the data.

Our software gathers all the distinct information and gives you the best interactive view of the data and records on a single interface.

Here in our documentation, you will acquire more information on how to create an admin and how to set up the System and your Organization.

1 Visualizing all in one Place

Our ***easyWDMS*** integrates all the jobs in a single platform, which updates the data and delivers the output whenever required. It is a user-friendly software that helps you to maintain the records and also monitors the actions of the users.

It even aids in broadcasting to employees about any important Organizational notifications and even eases the employees to contact the Organization during an emergency situation. This benefits in taking preventative measures and rescues employees from troublesome issues. And also, by handling this kind of precautionary action makes employees feel secured which stabilizes the employees' performance and hastens your product deliverables.

Overall, this improves your organization standard and facilitates in performance and growth of your Management.

Key Features of *easyWDMS* software

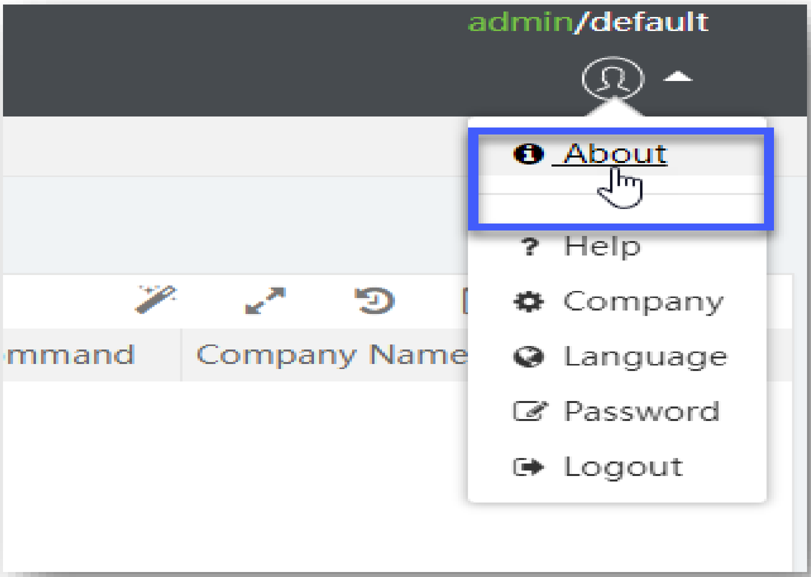
- Supports LAN and WAN Device Management and Data Synchronization.
- Friendly User Interface and Platform Style brings new process experience for the user.
- Simple installation process for Windows and Linux Operating Systems.
- Supports the automatic synchronization of employees in the same area.
- Supports multiple companies and divides the administrators with different permissions.
- Supports HTTPS security communication.
- Supports license control.
- Supports hybrid-biometric templates such as fingerprint, face, and palm.
- Simple deletion of outdated data. .

2 License and Version Details

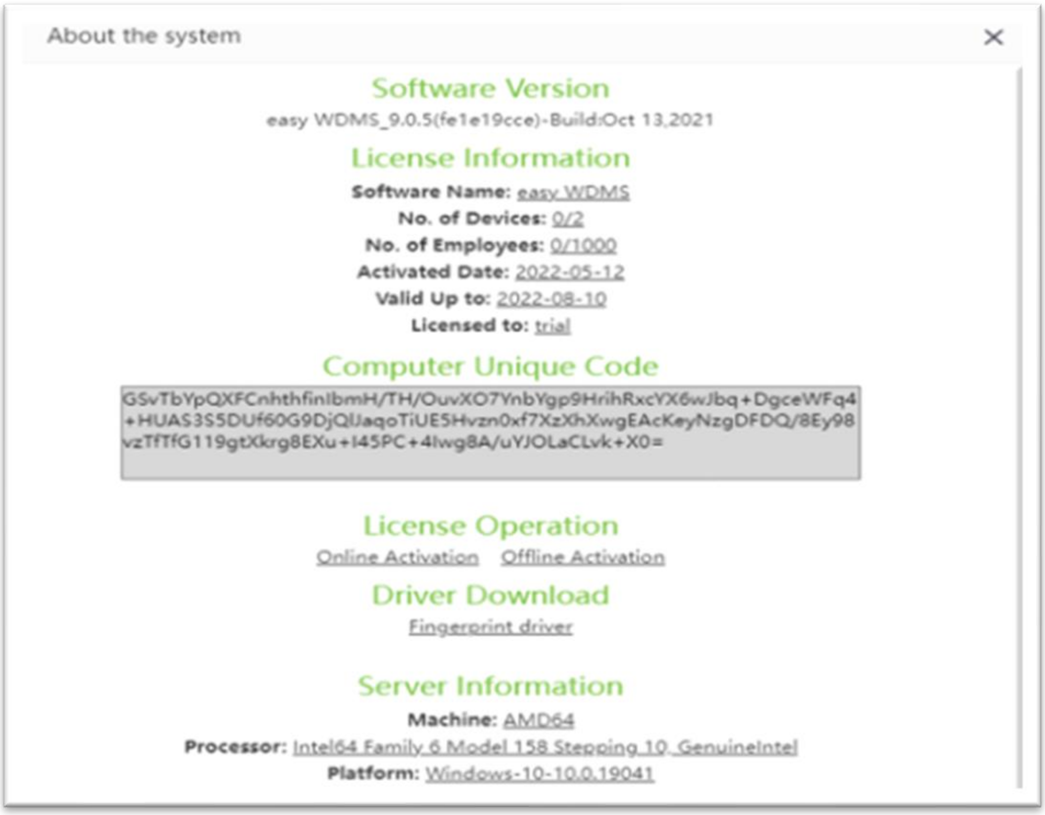
You can view the software version and license details in the About option. It also provides numerous facilities such as:

- Online Activation
- Offline Activation

You can also download the fingerprint driver for using the USB fingerprint reader with your PC.

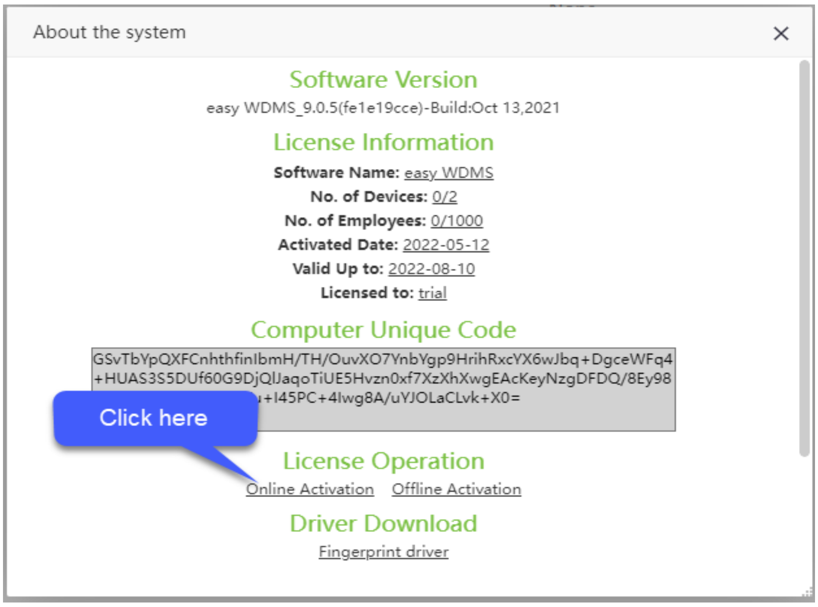


The details will be displayed as shown below:

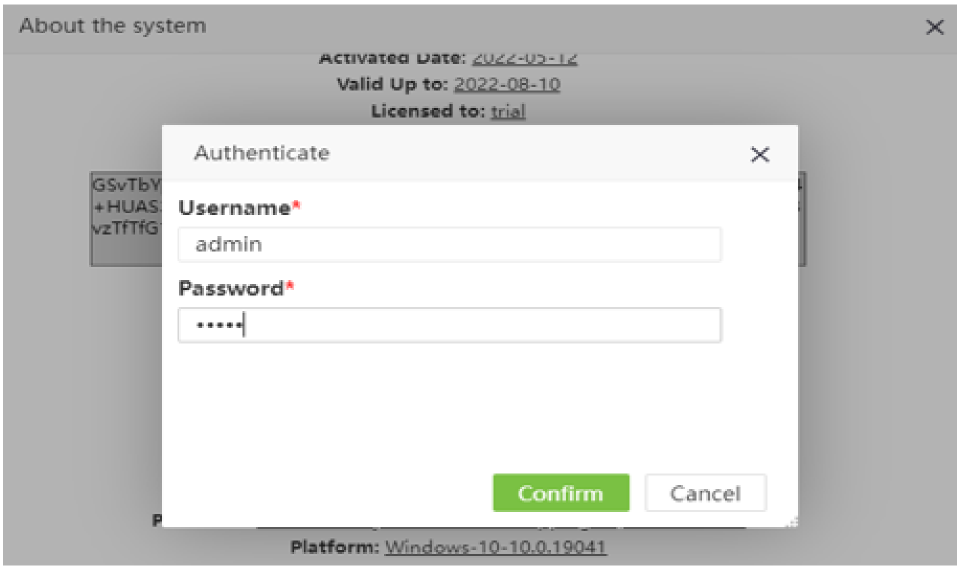


2.1 Online Activation

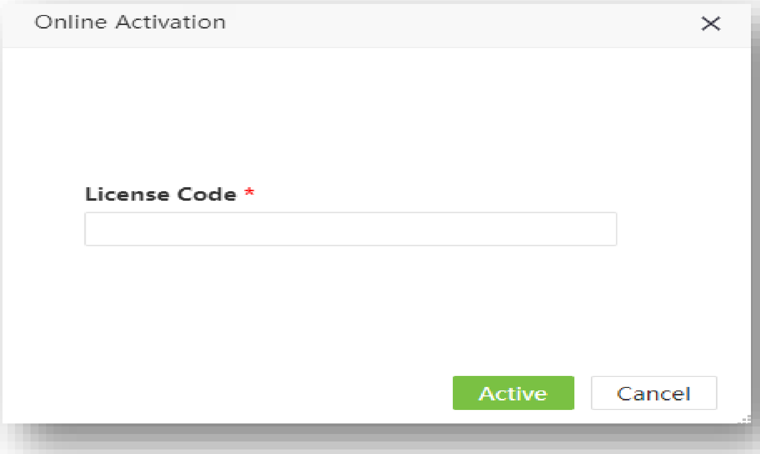
Before using this function, you should get the License Code from your dealer. Contact your dealer and get the License Code.



After obtaining the license code, click **Online Activation** and authenticate using your **Username** and **Password**.

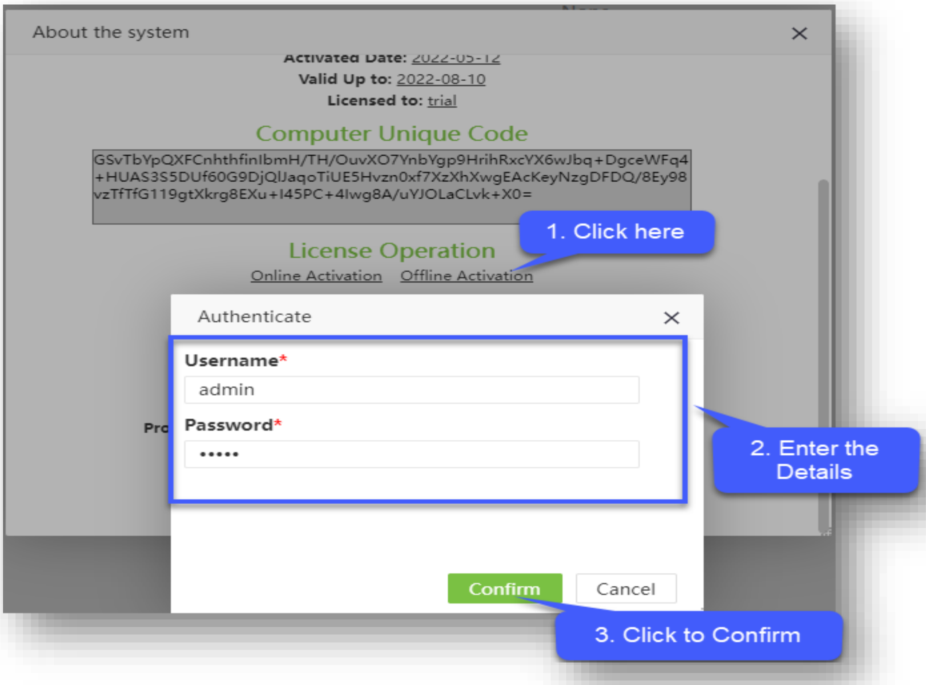


You will get an interface to input the provided license code. Enter the license code and click **Activate**.

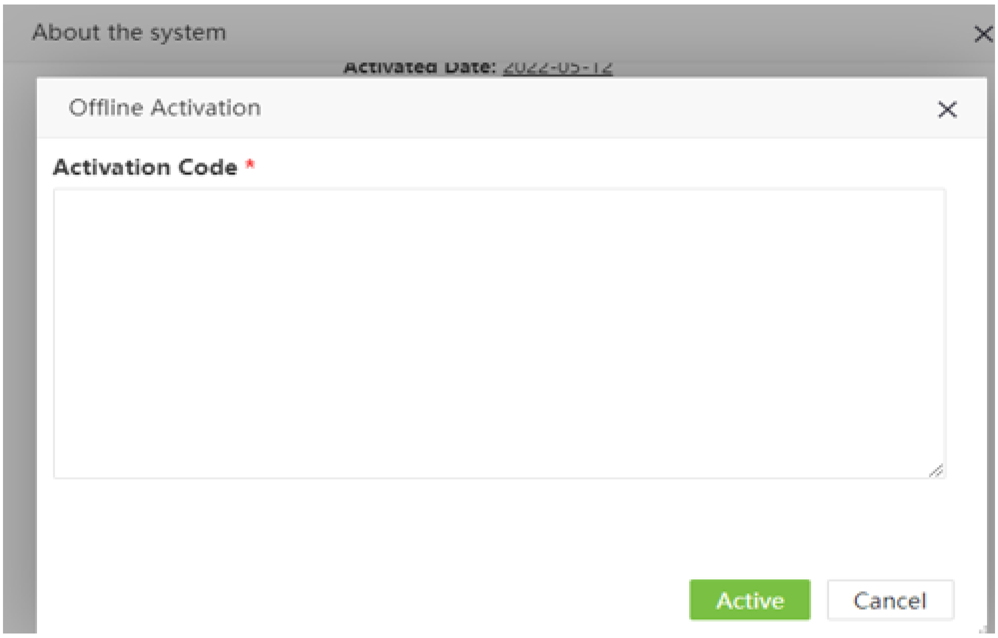


2.2 Offline Activation

Contact your dealer to acquire the offline Activation Code.
After obtaining the Activation code, click **Offline Activation** and authenticate using your **Username** and **Password**.



You will get an interface to input the provided license code. Enter the license code and click **Activate**.


About the system
Activated Date: 2022-05-12
Offline Activation
Activation Code *
Active
Cancel

3 Setting up the System

3.1 Requirements

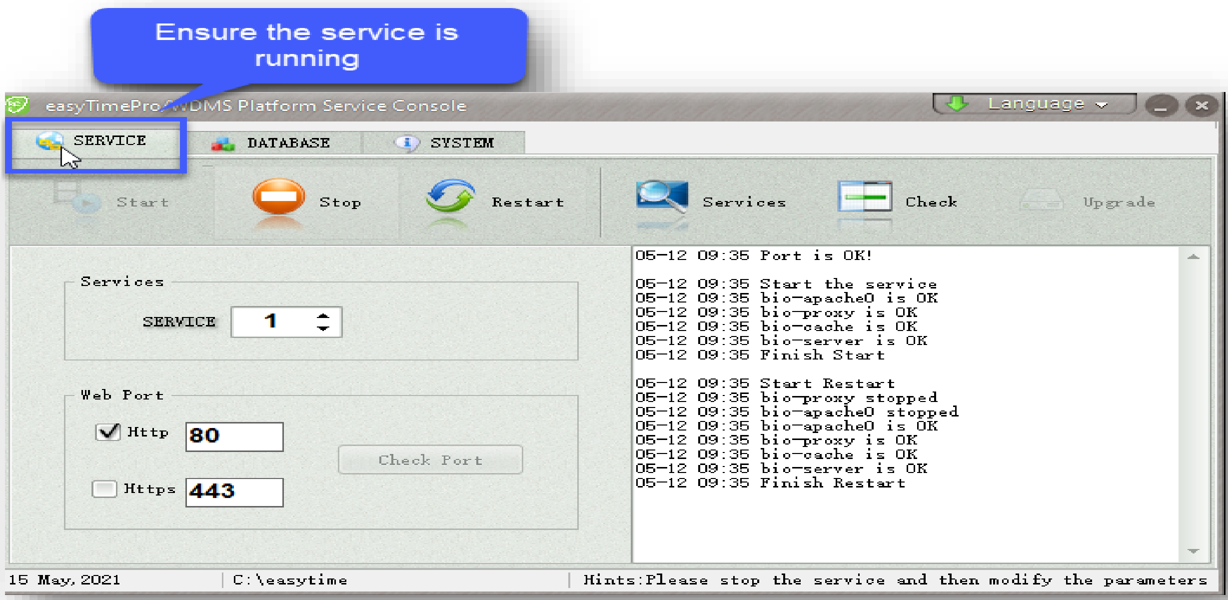
Features	Details
CPU	Dual-core 2.0GHz or above
RAM	4GB or above
Hard Disk	100GB available space or above
Operating System	Windows 7/8/8.1/10 Server: 2003/2008/2012/2016 (64-bit)
	Linux: CentOS, Ubuntu
Browser	IE 11, Firefox 27, Chrome 33+
Database	PostgreSQL (Default)/MySQL/SQL Server/Oracle

3.2 Procedure

Install the software from the provided setup file. Once installed, provide the port number.

3.2.1 Service Console

- On the ***easyWDMS*** menu, click **open/Run as administrator**, to go to the Service Console.



- Click **Stop**, to provide the required service or the port number.
- Then click **Start** to start the service.

- Click **Restart** if you require to restart your service.

4 Application View via Distinct Positions

Viewing our ***easyWDMS*** in distinct Positions eases to have a clear view of our different modules and interfaces, which makes it easy to understand the basic and in-depth settings of your Organization in our Software.

These Positions delimit Users' interface activity with login authentication that enables them to view from each Position.

Admin will hold all the Groups and Roles, whereas each user can hold any number of specified roles based on their designation which can be set only by the admin of the respective organization in ***easyWDMS***.

4.1 Admin Account

An **Administrator** is an individual who plays a vital role in coordinating and controlling the working of an organization or Enterprise. An Admin handles the operations of the Company and monitors all the Organizational activities. An administrator plans and organizes the system workflow and responsible for setting up the business goals. An **Admin** account is a User ID with excessive privileges which is responsible in managing our **easyWDMS**.

The Administration department is liable in standardizing and making changes to the Company policies which is to be adhered to by all in the Organization.

Not just the HR department but sometimes the department of administration is too prominent in the process of hiring and screening.

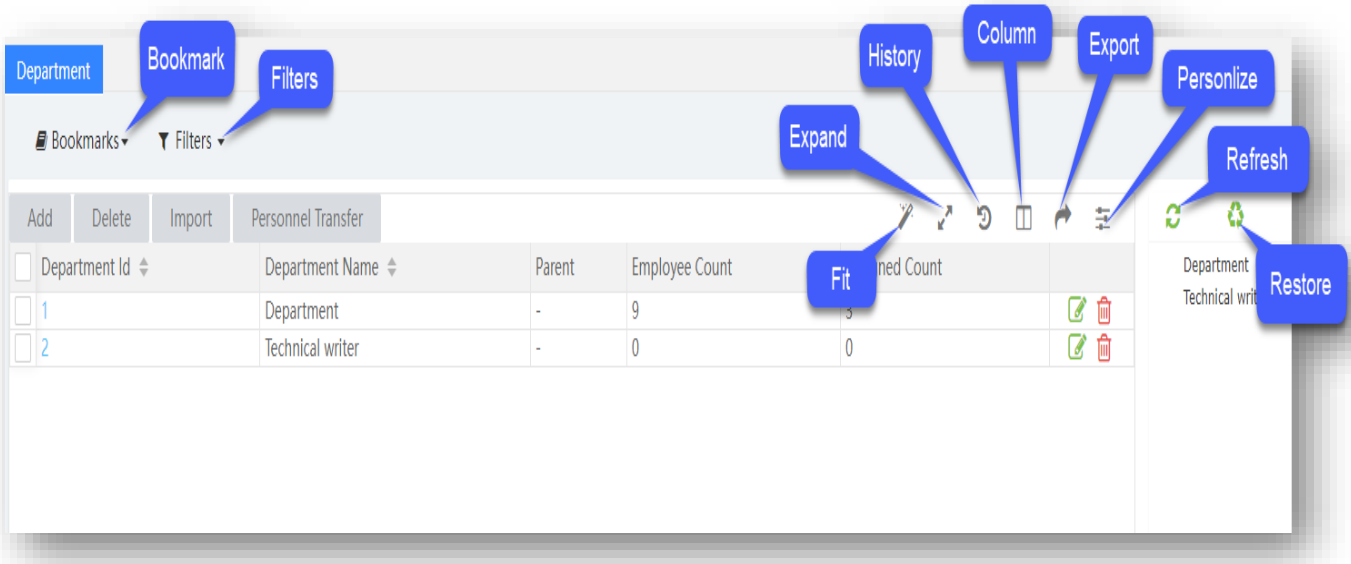
Highlights of the Admin role

- Installation of our Software
- Managing your Organization’s User permissions
- Handles in User Access and Information
- Managing the Services, and more.

4.2 Login to esayWDMS

Enter the given Username and Password. Click **Login**.

4.3 Common Features used in all the Modules



Bookmarks

- This function bookmarks the filtered columns.
- At first, a filter needs to be applied using the provided filter options, and then on the **Bookmark** function, click **New Bookmark**, provide the new Bookmark name, and then click **Save**, to bookmark the filtered columns. For more info Click on Bookmarks.

Filters

- This function filters and displays only the required columns by selecting the required options provided on the Filter function.

Fit

- This function aligns and displays the columns based on the provided options.
- **Best Fit** shrinks all the column's width as much as possible, and **Best Fit with Scale** aligns the column based on the scale.

Expand

- This function expands the display of the columns based on the provided options.
- **Full Frame** expands the column only within the frame interface and **Full Screen** expands the whole interface with the size of the monitor.

History

- This function displays the history of all the activities done by the Administrator.

Page Count

- In easyWDMS software, the default pagination count for all pages is 50.

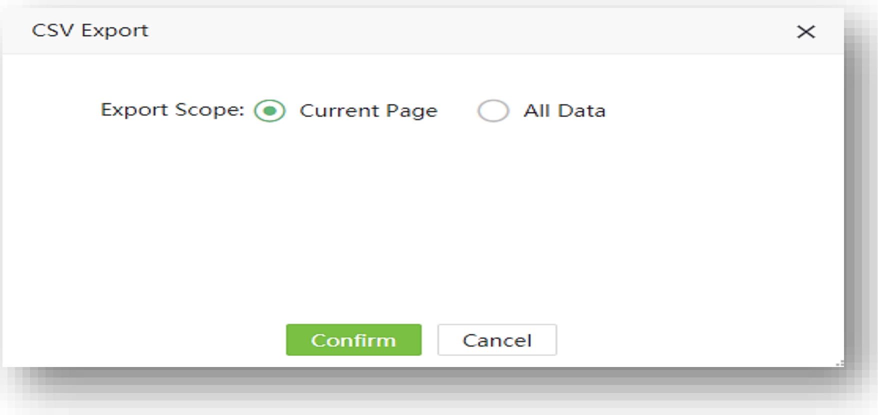
Columns

- This function allows selecting the preferred columns that need to be exported, as well as displays only the selected column on the interface.

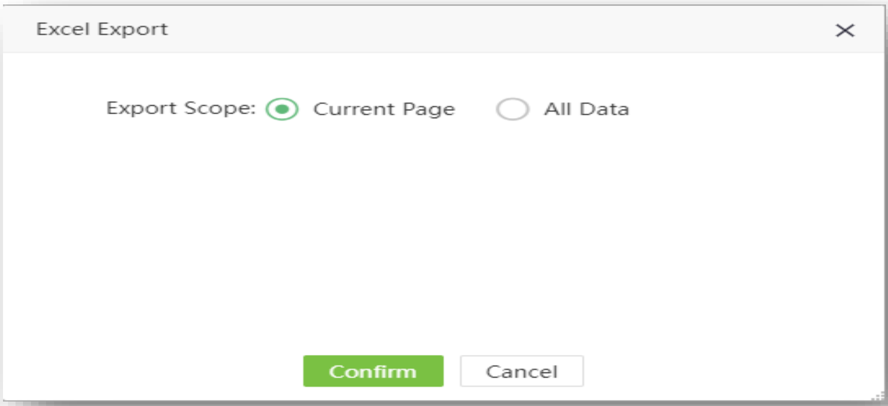
Export

- This function exports the selected columns, and the output format can be selected from the provided options (**CSV**, **PDF**, **Excel**, **TXT**).

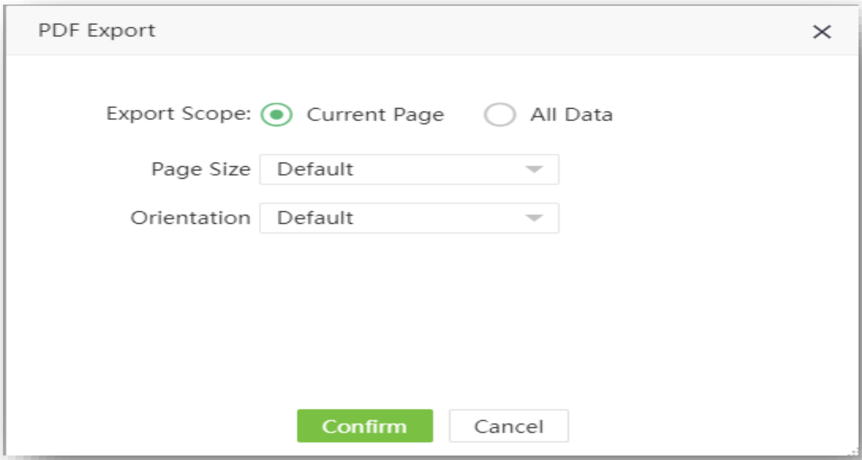
  CSV/TXT: You can export only the current page or the entire report data.



Excel: You can export only the current page or the entire report data.



PDF: The purpose is to export only the current page or the entire report data. You can also set the export style namely Default/Employee-wise/Department-wise/Date-wise. If the page-wise checkbox is selected, then the report will be generated as individual pages for the selected export style.



The advantage of the PDF format is that you can define the page size according to your requirements. You can also set the page orientation as Default/Portrait/landscape. The default parameters are taken from PDF settings.

This setup greatly helps when you need to change the layout only at that instant.

Restore Layout

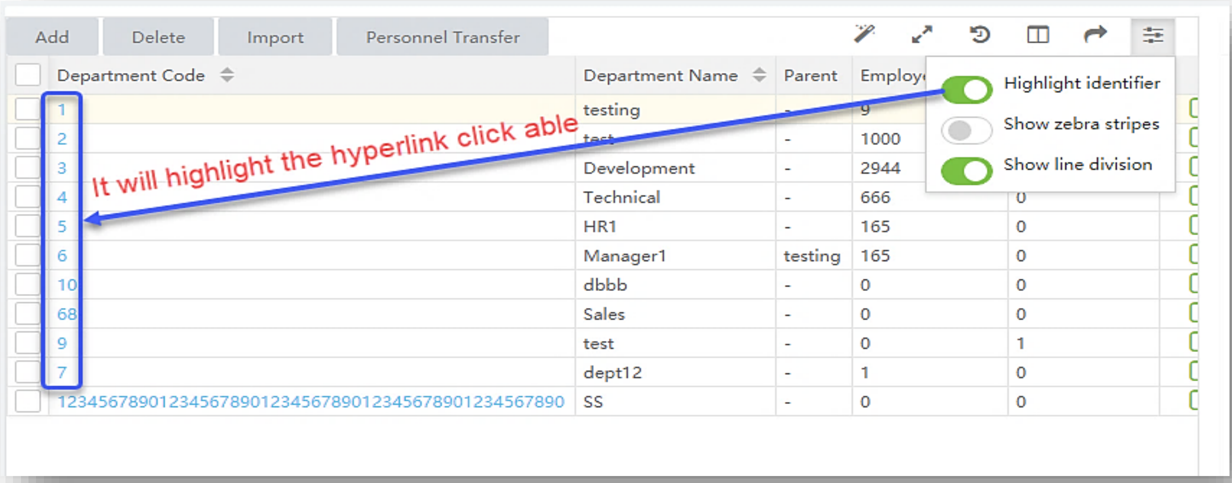
- This function restores the data to the default.

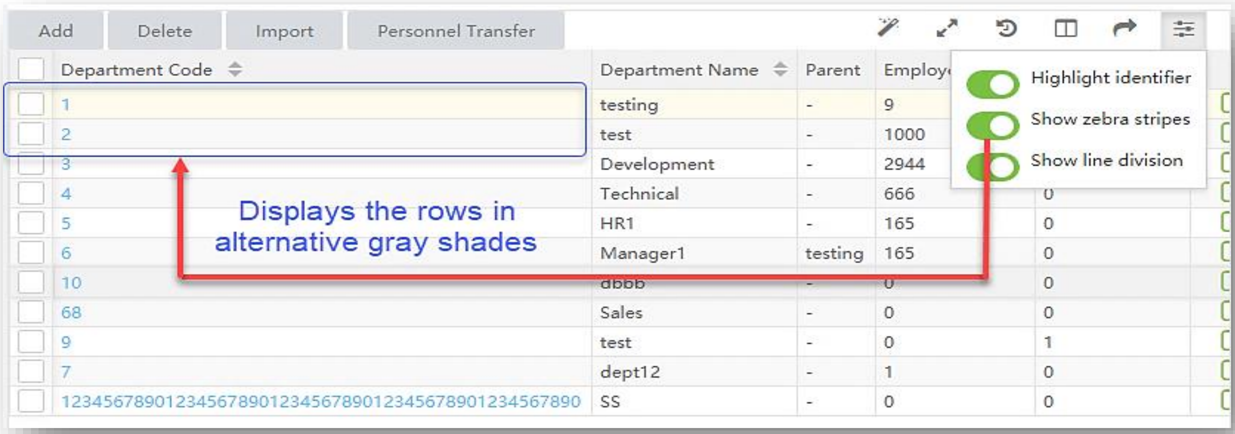
Refresh

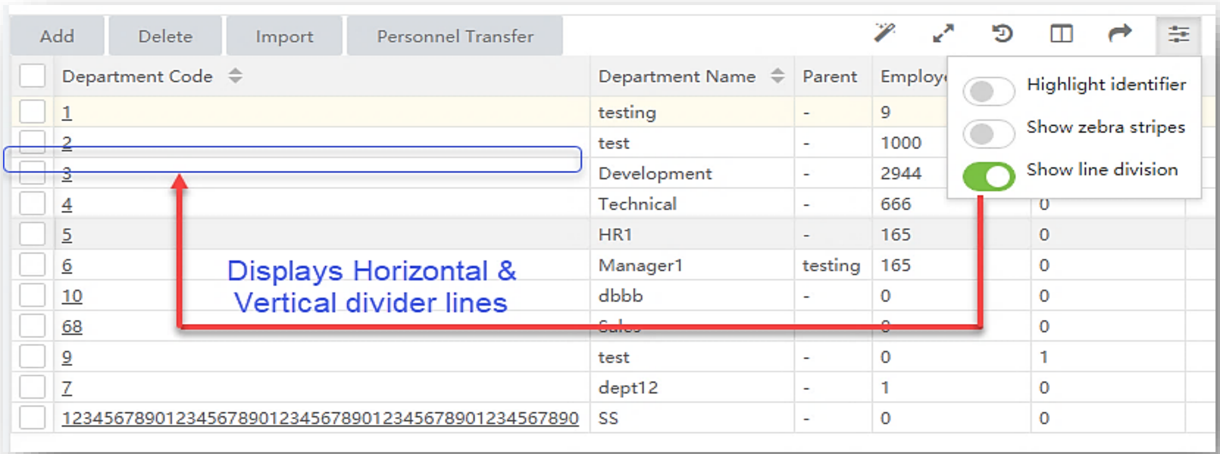
- This function refreshes or reloads the page.

Personalize

- This function changes the view of the display column on the interface, based on the below three options.







Note: The Preferences function changes the view of the columns only on the interface and does not reflect this change on the exported sheet.

Edit

- This function enables to revise the created data on the Software.

Delete

- This function allows you to erase or remove the existing data on the Software.

Column Arrangement

- This function arranges the columns either according to their position in the alphabets from A to Z or in order of their numerical value.

Auto Logout

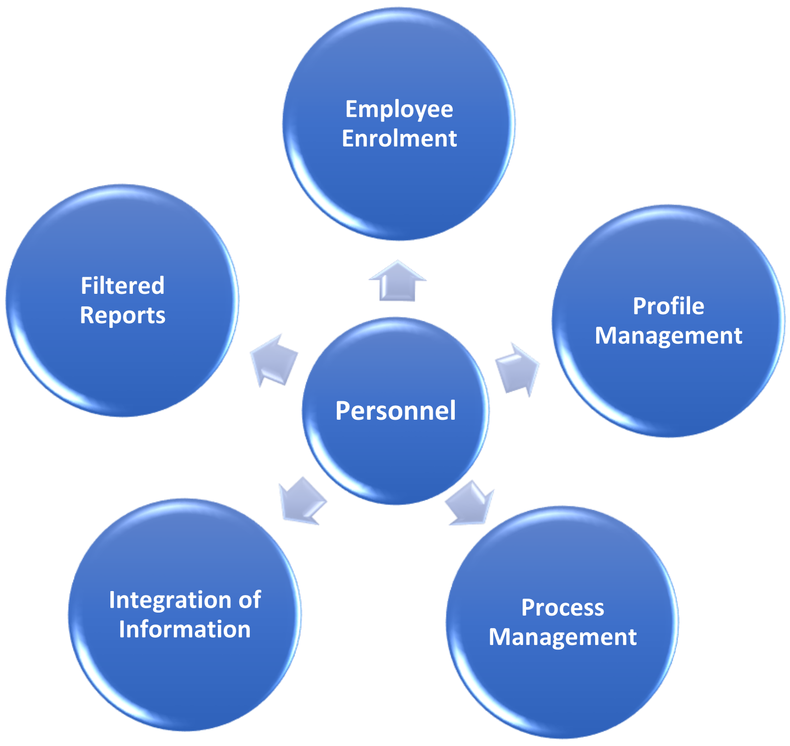
- This Auto Logout of Idle Session, Auto Logout not happening when user logged in and close the tab. Once user open the URL on after some time (at least after 3 minutes "of idle session").

5 Personnel Management

Our **Personnel** module eases the employee creation in the system by directing you only to the relevant and the mandatory fields.

This feature allows updating employee details; managing request flow, area, job title, department, joined date, and adding or removing positions of each employee.

The powerful reporting tools create both productive and pre-defined reports.



Features of Personnel module

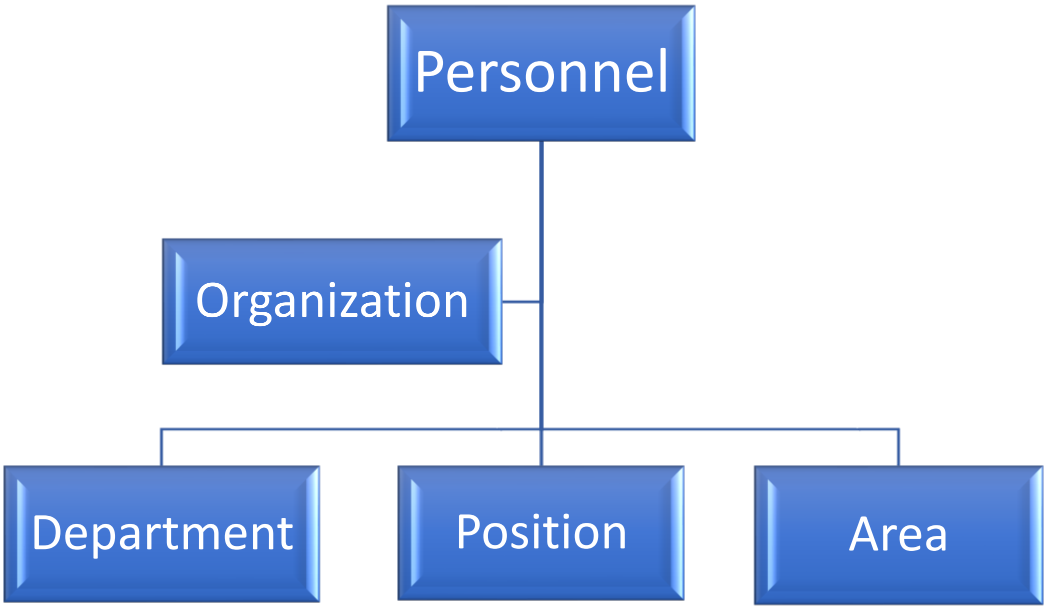
- Area-based Check-In and Check-Out
- Biometric Device synchronicity
- Customized access for different Roles
- Tracking of Employees process requests and workflows
- Centralized System of Employee information
- Quick and accurate retrieval of information
- Easy (and paperless) arrangement of Employee records

5.1 Organization Setup

Our organization module simplifies you to make up major teams of employees structured to achieve in close coordination with each other and to thrive in categorizing a requirement or sustaining collective determinations.

On the **Organization** module, you can create, modify, or delete the Department, Employees and their roles, establishment of the Areas and the Request flows of your organization.

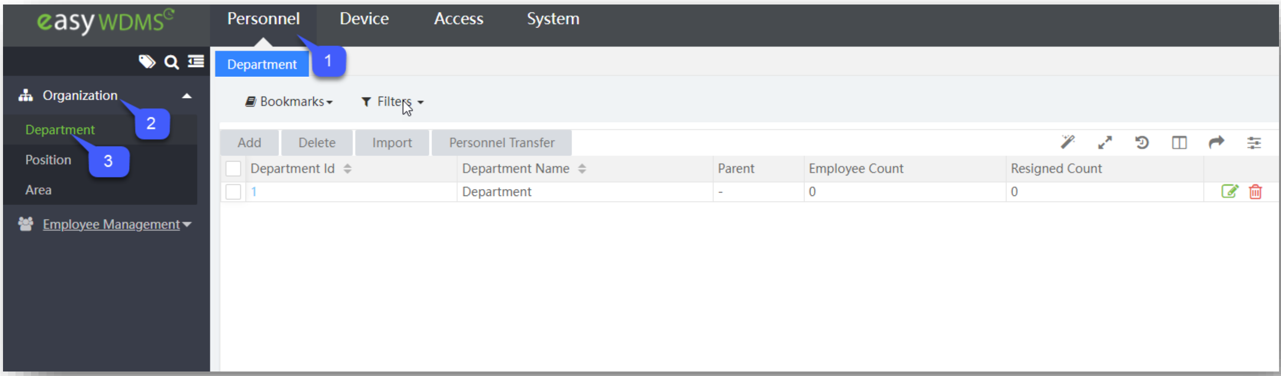
On the **Personnel** module, click **Organization** to go to the Organization module.



5.1.1 How to set up the Department (Department)

Our **Department** interface facilitates you to enhance and manage the functional space, such as accounting, marketing, planning, which adds value to the overall strategy and targets of your organization.

On the **Personnel** module, click **Organization**, and then click **Department** to go to the Department Interface.



On this Interface, you can create a new Department or a Sub-department, modify or delete the existing Departments or the Sub-department and can manage employees in existing Departments or the Sub departments.

With design to the Corporate Structure, “Marketing”, “Finance”, “Operations management”, “Human Resources”, and “IT” are some of the common Departments.

A brief note about the columns displayed on the Department Interface.

Department Id: Displays the unique code number of the Department.

Department Name: Displays the name of the Department.

Parent: Displays the Superior Department name.

Employee Count: Displays the total count of the Employees in a Department.

Resigned Count: Displays the total count of the resigned Employees in a Department.

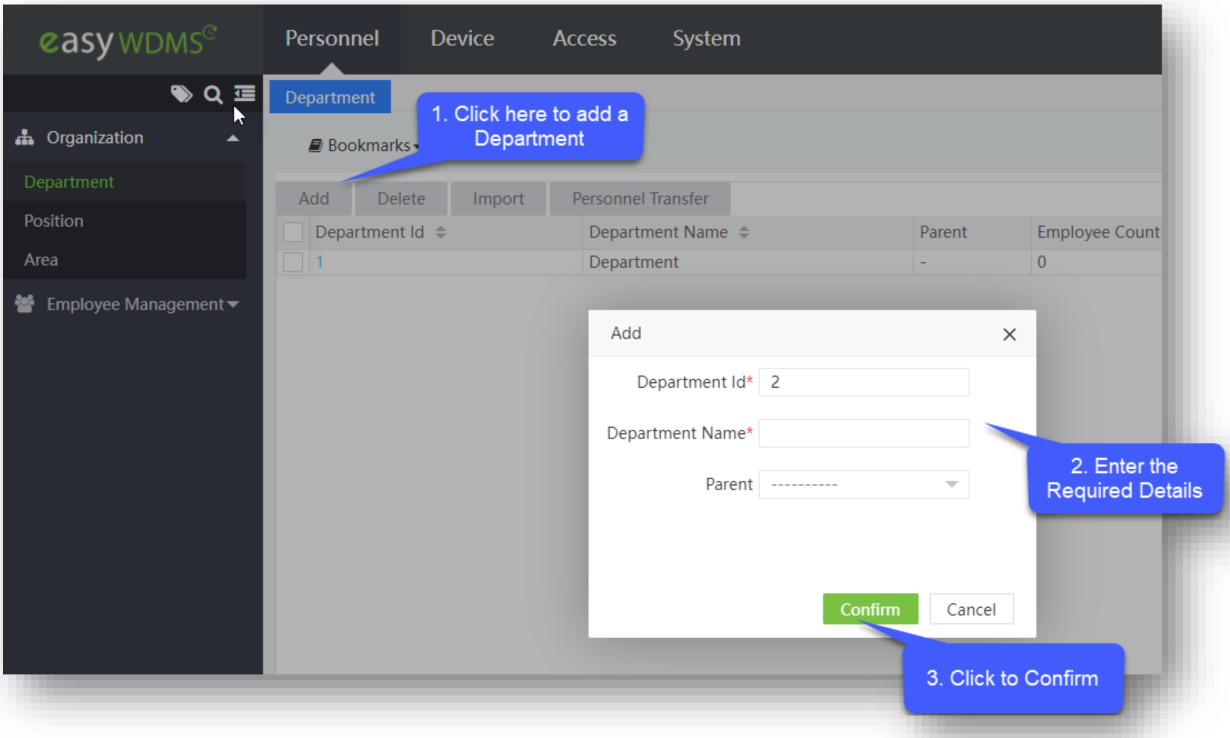
Functions available on the Department Interface

Add Function

Add function lets to create a new name for a Department or a Sub-department, with a unique Department Code.

Create a new name for a Department or a Sub-department:

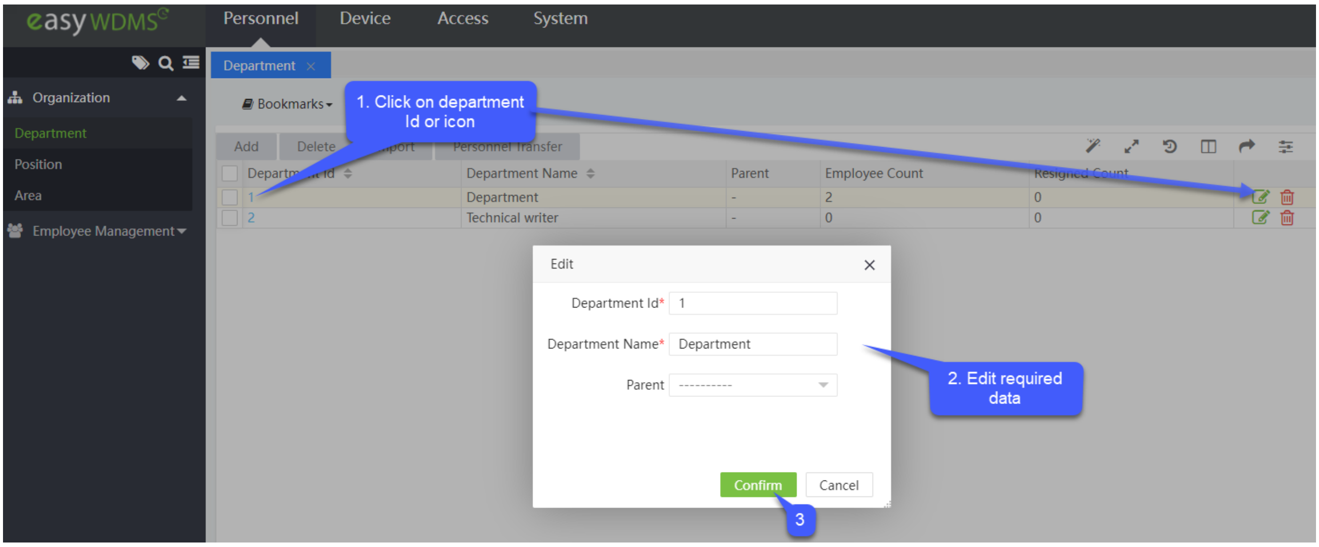
- On the **Department** interface, click **Add** to create a new Department or a Sub-department name.
- Enter the unique **Department Code** and the required **Department Name**.
- On the **Parent** field, select the required Department name from the list to define as the Parent department if creating a new name for a Sub-department.



- After entering the details, click **Confirm** to save and update the newly created Department or the Sub-department name.

Edit Function

Edit function lets you edit the existing Department from the software.

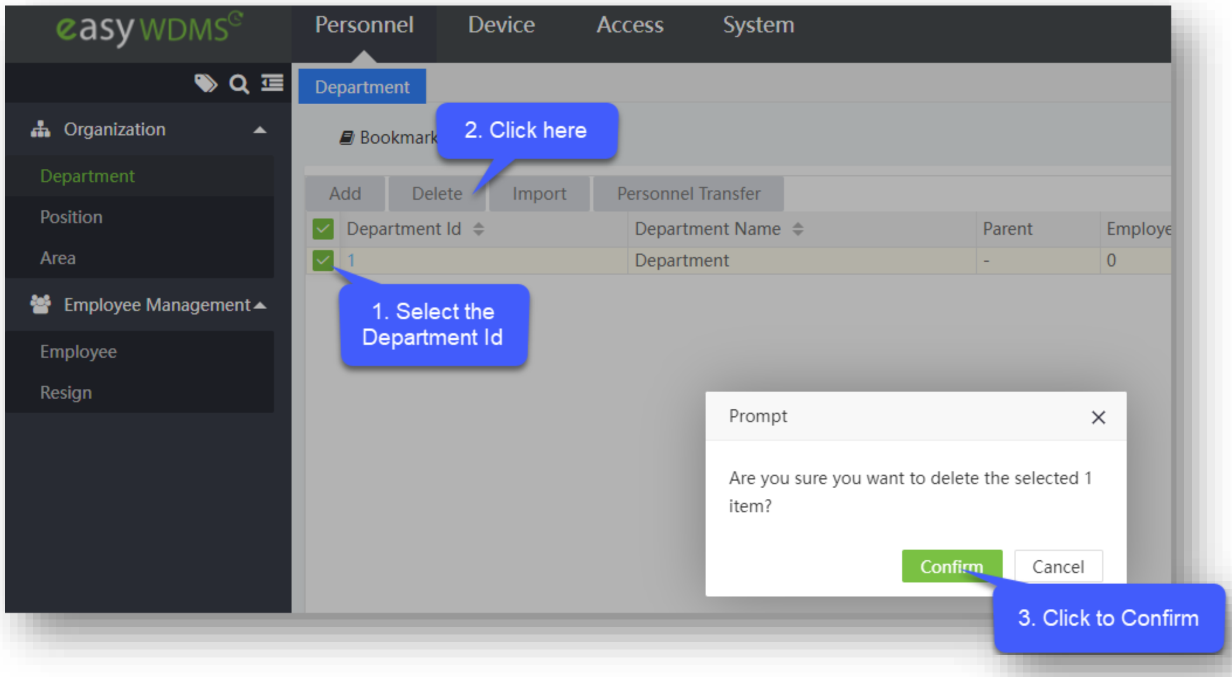


To edit existing Department details, perform the below steps:

- On the **Department** interface, select the required Department to be edited from the list.
- Click **Department Id** or **Edit icon**, to edit the selected Department.
- Edit the required details and click **Confirm**.

Delete Function

Delete function lets you remove the existing data of the Departments or the Sub departments from the list.

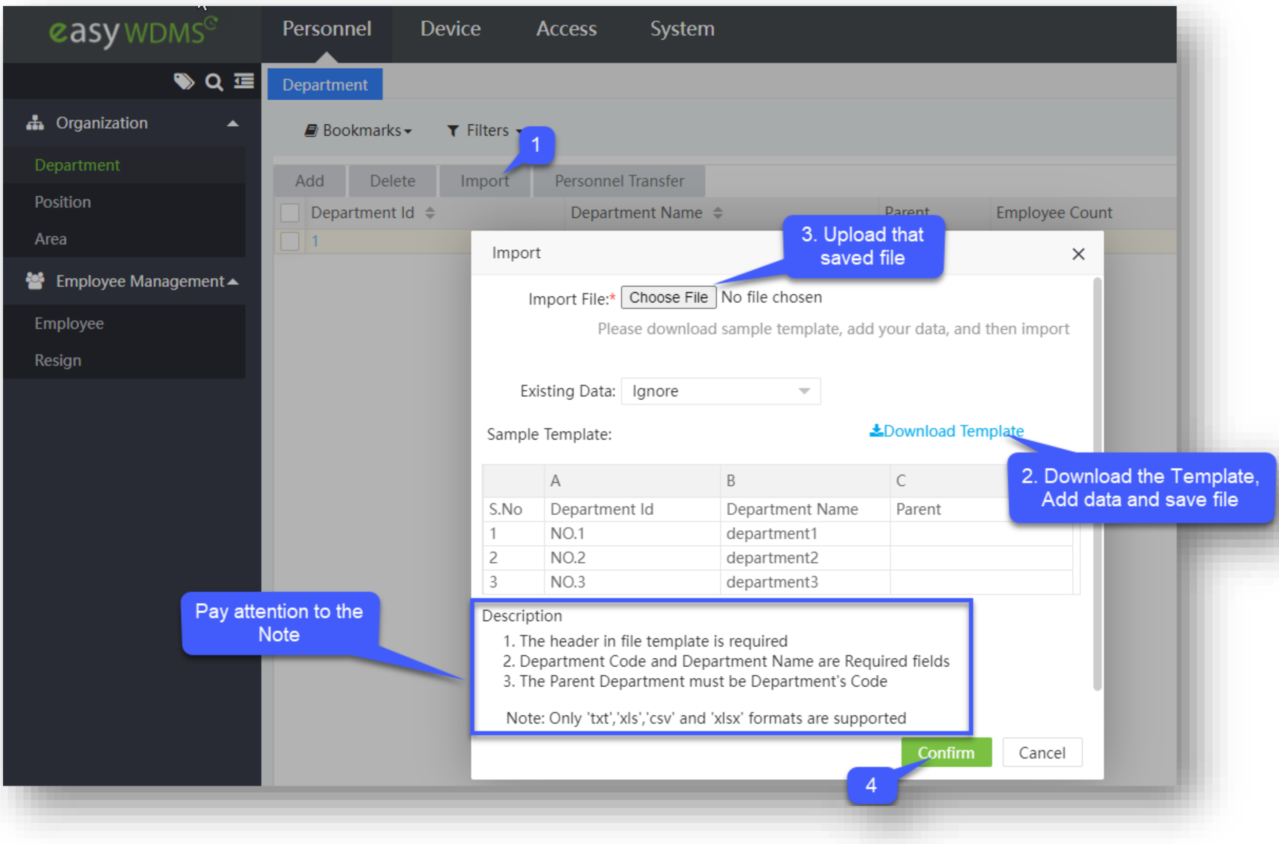


Delete the existing Department or a Sub Department

- On the **Department** interface, select the required Department or the Sub-department data from the list.
- Click the **Delete** or delete icon, to delete the selected Department or the Sub-department data.
- Click **Confirm,** to ensure and delete the selected Department or the Sub-department data from the list.

How to import Department details from the system (Import)

Import function lets you add a new or update the existing Department or the Sub-department data to the Software.



Import a new or update the existing Department or the Sub-department details:

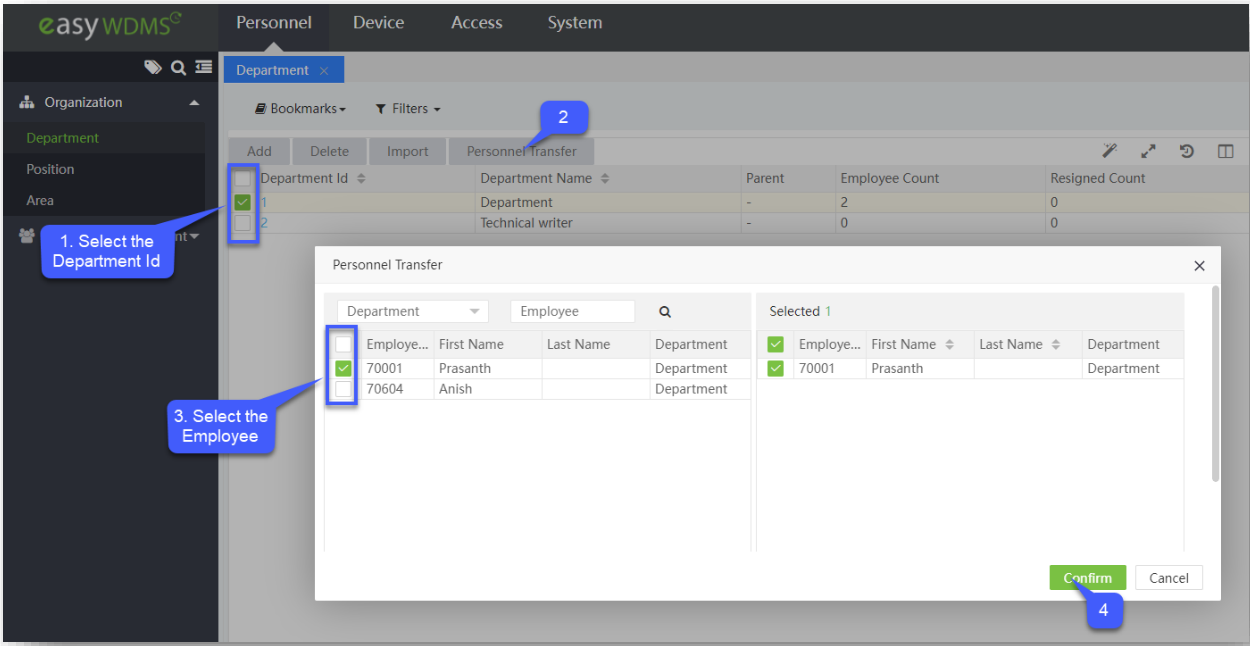
- On the **Department** interface, click **Import** to import a new or update the existing Department or the Sub-department details on the Software.
- Click **Download Template,** to view and imply the same structure format specified on the template document.
- Please make sure that the document, which is to import, follows the guidelines specified in the description of the Import window.
- On the **Import** window, click **Choose File** to select the file from the PC to import.
- Based on the import type, there are two options available in the **Existing Data** field.
- Choose **Overwrite,** if the existing Department and the Sub-department on the Software need to be updated with the imported data.
- Choose **Ignore,** if the modification is not required for the existing Department or the Sub-department on the Software.
- Click **Confirm,** to ensure and import the saved data file to the software.

How to allocate Employees to Departments (Personnel Transfer)

On the **Personnel** module, click **Organization**, and then click **Department** to allocate Employees to the departments.

Personnel Transfer function lets you transfer the existing Employees from another Department or the Sub-department to the specified Department or the Sub-department based on the Organization system.

Note: Only one Department or a Sub-department can be selected at a time to modify.



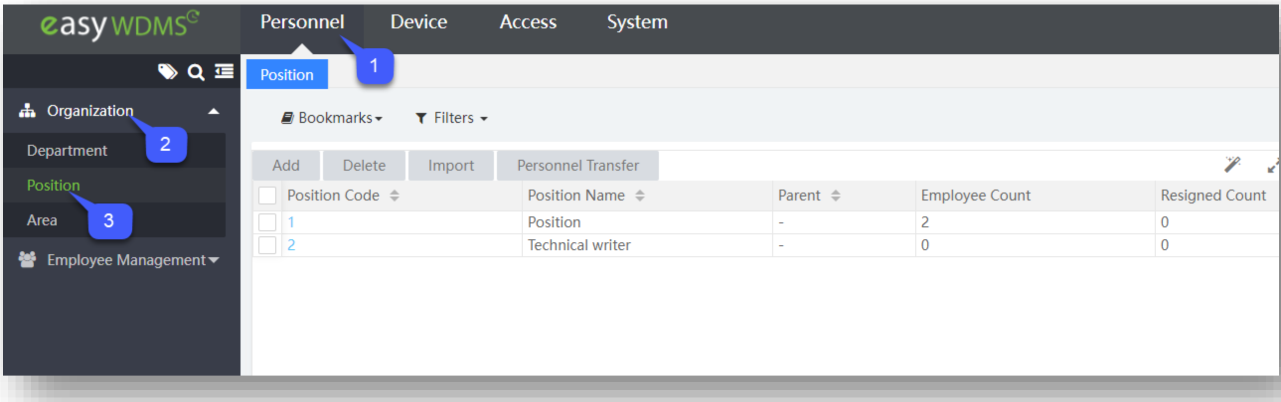
Manage and Modify Employees Departments.

- On the **Department** interface, select the required Department or the Sub-department from the list to move in the Employees.
- Click **Personnel Transfer** to transfer the required Employees into that selected Department or the Sub-department.
- On the **Personnel Transfer** window, select the required Employees from the list displayed on the left.
- The selected Employees list will reflect on the right side of the Adjust Employee window.
- Use the Department drop-down list or the **Search** option (search by Employee name or Employee ID) to search for Employees.
- Click **Confirm**, to ensure and adjust the Employees to the selected Department or the Sub-department.

5.1.2 Managing Employee's Designation (Position)

Our **Position** interface helps you to manage and maintain the nomination, selection, or ranking of an employee into a distinct category from one another.
On the **Personnel** module, click **Organization**, and then click **Position** to go to the Position Interface.

On this interface, you can create a new Position or a Sub position, edit or delete the existing Positions or the Sub positions, based on the rules and requirements of the Organization.



Position reveals both the role and the job responsibility of an employee in the Organization such as "Director", "Head Chief", "Manager", "Lead Accountant", "Developer", "Project Engineer", and more.

A brief note about the columns displayed on the Position Interface

Position Code: Displays the unique code number of the Position.

Position Name: Displays the name of the Position.

Parent: Displays the Superior Position name.

Employee Count: Displays the total count of the Employees in a Position.

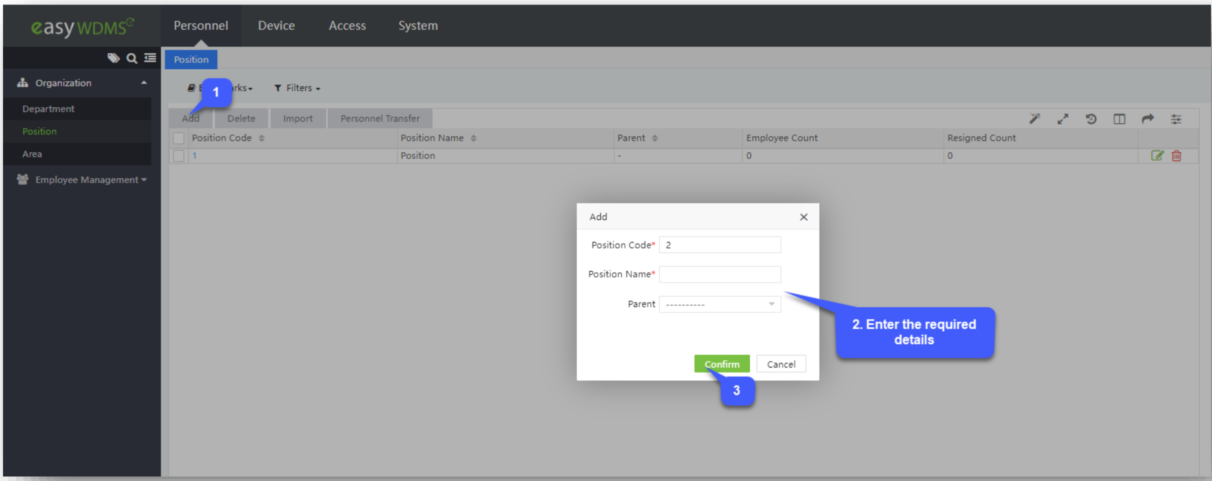
Resigned Count: Displays the total count of the resigned Employees in a Position.

Functions available on the Position Interface

How to create Designations for the Employees (Add)

On the **Personnel** module, click **Organization**, and then click **Position** to create Employee designation.

Add function lets you create a new title for a Position or a Sub position with a unique Position Code.



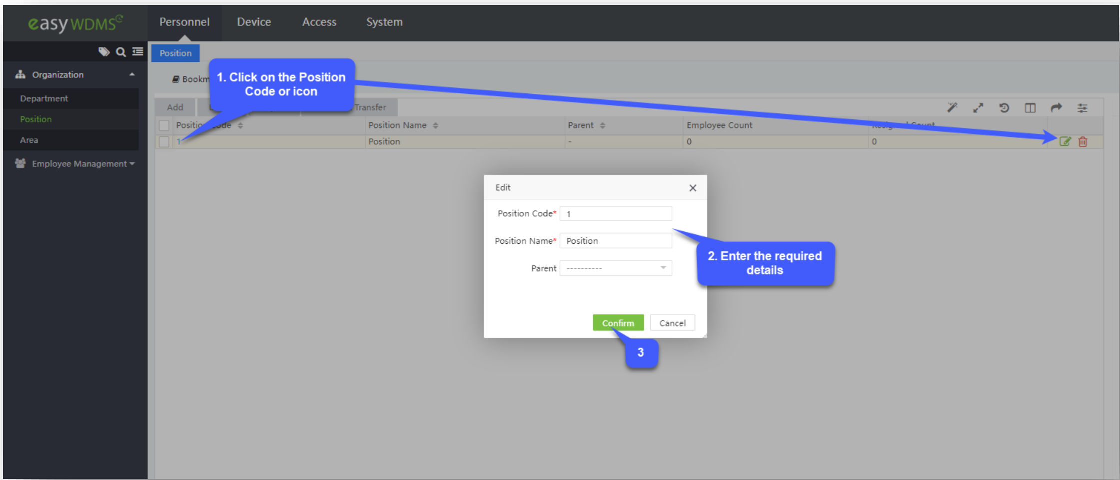
Create a New Position or a Sub position Name:

- On the **Position** interface, click **Add** to create a new Position or a Sub position name.
- Enter a unique **Position Code** and the required **Position Name**.
- On the **Parent** field, select the required Position name from the list to define as the Parent position if creating a new name for a Sub position.
- After entering the details, click **Confirm** to save and update the newly created Position or the Sub position name.

Edit Function

Edit function lets you edit the existing position from the software.

To edit existing position details, perform the below steps:

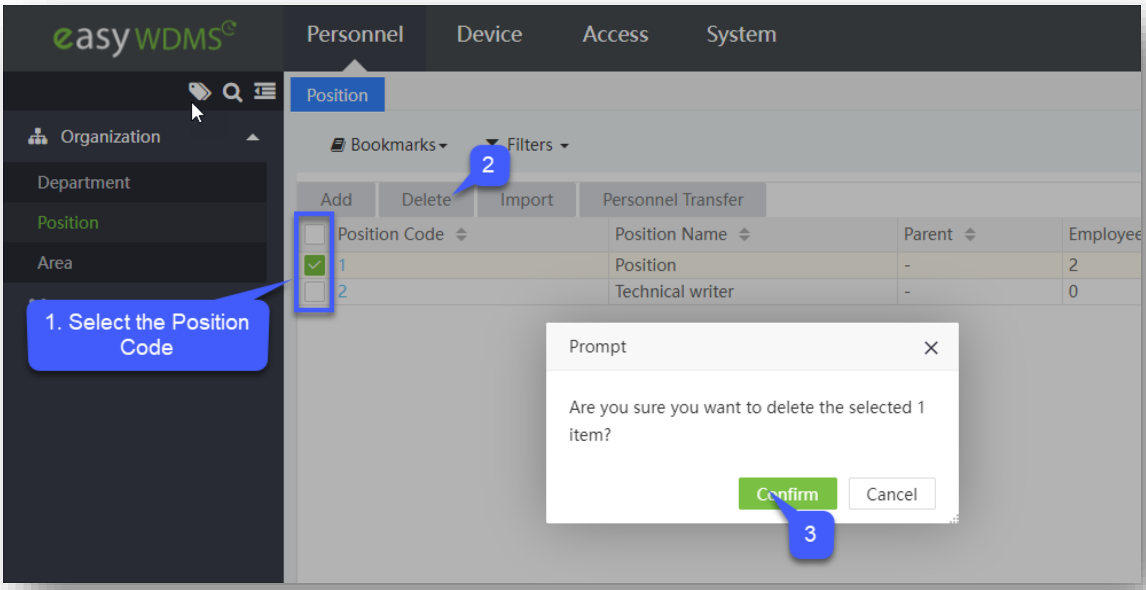


On the **Position** interface, select the required Position code to be edited from the list.

- Click **Position Code** or **Edit icon**, to edit the selected Position.
- Edit the required details and click **Confirm.**

Removing the Designation of an Employee (Delete)

On the **Personnel** module, click **Organization**, and then click **Position** to remove the Employee designation. **Delete** function lets you remove the existing data of the Positions or the Sub potions from the list.

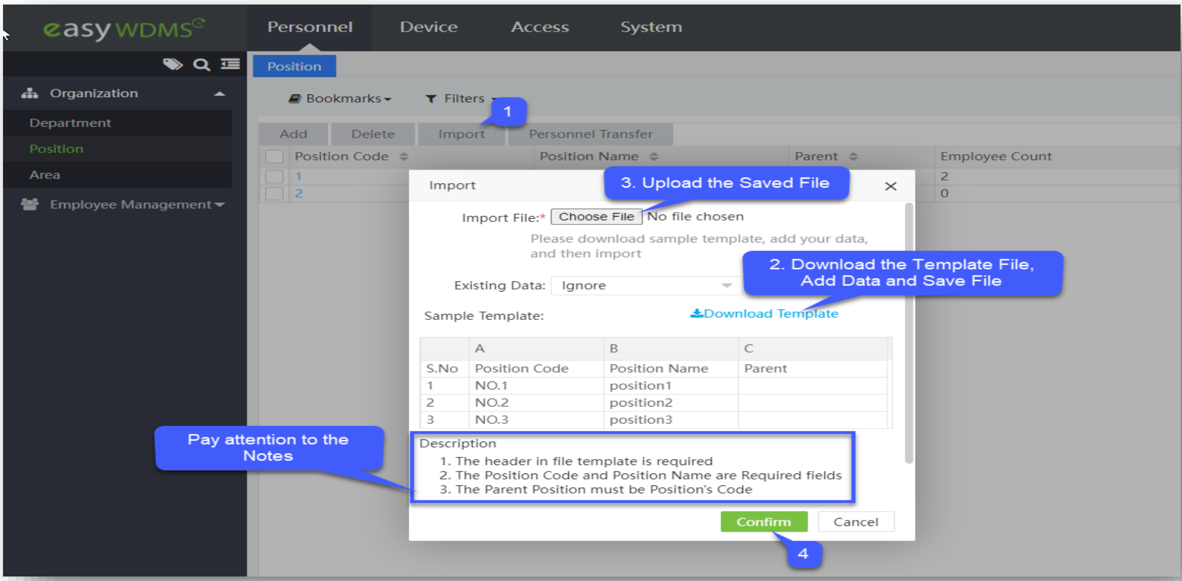


Delete the existing Position:

- On the **Position** interface, select the required Position code data from the list.
- Click the **Delete** or Delete icon, to delete the selected Position data.
- Click **Confirm,** to ensure and delete the selected Position data from the list.

Importing Employees' Designation (Import)

On the **Personnel** module, click **Organization**, and then click **Position** to import Employee designation to the software. **Import** function lets you add a new or update the existing Position data to the Software.



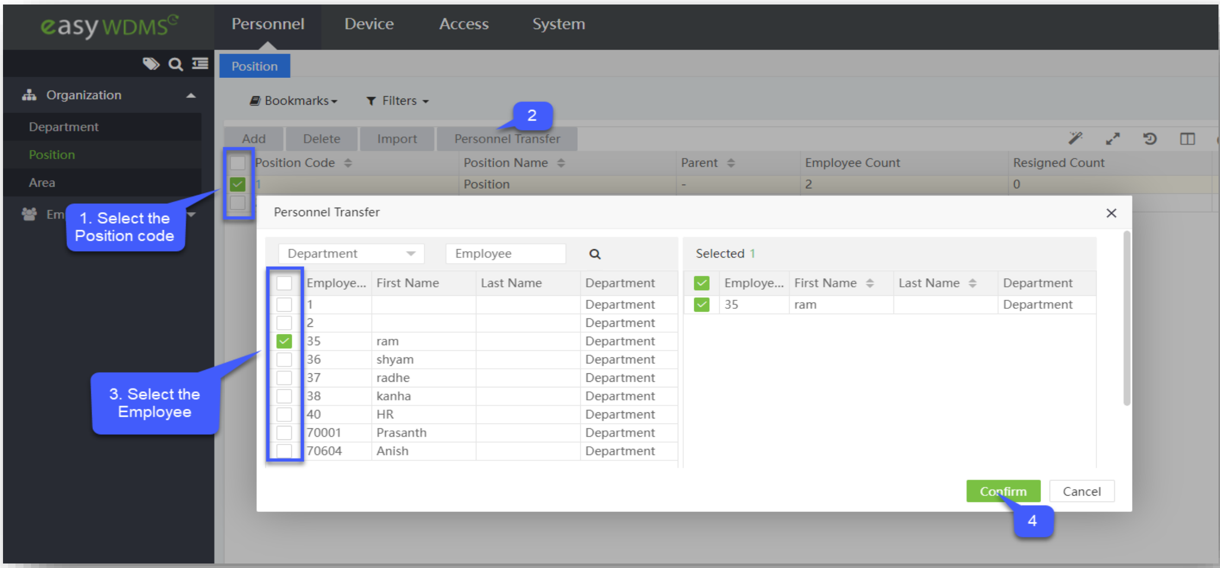
Import a new or update the existing Position details:

- On the **Position** interface, click **Import** to import a new or update the existing Position details on the Software.
- Click **Download Template,** to view and imply the same structure format specified on the template document.
- Please make sure that the document, which is to import, follows the guidelines specified in the description of the Import window.
- On the **Import** window, click **Choose File** to select the file from the PC to import.
- Based on the import type, there are two options available in the **Existing Data** field.
- Choose **Overwrite,** if the existing Position on the Software needs to be updated with the imported data.
- Choose **Ignore** if the modification is not required for the existing Position on the Software.
- Click **Confirm,** to ensure and import the saved data file to the software.

How to move an Employees' Designation (Personnel Transfer)

Personnel Transfer function lets you transfer the existing Employees from another Position or the Sub positions to the specified Positions or the Sub positions based on the Organization system.

Only one Position or a Sub position can be selected at a time, to modify.



Manage and modify Employees Departments.

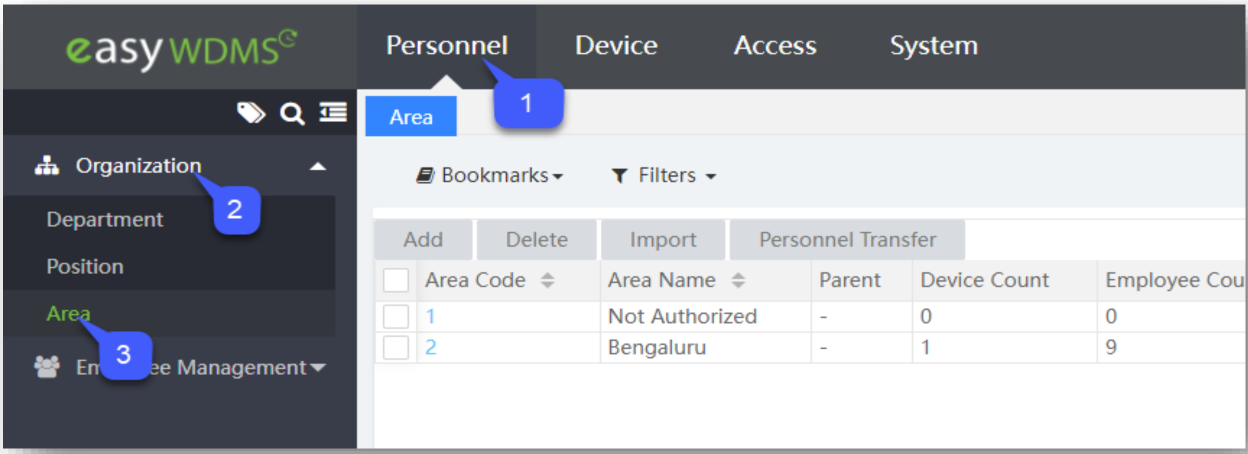
- On the **Position** interface, select the required Position from the list to move in the Employees.
- Click **Personnel Transfer** to transfer the required Employees into that selected Position.
- On the **Personnel Transfer** window, select the required Employees from the list displayed on the left.
- The selected Employees list will reflect on the right side of the Adjust Employee window.
- Use the Department drop-down list or the **Search** option (search by Employee name or Employee ID) to search for Employees.
- Click **Confirm**, to ensure and adjust the Employees to the Position.

5.1.3 Classifying the Department to an Area (Aera)

Our **Area** interface benefits you to shape the workplace zone and the Department space, which in turn have a remarkable effect on both the employees and the business as a whole.

On the **Personnel** module, click **Organization**, and then click **Area** to go to the Area Interface.

On this interface, you can create a new Area or a Sub-area and edit or delete the existing Areas or the Sub-areas, based on the rules and requirements of the Organization. Area defines your employee's service location whether geographically or by sector such as, "Manufacturing Floor", "Experience Centre", "Server Room", "Development", "Marketing", and more.



A brief note about the columns displayed on the Area Interface

Area Code: Displays the unique code number of the Area.

Area Name: Displays the name of the Area.

Parent: Displays the Superior Area name.

Device Count: Displays the total count of the Devices connected in an Area.

Employee Count: Displays the total number of Employees in each Area.

Resigned Count: Displays the total number of Employees resigned in each Area.

FP Count: Displays the registered Fingerprint count stored in each area.

Face Count: Displays the registered Face count stored in each Area.

VL Face count: Displays the Face count captured from the Visible Light Devices stored in each Area.

Functions available on the Area Interface

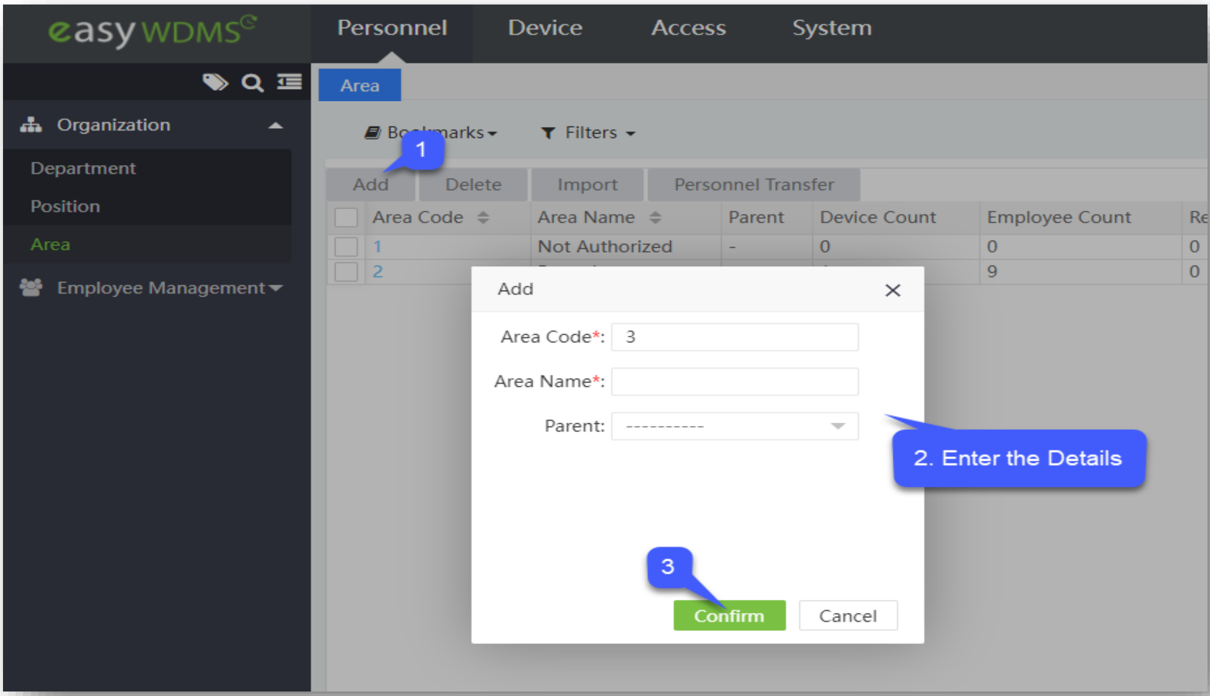
Creating an Area (Add)

Add function lets you create a new name for an Area or a Sub-area with a unique Area Code.

Create a New Area or a Sub Area Name:

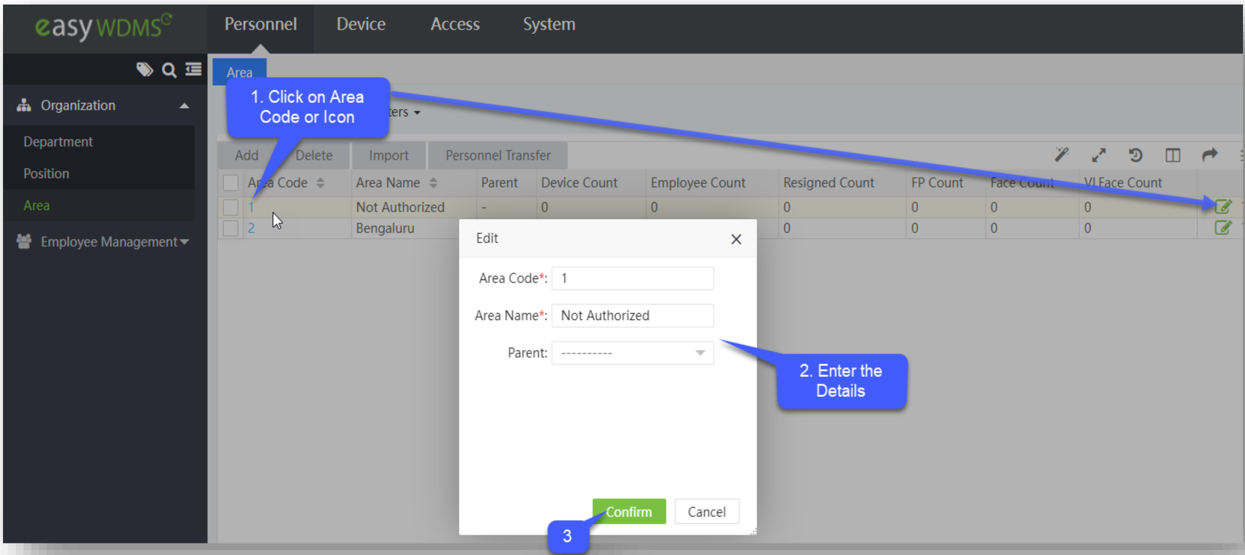
- On the **Area** interface, click **Add** to create a new Area or a Sub-area name.
- Enter a unique **Area Code** and the required **Area Name**.
- On the **Parent** field, select the required Area name from the list to define as the Parent area, if creating a new name for a Sub-area.

- After entering the details, click **Confirm** to save and update the newly created Area or the Sub-area name.



Edit Function

Edit function lets you edit the existing Area from the software. To edit existing Area details, perform the below steps:



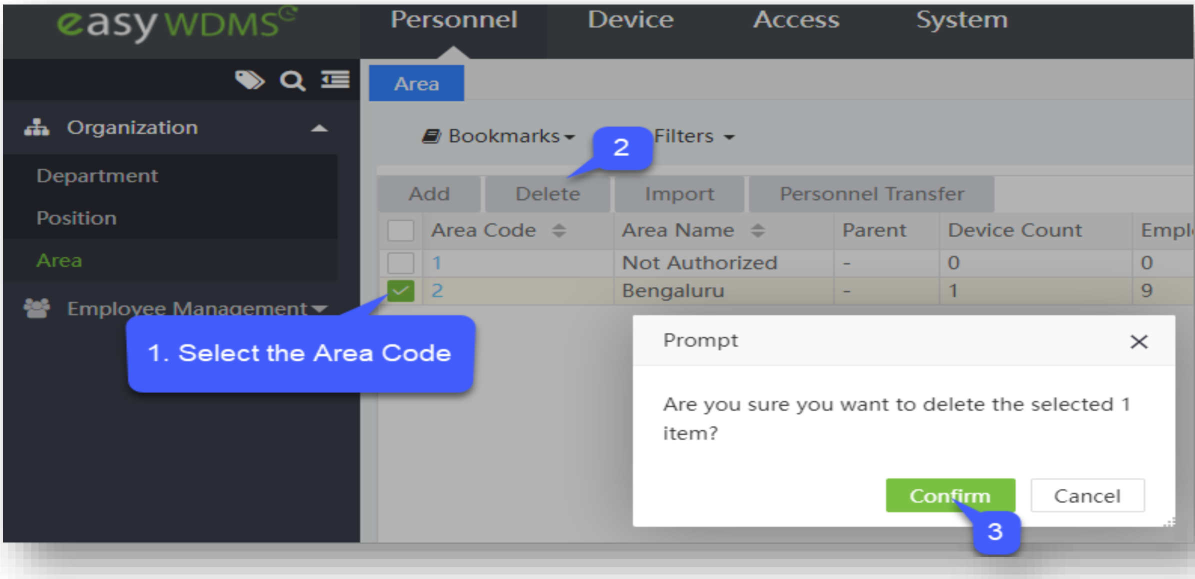
- On the **Area** interface, select the required Area code to be edited from the list.

- Click **Area Code** or **Edit icon**, to edit the selected Area.
- Edit the required details and click Confirm.

How to remove an Area (Delete)

Delete function lets you remove the existing data of the Area or the Sub-areas from the list.

Delete the existing Area or a Sub-area:



- On the **Area** interface, select the required Area or the Sub-area data from the list.
- Click the **Delete** or Delete icon, to delete the selected Area or the Sub-area data.
- Click **Confirm,** to ensure and delete the selected Area or the Sub-area data from the list.

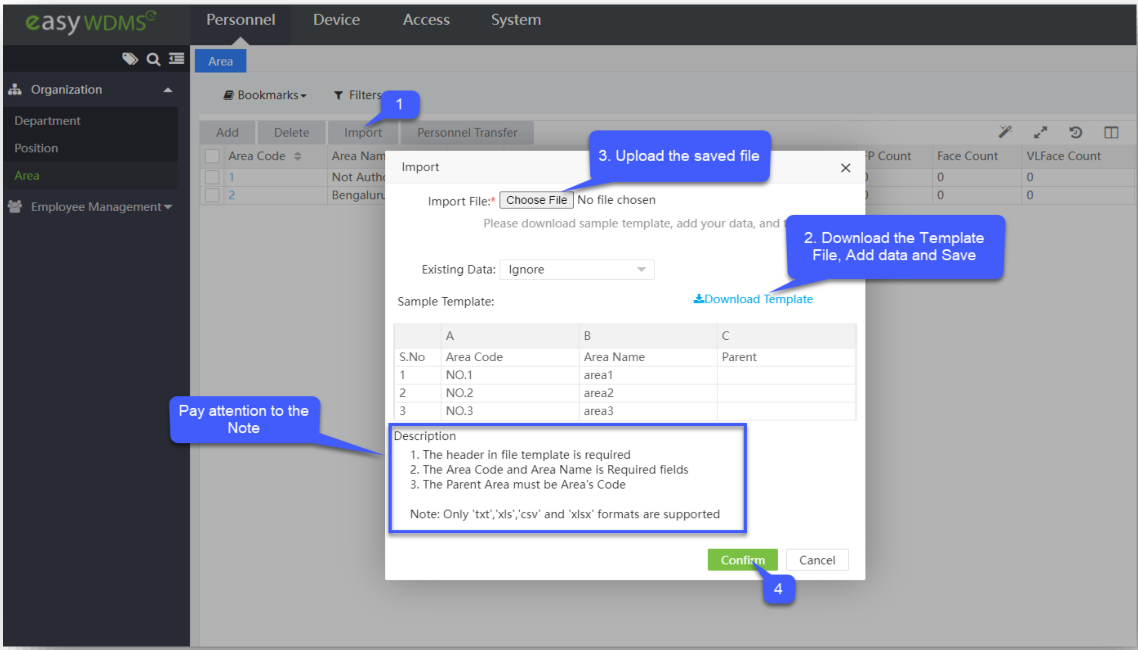
Importing the Area details from System (Import)

Import function lets you add a new or update the existing Area data to the Software.

Import a new or update the existing Area or the Sub-area details on the Software:

- On the **Area** interface, click **Import** to import a new or update the existing Area or the Sub-area details on the Software.
- Click **Download Template,** to view and imply the same structure format specified on the template document.
- Please make sure that the document, which is to import, follows the guidelines specified in the description of the Import window.
- On the **Import** window, click **Choose File** to select the file from the PC to import.
- Based on the import type, there are two options available in the **Existing Data** field.
- Choose **Overwrite, if** the existing Area or the Sub-area on the Software needs to be updated with the imported document.

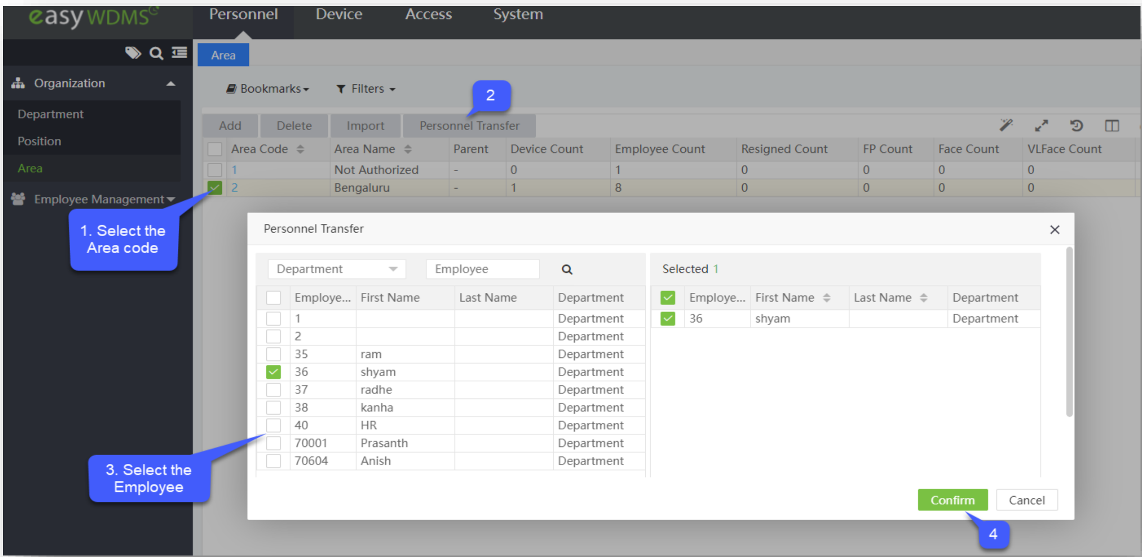
- Choose **Ignore,** if the modification is not required for the existing Area or the Sub-area on the Software.



- Click **Confirm,** to ensure and import the saved data file to the software.

How to move Employees between Areas (Personnel Transfer)

Personnel Transfer function lets you transfer the existing Employees from another Area or the Sub-area to the specified Area or the Sub-area based on the Organization system.



Only one Area or a Sub-area can be selected at a time to modify.

Manage and modify Employees Areas

- On the **Area** interface, select the required Area or the Sub-area from the list to move in the Employees.
- Click **Personnel Transfer** to transfer the required Employees into that selected Area or the Sub-area.
- On the **Personnel Transfer** window, select the required Employees from the list displayed on the left.
- The selected Employee's information will reflect on the right side of the Adjust Employee window.
- Use the Department drop-down list or the **Search** option (search by Employee name or Employee ID) to search for Employees.
- Click **Confirm**, to ensure and adjust the Employees to the selected Area or the Sub-area.

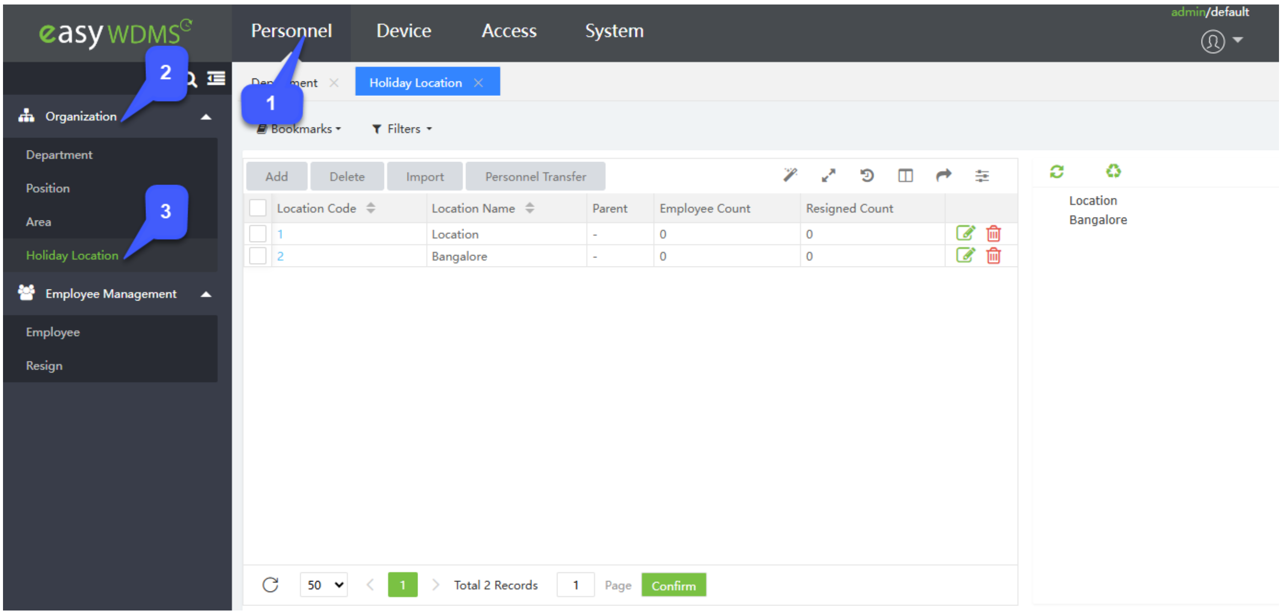
5.1.4 Creating Regions for Holiday (Holiday location)

If you have multiple branches of your company in a different location. Then you can configure holidays according to different locations. You can create a location here and assign personnel to the particular location.

How to set up Location-based Holidays

Our **Holiday Location** interface facilitates you to set up the location-based holidays to your Employees in different regions by specifying the geographical place.

On the **Personnel** module, click **Organization**, and then click **Holiday Location** to go to the Location Interface.



On this interface, you can create a new Location or a Sub-location, edit or delete the existing Locations or the Sub-location, based on the necessity of the Organization.

Location defines your organization territory and the service location whether geographically or by sector such as “Head Office, Bangalore, India”, “Manufacturing,”, “Server Room, Dunedin”, “Development, India”, “Marketing, Los Angeles”, “Sales, Seattle” and more.

A brief note about the columns displayed on the Location Interface

Location Code: Displays the unique code number of the Location.

Location Name: Displays the name of the Location.

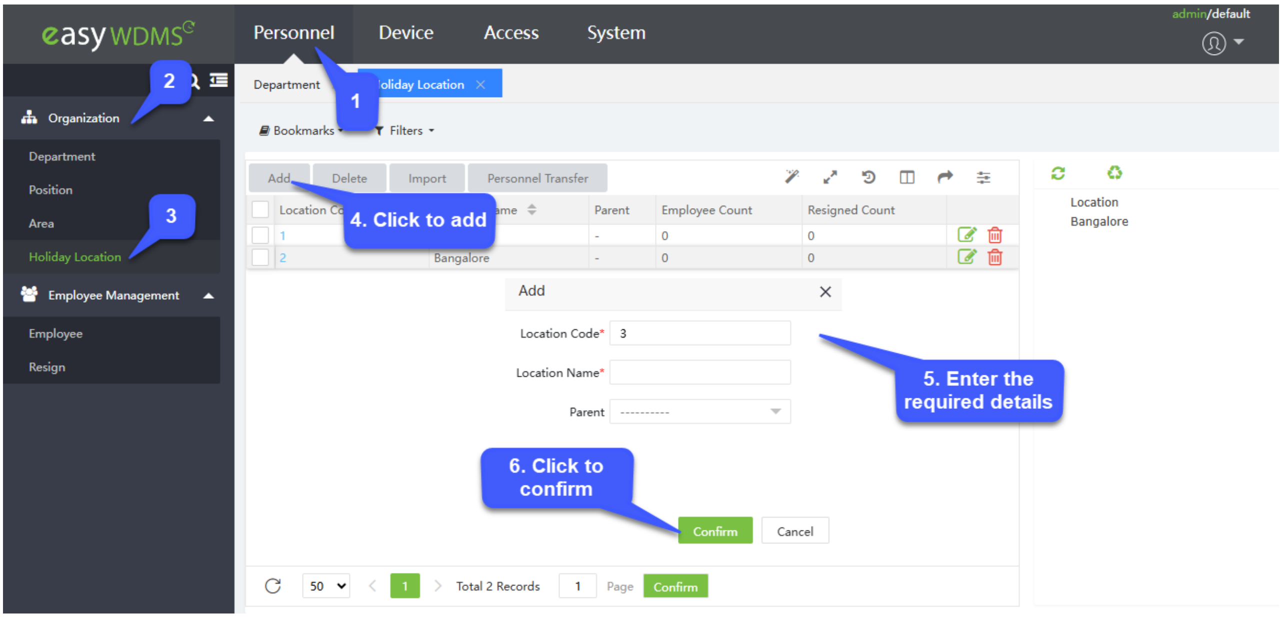
Employee Count: Displays the total number of Employees in each Location.

Parent: Displays the Superior Department name.

Resigned Count.: Displays the total count of the resigned Employees in a Department.

Creating a Location (Add)

Add function lets you create a new name for a Location or a Sub-Location with a unique Location Code.



Create a New Location or a Sub Location name

On the **Holiday Location** interface, click **Add** to create a new Location or a Sub-Location name.

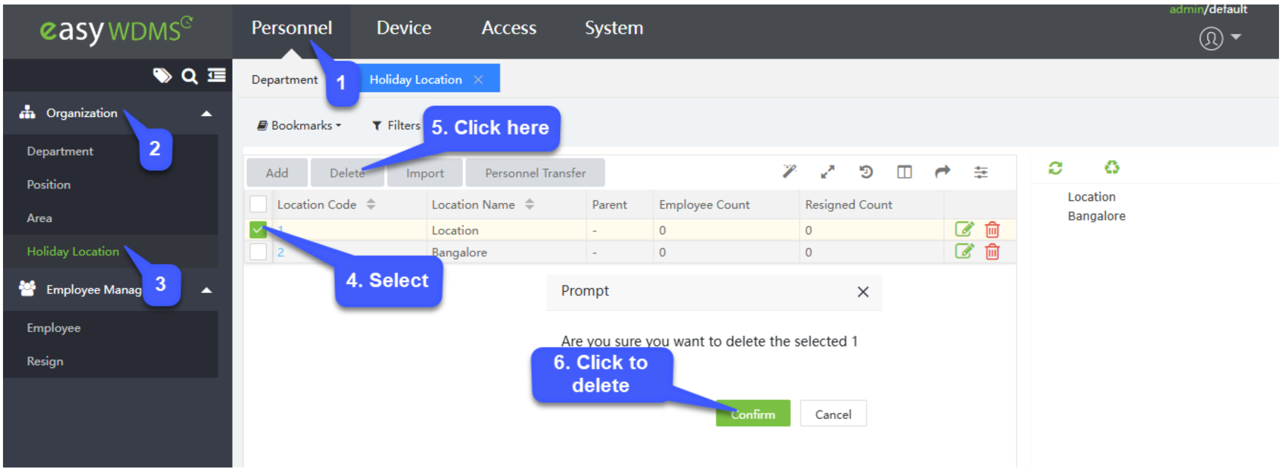
Enter a unique **Location Code** and the required **Location Name**.

On the **Parent** field, select the required Location name from the list to define as the Parent location if creating a new name for a Sub location.

After entering the details, click **Confirm** to save and update the newly created Location or the Sub-Location name.

How to remove the created Location (Delete)

Delete function lets you remove the existing data of the Location or the Sub-Locations from the list.



Delete the existing Location or a Sub Location

On the **Location** interface, select the required Location or the Sub-location data from the list.

Click **Delete**, to delete the selected Location or the Sub-location data.

Click **Confirm,** to ensure and delete the selected Location or the Sub-Location data from the list.

How to import location or a Sub Location

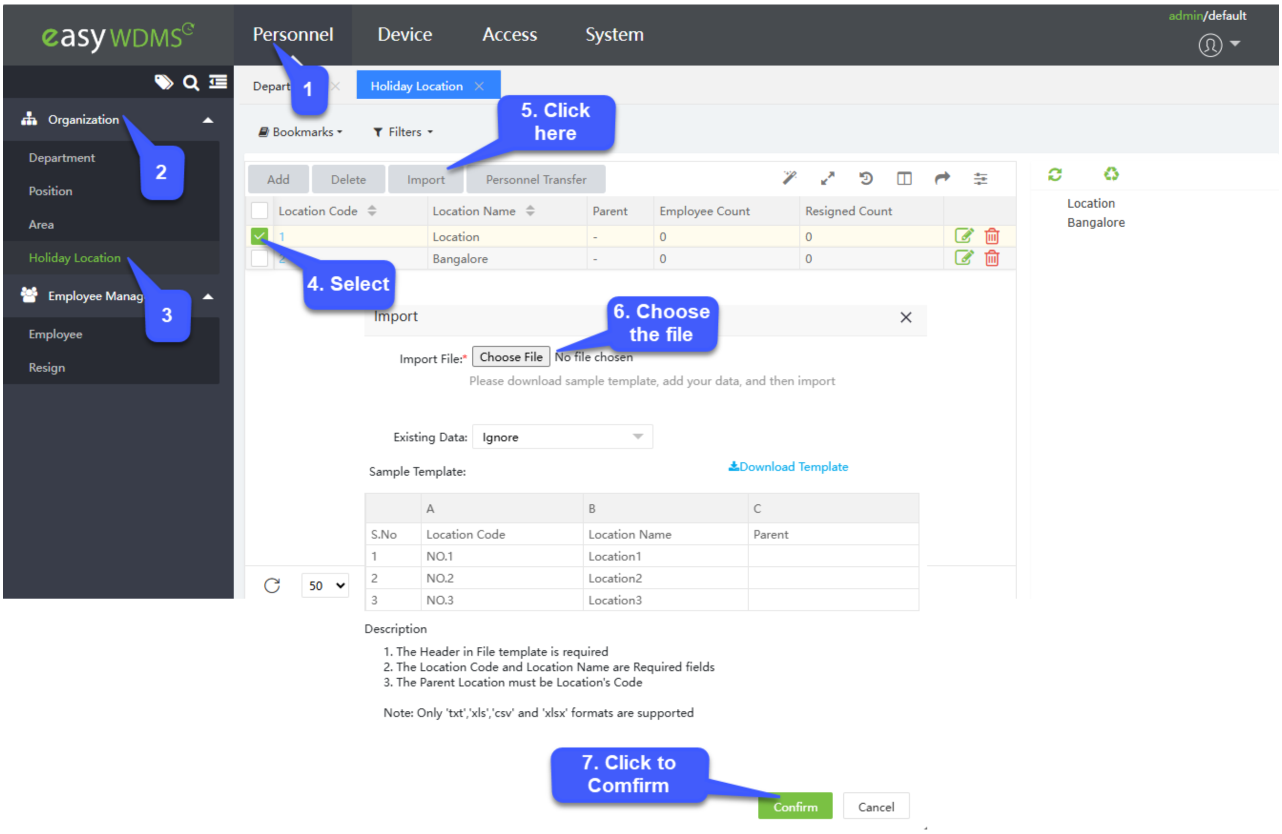
Import function lets you import the data of the Location.

Import the existing Location or a Sub Location

On the **Location** interface, select the required Location or the Sub-location data from the list.

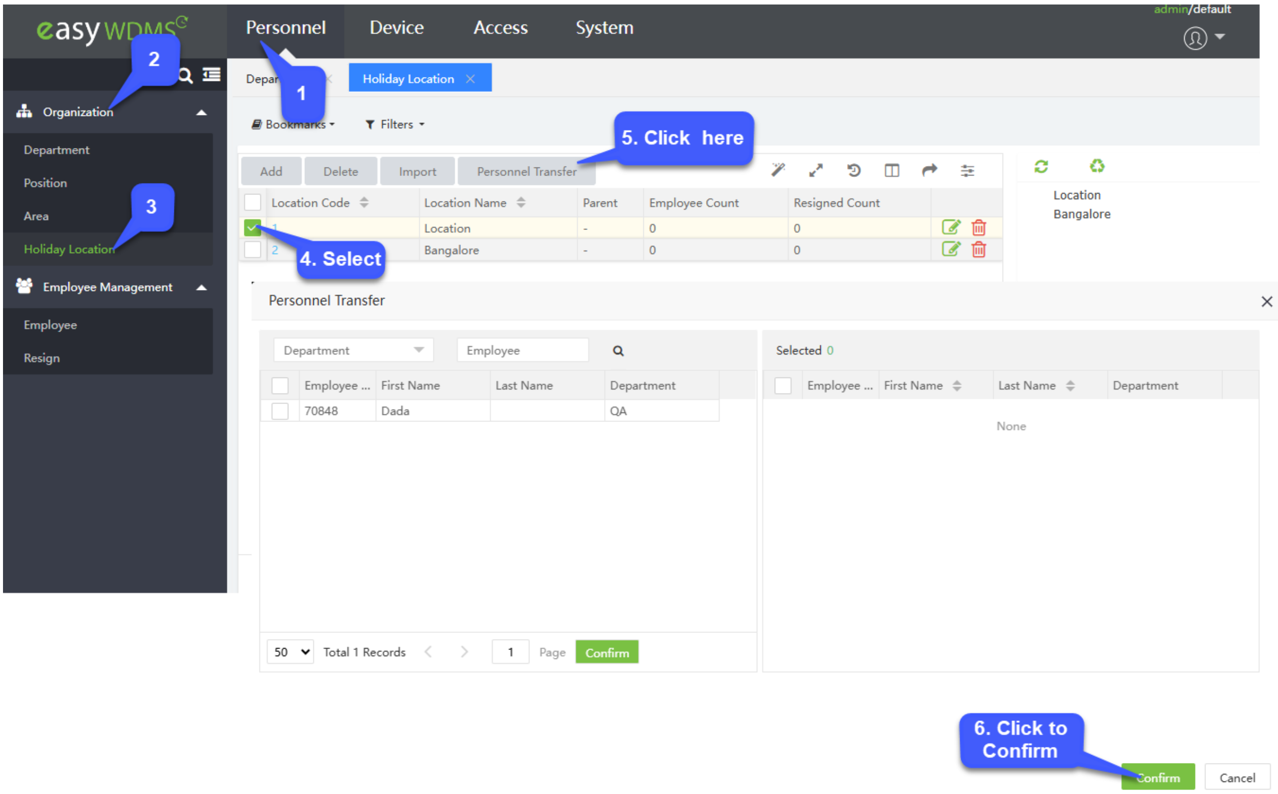
Click **Import**, to import the selected Location or the Sub-location data.

Click **Confirm,** to ensure and import the selected Location or the Sub-Location data from the list.



How to move Employees between Locations (Personnel Transfer)

Personnel Transfer function lets you transfer the existing Employees from another Location or the Sub-Location to the specified Location or the Sub-Location based on the Organization system.
Only one Location or a Sub-location can be selected at a time to modify.



Manage and modify Employees Locations

On the **Location** interface, select the required Location or the Sub-location from the list to move in the Employees.

Click **Personnel Transfer** to transfer the required Employees into that selected Location or the Sub-Location.

On the **Personnel Transfer** window, select the required Employees from the list displayed on the left.

The selected Employees information will reflect on the right side of the Adjust Employee window.

Use the Department drop-down list or the **Search** option (search by Employee name or Employee ID) to search for Employees.

Click **Confirm**, to ensure and adjust the Employees to the selected Location or the Sub-location.

How to edit the created Location (Edit)

Edit function lets you edit the existing data of the Location or the Sub-Locations from the list.

Edit the existing Location or a Sub location

On the **Location** interface, select the required Location or the Sub-location data from the list.

Click **edit**, to edit the selected Location or the Sub-location data.

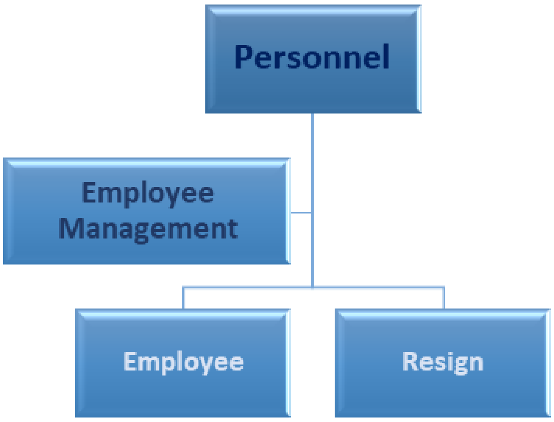
Click **Confirm,** to ensure and edit the selected Location or the Sub-Location data from the list.

5.2 Managing an Employee Account (Employee Management)

Our **Employee Management** module helps you to stay organized by maintaining all your employee data up to date, which saves you an ample amount of time and also helps you to retrieve employee information of your organization at any point in time.

On the **Employee Management** module, you can add, modify, terminate, or revive the Employee details of your organization.

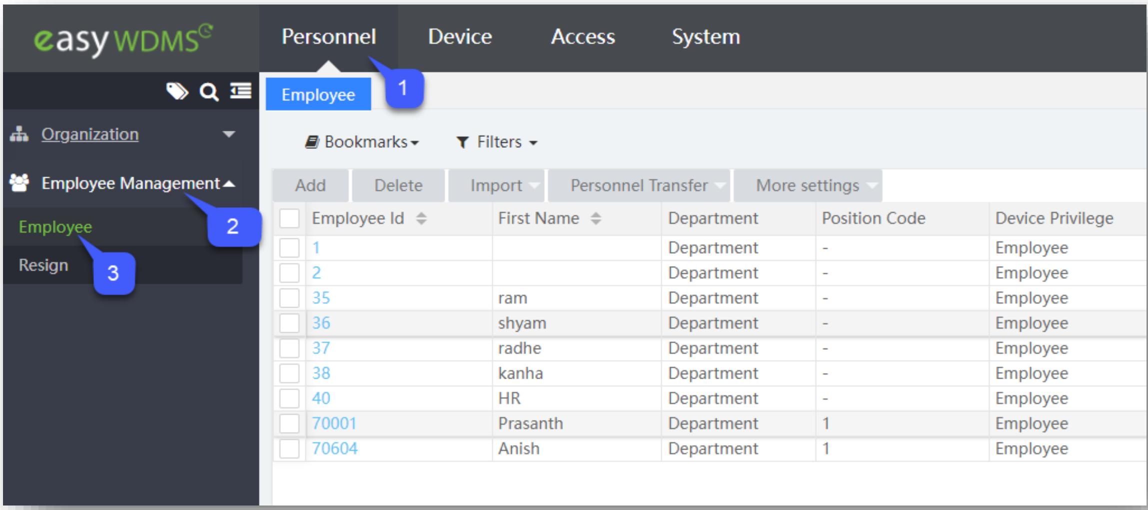
On the **Personnel** module, click **Employee Management** to go to the Employee Management module.



5.2.1 Employee

Our **Employee** interface facilitates you to update, sync, upload and retrieve Employees' personal, medical, and identity information so that you need not delve into multiple papers and documents; and thus, eases your work and saves your time.

On the **Personnel** module, click **Employee Management**, and then click **Employee** to go to the Employee Interface.



On this Interface, you can add a new or delete the existing Employee information and even enables you to transfer, modify and terminate a temporary or permanent Employee of your Organization.

Some common examples of the Employee Information include "Employee Name", "Identity Proof", "Biometric details", "Personnel Information" and more.

A brief note about the columns displayed on the Employee Interface

Employee Id: Displays the identity number of each Employee.

First Name: Displays the First name of each Employee.

Department: Displays the Department names of each Employee.

Position Code: Displays the unique Position Code of each Employees'.

Device Privilege: Displays the Employees' Device privilege.

Area: Displays the located Area of each Employee.

Fingerprint: Displays the registered Fingerprint count of each Employee.

Face: Displays the registered Face count of each Employee.

Palm: Displays the registered Palm count of each Employee.

VL Face: Displays the registered Face count captured from the Visible Light Devices.

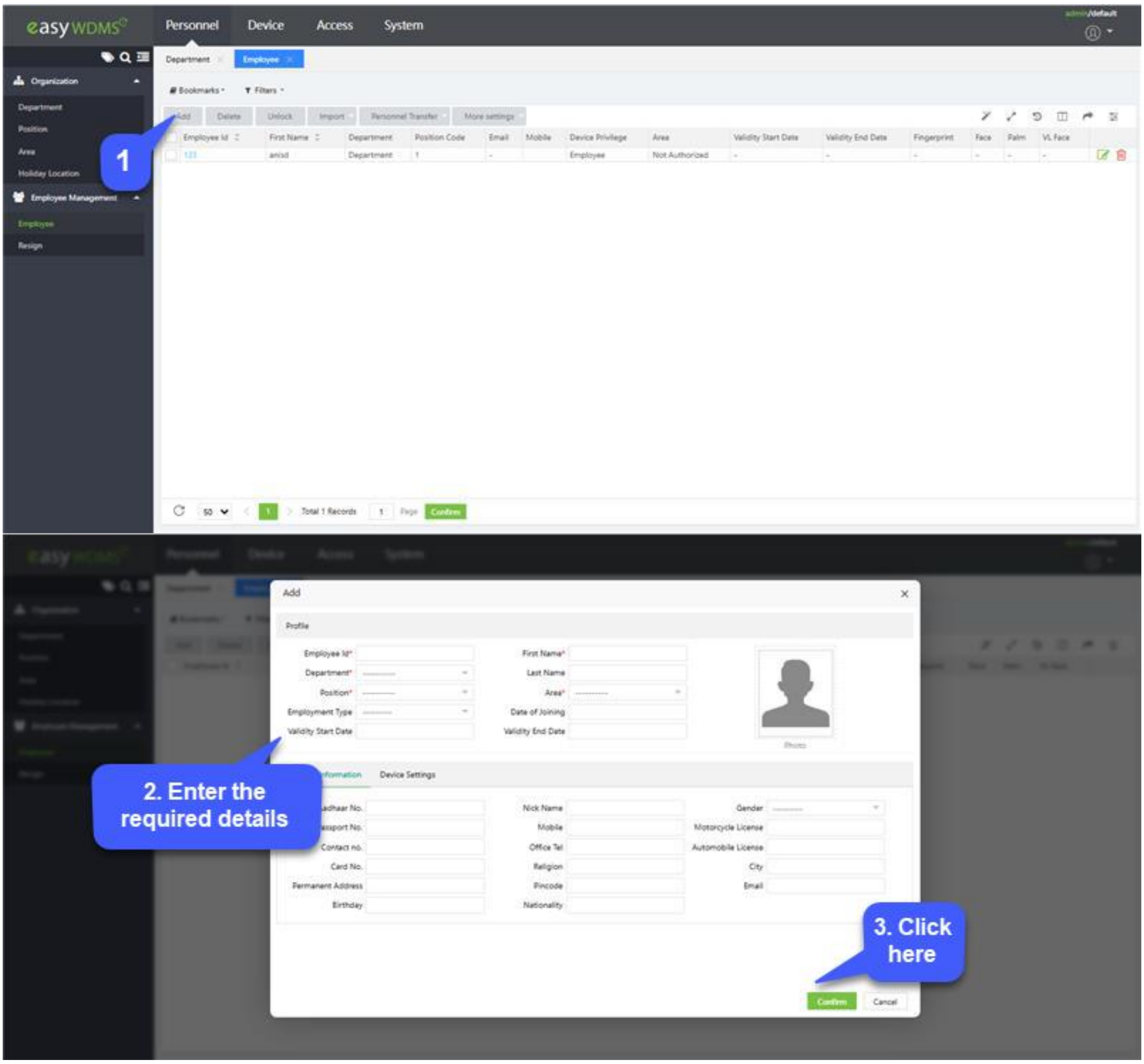
Update Time: Displays the Updated time of each entry.

Functions available on the Employee Management Interface

How to create an Employee Account (Add)

On the **Personnel** Module, go to **Employee Management**, and click **Employee** Interface to create an Employee Account.

Add function lets you add the new Employee details with the unique Employee ID and update the Employee's personal information.



Add a New Employee

- On the **Employee** interface, click **Add** to add a new Employee.
- Enter the mandatory fields, the unique **Employee ID**, Employee's **First Name**, and then select the **Department, Position,** and the **Area** (Employee's work department, position, and location) from the drop-down list.
- After entering the mandatory details, click **Confirm** to save created Employee Account.

Note: Employees are allowed to punch only within their validity period. Punching will be restricted after the validity has expired.

Where and how to update Employee Information

On the **Personnel** module, go to **Employee Management**, click **Employee** interface, and then either click **Edit** or click the required **Employee ID** to update Employee Information.

Profile

On the **Add** window, under **Profile**, you can enter the following data.

Employee Id: Enter the Employee Id of the Employee.

First / Last Name: Enter the First and Last name of the Employee.

Department: Select the department of the employee.

Position: Select the Organization Position or the designation of the Employee from the drop-down list.

Area: Select the Area of the Organization.

Employment Type: Select the required Employment Type **Permanent** or **Temporary** for the Employee, based on the Employment discussion.

Date of Joining: Choose the **Date of Joining** or the joined date of the Employee from the calendar.

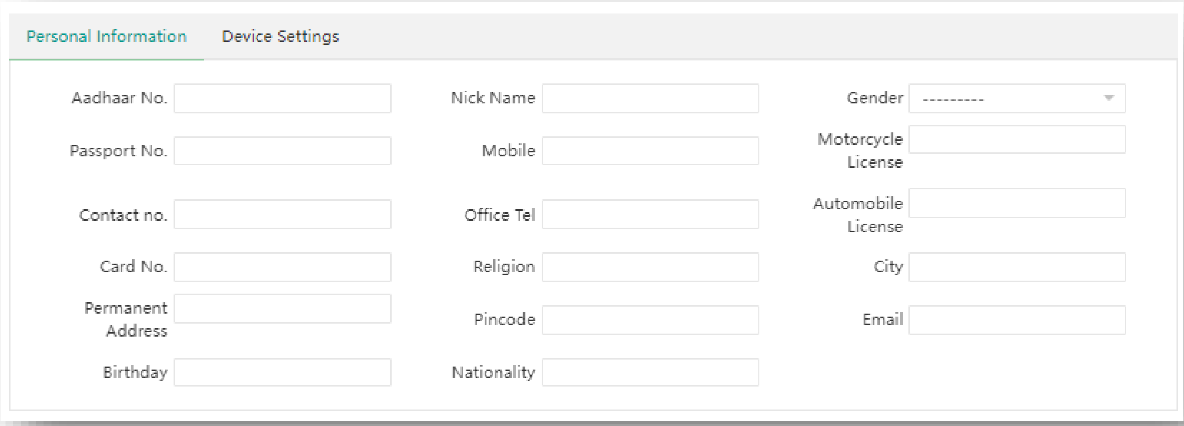
Photo: Click on the photo to upload the image of the Employee.

Validity Start Date: The date from which the employee's access or punching begins and becomes active.

Validity End Date: The date on which the employee's access or punching expires, after which punching will no longer be allowed.

Personal Information

On the **Personal Information** tab, you can update the Employee's specific data.



Aadhaar No: Enter the Employee's 12-digit unique identification Aadhaar number issued by the government.

Nick Name: Enter the nick name or local name of the employee.

Gender: Select the sociocultural expression of the Employee from the drop-down list.

Passport No: Enter the Employee's official travel document number issued by the government.

Motorcycle License: Enter the Employee's driving authorization number issued by the government.

Automobile License: Enter the Employee's driving authorization number issued by the government.

Contact No: Enter the personal or official contact number of the Employee.

Mobile: Enter the alternative or the wireless cellular phone number of the Employee.

Nationality: Enter the legal Nation or the Country name of the Employee.

City: Enter the Employee's city name.

Permanent Address: Enter the Employee's permanent address.

Email: Enter the Employee's official Email ID.

Birthday: Enter the Employee's birth date. User can generate the Birthday report in Attendance Module.

Office Tel: Enter the Employee's Office desk contact number.

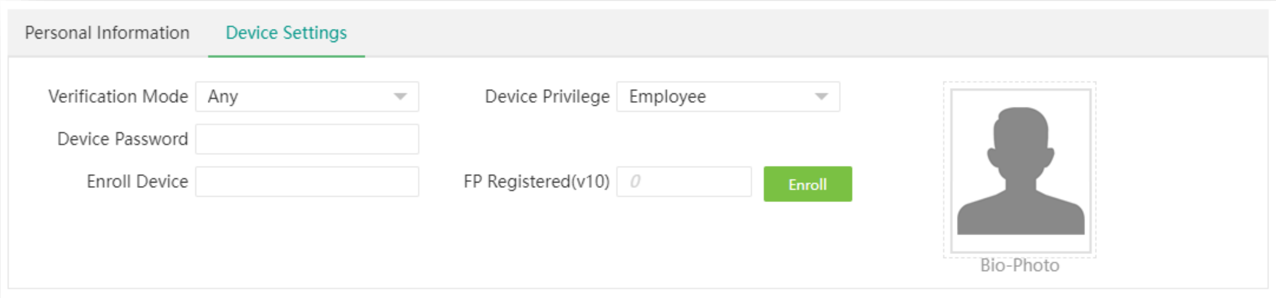
Religion: Enter the religious practice of the Employee.

Pin Code: Enter the postal code number of the Employee.

Card NO: Enter the Biometric Device RFID Card number of the Employee.

Device Settings

On the **Device Settings** tab, you can set the Employee's Device Registration data.



Verification Mode: This will be the mode of authentication through the device. Select the Employee's Device verification mode from the list.

Device Password: Set the personnel password for the device. The black-and-white T&A device supports passwords with only five digits. The color-screen T&A device supports passwords with only eight digits. Passwords with digits exceeding the specified length are cut out by the system automatically. When you change a password, clear the old password in the text box and then enter the new password.

Enroll Device: This field is automatically updated with the Device Serial Number after the Employee is registered in that Device.

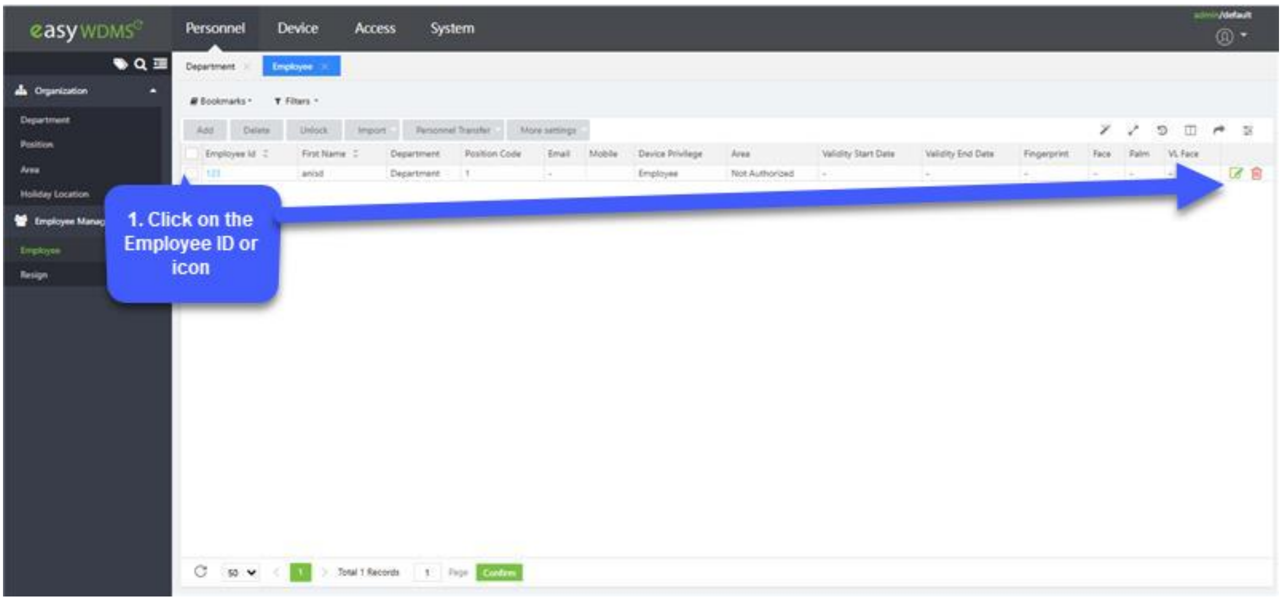
Device Privilege: Select the Device authorization type of the Employee.

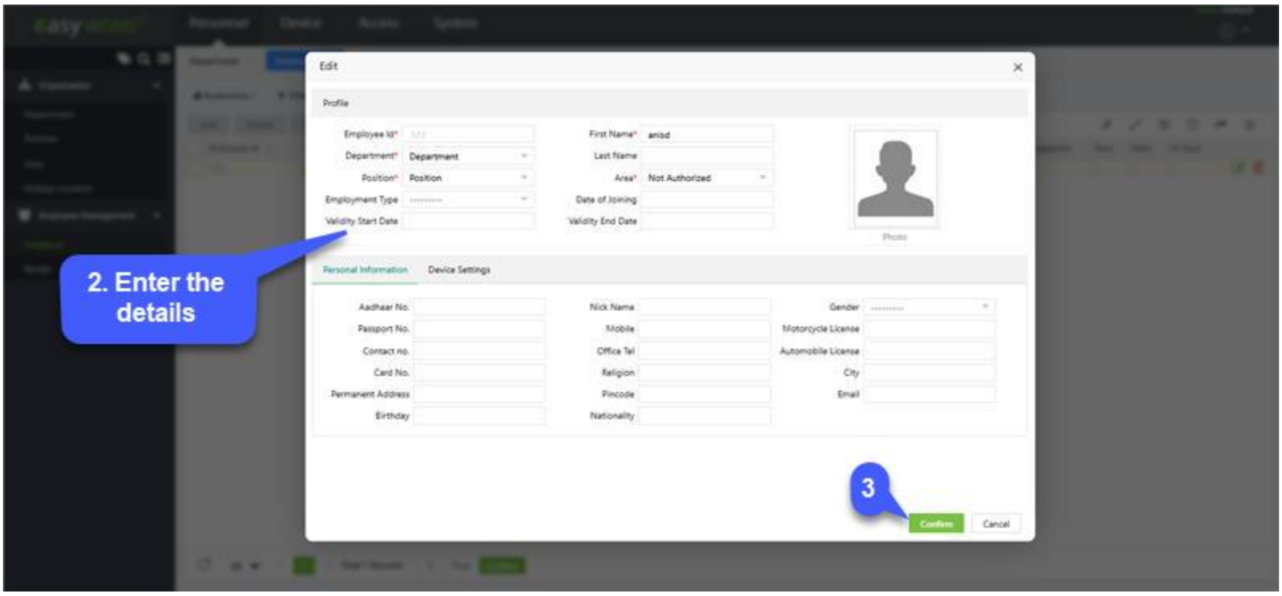
FP Registration(v10): Using this function, you can remotely enroll personnel fingerprint. For this, you need to connect a USB fingerprint reader to your PC. Once reader is successfully connected to the PC, click 

Enroll, to register the Employee's Fingerprint.

Edit Function

Edit function lets you edit the existing Employee from the software. To edit existing Employee details, perform the below steps:



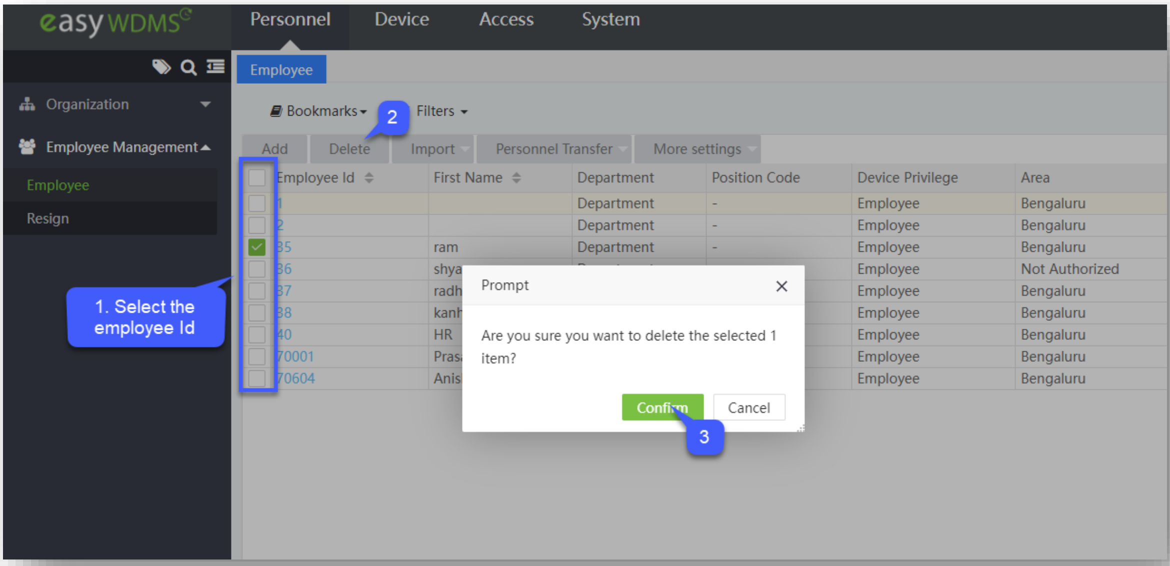


- On the **Employee** interface, select the required Employee to be edited from the list.
- Click **Employee id** or  **Edit icon**, to edit the selected Employee.
- Edit the required details and click **Confirm**.

Deleting an Employee Account (Delete)

On the **Personnel** module, click **Employee Management**, and then click **Employee** interface to remove or delete an Employee account.

Delete function lets you remove the existing data of the Employee from the list.

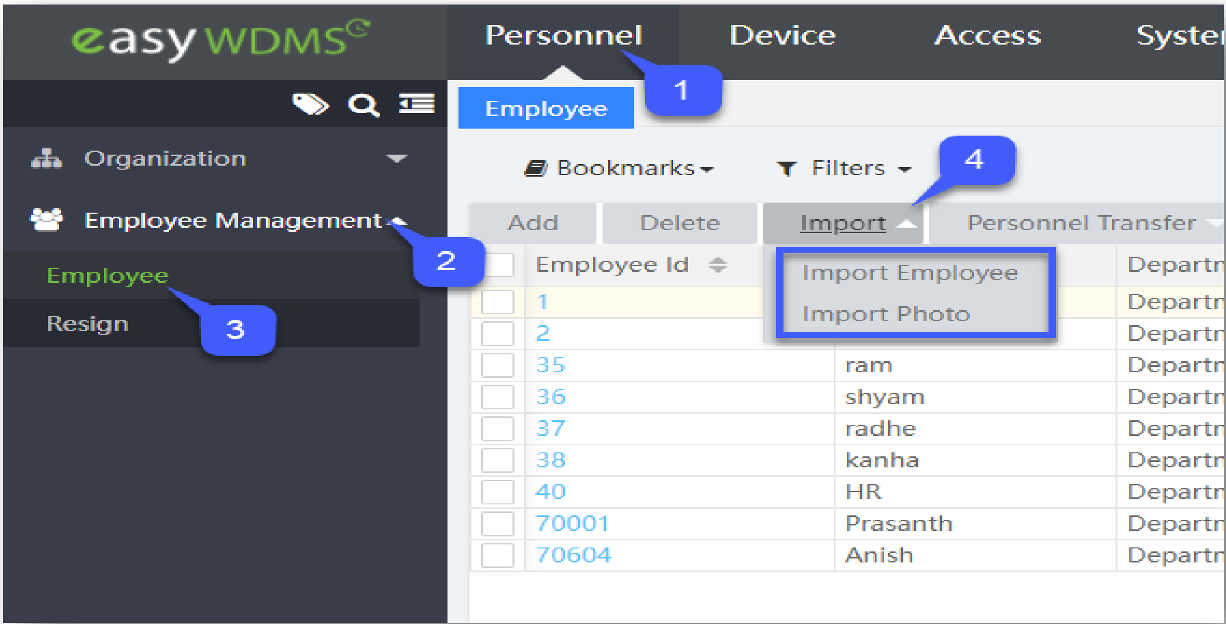


Delete the existing data of the Employee:

- On the **Employee** interface, select the required Employee data from the list.
- Click the **Delete** or Delete icon, to delete the selected Employees' data.
- Click **Confirm,** to ensure and delete the selected Employee's data from the list.

Import Employee Details (Import)

Import function lets you add a new or update the existing data to the Software.



Functions available under Import

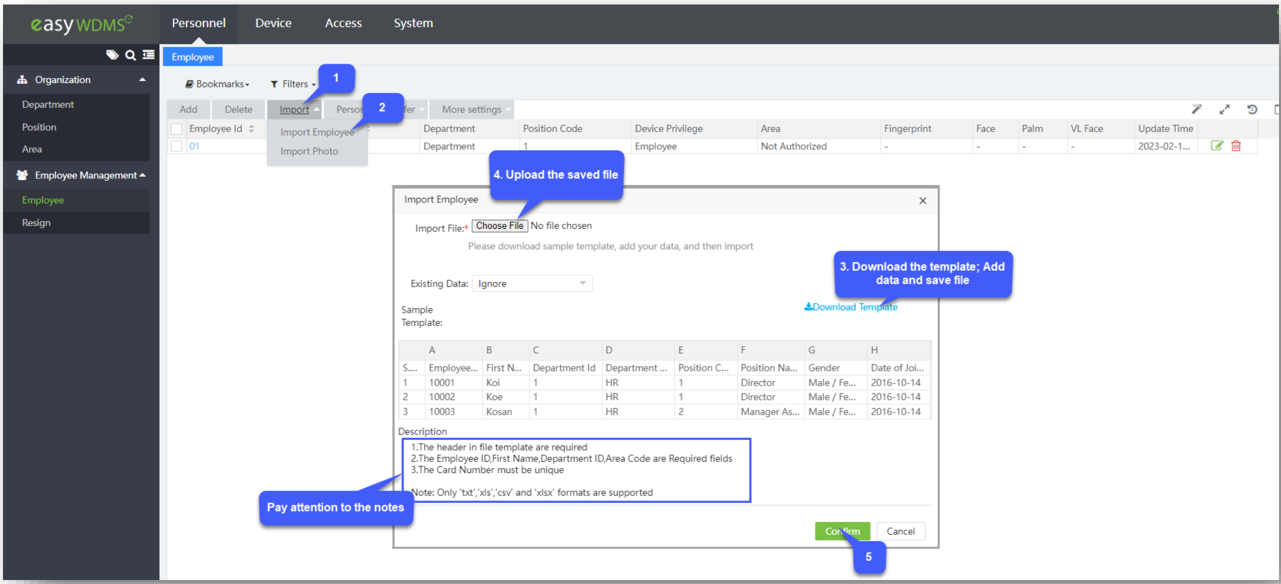
- Import Employee
- Import Photo

Importing Employees from Device to the Software

On the **Personnel** module, click **Employee Management**, and then click **Employee** interface, to import the newly registered Employee from the Device to the Software.

Import Employee

Import Employee function lets you add a new or update the existing Employee data to the Software.



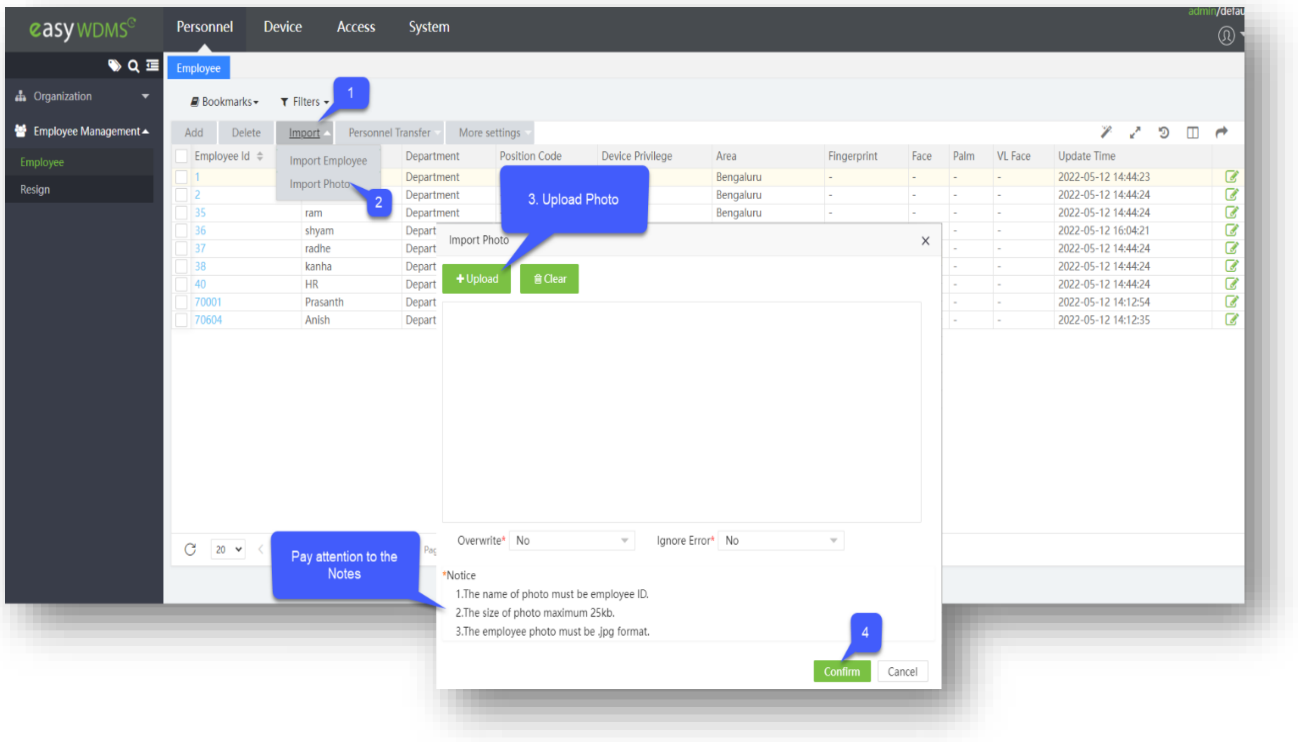
Import a new or update the existing Employee data on the Software:

- On the **Employee** interface, click **Import**, and then select **Import Employee** from the drop-down list to import a new or update the existing Employee data on the Software.
- Click **Download Template,** to view and imply the same structure format specified on the template document.
- Please make sure that the employee details, which is to import, follow the guidelines specified in the description of the Import window.
- On the **Import** window, click **Choose File** to select the file from the PC to import.
- Based on the import type, there are two options available in the **Existing Data** field.
- Choose **Overwrite,** if the existing Employee data on the Software needs to be updated with the imported document.
- Choose **Ignore** if the modification is not required for the existing Employee data on the Software.
- Click **Confirm,** to ensure and import the saved data file to the software.

Importing Employee’s Photo from the System (Import Photo)

On the **Personnel** module, click **Employee Management**, and then click **Employee** interface, to import the Employee photo to the Software.

Import Photo function lets you add a new or change the existing Employee's Photo to the Software.

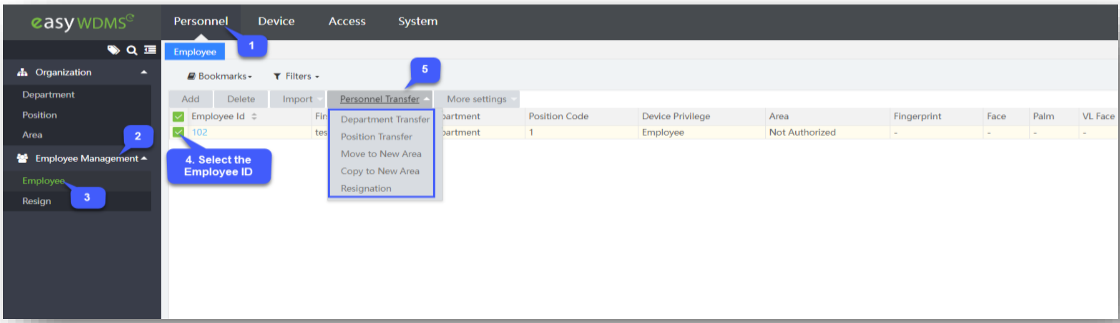


Import a new or change the existing Employee Photo:

- On the **Employee** interface, click **Import**, and then select **Import Photo** from the drop-down list to import a new or to change the Employee's existing Image.
- Please make sure that the image, which is to import, follows the guidelines specified in the description of the Import window.
- On the **Import** window, click **Upload** to select the image file from the PC to import.
- Click **Clear** if the image uploaded is not needed or does not meet the standards provided in the description.
- Based on the import type, there are two options available in the **Overwrite** field.
- Choose **Yes** if it is required to revise the Employee's existing image with the imported image.
- Choose **No** if it is not required to revise the Employee's existing image with the imported image.
- Choose **Ignore Error,** if the modification is not required for the existing Employee's image on the Software.
- Click **Confirm,** to ensure and import the saved image to the software.

Personnel Transfer function

Personnel Transfer function eases the employee's migration or transference from one area, team, department, or one position to another at the same or different location, which helps an employee gain extensive and wide-ranging experience within the Organization.

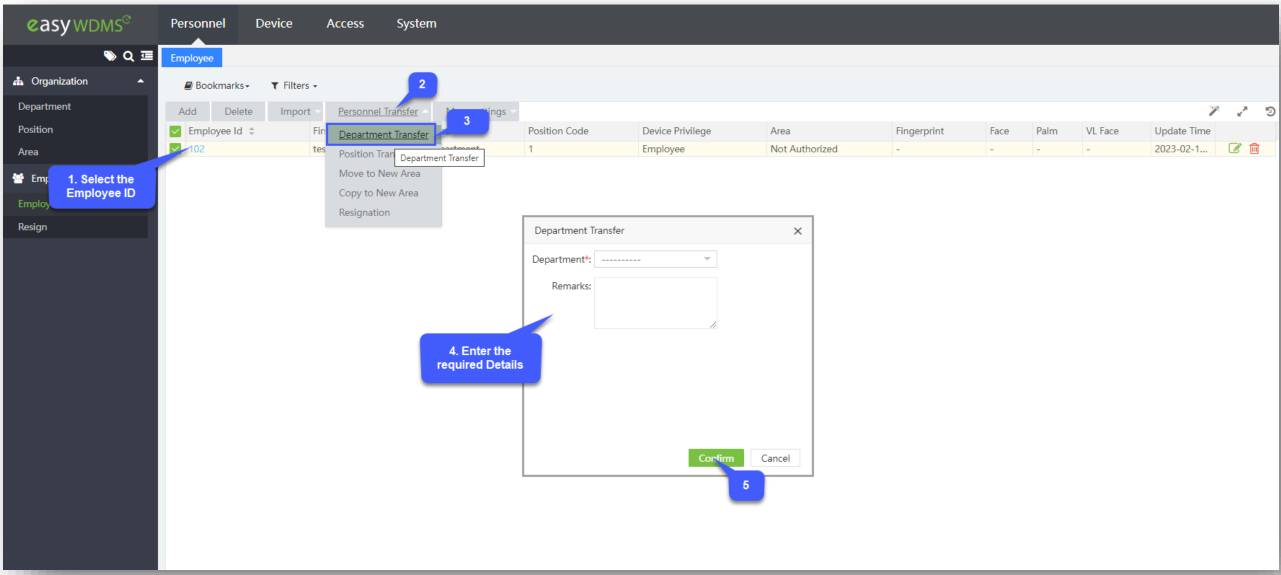


Functions available under Personnel Transfer

- Department Transfer
- Position Transfer
- Move to New Area
- Copy to New Area
- Resignation

How to move Employees between Departments (Department Transfer)

On the **Personnel** module, click **Employee Management**, and then click **Employee** to move Employees between Departments.



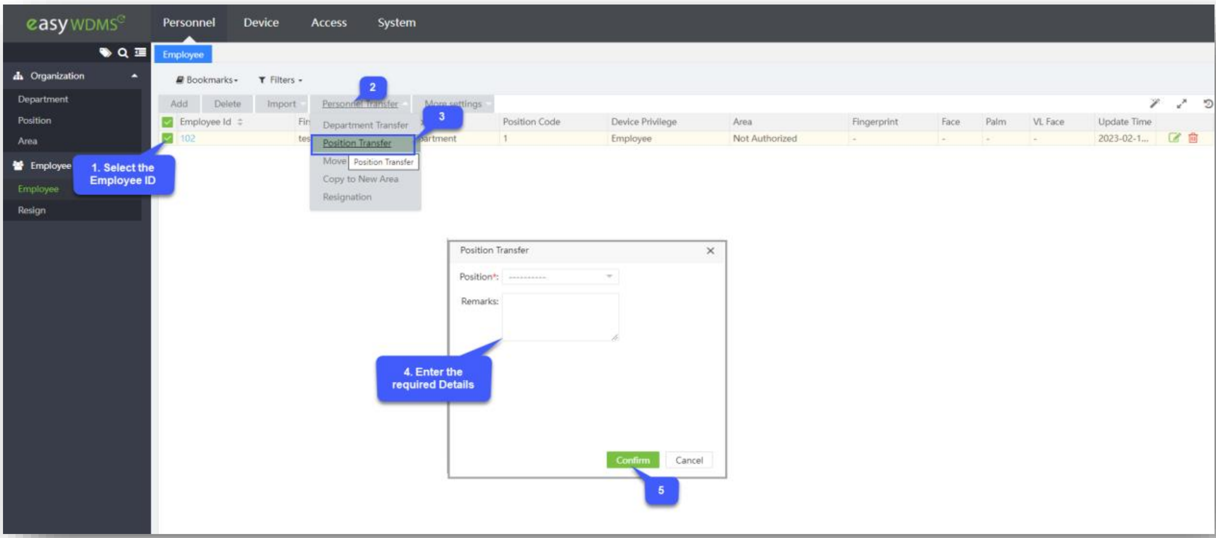
This function lets you transfer the Employees between Departments or the Sub departments within the Organization.

Transfer Employees Department or the Sub-department:

- On the **Employee** interface**,** select the required Employees from the list to move to another Department or the Sub-department.
- On the **Personnel Transfer** menu, click **Department Transfer** to transfer the selected Employees.
- On the **Department** field, select the required Department or the Sub-department from the drop-down list.
- Use the **Expand/Collapse** option or the **Search** option to search for the specific Department or the Sub-department.
- On the **Remarks** field, write the reason for transferring the Employees.
- Click **Confirm**, to ensure and transfer the selected Employees to the required Department or the Sub-department.

How to move Employees' Positions (Position Transfer)

On the **Personnel** module, click **Employee Management**, and then click **Employee** to move Employees' positions. This function lets you move the Employees from the existing Position or the Sub position to another Position or the Sub position within the Organization.



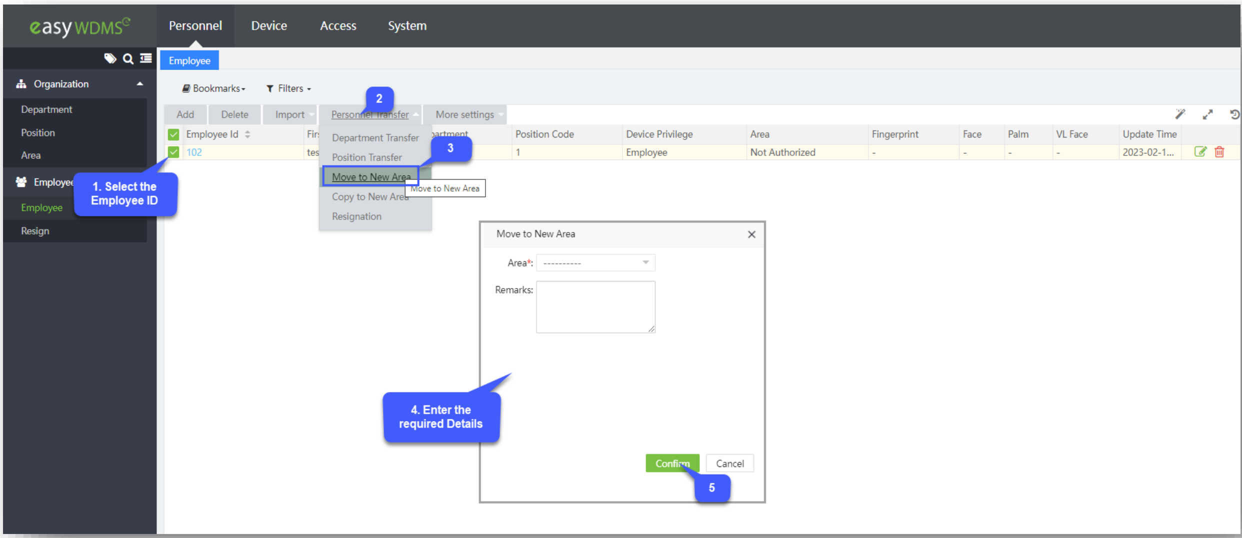
Transfer Employees Position or the Sub position:

- On the **Employee** interface, select the required Employees from the list to modify their Position or the Sub position.
- On the **Personnel Transfer** menu, click **Position Transfer** to transfer the required Employees' existing Position or the Sub position.
- On the **Position** field, select the required Position or the Sub position from the drop-down list.
- Use the **Expand/Collapse** option or the **Search** option to search the specific Position or the Sub position.
- On the **Remarks** field, write the reason for moving the Employees.
- Click **Confirm**, to ensure and move the selected Employees to the required Position or the Sub-department.

Transferring Employees to New Area (Move to New Area)

On the **Personnel** module, click **Employee Management**, and then click **Employee** to move Employees between Areas.

This function lets you shift the Employees from the existing Area or the Sub-area to another Area or the Sub-area within the Organization.



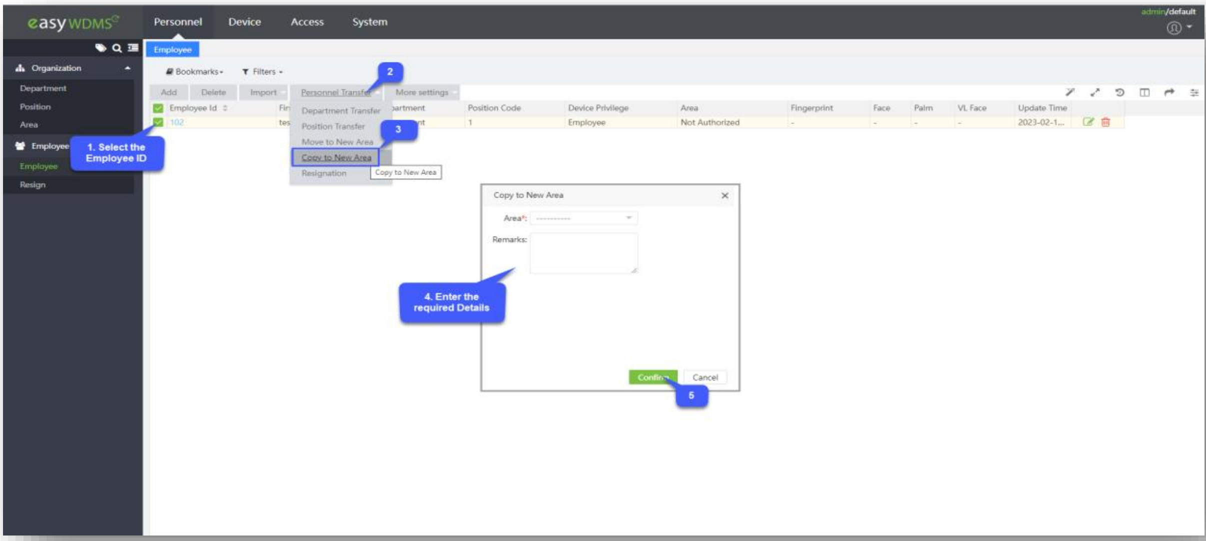
Transfer Employees Area or the Sub-area:

- On the **Employee** interface, select the required Employees from the list to modify their Area or the Sub-area.
- On the **Personnel Transfer** menu, click **Move to New Area** to shift the required Employees' existing Area or the Sub-area.
- On the **Area** field, select the required Area or the Sub-area from the drop-down list.
- Use the **Expand/Collapse** option or the **Search** option to search the specific Area or the Sub-area.
- On the **Remarks** field, write the reason for shifting the Employees.
- Click **Confirm**, to ensure and shift the selected Employees to the required Area or the Sub-area.

Copy the Employees Details to New Area (Copy to New Area)

On the **Personnel** module, click **Employee Management**, and then click **Employee** to move Employees between Areas.

This function lets you shift the Employees from the existing Area or the Sub-area to another Area or the Sub-area within the Organization.



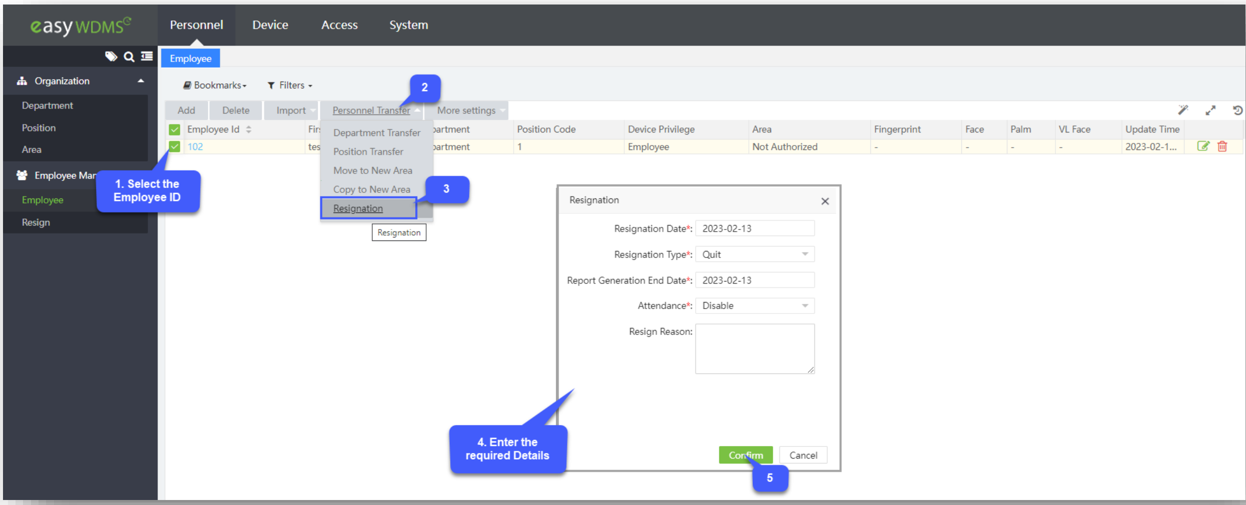
Transfer Employees Area or the Sub-area:

- On the **Employee** interface, select the required Employees from the list to modify their Area or the Sub-area.
- On the **Personnel Transfer** menu, click **Copy to New Area** to shift the required Employees' existing Area or the Sub-area.
- On the **Area** field, select the required Area or the Sub-area from the drop-down list.
- Use the **Expand/Collapse** option or the **Search** option to search the specific Area or the Sub-area.
- On the **Remarks** field, write the reason for shifting the Employees.
- Click **Confirm**, to ensure and shift the selected Employees to the required Area or the Sub-area.

How to move Employees Profile to Terminated Account (Resignation)

On the **Personnel** module, click **Employee Management**, and then click **Employee** to terminate Employees' Accounts.

This function lets you authoritatively terminate, relocate the Employees' regular or permanent position based on your organization standards.



Employees' Resignation

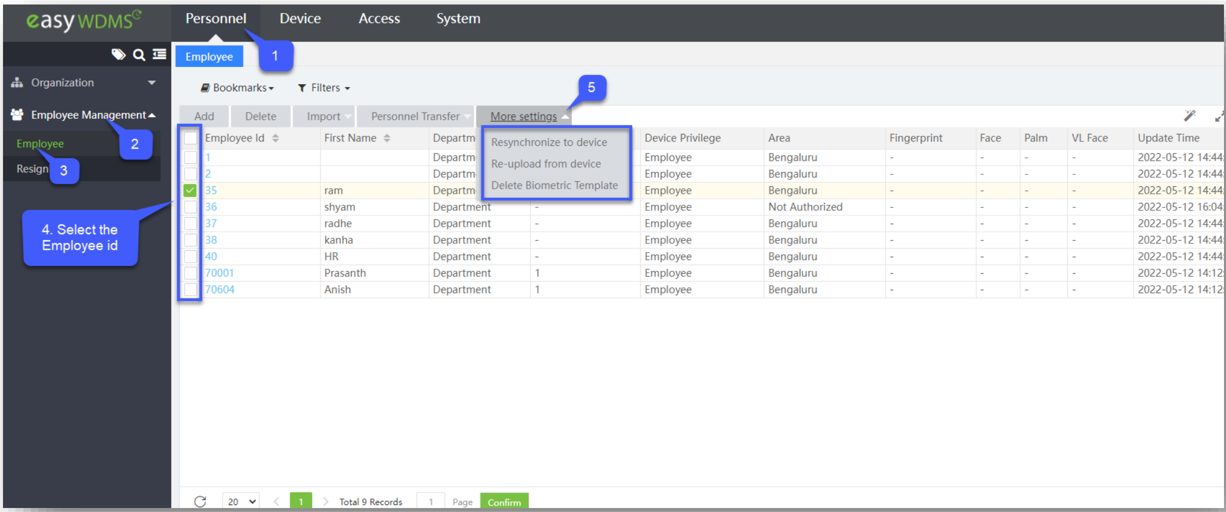
- On the **Employee** interface, select the required Employees from the list to terminate or transfer their position permanently.
- On the **Personnel Transfer** menu, click **Resignation** to officially terminate or transfer the selected Employees.
- On the **Resignation Date** field, select the last working day of the Employee and on the Resignation Type, select the mode of Resignation.
- On the Attendance field select **Enable** to calculate attendance till the last working date or select **Disable** to stop the attendance calculation and on the **Reason** field, write the reason for resigning or transferring the selected Employees.
- Click **Confirm**, to grant the selected Employees either the transfer or the resignation from their responsibility.

Employee Data Management (More Settings)

On the **Personnel** module, click **Employee Management**, and then click **Employee** to manage Employee data in Device and Software.

Functions available under More Settings

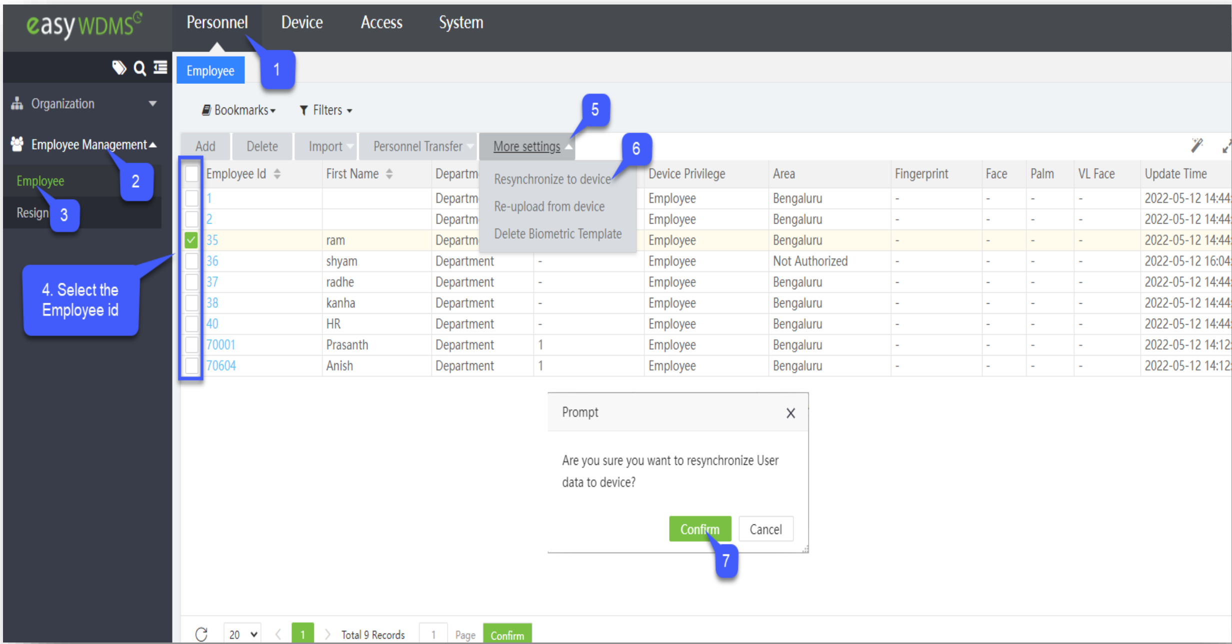
- Resynchronize to Device
- Re-upload from Device
- Delete Biometric Template



How to Resynchronize Data to Device (Resynchronize to Device)

On the **Personnel** module, click **Employee Management**, and then click **Employee** to resynchronize Employee data to Device.

This function lets you sync or merge the Employees' data from the Software to the Device.



Resynchronize Employee Data from Software to Device

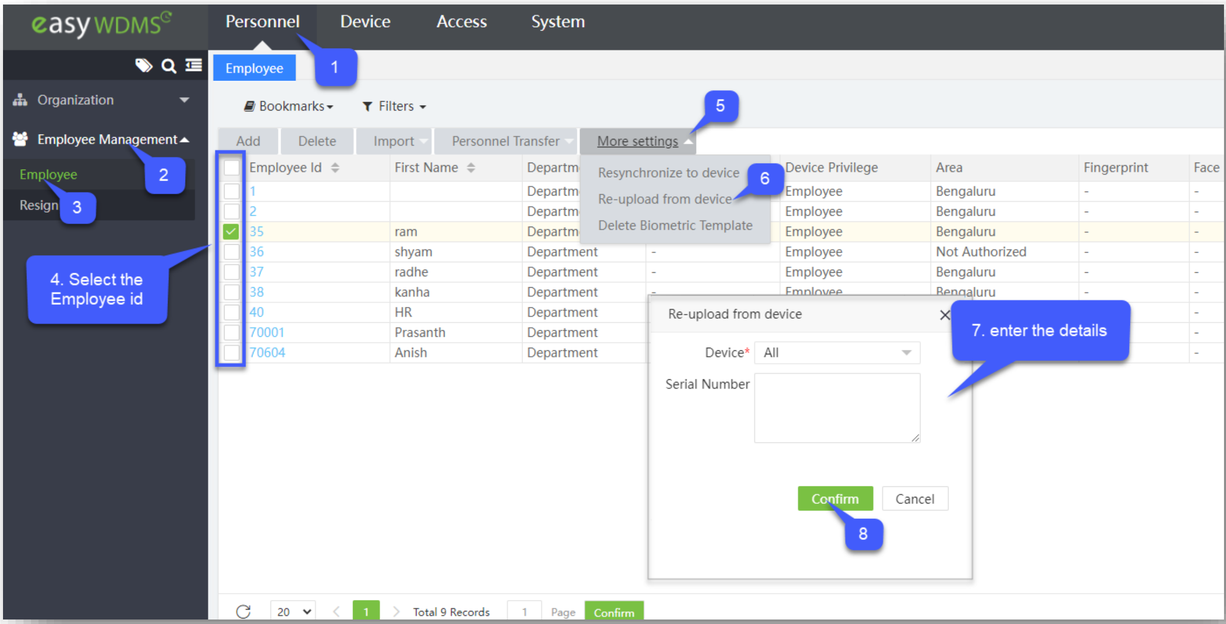
- On the **Employee** interface, select the required Employees' data from the list to sync or merge to the Device.

- On the **More Settings** menu, click **Resynchronize to device**, to sync or merge the selected Employees' data to the Device.
- Click **Confirm**, to sync the selected Employees' data to the Device.

Re-uploading Employee Data from Device (Re-upload from Device)

On the **Personnel** module, click **Employee Management**, and then click **Employee** to re-upload Employee data from Device.

This function lets you sync or merge the Employees' data from the Device to the Software.



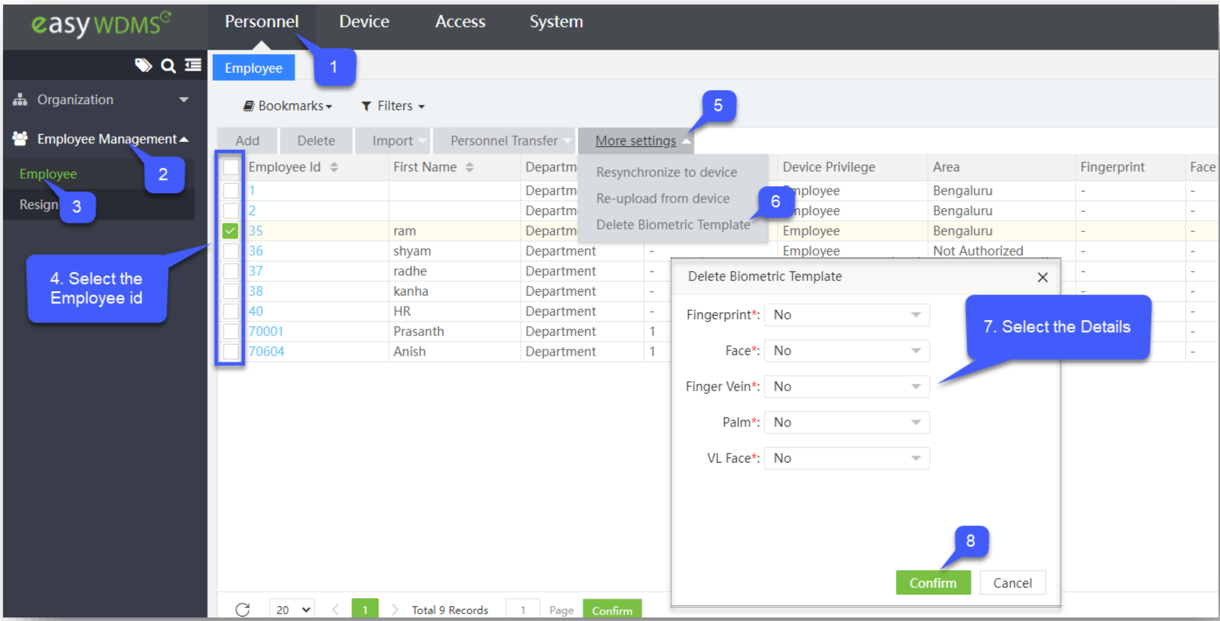
Re-upload Employee Data from Device to Software

- On the **Employee** interface, select the required Employees' data from the list to sync or merge from the Device.
- On the **More Settings** menu, click **Re-upload from device**, to sync or merge the selected Employees' data from the Device.
- On the **Device** field, select from the drop-down list either **All**, to sync or merge the selected Employees' data from all the connected devices, or select **Specified**, to sync or merge the selected Employees' data from the specific Devices only.
- On the **Device** field, if you select **Specified,** then on the **Serial Number** field enter the serial numbers of the Devices from which you need to sync the Employees' data to the Software.
- Click **Confirm**, to sync the selected Employees' data from the Device to the Software.

How to remove Bio-metric Template of an Employee (Delete Biometric Template)

On the **Personnel** module, click **Employee Management**, and then click **Employee** to delete the Bio-metric template of the Employees.

This function lets you delete or remove the Employees' retained Biometric Impression from the Device.



Delete Biometric Template from the Device

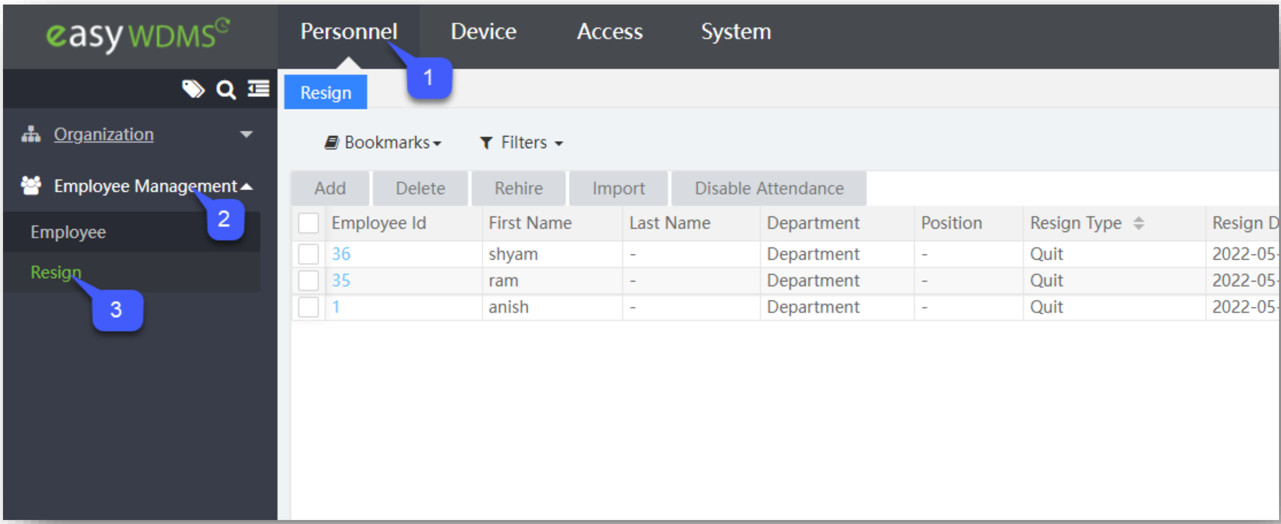
- On the **Employee** interface, select the required Employees from the list to delete their Biometric Impression from the Device.
- On the **More Settings** menu, click **Delete Biometric Template** to delete the retained Biometric Impression of the selected Employees from the Device.
- On the **Fingerprint, Face, Finger Vein, and Palm** drop-down list boxes, select **Yes**, to delete the retained Biometric Impression or select **No**, to keep the same (it is **No** by default).
- Click **Confirm**, to remove or delete the unrequired Biometric Impressions of the selected Employees.

5.2.2 Managing Employee's Resignation (Resign)

Our **Resign** interface manages the discrete resignations professionally and systematically, which simplifies your work and avoids unnecessary interruptions and obstructions. Resignation plays a crucial role in proficient organizations primarily in thriving enterprises.

On the **Personnel** module, click **Employee Management**, and then click **Resign** to go to the Resign Interface.

On this Interface, you can add a new, delete or restore the resigned Employee information and even enables you to transfer, modify and terminate a temporary or permanent Employee of your Organization.



A brief note about the columns displayed on the Resign Interface

Employee id, First Name, Last Name: Displays the Employee id and direst and last name of employee.

Department: Displays the Employee's Department.

Position: Displays the Employee's Position.

Resign Type: Displays the Employee's Resignation type.

Resign Date: Displays the Employee's Resign or the last working date.

Attendance: Displays the Employee's Attendance status.

Resign Reason: Displays the Employee's relieving reason.

Report Generation End Date: Displays the Report Generation End Date

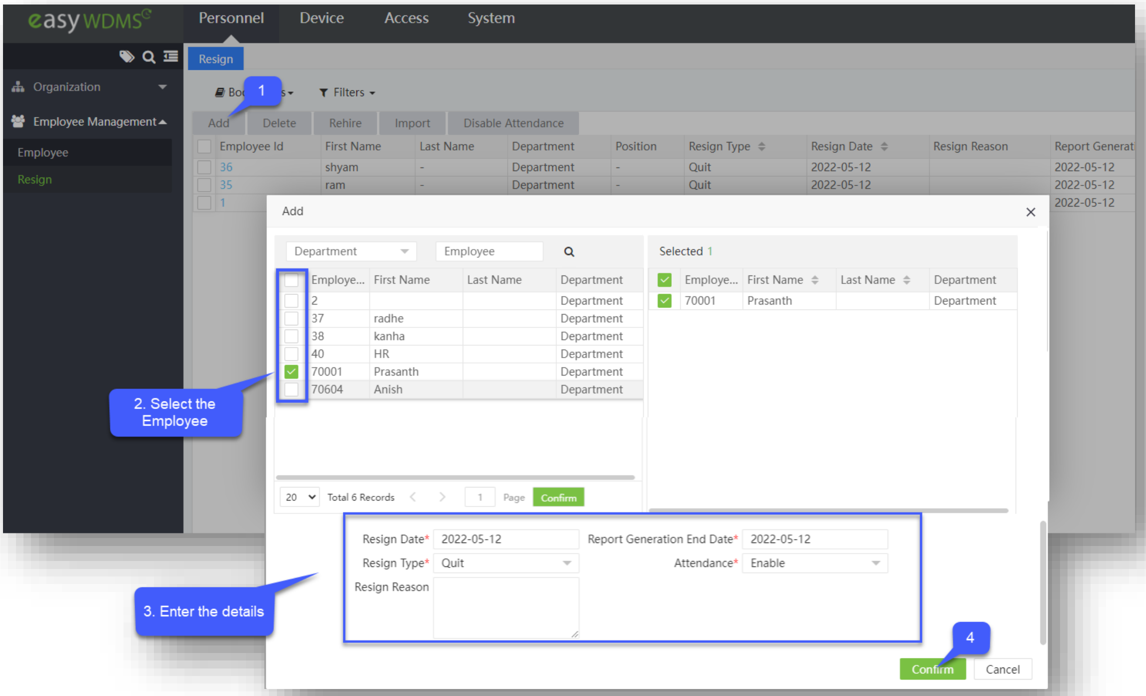
Functions available on the Resign Interface

How to Terminate the Employees

On the **Personnel** module, click **Employee Management,** and then click **Resign** to terminate the Employee's Account.

Add Function

Add function lets you add the Employees' data who are getting dismissed from their responsibility in your organization.



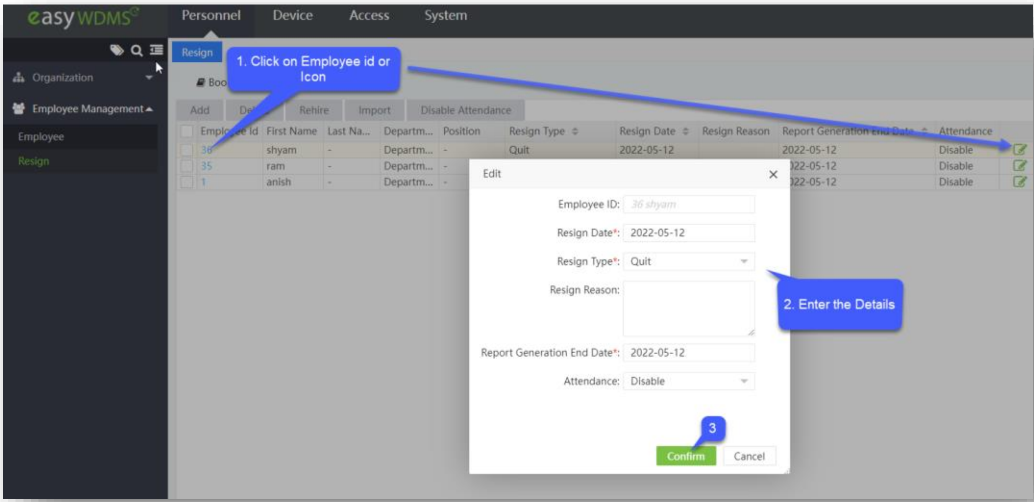
Add the Employee's Resignation details:

- On the **Resign** interface, click **Add** to include the Employees' resignation information.
- On the **Add** window, select the required Employees' names from the list on the left.
- The selected Employees' names will reflect on the right side of the **Add** window.
- Use the **Department** drop-down list or the **Search** option (search by Employee name or Employee ID) to search for the required Employees.
- On the Resign Date field, select the last working date of the selected Employees.
- On the Resign Type field, select the kind of resignation from the drop-down list.
- On the Attendance field select **Enable** to calculate attendance till the last working date or select **Disable** to stop the attendance calculation.
- On the **Resign Reason** field, based on the type of resignation write the reason for resigning the selected Employees.
- Click **Confirm**, to update the resignation details for the selected Employees.

Edit Function

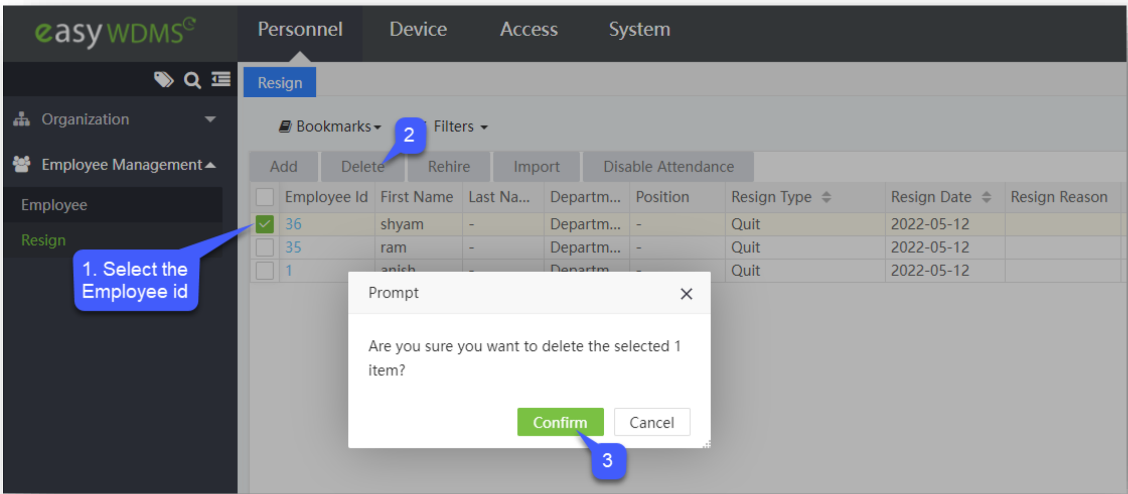
Edit function lets you edit the existing Resign Data from the software. To edit existing Resign details of employee, perform the below steps:

- On the **Resign** interface, select the required Employee to be edited the resign data.
- Click **Employee id** or  **Edit icon**, to edit the selected Resign data of Employee.
- Edit the required details and click **Confirm**.



Deleting Employees from the Terminated list (Delete)

On the **Personnel** module, click **Employee Management,** and then click **Resign** to delete the Employee's Account from the terminated list.
Delete function lets you remove or discard the existing resignation details of the Employees from the list.



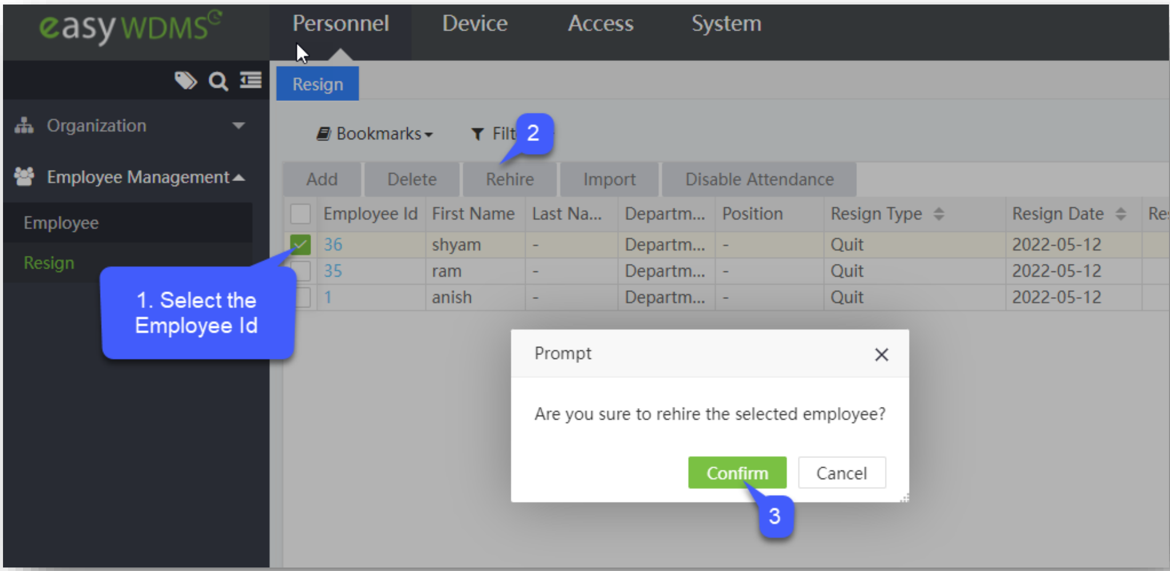
Delete the existing Department or a Sub Department

- On the **Resign** interface, select the required Employees' resignation details from the list.
- Click **Delete** or Delete icon, to delete the selected Employees' resignation details.
- Click **Confirm,** to delete the selected Employees' resignation details from the list.

How to Reinstate the Terminated Employee's Account (Rehire)

On the **Personnel** module, click **Employee Management,** and then click **Resign** to reinstate the terminated Employee's Account.

Rehire function lets you revive or restore the Employees from the resignation list.



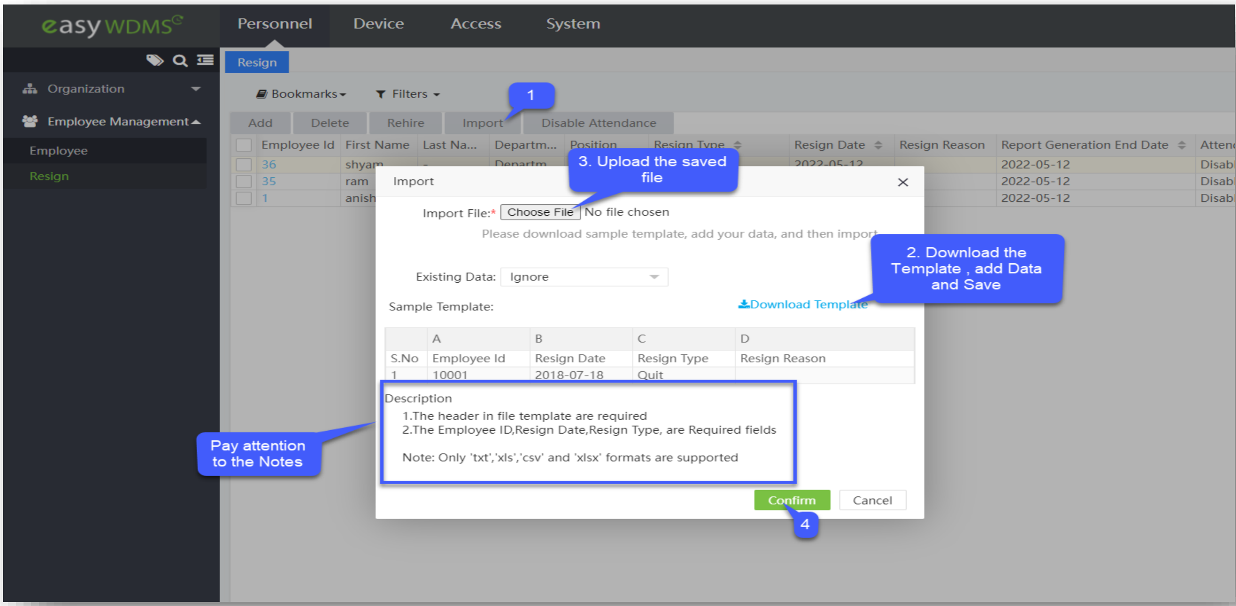
Reinstate the Employees from the Resignation list:

- On the **Resign** interface, select the required Employees from the resignation list.
- Click **Reinstate**, to restore the selected Employees from the resignation list.
- Click **Confirm,** to restore the selected Employees from the resignation list.

Importing Employee's Account to Termination (Import)

On the **Personnel** module, click **Employee Management,** and then click **Resign** to import the Employee's Account to termination.

Import function lets you add a new or update the existing Employees' resignation details to the Software.



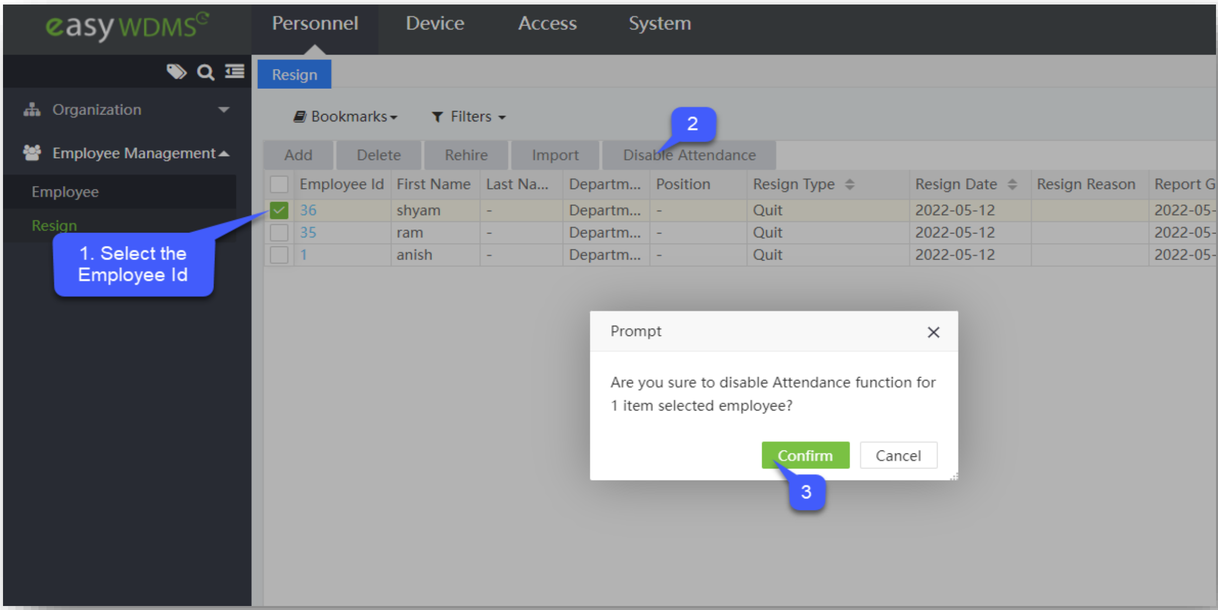
Import a new or update the existing Employees' Resignation details:

- On the **Resign** interface, click **Import** to import a new or update the existing Employees' resignation details.
- Click **Download Template,** to view and imply the same structure format specified on the template document.
- Please make sure that the document, which is to import, follows the guidelines specified on the description of the Import window.
- On the **Import** window, click **Choose File** to select the file from the PC to import.
- Based on the import type, there are two options available on the **Existing Data** field.
- Choose **Overwrite,** if the existing Employees' resignation details on the Software needs to be updated with the imported document.
- Choose **Ignore** if the modification is not required for the existing Employee data on the Software.
- Click **Confirm,** to ensure and import the saved data file to the software.

Disabling Employees' Attendance (Disable Attendance)

On the **Personnel** module, click **Employee Management,** and then click **Resign** to disable the Employee's Attendance.

Disable Attendance function lets you end the attendance calculation for the resigned or the transferred Employees based on your organization standards.



Disable attendance for the Employees:

- On the **Resign** interface, select the required Employees from the resignation list.
- Click **Disable Attendance,** to stop the attendance calculation of the selected Employees from the resignation list.
- Click **Confirm,** to disable or end the selected Employees' attendance calculation from the resignation list.

6 Integrating our Software and the Device

Device

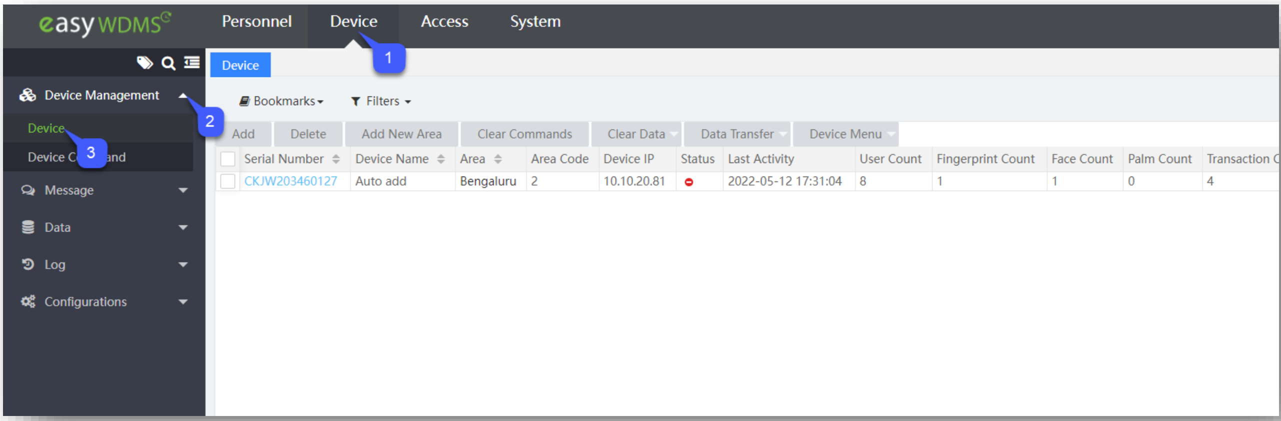
Our **Device** module manages the implementation and maintenance process of the Biometric Devices, which facilitates the proper tracking of the Employee attendance and transaction details. To know how to add a device click here.

It eases the configuration of the Biometric Devices by ensuring consistency between the physical and the logical assets.

It administrates the setup of mobile applications, Device instructions, Employee announcements, capturing and uploading of Employee data, maintenance of logs, attendance, and the transaction details among the Devices.

Features of the Device module

- Centralized Device Management
- Mobile Workforce Management
- Work Code Management
- Device Data synchronicity
- Customized Announcements for individual or all Employees
- Security and Threat Detection
- Tracking down of Anomalies



6.1 Device Management

Our **Device Management** simplifies you to mount and manage the Biometric Devices in your Organization with the necessary configurations to track and maintain the Time and Attendance data of your Employees.

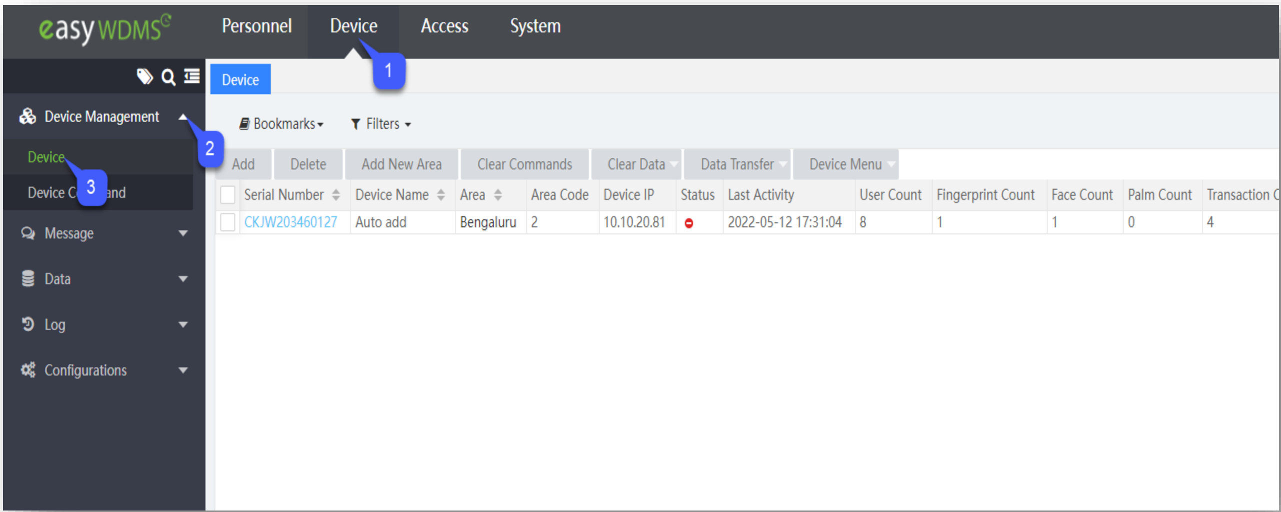
On the **Device Management**, you can set instructions to the Devices, and add, remove, or modify Devices and its locations.

On the **Device** module, click **Device Management** to go to the Device Management module.

6.1.1 Device

Our **Device** interface eases you to set up and administrate the Biometric Devices and its locations of your organization.

On the **Device** module, click **Device Management**, and then click **Device** to go to the Device Interface.



On this Interface, you can add a new Device, modify, or delete the existing Devices, manage the existing Device locations, transfer Data and more.

A brief note about the columns displayed on the Device Interface

Serial Number: Displays the unique Serial Number of the Device. By default, the company name will get. It is displayed as default when there is no Company added.

Device Name: Displays the Device Name.

Area: Displays the Device's Area Name.

Area Code: Displays the Device's Area Code.

Device IP: Displays the Device IP address.

Status: Displays the Device (Active or Inactive) Status.

Last Activity: Displays the Device's last activity date.

User Count: Displays the User count registered in the Device.

Fingerprint Count: Displays the registered Fingerprint count stored in the Device.

Face Count: Displays the registered Face count stored in the Device.

Palm Count: Displays the registered Palm count stored in the Device.

Transaction Count: Displays the total transaction count of the Device.

Command: Displays the total Device command count stored in the Device.

Company Name: Displays the Device’s company name.

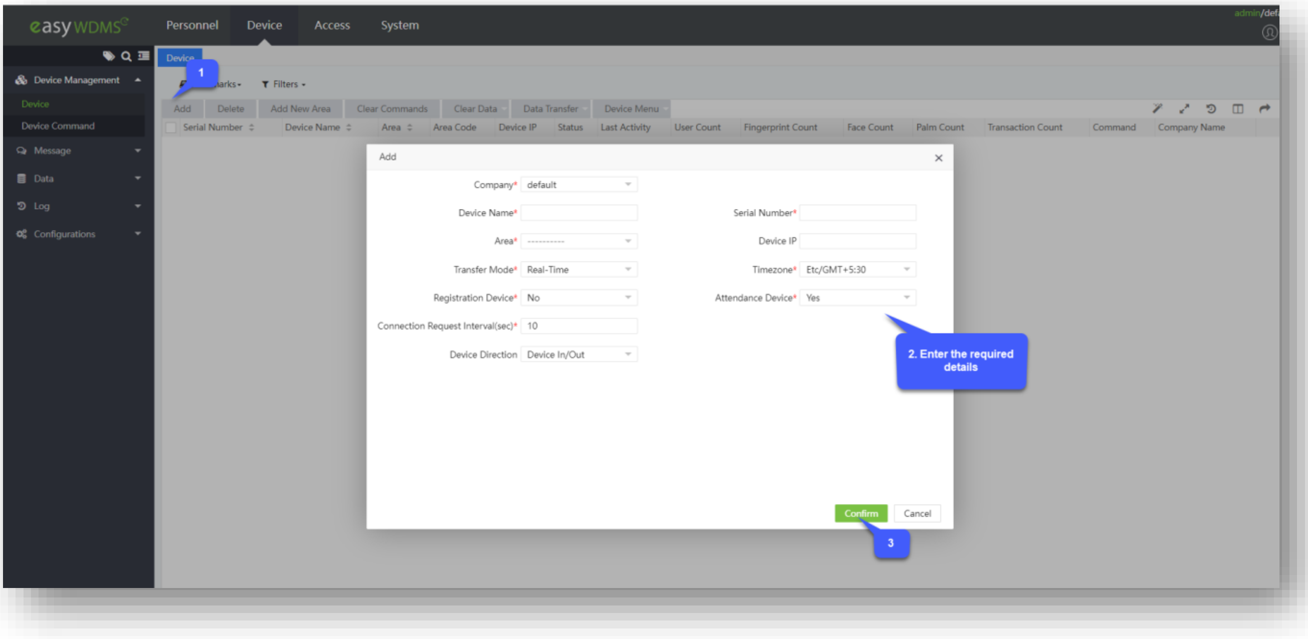
Functions available on the Device Command Interface

How to Set Up the Device (Add)

First, connect the Device to the required network cable and then log in to ***easyWDMS***.

On the **Device** module, click **Device Management**, and then click **Device** interface.

Add function lets to add the mounted Device to the software.



Add the Mounted Device

On the **Device** interface, click **Add** to add the newly mounted Device to the software. Enter the required details.

Company Name: Select the company name that the device belongs to from the drop-down list. By default, the company name will get. It is displayed as default when there is no Company added.

Device Name: Enter the unique Device Name.

Serial Number: Enter the Device Serial Number.

Device IP: Enter the Device IP specified in the Device, under **Network Settings.**

Area: Select the mounted Area name of the Device from the drop-down list.

Timezone: Select the common standard time of the specified Area from the drop-down list.

Registration Device: Select from the drop-down list whether the Device is for User Registration or not.

Attendance Device: Select from the drop-down list whether the Device is for tracking Attendance or not.

Connection Request Interval: Enter the time-interval for the Device's pulse oscillation.

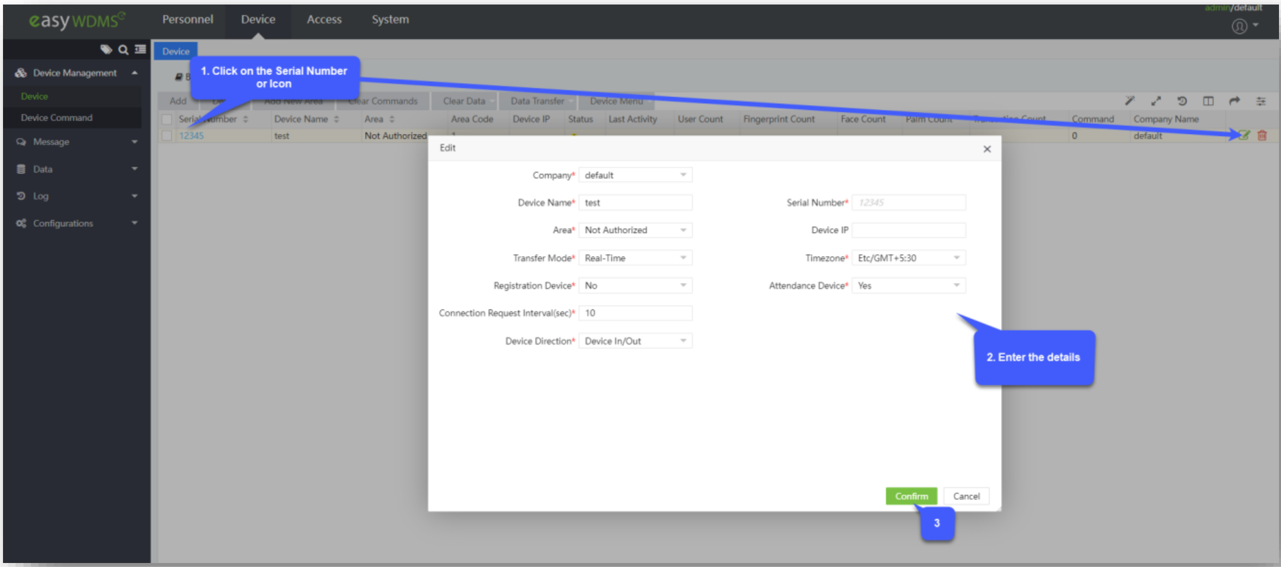
Transfer mode: Select from the drop-down list whether to transfer the Device data in real-time or to be sent at the predefined time.

Device Direction: Select the device direction from the drop-down list.

Click **Confirm** to save the newly mounted Device to the software.

Edit Function

Edit function lets you edit the existing device Data from the software. To edit the existing device details of the employee, perform the below steps:

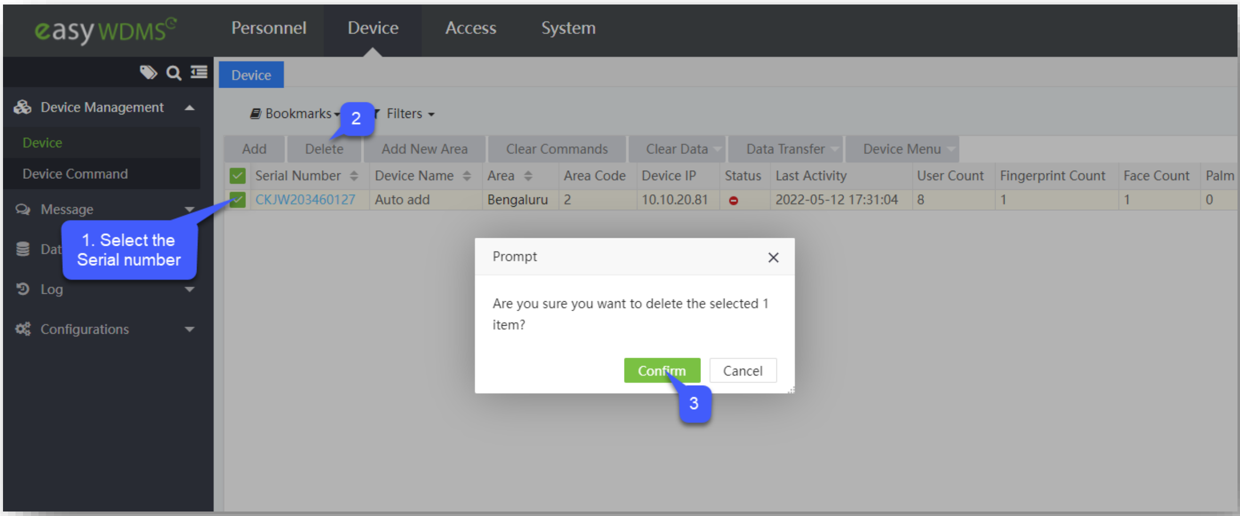


On the **Device** interface, select the required Employee to be edited the device data.

- Click **Serial Number** or  **Edit icon**, to edit the selected device data of the Employee.
- Edit the required details and click **Confirm.**

Discontinuing the Device from the Software (Delete)

Delete function lets you remove or discard the existing Devices from the software.

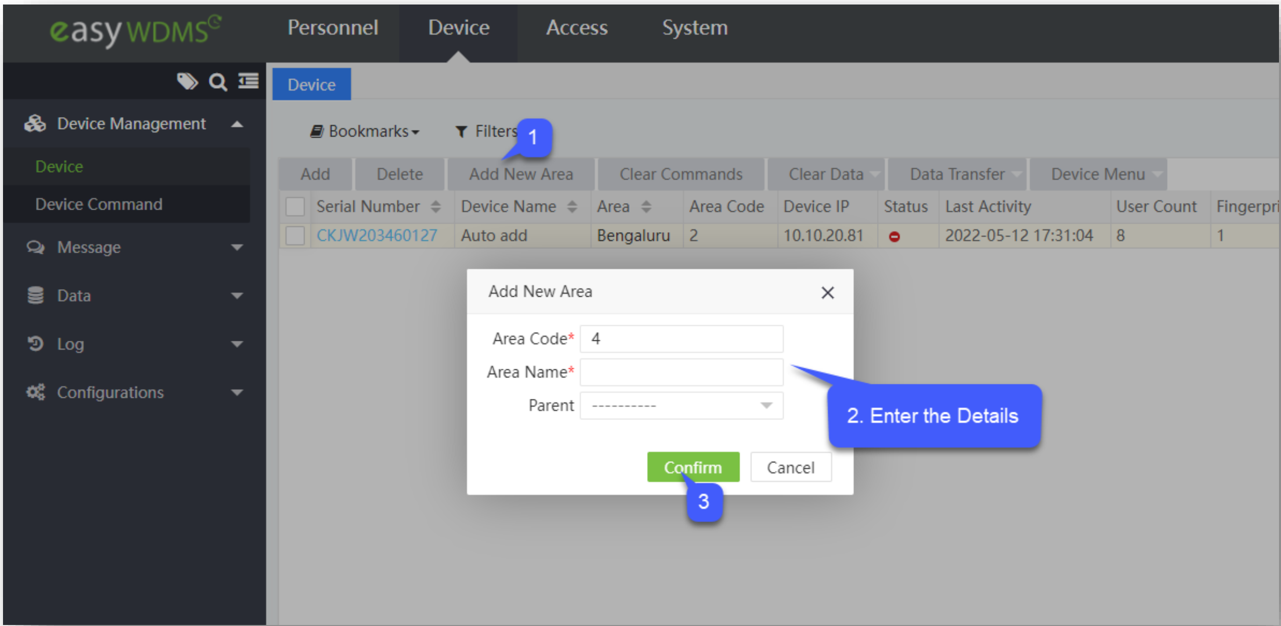


Delete the existing Devices:

- On the **Device** interface, select the required Devices to be removed from the list.
- Click the **Delete** or Delete icon, to remove the selected Devices.
- Click **Confirm,** to remove the selected Devices from the list.

Assigning the Device to an Area (Add New Area)

Add New Area function lets you create a new name for an Area or a Subarea with a unique Area Code.



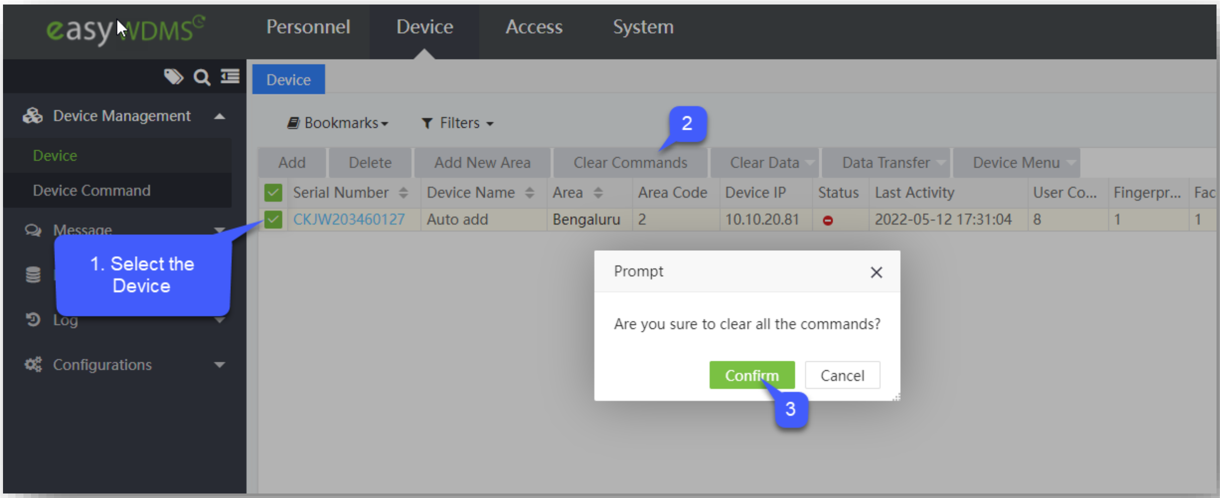
Create a New Area

- On the **Device** interface, click **New Area** to create a new Area or a Sub-area name.
- Enter a unique **Area Code** (by default it takes the next Code number from the **Area** interface) and the required **Area Name**.
- On the **Parent** field, select the required Area name from the list to define as the Parent area, if creating a new name for a Subarea.
- After entering the details, click **Confirm** to save and update the newly created Area or the Subarea name.

Clearing Commands from Device (Clear Commands)

Clear Command function lets you clear the commands or instructions from the Device.

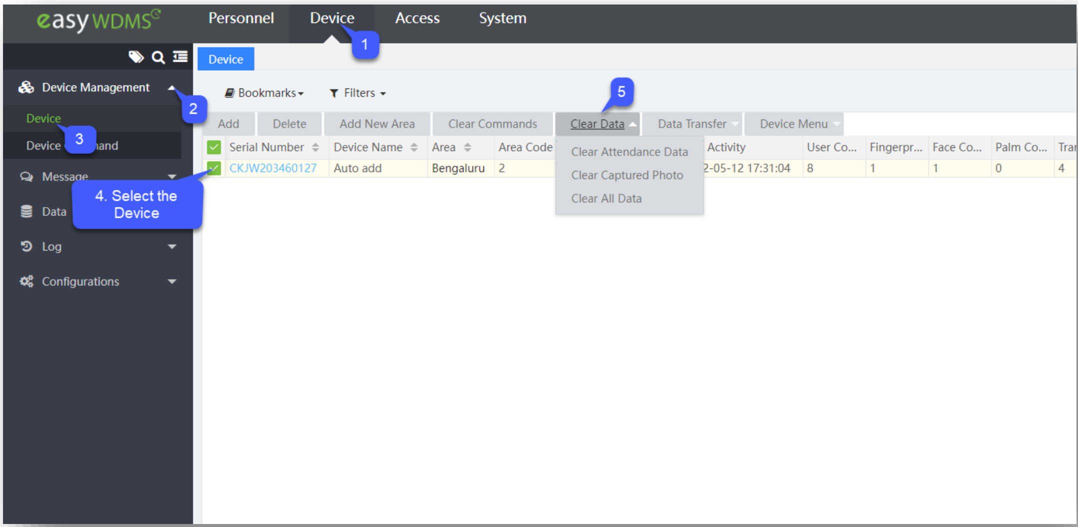
- On the **Device** interface, select the required Devices from the list to clear the commands.
- Click **Clear Commands**, to clear the commands from the selected Devices.



- Click **Confirm,** to clear the commands from the selected Devices.

How to Clear Data from Device (Clear Data)

Clear Data clears away or erases the stored data from the Devices.

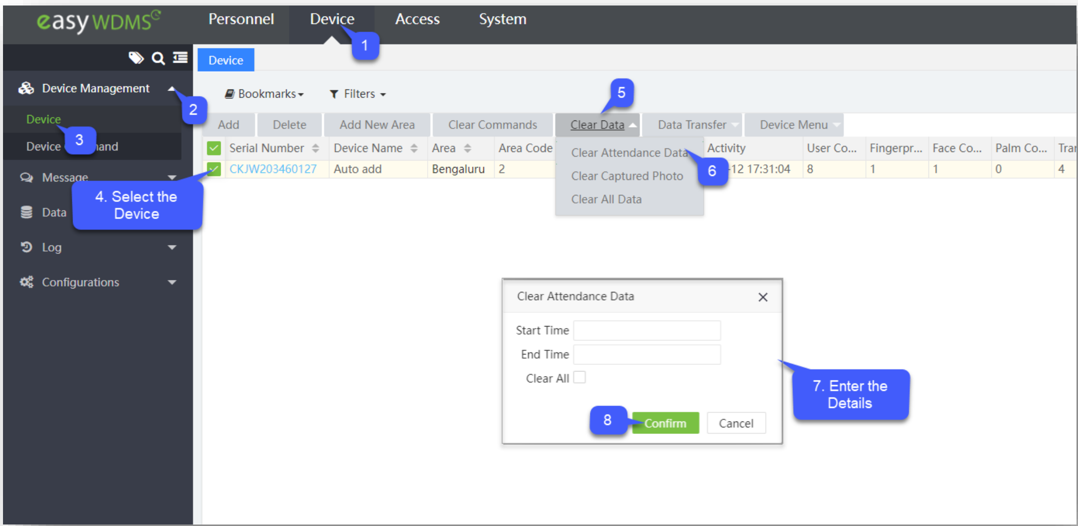


Functions available under Clear Data

- Clear Attendance Data
- Clear Captured Photo
- Clear All Data

Clear Attendance Data

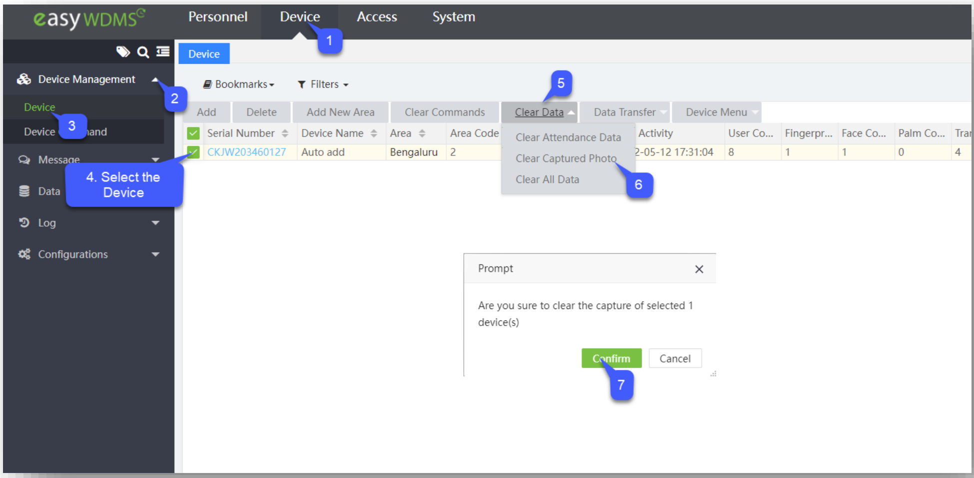
This function lets you clear or erases the stored Attendance information from the Device. Clear or erase the stored Attendance data.



- On the **Device** interface, select the required Devices from the list to clear or erase the attendance data from the Devices.
- On the **Clear Data** menu, click **Clear Attendance Data** to clear or erase the attendance data from the selected Devices.
- Select the desired period and click **Confirm**, to clear or erase the attendance data from the selected Devices.

Clear Captured Photo

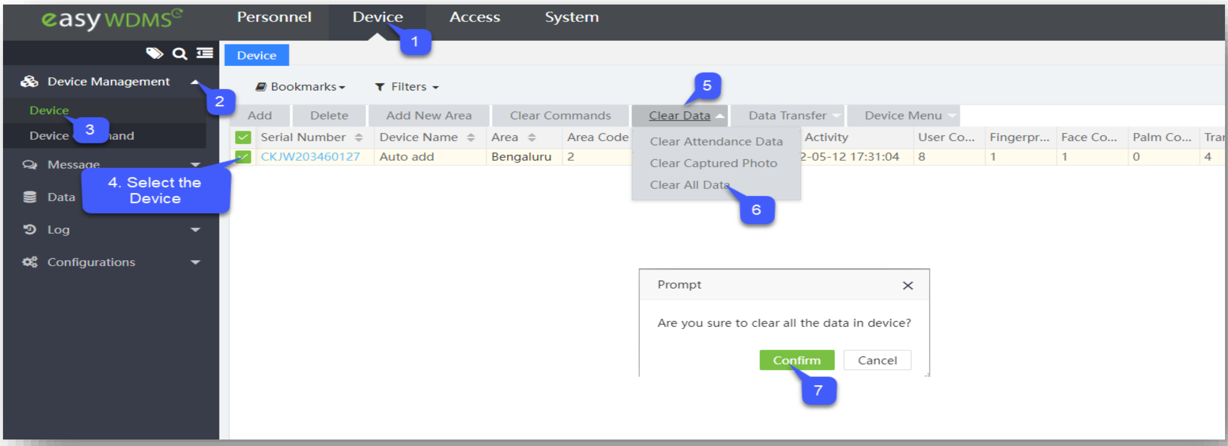
This function lets you clear or erases the Employee captured attendance Photo from the Device. Clear or erase the captured attendance photo.



- On the **Device** interface, select the required Devices from the list to clear or erase the Employees captured attendance Photo from the Devices.
- On the **Clear Data** menu, click **Clear Captured Photo** to clear or erase the Employees captured attendance Photo from the selected Devices.
- Click **Confirm**, to clear or erase the Employee captured attendance Photo from the selected Devices.

Clear All Data

This function lets you clear or erases all the stored data from the Device. Clear or erase all the stored data.



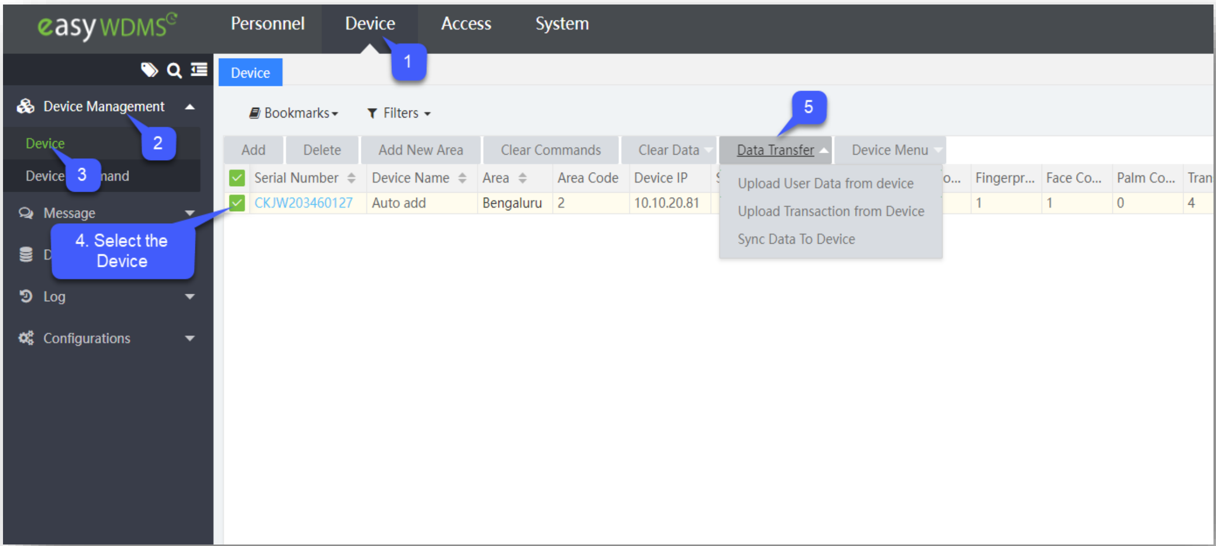
- On the **Device** interface, select the required Devices from the list to clear or erase all the stored data from the Devices.
- On the **Clear Data** menu, click **Clear All Data** to clear or erase all the stored data from the selected Devices.
- Click **Confirm**, to clear or erase all the stored data from the selected Devices.

How to transfer Data (Data Transfer)

Data Transfer lets you send the stored data from the Device to the Software.

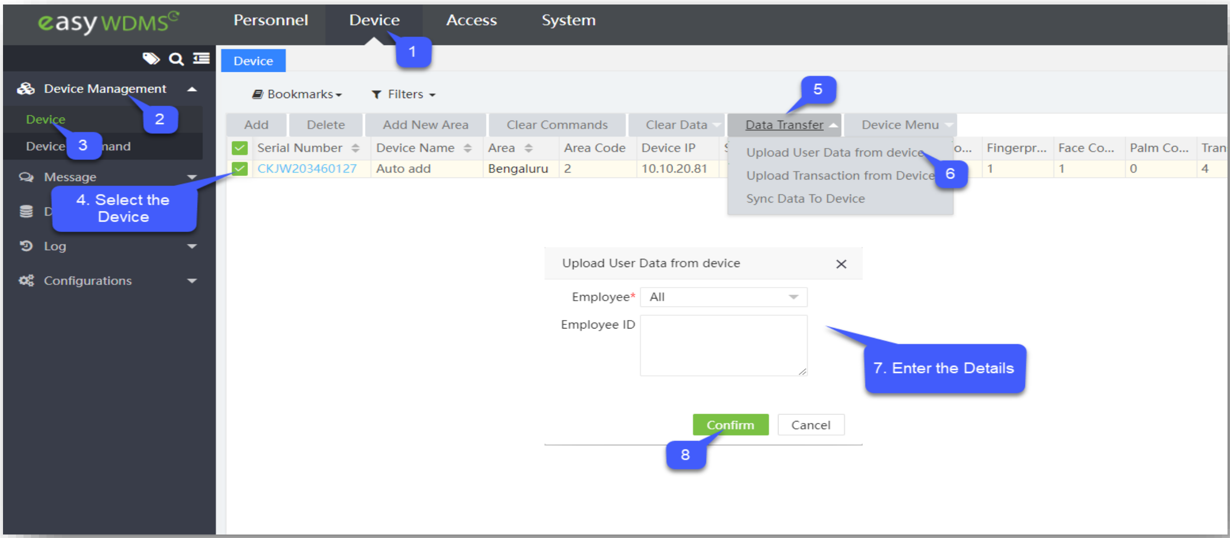
Functions available under Data Transfer.

- Upload User Data from Device
- Upload Transaction from Device
- Sync Data to Device



Upload User Data from Device

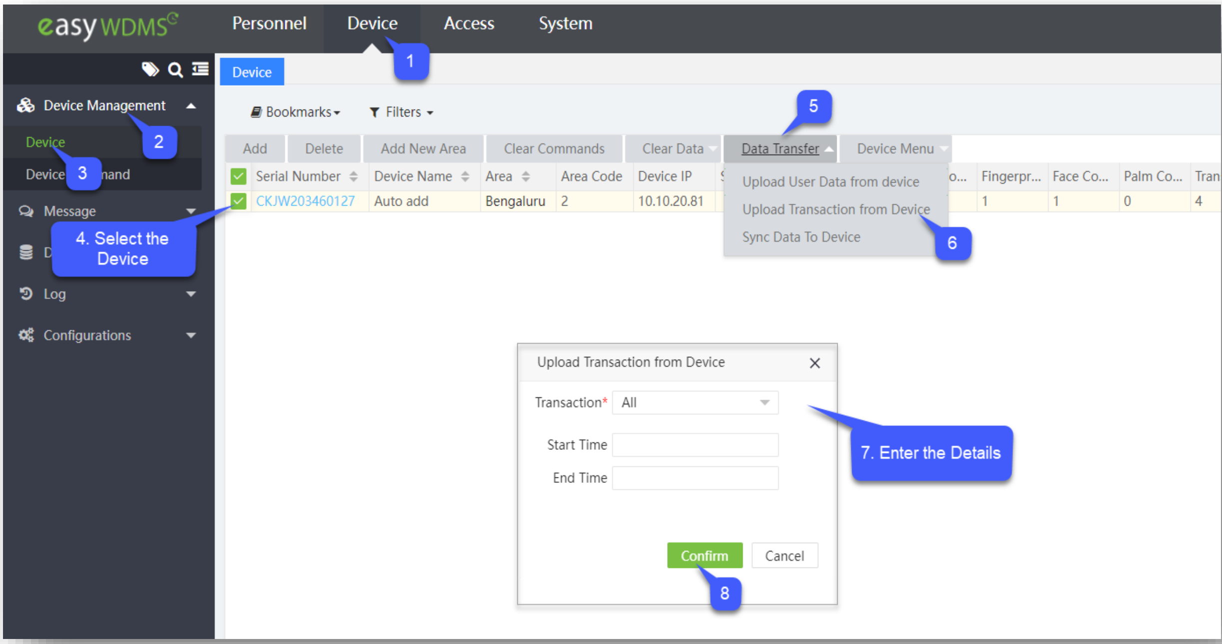
This function lets you upload the User's or the Employee's data from the Device to the Software. Upload the User data from the Device to the Software.



- On the **Device** interface, select the required Devices from the list to upload the Users or the Employees' data to the software.
- On the **Data Transfer** menu, click **Upload User Data from Device** to upload the Users or the Employees' data from the selected Devices to the software.
- On the **Upload User Data from Device** window, select from the drop-down list either **All** to upload all the Users or the Employees data or select **Specified** to upload only the specific Users' or the Employees' data.
- If you select **Specified,** on the Employee ID, enter the unique Identity number of the Users or the Employees whose data need to be uploaded from the selected Devices to the software.
- Click **Confirm**, to upload the Users' or the Employees' data from the selected Devices to the software.

Upload Transaction from Device

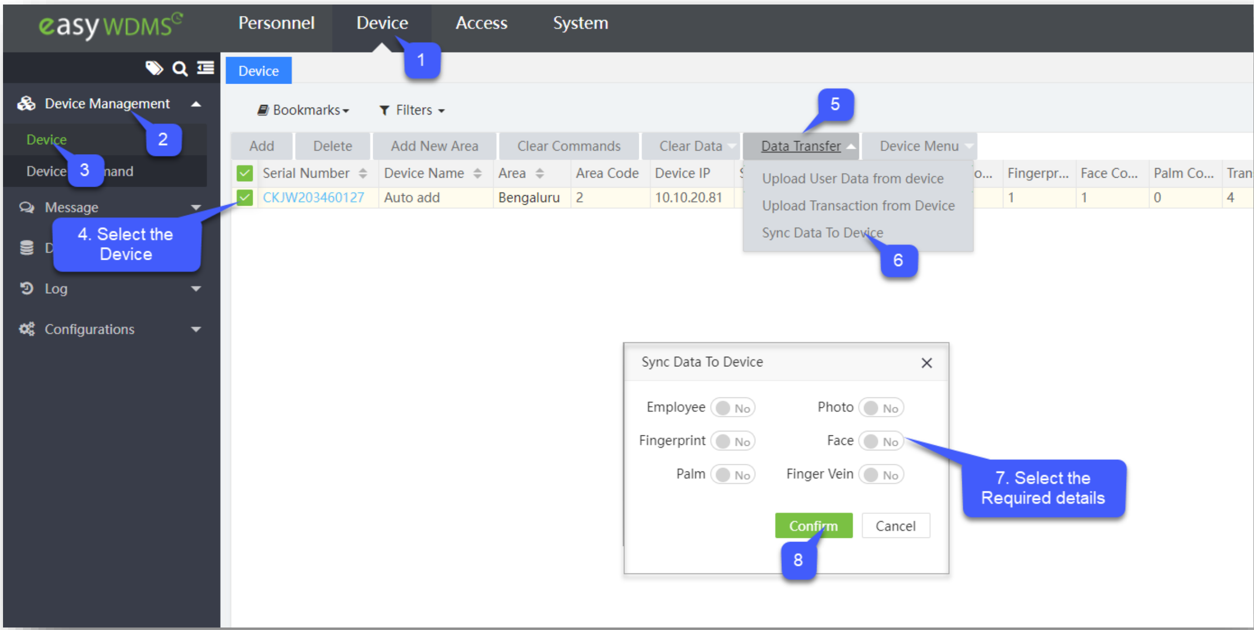
This function lets you upload the Device transactions to the software. Upload the Device transactions to the software.



- On the **Device** interface, select the required Devices from the list to upload the transactions to the software.
- On the **Data Transfer** menu, click **Upload Transactions from Device** to upload the transactions from the selected Devices to the software.
- On the **Upload Transactions from Device** window, select from the drop-down list either **All** to upload all the transactions or select **Specified** to upload only the specific transactions from the selected Devices to the software.
- If you select **Specified,** on the Start Time and the End Time fields select the required time to upload the specific Device transactions to the software.
- Click **Confirm**, to upload the selected Devices' transactions to the software.

Sync Data to Device

This function lets you synchronize or update the data from the software to the Device. Sync Data to the Device



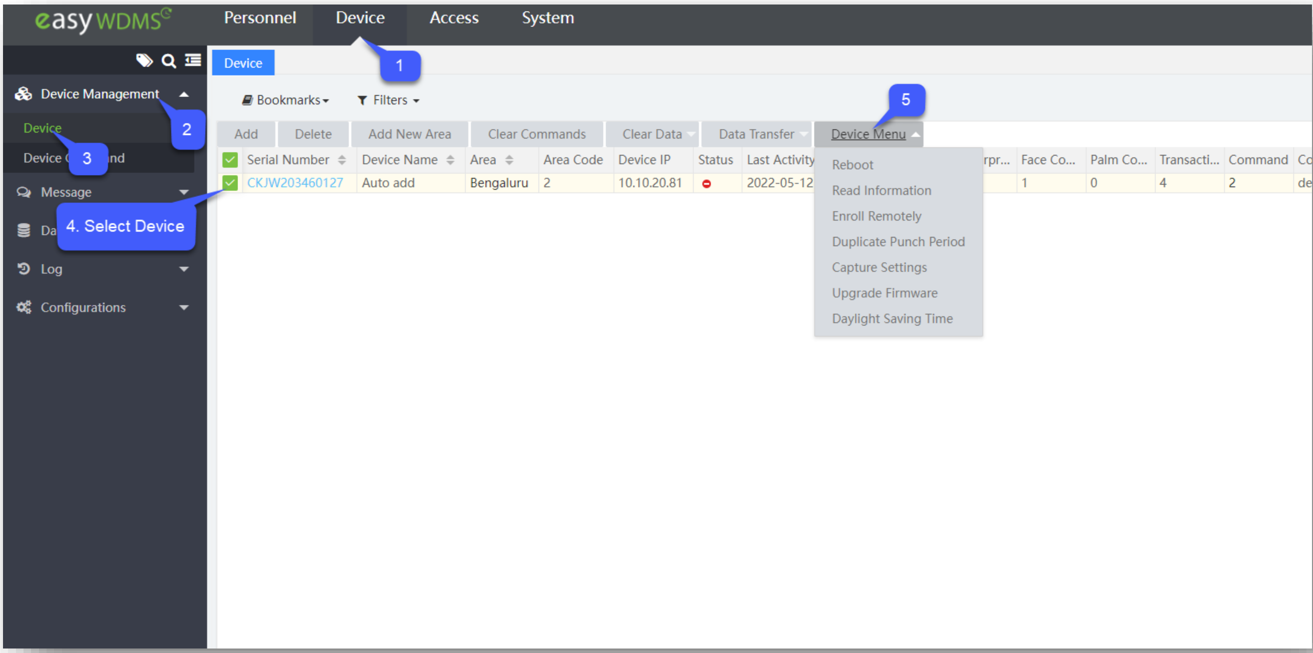
- On the **Device** interface, select the required Devices from the list to sync the Employee Data from the software.
- On the **Data Transfer** menu, click **Sync Data to Device** to sync or update the Employee data from the software to the selected Devices.
- On the **Sync Data to Device** window, select the required data, by switching the toggle button to either **Yes** or **No** for the data options (Employee, Photo, Fingerprint, Face, Palm, and Finger Vein).
- Click **Confirm**, to sync or update the selected data from the software to the selected Devices.

Device Menu

Device Menu allows you to perform other specific Device functions via software.

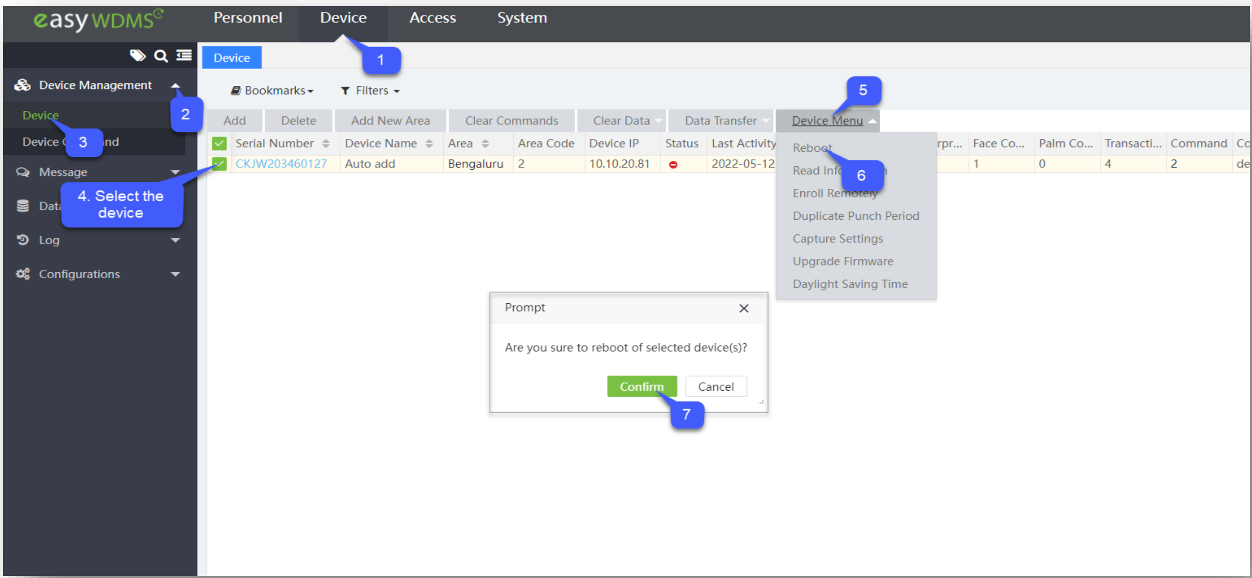
Functions available under Device Menu

- Reboot
- Read Information
- Enroll Remotely
- Duplicate Punch Period
- Capture Setting
- Upgrade Firmware
- Daylight Saving Time



Reboot

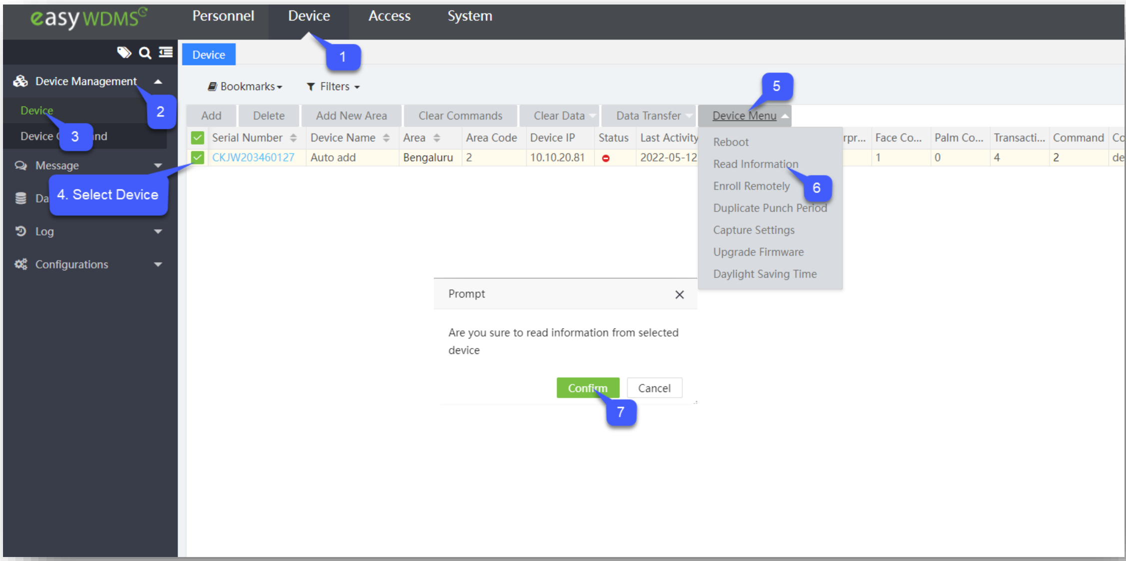
This function lets you restart or reset the Device. Reboot the Device



- On the **Device** interface, select the required Devices from the list to restart or reboot.
- On the **Device Menu**, click **Reboot** to restart or reboot the selected Devices.
- Click **Confirm**, to restart or reboot the selected Devices.

Read Information

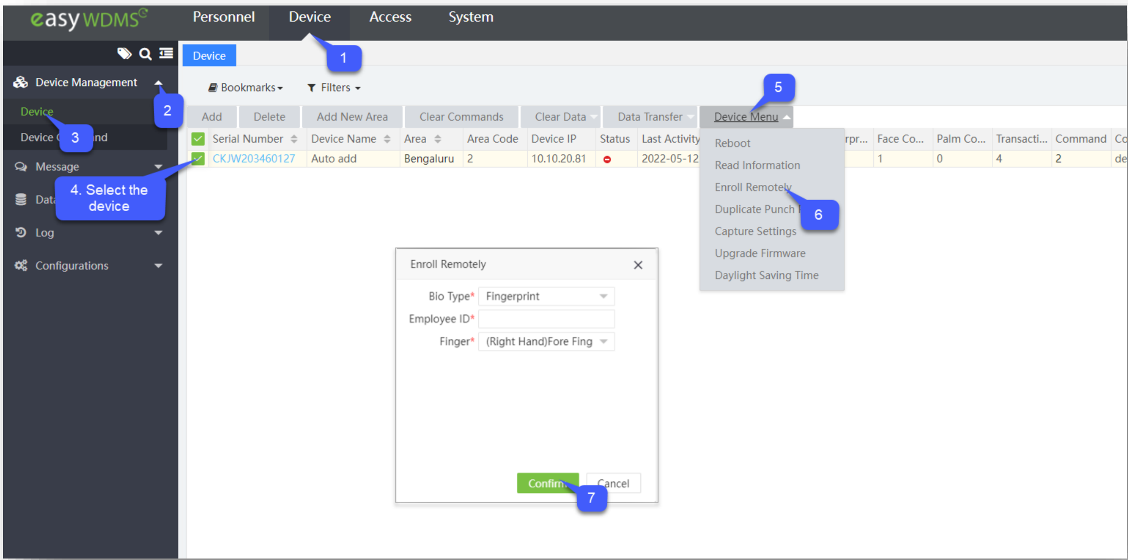
This function lets you read or pull Device information. Read Device Information.



- On the **Device** interface, select the required Devices from the list.
- On the **Device Menu**, click **Read Information** to read or pull the selected Devices information.
- Click **Confirm**, to read the selected Devices information.

Enroll Remotely

This function lets you communicate with the Device via software, for Employees Bio registration.



- On the **Device** interface, select the required Devices from the list to communicate for Bio registration.
- On the **Device Menu**, click **Enroll Remotely** to start registration.
- On the **Enroll Remotely** window, enter the following.

  Bio Type: From the drop-down list, select the type of Bio-registration. At present, only the Fingerprint option is available to register.

  Employee ID: Enter the Employee's ID for registration.

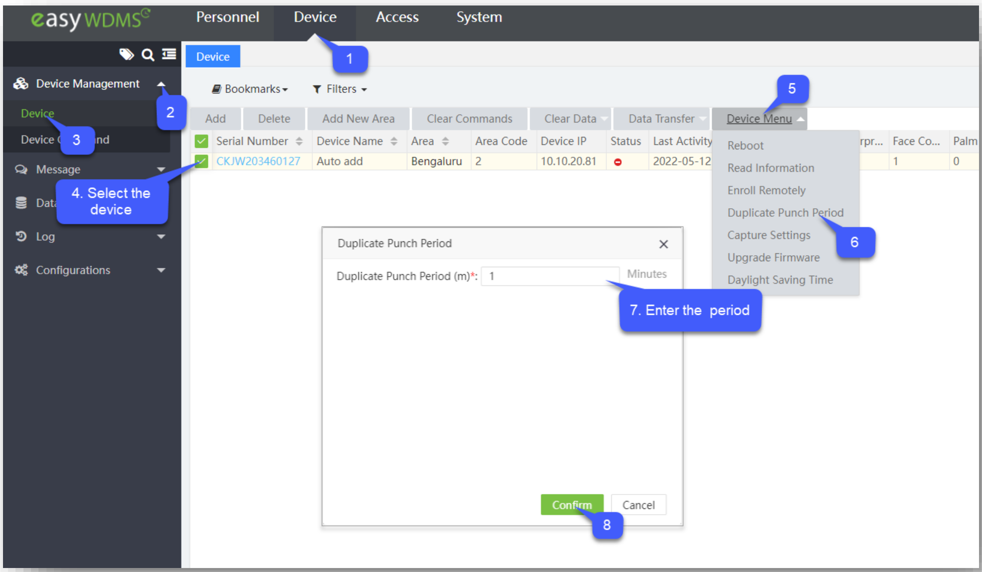
  Finger: From the drop-down list, select the required hand and the finger for use, to register.

  Face: From the drop-down list, show the face which is to be registered.

- Click **Confirm**, to communicate to the selected Device for registration.

Duplicate Punch Period

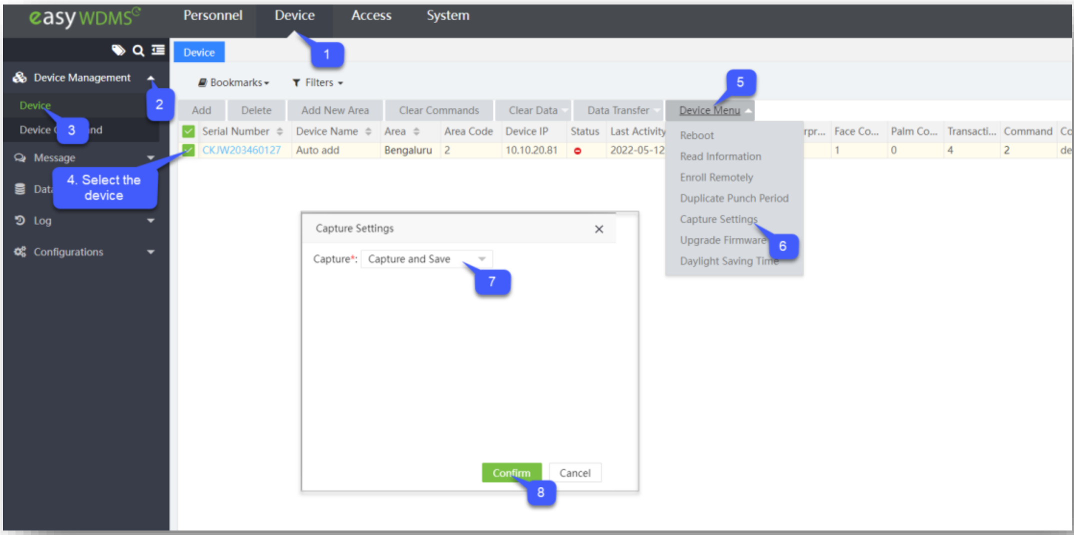
This function lets you indicate to the Employees about the duplication of the punch on the Device by setting the time duration. For example, If the Duplicate Punch Period is set to 2 minutes, and the employee punches twice at 18:00 and 18:01, then the system will only consider the punch at 18:00, the punch at 18:01 will be considered as a duplicate punch and will not be reflected in the report.



- On the **Device** interface, select the required Devices from the list.
- On the **Device Menu**, click **Duplicate Punch Period** to set the time on the selected Devices.
- On the **Duplicate Punch Period** field, set the time (minutes) until which the Device should consider the repetitive punch as Duplicate Punch.
- Click **Confirm**, to set the time on the selected Devices.

Capture Setting

This function lets you set the image capturing mode in the Device. Some devices let you capture the photo of the employee during verification.



- On the **Device** interface, select the required Devices from the list to set the mode.
- On the **Device Menu**, click **Capture Setting** to set the capturing mode in the selected Devices.
- On the **Capture** field, select the required capture mode from the drop-down list.

  Do not capture: The Device will not capture the image.

  Capture photo but don't save: The Device will capture the photo but will not save in the Device.

  Capture and Save: The Device will verify the captured photo and save it even if the verification is not successful.

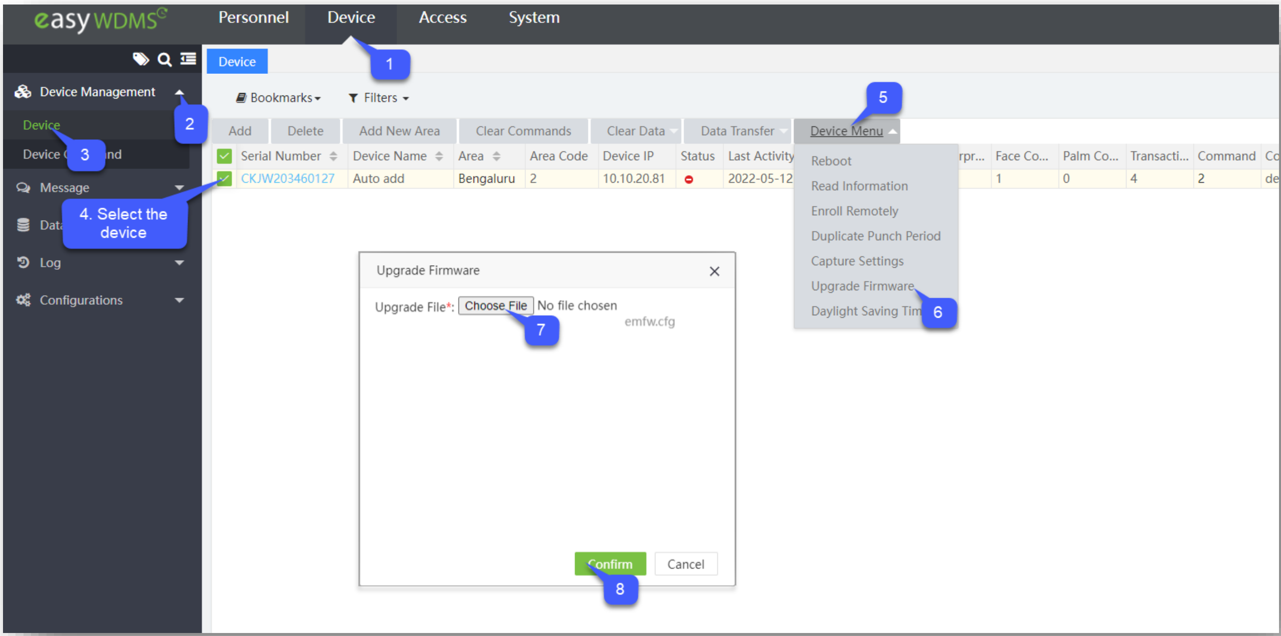
  Save only when verification is successful: The Device will save only those photos whose verification was successful.

  Save only when verification is failed: The Device will save only those photos whose verification is failed.

- Click **Confirm**, to set the mode on the selected Devices.

Upgrade Firmware

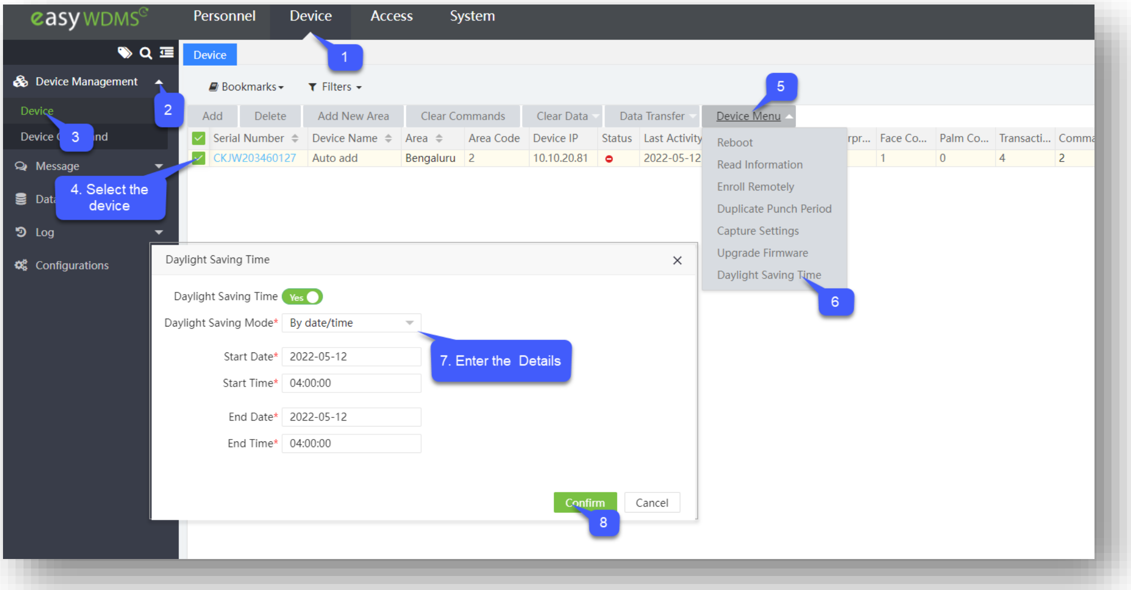
In case if you need to upgrade the Firmware for whatsoever reason, then this function lets you upgrade or enhance the Firmware of the Device. You must have an upgrade firmware file before operating this function.



- On the **Device** interface, select the required Devices from the list to upgrade the Firmware.
- On the **Device Menu**, click **Upgrade Firmware** to upgrade or enhance the Firmware of the selected Devices.
- On the **Upgrade File** field, click **Choose File** to select the configuration file from your PC to upgrade.
- Click **Confirm**, to upgrade the Firmware of the selected Devices.

Daylight Saving Time

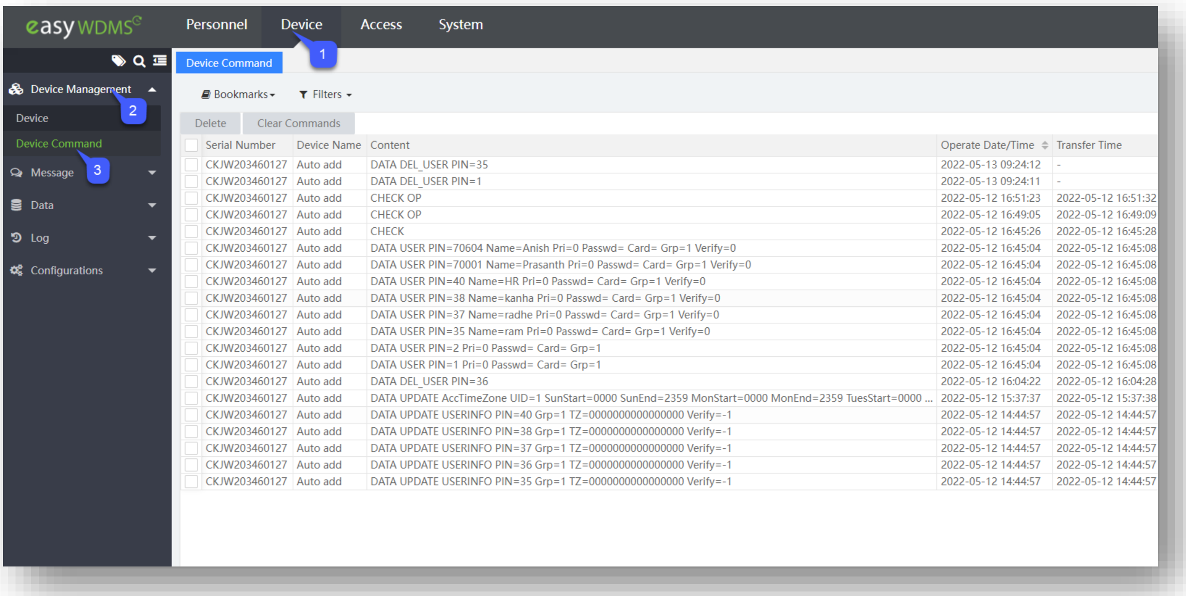
The Daylight-Saving Time is a function to adjust the official prescribe local time to save energy. The unified time adopted during the implementation is known as the "DST". Typically, regions that use daylight saving time adjust clocks forward one hour to standard time close to the start of spring in the summer to make. people sleep early. It can also help in conserving energy. In the autumn, the clocks are set back to get up earlier. Various countries have different regulations. DST is now used in nearly 70 nations.



- On the **Device** interface, select the required Devices from the list to set the mode.
- On the **Device Menu,** click **Daylight Saving Time** to set the daylight-saving time in the selected Devices.
- On the **Daylight-Saving Time** field, enter the required details from the drop-down list.
- Click **Confirm**, to enable the selected Device.

6.1.2 How to delete Device instructions (Device Command)

Our **Device Command** interface facilitates you to set up instructions to the Biometric Devices to take some action. On the **Device** module, click **Device Management**, and then click **Device Command** to go to the Device Command Interface.



On this Interface, you can view and delete the Device commands that are being initiated to the Devices.

A brief note about the columns displayed on the Device Command Interface

Serial Number: Displays the unique serial number of the Device.

Device Name: Displays the Device name.

Content: Displays the command content.

Operate Date/Time: Displays the last command operated time.

Transfer Time: Displays the last command transfer time.

Return Time: Displays the last command return time.

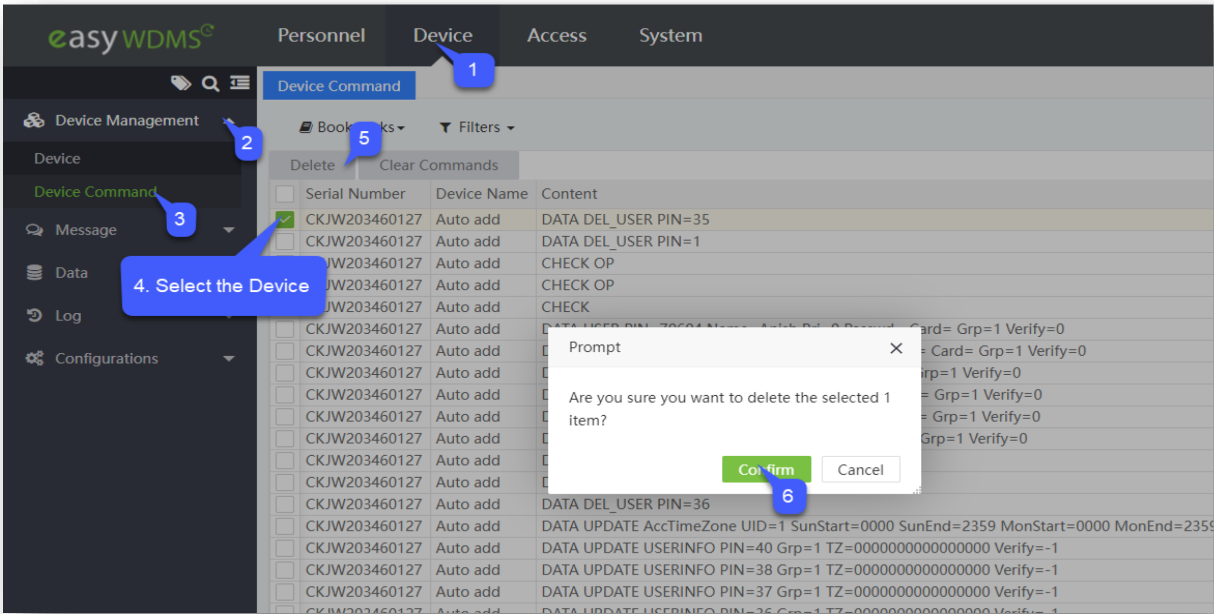
Return Value: Displays the last command return value.

Functions available on the Device Command Interface

Delete

Delete function lets you delete or remove the successful and the pending Device instructions via software.

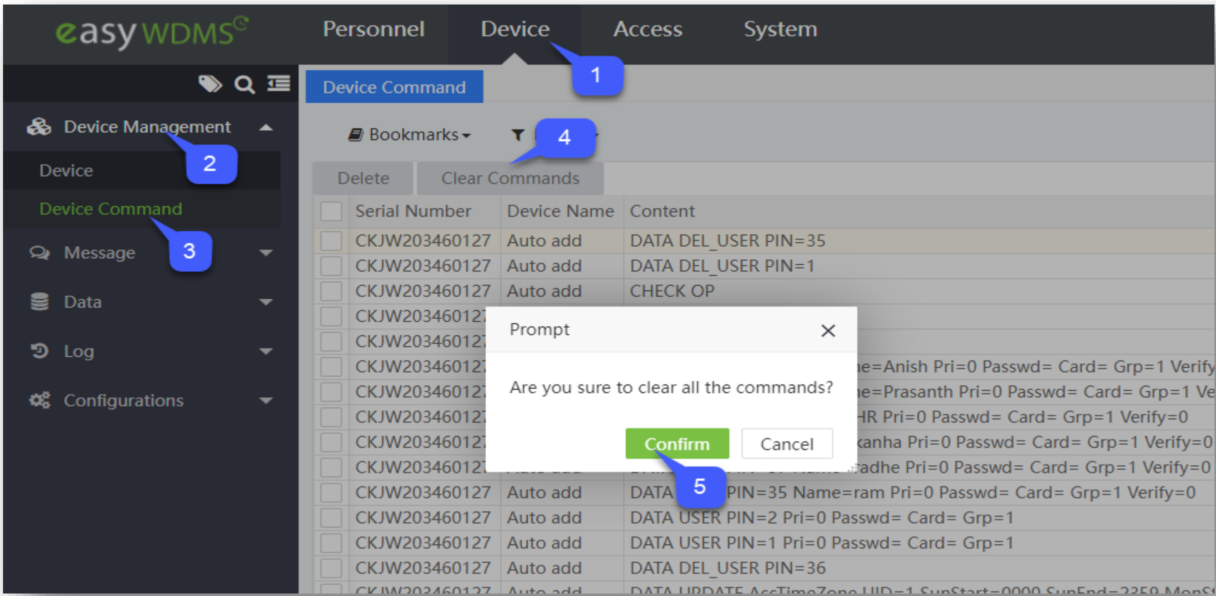
- On the **Device Command** interface, select the required Devices from the list to delete or remove the instructions.



- Click the **Delete** or  Delete icon, to delete or remove the pending or successful Device instructions.
- Click **Confirm** to delete or remove the selected pending or successful Device instructions from the list.

Clear Commands

Clear Commands allows you to delete all the device commands.



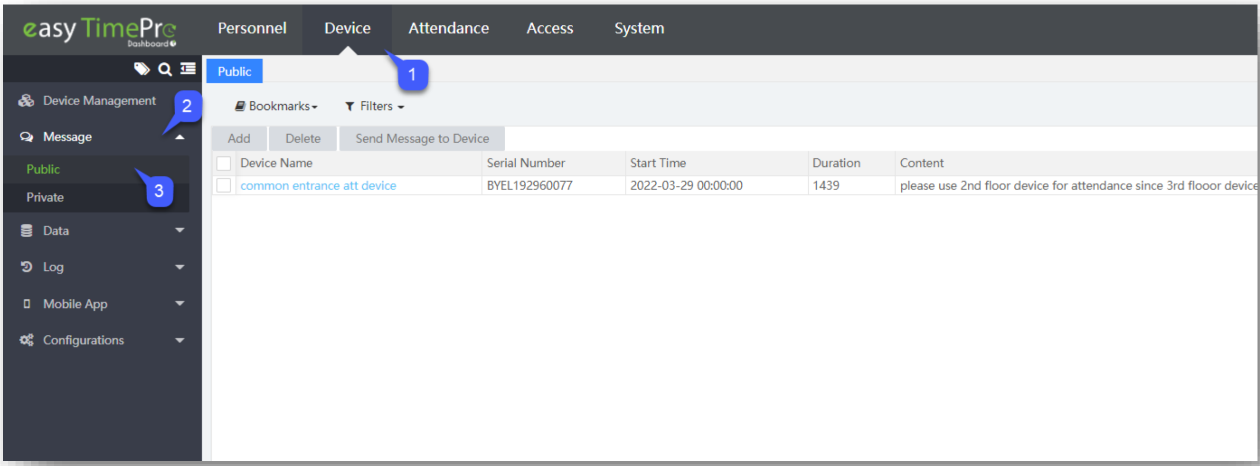
- On the **Device Command** interface, Click to the Clear Commands
- Click **Confirm** to delete all Device commands.

6.2 Configure Employee Notification on Device (Message)

Our **Message** module eases you, to convey your Organizational announcements to the Employees. It enables you to set messages to the Employees both as a public announcement and as a private message.

On the **Message** module, you can add or remove the Device Messages, select the Employees to send a message, and set the retain duration for the public announcement or private messages.

On the **Device** module, click **Message** to go to the Message module.

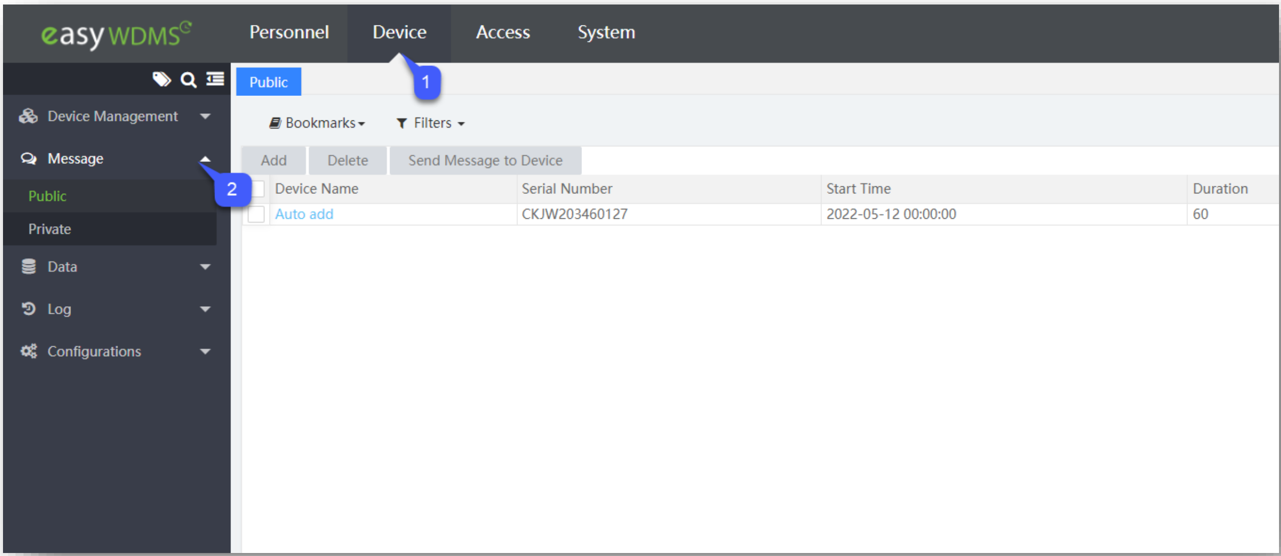


6.2.1 How to Set Up Public Notification (Public)

Our **Public** interface benefits you to set up and convey the Organizational announcements to the Employees.

On the **Device** module, click **Message**, and then click **Public** to go to the Public Interface.

On this Interface, you can add a new Device, modify, or delete the existing messages, and set public messages to the required Devices.



A brief note about the columns displayed on the Public Interface

Device Name: Displays the Device name.

Serial Number: Displays the unique Device serial number.

Start Time: Displays the message start time.

Duration: Displays the message transfer duration.

Content: Displays the content of the message.

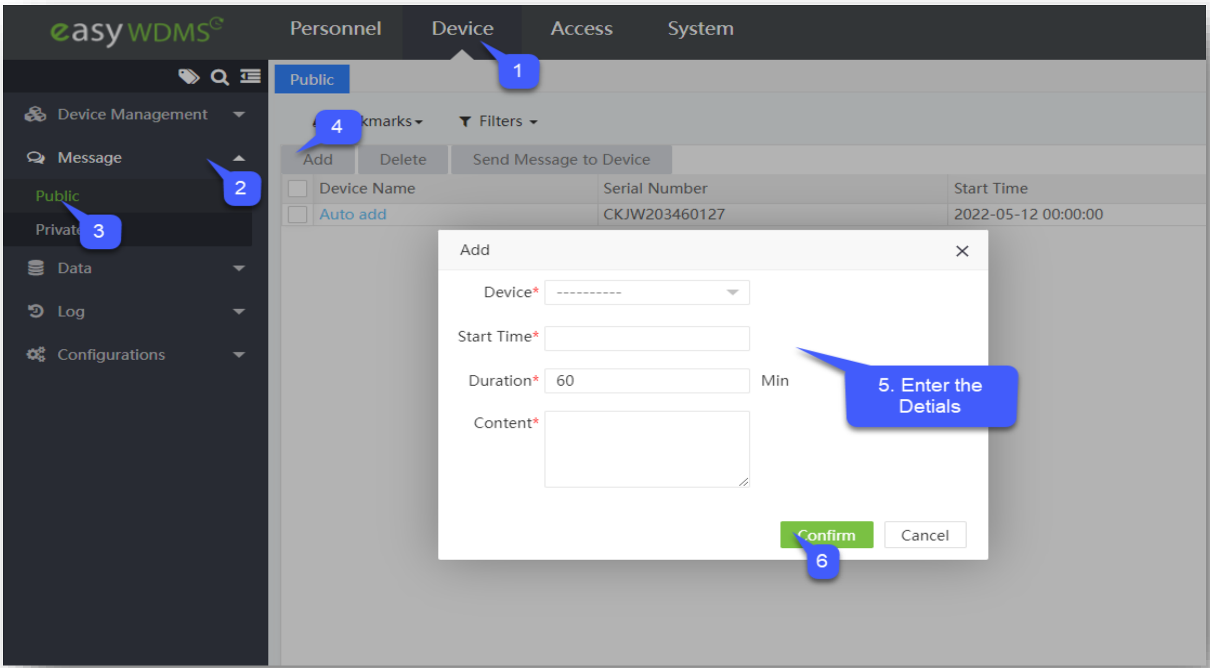
Last Send: Displays the time of the last sent message.

Functions available on the Public Interface

Add

Add function lets you add and set messages to the connected Devices.

- On the **Public** interface, click **Add** to add the connected Device to set the message.
- On the **Add** window, proceed with the following.



Device: Select the required connected Device from the drop-down list.

Start Time: On the Start Time field click and select from the calendar, to commence the created message to the Device.

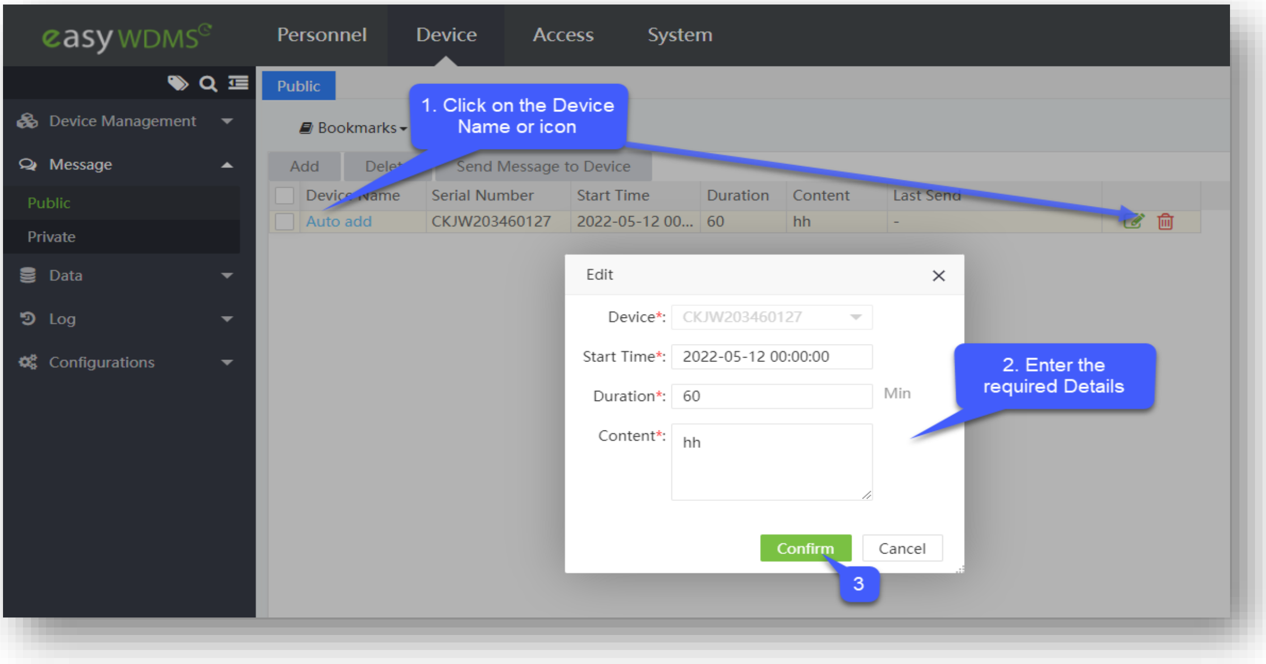
Duration: Set the retainment duration for that message on the Device.

Content: Enter the message to announce.

- Click **Confirm** to save the newly created message.

Edit Function

Edit function lets you edit the existing public message from the software.



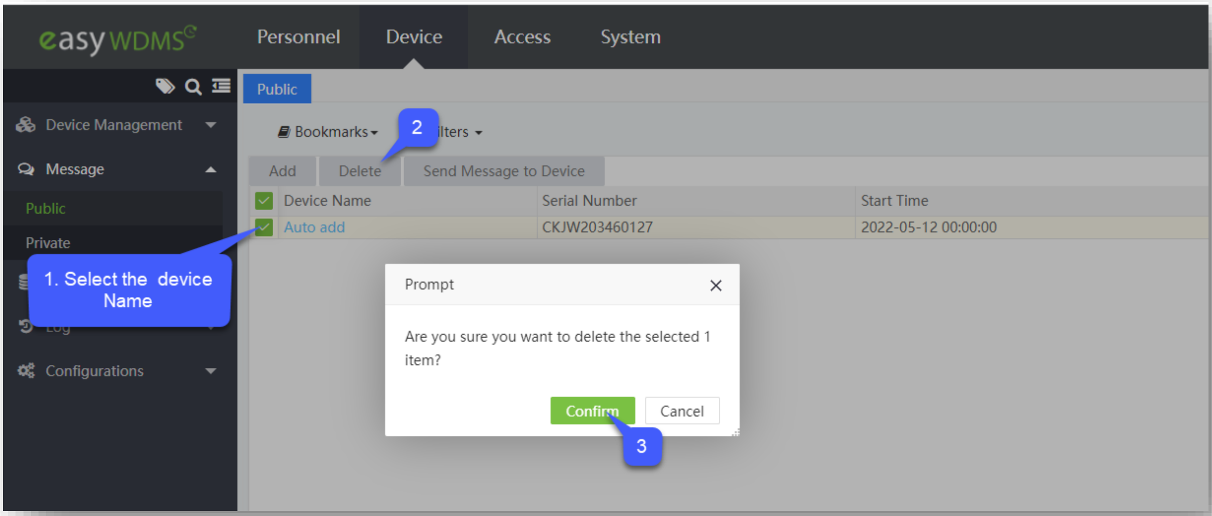
To edit existing Messages details, perform the below steps:

- On the **Public** interface, select the required Messages to be edited from the list.
- Click the **Device name** or **Edit icon**, to edit the selected Messages.
- Edit the required details and click **Confirm**.

Delete

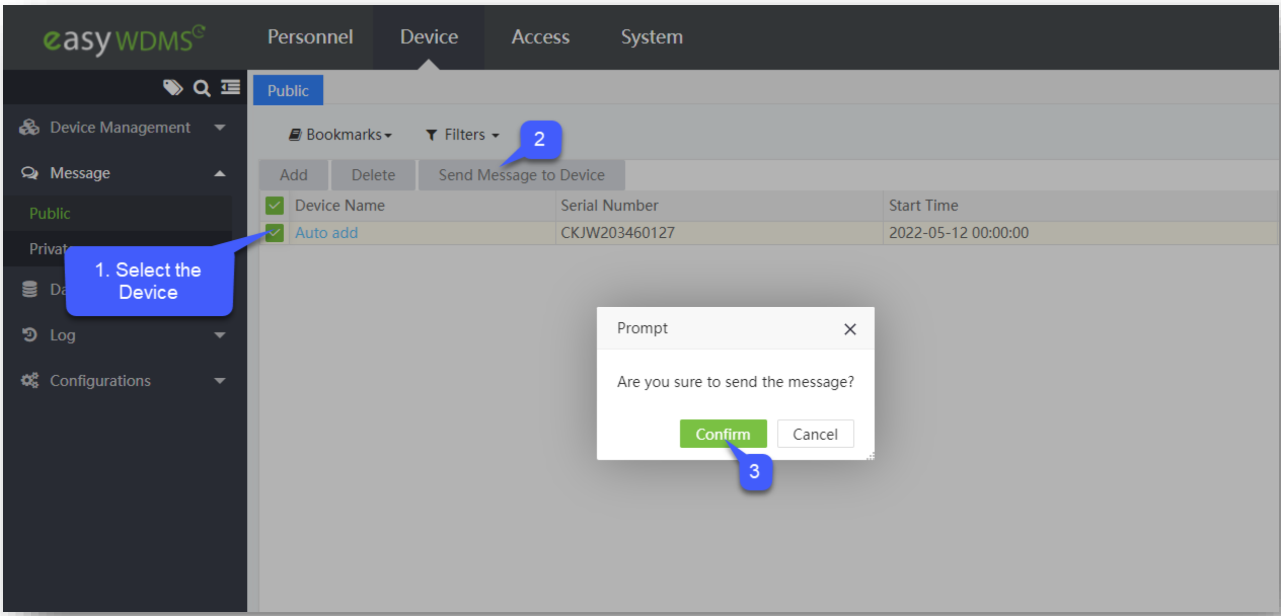
Delete function lets you delete or remove the successful and the pending announcements via software.

- On the **Public** interface, select the required Device announcements to delete or remove from the list.
- Click the **Delete** or Delete icon to delete the selected pending or successful Device announcements.
- Click **Confirm** to delete the selected pending or successful Device announcements from the list.



Send Message to Device

Send Message to Device function, lets you send that created message announcement to the respective Device via software.



Send Message to the Device

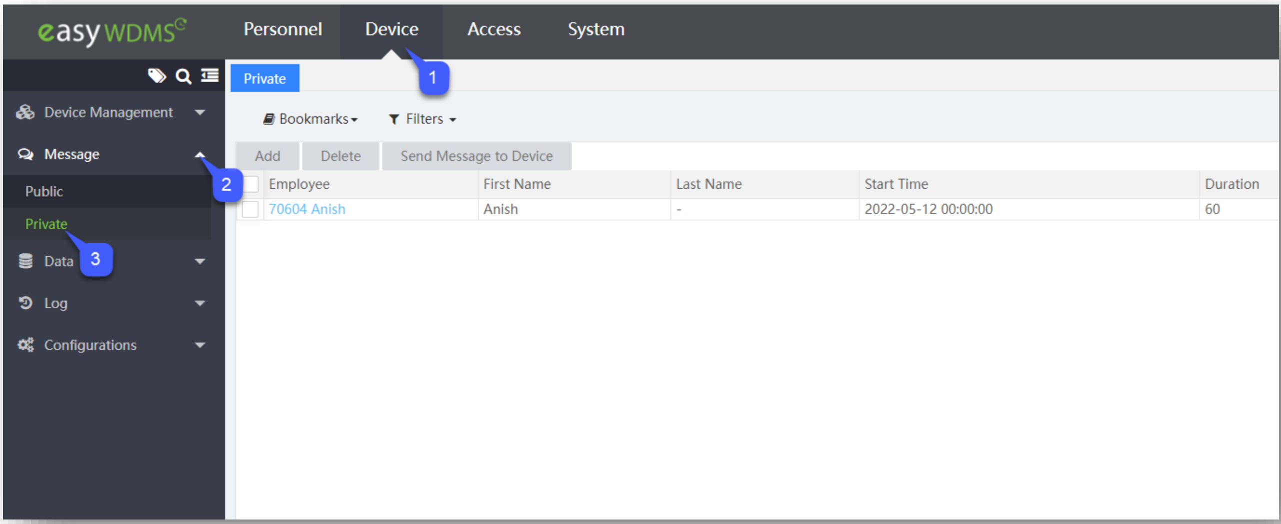
- On the **Public** interface, select the required message announcements to send to the respective Devices from the list.
- Click **Send Message to Device** to send the selected message to the respective Devices.
- Click **Confirm** to send the selected message to the respective Devices.

6.2.2 How to Set Up Private Notification (Private)

Our **Private** interface benefits you to set up and convey the messages to the Employees privately or individually.

On the **Device** module, click **Message**, and then click **Private** to go to the Private Interface.

On this Interface, you can add a new Device, modify, or delete the existing Devices, and set individual or private messages to the required Employees.



A brief note about the columns displayed on the Private Interface

Employee: Displays the unique Employee ID.

First name: Displays the first name of the employee.

Last name: Displays the last name of the employee.

Start Time: Displays the message start time.

Duration: Displays the message transfer duration.

Content: Displays the content of the message.

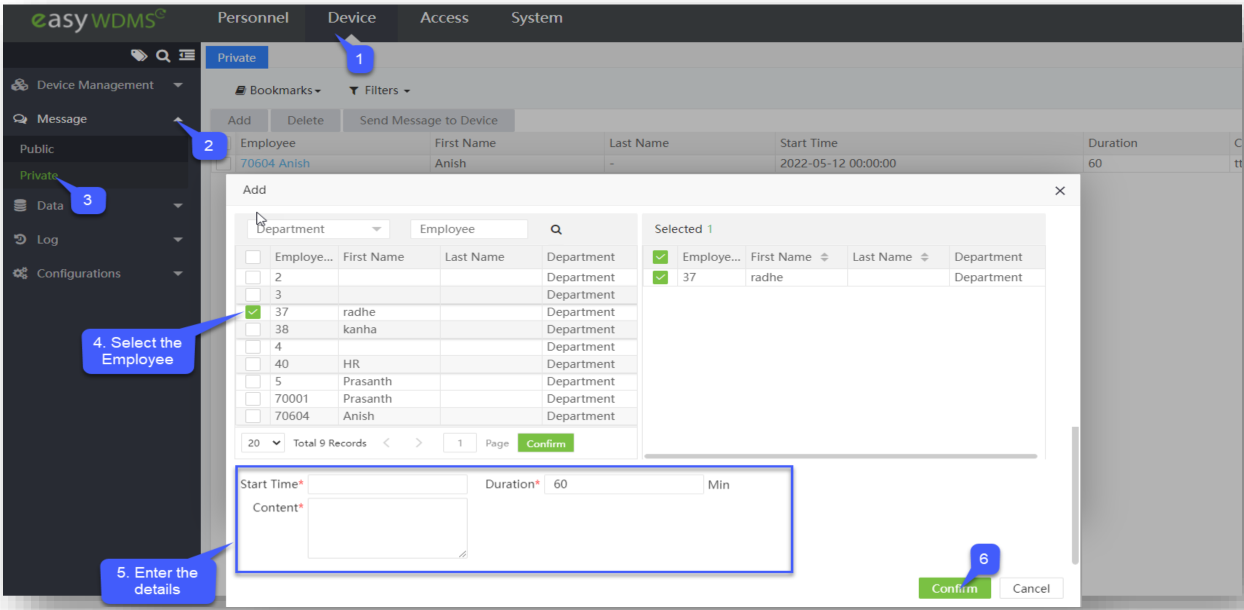
Last Send: Displays the time of the last sent message.

Functions available on the Private Interface

Add

Add function lets you add and set private messages for the Employees to the connected Devices.

- On the **Private** interface, click **Add** to add the Employees, set the message, and the duration.
- On the **Add** window, select the required Employees' names from the list on the left.



- The selected Employees' names will reflect on the right side of the **Add** window.
- Use the **Department** drop-down list or the **Search** option (search by Employee name or Employee ID) to search for the required Employees.
- Enter the Required details.

  Start Time: On the Start Time field click and select from the calendar, to start the created message to Device.

  Content: Enter the message to announce.

  Duration: Set the retainment duration for that message on the Device.

- Click **Confirm** to save the newly created message.

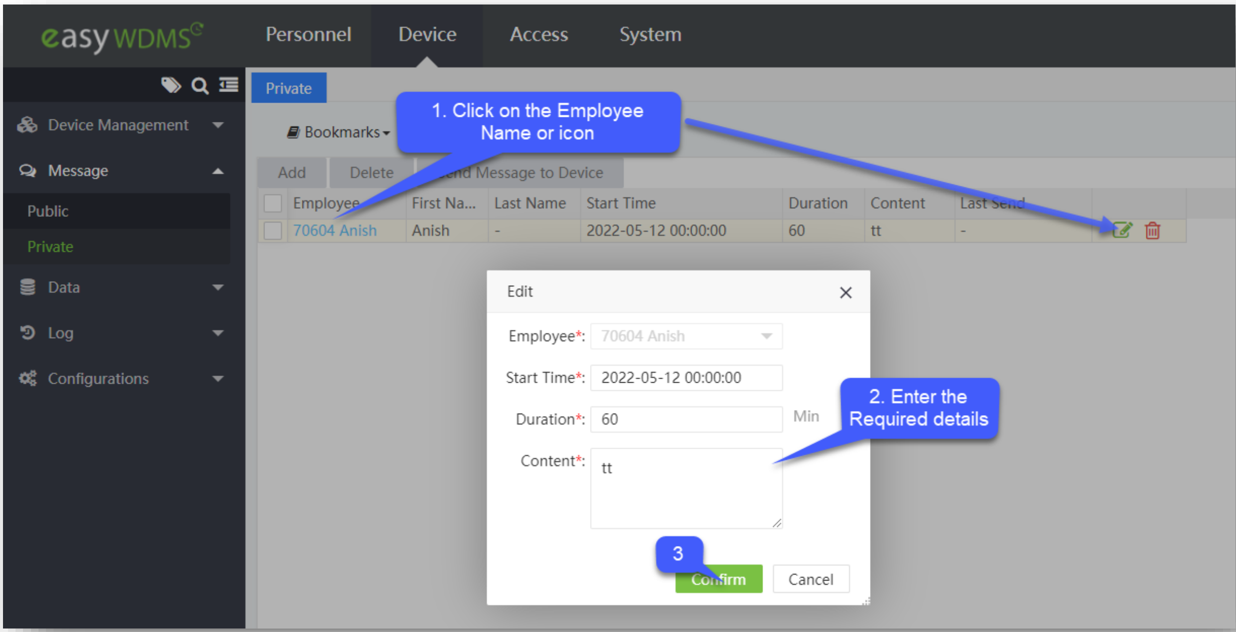
Edit Function

Edit function lets you edit the existing Private message from the software.

To edit existing Messages details, perform the below steps:

- On the **Private** interface, select the required Messages to be edited from the list.

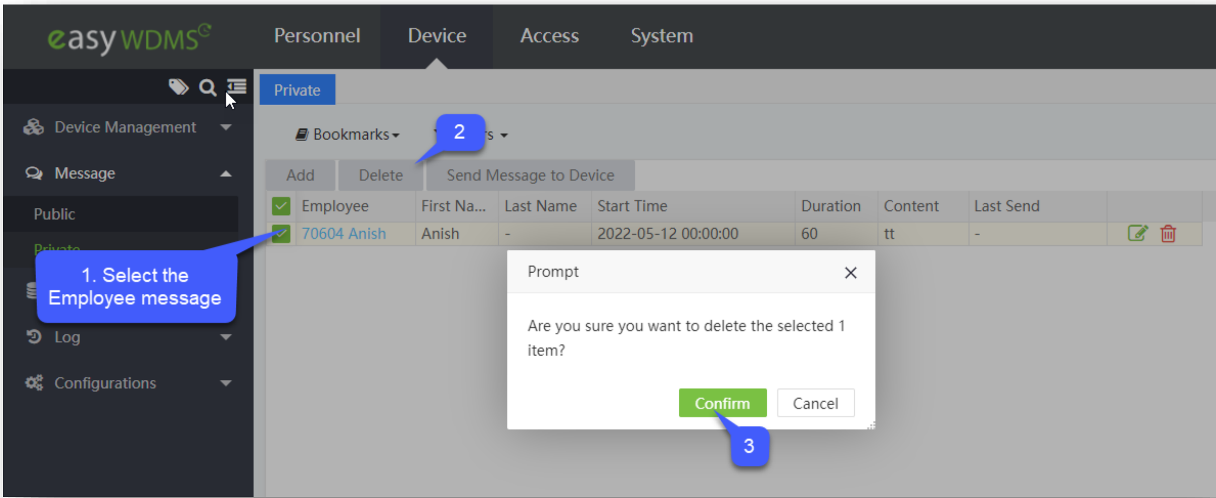
- Click the **Device name** or **Edit icon**, to edit the selected Messages.
- Edit the required details and click **Confirm**.



Delete Function

Delete function lets you delete or remove the successful and the pending private messages via software.

Delete the private messages:

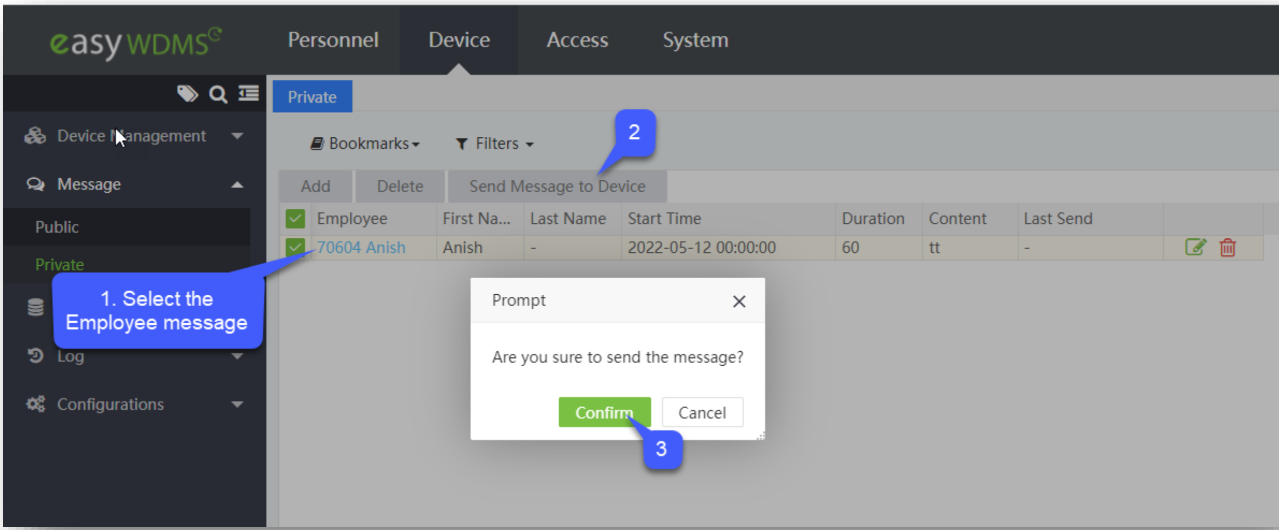


- On the **Private** interface, select the required Employee messages to delete or remove from the list.

- Click the **Delete** or Delete icon to delete or remove the selected pending or successful Employee's private messages.
- Click **Confirm** to delete the selected pending or successful Employee's private messages from the list.

Send Message to Device

Send Message to Device function, lets you send that created private message to the respective Device via software.



- On the **Private** interface, select the required private messages to be sent to the respective Devices from the list.
- Click **Send Message to Device** to send the selected message to the respective Devices.
- Click **Confirm** to send the selected message to the respective Devices.

6.3 Device Data Management (Data)

Setting up the Process Work Code

Our **Data** module facilitates you in obtaining, authenticating, storing, protecting, and processing required data to ensure the accessibility, reliability, and timeliness of the data for its users.

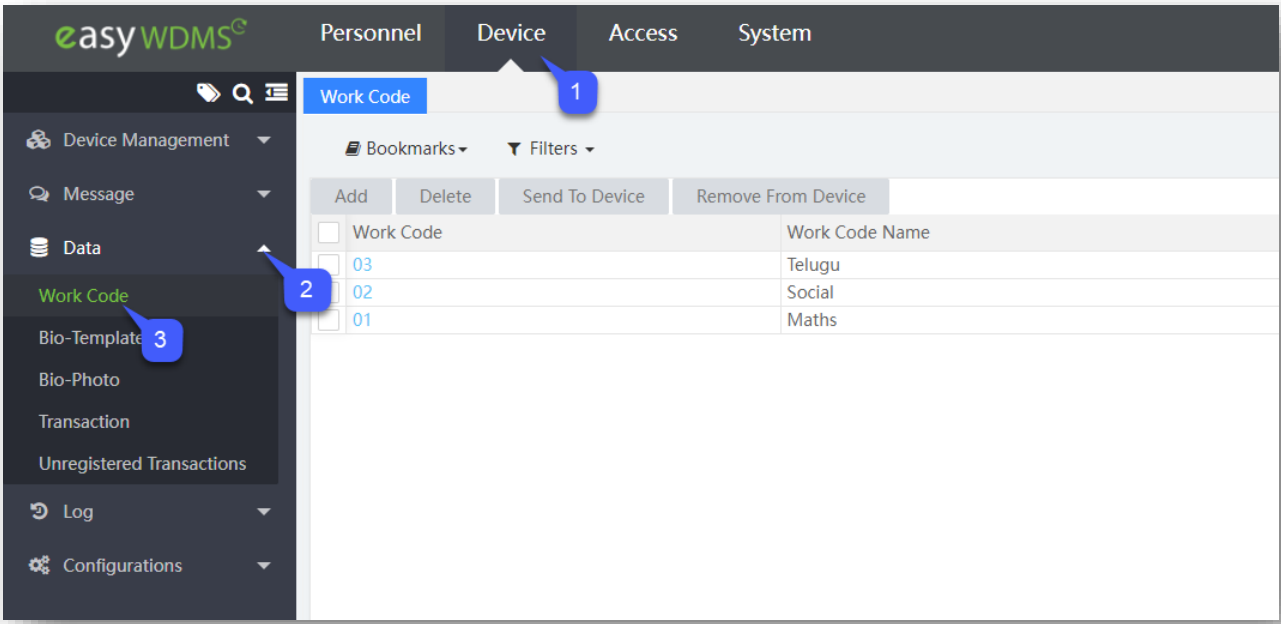
On the **Data** module, you can view and maintain the registered Biodata, add, modify, or delete a Work Code and upload transactions via USB.

On the **Device** module, click **Data** to go to the Data module.

6.3.1 Work Code

Our **Work Code** interface aid you to create labor codes that are relevant to the services provided by your organization which eases to identify the different sections of work carried out by the Employees.

On the **Device** module, click **Data**, and then click **Work Code** to go to the Work Code Interface.



On this Interface, you can create a new Work code, modify, or delete the existing Work Codes, and even can set up or remove the Work Code to the required Devices.

A brief note about the columns displayed on the Work Code Interface

Work Code: Displays the unique work code number.

Work Code Name: Displays the work code name.

Last Activity: Displays the time of the last activity of each work code.

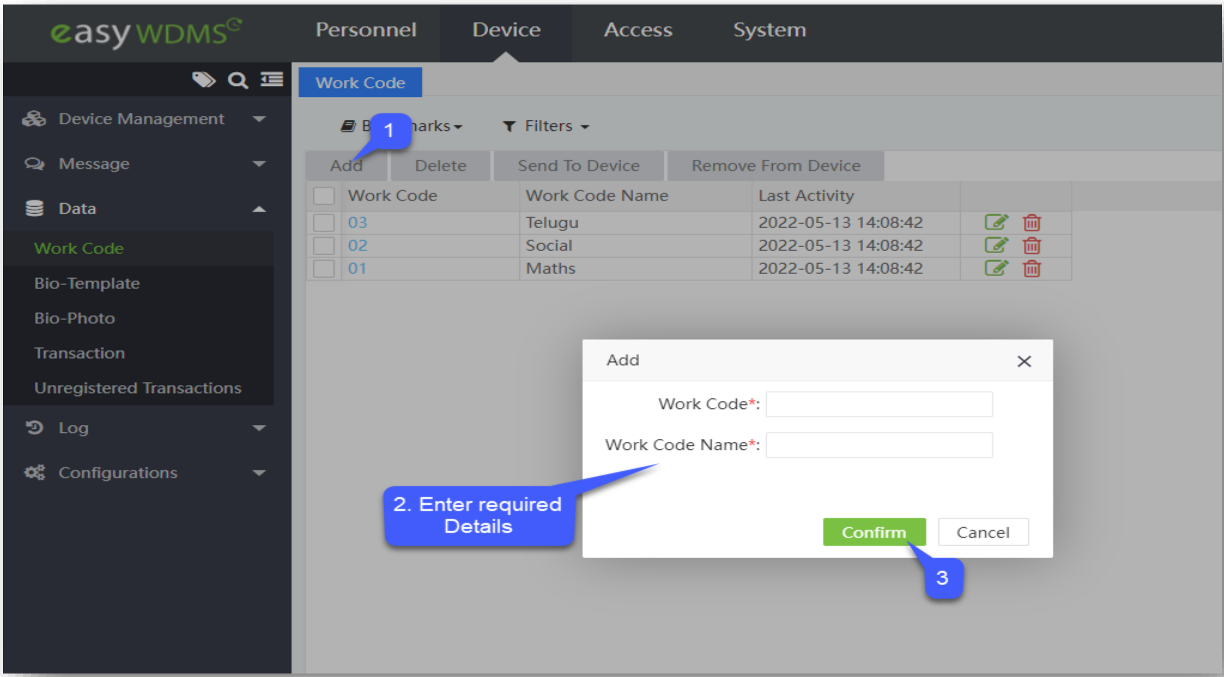
Functions available on the Work Code Interface

Add Function

Add function lets you create a new Work Code.

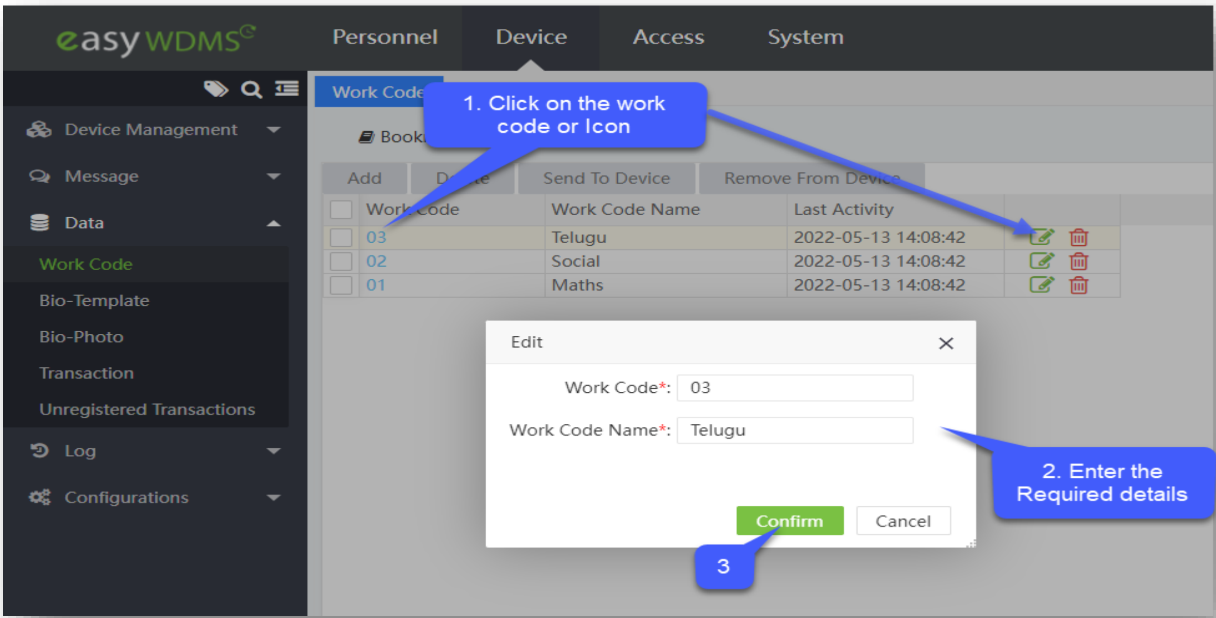
- On the **Work Code** interface, click **Add** to add or create a new Work Code.
- On the **Work Code** field, enter a unique code number.
- On the Work Code Name field, enter the name for the Work type.

- Click **Confirm** to save the newly created Work Code.



Edit Function

Edit function lets you edit the existing Work code details from the software.

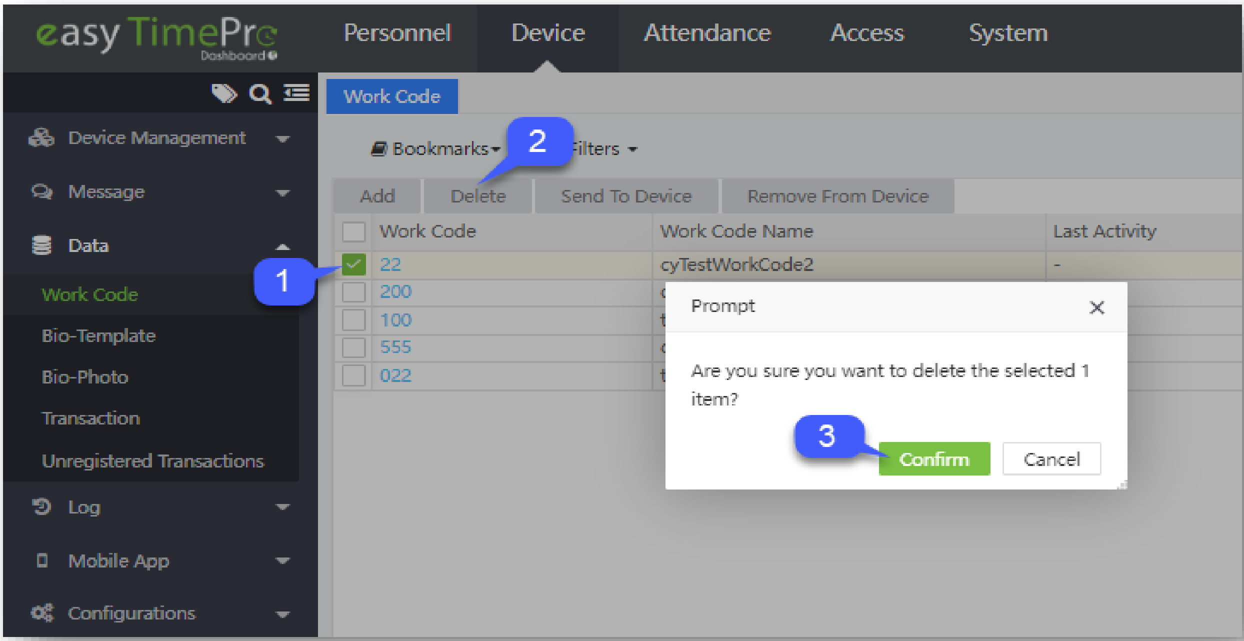


To edit existing Work code details, perform the below steps:

- On the **Work Code** interface, select the required Work code details to be edited the list.
- Click **Work Code** or  **Edit icon**, to edit the Work code details.
- Edit the required details and click **Confirm.**

Delete

Delete function lets you delete the required existing Work Codes.



Delete a Work Code

- On the **Work Code** interface, select the required Work Code to delete or remove from the list.
- Click the **Delete** or  Delete icon, to delete or remove the selected Work Codes.
- Click **Confirm** to delete the selected Work Codes from the list.

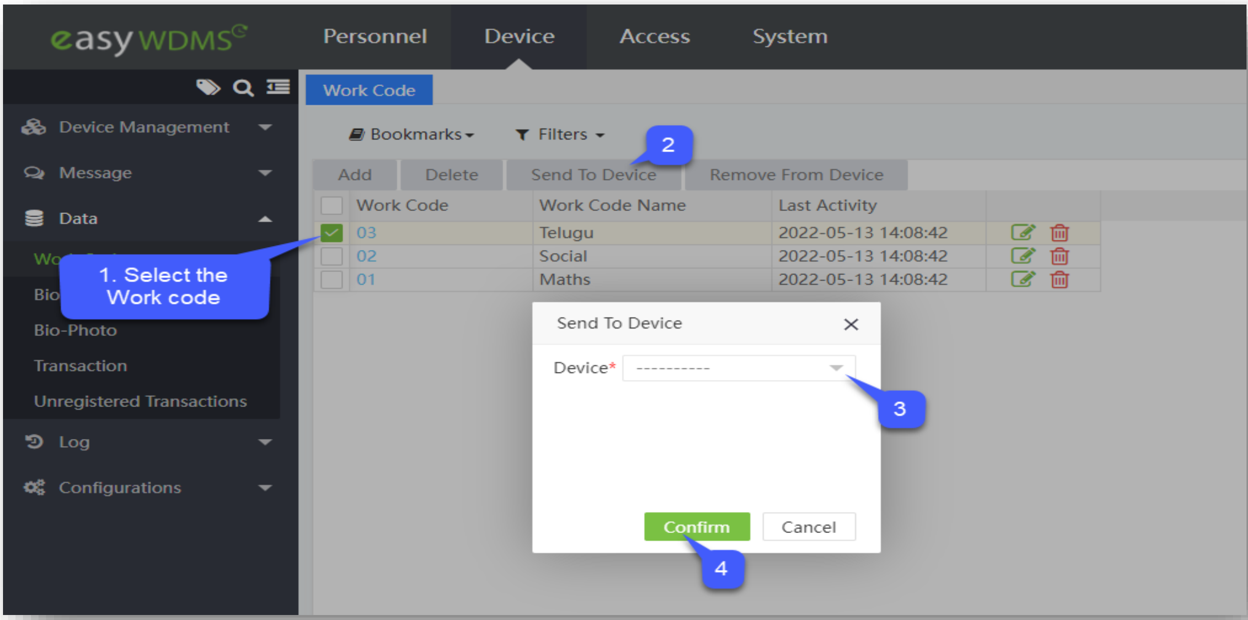
Send to Device

Send to Device function lets you send or transmit the required Work Codes to the connected Device.

After transferring to the Device, you can set up the Work Code based attendance registration in the Device which eases to identify your Employees' different types of the work process.

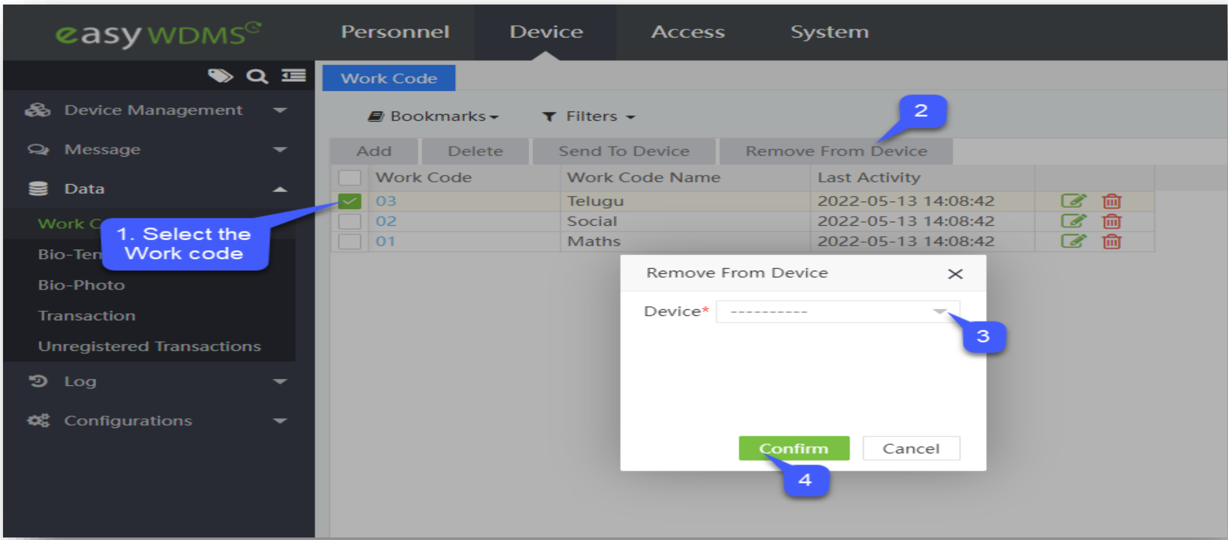
Send the Work Code to Device

- On the **Work Code** interface, select the required Work Code from the list.
- Click **Send to Device** to send the selected Work Codes to the required connected Device.
- On the **Device** field, select the required Device from the drop-down list.
- Click **Confirm** to send the selected Work Codes to the Device.



Remove from Device

Remove from Device function lets you to remove or eliminate the transmitted Work Codes from the Device.

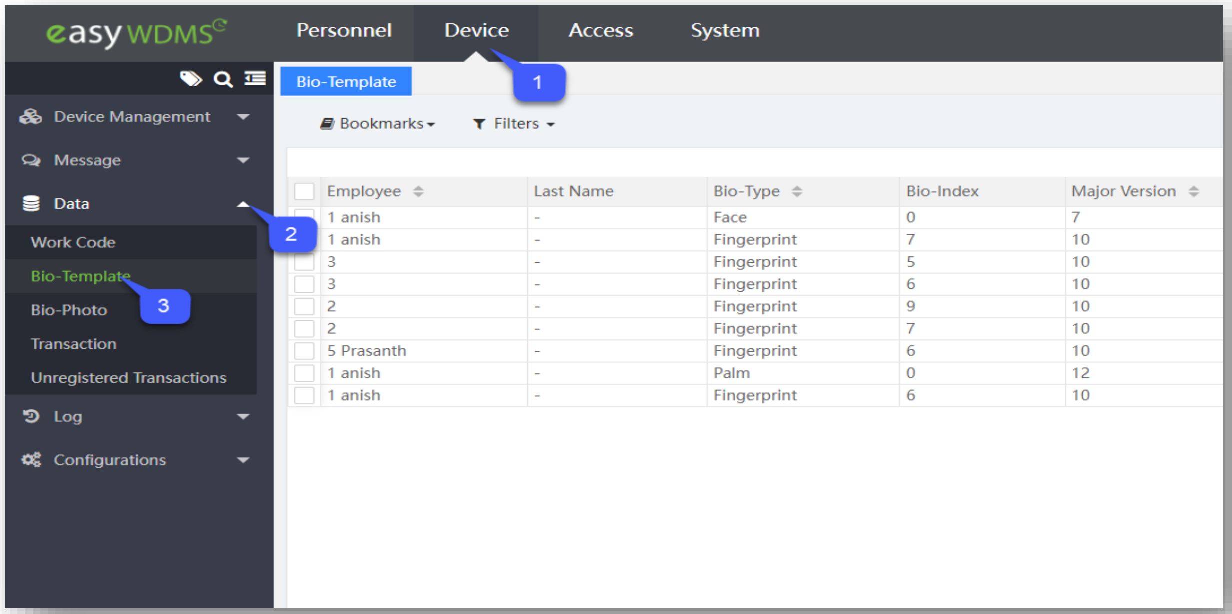


- On the **Work Code** interface, select the required Work Code from the list.
- Click **Remove from Device** to remove the selected Work Codes from the Device.
- On the **Device** field, select the required Device from the drop-down list.
- Click **Confirm** to remove the selected Work Codes from the Device.

6.3.2 Bio-Template

Bio-template means the templates (Fingerprint, Face, Palm, Finger Vein) registered for the Employees. Our **Bio-Template** interface aid you to view the detailed (mainly the major version number) information of the Employee's bio-templates. It gives an idea about the Major Version of the templates.

On the **Device** module, click **Data**, and then click **Bio-Template** to go to the Bio-Template Interface.



A brief note about the columns displayed on the Bio-Template Interface

Employee: Displays the unique identity number of the Employee.

Last name: Displays the last name of the employee.

Bio-Type: Displays the type of registered Bio-template.

Bio-Index: Displays the arrangement of the registered Bio-template.

Major Version: Displays the algorithm version of the registered Bio-Template.

Minor Version: Displays the minor algorithm version of the registered Bio-Template

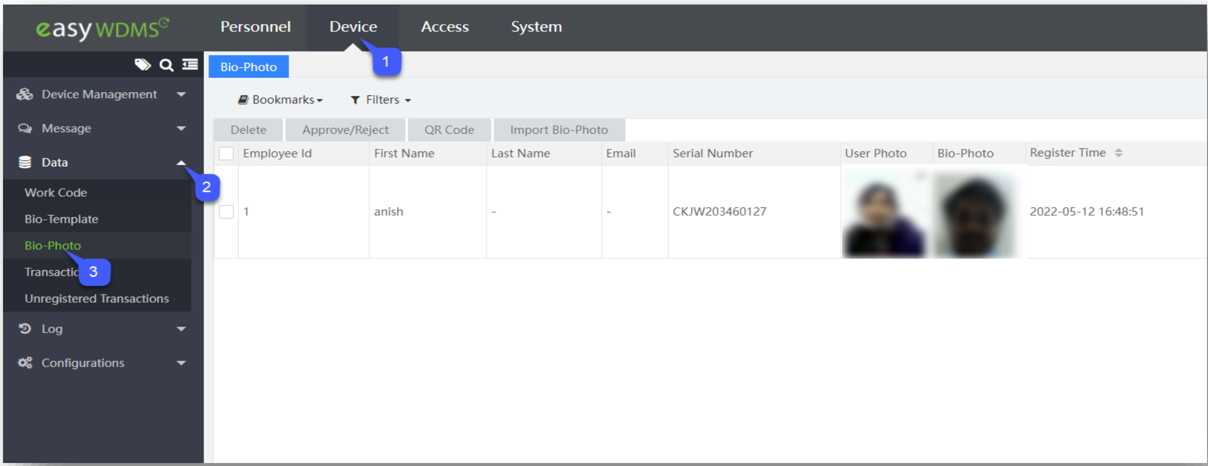
Serial Number: Displays the Device serial number.

Update Time: Displays the last update time of the Bio-template.

6.3.3 Bio-Photo

Bio-Photo means the uploaded photos of the employees. During the initial step of adding employee, Admin/HR can upload employees' photo. Apart from this, employees too can also upload their photo using mobile or scanning QR code. Our **Bio-Photo** interface aid you to view the registered Bio-Photo information the Employees.

On the **Device** module, click **Data**, and then click **Bio-Photo** to go to the Bio-Photo Interface.



A brief note about the columns displayed on the Bio-Photo Interface

Employee ID: Displays the unique identity number of the Employee.

First Name: Displays the first name of the Employee.

Last Name: Displays the last name of the Employee.

Email: Displays the E-mail ID of the Employee.

Serial Number: Displays the serial number of the Device.

User Photo: Displays the Employee's uploaded photo. (only JPEG, JPG format)

Bio-Photo: Displays the Employee's Device captured photo.

Register Time: Displays the photo registered time of the Employee.

Remark: Displays the comments (Approval or Disapproval reason) updated by the admin.

Status: Displays the approval or the disapproval status of the Bio-photo.

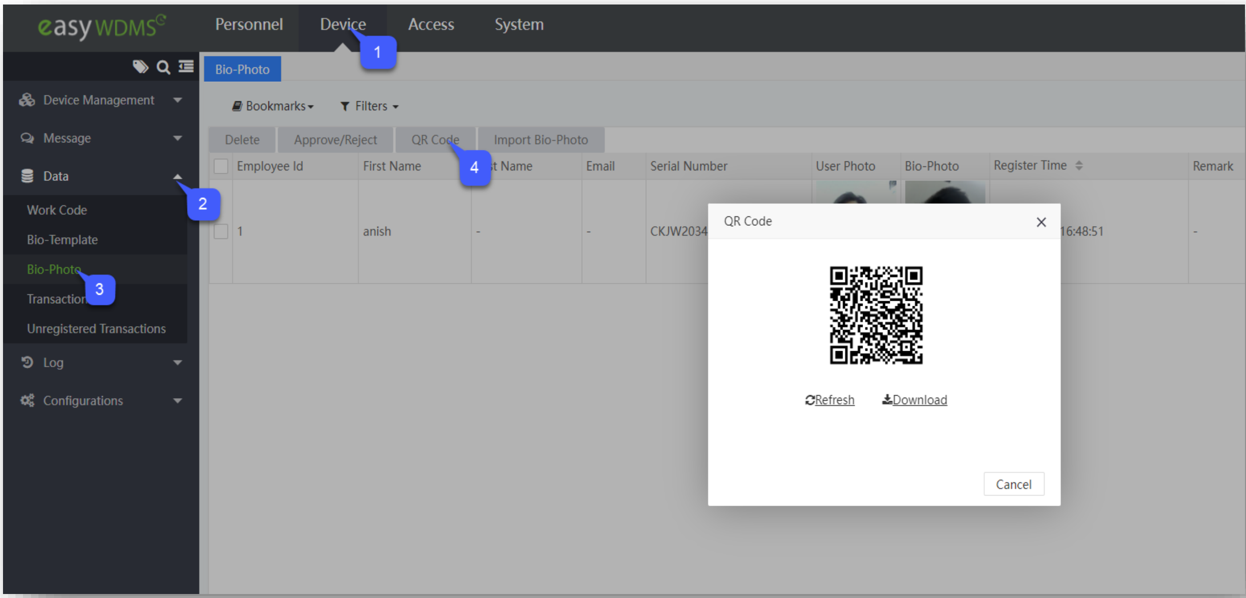
Approval Time: Displays the time of the approval or the disapproval status.

Functions available on the Bio- Photo Interface

How to Upload User Photo via Mobile phone

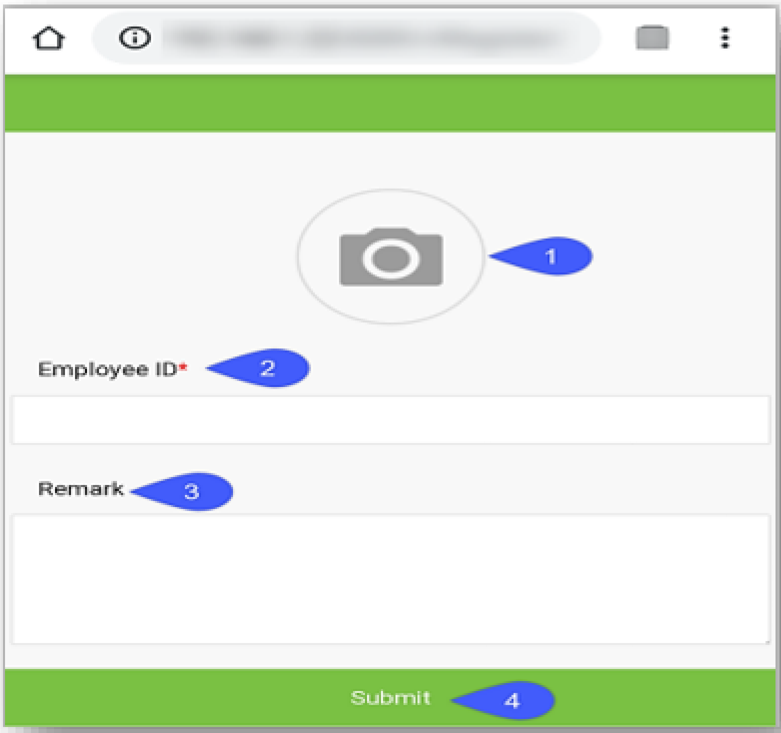
QR Code

QR Code function lets you upload the user photo to the software by scanning the machine-readable code by the camera on a smartphone.



Upload Bio-photo using QR Code

- On the **Bio-Photo** interface, click **QR Code** to scan and upload the User photo via smartphone to the software.
- Use the smartphone to scan the displayed readable code by the camera.
- The URL navigates you to the page displayed below. In case of any error kindly contact your software User admin.



Upload Photo: Tap the camera button to capture the User's image for Bio-Photo.

Employee ID: Enter the Employee Identity Number.

Remark: Enter the required information.

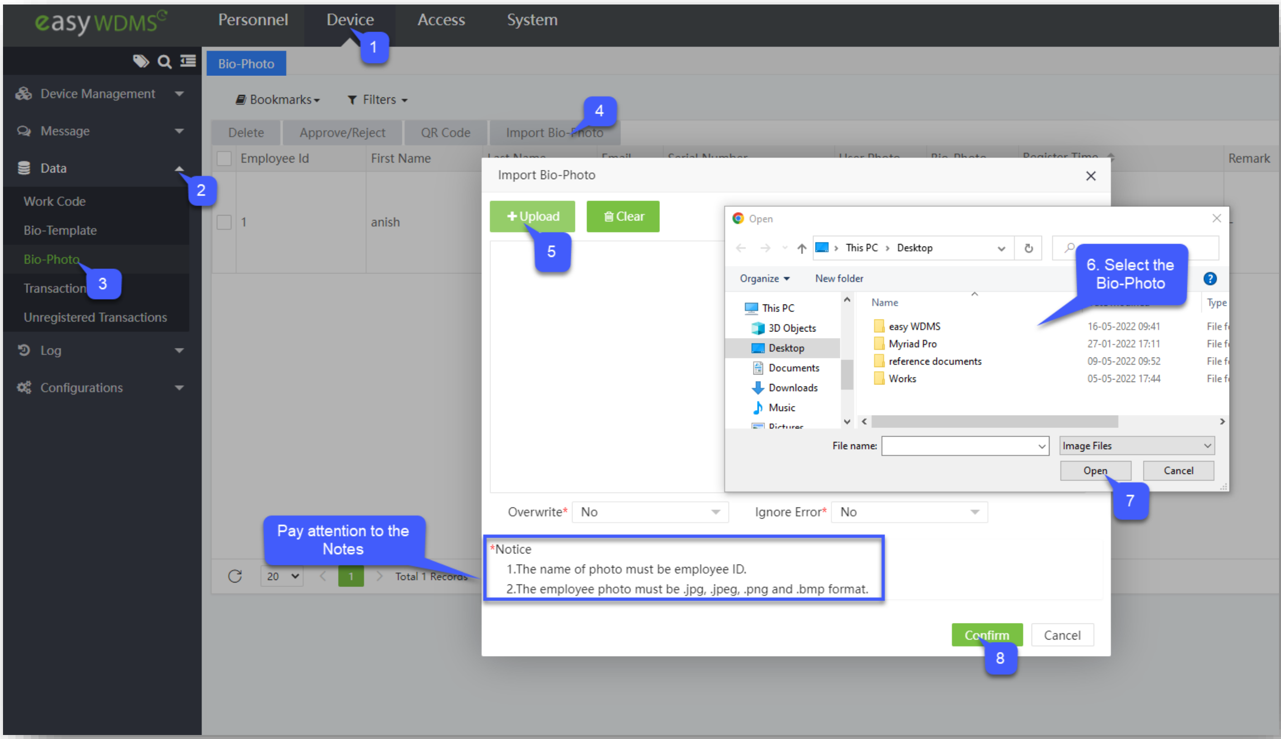
Click **Submit**, to upload the captured photo from mobile device to software.

How to Import Bio-Photo via System (Import Bio-Photo)

Import Bio-Photo function lets you import the User photo via software.

- On the **Bio-Photo** interface, click **Import Bio-Photo** to a photo.
- On the **Import Bio-Photo** window, click **+Upload** to upload the photo from the local system.

Overwrite: Select either **Yes** to overwrite or **No** if the overwrite is not required from the drop-down list.



Ignore Error: The filename of the Bio-Photo should be the Employee ID number. When we try to upload the bio-photo, the system will match the filename with all the Employee IDs present in the system. If the filename does not match with any employee ID, then the system will prompt an error "Employee (filename) not found". If you select **Yes,** then system will Ignore this error.

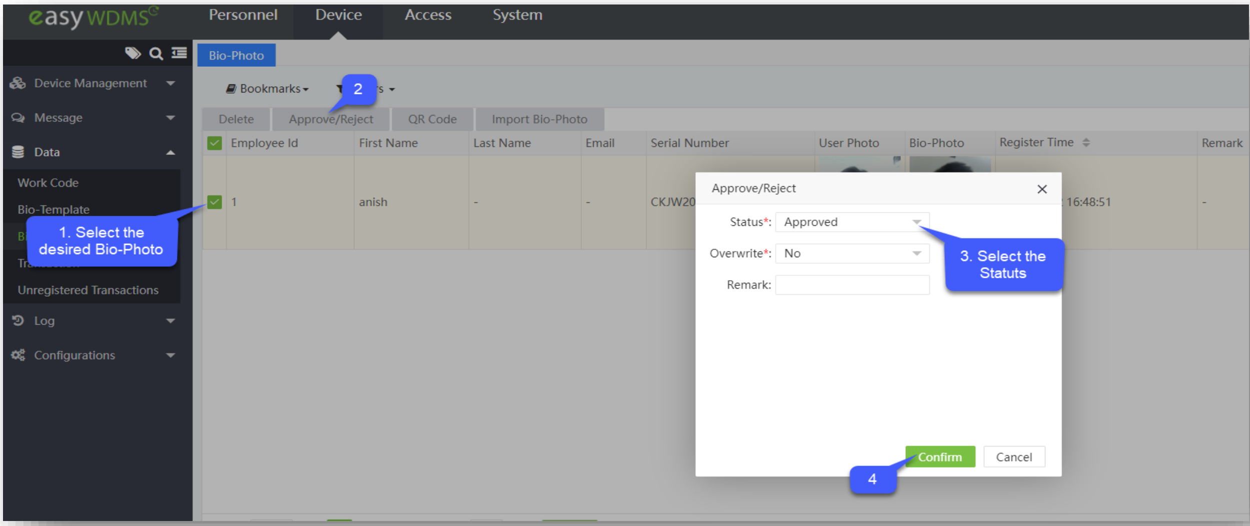
Click **Confirm** to save and update the Bio-Photo.

Approve/Reject the User's Bio-Photo

Approve

Approve function lets you approve the User photo as the registered Bio-Photo.

- On the **Bio-Photo** interface, select the required unapproved User photo from the list to approve.
- On the **Bio-Photo** interface, click **Approve** to approve the User photo.
- On the **Approval** window, proceed with the following.



Status: Select either Approval Passed or Rejected from the drop-down list.

Overwrite: Select either Yes to overwrite or No if the overwrite is not required from the drop-down list.

Remark: Enter the description for the approval or the disapproval of the Photo.

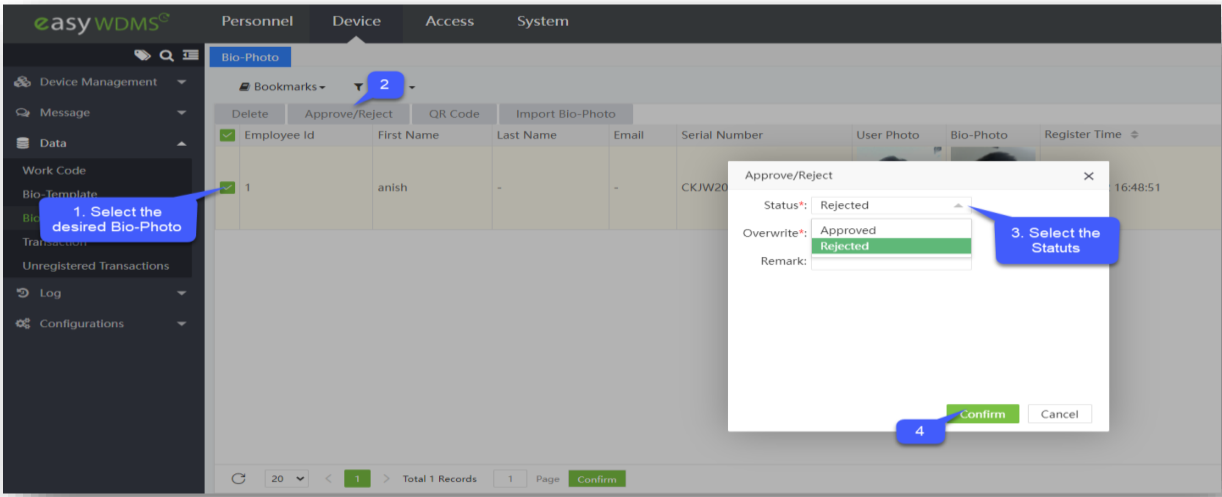
Click **Confirm** to save and update the Bio-Photo.

Reject

Reject function lets you disapprove the User photo as the registered Bio-Photo. The operation is same as Approve above.

Approve the User Photo

- On the **Bio-Photo** interface, select the required unapproved User photo from the list to approve.
- On the **Bio-Photo** interface, click **Approve** to approve the User photo.
- On the **Approval** window, proceed with the following.



Status: Select either Approval Passed or Rejected from the drop-down list.

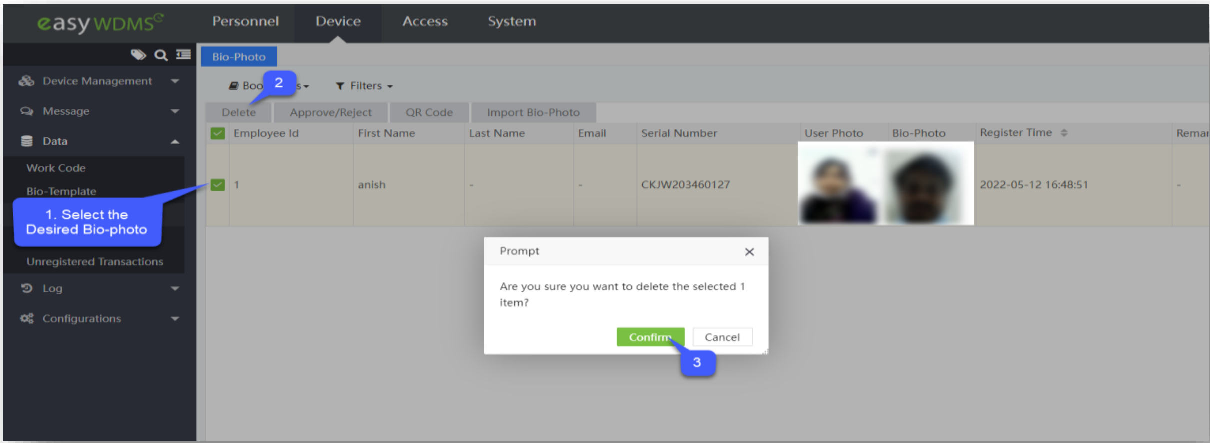
Overwrite: Select either Yes to overwrite or No if the overwrite is not required from the drop-down list.

Remark: Enter the description for the approval or the disapproval of the Photo.

Click **Confirm** to save and update the Bio-Photo.

Delete

Delete function lets you delete the required existing Bio-Photo.

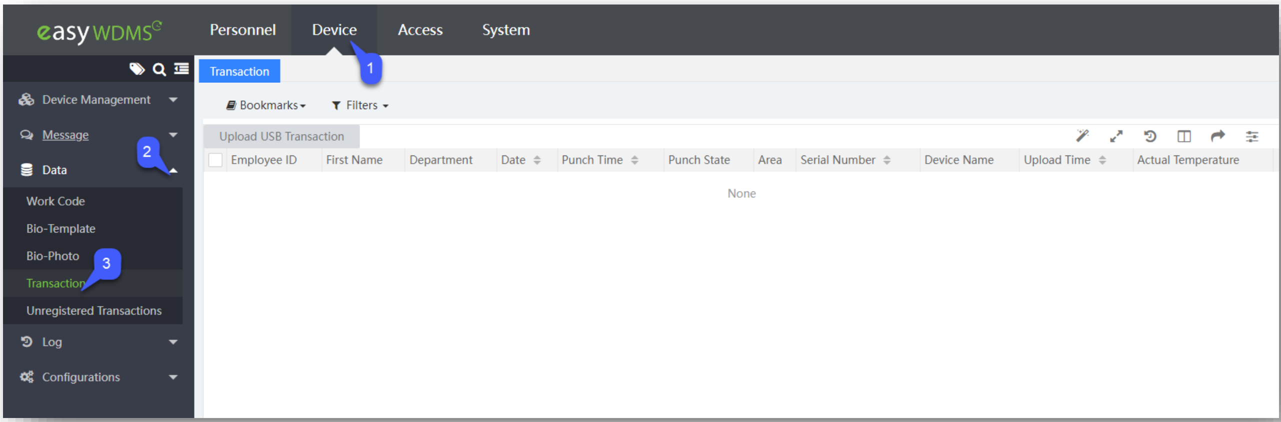


- On the **Bio-Photo** interface, select the required Bio-Photo to delete or remove from the list.
- Click **Delete** or  Delete Icon to delete or remove the selected Bio-Photo.
- Click **Confirm** to delete the selected Bio-Photo from the list.

6.3.4 Uploading the Device Data Transaction (Transaction)

Our **Transaction** interface avails you to view the recorded attendance transaction information of the Employees.

On the **Device** module, click **Data**, and then click **Transaction** to go to the Transaction Interface.



A brief note about the columns displayed on the Transaction Interface

Employee ID: Displays the unique identity number of the Employee.

First Name: Displays the first name of the Employee.

Department: Displays the department of the employee.

Date: Displays the last Punch Date of the Employee.

Punch Time: Displays the last Punch Time of the Employee.

Punch State: Displays the last Punch State of the Employee.

Area: Displays the Area of the employee.

Serial Number: Displays the serial number of the Device.

Device Name: Displays the name of the Device.

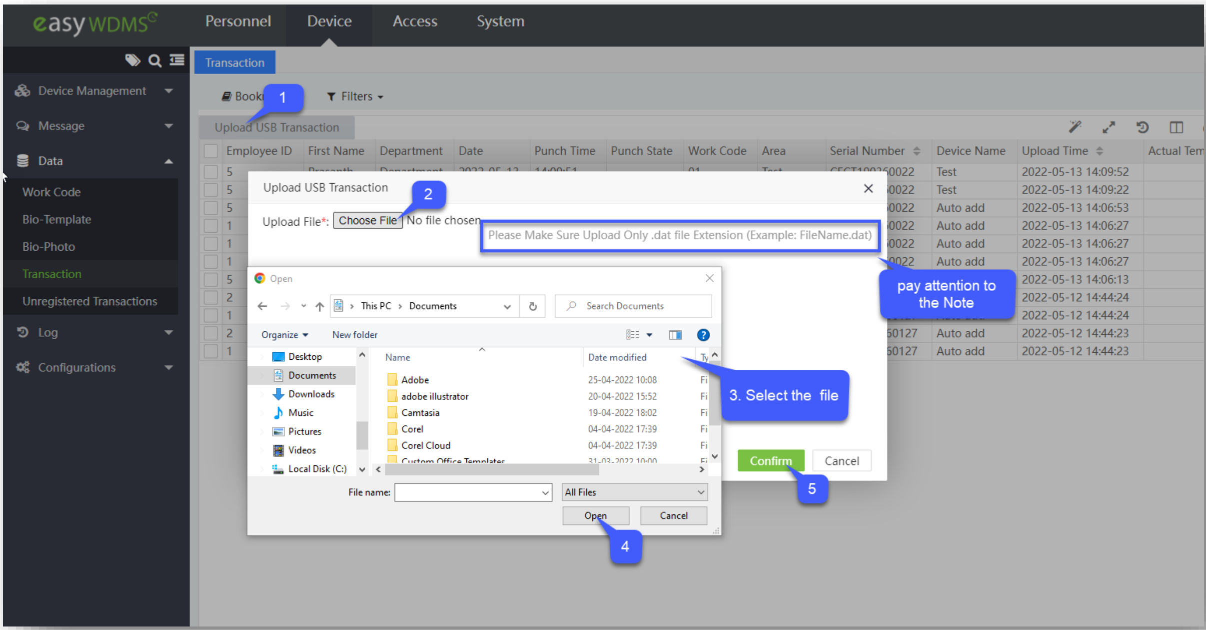
Actual Temperature: Displays the Actual Temperature of the Employee.

Upload Time: Displays the last upload time.

Functions available on the Transaction Interface

Upload USB Transaction

If you want to upload any transaction downloaded from a device, then you can use this interface.



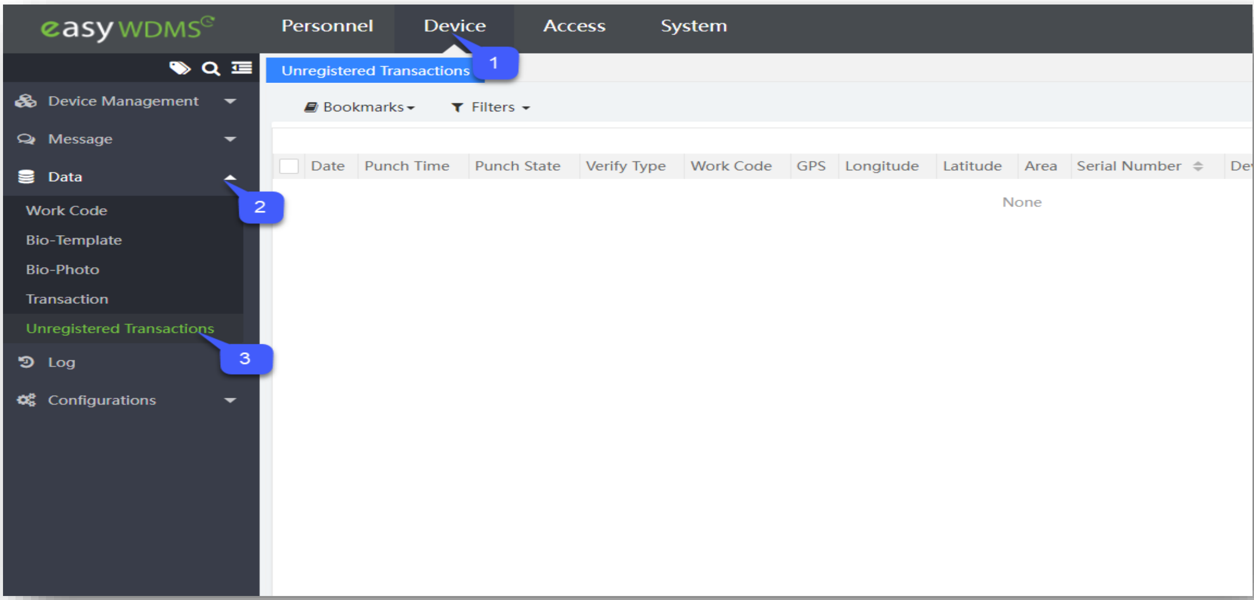
Upload the USB Transactions

- On the **Transaction** interface, click **Upload USB Transaction** to upload the attendance transaction via a USB device to the software.
- On the Upload File, click **Choose file** to choose the file from your PC or a USB Disk. This filename should be same as the Device Serial Number. And make sure the system has the employees for whom all you want to add transactions.
- Click **Confirm**, to upload the attendance transaction from the USB device.

6.3.5 Unregistered Transactions

Our **Unregistered Transaction** interface avails you to view the unrecorded attendance transaction information of the Employees.

On the **Device** module, click **Data**, and then click **Unregistered Transaction** to go to the unregistered transaction interface.



A brief note about the columns displayed on the unregistered Transaction Interface

Date: Displays the last Punch Date of the Employee.

Punch Time: Displays the last Punch Time of the Employee.

Punch State: Displays the last Punch State of the Employee.

Verify Type: Displays the Punch verification type of the Employee.

Work Code: Displays the last punched unique Work Code of the Employee.

GPS: Displays the Employee's last punched Device's GPS location.

Longitude: Displays the Employee's last punched Device's GPS longitude location.

Latitude: Displays the Employee's last punched Device's GPS latitude location.

Area: Displays the Employee's last punched Area of the Device.

Serial Number: Displays the Device serial number.

Device Name: Displays the Device name.

Upload Time: Displays the last upload time.

Actual Temperature: Displays the actual temperature of the Employee.

Mask Flag: Displays the display of the flag mask of the employee.

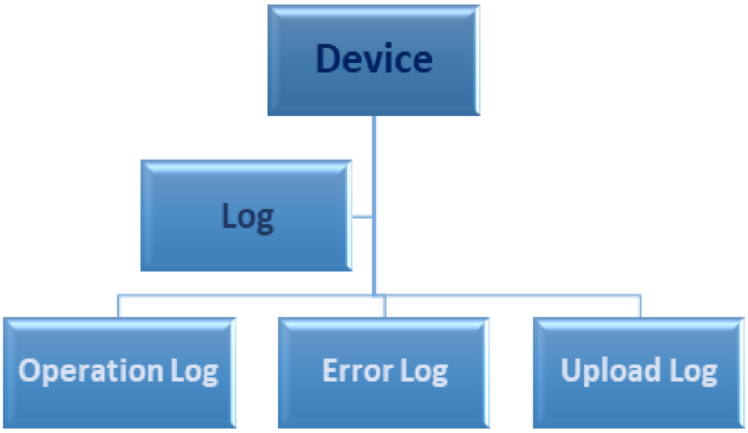
6.4 Where to view the Device logs

Log

Our **Log** module facilitates you to view the recorded events or day-to-day activities that have occurred on the connected Devices.

On the **Log** module, you can view the list of generated logs recorded on the Device.

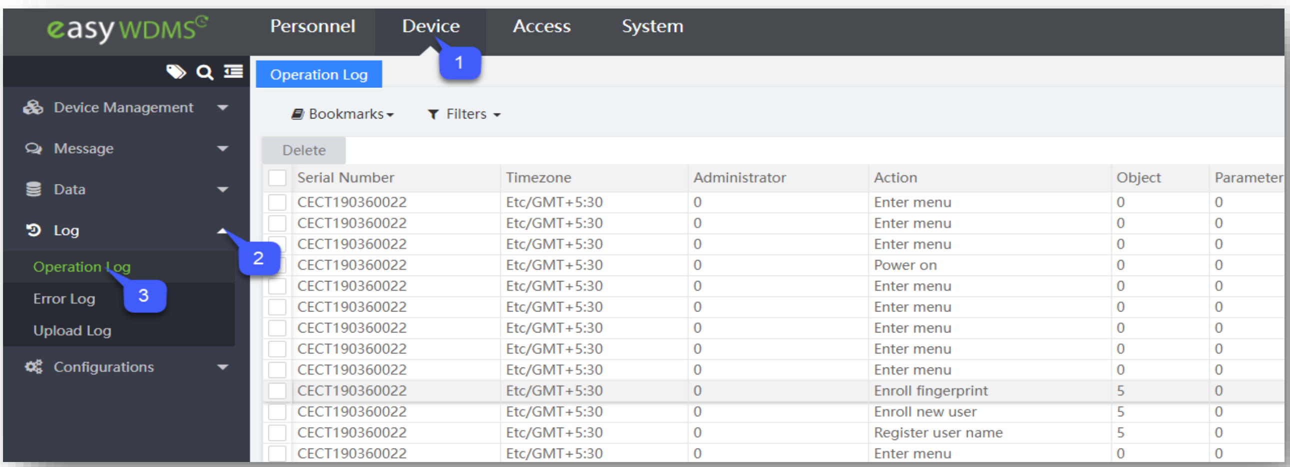
On the **Device** module, click **Log** to go to the Log module.



6.4.1 Operation Log

Our **Operation Log** interface aid you to view the events that took place on the connected Devices.

On the **Device** module, click **Log**, and then click **Operation Log** to go to the Operation Log Interface.



A brief note about the columns displayed on the Operation Log Interface

Serial Number: Displays the Device serial number.

Timezone: Displays the Device time zone.

Administrator: Displays the total number of Admin Users of the Device.

Action: Displays the activity or the operation that took on the Device.

Object: Displays the description of the activity that took place on the Device.

Parameters: Displays the specifications of the activity that took place on the Device.

Action time: Displays the time of the action took place on the Device.

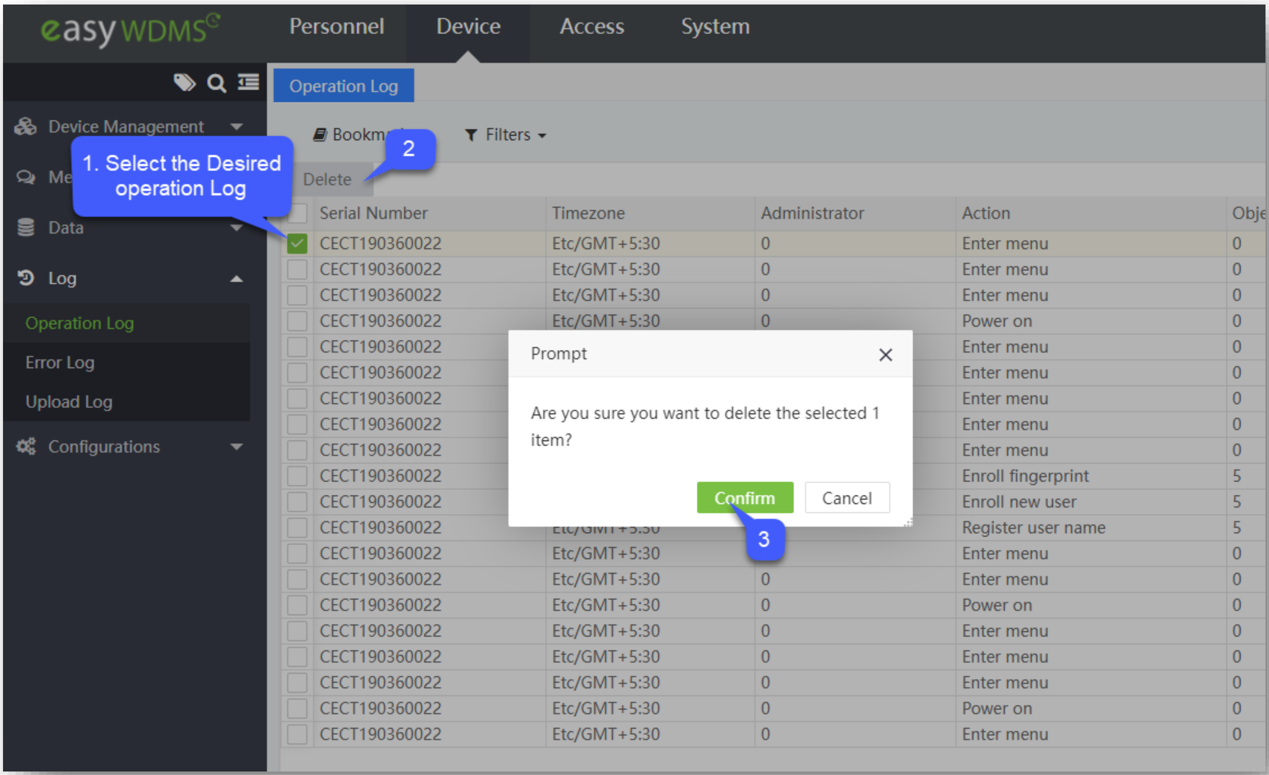
Upload Time: Displays the uploaded time of the action that took place on the Device.

Functions available on the Operation Log Interface

Delete

Delete function lets you remove or discard the Devices' event records via software.

- On the **Operation Log** interface, select the required Devices' event records to remove or delete from the log list.
- Click **Delete** or Delete Icon to remove or delete the selected Devices' event records from the log list.
- Click **Confirm**, to discard or delete the selected Devices' event records from the log list.



6.4.2 Error Log

Our **Error Log** interface facilitates maintaining a record of critical errors that are encountered by the Devices while in operation.

On the **Device** module, click **Log**, and then click **Error** Log to go to the Error Log Interface.

A brief note about the columns displayed on the Error Log Interface

Serial Number: Displays the Device serial number.

Device Name: Displays the Device name.

Error Code: Displays the unique code of the Error captured by the Device.

Error Message: Displays the Error message.

Error Command: Displays the Error command.

Command ID: Displays the unique identity number of the error command.

Extra Message: Displays any added messages available for the error.

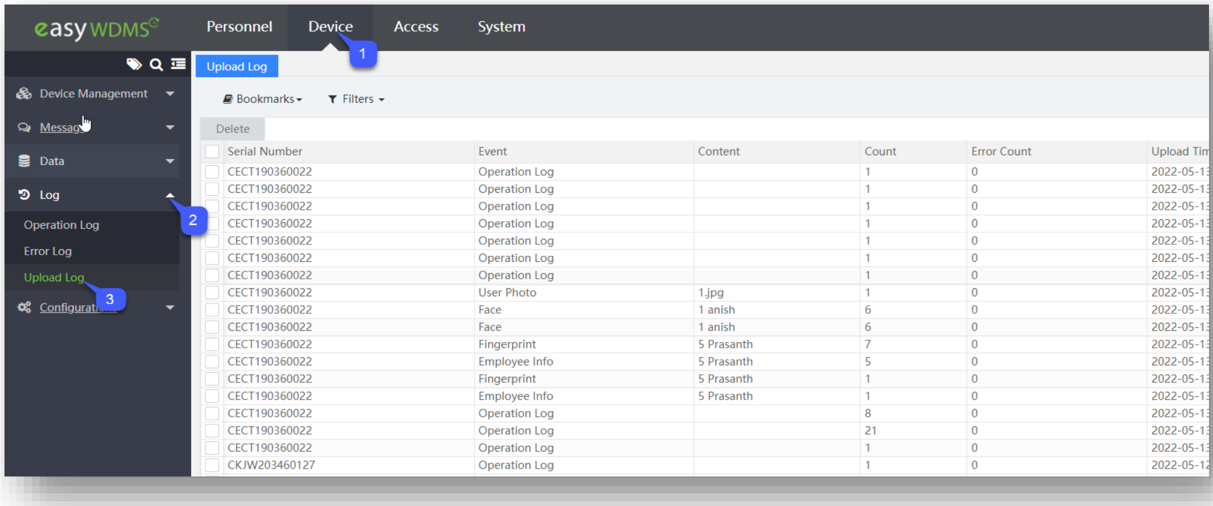
Upload Time: Displays the error uploaded time.

Delete

Delete function lets you remove or discard the event errors detected by the Device. The process of Delete is same as in operation log.

6.4.3 Upload Log

Our **Upload Log** interface facilitates maintaining a record of the transmission of Device commands and instructions from the software to the Devices. On the **Device** module, click **Log**, and then click **Upload Log** to go to the Upload Log Interface.



A brief note about the columns displayed on the Upload Log Interface.

Serial Number: Displays the Device serial number.

Event: Displays the occurrences that took place on the Device.

Content: Displays the description of the event that took place on the Device.

Count: Displays the total count.

Error Count: Displays the total number of errors.

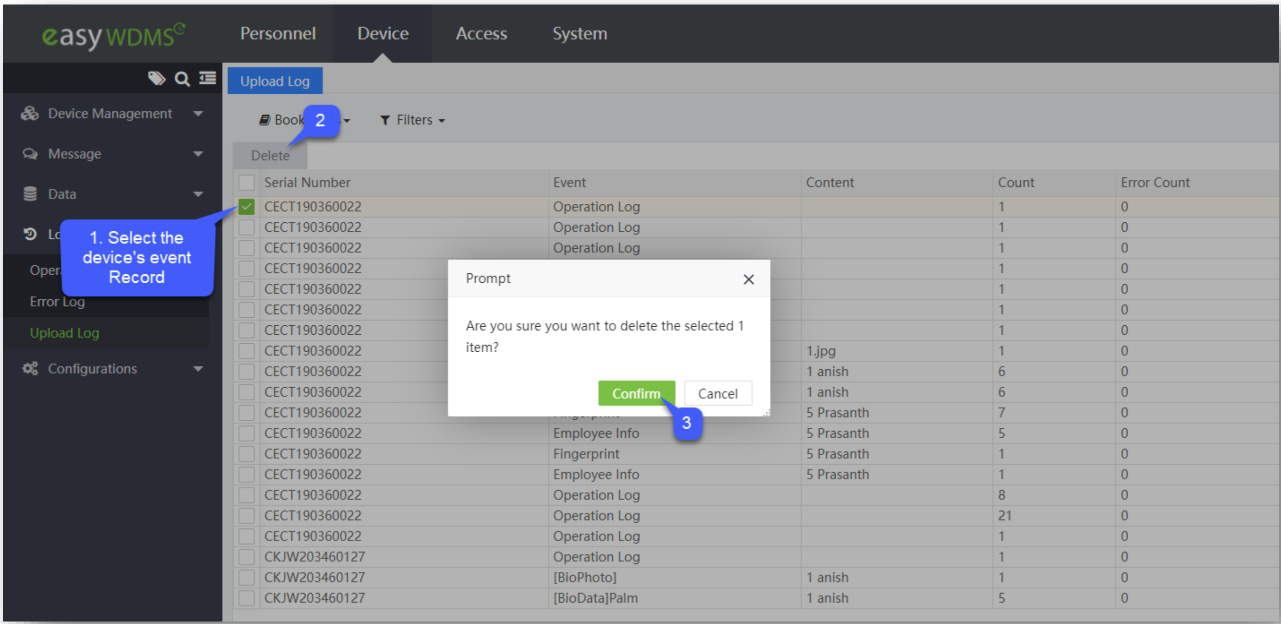
Upload Time: Displays the uploaded time.

Function available on the Error Log Interface

Delete

Delete function lets you remove or discard the transmitted Device commands' logs from the software to the Device. Delete the records from Upload log.

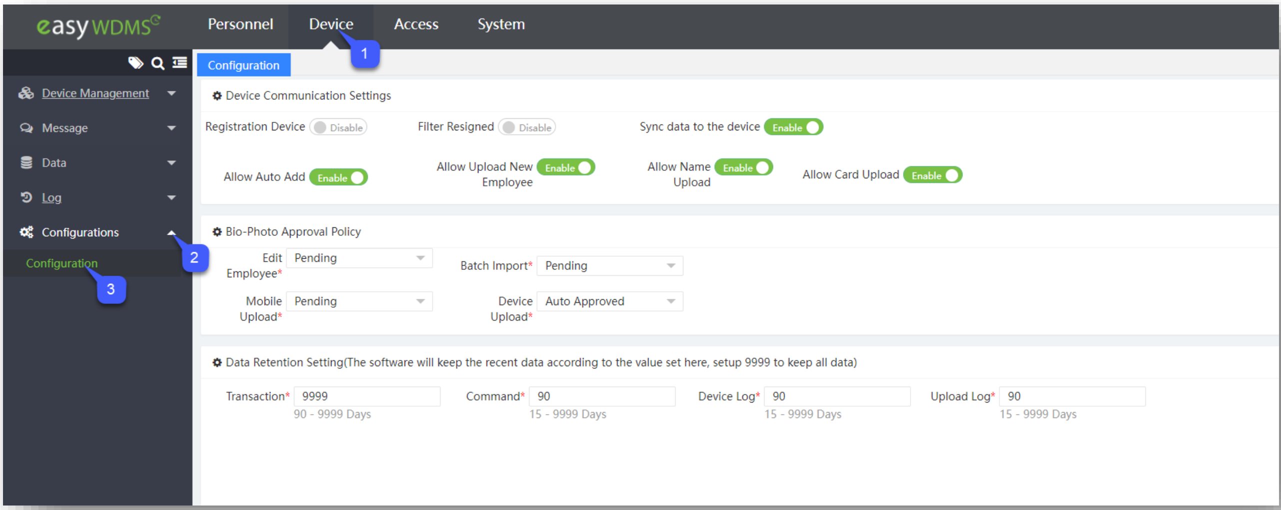
- On the **Upload Log** interface, select the required Devices' event records to remove or delete from the log list.
- Click **Delete** or  Delete Icon to remove or delete the selected Devices' event records from the log list.
- Click **Confirm**, to discard or delete the selected Devices' event records from the log list.



6.5 Device Configuration

Our **Configurations** module facilitates you to accomplish in managing the new or the existing Devices, registration of Bio-Photo, and in the maintenance of the data, which eases your work and increases your productivity.

On the **Device** module, click **Configurations**, and then click **Configuration** to go to the Configuration Interface.



Functions available on the Configuration Interface

Device Communication Setting

This function lets you set up the Device signal for enrollment and data transmission.

Registration Device: Toggle **Enable**, to allow the newly connected Device to automatically consider as the Registered Device.

Filter Resigned: Toggle **Enable**, to automatically eliminate or remove the resigned Employees from the connected Devices.

Sync data to the Device: Toggle **Enable**, to automatically Sync Data to the connected Devices.

Allow Auto Add: Toggle **Enable**, to automatically add the new Devices to the Software.

Allow Upload New Employee: Toggle **Enable**, to automatically upload the New Employees from the Device to the Software.

Allow Name Upload: Toggle **Enable**, to automatically upload the Usernames from the Device to the Software.

Allow Card Upload: Toggle **Enable**, to automatically upload the Users' Card numbers from the Device to the Software.

Bio-Photo Approval Policy

Bio-photo refers to the employee profile picture. There are several methods to upload it. Below are the several ways to upload. This function lets you set up the approval method for the uploaded Bio-Photo.

Edit Employee: Toggle **Auto Approved**, to automatically approve the captured Bio-Photo of the Employees.

Batch Import: Toggle **Auto Approved**, to automatically approve the batch upload of the Bio-Photo.

Mobile Upload: Toggle **Auto-Approved** to automatically approve photo uploaded via mobile device.

Device Upload: Toggle **Auto-Approved** to automatically approve the photo captured via Bio-metric Device.

Data Retention Setting

This function lets you set up Device enrollment and Data transmission.

Transaction: Provide the required number of days the transactions need to be retained.

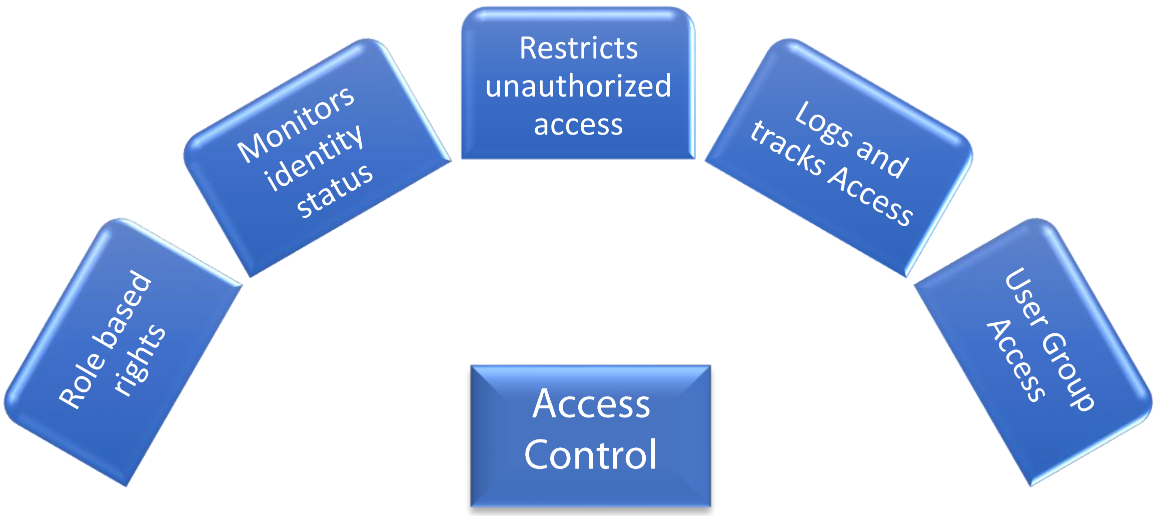
Command: Provide the required number of days the commands need to be retained.

Device Log: Provide the required number of days the log files in the Device need to be retained.

Upload Log: Provide the required number of days the upload log files need to be retained.

7 Access Control Setup

The Access control module enables the user to perform various operations such as door settings, approval commands, setting holidays in devices, assigning user groups, access combinations, and other access related privileges. The Access Control module regulates the user access within the organization which is the critical factor while considering the safety of the organization. To use these functions, the users must install devices and connect them to the network first, then set corresponding parameters, so that they can manage devices, upload access control data, download configuration information, output reports and achieve digital management of the enterprise.

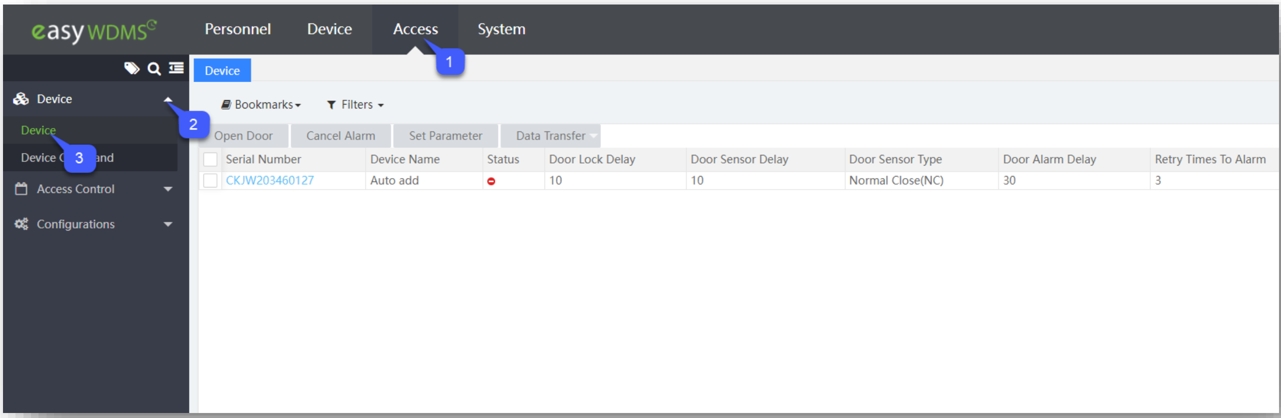


7.1 Device Configuration for Access Control (Device)

Initially, you need to add an access device, then set the communication parameters of the connected devices, including the system settings and device settings. When the communication is successful, you can view here the information of the connected devices, and perform remote monitoring, upload, and download operations etc.

7.1.1 Device

Once the device is added successfully, you can view here.



The fields are described as follows:

Serial Number: This displays the Serial Number of the device.

Device Name: This displays the Name of the device.

Status: The status of the device whether it is enabled or disabled.

Door Lock Delay: The delay time to lock the door (in seconds).

Door Sensor Delay: The delay time to enable sensor if the door is not locked (in seconds).

Door Sensor Type: The type of sensor connected to the door.

Door Alarm Delay: The Door alarm delay displays the time after which the alarm will be triggered because of an exception.

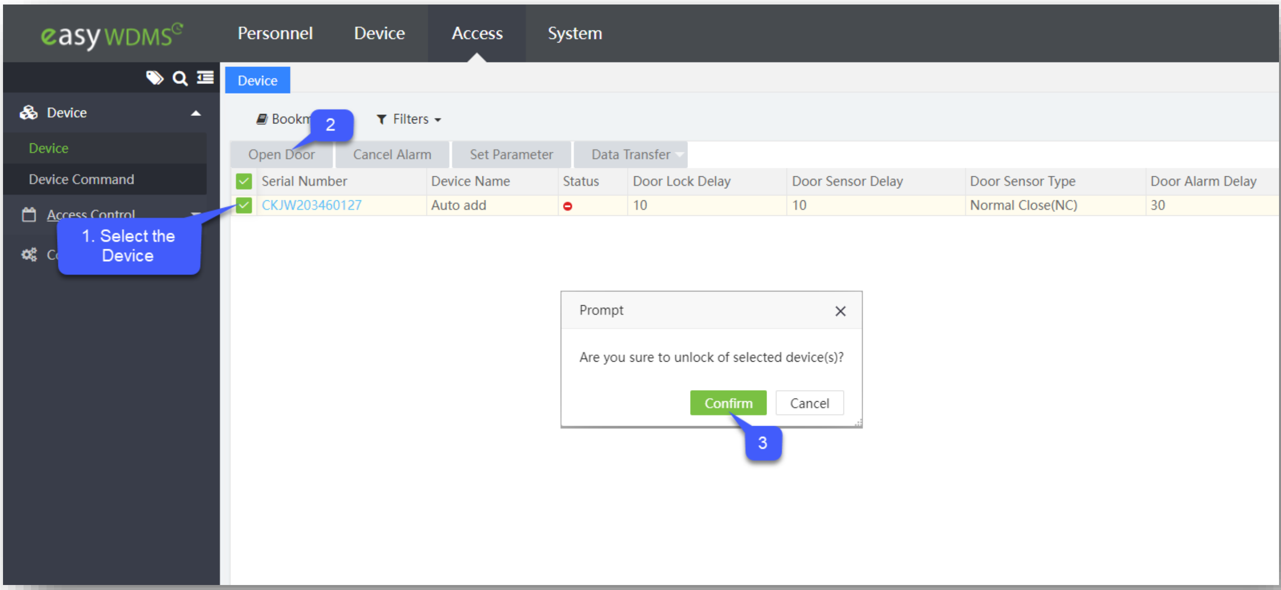
Retry Times to Alarm: When the number of failed verifications reaches the pre-set value (the value range is 1 to9 times), an alarm will be triggered. If there is no pre-set value, an alarm will be triggered after a failed verification.

Valid Holidays: Displays whether holidays are applicable to the device.

Door Configuration (Open Door)

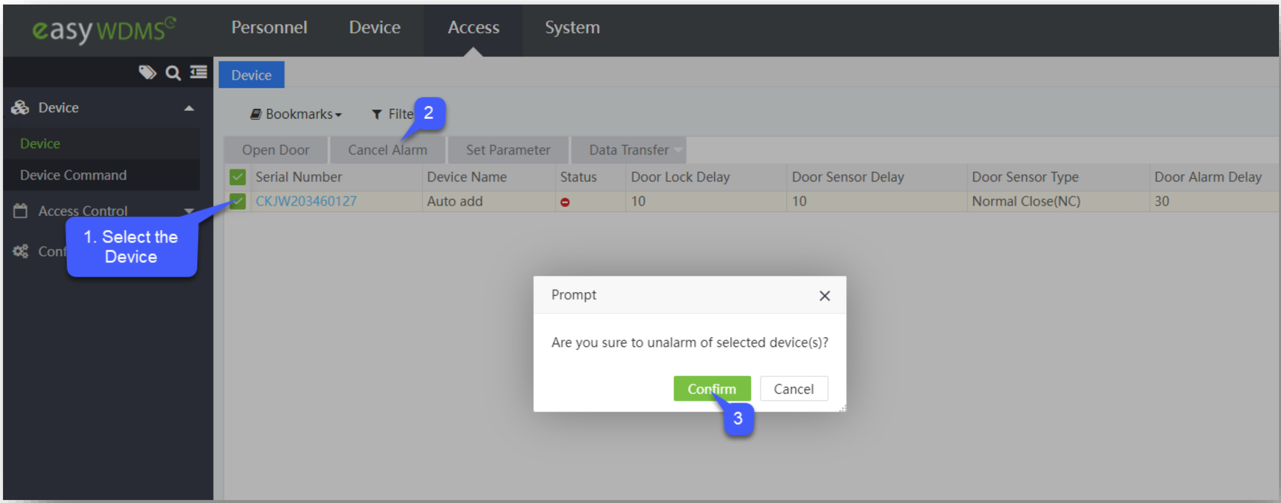
The **Open-Door** feature enables to open the door which is connected to the Access Controller without locking.

- Select the required device and click **Open Door**.
- In the appearing prompt, click **Confirm** to open the door.



Alarm Configuration (Cancel Alarm)

The **Cancel Alarm** feature is used to disable the alarm of the door associated with the selected device. If this feature is disabled, the alarm will not be triggered if the door is left open.

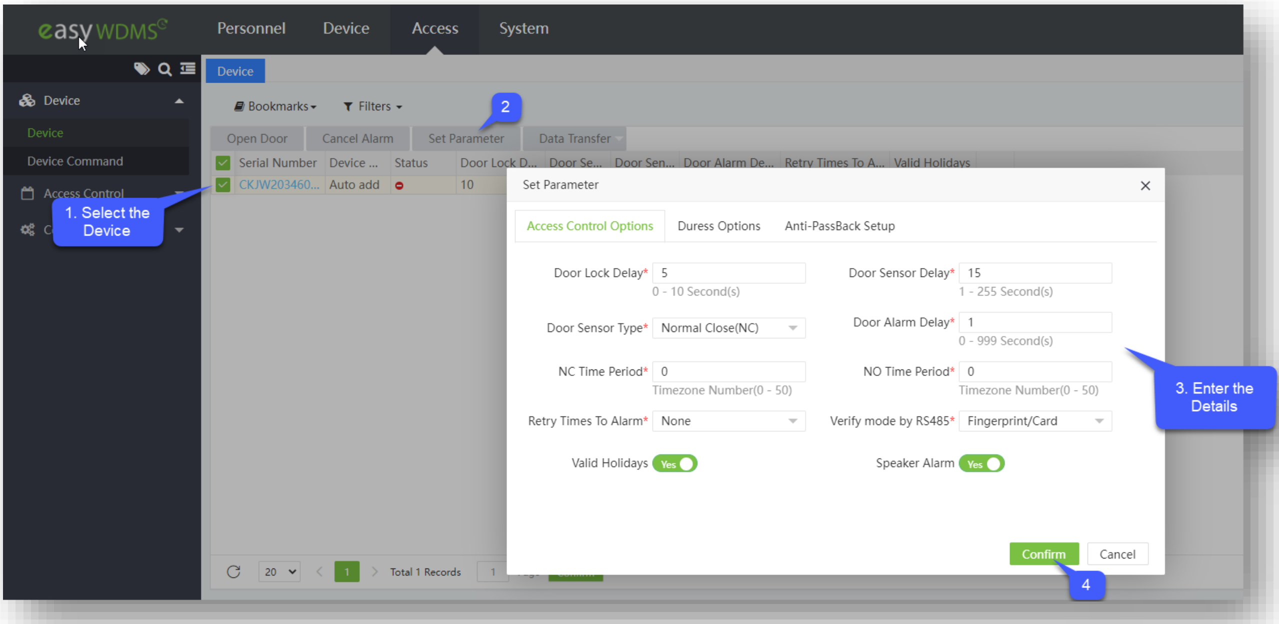


- Select the required device and click **Cancel Alarm**.
- In the appearing prompt, click **Confirm** to cancel the alarm.

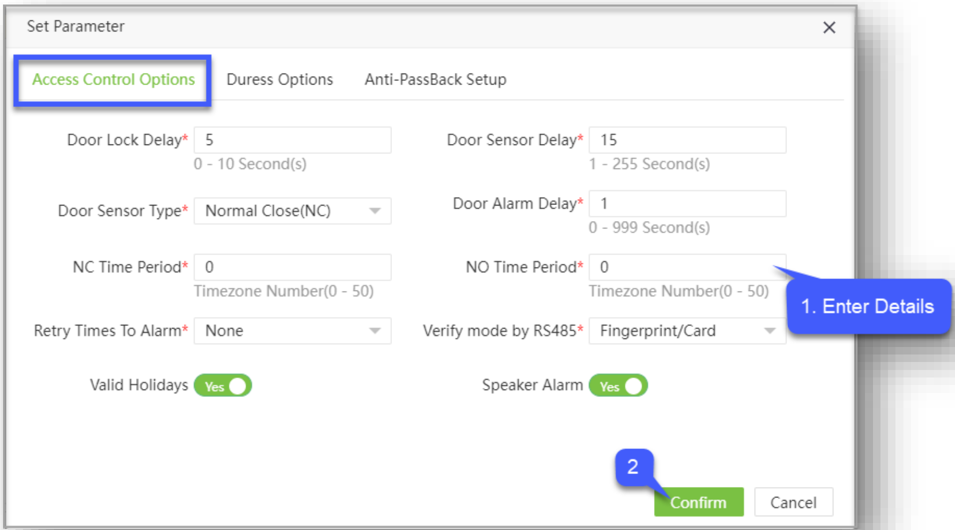
Set Parameter

The **Set Parameter** feature is used to set the access control parameters of the device. You can set the following device features:

- Access Control Options
- Duress Options
- Anti-PassBack Setup



Access Control Parameters



Door Lock Delay: Set the door lock delay for the device. The range is 0-10 second(s).

Door Sensor Delay: Set the door sensor delay for the device. The range is 1-255 second(s).

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

Door Alarm Delay: Set the door alarm delay for the device. The range is 0-999 second(s).

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

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

Retry Times to Alarm: When the number of failed verifications reaches the pre-set value (the value range is 1-9 times), an alarm will be triggered. If there is no pre-set value, an alarm will be triggered after a failed verification.

Verify mode by RS485: Select the verification mode by RS485.

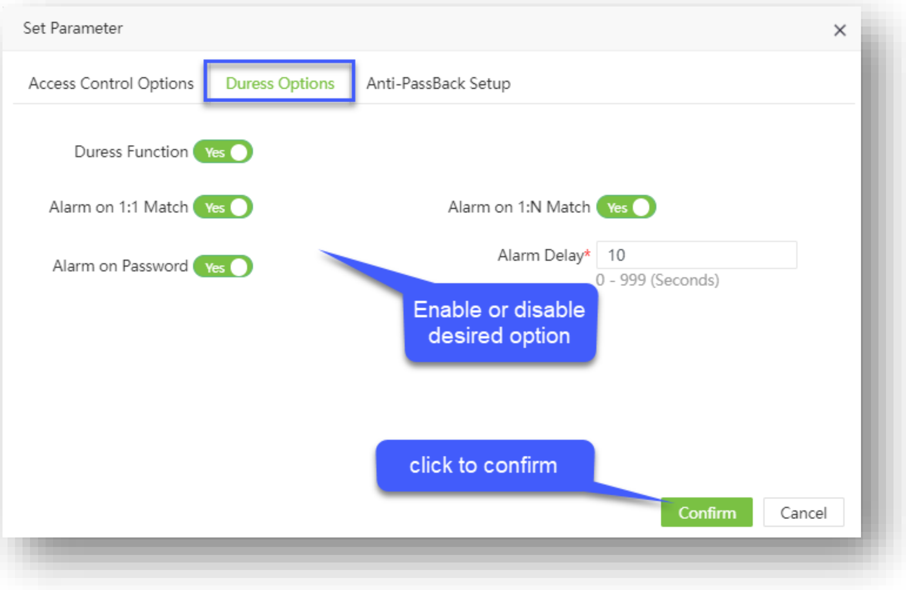
Valid Holiday: Select whether the NC Time Period or NO Time Period settings are valid in the pre-set holiday time period. Disable this button to apply the NC or NO time period to the holiday.

Speaker Alarm: When it is enabled, the buzzer will raise an alarm when the device is dismantled.

Click **Confirm** after entering the required details.

Duress Parameters

The Duress option is used at the time of emergencies. Initially, it is required to register the duress fingerprint/password on the access control device before using this feature.



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

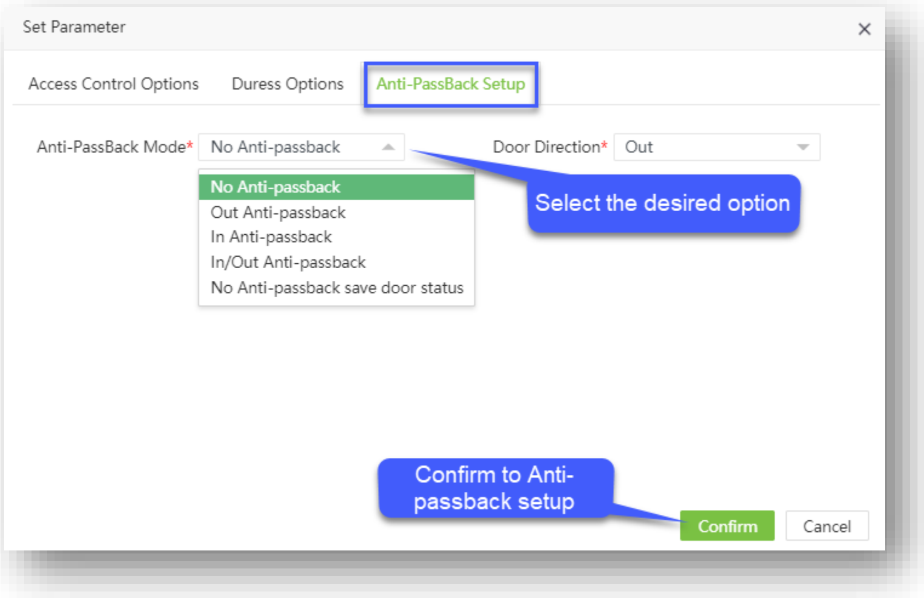
Alarm on 1:1 Match: If it is enabled and a user performs 1:1 verification method to verify any registered fingerprint, then the alarm will be triggered.

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

Alarm on Password: If it is enabled and the user performs the password verification method, the alarm will be triggered.

Alarm Delay: Set the alarm delay for the device. The range is 1to999 second(s).

Anti-PassBack Setup:



Anti-PassBack Mode: Select the type of Anti-Passback mode.

Door Direction: Set the door direction. It can be none, in or out.

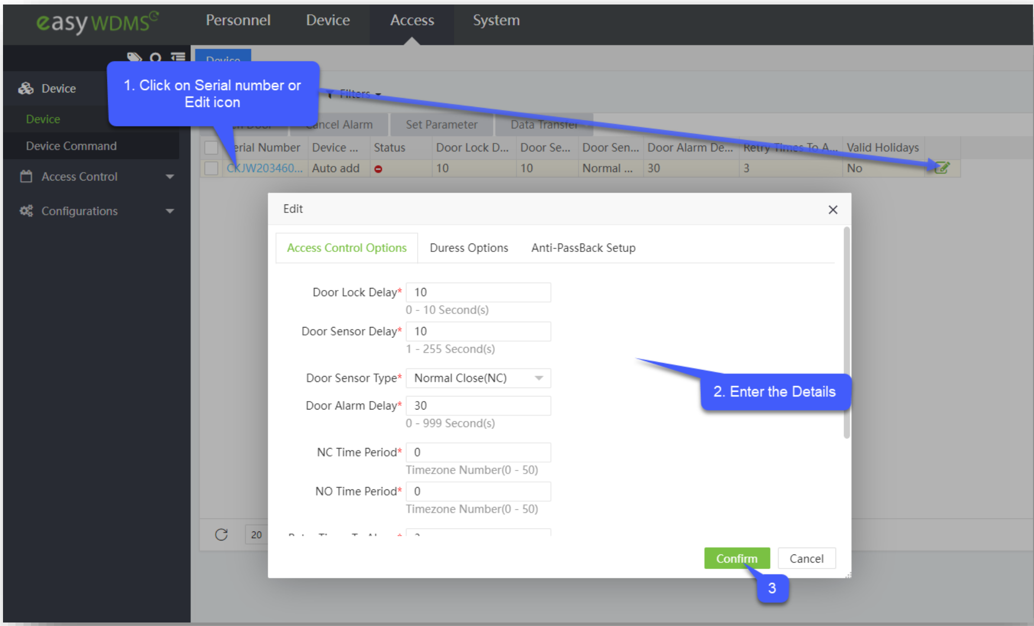
Click **Confirm** after setting the parameters.

Edit Function

Edit function lets you edit the existing device details from the software.

To edit existing Device details, perform the below steps:

- On the **Device** interface, select the required device details to be edited from the list.
- Click **Serial Number** or  **Edit icon**, to edit the Device details.
- Edit the required details and click **Confirm**.

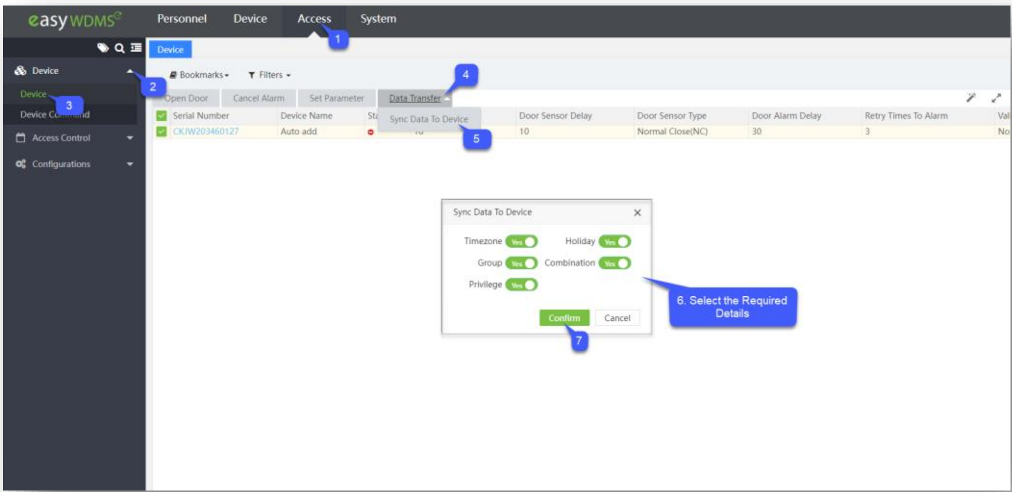


Data Transfer

Data Transfer lets you send the stored data from the Device to the Software. Functions available under Data Transfer.

Sync Data to Device

This function lets you synchronize or update the data from the software to the Device. Sync Data to the Device.

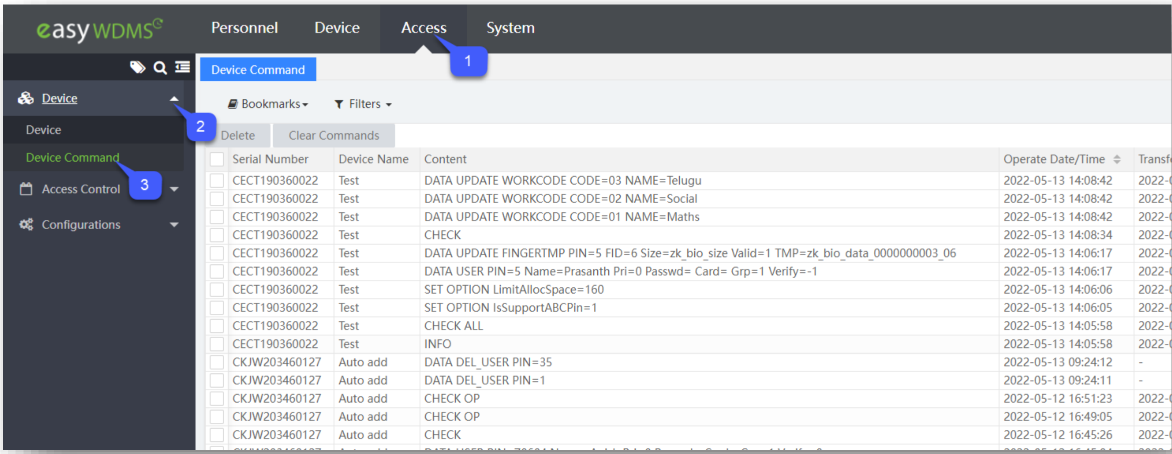


- On the **Device** interface, select the required Devices from the list to sync the Employee Data from the software.

- On the **Data Transfer** menu, click **Sync Data to Device** to sync or update the Employee data from the software to the selected Devices.
- On the **Sync Data to Device** window, select the required data, by switching the toggle button to either **Yes** or **No** for the data options (Time Zone, Holiday, Group, Combination, and Privilege)
- Click **Confirm**, to sync or update the selected data from the software to the selected Devices.

7.1.2 Device Command

This section is used to check the commands issued by the software to the device during communication.



A brief note about the columns displayed on the Device command Interface:

Serial Number: Displays the unique serial number of the Device.

Device Name: Displays the Device name.

Content: Displays the command content.

Operate Date/Time: Displays the last command operated time.

Transfer Time: Displays the last command transfer time.

Return Time: Displays the last command return time.

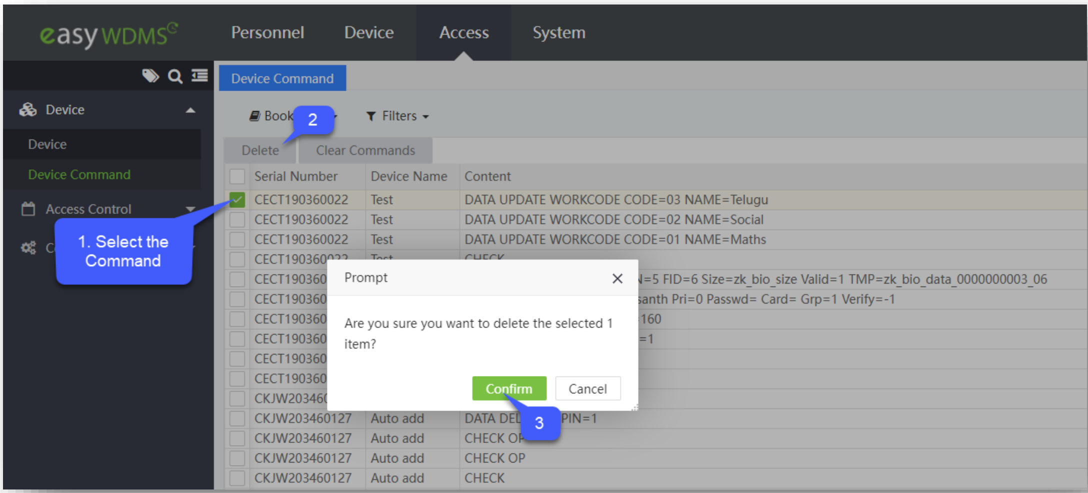
Return Value: Displays the last command return value.

Functions available on the Device Command Interface

Delete Device Command

This feature is used to clear the commands issued by the software to the device during communication.

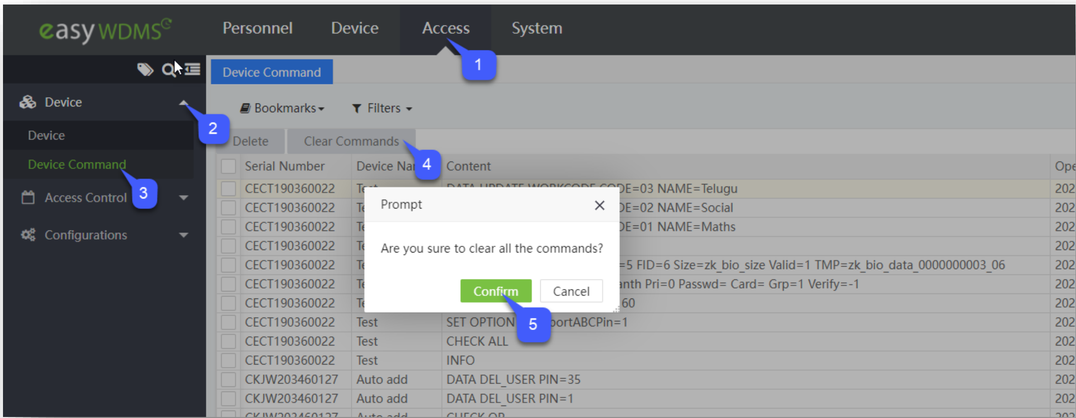
- On the **Device Command** interface, select the required command to remove or delete from the device command list.



- Click **Delete** or  Delete Icon to remove or delete the selected command to remove or delete from the device command list.
- Click **Confirm**, to discard or delete the selected required command to remove or delete from the device command list.

Clear Command

Clear Commands allows you to delete all the device commands.



- On the **Device Command** interface, Click to the Clear Commands.
- Click **Confirm** to delete all Device commands.

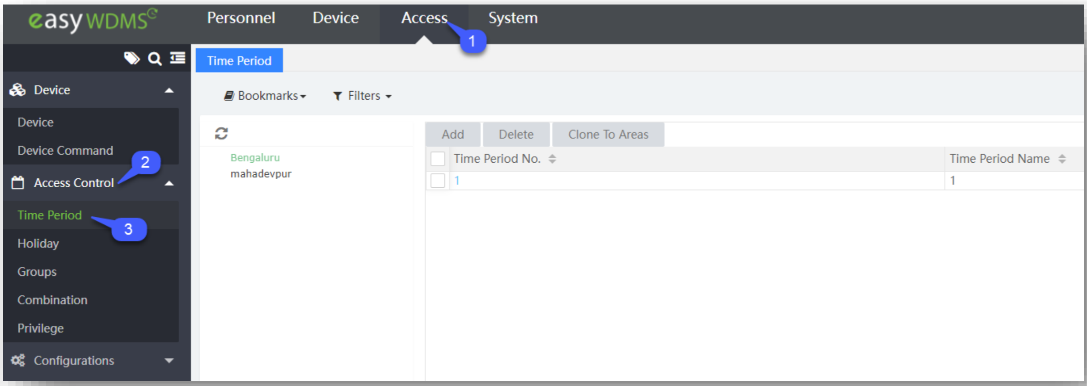
7.2 Access Control

Access control interface is help you to create a new time period or edit the existing time period to define the operating hours of the access control device. It can be assigned for every week days and holidays also.

On the **Access** module, click **Access Control** to go to the Device Management module.

7.2.1 Time Period

The Time Period is usually set to define the operating hours of the access control device. It can be assigned for every week. The time format is HH: MM: SS – HH: MM: SS.



A brief note about the columns displayed on the Time Period Interface:

Time Period Number: Displays the time period number. The time period number is unique for each area.

Time Period Name: Displays the time period name.

Functions available on the Time Period Interface

Add a Time Period

The add function help to add a new Time Period to define the operating hours of the access control device. It can be assigned for every week.

On **Time Period** interface Click on **Add** option to create new time period to set the operating hours of the devices.

Set the following details:

Area: It displays the area name. It cannot be modified in the interface.

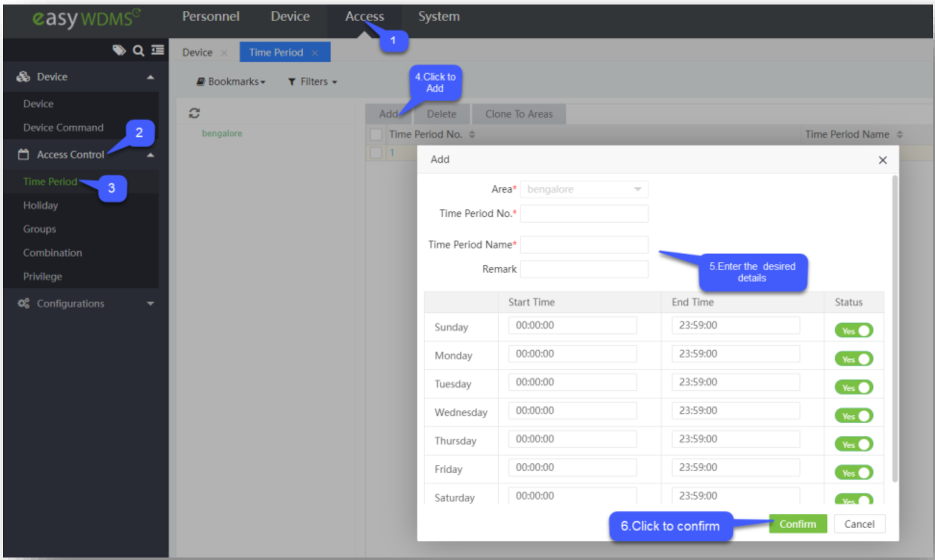
Time Period Number: Enter the time period number. The time period number is unique for each area.

Time Period Name: Enter the time period name.

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

Remark: Enter the remarks.

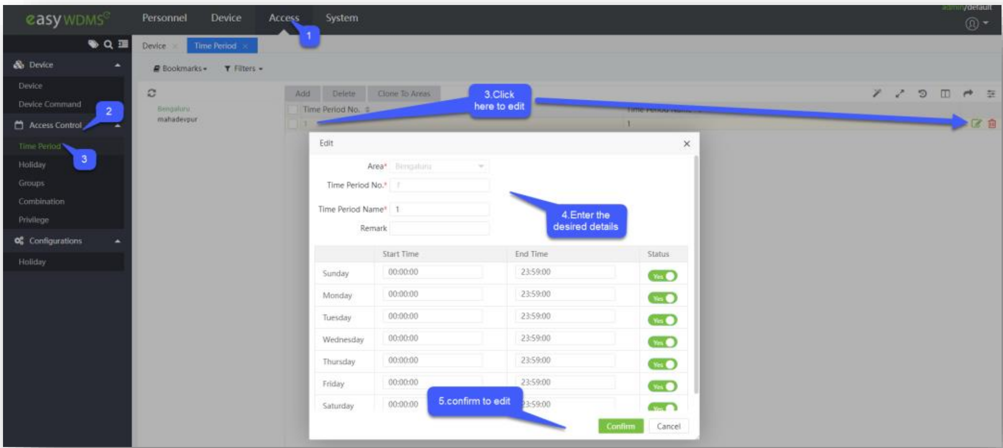
Status: The default is ON. Turn off the toggle button to disable the time period, the door cannot be open for the whole day for a specific employee.



Click **Confirm** after entering the required details.

Edit a Time Period

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

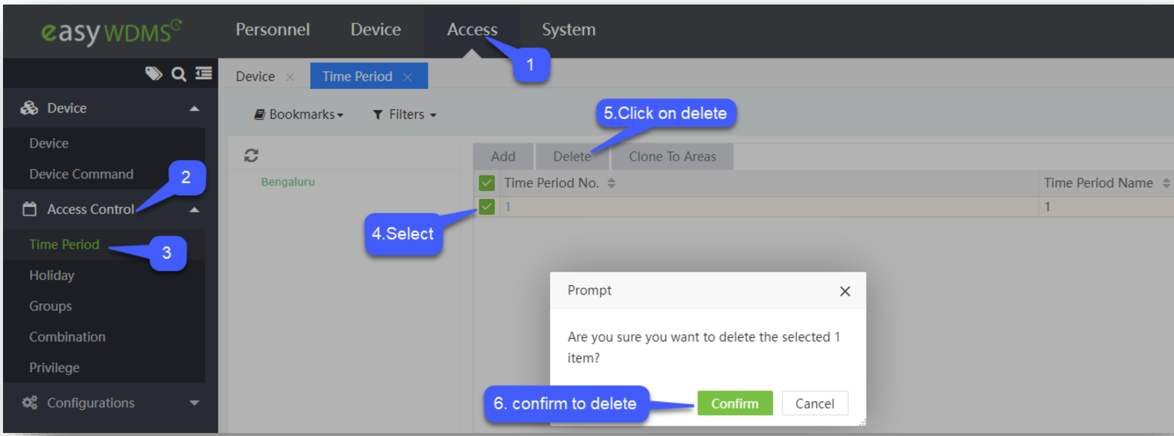


- Click the corresponding area on the left of the interface. The time period list of the corresponding area will be displayed.
- In the time period list, select the **Time Period Number** or click Edit icon.

- Modify the parameter settings based on the requirements.
- Click **Confirm** to save the modified time period information.

Delete a Time Period

In the time period list, select the time period and click **Delete** on the upper part of the interface or click icon.

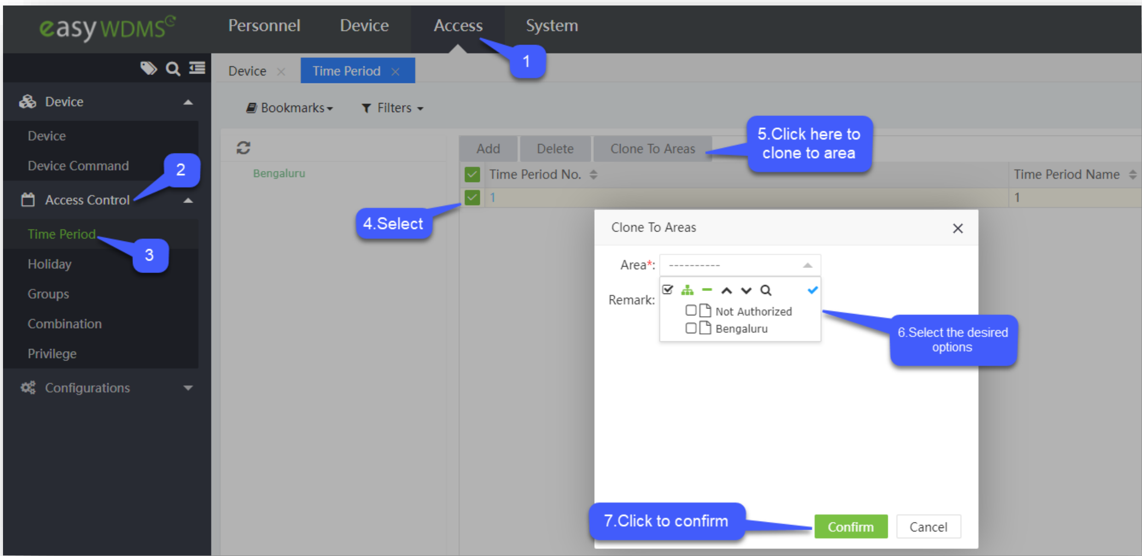


Note: The Time Period, which is in use, cannot be deleted.

Clone To Areas

The Clone option is used to copy the time period of one particular area to another area. It saves the time of creating individual time period to each area.

- Select the time period to be cloned. Click **Clone To Areas** to open the following interface.



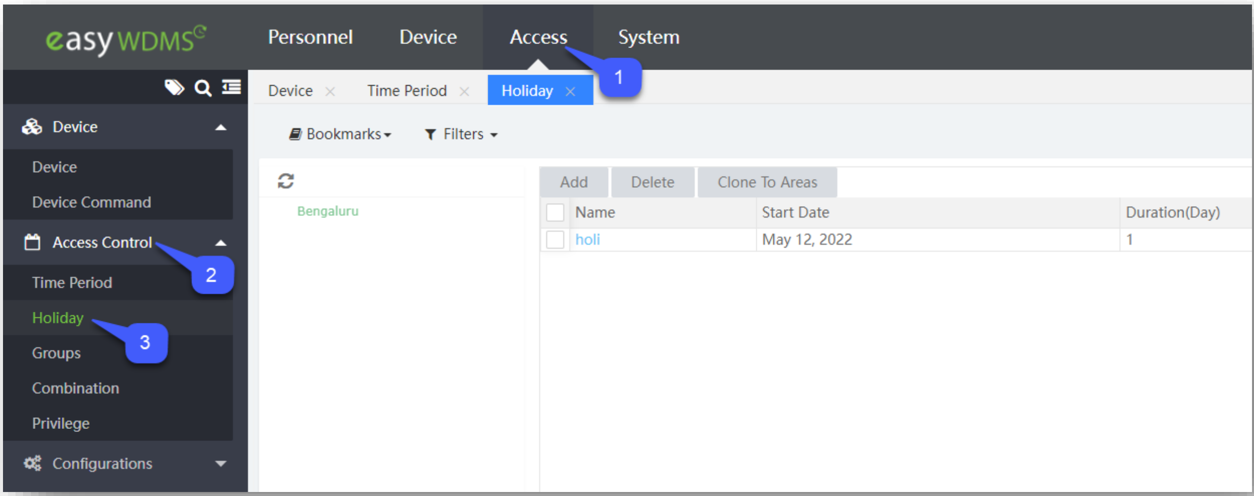
- Enter the parameters as shown below:

  Area: Select the area (multiple areas can be selected).

  Remark: Enter the remarks.
- Click **Confirm** to save the clone details.

7.2.2 Holiday

The Holiday settings can be configured to control the door access on holidays. On holidays, special access control may be required. To facilitate this requirement, the access control time on holidays can be set which applies to all the employees of the corresponding area.



The fields are described as follows:

Name: Displays the holiday name.

Start Date: Displays the Start date of the Holiday.

Duration(days): Displays the Duration of the Holiday (days).

Time Period: Displays the time period applicable to the holiday. The door opening time period depends on this parameter.

Functions available on the Holiday Interface

Add a Holiday

On **Holiday interface**, click on the **Add** option and enter the parameters as shown below:

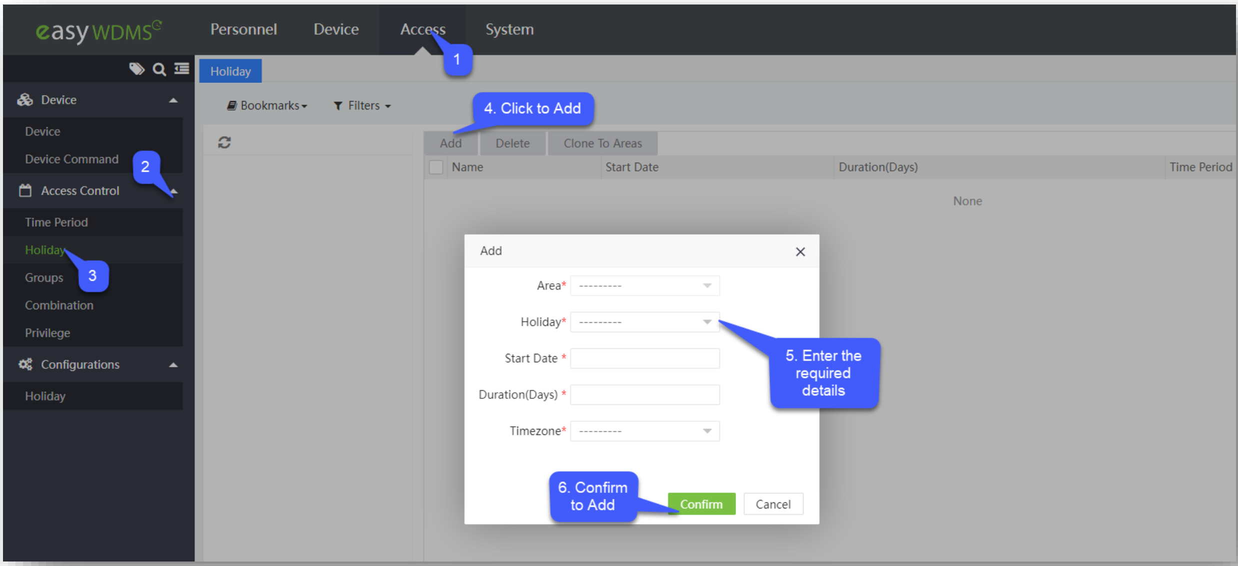
Area: Select the area from the area list.

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

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

Duration (Days): It will be automatically filled after selecting the holiday name and cannot be modified.

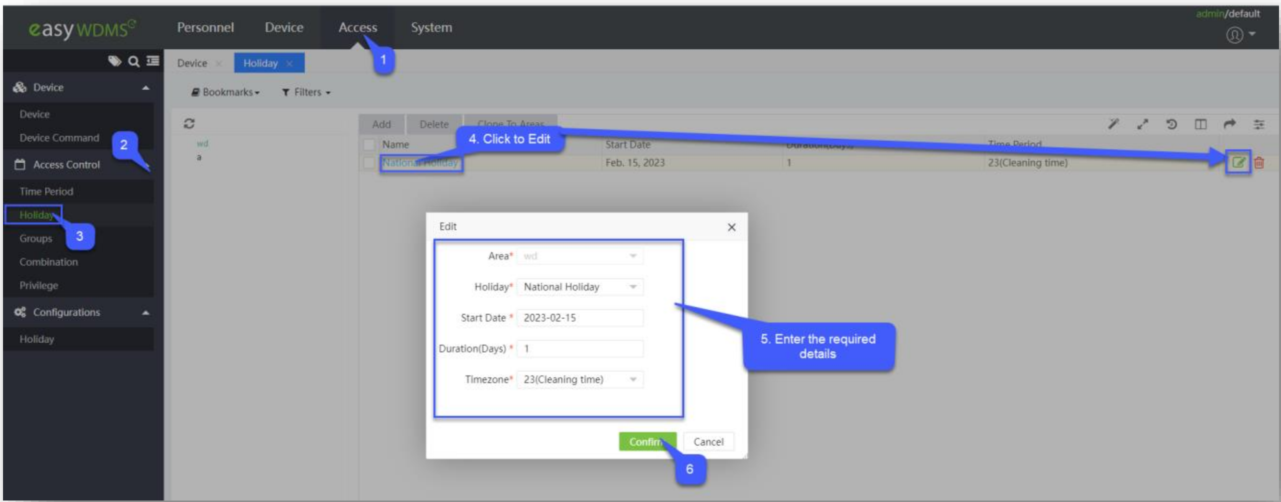
Timezone: Select the timezone applicable to the holiday. The door opening timezone depends on this parameter.



Click **Confirm** to save the holiday details.

Edit a Holiday

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

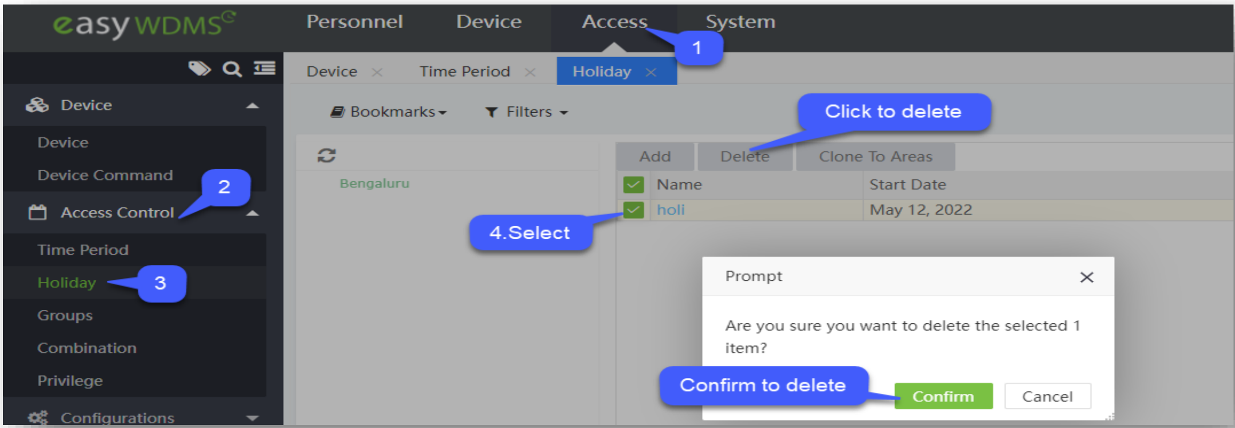


In the holiday list, click the **Holiday Name** or click Edit icon.

Modify the parameter settings as per your requirements and Click **Confirm** to save the modified holiday information.

Delete a Holiday

Select the holiday and click **Delete** on the upper part of the interface or click Delete icon.

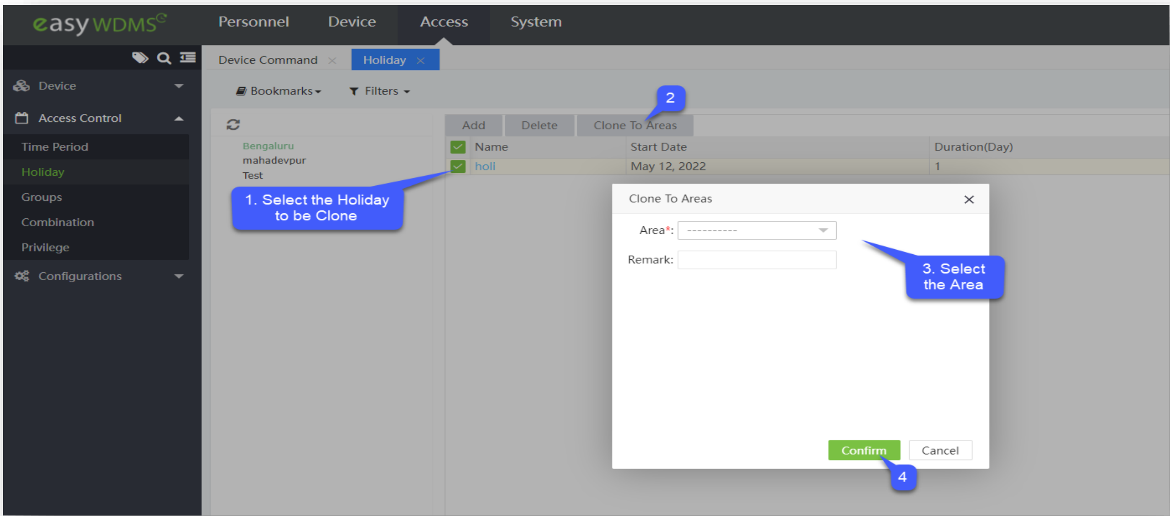


Click to **Confirm** to delete the Holiday.

Clone To Areas

The Clone option is used to copy the time period of one particular area to another area. It saves the time of creating individual time period to each area.

- Select the Holiday to be cloned.
- Click **Clone To Areas** to open the following interface.



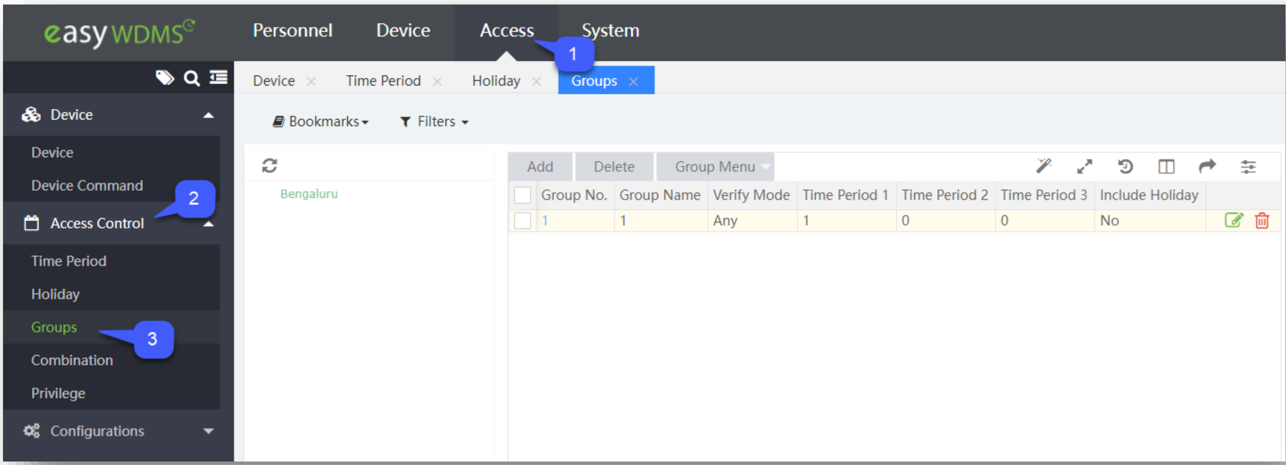
Area: Select the Area.

Remark: Enter the Remarks.

- Select area and click **Confirm** to clone to Area.

7.2.3 Groups

The **Group** option enables you to manage the employees in groups. The access parameters specified here are applicable to all the employees belonging to the specific group.



A brief note about the columns displayed on the Group Interface

Area: Select the area name.

Group Number: Enter a unique group number.

Group Name: Enter the name of the group.

Time Period: Set the time period of the group. Each group can have a maximum of 3 time period. As long as one of them is valid, the group can be verified successfully.

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

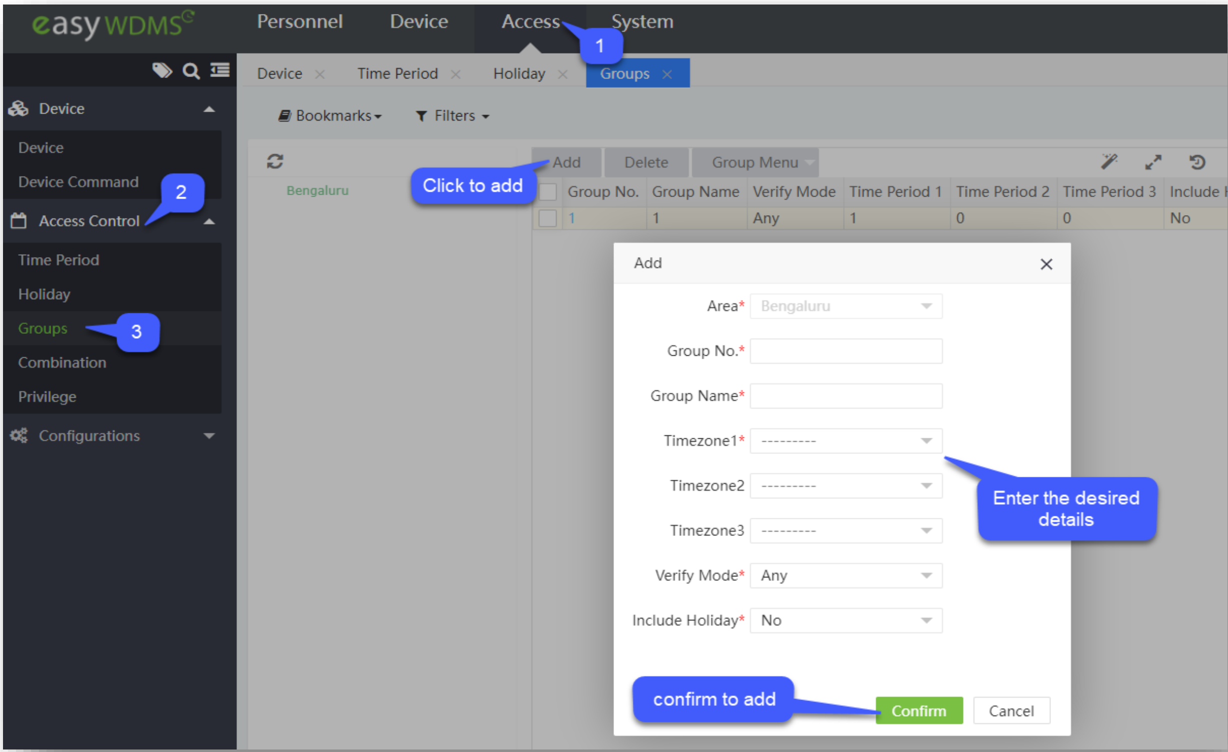
Include Holiday: If it is set as [Yes], the door opening time period on holiday subjects to the time period set in holidays.

Functions available on the Group Interface

Add an Access Group

To create a new access group, follow the below procedure.

Initially, select the area in which you want to create the user group. Then Click on **Add**. Enter the following details.



Area: Select the area name.

Group Number: Enter a unique group number.

Group Name: Enter the name of the group.

Time Zone: Set the time zone of the group. Each group can have a maximum of 3 time zone. As long as one of them is valid, the group can be verified successfully.

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

Include Holiday: If it is set as [Yes], the door opening time period on holiday subjects to the time period set in holidays.

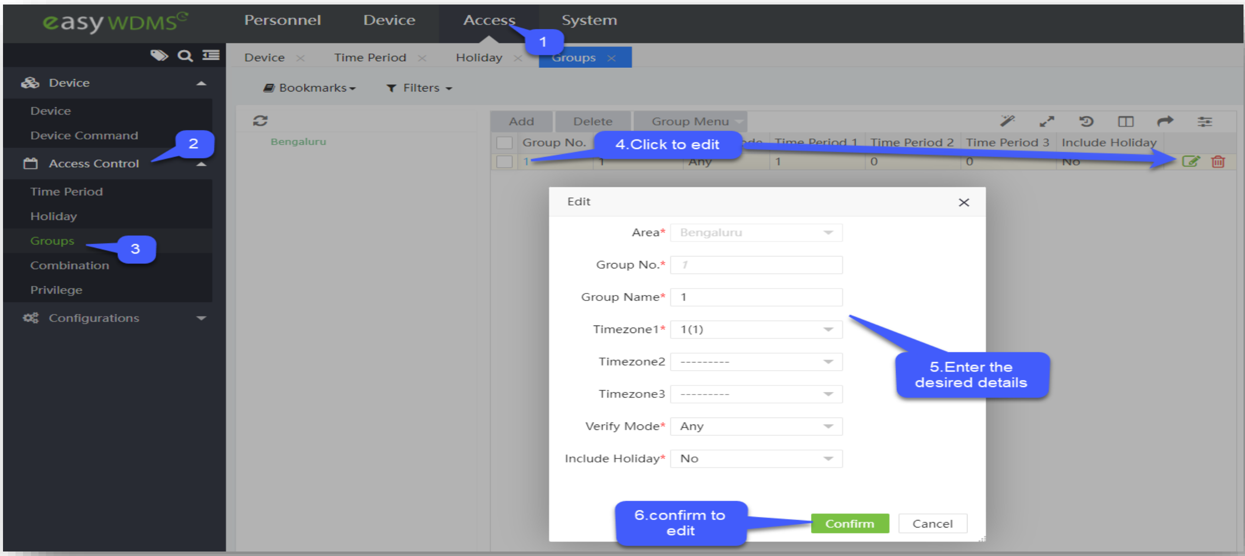
Click **Confirm** to save the settings.

Edit an Access Group

Perform the following steps to edit an Access Group.

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

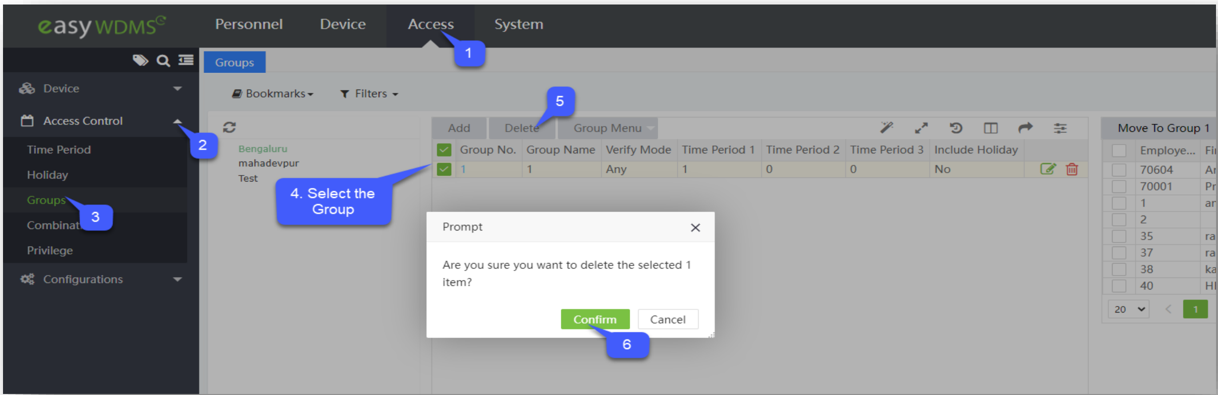
- In the group list, click the group name or click edit icon.
- Modify the parameters as per your requirements.



- Click **Confirm** to save the modified group information.

Delete

Select the Group and click **Delete** on the upper part of the interface or click delete icon. Click on **Confirm** to delete the selected group.

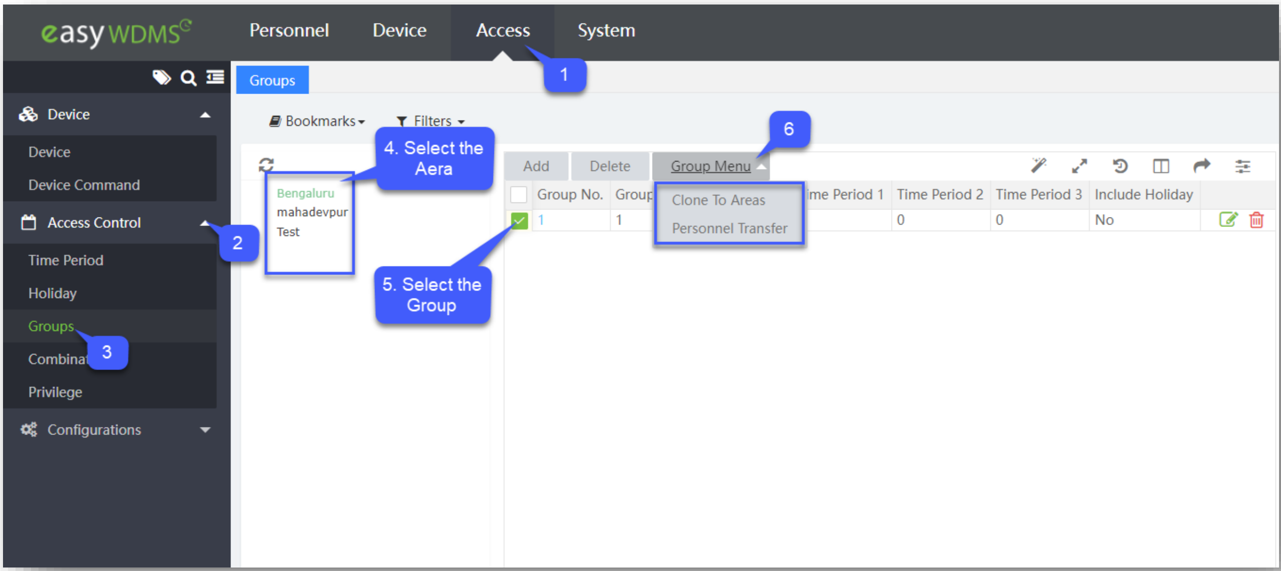


Group Menu

On the **Access** module, click **Access Control**, and then click **Group** interface, to transfer the employees to a specific group.

Functions available under Group Menu

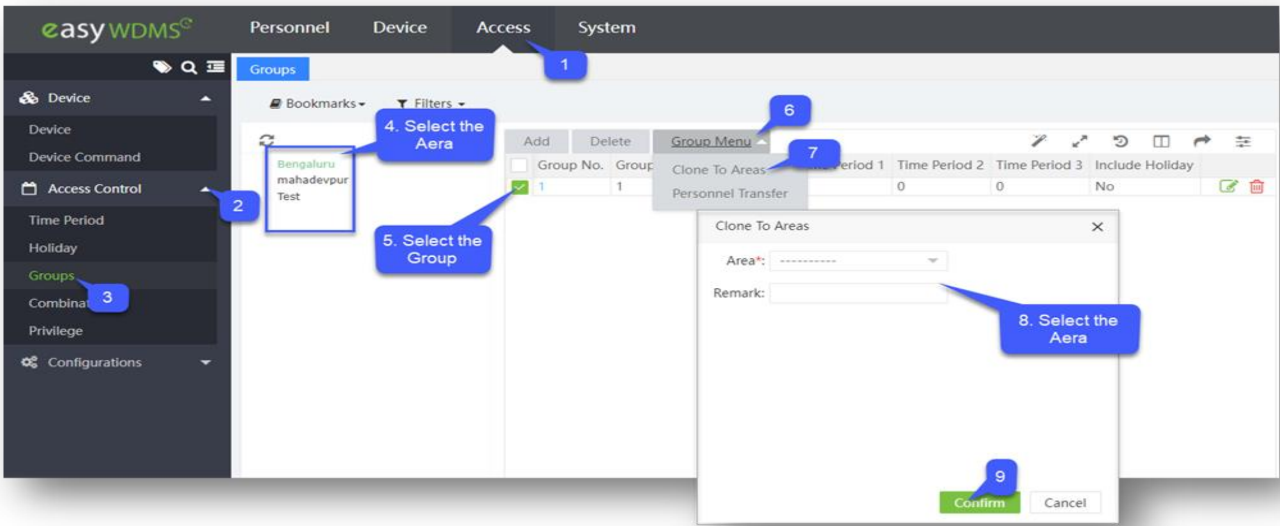
- Clone To Areas
- Personnel Transfer



- Select the area in which you need to transfer the employees.
- Then, select the Group and click **Group Menu -> Personnel Transfer**. The interface appears as shown below:
- Now, select the employee whom you need to transfer to the selected group and click **Confirm**.

Clone To Areas

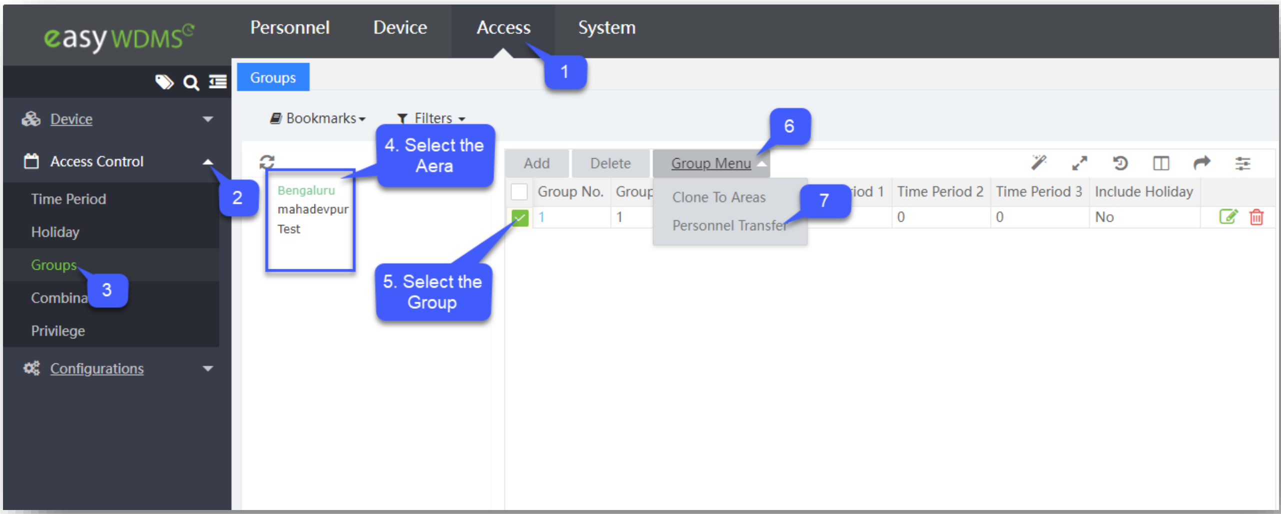
The Clone option is used to copy the group of one particular area to another area. It saves the time of creating individual Group to each area.



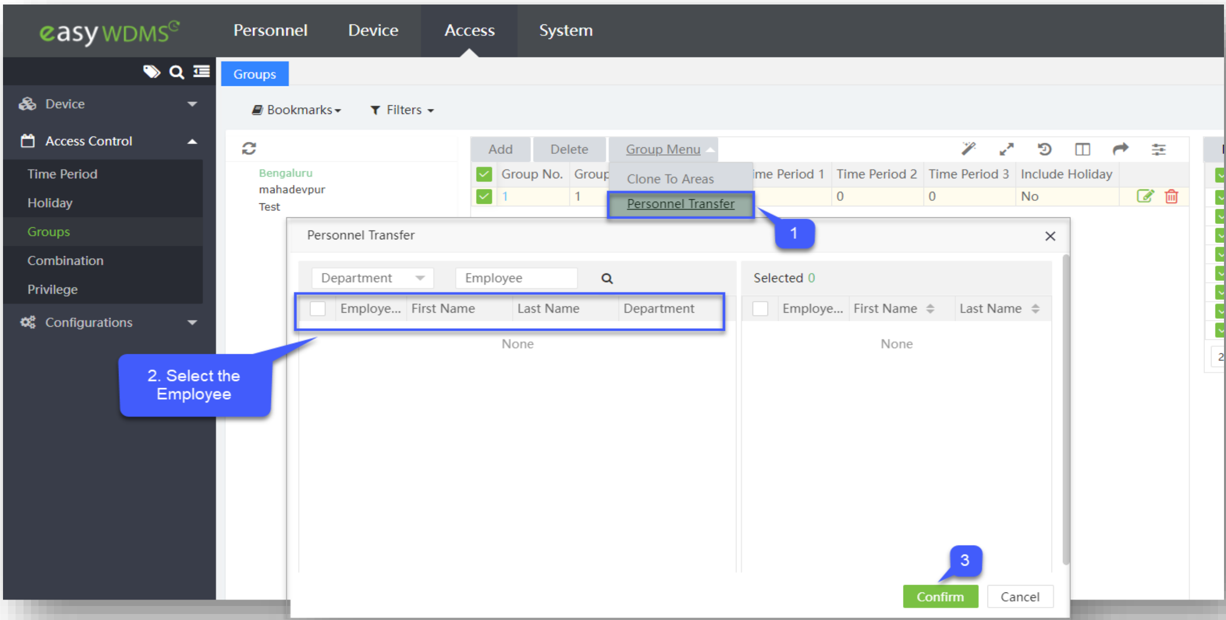
- Select the Group to be cloned.
- Click **Group Menu** and Select **Clone To Areas** to open the following interface.
- Select Area from the drop- down List to clone to area and then enter the Remark.
- Click **Confirm** to clone the Area.

Personnel Transfer

If you need to transfer the employees to a specific group, perform the below given steps:



- Select the area in which you need to transfer the employees.
- Then, select the Group and click **Group Menu > Personnel Transfer**. The interface appears as shown below:



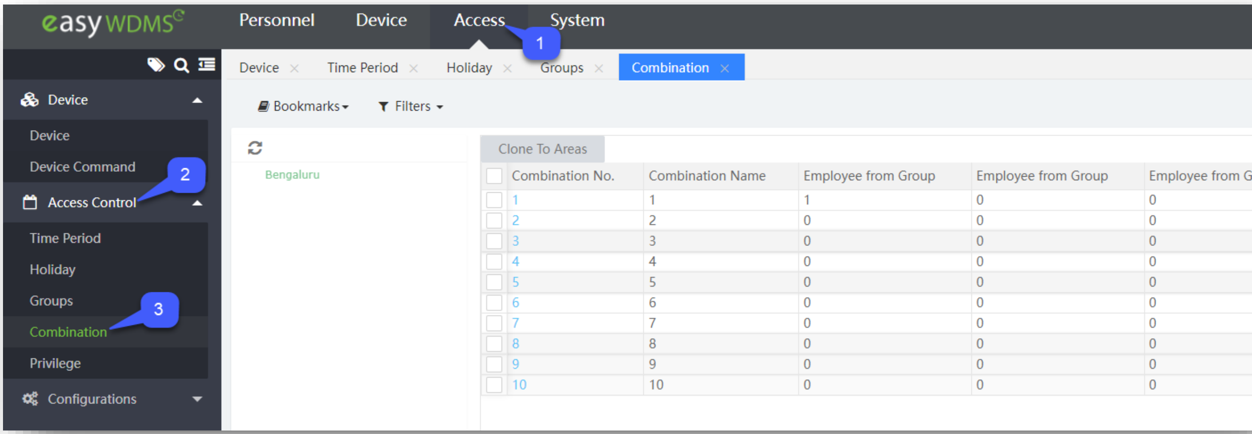
- Now, select the employee whom you need to transfer to the selected group and click **Confirm**.

7.2.4 Combination

Access groups can be used with different unlock combinations to enable multiple authentications and to improve security.

For each area, the maximum number of unlocking combinations is 10. When an area is created, 10 unlock combinations are automatically created.

The unlock combination with combination No. 1 will be set in a way that one employee from Access-Group 1 can open the door by default. Other unlock combinations do not include any employee from the access group.



A brief note about the columns displayed on the Combination Interface

Area: Displays area name.

Combination Number: This displays a unique Combination number.

Combination Name: This displays the name of the Combination.

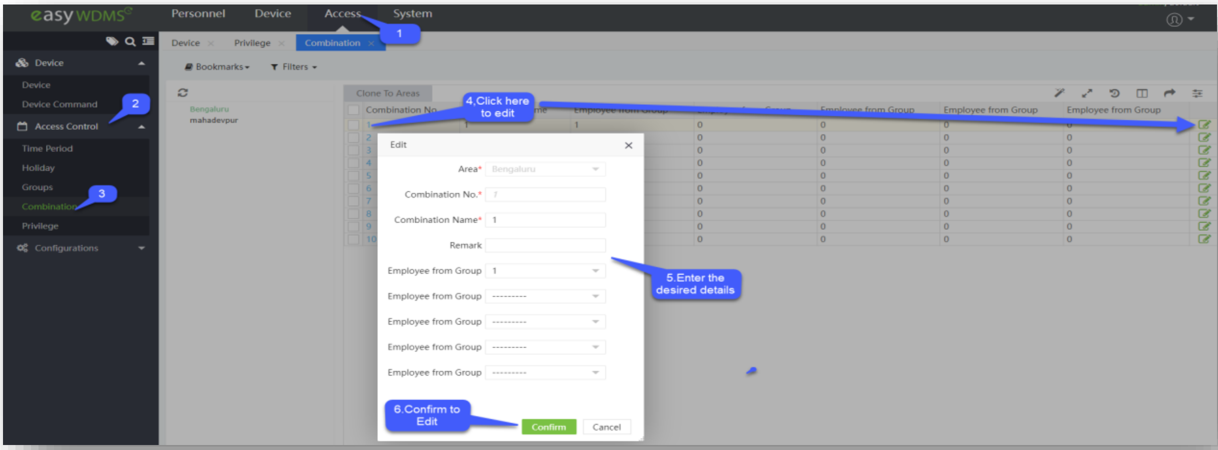
Employee From Group: This displays the group which the employee belongs to. For example, If the selected group is Group 1, one of the employees from Group 1 can open the door in the specified area. In a combined verification, the range of user number is $0 \leqslant N \leqslant 5$. You can combine two or more employees to achieve multi-verification and security advancement.

Functions available on the Combination Interface

Edit Access Control Combination

To edit the Access Control Combination, perform the following steps:

- Click 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 area name.

Combination Number: The combination number cannot be edited.

Combination Name: Set the name of the combination.

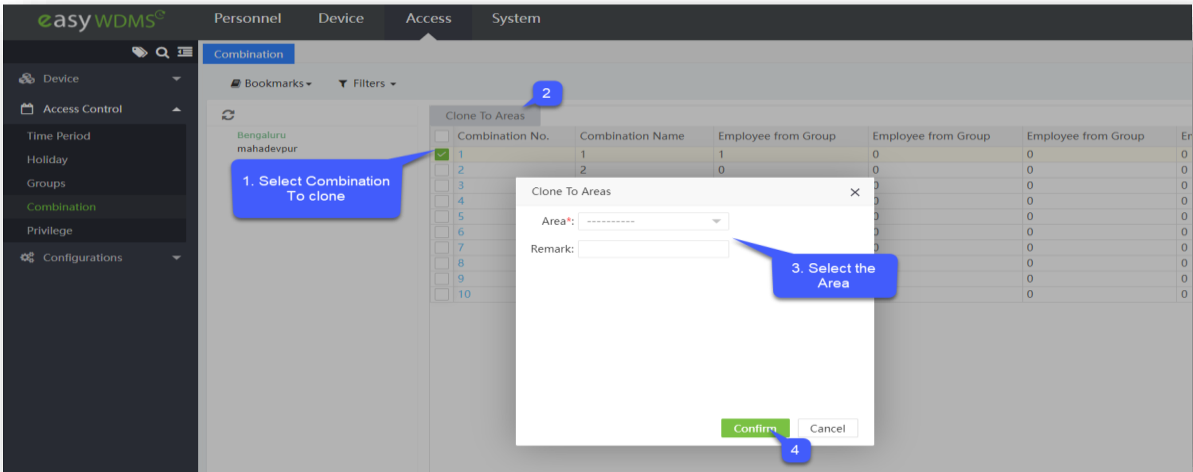
Remark: Enter the remark.

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

Click **Confirm** to save the settings.

Clone To Areas

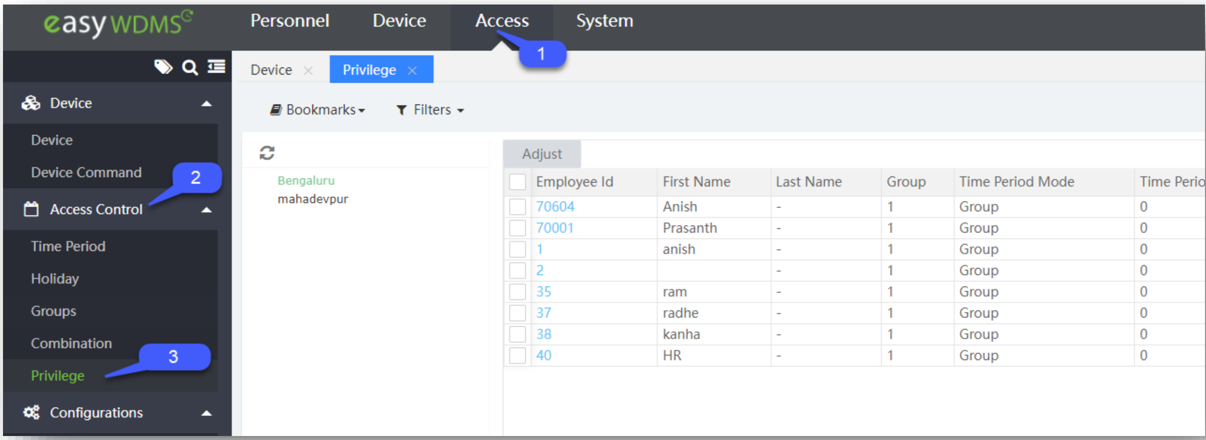
The Clone option is used to copy the time period of one particular area to another area. It saves the time of creating individual time period to each area.



- Select the time period to be cloned. Click **Clone To Areas** to open the following interface.
- Select the Area from the drop-down list and enter the Remark.
- Click **Confirm** to Clone to area.

7.2.5 Privilege

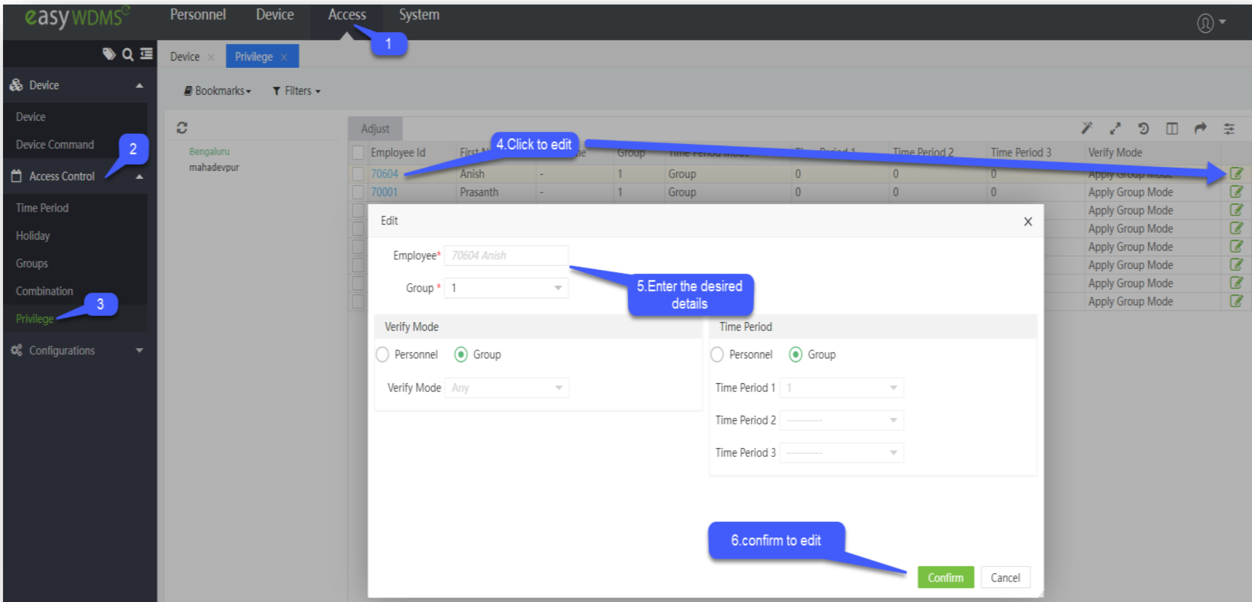
The privilege option is used to view and assign access privileges to all the employees.



Edit Employees Access Privilege

If you need to edit an employees' access privilege, you can do as per the following:

- 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  edit icon to edit the employee privilege.



Edit the details as shown below:

Employee: The employee field cannot be edited.

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

Verify 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.

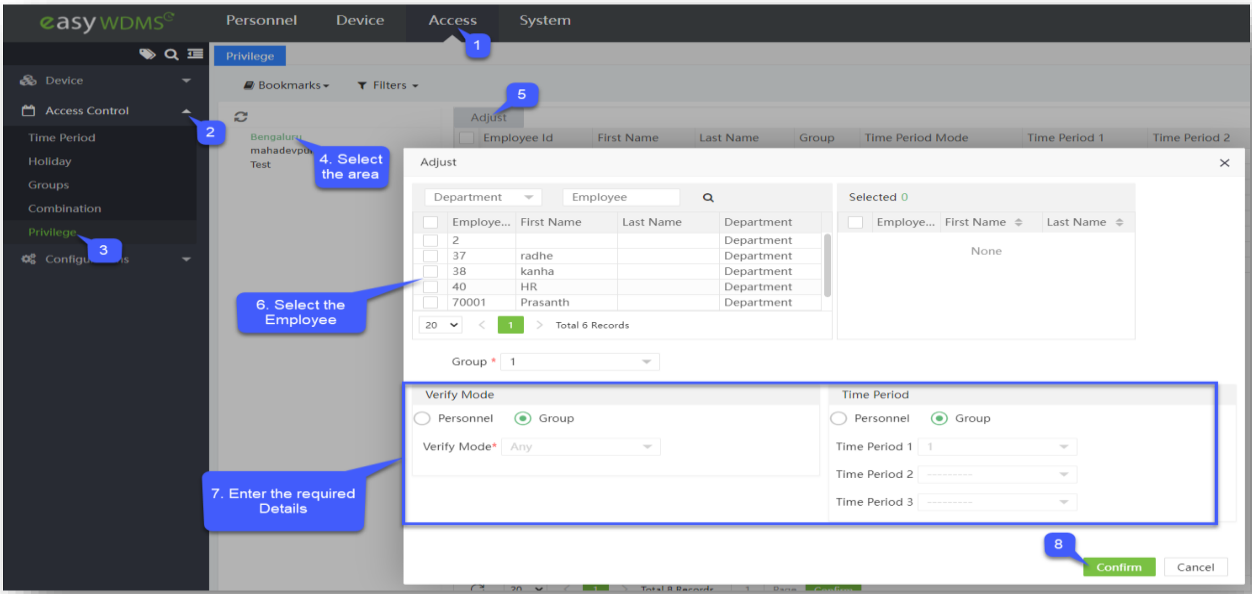
Time Period: If Group is selected, the time period of the group will be applicable to the employee. If Personnel is selected, then set the unlocking time period for this employee. The time period of this employee does not affect the time period of any other employee in this group.

Click **Confirm** to save the details.

Adjust Employee's Access Privilege (Adjust)

The employee's access privilege can be altered as per your requirements. Perform the following steps:

- Click the corresponding area on the left side of the interface.
- The privilege information of employees who are belonging to this area will be displayed on the right side of the interface.
- Click **Adjust** to access the adjust privilege interface:



Enter the parameters as shown below:

Employee: Select the employee from the list to whom the privilege must be adjusted.

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

Verify 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 for the drop-down list of verifying mode.

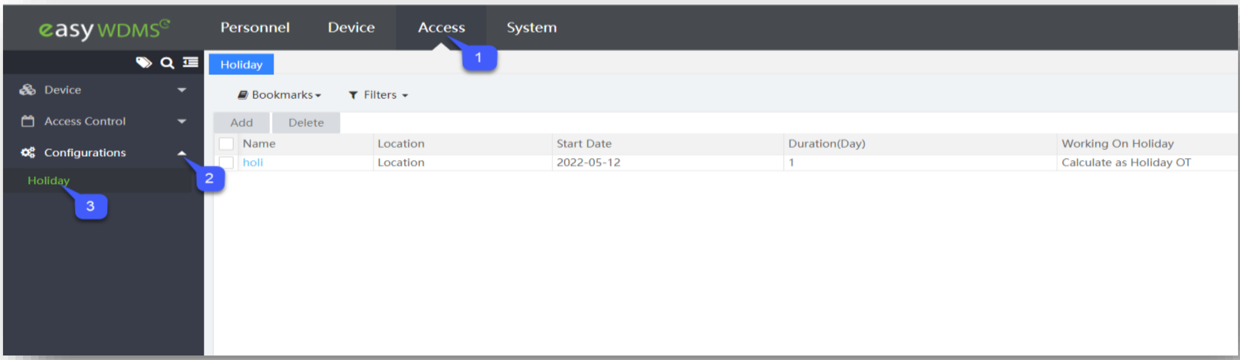
Time Period: If Group is selected, the time period of the group will be applicable to the employee. If Personnel is selected, then set the unlocking time period for this employee. The time period of this employee does not affect the time period of any other employee in this group.

Click **Confirm** to save the details.

7.3 Configurations

Our **Configurations** module facilitates you to accomplish in managing holidays of employees. On the **Device** module, click **Configurations**, and then click **Holiday** to go to the Holiday Interface.

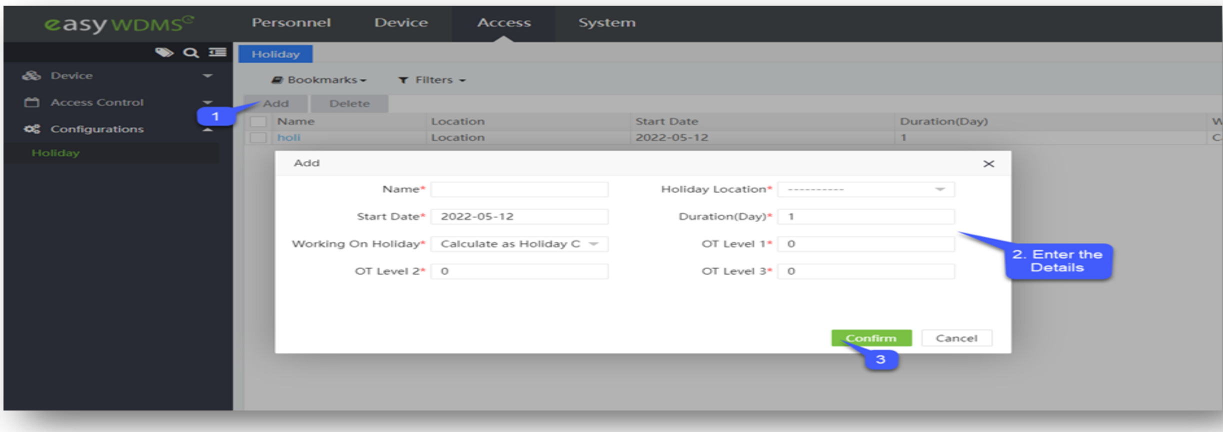
The Holiday settings can be configured to control the door access on holidays. On holidays, special access control may be required. To facilitate this requirement, the access control time on holidays can be set which applies to all the employees of the corresponding area.



Functions available on the Holiday Interface

Add a Holiday

To Add holiday in the corresponding area, perform the following steps:



- On **Holiday Interface** click on **Add** option
- Enter the parameters as shown below:

Holiday Location: Select the area from the area list.

Name: Enter the Holiday name. These holidays are those added in the Attendance Module.

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

Duration (Days): It will be automatically filled after selecting the holiday name and cannot be modified.

Working on Holiday: If Employees work on weekends, then you can define that worktime by choosing; Do not calculate/Calculate as Normal Work/ Calculate as Normal OT/ Calculate as Weekend OT/ Calculate as Holiday OT as per your company's policy.

Do not calculate: Working on the weekend will be ignored by the system.

Calculate as Normal Work Time: Working on the weekend will be moved to normal work.

Calculate as Weekday OT: Working on the weekend will be moved to normal overtime.

Calculate as Week Off OT: Working on the weekend will be moved to weekend overtime.

Calculate as Holiday OT: Working on the weekend will be moved to holiday overtime.

OT Level 1/OT Level 2/OT Level 3: You can set the levels for overtime according to the worked hours.

What are Overtime levels?

When an employee works more than the needed hours, the company management sets overtime levels such that, the employee gets paid according to his worked overtime level. Overtime levels must be in hours and must be set in such a way that OT Level 3> OT Level 2 > OT Level 1.

E.g.: OT Level 1 to 3 hours

OT Level 2 to 5 hours

OT Level 3 to 7 hours

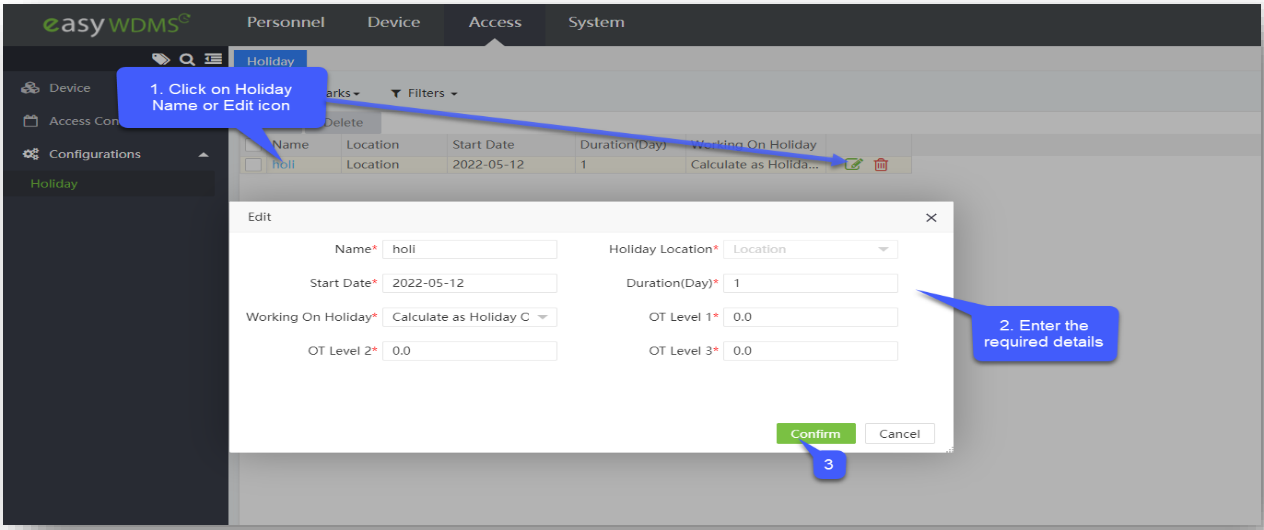
For each OT level, you may set distinct pay levels. Consider an employee A works for 3 hours and employee B works for 5 hours. The worked hours of employee A falls under Level 1. The worked hours of employee B falls under both Level 1 and Level 2. So, employee B gets consolidated pay by considering both levels.

Click **Confirm** to save the holiday details.

Edit a Holiday

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

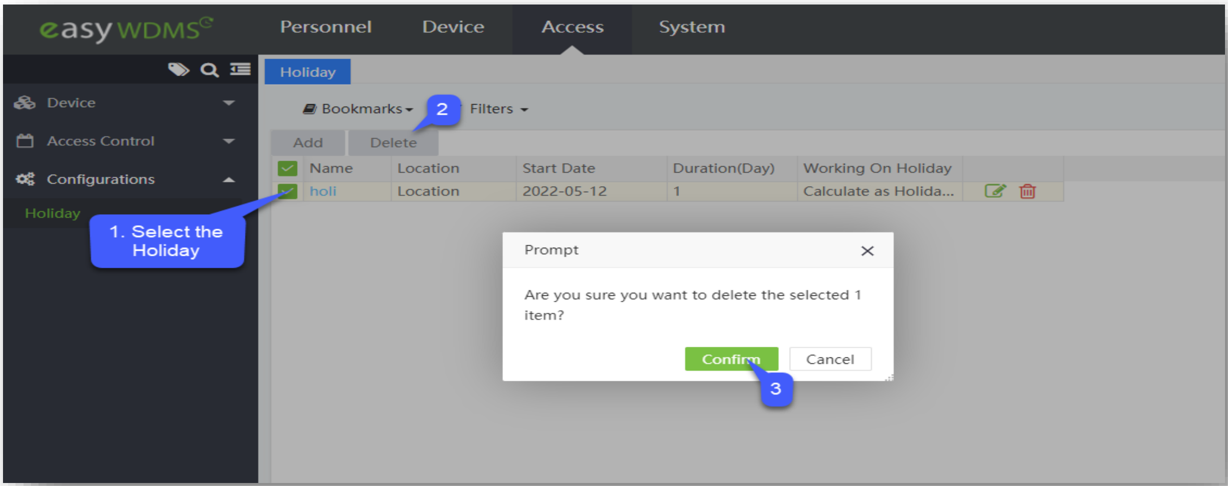
In the holiday list, click the holiday name or click edit icon.



Modify the parameter settings as per your requirements and Click **Confirm** to save the modified holiday information.

Delete a Holiday

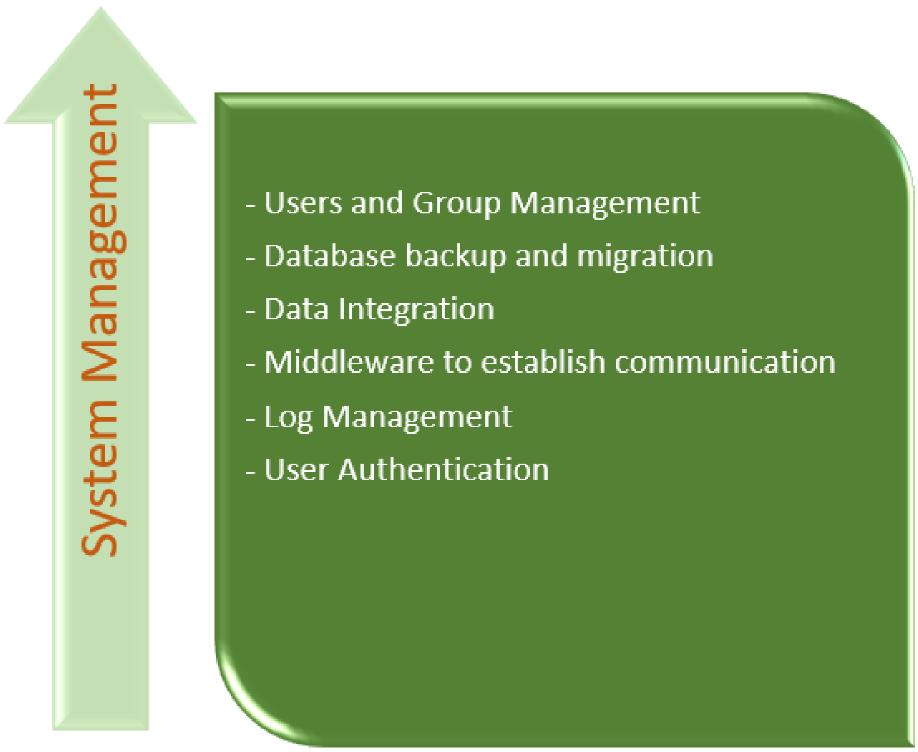
Delete function lets you remove or discard the Holiday details via software.



- On the **Holiday** interface, select the required Holiday to remove or delete from the list.
- Click **Delete** or Delete Icon to remove or delete the Holiday from the list.
- Click **Confirm**, to discard or delete the selected Holiday from the list.

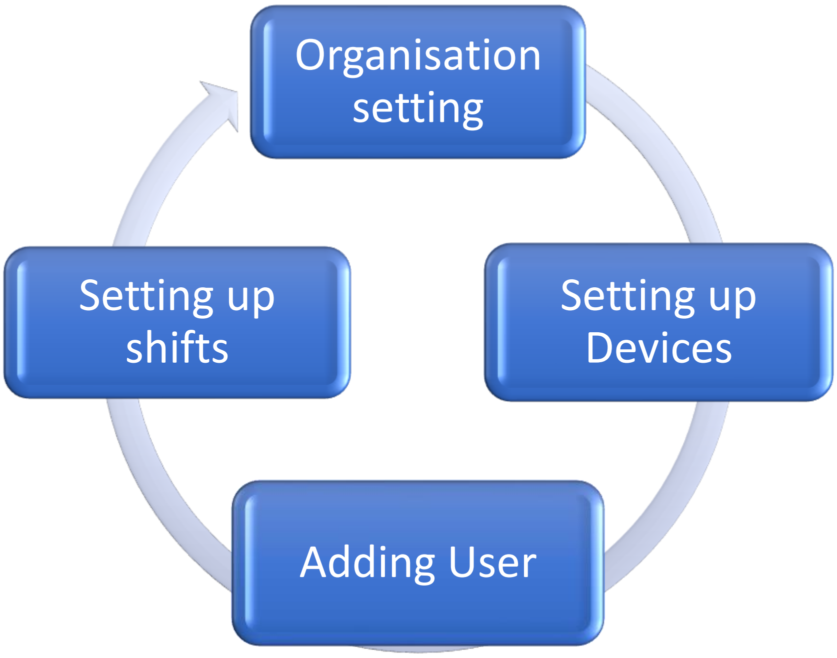
8 System Management

System Management defines the process in which the software and other devices interact with each other based on system settings. The System Management module is designed to manage multiple users, user groups, databases, and other system-related parameters. With its advanced framework, the configuration of system parameters is made simple. You can view all the system logs with associated details that enable efficient management. You can also backup the system data that ensures data security and data availability at any time.



Advantages of System Management

- Consistent user management
- Back-up options to prevent data loss
- Displays all the transaction logs
- Auto-export the data
- Configuration of Email, SMS, WhatsApp, and Alert settings
- System log details in a single interface
- Alerts for exceptions



The setting tab will not be visible in any other normal employee's account. This superuser will be able to assign new users (such as company management personnel, registrars, and more.) for the employees inside the company and configure corresponding user roles.

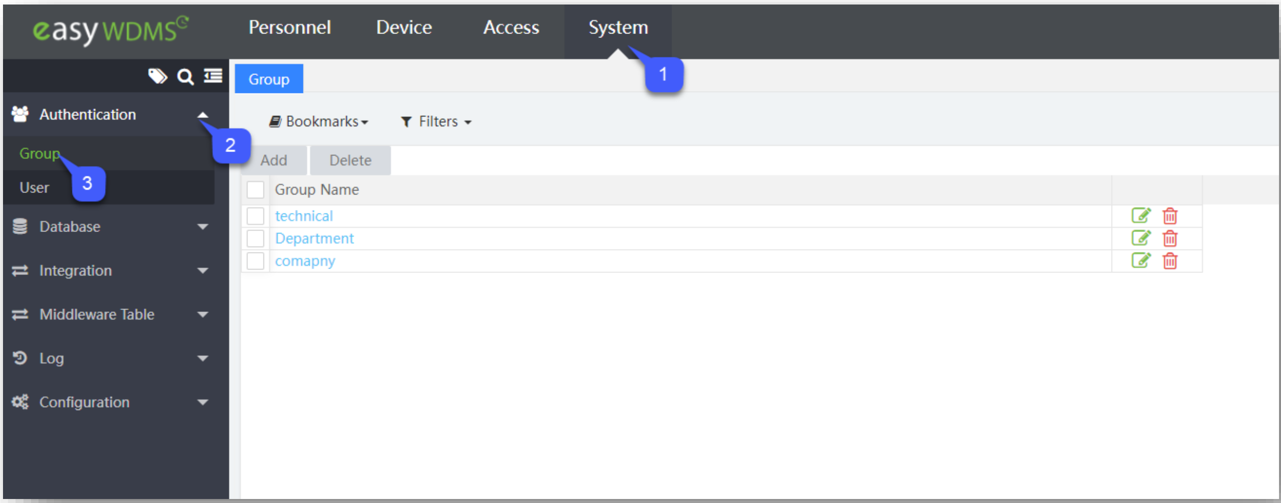
8.1 Authentication

Authentication technology provides access control for systems by checking to see if a user's credentials match the credentials in a database of authorized users or in a data authentication server.

8.1.1 Group

The Superuser assigns different user levels to different users. To avoid assigning one by one, the Superuser can create a user group and set roles with specific levels of access to other users.

The **Group** option enables you to manage the employees in groups. The access parameters specified here are applicable to all the employees belonging to the specific group. **Group Name** column displays the name of the group.

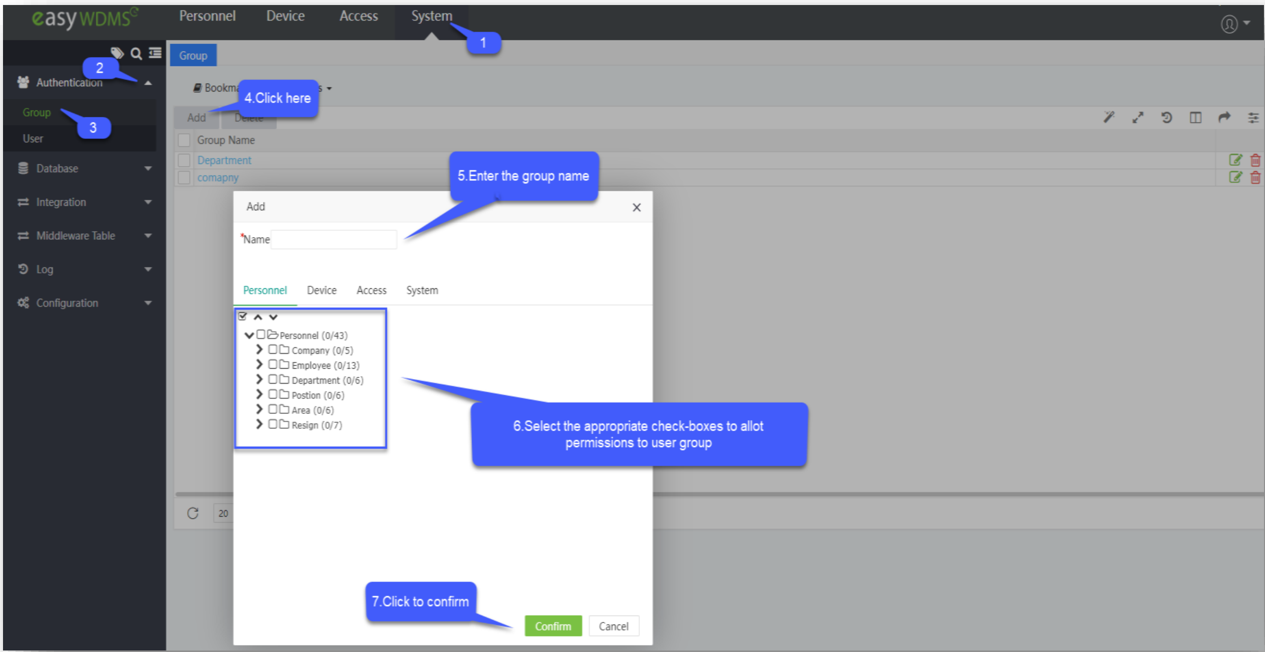


Functions available on the Group Interface

Add a User Group

Perform the following steps to add a new user group:

- Click **Add** to add a new user group.
- A window appears as shown in the image below:



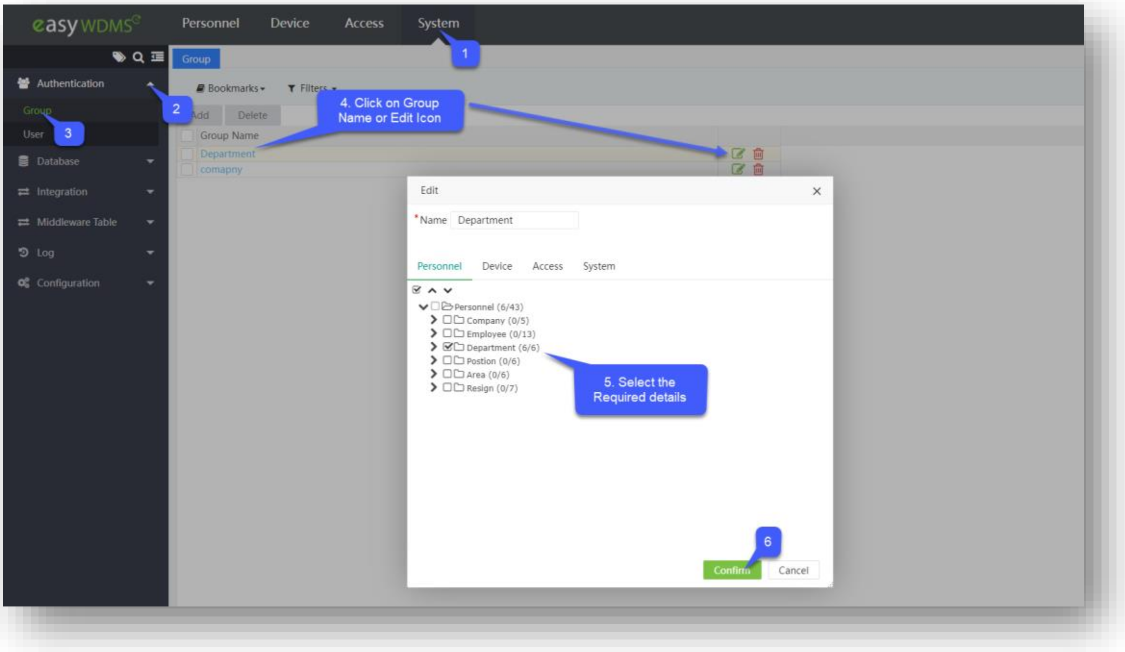
Name: Enter the name of the group.

Permission: Under each module, select the permissions to the user by selecting the corresponding checkboxes. Only the corresponding user can use the selected options. If you want to select all the options, select the Master checkbox.

Click **Confirm** after setting the permissions.

Edit a User Group

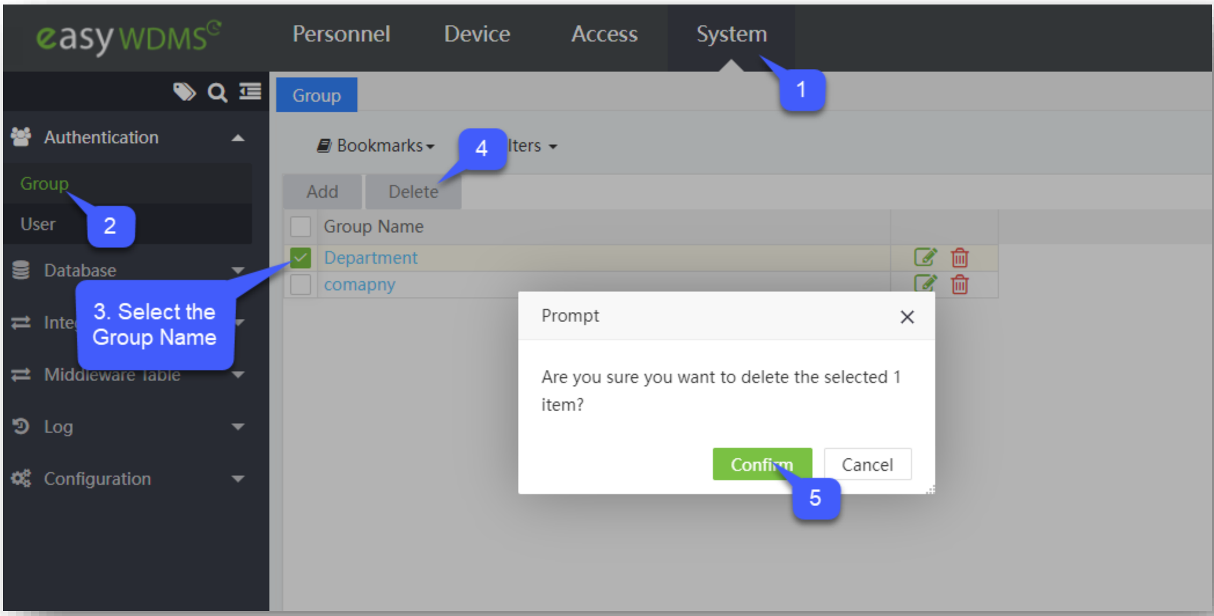
To edit a User Group, perform the below steps:



- In the **User Group** interface, click on the group name to be edited or  edit icon.
- Edit the required details in the user group and click **Confirm.**

Delete a User Group

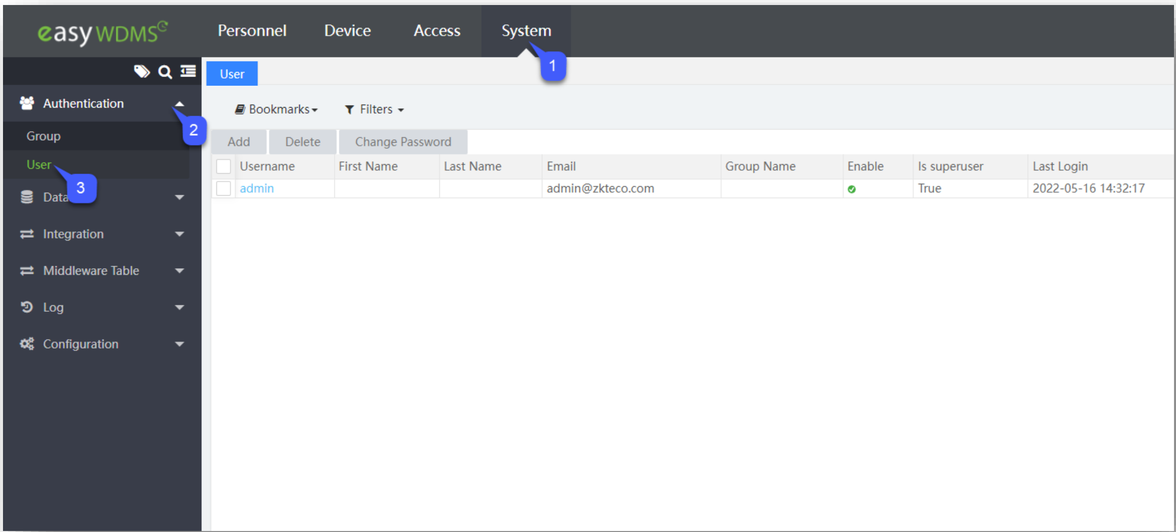
This feature is used to clear the commands issued by the software to the device during communication.



- In the user groups list, select the group to be deleted and click on **Delete** or delete icon.
- On the appearing pop-up, click **Confirm** to delete the selected user group.

8.1.2 How to set up a User account (User)

The **User Management** option allows you to manage multiple users. You can also assign user roles and set privileges to the users.



The columns are explained as follows:

Username: This name will be displayed at the top right corner of all the module interface.

First Name, Last Name, Email: The Name and Email ID of the user.

Group Name: The name of the user group to which the user belongs.

Enable: Whether the user is allowed to login the account or not.

If this field is not checked, this user will not allow to login.

Superuser: Whether the user is Superuser or not. If the checkbox is selected, the user becomes a Superuser and there is no need to assign permissions. If it is not selected, the user will be a normal user with specified access permissions.

Date of Joining: The Date on which the user account is created.

Last Login: It displays the latest login of this user.

Login Times: Number of times the user logged into the account.

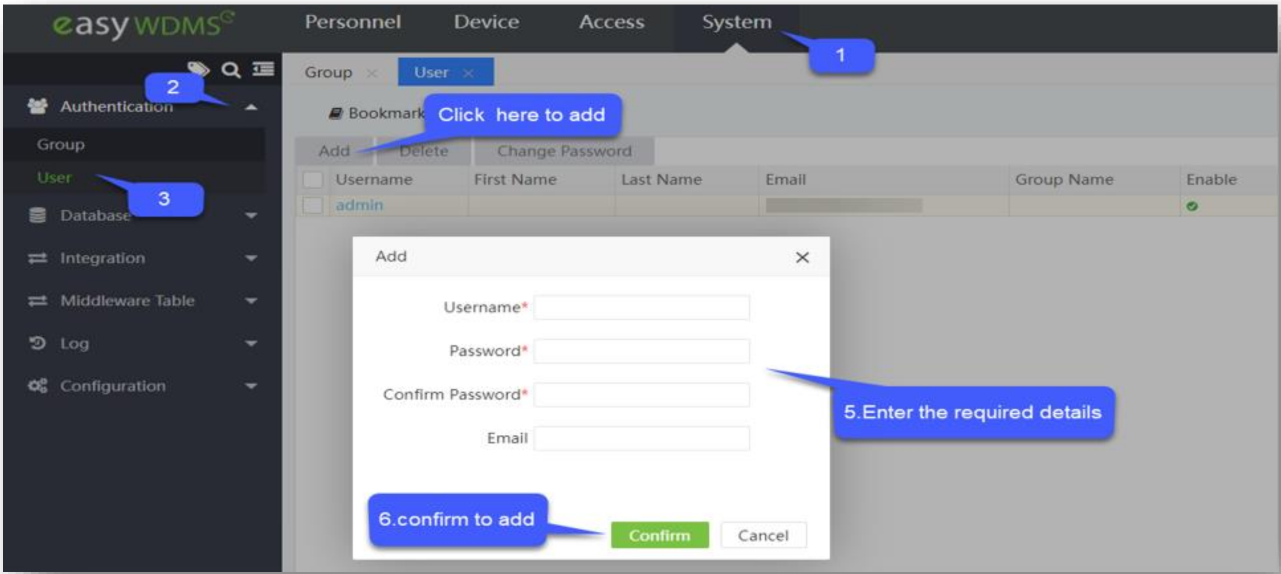
Click **Confirm** after entering the required details.

Functions available on the User Interface

Add a User Group

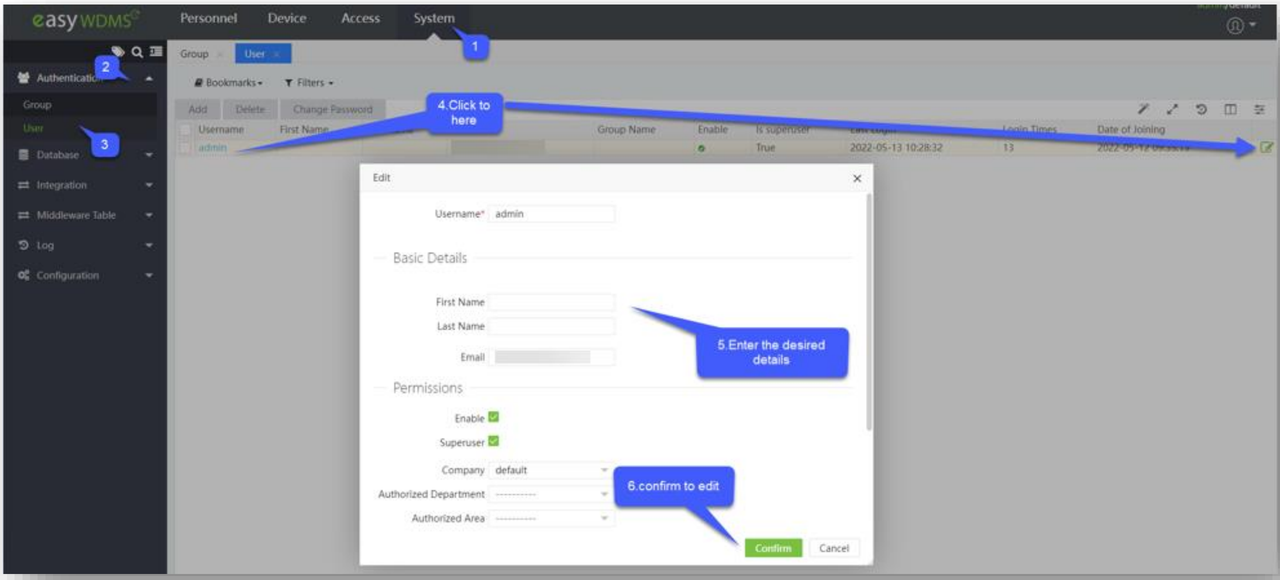
Perform the following steps to add a new user:

- Click **Add** to add a new user.
- A window appears as shown in the image below. Then enter required details and click to **Confirm.**



Edit a User

To edit a User, perform the below steps:



- In the **User** interface list, click on the username to be edited and click **edit** icon.
- Edit the required details in the user and click **Confirm.**

The columns are explained as follows:

Username: This name will be displayed at the top right corner of all the module interface.

First Name, Last Name, Email: The Name and Email ID of the user.

Superuser: Whether the user is Superuser or not.

If the checkbox is selected, the user becomes a Superuser and there is no need to assign permissions. If it is not selected, the user will be a normal user with specified access permissions.

Enable: Whether the user is allowed to login the account or not.

Company: This shows Company Name of the User.

Authorized Department: If Department(s) is selected, then the User can access data of only that Department(s).

Authorized Area: If Area(s) is selected, then the User can access data of only that Area(s).

Authorized Position: If department is selected, then the user can access data of only those designation(s).

Groups: This shows Group Name of the User.

Date of Joining: The Date on which the user account is created.

Last Login: It displays the latest login of this user.

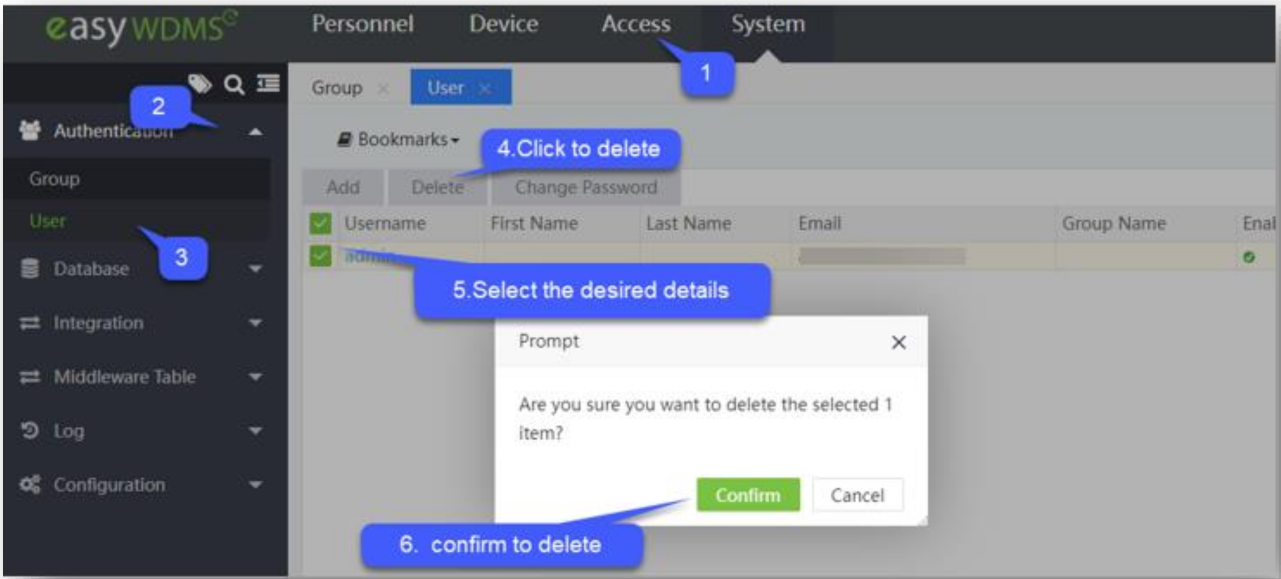
Click **Confirm** after entering the required details.

Delete User Account

This feature is used to Delete the existing User account from the Software.

Perform the following steps to delete a user:

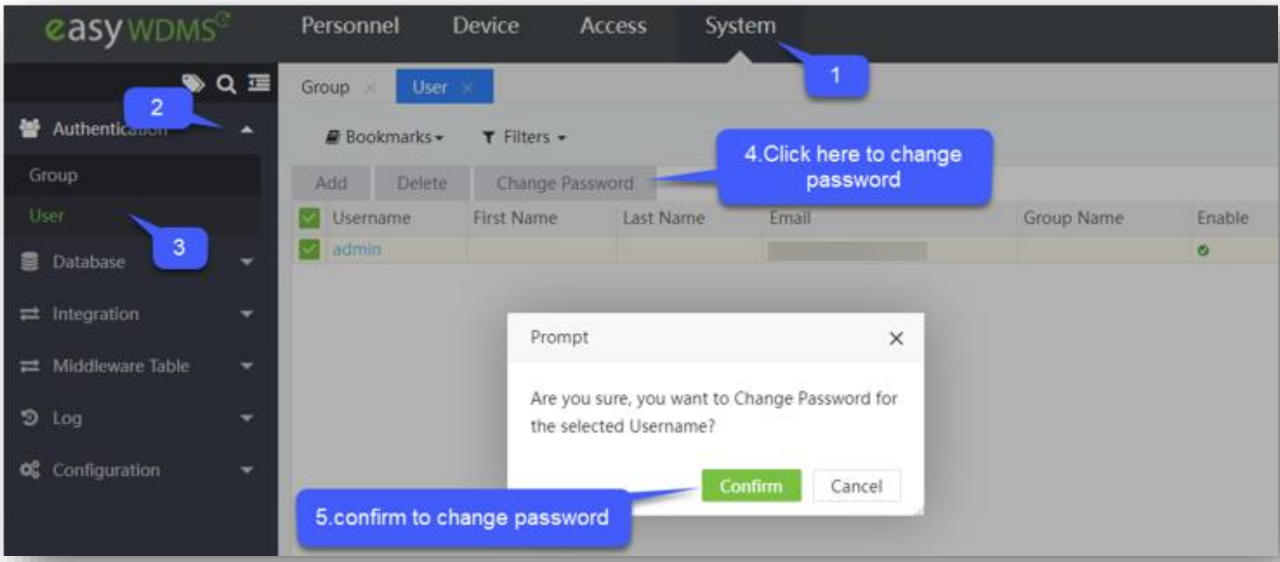
- On the **User** interface, select the required user account to remove or delete from the software.
- click **Delete** or delete icon to remove or delete the selected user account from the Software.
- On the appearing pop-up, click **Confirm** to delete the user.



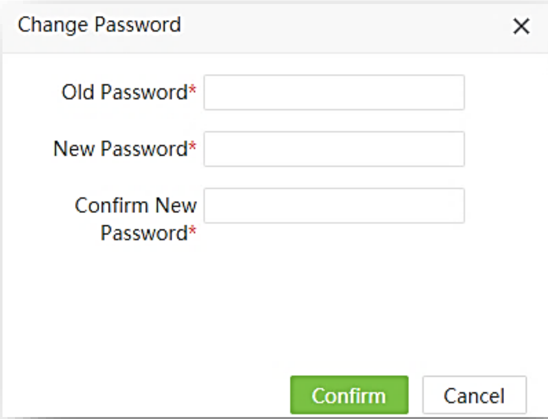
How to reset or change your Password

You can change the password by performing the following steps:

- In the user's list, select the user to change the password.
- A prompt appears as shown in the image below:

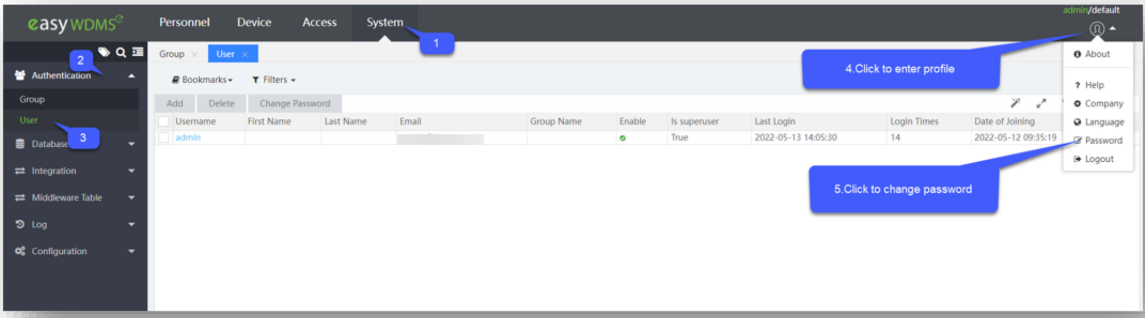


- Click **Confirm** to change the password.
- In the appearing window, enter the old password, new password and confirm it.



- Click **Confirm** after entering the password details.

Alternatively, you can also follow below steps to change password.



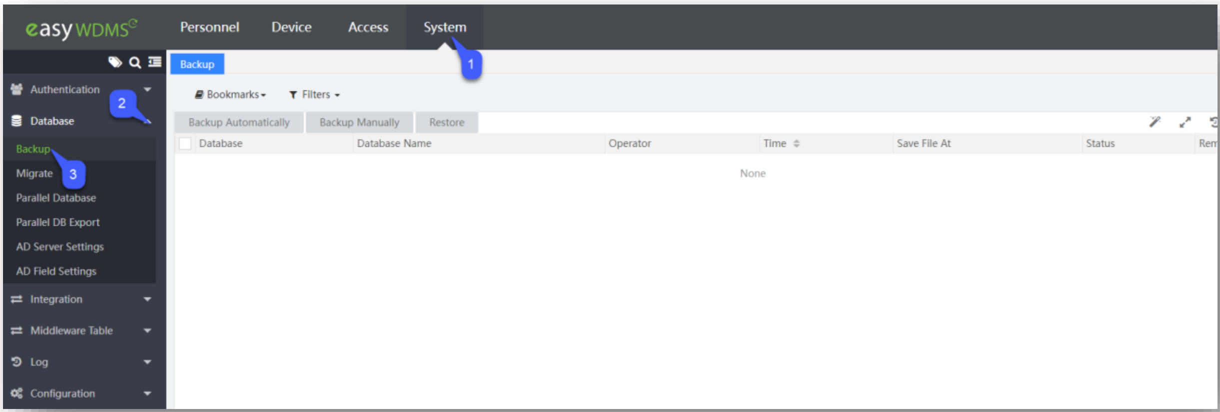
8.2 Database

Database management is important to manage multiple types of user data. It also enables you to perform multiple tasks at the same time. It increases data consistency by reducing the update errors. The database also increases data security.

8.2.1 Backup

Database backup at regular intervals is highly recommended to avoid a network disaster. It helps to restore the data and its operational state in case of any data loss.

On the **System** module, click **Database,** and then click **Backup** to view the Backup Interface.



The fields are described as follows:

Database: This Displays the type of database.

Database Name: This displays the Name of the database.

Operator: This displays who backed the file. For example, if the admin manually backup the file, operation column shows as admin.

Save File At: This displays the location to save the backup file.

Time: This displays the Time of backup.

Status: This displays the status of the backup file. If the backup process is successfully completed, then the Status of backup will be **Success**.

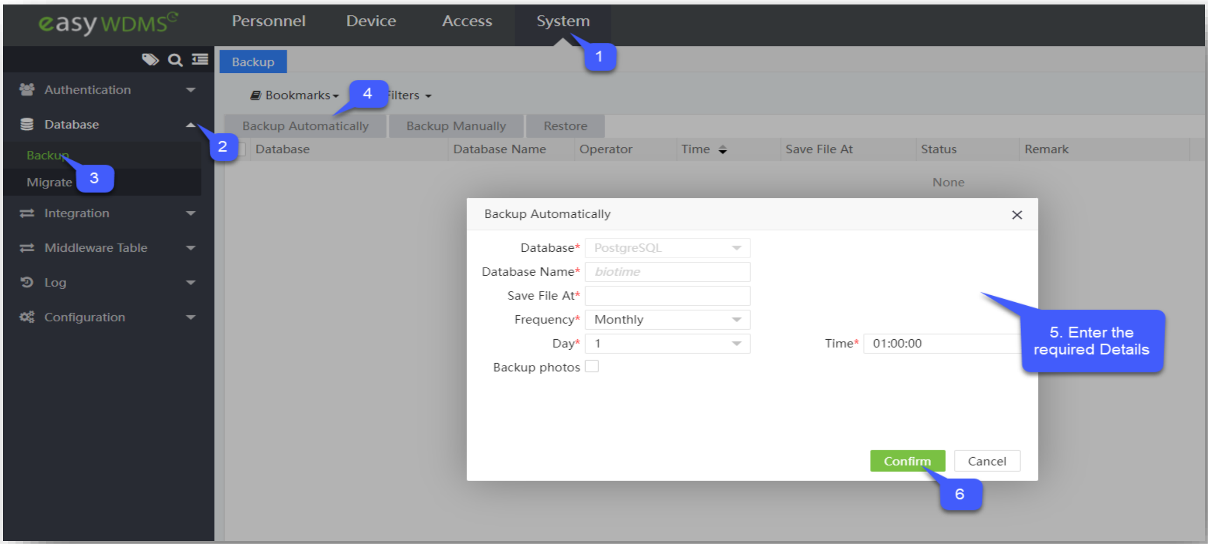
Remark: This displays the remarks of the backup. If the backup process is done by manually the remark will be Backup Manually**.**

Functions available on the Backup Interface

Backup Automatically

This option allows you to back up the data when the day and time are pre-set.
Perform the following steps to back up the data automatically:

- Click **Backup automatically** to back up the data automatically.
- A window appears as shown in the image below:



Database: The database type cannot be modified.

Database Name: The database name cannot be modified.

Save File at: Enter the location to save the backup file.

Frequency: Select the backup interval.

Day: Select the Day to backup.

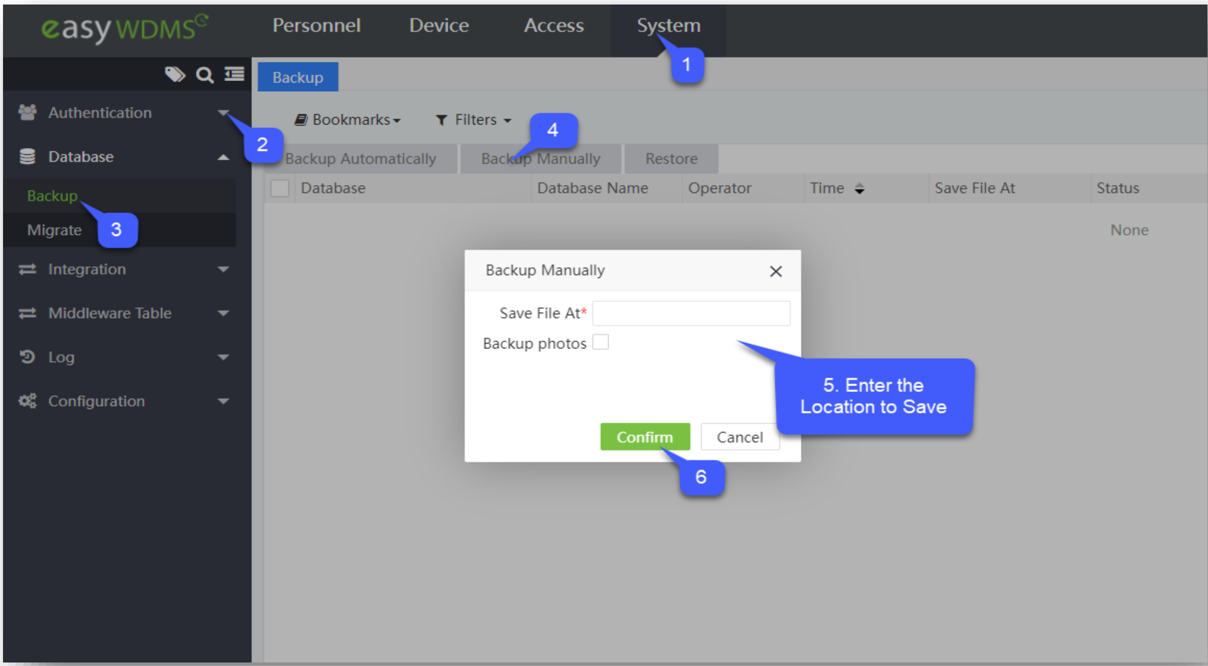
Time: This displays the Time of backup.

Backup photos: Click on checkbox to backup photos.

Click **Confirm** after entering the details.

Backup Manually

Perform the following steps to back up the data manually:

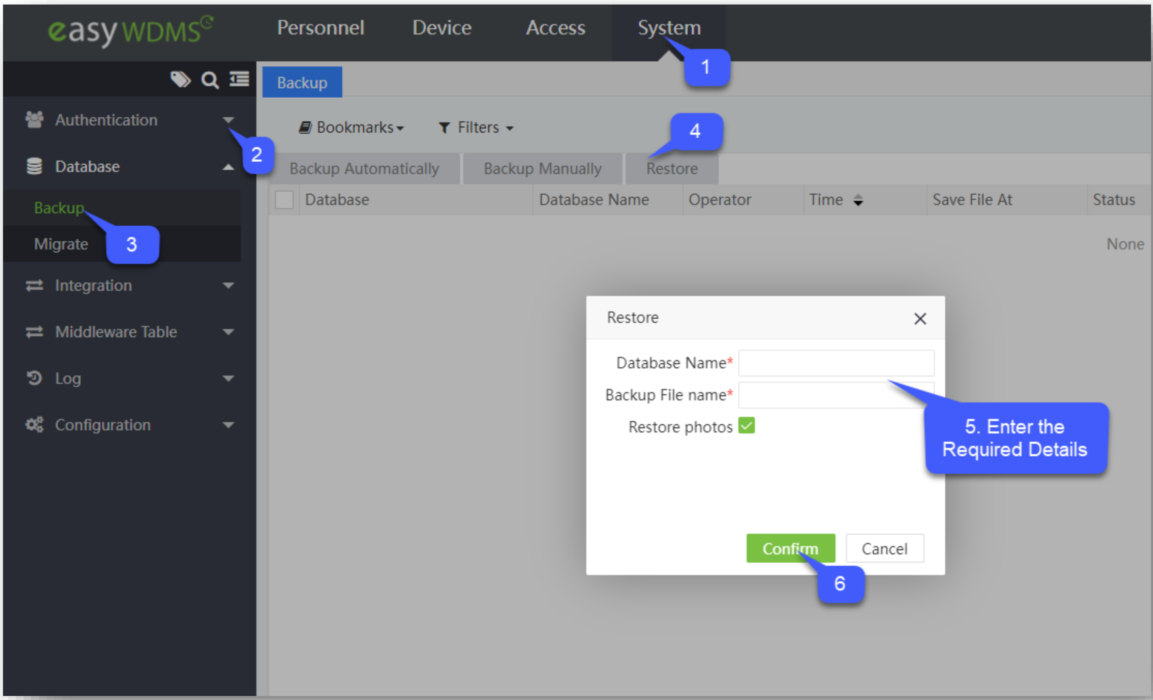


- Click **Backup manually** to manually backup the data.
- A window appears as shown in the image below:
- Enter the location to save the backup file.
- Click **Confirm** after entering the file location.

Restore

Perform the following steps to restore the data manually:

- Click **Restore Manually** to restore the data manually.
- A window appears as shown in the image below:



Database Name: Enter the database name.

Backup file Name: Enter the file name to be restored.

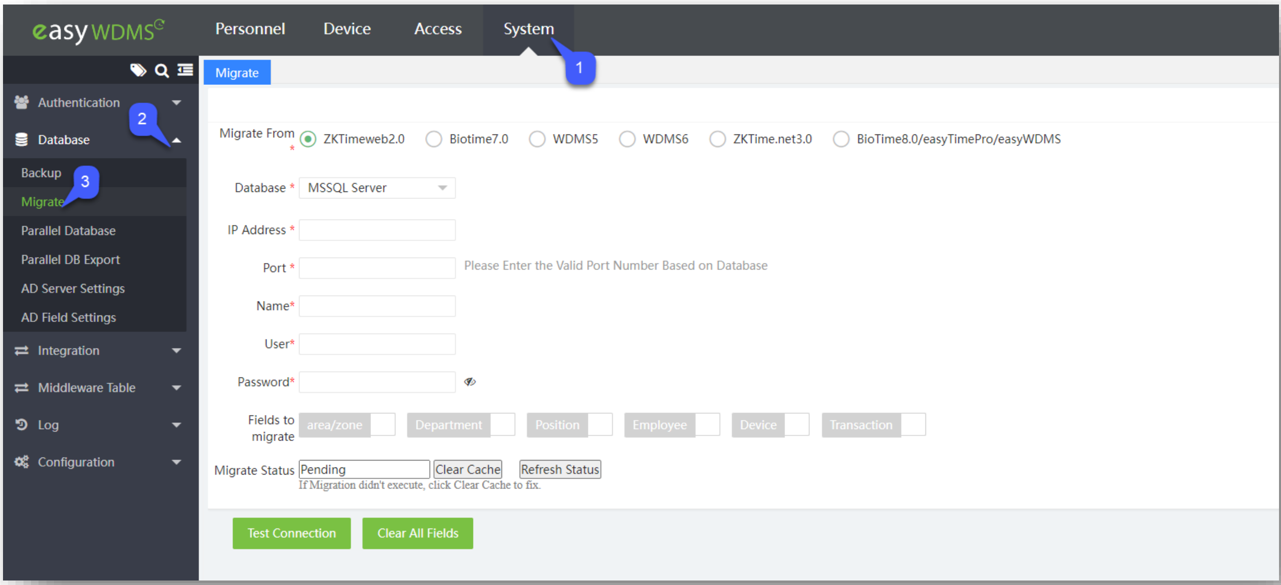
Restore Photos: Click on checkbox to restore the photos.

- Click **Confirm** after entering the details.

8.2.2 Migrate

Software migration is the practice of transferring data, accounts, and functionality from one operating environment to another. It could also refer to times when users are migrating the same software from one device to another.

On the **System** module, click **Database,** and then click **Backup** to view the Backup Interface.



Functions available on the Migrate interface:

Migrate From: Select the software from which you want to migrate the data.

Database: Select the Database type.

IP Address: Enter the IP Address of the Database.

Port: Enter the port number to connect to the Database.

Name: Enter the Database name.

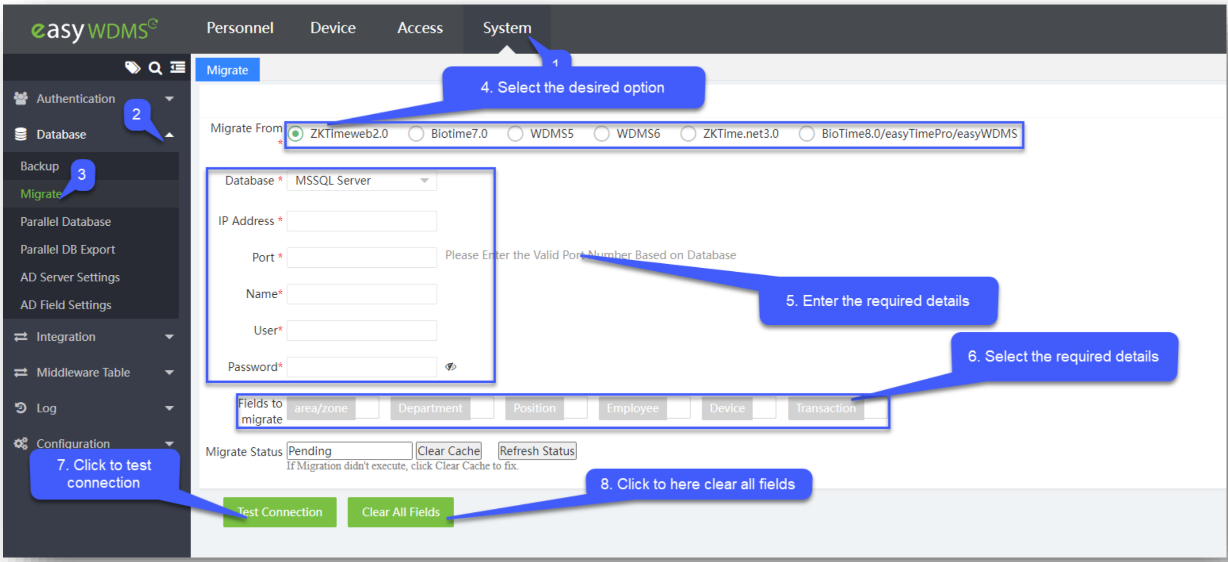
User: Enter the Username.

Password: Enter the Password.

Fields to migrate: Select the fields which you want to migrate from the software.

Migrate Status: check the status of migrate file.

After entering the migration details, click **Test Connection**. If the connection is successful, click **Migrate**.

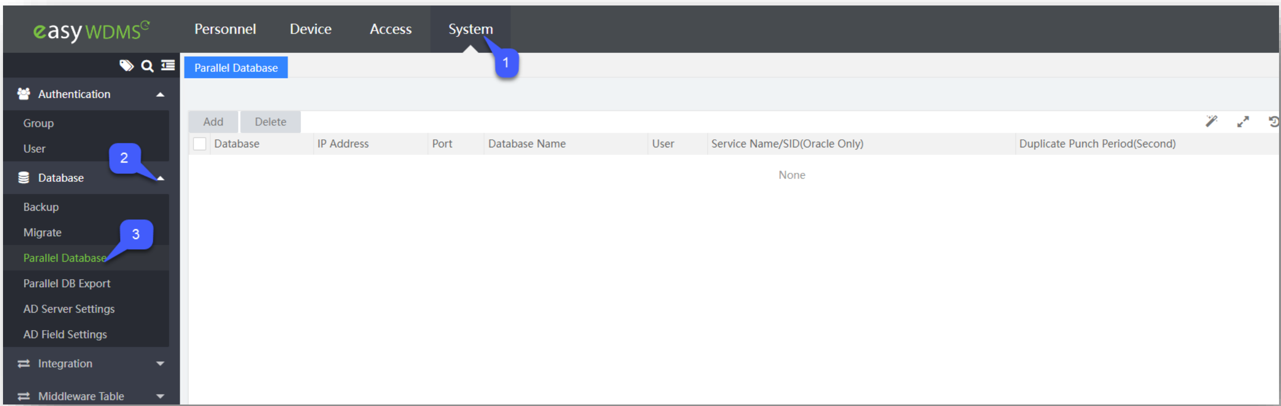


Notes: If the data is not migrated, clear the Cache memory, and try again.

8.2.3 Parallel Database

A parallel database distributes data over multiple processing units or nodes to handle large amounts of information more effectively. This allows many units to perform on various areas of a query at the same time, resulting in faster processing. The data present in our database can be pushed to the external database at the same time. The columns may be adjusted with the data type for the data.

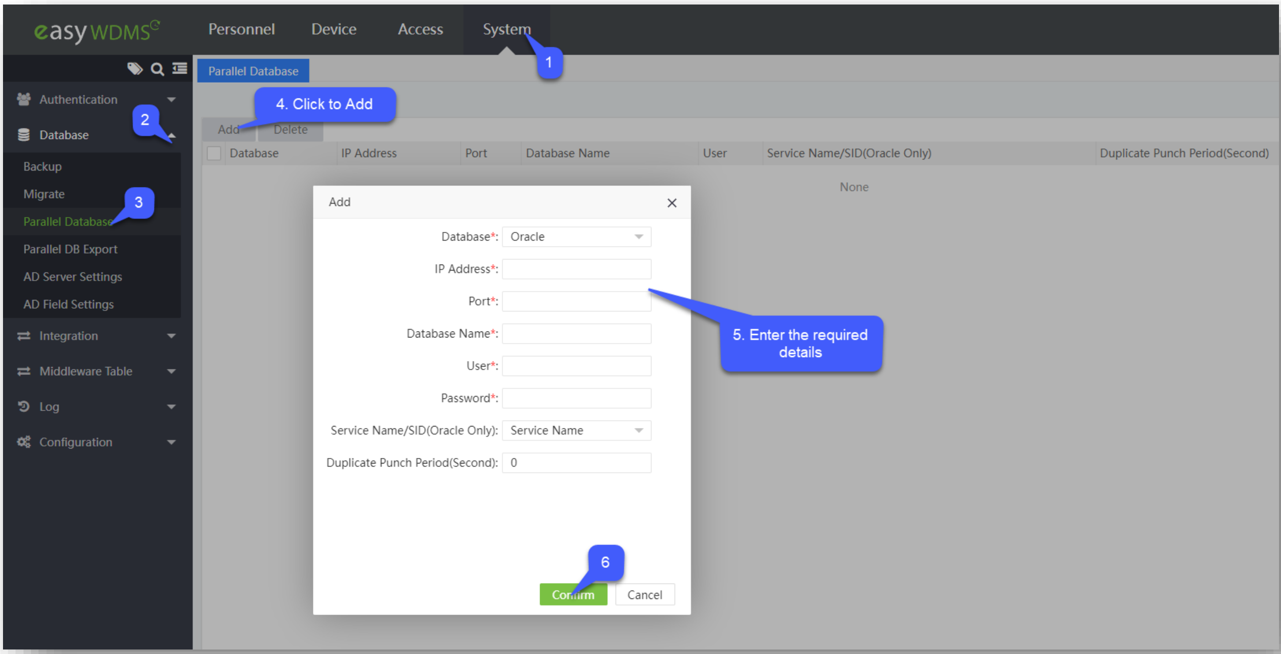
On the **System** module, click **Database,** and then click **Parallel Database** to add the database.



Add Parallel Database:

Perform the following steps to add parallel database:

- Click **Add** to add parallel database.
- A window appears as shown in the image below:



The columns are described as follows:

Database: Select the Database Type.

IP Address: Enter the IP address of the user's system.

Port: Enter the Port number of the server.

Database Name: Enter the Database Name.

User: Enter the user type of action.

Password: Enter the Port number of the server.

Server Name: Select the Port number of the server.

Duplicate Punch Period: The duplicate punch period defines the time duration in which the system considers only punching for the first time, even if the user punches several times within the defined punch period. The unit is minutes.

Click **Confirm** after entering the required details.

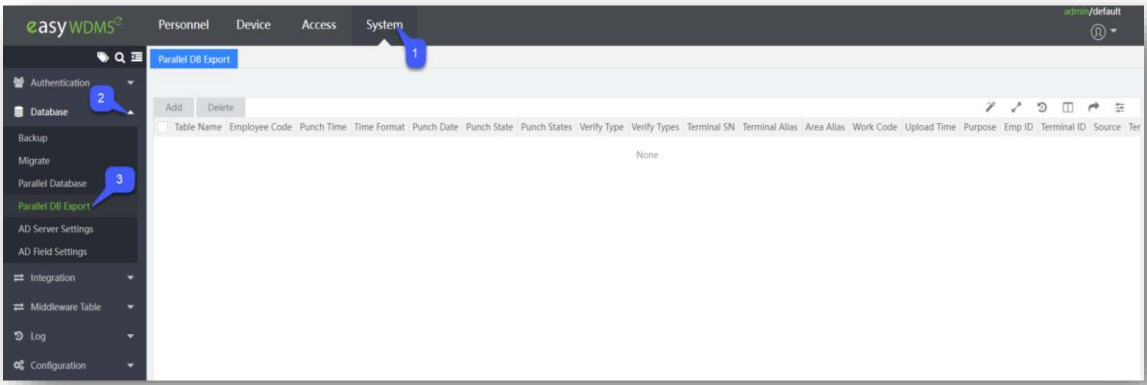
Delete:

- Click **Parallel Database** to delete.

8.2.4 Parallel DB Export

You can use database management tools or command-line interfaces to create data export files in various formats, such as CSV, Excel, or SQL scripts, to export data from a parallel database. The method for exporting data will change based on the database management system and the tool or interface utilized. The data present in our database table can be mapped to the external database table.

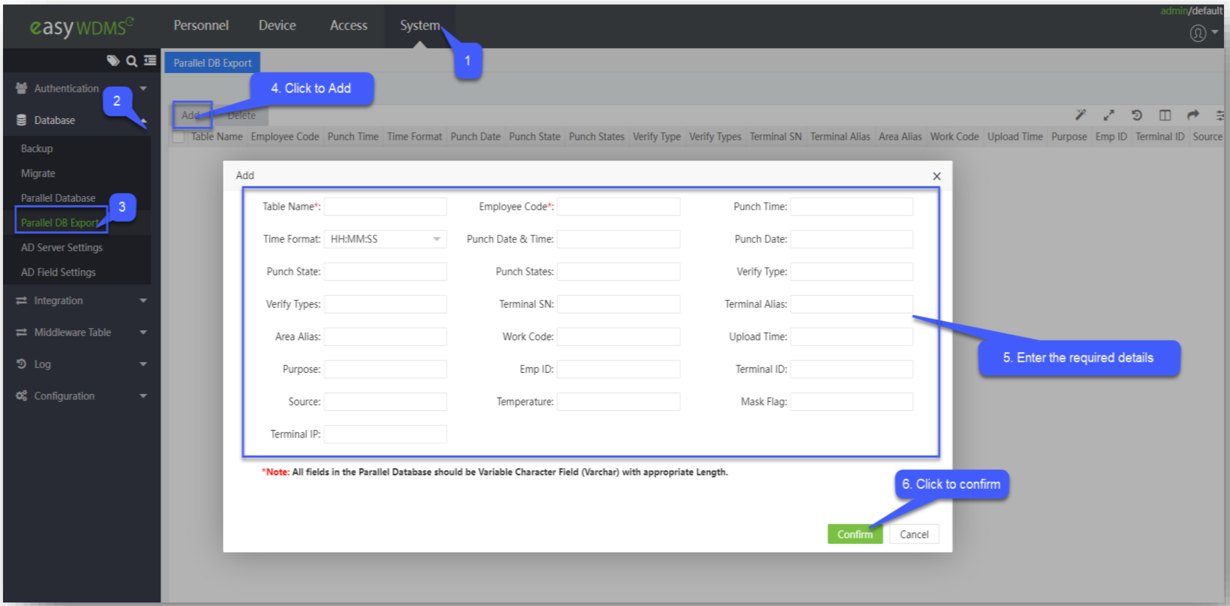
On the **System** module, click **Database,** and then click **Parallel DB Export** to add the database.



Add Parallel Database Export:

Perform the following steps to add parallel database:

- Click **Add** to add parallel database export.
- A window appears as shown in the image below:



The columns are described as follows:

Table Name: Enter the Table Name.

Employee Code: Enter the Employee Code.

Punch Time: Enter the Punch time of the employee.

Time Format: Select the Time Format.

Punch Date & Time: Enter the punch date and time of the employee.

Punch Date: Enter the last Punch date of the employee.

Punch State: Enter the punch state of the employee.

Punch States: Enter the punch states as required.

Verify Type: Enter the punch verification type as required.

Verify Types: Verify types will have all the types of data like fingerprint, face, card.

Terminal SN: Enter the terminal serial number.

Terminal Alias: Device name is Terminal alias.

Area Alias: Area name is area alias.

Work Code: Enter the code number of the employee.

Upload Time: Enter the last upload time as required.

Purpose: Enter the allowance purpose of the employee.

Emp ID: Enter the name of the employee.

Terminal ID: Enter the Terminal ID of the employee's data.

Source: Enter the source where can be the message commenced.

Temperature: Enter the temperature of the employee.

Mask Flag: Enter the flag mask of the employee.

Terminal IP: Enter the Terminal IP address of the employee's data.

Click **Confirm** after entering the required details.

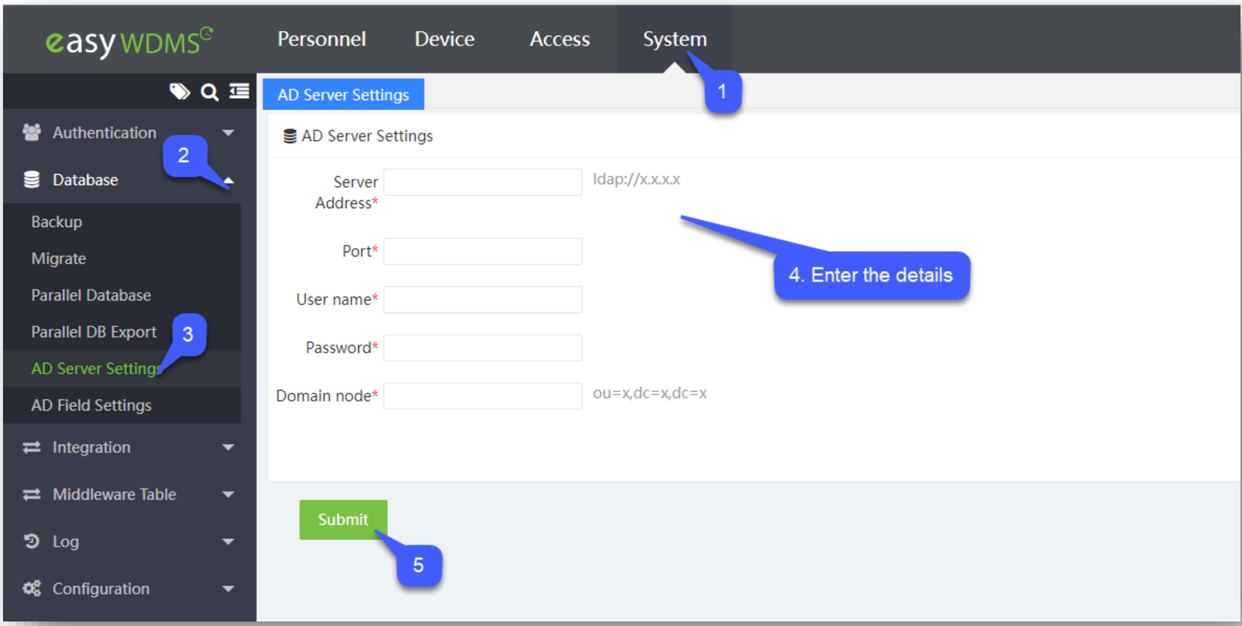
Delete:

Click **Parallel Database export** to delete.

8.2.5 AD Server Settings

Administrators use Active Directory (AD) to centrally manage and authenticate network resources such as users, computers, and applications. In this module, you can set up the AD server details to connect the easyWDMS Application.

On the **System** module, click **Database,** and then click **AD Server Settings** to add the database.



Server Address: Enter the Server IP address.

Port: Select the Number of Ports of the server.

Username: Enter the Login Username of the application.

Password: Enter the Login Password of the application.

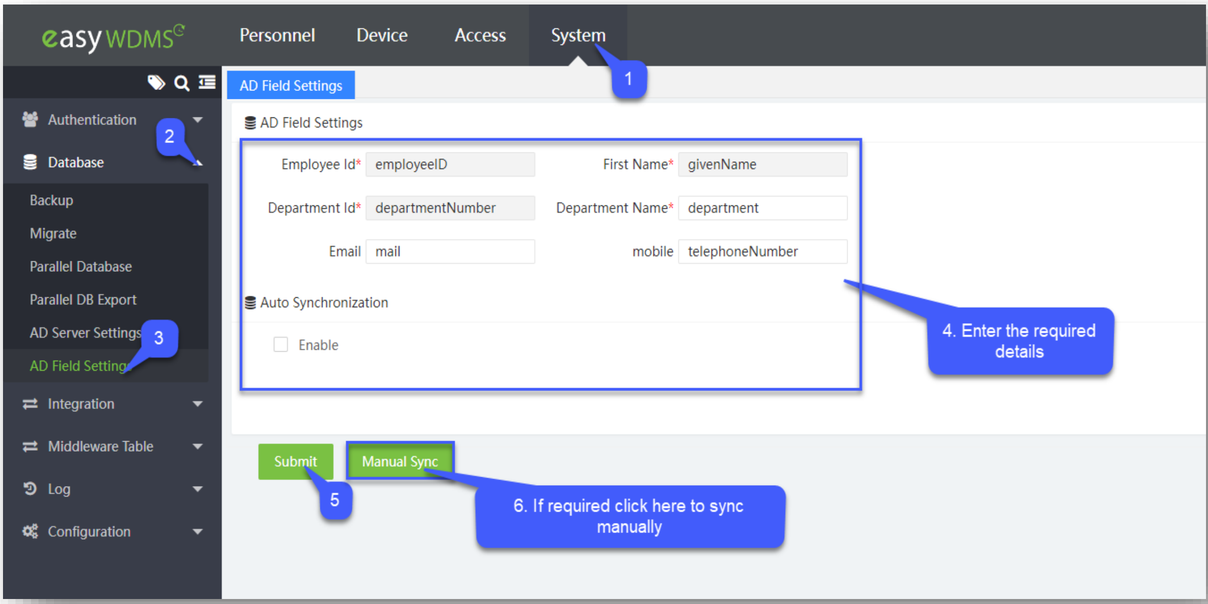
Domain node: Enter the company domain node.

Click **Submit** after the entering the required details.

8.2.6 AD Field Settings

In the AD Field Settings, you can map the employee details to sync manually or automatically from the application fields to the AD server attributes.

On the **System** module, click **Database,** and then click **AD Field Settings** to add the database.



Employee Id: Enter the name of the employee.

First Name: Enter the first name of the employee.

Department Id: Enter the department Id of the employee.

Department Name: Enter the department name of the employee.

Email: Enter the email Id as required.

Mobile: Enter the mobile number as required.

Auto Synchronization: Enable the option to sync automatically from the AD server to the application after every 1 minute.

Click **Submit** after the entering the required details.

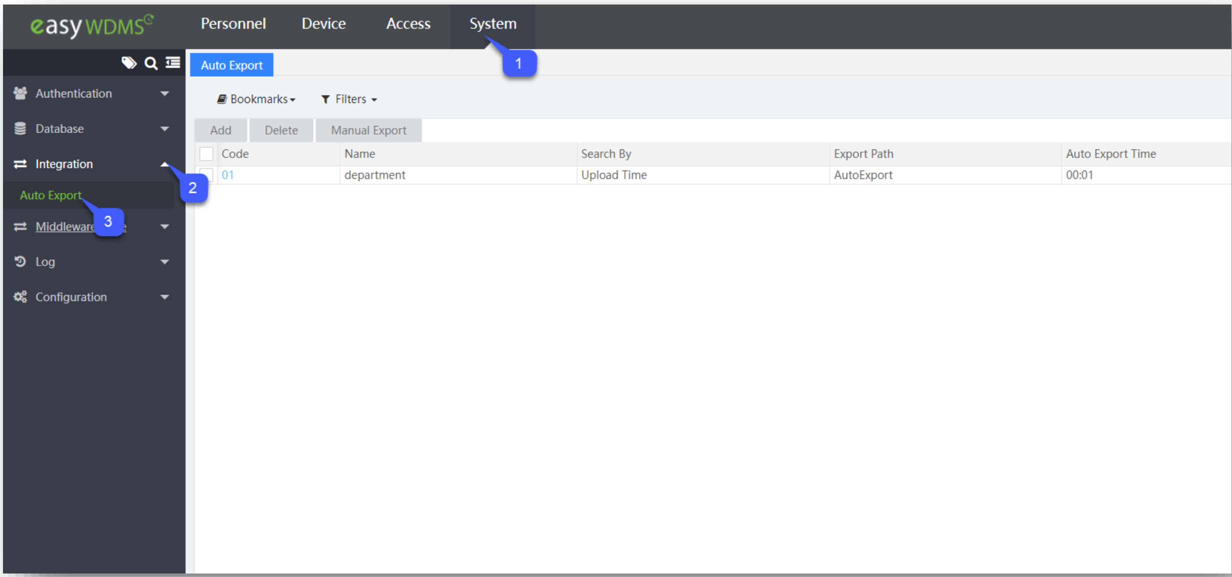
Manual Sync: This function lets you to sync manually from the AD server to the application as required.

8.3 Integration

Software integration can be required for a number of reasons, such as: Migrating from a legacy system to a new database system, auto export the files.

8.3.1 Auto Export

Data export is the extraction and conversion of data from their existing format into excel, pdf format. Exporting data is also a way of backing up data or moving the files setting to the system.



A brief note about the columns displayed on the Auto Export Interface

Code: Displays the code number.

Name: Displays the Name.

Search By: Displays the activity taken place.

Export Path: Displays the export path of the activity.

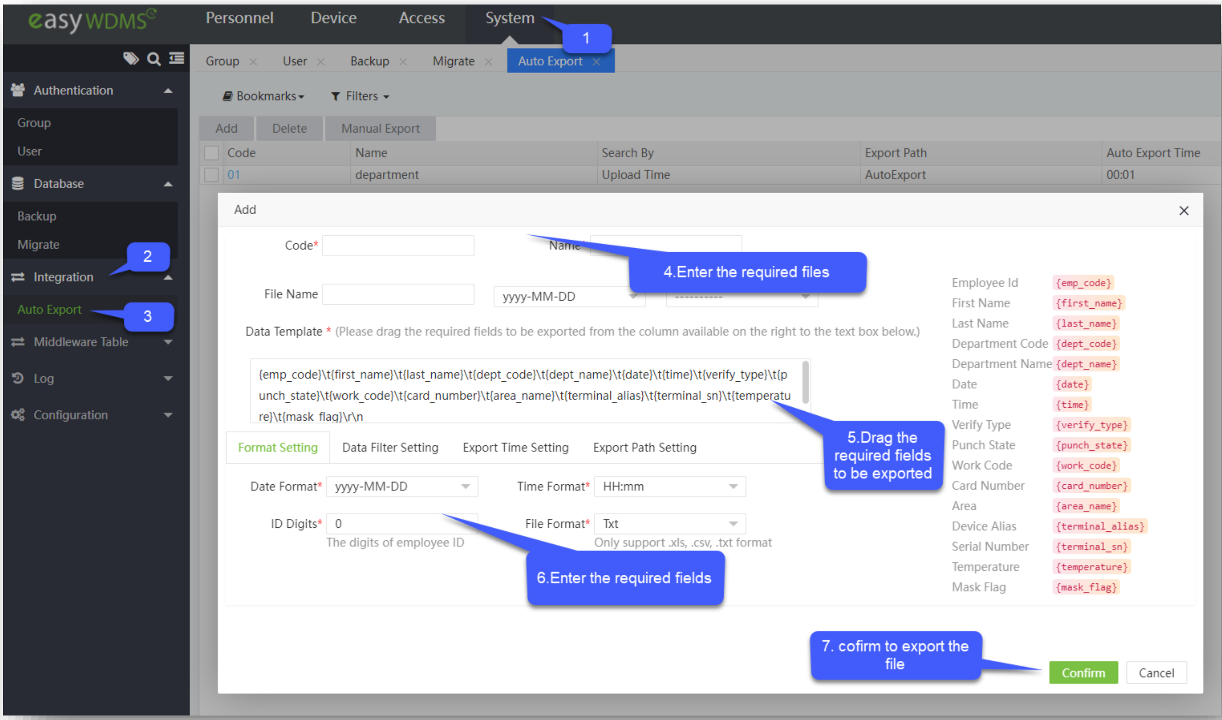
Auto Export Time: Displays the auto export time of the activity.

Functions available on the Auto Export Interface

Add Auto Export

Perform the following steps to add an auto export:

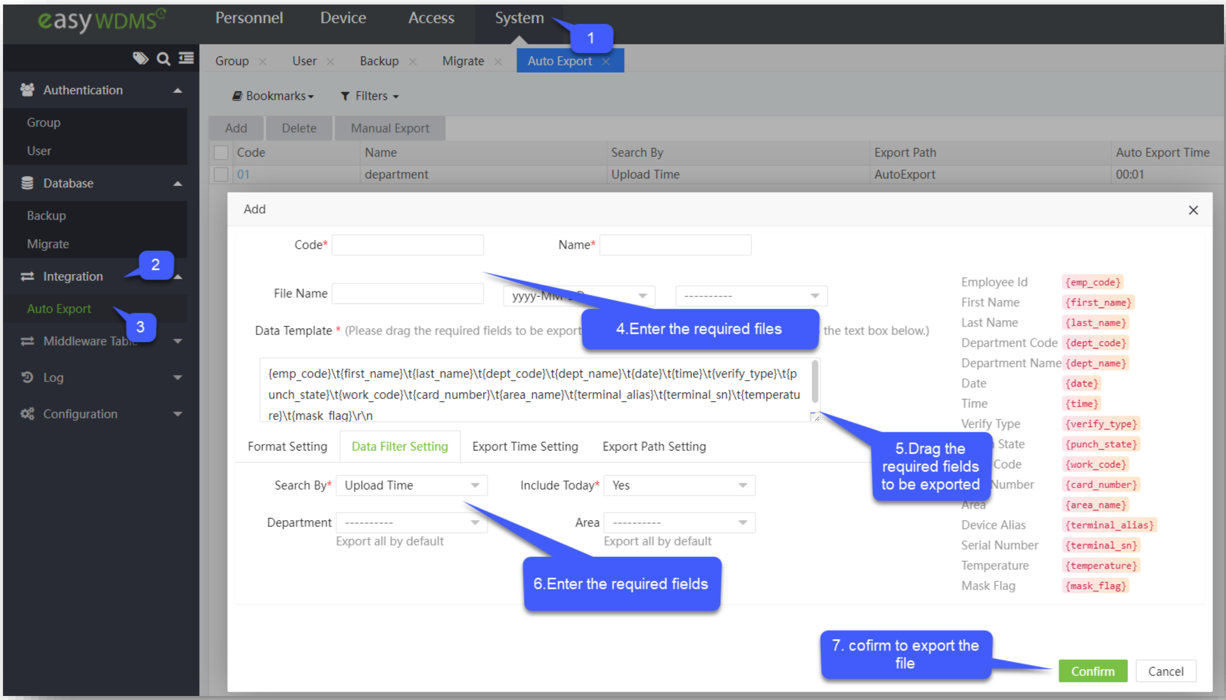
- Click **Add** to add an auto export.
- A window appears as shown in the image below:



- Drag the required files to be exported from the format setting.
- Click **Confirm** to Export the File.

Data filter setting:

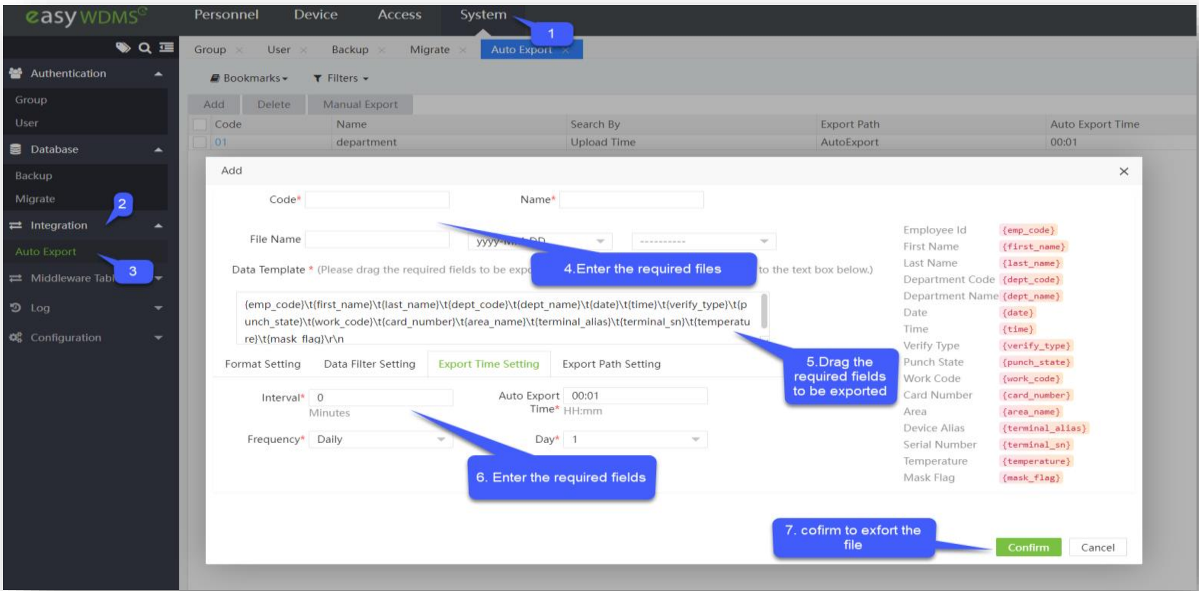
- Click **Data filter setting** to add an auto export.
- A window appears as shown in the image below:



- In the data filter setting, you can export the data by giving, department and area.
- Click **Confirm** to Export the File.

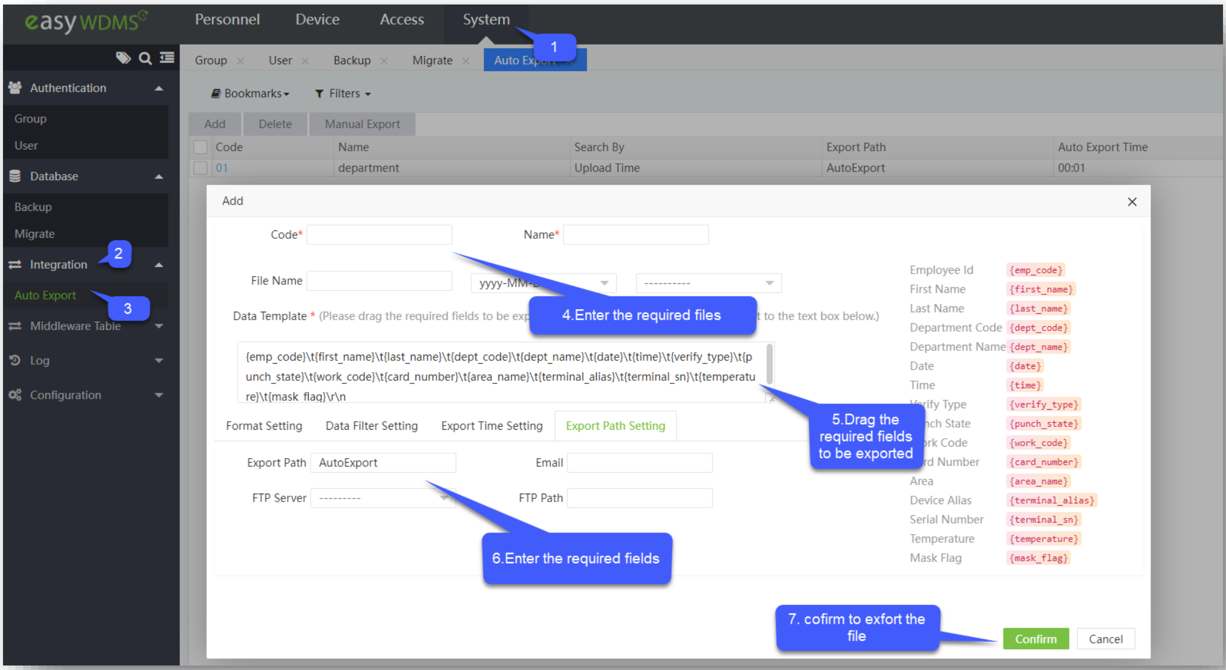
Export Time setting:

- Click **Export Time setting** to add an auto export.
- A window appears as shown in the image below:



- In the Export Time setting, you can export the data by giving, interval, frequency, and day.
- Click **Confirm** to Export the File.

Export Path setting:



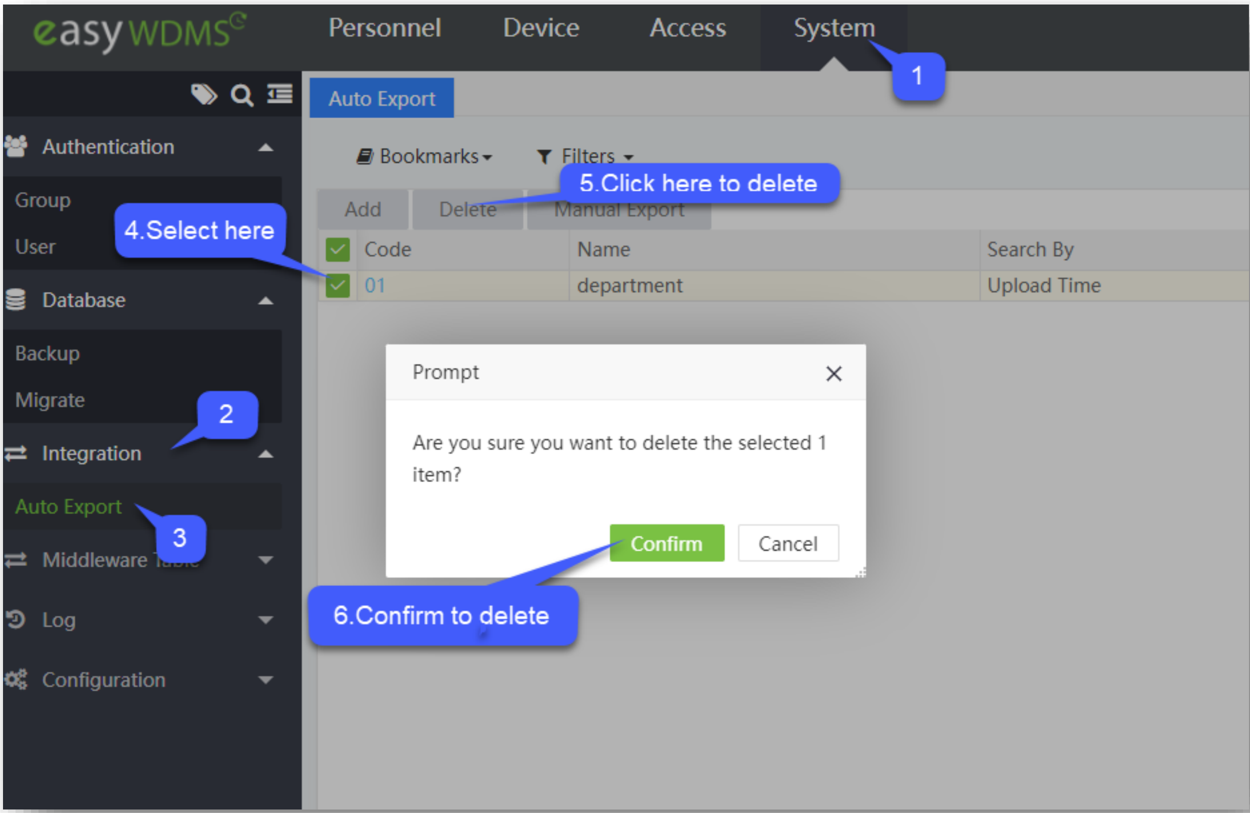
- Click **Export Path setting** to add an auto export.
- A window appears as shown in the image below:
- In the Export Path setting, you can export the data by giving, export path, email, FTP server and FTP path.
- Click **Confirm** to Export the File.

Delete

This feature is used to Delete the existing Export details from the Software.

Perform the following steps to delete a user:

- On the **Auto Export** interface, select the required exported data to remove or delete from the software.
- click **Delete** or  delete icon to remove or delete the selected exported data from the Software.

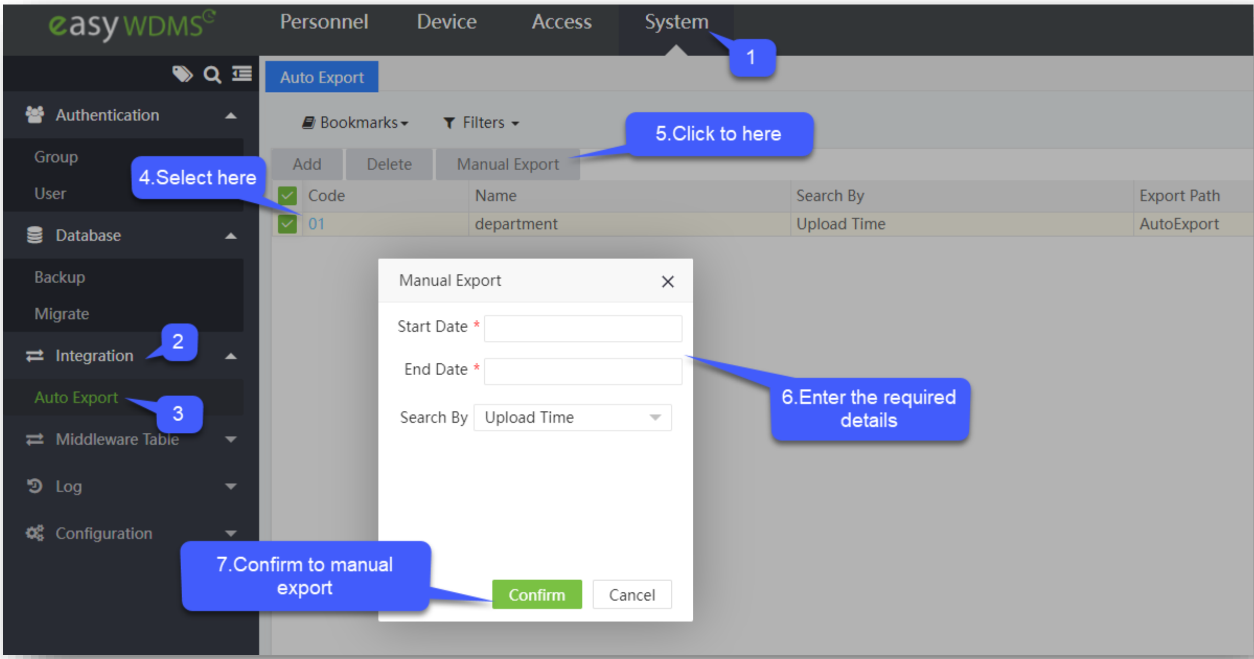


- On the appearing pop-up, click **Confirm** to delete the exported data.

Manual Export

Perform the following steps to export the attendance data manually:

- Select the template and click **Manual Export.**
- A window appears as shown in the image below:



Start Date/End Date: Set the data export period.

Search by: Select the search criteria.

Upload Time: The data will be searched based on data uploaded time.

Punch Time: The data will be searched based on attendance time.

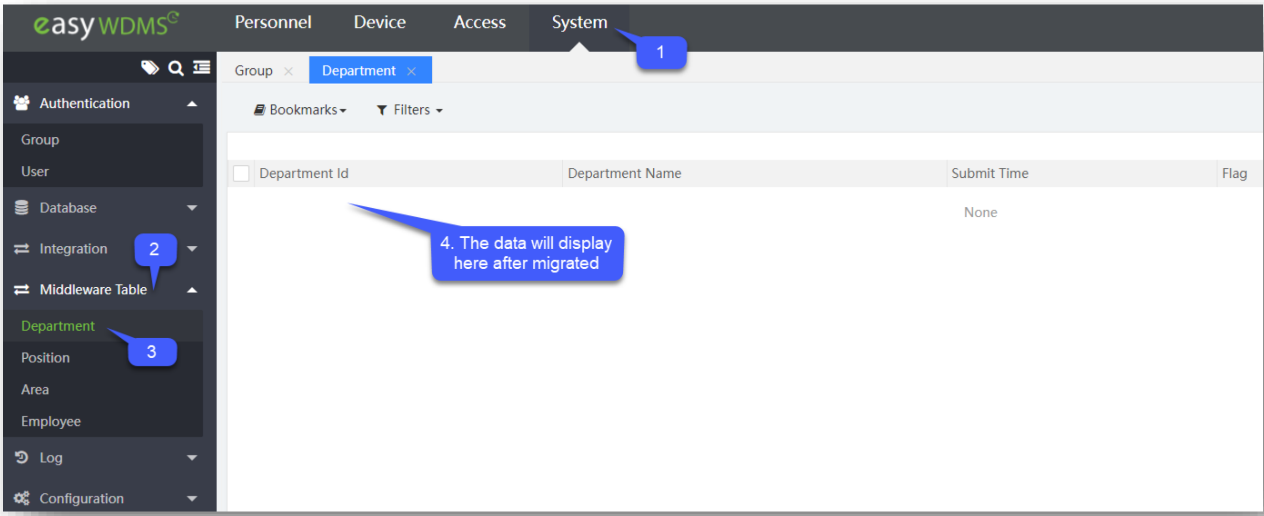
- Click **Confirm** after entering the details.

8.4 Middleware Table

Database middleware is a generic term used to refer to software infrastructure that supports functionality, improved database service.

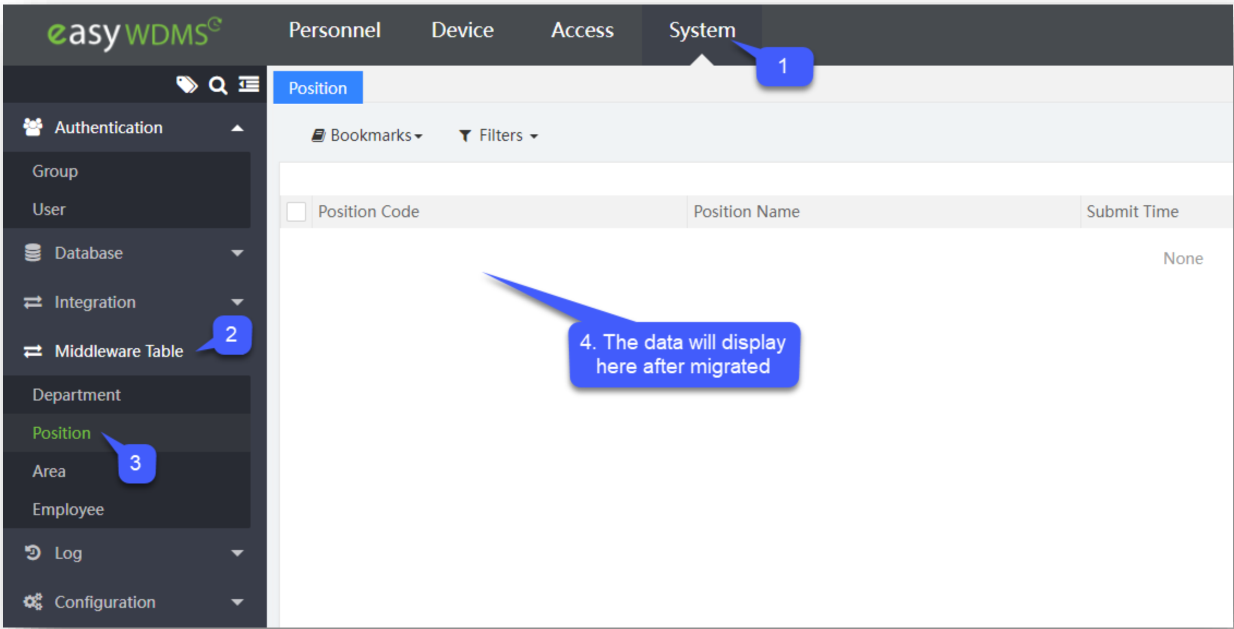
8.4.1 Department

When we migrate the department field data, it will transfer the data to department and all the data in the department field that is migrated from other package to the current package will display along with status of transfer showing whether the details have successfully transferred, or failed department wise status will display making it easy to find out if any data has failed to be transferred.



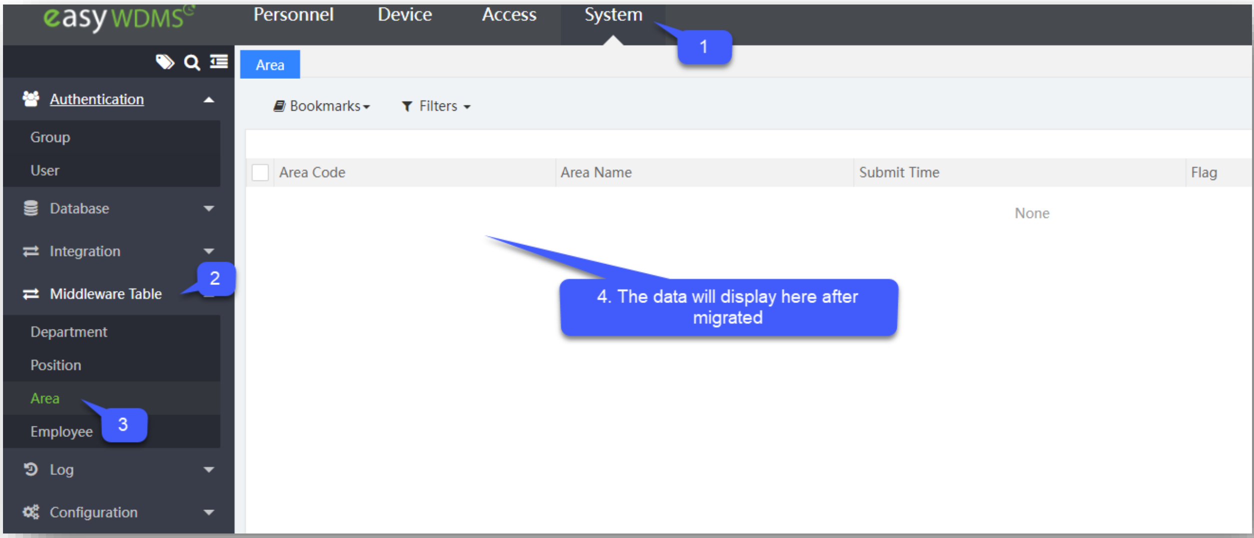
8.4.2 Position

When we migrate the position field data, it will transfer the data to position and all the data in the position field that is migrated from other package to the current package will display along with status of transfer showing whether the details have successfully transferred, or failed position wise status will display making it easy to find out if any data has failed to be transferred.



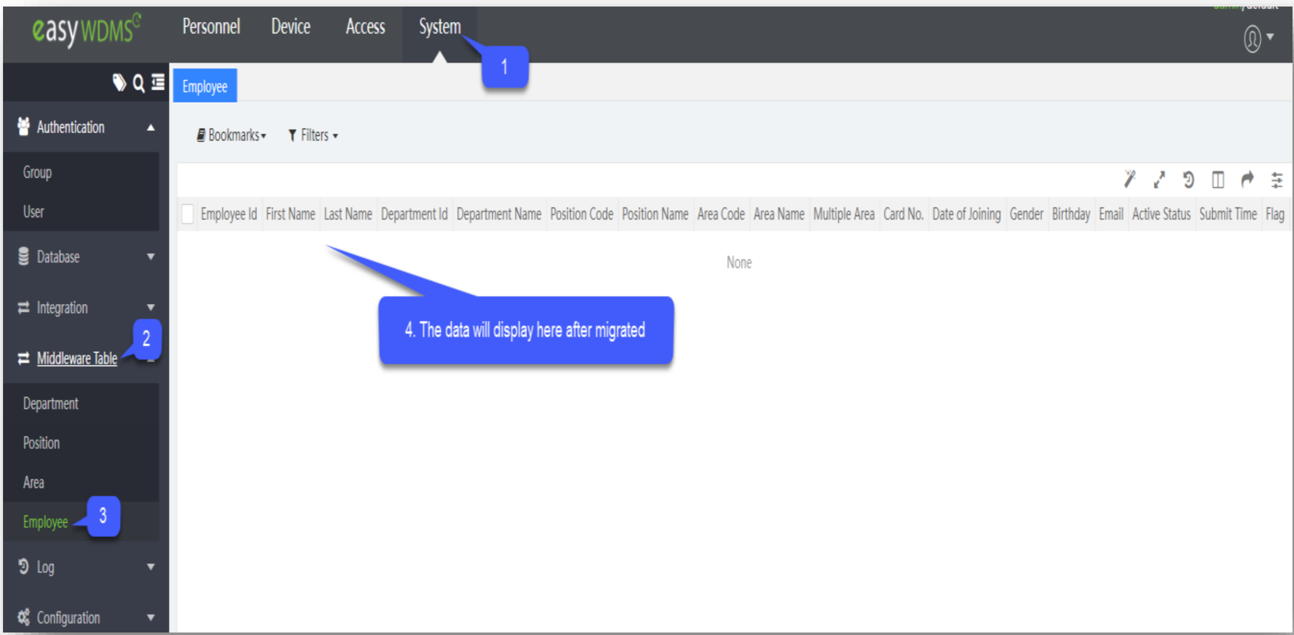
8.4.3 Area

When we migrate the area field data, it will transfer the data to area and all the data in the area field that is migrated from other package to the current package will display along with status of transfer showing whether the details have successfully transferred, or failed area wise status will display making it easy to find out if any data has failed to be transferred.



8.4.4 Employee

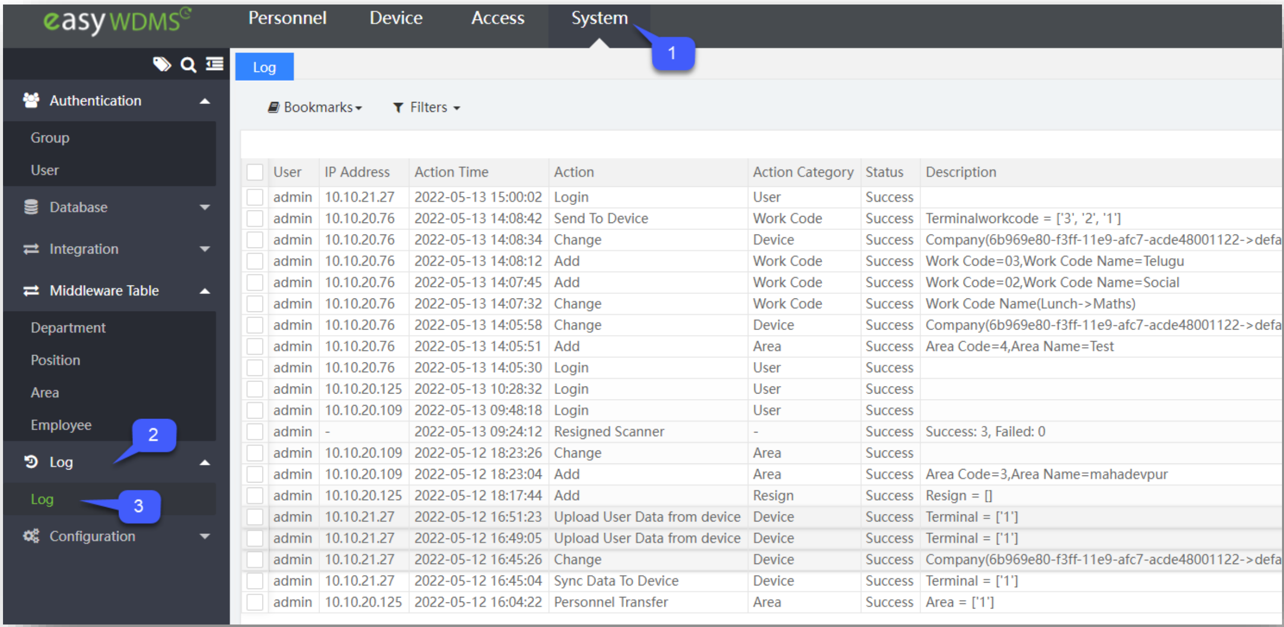
When we migrate the employee field data, it will transfer the data to employee and all the data in the employee field that is migrated from other package to the current package will display along with status of transfer showing whether the details have successfully transferred, or failed employee wise status will display making it easy to find out if any data has failed to be transferred.



8.5 Log

8.5.1 Log

Log collects and displays all the data-based operations/events/actions of a system. It helps you to track all the interactions through which the data, files or applications are stored, accessed, or modified. The log record consists of the following fields:



The columns are explained as follows:

User: The user type of action.

IP Address: The IP address of the user's system.

Action Time: The actual time of the execution of the action.

Action: The action performed by the user.

Action Category: The content type of the action (The module in which the action is performed).

Status: The status of the action. It can be successful/Failure.

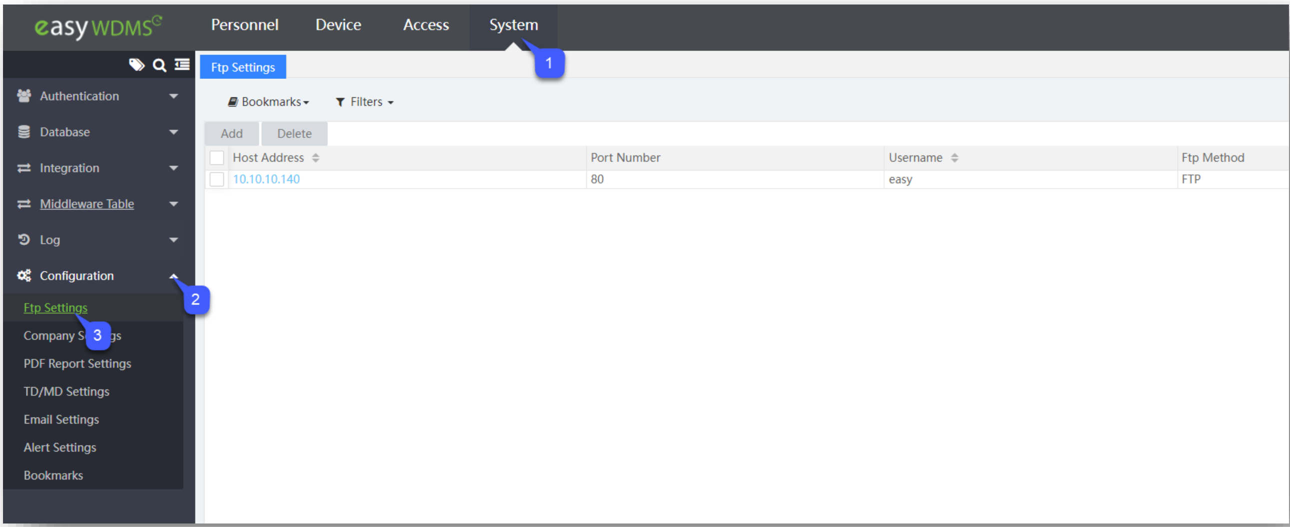
Description: The short statement of the outcome of the action.

8.6 Configuration

You can set up the system parameters through the **System Configuration.** It manages the specifications of the given software and its associated processes. In easyWDMS, you can manage and configure various parameters such as Company, Reports, WhatsApp, SMS, Email, and more.

8.6.1 Ftp Settings (File Transfer Protocol)

FTP server is a computer that has a file transfer protocol (FTP) address and is dedicated to receiving an FTP connection. FTP is a protocol used to transfer files via the internet between a server (sender) and a client (receiver)



The fields are described as follows:

Host Address: This displays the host address.

Port Number: This displays the port number, and the default port number is 20/21/22.

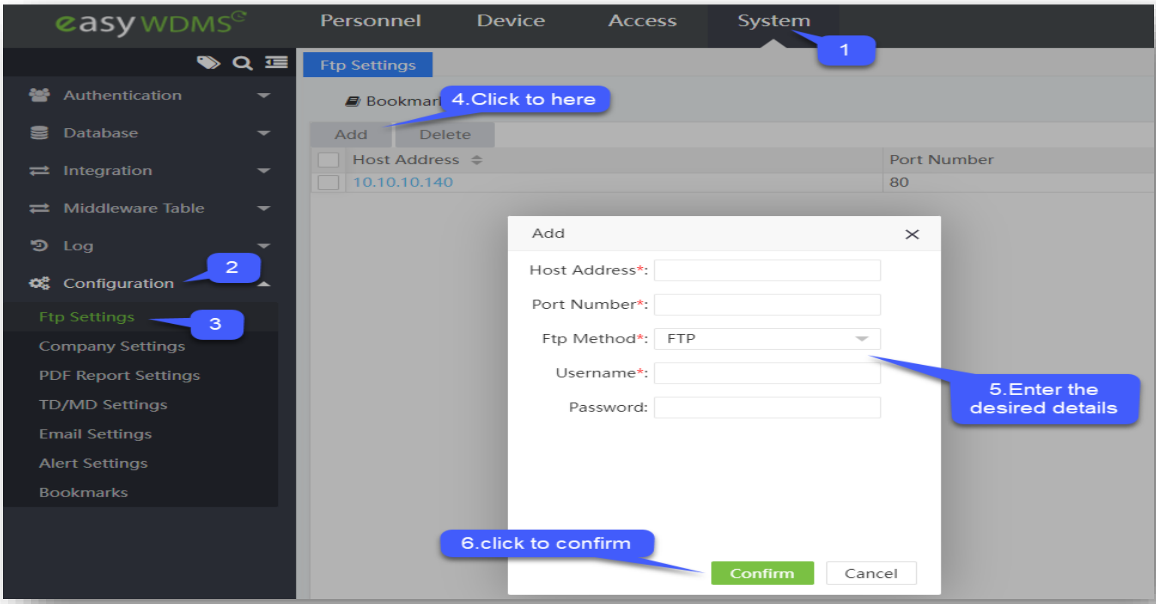
Username: This Displays the Username.

Ftp Method: This Displays the Ftp Method like FTP Method or SFTP Method.

Functions available on the Ftp Interface

Add Function

Add function lets you create a Ftp data in software, Perform the following steps to add a Ftp setting:



- Click **Add** to add a Ftp setting.
- A window appears as shown in the image below:
- Enter the required data.

  Host Address: Set the host address.

  Port Number: Set the port number and the default port number is 20/21/22.

  Username, Password: Enter the username and password.

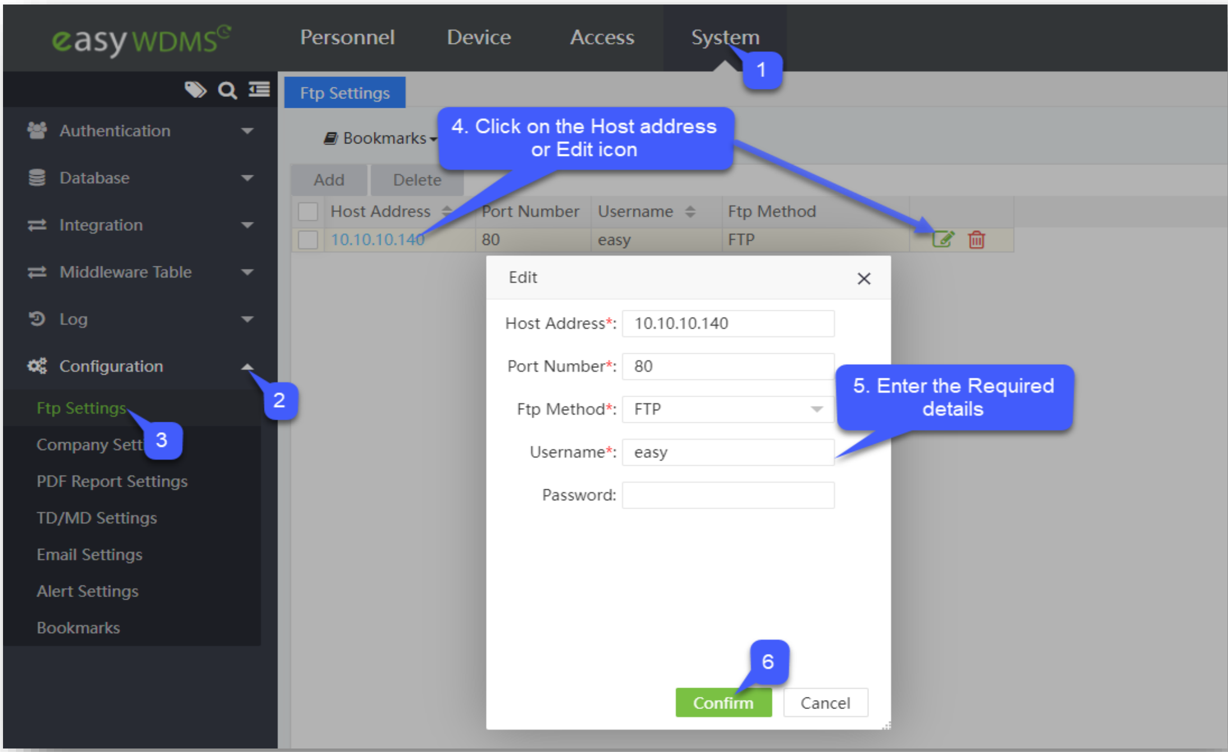
  Ftp Method: This Displays the Ftp Method like FTP Method or SFTP Method.

- Click **Confirm** to add Ftp setting.

Edit Function

Edit function lets you edit the existing Ftp setting details from the software.

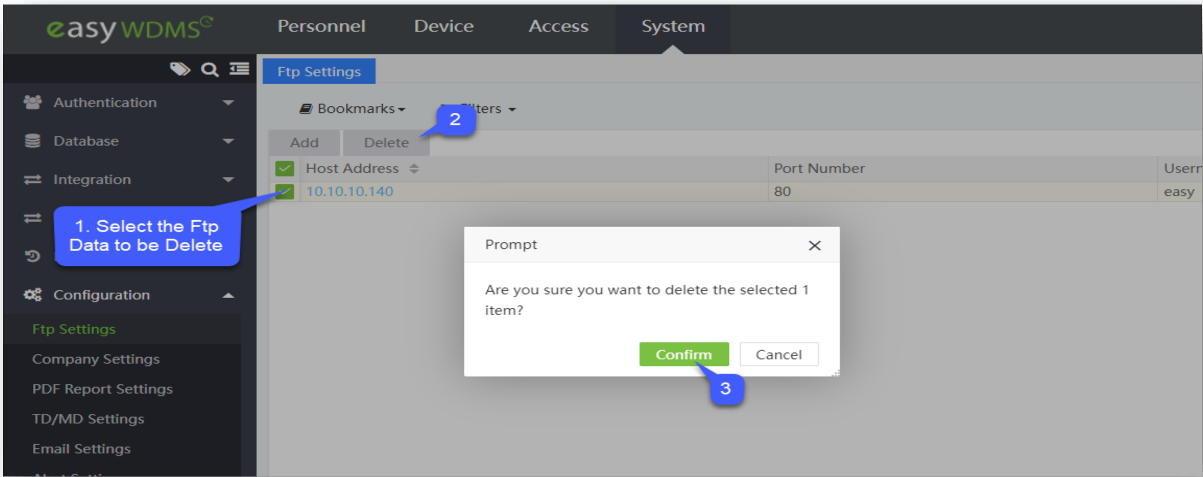
To edit existing Ftp setting details, perform the below steps:



- On the **Ftp Setting** interface, select the required Ftp details to be edited from the list.
- Click the **Host Address** or **Edit icon**, to edit the Ftp details.
- Edit the required details and click **Confirm**.

Delete

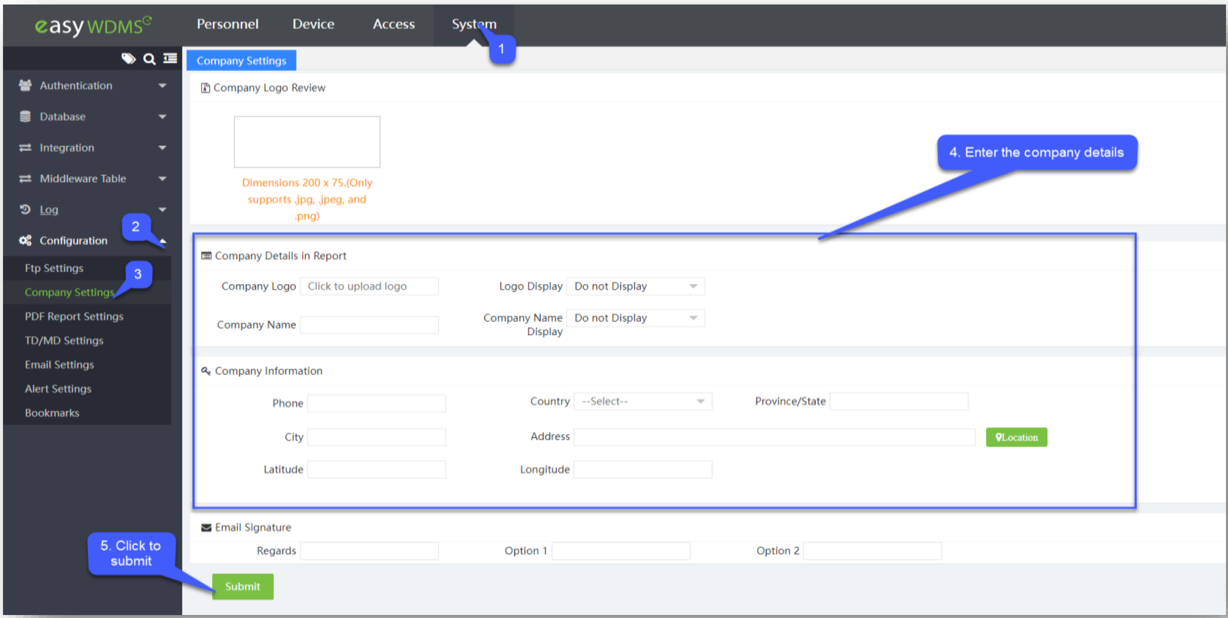
This feature is used to Delete the existing Ftp Setting details from the Software.
Perform the following steps to delete a user:



- On the **Ftp Setting** interface, select the required Ftp details to remove or delete from the software.
- click the **Delete** or delete icon to remove or delete the selected Ftp details from the Software.
- On the appearing pop-up, click **Confirm** to delete the Ftp details.

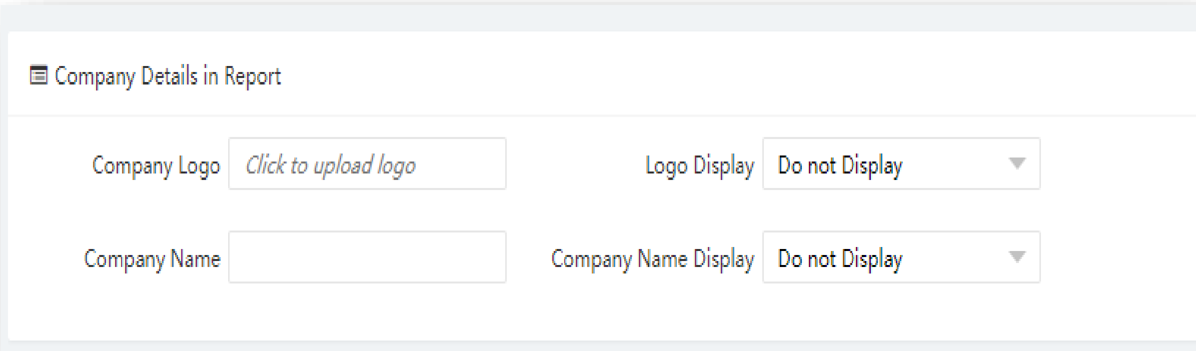
8.6.2 Company Settings

The Company Settings allows you to add and configure Company Name and Logo. This logo can be used in exported reports.



Company Details in Report

By using the below section, you can configure the company details that will be displayed on the report.



Make sure the logo is of below mentioned size.

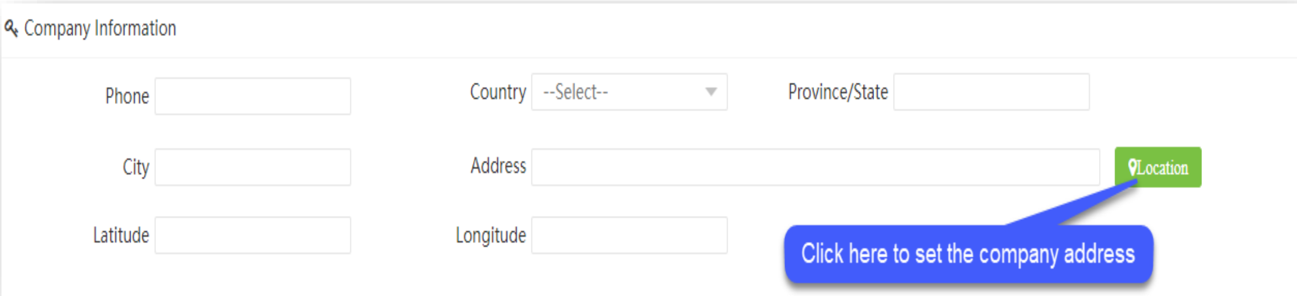
Logo Display: Select the display position of the logo. It can be aligned to Left/Centre/Right.

Company Name: Enter the company name.

Company Name Display: Select the display position of the company name. It can be aligned to Left/Centre/Right

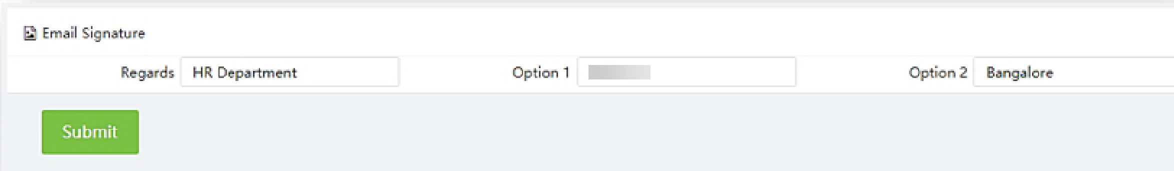
Company Information

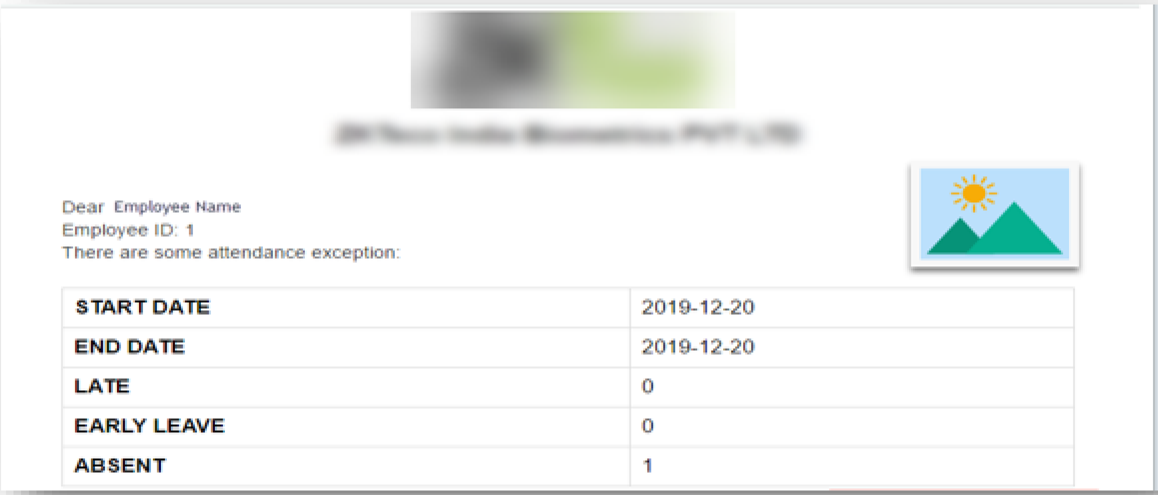
In the company information section, input the required company details such as Phone, Country, State, City, Address, Latitude, and Longitude. You can also select the company address through the map. Click the **Location** button and select the company address.



Email Signature

Here you can set the email signature of the Admin. Any email correspondence from the Admin will contain this email signature.





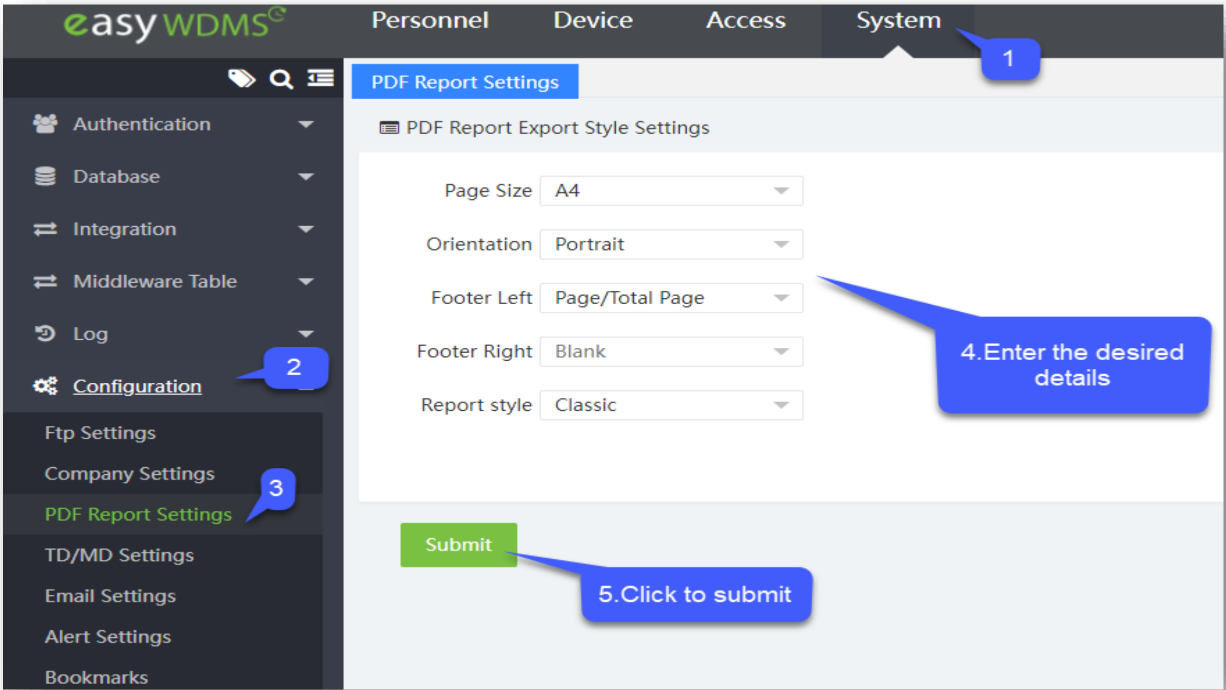
Dear Employee Name
Employee ID: 1
There are some attendance exception:

START DATE	2019-12-20
END DATE	2019-12-20
LATE	0
EARLY LEAVE	0
ABSENT	1

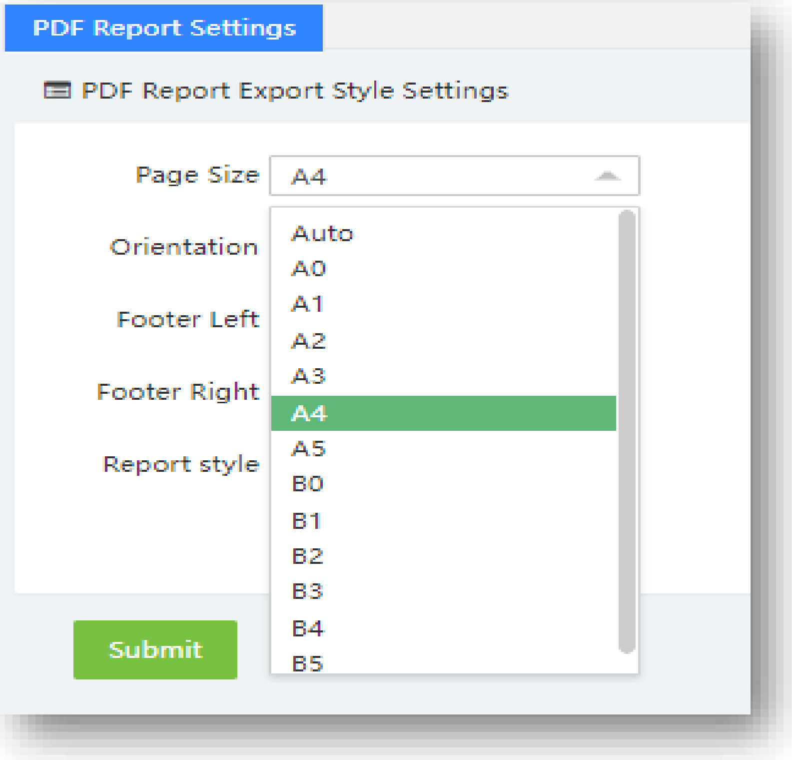
Click **Submit** after entering all the desired details.

8.6.3 PDF Report Settings

PDF Report Settings allows you to set the report style settings. You can generate PDF reports such as Transaction Reports, Attendance Summary Reports, Scheduling Reports, Employee Details, Device Details, Payroll Structure, Increment/Deductions and so on. The major advantage of exporting the reports as PDF is, you can configure the page size and report components as per your requirements.

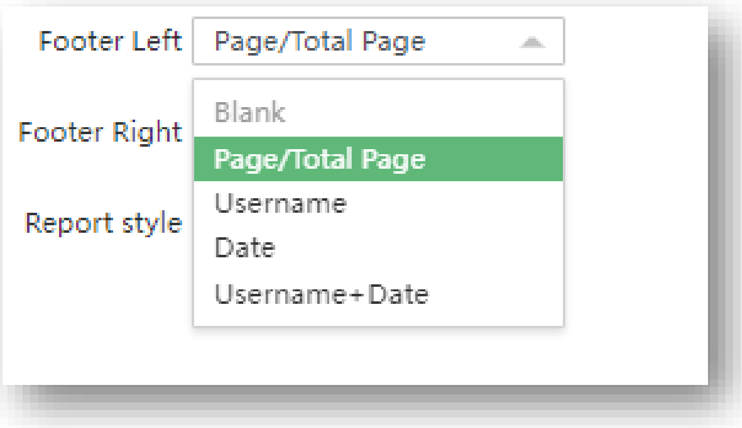


Page Size: Select the page size according to your requirements. The **Auto** option generates the report with size which fits the columns. You can also set other page sizes such as A0, A1, A2, A3, A4 etc.



Orientation: Select the page orientation. It can be a portrait or landscape.

Footer Left: Select the content which is to be displayed on the left side of the footer. It can be (Page/Total page) / Username/ Date/ Username+Date.



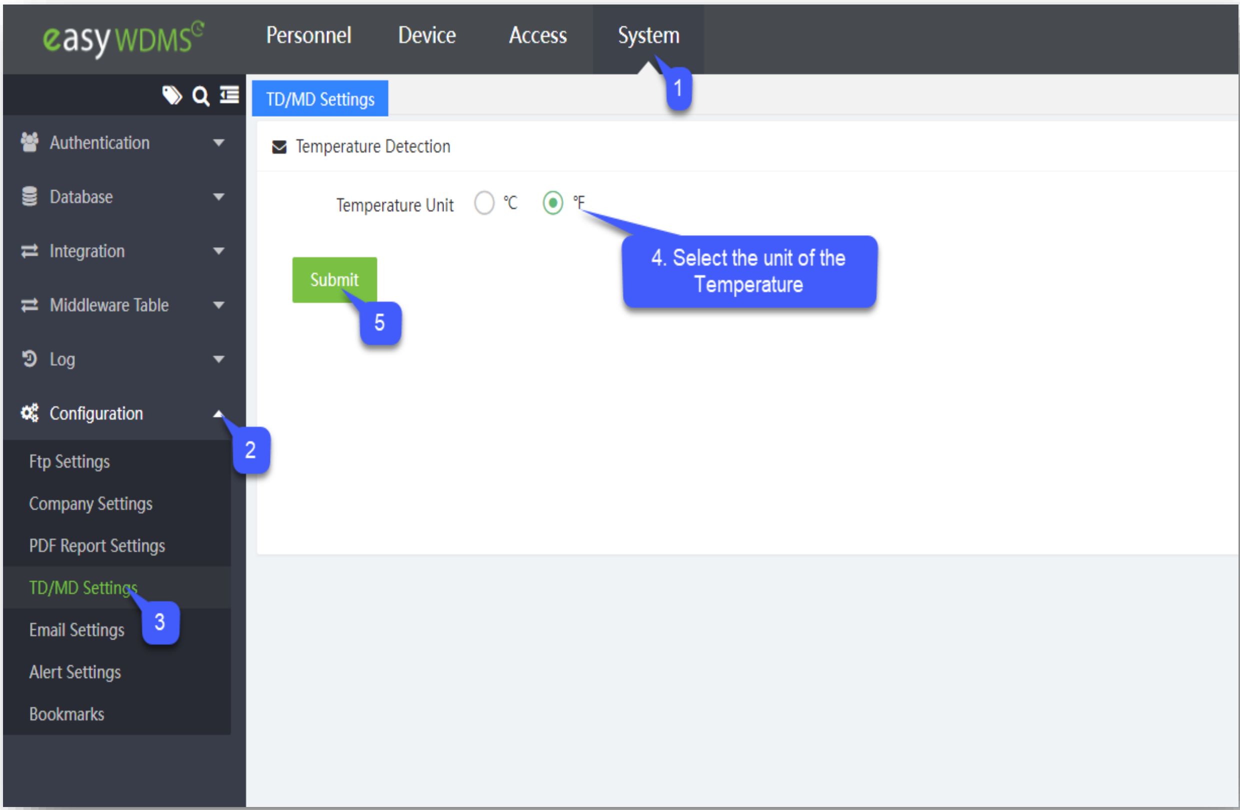
Footer Right: It is the same as Footer Left.

Report style: Select the report style. It can be Classic or Blank.

Click **Submit** after setting PDF report formats.

8.6.4 TD/MD Settings (Temperature Detection/Mask Detection Settings)

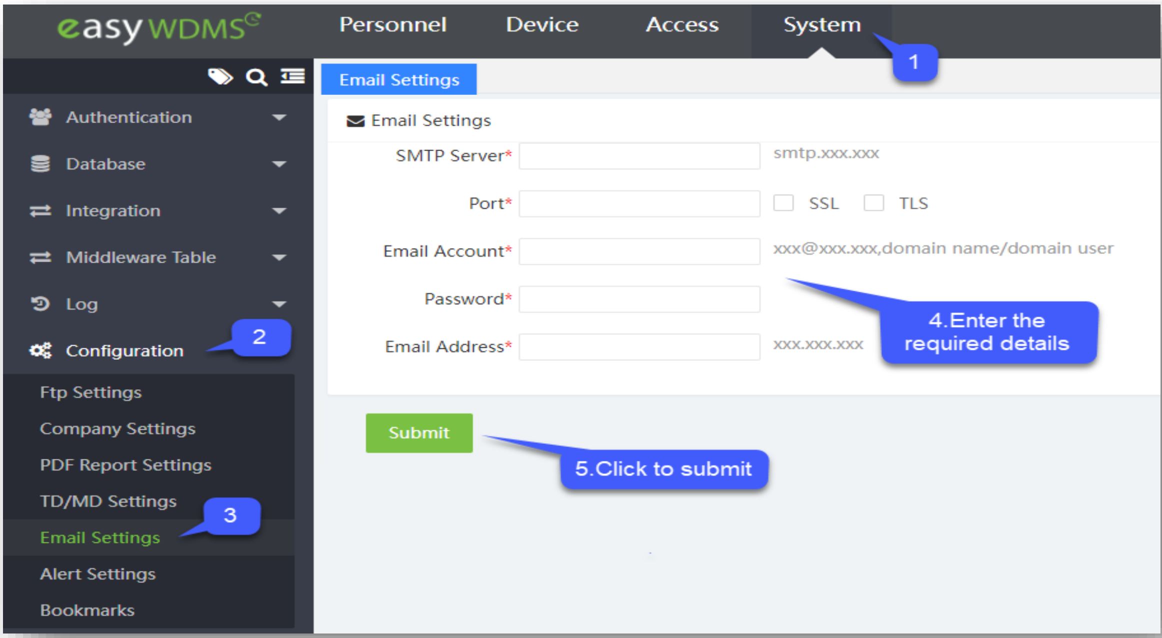
The Temperature and Mask Detection Settings are used to configure the temperature and mask detection parameters which will be used to measure the body temperature when an employee is making the attendance punch and it is also helpful to detect whether the employee is wearing the mask or not.



- Select the Temperature Unit as Celsius or Fahrenheit.
- Click **Submit** to save the TD/MD settings.

8.6.5 Email Settings

Email settings are used to trigger an email alert if there is an exception.



SMTP Server: Enter the Email sending Server's address.

Port: Enter the Port number of the email sending server.

Email Account: In case if you have an Email ID linked to your domain name, then enter the email account here.

Password: Enter the one-time random authorization password from the mailbox provider.

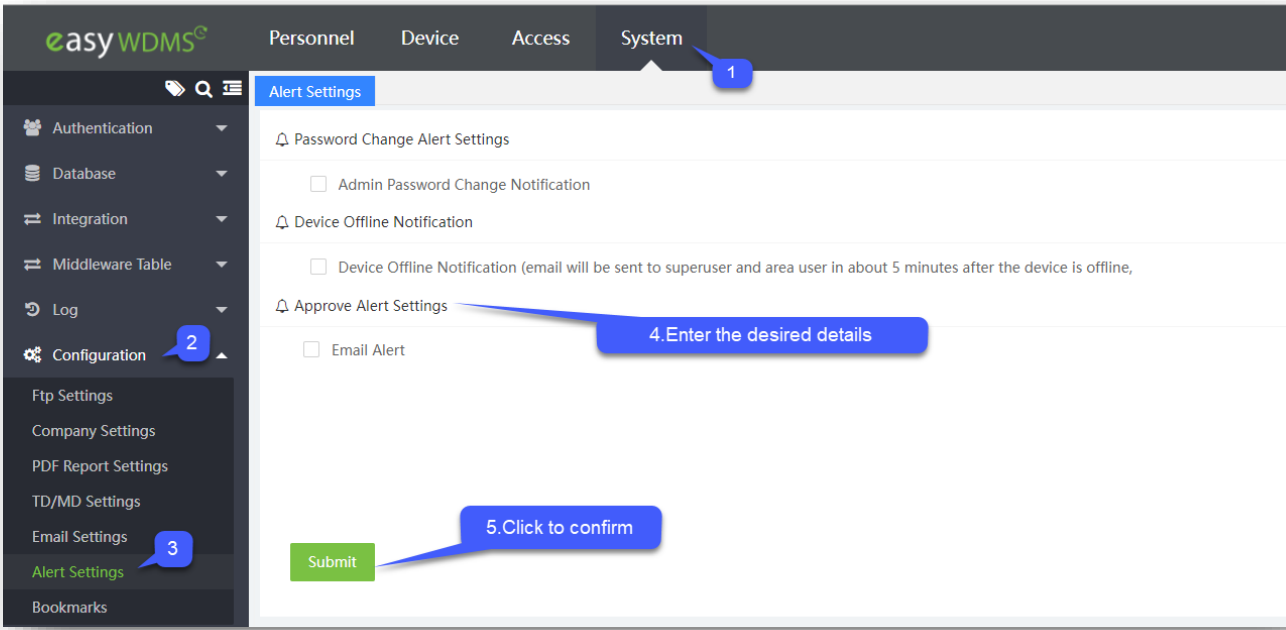
Email Address: Enter the Email address.

Note: The domain name of the E-mail address and E-mail sending server (outgoing server) must be the same.

For example, the Email address is test@yahoo.com, and the E-mail sending server must be smtp.mail.yahoo.com.

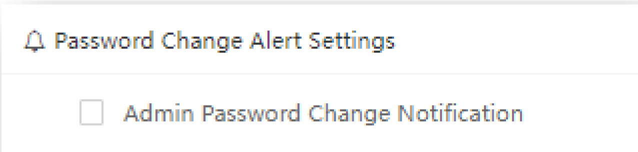
8.6.6 Alert Settings

Here, the alert can be set for Attendance exceptions such as late check-in, early check-out and absent. You must set the value for each exception. For example, let the values for Late, Early-Leave and Absent are set as 4,5,6, respectively.

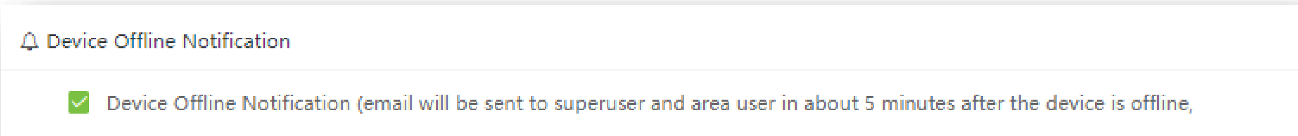


Password Change Alert Settings

You can set the alert if the password of Admin account is changed.



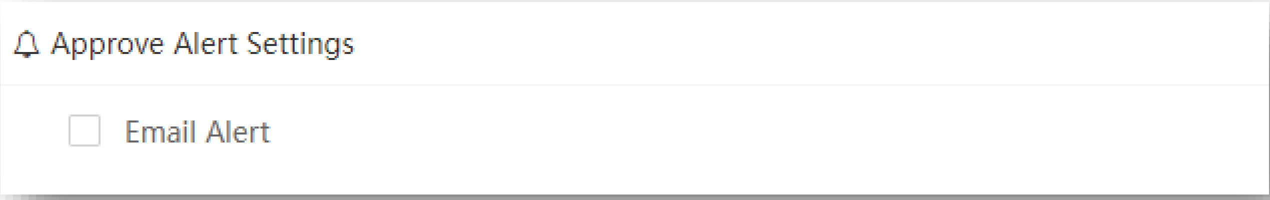
Device Offline Notification



Email will be sent to super user and area user in about 5 minutes after device is offline.

Note: You can also send an alert if the Admin's password is changed.

Approve Alert Settings



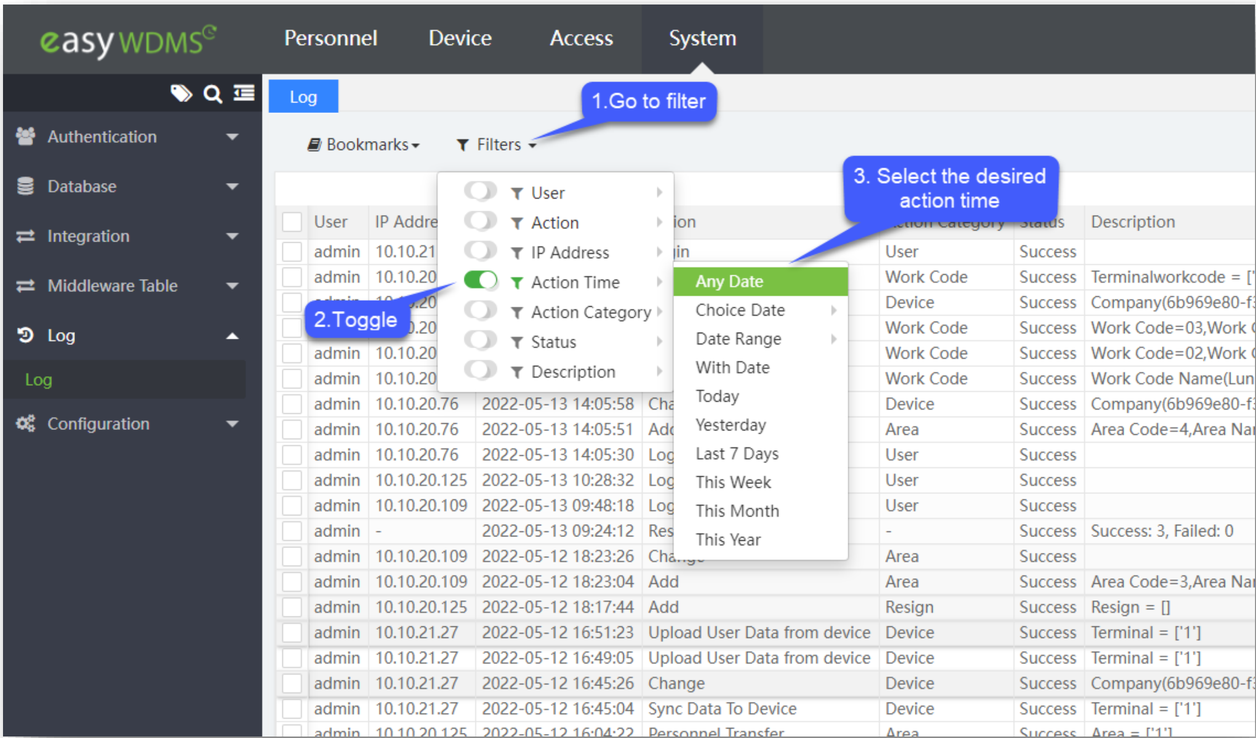
- Set the mode of alerts. The mode can send the Alert Email to Employees.
- Click **Submit** after entering the details.

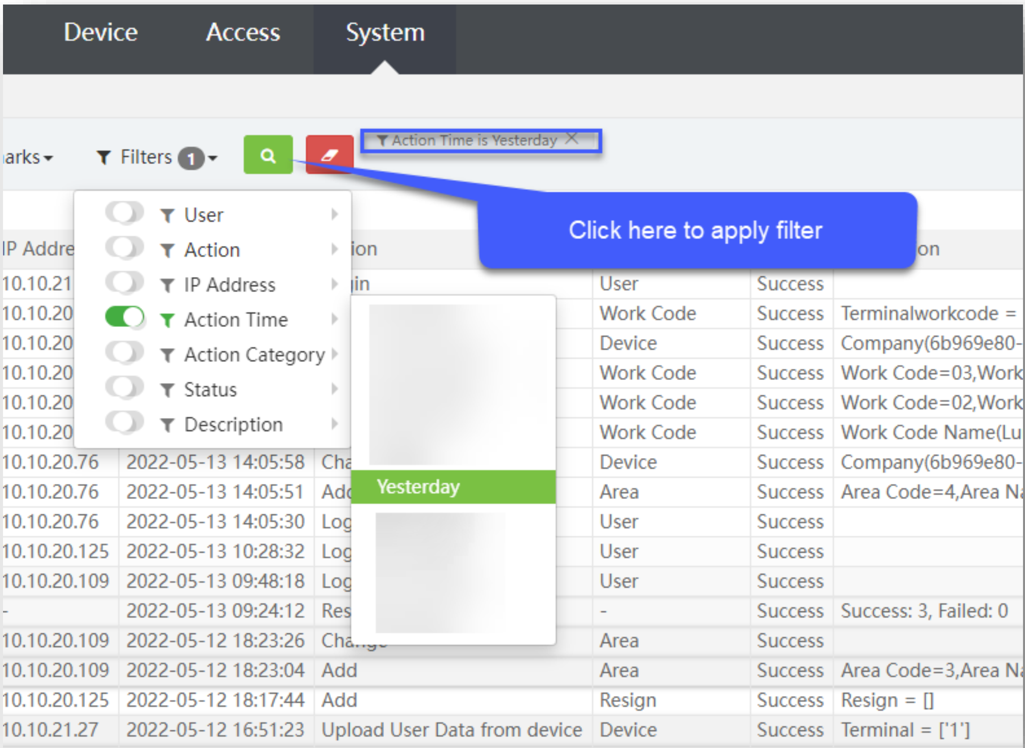
8.6.7 Bookmarks

Bookmarks are filtered results to simplify the search operation and they can be used for future references. All the module interface has bookmark options as shown below, once you save, it is reflected here.

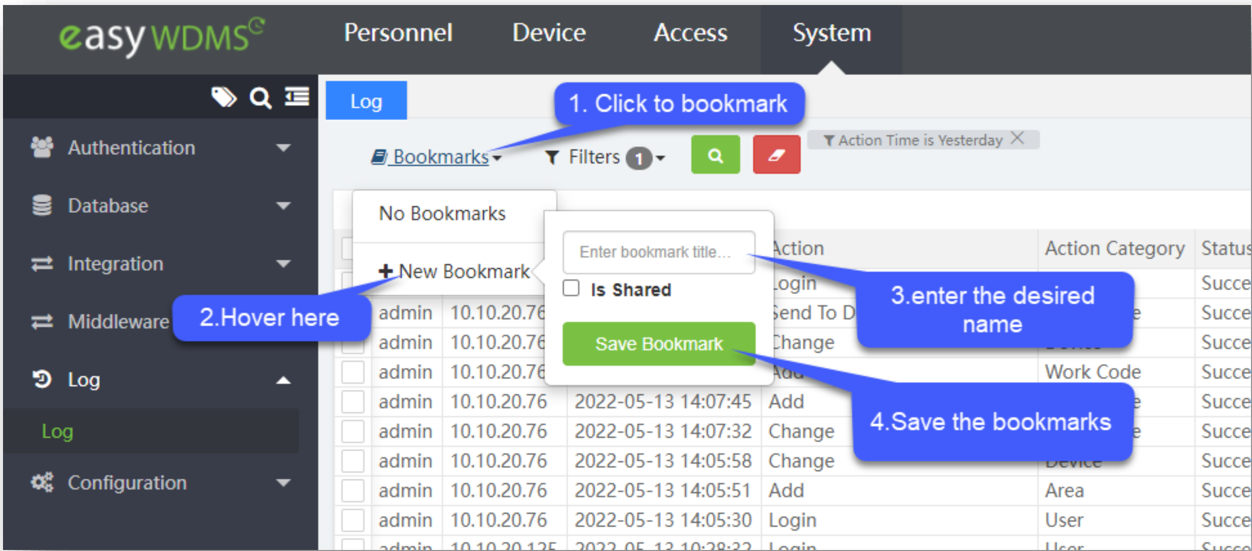
Below is an example of adding a bookmark by filtering User in Log page in System Module.

- Open the Log page and then go to filter, enable the toggle button, then click on the desired User(s). Apply the condition for the filter as shown in the image below:

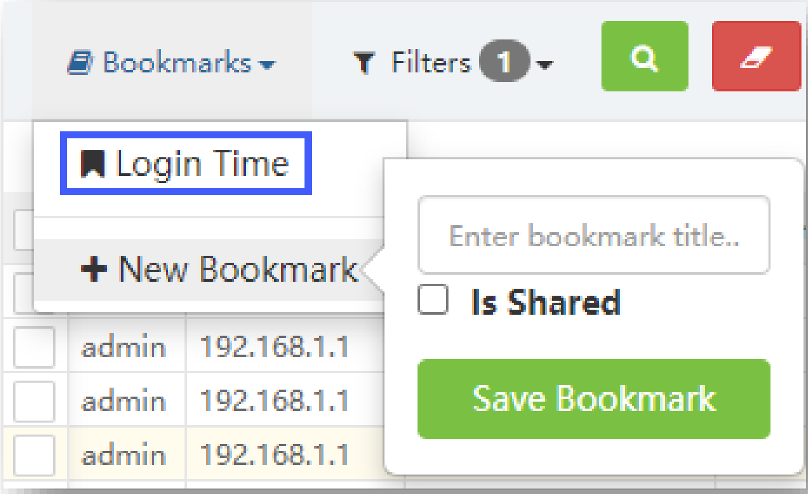




- Then click **Bookmarks** and select New Bookmark as shown below:



- Enter the Bookmark name and click **Save Bookmark.**
- Saved Bookmarks appears as shown below.

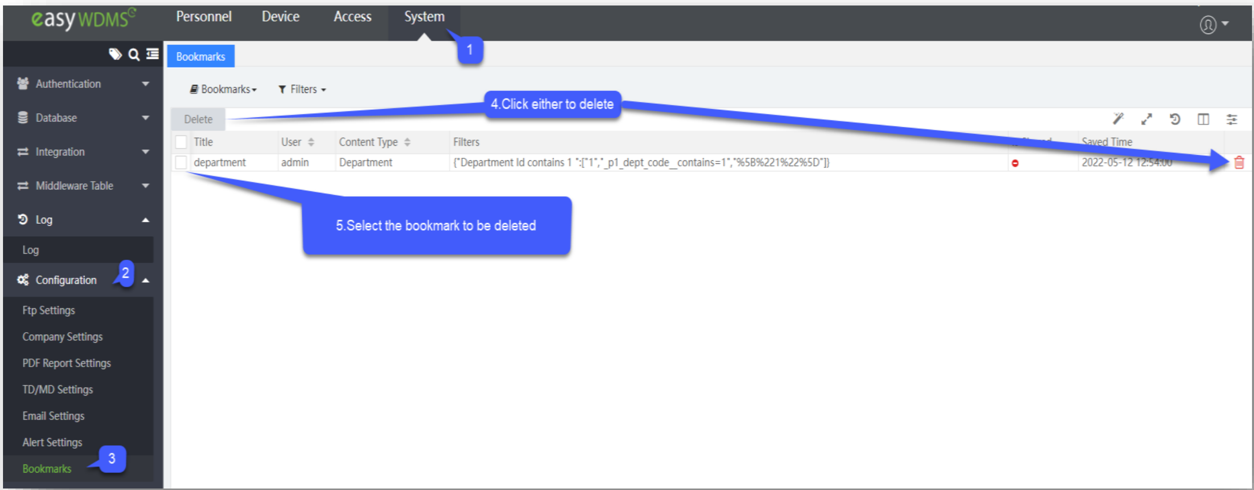


Delete a Bookmark

For deleting the Bookmarks, you need to navigate to **System > Configuration > Bookmarks**.

Perform the following steps to delete a bookmark:

- On the **Bookmark** interface, select the required Bookmark data to remove or delete from the software.



- Select the bookmark to be deleted and click **Delete** or the delete icon of the corresponding bookmark.
- On the appearing pop-up, click **Confirm** to delete the bookmark.