

User Manual



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English

About the Manual

This manual introduces the operations of **EasyTime Pro** 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.

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Why EasyTime Pro

Our **EasyTime Pro** 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 also 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 EasyTime Pro 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 EasyTime Pro software

- Systematization of the Organization
- Synchronization of Device records
- Centrally controlled Employee Network System
- Easy Access to Employee Information
- Quick and Detailed Information Extraction
- Extensive estimates of Attendance
- More efficient Payroll administration
- Enhanced Time and Performance

2 Application View via Distinct Positions

Viewing our **EasyTime Pro** 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 **EasyTime Pro**.

2.1 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 EasyTime Pro.

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

- Plans and sets up the Organization.
- Managing your Organization's User permissions.
- Handles in User Access and Information
- Setting up the Policies and Global Rules
- Maintaining Employee Records
- Managing Logs and Reports
- Grouping Employees and Roles
- Adding components in Payslip, and more

2.2 Employee Account

An Employee account is a simple Employee management platform facilitates the employee to view the assigned schedules, holidays, off-duties, and attendance reports. It also helps the employee to send the training, overtime, and time-off requests.

2.3 Login to EasyTime Pro

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



2.4 Operation Guide



Step 1:

- First create a new area by giving Area name, Area code and Parent details. Click **Add Area** to get more details about the interface.
- Then create a new Department or a Sub-department by giving Department Id, Department name and parent company name. Click **Add Department** to know more about the interface.
- After you've created a department, you'll need to add a position for an employee with the position code, position name and the parent group name. Click **Add Position** to get more options of the interface.
- Add Employees details such as employee Id, Department, Position, Date of joining, etc based on the requirements of organization. Click **Add Employee** to know more about the interface.
- In this step you need to add device by configuring IP as well as by feeding the device details. Click **Add Device** to get more details about the Device Interface.

Step 2:

- Create a work schedule for employees based on business requirement. Click **Timetable** to get more options of the interface.
- Shift interface helps to assign the pre-defined shifts and week offs to weekly, monthly, and day wise. Click **Assign Shift** to add shift details of employees on the interface.
- Click **Schedule shift** to add shift timings.

- Add Leave details of employees such as leave request, approval and tracking of the employee leave in the organization. Click **Add Leave** for more details.

Step 3:

- To calculate the attendance details of employee, Click **Calculate attendance** (click here to go the interface).

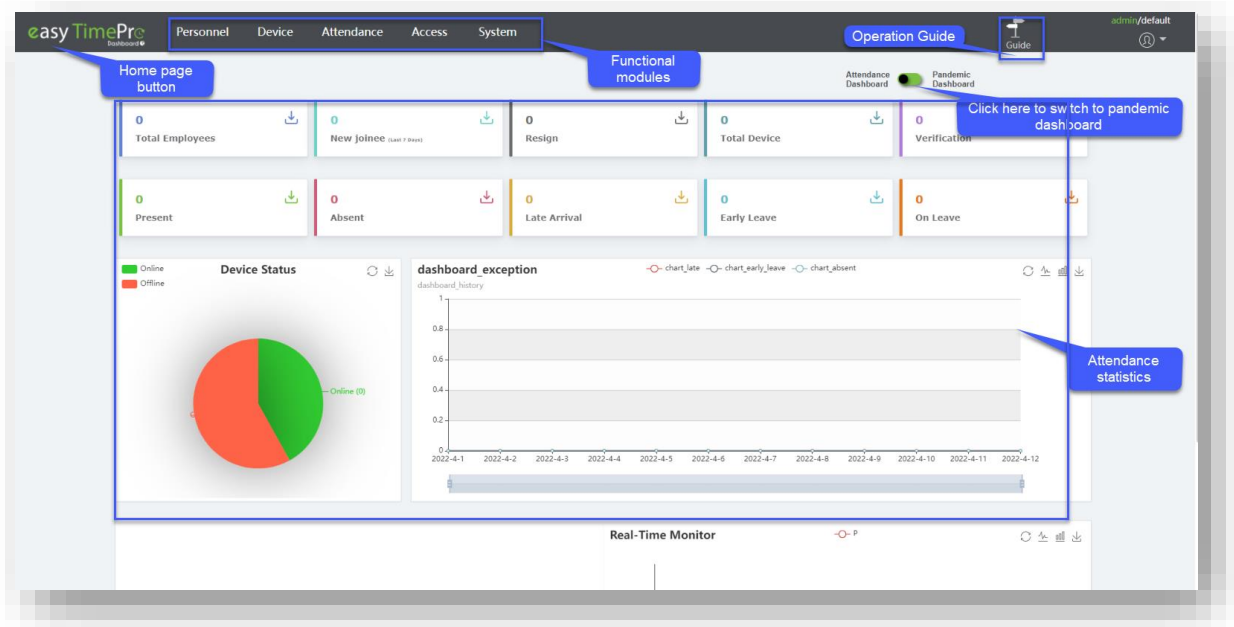
Step 4:

- Report provides up-to-date information of employee's attendance, and other system related reports. Click **Reports** to go to Reports interface and get more details.

2.5 Dashboard

Our dashboard helps in facilitating the display of your organization's essential data metrics and statistics of the workforce.

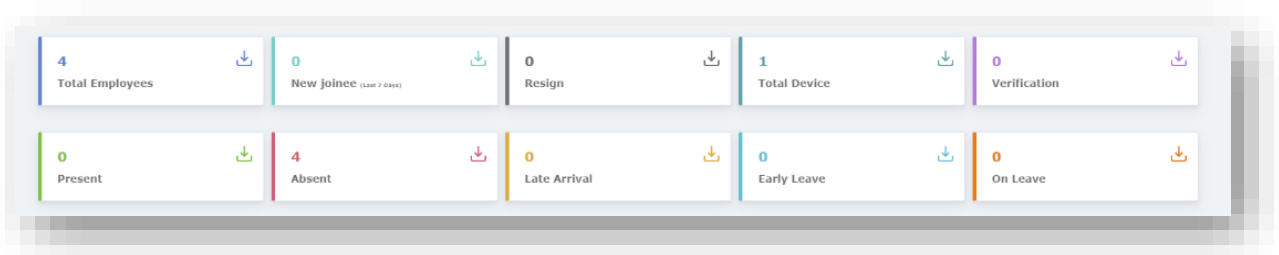
It presents real-time information like performance, attendance, schedules, overtime, early leave, late arrival, or other Organizational data instinctively and you can get the report of each metric directly from the dashboard.



The Dashboard displays the following details:

Real-Time Count

- Total number of employees.
- Number of attendance verifications on that particular day.
- Total number of devices configured for attendance calculation and access control.
- Number of Employees absent on that particular day.
- Number of Employees present on that particular day.
- Number of Employees who are absent on that particular day.
- Number of Employees who came late on that particular day.
- Number of Employees who left early on that particular day.

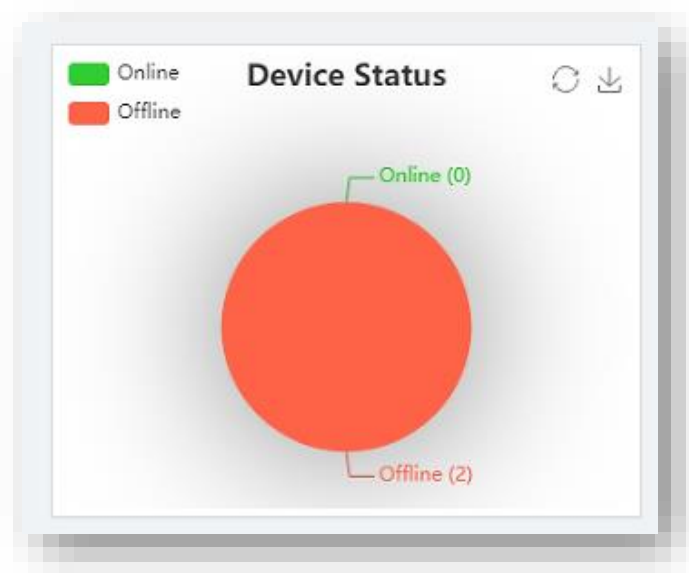


The dashboard will provide the option to download on each field as a pdf, which will contain all the details of the statistic field selected like total employee, resign, total device absent.

Present/Absent

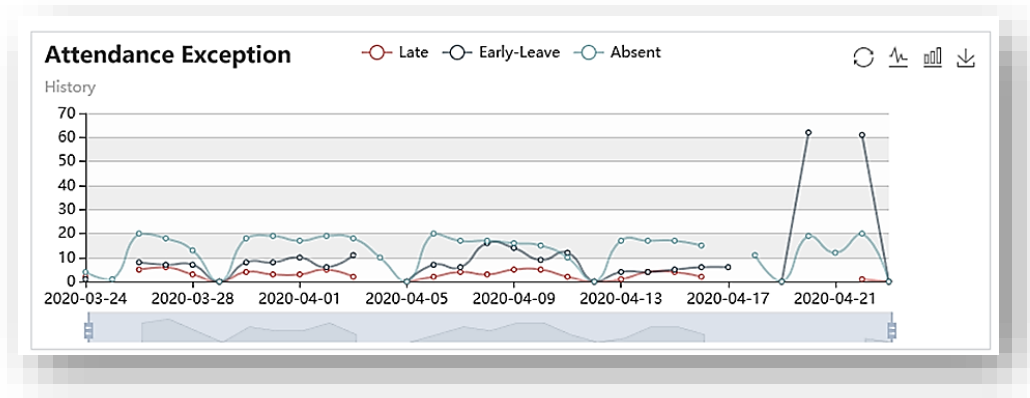
The real-time chart depicts the attendance status for the current day.

- **Online** represents the active devices on the current day.
- **Offline** represents the inactive devices on the current day.



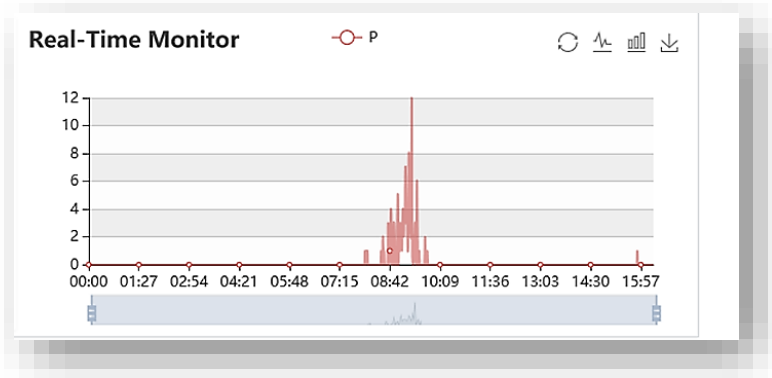
Attendance Exception

The Attendance Exception illustrates the real-time attendance exceptions of the employee. Place the cursor at any point on the graph to view the exceptions.



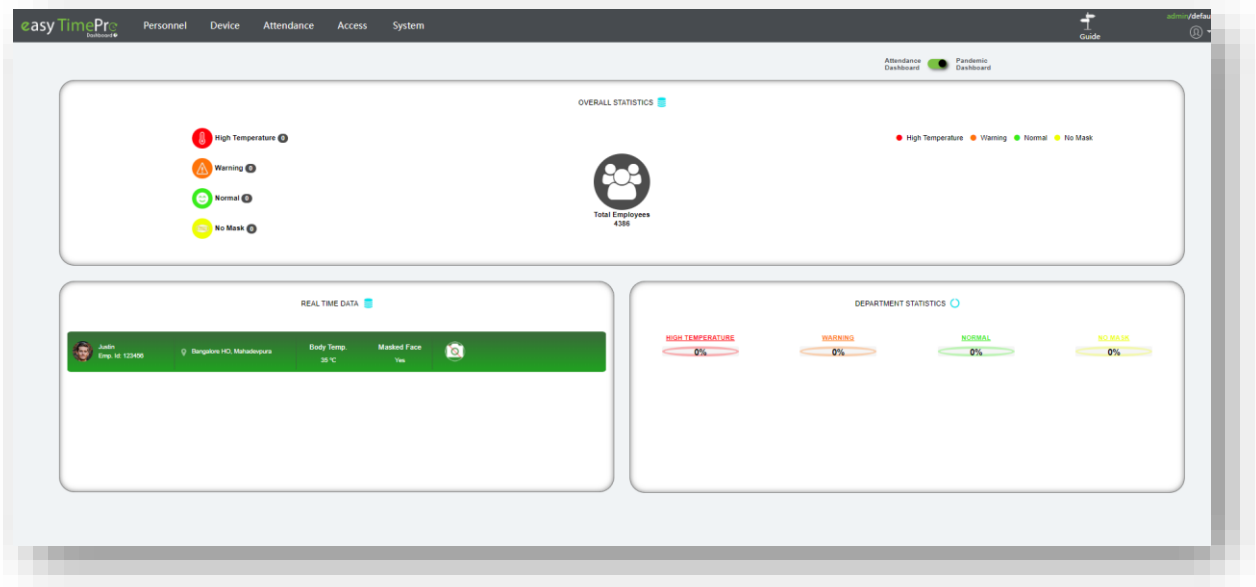
Real-Time Monitor

The real-time monitor interprets the attendance details timewise. Place the cursor at any place on the graph to view the attendance statistics at that point of time.



70135	988, 2nd Main Rd, ...	Check In	09:16:50
70110	Swami Vivekanand...	Check In	09:16:46
70073	Unnamed Road, D...	Check In	09:16:25

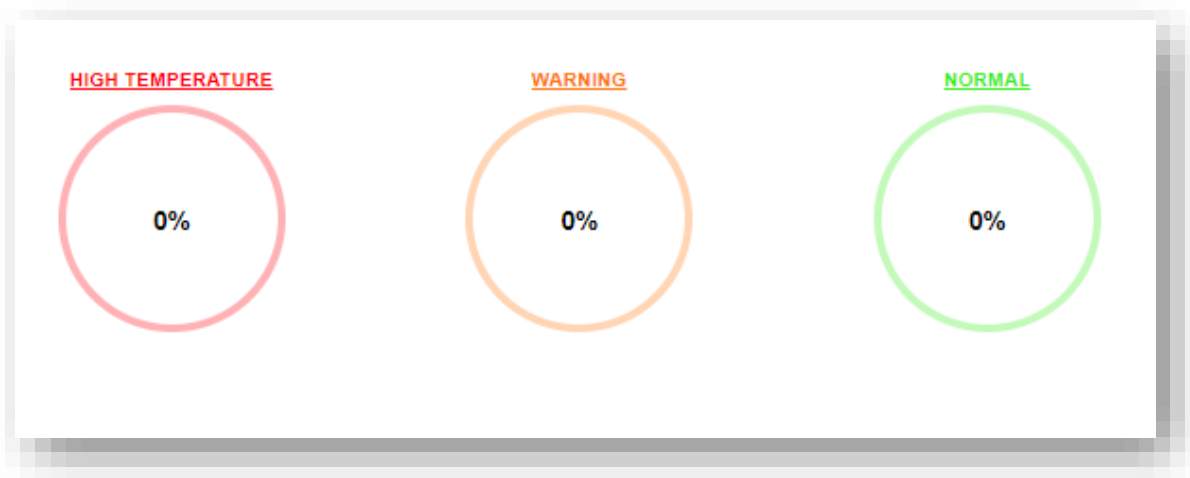
The Pandemic Dashboard appears as shown below:



Temperature Status

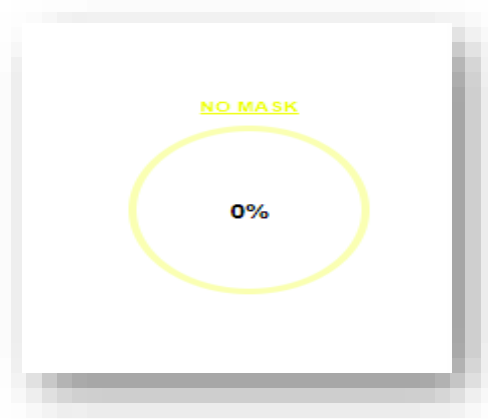
The Temperature Status displays the measured temperature of all the employees into three categories namely:

- Normal Temperature
- Warning Temperature
- High Temperature

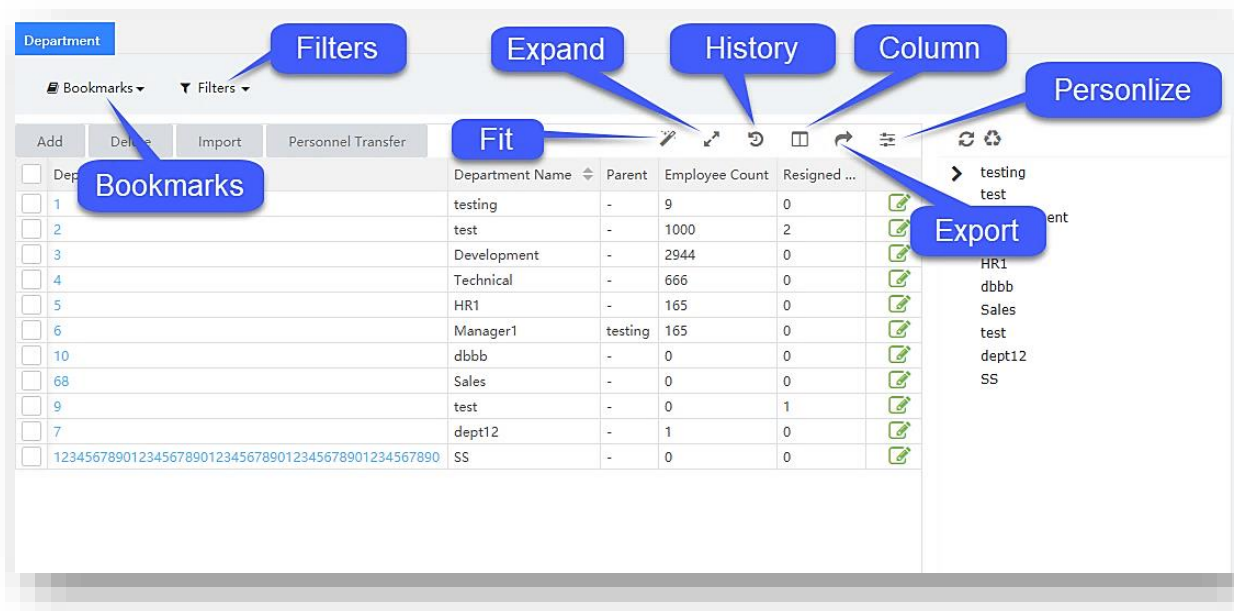


Mask Status

The Mask status displays the Mask-wearing status of the employee i.e. whether mask is worn or not.



2.6 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.

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

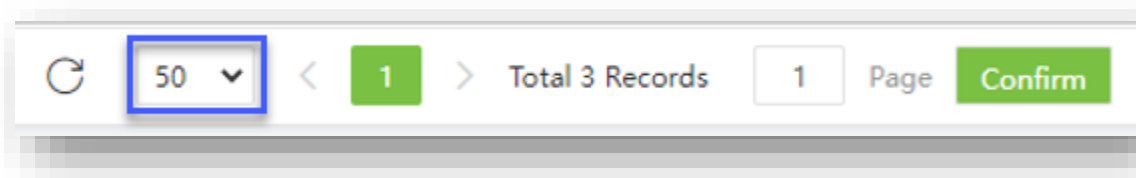
- This function expands the display of the columns based on the provided options.
- **Full Frame** expands the column only within the frame interface and **Full Screen** expands the whole interface with the size of the monitor.

History

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

Page Count

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



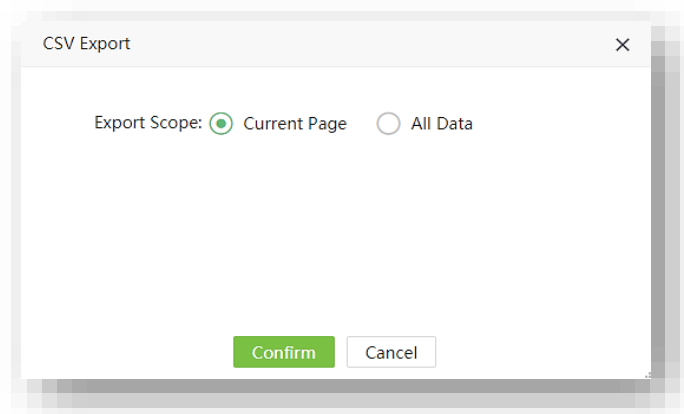
Columns

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

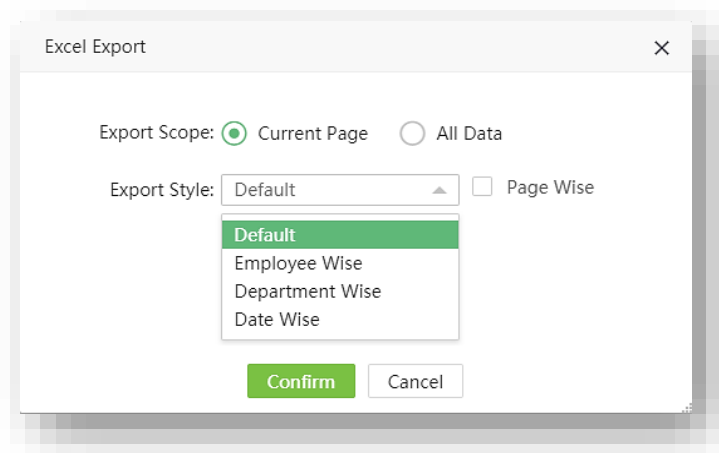
Export

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

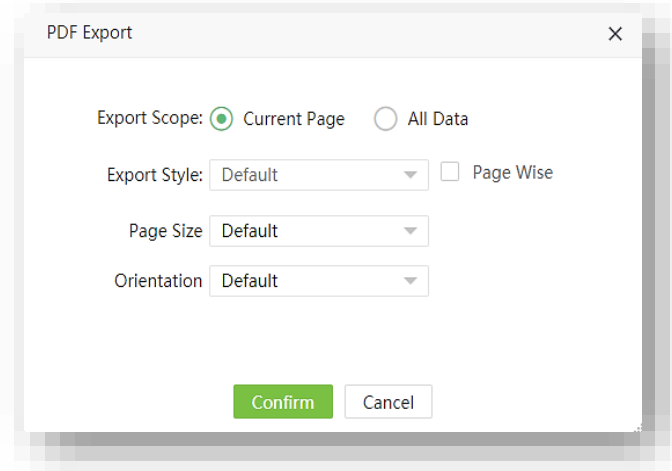
CSV/TXT: You can export only the current page or the entire report data.



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



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.

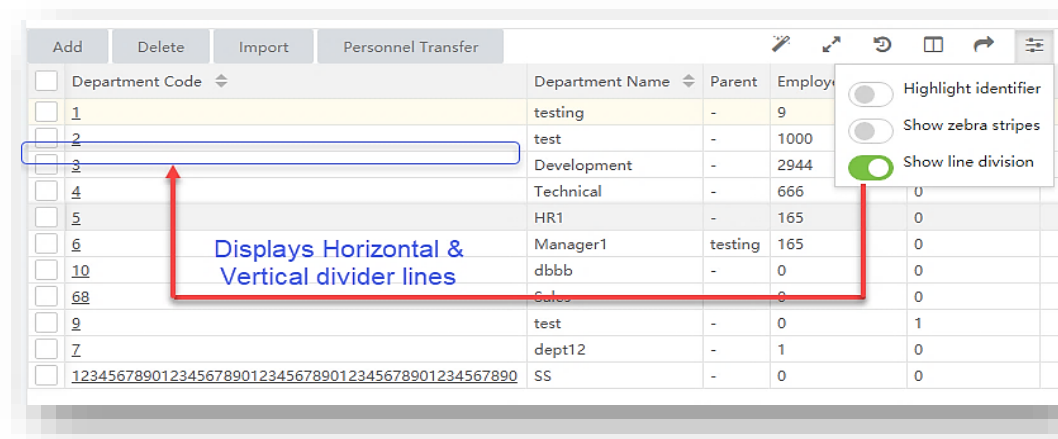
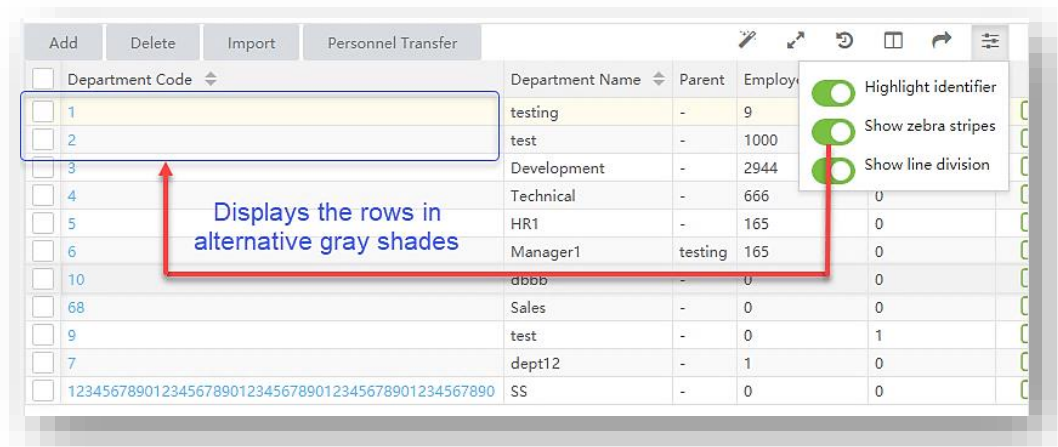
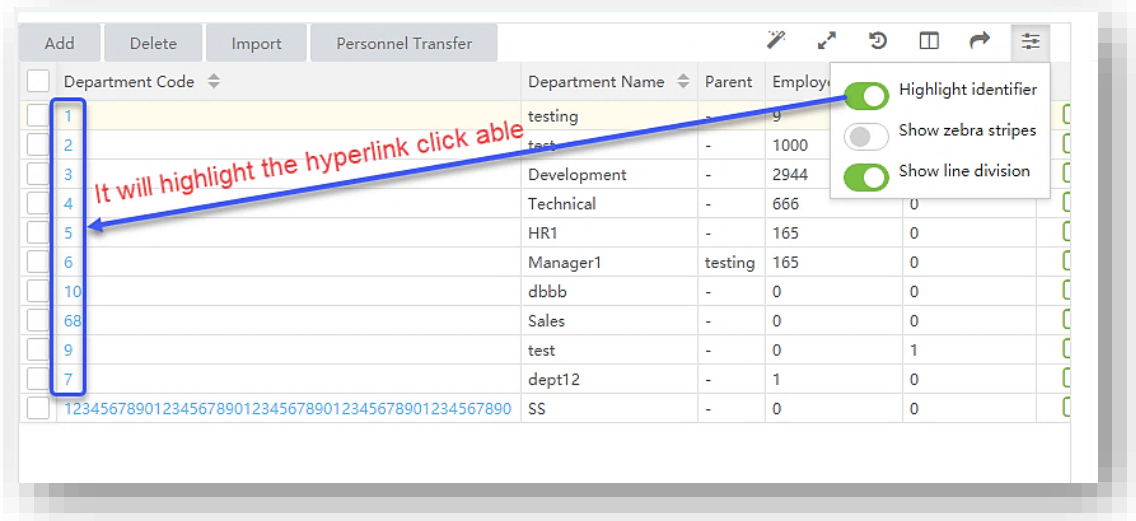
This setup greatly helps when you need to change the layout only at that instant.

Restore Layout

- This function restores the data to the default.

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

- Indicates the option to modify or update existing information or settings. We have used Edit tooltip icons throughout the application.

Delete

- This function allows you to erase or remove the existing data on the Software. We have used Delete tooltip icons throughout the application.

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 minute “of idle session”).

3 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; manage request flow, area, job title, department, joined date, and add or remove positions of each employee.

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



Features of Personnel module

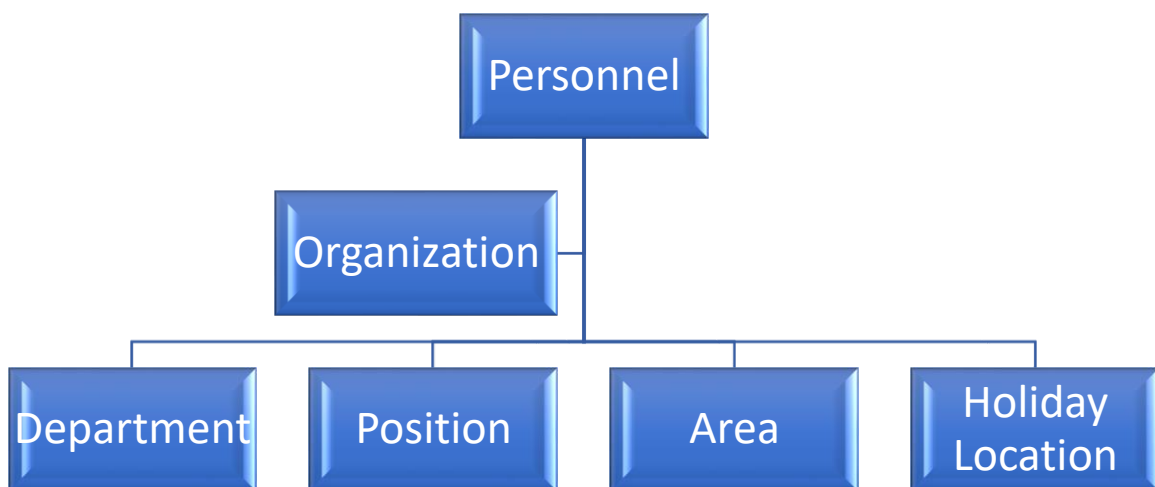
- Area-based Check-In and Check-Out
- Biometric Device synchronicity
- Customized access for different Roles
- Tracking of Employees process requests and workflows
- Centralized System of Employee information
- Quick and accurate retrieval of information
- Easy (and paperless) arrangement of Employee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

3.1 Organization Setup (Organisation)

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.

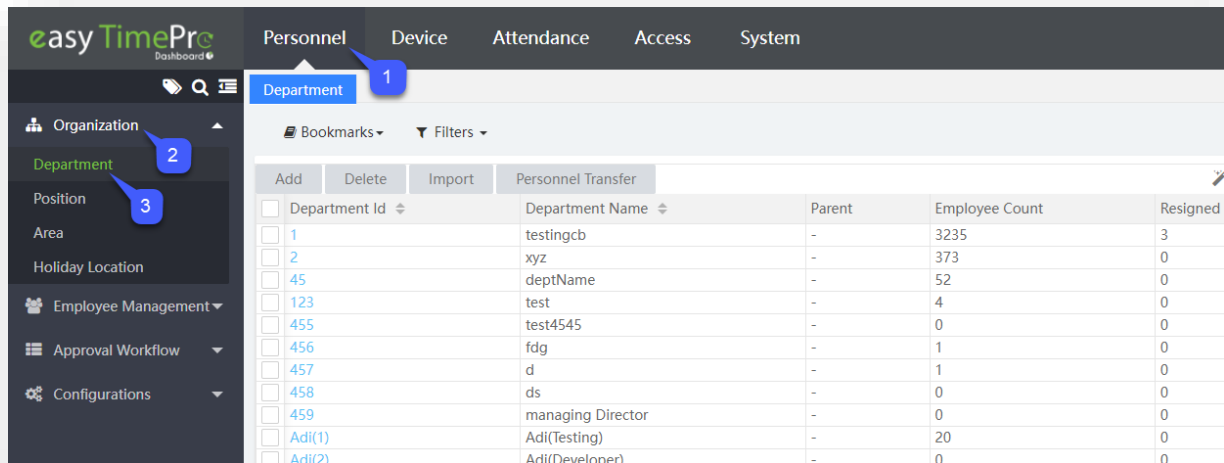
On the **Personnel** module, click **Organization** to go to the Organization module.



3.1.1 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, edit 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 Resource", 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.

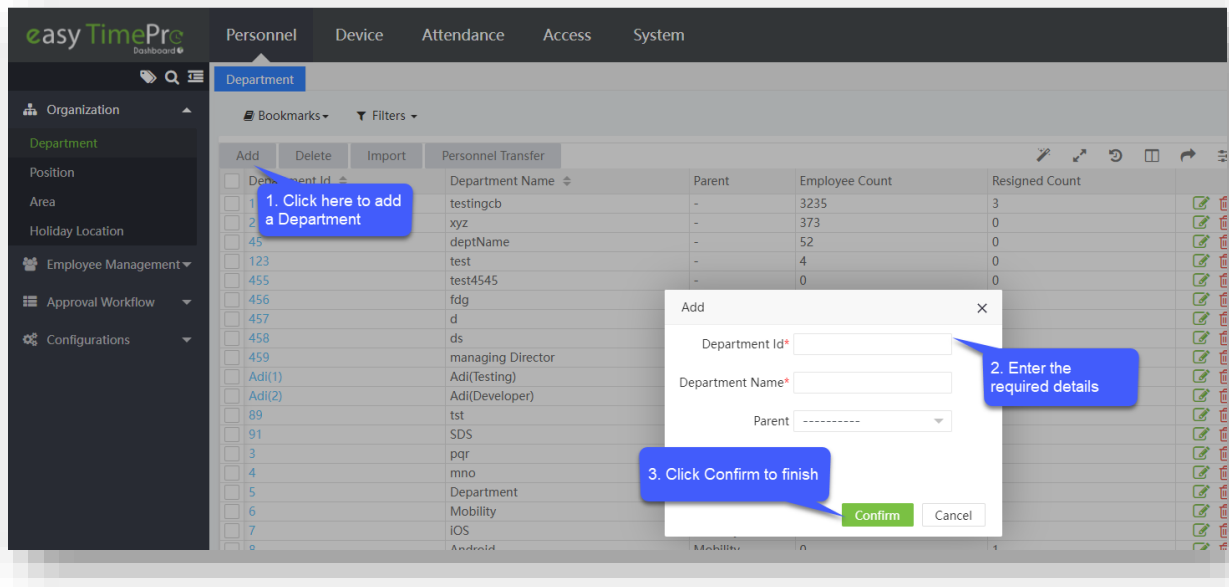
Employee Count.: Displays the total count of the Employees in a Department.

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

Functions available on the Department Interface.

Add

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.

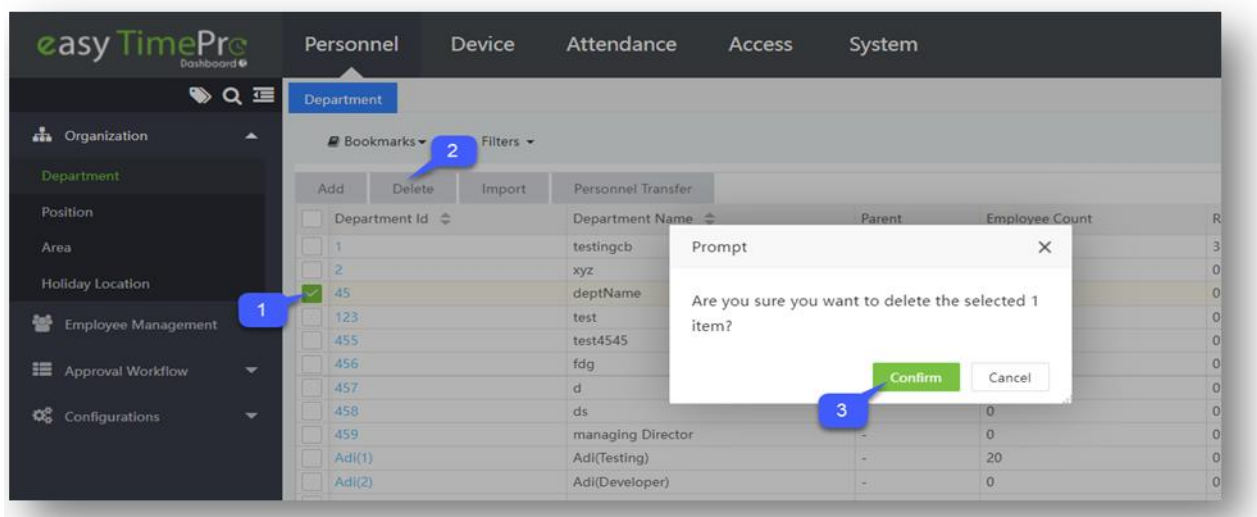
Enter the unique **Department Code** and the required **Department Name**.

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.

Removing Department (Delete)

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

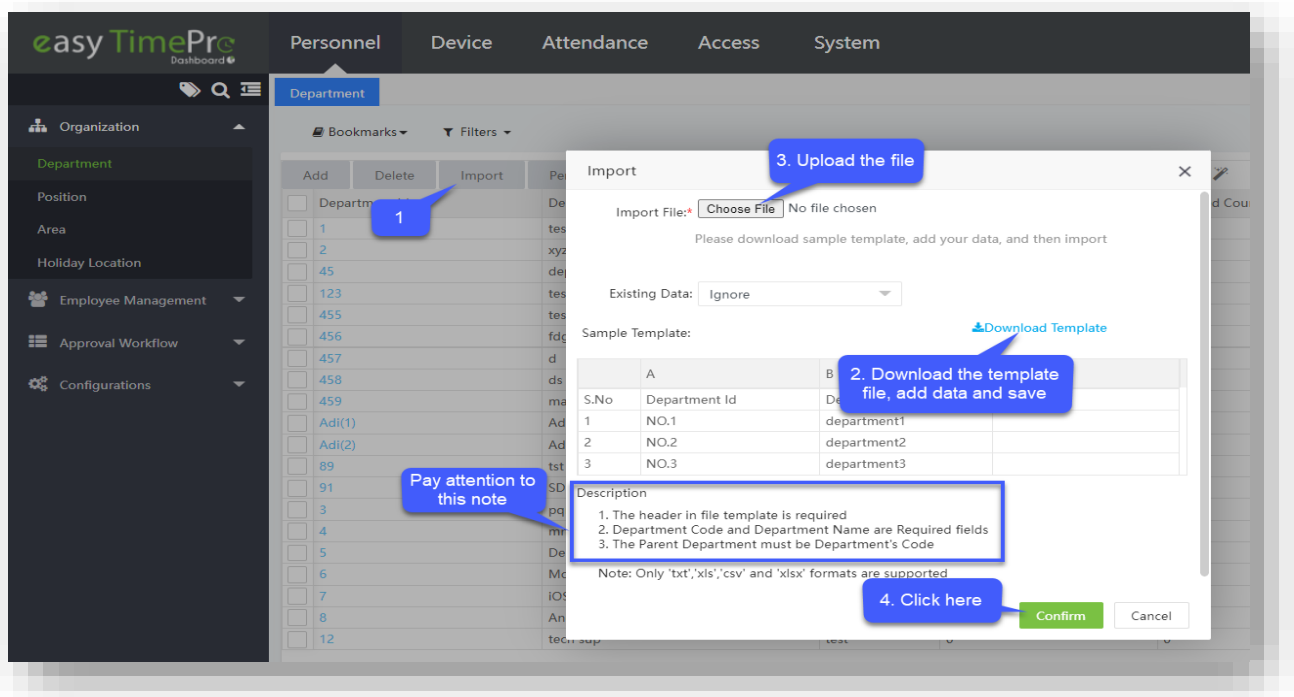


Delete the existing Department or a Sub Department

- On the **Department** interface, select the required Department or the Sub-department data from the list.
- Click **Delete**, 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 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 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.

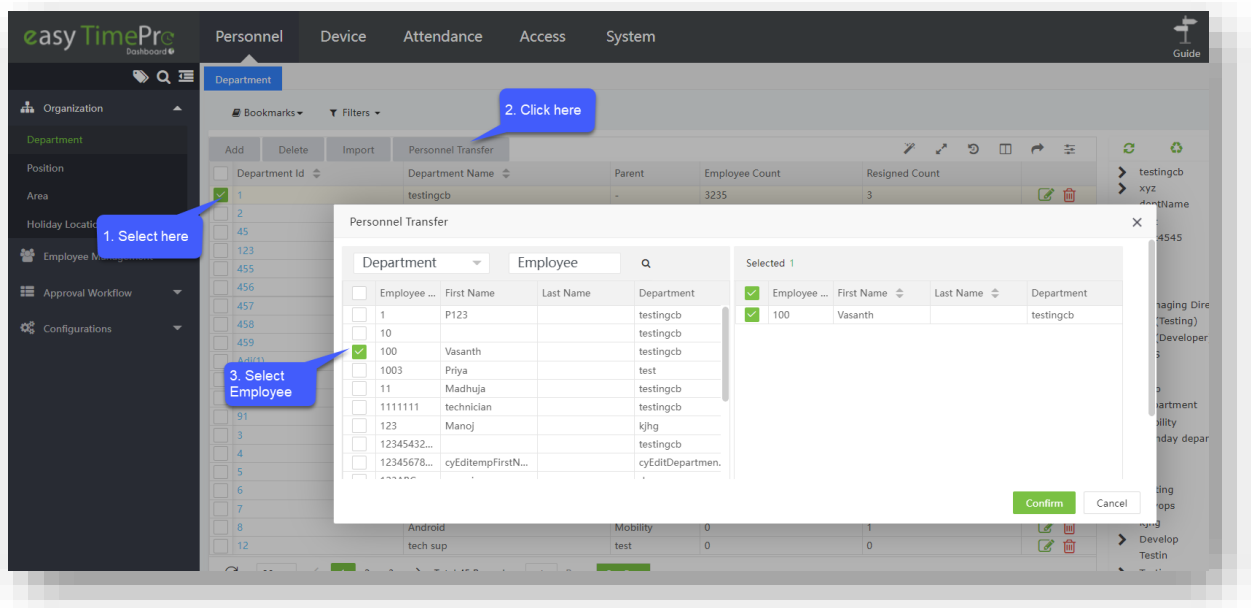
How to allocate Employees to Departments(Personnel Transfer)

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

Personnel Transfer

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.

Edit Department

Edit function lets you edit the existing data of the Departments or the Sub departments from the list.

Edit the existing Department or a Sub Department

On the **Department** interface, select the required Department or the Sub-department data from the list.

Click **Edit**, to edit the selected Department or the Sub-department data.

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

3.1.2 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 Code	Position Name	Parent	Employee Count	Resigned Count
336	Pythontrainee	tester	3	0
1000	SHAIK	Junior Tester	0	1
CYP1	cyTestPosition	-	0	0
11	Tester	-	4	0
343	fdldf	-	0	0
1	Position	-	38	0
Adi(1)	Junior Tester	-	1	0
Adi(2)	Senior Tester	-	2	0
334	Tsr	-	5	0
344	CEO	-	1	0
2	tester	-	462	1

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.

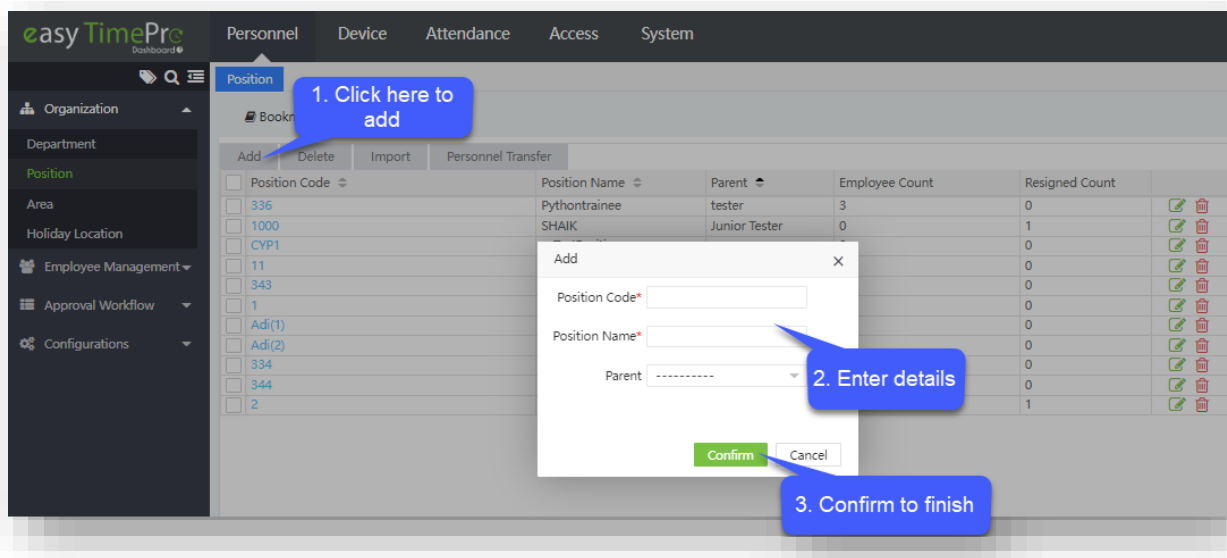
Resigned Count.: Displays the total count of the resigned Employees in a Position.

How to create Designations for the Employees

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

Add

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.

Removing the Designation of an Employee (Delete)

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

Delete

Delete function lets you remove the existing data of the Positions or the Sub potions from the list.

Importing Employees' Designation

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

Import

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

How to move an Employees' Designation

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.

Edit the Designation of an Employee

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

Edit

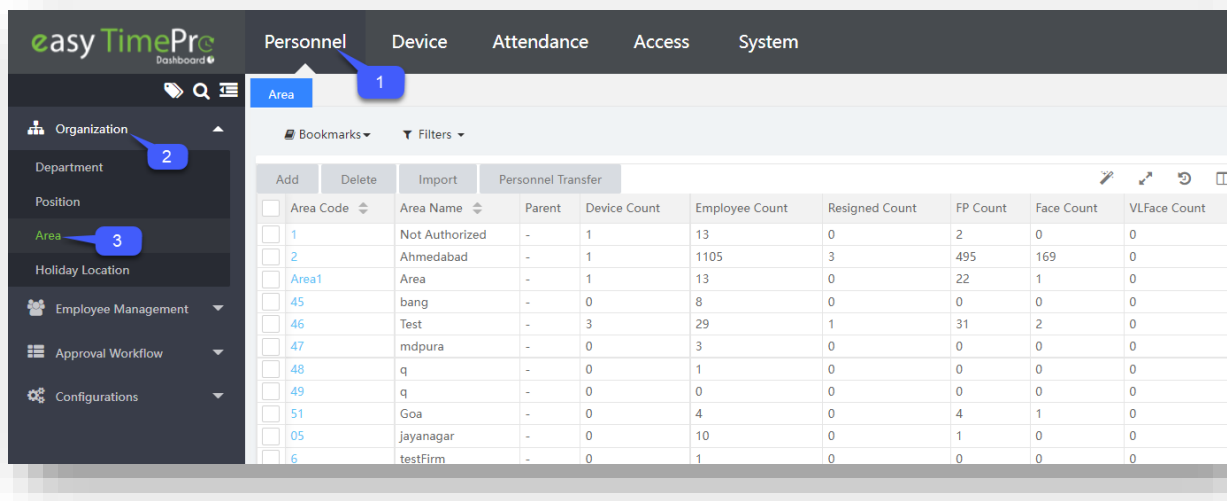
Edit function lets you edit the existing data of the Positions or the Sub potions from the list.

3.1.3 Classifying the Department to an Area (Area)

Area

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, 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.

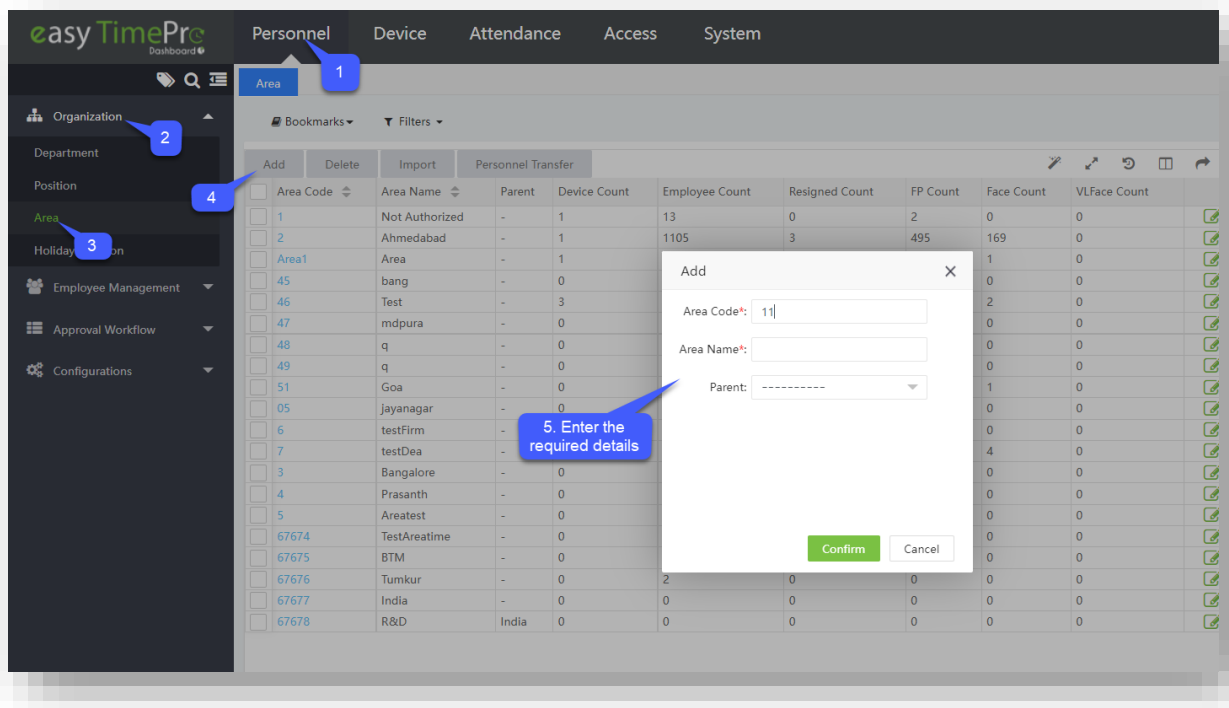
Fingerprint Count: Displays the registered Fingerprint count of each Employee.

Face Count: Displays the registered Face count of each Employee.

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

Creating an Area (Add)

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

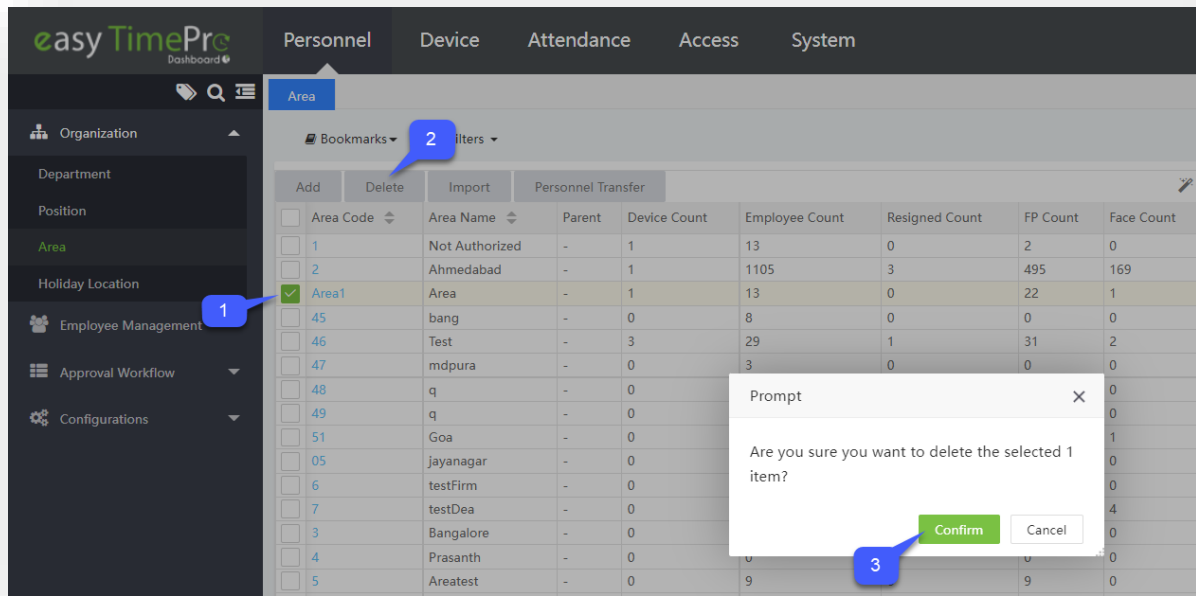


Create a New Area or a Sub Area name

- 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.

How to remove an Area (Delete)

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

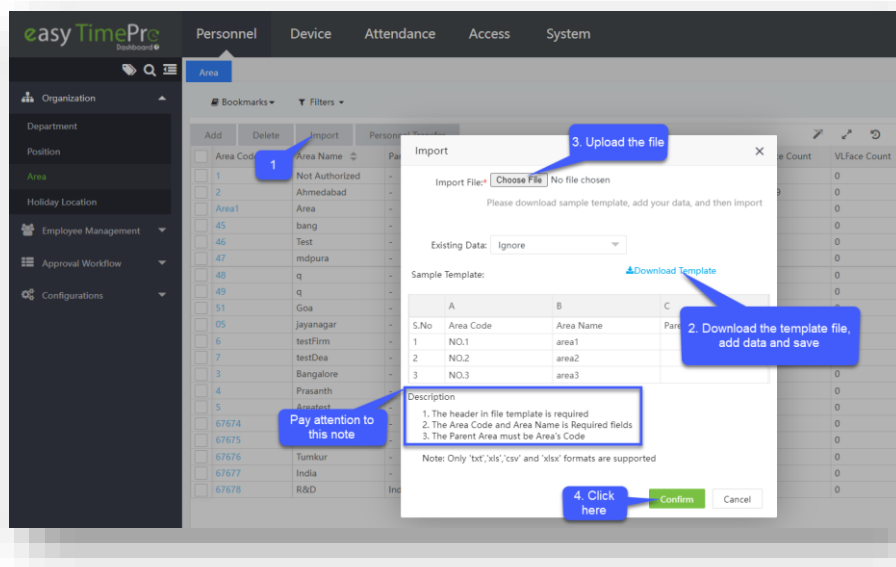


Delete the existing Area or a Sub-area:

- On the **Area** interface, select the required Area or the Sub-area data from the list.
- Click **Delete**, 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.



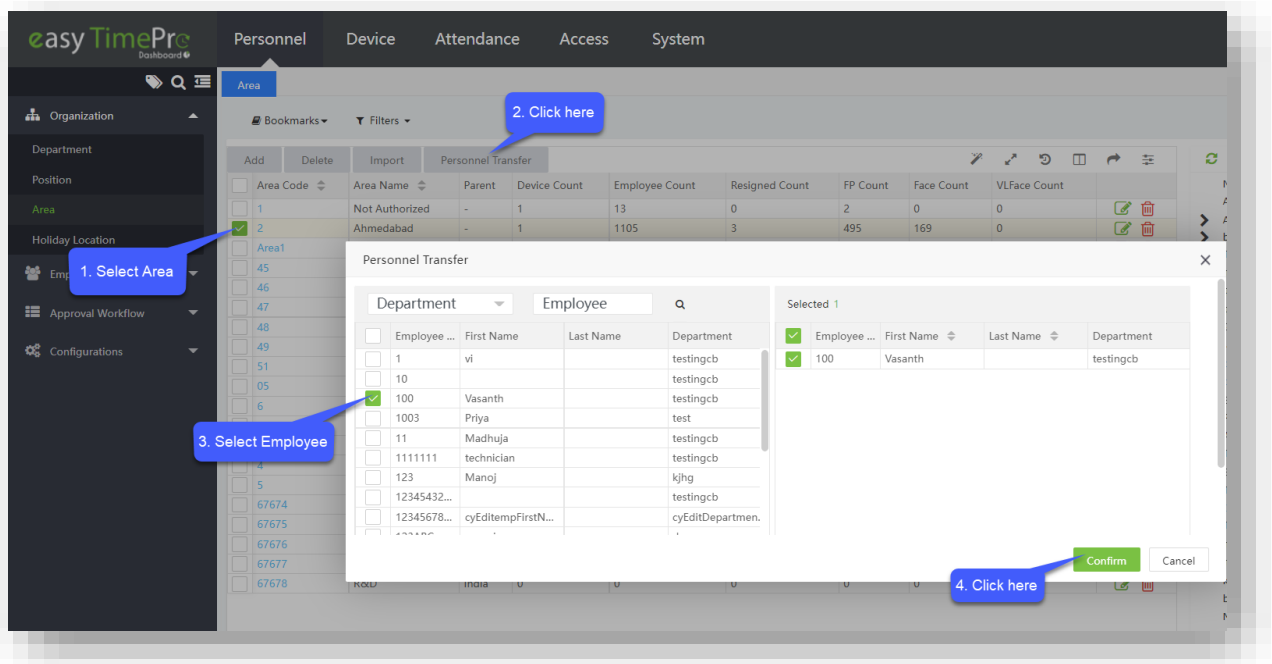
Import a new or update the existing Area or the Sub-area details on the Software

- 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 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 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 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 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 Area or the Sub-area.

How to edit an Area (Edit)

Edit function lets you edit the existing data of the Area or the Sub-areas from the list.

Edit the existing Area or a Sub-area:

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

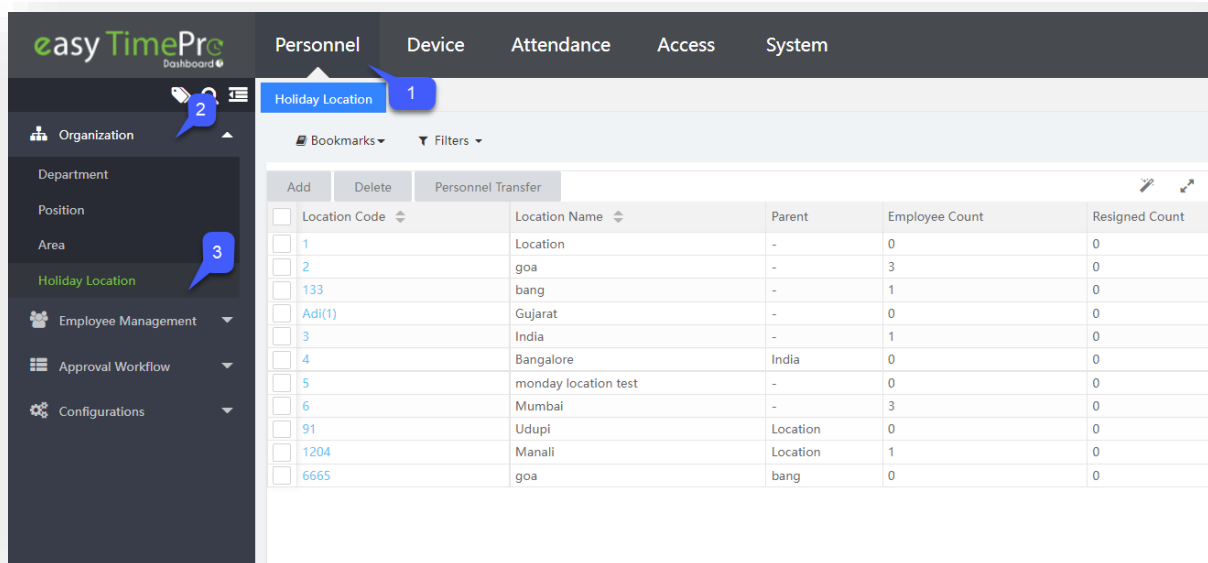
3.1.4 Creating Regions for Holiday (Holiday location)

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.

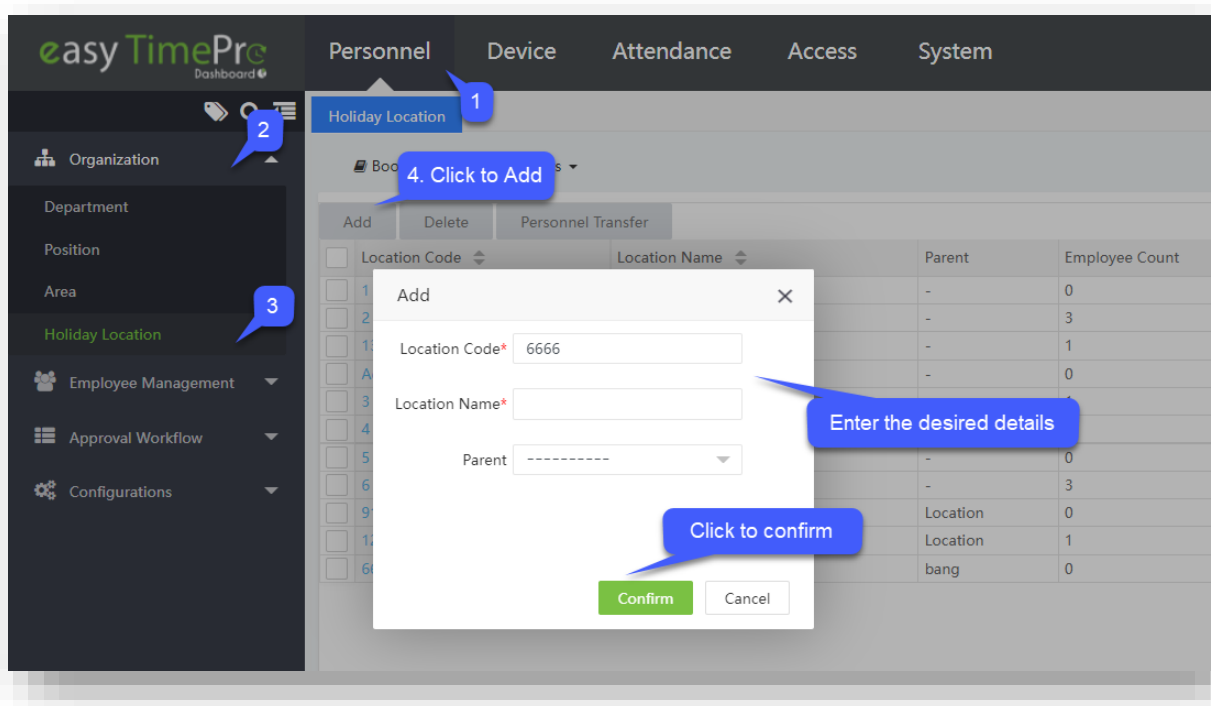
Employee Count: Displays the total number of Employees in each Location.

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.

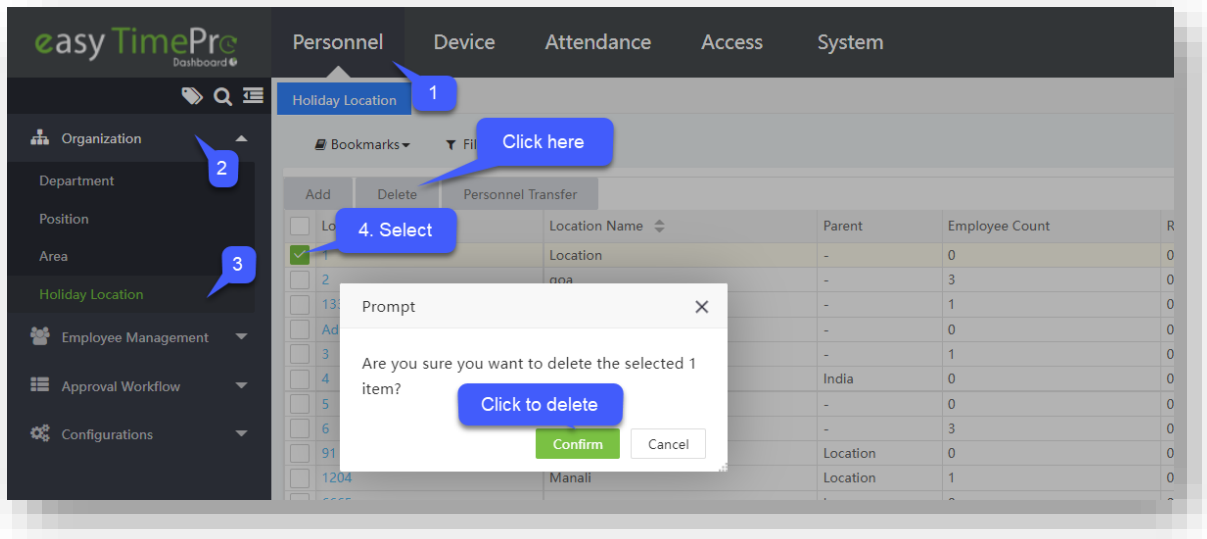
Enter a unique **Location Code** and the required **Location Name**.

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.

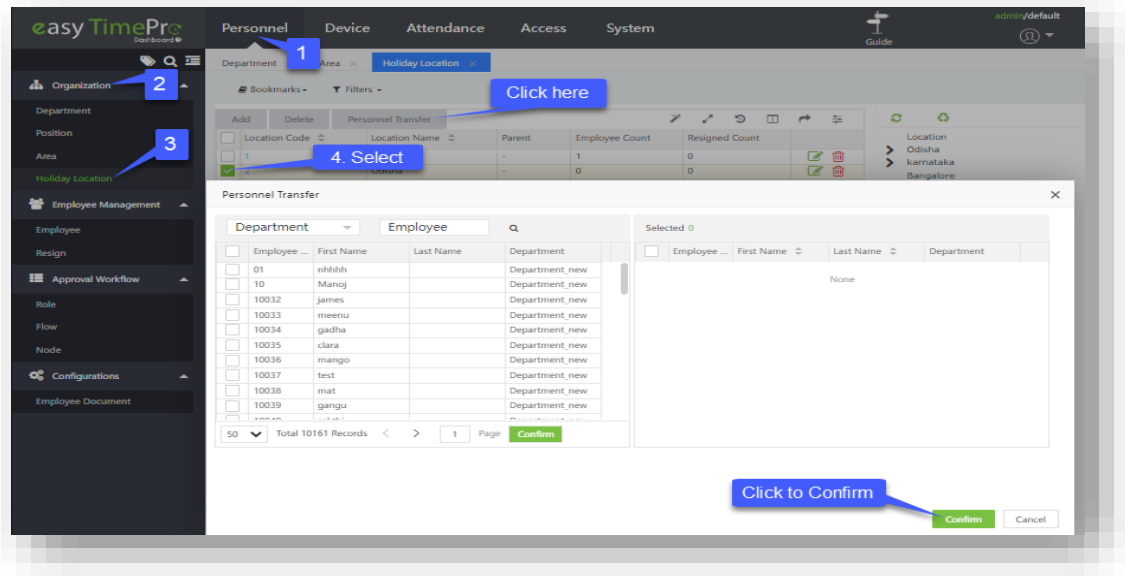
Click **Delete**, to delete the selected Location or the Sub-location data.

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

How to 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.

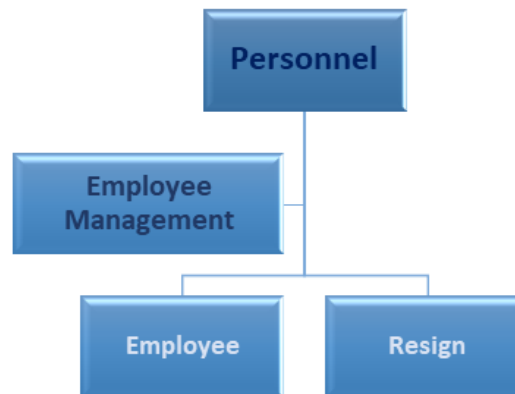
Click **edit**, to edit the selected Location or the Sub-location data.

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

3.2 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.



3.2.1 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.

Employee Id	First Name	Local	Last Name	Card N...	Date of J...	Department	Departm...	Position	Photo
1	vi	-	-	7211907	-	testingcb	1	CEO	34
100	Vasanth	-	-	-	-	testingcb	1	-	-
1003	Priya	-	-	-	-	test	123	tester	2
11	Madhuja	-	-	-	2022-03-24	testingcb	1	Senior T...	2
1111111	technician	-	-	-	-	testingcb	1	-	-
123	Manoj	-	-	-	-	kjhg	104	Position	1
1234543212345	-	-	-	-	-	testingcb	1	-	-
1234567891234...	cyEditempFirst...	-	-	-	-	cyEditDepartmentEditedcyEditDepa...	cyT1	Position	1
123ABC	manoj	-	-	-	-	d	457	Position	1
1253	-	-	-	-	-	testingcb	1	-	-
1asd12345	-	-	-	-	-	testingcb	1	-	-
2	kunu	-	-	-	-	testingcb	1	-	-
205	Manoj1	-	-	-	-	Department	5	tester	2
2069	-	-	-	-	-	testingcb	1	-	-

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.

Nick Name: Displays the defined common name of each Employee.

Last Name: Displays the Last name of each Employee.

Card NO: Displays the Card number of Employee if the Card access is registered.

Date of joining: Displays the joining date of each Employee.

Department: Displays the Department names of each Employee.

Department Id: Displays the unique Department Id of each Employees' Department.

Position: Displays the Position name of each Employee.

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

Gender: Displays each Employees' Gender details.

Email: Displays the Electronic Mail ID of each Employee.

Device Privilege: Displays the Employees' Device privilege.

Area: Displays the located Area of each Employee.

Area Code: Displays the unique Area code of each Employee's located Area.

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.

Employee Role: Displays the role of each Employee.

Holiday Location: Displays each Employee's work or Organization location.

Mobile App Status: Displays the Mobile Application (Active or Inactive) Status of each Employee.

Mobile Att Punch: Displays the Mobile Attendance Punch status of each Employee.

Mobile Outdoor: Displays the Mobile Outdoor status of each Employee.

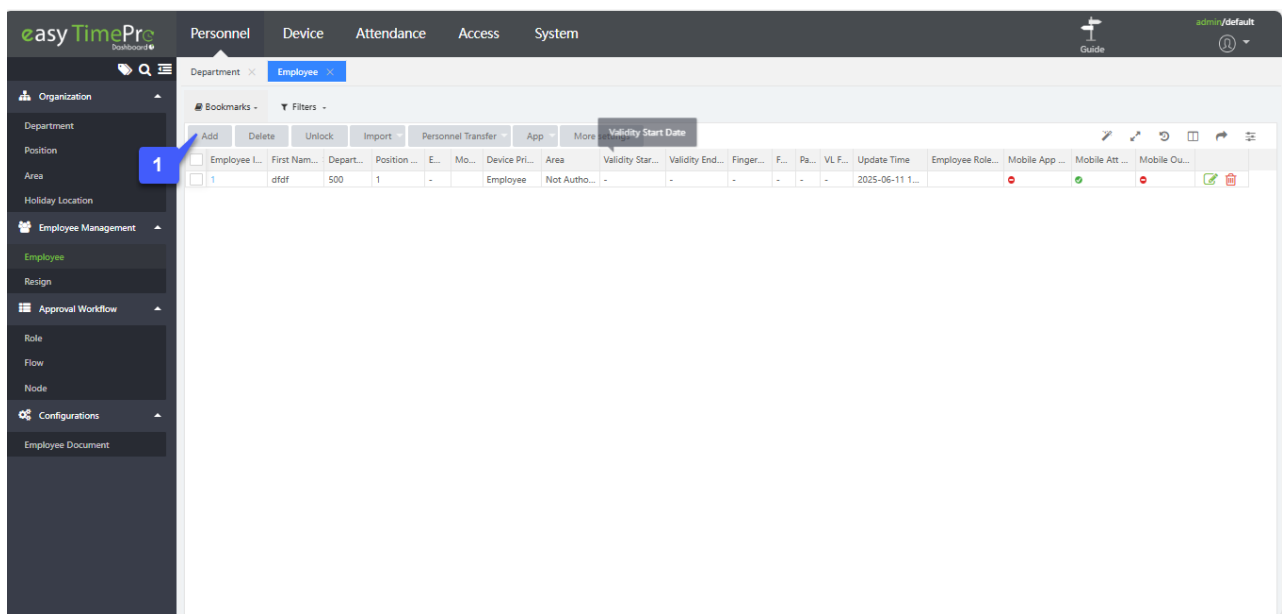
WhatsApp Status: Displays the WhatsApp (Active or Inactive) Status of each Employee.

SMS Status: Displays the SMS (Active or Inactive) Status of each Employee.

How to create an Employee Account (Add)

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

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



2. Enter the required details

3. Click here

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 identity number of each Employee.

First Name: Enter the First name of each Employee.

Last Name: Displays the Last name of each Employee.

Department: Select the Organization department of the Employee from the drop-down list.

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

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.

Holiday Location: Location of the employee where he is working.

Outdoor Management: This function is for the employees who visit the client's place for business/service purposes. It tracks the attendance and location of the employees who have been to the client's location. It is primarily used by sales, support, service teams when comparing to other teams.

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.

The screenshot shows the 'Personal Information' tab selected in the top navigation bar. The form is organized into three columns of input fields:

- Column 1:** Aadhaar No., Passport No., Contact no., Card No., Permanent Address, Birthday.
- Column 2:** Nick Name, Mobile, Office Tel, Religion, Pincode, Nationality.
- Column 3:** Gender (dropdown menu), Motorcycle License, Automobile License, City, Email.

At the bottom right of the form, there are two buttons: 'Confirm' (green) and 'Cancel' (white).

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

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.

Device Settings

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

The screenshot shows the 'Device Settings' tab selected. The form includes the following elements:

- Verification Mode:** A dropdown menu currently set to 'Any'.
- Device Password:** A text input field.
- Enroll Device:** A text input field.
- Device Privilege:** A dropdown menu currently set to 'Employee'.
- FP Registered(v10):** A text input field containing '0', followed by a green 'Enroll' button.
- Bio-Photo:** A placeholder image for the employee's bio-photo, labeled 'Bio-Photo'.

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

Card No.: Enter the Card number which will be used of authentication of the Employee.

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.

PIN: Enter the Employee's Device verification password.

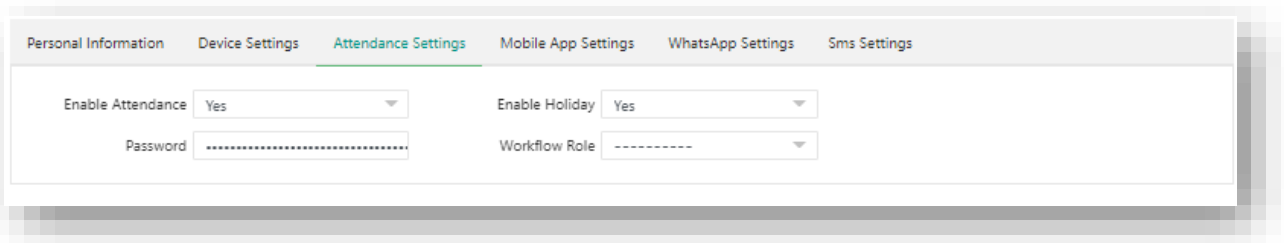
FP Registration(v10): Using this function, you can remotely enroll personnel fingerprint. For this, you need to connect a USB fingerprint reader to your PC. Once reader is successfully connected to the PC, click **Enroll**, to register the Employee's Fingerprint.

The below interface appears after clicking Enroll.



Attendance Settings

On the **Attendance Settings** tab, you can set up the presence and absence settings for the Employee.



Enable Attendance: The attendance will be enabled for the Employee by default. You can disable the attendance by selecting **No** from the list.

Enable Holiday: The holidays will be enabled for the Employee by default. You can disable the holidays by selecting **No** from the list.

Password: Enter the password for the Employee login.

Workflow Role: Select the required request process administration flow for the Employee.

Mobile App Settings

On the **Mobile App Settings** tab, you can set mobile application access for the Employee.

Mobile App Status: It lets the Employee view the Organization's message or status through the mobile application interface. The Status will be in disabled mode by default, and you can enable for the Employee if required.

App Role: Here you can select the privilege of the Employee on the mobile application interface as "Employee" or "Administrator".

Mobile Att Punch: This feature is used to restrict the usage of credentials to a single device. When it is enabled, you will be logged out of the current device, and you can login in another device.

WhatsApp Settings

On the **WhatsApp Settings**, you can set WhatsApp application access for the Employee.

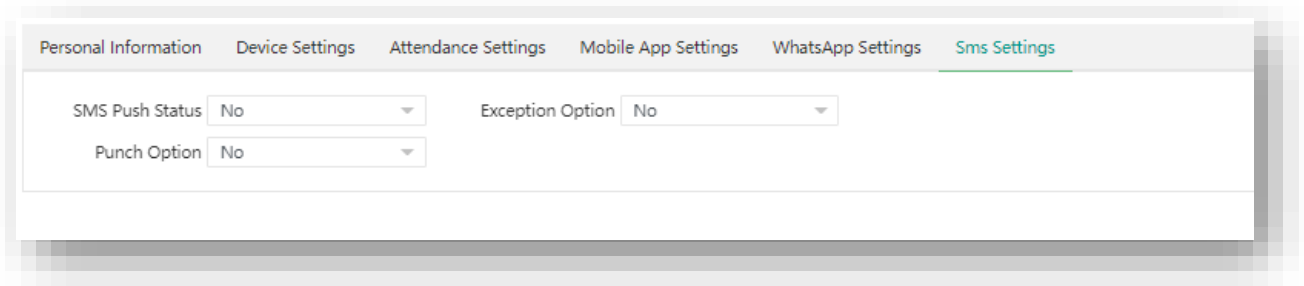
WhatsApp Push Status: If this action is enabled for Organization WhatsApp message, it automatically reports in the Employee's mobile, about the organization message through push notification. The Status will be in **Inactive/No** mode by default, and you can select **Yes** to enable it for the Employee if required.

Punch Option: This action allows the Employee to punch for attendance through the WhatsApp message link. This option will be in **disabled/No** state by default, and you can select **Yes** to enable it for the Employee if required.

Exception Option: It lets the Employee send or notify their Organization message or status through the WhatsApp application. The Status will be in **disabled/No** mode by default, and you can select **Yes** to enable it for the Employee if required.

SMS Settings

On the **SMS Settings**, you can set the SMS access for the Employee.



Personal Information	Device Settings	Attendance Settings	Mobile App Settings	WhatsApp Settings	Sms Settings
<div>SMS Push Status <input type="text" value="No"/></div> <div>Punch Option <input type="text" value="No"/></div> <div>Exception Option <input type="text" value="No"/></div>					

SMS Push Status: If this action is enabled for Organization SMS message, it automatically reports in the Employee's mobile, about the organization message through push notification. The Status will be in **Inactive/No** mode by default, and you can select **Yes** to enable it for the Employee if required.

Punch Option: This action allows the Employee to punch for attendance through the SMS message link. This option will be in **disabled/No** state by default, and you can select **Yes** to enable it for the Employee if required.

Exception Option: It lets the Employee send or notify their Organization message or status through the SMS. The Status will be in **disabled/No** mode by default, and you can select **Yes** to enable it for the Employee if required.

Where to update the Employee's Original Certificates and Documents

On the **Personnel** module, go to **Employee Management**, click **Employee** interface and then either click edits **Edit** or click the required **Employee ID** to update Employee documents. Refer Employee Doc for more info.

Document

- On the **Document** tab, you can update the verified or submitted document details of the Employee.
- This option gets enabled only when the new Employee is added successfully.

Edit

Profile

Employee Id* 1003 First Name* Priya
 Department* test Last Name
 Position* tester Area* Ahmedabad
 Employment Type Date of Joining
 Holiday Location OutDoor Mng Disable

Photo

Personal Information Device Settings Attendance Settings **Document** Mobile App Settings WhatsApp Settings Sms Settings

Add

Document No.	Valid up to	Email Alert	Alert Before	
DI	2022-04-04	No	0	

2. Click to add

1. Open the Document tab

Confirm Cancel

Add

Document* Valid up to* 2023-02-15
 Email Alert No Alert Before 0 days
 Document Choose File No file chosen

Select from the drop-down

Confirm Cancel

- On the **Employee** Interface, on the **Employee ID** column, click **Employee ID** to update the documents of the required Employee.
- On the **Edit** window, on the **Document** tab, click **Add** to add the required documents.
- Please make sure that the specific Documents' ID, to be submitted, is already added in the [Error! Reference source not found.](#) console.

Employee Documents: Enter the Document ID number that has been provided while adding the Document name under [Error! Reference source not found.](#).

Valid Up to: Select the Employee's submitted or verified document's validity.

Email Alert: Select either **YES** or **NO** from the drop-down list to acknowledge when the document's validity ends.

Alert Before: To intimate the expiry date of the specific document, select the days from the **Alert Before** field.

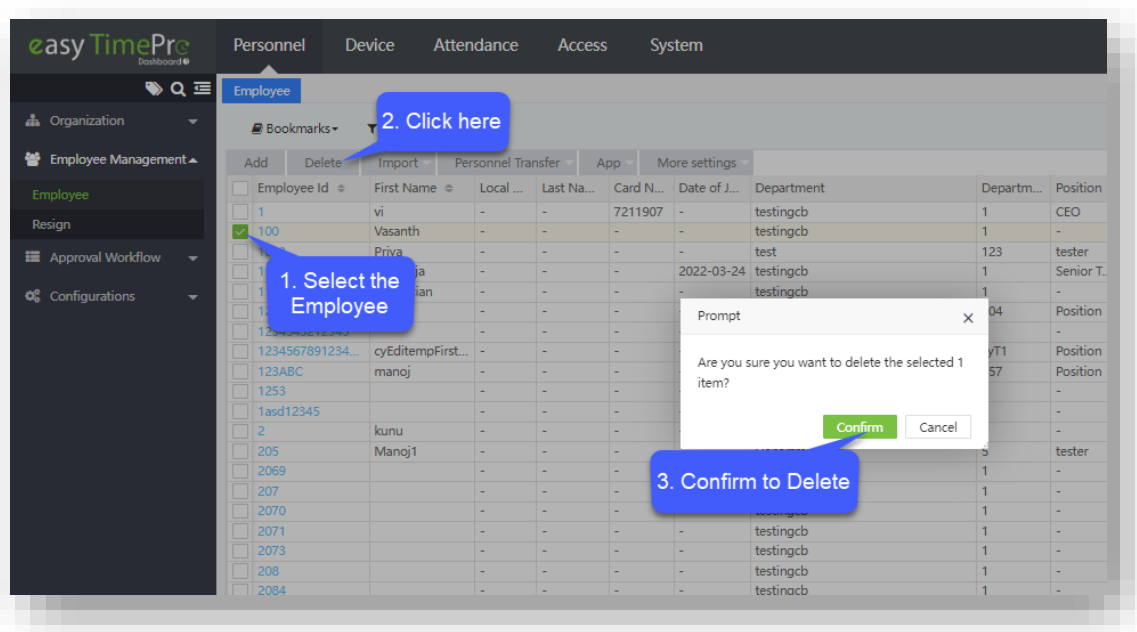
Click **Confirm**, to save the updated information.

Deleting an Employee Account

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

Delete

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



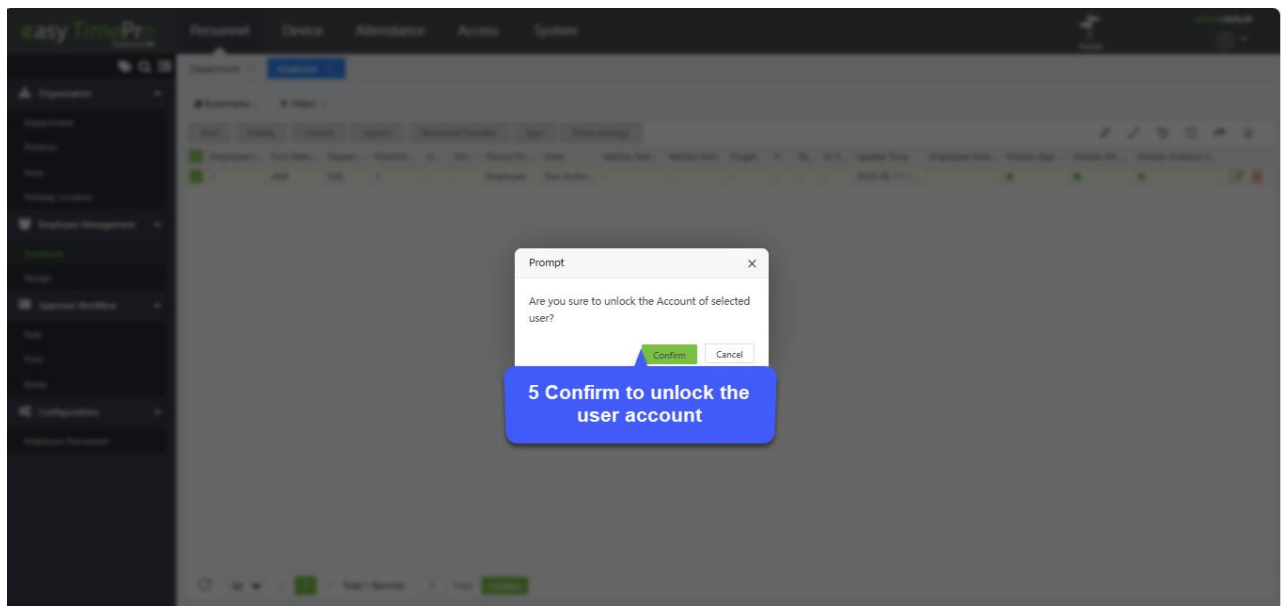
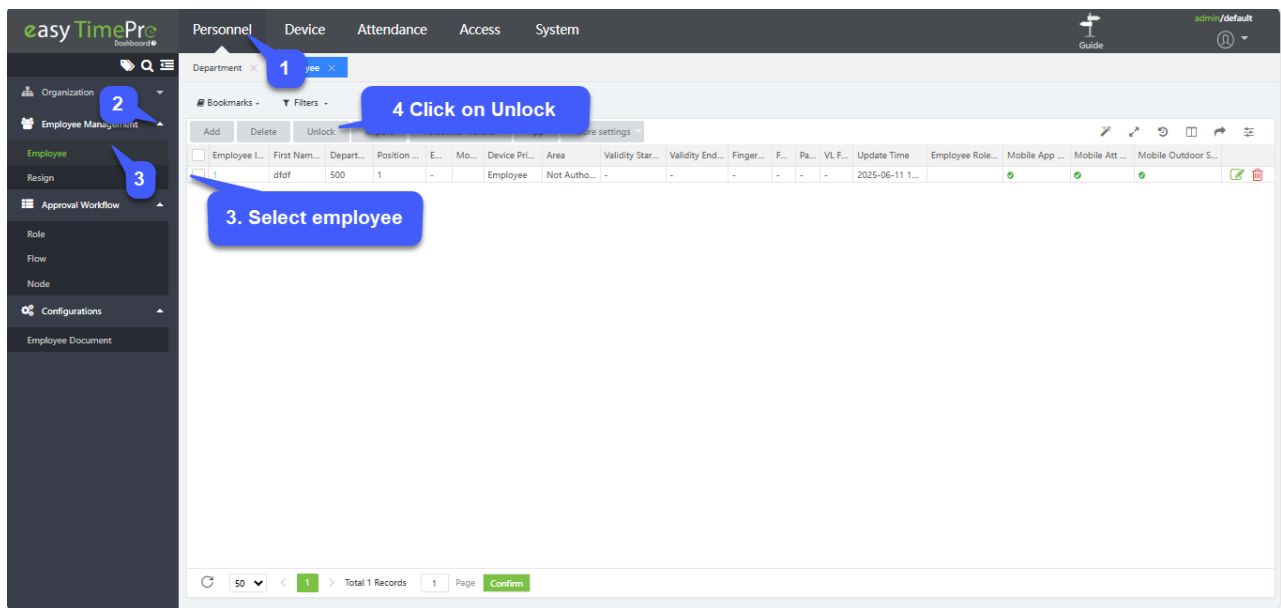
Delete the existing data of the Employee

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

Unlock Employee

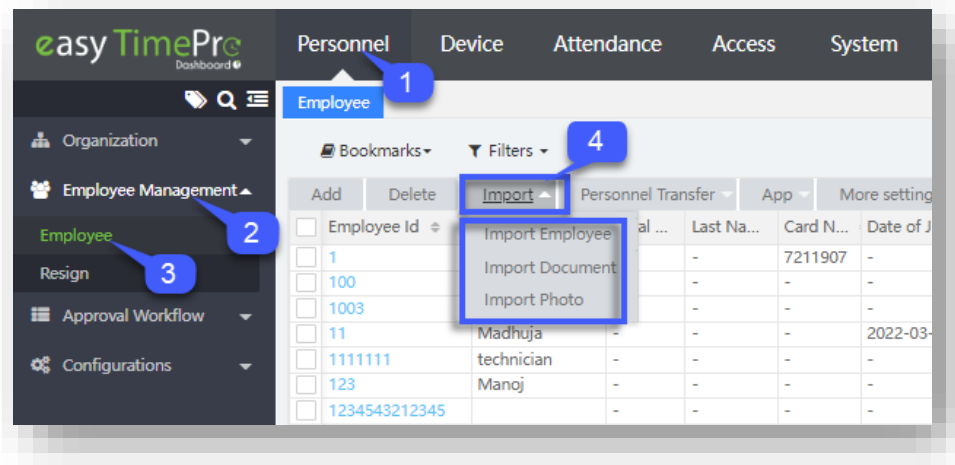
Unlock the user account if the user has entered an invalid password multiple time.

- On the **Employee** interface, select the required employee data from the list.
- Click **Unlock**, to unlock the selected Employees' data, then click **Confirm** to proceed and finalize the unlock action.



Import Employee Details

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



Functions available under Import

- Import Employee
- Import Document
- 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, 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 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 documents from the System (Import Document)

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

Import Document

Import Document function lets you add a new or update the existing Employee verification document submission to the Software.

Import a new or update the existing Employee verification document on the Software

- On the **Employee** interface, click **Import**, and then select **Import Document** from the drop-down list to import a new or update the existing Employee verification document submission 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 on the description of the Import window and the specific Documents' ID, to be imported, is already added in the Document ID console.
- 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 Employee verification document information on the Software needs to be updated with the imported document.
- Choose **Ignore**, if the modification is not required for the existing Employee verification document on the Software.
- Click **Confirm**, to ensure and import the saved data file to the software.

Importing Employees' 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

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

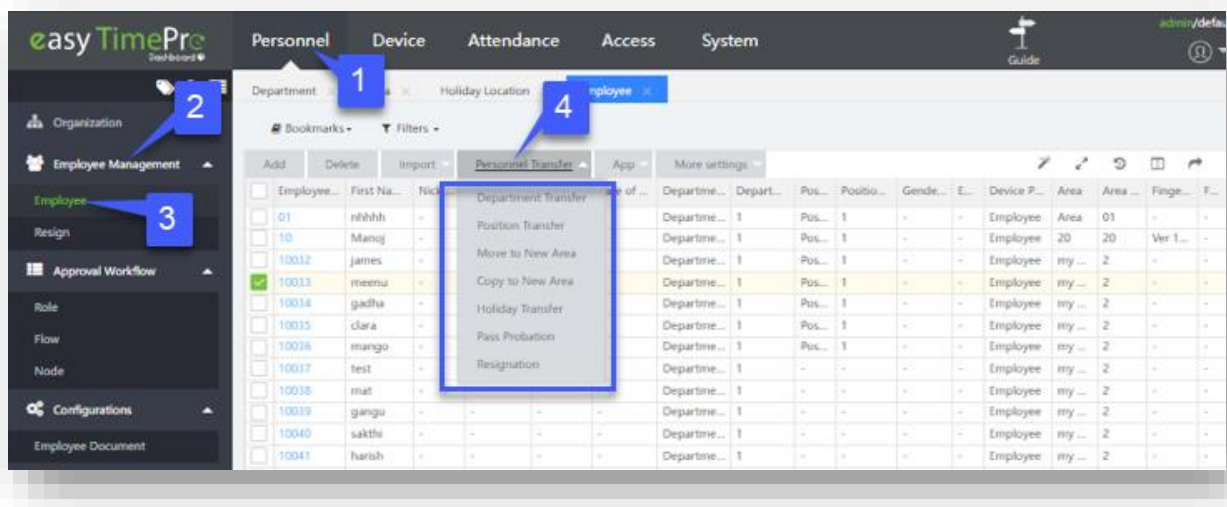
Import a new or change the existing Employee Photo

- 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 on 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 on the description.
- Based on the import type, there are two options available on 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

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

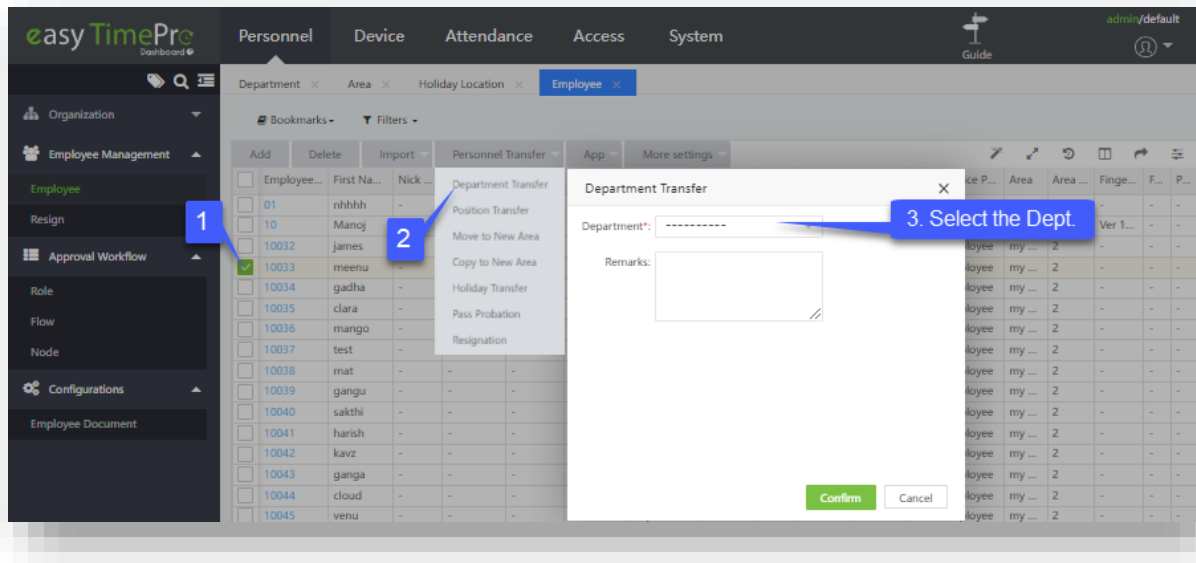
- Department Transfer
- Position Transfer
- Move to New Area
- Copy to New Area
- Holiday Transfer
- Pass Probation
- Resignation

How to move Employees between Departments (Department Transfer)

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

Department Transfer

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

On the **Personnel** module, click **Employee Management**, and then click **Employee** to move Employees' positions.

Position Transfer

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 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' Area (Move to New Area)

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

Area or Sub Area Transfer

This function lets you shift the Employees from the existing Area or the Sub-area to another Area in different location.

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 Transfer** 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.

Transferring Employees' Area (Copy to New Area)

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

Area Transfer

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' new 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 New Area.

Transferring Employees' Location for Holiday Update

On the **Personnel** module, click **Employee Management**, and then click **Employee** to move Employees' Location.

Holiday Transfer

This function lets you migrate the Employees from the existing Location or the Sub location to another Location or the Sub location to update the Employees Holiday calendar.

Transfer Employees Location or the Sub-Location

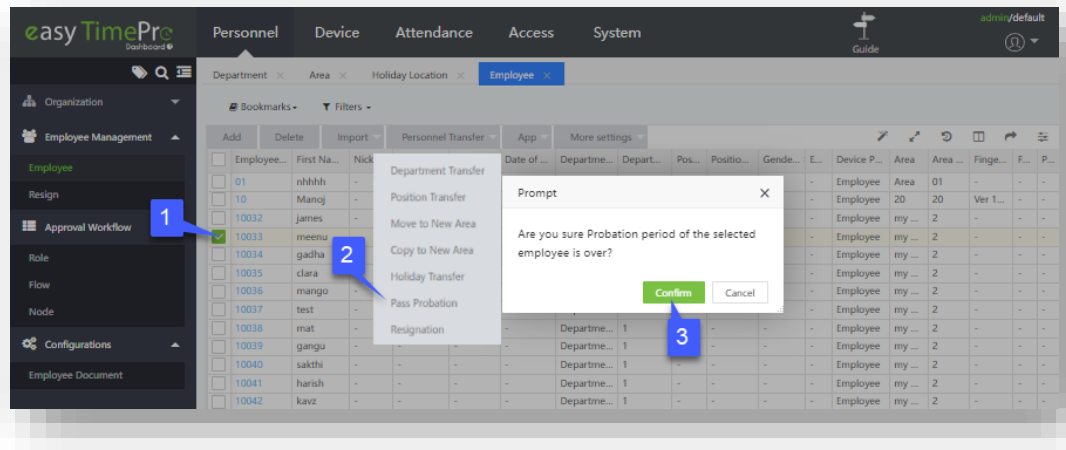
- On the **Employee** interface, select the required Employees from the list to modify their Location or the Sub-Location.
- On the **Personnel Transfer** menu, click **Location Transfer** to transfer the required Employees' existing Location or the Sub-Location
- On the **Location** field, select the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

How to move Employees to Permanent

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

Pass Probation

This function lets you offer the Employees a regular or permanent position after the successful completion of one's trail period served in your Organization.



Pass Employees' Probation

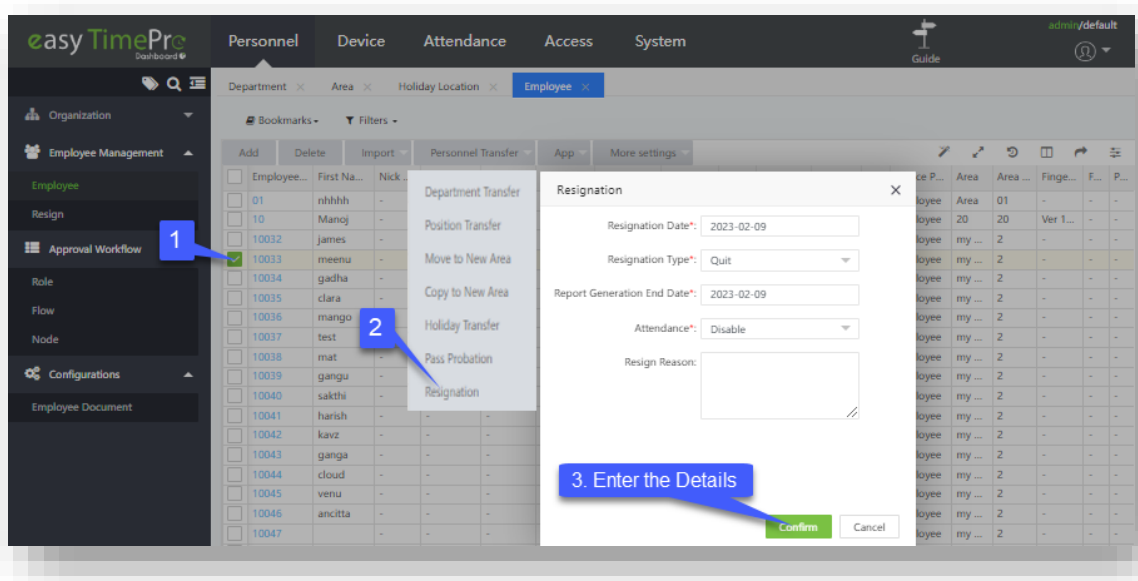
- On the **Employee** interface, select the required Employees from the list to pursue as their position permanently.
- On the **Personnel Transfer** menu, click **Pass Probation** to give the selected Employees, the permanent or regular role.
- Click **Confirm**, to grant the selected Employees' job to a permanent role.

How to move Employees Profile to Terminated Account

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

Resignation

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



Employees' Resignation

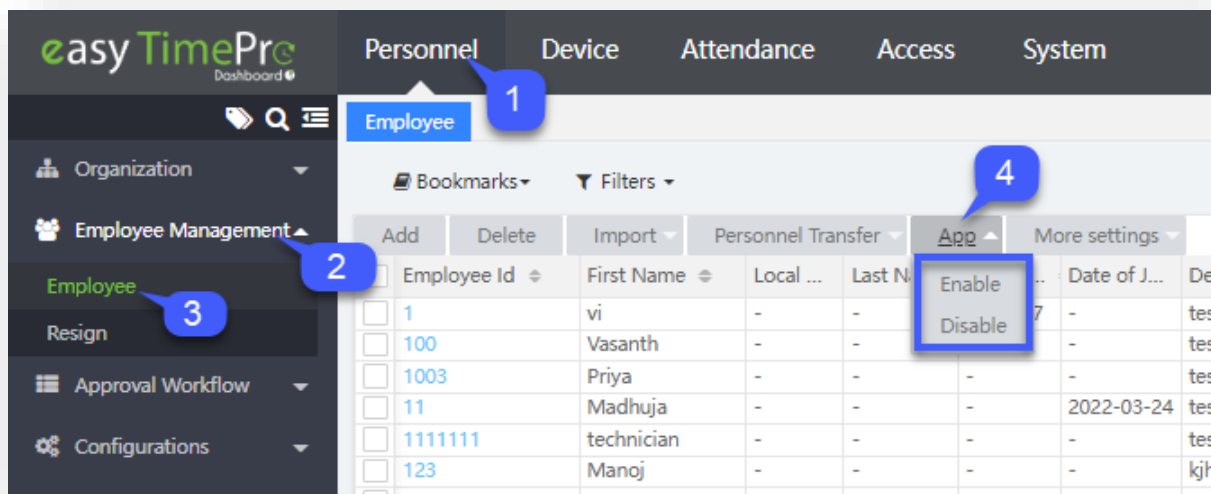
- On the **Employee** interface, select the required Employees from the list to terminate or transfer their position permanently.
- On the **Personnel Transfer** menu, click **Resignation** to officially terminate or transfer the selected Employees.
- On the **Resignation Date** field, select the last 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.

Enable/Disable Mobile App Access to Employees

On the **Personnel** module, click **Employee Management**, and then click **Employee** to enable or disable Mobile Application Access to Employees.

App

App function lets you authorize the Employees to operate our Application Software on the mobile device.

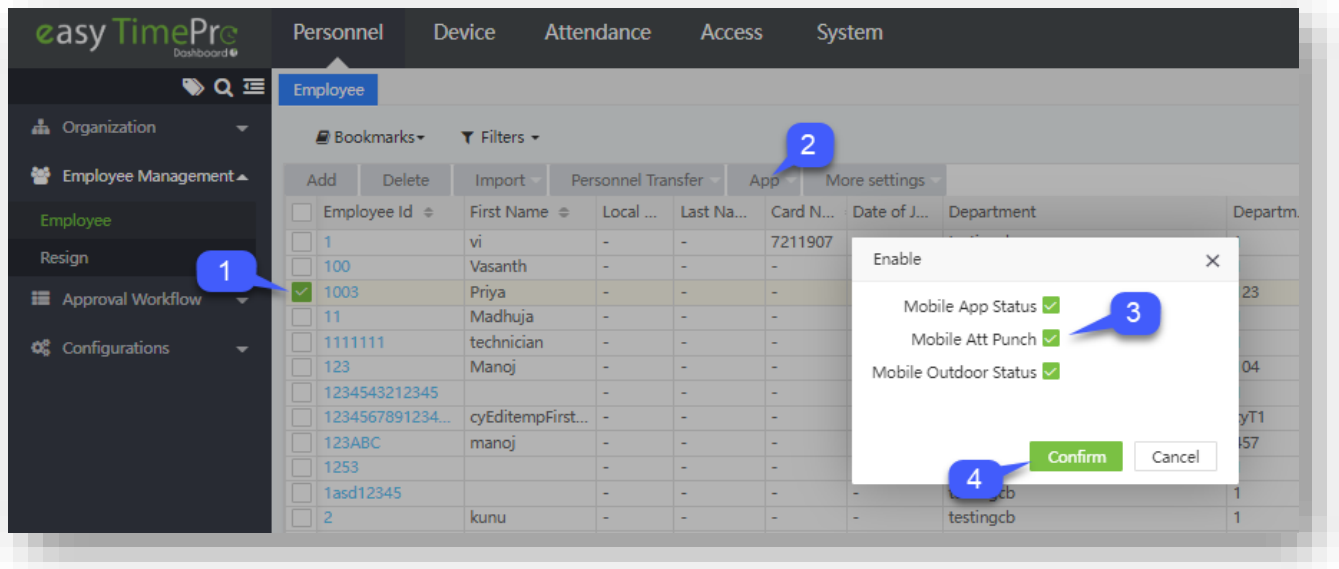


Functions available under App

- Enable
- Disable

Enable

This function lets you allow the Employees to operate our Application Software on the mobile device.

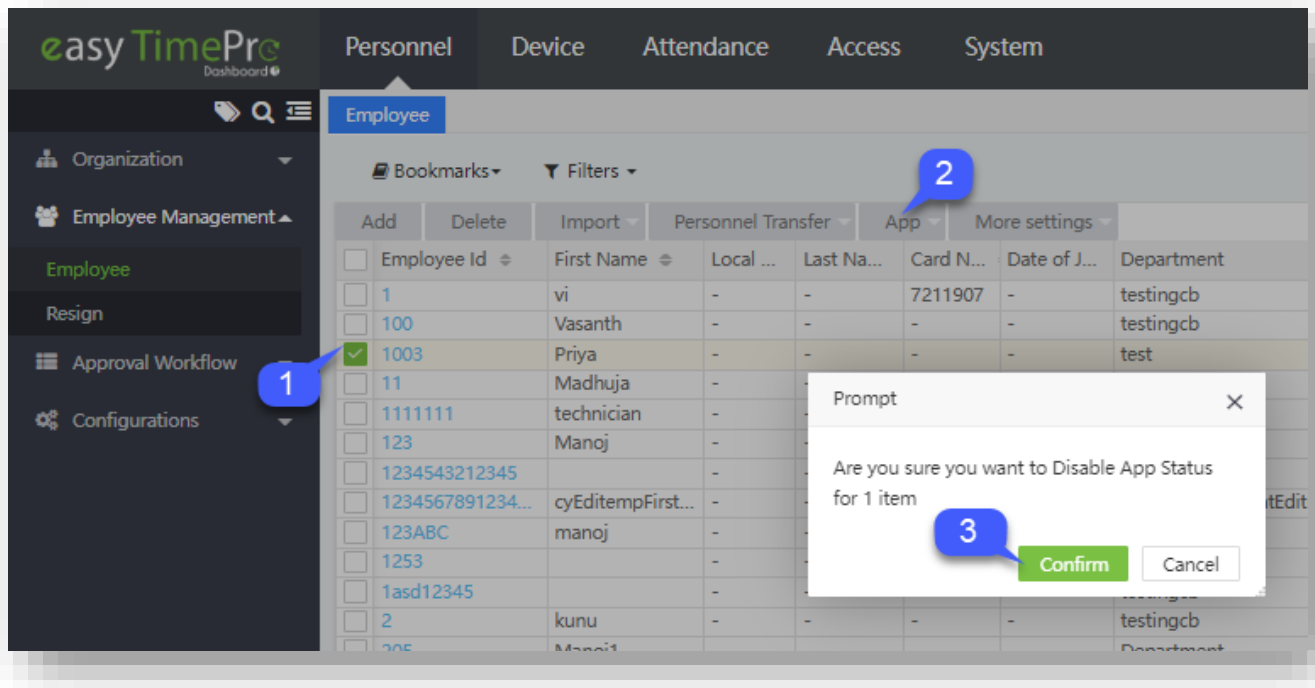


Enable Mobile App

- On the **Employee** interface, select the required Employees from the list to permit the use of Application Software in their mobile device.
- On the **App** menu, click **Enable** to function the Application Software on the selected Employees' mobile device and select the Mobile App Status, Mobile Att Punch, Mobile Outdoor Status.
- Click **Confirm**, to allow the selected Employees to operate the Application Software on the mobile device.

Disable

This function lets you disallow the Employees to operate our Application Software on the mobile device.



Enable Mobile App

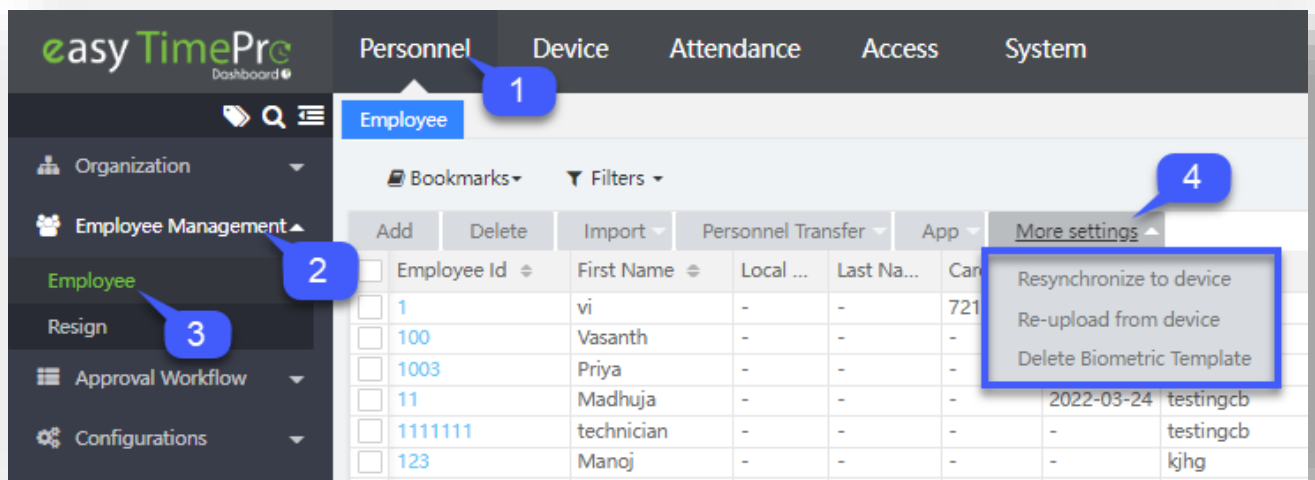
- On the **Employee** interface, select the required Employees from the list to deny the use of Application Software in their mobile device.
- On the **App** menu, click **Disable** to stop the Application Software on the selected Employees' mobile device.
- Click **Confirm**, to disallow the selected Employees to operate the Application Software on the mobile device.

Employee Data Management

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

More Settings

More Settings lets you to the following functions.



Functions available under More Settings

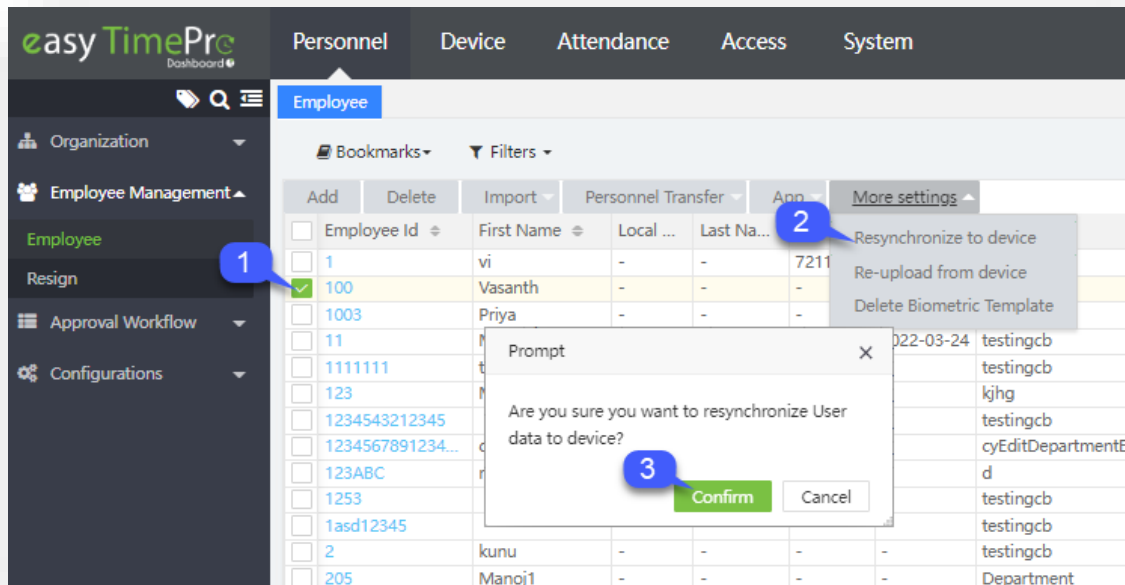
- Resynchronize to Device
- Re-upload from Device
- Delete Biometric Template

How to Resynchronize Data to Device

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

Resynchronize 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

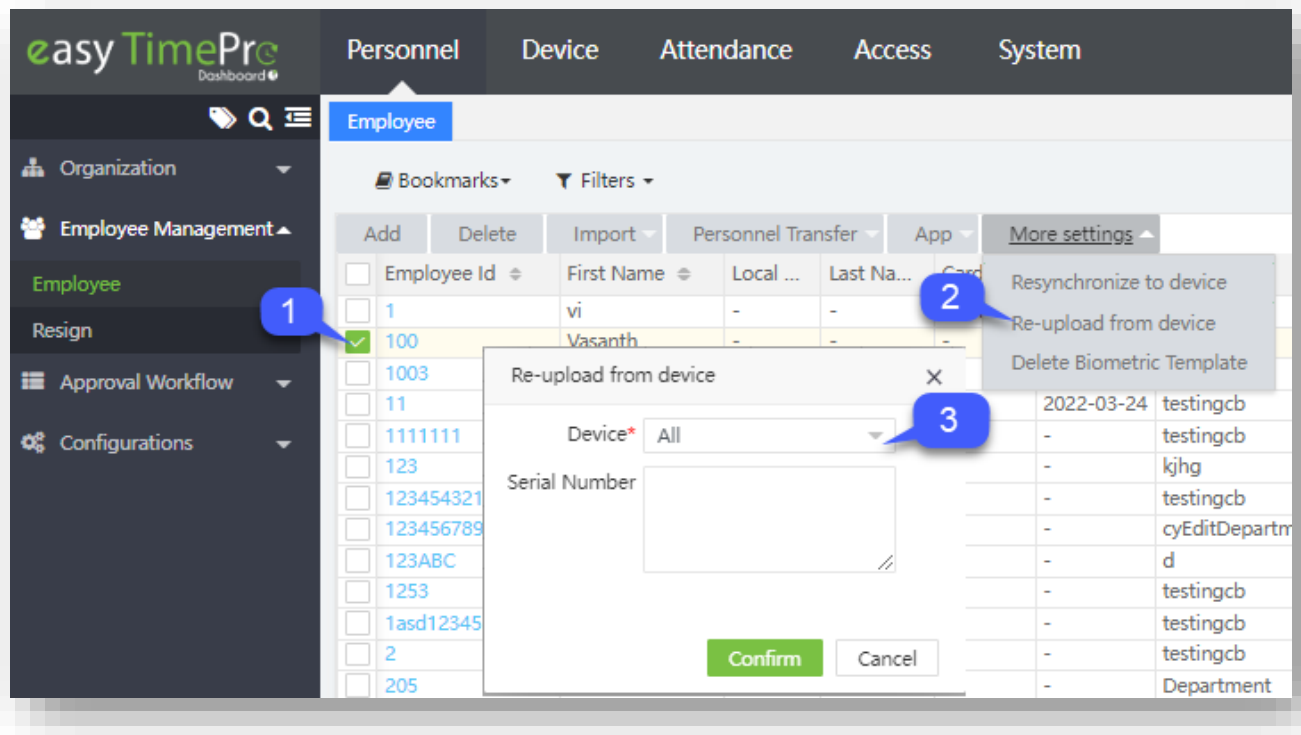
- On the **Employee** interface, select the required Employees' data from the list to sync or merge to the Device.
- On the **More Settings** menu, click **Resynchronize to device**, to sync or merge the selected Employees' data to the Device.
- Click **Confirm**, to sync the selected Employees' data to the Device.

Re-uploading Employee Data from Device

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

Re-upload 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

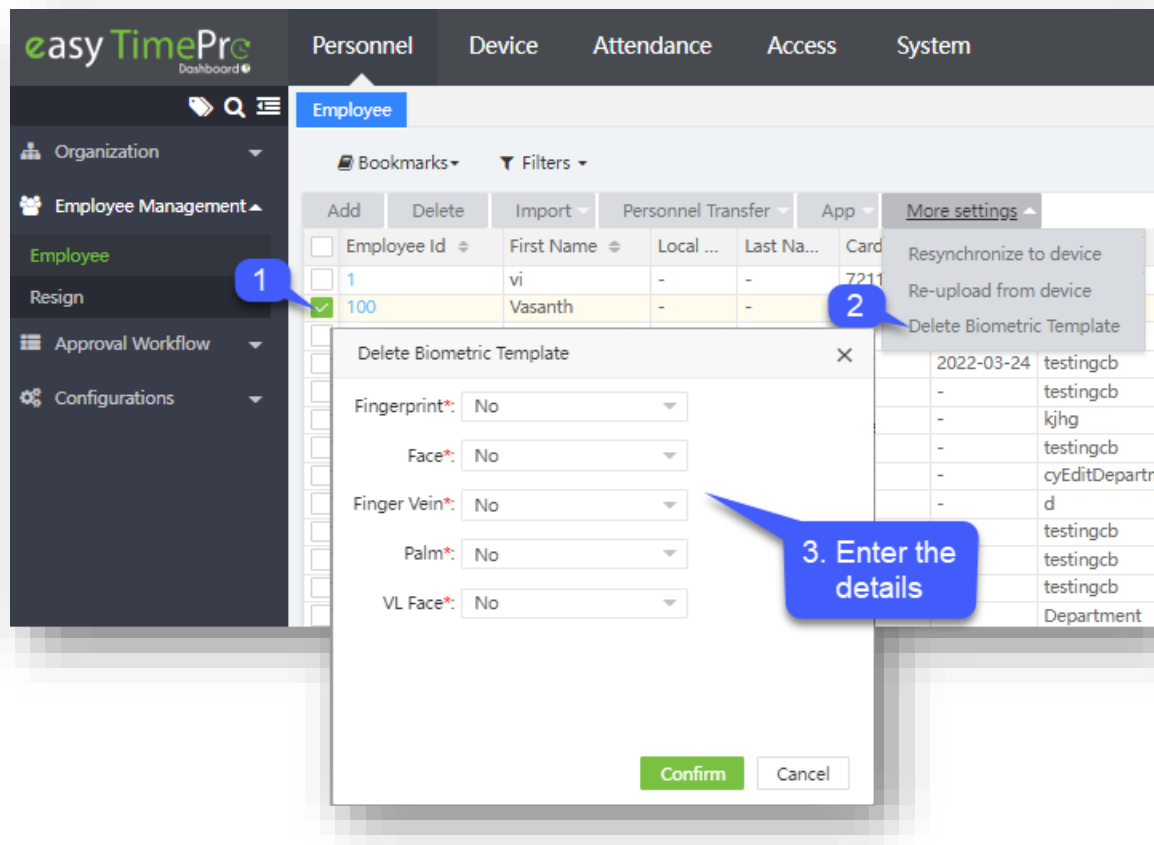
- On the **Employee** interface, select the required Employees' data from the list to sync or merge from the Device.
- On the **More Settings** menu, click **Re-upload from device**, to sync or merge the selected Employees' data from the Device.
- On the **Device** field, select from the drop-down list 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

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

Delete Biometric Template

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



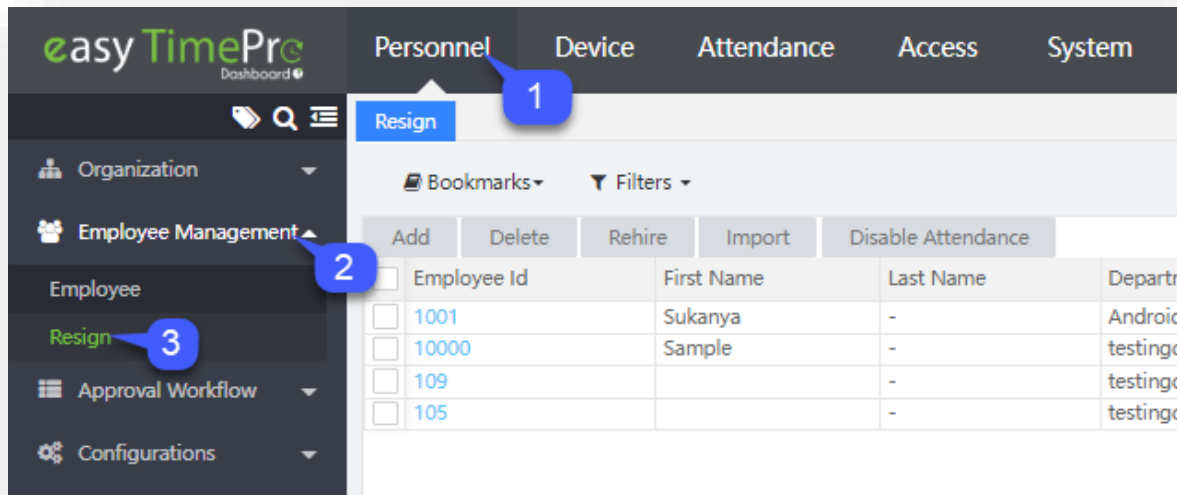
Delete Biometric Template from the Device

- 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.
- Click **Confirm** to remove the selected Work Codes from the Device.

3.2.2 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: Displays the Employee name.

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.

Report Generation End date: Displays the last date of report generation.

Attendance: Displays the Employee's Attendance status.

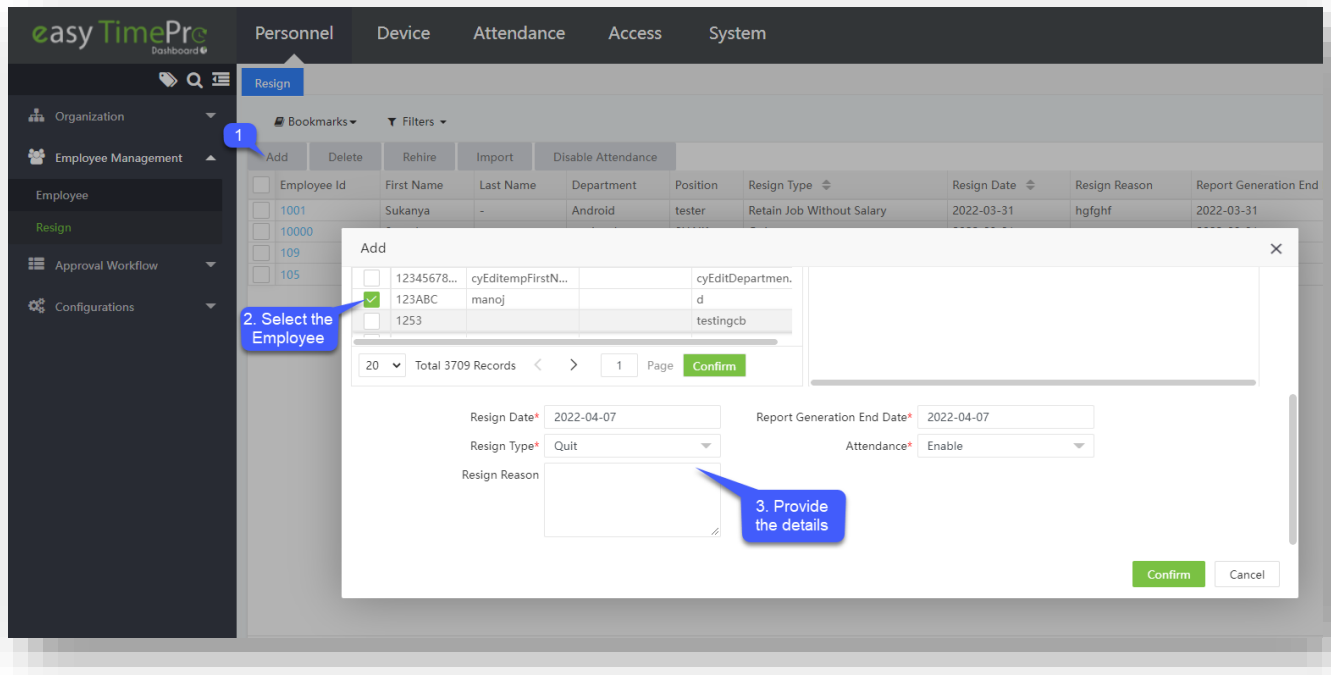
Resign Reason: Displays the Employee's relieving reason.

How to Terminate the Employees

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

Add

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



Add the Employee's Resignation details

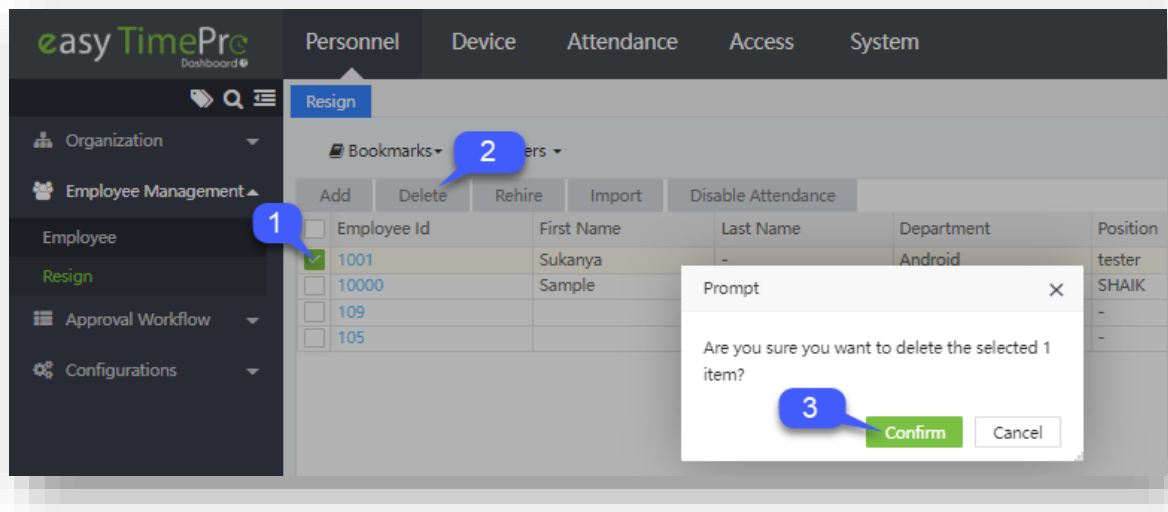
- On the **Resign** interface, click **Add** to include the Employees' resignation information.
- On the **Add** window, select the required Employees' names from the list on the left.
- The selected Employees' names will reflect on the right side of the **Add** window.
- Use the **Department** drop-down 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.

Deleting Employees from the Terminated list

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

Delete

Delete function lets you remove or discard the existing resignation details of the Employees from the list.



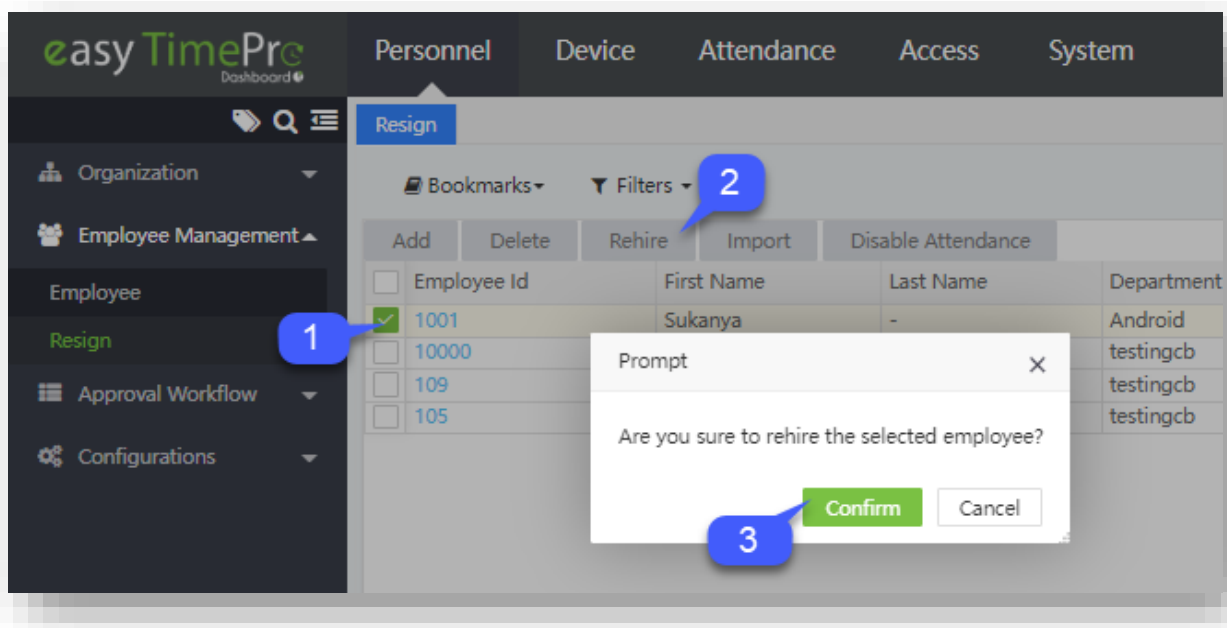
Delete the existing Department or a Sub Department

- On the **Resign** interface, select the required Employees' resignation details from the list.
- Click **Delete**, 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 **Rehire** 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

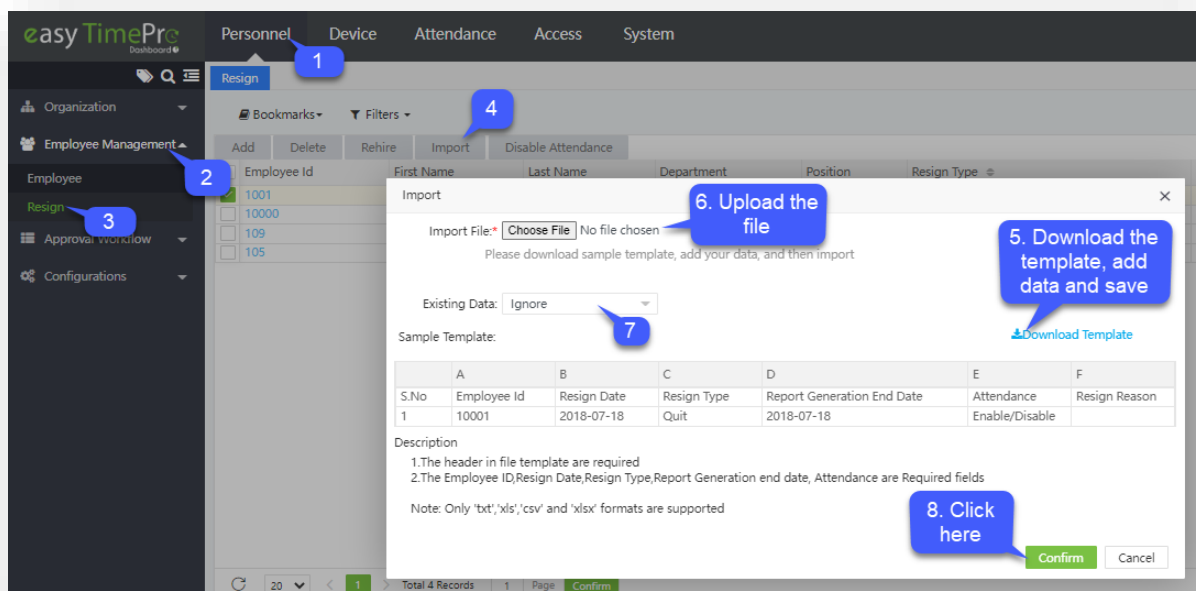
- On the **Resign** interface, select the required Employees from the resignation list.
- Click **Reinstate**, to restore the selected Employees from the resignation list.
- Click **Confirm**, to restore the selected Employees from the resignation list.

Importing Employee's Account to Termination

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

Import

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.

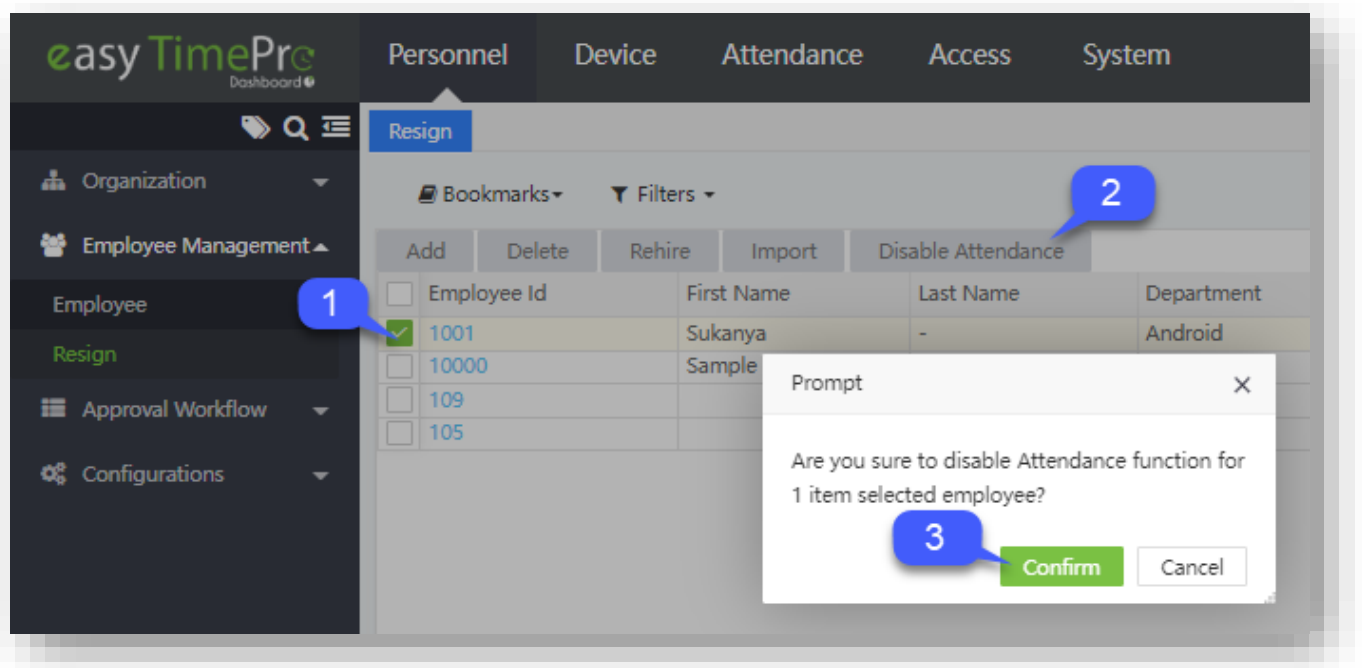
- Click **Confirm**, to ensure and import the saved data file to the software.

Disabling Employees' Attendance

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

Disable 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.

Edit Employees from the Terminated list

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

Edit

Edit function lets you edit the existing resignation details of the Employees from the list.

Edit the existing Department or a Sub Department

- On the **Resign** interface, select the required Employees' resignation details from the list.
- Click **Edit**, to edit the selected Employees' resignation details.
- Click **Confirm**, to edit the selected Employees' resignation details from the list.

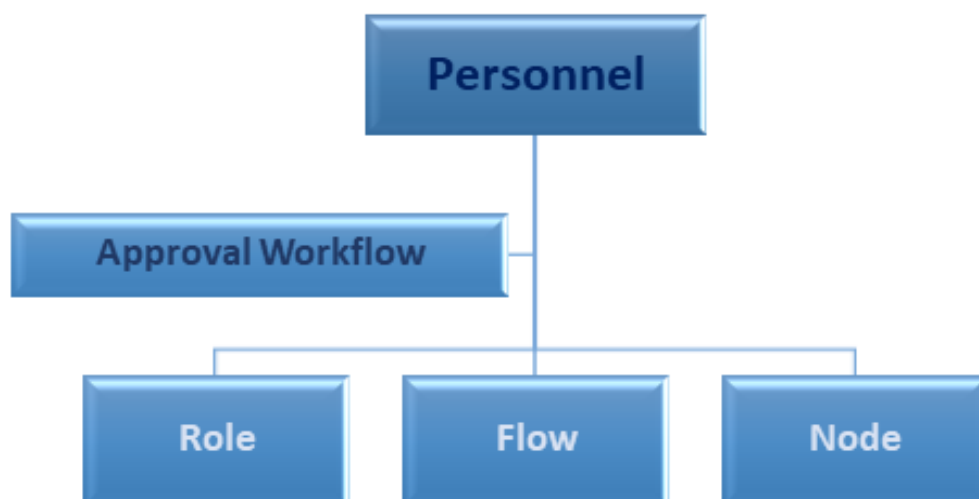
3.3 Approval workflow

Our **Approval Workflow** module ease you to manage the most complex process with a dedicated approval administration plan, so you need not invest time sticking to emails, tracking down records for auditing purposes, sharing Excel or Word documents and making phone calls.

This completely evades the impossibility of tracking the progress of the request and increases the transparency in your organization.

On the **Approval Workflow** module, you can create a request and approver process flows, for Employees, Leads, and Managers to submit requests for approvals or to track the approval workflow and the progress of the approval, which eases the Auditors to get the complete records of every request.

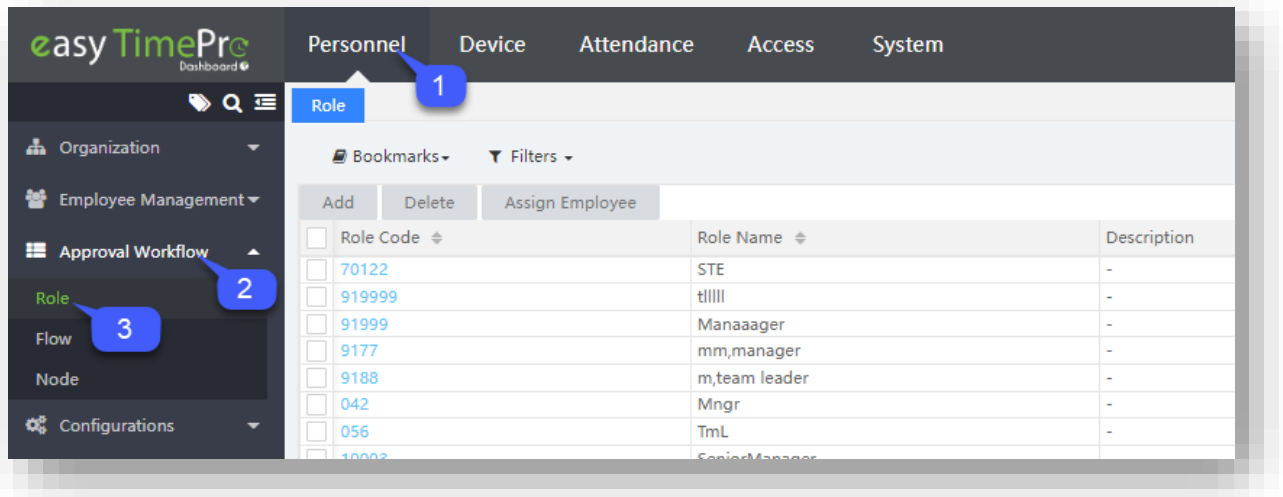
On the **Personnel** module, click **Approval Workflow** to go to the Approval Workflow module.



3.3.1 How to Set Up Roles (Roles)

Our **Role** interface eases for you to assign more than one employee for a single or the multiple workflows with the approval authority which equips greater flexibility and helps to reduce the number of requests left pending without approval.

On the **Personnel** module, click **Approval Workflow**, and then click **Role** to go to the Role Interface.



On this Interface, you can add a new or delete the existing approver Roles and even enables you to switch or move a new or assigned Employees between Roles.

Some common examples of approver Roles include "Senior Manager", "Manager", "Team Lead", "HR" and more.

A brief note about the columns displayed on the Role Interface

Role Code: Displays the unique Role code number.

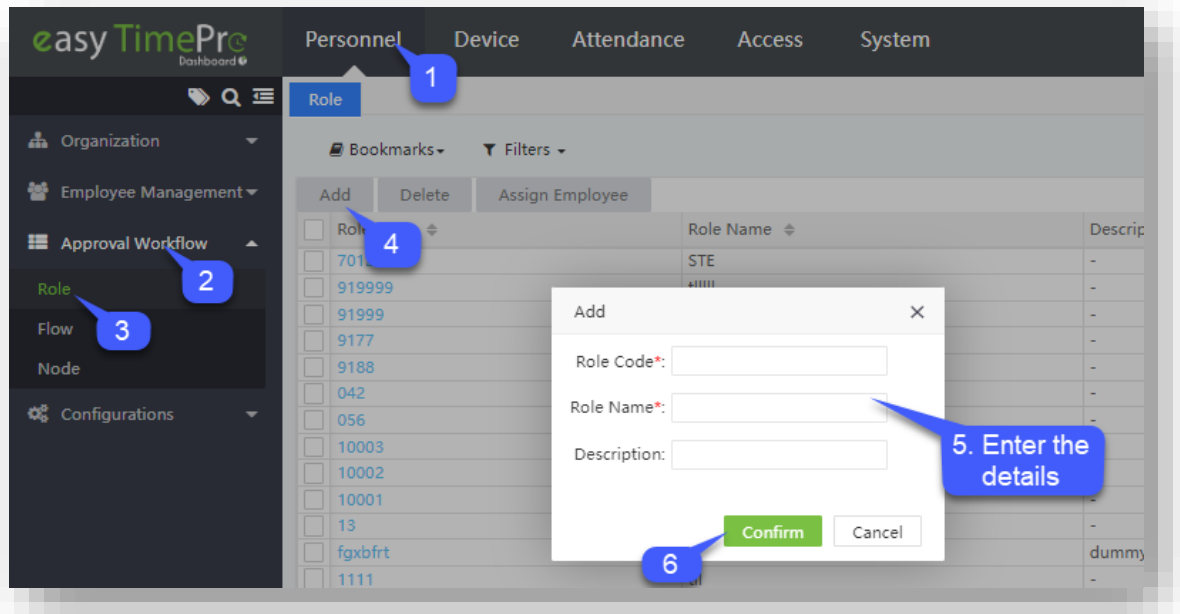
Role Name: Displays the Role name.

Description: Displays a brief explanation about the Role.

Total No. of Employees: Displays the total Employee count in a Role.

Creating the Roles

Add function lets you create an approver Role, with the description of the Role, and unique Role Code in your Organization.

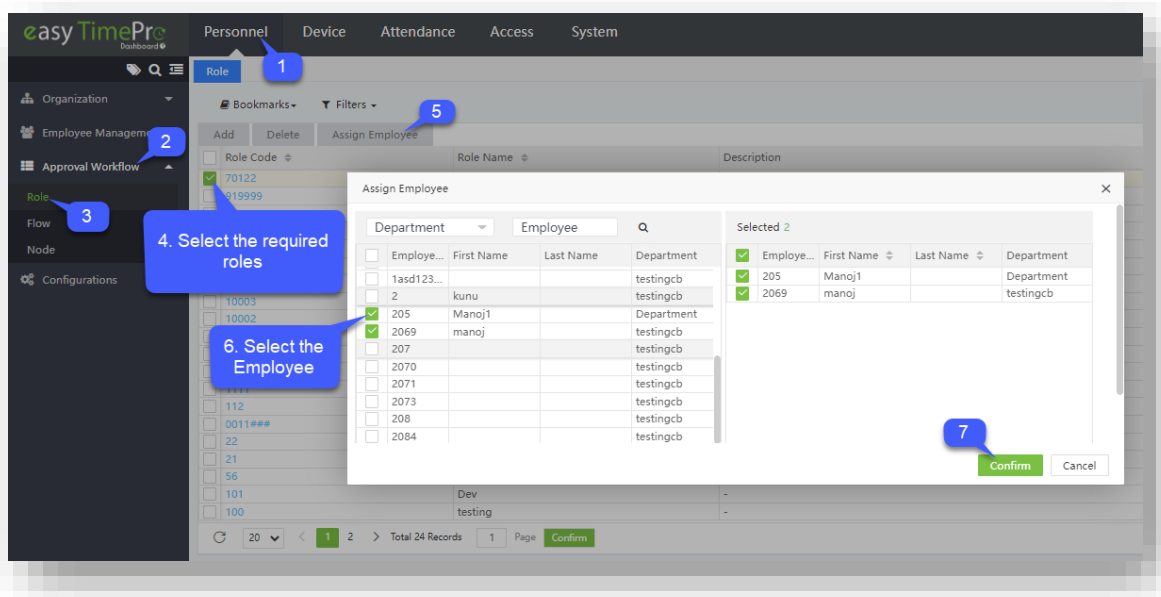


Create a new approver Role

- On the **Role** interface, click **Add** to create a new approver, Role.
- On the **Role Code** field, enter the unique Role Code for the new approver Role.
- On the **Role Name** field, enter the name the new approver Role.
- On the **Description** field, provide the details about the new approver Role.
- Click **Confirm**, to update the newly created approver, Role.

Assigning Employees to the Roles

Assign Employees function lets you allot the employees to the existing approver roles based on your organization standards.

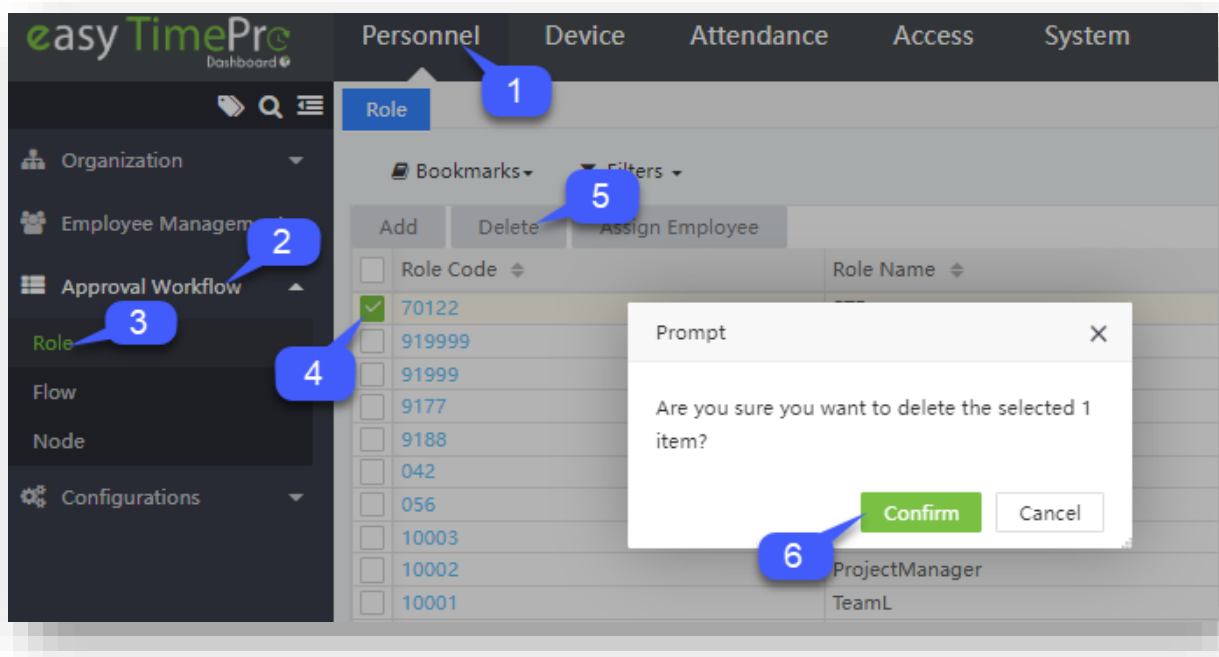


Assign Employees to the existing approver Roles

- On the **Role** interface, select the required approver Roles from the list to assign Employees.
- Click **Assign Employees** to assign the required Employees to the selected approver Roles.
- On the **Assign Employees** window, select the required Employee names from the list on the left.
- The selected Employee names will reflect on the right side of the **Assign Employees** window.
- Use the **Department** drop-down list or the **Search** option (search by Employee name or Employee ID) to search for a specific Employee.
- Click **Confirm**, to assign the Employees to the selected Role names.

Deleting the Roles

Delete function lets you remove or discard the existing approver Role from the list.



Delete the existing approver Roles

- On the **Role** interface, select the required approver Roles from the list to delete.
- Click **Delete**, to delete the selected approver, Roles.
- Click **Confirm**, to delete the selected approver Roles from the list.

Edit the Roles

Edit function lets you edit the existing approver Role from the list.

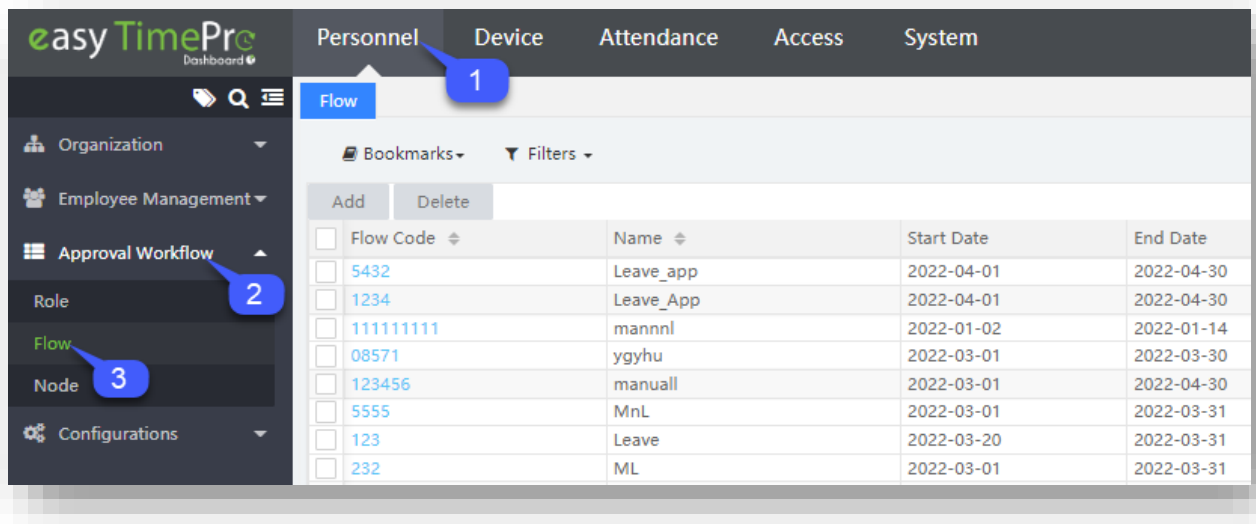
Edit the existing approver Roles

- On the **Role** interface, select the required approver Roles from the list to delete.
- Click **Edit**, to edit the selected approver, Roles.
- Click **Confirm**, to edit the selected approver Roles from the list.

3.3.2 Set Up the Approval Process Flow (Flow)

Our **Flow** interface facilitates for you to generate an end-to-end approval process which creates an automatic routing that transfers the request from one approver to the other which does not require any manual supervision and drives down any unstructured approval progression.

On the **Personnel** module, click **Approval Workflow**, and then click **Flow** to go to the Flow Interface.



On this Interface, you can add a new Flow, delete the existing Flow, create, or delete approver nodes, and assign or adjust employees for different request types.

Some common examples of approval Flow include "Compensation Leave Approval", "Medi-Claim Approval", "Holiday Approval", "Travel Approval" and more.

A brief note about the columns displayed on the Flow Interface

Flow Code: Displays the unique Flow code number.

Name: Displays the Flow name.

Start Date: Displays the start date of a Flow.

End Date: Displays the end date of a Flow.

Request Type: Displays the reason or the type of request of a Flow.

Requester: Displays the person requesting it.

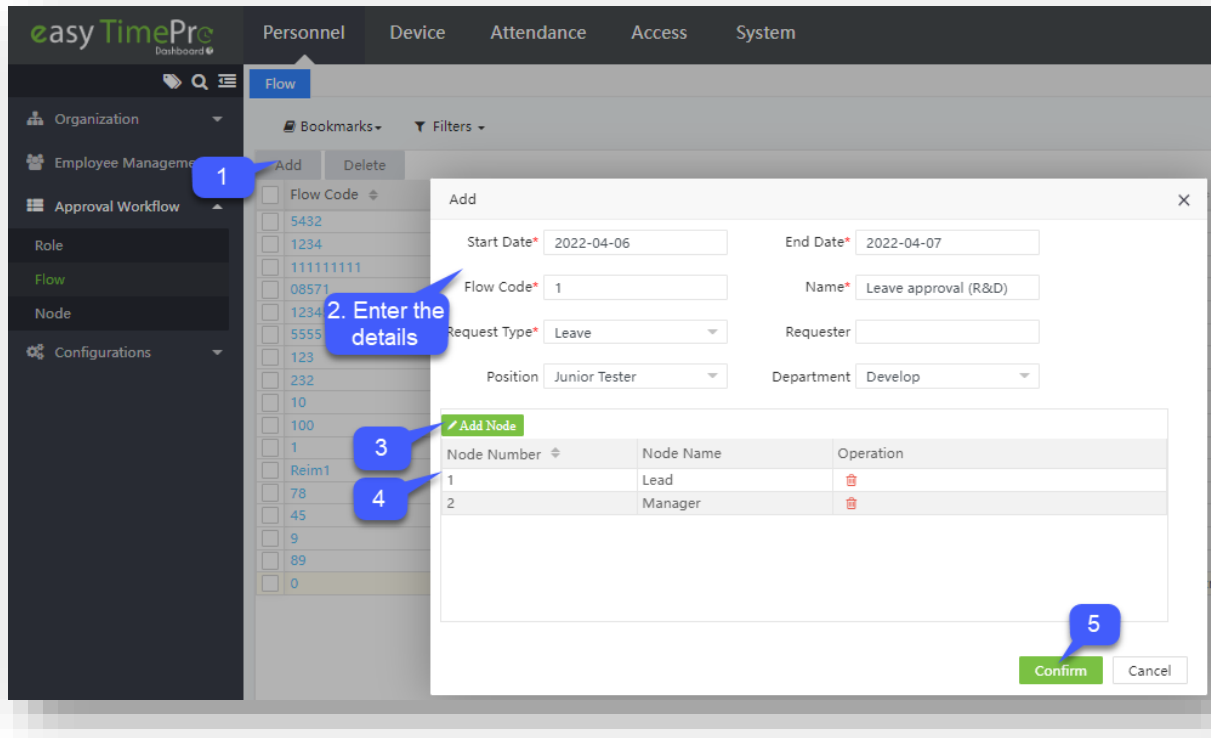
Approval Seeker: Displays the selected Employees in a Flow.

Position: Displays the selected Employees' Position.

Department: Displays the selected Employees' Department.

Creating a New Flow

Add function lets you create a new approver Flow for the distinct available requests with unique Flow code and also allows you to create multiple approvers based on your Organization guidelines.



Create a new approver Flow

On the **Flow** interface, click **Add** to create a new approval Flow. Enter the following mandatory fields.

Start Date: Select the required Start Date for the new approval Flow.

End Date: Select the required End Date for the new approval Flow.

Flow Code: Enter the unique Flow Code for the new approval Flow.

Name: Enter the name for the new approval Flow.

Request Type: Select the required request type from the drop-down list.

After entering the mandatory details, you can either click **Confirm** to save or follow the below procedures to create the approval process Flow based on your Organization standards.

Requester: In this field, you can select those required Employees who can raise the request for the workflow process.

Selecting Employees as Requester:

Select Employees from Requester field.

Update Employees by selecting through their Position and Department.

First Method: Select Employees from Requester field.

Start Date* 2022-04-06 End Date* 2022-04-07

Flow Code* 1 Name* Leave approval (R&D)

Request Type* Leave Requester

Position Junior Tester Department Develop

Click **Requester** field and follow the below steps.

1

2

3. Select the Employee

4

Confirm Cancel

Employee...	First Name	Last Name	Department
1	vi		testingcb
<input checked="" type="checkbox"/> 100	Vasanth		testingcb
<input checked="" type="checkbox"/> 1003	Priya		test
<input type="checkbox"/> 11	Madhuja		testingcb
<input type="checkbox"/> 1111111	technician		testingcb
<input type="checkbox"/> 123	Manoj		kjhg
<input type="checkbox"/> 1234543...			testingcb
<input type="checkbox"/> 1234567...	cyEditempFirst...		cyEditDepa
<input type="checkbox"/> 123ABC	manoj		d
<input type="checkbox"/> 1253			testingcb
<input type="checkbox"/> 1asd123...			testingcb

Selected 2	Employee...	First Name	Last Name
<input checked="" type="checkbox"/>	100	Vasanth	
<input checked="" type="checkbox"/>	1003	Priya	

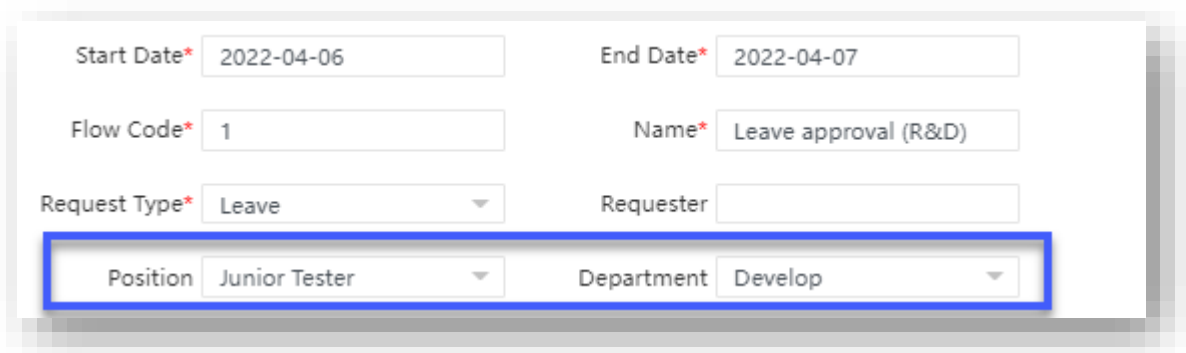
On the **Requester** window, select the required Employees' names from the list on the left.

The selected Employees' names will reflect on the right side of the Requester window.

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

Click **Confirm**, to update the selected Employees as Requester for the workflow process.

Second Method: Update Employees by selecting through their Position and Department



Start Date* 2022-04-06 End Date* 2022-04-07

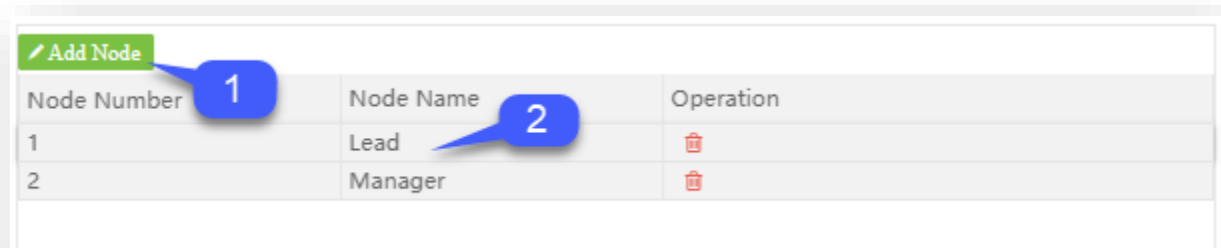
Flow Code* 1 Name* Leave approval (R&D)

Request Type* Leave Requester

Position Junior Tester Department Develop

Update the required Employees as Requester by selecting their Position and the Department name from the drop-down list.

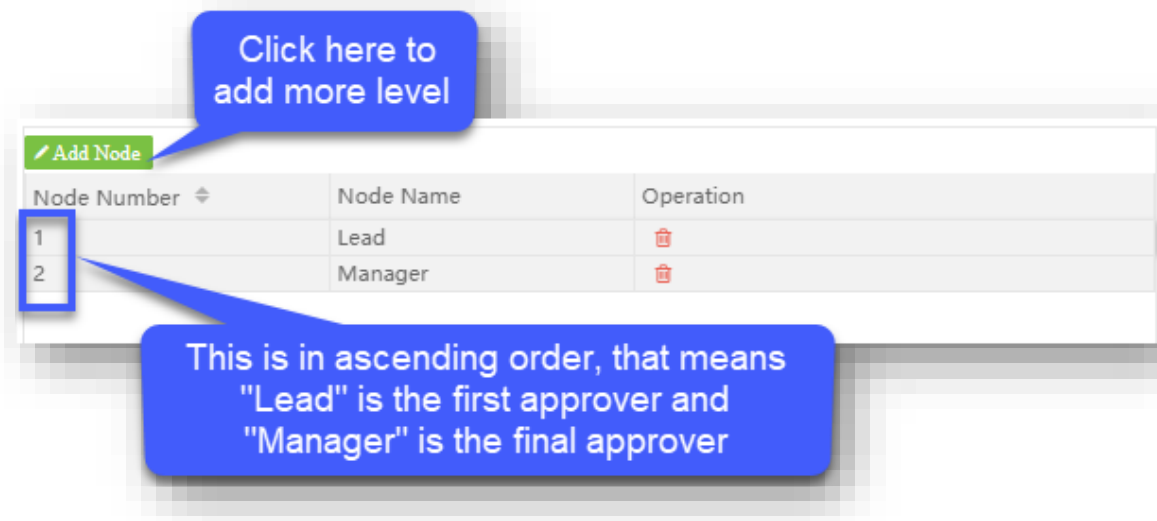
Create Approval Flow for the Workflow process



Add Node		
Node Number	Node Name	Operation
1	Lead	
2	Manager	

Click **Add Node**, to create an approval Flow and set the approvers. Please note that you can create multiple approvers for a workflow process.

On the **Node Name** column, set the names of the approvers from lower to higher levels based on the approval hierarchy.

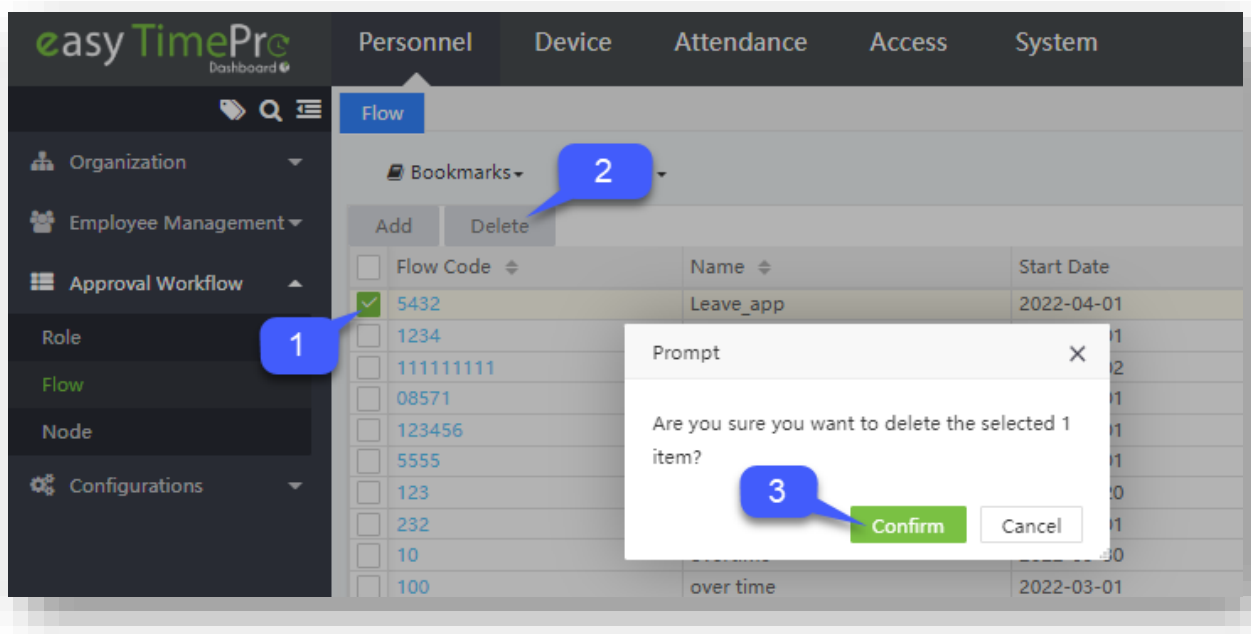


On the **Operation** column, click **Trash** button to remove any specific approver from the Flow.

Click **Confirm** to update the framed approver Flow.

Deleting the Flow

Delete function lets you remove or discard the existing approval Flow from the list.



Delete the existing approval Node

On the **Flow** interface, select the required approval Flows from the list.

Click **Delete**, to delete the selected approval Flows.

Click **Confirm**, to delete the selected approval Flows from the list.

Edit the Flow

Edit function lets you edit the existing approval Flow from the list.

Edit the existing approval Node

On the **Flow** interface, select the required approval Flows from the list.

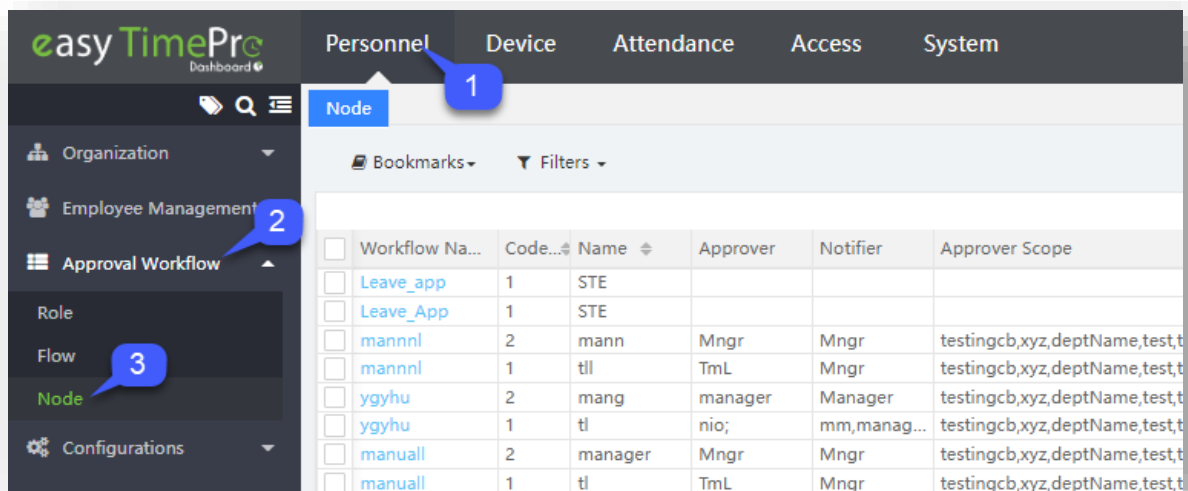
Click **Edit**, to edit the selected approval Flows.

Click **Confirm**, to edit the selected approval Flows from the list.

3.3.3 Generate the Process Flow (Node)

Our Node interface has been dedicated to run each request approval task from one approver to the other. A workflow is rendered by the sequence of nodes, and these nodes are the categorization of instructions that shape the workflow.

On the **Personnel** module, click **Approval Workflow**, and then click **Node** to go to the Node Interface.



On this Interface, you can view and modify the individual Nodes created for each flow and adjust the approvers or notifiers and the acknowledgment scopes of each Node.

A brief note about the columns displayed on the Node Interface

Workflow Name: Displays the Workflow name.

Code: Displays the unique code number of the Workflow.

Name: Displays Employee name of request approval.

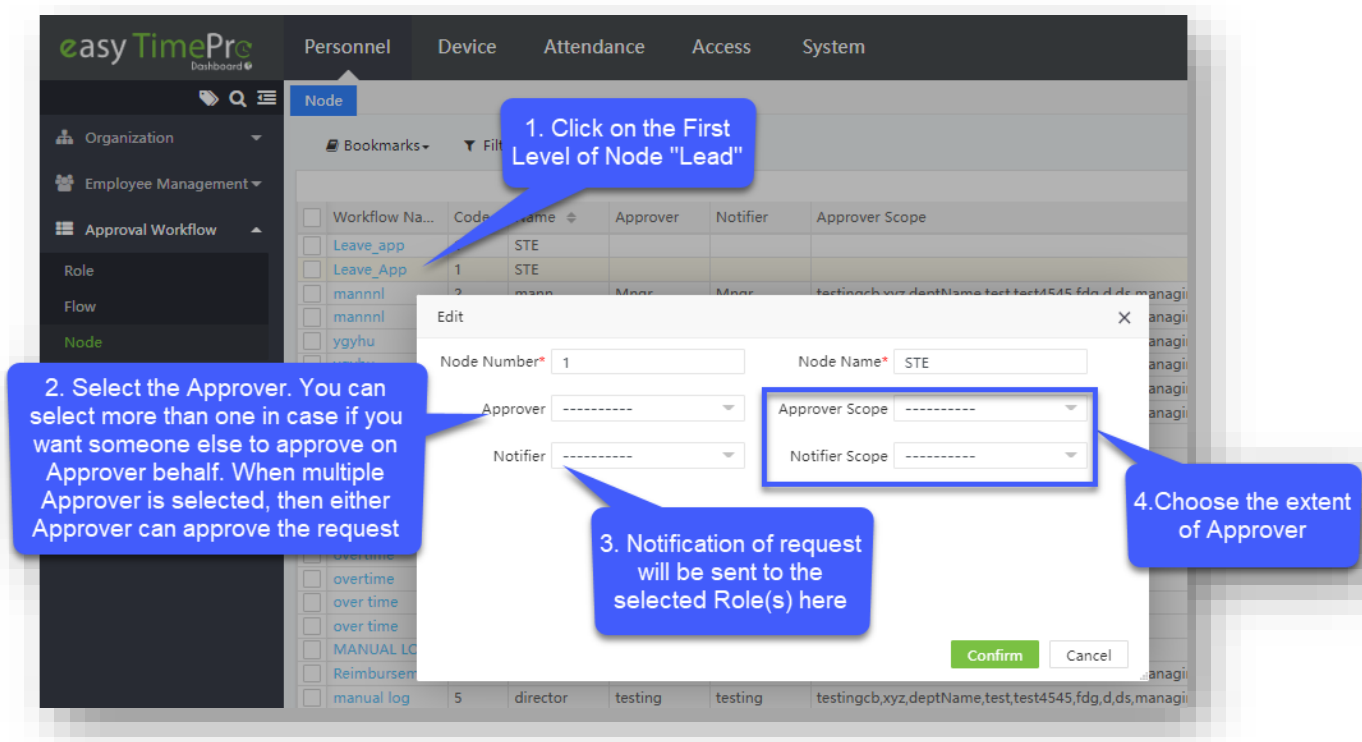
Approver: Displays the Employee's Position of request approval.

Approver Scope: Displays the Employees' Department scope of request approval.

Notifier: Displays the notifiers of a request process.

Notifier Scope: Displays the notifiers' scope of a request process.

Modify the Approver or Notifier approval acknowledgment Scope



On the **Node** interface, click **Workflow Name** on the Workflow Name column to modify the required Workflow.

Node Number: The system takes the Node Number of each Node by default and cannot be modified.

Node Name: You can either keep the existing Node Name, which was provided under Flow or can modify if required.

Approver: You can select more than more one approver from the drop-down list for each Node.

Approver Scope: You select either select Own Department or All from the drop-down list for the approval acknowledgment.

Notifier: You can select more than more one notifier from the drop-down list for each Node.

Notifier Scope: You select either select Own Department or All from the drop-down list for the notification acknowledgment.

Click **Confirm**, to update the modifications.

3.4 How to set up Document ID (Configuration)

Configurations

Our **Configurations** module facilitates you to accomplish in managing the successful verification of Employees document, which eases your work and reduces the confusion on documents that need to be submitted and left pending.

On the **Configuration** module, you can add the type of Document and unique ID based on your Organization's requirement.

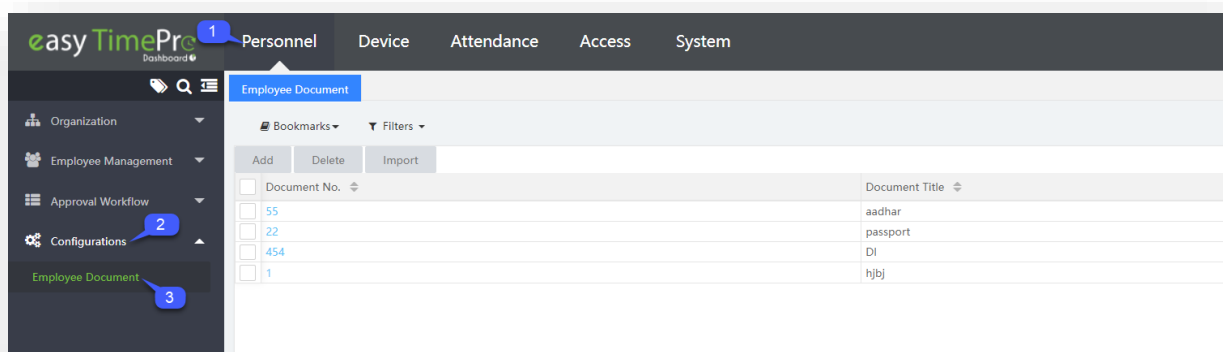
On the **Personnel** module, click **Configurations** to go to the Configurations module.

3.4.1 Employee Document

Our **Employee Document** interface eases you to manage paperless documents more proficiently and retrieve them in no time.

It also maintains concealment by providing access only to the relevant Employees and also manages in purging trivial documents.

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



On this Interface, you can add a new document type, remove the existing document type, and even can import the document.

A brief note about the columns displayed on the Employee Document Interface

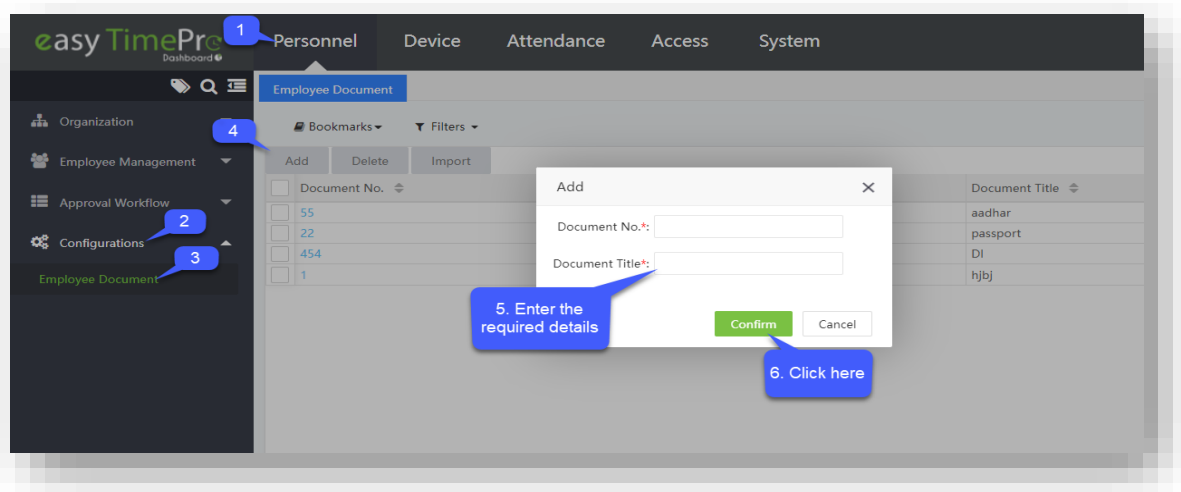
Document No: Displays the unique code number of a Document.

Document Title: Display the name of a Document.

Functions available on the Employee Document Interface

Add

Add function lets you create a new document template, for the submission or the update of your Employee's document.

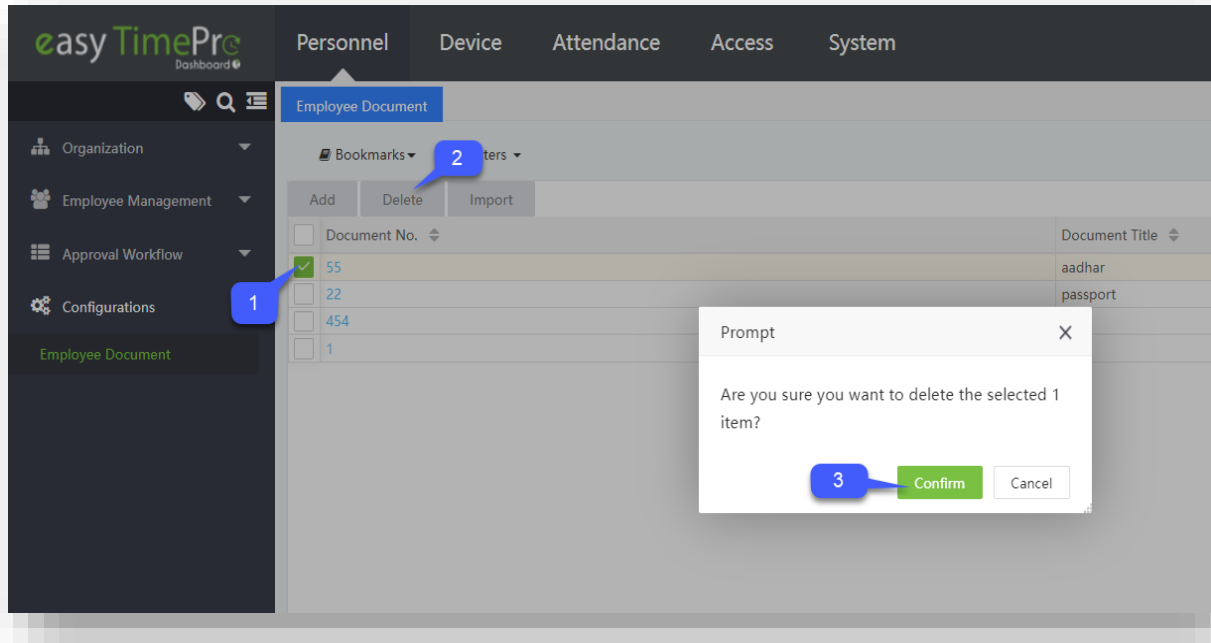


Add a new Document:

- On the **Employee Document** interface, click **Add** to add a new Document type.
- On the **Document No** field, enter the unique Document number for the new Document type.
- On the **Document Title** field, enter the name of the Document.
- Click **Confirm**, to update the new Document type.

Delete

Delete function lets you delete the existing document template, which is not required, from the list.



Delete the existing Document

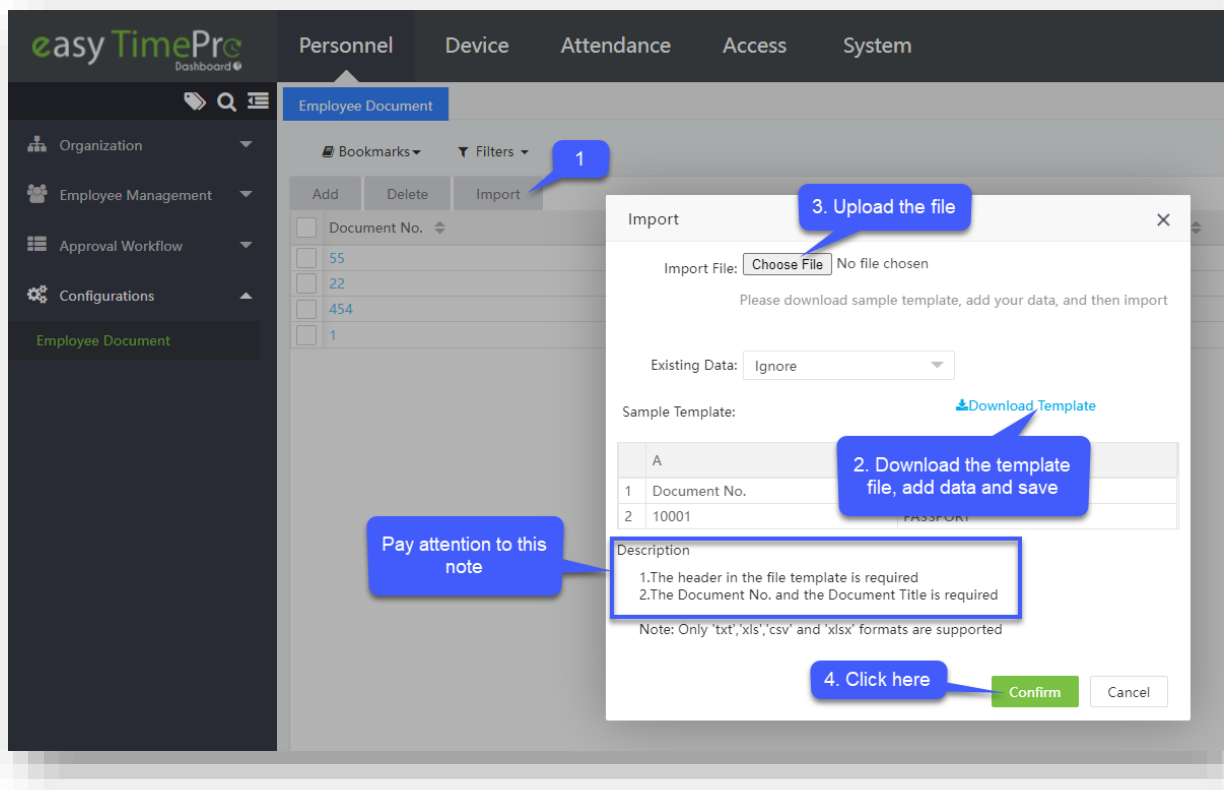
- On the **Employee Document** interface, select the required Document types from the list to remove.
- Click **Delete** to delete the selected Document types.
- Click **Confirm**, to remove the existing Document types from the list.

Edit the existing Document

- On the **Employee Document** interface, select the required Document types from the list to edit.
- Click on document no to **edit** the selected Document types.
- Click **Confirm**, to edit the existing Document types from the list.

Import

Import function lets you add a new or update the existing Document type details to the Software.



Import a new or update the existing Document type details.

- On the **Employee Document** interface, click **Import** to import a new or update the existing Document type 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 Document type details on the Software needs to be updated with the imported document.
- Choose **Ignore** if the modification is not required for the existing Document type on the Software.
- Click **Confirm**, to ensure and import the saved data to the software.

4 Integrating our Software and the Device (Device)

Device

Our **Device** module manages with 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 device [click here](#).

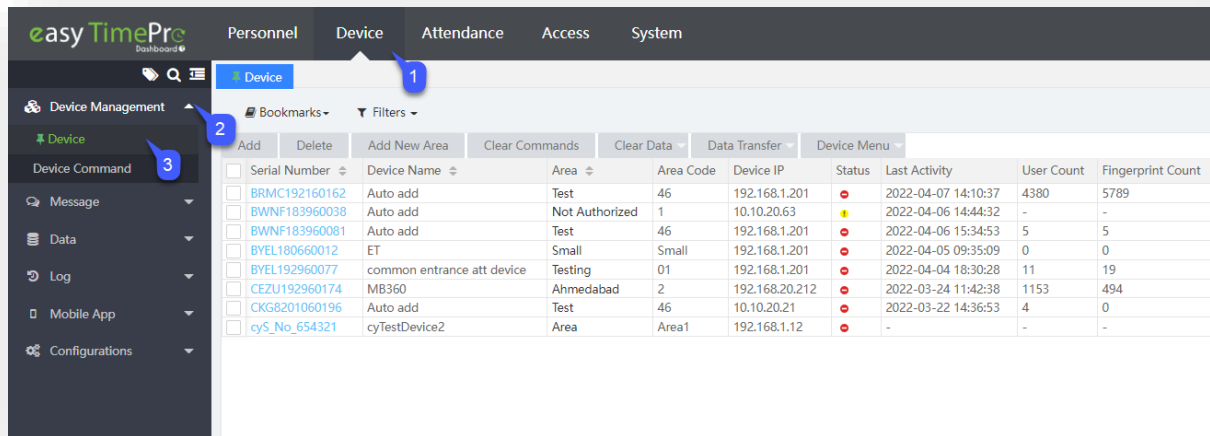
It eases the configuration of the Biometric Devices by ensuring the consistency between the physical and the logical assets.

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



4.1 Device Management

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

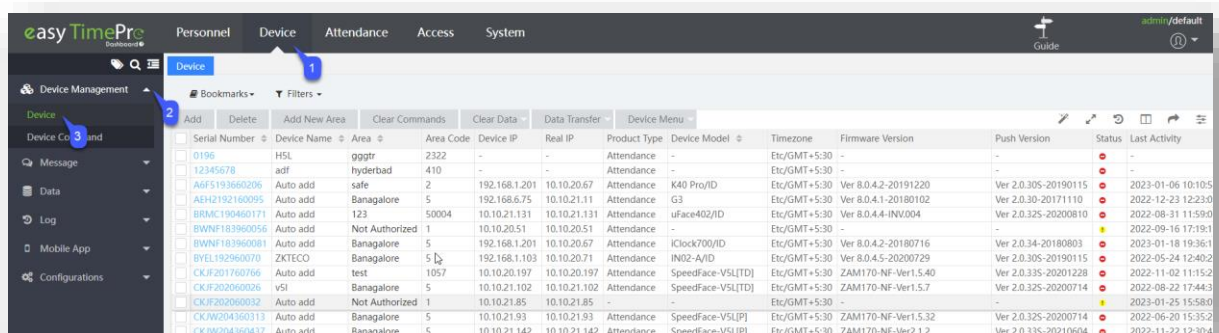
On the **Device Management**, you can set instructions to the Devices, and add, remove, or modify Devices and its locations.

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

4.1.1 Device

Our **Device** interface allows 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 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.

Real IP: Displays the Real IP address.

Product Type: Displays the product type.

Device Model: Displays the Device Model.

Time Zone: Displays Time Zone.

Firmware Version: Displays Firmware or Device Version.

Push Version: Displays Push Version.

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.

Card Count: Displays Card Count.

User Photo Count: Displays User Photo Count.

Att Photo Count: Displays Attendance Photo Count.

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.

Last Sync: Displays Last Sync time and date.

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

Enable Access Control: Displays the state of Access Control (Enabled/Not Enabled).

Company Name: Displays the Device's company name.

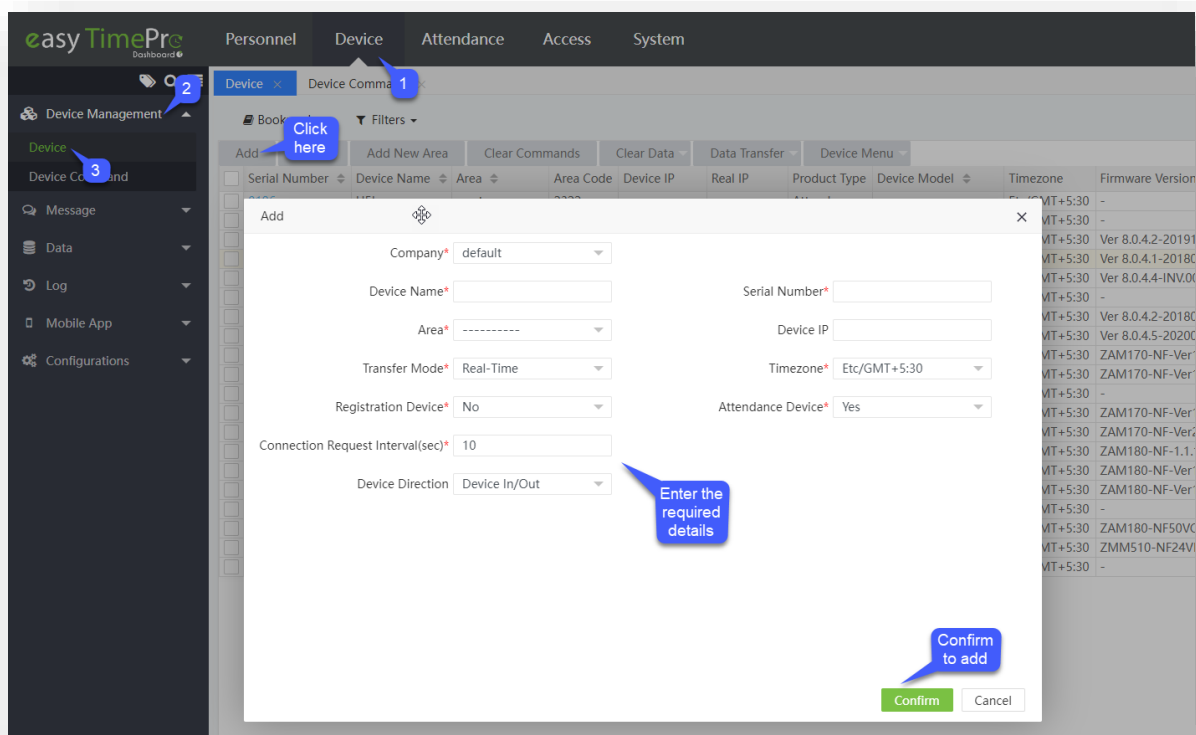
How to Set Up the Device

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

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

Add

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.

Company: Select the company name that device belongs to from the drop-down list. By default, the company name will get. It 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.

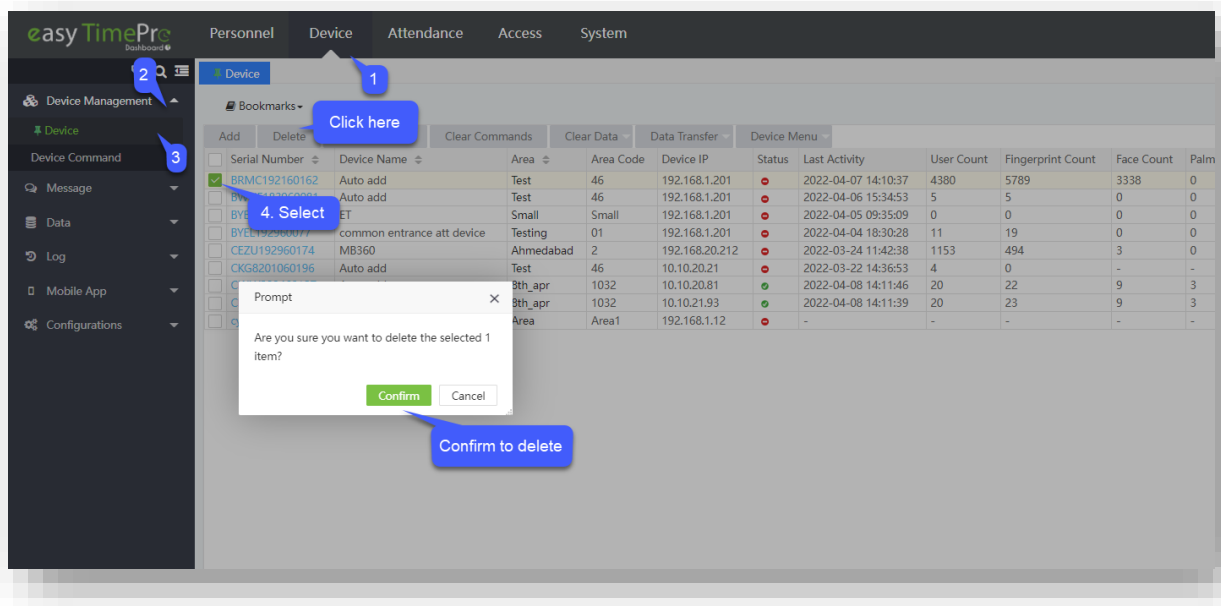
Transfer mode: Select from the drop-down list whether to transfer the Device data in real-time or to be sent at the predefined time.

Device Direction: Select an option to direct a device as Device In/Out, In Device, and Out Device.

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

Discontinuing the Device from the Software (Delete)

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



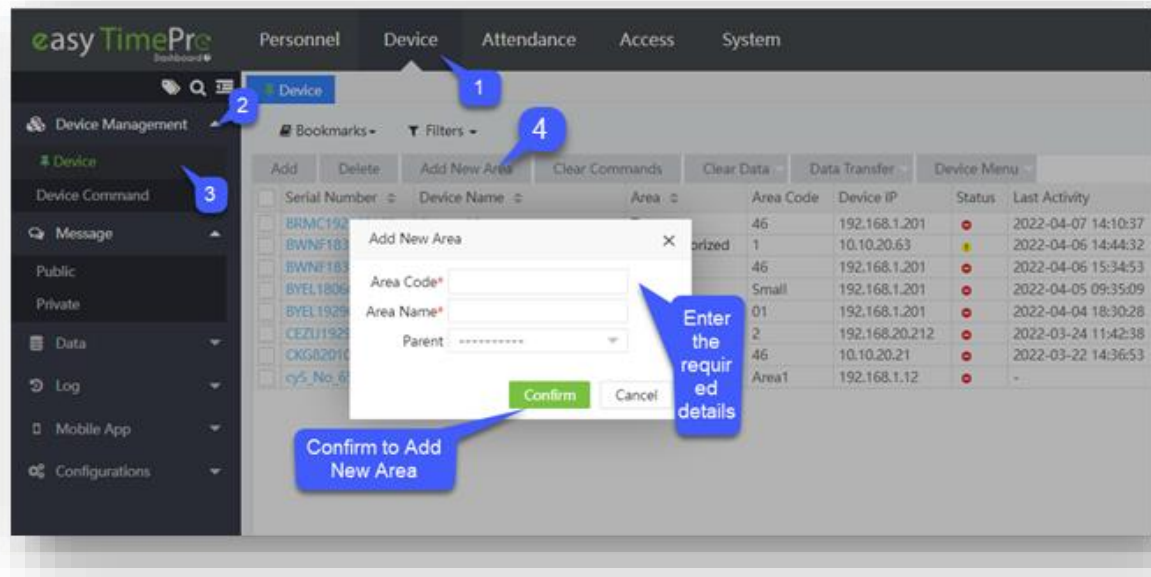
Delete the existing Devices

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

Assigning the Device to an Area

Add New Area

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

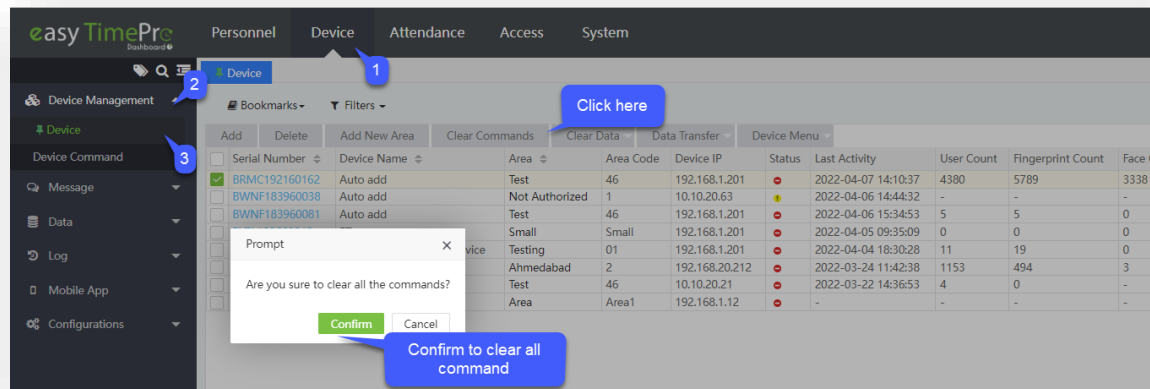


Create a New Area

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

Clearing Pending Commands from Device (Clear Commands)

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

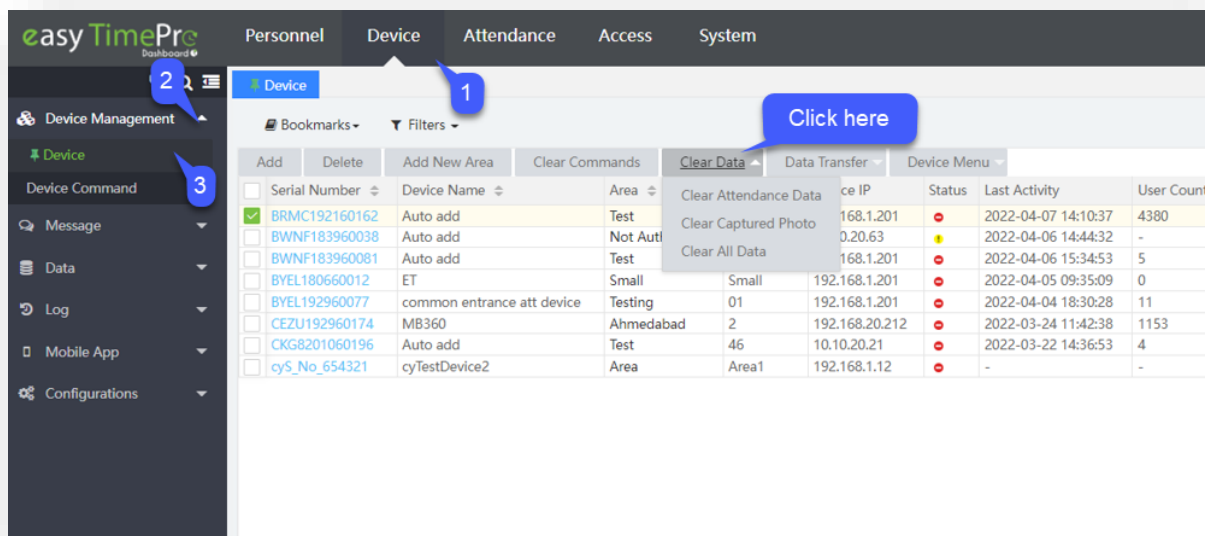


Clear the pending or the awaiting commands

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

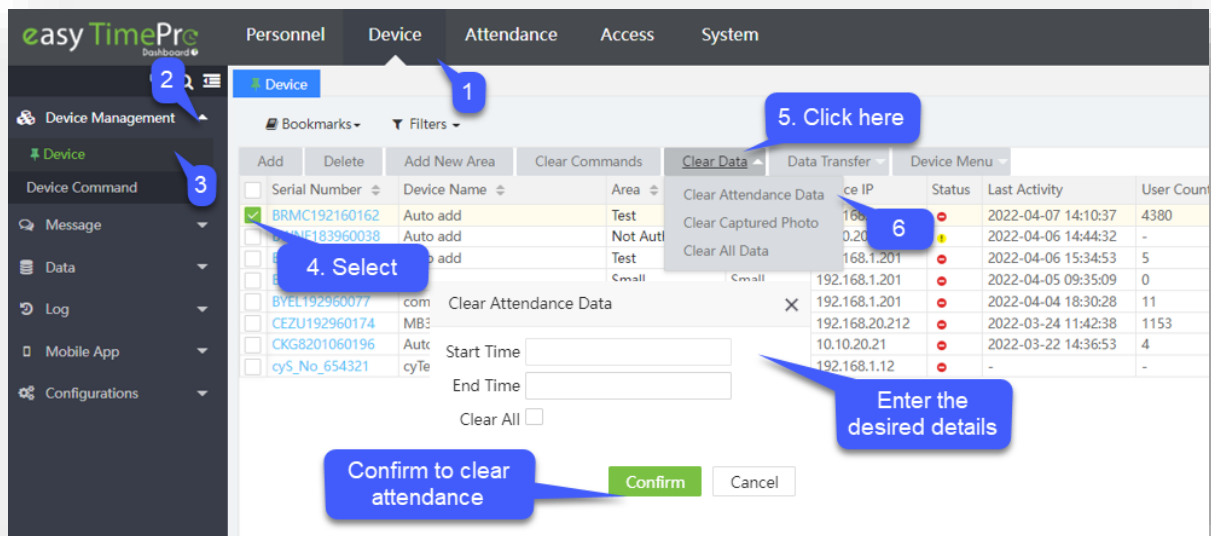


Functions available under Clear Data

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

Clear Attendance Data

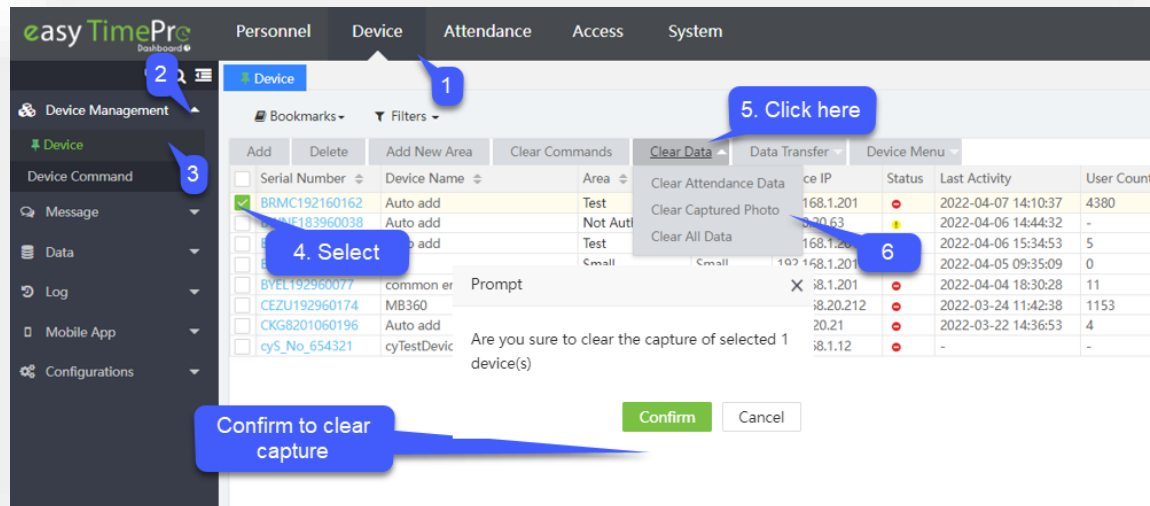
This function lets you clear or erases the stored Attendance information from the Device. Clear or erase the stored Attendance data.



- 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

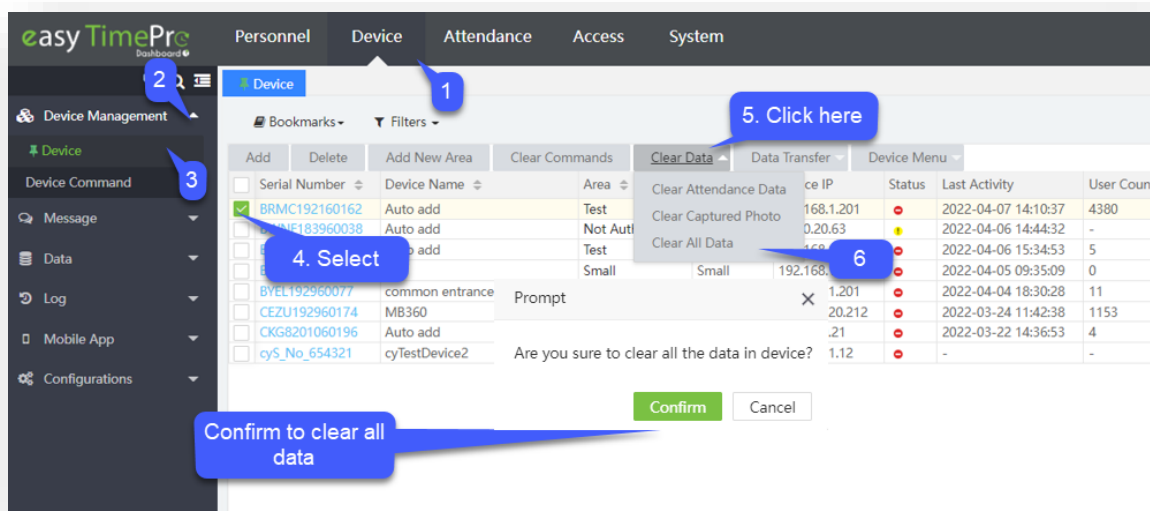
This function lets you to clear or erase the Employees captured attendance Photo from the Device. Clear or erases the captured attendance photo.



- 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 Employees captured attendance Photo from the selected Devices.

Clear All Data

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

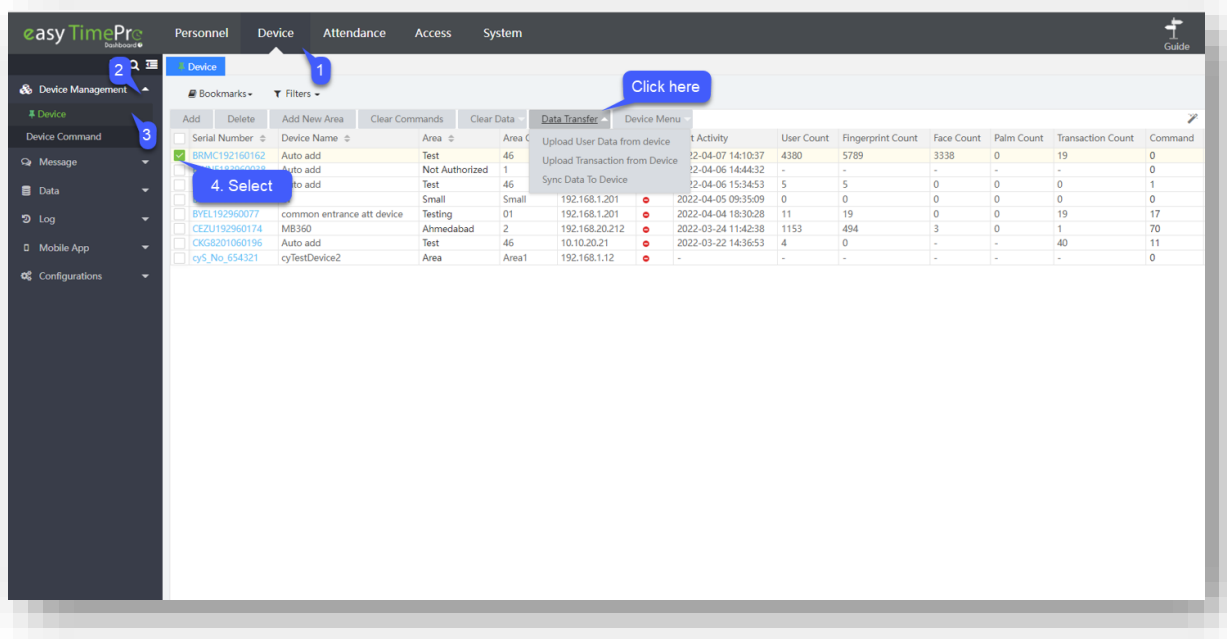


- On the **Device** interface, select the required Devices from the list to clear or erase all the stored data from the Devices.

- 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)

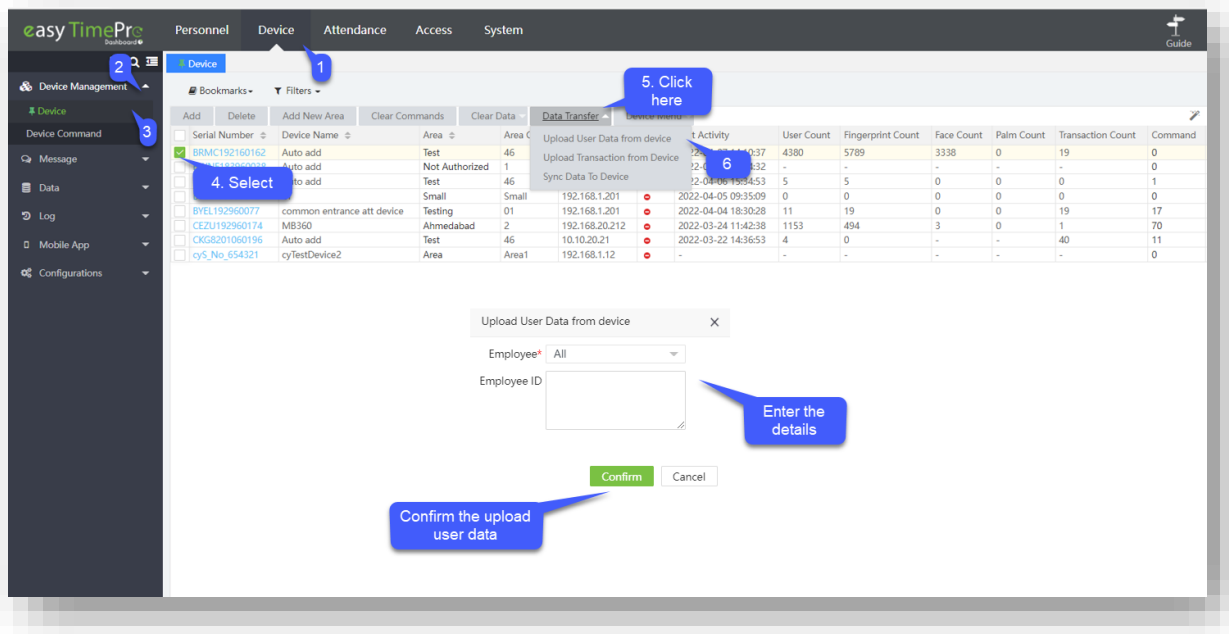
Data Transfer lets you send the stored data from the Device to the Software. Functions available under Data Transfer.



- 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.

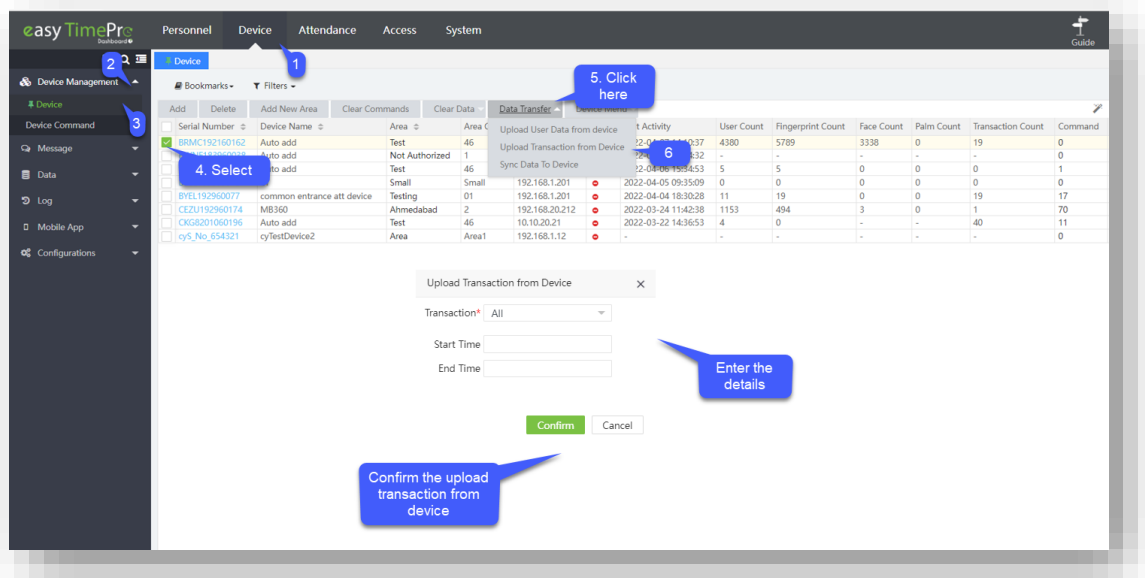


- On the **Device** interface, select the required Devices from the list to upload the Users or the Employees' data to the software.
- On the **Data Transfer** menu, click **Upload User Data from Device** to upload the Users or the Employees' data from the selected Devices to the software.
- On the **Upload 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

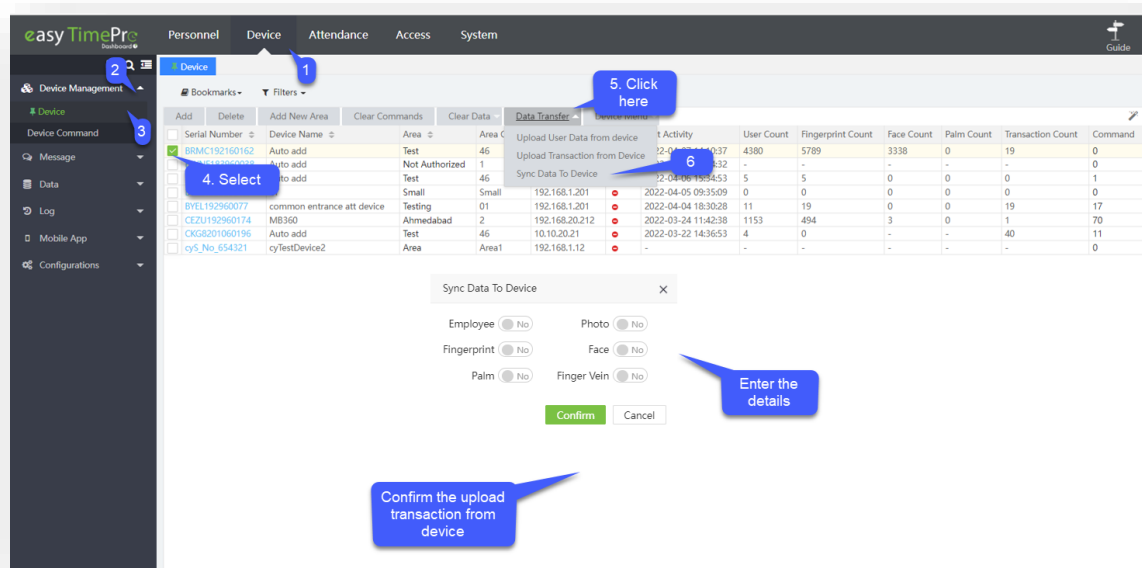
This function lets you upload the Device transactions to the software. Upload the Device transactions to the software.

- 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

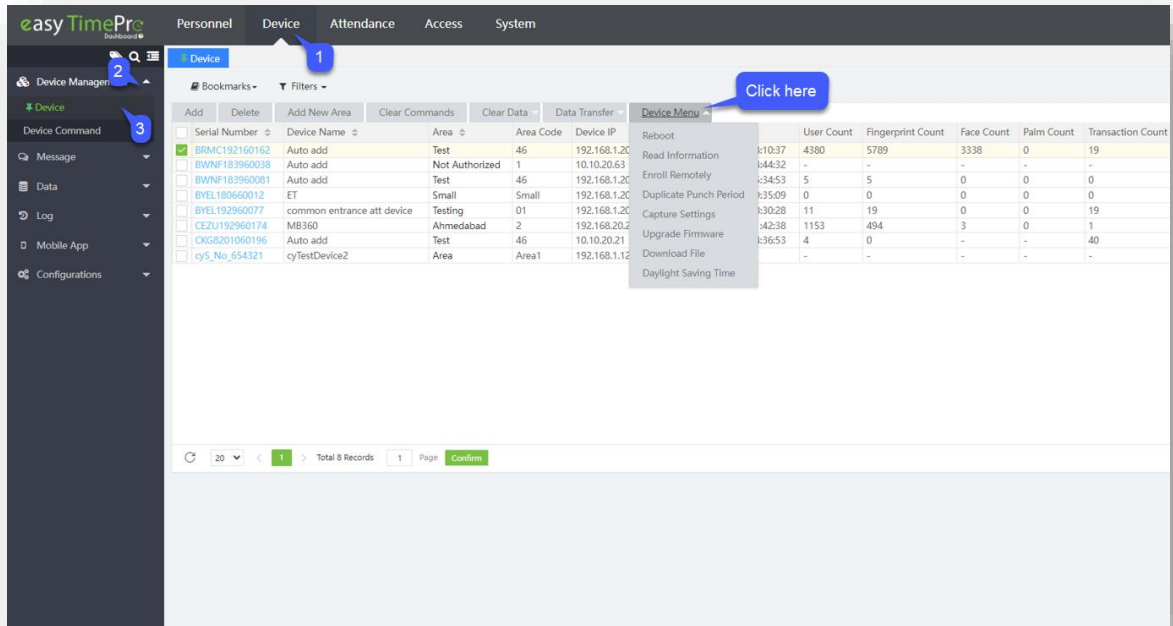
This function lets you synchronize or update the data from the software to the Device. Sync Data to the Device



- 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.

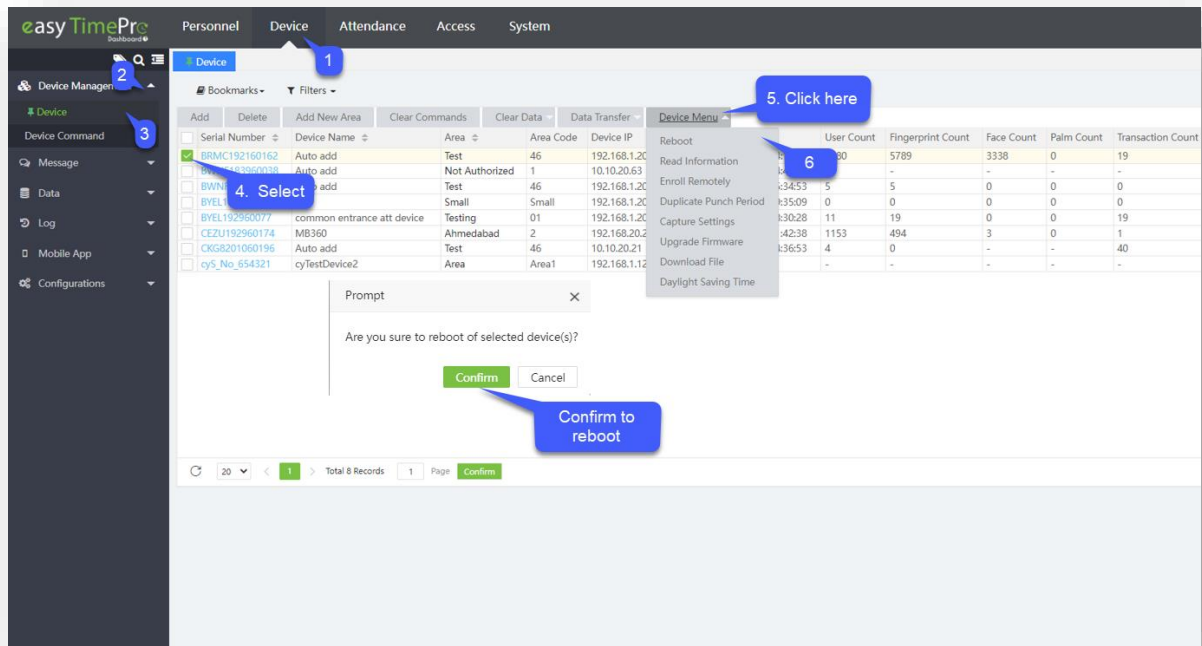


Functions available under Device Menu

- Reboot
- Read Information
- Enroll Remotely
- Duplicate Punch Period
- Capture Setting
- Upgrade Firmware
- Download File
- Day Light Saving Time

Reboot

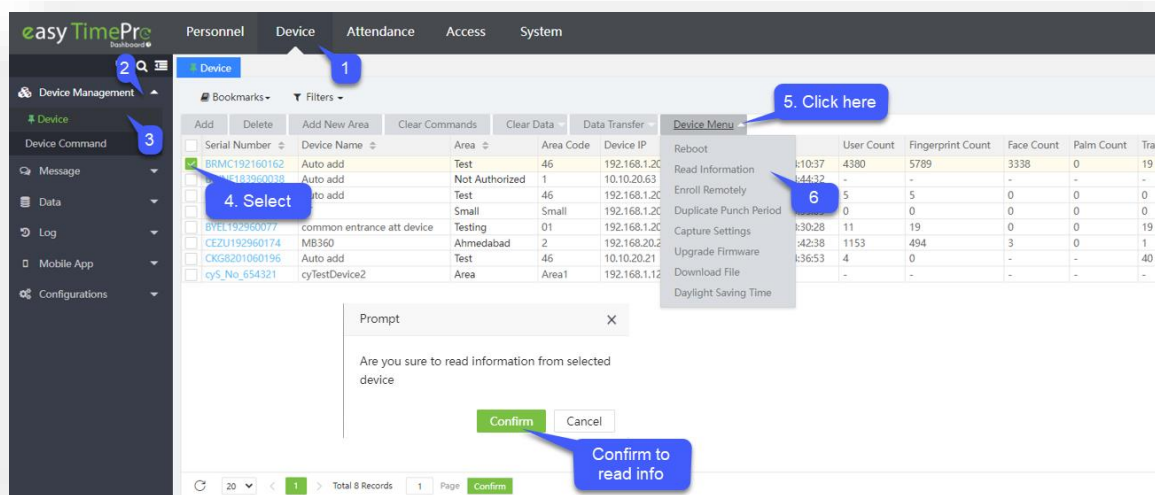
This function lets you restart or reset the Device. Reboot the Device



- 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

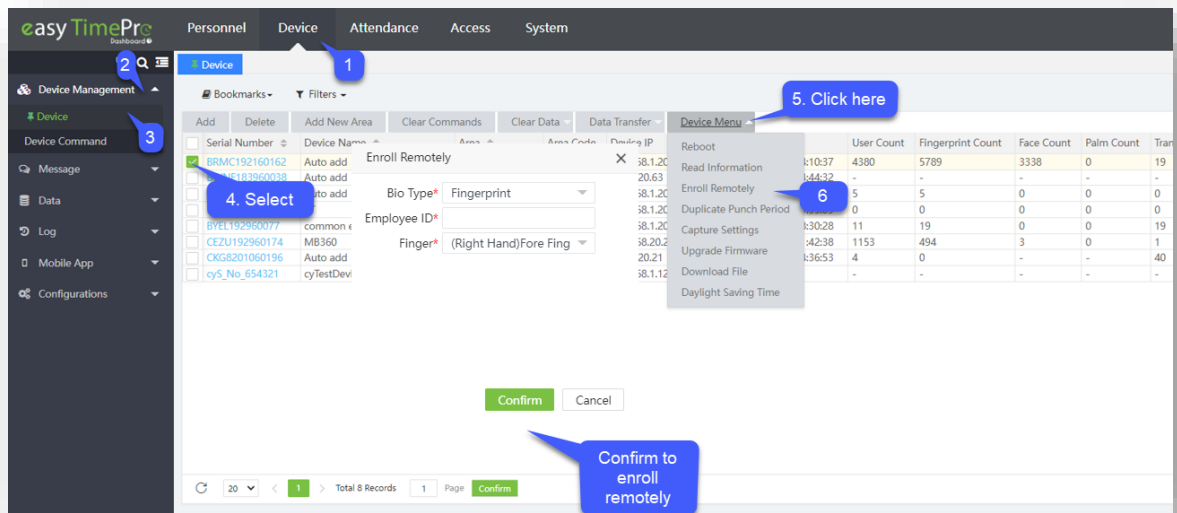
This function lets you read or pull Device information. Read Device Information



- 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.

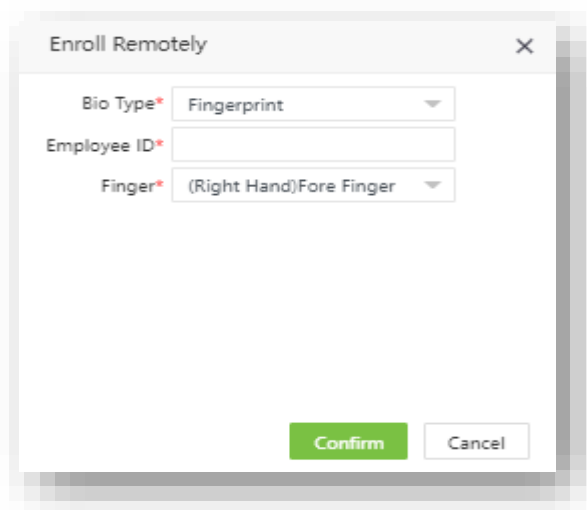
Enroll Remotely

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



Enroll Remotely via Software

- 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, the **Fingerprint** and **Face** option is available to register.

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

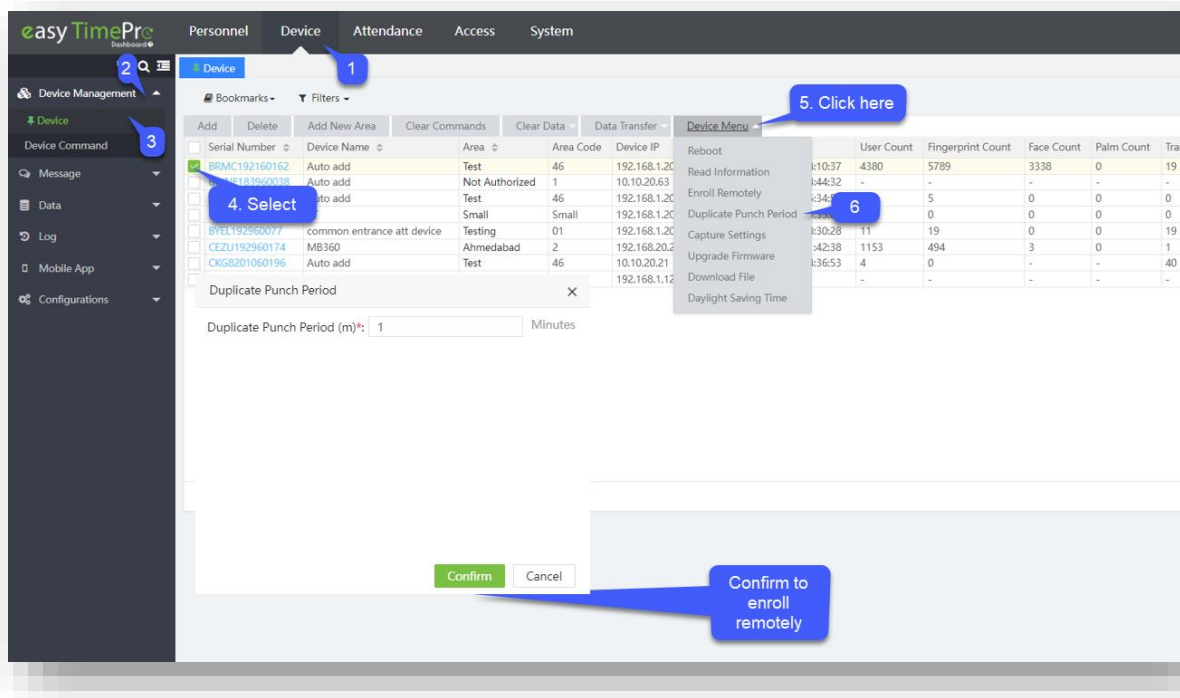
Finger: From the drop-down list, select the required hand and the finger for use, to register.

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

Duplicate Punch Period

This function lets you indicate the Employees about the duplication of the punch on the Device by setting the time duration.

E.g. If the Duplicate Punch Period is set to 2 minutes, and the employee punch 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 duplicate punch and will not be reflected in the report.

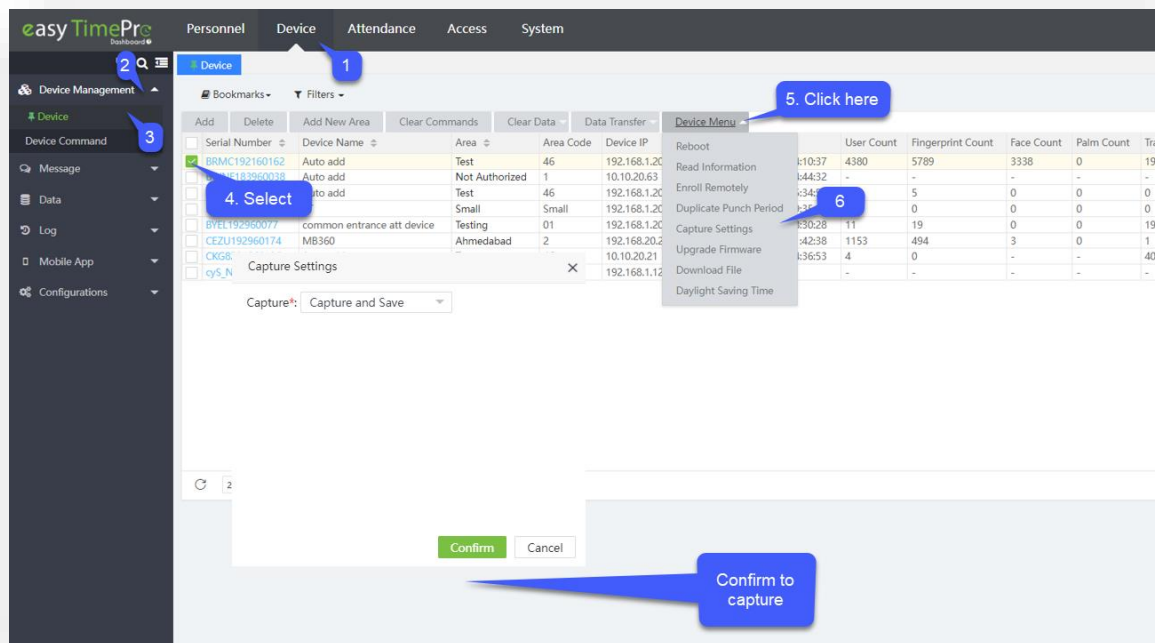


Set Duplicate Punch Period

- 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.

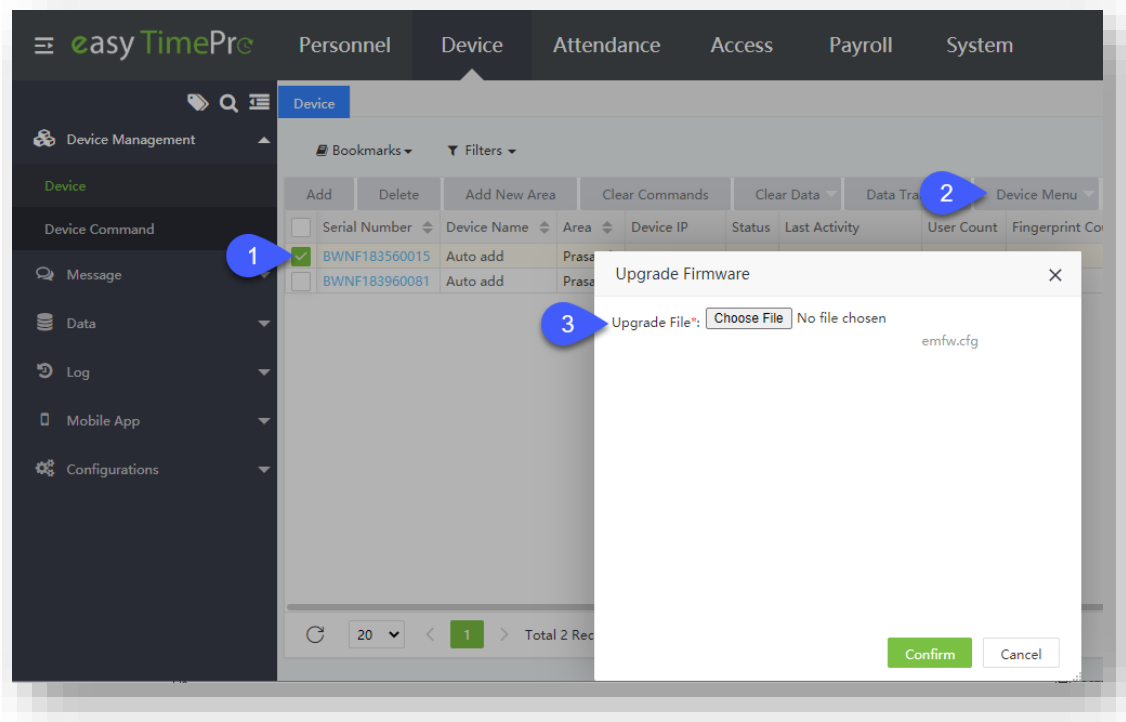
Save only when verification is successful: The Device will save only those photos whose verification was successful.

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

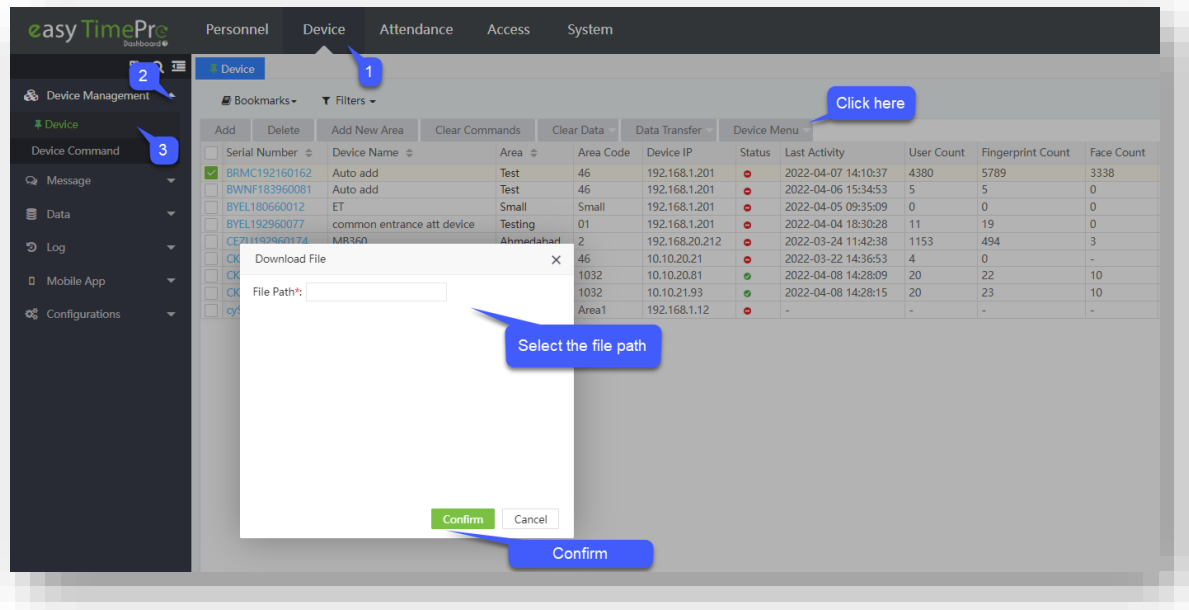
In case if you need to upgrade the Firmware for whatsoever reason, then this function lets you upgrade or enhance the Firmware of the Device. You must have an upgrade firmware file before operating this function.



- 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.

Download File

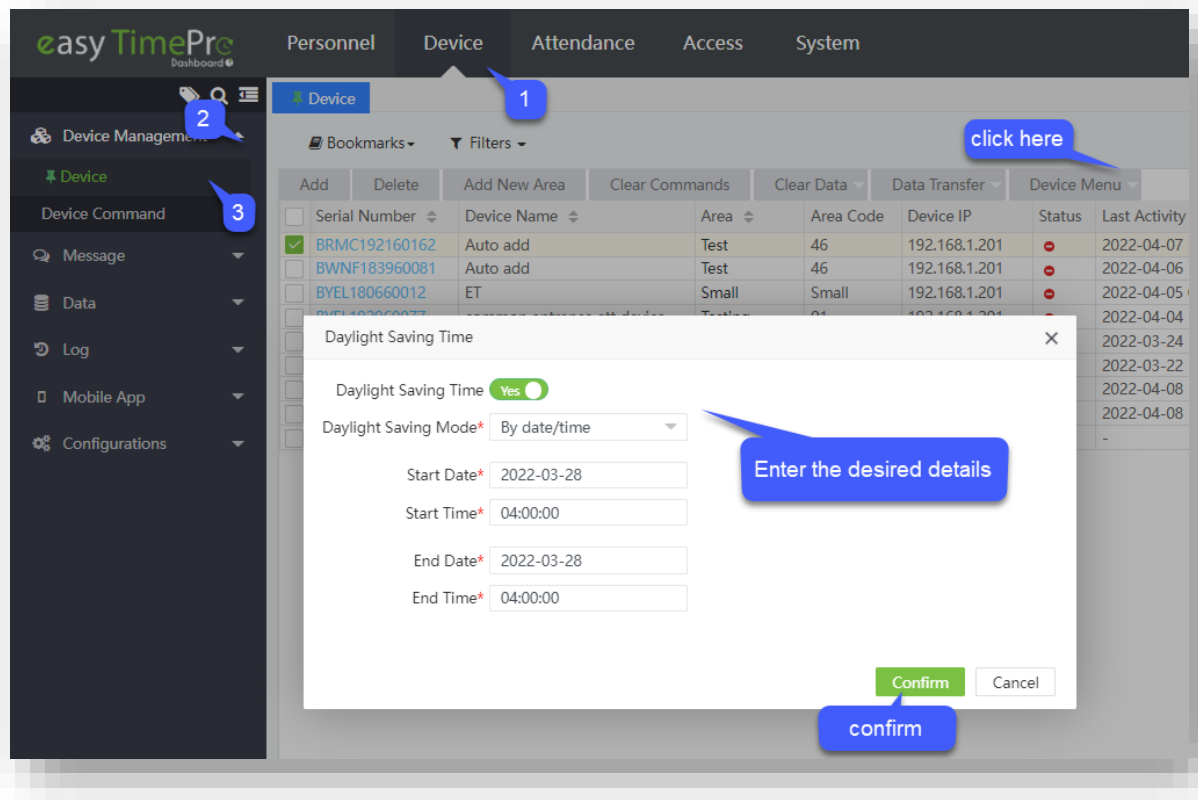
Download from the device, normally using for the device maintenance, please use this function during the device free.



- On the **Device** interface, select the required Devices from the list to set the mode.
- On the **Device Menu**, click **Download file** to download the files from the Devices.
- On the **Download file** field, select the **File Path**.
- Click **Confirm**, to the download file path.


Day Light 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. Daylight Saving Time 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.

Edit the Device

- **Edit** function lets you edit the existing Messages from the software.
- To edit existing Messages details, perform the below steps:
- On the **Device interface**, select the required messages to be edited the list.
- Click **Device Name** or  **Edit icon**, to edit the selected Devices.
- Edit the required details and click **Confirm**.

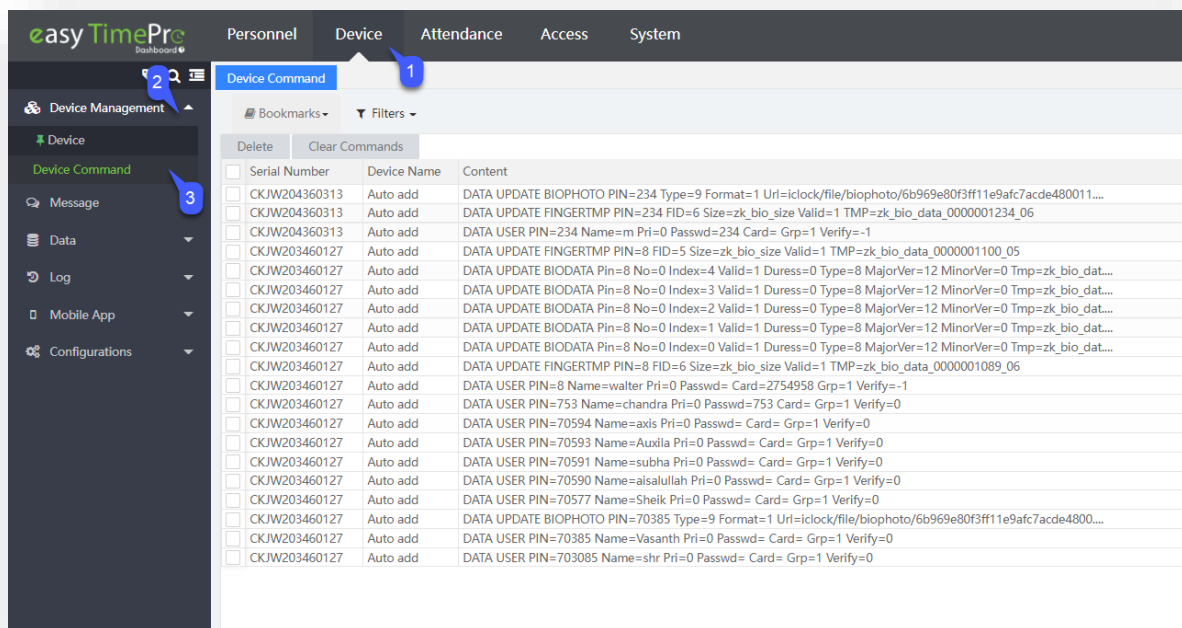
4.1.2 How to delete Device instructions (Device Command)

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.

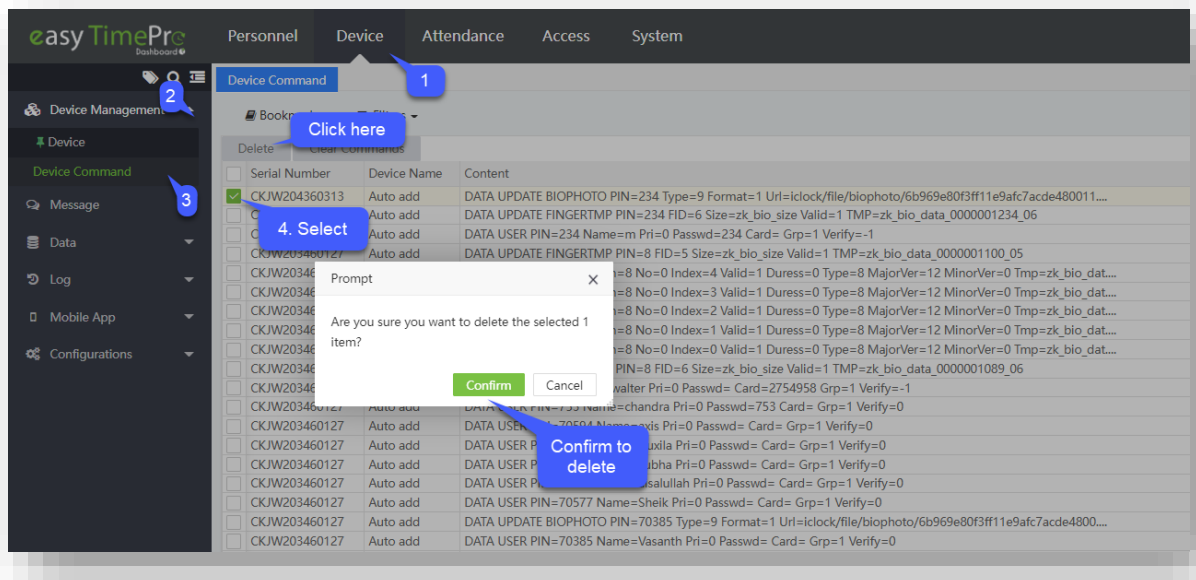
Return Time: Displays the last command return time.

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.

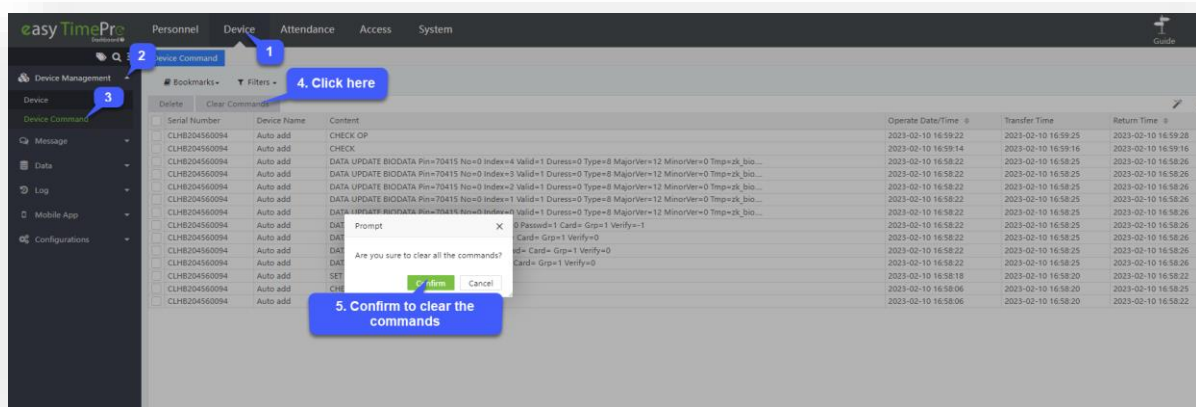


Delete the Device Commands

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



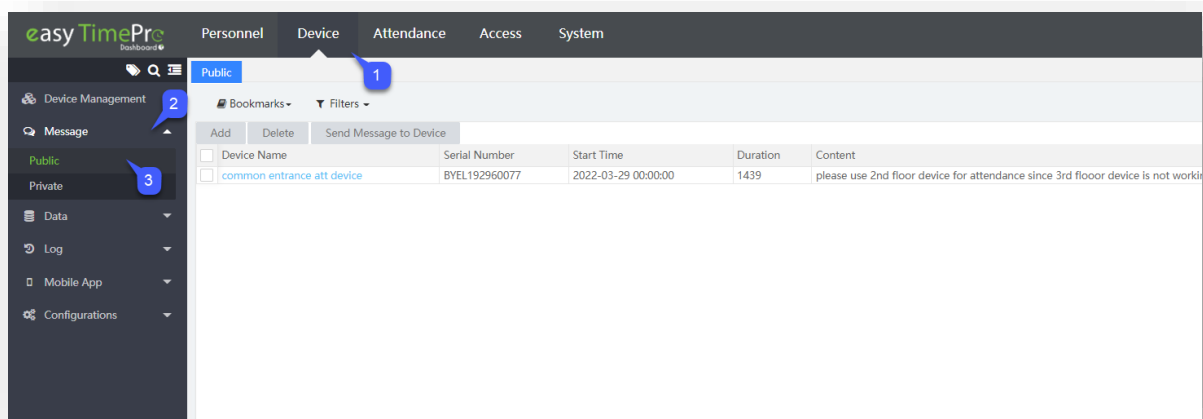
- On the **Device Command** interface, click **Clear Commands** to delete or remove the all-device commands.
- Click **Confirm** to delete or remove all pending or successful Device instructions from the list.

4.2 Configure Employee Notification on Device (Message)

Our **Message** module helps 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, set the retain duration for the public announcement or private messages.

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



4.2.1 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.

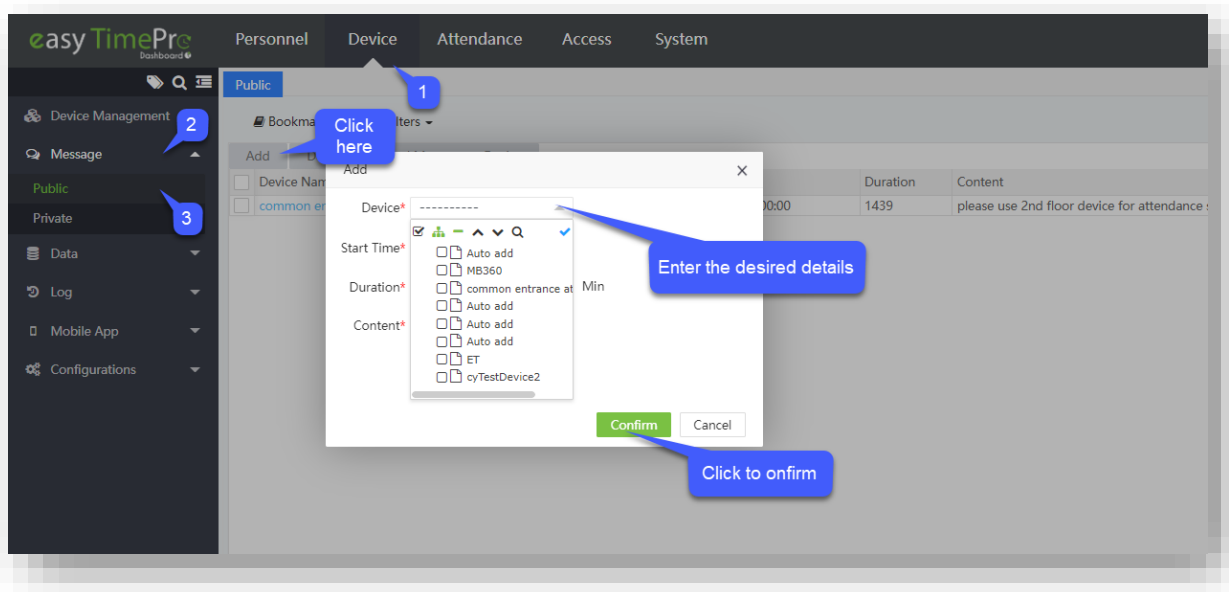
Content: Displays the content of the message.

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.



Add the newly mounted Device

- 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 Device.

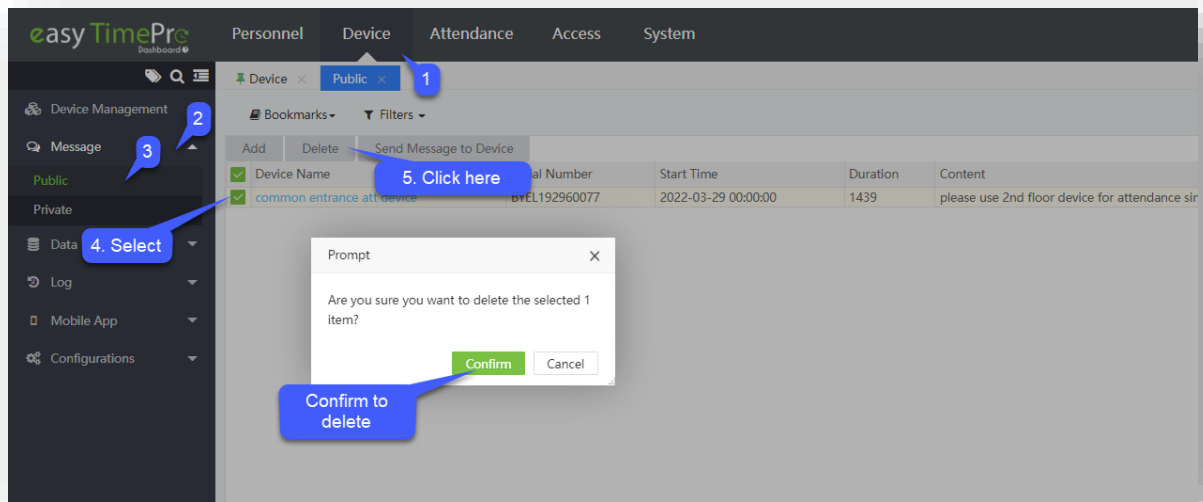
Duration: Set the retainment duration for that message on the Device.

Content: Enter the message to announce.

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

Delete

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

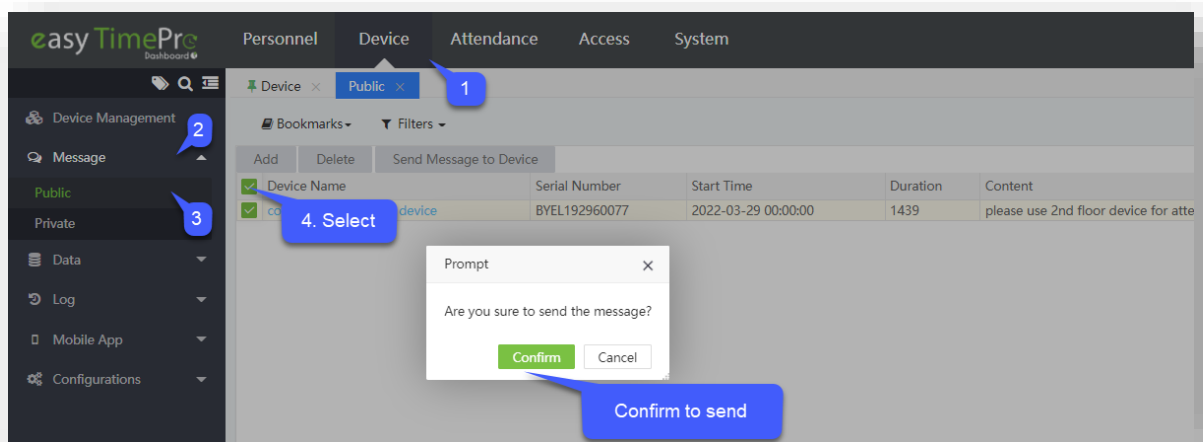


Delete the Public Announcements

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

Edit the Device

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

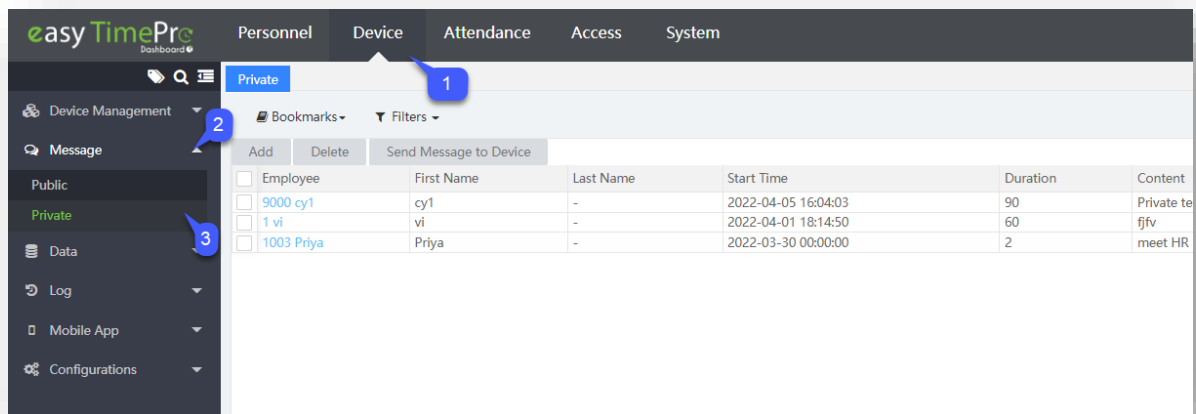
To edit existing Messages details, perform the below steps:

- On the **Device interface**, select the required messages to be edited the list.
- Click **Device Name** or  **Edit icon**, to edit the selected Devices.
- Edit the required details and click **Confirm**.

4.2.2 How to Set Up Private Notification (Private)

Our **Private** interface helps 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.

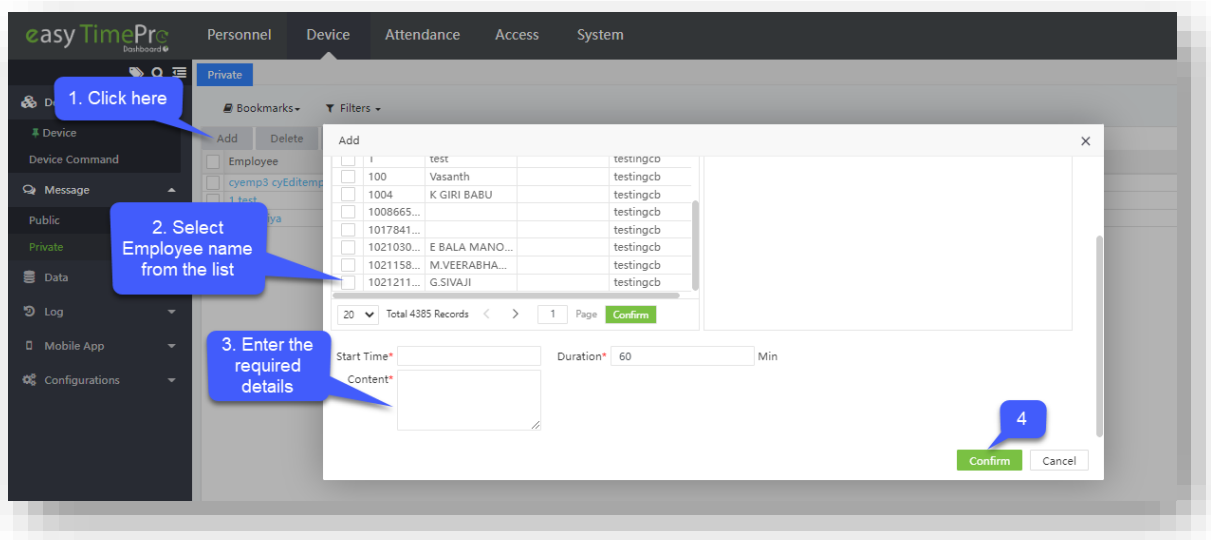
Functions available on the Private Interface

Add

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

Add the Employee's Resignation Details

- 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.



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

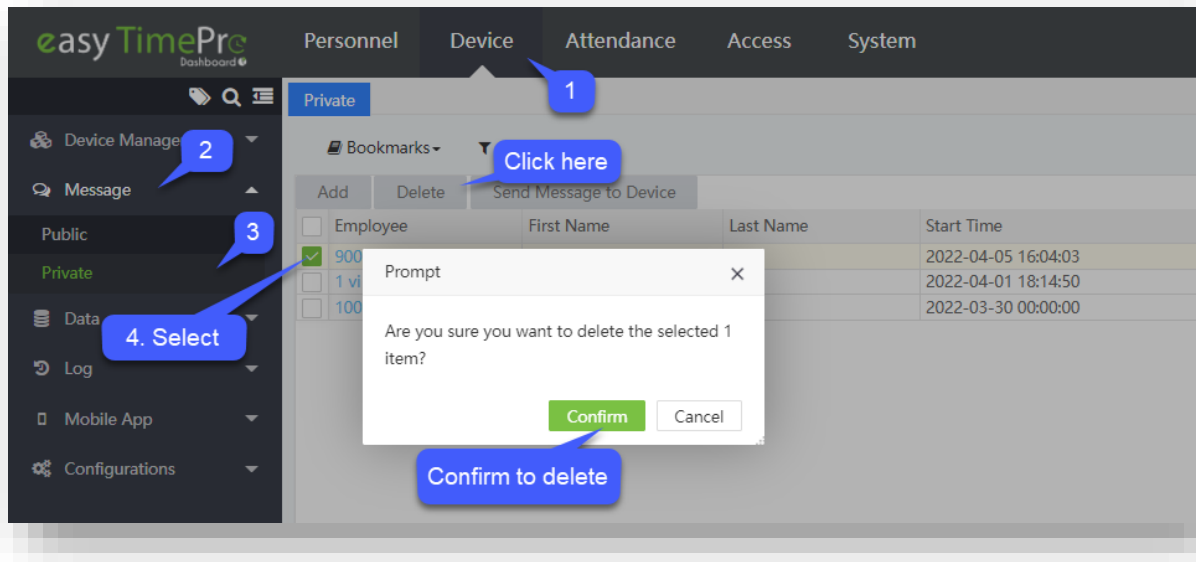
Content: Enter the message to announce.

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

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

Delete

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

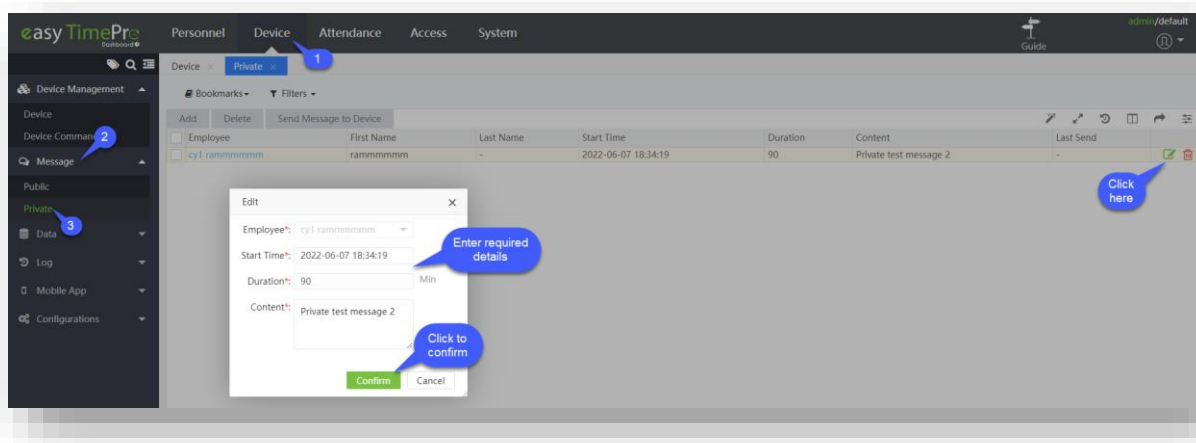


Delete the private messages


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

Edit the Device

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



To edit existing Messages details, perform the below steps:

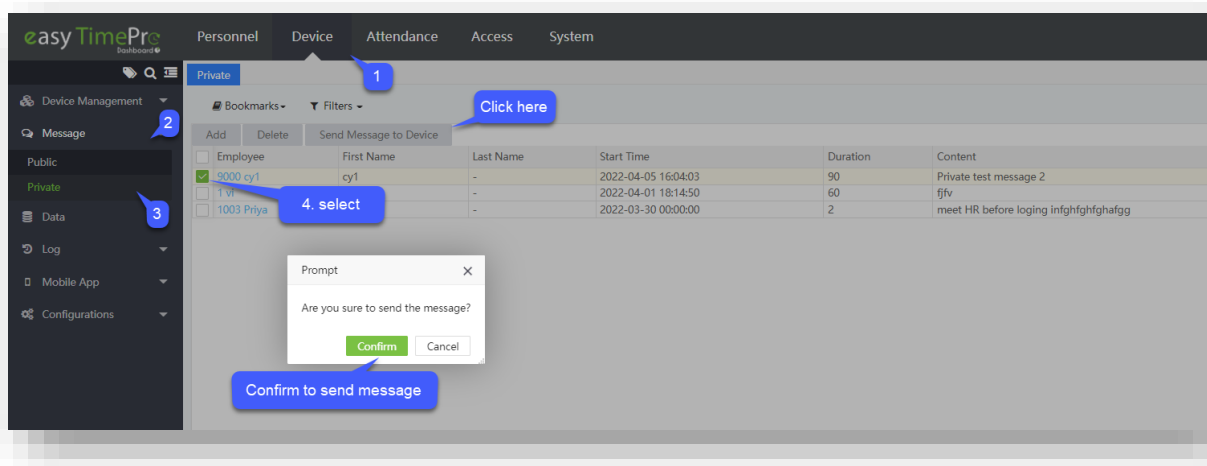
- On the **Device interface**, select the required messages to be edited the list.
- Click **Device Name** or  **edit icon**, to edit the selected Devices.
- Edit the required details and click **Confirm**.

Send Message to Device

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

Send Message to the Device

- 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.

4.3 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.

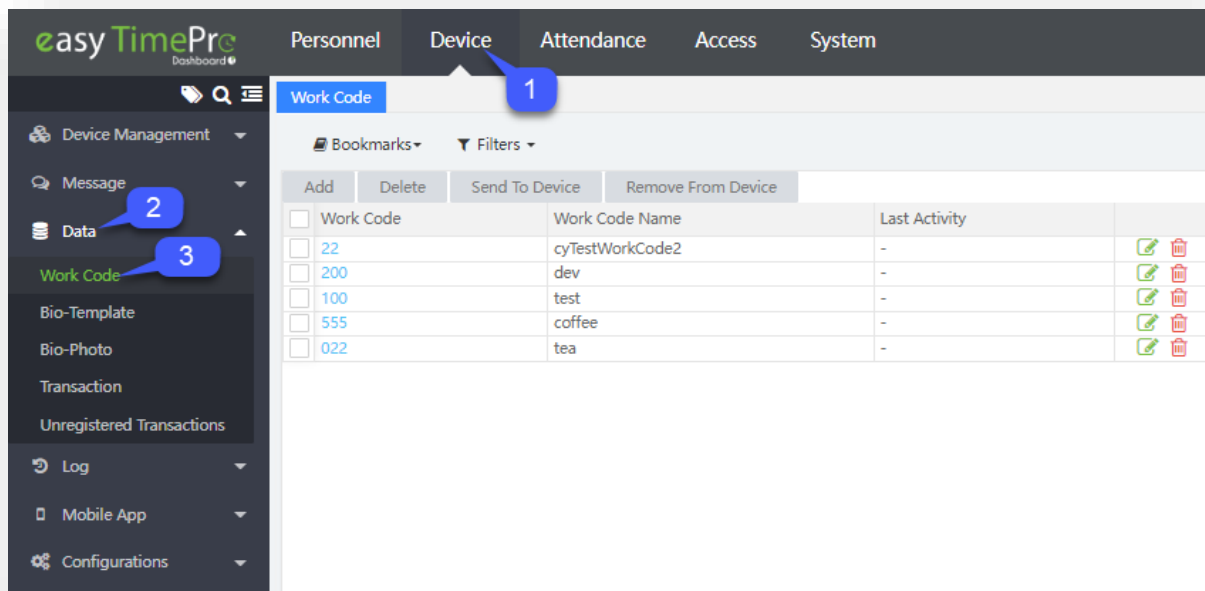
On the **Data** module, you can view and maintain the registered Biodata, add, modify, or delete a Work Code and upload transactions via USB.

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

4.3.1 Work Code

Our **Work Code** interface helps you to create labour 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.



In 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.

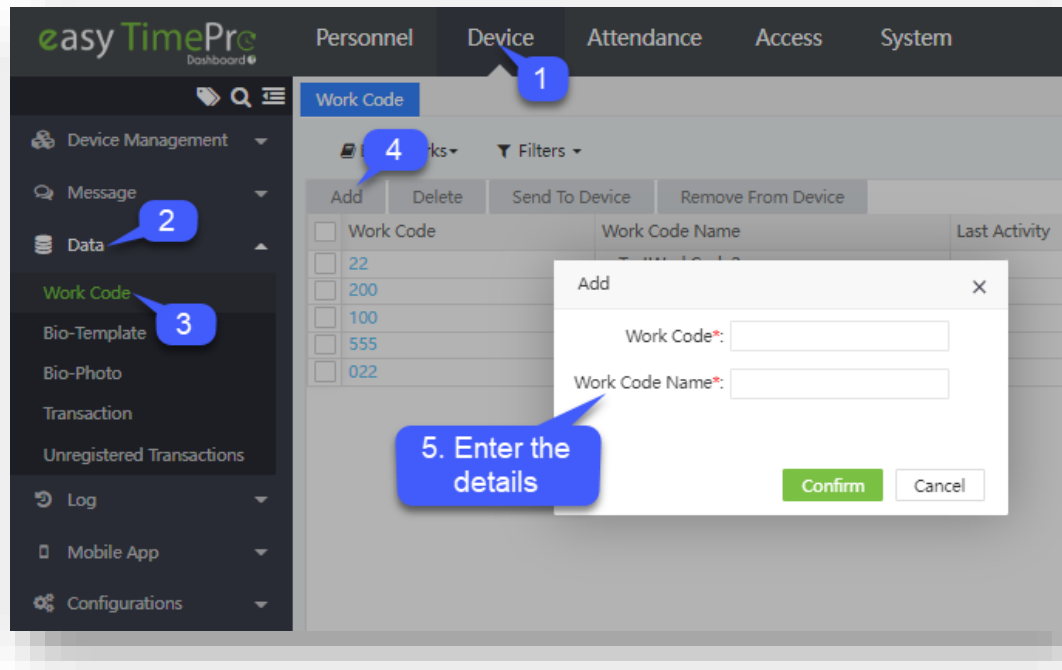
Functions available on the Work Code Interface

Add

Add function lets you to create a new Work Code.

Add or create a new Work Code

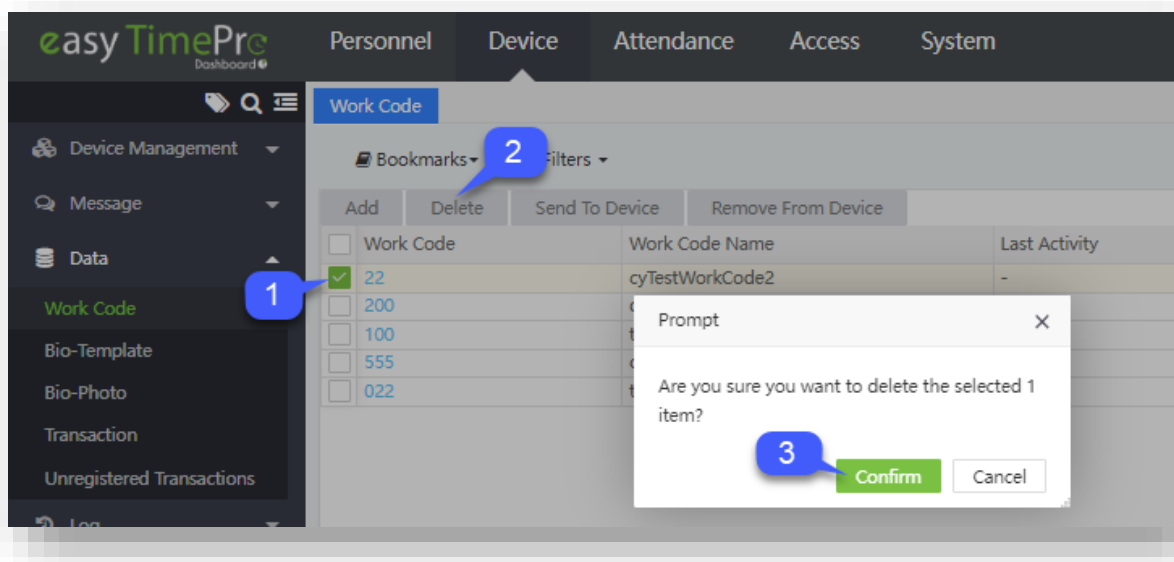
- On the **Work Code** interface, click **Add** to add or create a new Work Code.
- On the **Work Code** field, enter a unique code number.
- On the **Work Code Name** field, enter the name for the Work type.



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

Delete

Delete function lets you delete the required existing Work Codes.

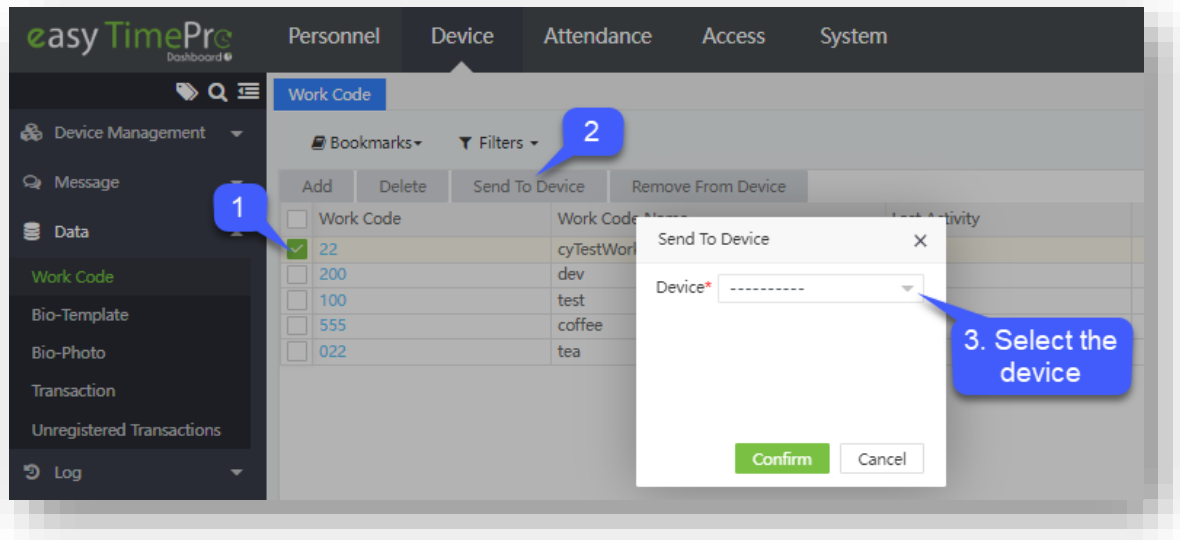


Delete a Work Code

- On the **Work Code** interface, select the required Work Code to delete or remove from the list.
- Click **Delete** 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 helps to identify your Employees' different types of work process.



Send the Work Code to Device

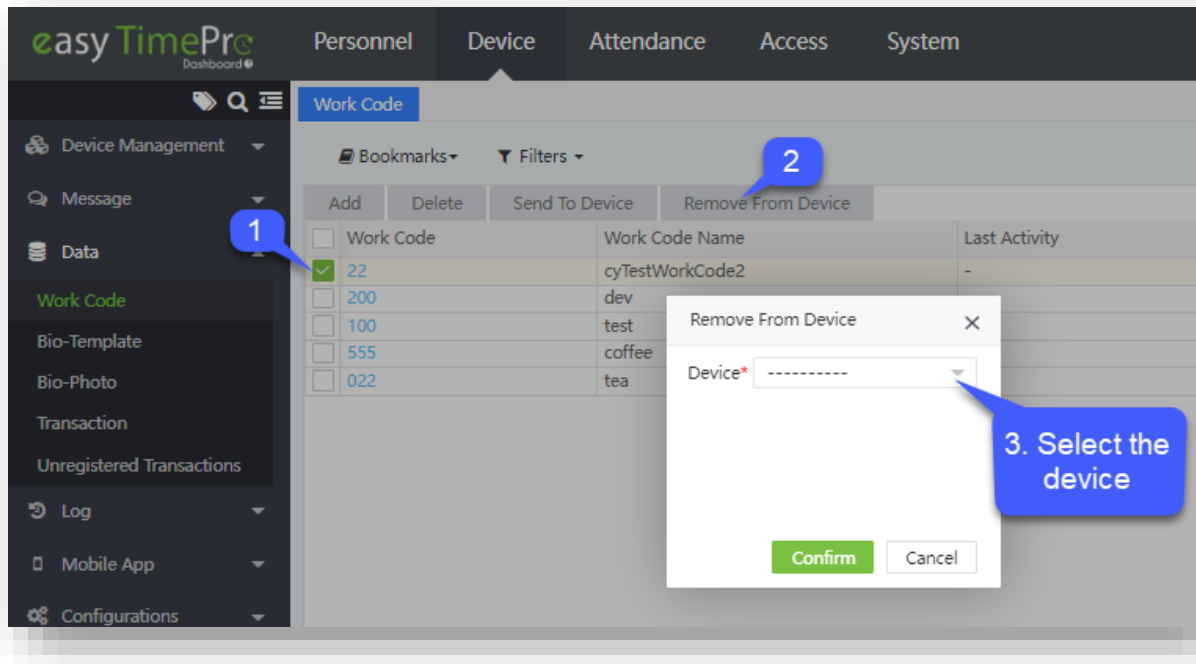
- On the **Work Code** interface, select the required Work Code from the list.
- Click **Send to Device** to send the selected Work Codes to the required connected Device.
- On the **Device** field, select the required Device from the drop-down list.
- Click **Confirm** to send the selected Work Codes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

Remove from Device

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

Remove the Work Code from Device

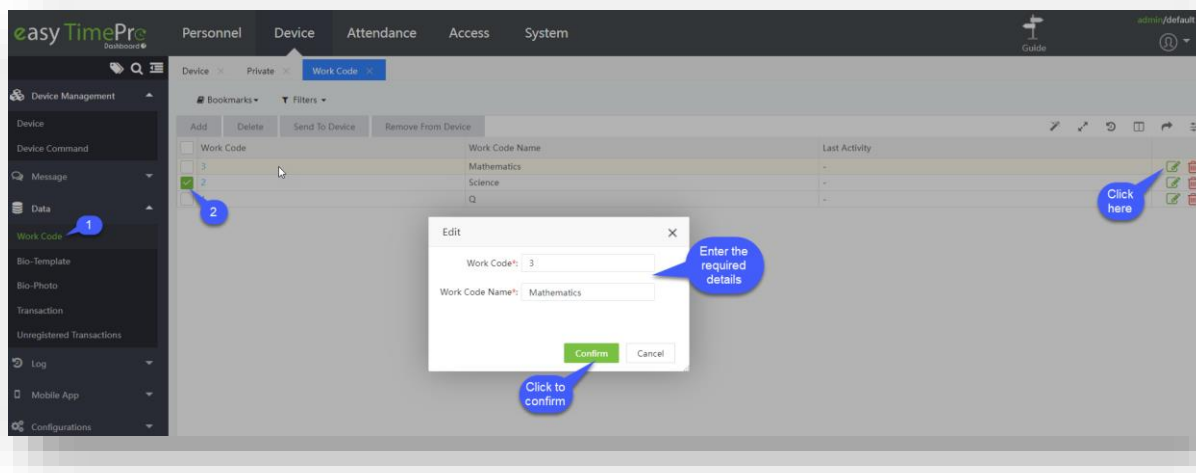
- On the **Work Code** interface, select the required Work Code from the list.
- Click **Remove from Device** to remove the selected Work Codes from the Device.
- On the **Device** field, select the required Device from the drop-down list.



- Click **Confirm** to remove the selected Work Codes from the Device.

Edit the Work Code

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

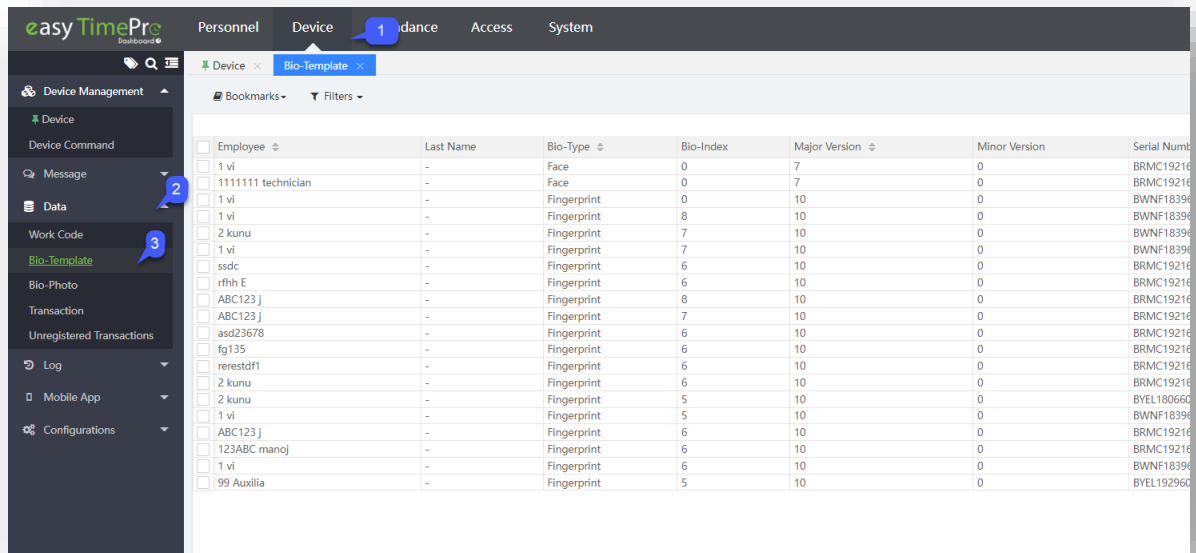


- On the **Device interface**, select the required messages to be edited the list.
- Click **Device Name** or **edit icon**, to edit the selected Devices.
- Edit the required details and click **Confirm**.

4.3.2 Bio-Template

Bio-template means the templates (Fingerprint, Face, Palm, Finger Vein) registered for the Employees. Our **Bio-Template** interface helps you to view the detail (mainly the major version number) information of the Employees 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.



Employee	Last Name	Bio-Type	Bio-Index	Major Version	Minor Version	Serial Number
1 vi	-	Face	0	7	0	BRMC19216
1111111 technician	-	Face	0	7	0	BRMC19216
1 vi	-	Fingerprint	0	10	0	BWNF18396
1 vi	-	Fingerprint	8	10	0	BWNF18396
2 kunu	-	Fingerprint	7	10	0	BWNF18396
1 vi	-	Fingerprint	7	10	0	BWNF18396
ssdc	-	Fingerprint	6	10	0	BRMC19216
rfhh E	-	Fingerprint	6	10	0	BRMC19216
ABC123 j	-	Fingerprint	8	10	0	BRMC19216
ABC123 j	-	Fingerprint	7	10	0	BRMC19216
asd23678	-	Fingerprint	6	10	0	BRMC19216
fg135	-	Fingerprint	6	10	0	BRMC19216
rerestdf	-	Fingerprint	6	10	0	BRMC19216
2 kunu	-	Fingerprint	6	10	0	BRMC19216
2 kunu	-	Fingerprint	5	10	0	BYEL180660
1 vi	-	Fingerprint	5	10	0	BWNF18396
ABC123 j	-	Fingerprint	6	10	0	BRMC19216
123ABC manoj	-	Fingerprint	6	10	0	BRMC19216
1 vi	-	Fingerprint	6	10	0	BWNF18396
99 Auxilia	-	Fingerprint	5	10	0	BYEL192960

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.

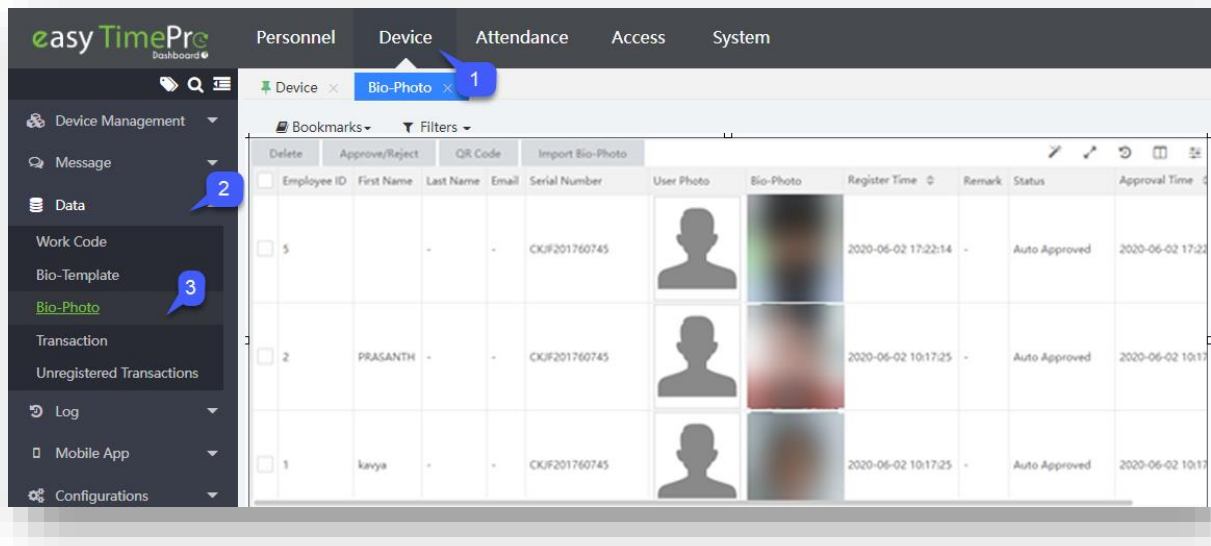
Serial Number: Displays the Device serial number.

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

4.3.3 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 can also upload their photo using mobile or scanning QR code. Our **Bio-Photo** interface helps you to view the registered Bio-Photo information of 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 registered time of the Employee along with the date.

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

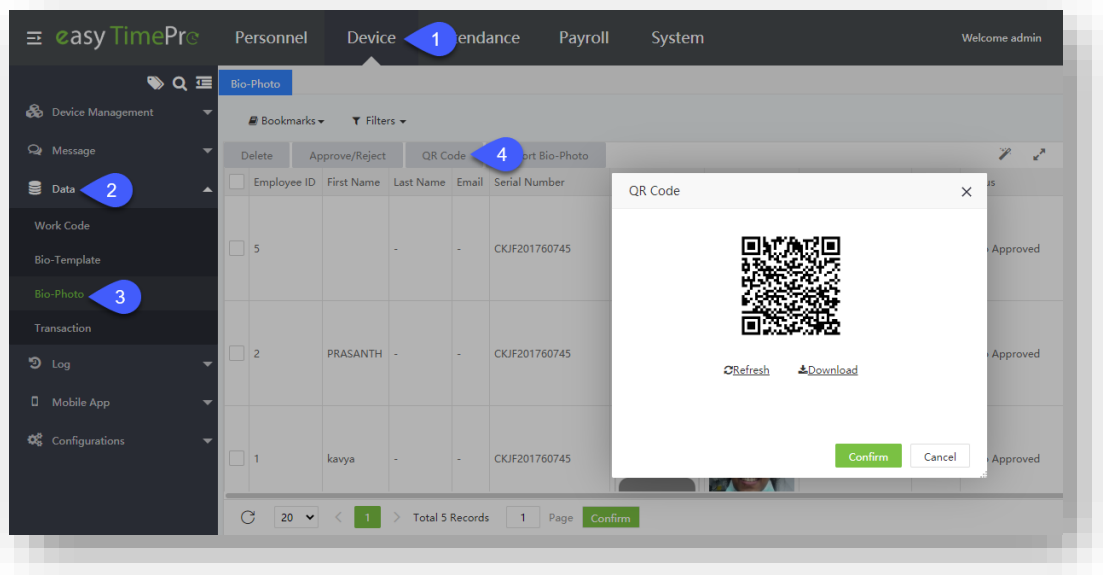
Status: Displays the approval or the disapproval status of the Bio-photo.

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

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.

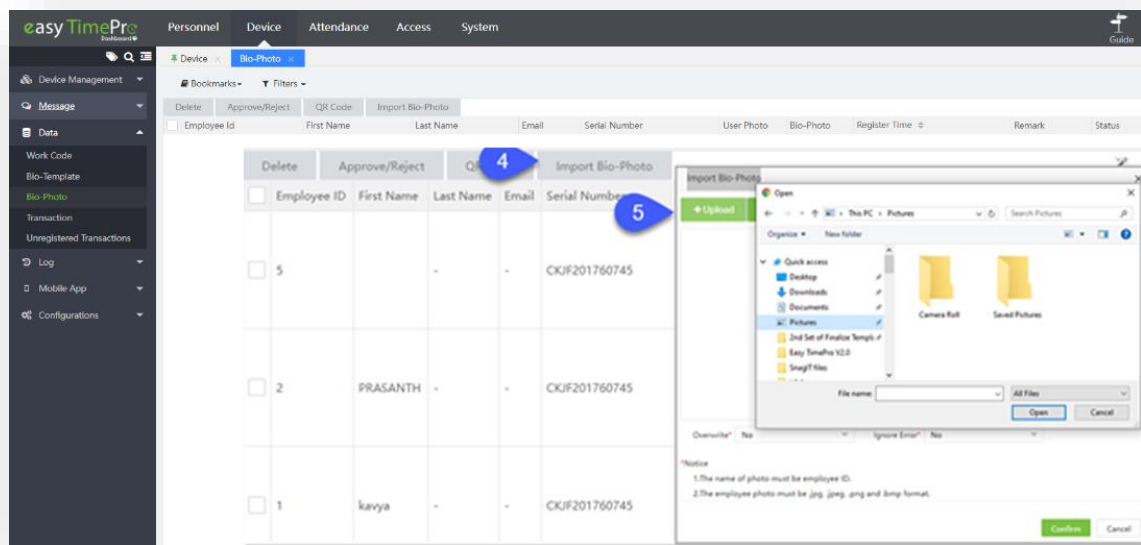
Remark: Enter the required information.

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.

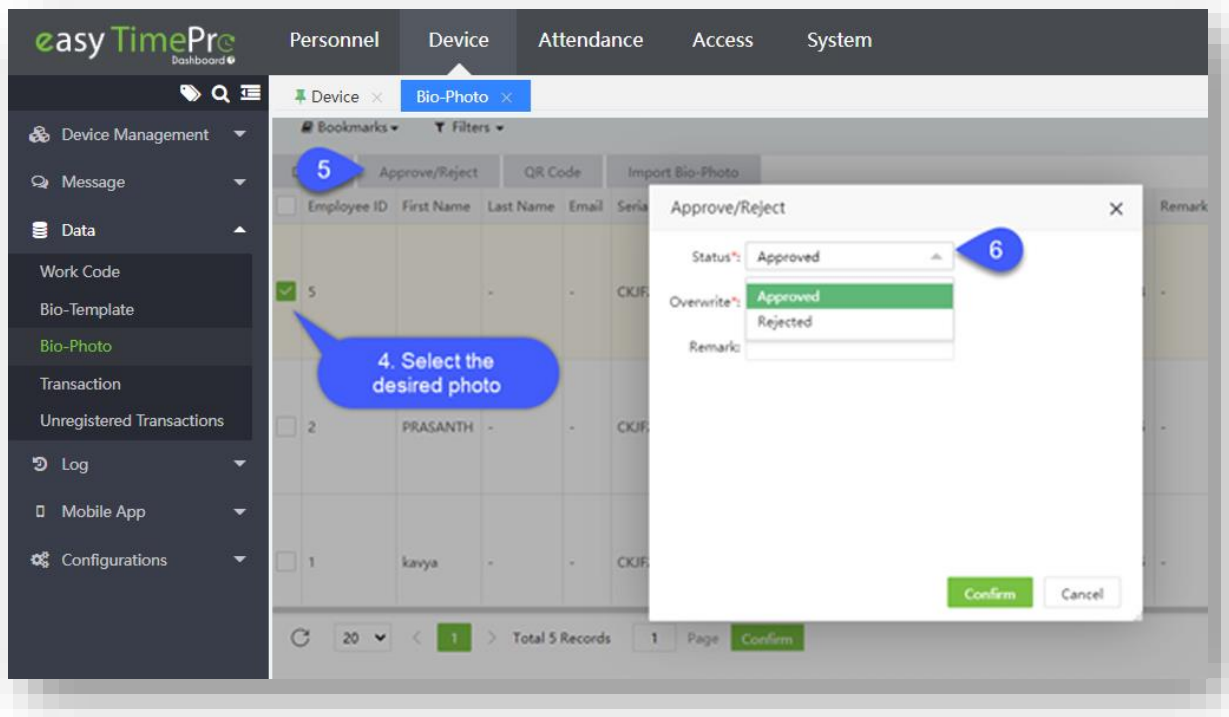
Ignore Error: The filename of the Bio-Photo should be the Employee ID number. When we try to upload the bio-photo, the system will match the filename with all the Employee IDs present in the system. If the filename does not match with any employee ID, then the system will prompt an error "Employee (filename)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



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 Approved 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.

Reject 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 **Reject** to approve the User photo.
- On the **Reject** window, proceed with the following.

Status: Select either Approved 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 to delete the User photo as the registered Bio-Photo

Delete the User Photo

- On the **Bio-Photo** interface, select the required User photo.
- On the **Bio-Photo** interface, click **Delete** to delete the User photo.
- Click **Confirm** to save and update the Bio-Photo.

4.3.4 Uploading the Device Data Transaction (Transaction)

Our **Transaction** interface helps 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.

Employee ID	First Name	Last Name	Department	Position	Date	Punch Time	Punch State	Verify Type	Work Code	GPS	Longitude	Latitude	Area	Serial Number	Device Name	Upload Time	Actual Temperature	Mask Flag	Punch time of epoch
12	peer	-	Department_new	-	2025-03-22	16:11:11	-	Face	0	-	-	-	safe	CNS220360047	Auto add	2022-09-01 16:11:11	-	-	1742640071
12	peer	-	Department_new	-	2025-03-22	16:11:03	-	Face	0	-	-	-	safe	CNS220360047	Auto add	2022-09-01 16:11:04	-	-	1742640063
12	peer	-	Department_new	-	2025-03-22	16:11:02	-	Face	0	-	-	-	safe	CNS220360047	Auto add	2022-09-01 16:11:03	-	-	1742640062
12	peer	-	Department_new	-	2025-03-22	16:10:59	-	Face	0	-	-	-	safe	CNS220360047	Auto add	2022-09-01 16:11:01	-	-	1742640059
12	peer	-	Department_new	-	2025-03-22	16:10:56	-	Face	0	-	-	-	safe	CNS220360047	Auto add	2022-09-01 16:10:57	-	-	1742640056
12	peer	-	Department_new	-	2025-03-22	16:09:59	-	Face	0	-	-	-	safe	CNS220360047	Auto add	2022-09-01 16:10:01	-	-	1742639999
12	peer	-	Department_new	-	2025-03-22	16:09:09	-	Face	0	-	-	-	safe	CNS220360047	Auto add	2022-09-01 16:09:11	-	-	1742639949
12	peer	-	Department_new	-	2025-03-22	16:07:49	-	Face	0	-	-	-	safe	CNS220360047	Auto add	2022-09-01 16:07:50	-	-	1742639869
12	peer	-	Department_new	-	2025-03-22	16:05:33	-	Face	0	-	-	-	safe	CNS220360047	Auto add	2022-09-01 16:05:35	-	-	1742639733
12	peer	-	Department_new	-	2025-03-22	16:03:45	-	Face	0	-	-	-	safe	CNS220360047	Auto add	2022-09-01 16:03:46	-	-	1742639625
12	peer	-	Department_new	-	2025-03-22	16:03:37	-	Face	0	-	-	-	safe	CNS220360047	Auto add	2022-09-01 16:03:39	-	-	1742639617
12	peer	-	Department_new	-	2025-03-22	16:03:36	-	Face	0	-	-	-	safe	CNS220360047	Auto add	2022-09-01 16:03:37	-	-	1742639616
12	peer	-	Department_new	-	2025-03-22	16:02:19	-	Face	0	-	-	-	safe	CNS220360047	Auto add	2022-09-01 16:02:20	-	-	1742639539
12	peer	-	Department_new	-	2025-03-22	15:58:15	-	Face	0	-	-	-	safe	CNS220360047	Auto add	2022-09-01 15:58:16	-	-	1742639295
12	peer	-	Department_new	-	2025-03-22	15:58:14	-	Face	0	-	-	-	safe	CNS220360047	Auto add	2022-09-01 15:58:15	-	-	1742639294
12	peer	-	Department_new	-	2025-03-22	15:58:09	-	Face	0	-	-	-	safe	CNS220360047	Auto add	2022-09-01 15:58:09	-	-	1742639289
12	peer	-	Department_new	-	2025-03-22	15:54:03	-	Face	0	-	-	-	safe	CNS220360047	Auto add	2022-09-01 15:54:04	-	-	1742639043
12	peer	-	Department_new	-	2025-03-22	15:54:03	-	Face	0	-	-	-	safe	CNS220360047	Auto add	2022-09-01 15:54:04	-	-	1742639043

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.

Last Time: Displays the last name of the Employee.

Department: Displays the department of the Employee.

Position: Displays the position 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.

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 flag mask of the employee.

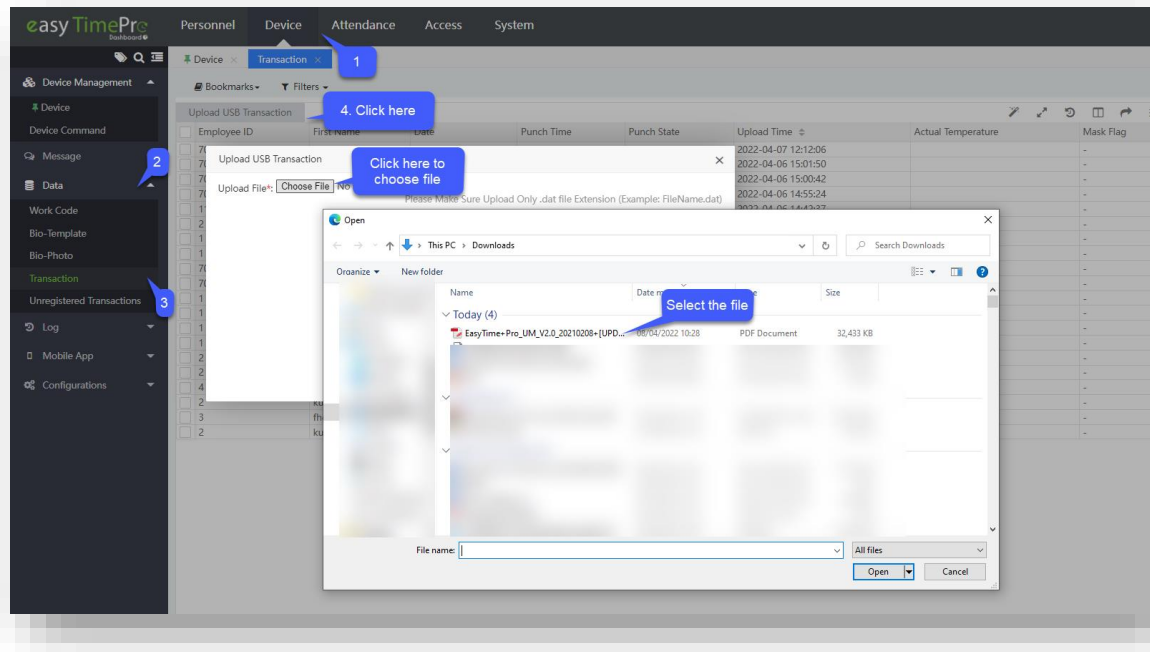
Punch Time of Epoch: Displays the punch time of epoch.

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 Device Serial Number. And make sure the system has the employees for whom all you want to add transaction.
- Click **Confirm**, to upload the attendance transaction from the USB device.



4.3.5 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.

Date	Punch Time	Punch State	Verify Type	Work Code	GPS	Longitude	Latitude	Area	Serial Number	Device Name	Upload Time
2022-04-01	14:51:24	Break Out	Fingerprint	0	-	-	-	Test	BRMC192160162	Auto add	2022-04-01 12:21:39
2022-04-01	14:51:25	Break Out	Fingerprint	0	-	-	-	Test	BRMC192160162	Auto add	2022-04-01 12:21:39
2022-04-01	14:45:21	Break Out	Fingerprint	0	-	-	-	Test	BRMC192160162	Auto add	2022-04-01 12:15:26
2022-04-01	14:45:22	Break Out	Fingerprint	0	-	-	-	Test	BRMC192160162	Auto add	2022-04-01 12:15:26
2022-04-01	14:43:14	Break Out	Fingerprint	0	-	-	-	Test	BRMC192160162	Auto add	2022-04-01 12:13:29
2022-04-01	14:43:15	Break Out	Fingerprint	0	-	-	-	Test	BRMC192160162	Auto add	2022-04-01 12:13:29
2022-04-01	12:08:04	Break Out	Fingerprint	0	-	-	-	Test	BRMC192160162	Auto add	2022-04-01 12:08:16
2022-04-01	12:08:05	Break Out	Fingerprint	0	-	-	-	Test	BRMC192160162	Auto add	2022-04-01 12:08:16
2022-03-14	11:05:45	-	Palm	-	-	-	-	Area	CKJF201760766	v5l	2022-03-14 11:05:49
2022-03-11	17:59:02	-	Face	-	-	-	-	Area	CKJF201760766	v5l	2022-03-14 11:01:45
2022-03-11	17:59:00	-	Face	-	-	-	-	Area	CKJF201760766	v5l	2022-03-14 11:01:45
2022-03-11	17:58:58	-	Face	-	-	-	-	Area	CKJF201760766	v5l	2022-03-14 11:01:45
2022-03-11	17:58:56	-	Face	-	-	-	-	Area	CKJF201760766	v5l	2022-03-14 11:01:45
2022-03-11	17:58:54	-	Face	-	-	-	-	Area	CKJF201760766	v5l	2022-03-14 11:01:45
2022-03-11	17:58:52	-	Face	-	-	-	-	Area	CKJF201760766	v5l	2022-03-14 11:01:45
2022-03-11	17:58:49	-	Face	-	-	-	-	Area	CKJF201760766	v5l	2022-03-14 11:01:45
2022-03-11	17:58:47	-	Face	-	-	-	-	Area	CKJF201760766	v5l	2022-03-14 11:01:45
2022-03-11	19:44:09	Check Out	Face	0	-	-	-	Area	CKJF201760766	v5l	2022-03-11 17:14:12
2022-03-11	19:44:08	Check Out	Face	0	-	-	-	Area	CKJF201760766	v5l	2022-03-11 17:14:10
2022-03-11	19:44:06	Check Out	Face	0	-	-	-	Area	CKJF201760766	v5l	2022-03-11 17:14:08

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.

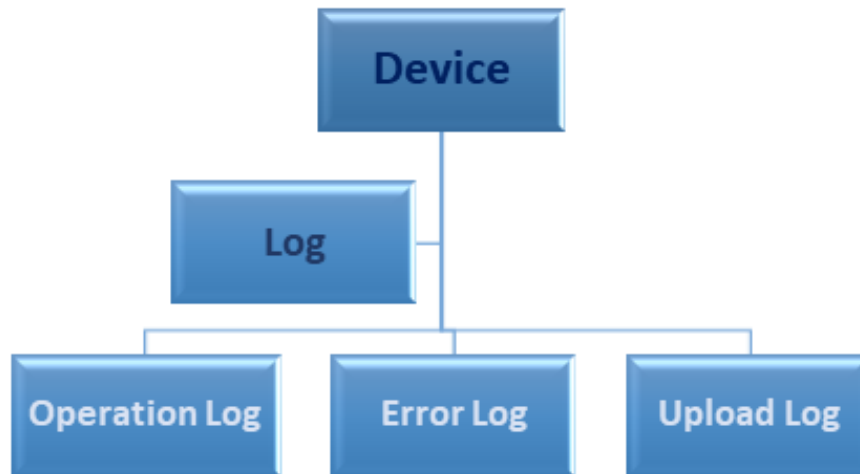
Mask Flag: Displays the display the flag mask of the employee.

4.4 Where to view the Device logs (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.



4.4.1 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.

Serial Number	Timezone	Administrator	Action	Object
CKJW204360313	Etc/GMT+5:30	0	Enter menu	0
CKJW204360313	Etc/GMT+5:30	0	Enter menu	0
CKJW203460127	Etc/GMT+5:30	0	Delete palm	234
CKJW203460127	Etc/GMT+5:30	0	Enroll new user	234
CKJW203460127	Etc/GMT+5:30	0	Register user name	234
CKJW203460127	Etc/GMT+5:30	0	Enter menu	0
CKJW203460127	Etc/GMT+5:30	0	Enter menu	0
CKJW203460127	Etc/GMT+5:30	0	Power on	0
CKJW203460127	Etc/GMT+5:30	0	Enter menu	0
CKJW203460127	Etc/GMT+5:30	0	Update setting	DHCP
CKJW203460127	Etc/GMT+5:30	0	Update setting	DHCP
CKJW203460127	Etc/GMT+5:30	0	Enter menu	0
CKJW203460127	Etc/GMT+5:30	0	Enter menu	0
CKJW203460127	Etc/GMT+5:30	0	Power on	0
CKJW203460127	Etc/GMT+5:30	0	Power on	0
CKJW203460127	Etc/GMT+5:30	0	Enter menu	0
CKJW203460127	Etc/GMT+5:30	0	Enter menu	0
CKJW203460127	Etc/GMT+5:30	0	Update setting	WebServerURLModel
CKJW203460127	Etc/GMT+5:30	0	Power on	0
CKJW203460127	Etc/GMT+5:30	0	Power on	0

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

Serial Number: Displays the Device serial number.

Time zone: 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.

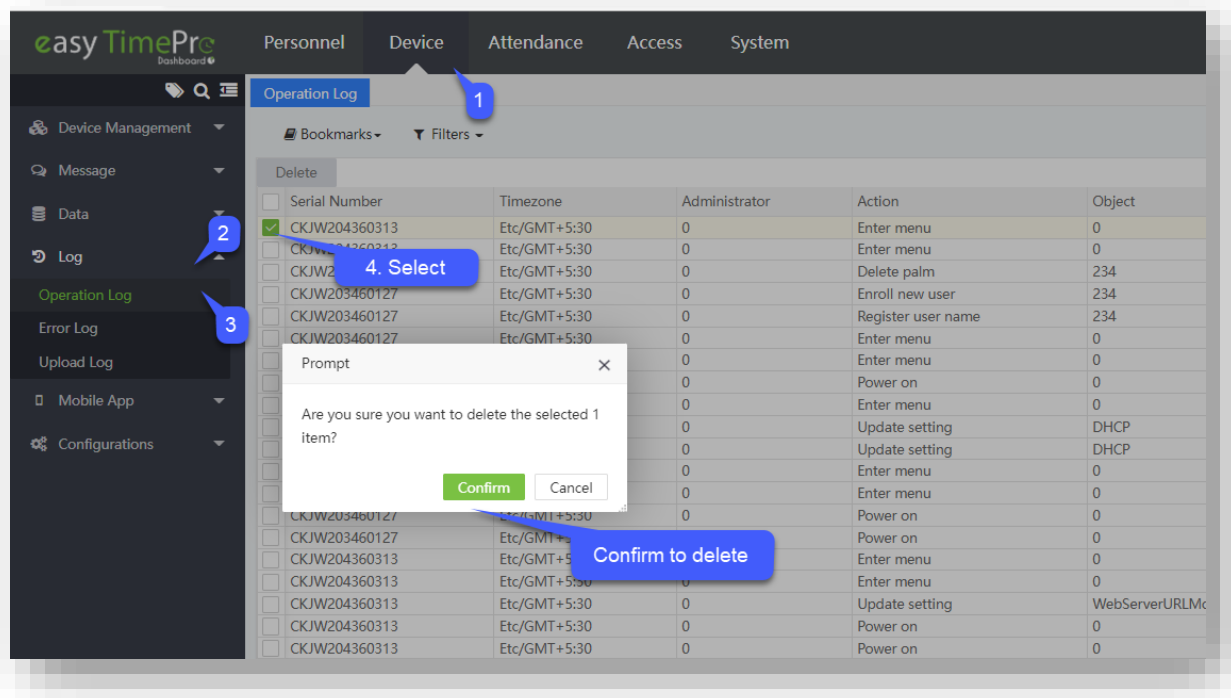
Parameters: Displays the specifications of the activity that took place on the Device.

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.

Delete

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



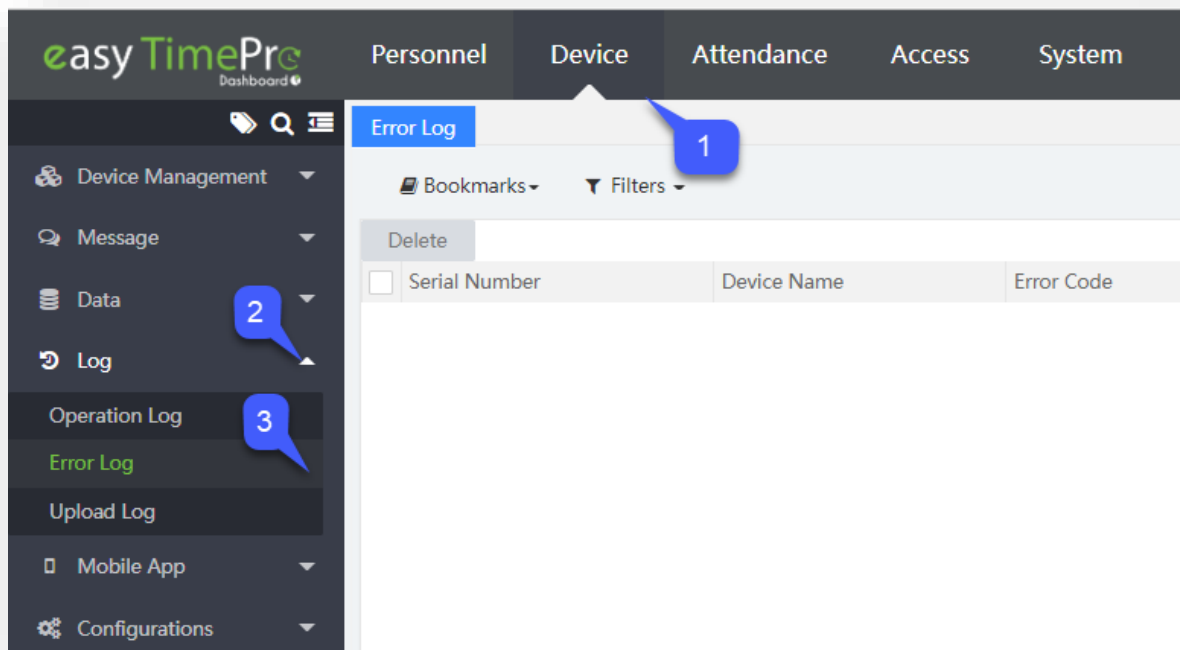
Delete the records from the Operation log

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

4.4.2 Error Log

Our **Error Log** interface facilitates to maintain 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.

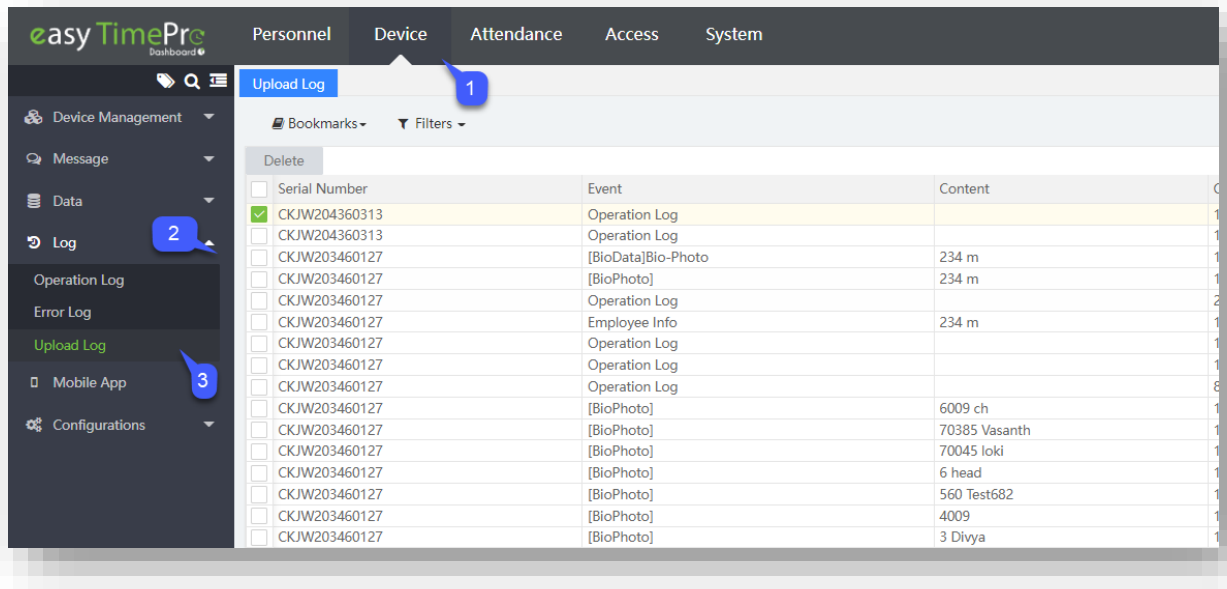
Delete

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

4.4.3 Upload Log

Our **Upload Log** interface facilitates to maintain 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 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.

Delete

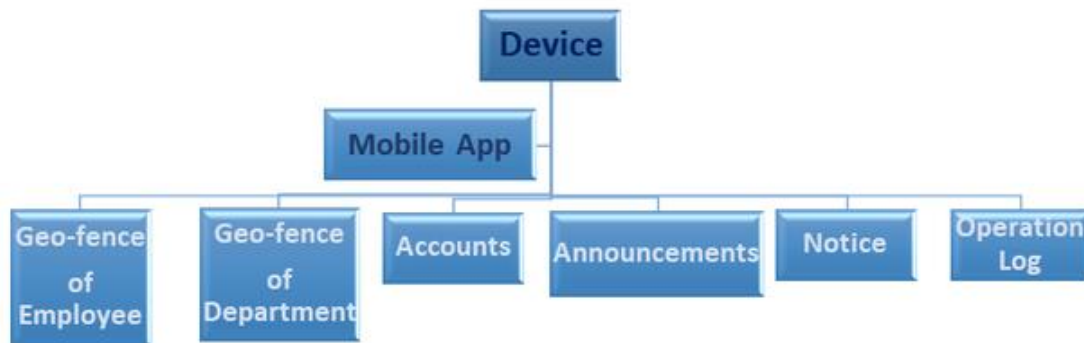
Delete function lets you remove or discard the transmitted Device commands' logs from the software to the Device. Delete the records from Upload log. The process of [Delete](#) as in operation log.

4.5 Mobile Application Management (Mobile App)

Our **Mobile App** module makes it easier to use our mobile device software with defined services PCs.

On the **Mobile App** module, you can make specific operations available for mobile users and manage mobile device notifications.

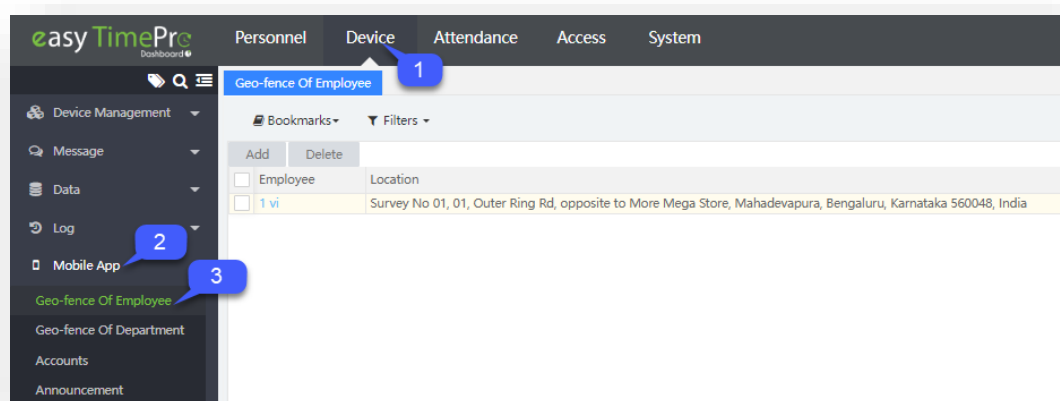
On the **Device** module, click **Mobile App** to go to the Mobile App module.



4.5.1 Set Up Geo-Fenced Check-In for Employees (Geo-Fence of employee)

Our **Geo-fence of Employee** interface helps you to set a geographical boundary using GPS or RFID technology which limits your Employee to access Attendance Punch via mobile devices.

On the **Device** module, click **Mobile App**, and then click **Geo-fence Of Employee** to go to the Geo-fence of Employee Interface.



A brief note about the columns displayed on the Geo-fence Of Employee Interface

Employee: Displays the unique identity number of the Employee.

Location: Displays the Employee's location.

Longitude: Displays the Employee's location's longitudinal coordinates.

Latitude: Displays the Employee's location's latitudinal coordinates.

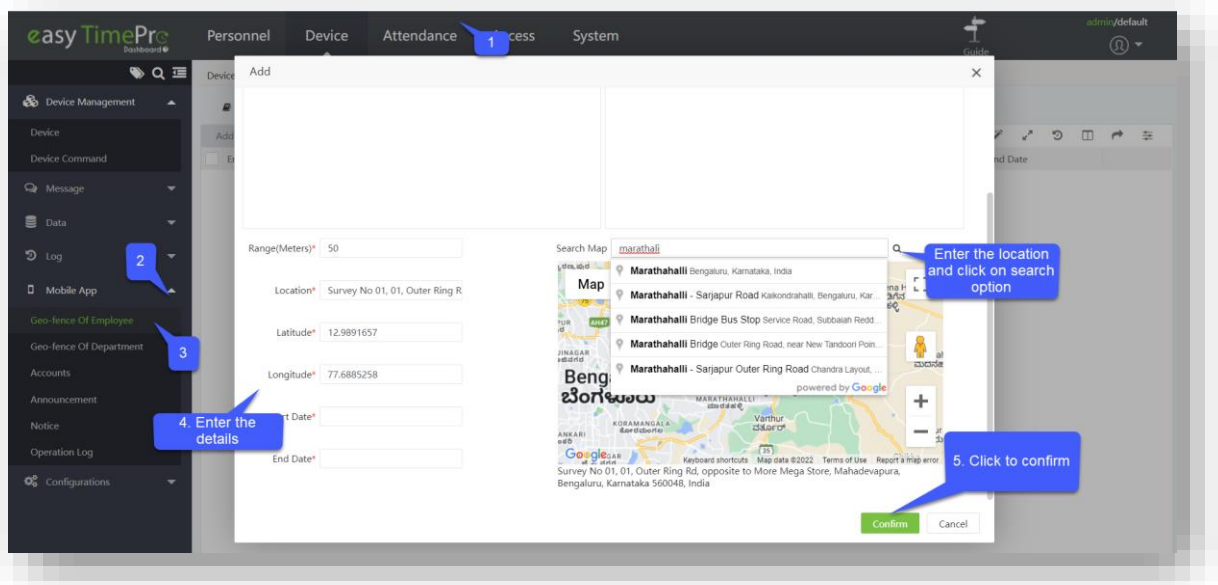
Range (Meters): Displays the Employee's geo-fenced punch access distance in meters.

Start Date: Displays the Employee's geo-fenced punch access start date.

End Date: Displays the Employee's geo-fenced punch access last valid date.

Add

Add function lets you set the attendance punch limit for the Employees to access Attendance Punch from the mobile device based on the work location.



Add the Geo-fence Of Employee

- 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.
- Select from the **Department** drop-down list or use the **Employee** search option (search by Employee name or Employee ID) to search for the required Employees.
- On the **Add** window, drag down the scroll box to enter the following fields.

Search Map: Enter the address or the name of the place and select the exact location name from the search results.

Range (Meters): Enter the required perimeter distance to provide access to the attendance punch on the mobile device, for the selected geographical area.

Location: Automatically updated after selecting the location on map.

Latitude: By default, it takes the automatic latitude coordinates based on the selected location.

Longitude: By default, it takes the automatic longitude coordinates based on the selected location.

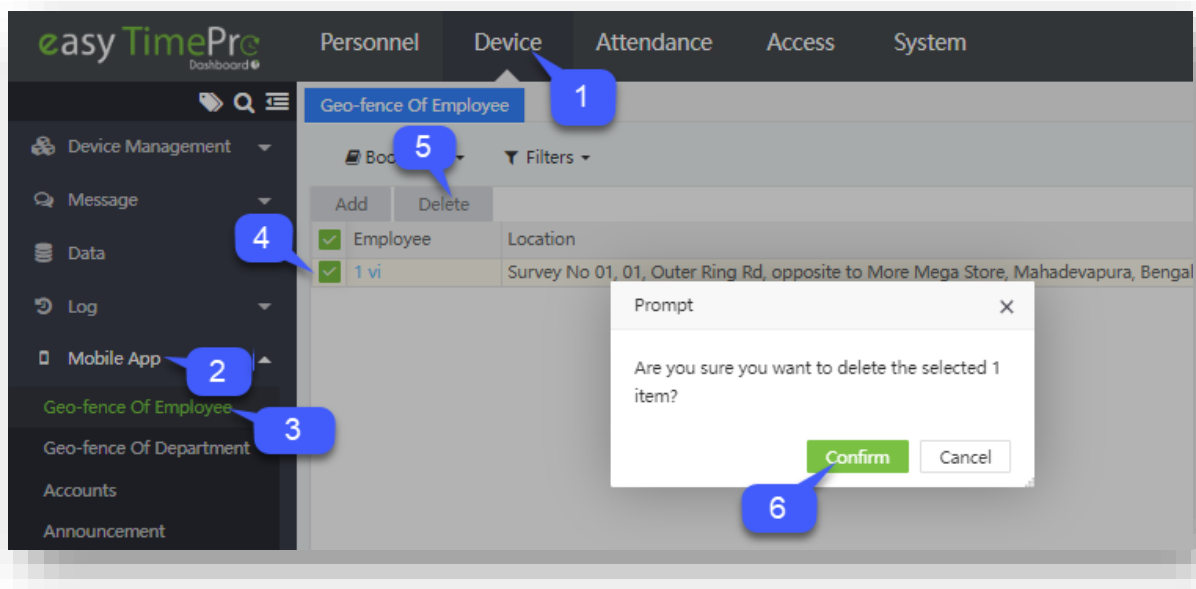
Start Date: Select the mobile attendance access start date.

End Date: Select the mobile attendance access end date.

Click **Confirm**, to save the update.

Deleting the Geo-fenced Check-In of an Employee (Delete)

Delete function lets you delete or remove the geographical access limit provided to the Employees for using attendance punch via mobile devices.

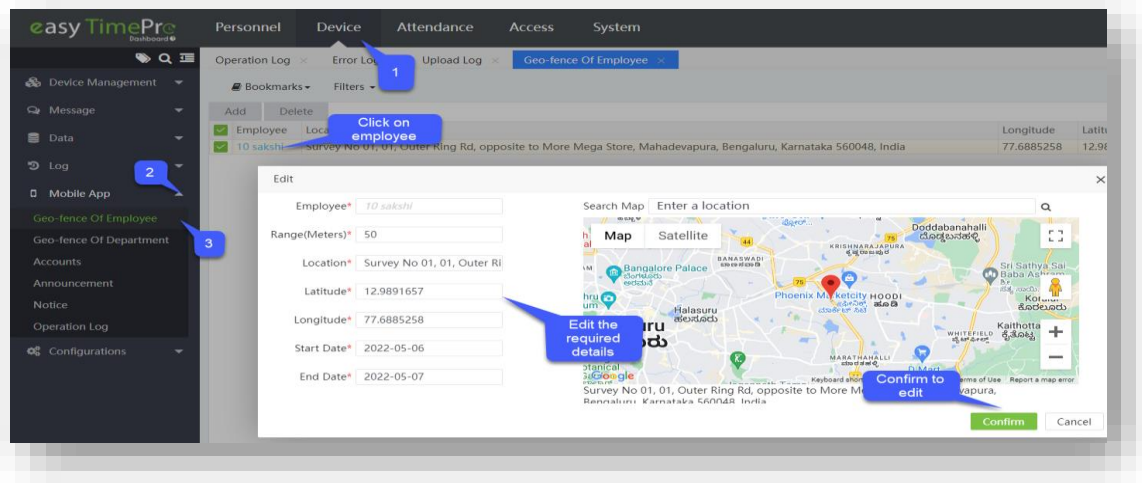


Delete the Geo-fence Of Employee

- On the **Geo-fence Of Employee** interface, select the required geographical access limit to remove or delete from the list.
- Click **Delete** to delete or remove the selected geographical access limit.
- Click **Confirm** to delete or remove the selected geographical access limit from the list.

Edit the Geo-fenced Check-In of an Employee

Edit function lets you edit the geographical access limit provided to the Employees for using attendance punch via mobile devices.

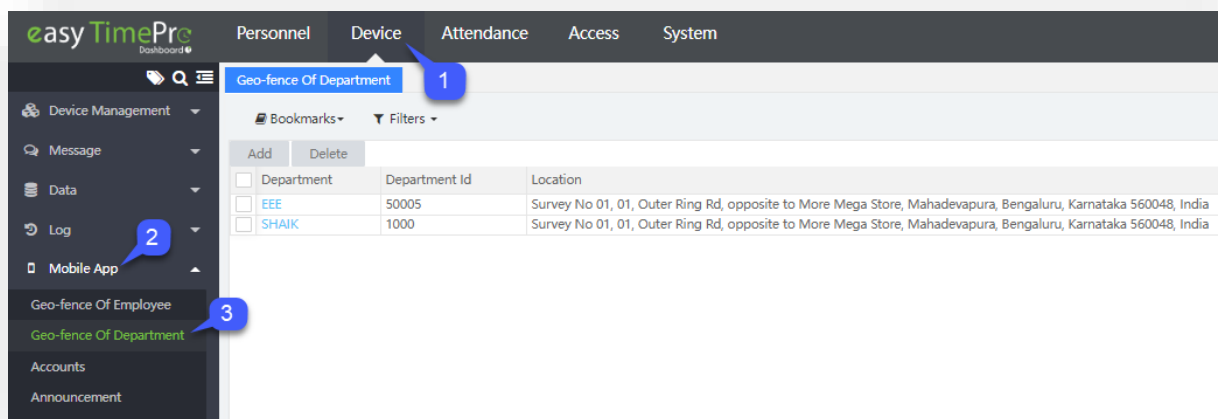


Edit the Geo-fence Of Employee

- On the **Geo-fence Of Employee** interface, select the required geographical access limit to remove or delete from the list.
- Click **Edit** to edit the selected geographical access limit.
- Click **Confirm** to edit the selected geographical access limit from the list.

4.5.2 Geo-Fence of Department

Our Geo-fence of Department interface helps you to set a geographical boundary using GPS or RFID technology which limits all your Employees of each Department to access Attendance Punch via mobile devices. On the **Device** module, click **Mobile App**, and then click **Geo-fence Of Department** to go to the Geo-fence of Department Interface.



A brief note about the columns displayed on the Geo-fence of Department Interface

Department: Displays the Department name.

Department ID: Displays the Department ID.

Location: Displays the geographical location name.

Longitude: Displays the longitudinal coordinates.

Latitude: Displays the latitudinal coordinates.

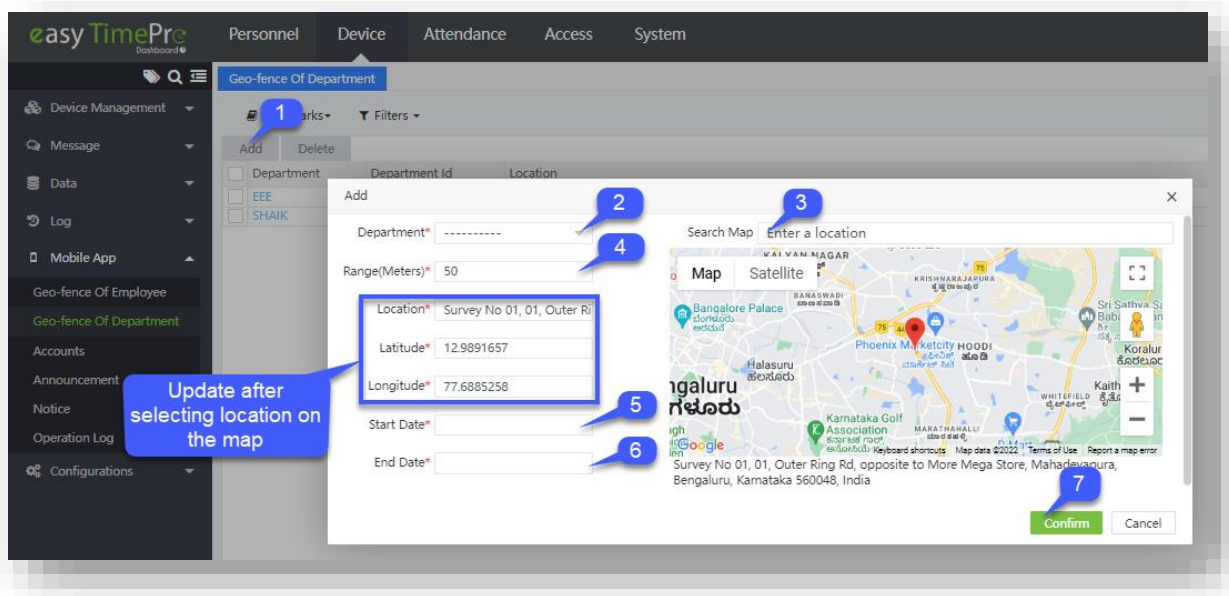
Range (Meters): Displays the access zone in meters.

Start Date: Displays the access activation start date.

End Date: Displays the access activation end date.

Add

Add function lets you set the attendance punch limit for all the Employees in each Department to access Attendance Punch from the mobile device based on the work location.



Add the Geo-fence Of Department

On the **Add** window, enter the following fields.

Department: Select the required Departments from the drop-down list.

Search Map: Enter the address or the name of the place and select the exact location name from the search results.

Range (Meters): Enter the required perimeter distance to provide access to the attendance punch on the mobile device, for the selected geographical area.

Location: Automatically updated after selecting the location on map.

Latitude: Normally it takes the automatic latitude coordinates based on the selected location.

Longitude: Normally it takes the automatic longitude coordinates based on the selected location.

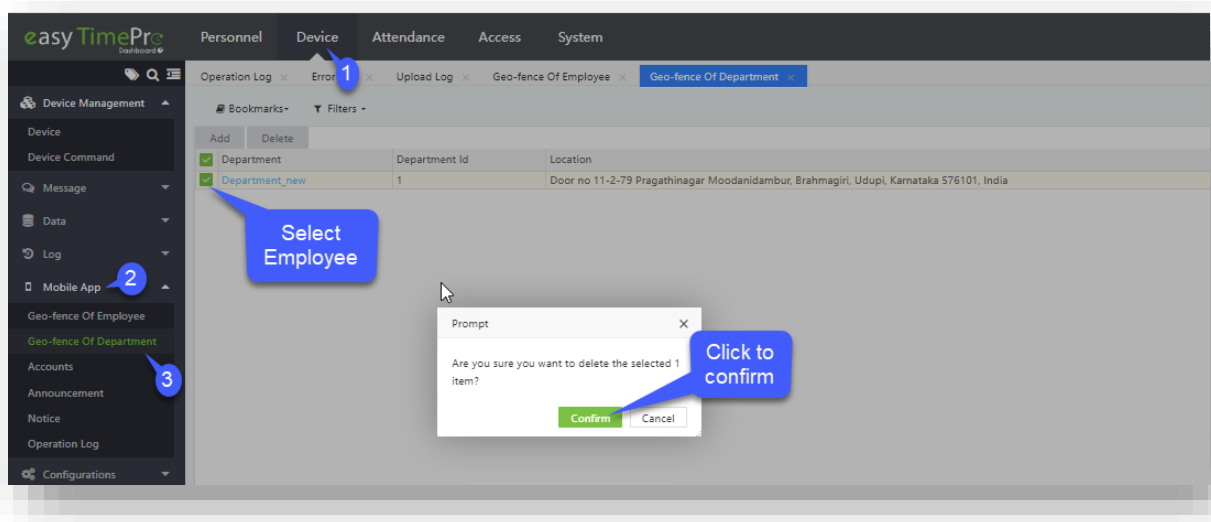
Start Date: Select the mobile attendance access start date.

End Date: Select the mobile attendance access end date.

Click **Confirm**, to save the update.

How to delete the Geo-fence of a Department (Delete)

Delete function, lets you delete or remove the geographical access limit provided to all the Employees in each Department for using attendance punch via mobile devices.



Delete the Geo-fence Of Department

- On the **Geo-fence Of Department** interface, select the required geographical access limit to remove or delete from the list.
- Click **Delete** to delete or remove the selected geographical access limit.
- Click **Confirm** to delete or remove the selected geographical access limit from the list.

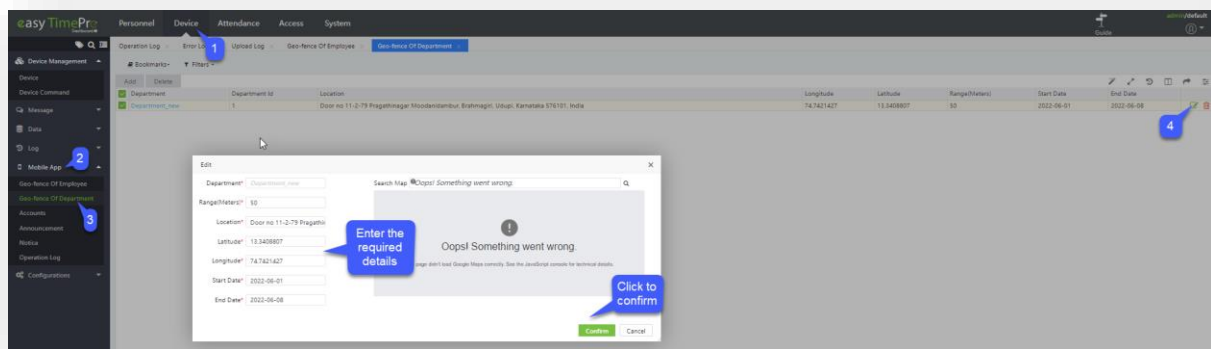
Edit the Geo-fenced Check-In of a Department (Edit)

Edit function, lets you edit the geographical access limit provided to all the Employees in each Department for using attendance punch via mobile devices.

Edit the Geo-fence Of Department

- On the **Geo-fence Of Department** interface, select the required geographical access limit to remove or delete from the list.
- Click **Edit** to edit the selected geographical access limit.

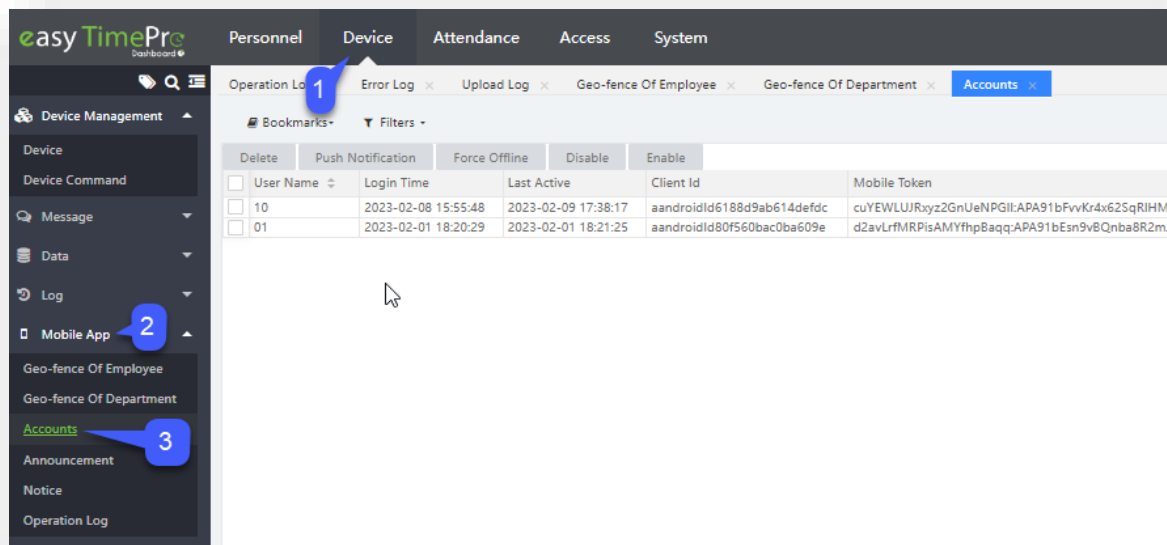
- Click **Confirm** to edit the selected geographical access limit from the list.



4.5.3 Send a Push Notification (Accounts)

Our Accounts interface helps you to send Push notifications to Employees as required by setting up Enable, Disable and Force Offline options.

On the **Device** module, click **Mobile App**, and then click **Accounts** to go to the Accounts Interface.



A brief note about the columns displayed on the Geo-fence of Department Interface

Username: Displays the Username.

Login Time: Displays the Employee's login time.

Last Active: Displays the Employee's last active time and date.

Client Id: Displays the Client Id.

Mobile Token: Displays the Mobile token.

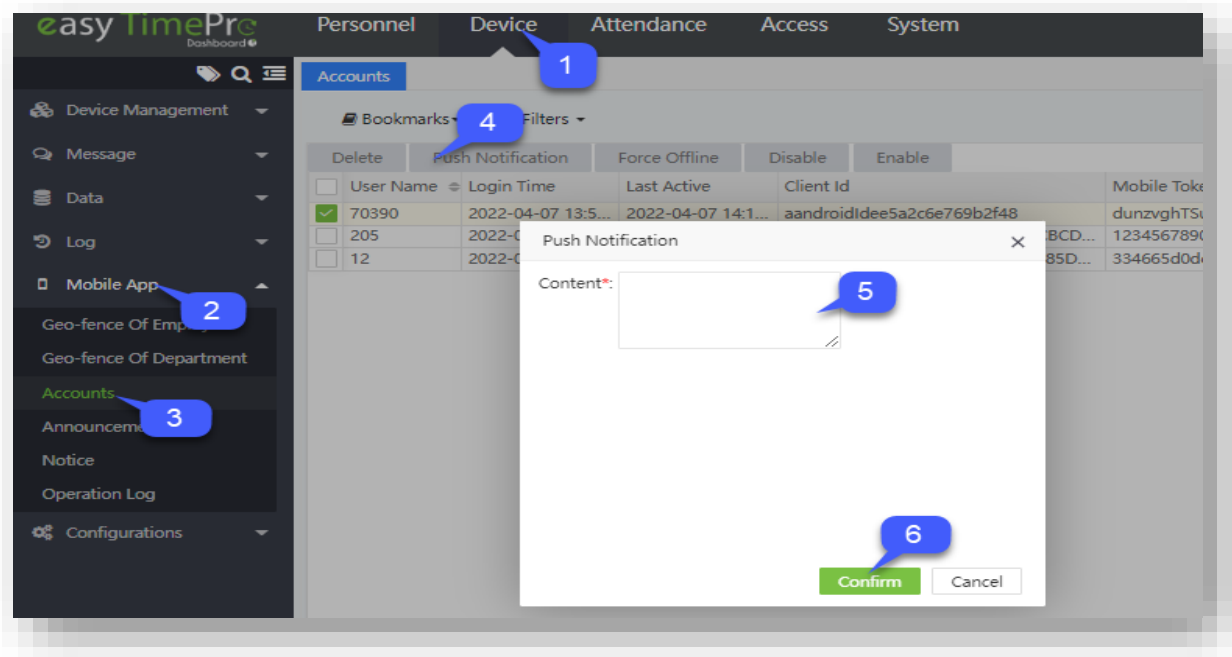
Client Category: Displays the Client category.

Running Status: Displays the running time.

Mobile App Status: Displays the mobile app status whether enable or disable.

Push Notification

Push Notifications lets you send Organizational messages to your Employees both as public and private notifications as per the requirement.

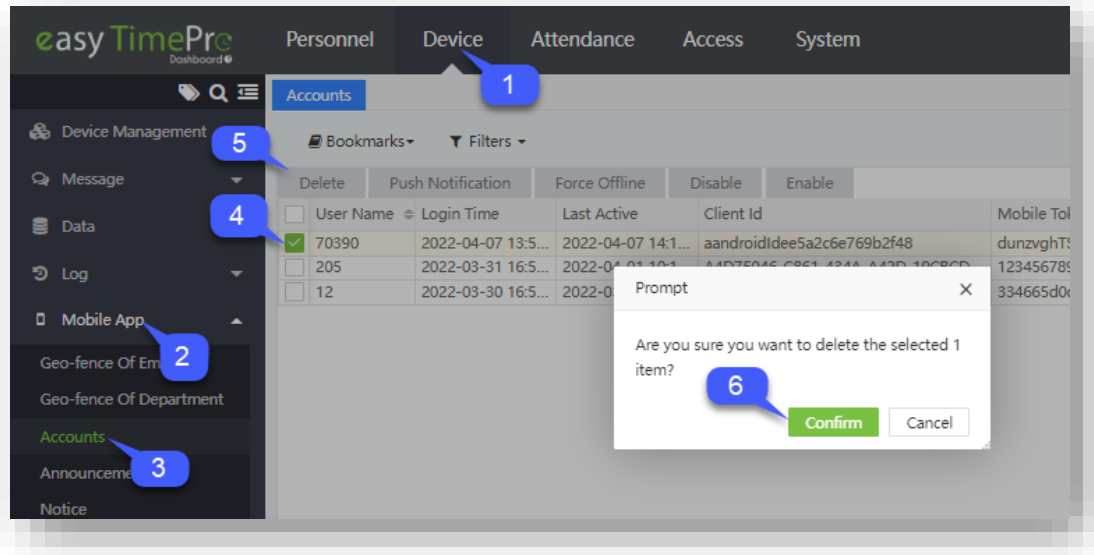


Send a Push Notification

- On the **Accounts** interface, select the required Employees from the list to send the message.
- Click **Push Notification** to send the message to the selected Employees' mobile devices.
- On the **Content** field, enter the required message to be sent.
- Click **Confirm** to send the message to the selected Employees' mobile devices.

Deleting the Notification Records (Delete)

Delete function lets you delete or remove the required Active or Inactive Employee mobile device accounts based on the necessity of the Records.

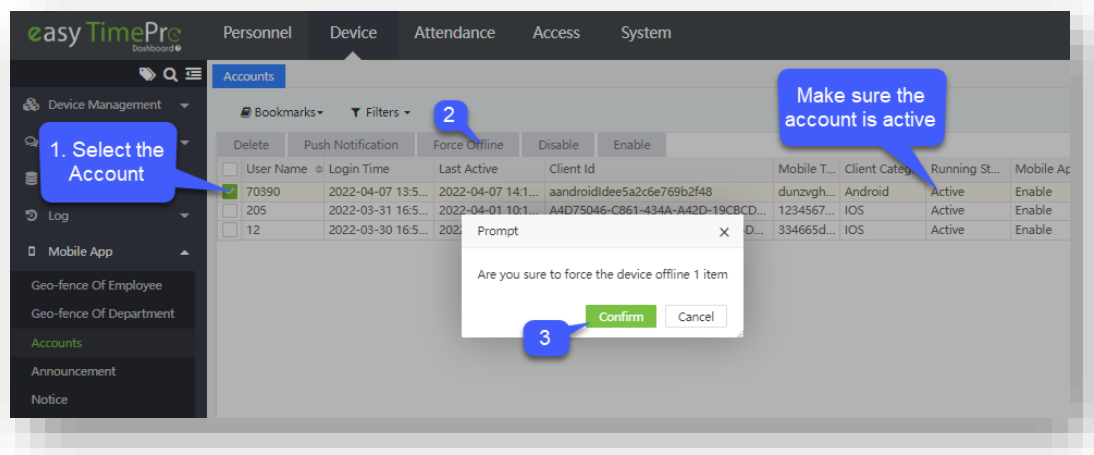


Delete the records in Accounts

- On the **Accounts** interface, select the required Employees' mobile device account to delete or remove from the list.
- Click **Delete**, and then click **Confirm** to delete or remove the selected Employees' mobile device account from the list.

How to forcefully disable active Mobile login (Force Offline)

If you want to revoke a mobile account login of any employee, then you can Force Offline. If a user is active in multiple mobile phones, you can use Force Offline Function to turn the other mobile phones inactive. It lets you forcefully change the current Active status to offline.



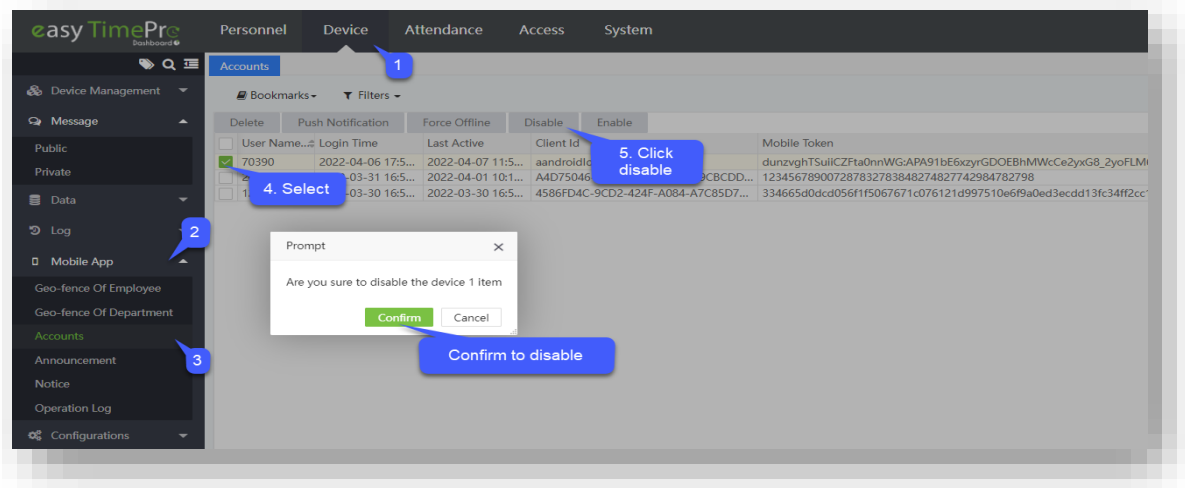
Make an Active Employee's mobile device account to the Inactive state

- On the **Accounts** interface, select the required active login to change to offline from the list.
- Click **Force Offline**, and then click **Confirm** to change the selected Active Employee's messages to the inactive state.

Enable/Disable Mobile App login

Disable

Disable function, lets you change an Active Employee's mobile device account to the disabled state.



Make an Active Employee's mobile device account to the Disabled state

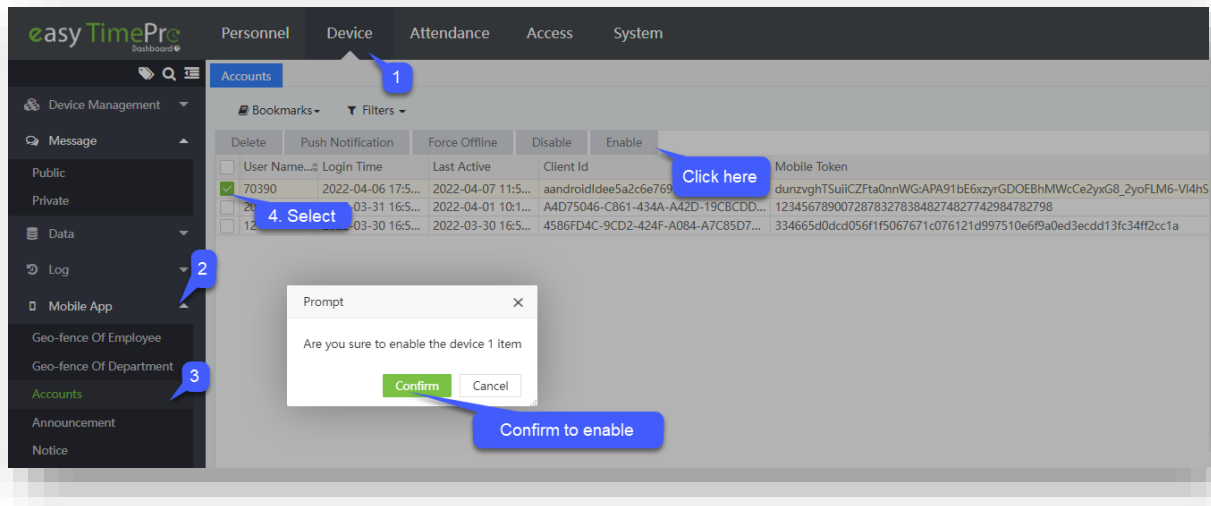
- On the **Accounts** interface, select the required Employees' mobile device accounts to change to disabled state from the list.
- Click **Disable**, and then click **Confirm** to change the selected Active Employee's mobile device accounts to the disabled state.

Enable

Enable function, lets you change an inactive Employee's mobile device account to the active state.

Make an Inactive Employee's mobile device account to Active state

- On the **Accounts** interface, select the required Employees' mobile device accounts to change to active or enabled state from the list.
- Click **Enable**, and then click **Confirm** to change the selected Active Employee's mobile device accounts to the disabled state.



4.5.4 Setting Up the Employee Announcements (Announcement)

Our **Announcement** interface enables you to send both Organizational announcements and confidential messages to your Employees connected through our mobile software within the same network.

On the **Device** module, click **Mobile App**, and then click **Announcement** to go to the Announcement Interface.

A brief note about the columns displayed on the Announcement Interface

Subject: Displays the subject of the message sent.

Category: Displays the type (Private or Public) of the message sent.

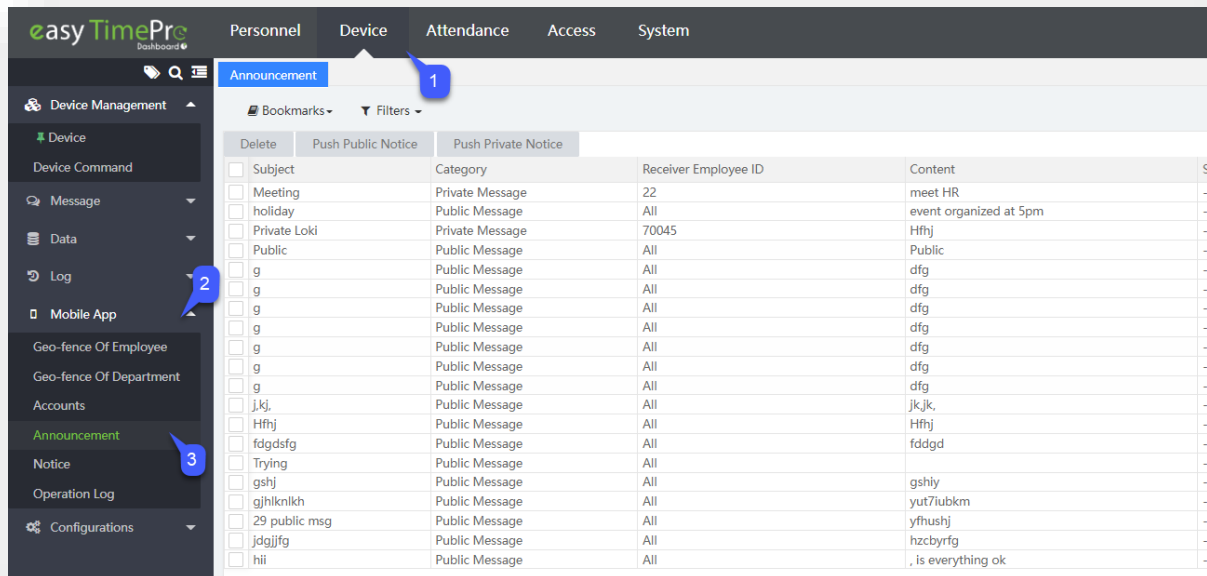
Receiver Employee ID: Displays the message receiver's unique Employee Identity number.

Content: Displays the message content.

Sender: Displays the sender's Username.

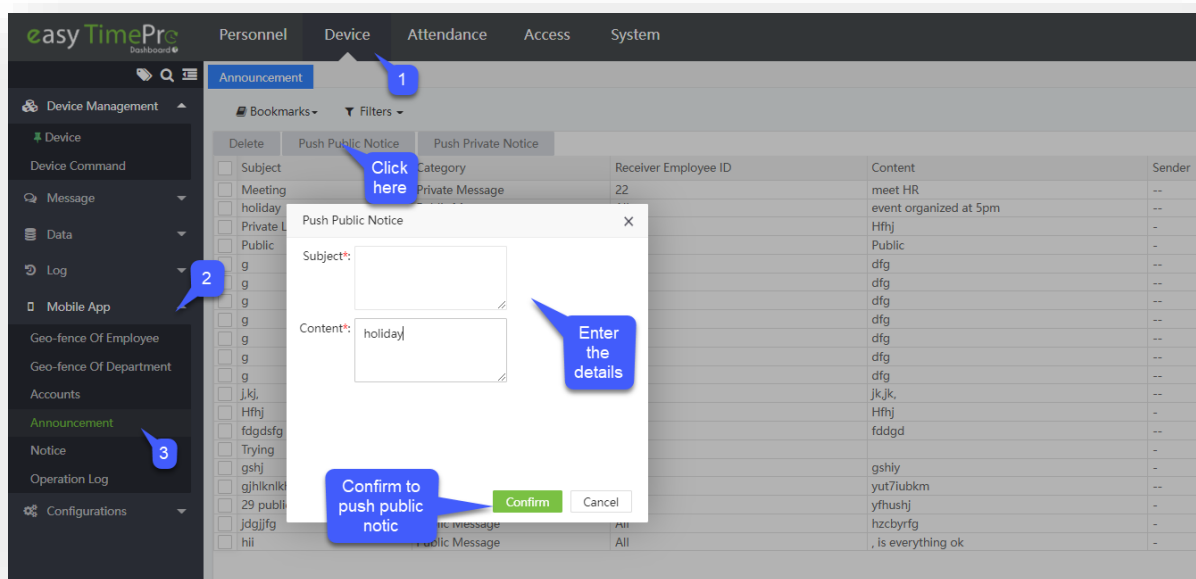
System Sender: Displays the Admin sender's Username.

Notice Time: Displays the acknowledgment time of the message.



How to Push Public Notice (Push Public Notice)

Push Public Notice lets you broadcast Organizational public messages or announcements to the Employees.



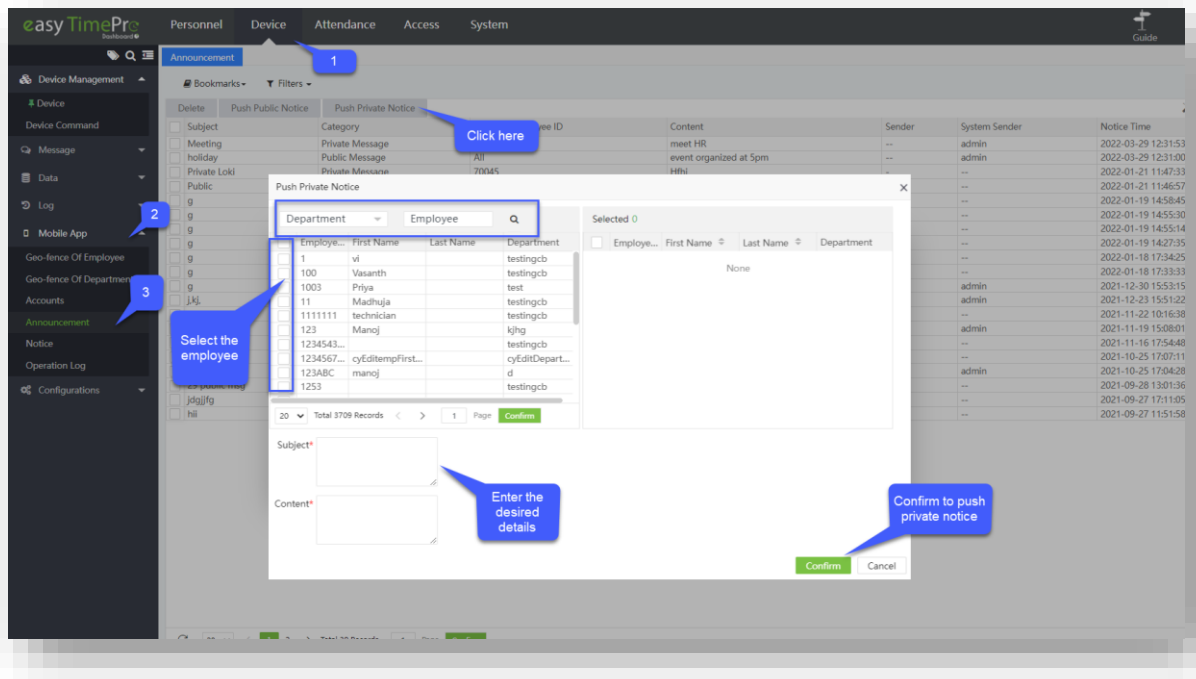
Send public notice to the Employees

- On the **Announcement** interface, click **Push Public Notice** to send Organizational public messages or announcements to the Employees.
- On the **Subject** field, enter the caption of the message.
- On the **Content** field, enter the detailed information.
- Click **Confirm** to send the public messages or announcements to the Employees.

Push Private Notice

How to Push Private Notice

Push Private Notice lets you send Organizational personal or confidential messages to exclusive Employees.



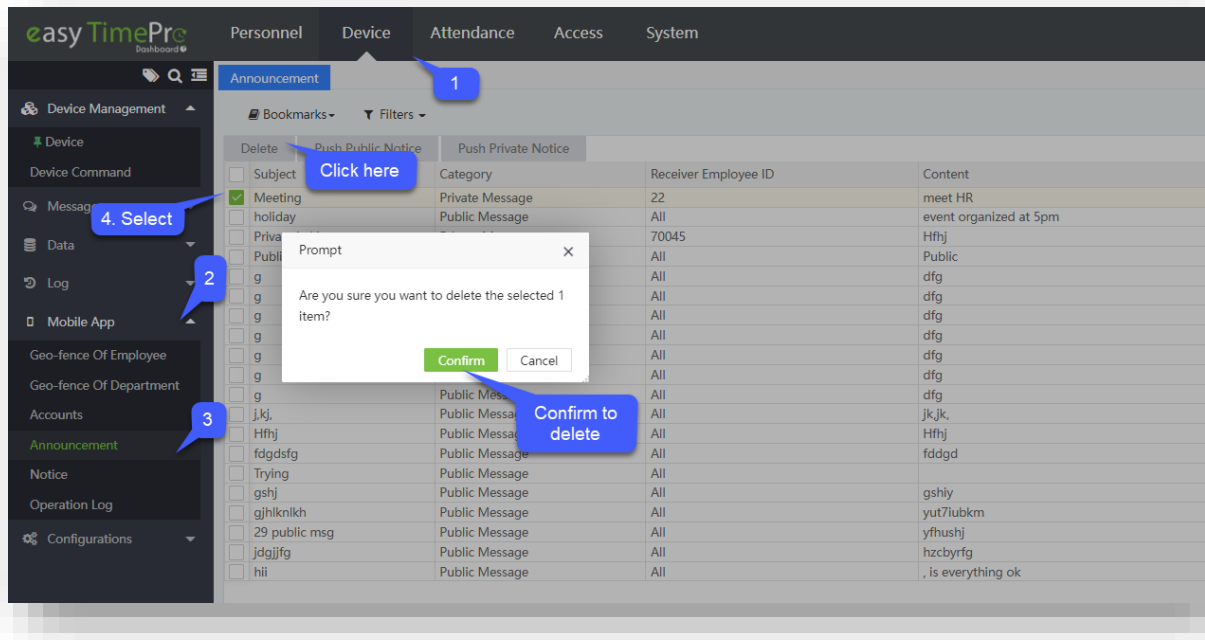
Send private notice to an Employee

- On the **Announcement** interface, click **Push Private Notice** to send Organizational personal or confidential messages to the required Employees.
- On the **Push Private Notice** window, select the required Employees' names from the list on the left.
- The selected Employees' names will reflect on the right side of the **Push Private Notice** window.
- Select from the **Department** drop-down list or use the **Employee** search option (search by Employee name or Employee ID) to search for the required Employees.
- On the **Subject** field, enter the caption of the message.
- On the **Content** field, enter the detailed information.
- Click **Confirm** to send the confidential or the private message to the selected Employees.

Delete

Discarding the Sent Announcements (Delete)

Delete function lets you delete or remove the required unessential messages from the registry.



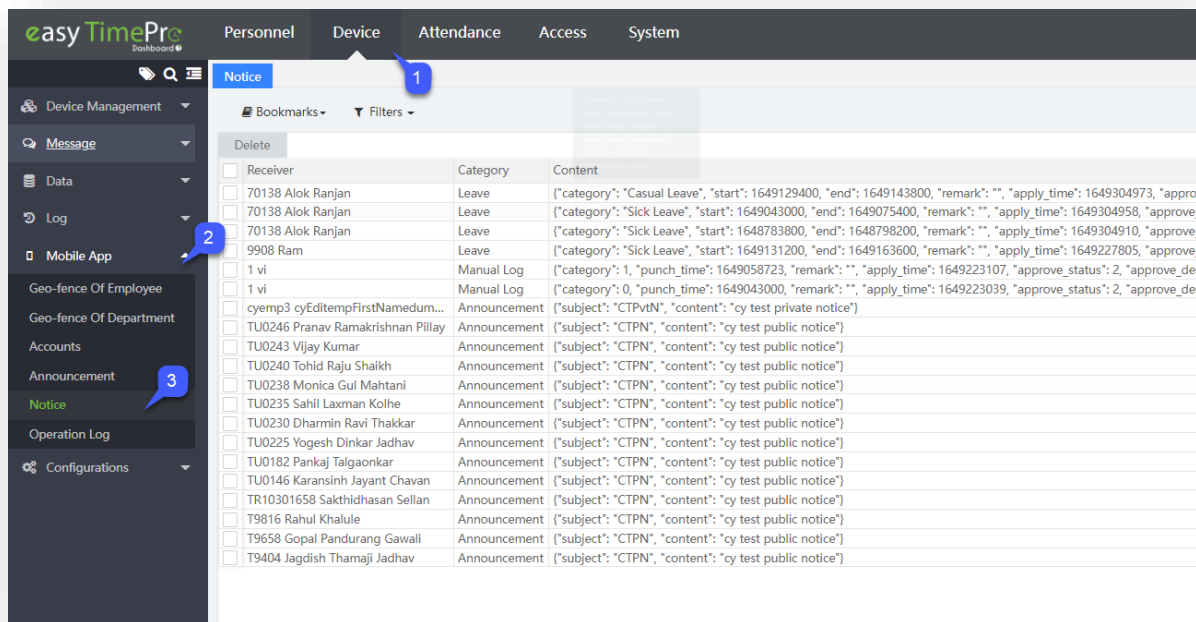
Delete the messages

- On the **Announcement** interface, select the required unessential messages to delete or remove from the list.
- Click **Delete**, and then click **Confirm** to delete or remove the selected unessential messages from the list.

4.5.5 Announcement Status (Notice)

Our **Notice** interface eases you to view whether the Employees see the message sent by your organization.

On the **Device** module, click **Mobile App**, and then click **Notice** to go to the Notice Interface.



A brief note about the columns displayed on the Notice Interface

Receiver: Displays the receiver's unique Identity number.

Category: Displays the sent message type.

Content: Displays the content of the message.

Source: Displays the source where the message commenced.

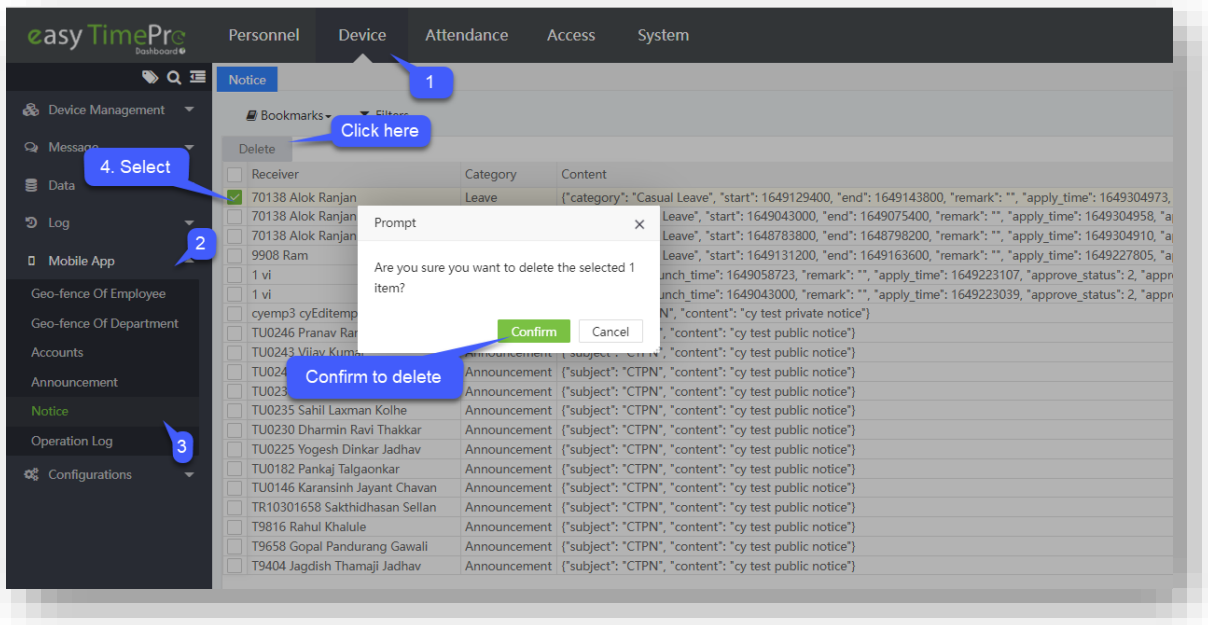
Sender: Displays the sender's Username.

Send Time: Displays the messages sent duration.

Read Status: Displays the read condition or the status of the message.

Discard Announcement status log (Delete)

Delete function lets you delete or remove the required inessential messages from the registry.



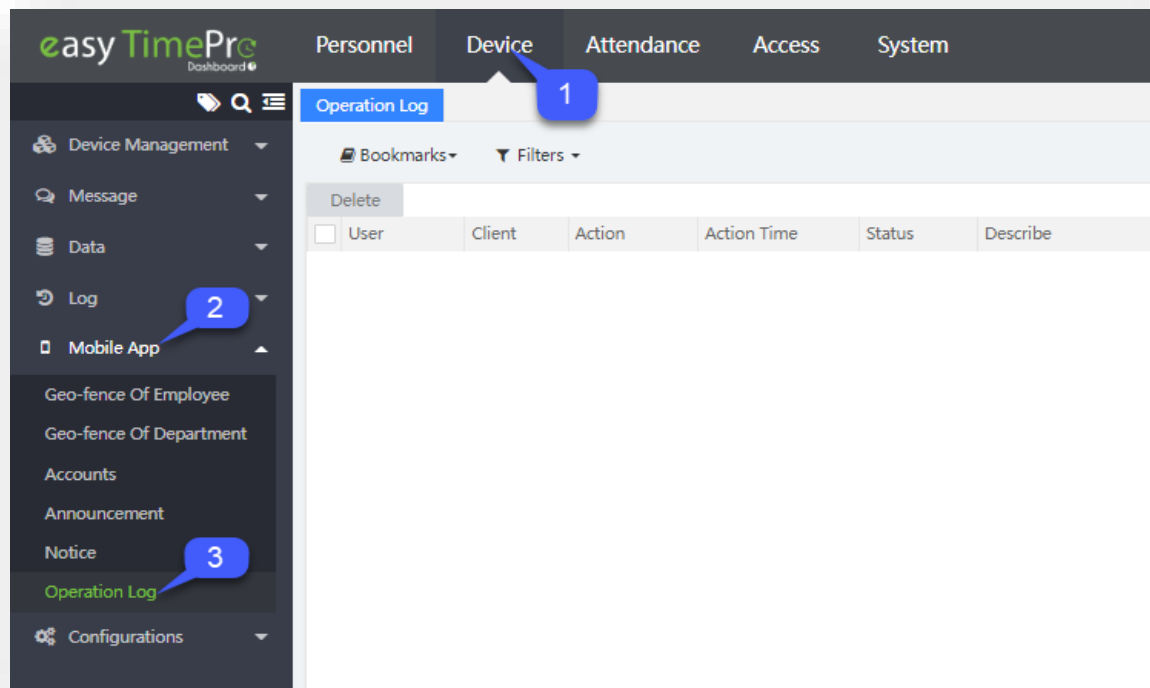
Delete the notices

- On the **Notice** interface, select the required inessential records to delete or remove from the list.
- Click **Delete**, and then click **Confirm** to delete or remove the selected inessential records from the list.

4.5.6 Managing the Mobile Application Operation Log (Operation Log)

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

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



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

User: Displays the User's unique identity number.

Client: Displays the client ID or the name.

Action: Displays the activity taken place.

Action Time: Displays the time of the activity.

Status: Displays the status of the activity.

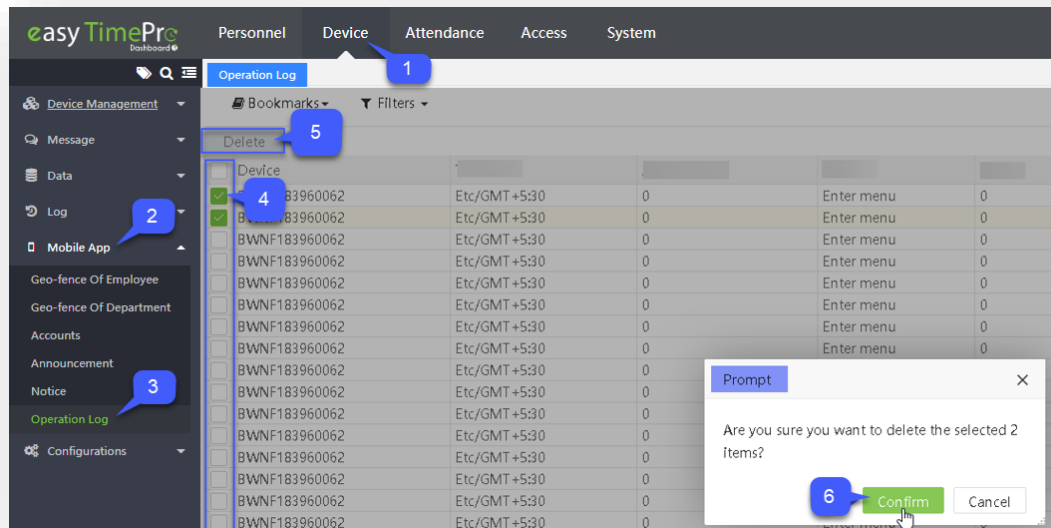
Describe: Displays the description of the activity.

Delete

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

Delete the records from the Operation log

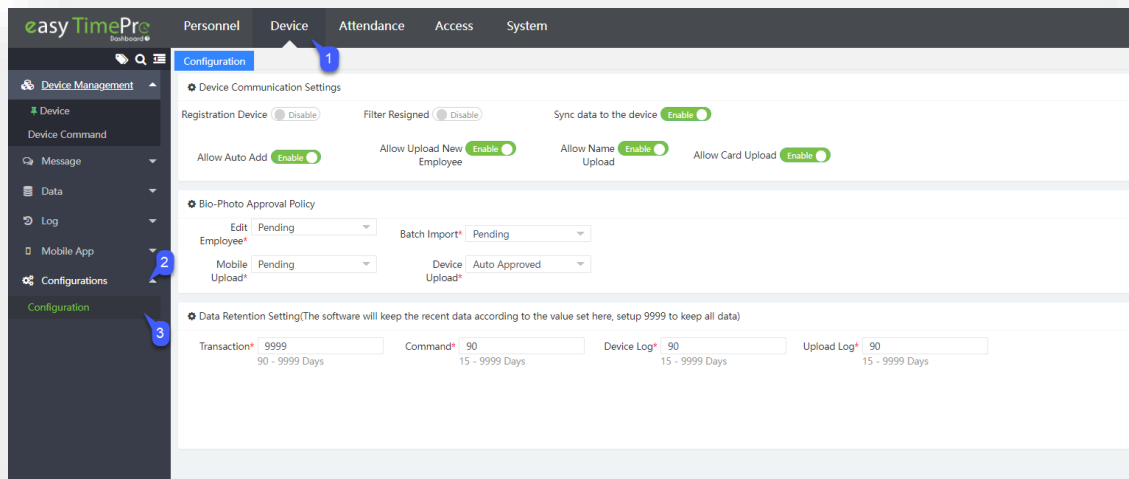
- On the **Operation Log** interface, select the required Mobile Devices' event records to remove or delete from the log list.
- Click **Delete**, and then click **Confirm** to remove or delete the selected Mobile Devices' event records from the log list.



4.6 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.



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 sync data to the device automatically.

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 employee 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 enrolment 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.

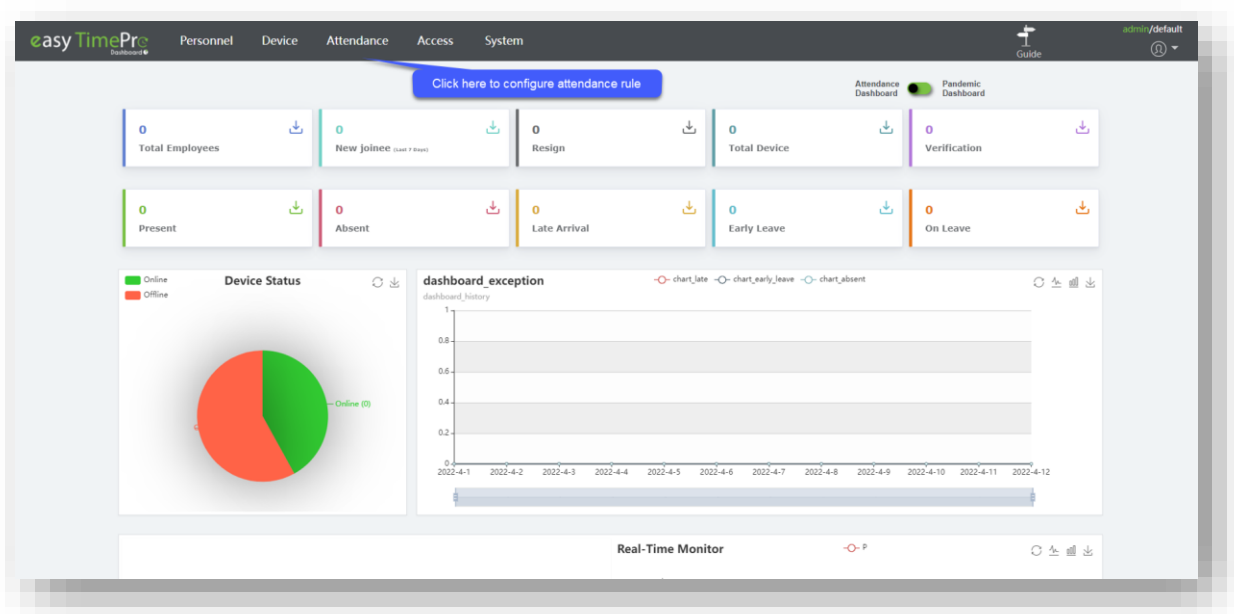
5 Setting up the Employee's Attendance (Attendance)

The **Attendance Management** module is an effective and efficient platform to track and manage all the attendance related operations such as Employee's attendance, Overtime calculations, Leave Calculations, Shift Details, Holiday Details, Employee Schedules, and more. This is a hassle-free and user-friendly interface that displays all the attendance related information and corresponding reports on a single screen.



Advantages of Attendance Management

- Easy to access
- Biometric Integration
- Up-to-date attendance statistics
- Absence/Leave Management
- Flexible scheduling
- Configured policies
- Comprehensive attendance reports



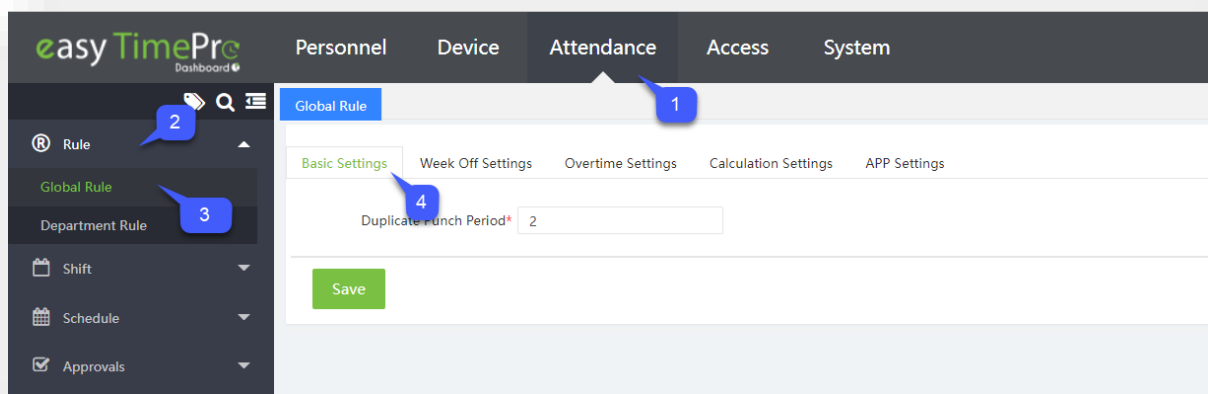
5.1 Define rules (Rules)

5.1.1 Global Rules

Rules are the set of predefined parameters that apply to an organization's employees. The **Global Rule** is applicable to all employees in the organization. It incorporates a tab menu with Basic Settings, Weekend Settings, Overtime Settings, Calculation Settings, and App Settings.

The Global Rule page will be displayed as shown in the image below:

Basic Settings:



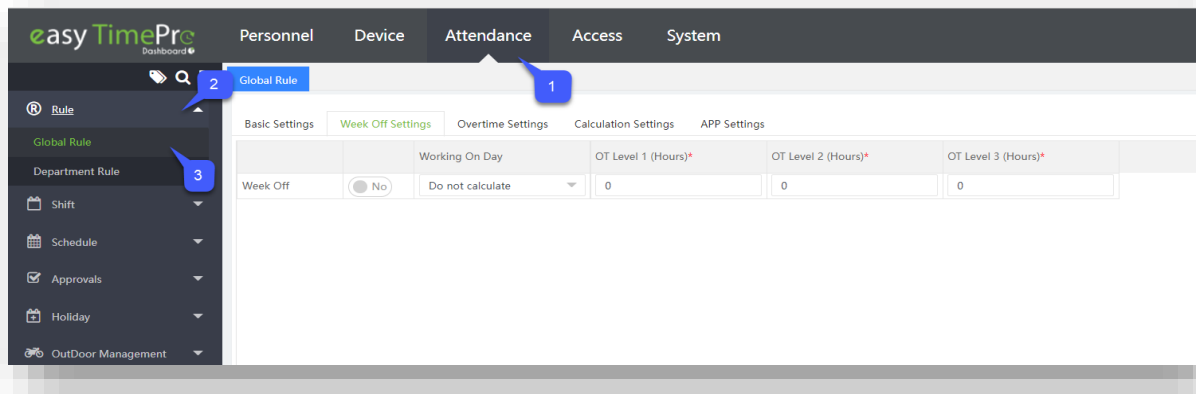
Duplicate Punch Period: The duplicate punch period defines the time duration in which the system considers only punching for the first time, even if the user punches several times within the defined punch period. The unit is **minutes**.

Example: Assume that the duplicate punch period is 2 minutes. If you make several punches within 2 minutes, the system considers only the first punch time.

Click **Save** after setting the value.

Week Off Settings:

Week Off Settings enables you to set the weekend for the Employees.



The columns are explained as follows:

Week Off: A day can be set as a weekend by enabling the toggle button.

Working on Day: 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 - 3 hours

OT Level 2 - 5 hours

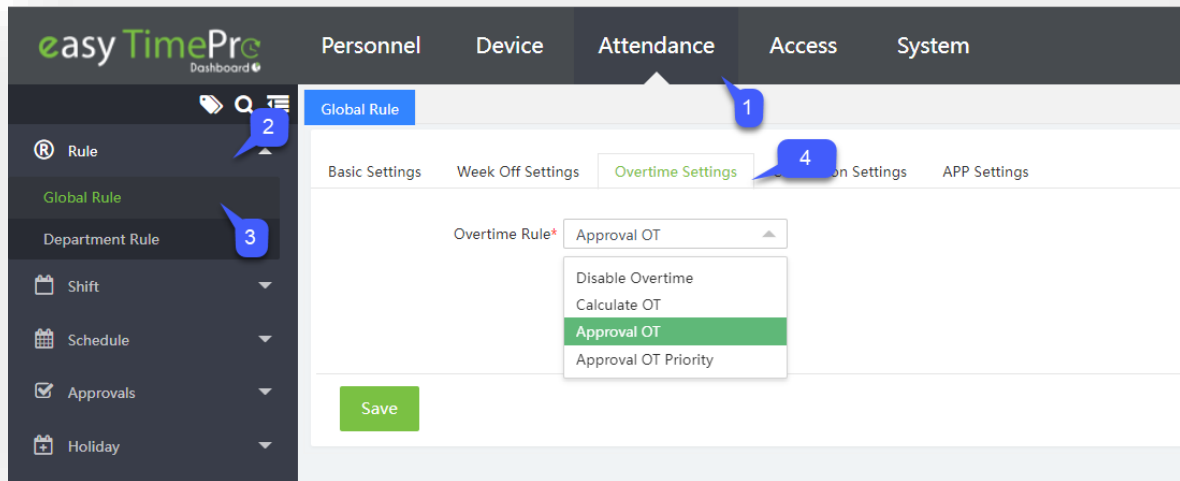
OT Level 3 – 7 hours

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 **Save** after scheduling the weekend.

Overtime Settings

Overtime Settings helps you to set a framework based on the attendance punch or OT application to calculate the overtime of an employee. Using the option, overtime can also be disabled.



Disable Overtime: Disables the overtime function so that overtime is not calculated for the employee.

Calculate OT: Calculates overtime based on the attendance punch of the Employee i.e. based on check-in/check-out.

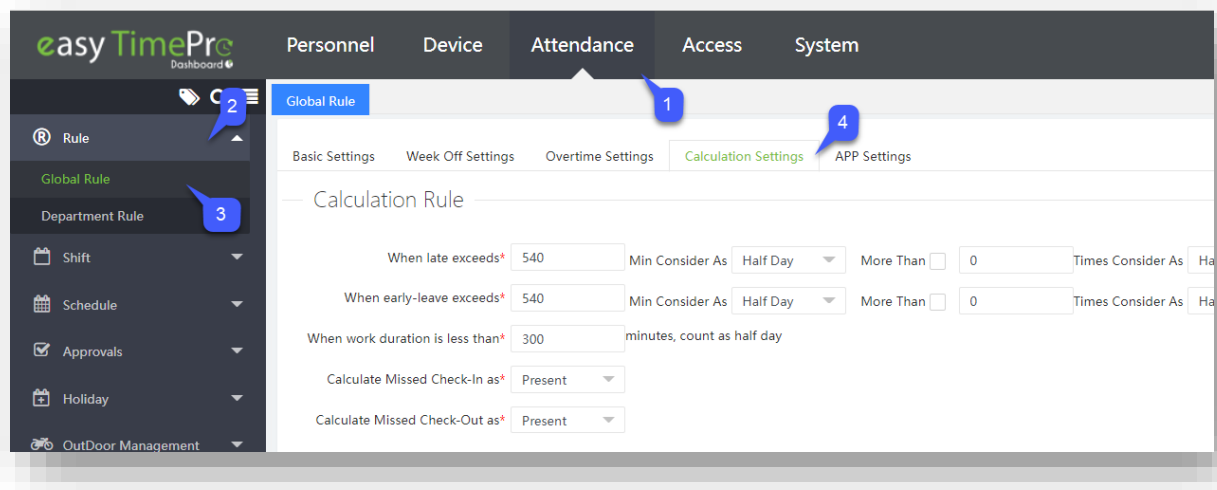
Approval OT: Calculates overtime based on the overtime request raised by the employee.

Approval OT Priority: Preferentially calculates overtime based on the overtime request over the attendance punch of the employee.

Click **Save** to save the Overtime settings.

Calculation Settings

The Calculation Settings enables you to calculate the employee's attendance by including exceptions such as late arrival, early Leave, missed check-in, missed check-out, and more.



Calculation Rule: The calculation rule must be set to the following exceptions:

- **When late exceeds:** When the employee is late by N minutes, the system will check the defined minimum and maximum times and calculates either as half-day or absent.
- **For example,** suppose if the late exceed value is 120 minutes and consider that the actual check-in time is 9:00 am. But if the employee checks-in at 11:05 am, the system checks for the defined minimum and maximum times and calculates either as half-day or absent. Here, the user must set the minimum and maximum values accordingly and select the "More than" checkbox to enable this process.
- **When early-leave exceeds:** When the employee leaves the workspace by N minutes early, the system will check the defined minimum and maximum times and calculates either as half-day or absent.
- **For example,** if the early leave exceeds value is 180 minutes and consider the actual check-out time is 6:00 pm. But if the employee leaves the office at 2.50 pm, the system checks for the defined minimum and maximum times and calculates either as half-day or absent. Here, the user must set the minimum and maximum values accordingly and select the "More than" checkbox to enable this process.
- **When work duration is less than:** When the total working hours of an employee is less than N minutes, it will be counted as half working day. **E.g.:** Consider that the value is set to 600 minutes. When the total working hours of the employee is less than 600 minutes, it will be considered as half-a-day of working.
- **Calculate Missed Check-in as:** If the employee forgets to check-in, it will be considered as Late/Absent/Incomplete if the missed check-in exceeds by N minutes (based on configuration).

- **Calculate Missed Check-Out as:** If the employee forgets to check-out, it will be considered as Early Leave/Absent/Incomplete if the missed check-out exceeds by N minutes (based on configuration).

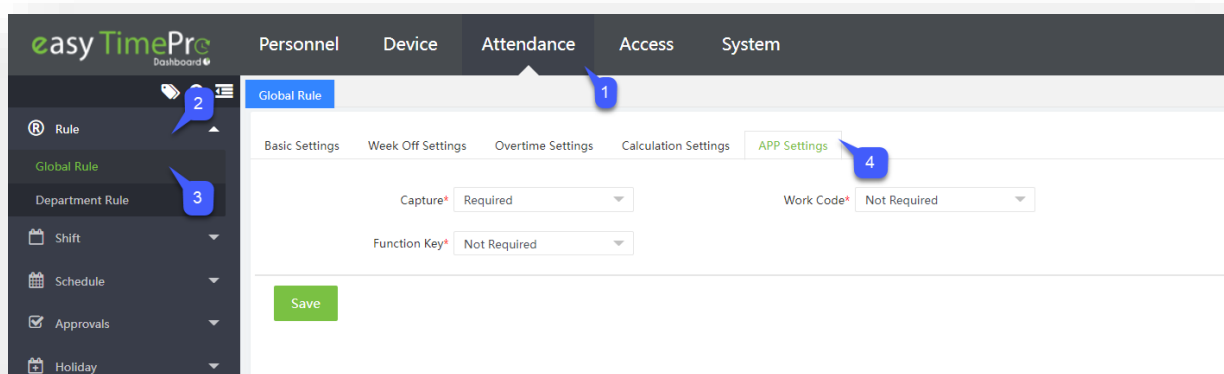
Calculation Item: These are the default function key values for the attendance parameters based on the attendance status. In normal usage, it is not recommended to change this value.

Leave Calculation rule: These are the default function key values for the leave management parameters based on the leave status. In normal usage, it is not recommended to change this value.

Click **Save** after setting the parameters.

App Settings:

The App Settings enables you to decide whether the Attendance Photo, Work code, and the Function Key to be uploaded in the application or not.



Capture: You can select whether the attendance photos can be uploaded.

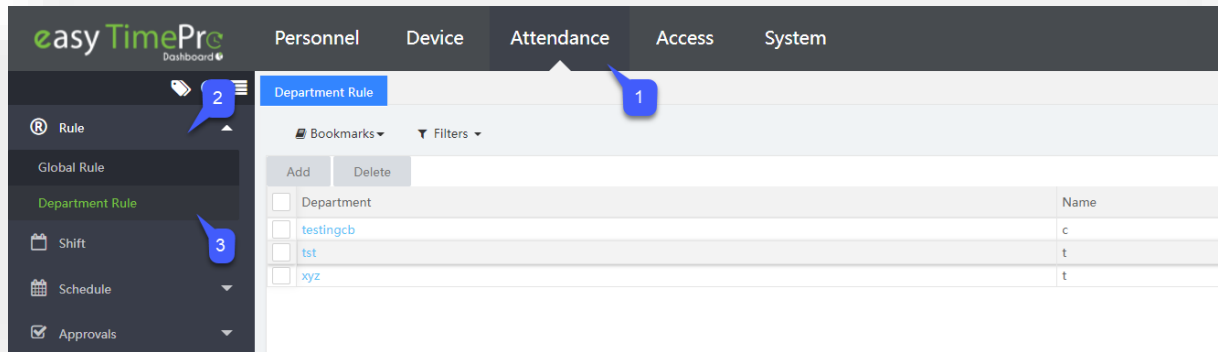
Work Code: You can select whether the Work code of the Employees can be uploaded.

Function Key: When the employee wants to punch using the Mobile App, then on the mobile interface he has the option to select the function key (check-in/out, Break In/Out, Overtime In/out, etc). This will be considered as the attendance state. You can select whether the Attendance Status can be uploaded.

Click **Save** after setting the parameters.

5.1.2 Department Rules

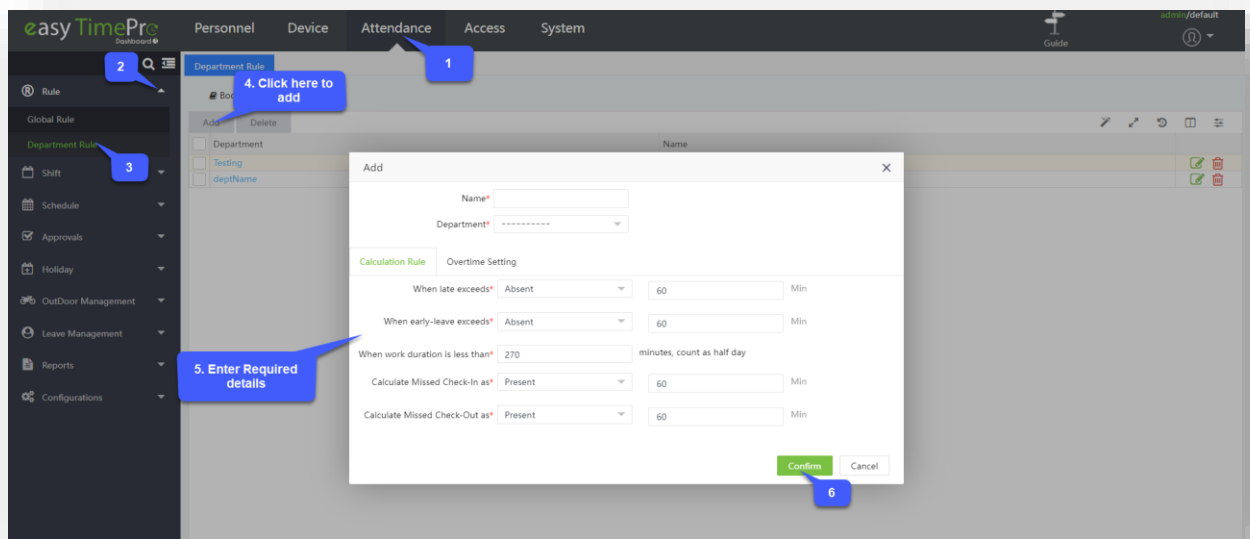
The **Department Rule** is Applicable to an employee group. E.g.: Employees in a specific department. You may set the rules that apply to a group of employees who work within a particular department.



Add a Department Rule

Perform the following steps to add a new department rule:

- Click **Add** to add a new department rule.
- Enter the required fields such as Rule Name, applicable Department and Attendance calculation rules in the appearing window as shown in the image below:

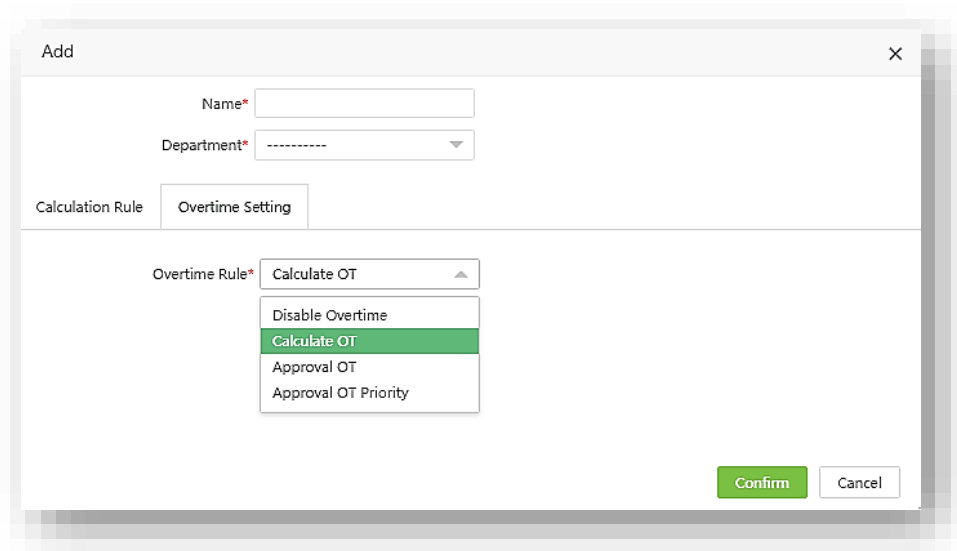


Calculation Rule

- For setting the calculation rule, kindly refer to [Calculation Settings](#).
- Click **Confirm** after defining the calculation rules.

Overtime Settings

- Select the **Overtime Settings** tab to set the Overtime Settings as shown in the image below:



- For setting the overtime rule, kindly refer to [Overtime Settings](#).
- Click **Confirm** after setting the overtime rule.


Edit a Department Rule

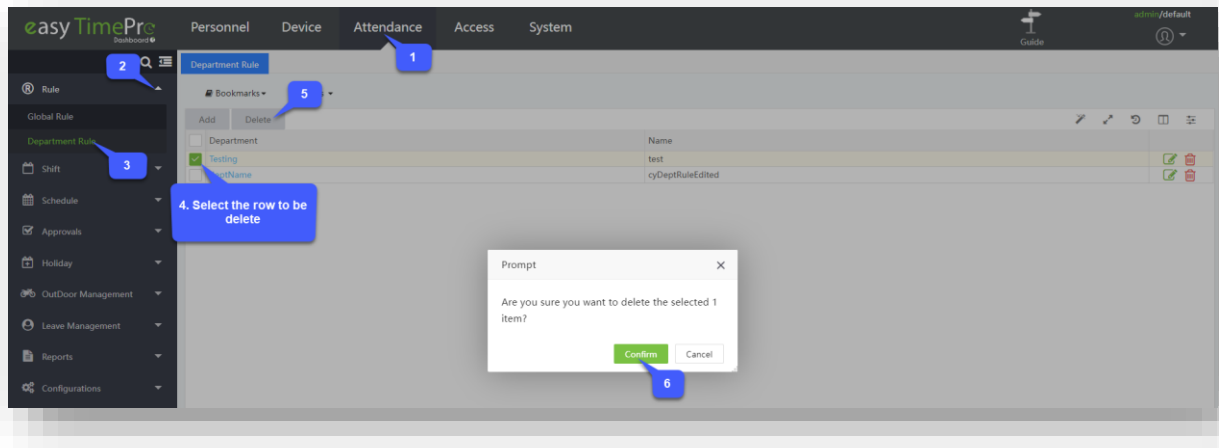
Perform the following steps to edit an existing department rule:

- Click on the Department or edit icon.
- On the appearing rule page, make the necessary changes and click **Confirm**.

Delete a Department Rule

Perform the following steps to delete a department rule:

- Select the department rule and click **Delete** or click **del** icon  of the corresponding department rule.
- Click **Confirm** if you are sure to delete the department rule.

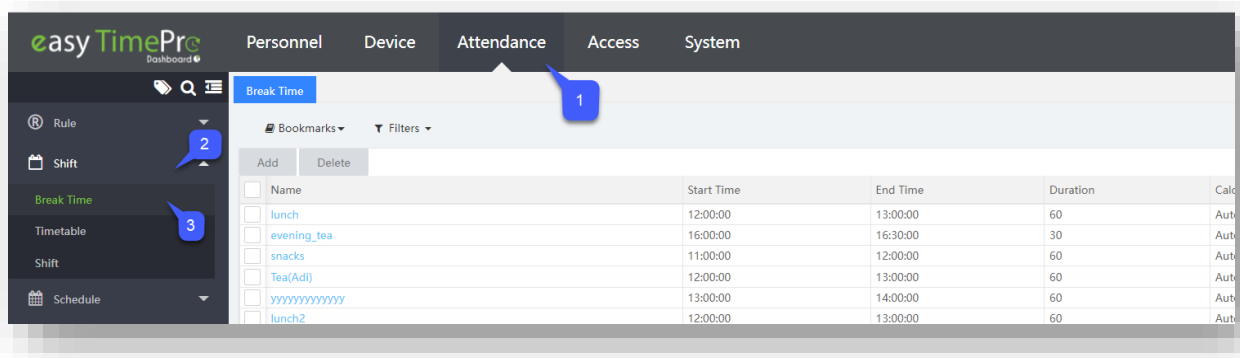


5.2 Allocate Shifts (Shifts)

Shift Schedule means a projection of all employees' shifts at a location with regard to days worked and days off, including shift starting and terminating times.

5.2.1 Break Time

Break time is a scheduled time period when the employees stop working for a brief period. It can be set in between the employee's normal work routine. The columns are described as follows:



Name: Displays the Name of the break time.

Start Time: Displays the starting time of the break.

End Time: Displays the ending time of the break.

Duration: Displays the total duration of the break time.

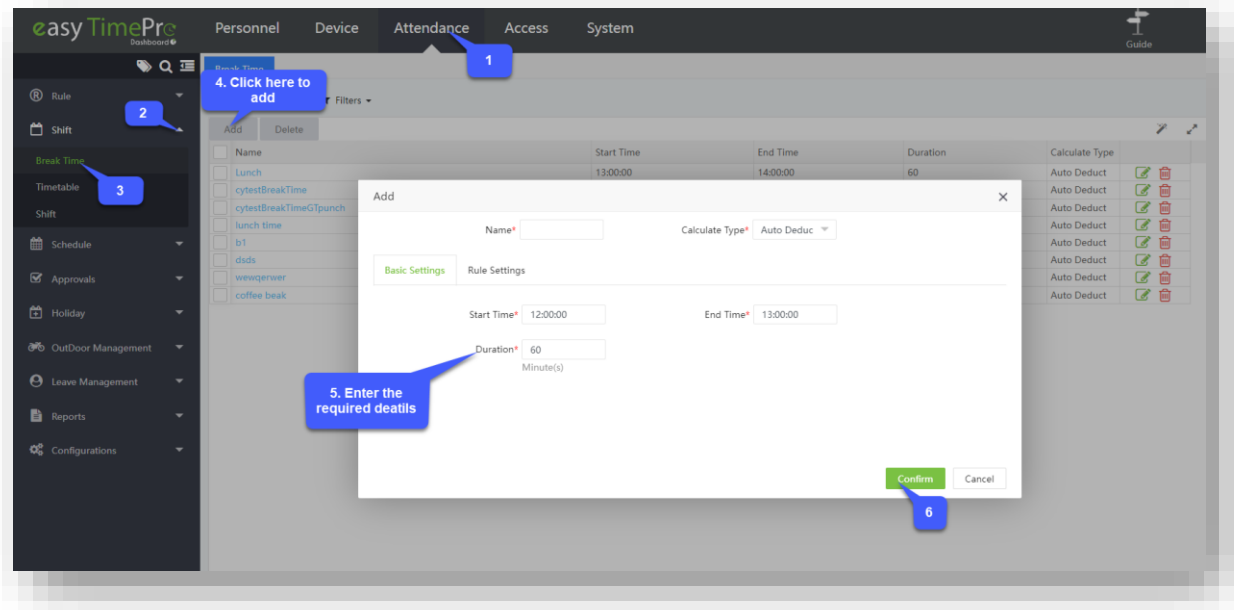
Calculation Type: Displays the method by which the break time is calculated.

Add a Break Time

Perform the following steps to set the break time:

- Click **Add** to set the employee's break time.

Enter the required fields in the appearing window as shown in the image below:



Name: Enter the Name of Break Time.

Calculation Type: Select the Calculation Type of Break Time. If it is **Auto Deduct**, the time will be deducted automatically from the total working time. If it is Required Punch, the employee must punch for both in and out time.

Basic Settings:

Start Time: Enter the start time of the break.

End Time: Enter the end time to the break.

Duration: The duration must fall between the Start time and End time. Enter the total duration of the break.

E.g. If you want to give a tea break of 15 min in between 10 AM to 11 AM, then enter 10AM in Start time, 11 AM in End Time and 15 in Duration.

Rule Settings:

Duplicate Punch Period: Select whether the Duplicate Punch Period is User-defined or rule-based. Rule defined is the setting according to the [Global Rule](#).

Based on Punch State: Select whether the break duration is calculated based on the attendance punch state.

Duplicate Punch Period(min): If the Duplicate Punch Period is user-defined, enter the duration of the duplicate punch period. The unit is minutes.

Click **Confirm** after setting the parameters.


Edit a Break Time

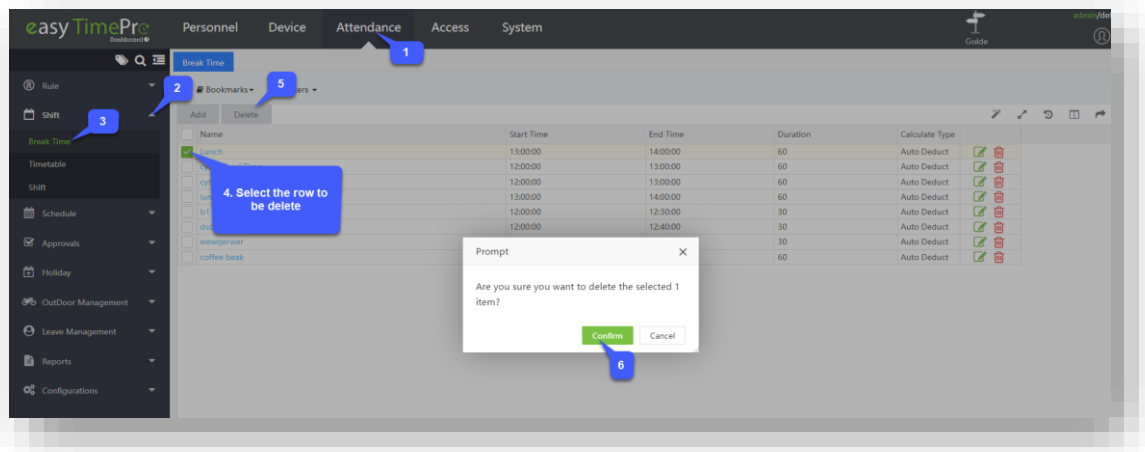
Perform the following steps to edit an existing Break Time:

- Click edit on the Break Time name or icon.
- On the appearing break time page, make the necessary changes and click **Confirm**.

Delete a Break Time

Perform the following steps to delete an existing Break Time:

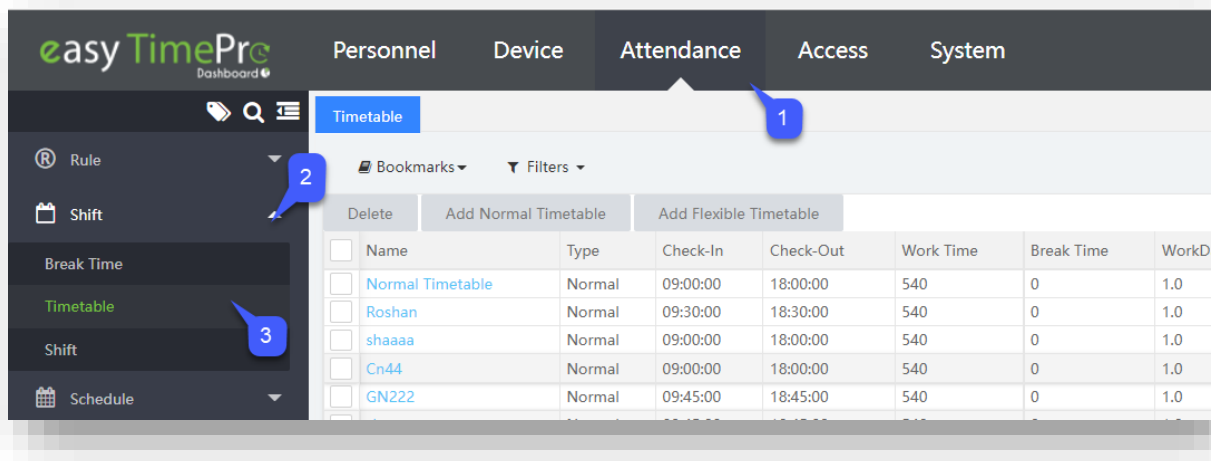
- Select the break time and click **Delete** or click **delete** icon  of the corresponding break time.
- On the appearing pop-up, click **Confirm** if you are sure to delete the break time.



5.2.2 Timetable

The Timetable enables you to set a Framework within which the employee's work will be carried out. There is a default timetable from 9:00 to 18:00, which gets auto assigned to the newly added employees. So, the user can either create a new time table and move the employees according to their requirement or modify the time in the default time table.

Please note, the user cannot delete this default time table but can change the time according to the business requirement.



The columns are described as follows:

Name: Displays the name of the timetable.

Type: Displays the type of shift.

Check-in: Displays the check-in time of the shift.

Check-out: Displays the check-out time of the shift.

Work Time: Displays the total working hours of the shift.

Break Time: Displays the break-time allotted for the shift.

Workday: Displays the unit of working hours.

Work Type: Displays the type of work assigned to the shift.

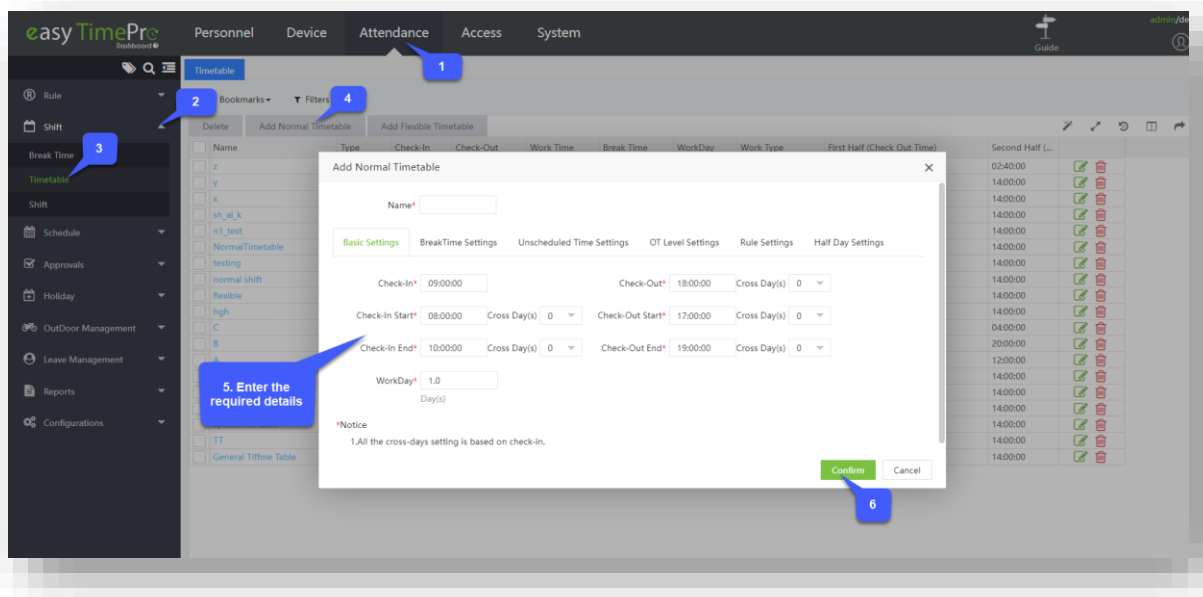
Second Half Check-in: Displays the second half check-in time of the shift.

First Half Check-out: Displays the first half check-out time of the shift.

Add Normal Timetable

Perform the following steps to add a normal timetable:

- Click **Add Normal Timetable**.
- Enter the required details in the appearing window as shown in the image below:



Basic Setting:

Name: Enter the Timetable name.

Check-In: Enter the time of check-in.

Check-Out: Enter the time to check-out.

Check-In Start: Enter the start time of check-in for a day.

Check-Out Start: Enter the start time of check-out for a day.

Check-In End: Enter the end time of check-in for a day.

Check-Out End: Enter the end time of check-out for a day.

Workday: Displays the unit of working days.

Click **Save** after entering the time details.

Break Time Setting:

This allows you to set the Break Time for the Timetable.

The screenshot shows the 'Add Normal Timetable' dialog box. It has a 'Name*' input field and several tabs: 'Basic Settings', 'BreakTime Settings' (selected), 'Unscheduled Time Settings', 'OT Level Settings', 'Rule Settings', and 'Half Day Settings'. The 'BreakTime Settings' tab contains a table with the following data:

<input type="checkbox"/>	Name	Start Time	End Time	Duration	Calculate Type
<input type="checkbox"/>	lunch	12:00:00	13:00:00	60	Auto Deduct
<input type="checkbox"/>	evening_tea	16:00:00	16:30:00	30	Auto Deduct
<input type="checkbox"/>	snacks	11:00:00	12:00:00	60	Auto Deduct
<input type="checkbox"/>	Tea(Adi)	12:00:00	13:00:00	60	Auto Deduct
<input type="checkbox"/>	yyyyyyyyyyyyyy	13:00:00	14:00:00	60	Auto Deduct
<input type="checkbox"/>	lunch2	12:00:00	13:00:00	60	Auto Deduct
<input type="checkbox"/>	xxxxxx	13:00:00	14:00:00	60	Auto Deduct

At the bottom of the dialog, there is a pagination bar showing '1' of 2 pages, a 'Page' dropdown set to '1', a 'Confirm' button, 'Total 15 Records', and a '10' dropdown. There are also 'Confirm' and 'Cancel' buttons at the bottom right of the dialog.

- Enter the break time name.
- From the list, select the applicable break time and click **Confirm**.

Unscheduled Time Setting:

This allows you to set the operation to be performed when the check-in and check-out are unscheduled. All the work time after the defined Check-In and Check-Out falls under unscheduled time, to set or define that work time, you need to set the settings on this interface.

Early In/Late Out: When an employee arrives early or leaves late, it can be handled in compliance with your company's policy. You can choose not to calculate it or consider as Normal Work or Normal OT or Weekend OT or Holiday OT.

Do not calculate: If this option is set, then the system will ignore the extra time.

Calculate as Normal Work: If this option is set, then the extra time will be moved to normal work.

Calculate as Normal OT: If this option is set, then the extra time will be moved to normal overtime.

Calculate as Weekend OT: If this option is set, then the extra time will be moved to weekend overtime.

Calculate as Holiday OT: If this option is set, then the extra time will be moved to holiday overtime.

You can also set the minimum time for early check-in/late check-out (in minutes).

Click **Confirm** after making the necessary changes.

OT Level Settings:

You can set the level of OT working hours in OT level settings.

The screenshot shows the 'Add Normal Timetable' dialog box. The 'Basic Settings' tab is active, and the 'OT Level Settings' sub-tab is selected. The 'OT Level' dropdown is set to 'Ignore'. The 'OT Level 1(hrs)*' field is set to 0, 'OT Level 2(hrs)*' is set to 0, and 'OT Level 3(hrs)*' is set to 0. The 'Confirm' button is highlighted in green.

OT Level: Select whether the Overtime level depends on the number of hours worked or overtime.

OT Level 1/OT Level 2/OT Level 3: Define the number of hours per level.

How to calculate overtime?

Assume that the OT Level 1 is 8 hours, OT Level 2 is 11 hours and OT Level 3 is 13 hours.

- If an employee worked for 9 hours in a day, he/she will have 1-hour OT Level 1 overtime.
- If an employee worked for 12 hours in a day, he/she will have 1-hour OT Level 2 overtime and 4 hours OT Level 1 overtime.
- If an employee worked for 14 hours in a day, he/she will have 1-hour OT Level 3 overtime, 3 hours OT Level 2 overtime and 6 hours OT Level 1.

Rule Setting

The Rule Setting enables you to set the rules regarding employee's check-in/check-out.

The screenshot shows the 'Add Normal Timetable' dialog box with the following fields and values:

- Name*: [Empty text box]
- Basic Settings: Clock-In Required* Yes, Clock-Out Required* Yes
- BreakTime Settings: Allow Late-In* 0 Minute(s), Allow Early-Out* 0 Minute(s)
- Unscheduled Time Settings: Punch Interval Type* Rule Based, Duplicate Punch Period(min)* 1 Minute(s)
- OT Level Settings: Punch State Type* No, Day Change Time* 00:00:00
- Rule Settings: (Active tab)
- Half Day Settings: [Empty text box]

Buttons: Confirm (green), Cancel (white).

Necessary Clock-In/Clock-Out: Select whether the Clock-In/Clock-Out is required for the predefined time range.

Allow Late-In/Allow Early-Out: This allows you to set the relaxation time for Late coming and Early going.

Punch Interval Type: The time interval between two attendance punches can be user-defined or rule-based.

Duplicate Punch Period: If the punch interval is user-defined, then you must set the duplicate punch period.

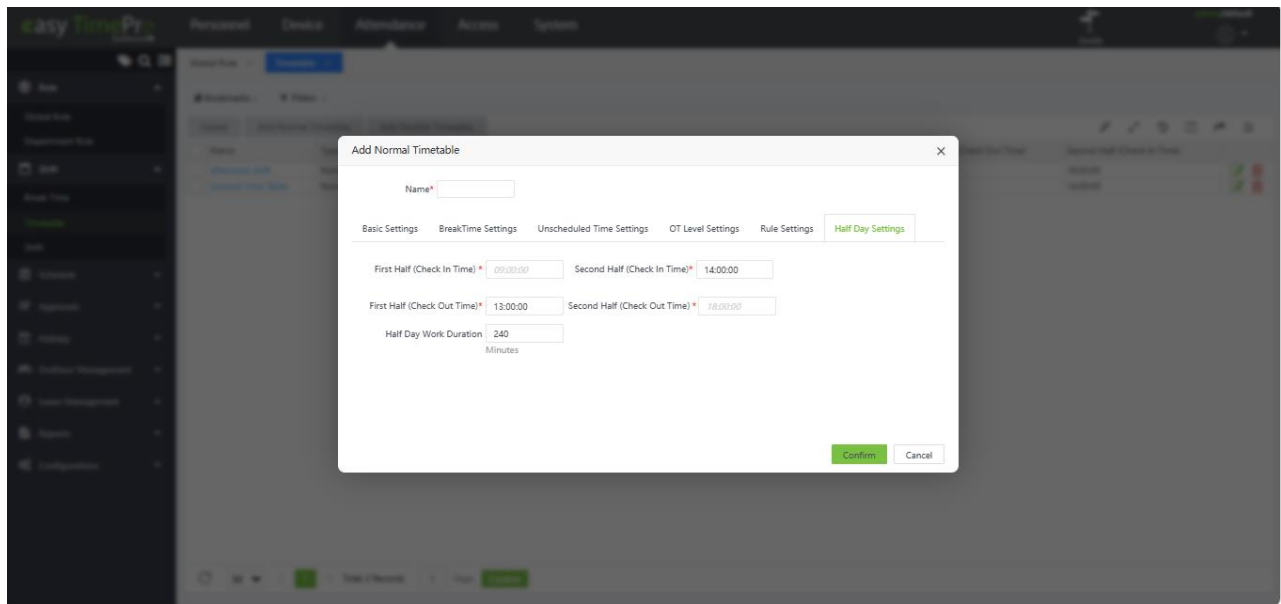
Based on Punch State: This option enables you to calculate the attendance based on the punch state like check-in, check-out, and more. If "no" is selected, attendance will be calculated automatically based on the time.

Day Change Time: Set the time when the day changes.

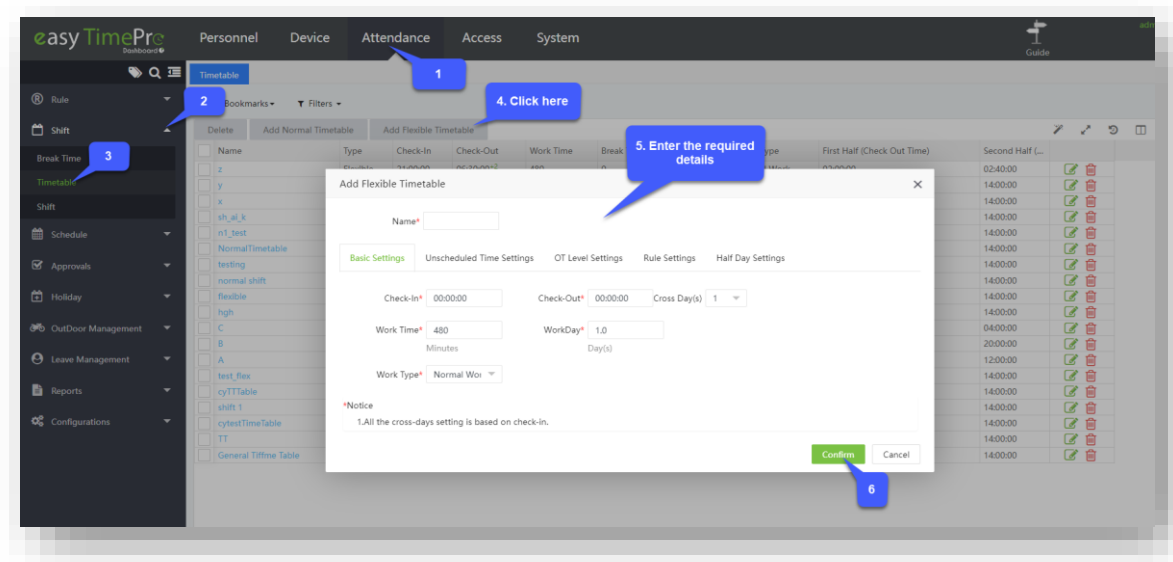
Click **Confirm** after making the necessary changes.

Half Day Setting

The Half Day Setting enables you to set the rules regarding check-in/check-out for Half Day calculation.



Add Flexible Timetable



Perform the following steps to add a flexible timetable:

- Click **Add Flexible Timetable**.
- Enter the required details in the appearing window as shown in the image below:

Basic Setting

Name: Enter the Flexible Timetable name.

Check-In: Enter the time of check-in.

Check-Out: Enter the time to check-out.

Cross-Day: Some company's Check-In and Check-Out falls on two different dates. Suppose the Check-In is at 11:00 PM and Check-Out is at 9:00 AM on next day. So, in this case we need to select Cross Day as 1.

Work Time: Enter the Total Worktime in minutes.

Work Type: Select the Work Type from the drop-down list.

Work Day: Enter the number of Working days. It refers to how many workdays are calculated for each shift. If a value is set for it, the workday will be calculated according to the pre-set value. Otherwise, the workday will be calculated according to settings in the attendance rules.

Unscheduled Time Setting

This enables you to set the operation to be carried out when and Check-Out is unscheduled. When the Overtime is not set, then in the Normal and Flexible shift, whatever time falls after the defined Check-Out, is considered as Unscheduled Time. So, for defining the Overtime, you need to define the Unscheduled Time.

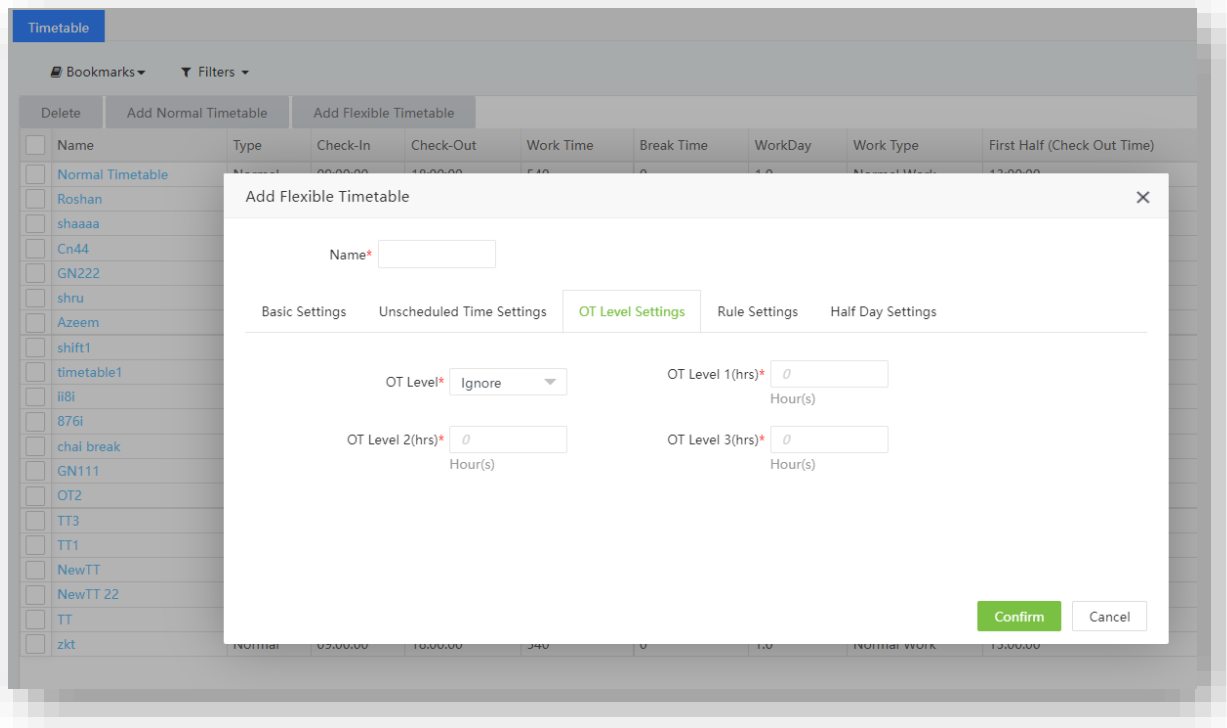
The screenshot shows the 'Add Flexible Timetable' dialog box. The 'Unscheduled Time Settings' tab is active. The 'Late Out*' dropdown is set to 'Do not calcu'. The 'Minimum Late Out(min)*' input field contains the value '60', with a 'Minute(s)' label below it. The 'Confirm' button is highlighted in green.

Late Out: When the employee leaves late, it can be processed in compliance with your company policy. You can choose not to calculate it or consider as Normal Work or Normal OT or Weekend OT or Holiday OT. You can also set the minimum time (in minutes) for Late Check-Out.

Minimum Late Out: This value is the minimum value to consider Late Out during attendance calculation. Suppose we have set the value as 60 minutes, and the employee Check-Out 50 minutes after the defined Check-out time, then it will not be considered during attendance calculation.

OT Level Setting

In OT Level Setting, you can set the level of OT working hours.

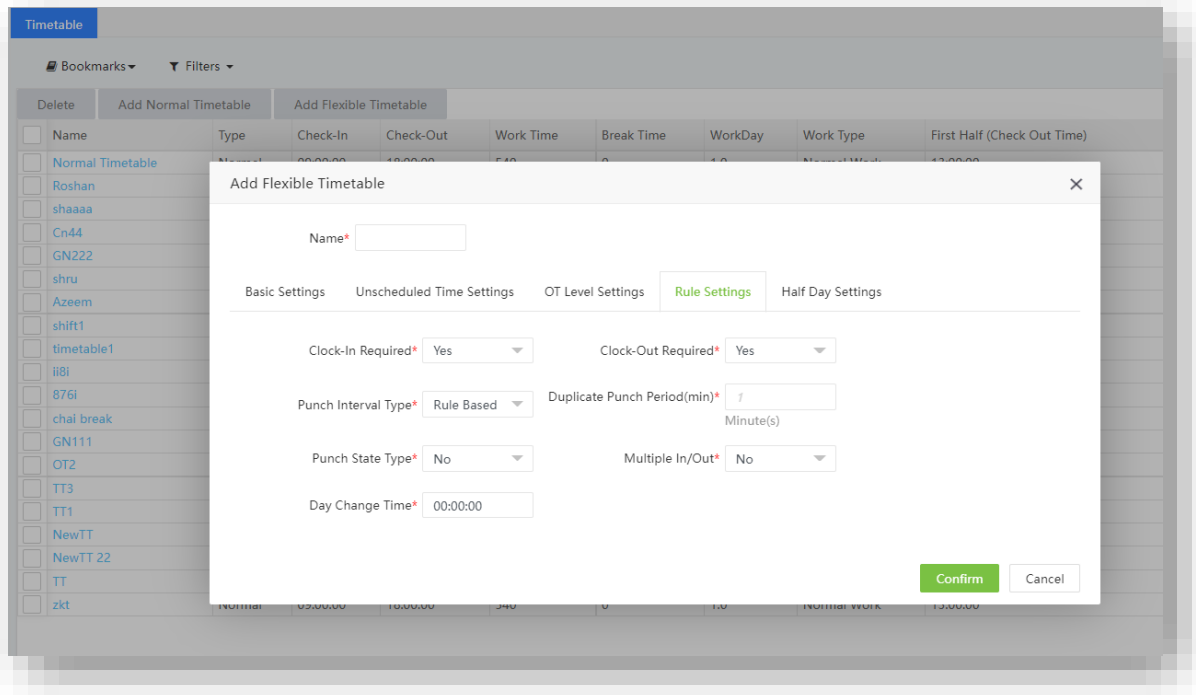


OT Level: Select whether the Overtime level depends on the number of hours worked or overtime.

OT Level 1/OT Level 2/OT Level 3: Define the number of hours per level.

Rule Setting

The Rule Setting enables you to set the rules for employee's check-in/check-out.



Necessary Clock-In/Clock-Out: Select whether the Clock-In/Clock-Out is required for the predefined time range.

Punch Interval Type: The time interval between two attendance punches can be user-defined or rule-based.

Duplicate Punch Period: If the punch interval is user-defined, then you must set the duplicate punch period.

Based on Punch State: This option enables you to calculate the attendance based on the punch state like check-in, check-out, and more. If "no" is selected, attendance will be calculated automatically based on the time.

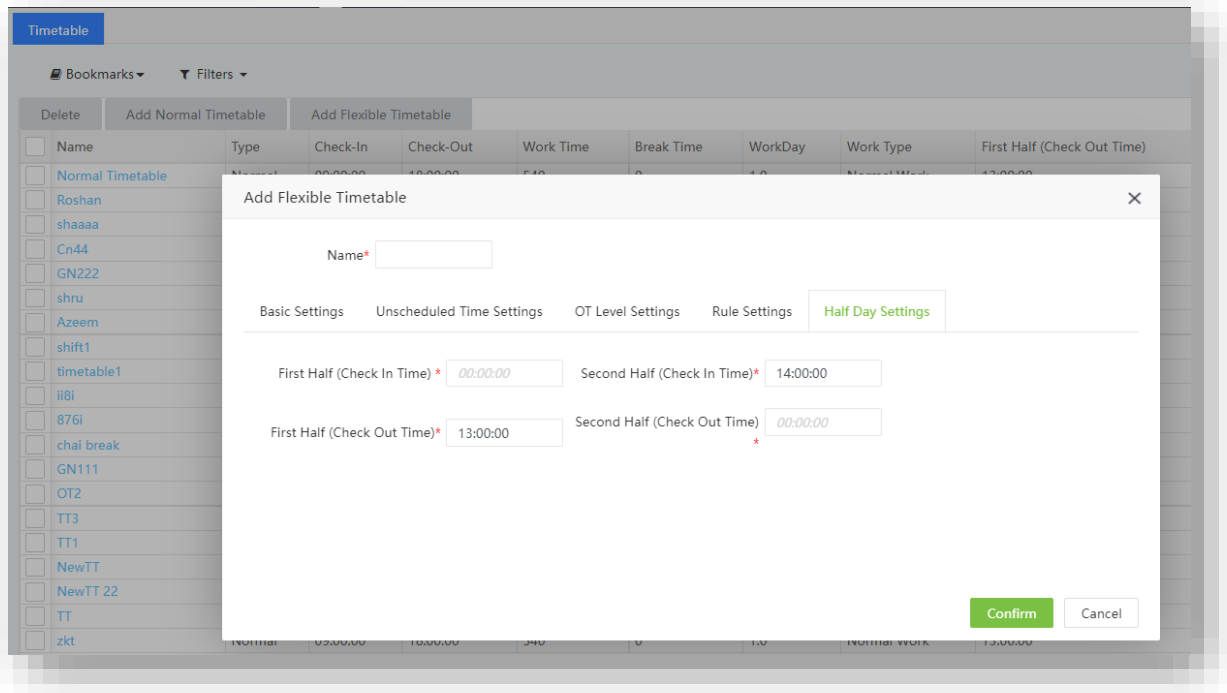
Multiple In/Out: If this is enabled, employees can check-in or check-out multiple times. The first check-in and last check-out will be considered for attendance calculation.

Day Change Time: Set the time at which the day changes.

Click **Confirm** after making the necessary changes.

Half Day Setting

The Half Day Setting enables you to set the rules regarding check-in/check-out for Half Day calculation.



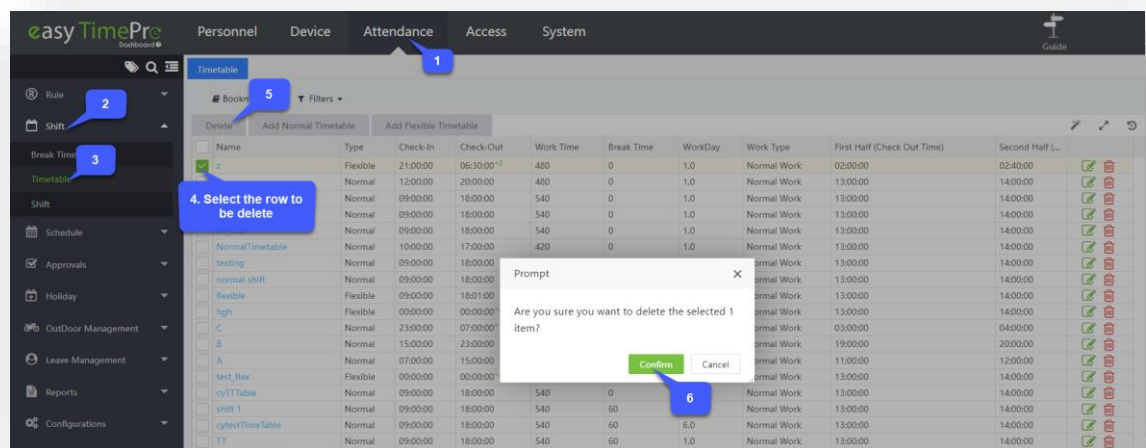
- Click **Confirm** after making the necessary changes.

Edit a Timetable


Perform the following steps to edit an existing timetable:

- Click on the Timetable name or **Edit** icon.
- Make the necessary changes and click **Confirm**.

Delete a Timetable



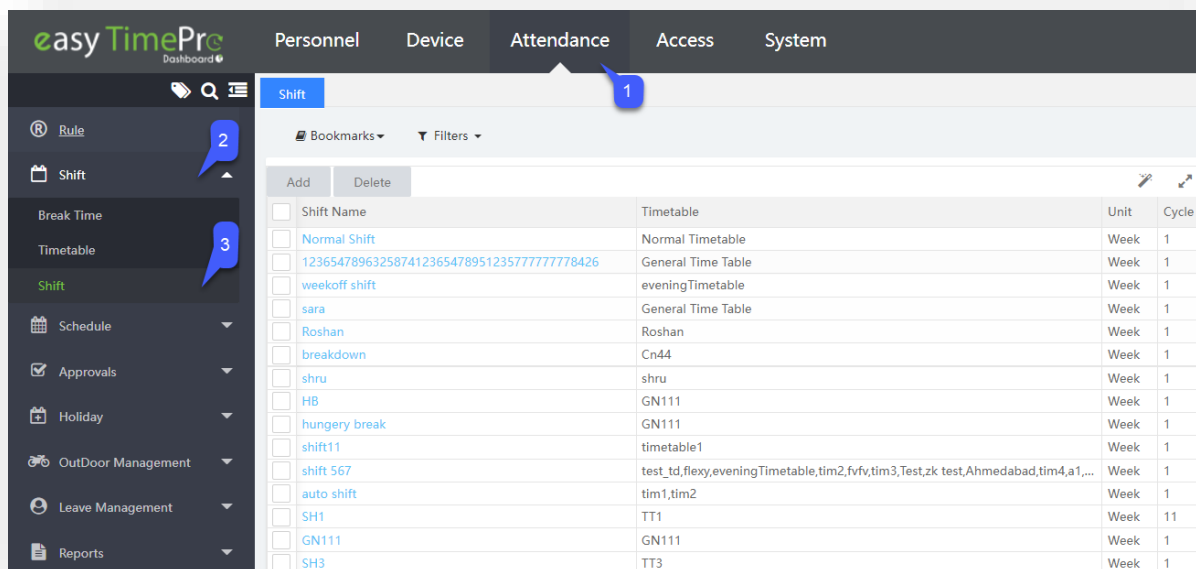
Perform the following steps to delete a timetable:

- Select the timetable and click **Delete** or click del icon  of the corresponding timetable.
- On the appearing pop-up, click **Confirm** if you are sure to delete the timetable.

5.2.3 How to Assign Shifts (Shifts)

Shift Management helps you to streamline your workflow without affecting the company. The Shift option enables you to add Break time, Shift Timings and Timetable to the Employees. There is a default shift from 9:00 to 18:00, which gets auto assigned to the newly added employees. So, the user can either create a new shift and move the employees according to their requirement or modify the time in the default shift. Added default week off shift in module, if the employee did not have any work for the particular day, it will be allotted as week off.

Please note, the user cannot delete this default shift but can change the time according to the business requirement.



Shift Name	Timetable	Unit	Cycle
<input type="checkbox"/> Normal Shift	Normal Timetable	Week	1
<input type="checkbox"/> 12365478963258741236547895123577777778426	General Time Table	Week	1
<input type="checkbox"/> weekoff shift	eveningTimetable	Week	1
<input type="checkbox"/> sara	General Time Table	Week	1
<input type="checkbox"/> Roshan	Roshan	Week	1
<input type="checkbox"/> breakdown	Cn44	Week	1
<input type="checkbox"/> shru	shru	Week	1
<input type="checkbox"/> HB	GN111	Week	1
<input type="checkbox"/> hungry break	GN111	Week	1
<input type="checkbox"/> shift11	timetable1	Week	1
<input type="checkbox"/> shift 567	test_td,flexy,eveningTimetable,tim2,fvfv,tim3,Test,zk test,Ahmedabad,tim4,a1,...	Week	1
<input type="checkbox"/> auto shift	tim1,tim2	Week	1
<input type="checkbox"/> SH1	TT1	Week	11
<input type="checkbox"/> GN111	GN111	Week	1
<input type="checkbox"/> SH3	TT3	Week	1

The columns are described as follows:

Shift Name: Displays the name of the shift.

Timetable: Displays the timetable which is assigned to the shift.

Unit: Displays the unit of shift. It can be daily/weekly/monthly.

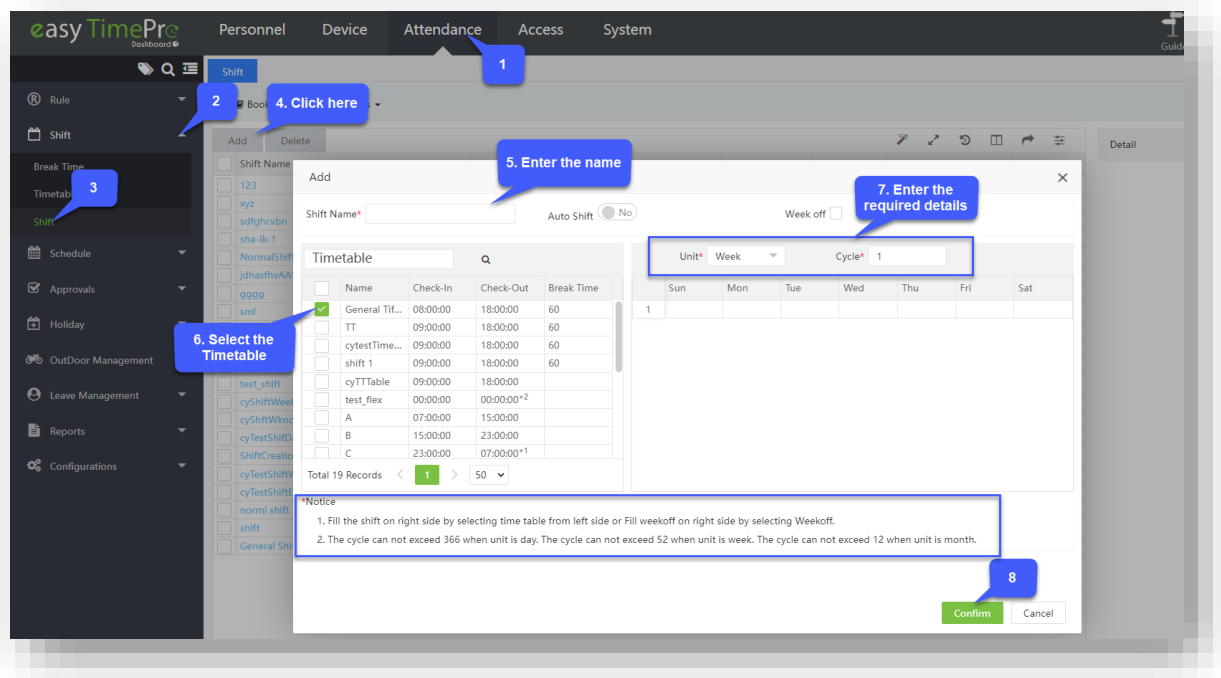
Cycle: Displays the repetition cycle of the shift.

Auto-Shift: Displays whether the auto-shift is enabled or not.

Add a New Shift

Perform the following steps to add a new shift:

- Click **Add** to add a new shift.
- Enter the required details in the appearing window as shown in the image below:



Shift Name: Enter the Shift name.

Auto-Shift: It is useful when HR must assign multiple shifts to an employee. In that case, the HR must schedule shifts for each day separately, but this function allows system to automatically select the shift from different random shifts based on the employees' punch timing.

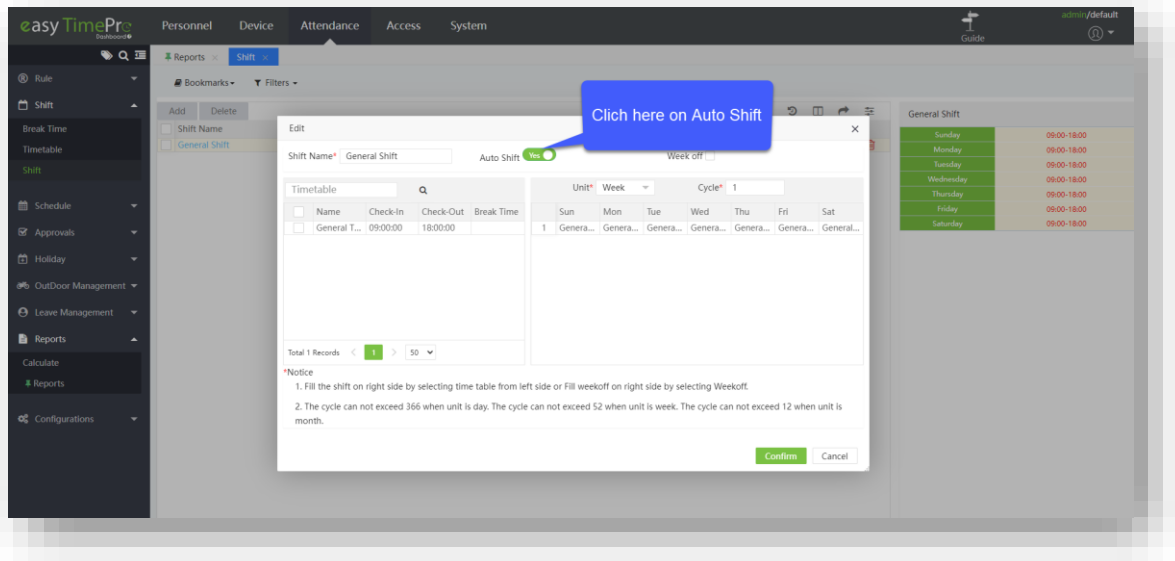
For example, in a company:

Morning shift is 8 AM - 16 PM; (MS)

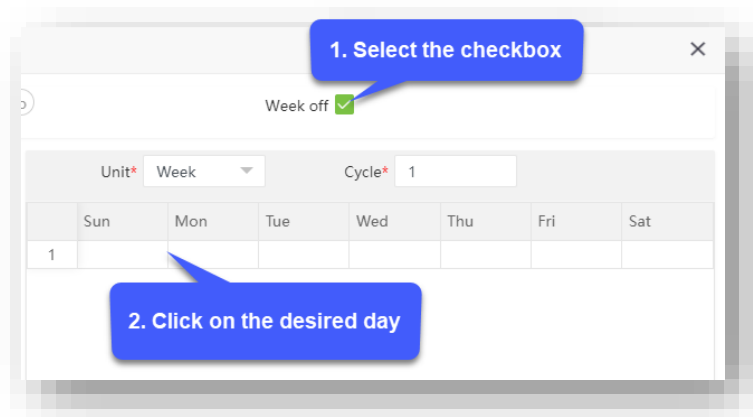
Afternoon shift is 16 PM - 23:59:59 PM; (AS)

Night shift is 00:00:00 AM – 8 AM. (NS)

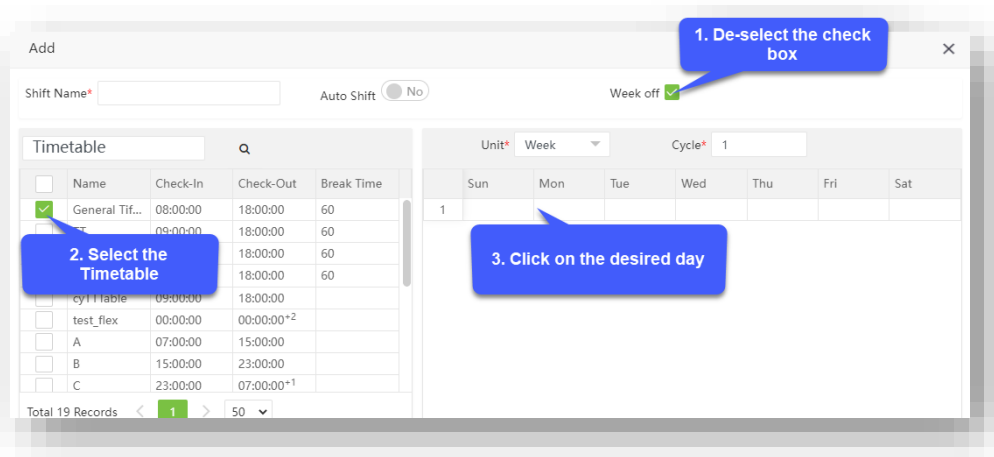
Now, HR or Admin has assigned all these above shifts to an employee. Employee Clock-In at 8 AM & Clock-Out at 16 PM, then while calculation, the system will automatically consider the Morning Shift for this employee, and it will be reflected in the report.



Weekend: For defining a day as Weekend, select the Weekend checkbox, and then click on the Day name.



To remove the weekend, follow as shown below:



Timetable: Select a timetable.

Unit: Select the time duration of the shift as Day/ Week/Month. E.g.: If the unit is a day, you can assign the shift to a day. If the unit is week, you can assign a shift to a week. If the unit is month, you can assign a shift to a month.

Cycle: It refers to the repetition interval of the shift. E.g.: If the cycle is 2 and the unit is week, a shift can be assigned for 2 weeks.

Click **Confirm** after adding shift details.

Edit a Shift

1. Click the Shift icon in the top navigation bar.

2. Click the Shift option in the left sidebar.

3. Click the Shift icon in the shift list.

4. Click here to edit.

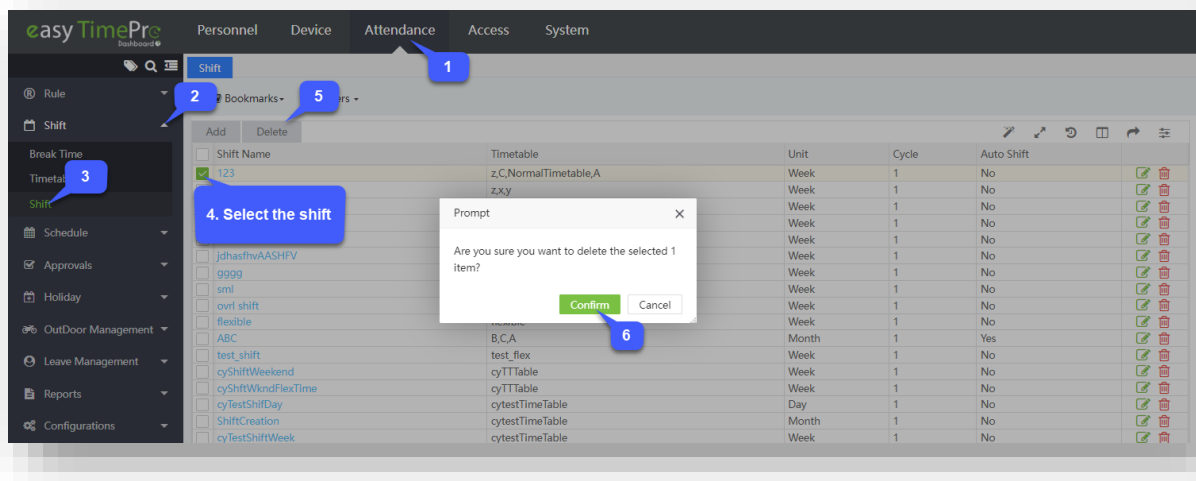
5. Enter the required details.

6. Click the Confirm button.

Perform the following steps to edit an existing shift:

- Click the Shift name or .
- Make the necessary changes and select the Auto shift for the employee and click **Confirm**.

Delete a Shift



Perform the following steps to delete a shift:

- Select the Shift and click **Delete** or click  icon of the corresponding shift.
- On the appearing pop-up, click **Confirm** if you are sure to delete the shift.

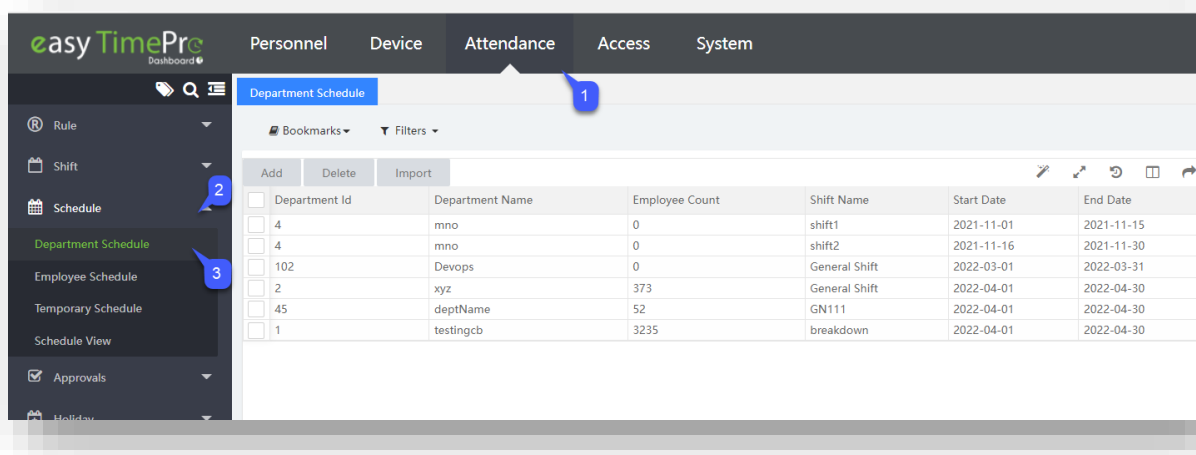
5.3 Schedule Shifts (Schedule)

The Schedule option enables you to set the predefined time frames to an employee/a group of employees on the same shift.

5.3.1 Schedule Shifts to the required Department (Department schedule)

The Schedule option enables you to set the predefined time frames to an employee/a group of employees on the same shift.

The Department Schedule allows you to create a schedule for the employees in the same department.



The columns are described as follows:

Department Id: Displays the Department id to which the schedule is assigned.

Department Name: Displays the Department name to which the schedule is assigned.

Employee Count: Displays the number of employees in the Department.

Shift Name: Displays the Shift name which is assigned to the Department.

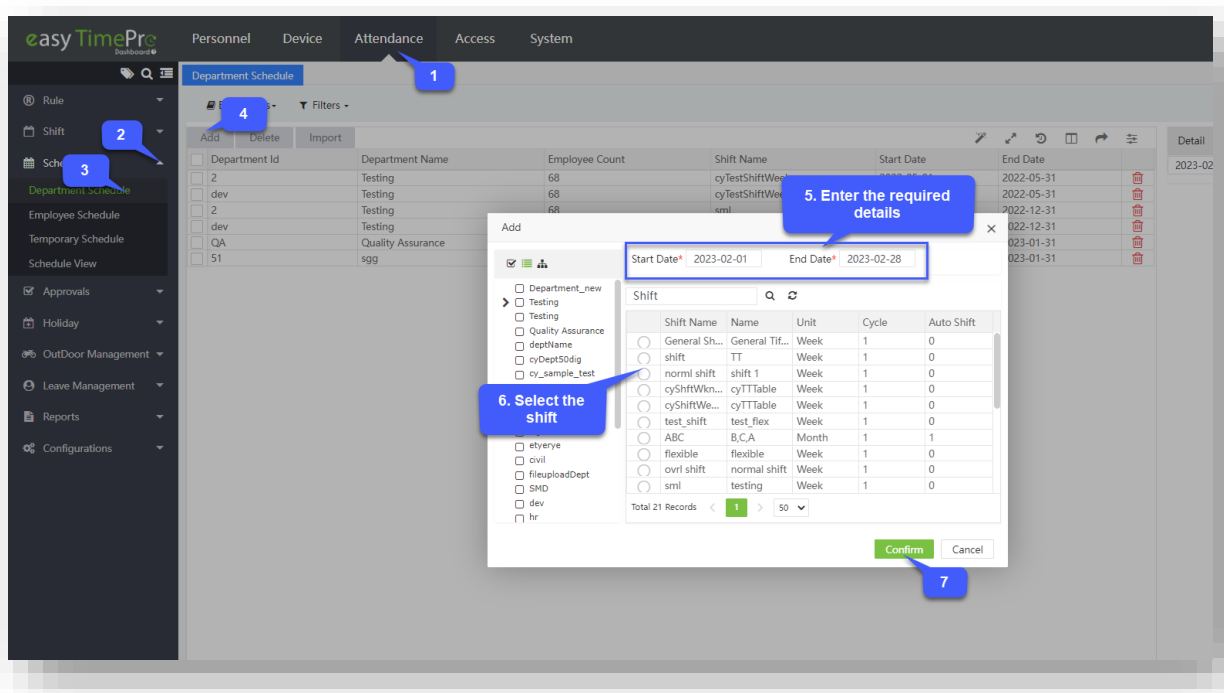
Start Date: Displays the starting time of the shift.

End Date: Displays the ending time of the shift.

Add a Department Schedule

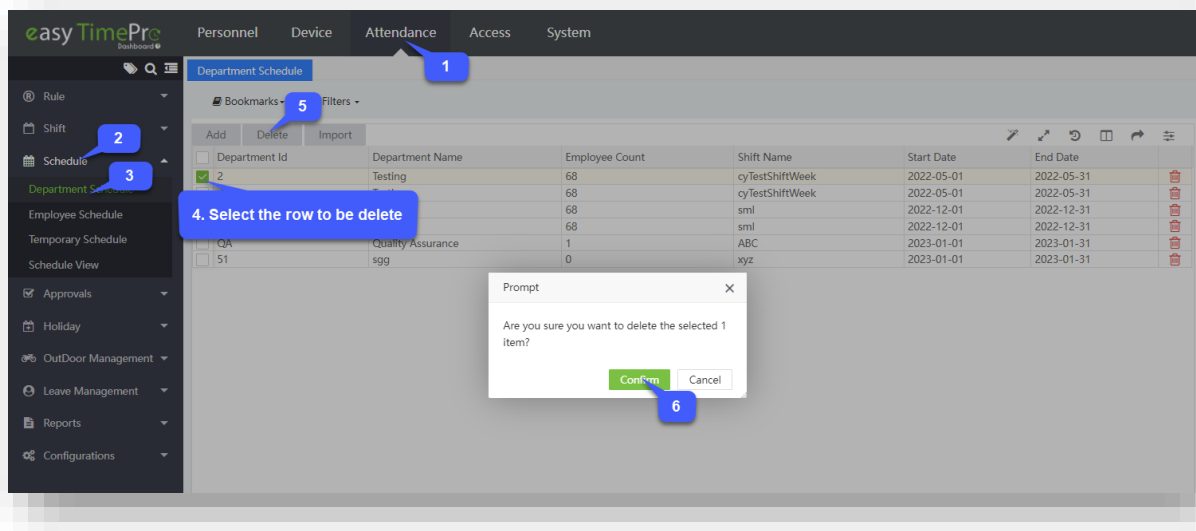
Perform the following steps to add a new department schedule:

- Click **Add** to add a new department schedule.
- On the appearing window, enter the required details as shown in the image below:




- Select the Department.
- Enter the schedule start date and end date.
- Select the Shift to assign a schedule.
- Click **Confirm**.

Delete a Department Schedule

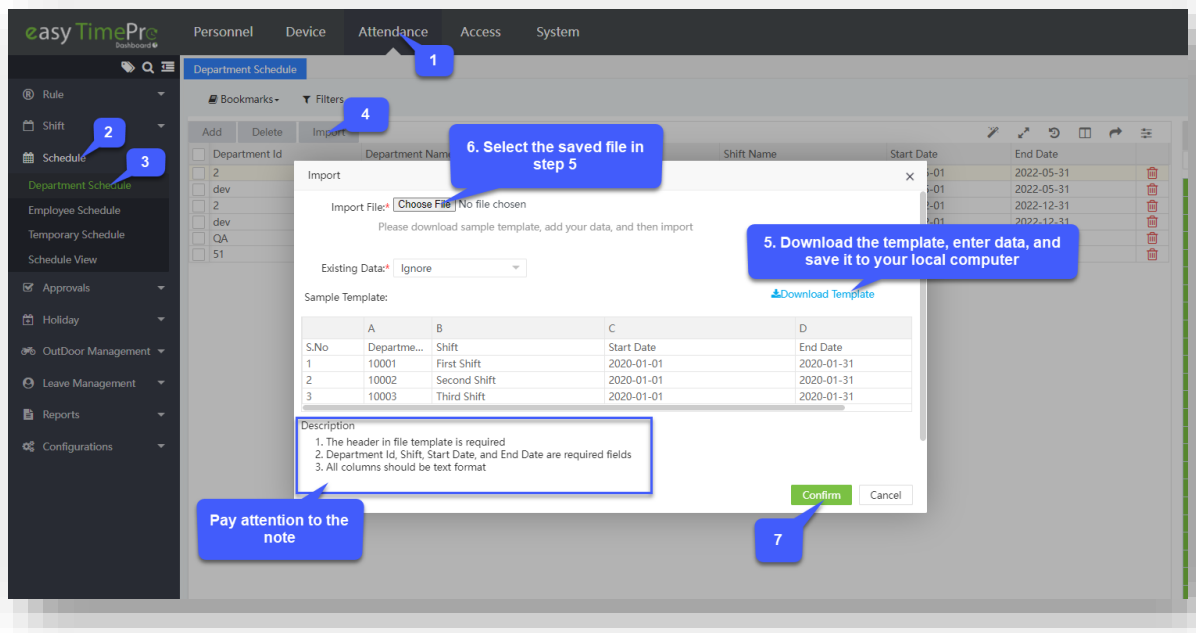


Perform the following steps to delete an existing department schedule:

- Select the department schedule and click **Delete** or  icon of the corresponding schedule.
- On the appearing pop-up, click **Confirm** if you are sure to delete the Department schedule.

How to import Department Schedule details.

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



Import a new or update the existing Department Schedule details.

- On the **Department Schedule** interface, click **Import** to import a new or update the existing Department Schedule details in 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 on the description of the Import window.
- On the **Import** window, click **Choose File** to browse and 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 Department Schedule in the Software need to be updated with the imported data.
- Choose **Ignore** if the modification is not required for the existing Department Schedule on the Software.
- Click **Confirm**, to ensure and import the saved data file to the software.

5.3.2 Schedule Shifts to the required Employee (Employeee)

Employee Scheduling ensures that the workflow is maintained by the employees during their scheduled working hours.

easyTimePro

Personnel

Device

Attendance

Access

System

Global Rule

Department Rule

Shift

Schedule

Employee Schedule

Temporary Schedule

Schedule View

Approvals

Holiday

Outdoor Management

Leave Management

Reports

Configurations

Global Rule

Employee Schedule

Department Rule

Shift

Schedule

Employee Schedule

Temporary Schedule

Schedule View

Approvals

Holiday

Outdoor Management

Leave Management

Reports

Configurations

Bookmarks

Filters

Import

Add Schedule

Export

Print

Refresh

Reset

Close

Employee ID

First Name

Last Name

Shift Name

Start Date

End Date

907

A

General Shift

2021-10-18

2021-12-31

908

B

General Shift

2021-10-18

2021-12-31

909

C

General Shift

2021-10-18

2021-12-31

910

D

General Shift

2021-10-18

2021-12-31

911

E

General Shift

2021-10-18

2021-12-31

912

F

General Shift

2021-10-18

2021-12-31

913

G

General Shift

2021-10-18

2021-12-31

914

H

General Shift

2021-10-18

2021-12-31

915

I

General Shift

2021-10-18

2021-12-31

916

J

General Shift

2021-10-18

2021-12-31

917

K

General Shift

2021-10-18

2021-12-31

918

L

General Shift

2021-10-18

2021-12-31

919

M

General Shift

2021-10-18

2021-12-31

920

N

General Shift

2021-10-18

2021-12-31

921

O

General Shift

2021-10-18

2021-12-31

922

P

General Shift

2021-10-18

2021-12-31

923

Q

General Shift

2021-10-18

2021-12-31

924

R

General Shift

2021-10-18

2021-12-31

925

S

General Shift

2021-10-18

2021-12-31

926

T

General Shift

2021-10-18

2021-12-31

927

U

General Shift

2021-10-18

2021-12-31

928

V

General Shift

2021-10-18

2021-12-31

929

W

General Shift

2021-10-18

2021-12-31

930

X

General Shift

2021-10-18

2021-12-31

931

Y

General Shift

2021-10-18

2021-12-31

932

Z

General Shift

2021-10-18

2021-12-31

933

A

General Shift

2021-10-18

2021-12-31

934

B

General Shift

2021-10-18

2021-12-31

935

C

General Shift

2021-10-18

2021-12-31

936

D

General Shift

2021-10-18

2021-12-31

937

E

General Shift

2021-10-18

2021-12-31

938

F

General Shift

2021-10-18

2021-12-31

939

G

General Shift

2021-10-18

2021-12-31

General Shift

May 2022

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11

The columns are described as follows:

Employee ID, First Name, Last Name: Displays the Employee ID and Name of the Employee.

Shift Name: Displays the shift name which is assigned to the employee.

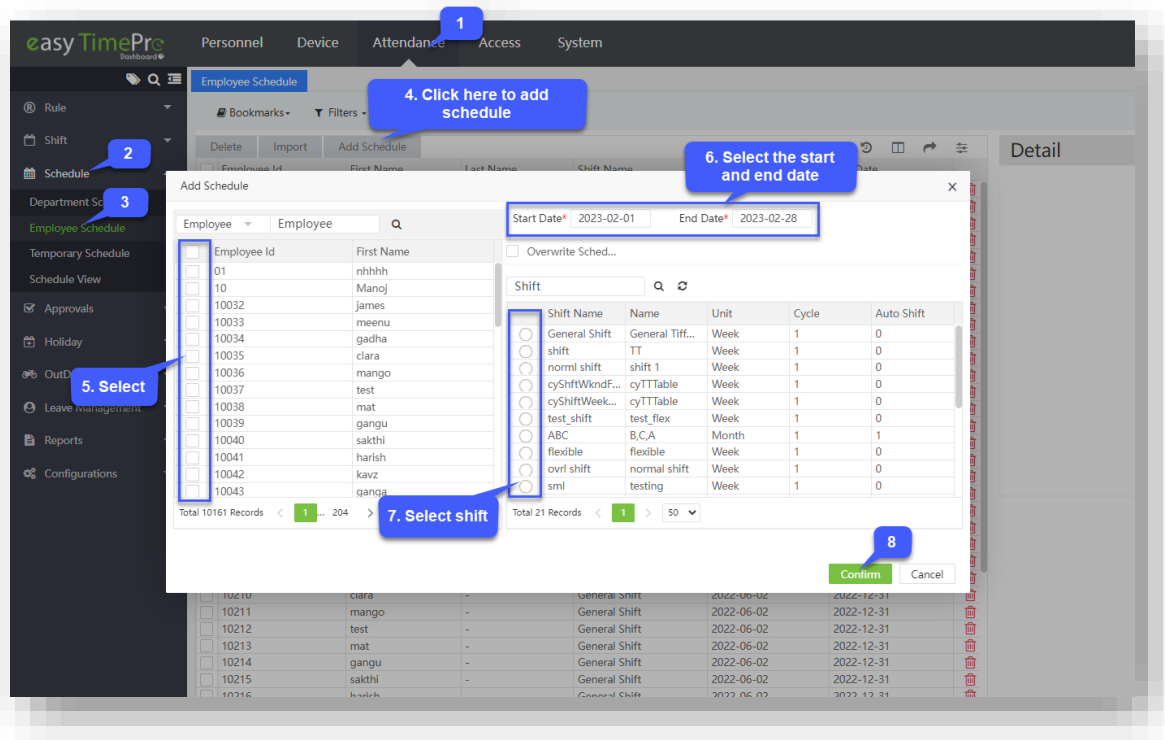
Start Date: Displays the starting date of the shift.

End Date: Displays the ending date of the shift.

Add an Employee Schedule

Perform the following steps to add an Employee schedule:

- Click **Add Schedule** and enter the required details in the appearing window as shown in the image below:



Employee: Select the Employee(s) from the list. The user can search for Employees using the search option (search by Employee, Department, Area or Position) situated above.

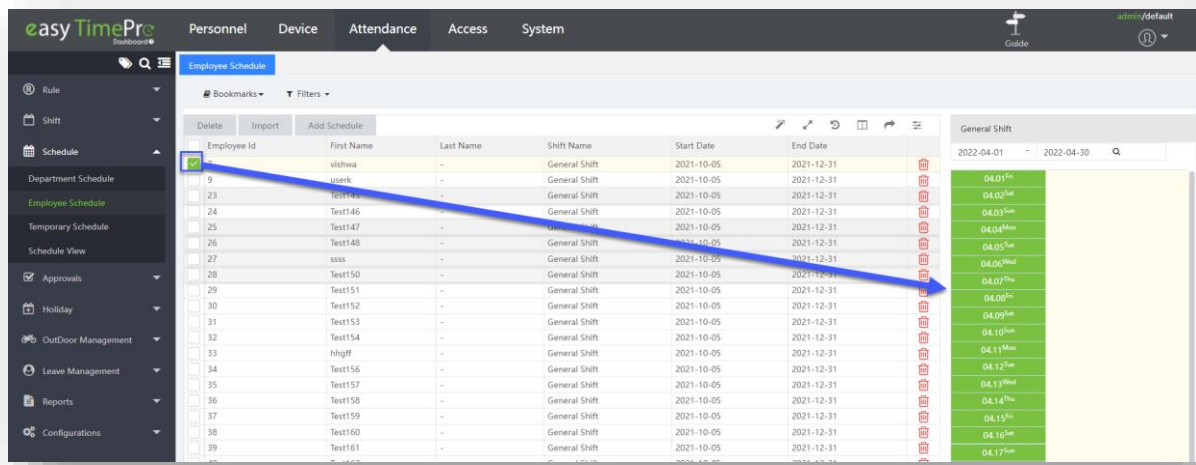
Date: Select the Start Date and End Date of the schedule.

Overwrite Schedule: If you want to replace the schedule, select the overwrite schedule checkbox.

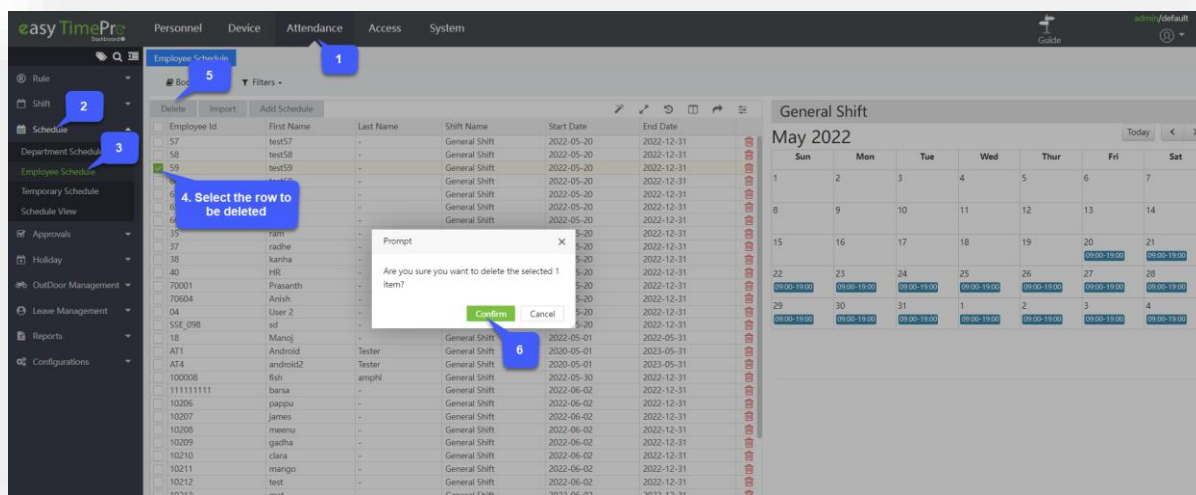
Shift: Select a shift from the list.

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


- If you select the checkbox next to the employee, the corresponding schedule will be displayed as shown in the image below:



Delete an Employee Schedule

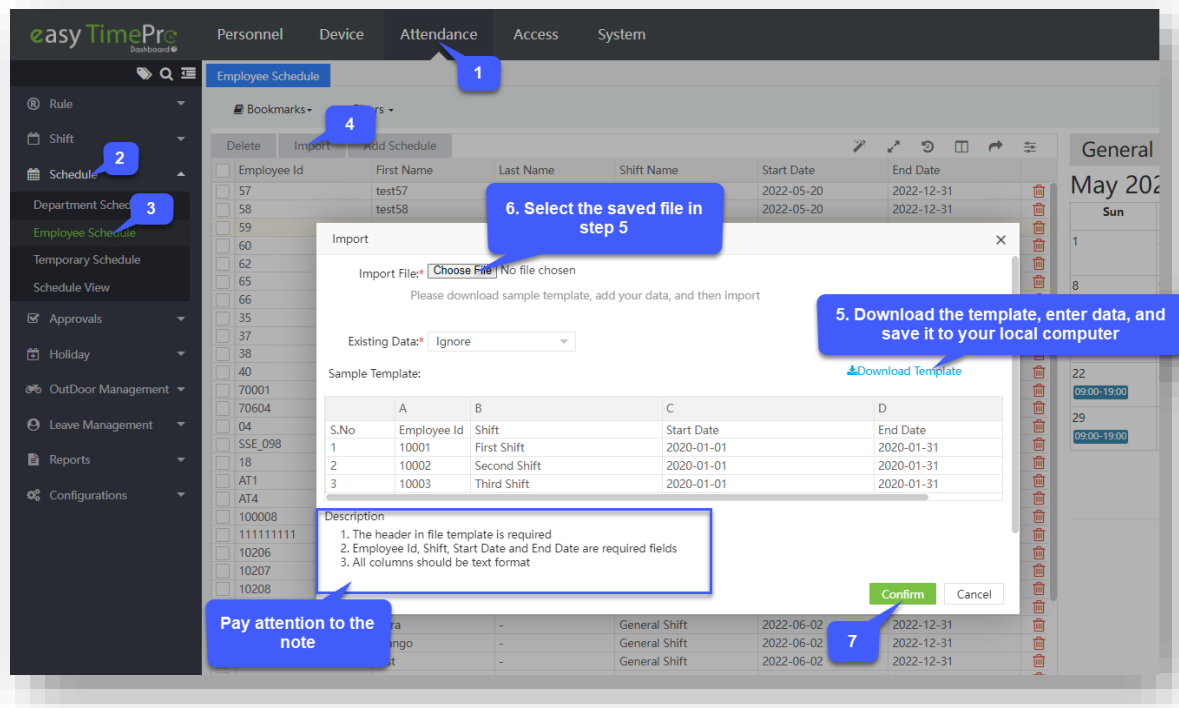


Perform the following steps to delete an existing employee schedule:

- Select the employee and click **Delete** or click **del** icon  of the corresponding employee schedule.
- On the appearing pop-up, click **Confirm** if you are sure to delete the employee schedule.

How to import Employee Schedule details

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

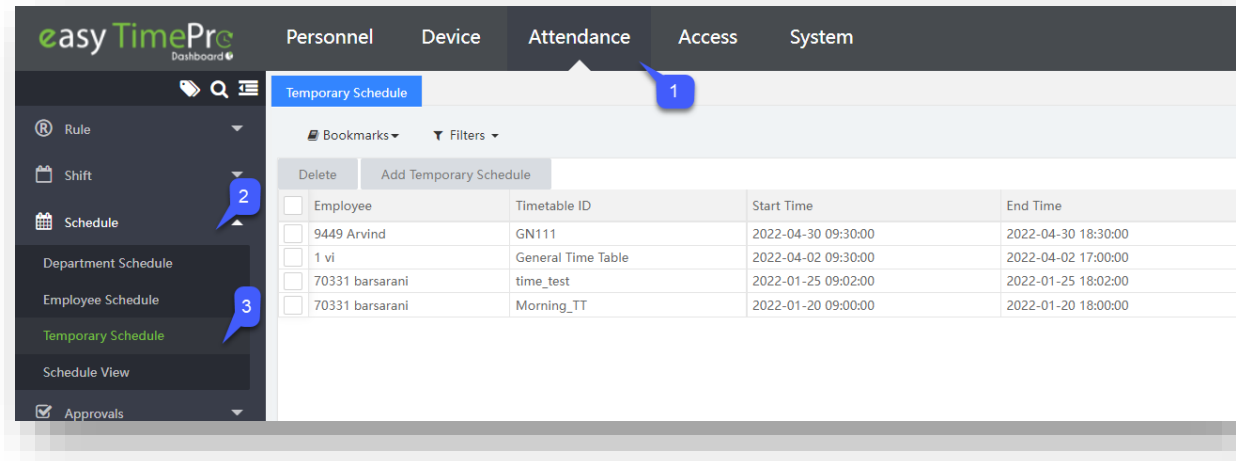


Import a new or update the existing Department Schedule details.

- On the **Department Schedule** interface, click **Import** to import a new or update the existing Employee Schedule details in 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 on the description of the Import window.
- On the **Import** window, click **Choose File** to browse and 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 Employee Schedule in the Software need to be updated with the imported data.
- Choose **Ignore** if the modification is not required for the existing Employee Schedule on the Software.
- Click **Confirm**, to ensure and import the saved data file to the software.

5.3.3 Schedule Shifts temporarily based on Workforce (Temporary Schedule)

A temporary schedule complements the existing schedule. It is usually scheduled for overtime, such as overtime at night, overtime on weekends, overtime during holidays, and more.



The columns are described as follows:

Employee: Displays the Employee Name.

Timetable ID: Displays the Timetable ID which is assigned to the employee.

Start Time: Displays the starting time of the temporary schedule.

End Time: Displays the ending time of the temporary schedule.

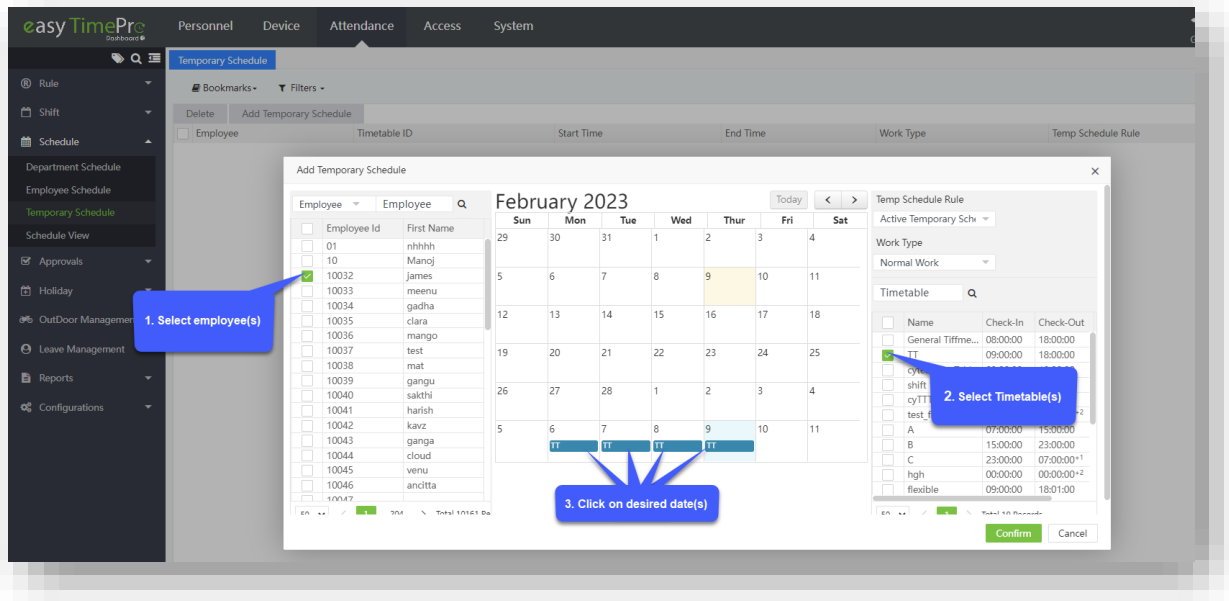
Work Type: Displays the type of work assigned to the shift.

Temporary Schedule Rule: Displays the rule which is applicable to the temporary schedule.

Add a Temporary Schedule

Perform the following steps to add a temporary schedule:

- Click **Add** Temporary Schedule to add a new temporary schedule.
- Enter the required details in the appearing window as shown in the image below:



Employee: Select Employee(s) to assign a temporary schedule.

Date: The default date is the current date.

Temporary Schedule Rule: This Rule decides the priority or importance of the temporary schedule which we are about to add.

- **Active Temporary Schedule:** This option will enable only **this** schedule to be in active state. Another schedule assigned to the selected employee(s) will not be considered for the selected period. And only this temporary schedule will be included in attendance calculation.
- **Add Additional Schedule:** This schedule will be added to the schedule already assigned to the selected employee(s). The attendance data will include both the current schedule and the temporary schedule.

Work Type: This is used to classify the work done during this Temp Schedule. If you are adding this schedule to compensate a temporary change in shift, then you can choose Normal Work. If you are adding this schedule for just Overtime, then you can choose from the OT options.

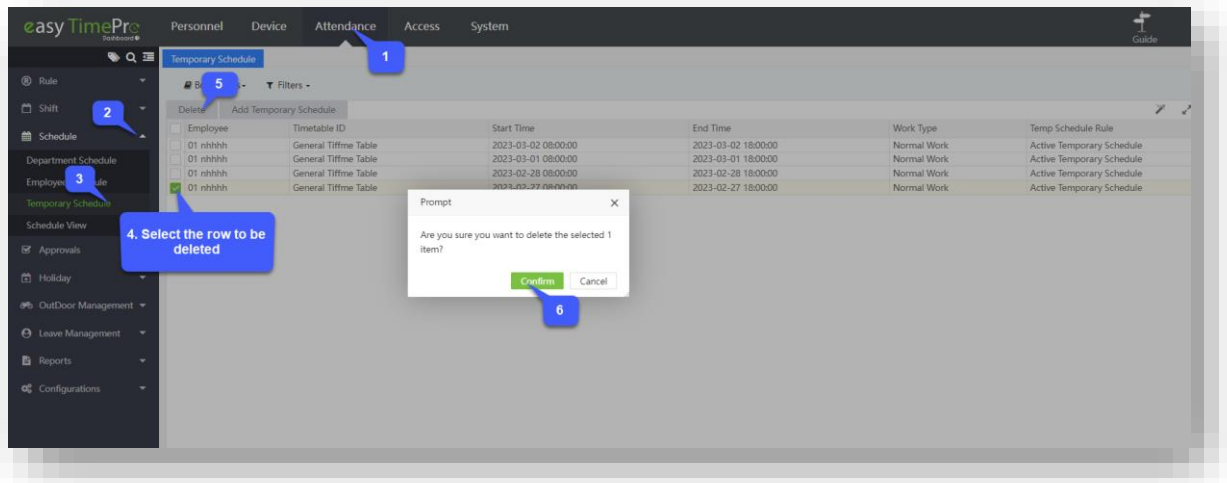
Timetable: Select a timetable for the temporary schedule from the list.


Click **Confirm**.

Notes: If the Temporary schedule rule is selected as an additional rule, the temporary schedule overlaps with the existing schedule and the existing schedule will only be considered for attendance calculation. Multiple Timetables may be selected for a temporary schedule, but their starting dates must not be the same.

Delete a Temporary Schedule

Perform the following steps to delete a temporary Schedule:

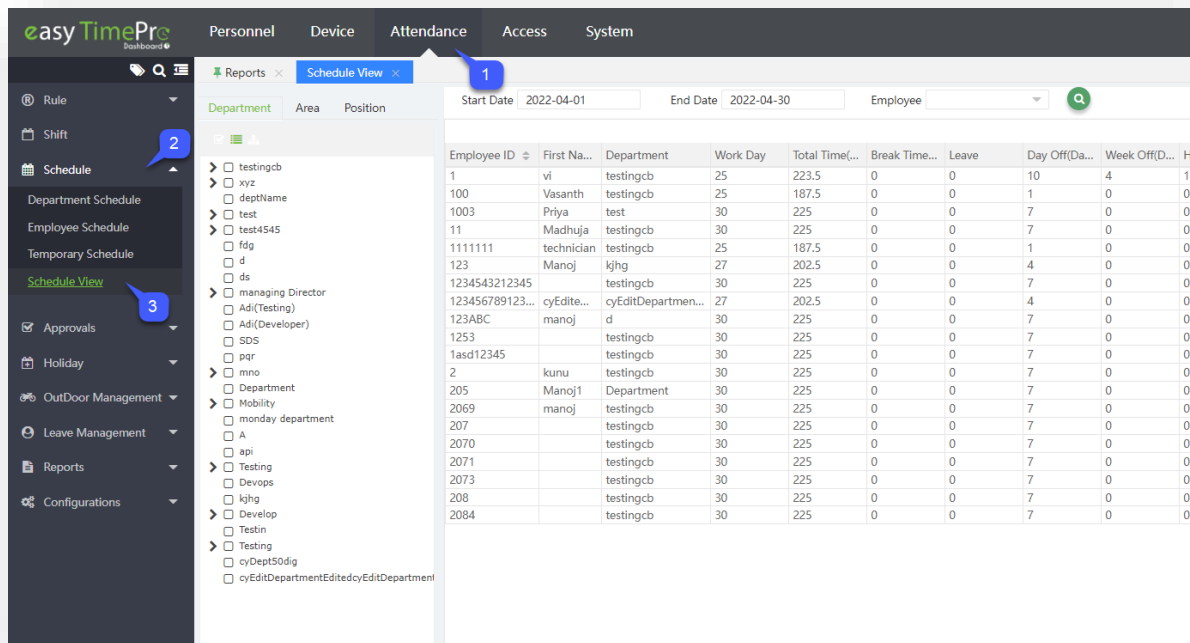


- Select the temporary schedule and click **Delete** or del icon  click icon of the corresponding temporary schedule.
- On the appearing pop-up, click **Confirm** if you are sure to delete the temporary schedule.

5.3.4 Schedule View

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

- Select a Department to view the details of the schedule assigned to the employee for the day/week/month.



5.4 Approval request

The requests raised by the employees will be processed by the Approving Authority based on the hierarchy. To create a hierarchy of approval, please refer [Approval Workflow](#).

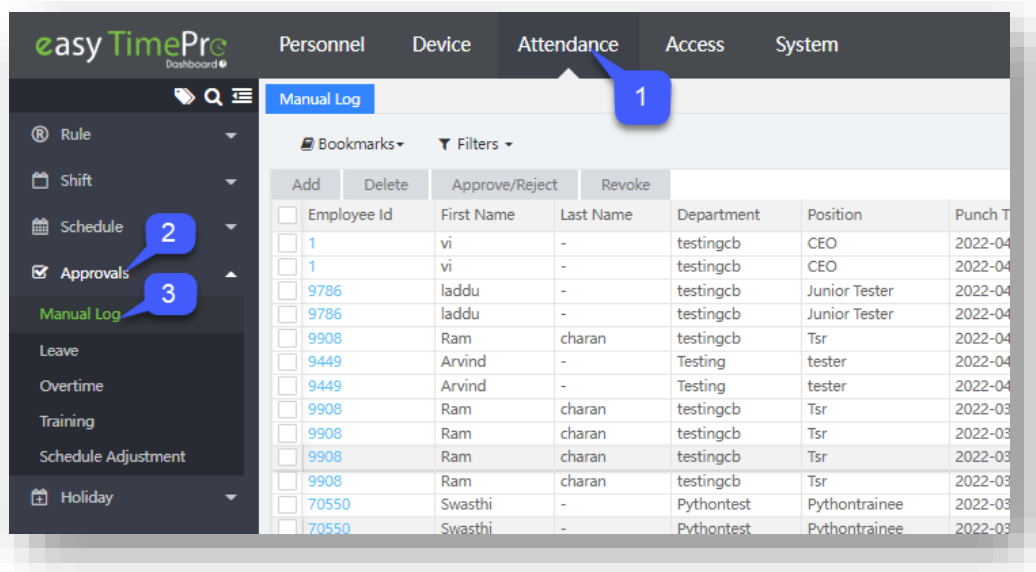
The major advantages of Approval Workflow are:

- Simplified seamless online approval process.
- Keep everyone in the loop notified.
- Accurate approval records

5.4.1 How does the Admin process Approval requests (Manual Log)

The **Approvals** option facilitates the Admin to Add/ Delete/ Approve/Reject the Manual Logs, Leaves requests, Overtime requests, Training requests.

When the employee forgets to punch for check-in/check-out/break time-out/break time-in, the attendance details can be logged in manually. The appropriate Approver will process it.



The columns are described as follows:

Employee ID, First Name, Last Name, Department, Position: Displays the Employee ID, Name, Department, and Position of the employee who applied for the manual log.

Punch Time: Displays the attendance punch time.

Punch State: Displays the attendance punch state.

Apply Reason: Displays the reason for manual punch.

Apply Time: Displays the time of the manual log.

Approval Status: Displays the status of approval of the manual log.

Remarks: Displays the remarks for the processed manual log.

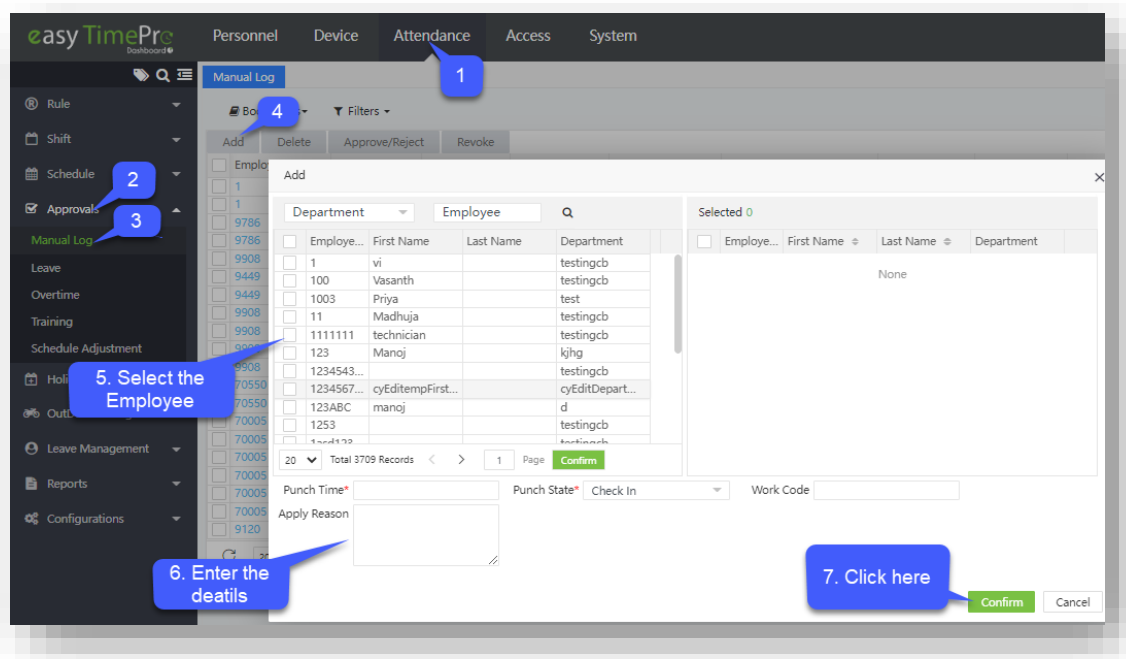
Approval Time: Displays the time of approval of the manual log.

Approver: Displays the name of the approver.

Add a Manual Log

Perform the following steps to add a manual log:

- Click **Add** to add a new manual log.
- Enter the required details in the appearing window as shown in the image below:



Employee: Select the Employee(s) from the list.

Punch Time: Enter Punch Time.

Punch State: Select the Punch state from the drop-down for which you are applying.

Work Code: Enter the Work code of the Employee.

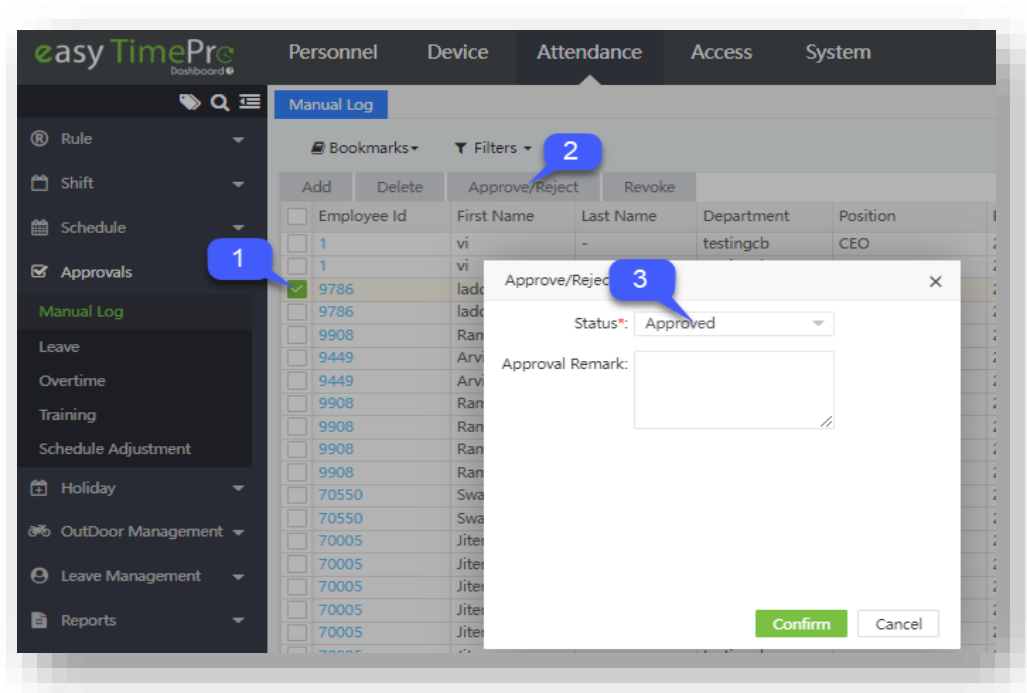
Apply Reason: Enter the reason for applying.

Click **Confirm**.

Approve or Reject a Manual Log

Perform the following steps to approve/reject a manual log:

- Select the manual log and click **Approve/Reject**. A pop-up will appear as shown in the image below:

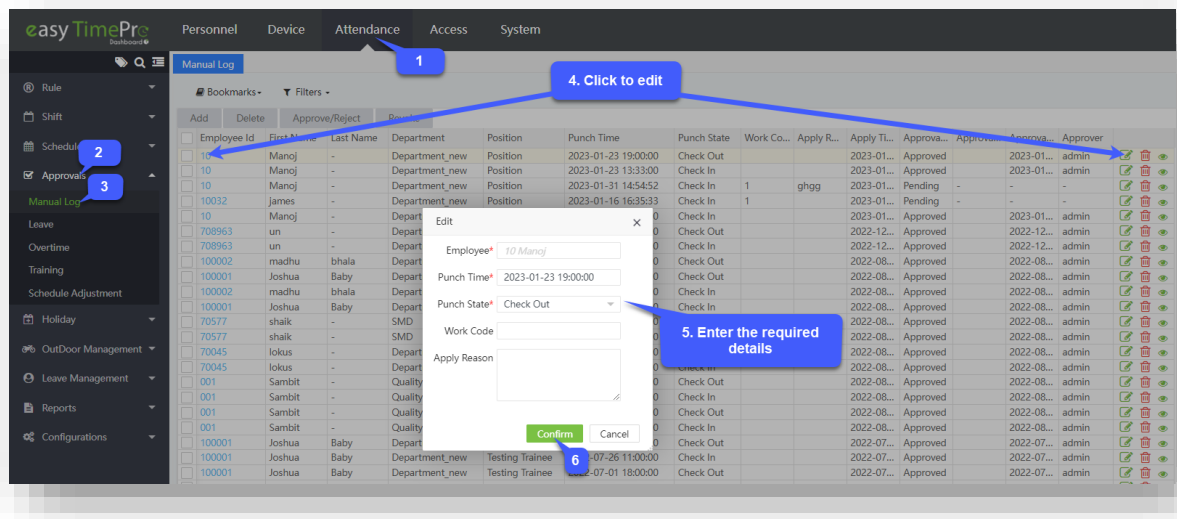


- Select the state as Approved/Rejected.
- Enter the remarks of approval.
- Click **Confirm**.

Edit a Manual Log

Only the logs which are not Approved/Rejected can be modified. Perform the following steps to edit a manual log:

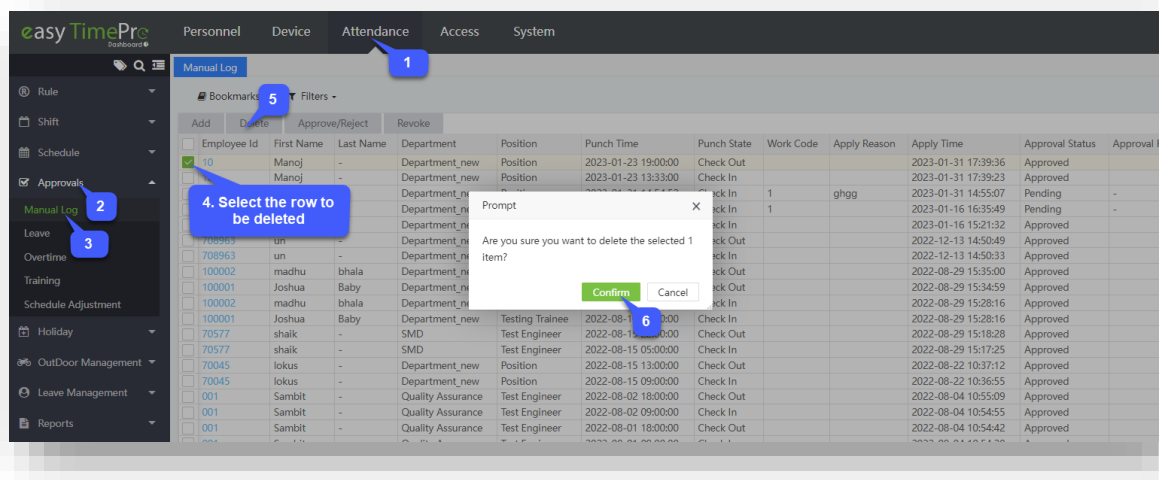
- Click the Employee ID or edit icon.
- A window will appear as shown in the image below:




- Make necessary changes and click **Confirm**.

Delete a Manual Log

Perform the following steps to delete a manual log:

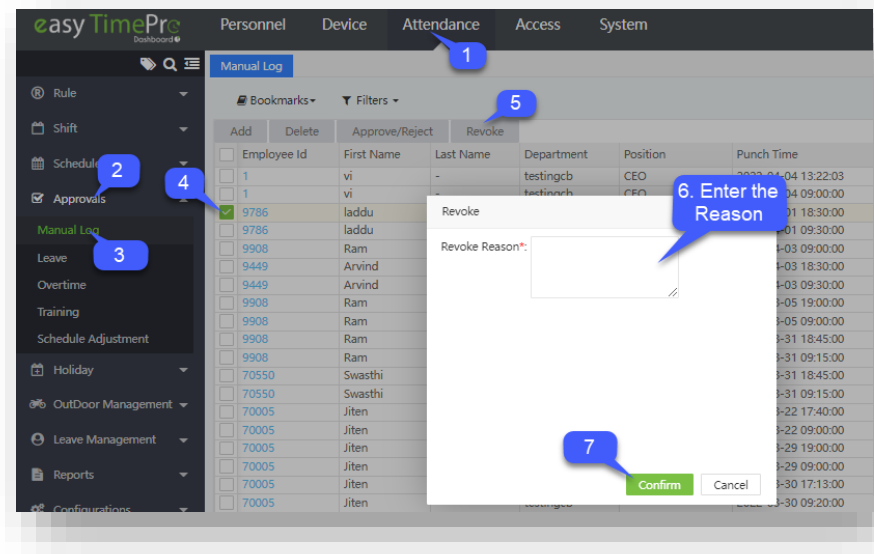


- Select the manual log and click **Delete** or click del icon  of the corresponding manual log.
- On the appearing pop-up, click **Confirm** if you are sure to delete the manual log.

Revoke a Manual Log

Using Revoke, we can cancel an Approved or Rejected request. To revoke a manual log, perform the following steps:

- Select the Manual log to revoke and click **Revoke**.
- A window will appear as shown below:

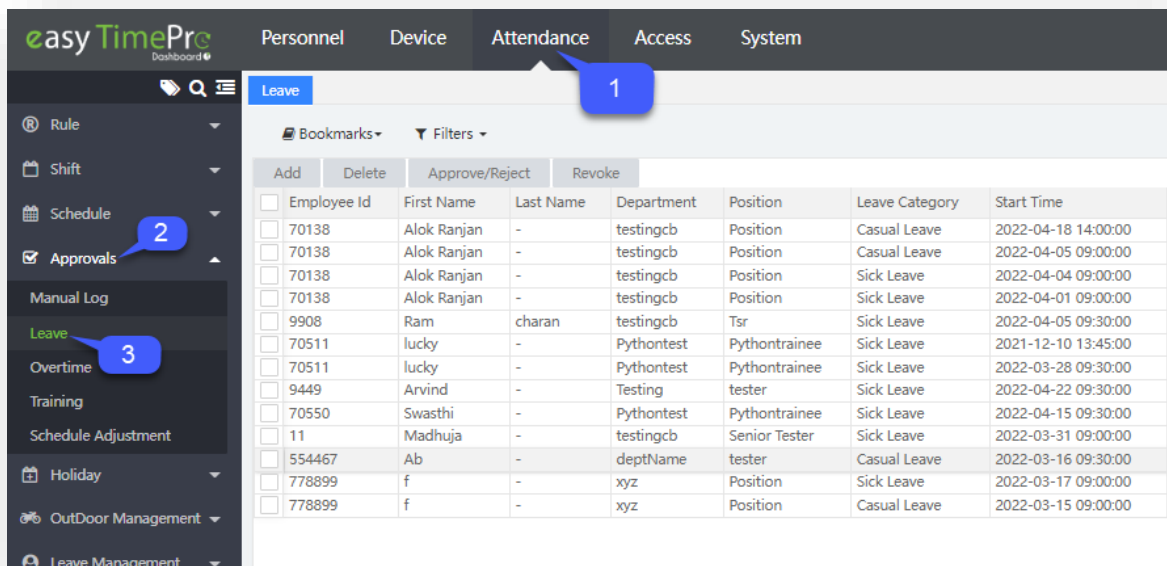


- Enter the reason to revoke and click **Confirm**.

5.4.2 Leave

Leave option facilitates an employee to apply for leave. It can be a Sick Leave/Casual Leave/Maternity Leave/Business Trip, and more.

The appropriate Administrator will process the leave request.



The columns are described as follows:

Employee ID, First Name, Last Name, Department, Position: Displays the Employee ID, Name, Department, and Position of the employee who applied for leave.

Leave Category: Displays the category of the applied leave.

Start Time: Displays the starting time of the leave.

End Time: Displays the ending time of the leave.

Day Type: Displays the type of leave as half-day or full day.

Leave Type: Displays the payment type of leave as paid or unpaid.

Apply Reason: Displays the reason for leave application.

Apply Time: Displays the time at which the leave was applied.

Approval Status: Displays the status of approval of the leave.

Approval Remarks: Displays the remarks for processed leave.

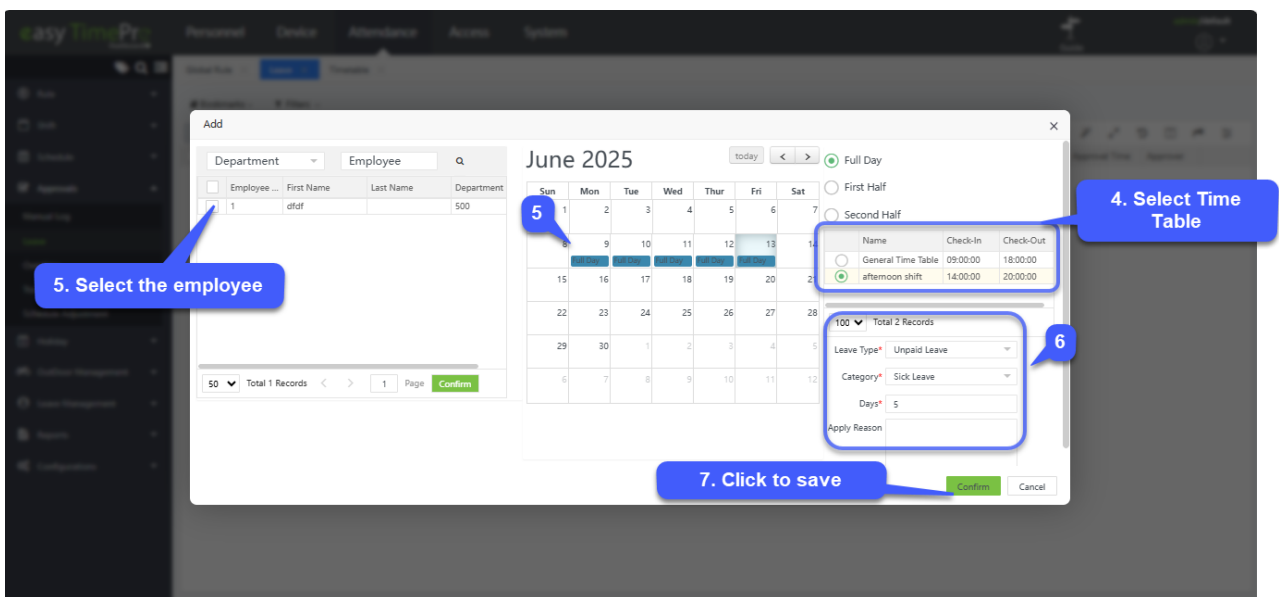
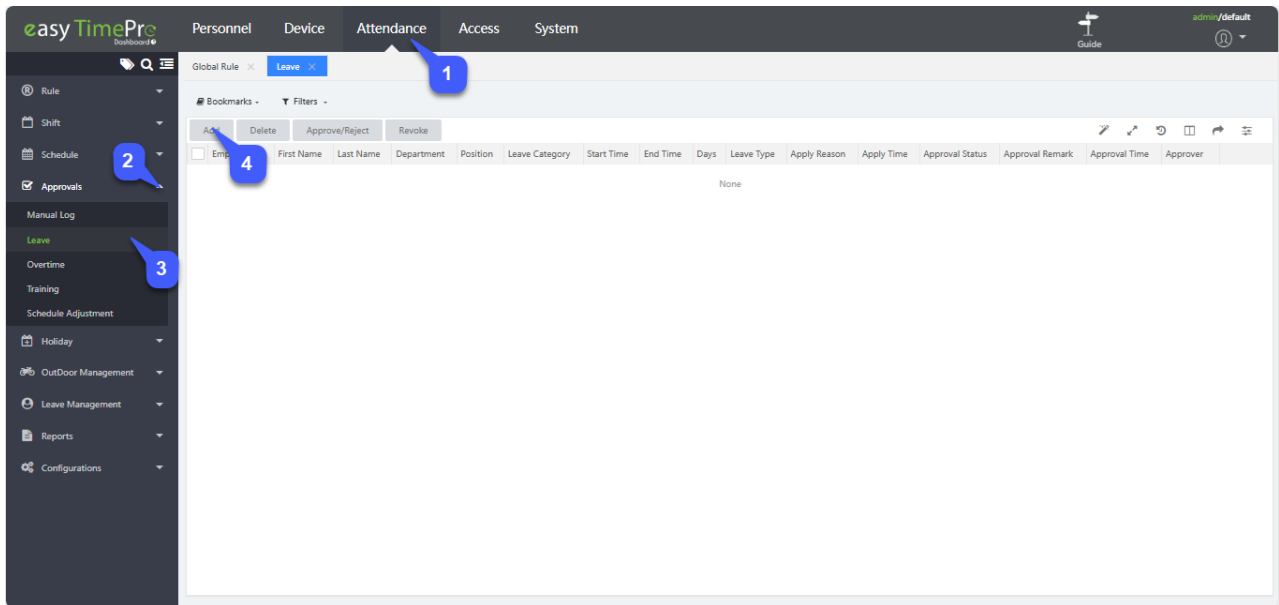
Approval Time: Displays the time of approval.

Approver: Displays the name of the approver.

Add a Leave

Perform the following steps to add a leave:

- Click **Add** to add a leave.
- Enter the required details in the appearing window as shown in the image below:



Employee: Select the Employee to add a leave.

Day Type: Select the day as Full day/First Half/Second Half.

Date: Select the date from the calendar.

Leave Type: Select the leave type as Paid Leave/Unpaid Leave.

Category: Select the Leave category.

Days: This field will be auto entered when you select the date from the calendar.

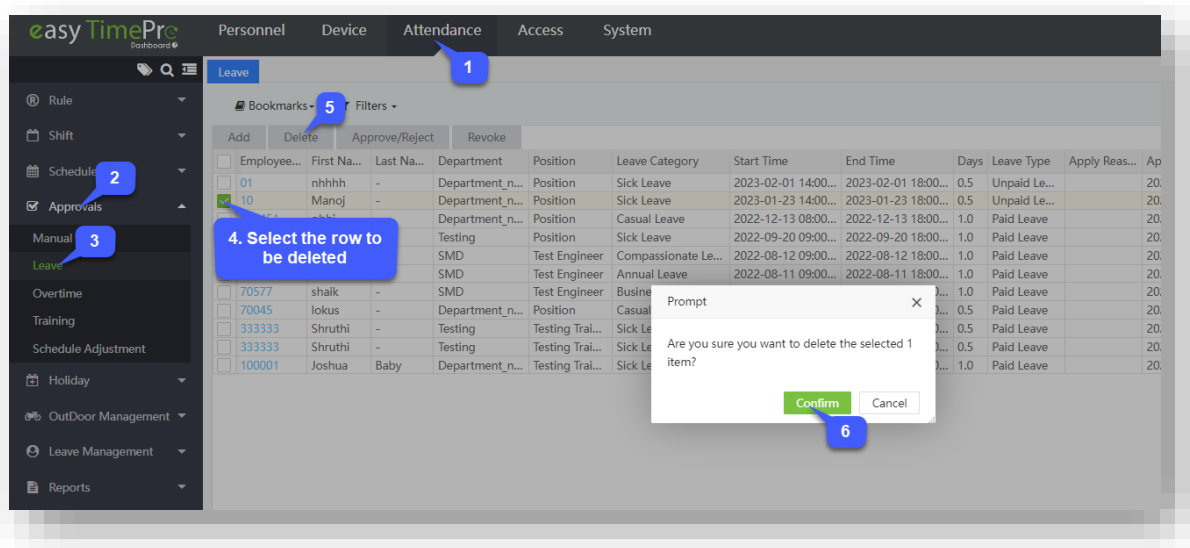
Apply Reason: Enter the reason for the leave request.


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

Note: The employee must select the timetable before applying for leave.

Delete a Leave

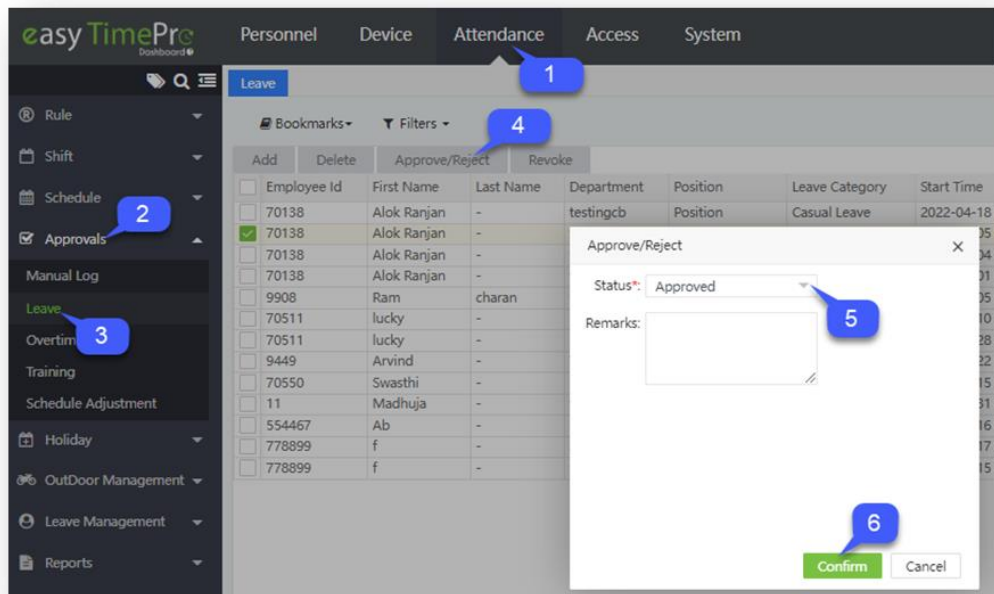
Perform the following steps to delete a leave request:



- Select the leave and click **Delete** or click **Delete** icon  of the corresponding leave request.
- On the appearing pop-up, click **Confirm** if you are sure to delete the leave request.

Approve or Reject a Leave

Perform the following steps to approve/reject a leave request:

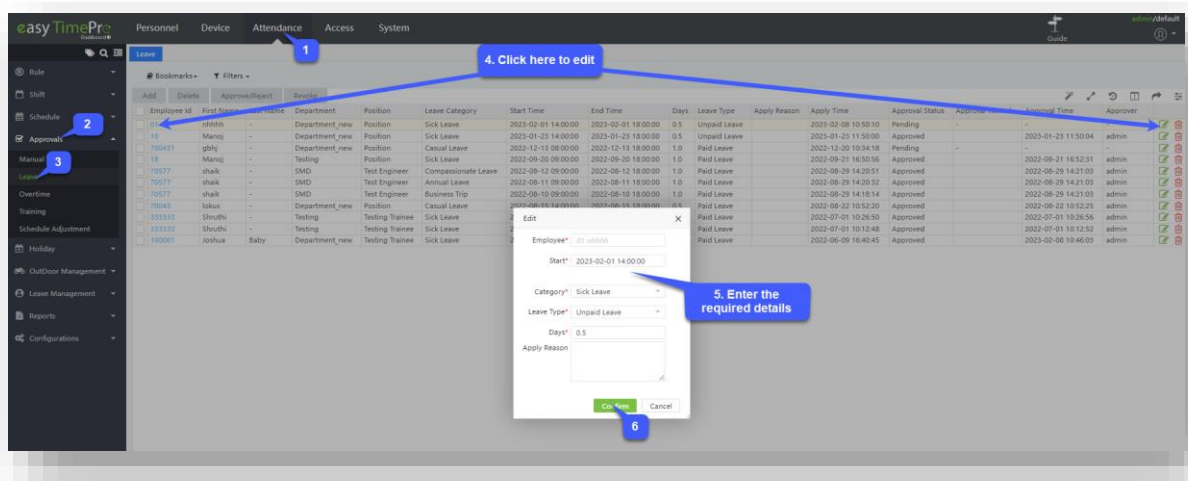


- Select the leave request and click **Approve/Reject**. A pop-up will appear as shown in the image above.
- Select the state as Approved/Rejected.
- Enter the remarks of approval. Click **Confirm**.

Edit a Leave

Edit option let user to modify the leave request. Perform the following steps to edit a leave:

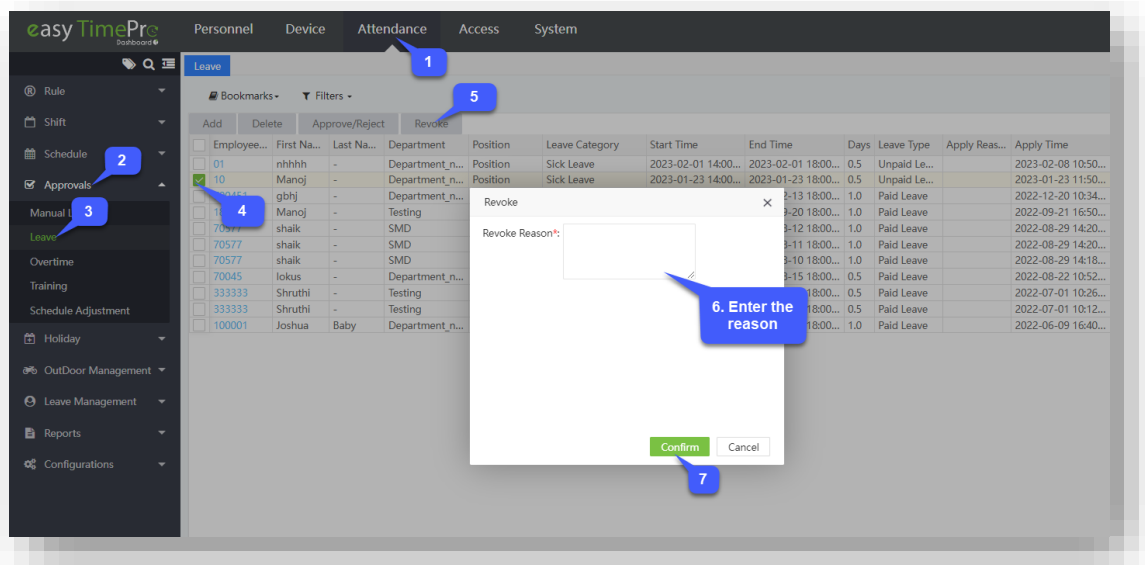
- Click the Employee ID or edit icon.
- A window will appear as shown in the image below:



Revoke a Leave

Using Revoke, we can cancel an Approved or Rejected request. To revoke a leave, perform the following steps:

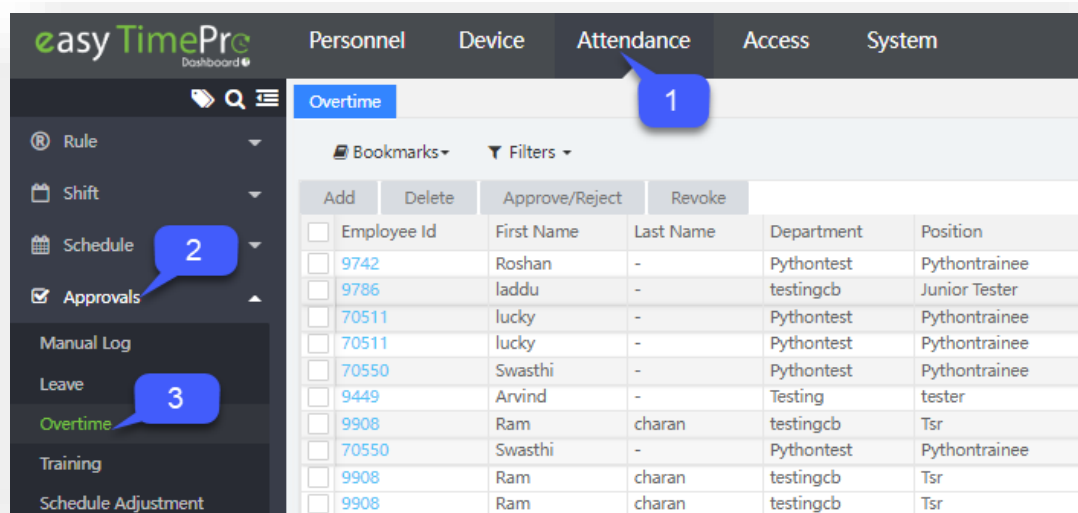
- Select the Leave to revoke and click **Revoke**.
- A window will appear as shown below:



5.4.3 Overtime

Overtime option enables you to add overtime to an employee. The Overtime can be Normal Overtime/Weekend Overtime/Holiday Overtime. It can be done in two ways:

1. The Administrator can add overtime to the employees through Admin login.
2. The Employee can raise overtime requests through employee login.



The columns are described as follows:

Employee ID, First Name, Last Name, Department, Position: Displays the Employee ID, Name, Department, and Position of the employee who applied for overtime.

Overtime Type: Displays the type of overtime application.

Start Time: Displays the starting date and time of overtime.

End Time: Displays the ending date and time of overtime.

Apply Reason: Displays the reason for overtime application.

Apply Time: Displays the time at which the overtime approval is requested.

Approval Status: Displays the status of approval of the overtime.

Approval Remarks: Displays the remarks for the processed overtime request.

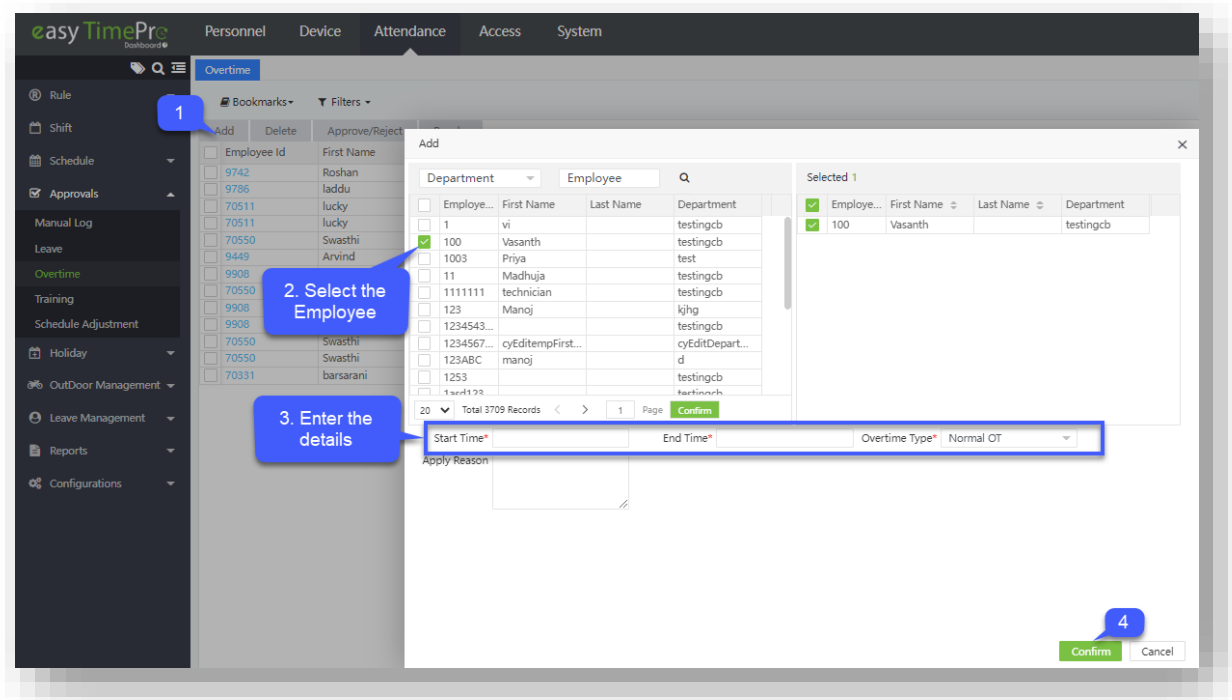
Approval Time: Displays the time of approval.

Approver: Displays the name of the approver.

Add an Overtime Request

Perform the following steps to raise an overtime request:

- Click **Add** to raise overtime request.
- Enter the required details in the appearing window as shown in the image below:



Employee: Select the Employee to raise overtime requests.

Start Time: Enter the start time of overtime.

End Time: Enter the end time of overtime.

Category: Select the overtime category.

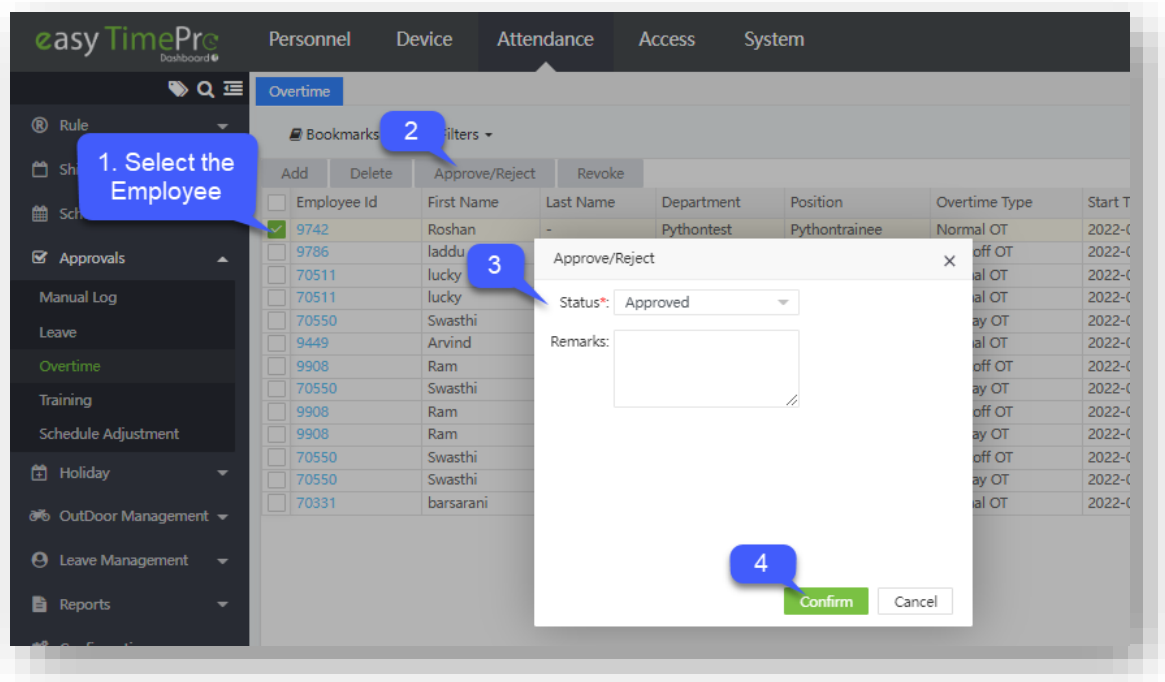
Apply Reason: Enter the reason for the overtime request.

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

Approve or Reject an Overtime Request

Perform the following steps to approve/reject an overtime request:

- Select the overtime request and click **Approve/Reject**. A pop-up will appear as shown in the below image.

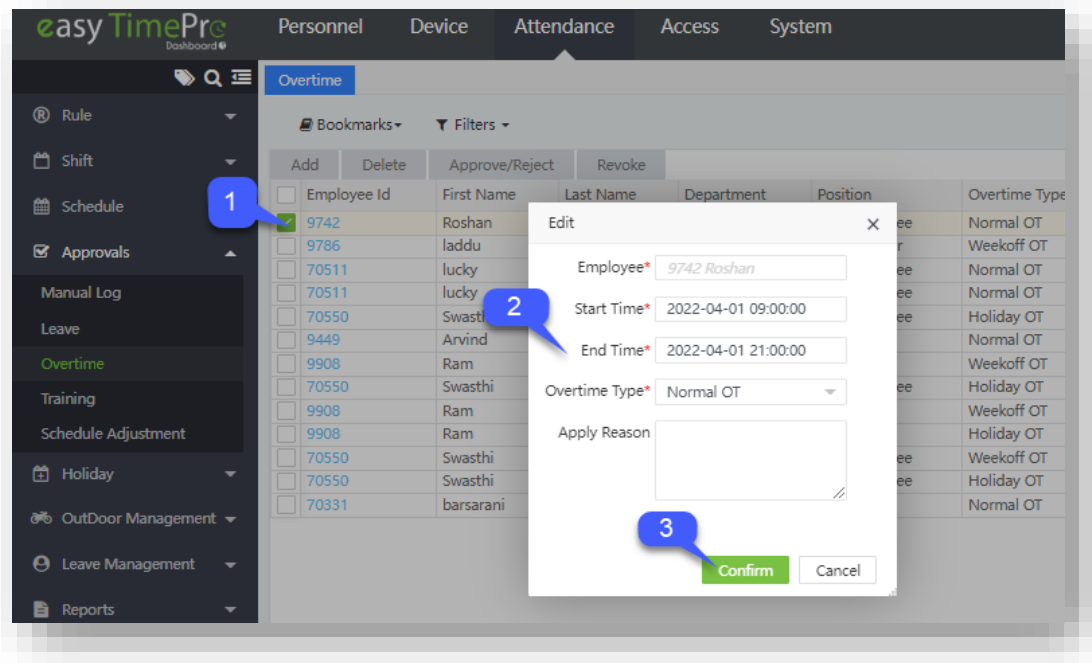


- Select the state as Approved/Rejected.
- Enter the remarks of approval. Click **Confirm**.

Edit an Overtime Request

Perform the following steps to edit an overtime request:


- Click the Employee ID or **Edit** icon.
- A window appears as shown in the below image.



- Make necessary changes and click **Confirm**.

Delete an Overtime Request

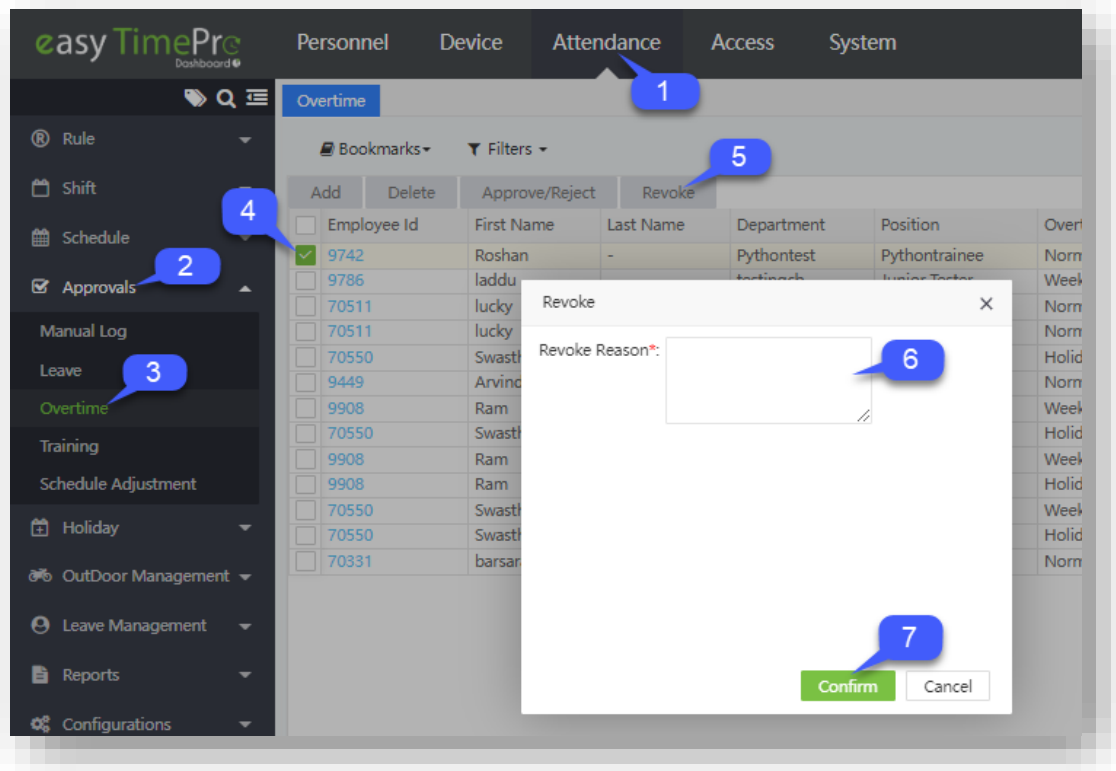
Perform the following steps to delete an overtime request:

- Select the overtime request and click **Delete** or click **del** icon  of the corresponding overtime request.
- On the appearing pop-up, click **Confirm** if you are sure to delete the leave request.

Revoke an Overtime Request

Perform the following steps to revoke an overtime request:

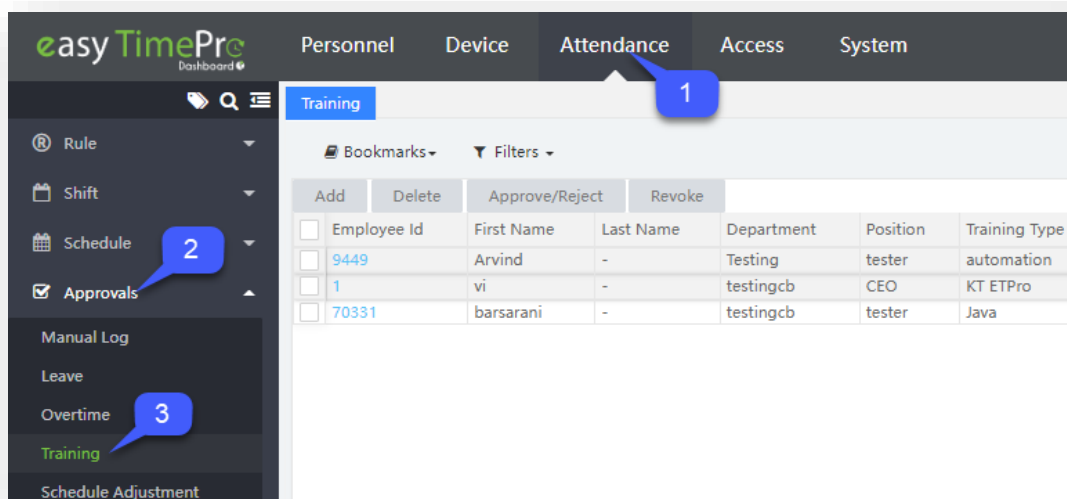
- Select the overtime request to be revoked and click **Revoke**.
- A window will appear as shown in the image below:



- Enter the revoke reason and click **Confirm**.

5.4.4 Training

The Training option enables you to add training requests. The appropriate Administrator will approve the training requests.



The columns are described as follows:

Employee ID, First Name, Last Name, Department, Position: Displays the Employee ID, Name, Department, and Position of the employee who applied for training request.

Training Type: Displays the training type which the employee applied for.

Start Time: Displays the starting date and time of the training.

End Time: Displays the ending date and time of the training.

Apply Reason: Displays the reason for the training application.

Apply Time: Displays the time at which the training is requested.

Approval Status: Displays the status of approval of the training.

Approval Remarks: Displays the remarks for the processed training request.

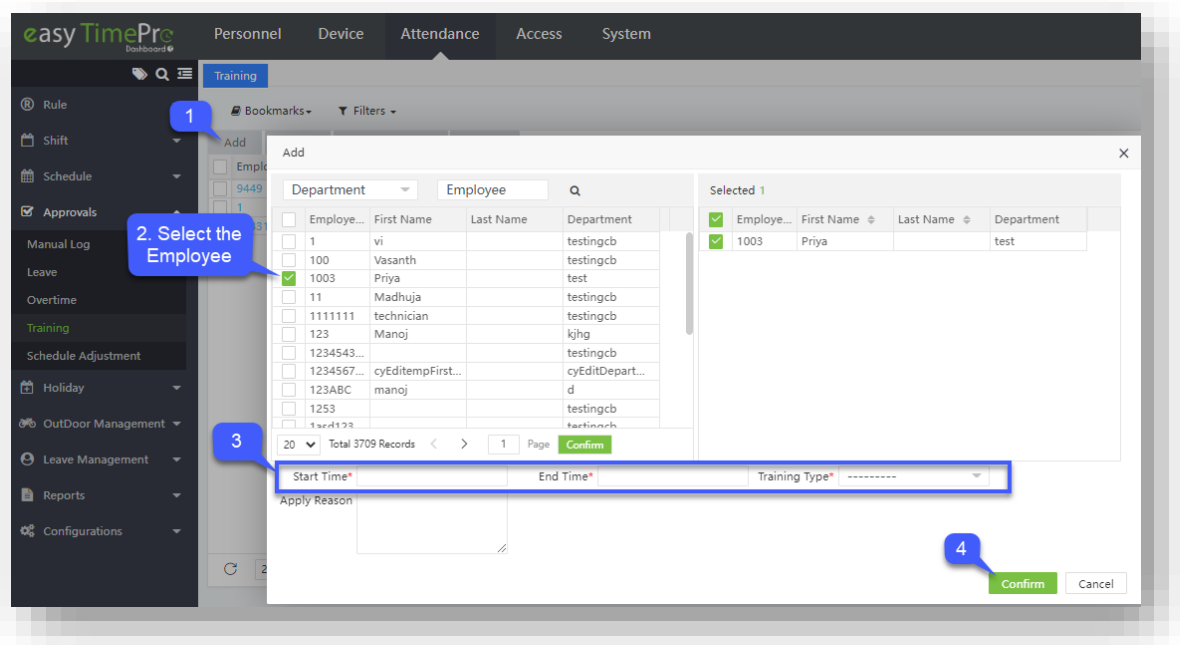
Approval Time: Displays the time of approval.

Approver: Displays the name of the approver.

Add a Training Request

Perform the following steps to raise a training request:

- Click **Add** to request training.
- Enter the required details in the appearing window as shown in the image below:



Employee: Select the Employee to raise training requests.

Start Time: Enter the Start time of Training.

End Time: Enter the End time of Training.

Category: Select Training Type.

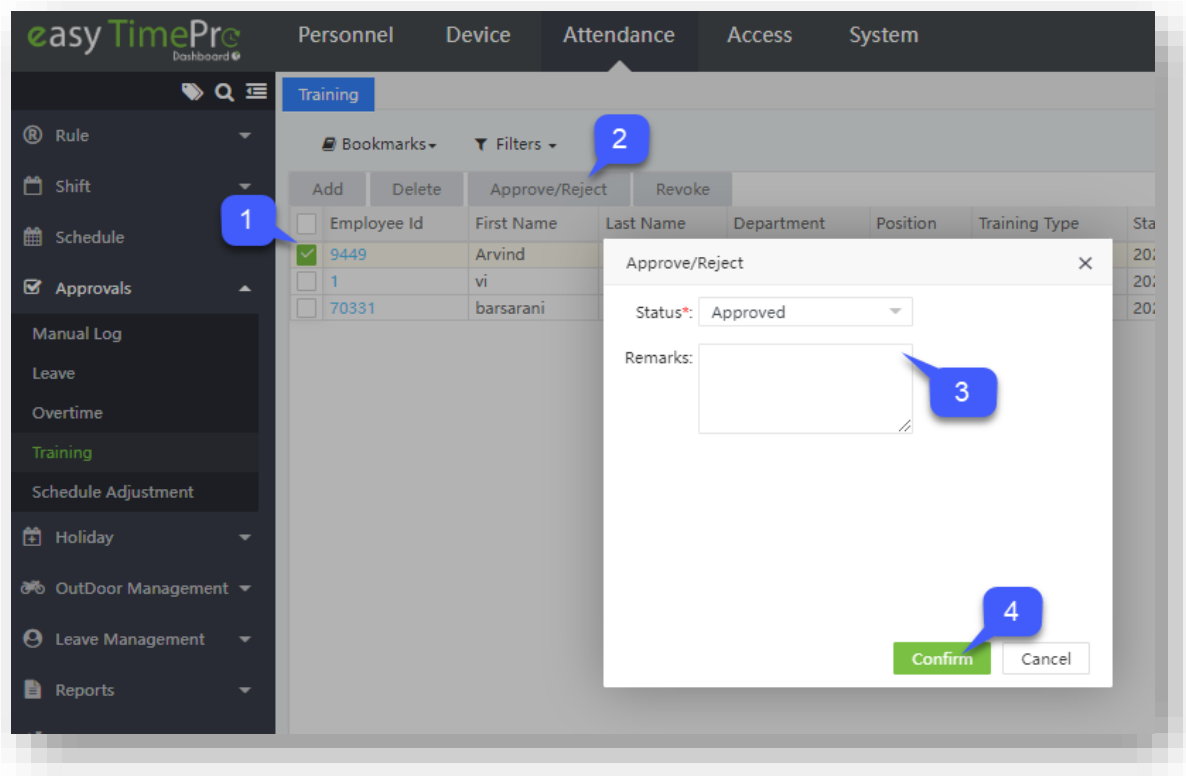
Apply Reason: Enter the reason for the training request.

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

Approve or Reject a Training Request

Perform the following steps to approve/reject a training request:

- Select the training request and click **Approve/Reject**. A pop-up will appear as shown in the below image.

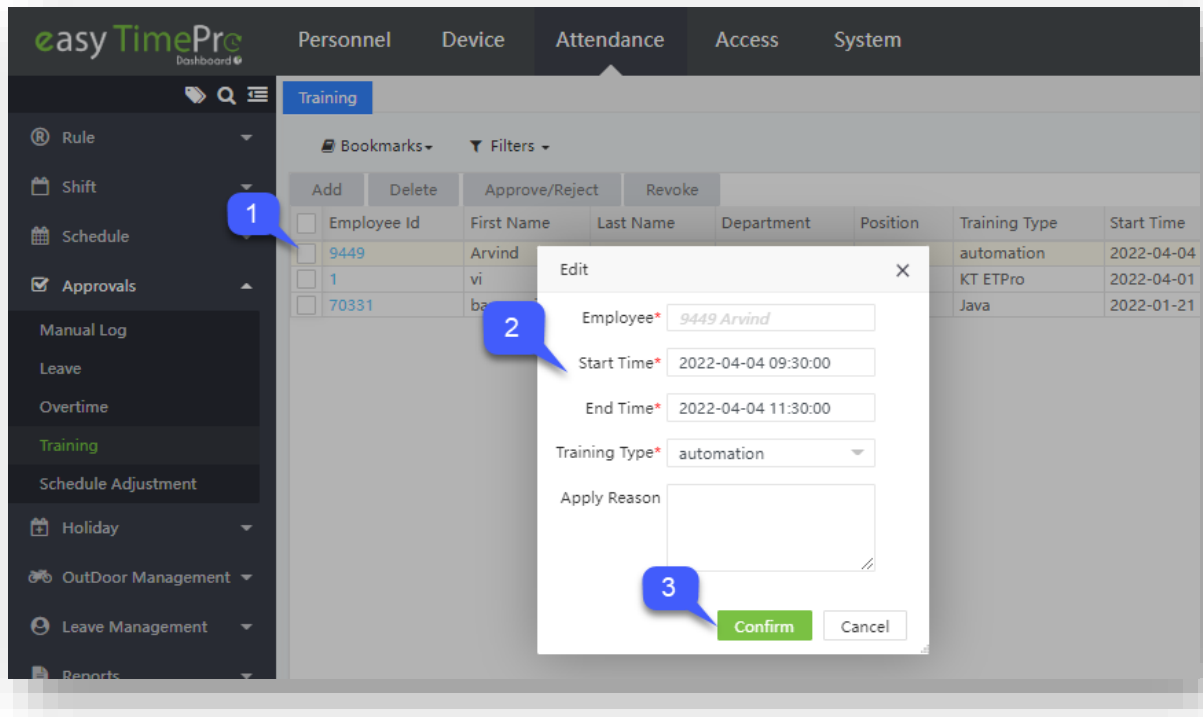


- Select the state as Approved/Rejected.
- Enter the remarks of approval. Click **Confirm**.

Edit a Training Request

Perform the following steps to edit a training request:

- Click the Employee ID or **edit** icon.
- A window will appear as shown in the below image.

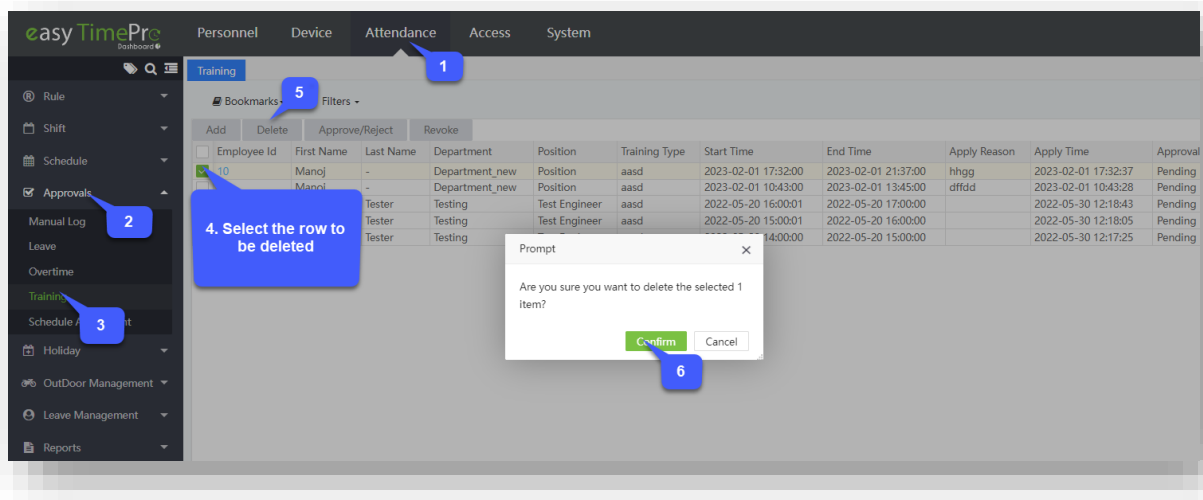


- Make necessary changes and click **Confirm**.

Delete a Training Request

To delete a training request, perform the following steps:

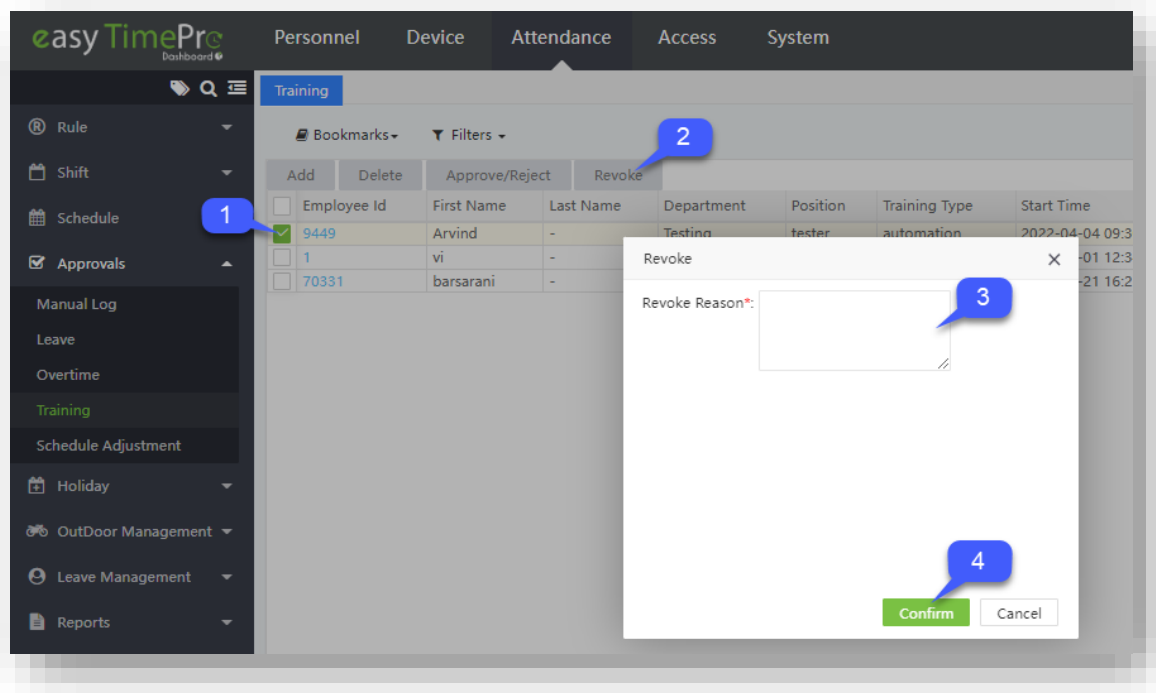
- Select the training request and click **Delete** or click **Delete** icon 🗑️ of the corresponding training request.
- On the appearing pop-up, click **Confirm** if you are sure to delete the training request.



Revoke a Training Request

To revoke a training request, perform the following steps:

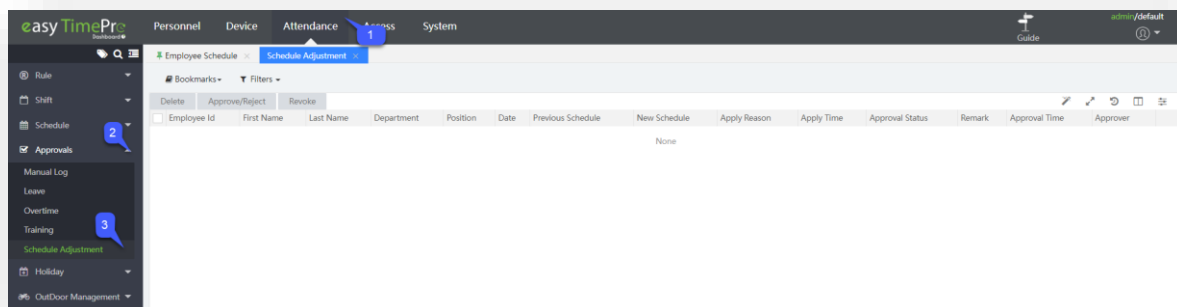
- Select the training request to be revoked and click **Revoke**.
- A window will appear as shown below:



- Enter the revoke reason and click **Confirm**.

5.4.5 Schedule Adjustment

An employee can request to change the schedule assigned to him through our EasyTime Pro Mobile App. When an employee submits a request to change the shift through EasyTime Pro Mobile App, the Administrator can approve the request through the Web application or EasyTime Pro Mobile App. The columns are described as shown below:



The columns are described as follows:

Employee ID, First Name, Last Name, Department, Position: Displays the Employee ID, Name, Department, and Position of the employee who applied for training request.

Date: Displays the date and time of the employee applied for.

Previous Schedule: Displays the previous scheduled assigned to the employee.

New Schedule: Displays the new scheduled assigned to the employee.

Apply Reason: Displays the reason for the schedule application.

Apply Time: Displays the time at which the schedule is requested.

Approval Status: Displays the status of approval of the schedule.

Remarks: Displays the remarks for the processed request.

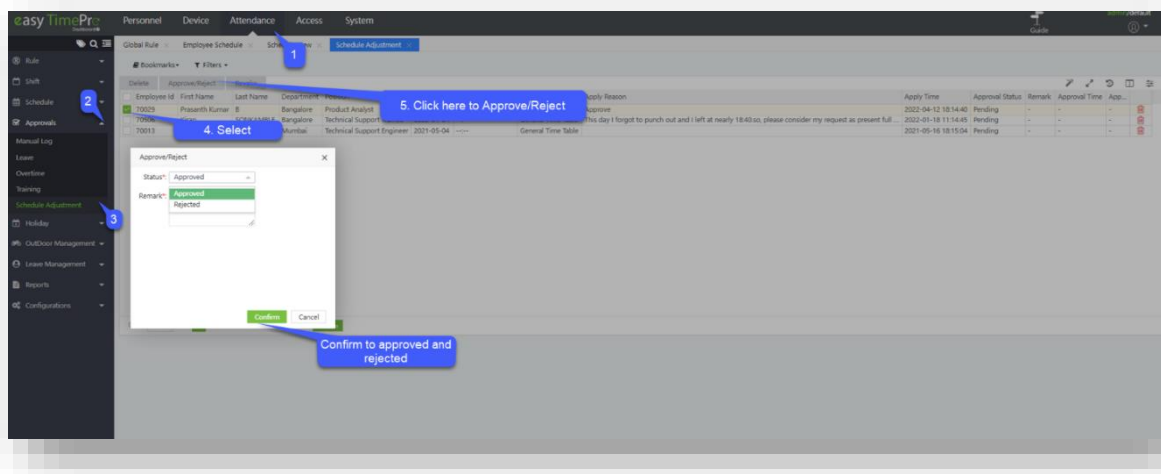
Approval Time: Displays the time of approval.

Approver: Displays the name of the approver.

Approve or Reject Schedule Adjustment

Perform the following steps to approve/reject a schedule adjustment:

- Select the schedule adjustment and click **Approve/Reject**. A pop-up will appear as shown in the image below:

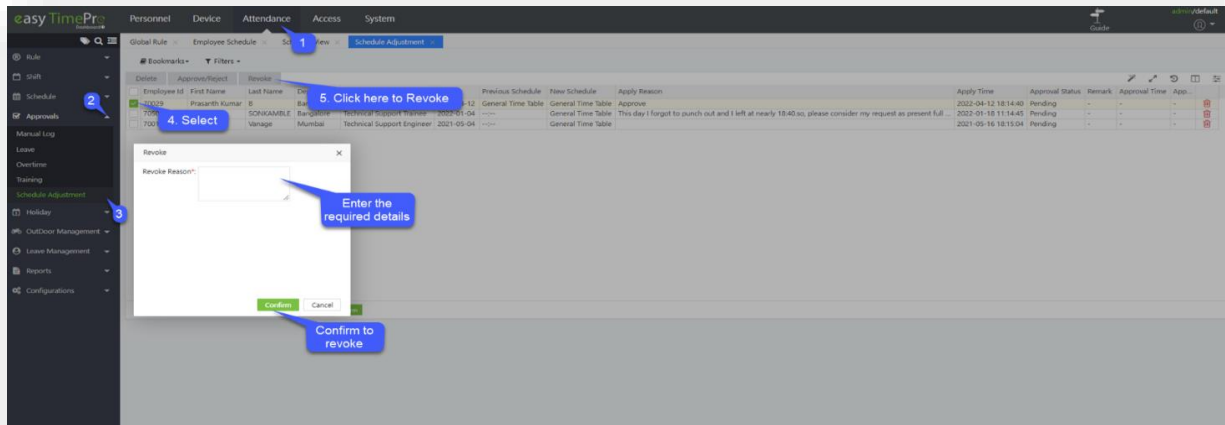


- Select the state as Approved/Rejected.
- Enter the remarks of approval.
- Click **Confirm**.

Revoke a Schedule Adjustment

Using Revoke, we can cancel an Approved or Rejected request. To revoke a schedule adjustment, perform the following steps:

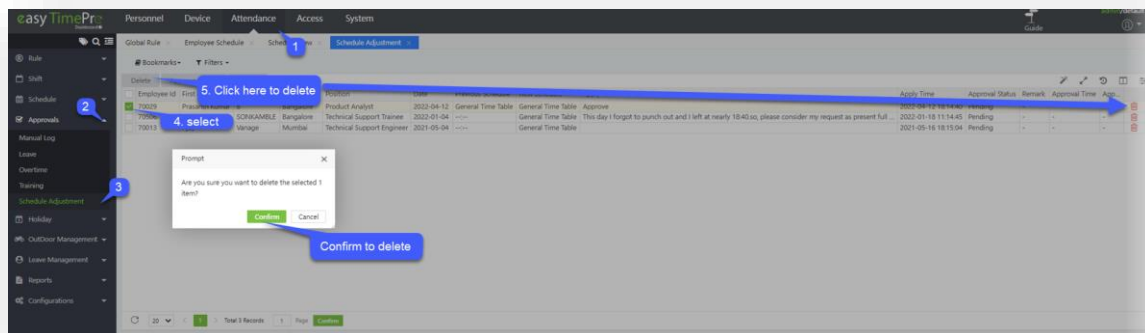
- Select the schedule adjustment to revoke and click **Revoke**.
- A window will appear as shown below:




- Enter the reason to revoke and click **Confirm**.

Delete a Schedule Adjustment

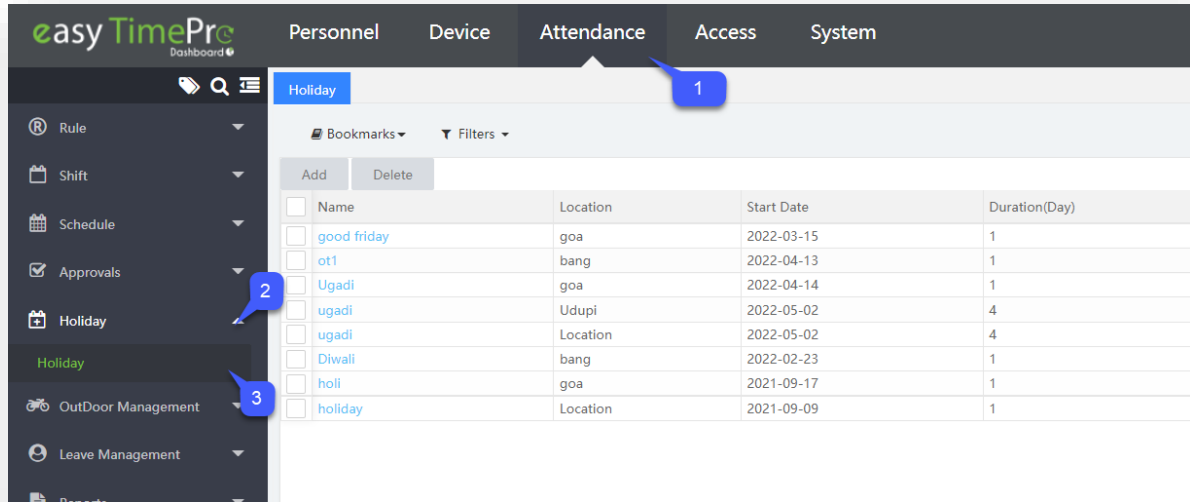
Perform the following steps to delete a schedule adjustment:



- Select the schedule adjustment and click **Delete** or click delete icon  of the corresponding schedule adjustment.
- On the appearing pop-up, click **Confirm** if you are sure to delete the schedule adjustment.

5.5 Advanced Holiday Scheduling (Holiday)

The holiday option enables you to set the attendance framework for holidays. You may allocate holidays to specific departments together with the Overtime levels.



The columns are described as follows:

Name: Displays the Holiday Name.

Location: Displays the location to which the holiday is applicable. Because the holiday may vary for each location.

Start Date: Displays the starting date of the holiday.

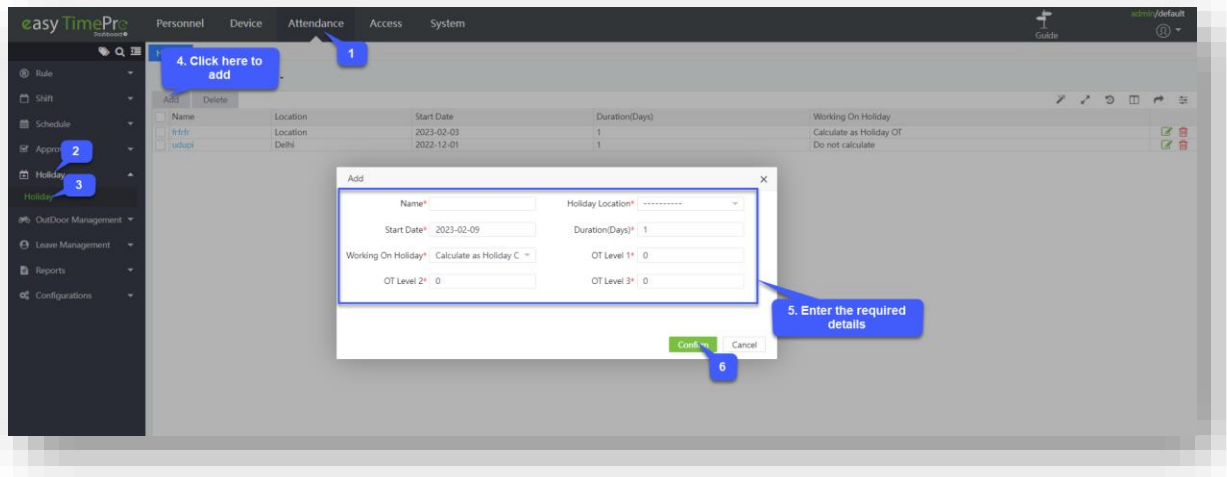
Duration: Displays the holiday duration.

Working on Holiday: If an employee works during the defined holiday, it can be ignored or moved to overtime. It displays the stated option.

Add Holiday

Perform the following steps to add a holiday:

- Click **Add** to add a holiday.
- Enter the required details in the appearing window as shown in the image below:



Name: Enter the Employee name.

Holiday Location: Select the corresponding Location where this Holiday is applicable.

Start Date: Enter the start date of the Holiday.

Duration: Enter the duration of the holiday: E.g.: 1 day.

Working on Holiday: Select if you want to consider this worktime as overtime or normal work time option.

OT Level 1/OT Level 2/OT Level 3: By default, the values are 0, that means OT levels are not defined [here](#). If you follow overtime calculation on level basis, then you can provide the values here or else leave it default as 0.

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

Edit a Holiday

Perform the following steps to edit a holiday:

- Click the name of the holiday or **Edit** icon.
- Make necessary changes and click **Confirm**.

Delete a Holiday

Perform the following steps to delete a holiday:

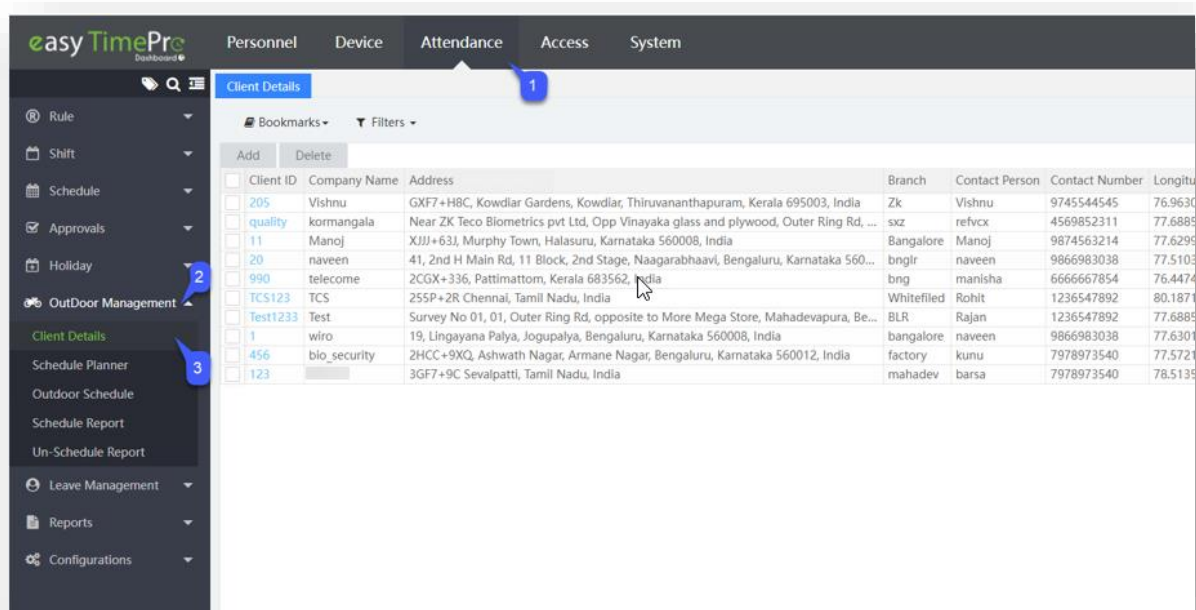
- Select the holiday and click **Delete** or click **Delete** icon  of the corresponding holiday.
- On the appearing pop-up, click **Confirm** if you are sure to delete the holiday.

5.6 Customize On-Duty Attendance (Outdoor Management)

The Outdoor Management under Attendance module deals with the employees who visit the client's place for business/service purposes. It tracks the attendance and location of the employees who have been to the client's location. It is primarily used by sales and support teams when comparing to other teams.

5.6.1 Client Details

The Client Details displays the names of client places where the employees are scheduled to visit.



Client ID	Company Name	Address	Branch	Contact Person	Contact Number	Longitude
205	Vishnu	GXF7+H8C, Kowdilar Gardens, Kowdilar, Thiruvananthapuram, Kerala 695003, India	Zk	Vishnu	9745544545	76.9630
quality	kormangala	Near ZK Teco Biometrics pvt Ltd, Opp Vinayaka glass and plywood, Outer Ring Rd, ...	sxz	refvcx	4569852311	77.6889
11	Manoj	XJJJ+63J, Murphy Town, Halasuru, Karnataka 560008, India	Bangalore	Manoj	9874563214	77.6299
20	naveen	41, 2nd H Main Rd, 11 Block, 2nd Stage, Naagarabhaavi, Bengaluru, Karnataka 560...	bnglr	naveen	9866983038	77.5103
990	telecome	2CGX+336, Pattimattom, Kerala 683562, India	bng	manisha	6666667854	76.4474
TCS123	TCS	255P+2R Chennai, Tamil Nadu, India	Whitefield	Rohit	1236547892	80.1871
Test1233	Test	Survey No 01, 01, Outer Ring Rd, opposite to More Mega Store, Mahadevapura, Be...	BLR	Rajan	1236547892	77.6889
1	wiro	19, Lingayana Palya, Jogupalya, Bengaluru, Karnataka 560008, India	Bangalore	naveen	9866983038	77.6301
456	bio_security	2HCC+9XQ, Ashwath Nagar, Armane Nagar, Bengaluru, Karnataka 560012, India	factory	kunu	7978973540	77.5721
123		3GF7+9C Sevalpatti, Tamil Nadu, India	mahadev	barsa	7978973540	78.5139

The columns are described as follows:

Client ID: Displays the ID of the client.

Company Name: Displays the name of the client.

Address, Branch: Displays the address and branch name of the client location.

Contact Person: Displays the name of the person whom to be contacted in the client location.

Contact Number: Displays the Contact number of the corresponding contact person.

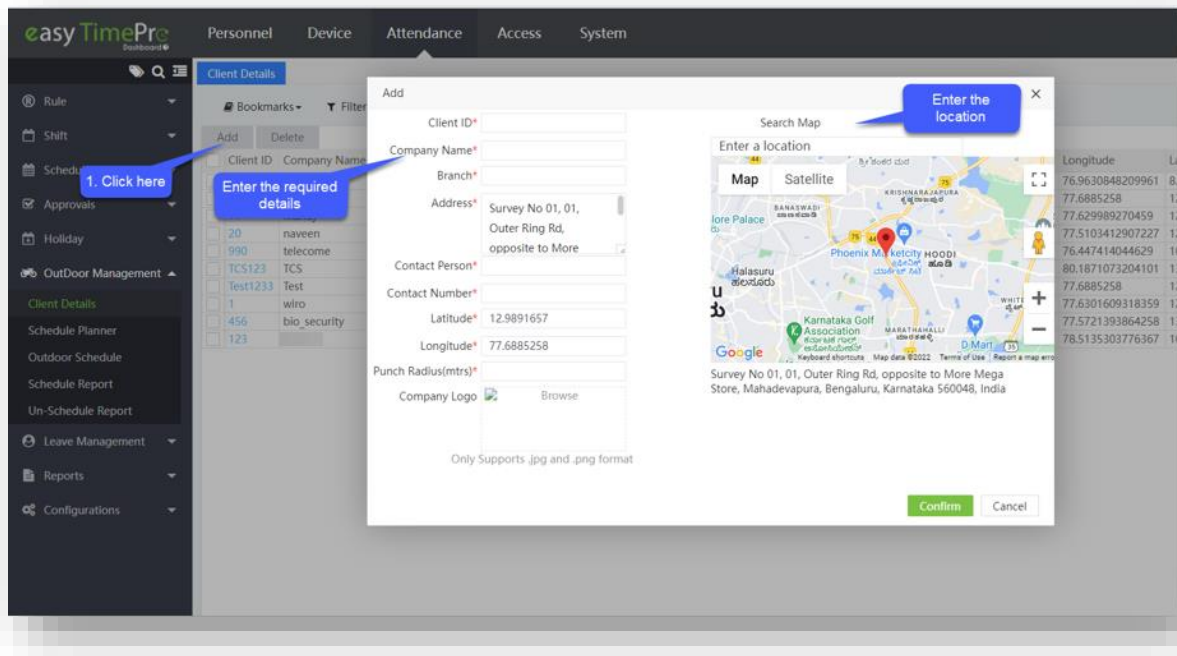
Longitude, Latitude: Displays the geographical coordinates of the client location.

Punch Radius (mtrs): Displays the distance range in which the employee can make the attendance punch.

Add Client Details

Perform the following step to add a new client:

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



Enter the following details:

Client ID: Enter the ID of the client.

Company Name: Enter the name of the company.

Branch: Enter the branch name to which the employee will be visiting.

Address: Enter the address of the company (automatically updated after selecting the location on map).

Contact Person: Enter the name of the contact person who can be contacted for queries.

Contact Number: Enter the contact number of the contact person.

Latitude and Longitude: Enter the geographical coordinates of the company (automatically updated after selecting the location on map).


Punch Radius: Enter the distance range within which the employee is allowed to make the attendance punch.

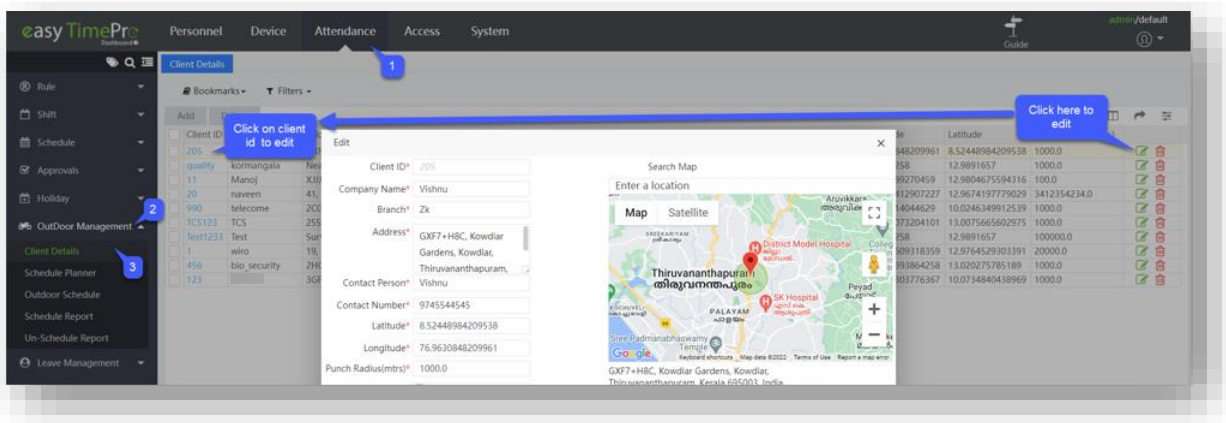
Company Logo: You can upload the client's company logo here.

- If you do not know the geographical coordinates exactly, you can search the company name in the google map and the coordinates will be automatically fetched by the system.
- Click **Confirm** after entering the details.

Edit Client Details

Perform the following steps to edit the client details:

- Click the Client ID or  icon.
- The client details window appears as shown in the image below:



- Make necessary changes and click **Confirm**.

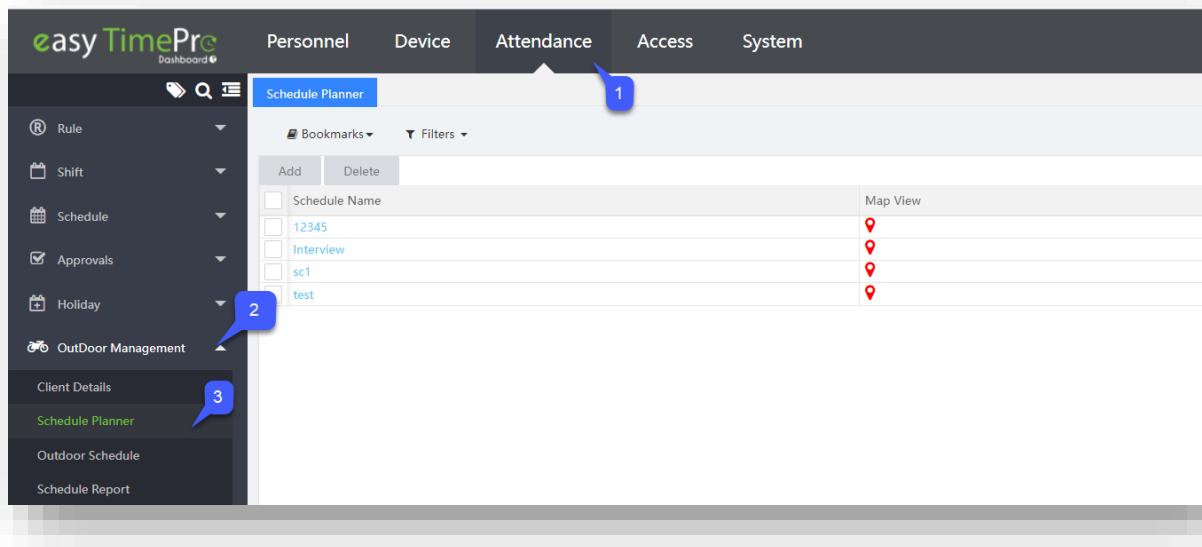
Delete Client Details

Perform the following steps to delete the client details:

- Select the Client and click **Delete** or click  icon of the corresponding client.
- On the appearing pop-up, click **Confirm** if you are sure to delete the client details.

5.6.2 Schedule Planner

The schedule Planner enables you to create a schedule by incorporating multiple clients at the same time. E.g.: If a schedule is created for 3 clients, it will be assigned to an employee who needs to visit all three client places on the same day.



The columns are described as follows:

Schedule Name: Displays the name of the created schedule.

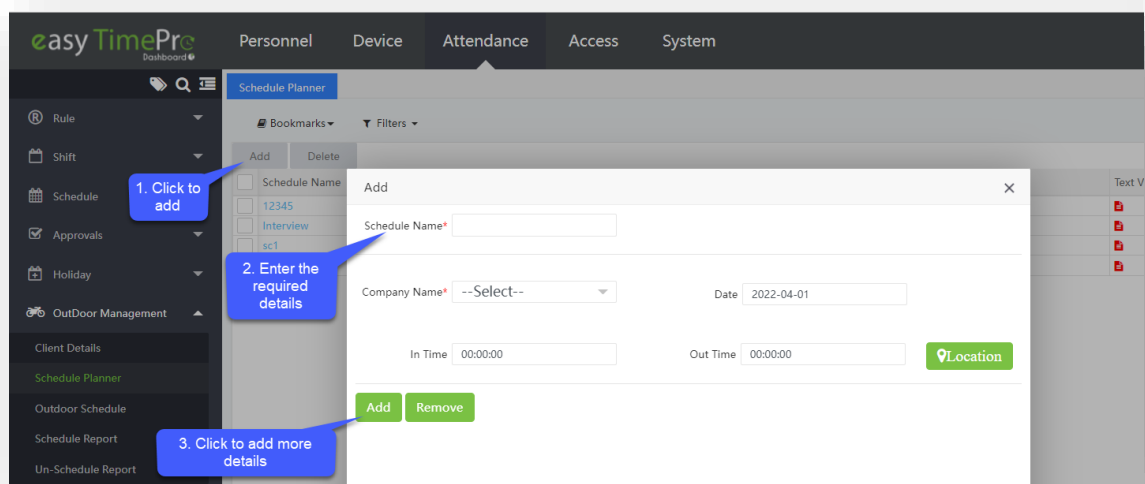
Map View: Displays the location of the client.

Text View: Displays the check-in and check-out time of the employee in the client's location.

Add a Schedule Planner

Perform the following steps to add a schedule planner:

- Click **Add** to create a new schedule. A window appears as shown in the image below:



Enter the following details:

Schedule Name: Enter the Schedule name.

Company Name: Select the Client Name from the drop-down list.

Date: Select the schedule created date.

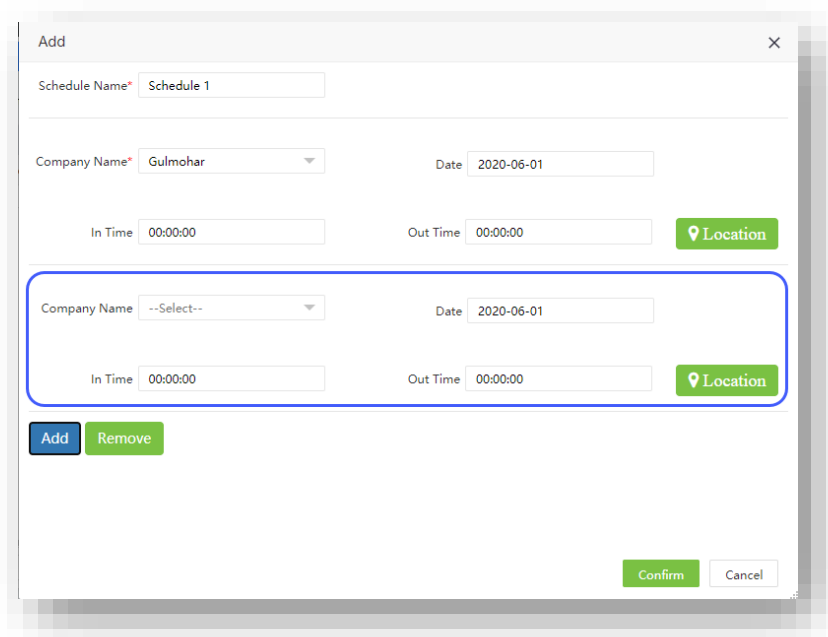
In Time: Select the time at which the employee should check-in in the client's place.

Out Time: Select the time at which the employee should check-out in the client's place.

Location: This is for reference about the location of the company.

If you want to add more client locations to the same schedule, click **Add**.

Another field to add client details appears as shown in the image below:



The image shows a modal window titled "Add" with a close button (X) in the top right corner. Inside the window, there are two main sections for adding client details. The first section has a "Schedule Name*" field with "Schedule 1" entered. Below it, there are two rows of fields: "Company Name*" (a dropdown menu showing "Gulmohar"), "Date" (a text field with "2020-06-01"), "In Time" (a text field with "00:00:00"), "Out Time" (a text field with "00:00:00"), and a green "Location" button with a location pin icon. The second section is identical but has a "Company Name" dropdown showing "--Select--". At the bottom left of the window are "Add" and "Remove" buttons. At the bottom right are "Confirm" and "Cancel" buttons. A blue rectangular box highlights the second section of the form.

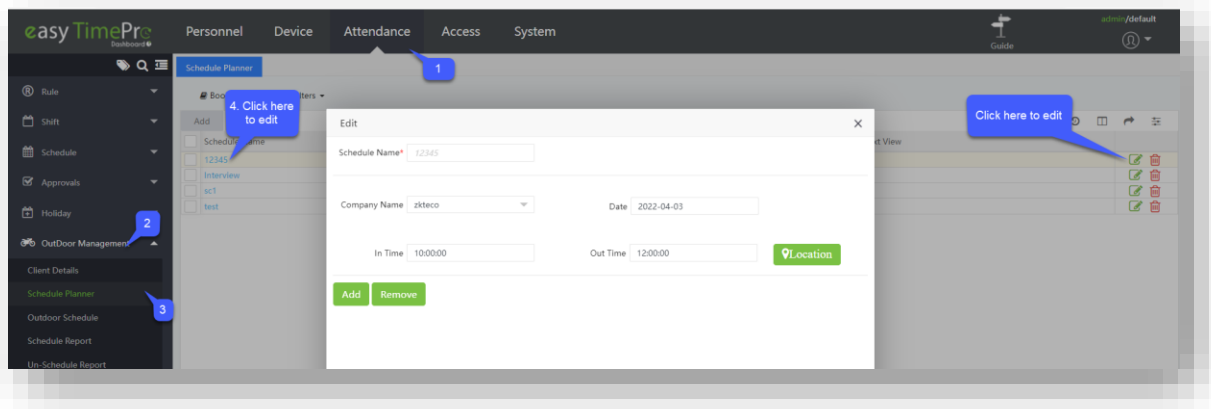
Enter similar details and click **Confirm**.

In a schedule, you can add a maximum of 4 clients apart from the default one. If you wish to remove a company's details, click **Remove**.

Edit a Schedule Planner

Perform the following steps to edit a schedule planner:

- Click the Schedule Name or  icon. A window appears as shown in the image below:



- Make necessary changes and click **Confirm**.

Delete a Schedule Planner

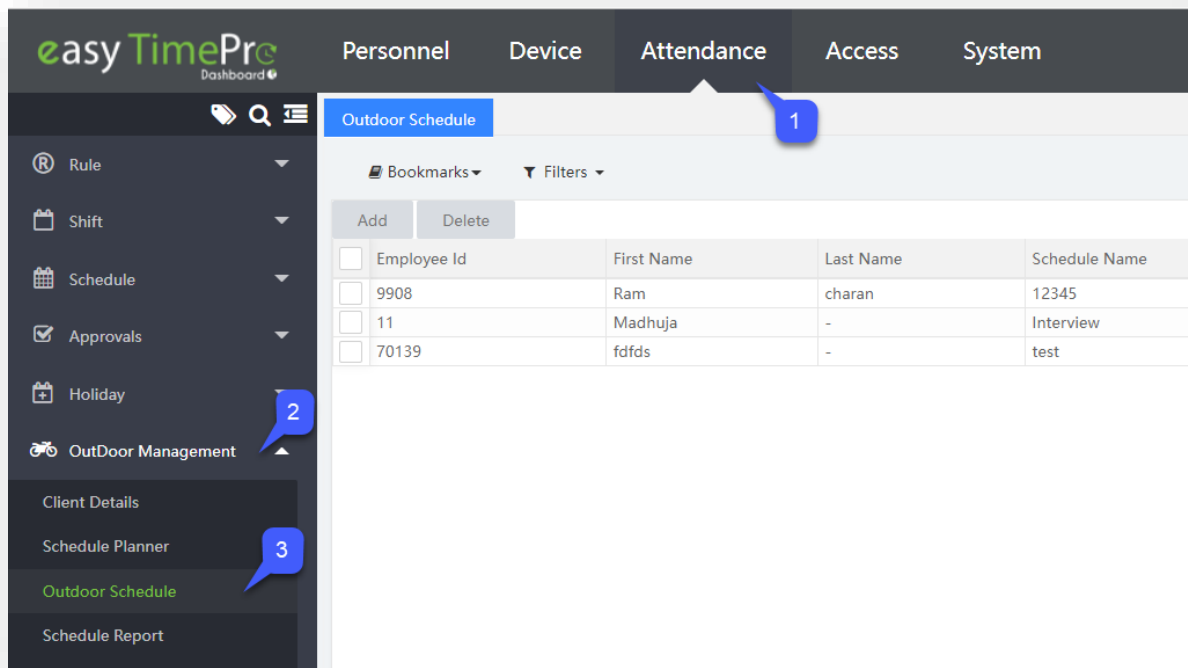
Perform the following steps to delete a schedule:

- Select the Client and click **Delete** or click  icon of the corresponding client.
- On the appearing pop-up, click **Confirm** if you are sure to delete the schedule.

5.6.3 Outdoor Schedule

Outdoor Employee allows you to assign schedules to employees. You can assign schedules which are previously created in Schedule Planner. Make sure Outdoor Management for the desired employee(s) is enabled.

Profile	
Employee ID*	70034
First Name*	Achal
Department*	Development
Last Name	Abhishek
Position	Manager
Area*	Not Authorized
Employment Type	-----
Date of joining	2015-06-23
Holiday Location	-----
OutDoor Mng	Enable



The columns are described as follows:

Employee: Displays the name of the employee to whom the schedule is assigned.

Schedule Name: Displays the name of the schedule which is assigned to the employee.

Start Date: Displays the start date of the schedule.

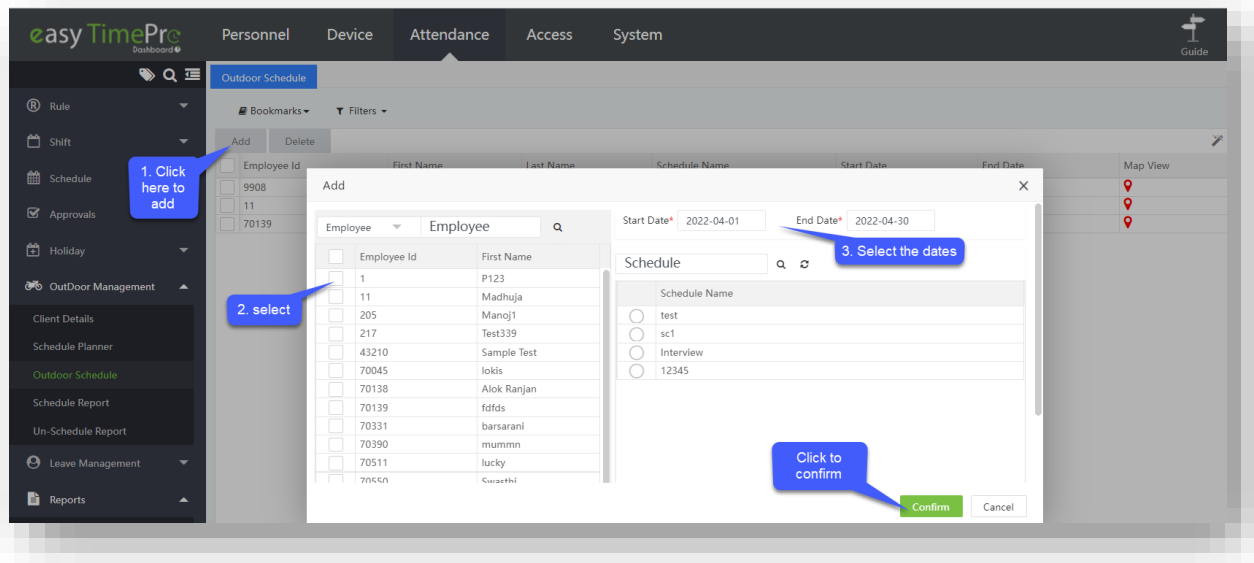
End Date: Displays the end date of the schedule.

Text View: Displays the check-in and check-out time of the employee in the client location.

Add Employee Schedule

Perform the following steps to assign a schedule to an employee:

- Click **Add** to assign a schedule to an employee. A window appears as shown in the image below:



Enter the following details:

Employee: Select the employee to whom the schedule is to be assigned.

Start Date and End Date: Enter the Start Date and End Date of the schedule.

Schedule: Select the schedule from the schedule list.

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

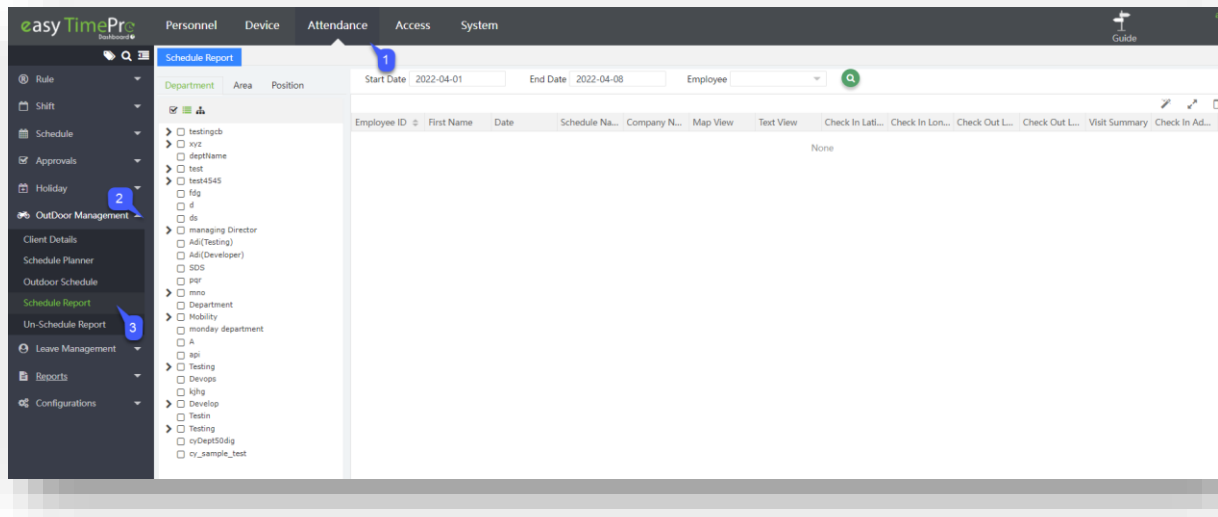
Delete an Employee Schedule

Perform the following steps to delete an employee schedule:

- Select the employee and click **Delete** or click  icon of the corresponding employee.
- On the appearing pop-up, click **Confirm** if you are sure to delete the employee schedule.

5.6.4 Schedule Report

The schedule report displays the daily attendance information of the employees within a specified time. It displays the statistical reports of schedule log, attendance, timecard, exception, late, early leave, overtime, absent, multiple transactions and break time.



The columns are described as follows:

Employee Id: Displays the employee id to whom the schedule is assigned.

First Name: Displays the name of the employee to whom the schedule is assigned.

Date: Displays the date of scheduled client visit of employee.

Schedule Name: Displays the name of the created schedule.

Map View: Displays the location of the client.

Text View: Displays the check-in and check-out time of the employee in the client's location.

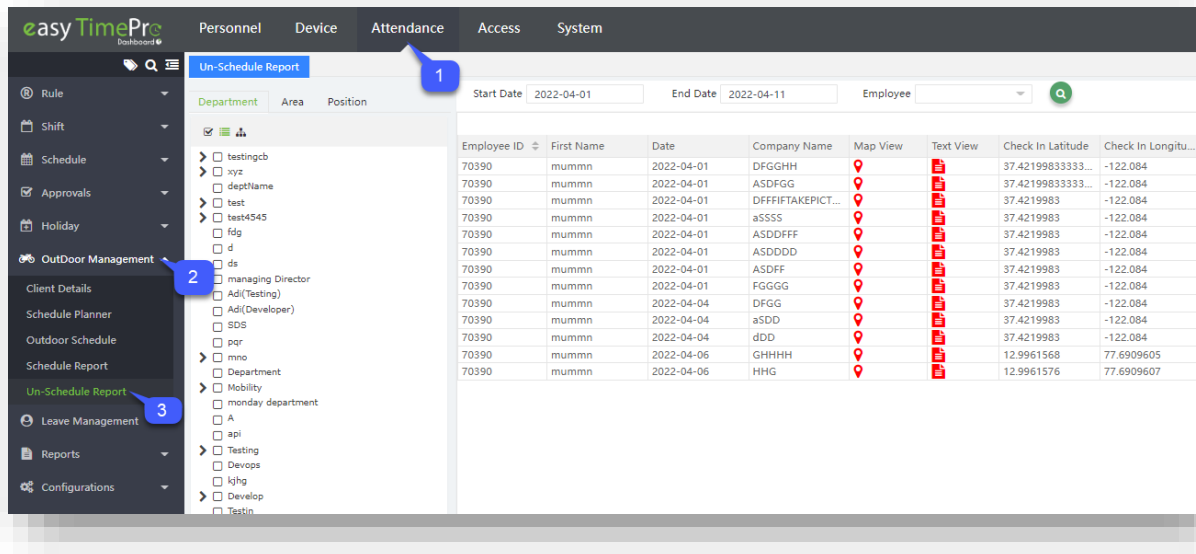
Check in Latitude, Check in Longitude, Check Out Latitude, Checkout Longitude: Displays the check-in and check-out latitude and longitude details.

Visit Summary: Displays the visit summary.

Check In Address, Check Out Address: Displays the check-in and check-out address.

5.6.5 Un-scheduled Report

The Un-schedule report displays the attendance information of the employees within a specified time. It displays the statistical reports of Unscheduled log attendance, time card, exception, late, early leave, overtime, absent, multiple transactions and break time.



Employee Id: Displays the employee id to whom the schedule is assigned.

First Name: Displays the name of the employee to whom the schedule is assigned.

Date: Displays the date of unscheduled client visit of employee.

Schedule Name: Displays the name of the created schedule.

Map View: Displays the location of the client.

Text View: Displays the check-in and check-out time of the employee in the client's location.

Check in Latitude, Check in Longitude, Check Out Latitude, Checkout Longitude: Displays the check-in and check-out latitude and longitude details.

Visit Summary: Displays the visit summary.

Check In Address, Check Out Address: Displays the check-in and check-out address.

5.7 Leave Management

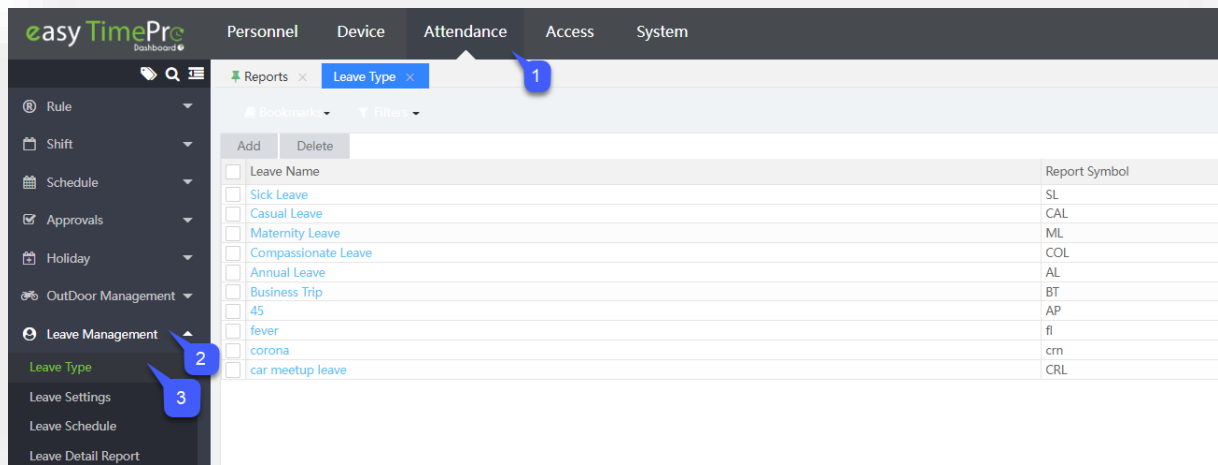
The Leave Management is the set of processes that manages the leave request, approval and tracking of the employee leave in the organization. This efficient leave management system significantly reduces the work disruptions and maintains accurate leave records.

The salient features of Leave Management are:

- Ensures smooth functioning of the company's operation
- Eliminates Paperwork
- Removes manual interventions
- Realistic concern on work schedules

5.7.1 How to configure leave (Leave type)

The Leave Type option enables you to configure the leaves which are added.



The columns are described as follows:

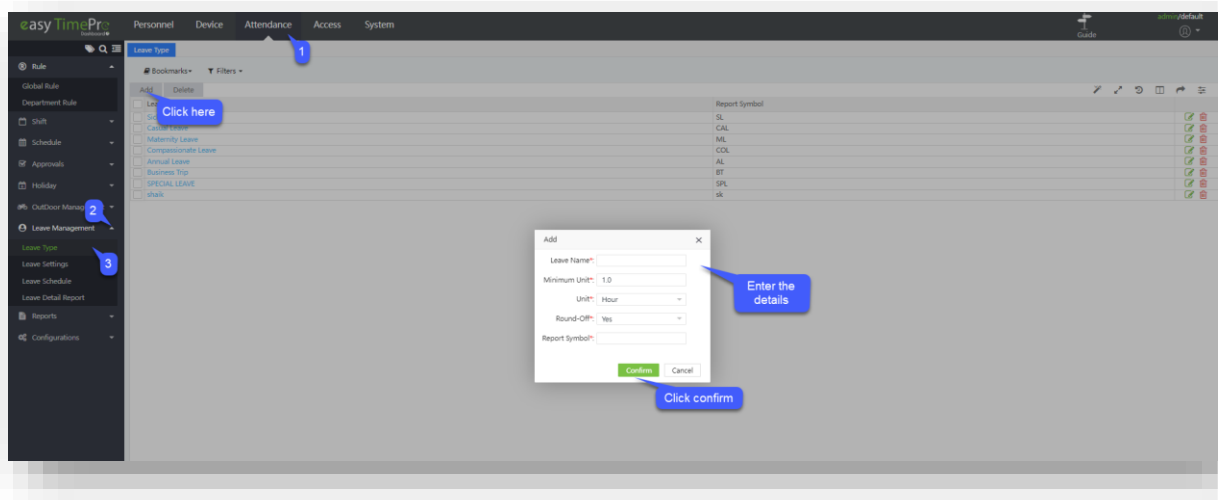
Leave Name: Displays the Name of the leave which will be allotted to the employees.

Report Symbol: Displays the symbol for each leave which will be utilized in report generation.

Add a Leave Type

Perform the following steps to add a leave type:

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



Leave Name: Enter the Leave Name.

Minimum Unit: Enter the minimum day(s) of leave.

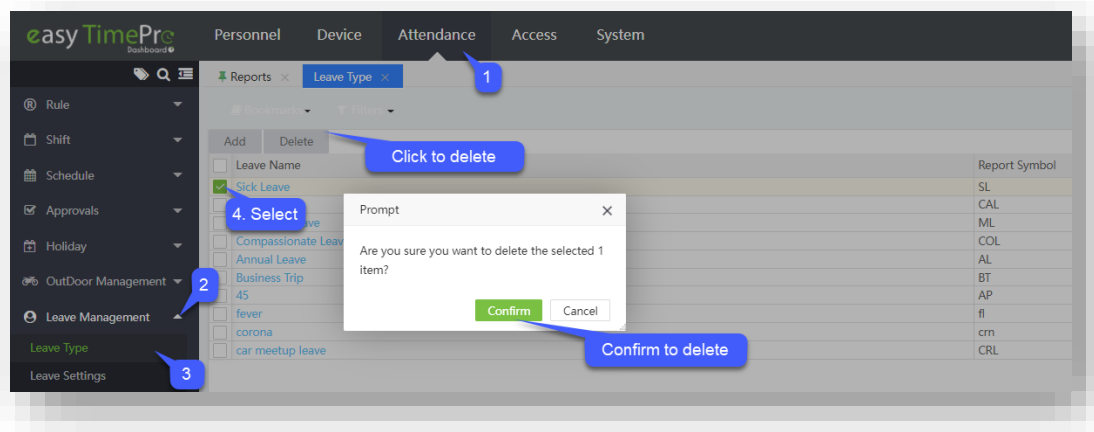
Unit: Select the unit of leave. It may be Minute/Hour/Workday/ HH: MM.

Round Off: Rounding means making a number simpler but keeping its value close to what it was. Select whether to round-off the leave. E.g. Suppose total leave is around 5.77 hour, then enabling round-off to Yes will make 5.77 to 5.8.


Report Symbol: Enter the symbol for leave which should appear in reports.

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

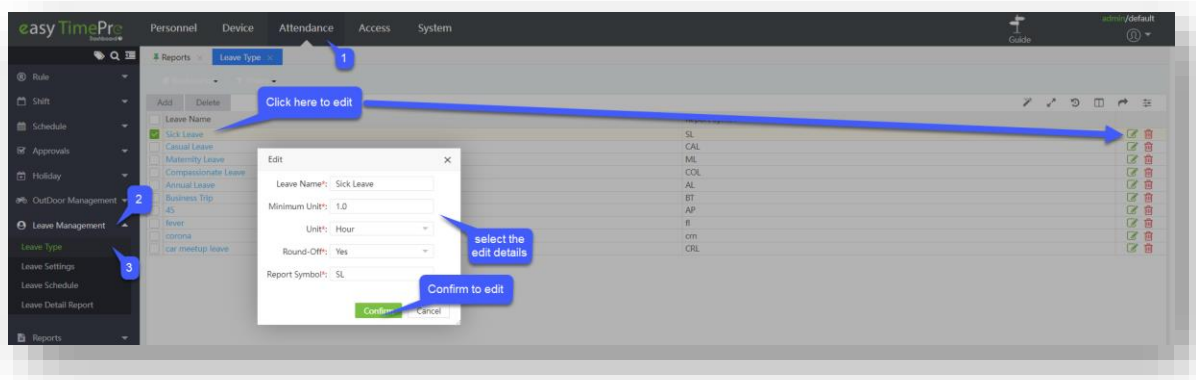
Delete a Leave Type



Perform the following steps to delete a leave type:

- Select the Leave Type and click **Delete** or click **delete** icon  of the corresponding leave type.
- On the appearing pop-up, click **Confirm** if you are sure to delete the leave type.

Edit a Leave Type



Perform the following steps to edit a leave type:

- Click the Leave name or icon.
- Make the necessary changes and click **Confirm**.

5.7.2 Schedule leaves to employees (Leave Setting)

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

Employee Id	First Name	Last Name	Department	Position	Leave Allotment Type	Leave
70138	Alok Ranjan	-	testingcb	Position	Yearly	2022
1	vi	-	testingcb	CEO	Yearly	2022
9908	Ram	charan	testingcb	Tsr	Yearly	2022
70588	shreyas	-	testingcb	tester	Yearly	2022
9786	laddu	-	testingcb	Junior Tester	Yearly	2022
70511	lucky	-	Pythontest	Pythontrainee	Yearly	2022
9449	Arvind	-	Testing	tester	Yearly	2022
70550	Swasthi	-	Pythontest	Pythontrainee	Yearly	2022
11	Madhujia	-	testingcb	Senior Tester	Yearly	2022
554467	Ab	-	deptName	tester	Yearly	2022
778899	f	-	xyz	Position	Yearly	2022
70331	barsarani	-	testingcb	tester	Yearly	2022
7031	Girish	-	testingcb	Position	Yearly	2022
758911	TestEmployee	-	testingcb	tester	Yearly	2022
7058	PAYEL	-	testingcb	tester	Yearly	2022

The columns are described as follows:

Employee ID, First Name, Last Name, Department, Position: Displays the Employee ID, Name, Department, and Position of the employee.

Leave Allotment Type: Displays the type of leave allotted to the employee.

Leave Effective From: Displays the starting date of the leave allotment.

Total Days: Displays the total number of leaves allotted to the employee.

Maximum allowed leave per month: Displays the number of leaves that an employee is allowed to take each month.

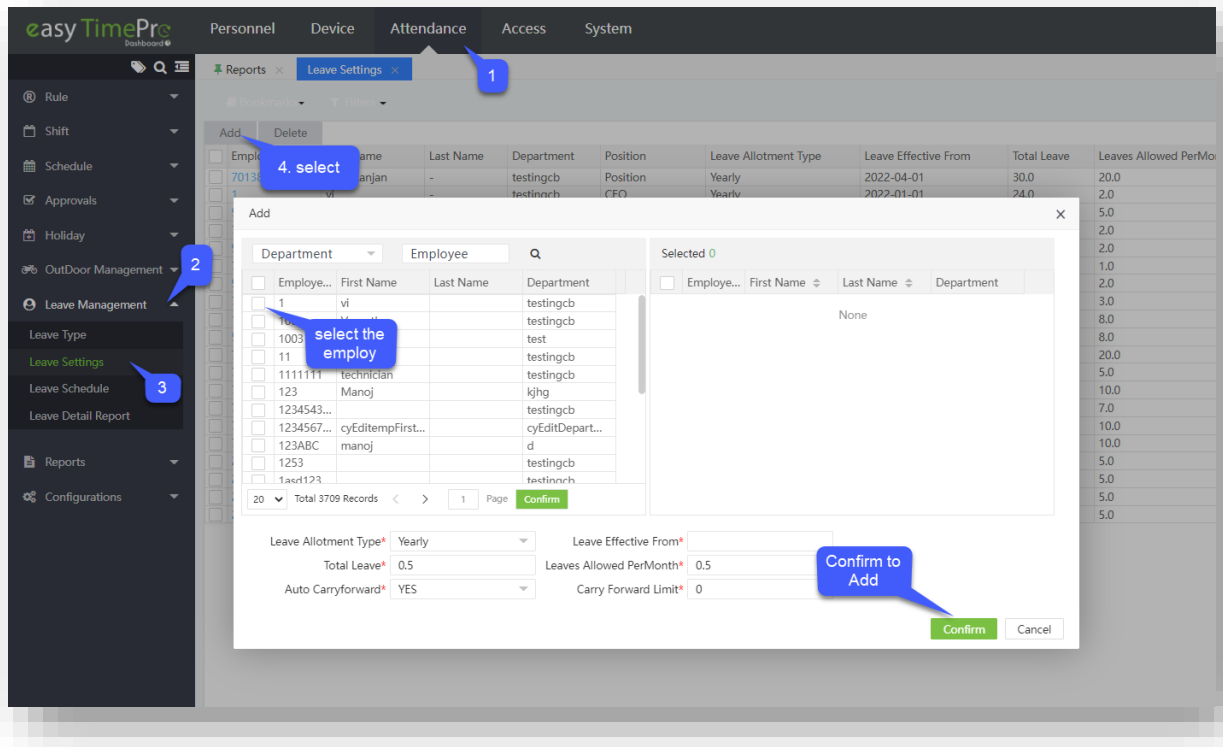
Carry Forward Limit: Displays the number of leaves that an employee can carry forward to next month/year.

Auto Carry-Forward: Displays whether the leaves will be automatically carrying forwarded or not.

Add Leave to employees

Perform the following steps to add leaves to employees:

- Click **Add**. In the appearing window select the employee to add leaves.



Leave Allotment Type: Select the leave allotment type. It can be Yearly/Monthly.

Auto-Carry-forward: Select whether to auto-carry-forward the accumulated leave to next month/year.

Total leaves: Enter the total number of leaves.

Leave Effective From: Select the date from which the leaves are effective from.

Maximum allowed leave per month: Enter the maximum number of leaves that an employee can take.

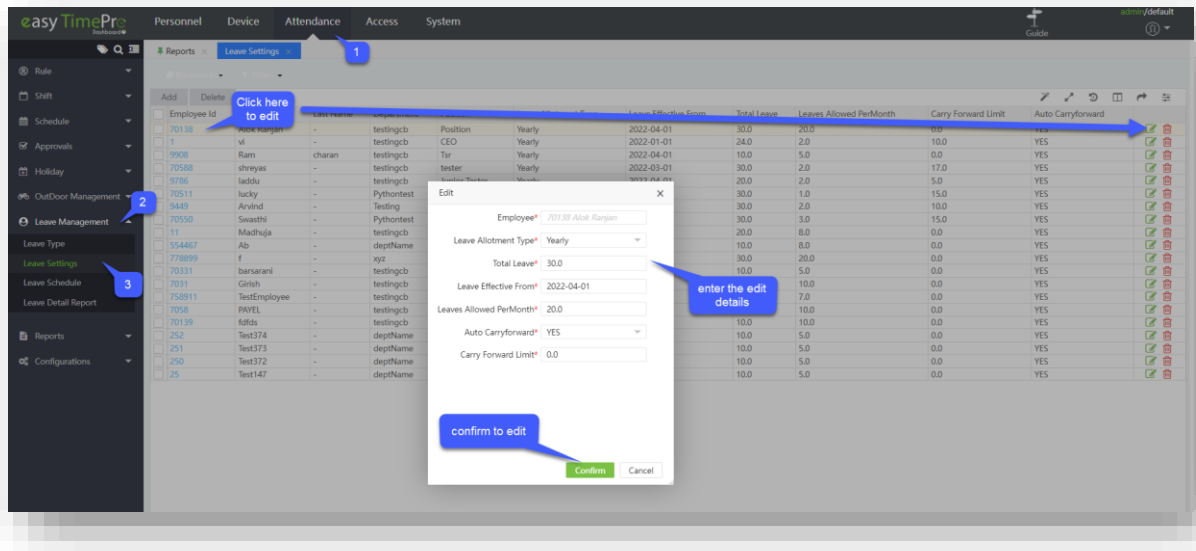
Carry-forward limit: Enter the maximum carry-forward limit.

Click **Confirm** after setting the leave.

Edit Leave Settings

Perform the following steps to edit the leave settings:


- Click the Employee ID or **edit** icon. A window appears as shown in the below image:



- Modify the required details and click **Confirm**.

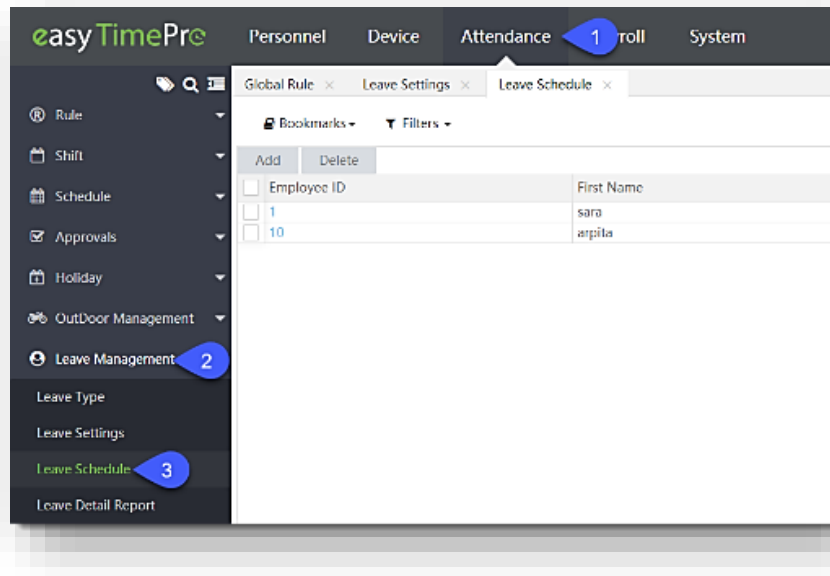
Delete Leave Settings

Perform the following steps to delete the leave settings:

- Select the Leave Settings and click **Delete** or click **del** icon  of the corresponding leave settings.
- On the appearing pop-up, click **Confirm** if you are sure to delete the Leave Settings.

5.7.3 Leave Schedule

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

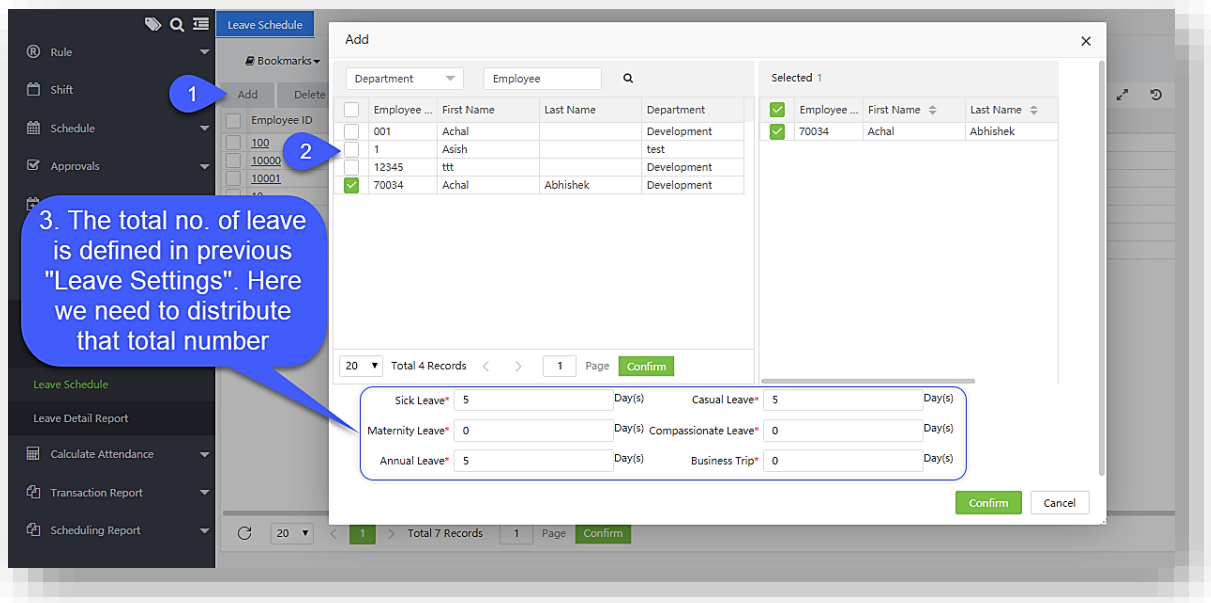


Add a Leave Schedule

Total no. of leaves allotted here ([Leave Settings](#)) can be distributed on this interface.

Perform the following steps to add a leave schedule:

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



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

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

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

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

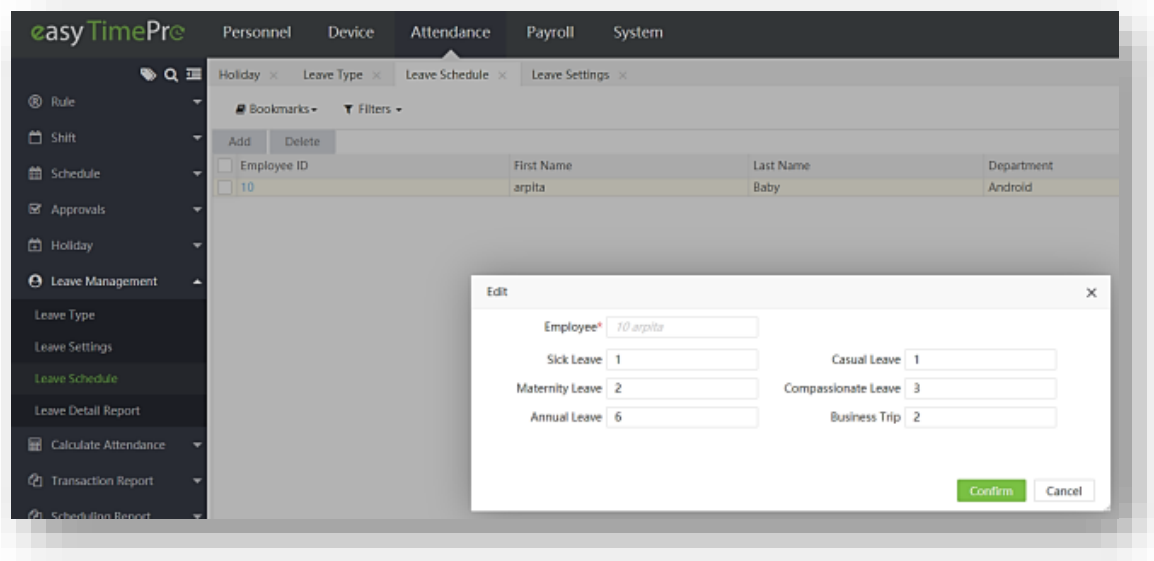
Business Leave: Enter the number of days to be credited as Business Leave.

Click **Confirm** after scheduling the leaves.

Edit a Leave Schedule

Perform the following steps to edit a leave schedule:


- Click the Employee ID or **edit** icon. A window appears as shown in the image below:



- Modify the required details and click **Confirm**.

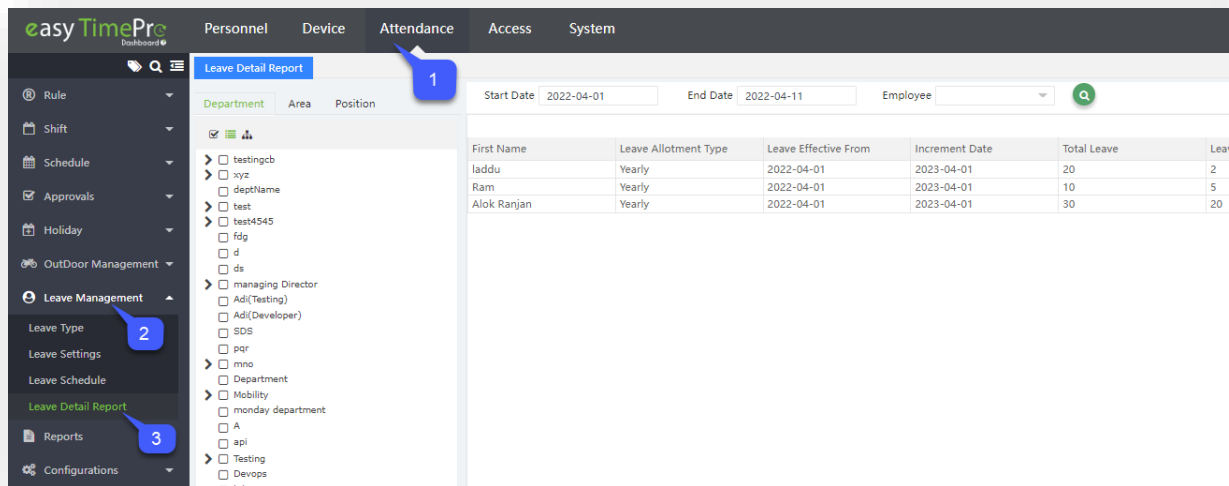
Delete Leave Schedule

Perform the following steps to delete the leave schedule:

- Select the Leave Schedule and click or click **delete** icon  of the corresponding leave schedule.
- On the appearing pop-up, click **Confirm** if you are sure to delete the leave schedule.

5.7.4 Leave Detail Report

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



First Name: The First Name of the employee.

Leave Allotment Type: Leave type defined to the employee. It can be Monthly/Early.

Leave Effective From: The Starting date of the Leave Schedule.

Increment Date: The Ending date of the Leave Schedule.

Total Leave: The total number of leaves allotted to the employees.

Leaves Allowed Per Month: The maximum number of leaves the employee is allowed to take.

Carry Forward Limit: The maximum number of leaves the employee can carry-forward to next month/year.

Leave Used: The number of leaves taken by the employee.

Leave Balance: The remaining number of leaves for the employee.

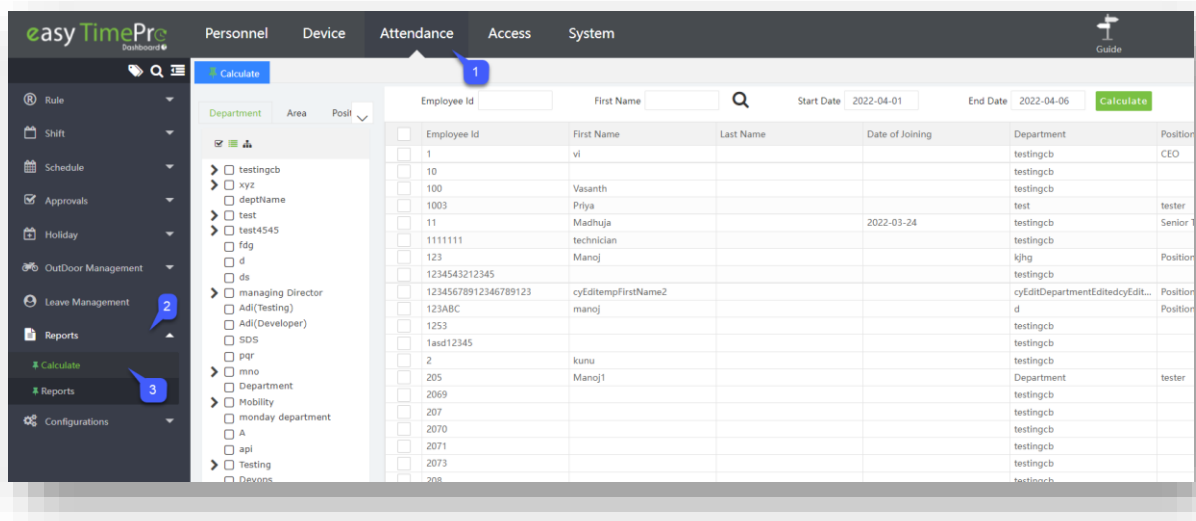
5.8 How to calculate Attendance (Reports)

Report option manages various kind of reports, and it calculates the attendance of employees.

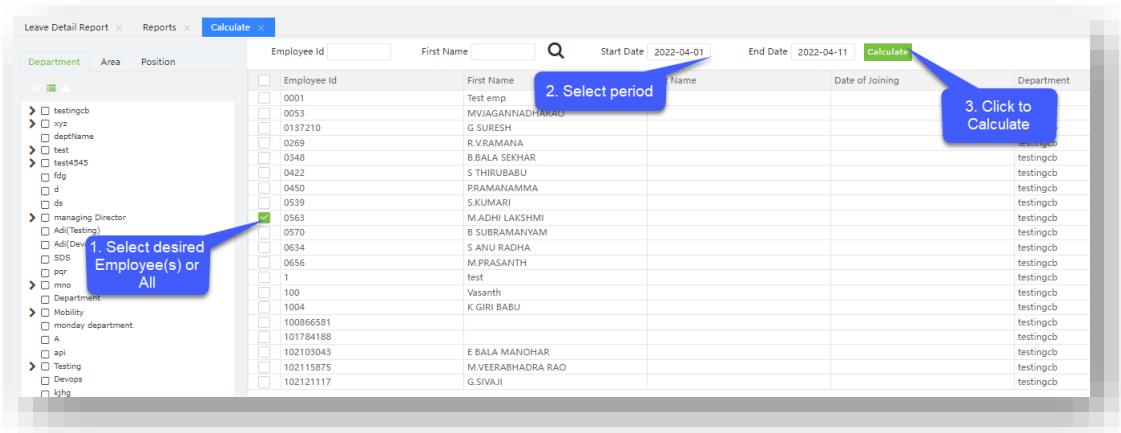
5.8.1 Calculate

To calculate the attendance of an employee, perform the following steps:

- Select the department to calculate the attendance by selecting the corresponding checkbox as shown in the below image:



- The employees in the selected department will be displayed.
- Select the employee and click **Calculate**.
 - A pop-up will appear after calculating the attendance as shown in the below image:



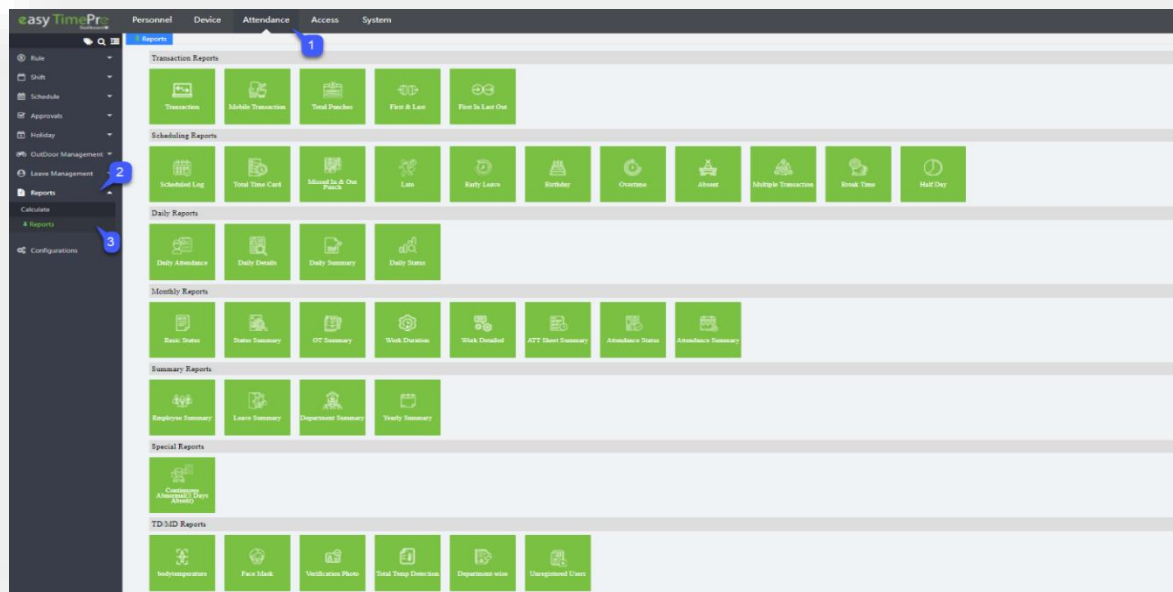
You can filter the employee by the employee ID or First Name.

5.8.2 Reports

Reports play a major role in the progress of the business. Report provides consolidated, factual, and up-to-date information of employee's attendance, and other system related reports. This helps in tracking of employees' attendance details, and the functions performed by the system users in the application.

The main features of report generation are:

- Increased timeliness
- Accurate reports without any manual errors
- Greatly improves operational efficiency.



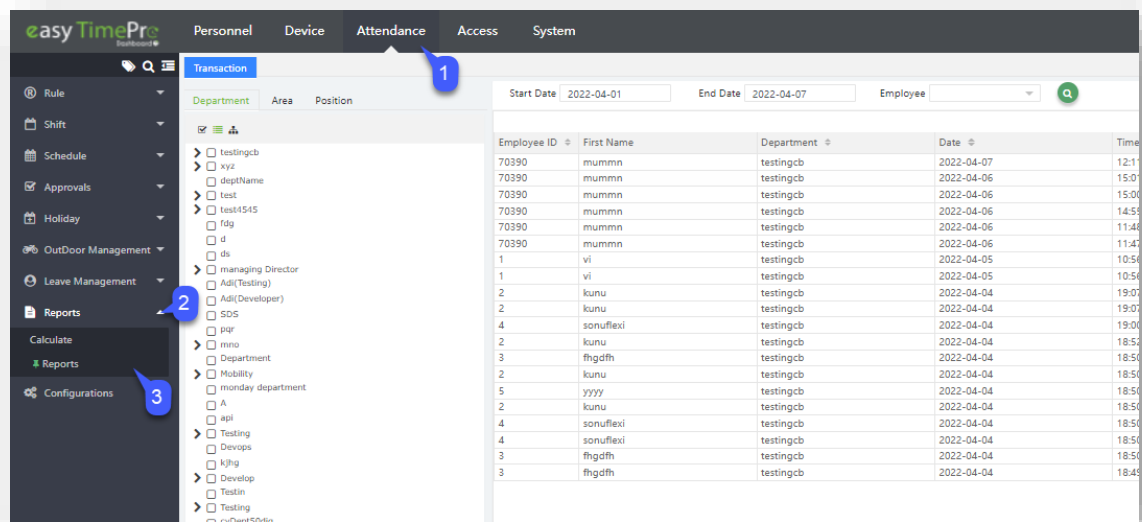
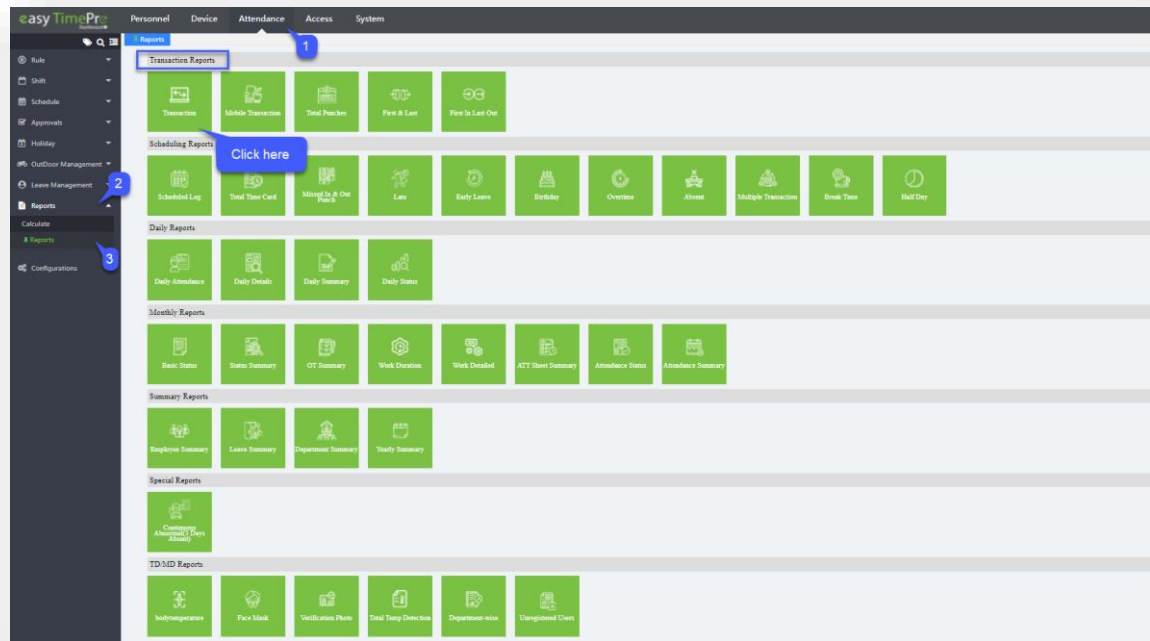
Detailed Attendance Report

Transaction Report

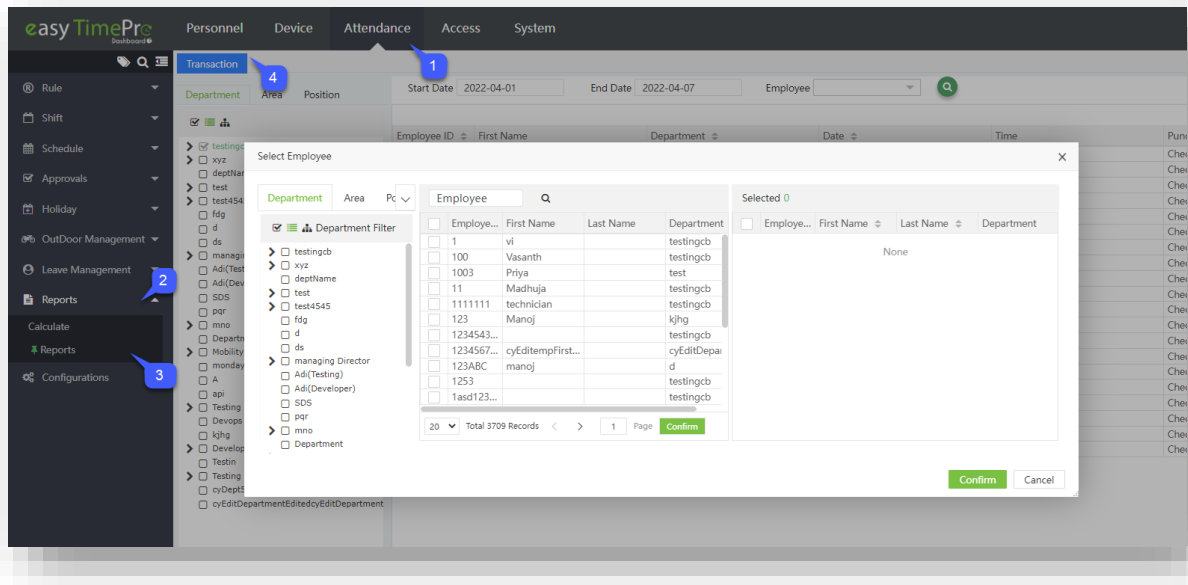
The Transaction Report displays all the transactions performed by the employees.

Transaction

The transaction report displays all the transaction details of the employees.



- Select either the Department, Area, or the Position to view the transaction report.
- By default, the start date will be the date of 1st day of the month, and the end date will be the current date.
- You can filter an employee's particular schedule log by clicking the employee textbox.
- A window will appear as shown in the image below:

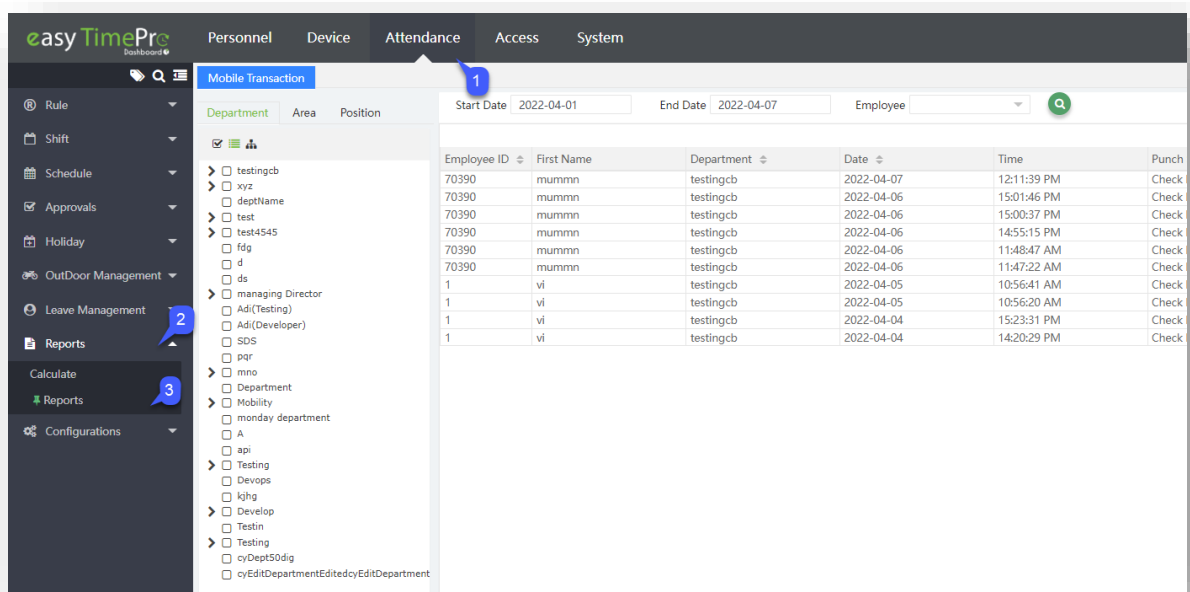
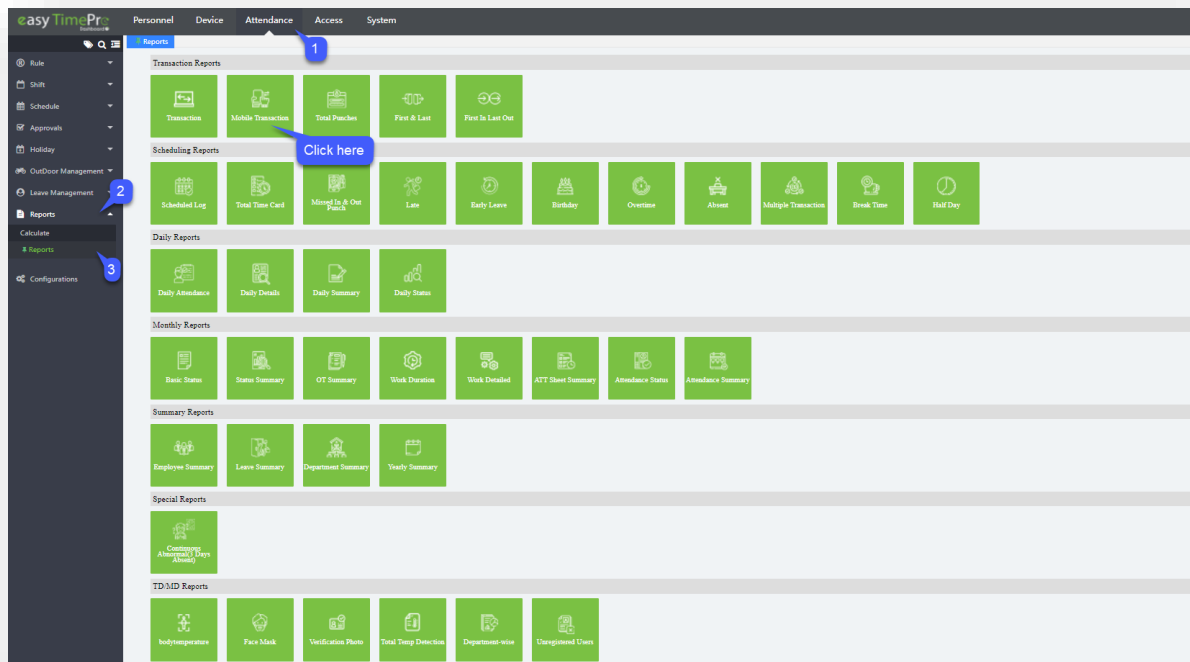


- Select the employee to view the schedule log and click **Confirm**.
- The transaction log of the selected employee will be displayed as shown below:

Transaction		Start Date	2020-04-01	End Date	2020-04-22	Employee	Achal	
Department	Area	Employee ID	First Name	Department	Date	Time	Punch State	Data Sources
<input type="checkbox"/> Testing		001	Achal	Development	2020-04-10	23:00:00	Check Out	Manual Log
<input type="checkbox"/> test		001	Achal	Development	2020-04-10	08:00:00	Check In	Manual Log
<input type="checkbox"/> Development		001	Achal	Development	2020-04-08	14:45:40	Check Out	Manual Log
<input type="checkbox"/> Technical		001	Achal	Development	2020-04-08	09:00:00	Check In	Manual Log
<input type="checkbox"/> HR1		001	Achal	Development	2020-04-07	18:00:00	Check Out	Manual Log
<input type="checkbox"/> Sales		001	Achal	Development	2020-04-07	09:00:00	Check In	Manual Log
<input type="checkbox"/> test		001	Achal	Development	2020-04-06	18:00:00	Check Out	Manual Log
<input type="checkbox"/> dept12		001	Achal	Development	2020-04-06	09:00:00	Check In	Manual Log
<input type="checkbox"/> SS		001	Achal	Development	2020-04-05	09:00:00	Check In	Manual Log
<input type="checkbox"/> Technical Writing		001	Achal	Development	2020-04-04	18:00:00	Check Out	Manual Log
		001	Achal	Development	2020-04-04	09:00:00	Check In	Manual Log
		001	Achal	Development	2020-04-03	18:00:00	Check Out	Manual Log
		001	Achal	Development	2020-04-03	09:00:00	Check In	Manual Log
		001	Achal	Development	2020-04-02	17:00:00	Check Out	Manual Log
		001	Achal	Development	2020-04-02	09:00:00	Check In	Manual Log
		001	Achal	Development	2020-04-01	18:00:00	Check Out	Manual Log
		001	Achal	Development	2020-04-01	09:00:00	Check In	Manual Log

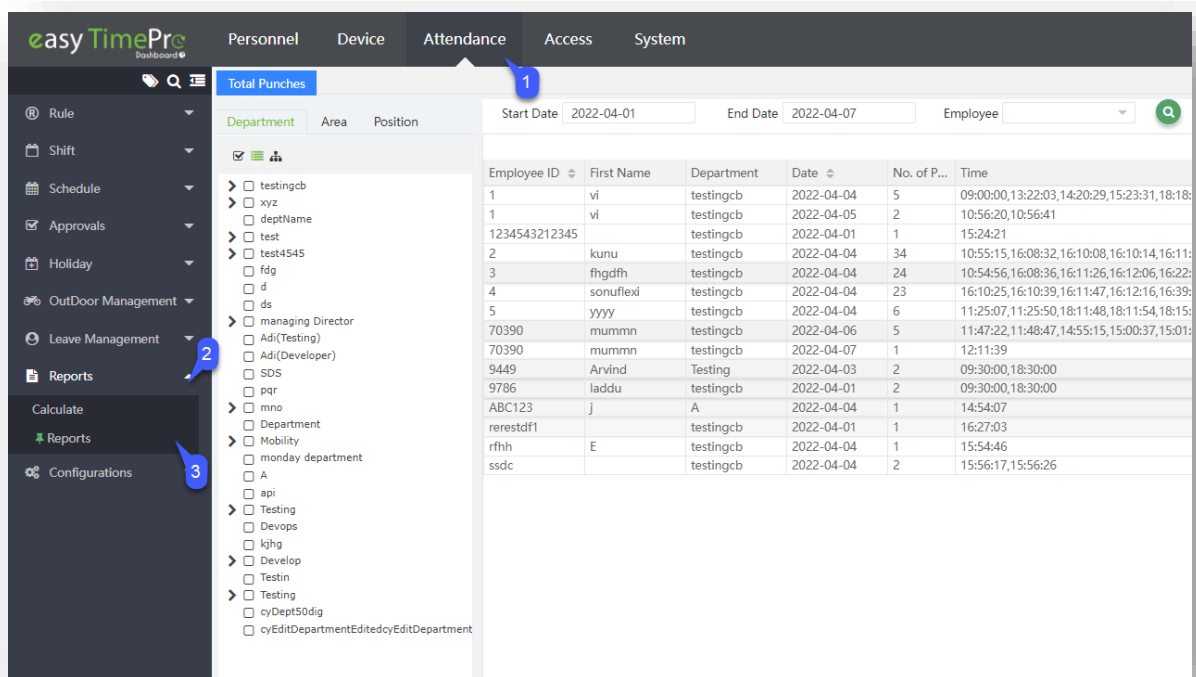
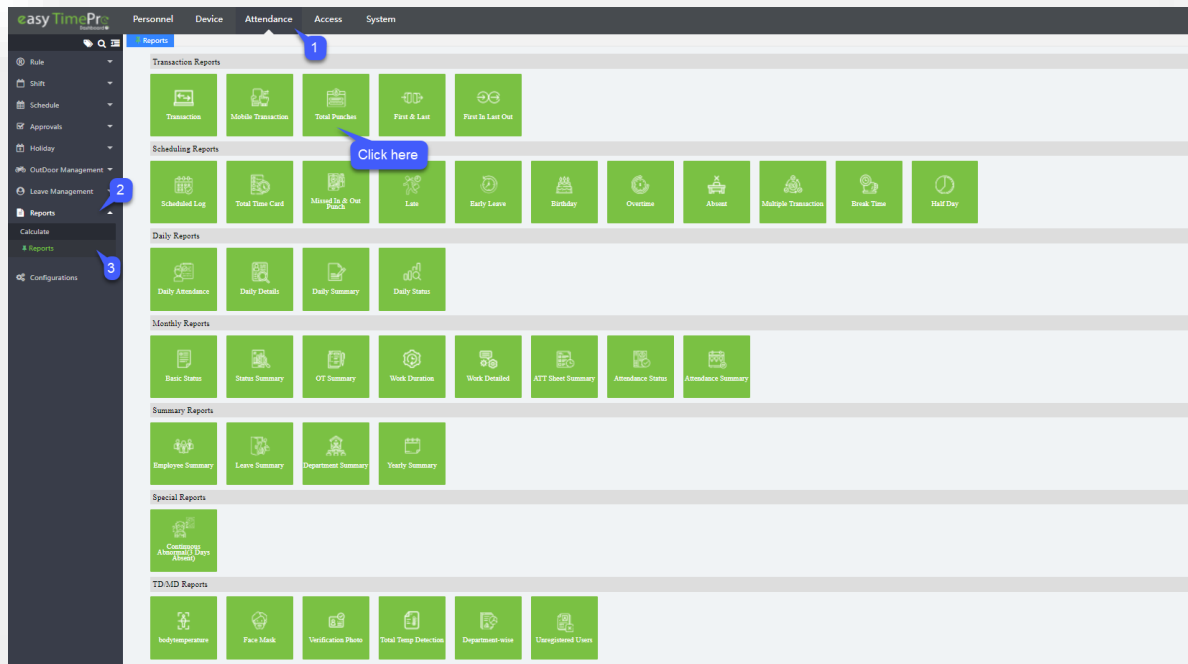
Mobile Transactions

The Mobile Transactions report gives the details of mobile punches made by the employee. It also specifies the punch state, and the location associated with the attendance punch.



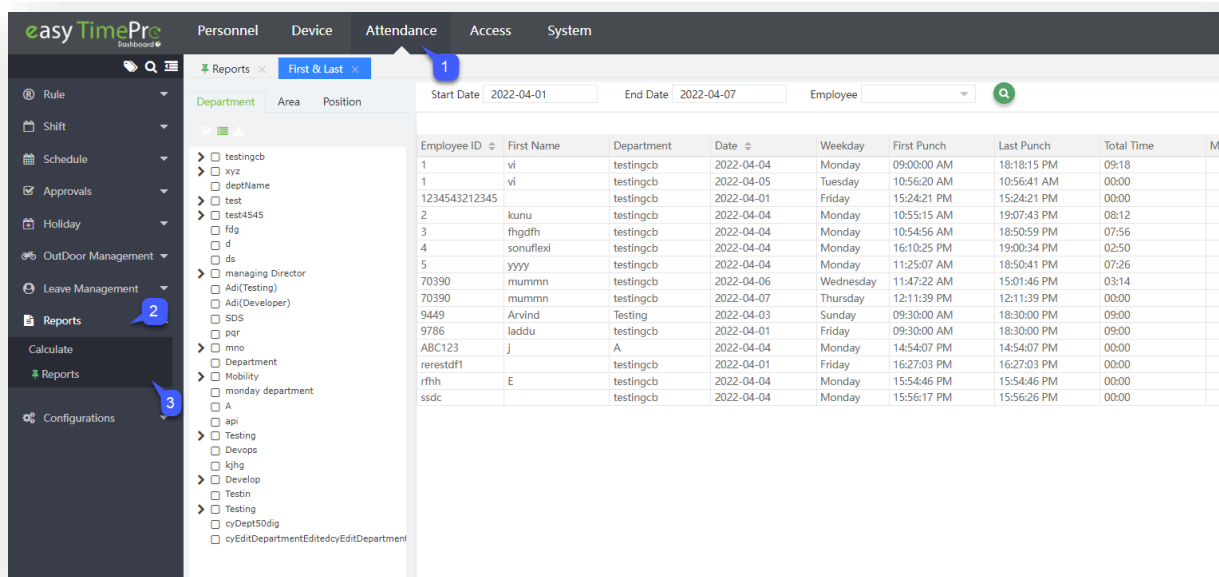
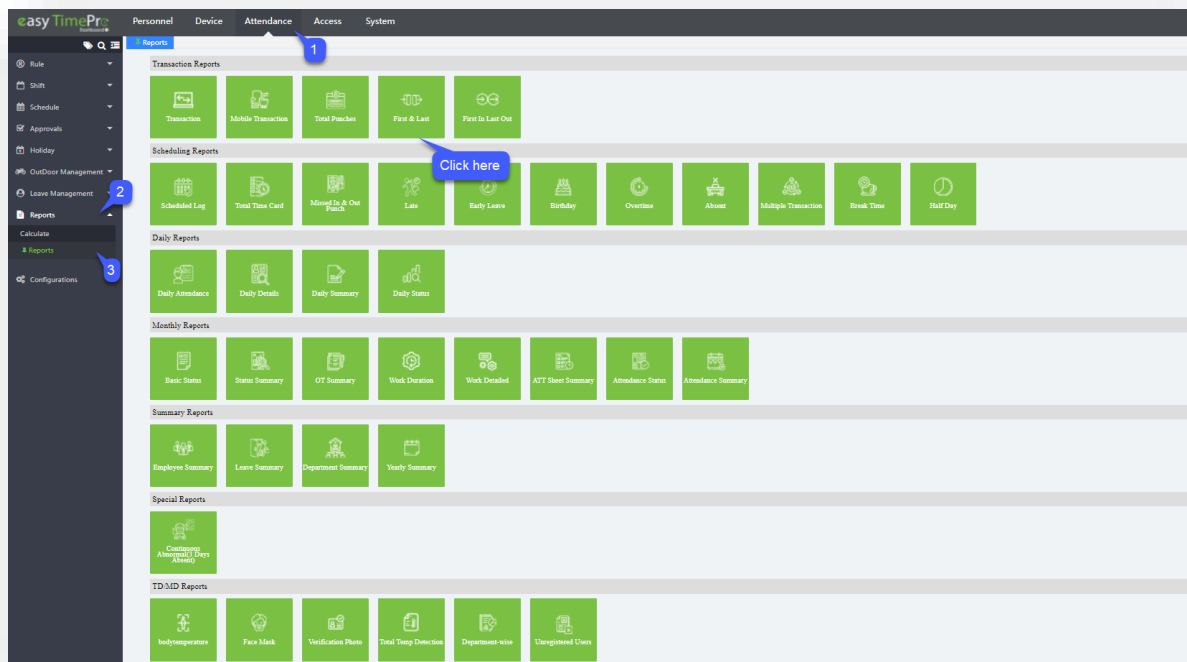
Total Punches

The Total Punches report gives the exact number and time of the punches made by each employee every day.



First and Last Report

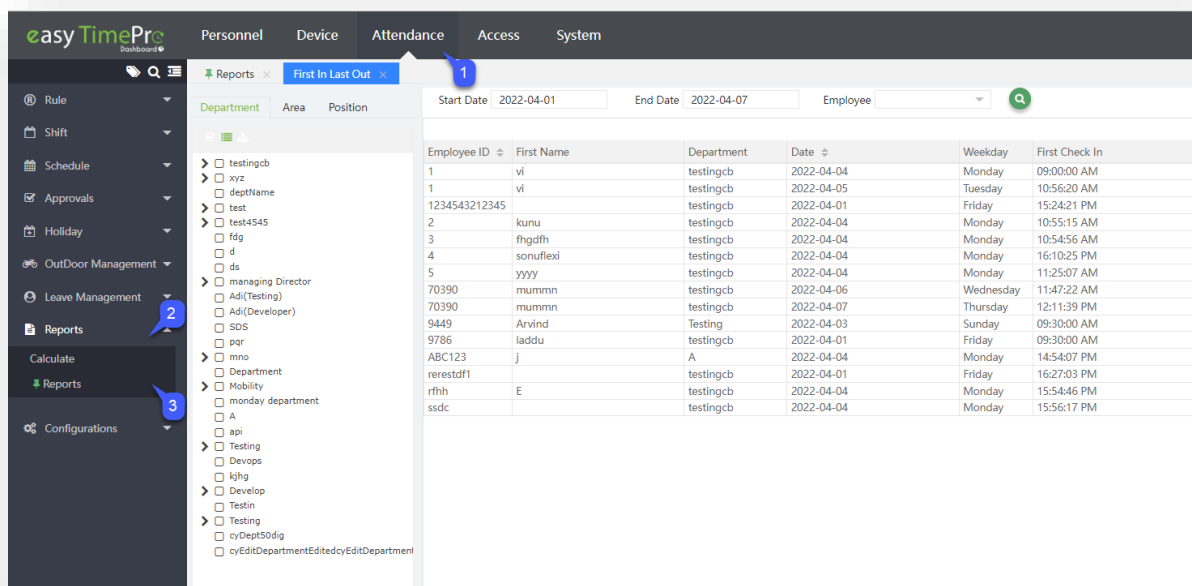
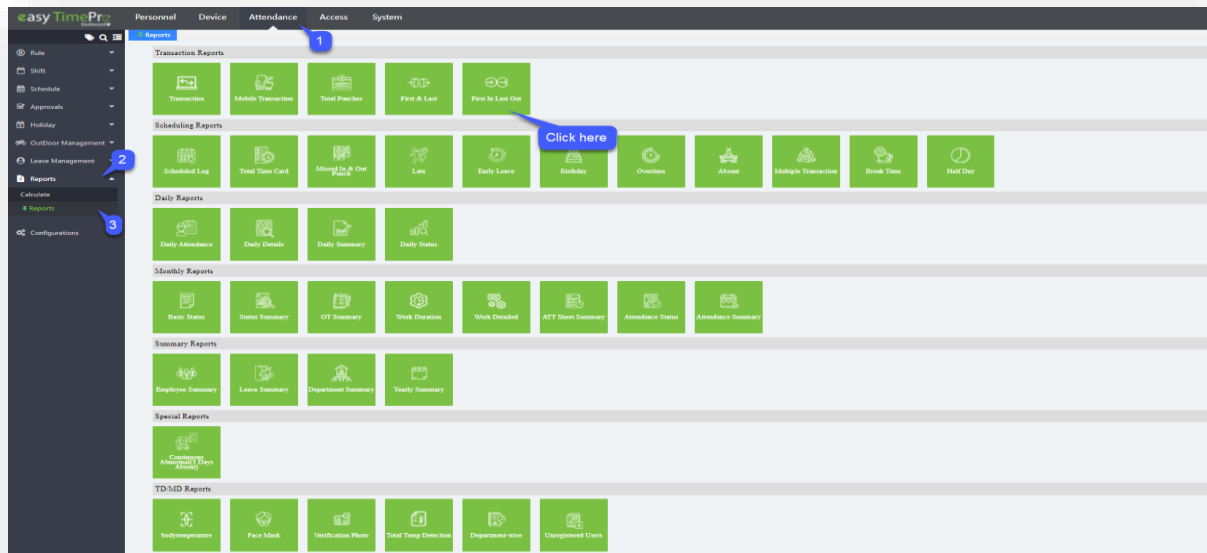
The first and last report displays the first and last attendance punches made by the employees.



- Select the Department to view the first and last report.
- By default, the start date will be the date of 1st day of the month, and the end date will be the current date.

First In Last Out Report

The First In and Last Out report displays the first check-in and last check-out of the employees.



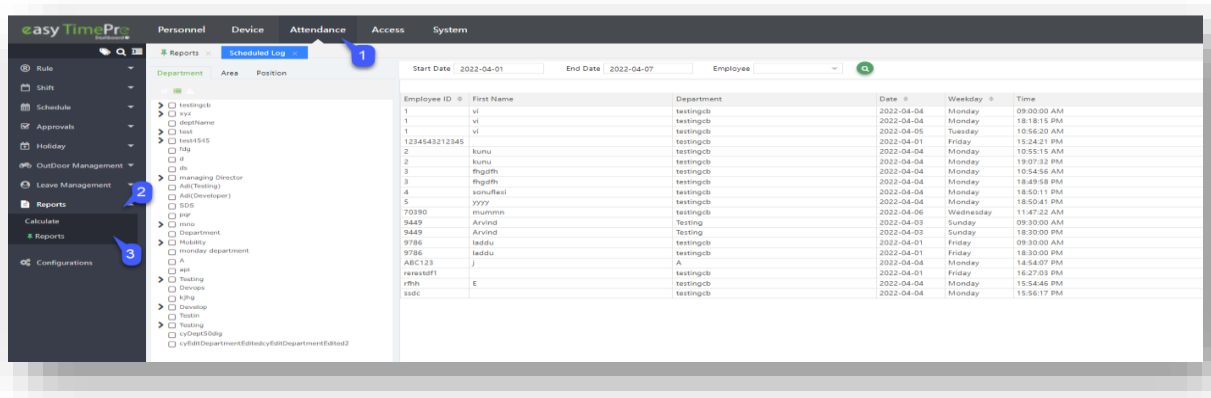
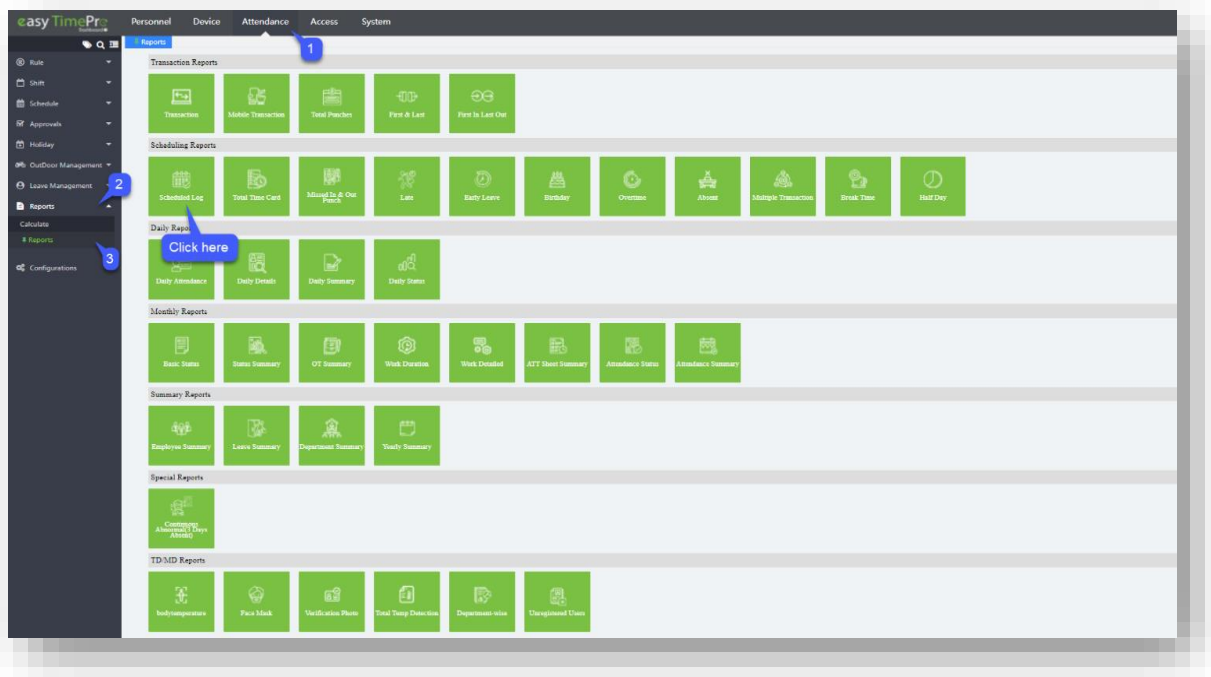
- Select the Department to view the first in and last out report.
- By default, the start date will be the date of 1st day of the month, and the end date will be the current date.

Scheduling Report

The schedule report displays the daily attendance information of the employees within a specified time period. It displays the statistical reports of schedule log, attendance, time card, exception, late, early leave, overtime, absent, multiple transactions, and break time.

Schedule Log

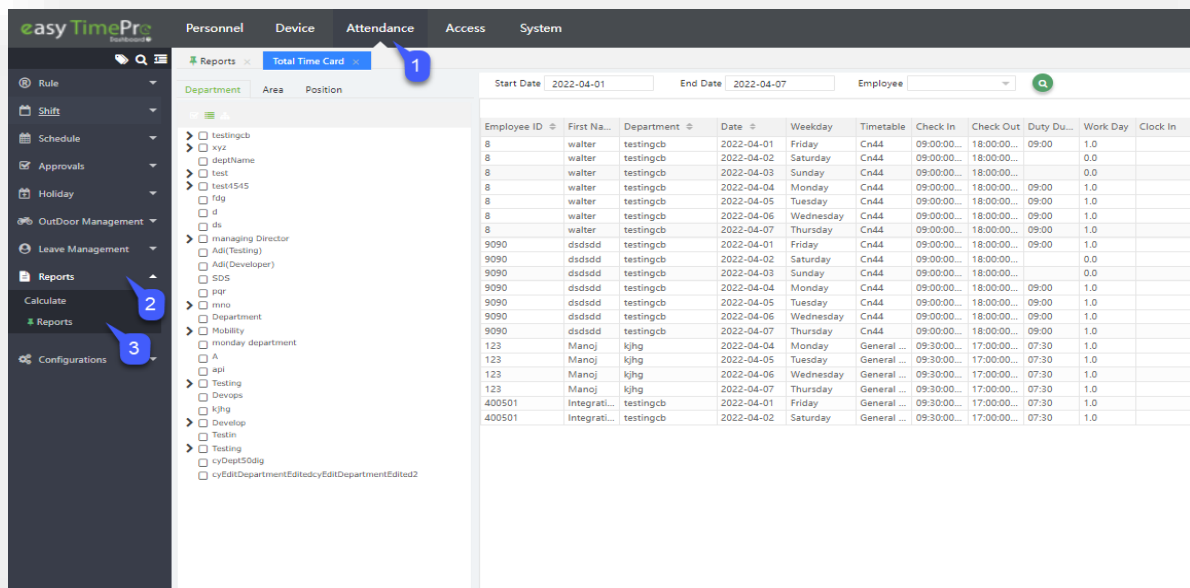
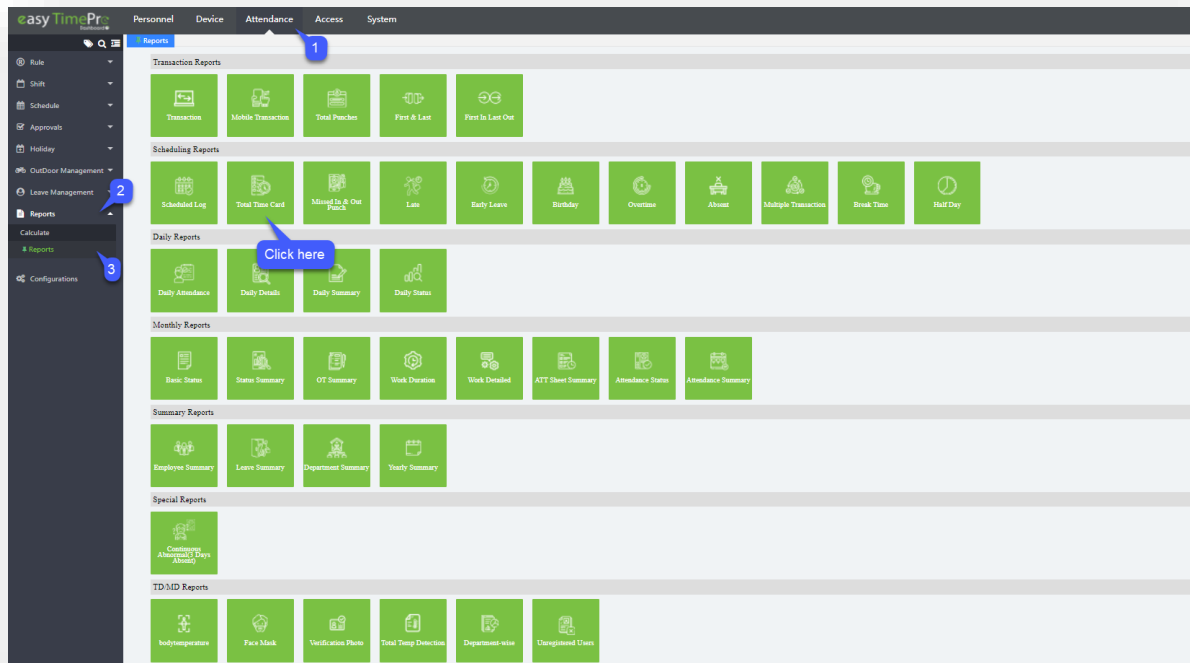
- The Schedule Log displays the schedule details of the employees.
- Select either the Department, Area, or the Position on the left side of the interface by selecting the corresponding checkbox. The schedule log will be displayed as shown in the image below:



- By default, the Start date is the first day of the month and the end date is the current date. You can also alter the date range as per your requirements.

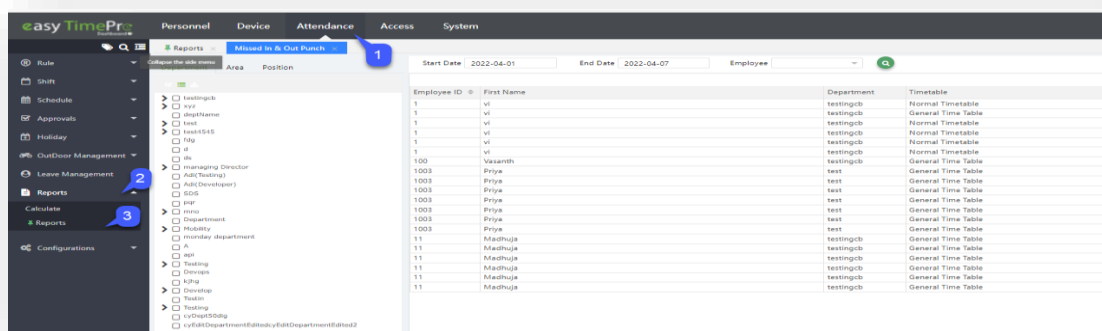
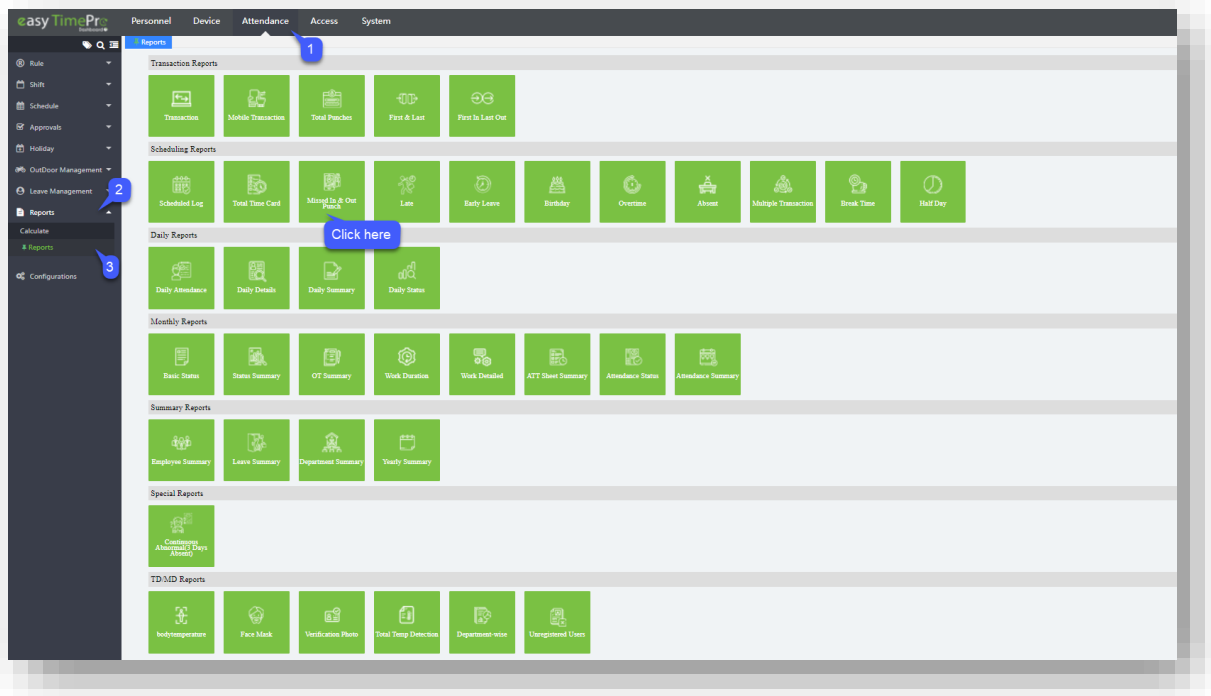
Total Timecard

The Total Timecard report is used to track the number of hours an employee worked for the payroll. It gives a detailed breakdown of the worked hours which can be used for further analysis.



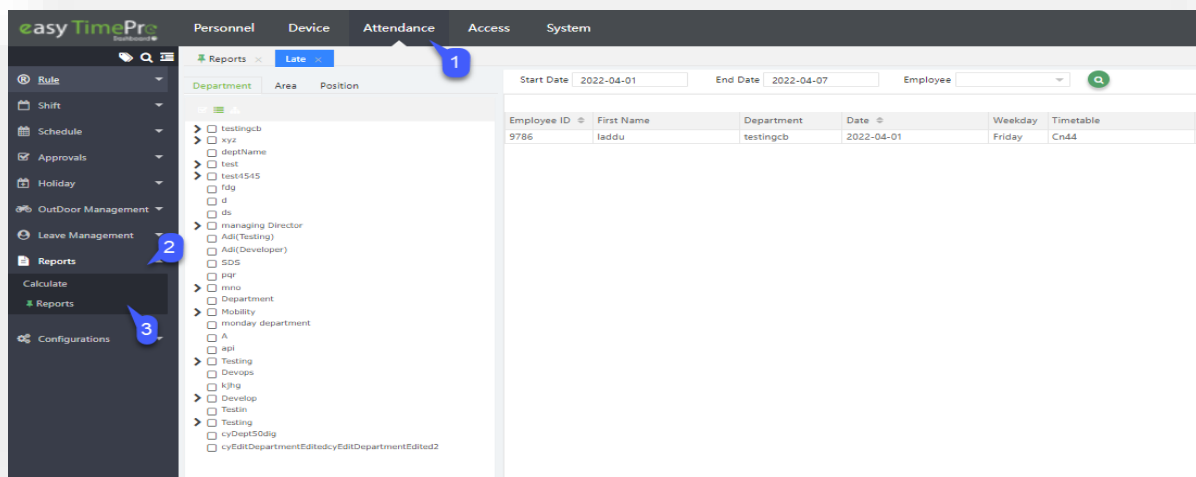
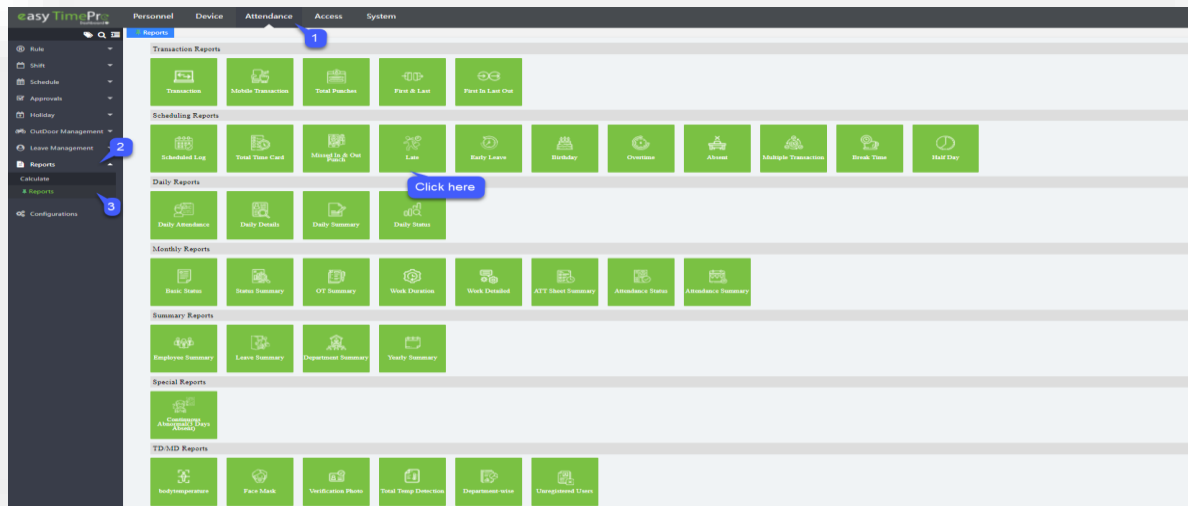
Missed In & Out Punch

It displays all the attendance exceptions. The procedure to view this report is the same as Schedule Log.



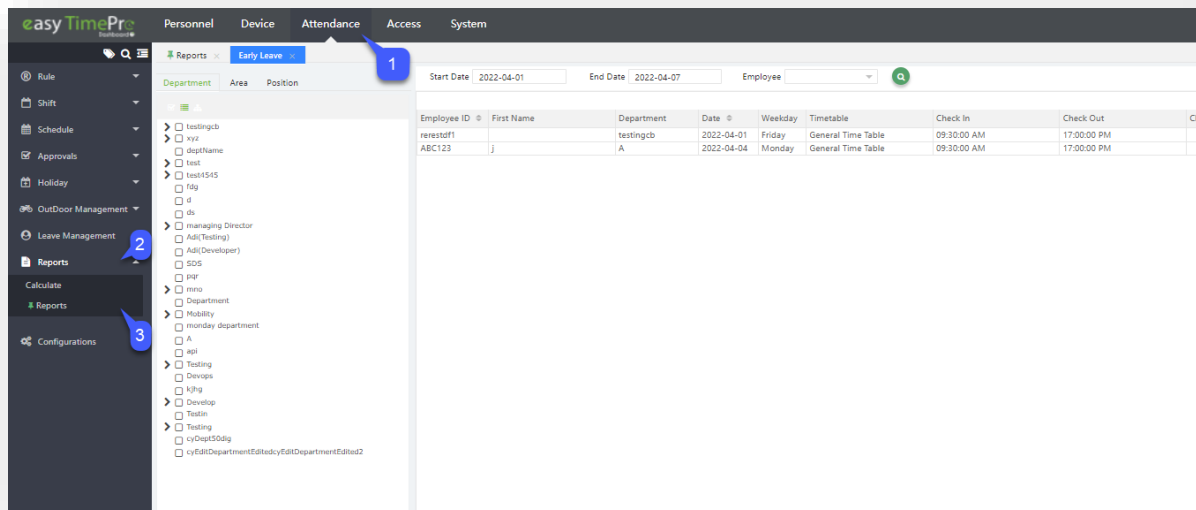
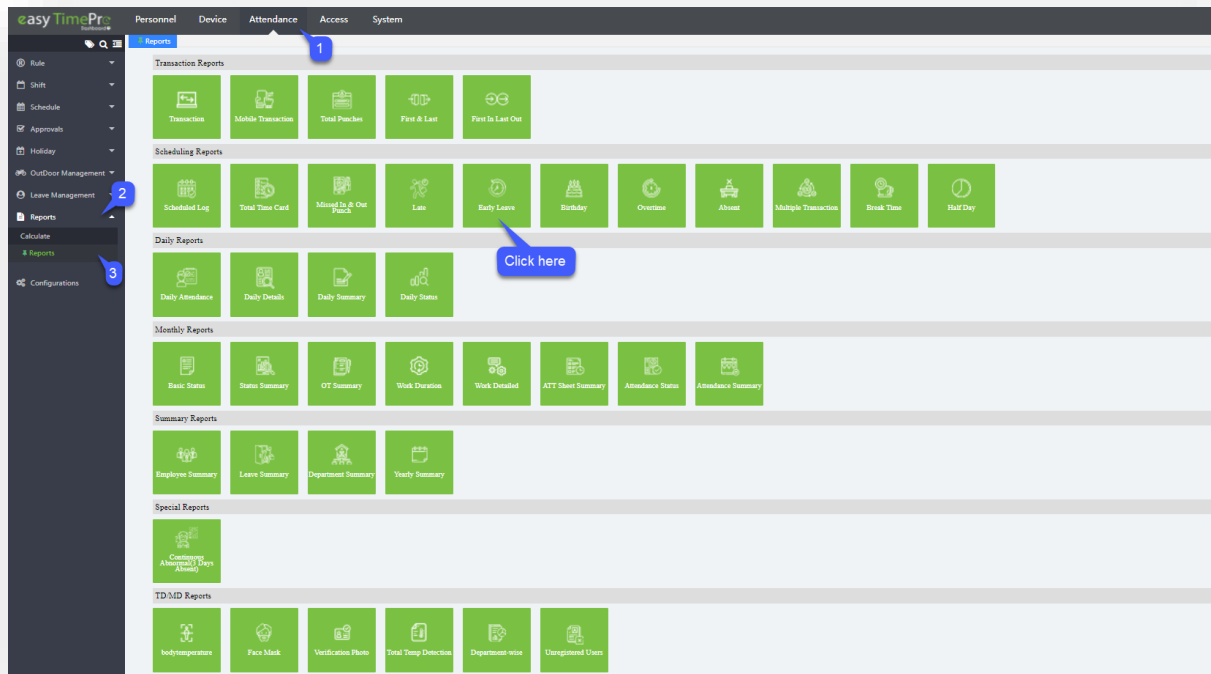
Late

The list displays the late arrival time of the employees. The procedure to view the late report is the same as Schedule Log.



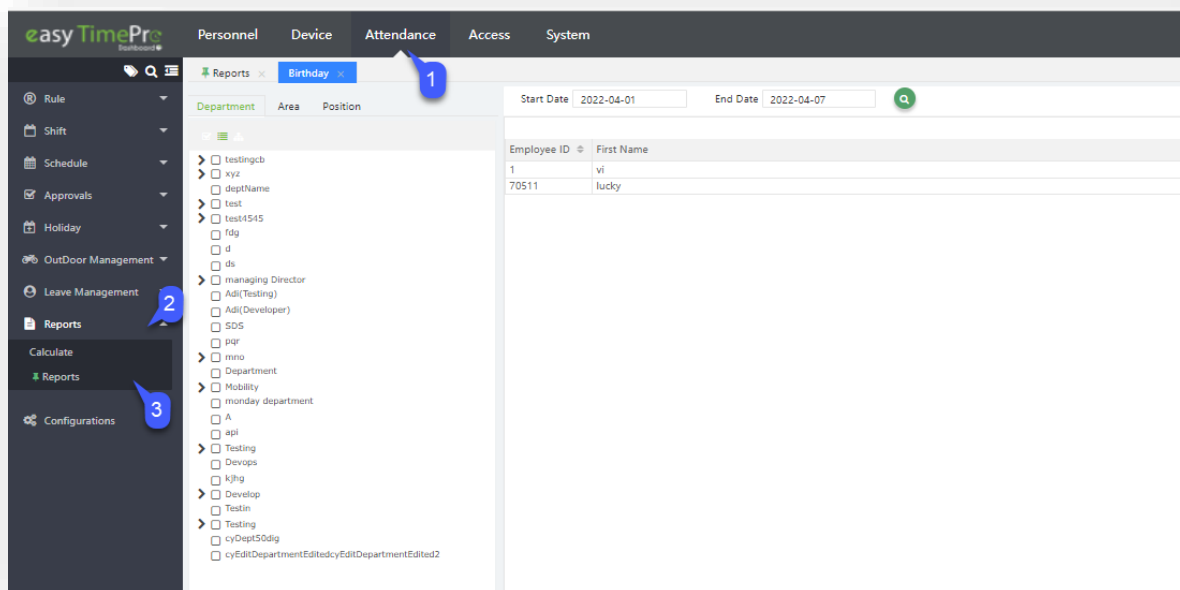
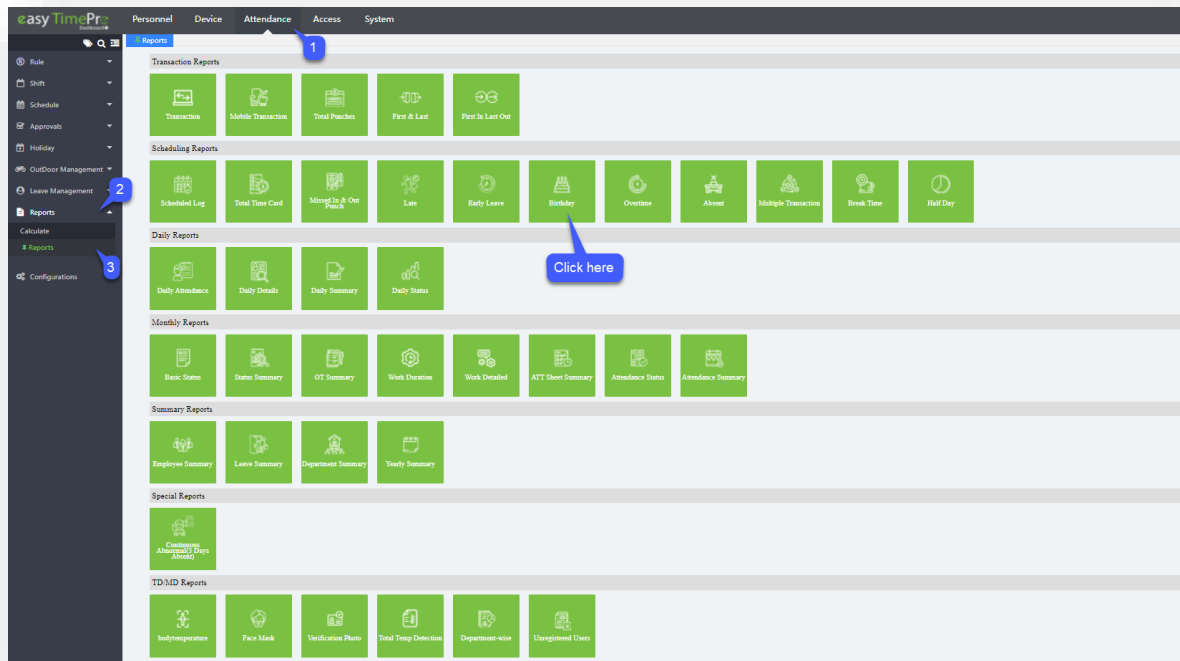
Early Leave

The list shows the time of the early leave of the employees. The procedure to view the early leave report is the same as Schedule Log.



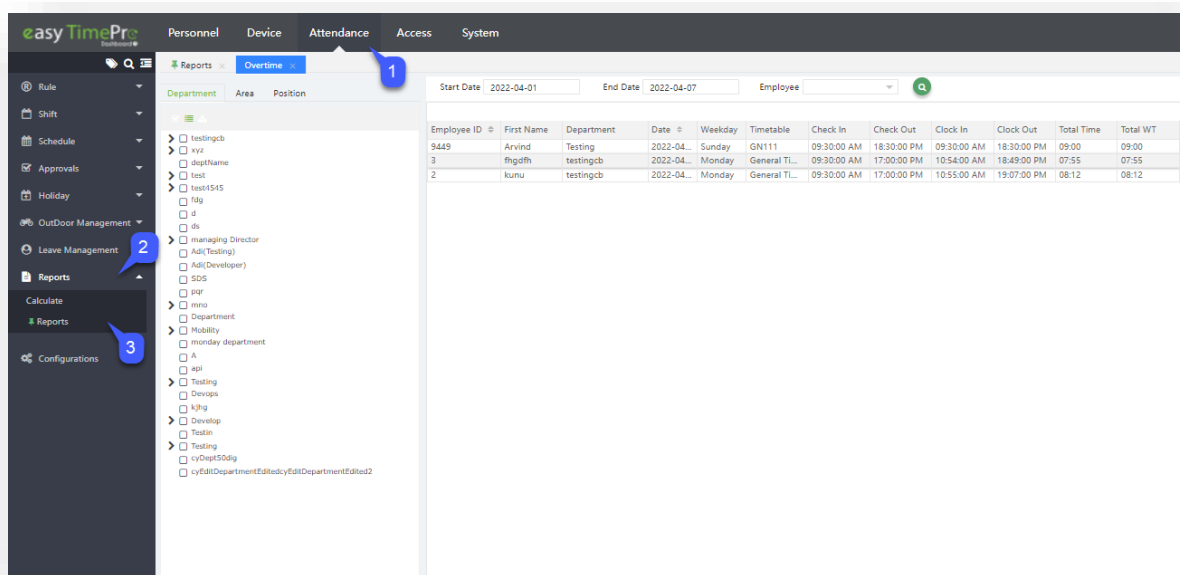
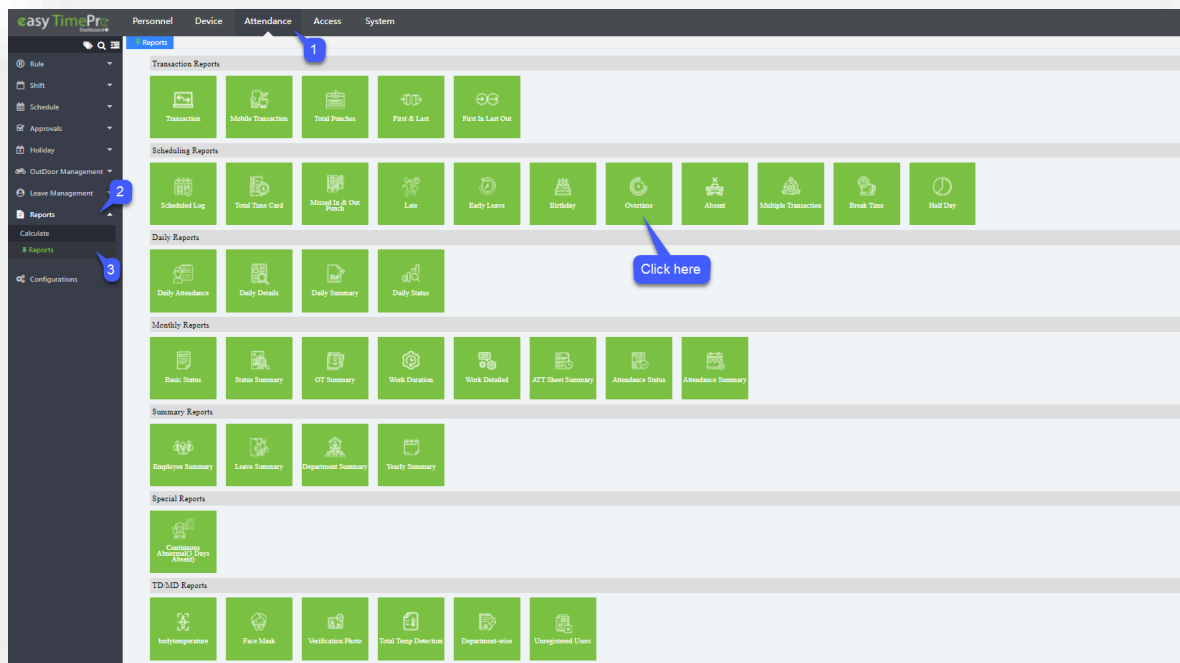
Birthday

The Birthday details of the employees are displayed here.



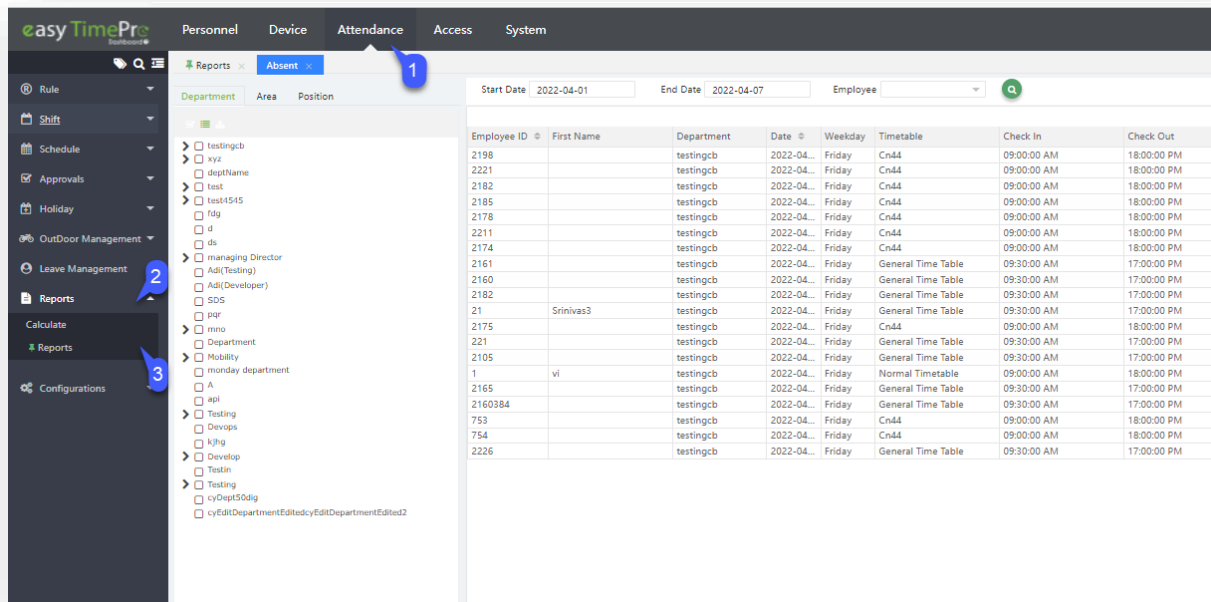
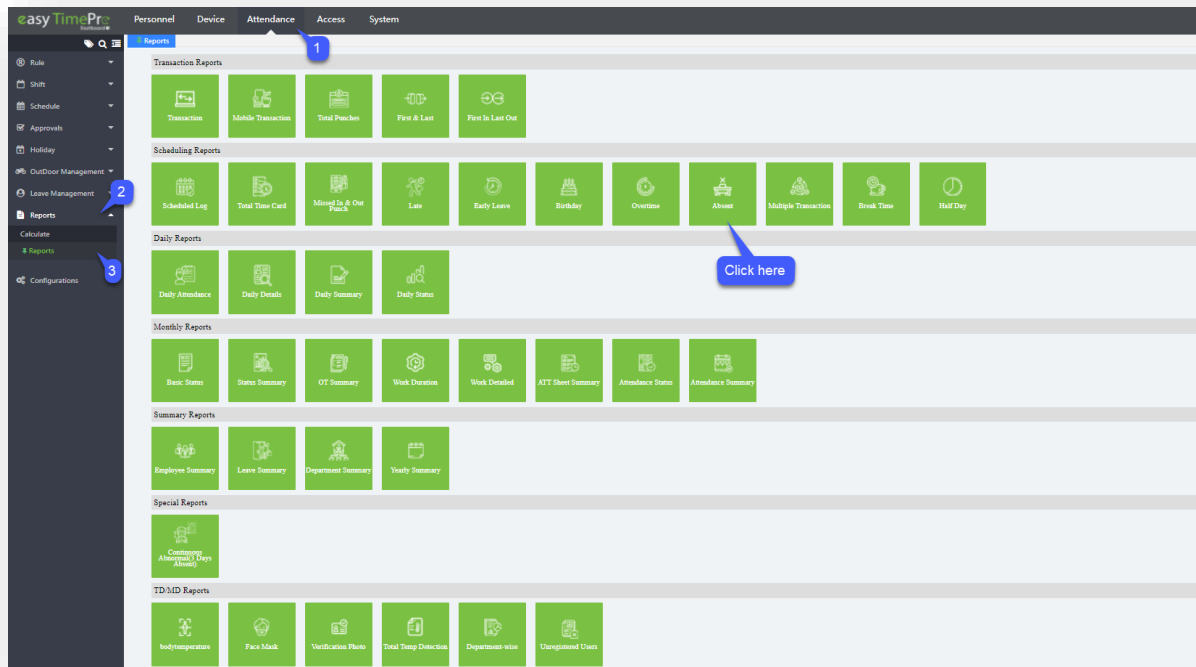
Overtime

The list displays the overtime of the employees. The procedure to view the overtime report is the same as Schedule Log.



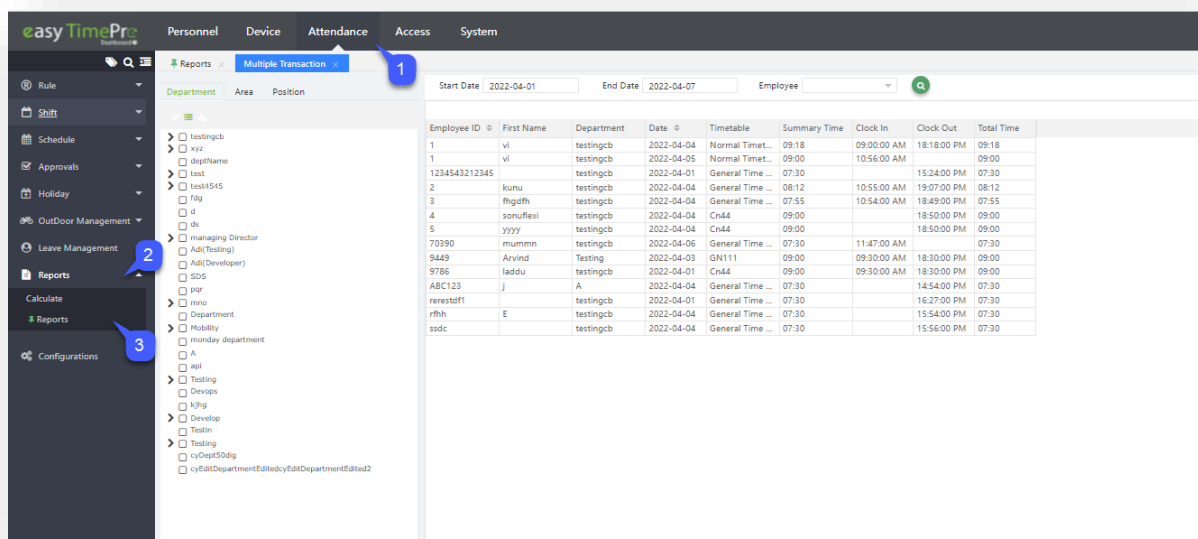
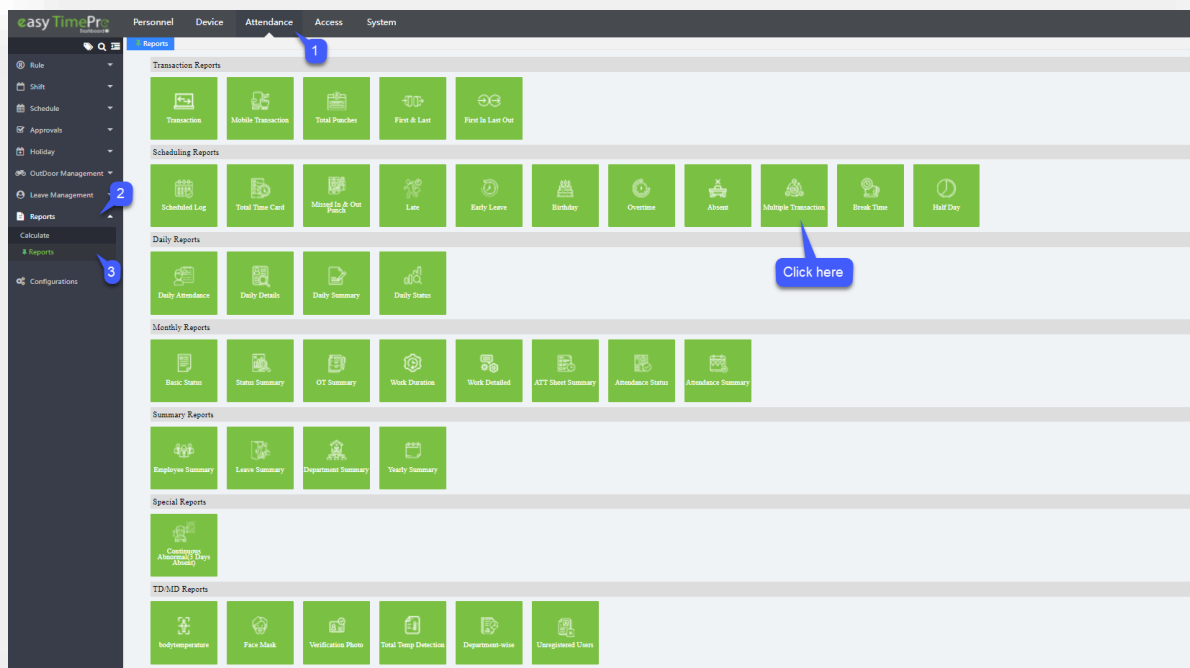
Absent

The list displays the late arrival, early leave, and absent details of the employees. The procedure to view the absent report is the same as Schedule Log.



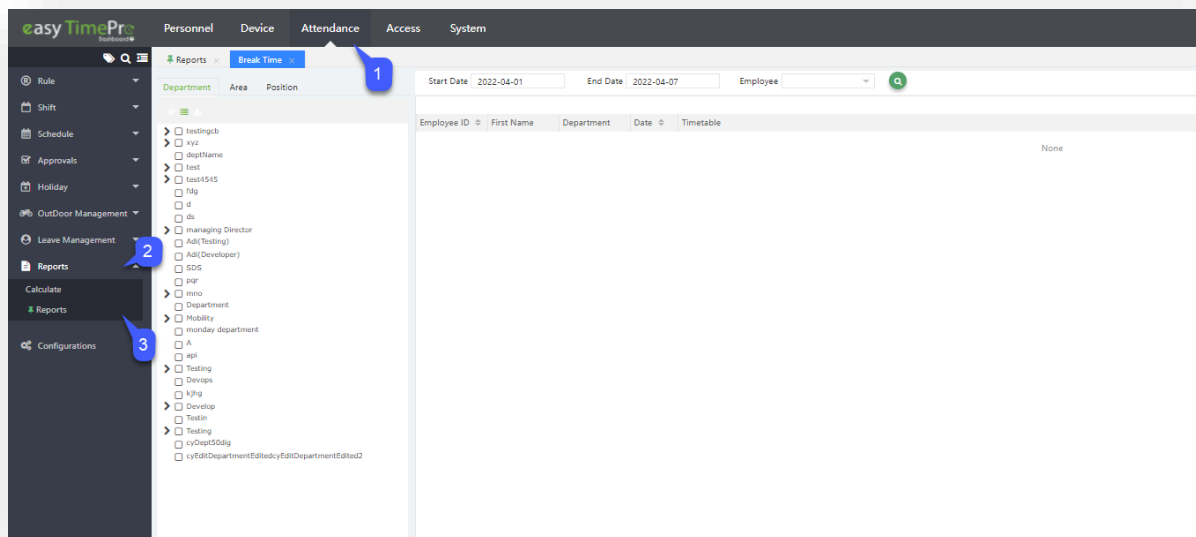
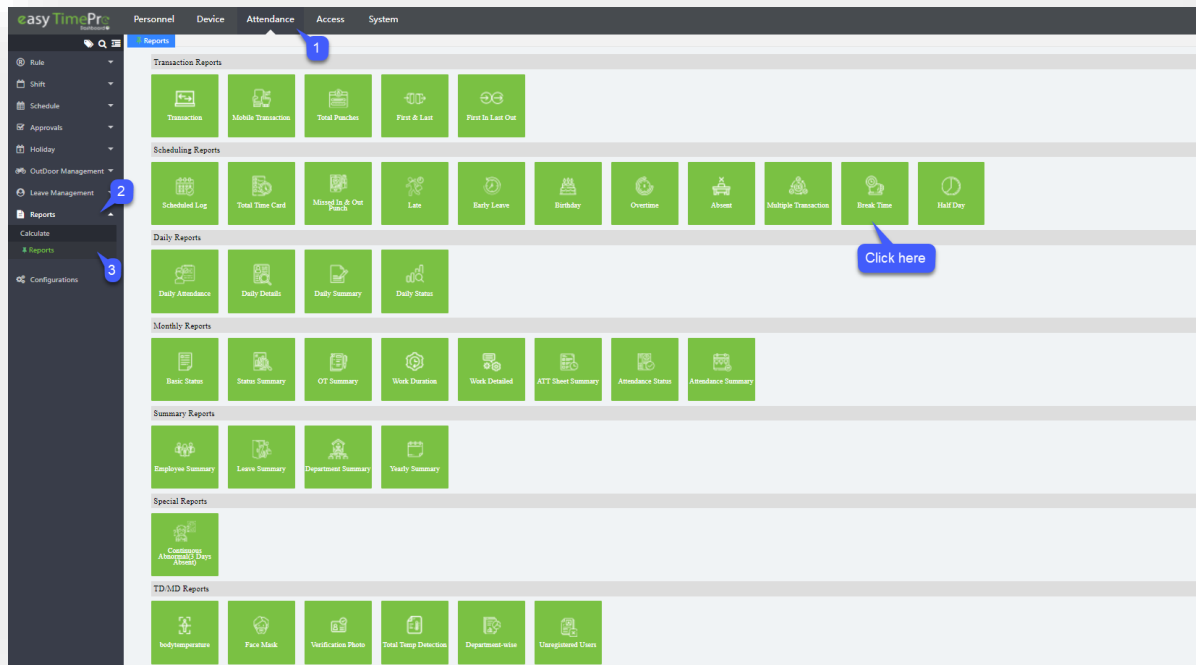
Multiple Transaction

When the multiple transaction function is enabled, the duration of each period and the total working time will be displayed. The procedure to view the multiple transactions report is the same as Schedule Log.



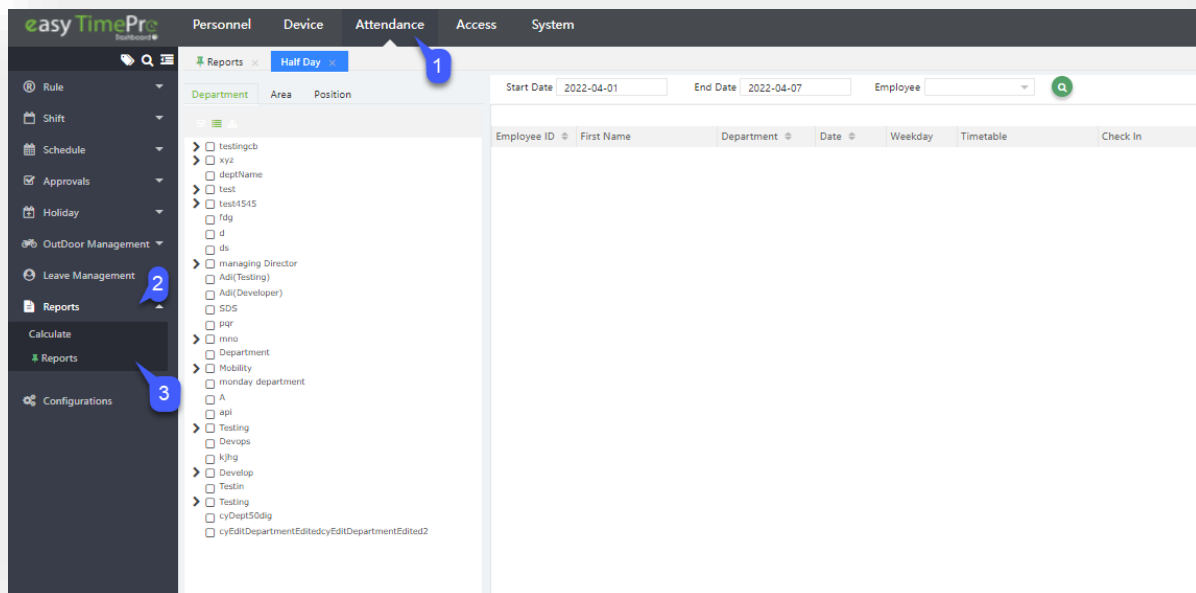
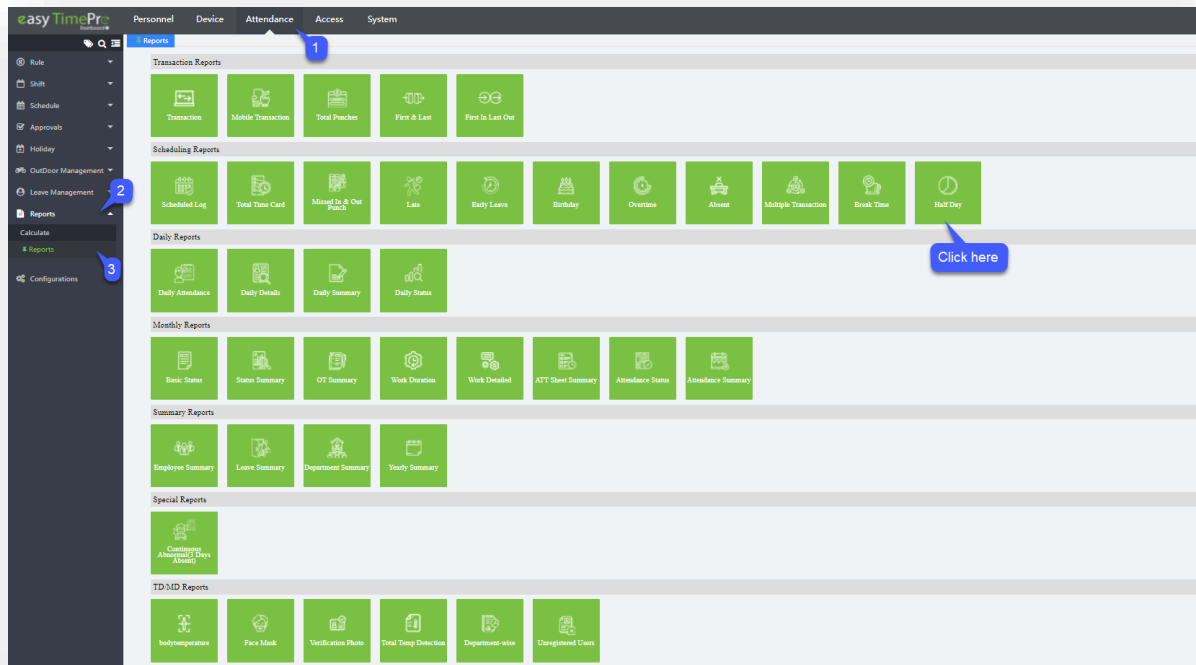
Break Time

The total break time duration and the duration of each break period will be displayed. The procedure to view the Break time report is the same as Schedule Log.



Half Day

The employees for whom the attendance is calculated as half-a-day will be displayed here. The procedure to view the Half Day report is the same as Schedule Log.

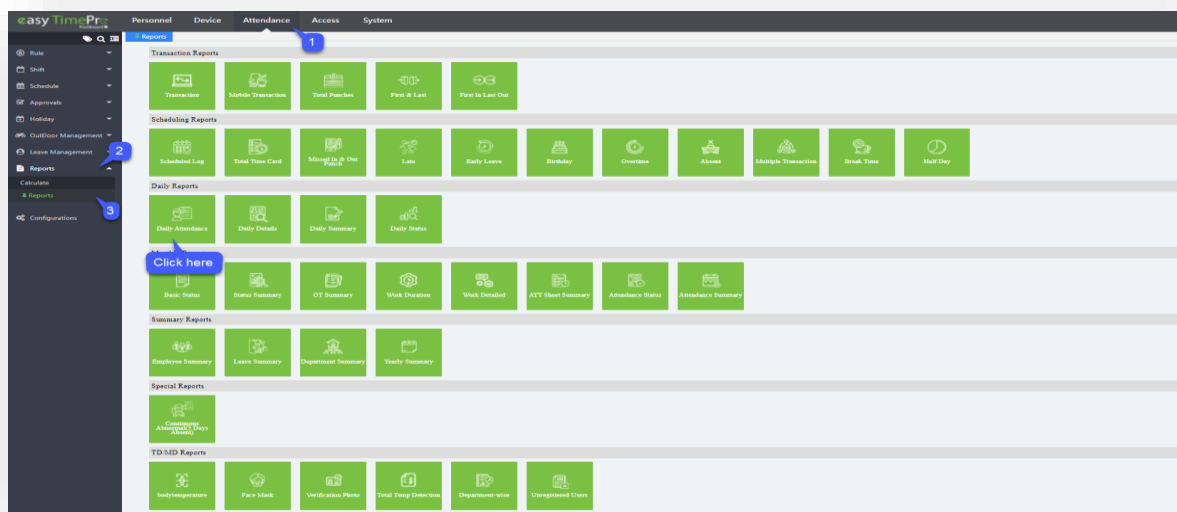


Daily Report

The Daily Attendance reports are used to analyse the day -to-day attendance status of the employees. The following reports serves the above said purpose without any complexity.

Daily Attendance

The daily attendance interface displays the daily attendance status of the employees. It uses symbols or digits or the combination of symbols and digits to represent different attendance terminologies.



The screenshot shows the 'Daily Attendance Details' report in the EasyTime Pro application. The report displays a list of employees and their attendance status for a specific date range (Start Date: 2022-02-01, End Date: 2022-02-08). The report is filtered by Employee: shak.

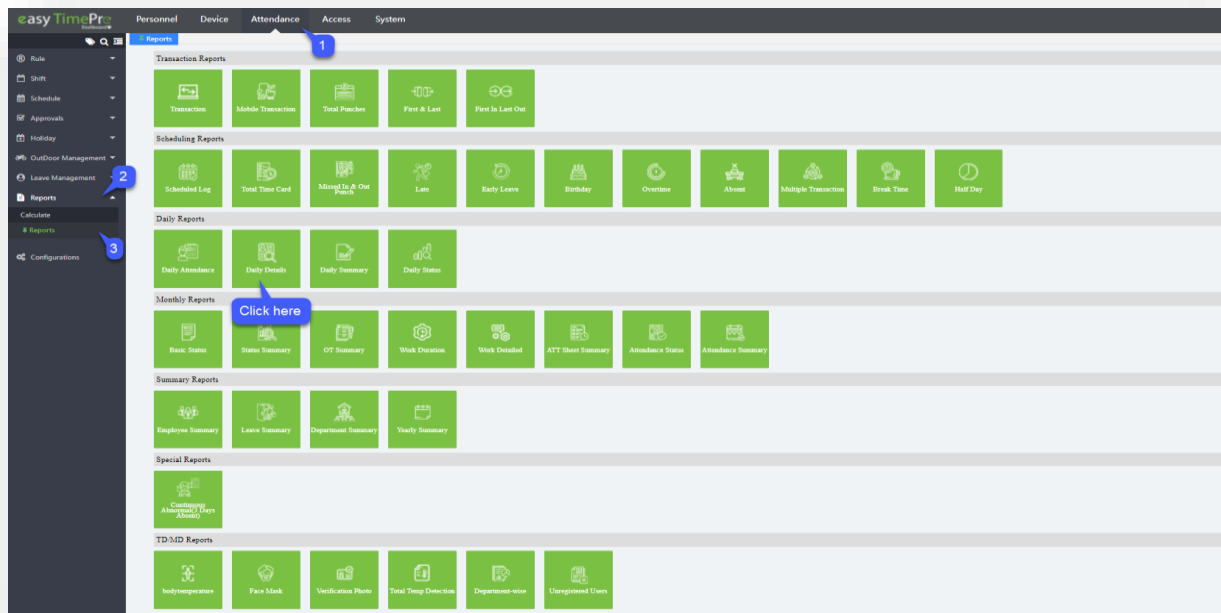
Employee ID	First Name	Gender	Department	Position	Date	Timetable	Duration	Clock In	Clock Out	Actual WT	Total OT	Normal OT	Week Off OT	Holiday OT	Total WT	Status	Remarks
70577	shak		SMD	Test Engineer	01-08-2022	General TWF	09:00									Absence(A)	
70577	shak		SMD	Test Engineer	02-08-2022	General TWF	09:00									Absence(A)	
70577	shak		SMD	Test Engineer	03-08-2022	General TWF	09:00									Absence(A)	
70577	shak		SMD	Test Engineer	04-08-2022	General TWF	09:00									Absence(A)	
70577	shak		SMD	Test Engineer	05-08-2022	General TWF	09:00									Absence(A)	
70577	shak		SMD	Test Engineer	06-08-2022	General TWF	09:00									Absence(A)	
70577	shak		SMD	Test Engineer	07-08-2022	General TWF	09:00									Absence(A)	
70577	shak		SMD	Test Engineer	08-08-2022	General TWF	09:00									Absence(A)	
70577	shak		SMD	Test Engineer	09-08-2022	General TWF	09:00									Absence(A)	
70577	shak		SMD	Test Engineer	10-08-2022	General TWF	09:00									Absence(A)	
70577	shak		SMD	Test Engineer	11-08-2022	General TWF	09:00									Absence(A)	
70577	shak		SMD	Test Engineer	12-08-2022	General TWF	09:00									Absence(A)	
70577	shak		SMD	Test Engineer	13-08-2022	General TWF	09:00									Absence(A)	
70577	shak		SMD	Test Engineer	14-08-2022	General TWF	09:00									Absence(A)	
70577	shak		SMD	Test Engineer	15-08-2022	General TWF	09:00									Absence(A)	
70577	shak		SMD	Test Engineer	16-08-2022	General TWF	09:00									Absence(A)	
70577	shak		SMD	Test Engineer	17-08-2022	General TWF	09:00									Absence(A)	
70577	shak		SMD	Test Engineer	18-08-2022	General TWF	09:00									Absence(A)	
70577	shak		SMD	Test Engineer	19-08-2022	General TWF	09:00									Absence(A)	
70577	shak		SMD	Test Engineer	20-08-2022	General TWF	09:00									Absence(A)	
70577	shak		SMD	Test Engineer	21-08-2022	General TWF	09:00									Absence(A)	
70577	shak		SMD	Test Engineer	22-08-2022	General TWF	09:00									Absence(A)	
70577	shak		SMD	Test Engineer	23-08-2022	General TWF	09:00									Absence(A)	
70577	shak		SMD	Test Engineer	24-08-2022	General TWF	09:00									Absence(A)	
70577	shak		SMD	Test Engineer	25-08-2022	General TWF	09:00									Absence(A)	
70577	shak		SMD	Test Engineer	26-08-2022	General TWF	09:00									Absence(A)	
70577	shak		SMD	Test Engineer	27-08-2022	General TWF	09:00									Absence(A)	
70577	shak		SMD	Test Engineer	28-08-2022	General TWF	09:00									Absence(A)	
70577	shak		SMD	Test Engineer	29-08-2022	General TWF	09:00									Absence(A)	
70577	shak		SMD	Test Engineer	30-08-2022	General TWF	09:00									Absence(A)	
70577	shak		SMD	Test Engineer	31-08-2022	General TWF	09:00									Absence(A)	

Numbered callouts indicate: 1. Reports menu, 2. Reports sub-menu, 3. Reports sub-menu.

Daily Details

The Daily Attendance Details include every day's attendance details such as assigned timetable, clock-in time, clock-out time, check-in time, check-out time, actual working hours, total worked

hours, overtime hours, and the recorded attendance punches. If there is any deviation from the actual designated parameters, it will be highlighted.



easyTimePro

Personnel

Device

Attendance

Access

System

Rule

Global Rule

Schedule

Approvals

Holiday

Outdoor Management

Leave Management

Calculate

Reports

Configurations

Global Rule

Report

Daily Attendance

Daily Details

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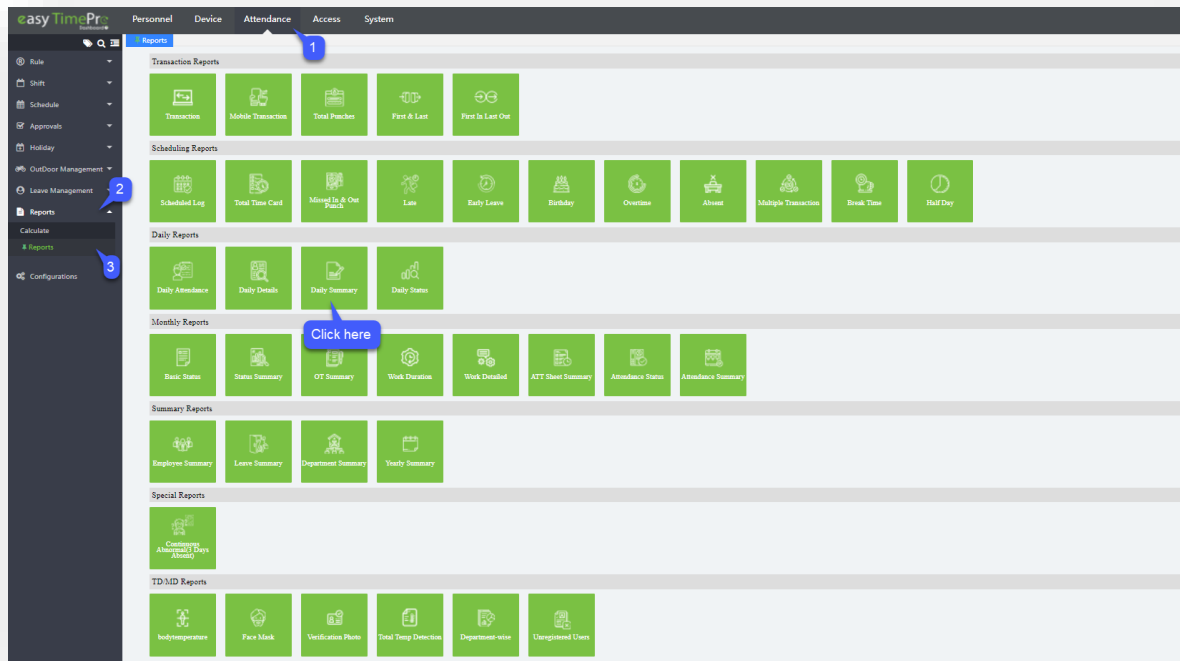
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Daily Summary

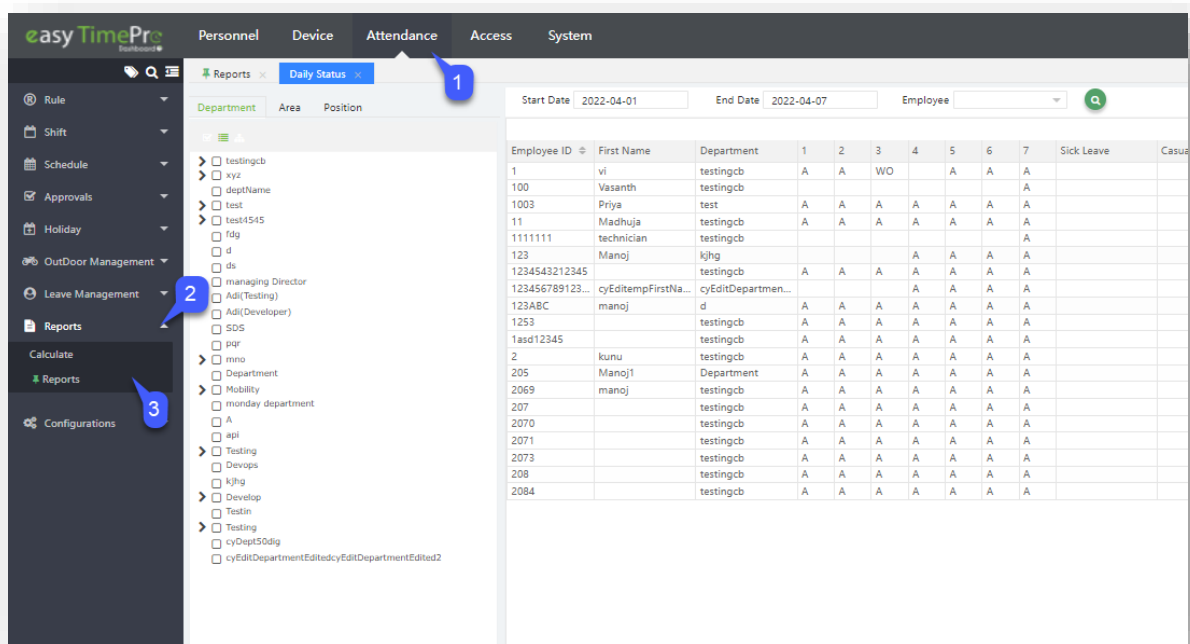
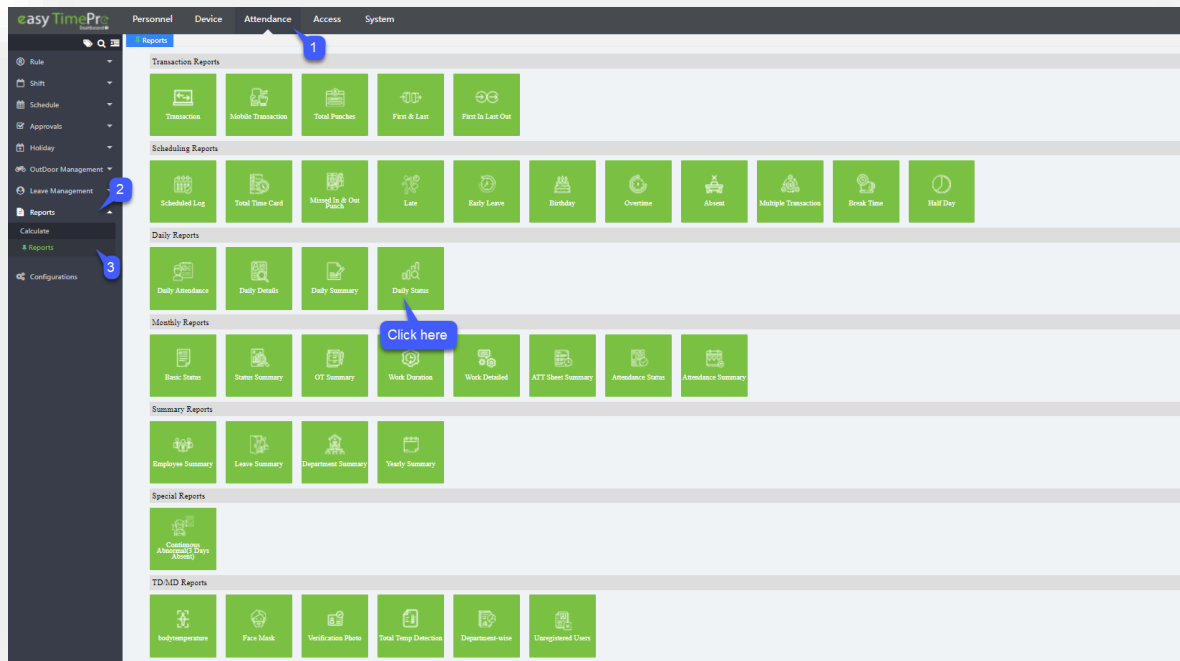
The Daily Summary Report gives the details of actual clock-in, clock-out, and total worked hours of the employee.



Employee ID	First Name	Department	Date	Timetable	Clock In	Clock Out	Total WT	Status	Remarks
70577	shahk	SMMD	01-08-2022	General Tiffine Table				Absence(A)	
70577	shahk	SMMD	02-08-2022	General Tiffine Table				Absence(A)	
70577	shahk	SMMD	03-08-2022	General Tiffine Table				Absence(A)	
70577	shahk	SMMD	04-08-2022	General Tiffine Table				Absence(A)	
70577	shahk	SMMD	05-08-2022	General Tiffine Table				Absence(A)	
70577	shahk	SMMD	06-08-2022	General Tiffine Table				Absence(A)	
70577	shahk	SMMD	07-08-2022	General Tiffine Table				Absence(A)	
70577	shahk	SMMD	08-08-2022	General Tiffine Table				Absence(A)	
70577	shahk	SMMD	09-08-2022	General Tiffine Table				Absence(A)	
70577	shahk	SMMD	10-08-2022	General Tiffine Table				Absence(A)	
70577	shahk	SMMD	11-08-2022	General Tiffine Table				Absence(A)	
70577	shahk	SMMD	12-08-2022	General Tiffine Table				Absence(A)	
70577	shahk	SMMD	13-08-2022	General Tiffine Table				Absence(A)	
70577	shahk	SMMD	14-08-2022	General Tiffine Table				Absence(A)	
70577	shahk	SMMD	15-08-2022	General Tiffine Table				Absence(A)	
70577	shahk	SMMD	16-08-2022	General Tiffine Table				Absence(A)	
70577	shahk	SMMD	17-08-2022	General Tiffine Table				Absence(A)	
70577	shahk	SMMD	18-08-2022	General Tiffine Table				Absence(A)	
70577	shahk	SMMD	19-08-2022	General Tiffine Table				Absence(A)	
70577	shahk	SMMD	20-08-2022	General Tiffine Table				Absence(A)	
70577	shahk	SMMD	21-08-2022	General Tiffine Table				Absence(A)	
70577	shahk	SMMD	22-08-2022	General Tiffine Table				Absence(A)	
70577	shahk	SMMD	23-08-2022	General Tiffine Table				Absence(A)	
70577	shahk	SMMD	24-08-2022	General Tiffine Table				Absence(A)	
70577	shahk	SMMD	25-08-2022	General Tiffine Table				Absence(A)	
70577	shahk	SMMD	26-08-2022	General Tiffine Table				Absence(A)	
70577	shahk	SMMD	27-08-2022	General Tiffine Table				Absence(A)	
70577	shahk	SMMD	28-08-2022	General Tiffine Table				Absence(A)	
70577	shahk	SMMD	29-08-2022	General Tiffine Table				Absence(A)	
70577	shahk	SMMD	30-08-2022	General Tiffine Table				Absence(A)	
70577	shahk	SMMD	31-08-2022	General Tiffine Table				Absence(A)	

Daily Status

The Daily Attendance Status of employees gives the present, absent, half-a-day, and so on for each day.

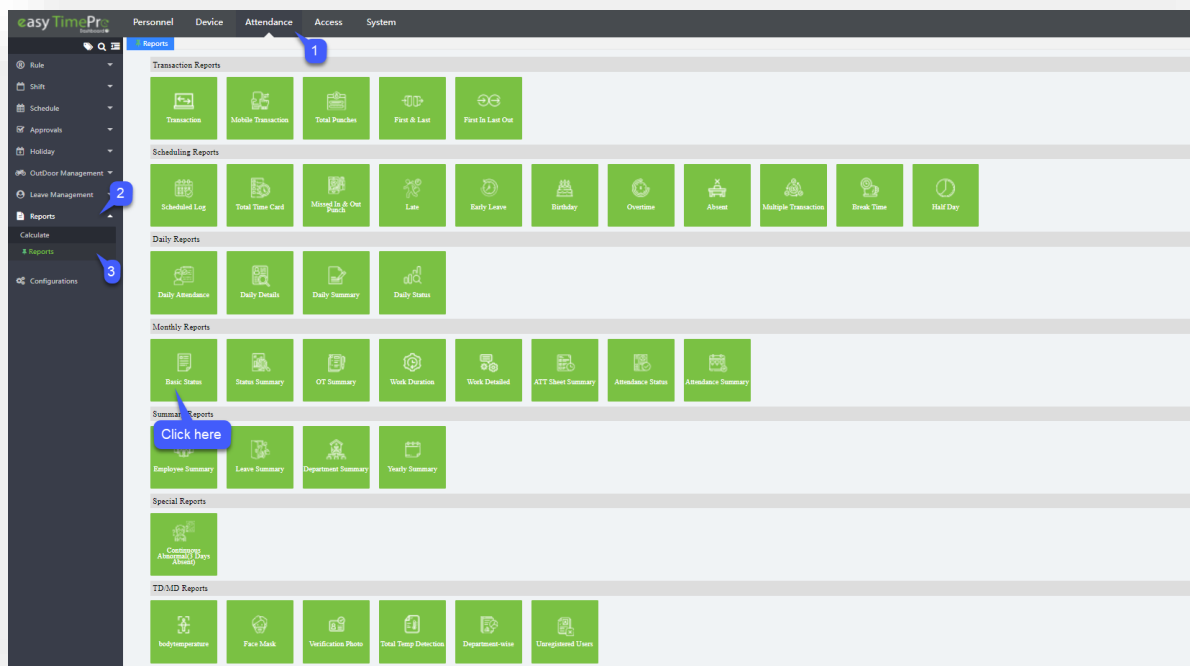


Monthly Report

The Monthly Reports can be used for quick analysis and evaluation of attendance status of all the employees in the month.

Basic Status

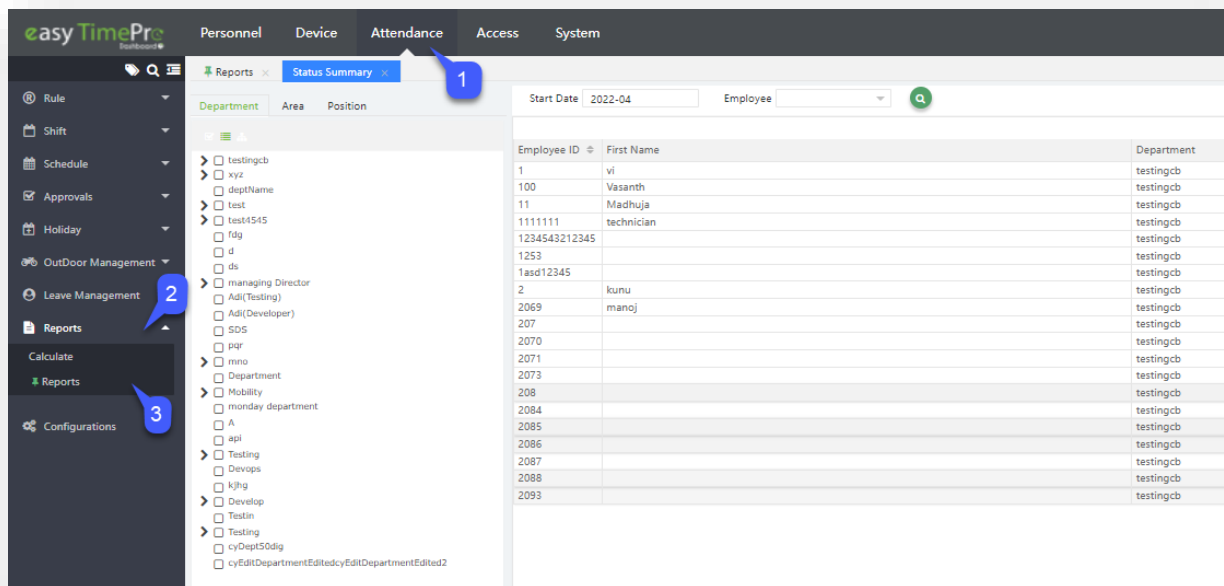
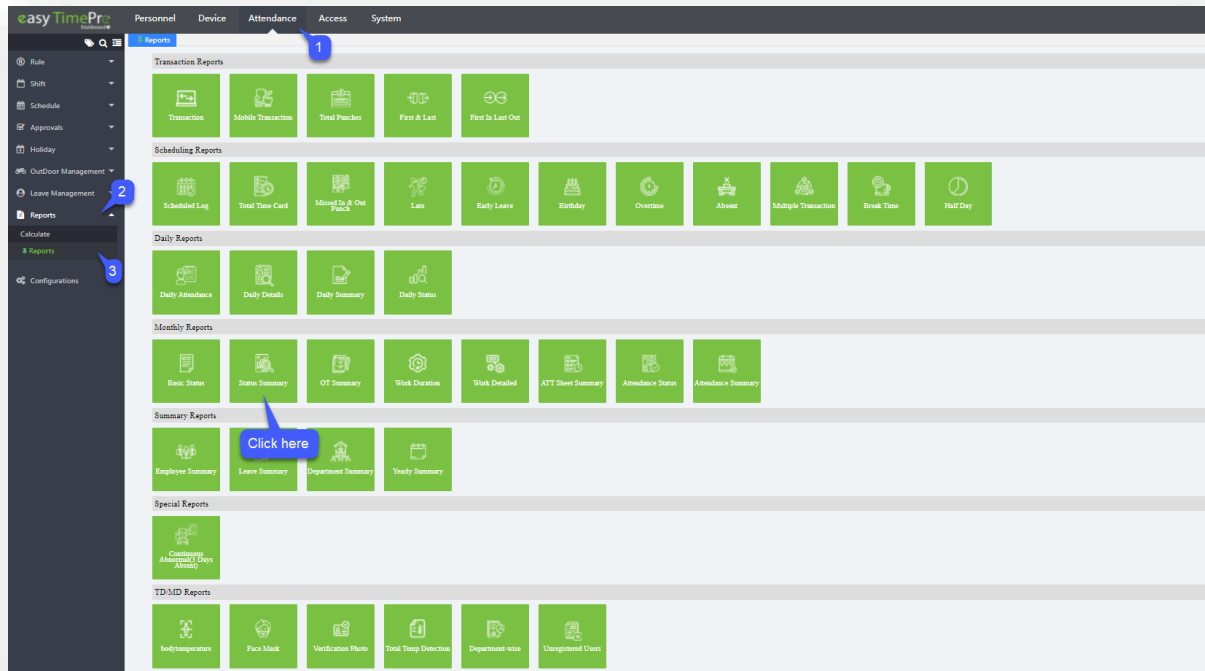
The Basic Attendance Status displays the critical attendance status which are required for attendance analysis.



Employee ID	First Name	Department	1	2	3	4	5	6	7	8	P	A	LE	HL	HP	WOC	WOP
01	rbhbb	Department_new	A+SL	LF	A		A	A	A	A		6300					
10032	james	Department_new	A	A	A	A	A	A	A	A		7200					
3	P	Department_new	A	A	A	A	A	A	A	A		7200					
333	asff	Department_new	A	A	A	A	A	A	A	A		7200					
5	Sam	Department_new	A	A	A	A	A	A	A	A		6300					
75045	lokab	Department_new	A	A	A	A	A	A	A	A		7200					
75062	ram	Department_new	A	A	A	A	A	A	A	A		7200					
85	QZ	Department_new	A	A	A	A	A	A	A	A		7200					
85258	project9	Department_new	A	A	A	A	A	A	A	A		7200					
200	darfne	Testing	A	A	A	A	A	A	A	A		7200					
555	sksh	Testing	A	A	A	A	A	A	A	A		7200					
899	asff	Testing	A	A	A	A	A	A	A	A		7200					
471	Android	Testing	A	A	A	A	A	A	A	A		7200					
424	android2	Testing	A	A	A	A	A	A	A	A		7200					
75062	java	Testing	A	A	A	A	A	A	A	A		7200					
89	sfj	Testing	A	A	A	A	A	A	A	A		7200					
5gh	ghjk	Testing	A	A	A	A	A	A	A	A		7200					

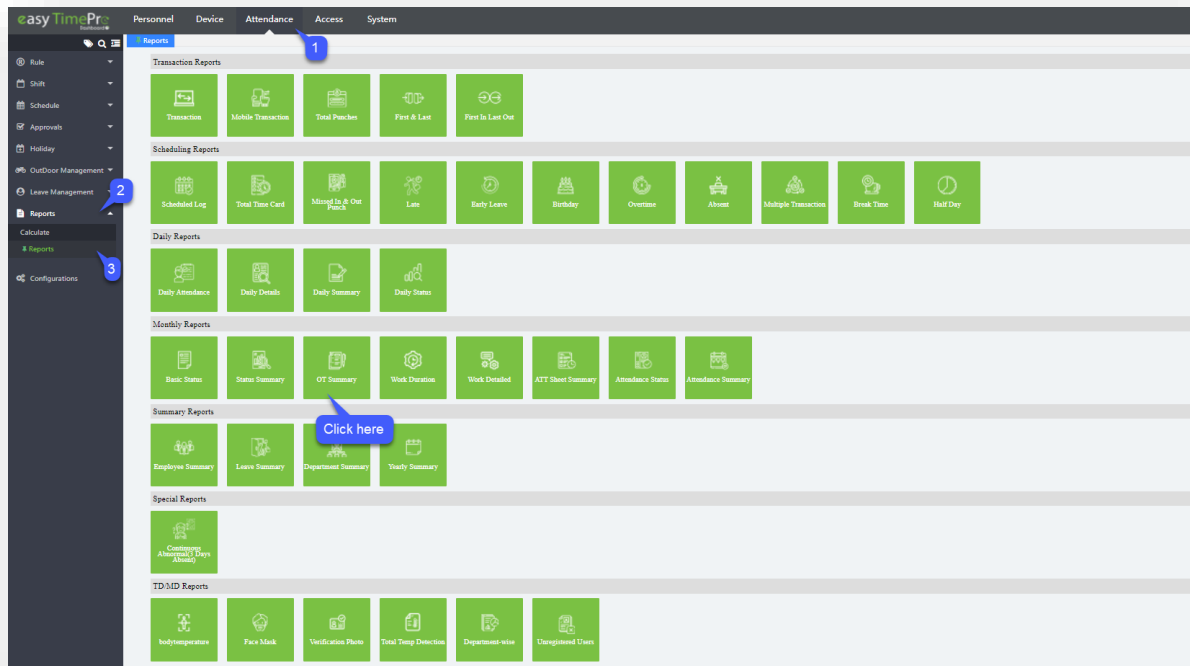
Status Summary

The Attendance Status Summary report is used to analyse the entire attendance status of all the employees in that month. It includes Present hours, Absent hours, Holidays, Weekly-off and so on.



OT Summary

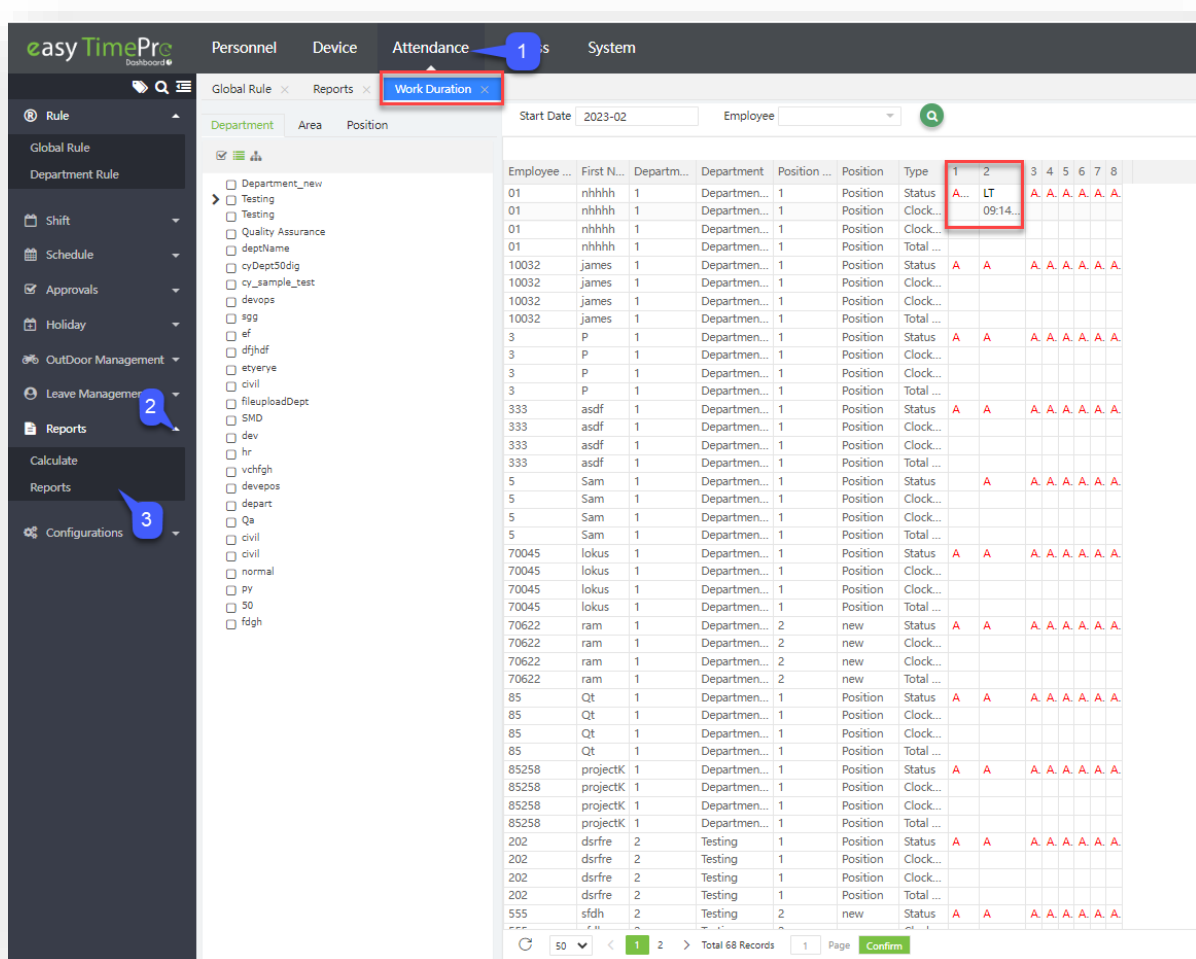
The Overtime Summary Report displays the overtime hours worked by the employees.



Employee ID	First Name	Department	1 F	2 St	3 S	4 M	5 T	6 W	7 Th	8 F	9 St	10 S
1	vi	testingcb										
100	Vasanth	testingcb										
1003	Priya	test										
11	Madhuja	testingcb										
1111111	technician	testingcb										
123	Manoj	kjhg										
1234543212345		testingcb										
123456789123...	cyEditempFirstName2	cyEditDepartmen...										
123ABC	manoj	d										
1253		testingcb										
1asd12345		testingcb										
2	kunu	testingcb					02:...					
205	Manoj1	Department										
2069	manoj	testingcb										
207		testingcb										
2070		testingcb										
2071		testingcb										
2073		testingcb										
208		testingcb										
2084		testingcb										

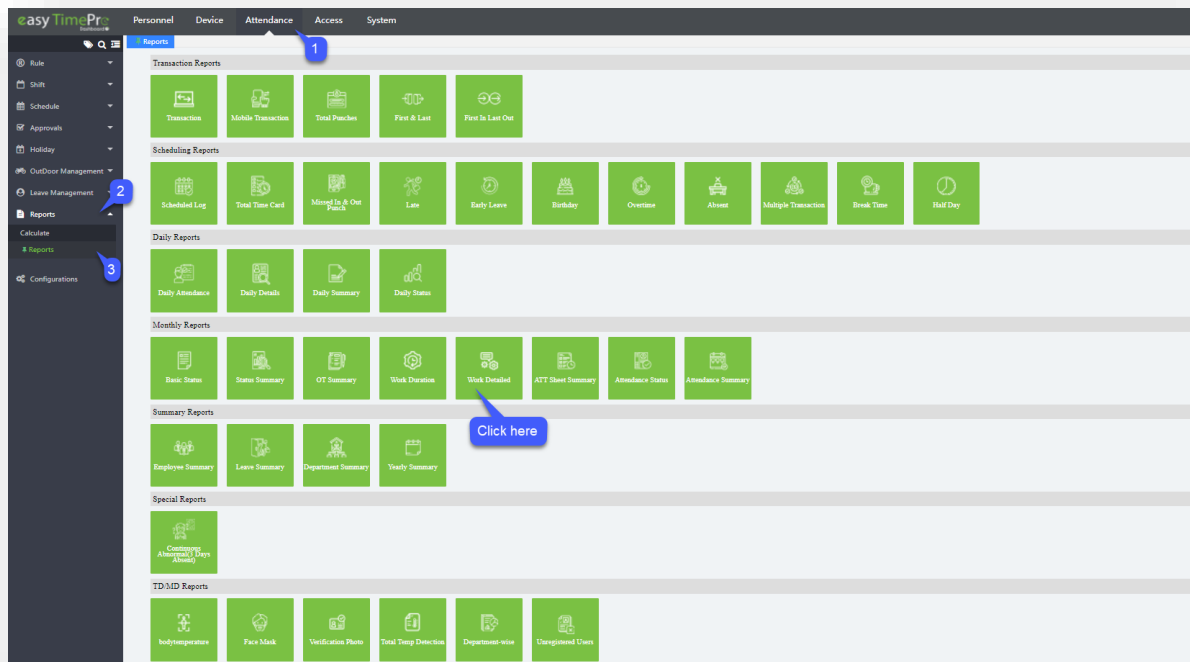
Work Duration

The Work Duration Report gives the details of attendance status, Clock-in time, Clock-out time and the total worked hours.



Work Detail Report

The Work Detail Report displays the attendance details namely Status, Clock-in, Clock-out, Total Work hours, Early Leave, Late coming, Overtime, and Timetable assigned to each employee.

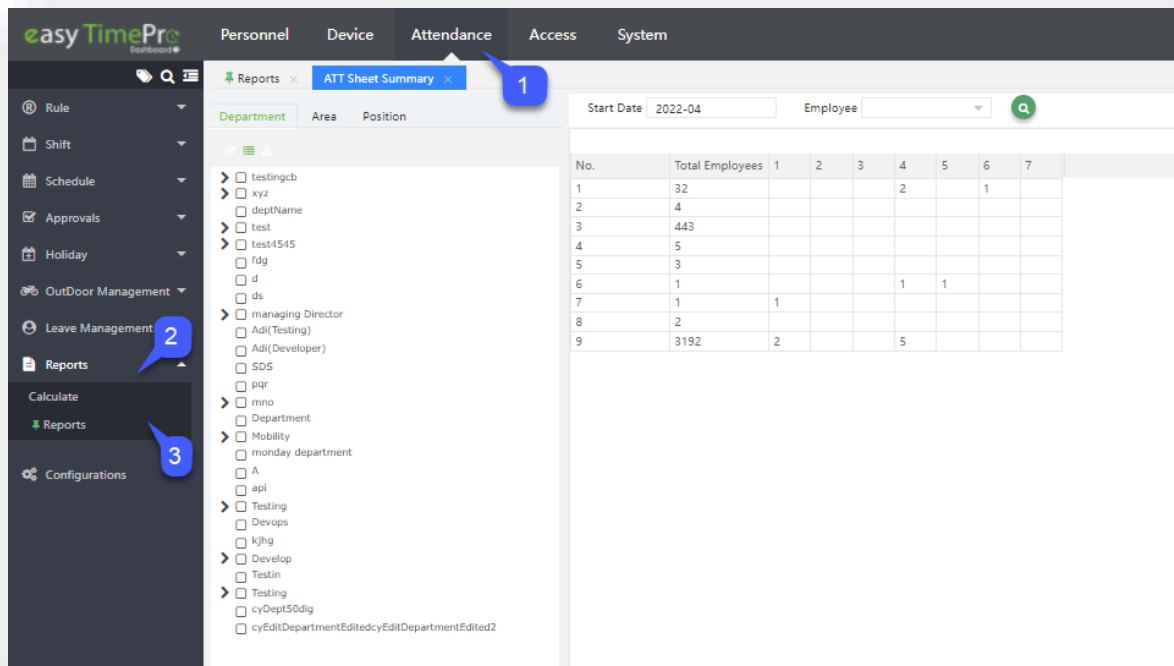
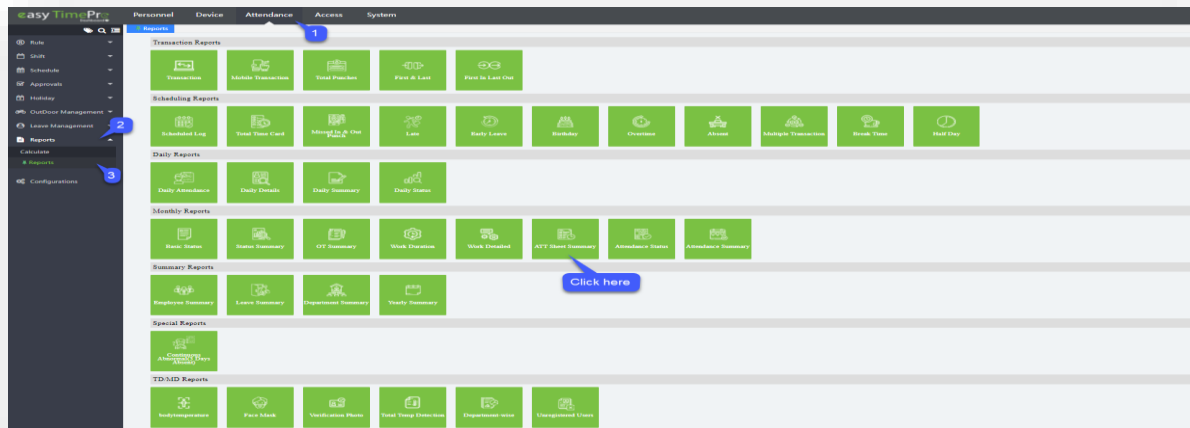


The screenshot shows the EasyTimePro Work Detailed report. The report displays a table of employee attendance data for the period from 2023-02 to 2023-02. The table includes columns for Employee, First Name, Last Name, Department, Position, Post, Type, and a grid of dates (1 through 8). The data is filtered by Department (01) and Position (01). The table shows various attendance statuses such as Status, Clock-in, Clock-out, Total, Early, Late, and Overtime. A callout box labeled 'Click here' points to the 'Work Detailed' report.

Employee	First N.	Last N.	Departm.	Department	Position	Post	Type	1	2	3	4	5	6	7	8
01	010001	James	1	Department...	1	Post...	Status	A+SL	09:14 AM						
01	010001	James	1	Department...	1	Post...	Clock...								
01	010001	James	1	Department...	1	Post...	Total								
01	010001	James	1	Department...	1	Post...	Late								
01	010001	James	1	Department...	1	Post...	Early								
01	010001	James	1	Department...	1	Post...	OT								
01	010001	James	1	Department...	1	Post...	General Tiffin...								
10002	James	1	Department...	1	Post...	Status									
10002	James	1	Department...	1	Post...	Clock...									
10002	James	1	Department...	1	Post...	Clock...									
10002	James	1	Department...	1	Post...	Late									
10002	James	1	Department...	1	Post...	Early									
10002	James	1	Department...	1	Post...	OT									
10002	James	1	Department...	1	Post...	General Tiffin...									
3	P	1	Department...	1	Post...	Status									
3	P	1	Department...	1	Post...	Clock...									
3	P	1	Department...	1	Post...	Clock...									
3	P	1	Department...	1	Post...	Total									
3	P	1	Department...	1	Post...	Late									
3	P	1	Department...	1	Post...	Early									
3	P	1	Department...	1	Post...	OT									
3	P	1	Department...	1	Post...	General Tiffin...									
333	asdf	1	Department...	1	Post...	Status									
333	asdf	1	Department...	1	Post...	Clock...									
333	asdf	1	Department...	1	Post...	Clock...									
333	asdf	1	Department...	1	Post...	Total									
333	asdf	1	Department...	1	Post...	Late									
333	asdf	1	Department...	1	Post...	Early									
333	asdf	1	Department...	1	Post...	OT									
333	asdf	1	Department...	1	Post...	General Tiffin...									
5	Sam	1	Department...	1	Post...	Status									
5	Sam	1	Department...	1	Post...	Clock...									
5	Sam	1	Department...	1	Post...	Clock...									
5	Sam	1	Department...	1	Post...	Total									
5	Sam	1	Department...	1	Post...	Late									

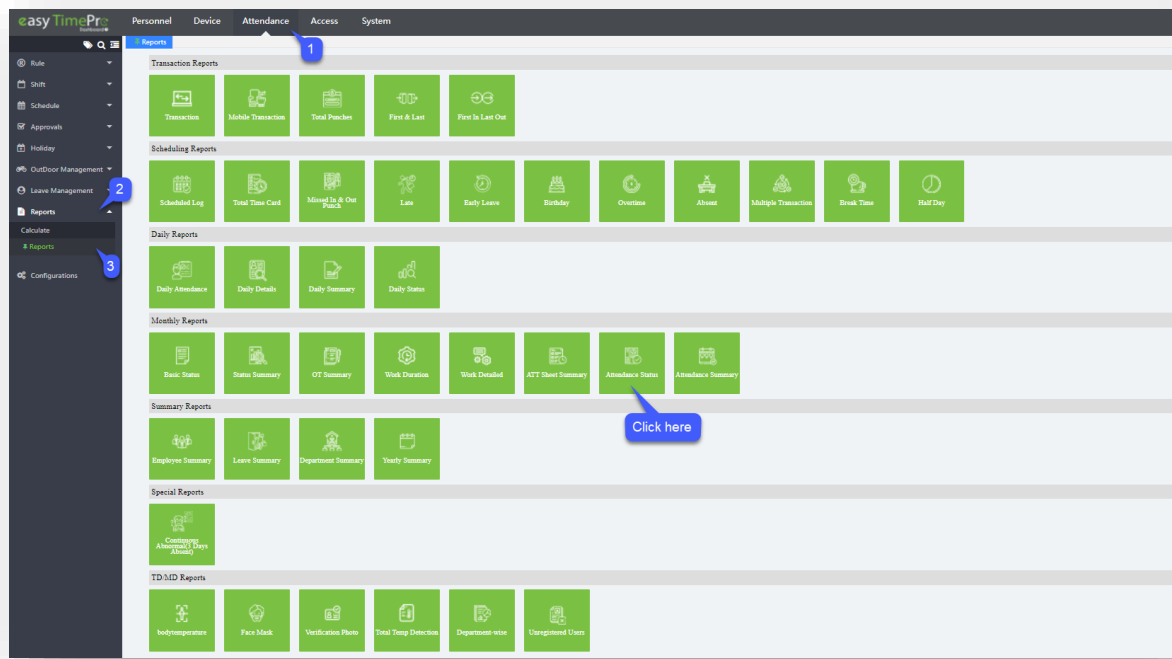
ATT Sheet Summary

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



Attendance Status

The purpose of Attendance Status report is to depict the overall attendance status of all the enrolled employees. It gives a clear picture on the actual worked hours of the employee.



easyTimePro

Personnel

Device

Attendance

Access

System

Reports

Attendance Status

1

Start Date: 2023-02-01

End Date: 2023-02-08

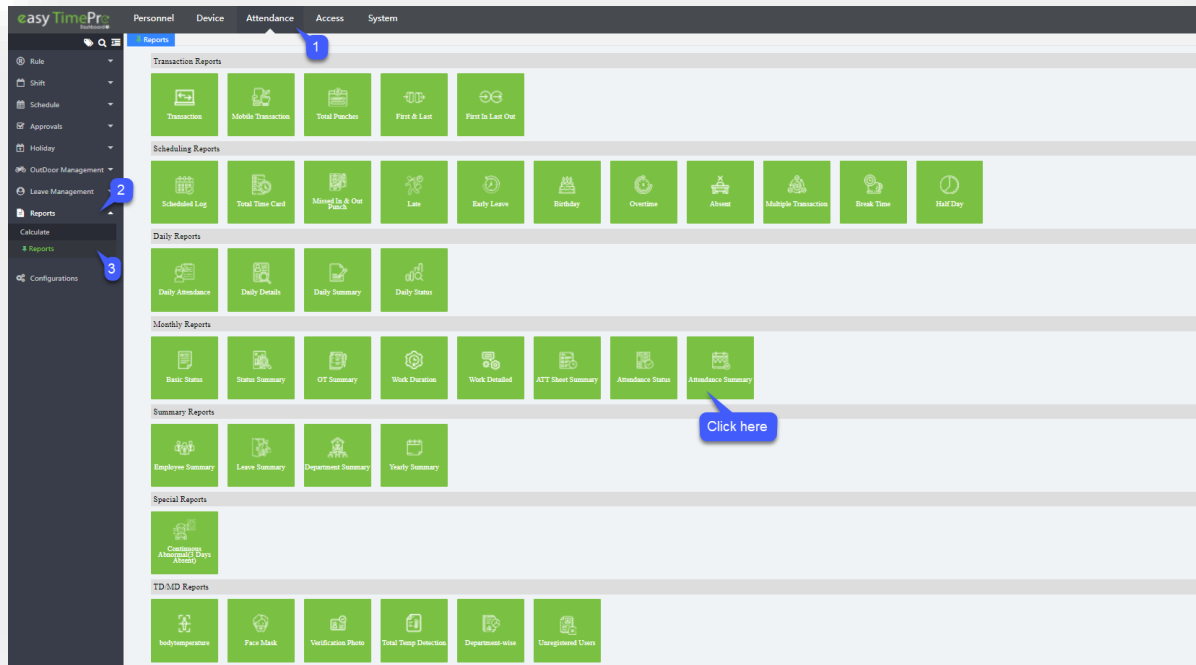
Employee:

Export

Employee Information						Attendance																				
						We	Th	Fr	Sa	Su	Mo	Tu	We	NWD	WO	H	TW	P	A	HD	L	EL	LD	LB	PD	
Sl No	Code	Emp Name	Position	Gender	Department	Emp Status	1	2	3	4	5	6	7	8	Net Working Day	Week off	Holiday	Total Working	Present	Absent	Half day	Late	Early Leave	Leave Days	Leave Balance	Paid Days
1	01	hhhh	Position		Department_new	Active	A	A	LT	A	A	A	A	A	8	0	0	8	0	7	0	1	0	0	30	0
2	10032	james	Position		Department_new	Active	A	A	A	A	A	A	A	A	8	0	0	8	0	8	0	0	0	0	0	0
3	202	durfee	Position		Testing	Active	A	A	A	A	A	A	A	A	8	0	0	8	0	8	0	0	0	0	0	0
4	3	P	Position		Department_new	Active	A	A	A	A	A	A	A	A	8	0	0	8	0	8	0	0	0	0	10	0
5	333	asdf	Position		Department_new	Active	A	A	A	A	A	A	A	A	8	0	0	8	0	8	0	0	0	0	0	0
6	5	Sam	Position		Department_new	Active	A	A	A	A	A	A	A	A	8	0	0	8	0	7	0	0	0	0	0	0
7	555	sdfh	new		Testing	Active	A	A	A	A	A	A	A	A	8	0	0	8	0	8	0	0	0	0	0	0
8	70045	lokus	Position		Department_new	Active	A	A	A	A	A	A	A	A	8	0	0	8	0	8	0	0	0	0	14.5	0
9	70062	jya	testing trainee		Testing	Active	A	A	A	A	A	A	A	A	8	0	0	8	0	8	0	0	0	0	0	0
10	70622	ram	new		Department_new	Active	A	A	A	A	A	A	A	A	8	0	0	8	0	8	0	0	0	0	0	0
11	85	Qr	Position		Department_new	Active	A	A	A	A	A	A	A	A	8	0	0	8	0	8	0	0	0	0	0	0
12	85258	projectk	Position		Department_new	Active	A	A	A	A	A	A	A	A	8	0	0	8	0	8	0	0	0	0	0	0
13	89	sfg	Position		Testing	Active	A	A	A	A	A	A	A	A	8	0	0	8	0	8	0	0	0	0	0	0
14	899	asdf	new		Testing	Active	A	A	A	A	A	A	A	A	8	0	0	8	0	8	0	0	0	0	0	0
15	AT1	Android	Test Engineer	Male	Testing	Active	A	A	A	A	A	A	A	A	8	0	0	8	0	8	0	0	0	0	27	0
16	AT4	android2	Test Engineer		Testing	Active	A	A	A	A	A	A	A	A	8	0	0	8	0	8	0	0	0	0	27	0
17	fgh	gfs	QA		Testing	Active	A	A	A	A	A	A	A	A	8	0	0	8	0	8	0	0	0	0	0	0

Attendance Summary

The function of Attendance Summary report is to display the detailed attendance summary of all the employees of the current month by including the Number of Present days, Number of Absent days, Paid leaves, Unpaid leaves, Total worked hours, Overtime, Leave Balance and so on.



The screenshot shows the EasyTimePro Attendance Summary report for the month of February 2023. The report is displayed for the period from 2023-02-01 to 2023-02-08. The report is organized into three sections: James, James, and James. Each section contains a table with columns for Employee Code, Name, Present, Absent, HD, WO, HL, Paid_Lv, Unpaid_Lv, Paid_Days, LateHrs, EarlyHrs, Work Hrs, Overtime, and Leave Bal. The data is presented in a grid format with rows for each day of the week and columns for each employee.

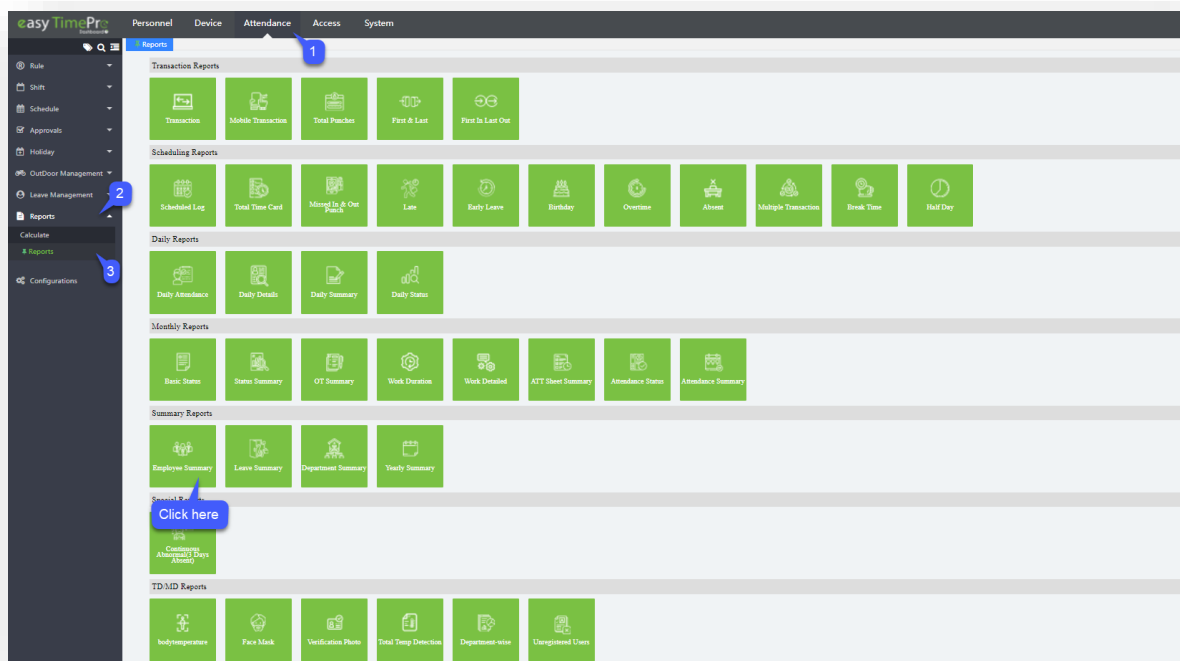
Emp Code	Name	Present	Absent	HD	WO	HL	Paid_Lv	Unpaid_Lv	Paid_Days	LateHrs	EarlyHrs	Work Hrs	Overtime	Leave Bal
21	James	0	7	0	0	0	0	0	0	00:00	00:00	00:00	00:00	0
10032	James	0	8	0	0	0	0	0	0	00:00	00:00	00:00	00:00	0
202	James	0	8	0	0	0	0	0	0	00:00	00:00	00:00	00:00	0

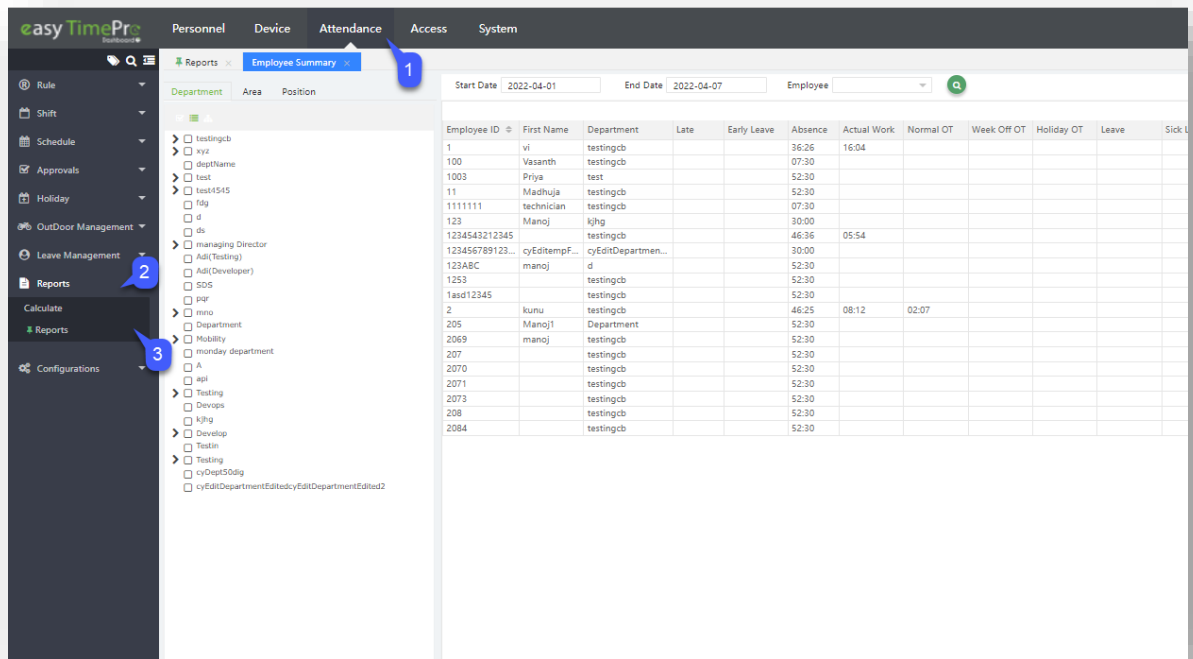
Summary Report

The Summary Report displays the consolidated statistics of attendance, leave to and department details of all the employees.

- **Employee Summary**

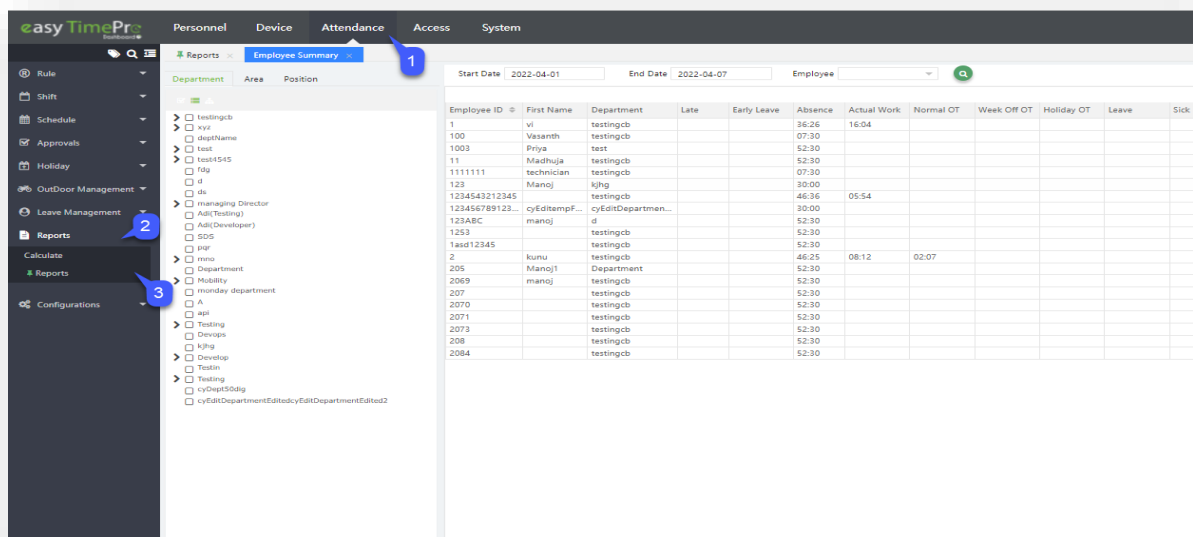
The employee summary interface displays the attendance summary including attendance, leaves, and overtime.





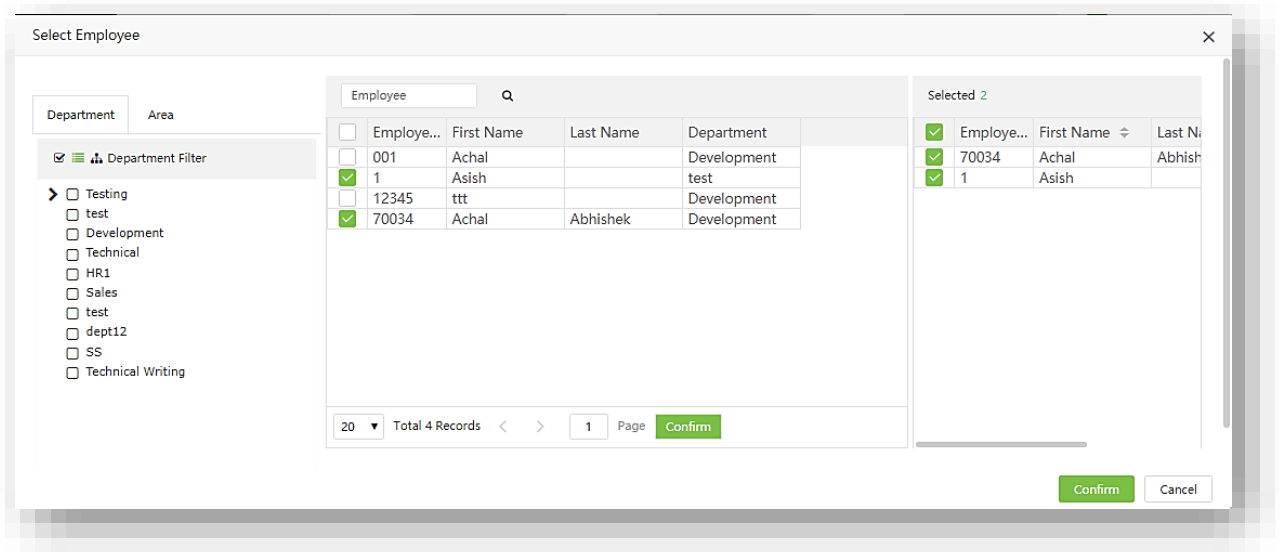
Notes: The leaves are calculated based on the leave type.

- Select either the Department, Area, or the Position on the left side of the interface by selecting the corresponding checkbox. The employee summary will be displayed as shown in the below image.

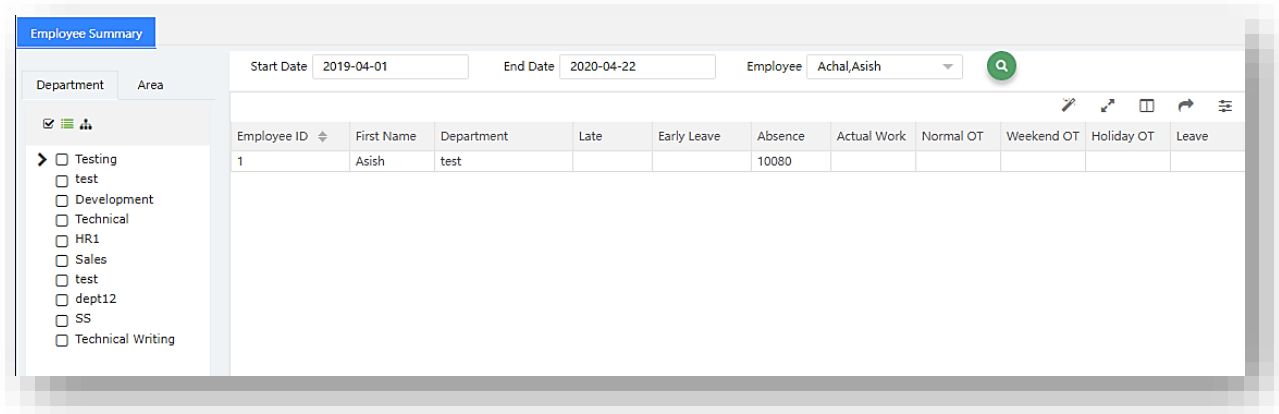


- By default, the Start date is the first day of the month and the end date is the current date. You can also alter the date range as per your requirements.
- You can filter an employee's summary by clicking the employee text box.

- A window will appear as shown in the below image.



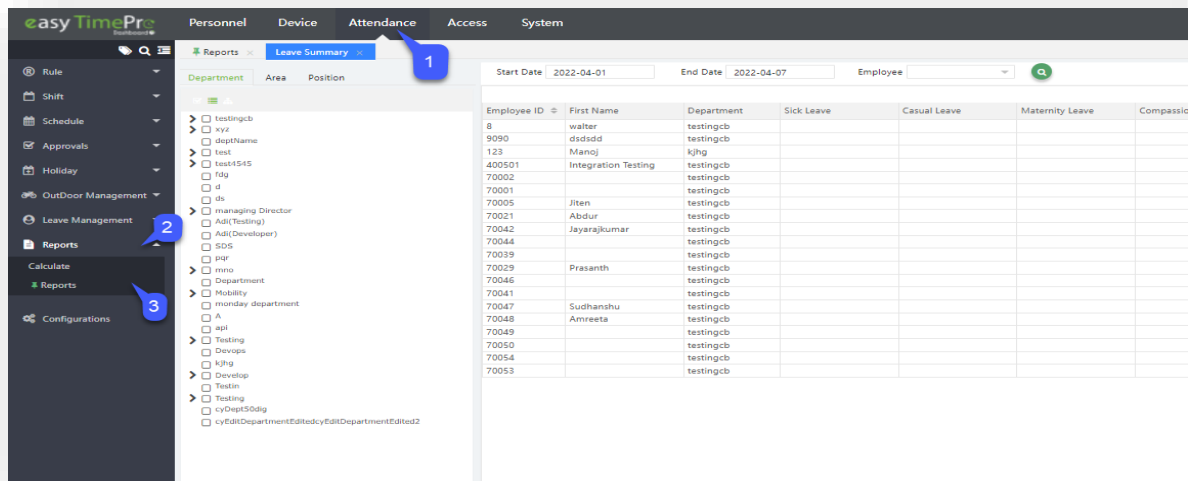
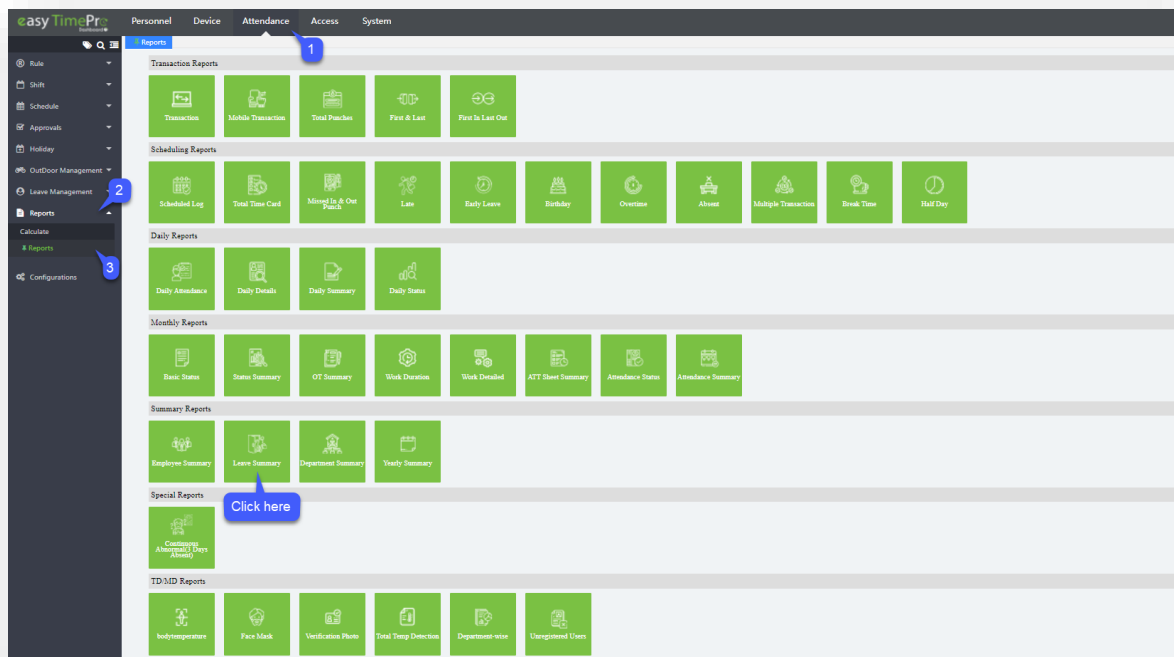
- Select the employee and click **Confirm**.
- The attendance summary of the employee will be displayed as shown below.



- You can export an attendance report to .xls, PDF, CSV, or txt file formats. You can edit the PDF layout.

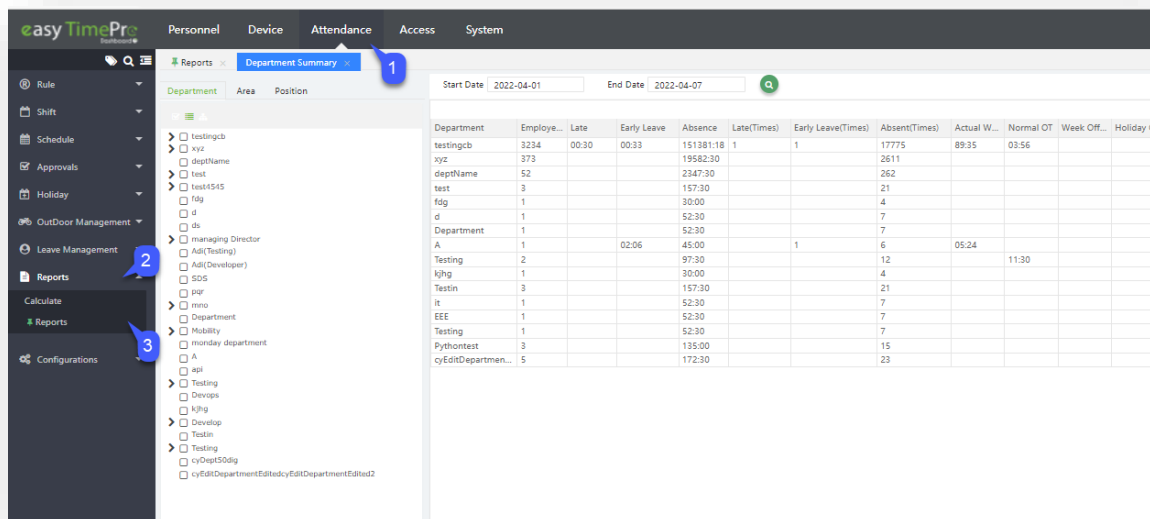
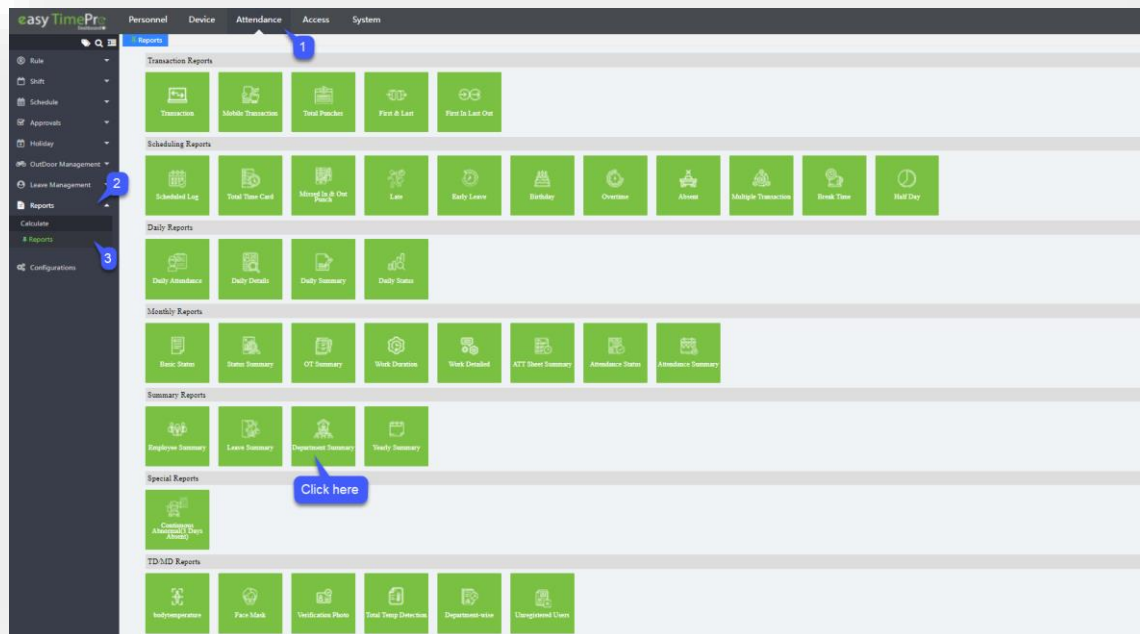
• Leave Summary

The leave summary displays the total leaves taken by the employees. It includes sick leave, casual leave, parental leave, annual leave, compassionate leave, and more. The procedure to view the leave summary is the same as the Employee Summary.



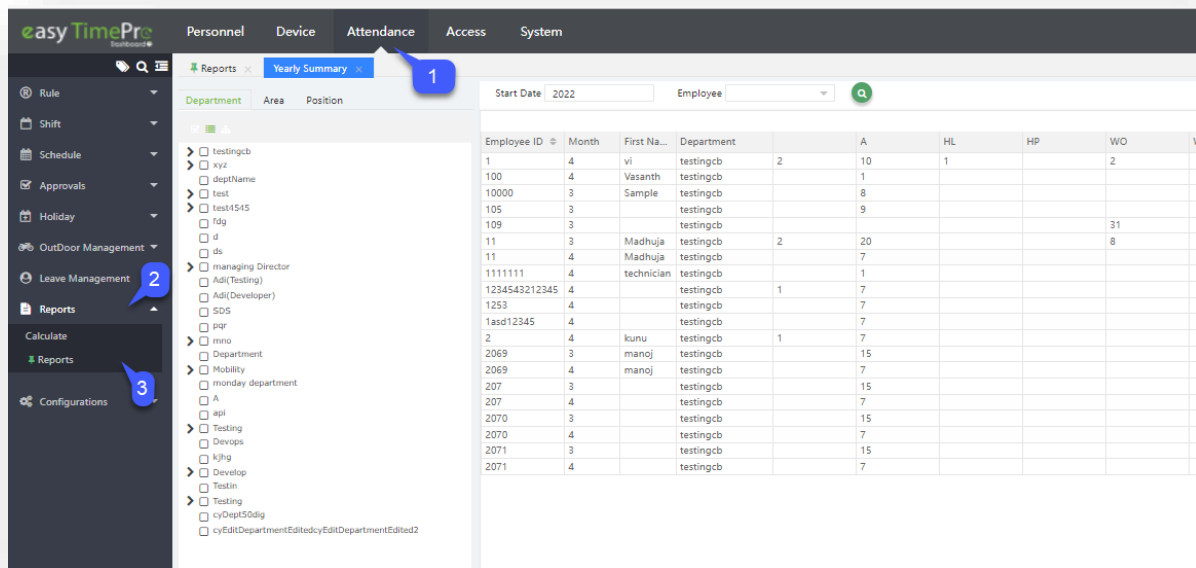
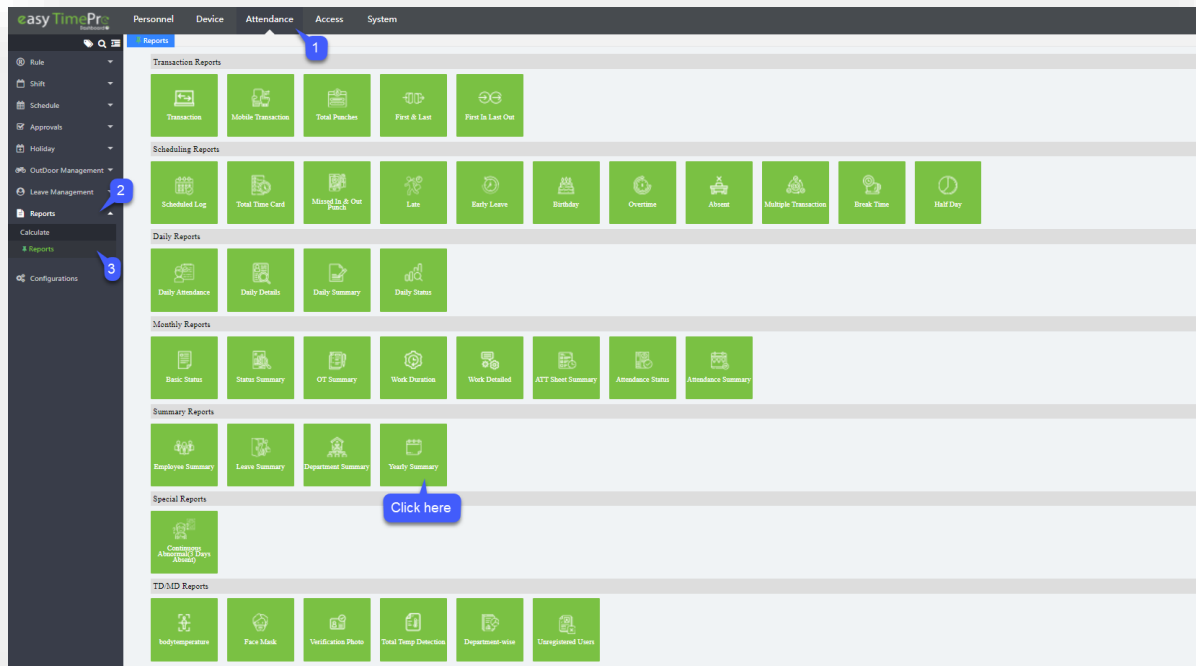
• Department Summary

The Department Summary displays all the data of a department including the number of employees, late arrivals, leaves, absents, and more(count). The procedure to view the department summary is the same as the Employee Summary.



• Yearly Summary

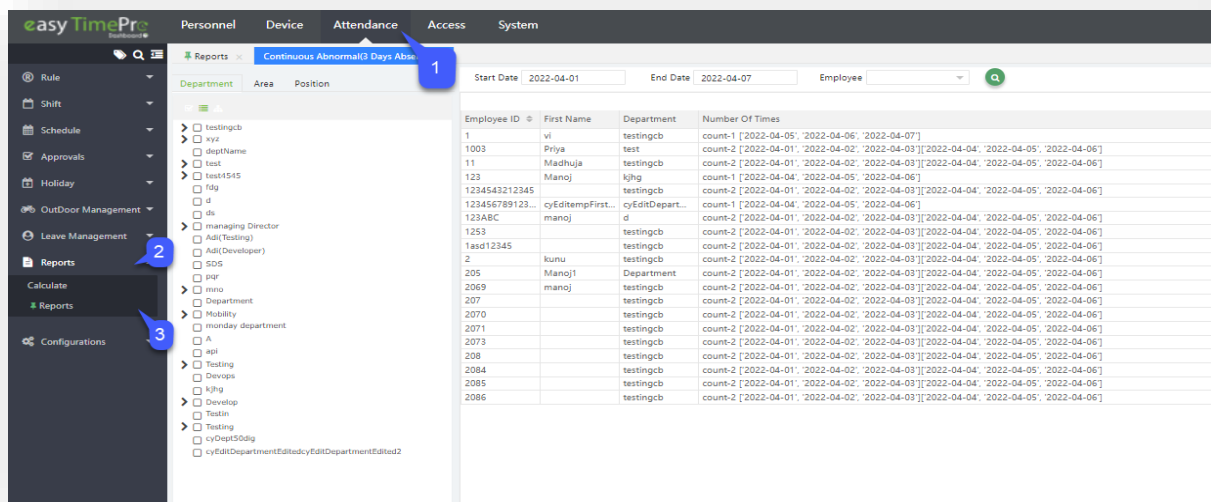
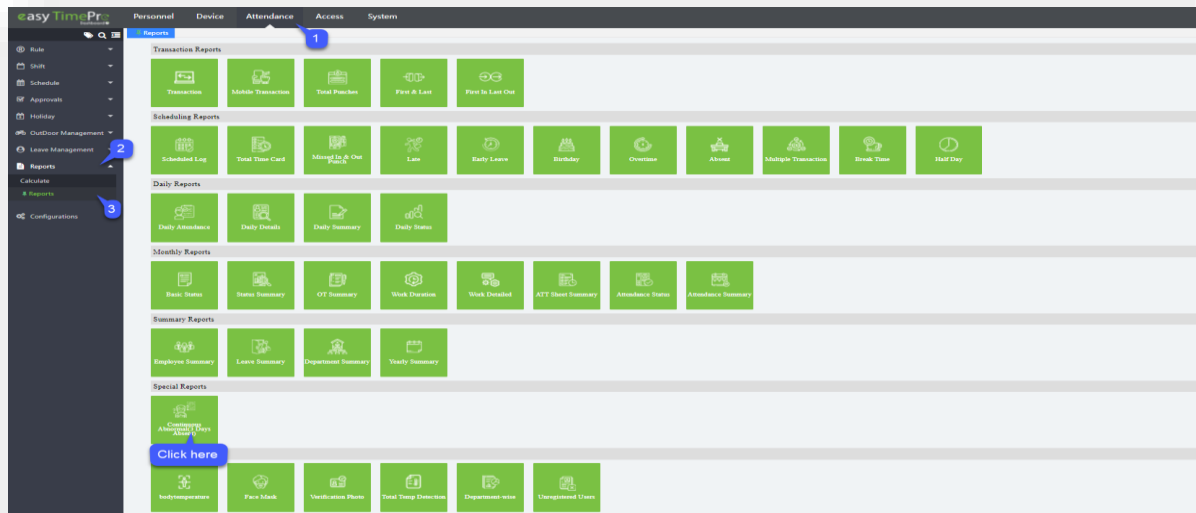
The Yearly Summary displays all the data of the employee including the number of late arrivals, leaves, absents, and more(count). The procedure to view is the same as the Employee Summary.



Special Report

Continuous Abnormal Report(3 Days Absent)

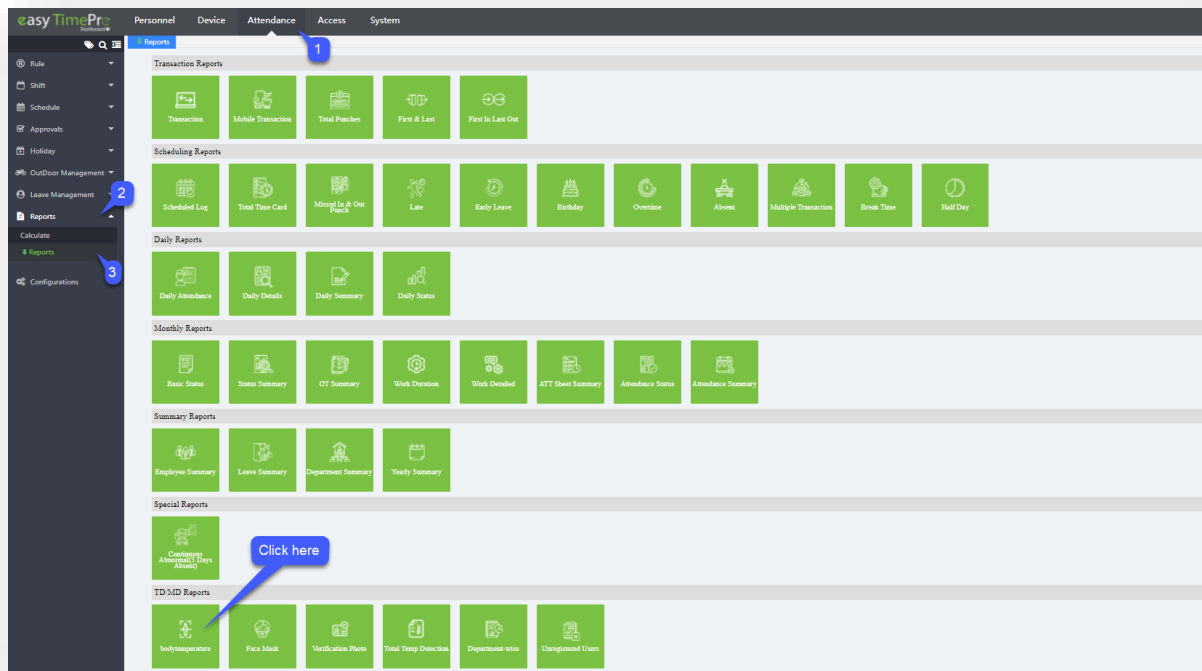
This report displays the count and details of employee if they are absent for 3 consecutive working days. Considering below interface, employee "Bhanu" is absent for three consecutive working days on 01-04-2022, 02-04-2022, 03-04-2022. And then again, he is absent for 3 consecutive working days on 06-04-2022, 07-04-2022, 08-04-2022. The results are separated using bracket Count X [.....] and the count is mentioned before the brackets.



Temperature Detection and Mask Detection Report

Body Temperature Report

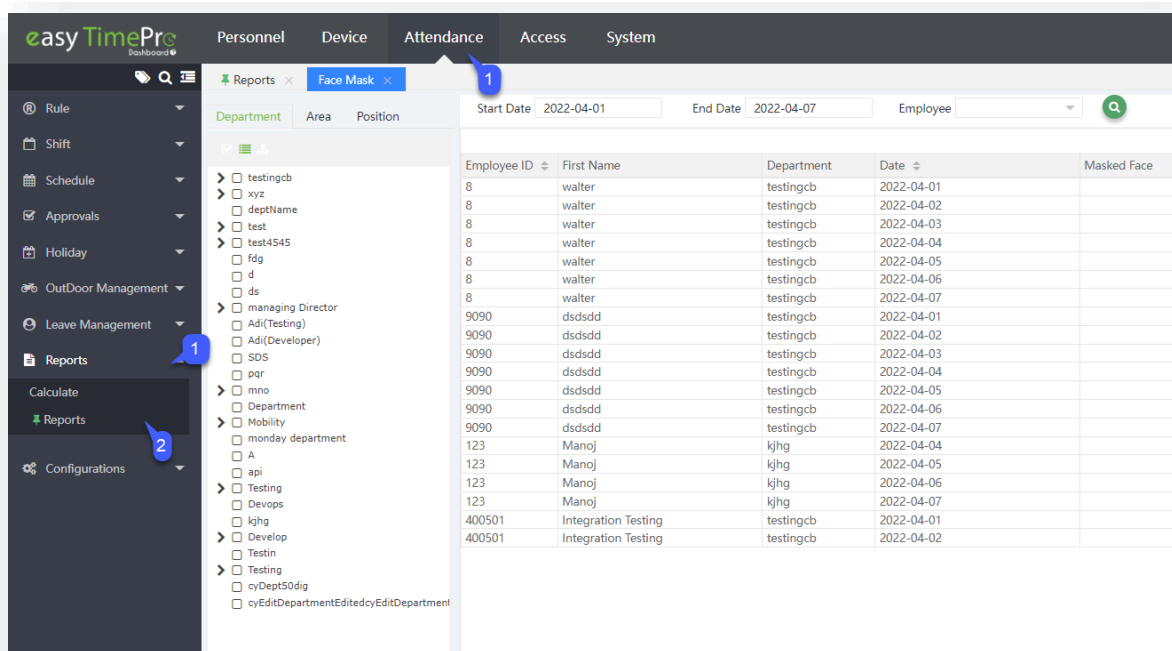
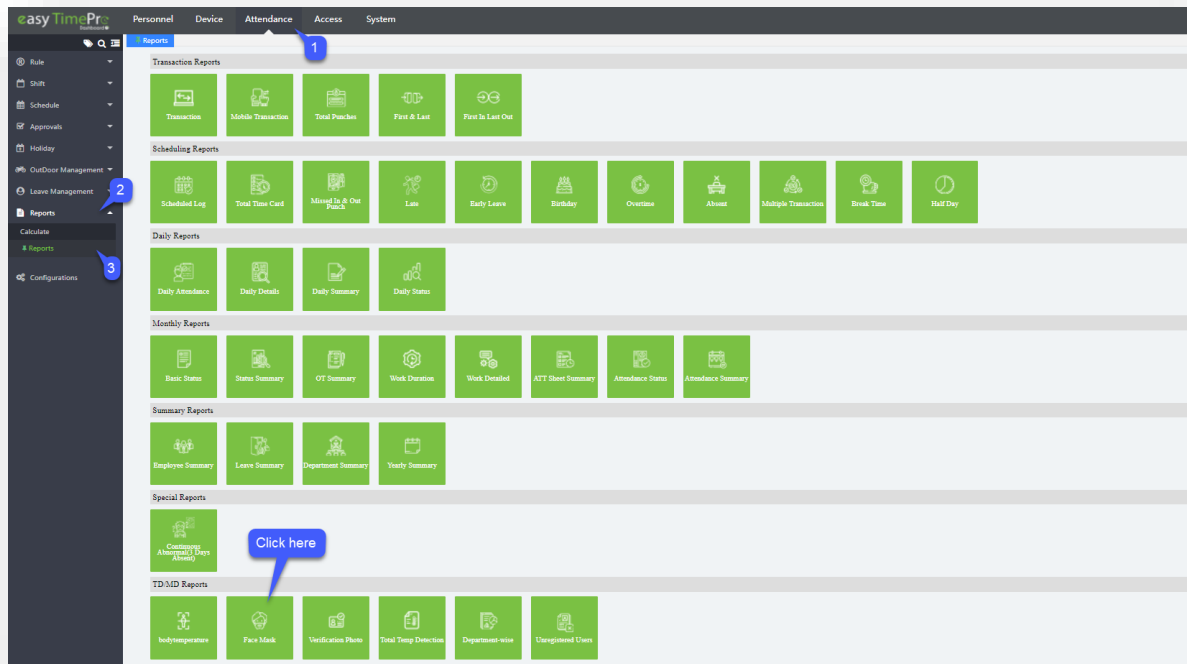
The Body Temperature report elaborates the Temperature details of an employee when entering into the company and going out from the company i.e. IN and OUT Temperature. When the temperature is abnormal, a warning status will be displayed as shown below:



Employee ID	First Name	Department	Date	Masked Face	IN Temp
8	walter	testingcb	2022-04-01		
8	walter	testingcb	2022-04-02		
8	walter	testingcb	2022-04-03		
8	walter	testingcb	2022-04-04		
8	walter	testingcb	2022-04-05		
8	walter	testingcb	2022-04-06		
8	walter	testingcb	2022-04-07		
9090	dsdsdd	testingcb	2022-04-01		
9090	dsdsdd	testingcb	2022-04-02		
9090	dsdsdd	testingcb	2022-04-03		
9090	dsdsdd	testingcb	2022-04-04		
9090	dsdsdd	testingcb	2022-04-05		
9090	dsdsdd	testingcb	2022-04-06		
9090	dsdsdd	testingcb	2022-04-07		
123	Manoj	kjhg	2022-04-04		
123	Manoj	kjhg	2022-04-05		
123	Manoj	kjhg	2022-04-06		
123	Manoj	kjhg	2022-04-07		
400501	Integration Testing	testingcb	2022-04-01		
400501	Integration Testing	testingcb	2022-04-02		

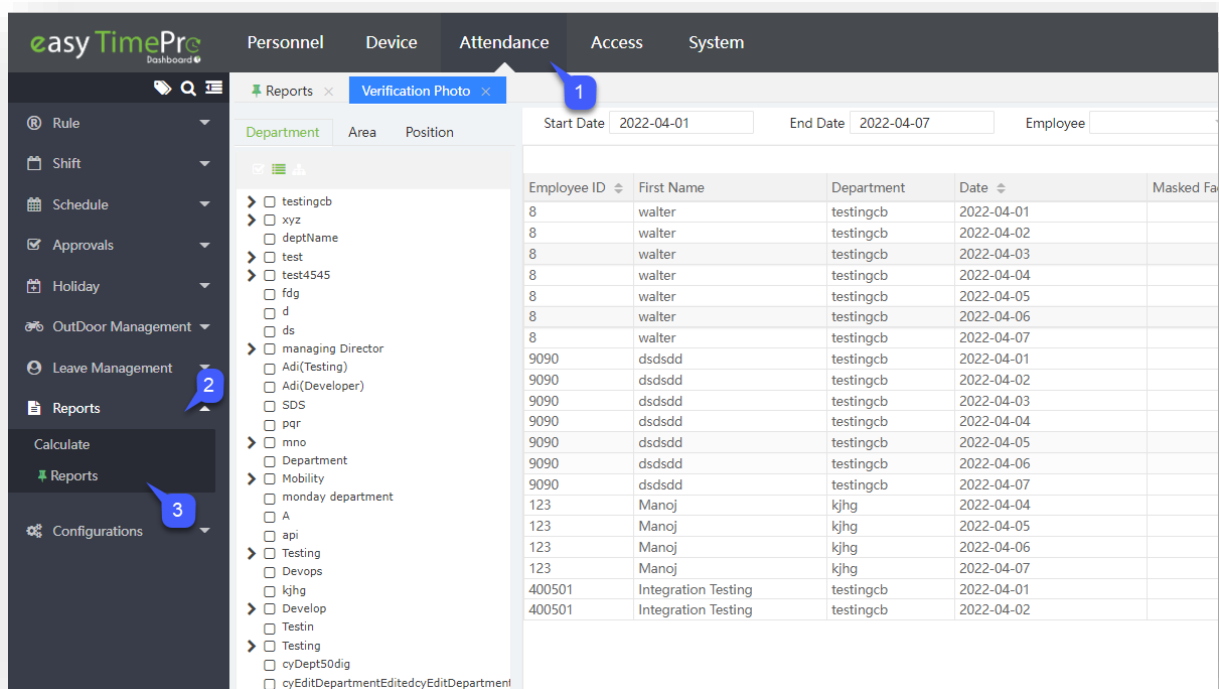
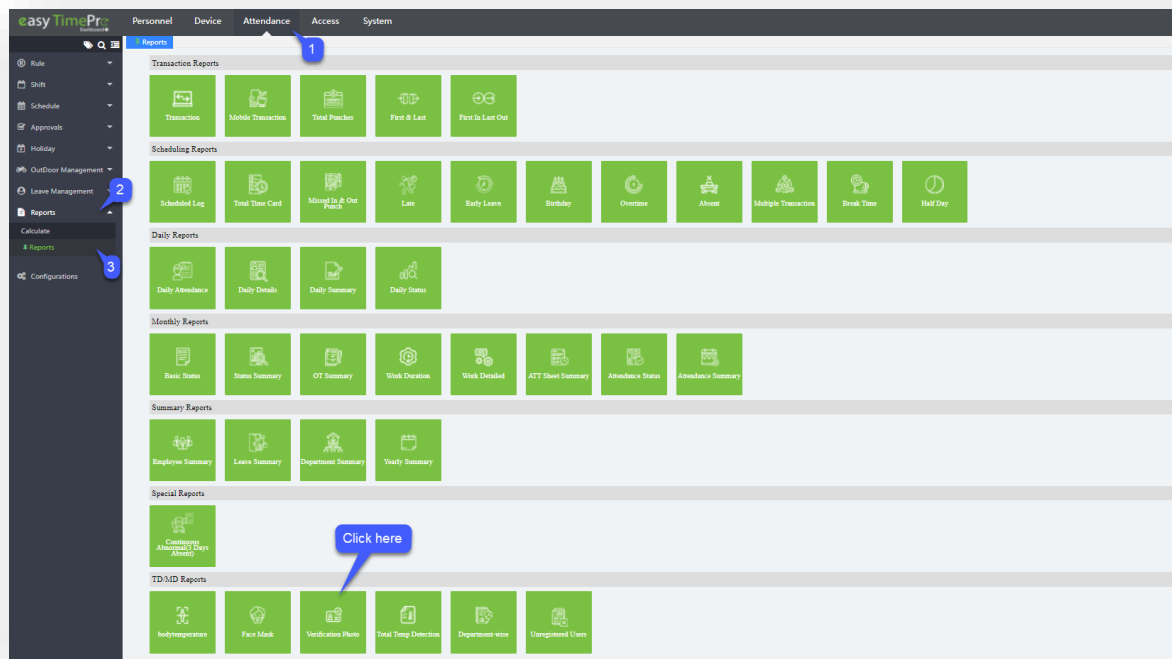
Face Mask Report

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



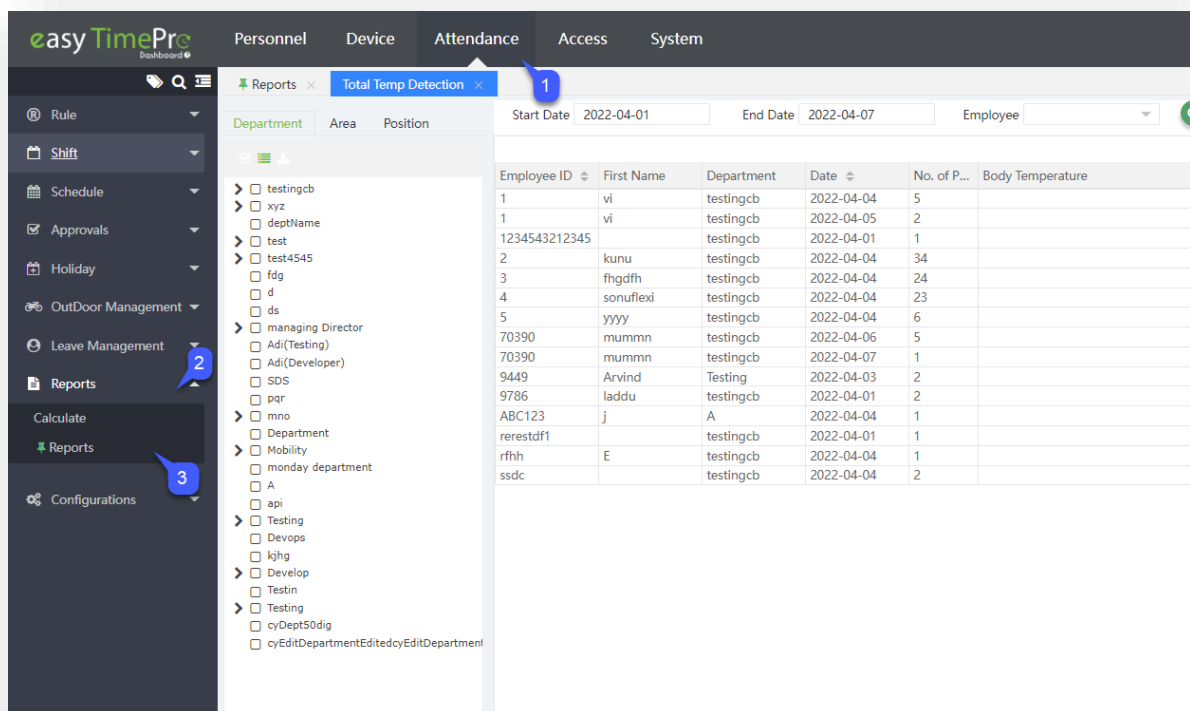
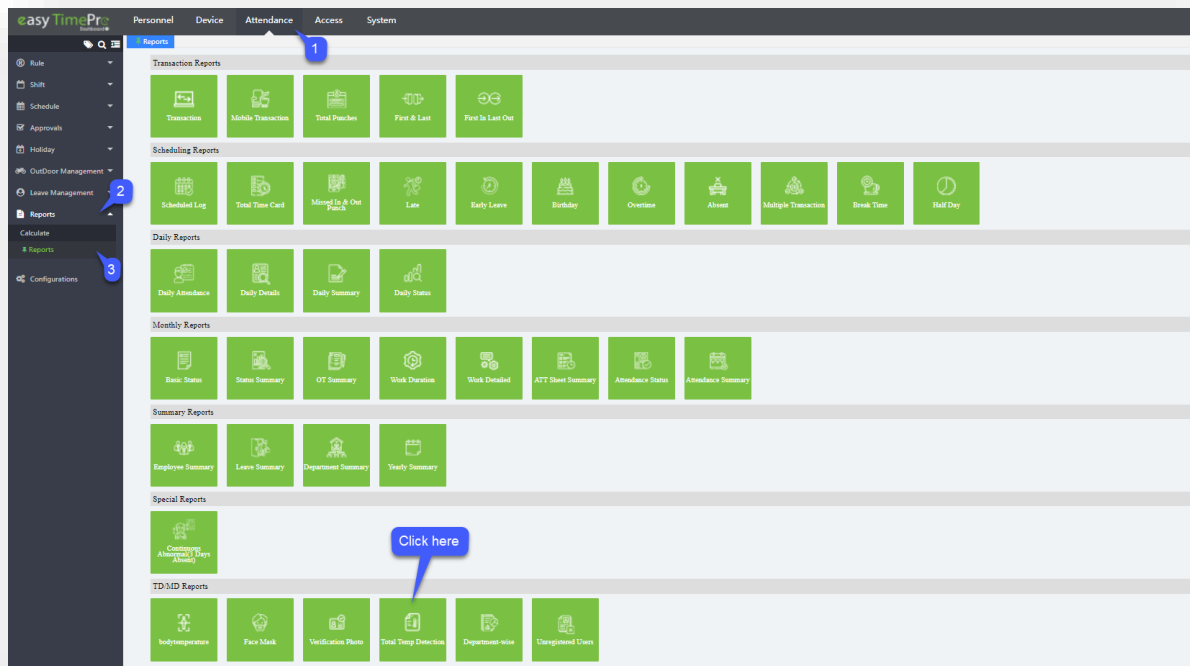
Verification Photo Report

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



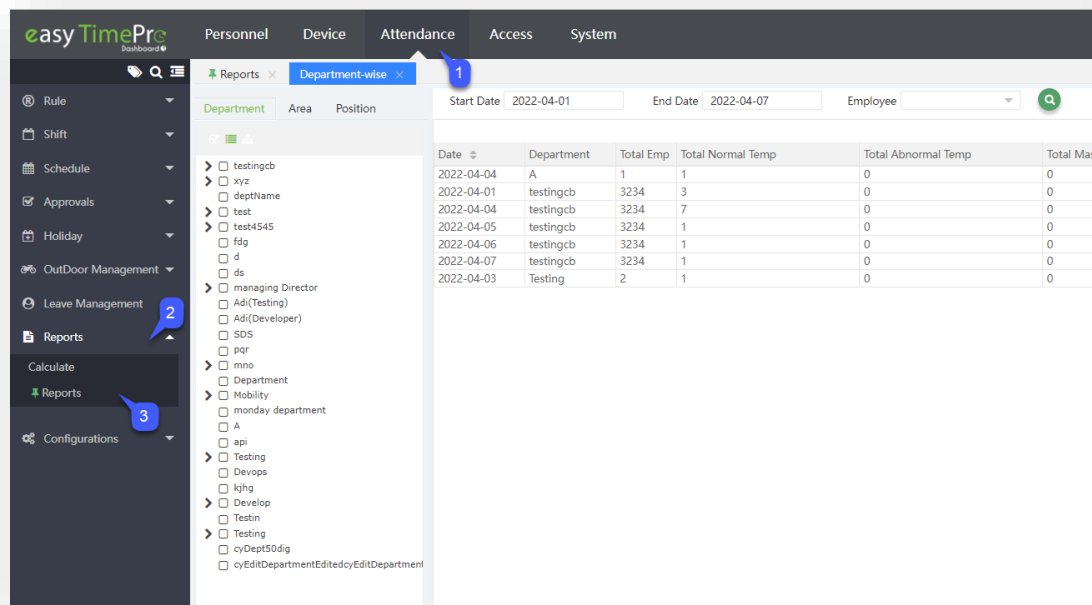
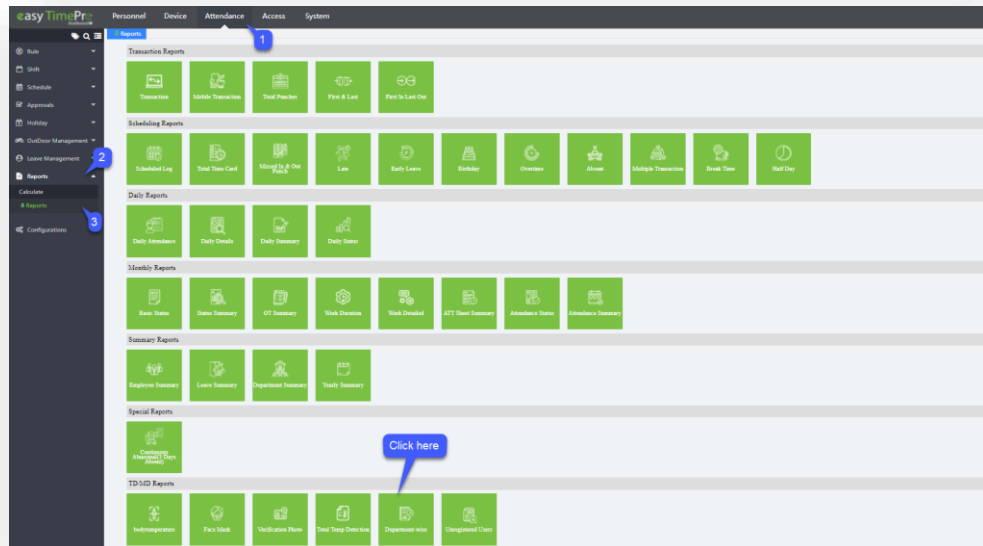
Total Temperature Detection Report

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



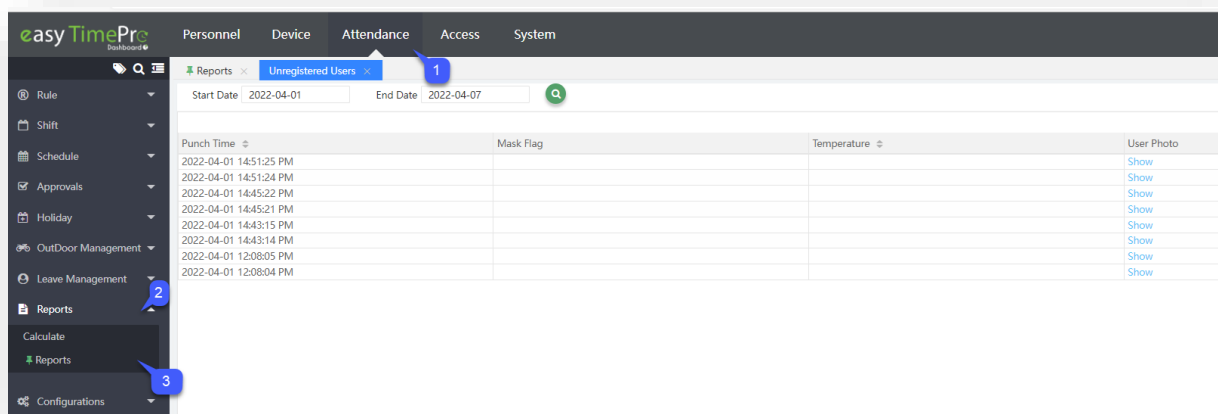
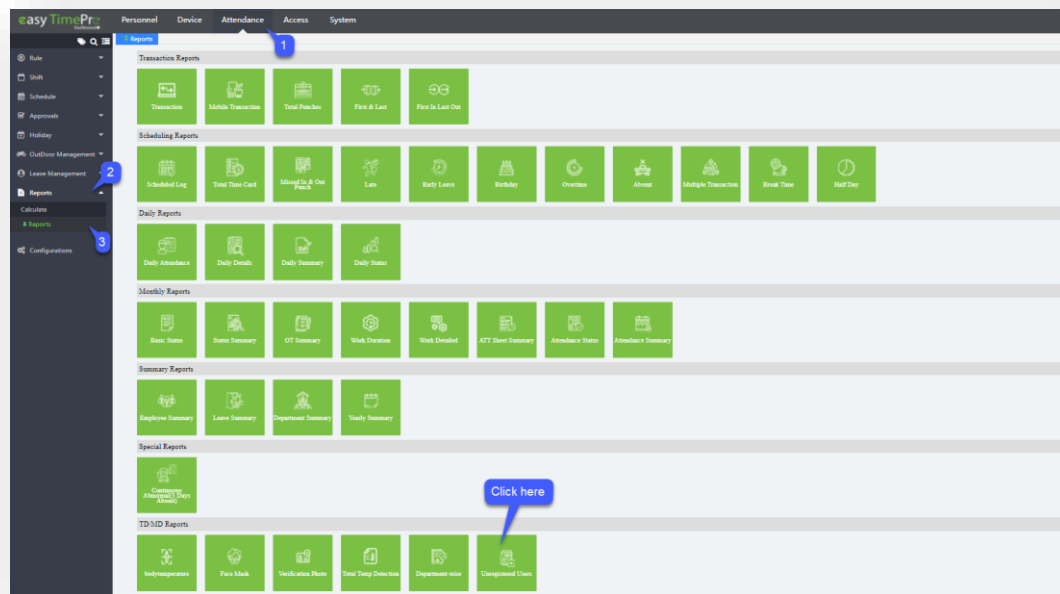
Department-wise Report

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



Unregistered User Report

The Unregistered User Report is used to analyse the temperature and mask details of all the users who are not registered in the database of the organisation. You can get the details of normal temperature, abnormal temperature, masked faces and unmasked faces. An example is shown below:



5.9 Set up Training for Employees (Configurations)

Employee training is defined as a planned set of activities for imparting knowledge to employees, such that it leads to a growth in job skills required for organizational growth.

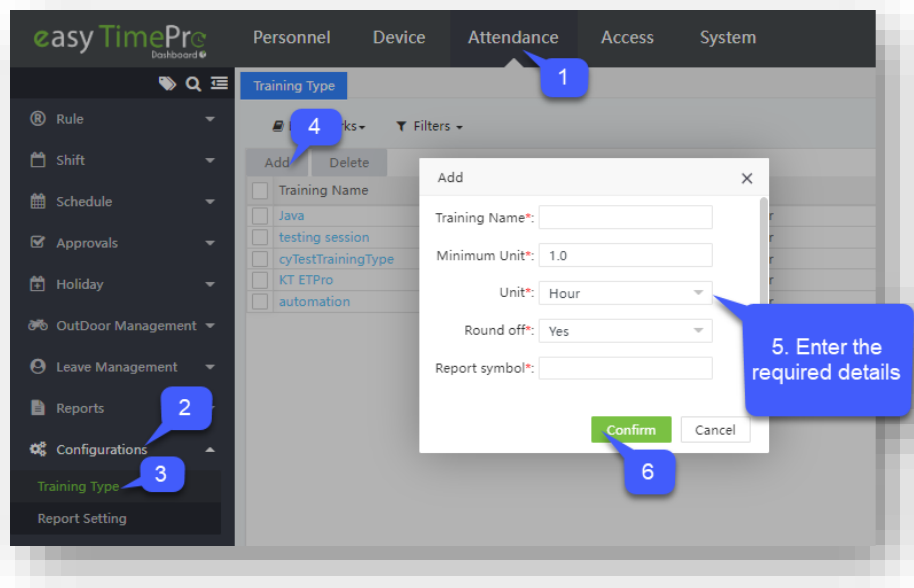
5.9.1 Training Type

The Training Type option enables you to configure the training sessions which are given to the employees.

Add a Training Type

To add a training type, perform the following steps:

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



Training Name: Enter the Leave Name.

Minimum Unit: Enter the minimum day(s) or Hour(s) of training.

Unit: Select the unit of training days. It may be Minute/Hour/Working Day/HH: MM.



Round Off: Select whether to round-off the training.

Report Symbol: Enter the symbol for training which should appear in reports.

Click **Confirm** after making the necessary changes.


Delete a Training Type

Perform the following steps to delete a training type:

- Select the Training Type and click **Delete** or click **delete** icon  of the corresponding training type.
- On the appearing pop-up, click **Confirm** if you are sure to delete the training type. click  icon.

Edit a Training Type

Perform the following steps to delete a training type:

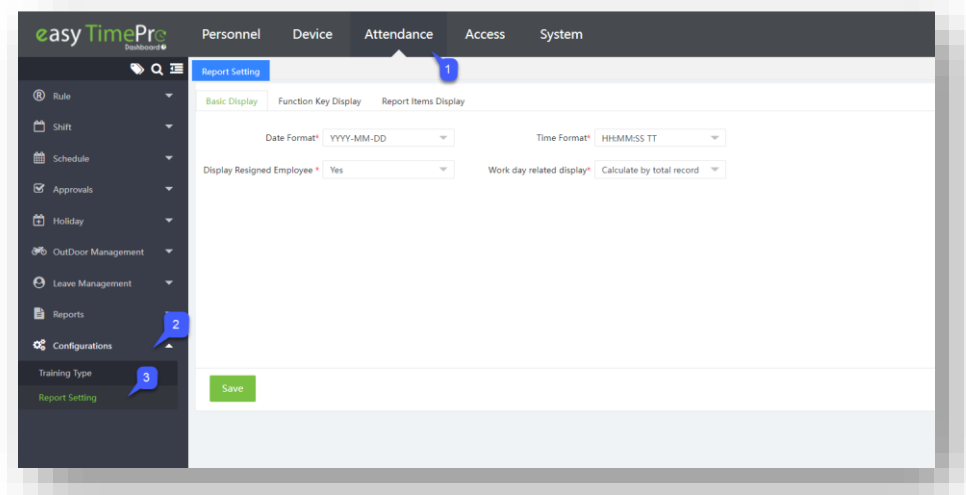
- Select the Training Type and click on training name or . click  icon of the corresponding training type.
- On the appearing pop-up, click **Confirm** if you are sure to edit the training type.

5.9.2 Set up the Attendance Report specifics (Report Setting)

The Configurations option allows you to configure the settings for Reports. The Report Settings enables you to configure the Display, function key settings, and the displayed report details.

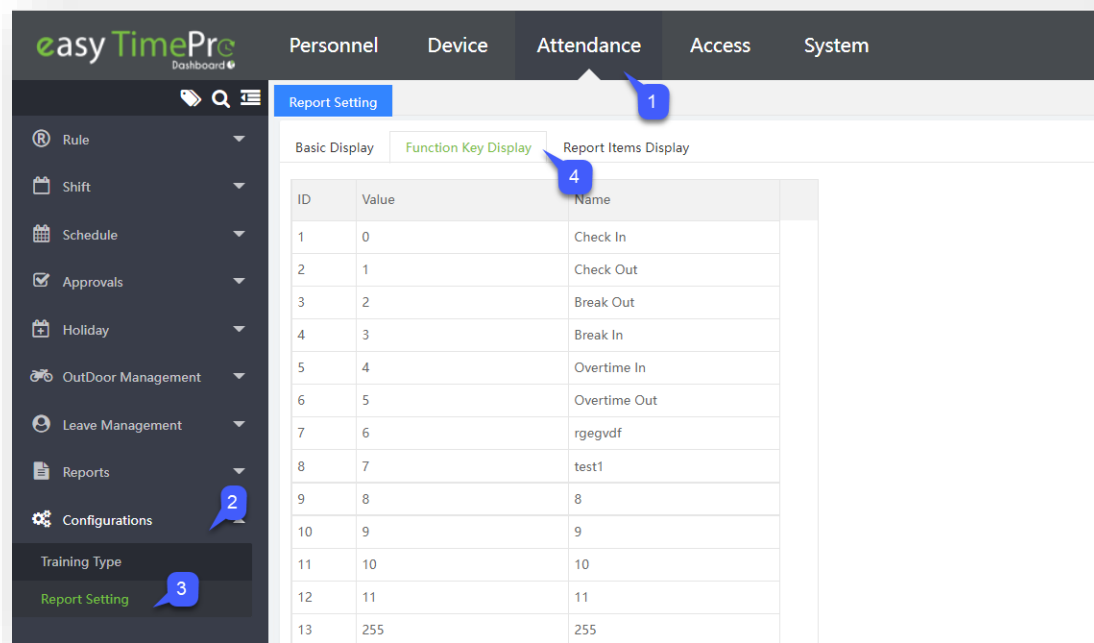
Basic Display

The basic display settings facilitate you to set the Date format, time format and decide whether to display the resigned employees.



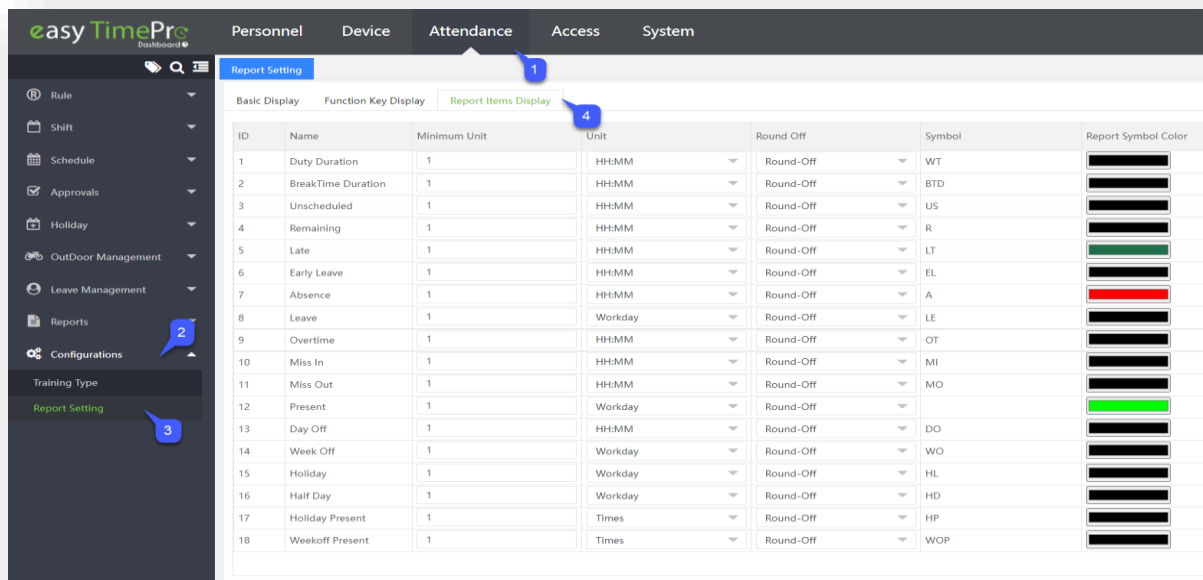
Function Key Display

A function key is a key on a terminal keyboard which can be programmed to cause an operating system command interpreter or application program to perform certain actions. By default, below shown value are the default value. The Function Key display settings enable you to set function names for various function keys.



Report Items Display

The Report Items Display Settings enables you to set the statistical rules and display units for various attendance parameters.



Minimum Unit: It will define the output value of attendance parameter in report. The output value will always be in the multiple of the Minimum Unit Value. E.g. if the minimum unit value is set as 1 for Early Leave, and the actual value of Early leave is 100, the output value will remain same as 100 (Since 100 is a

multiple of 1). Now, if we change minimum unit value to 3. And the actual value is 100, then the output value will be displayed as 99 (nearest multiple of 3).

Unit: Set the display unit for attendance parameter.

Round off: Select whether to round-off the attendance unit. The round-off method can be round-down/round-off/round-up.

Round-down: Omit the decimal part smaller than the minimum unit.

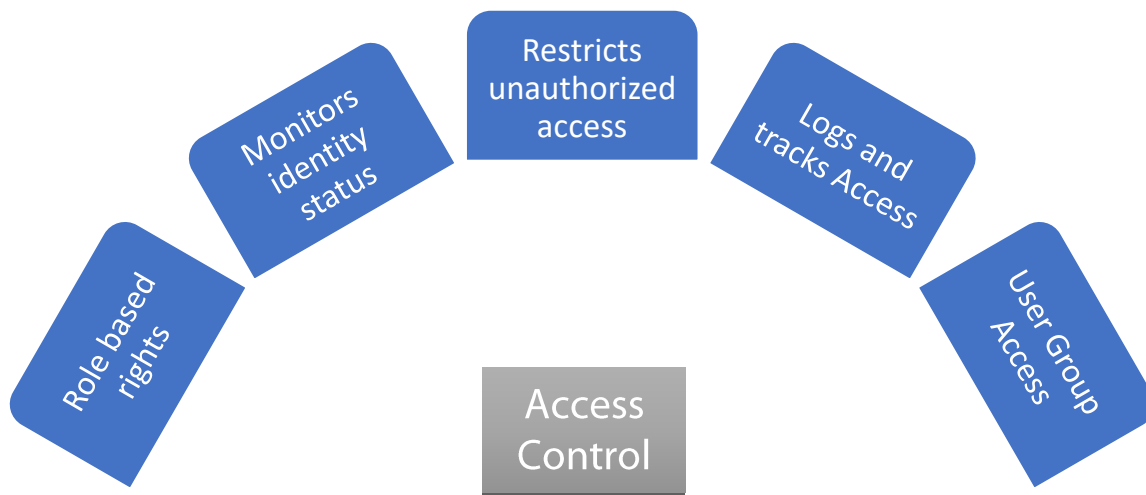
Round-off: Count the minimum unit if the decimal part reaches half of the minimum unit.

Round-up: Count the minimum unit if the decimal part is smaller than the minimum unit.

Symbol: Set the symbol for each attendance parameter to display in the report.

6 Access Control Setup (Access)

The Access control module enables the user to perform various operations such as door settings, device 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.

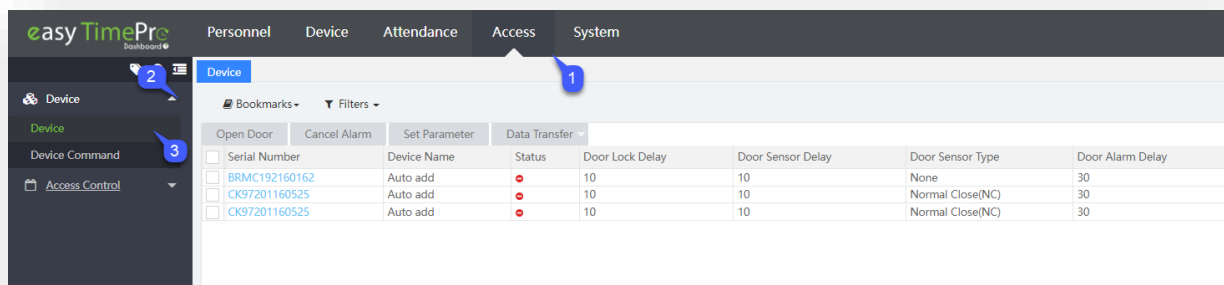


6.1 Device Configuration for Access Control (Device)

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.

6.1.1 Device

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



Serial Number	Device Name	Status	Door Lock Delay	Door Sensor Delay	Door Sensor Type	Door Alarm Delay
BRMC192160162	Auto add	●	10	10	None	30
CK97201160525	Auto add	●	10	10	Normal Close(NC)	30
CK97201160525	Auto add	●	10	10	Normal Close(NC)	30

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.

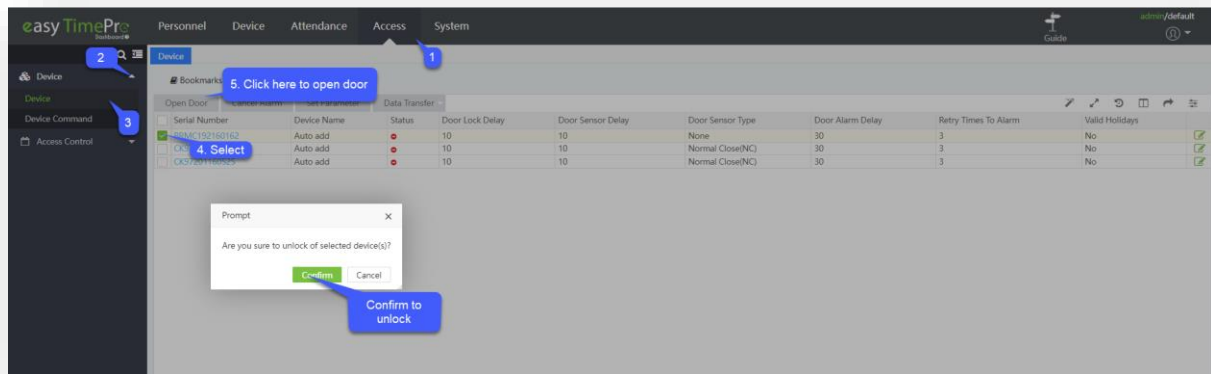
Door Alarm Delay: The Door alarm delay displays the time after which the alarm will be triggered because of an exception.

Retry Times to Alarm: When the number of failed verifications reaches the pre-set value (the value range is 1-9 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

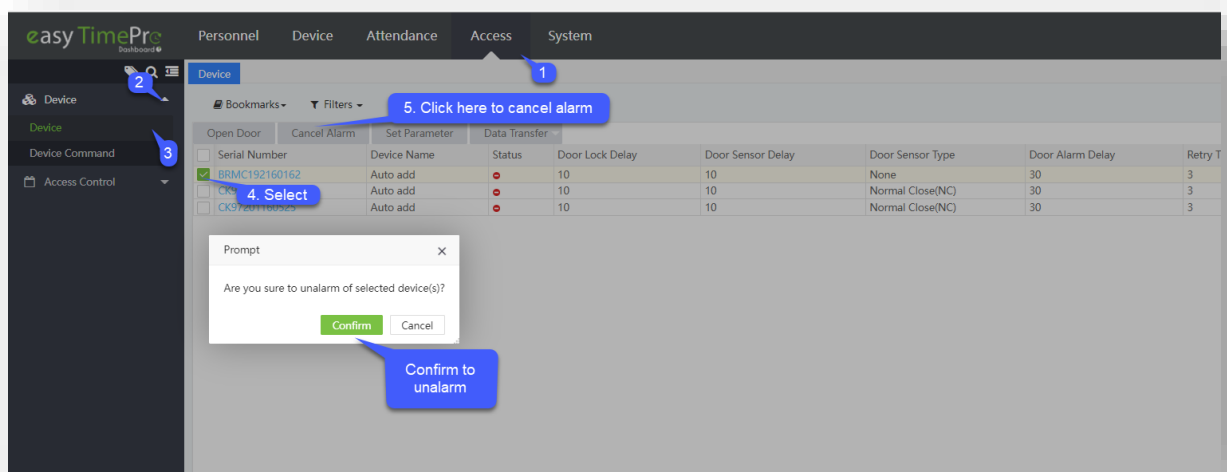
The **Open-Door** feature enables to open the door which is connected to the Access Controller without locking.



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

Alarm Configuration

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.

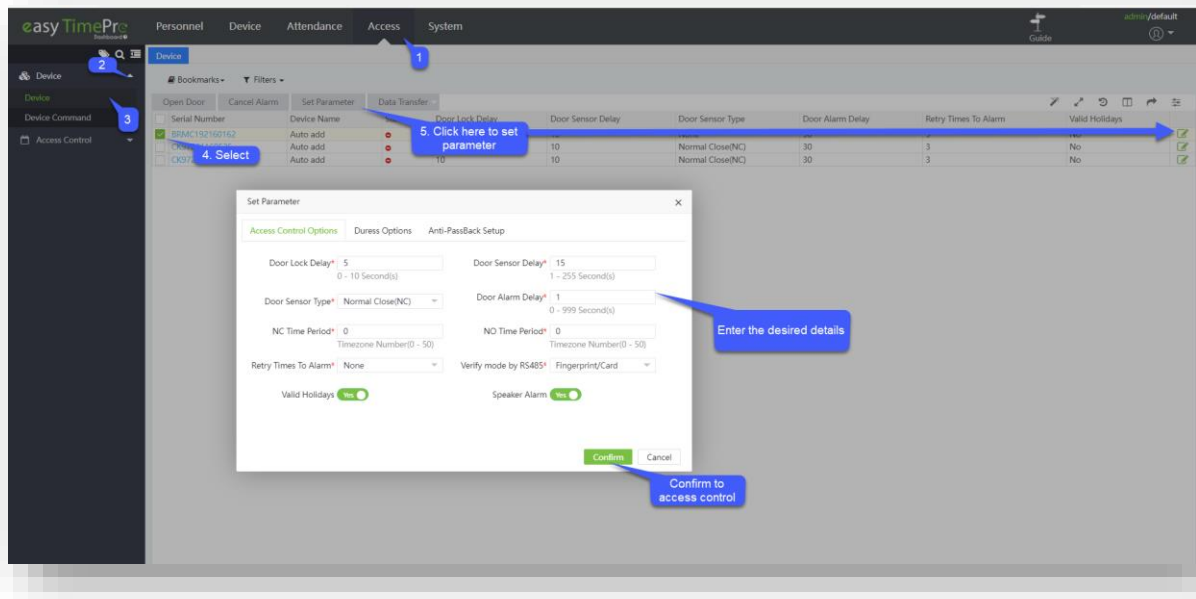


- Select the required device and click **Cancel Alarm**.
- In the appearing prompt, click **Confirm** to cancel the alarm.

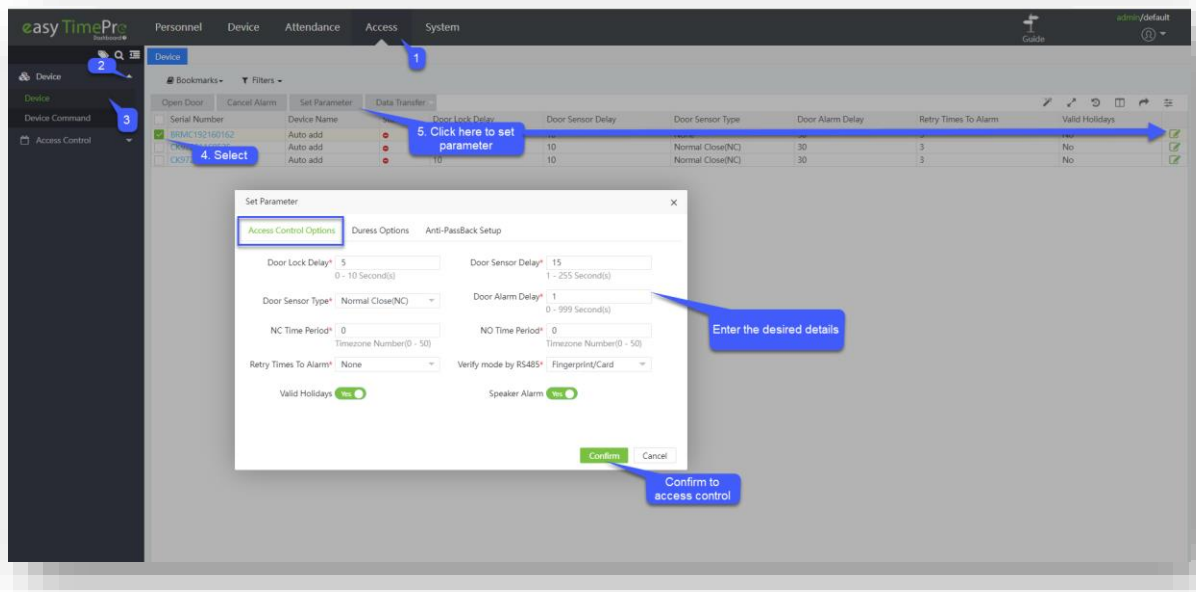
Edit Device Details

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

- Access Control parameters
- Duress parameters
- Anti-Passback features



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.

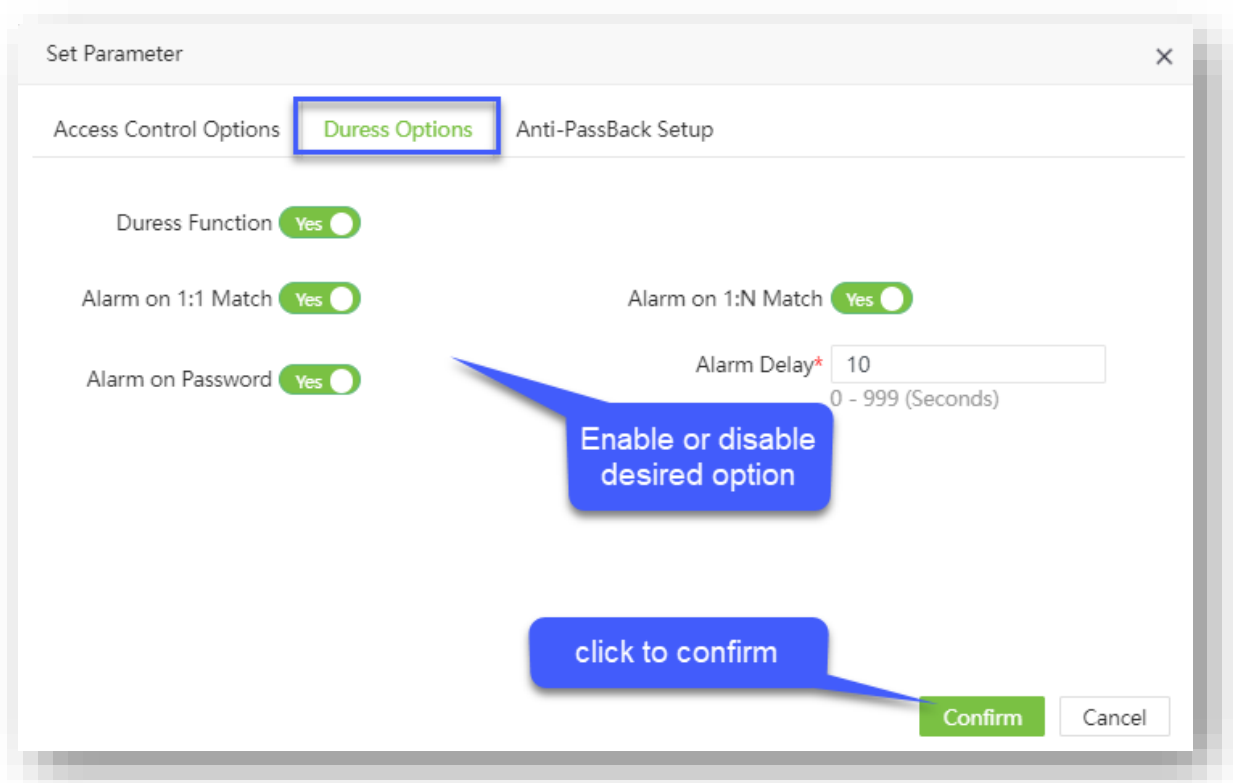
Valid Holidays: Select whether the NC Time Period or NO Time Period settings are valid in the pre-set holiday time period. Disable this button to apply the NC or NO time period to the holiday.

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.

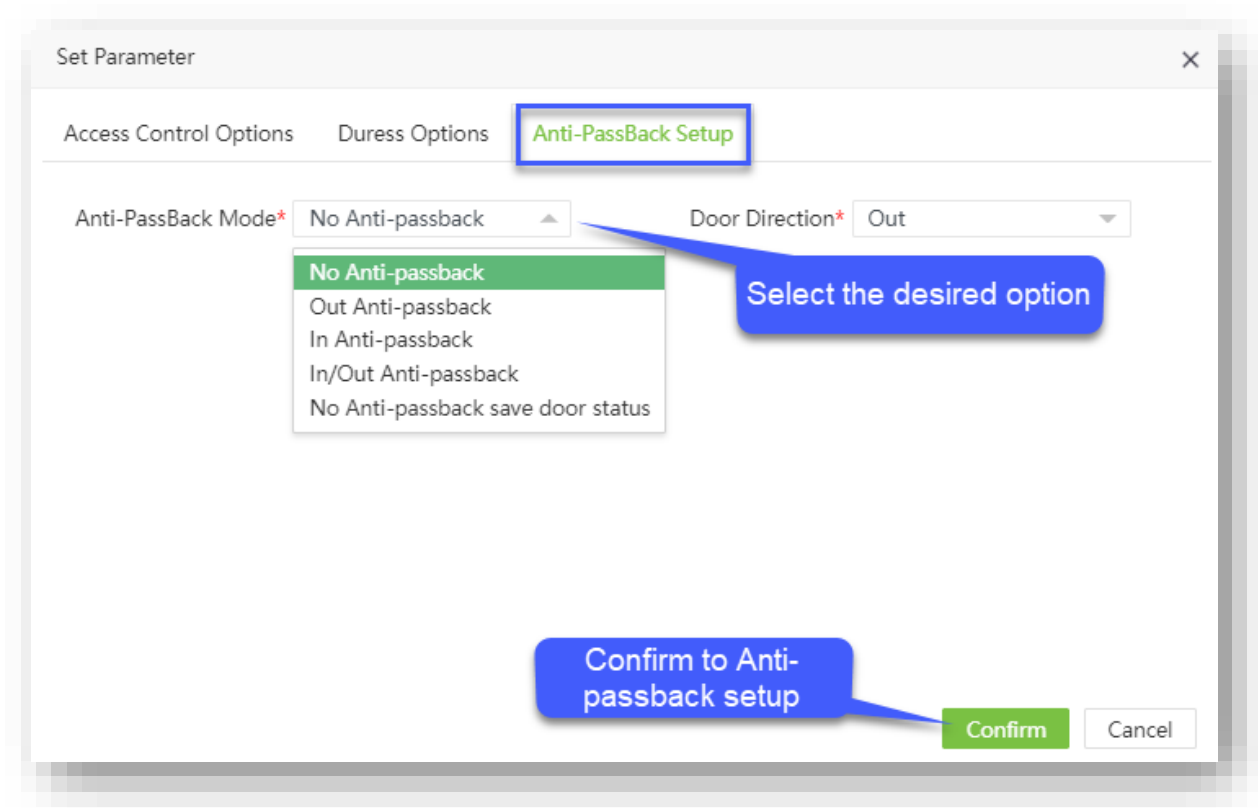
Alarm on 1:1 Match: If it is enabled and a user performs 1:1 verification method to verify any registered fingerprint, then the alarm will be triggered.

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 1-999 second(s).

Anti-Passback options



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

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

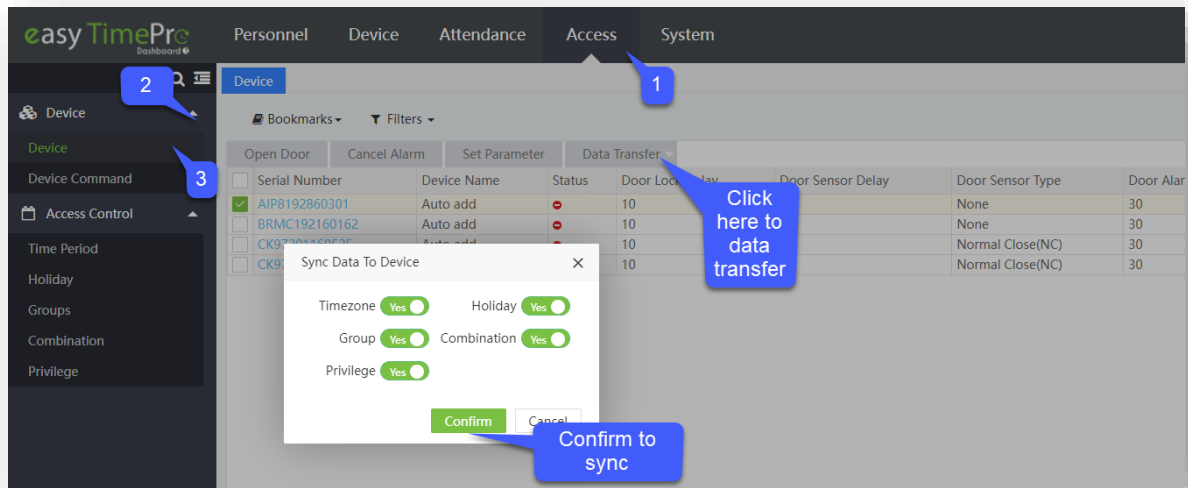
Click **Confirm** after setting the parameters.

How to transfer Data

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

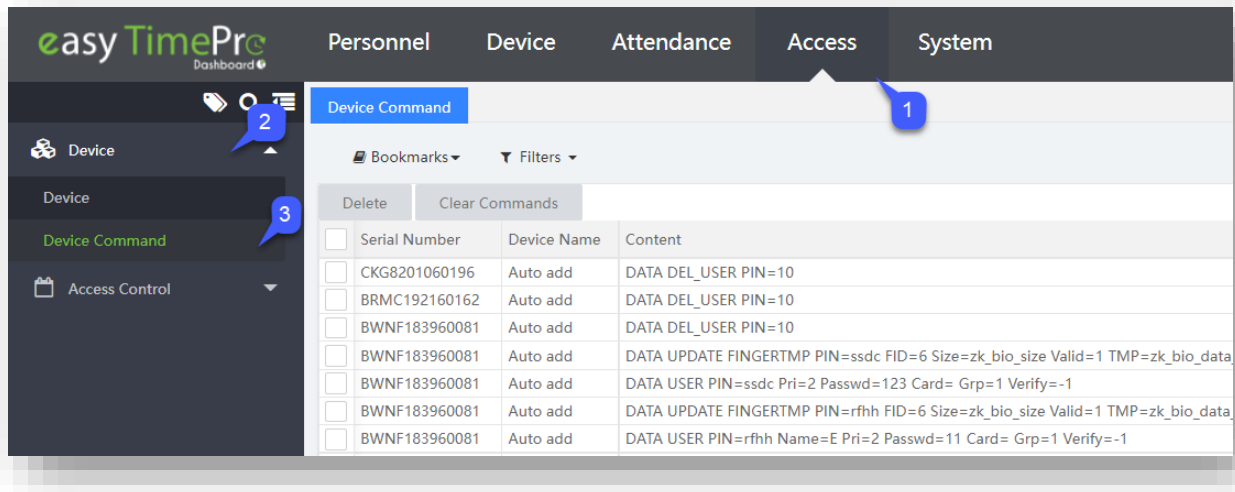


- On the **Access** interface, select the required Devices from the list to sync the Employee Data from the software.
- On the **Data Transfer** menu, click **Sync Data to Device** to sync or update the Employee data from the software to the selected Devices.
- On the **Sync Data to Device** window,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

Click **Confirm**, to sync or update the selected data from the software to the selected Devices.

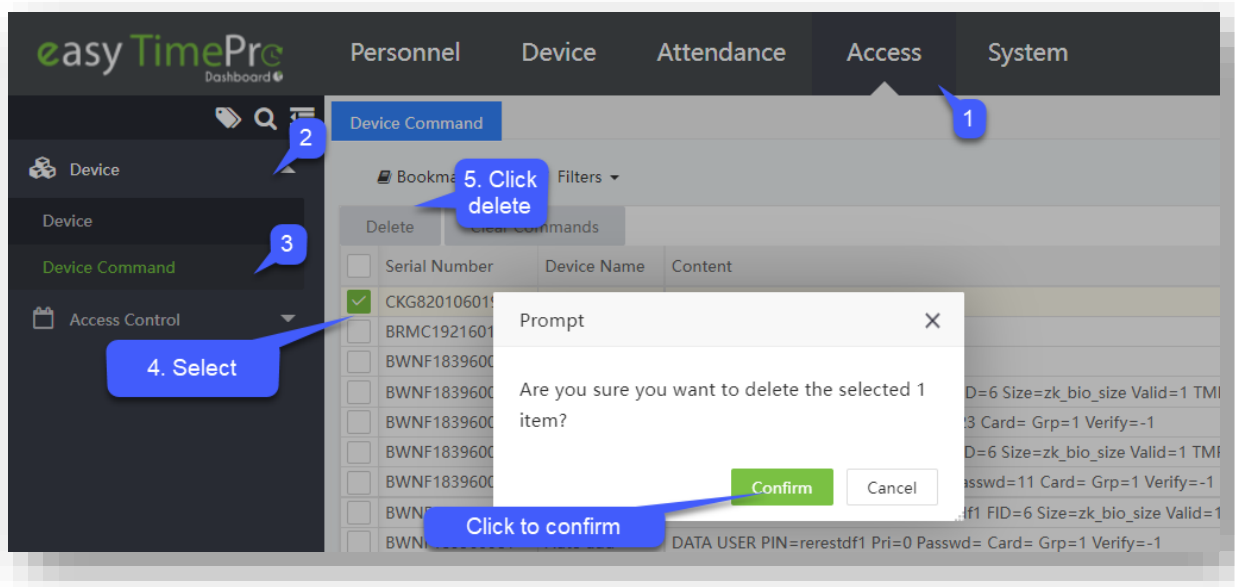
6.1.2 Device Commands

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



Delete Device Command

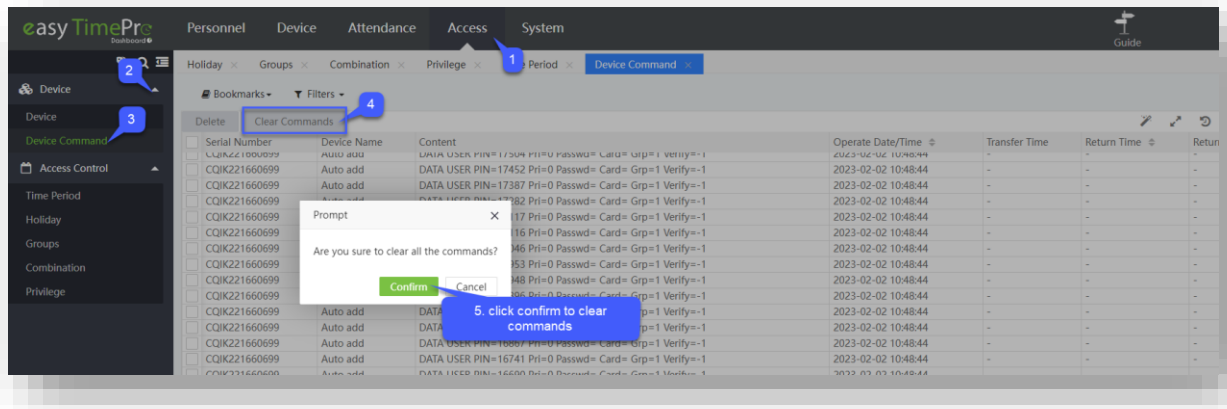
This feature is used to clear the commands issued by the software to the device during communication.



- Select the command which is to be deleted and click **Delete**.

Clear Commands

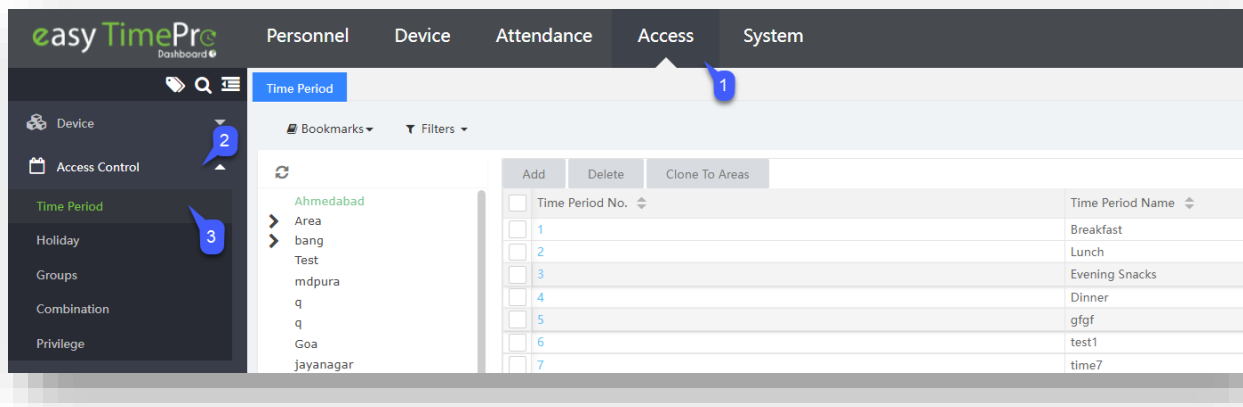
Clear Commands allows you to delete all the device commands.



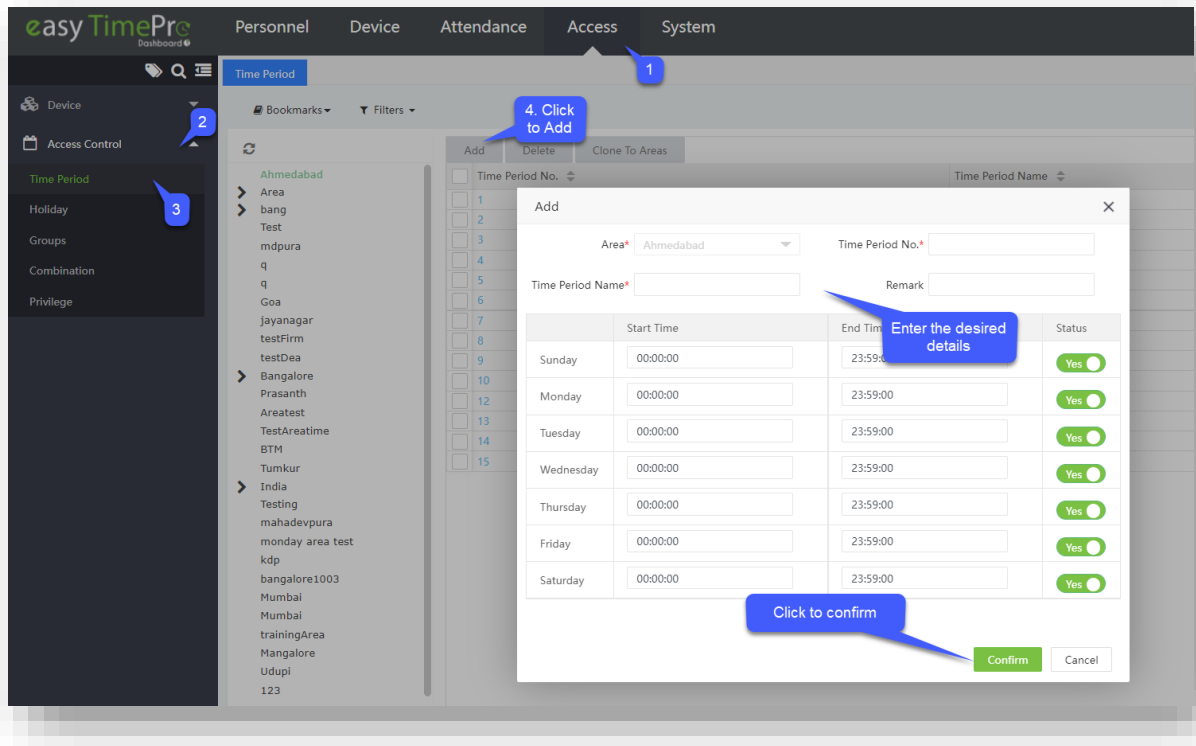
- On the **Device Command** interface, Click to the Clear Commands
- Click **Confirm** to delete all Device commands.
-

6.2 Time Period Configuration (Access Control)

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.



6.2.1 Time Period



Set the following details:

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

Time Period No.(Number): Enter the time period number. The time period number is unique for each area.

Time Period Name: Enter the time period name.

Remark: Enter the remarks.

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

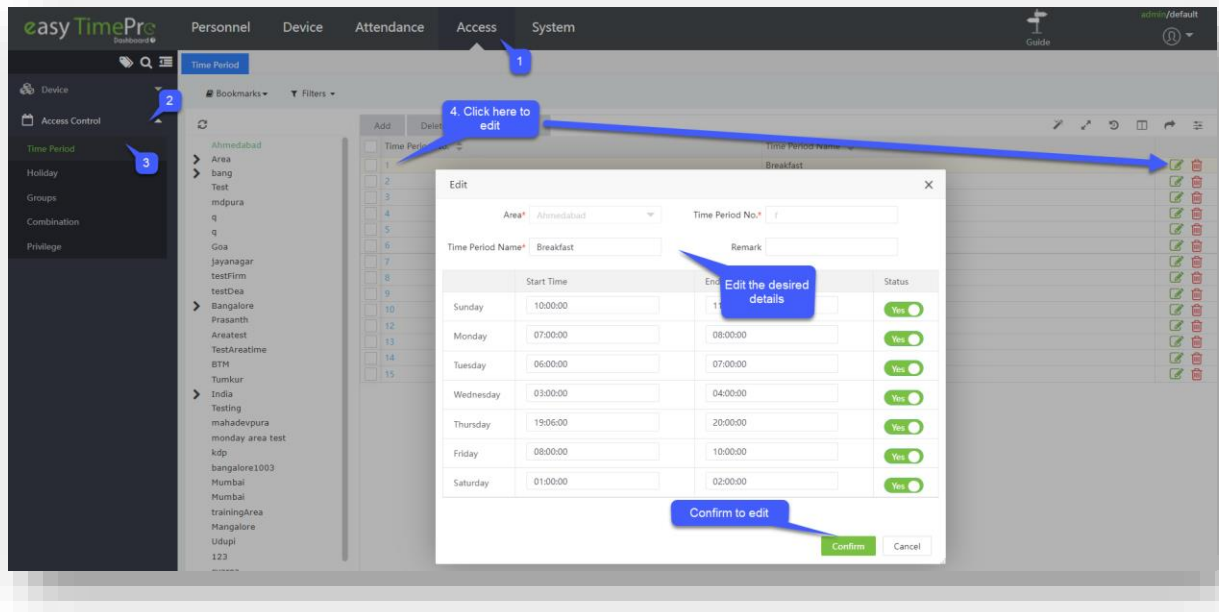
Status: The default is ON. Turn off the toggle button to disable the time period, the door cannot be open for the whole day for a specific employee.

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.

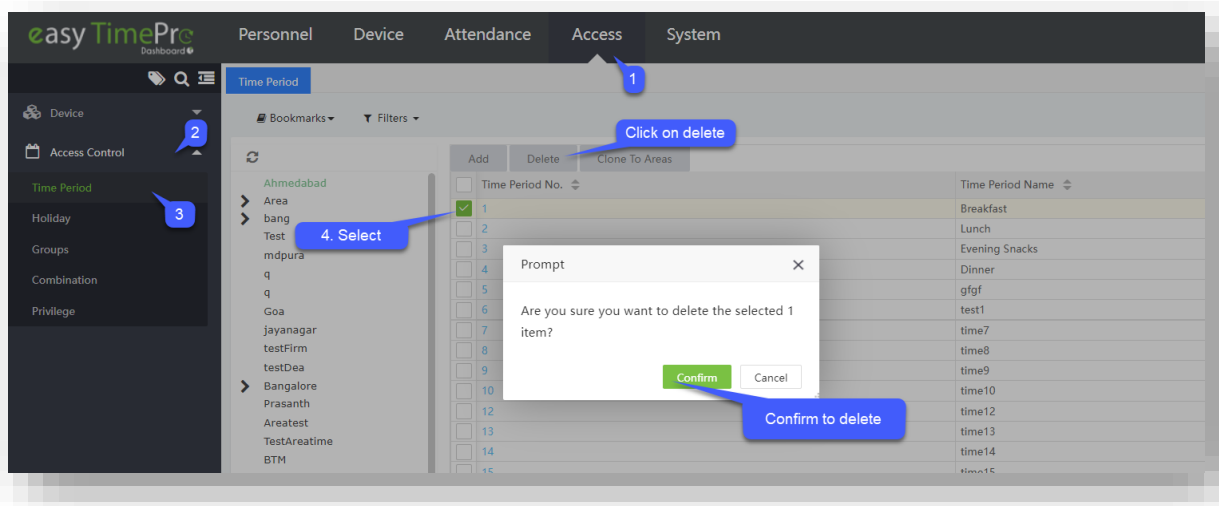


- In the time period list, select the time period number or click icon.
- Modify the parameter settings based on the requirements.

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.

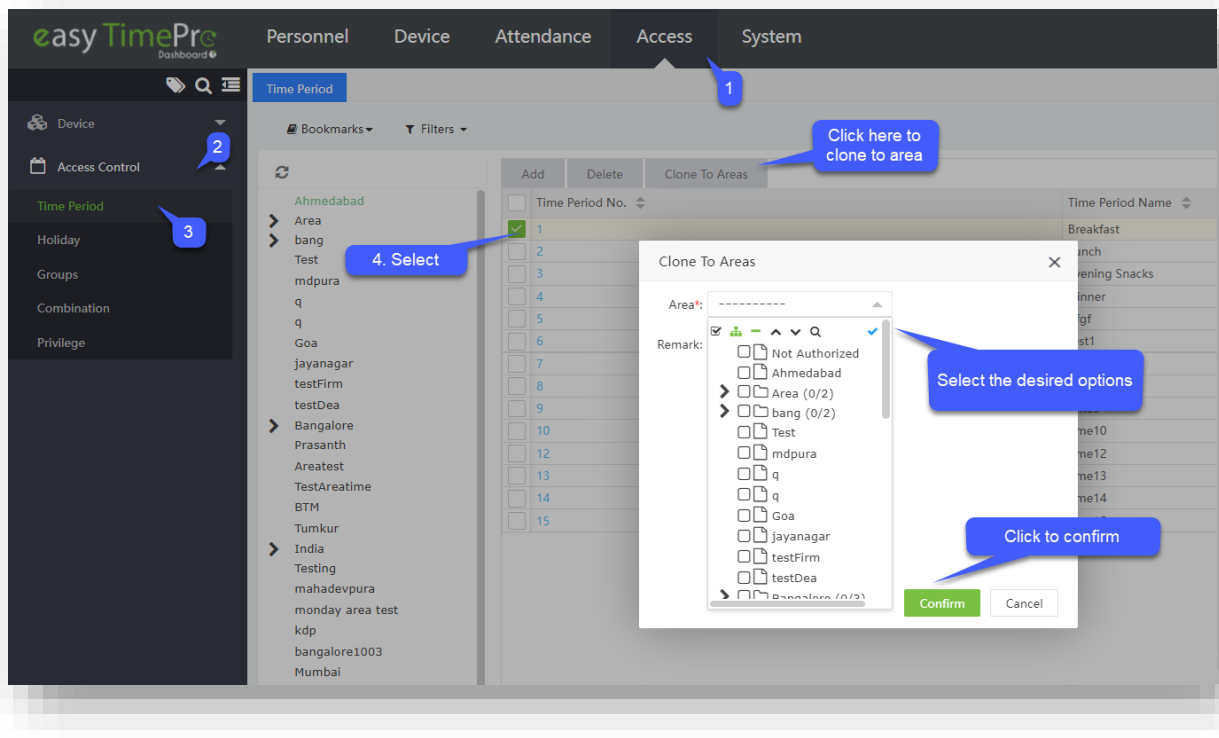


Note: The Time Period, which is in use, cannot be deleted.

Clone Time Period

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:

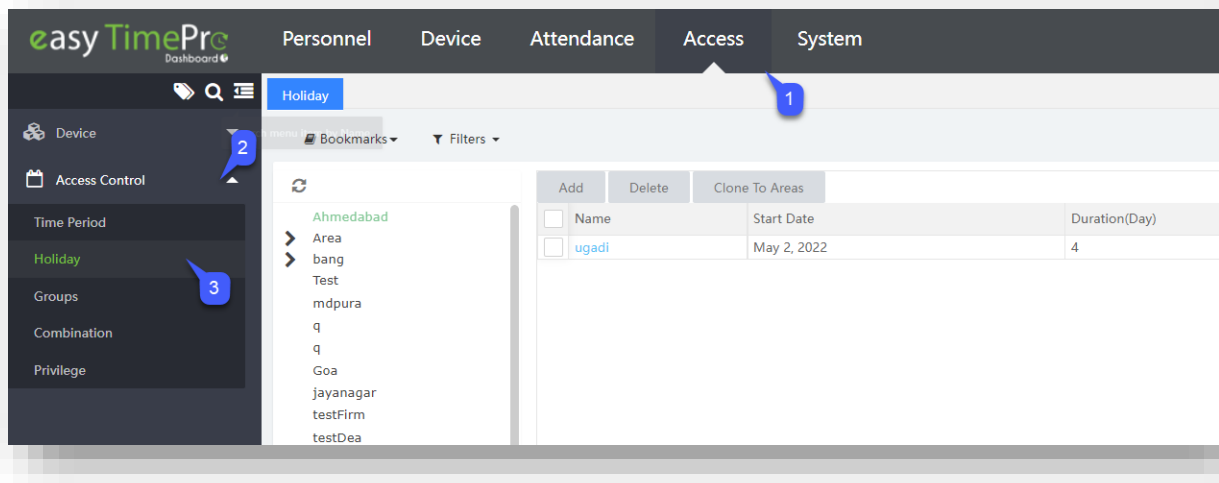
Area: Select the area (multiple areas can be selected).

Remark: Enter the remarks.

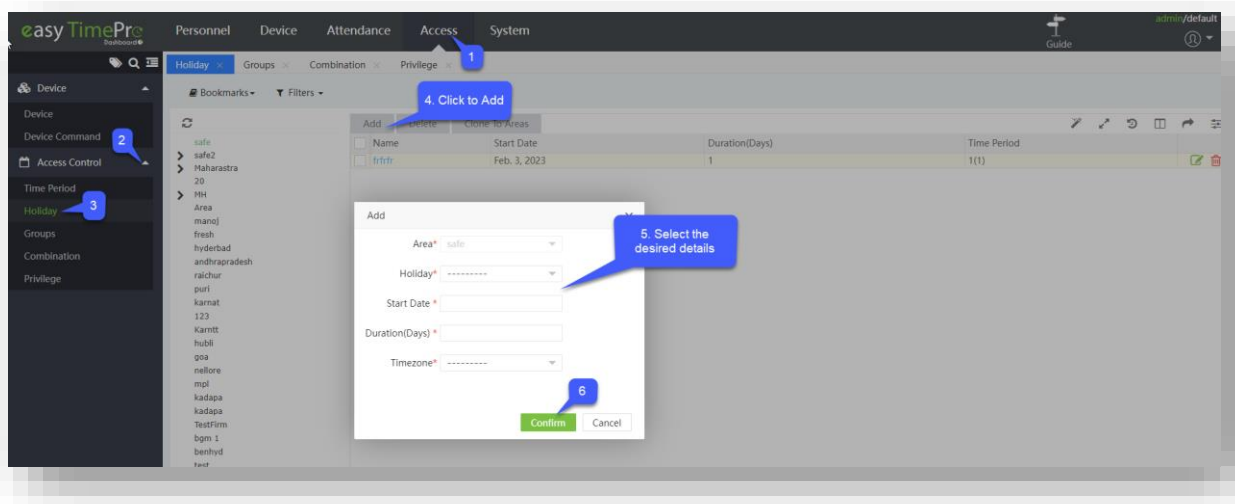
Click **Confirm** to save the clone details.

6.2.2 Holiday Assignment (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.



Add a Holiday



Enter the parameters as shown below:

Area: Select the area from the area list.

Holiday: 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.

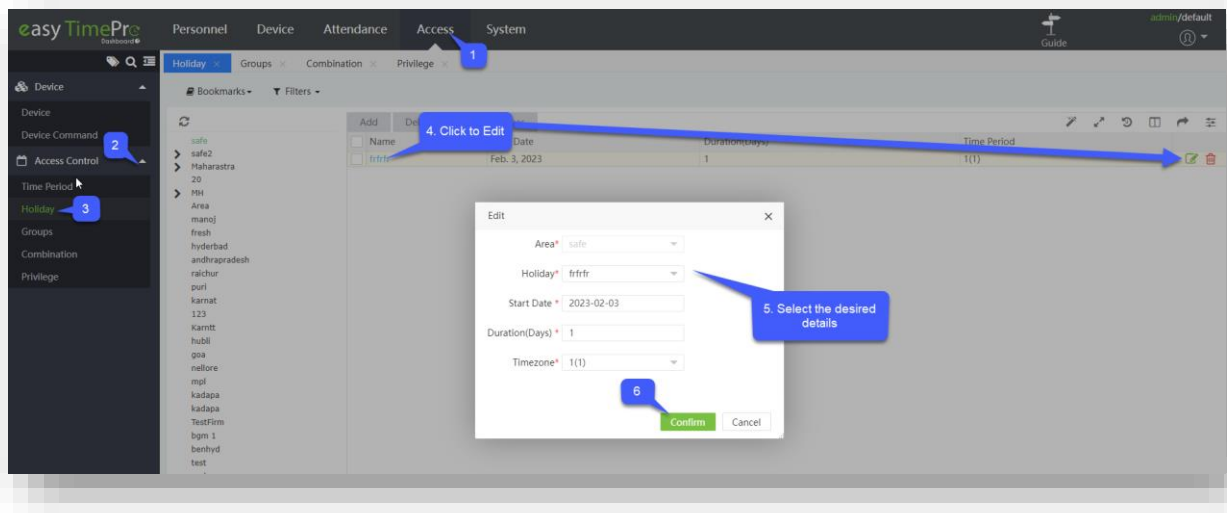
Timezone: Select the time period applicable to the holiday. The door opening timezone depends on this parameter.

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:

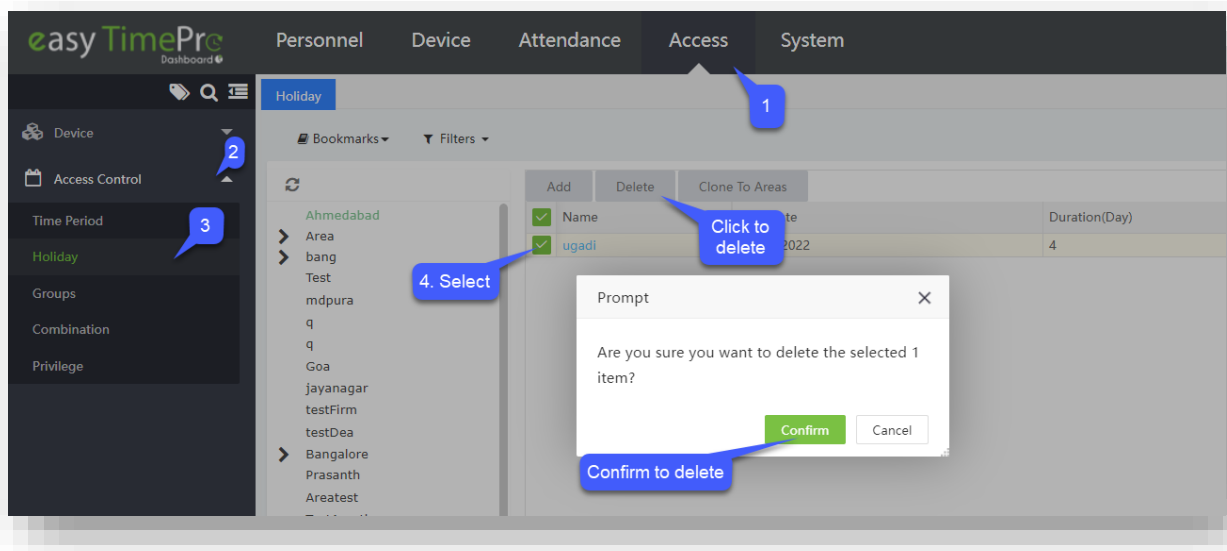
In the holiday list, click the holiday name or click  icon.



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

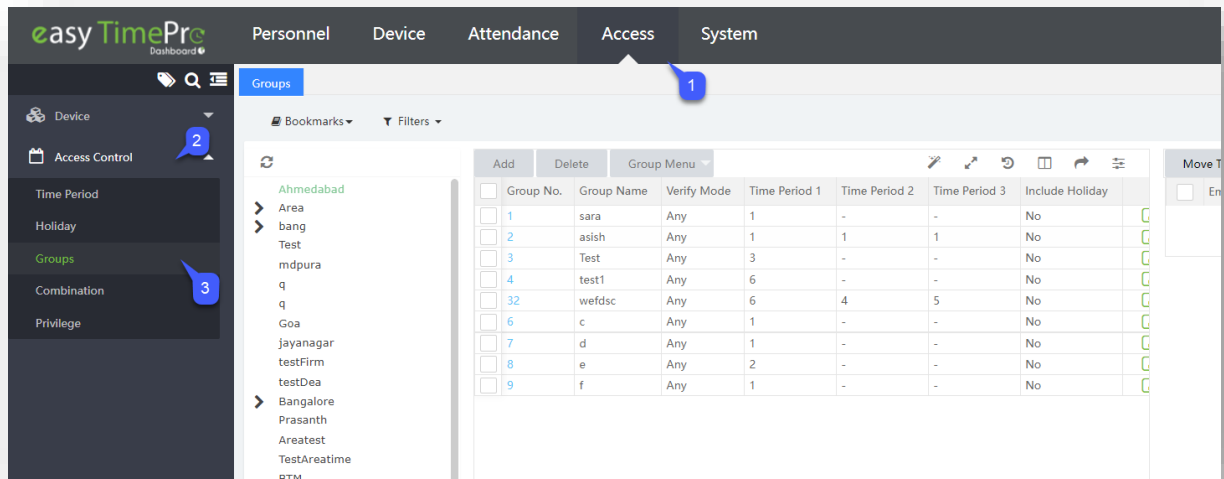
Delete a Holiday

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



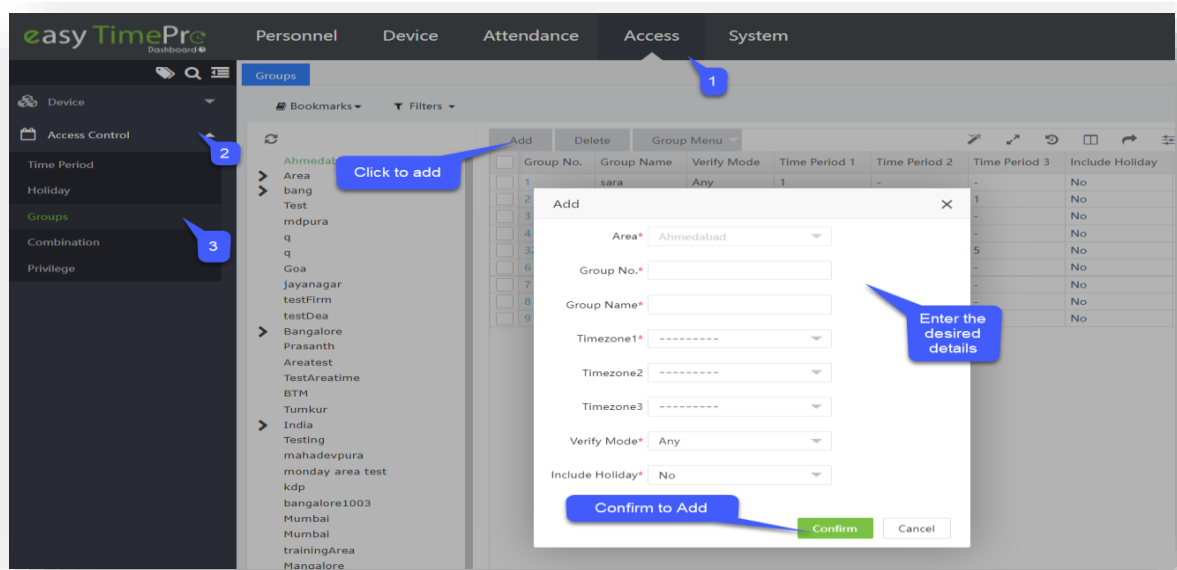
6.2.3 Access Groups (Groups)

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.



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

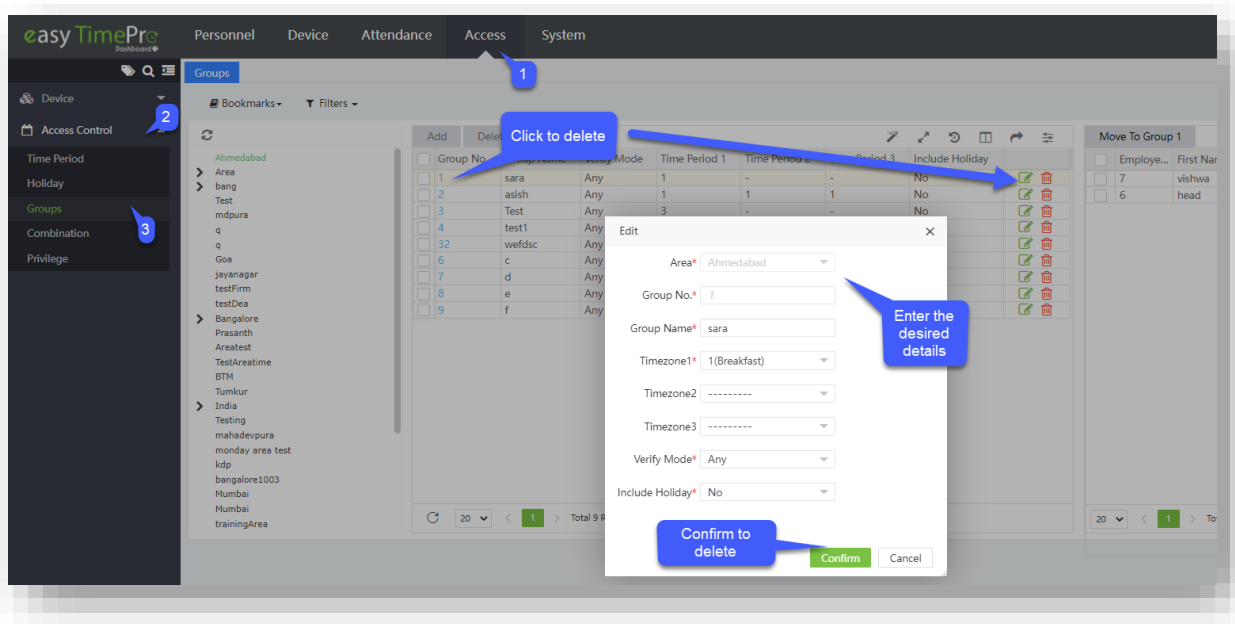
Verify Mode: Set the verification mode of the group. When the group verification mode overlaps the user verification mode, then the user verification mode prevails.


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.

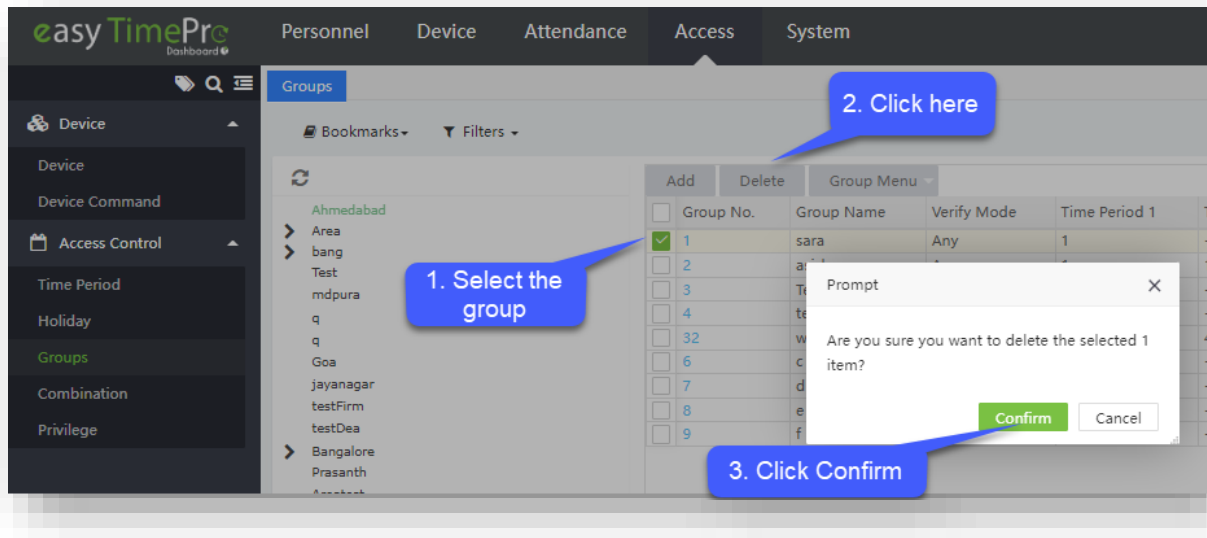


- Click the corresponding area on the left side of the interface. The list of all the groups in the corresponding area will be displayed on the right side of the interface.
- In the group list, click the group name or click  icon.
- Modify the parameters as per your requirements.

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

Delete

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

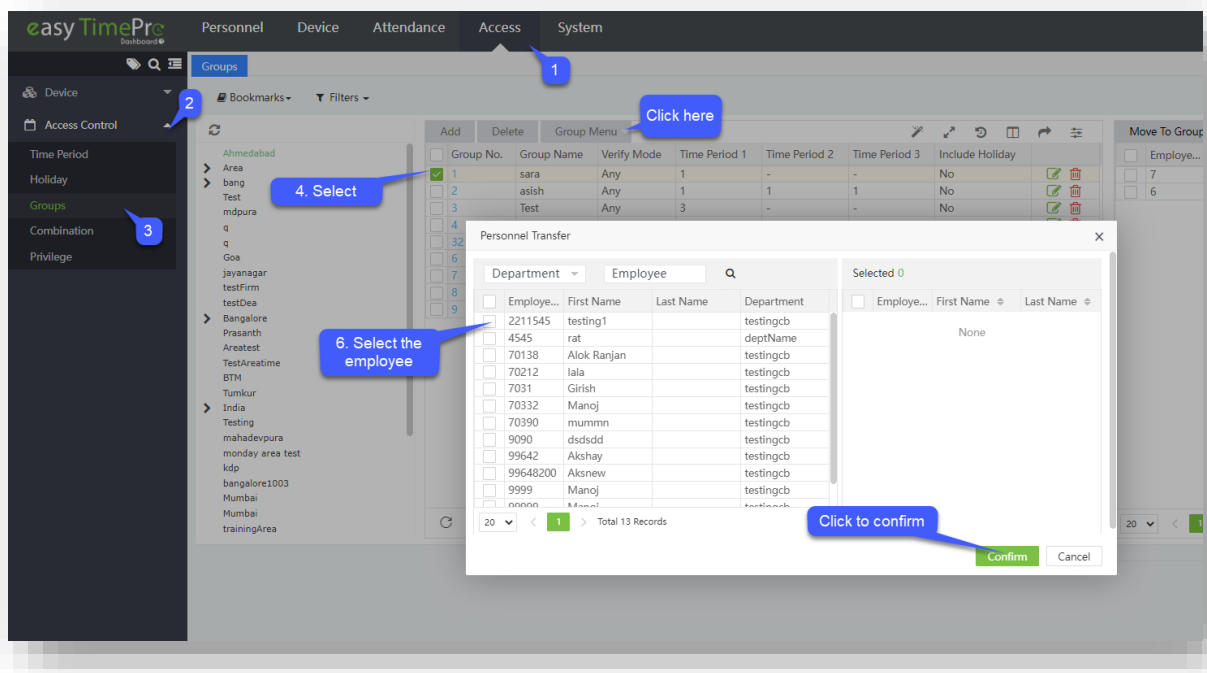


Clone to Areas

Click on [clone time period](#) to know more about the Clone process.

Personnel Transfer

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



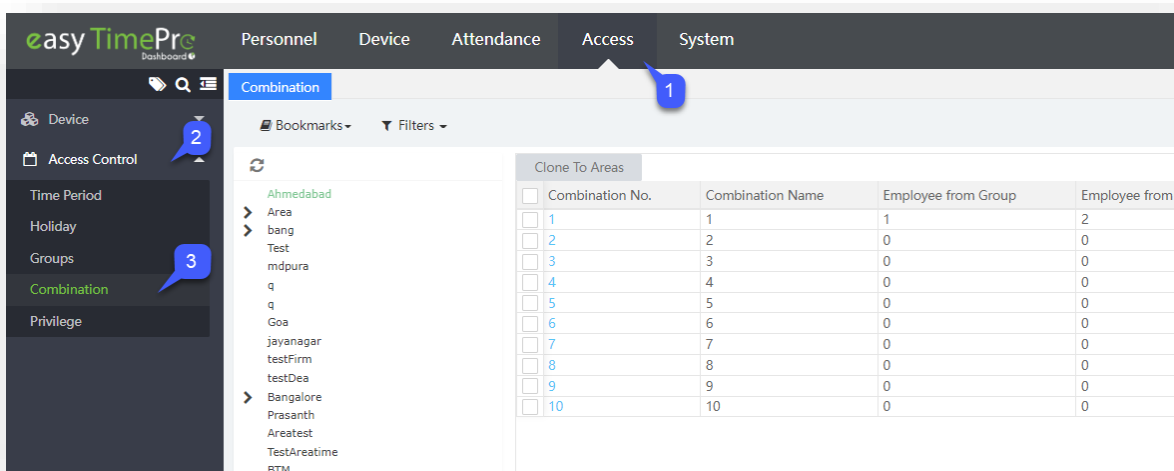
- Select the area in which you need to transfer the employees.

- 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**.

6.2.4 Access Control Combinations (Combinations)

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

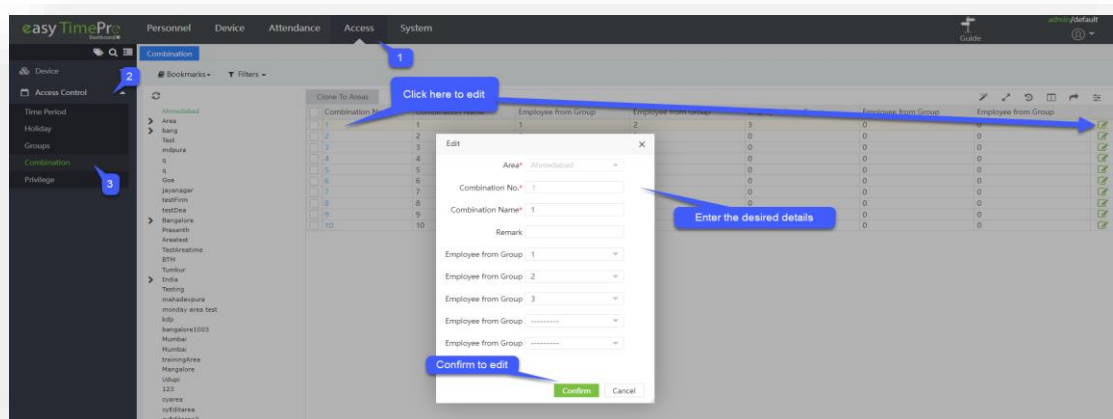
For each area, the maximum number of unlocking combinations is 10. When an area is created, 10 unlock combinations are automatically created. The unlock combination with combination No. 1 will be set in a way that one employee from Access-Group 1 can open the door by default. Other unlock combinations do not include any employee from the access group.



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 remarks.

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 $0 \leq N \leq 5$. You can combine two or more employees to achieve multi-verification and security advancement.

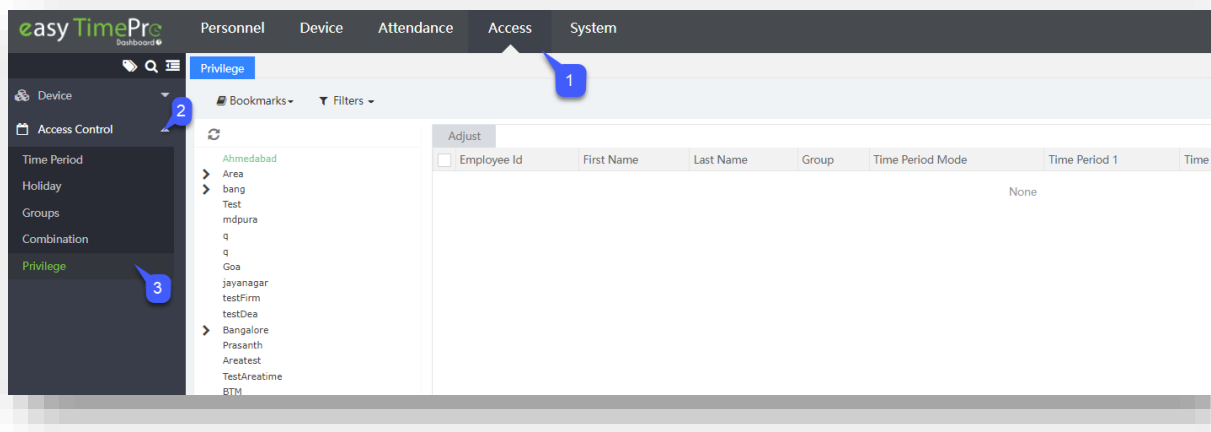
Click **Confirm** to save the settings.

Clone to areas

Click on [clone time period](#) to know more about the Clone process.


6.2.5 Privilege

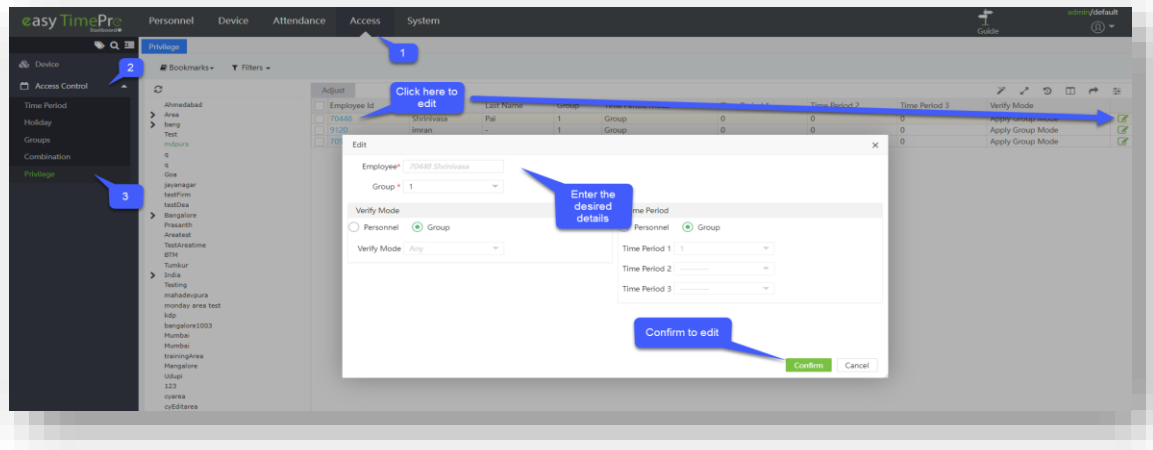
The privilege option is used to view and assign access privileges to all the employees.



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  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.

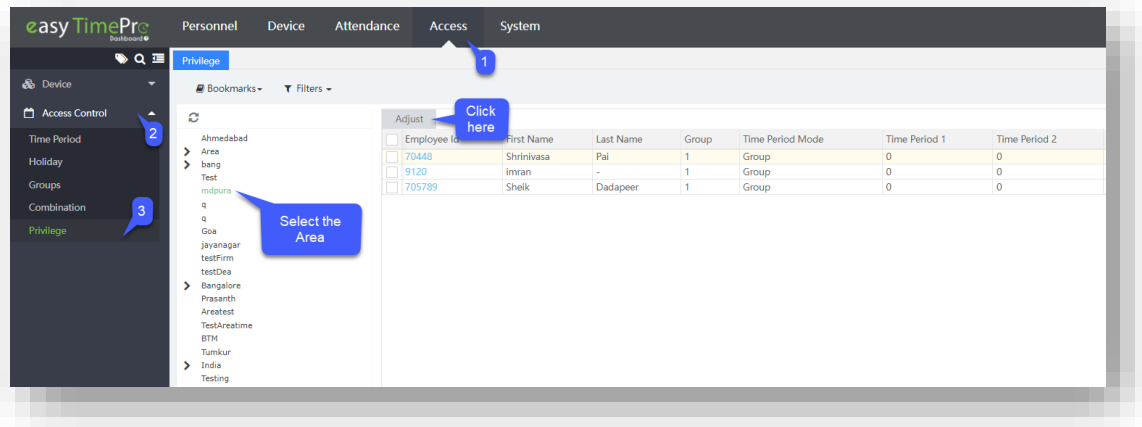
Time Period: If Group is selected, the time period of the group will be applicable to the employee. If Personnel is selected, then set the unlocking time period for this employee. The time period of this employee does not affect the time period of any other employee in this group.

Click **Confirm** to save the details.

Adjust Employee's Access Privilege

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.

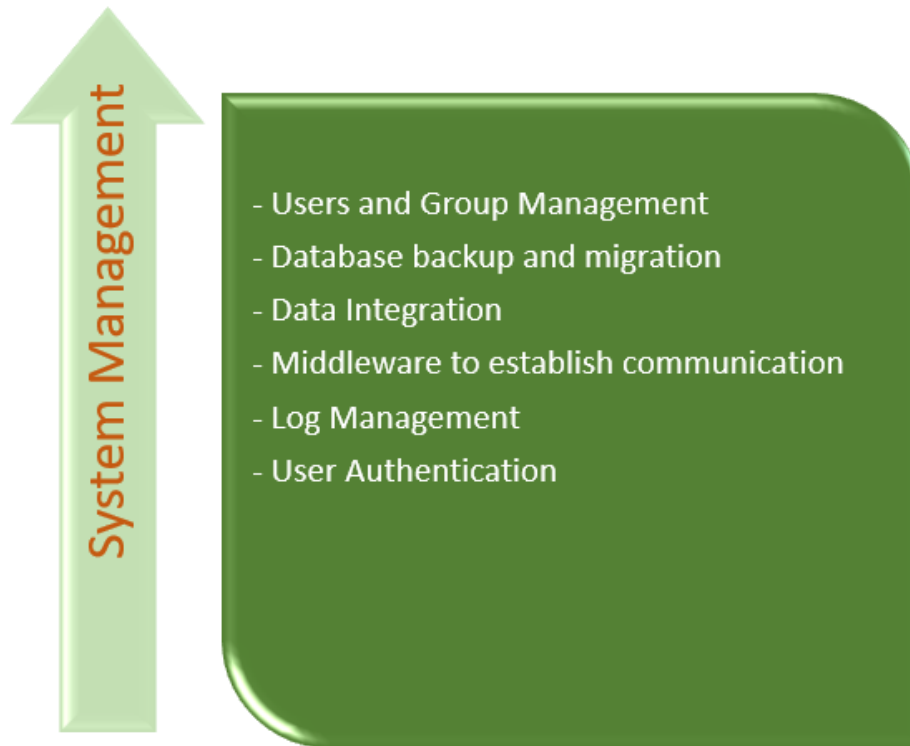
Verify Mode: If Group is selected, the employee can be verified by using the verification mode of the group to which this employee belongs. If Personnel is selected, you can customize the verification mode for this employee for the drop-down list of verifying mode.

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.

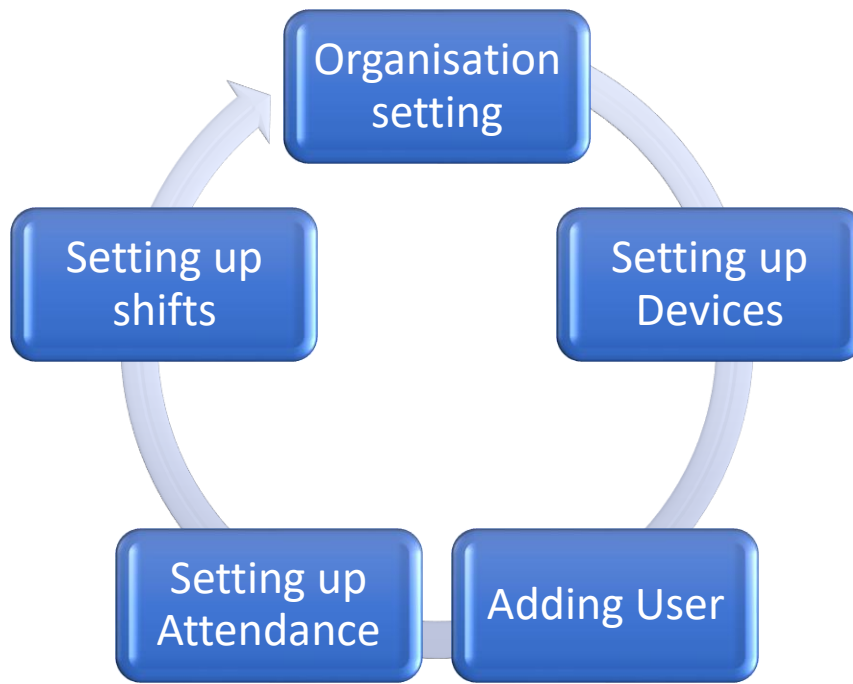
7 System

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.

7.1 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.

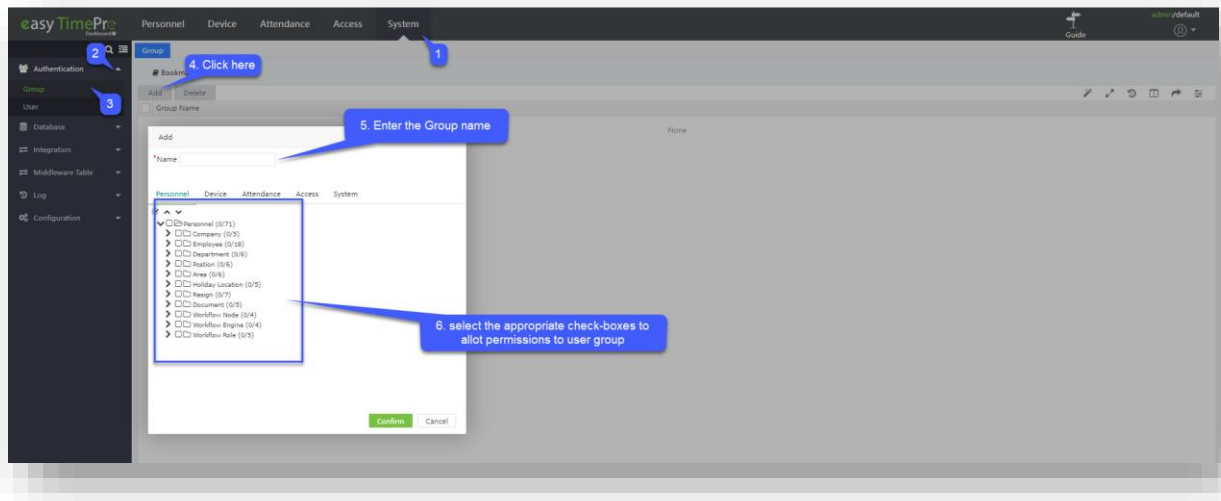
7.1.1 User Group (Group)

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.

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 groups list, select the group to be edited and click **edit** icon.
- Edit the required details in the user group and click **Confirm**.

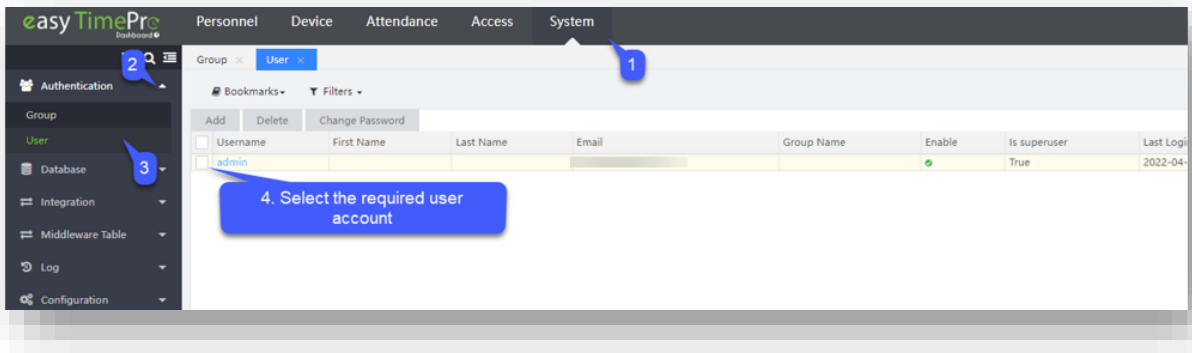
Delete a User Group

- In the user groups list, select the group to be deleted and click **Delete**.

On the appearing pop-up, click **Confirm** to delete the selected user group.

7.1.2 How to set up a User account (User)

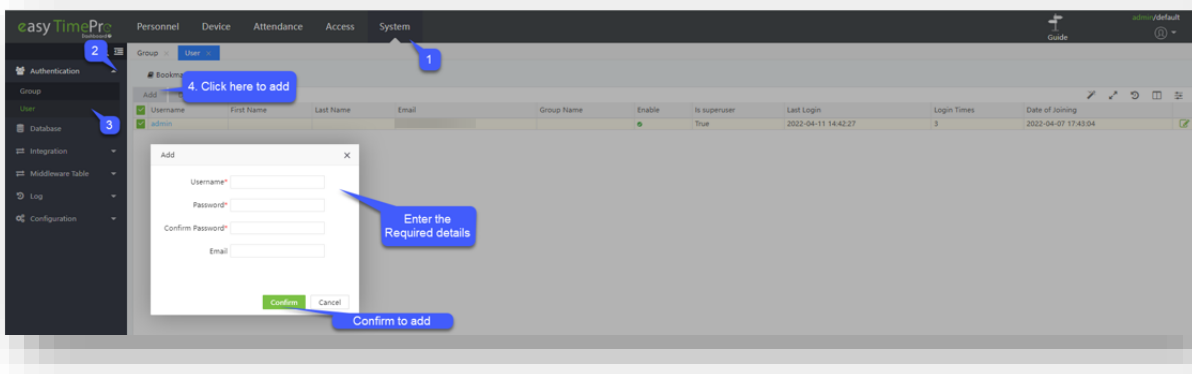
The **User Management** option allows you to manage multiple users. You can also assign user roles and set privileges to the users.



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:



Edit a User

To edit a User, perform the below steps:

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

Username* admin

Basic Details

First Name

Last Name

Email

Permissions

Enable ☒

Superuser ☒

Company

Authorized Department

Authorized Area

Authorized Position

Groups

Date of Joining 2021-02-03 11:59:32

Last Login 2021-02-03 12:24:27

Confirm Cancel

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.

Enable: Enable for the permission.

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.

Company: Select the required Company names to facilitate access for the user.

Authorized Dept: 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 Position(s) is selected, then the User can access data of only those designation(s).

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

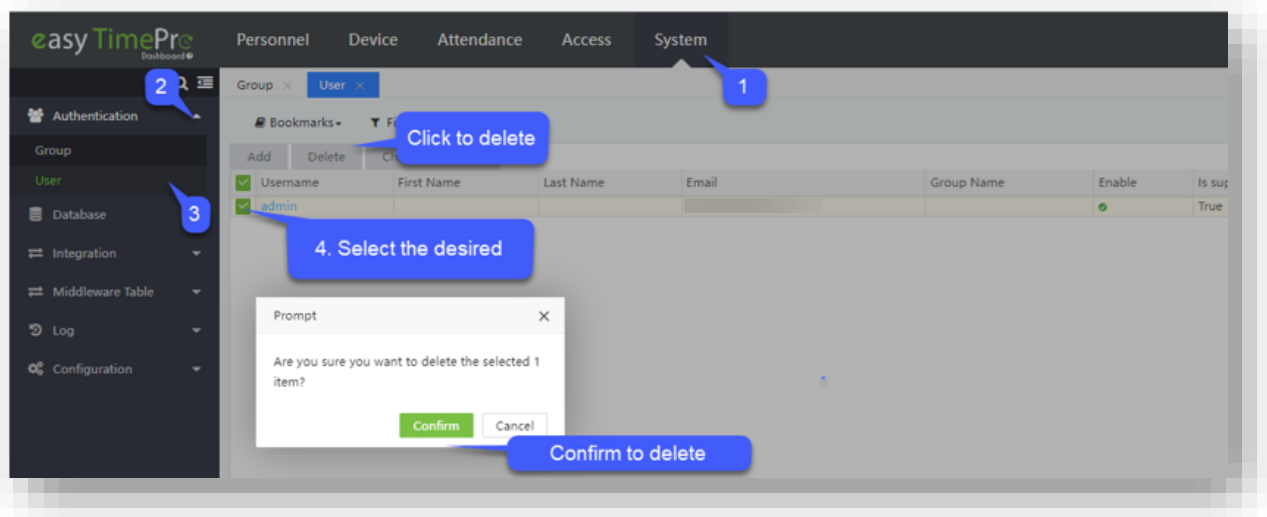
Last Login: It displays the latest login of this user.

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

Delete a User account

Perform the following steps to delete a user:

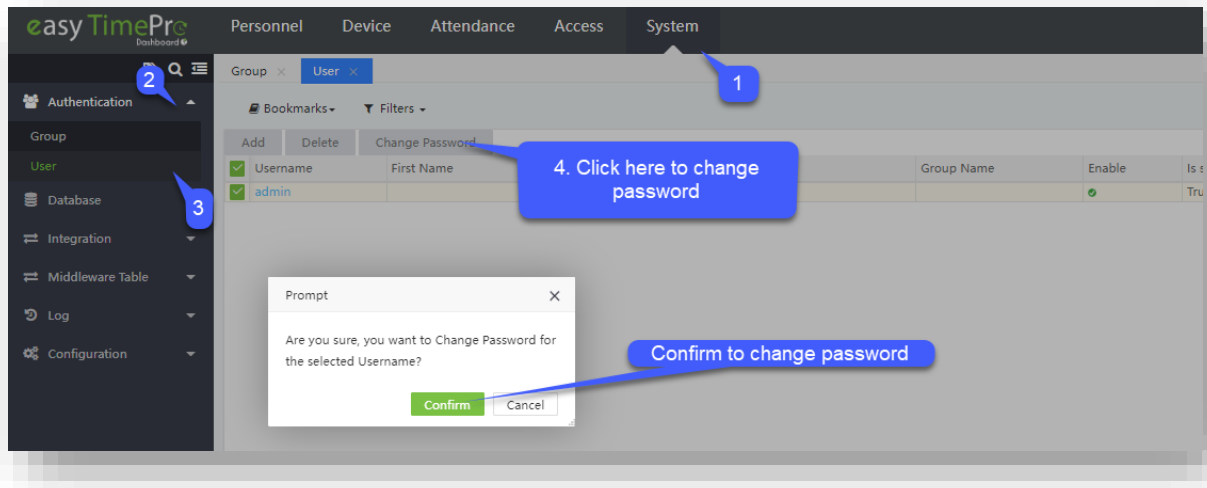
- In the user's list, select the user to be deleted and click **Delete**.
- On the appearing pop-up, click **Confirm** to delete the user.



Change 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:

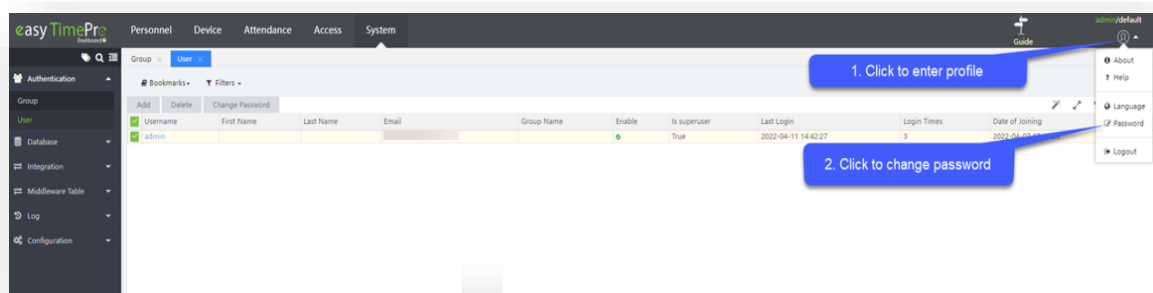


- Click **Confirm** to change the password.
- In the appearing window, enter the old password, new password and confirm it.

The 'Change Password' dialog box is shown. It contains three input fields: 'Old Password*', 'New Password*', and 'Confirm New Password*'. There are 'Confirm' and 'Cancel' buttons at the bottom.

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

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



7.2 Database

A database is information that is set up for easy access, management and updating. Computer databases typically store aggregations of data records or files that contain information, such as employee data, financials, and product information.

7.2.1 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.

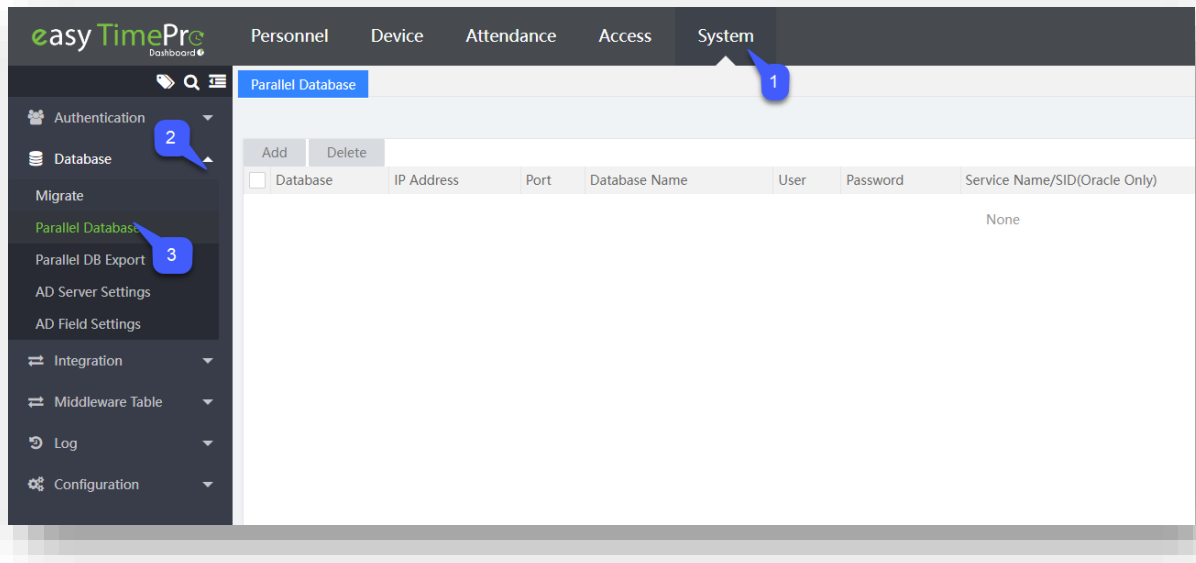
The screenshot shows the 'Migrate' page in the EasyTimePro dashboard. The interface includes a sidebar with navigation options: Authentication, Database, Migrate (highlighted), Integration, Auto Export, Middleware Table, Log, and Configuration. The main content area is titled 'Migrate' and contains the following elements:

- 1. Select the desired option:** A radio button selection for 'Migrate From' with options: ZKTimeWeb2.0 (selected), Biotime7.0, WDMS5, WDMS6, ZKTime.net3.0, and BioTime8.0/easyTimePro/easyWDMS.
- 2. Database:** A dropdown menu currently set to 'MSSQL Server'.
- 3. IP Address:** A text input field.
- 4. Enter the required details:** A group of fields including 'Port' (with a note 'Please Enter the Valid Port Number Based on Database'), 'Name', 'User', and 'Password'.
- 5. Select the required fields:** A row of checkboxes for 'area/zone', 'Department', 'Position', 'Employee', 'Device', and 'Transaction'.
- Buttons:** 'Test Connection' (green), 'Clear All Fields' (green), 'Clear Cache', and 'Refresh Status'.
- Footer:** A status message: 'Migration didn't execute, click Clear Cache to fix.'

Callout boxes provide additional instructions: '1. Select the desired option' points to the radio buttons; '2. Select the required fields' points to the checkboxes; '3. click to test connection' points to the 'Test Connection' button; and '4. Enter the required details' points to the 'Name' and 'User' fields.

7.2.2 Parallel Database

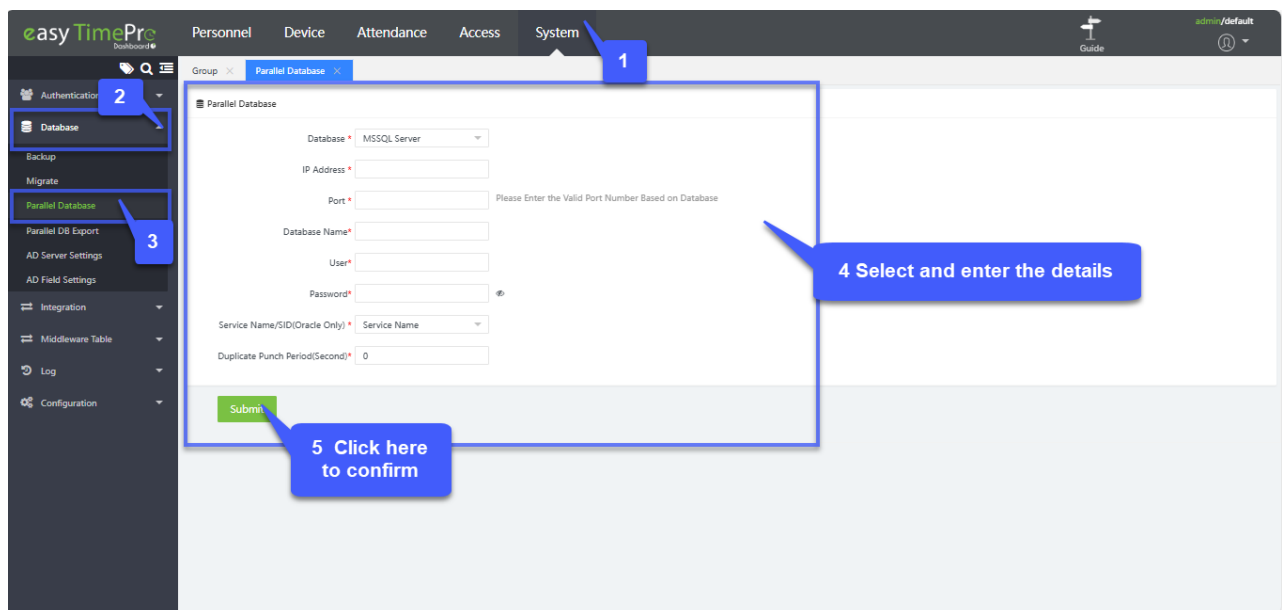
A parallel database distributes data over multiple processing units or nodes to handle large amounts of information more effectively. This allows many units to perform on various areas of a query at the same time, resulting in faster processing. The data present in our database can be pushed to the external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



Add Parallel Database:

Perform the following steps to add parallel database:

- Click **Parallel Database**; a window will appear, 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.

Note: If the specified table name or field name does not exist in the database, it will be created automatically.

7.2.3 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.

Add Parallel Database Export:

Perform the following steps to add parallel database export:

- Click **Parallel Database Export**; a window will appear, as shown in the image below.

Parallel DB Export

Parallel DB Tables & Columns

Table Name:	Employee Id:	Punch Time:
Punch Date & Time:	Punch Date:	Punch State(Int):
Punch State(Char):	Verify Type(Int):	Verify Type(Char):
Device Serial Number:	Device Name:	Area Name:
Work Code:	Upload Time:	Purpose:
Emp ID:	Device Id:	Source:
Temperature:	Mask Flag:	Device IP:

***Notes:**

1. All fields in the Parallel Database should be Variable Character Field (Varchar) with appropriate Length.
2. Database Table Name and Column Name should contain only Lowercase characters, Underscore and Numbers.

Submit

4. Enter the required details

5. Click here to confirm

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.

7.2.4 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 EasyTime Pro Application.

The screenshot shows the 'AD Server Settings' form within the EasyTimePro application. The form is titled 'AD Server Settings' and contains the following fields: 'Server Address*' (with a placeholder 'ldap://x.x.x.x'), 'Port*' (with a placeholder '389'), 'User name*', 'Password*', and 'Domain node*' (with a placeholder 'ou=x,dc=x,dc=x'). A green 'Submit' button is located at the bottom left of the form. Numbered callouts are present: '1' points to the 'System' tab in the top navigation bar; '2' points to the 'Database' option in the left sidebar; '3' points to the 'AD Server Settings' option in the left sidebar; '4' points to the form fields with the text '4. Enter the details'; and '5' points to the 'Submit' button with the text '5. click to submit'.

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.

7.2.5 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.

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.

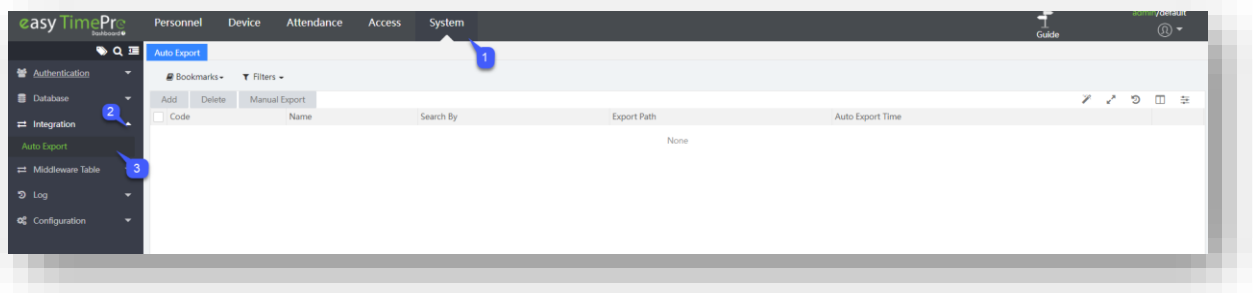
Manual Sync: This function lets you to sync manually from the AD server to the application as required.

7.3 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.

7.3.1 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.

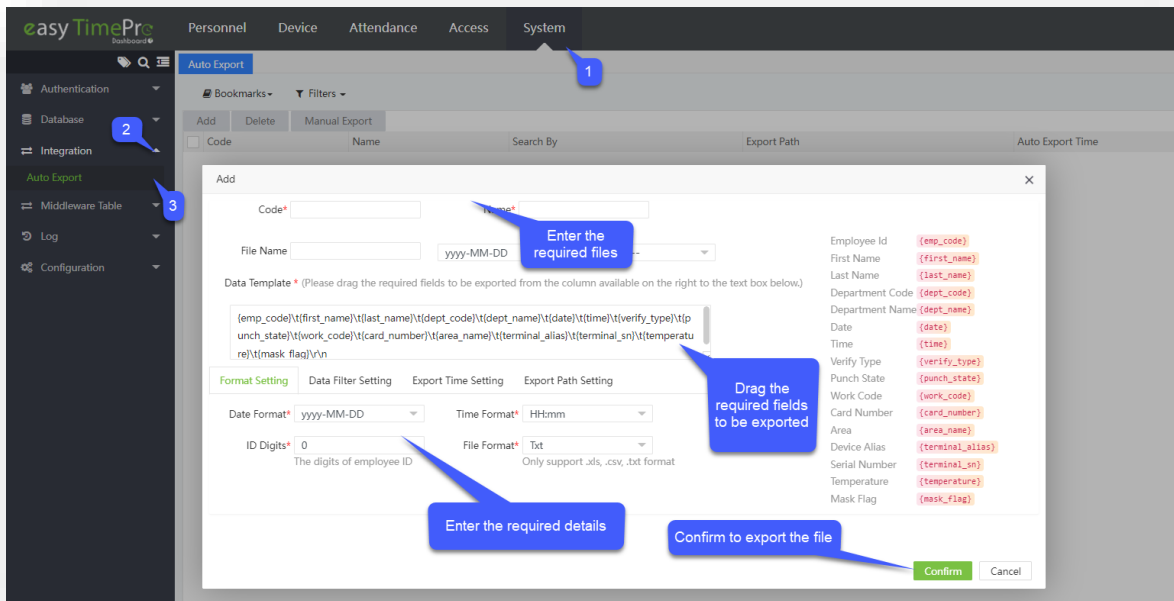
Auto Export Time: Displays the auto export time of the activity.

Time: Display the export time

Add Auto export:

Perform the following steps to add an auto export:

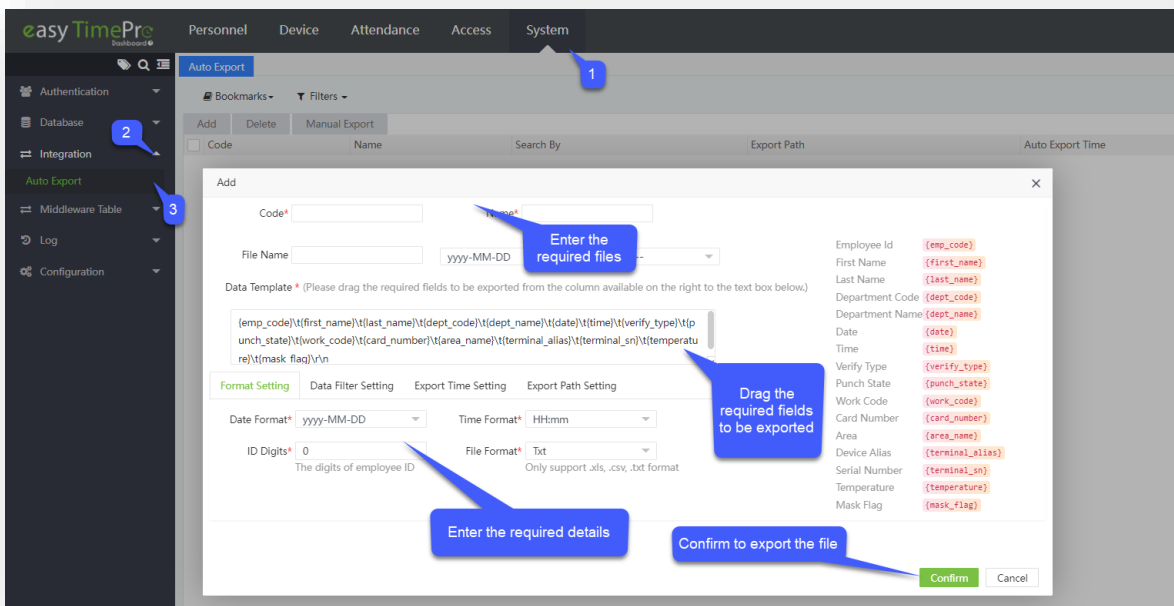
- Click **Add** to add an auto export.
- A window appears as shown in the image below:



- Drag the required files to be exported from the format setting.

Format Setting:

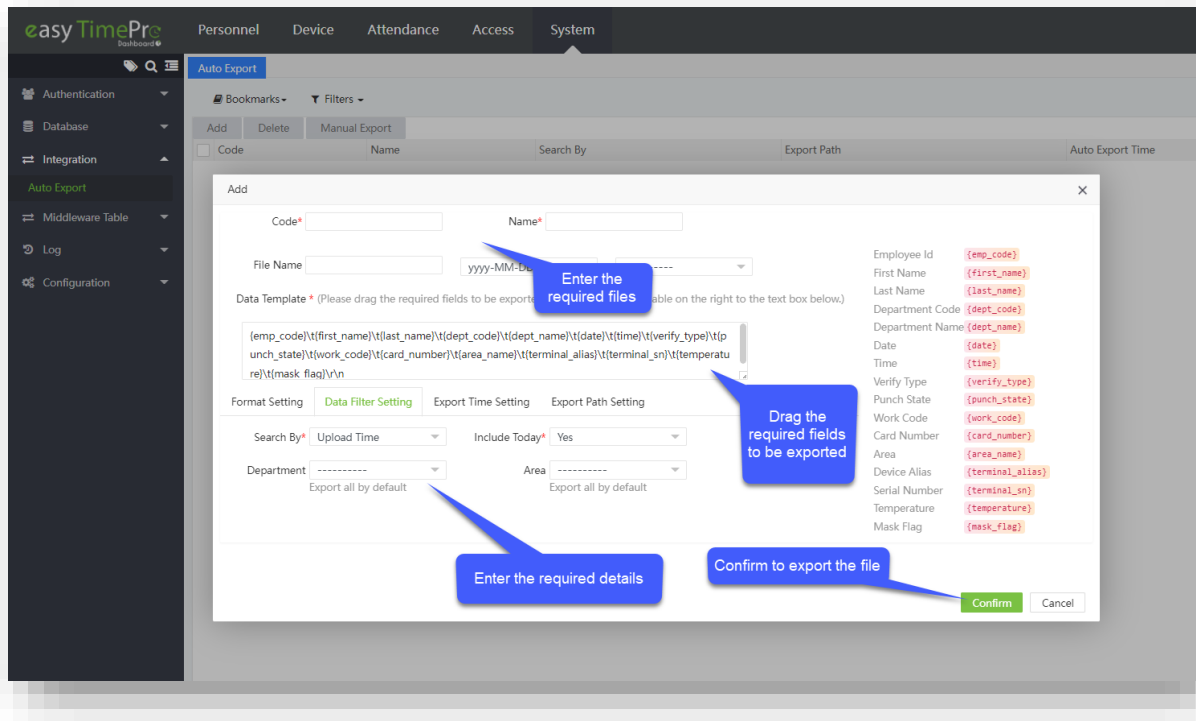
- Click **Format Setting** to add an auto export.
- A window appears as shown in the image below:



- In the Format Setting, you can export the data by giving, ID Digits and File Format.

Data filter setting:

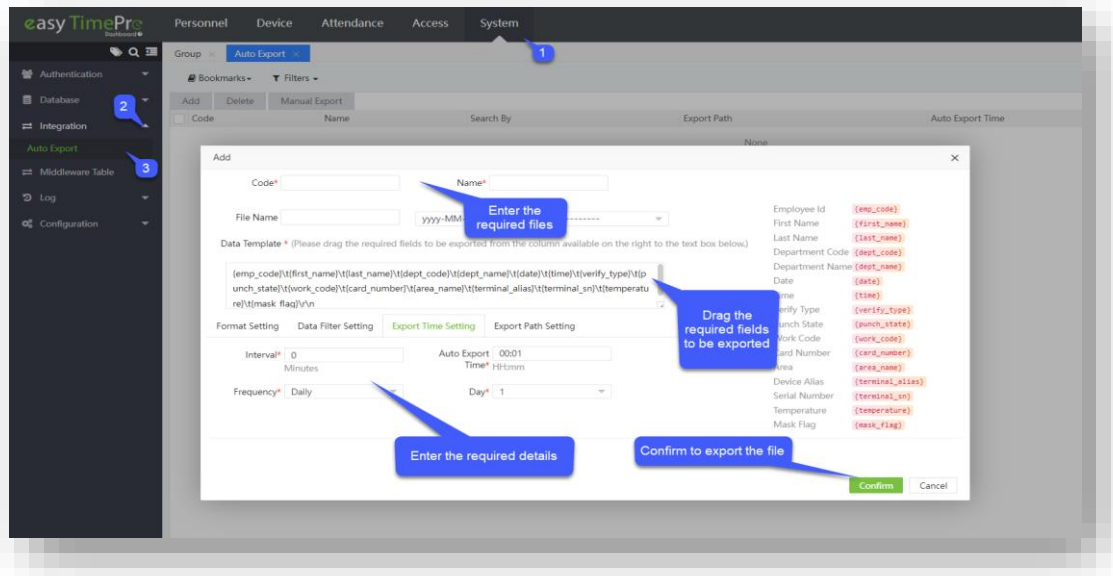
- Click **Data filter setting** to add an auto export.
- A window appears as shown in the image below:



- In the data filter setting, you can export the data by giving, department and area.

Export Time setting:

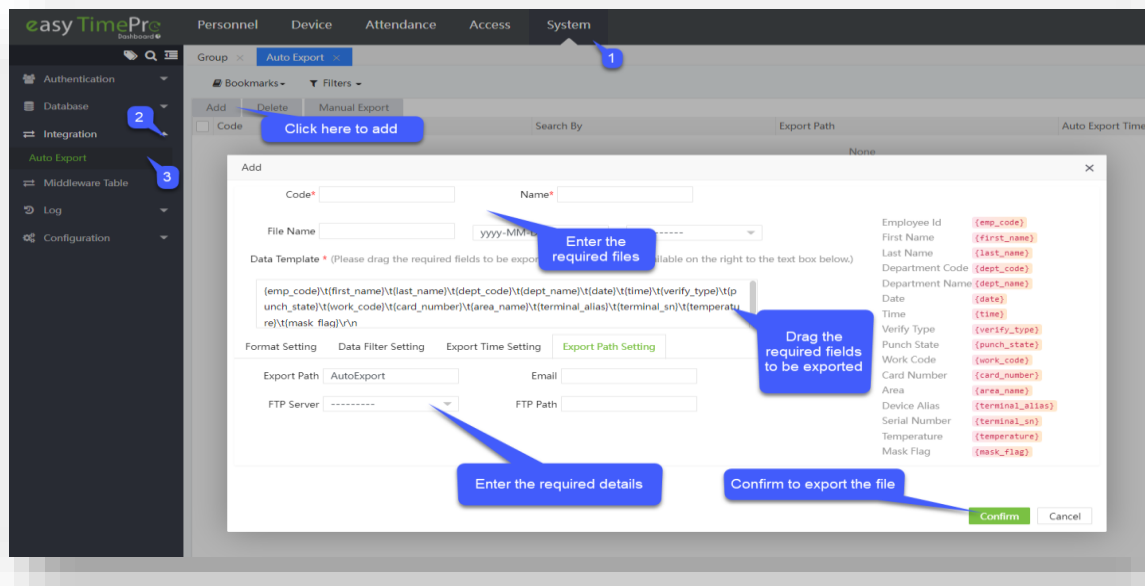
- Click **Export Time setting** to add an auto export.
- A window appears as shown in the image below:



- In the Export Time setting, you can export the data by giving, interval, frequency and day.

Export Path setting:

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



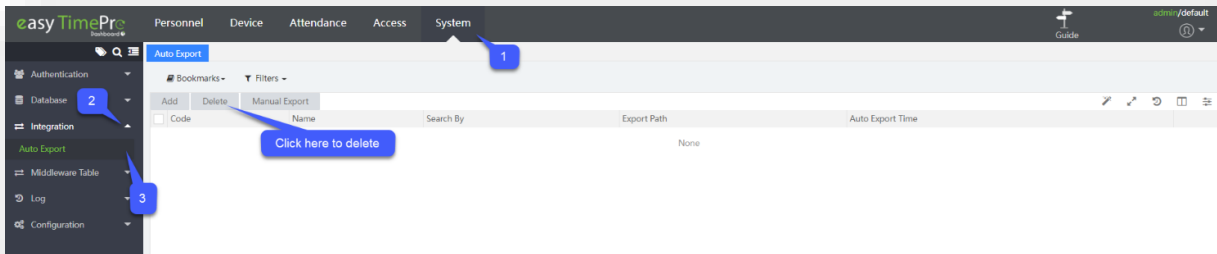
- In the Export Path setting, you can export the data by giving, export path, email, FTP server and FTP path.

Edit:

- Click on **Code** to edit.

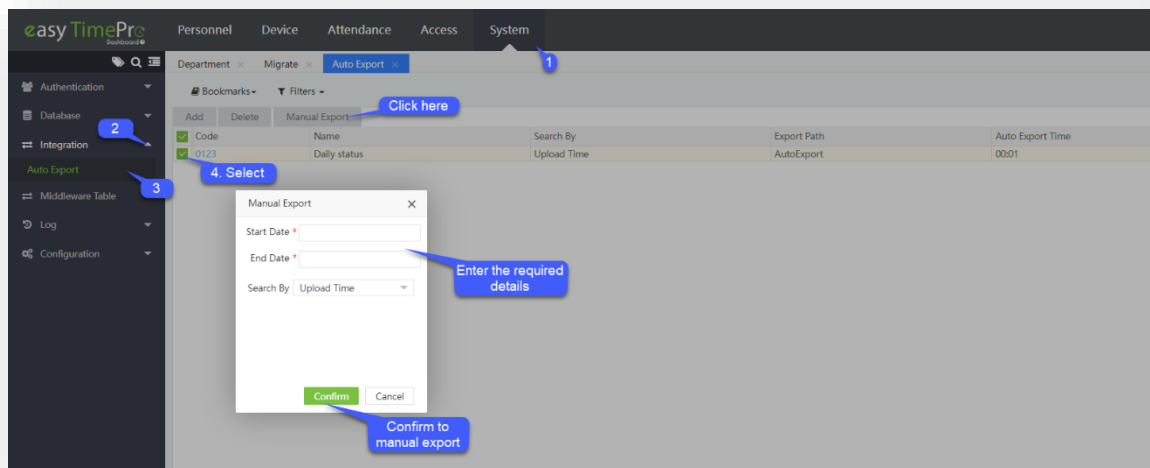
Delete:

- Click **Auto Export** to delete.
- A window appears as shown in the image below:



Manual Export:

- Click **Manual Export** to delete.
- A window appears as shown in the image below:

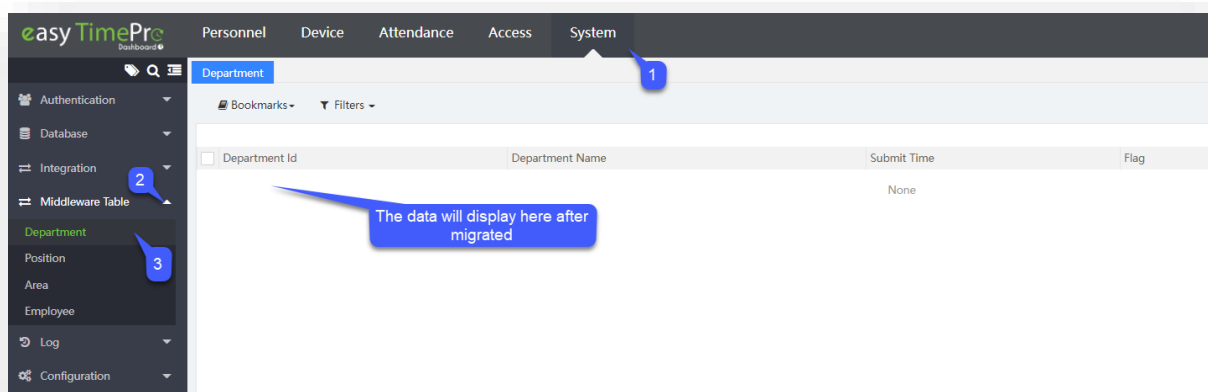


7.4 Middleware Table

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

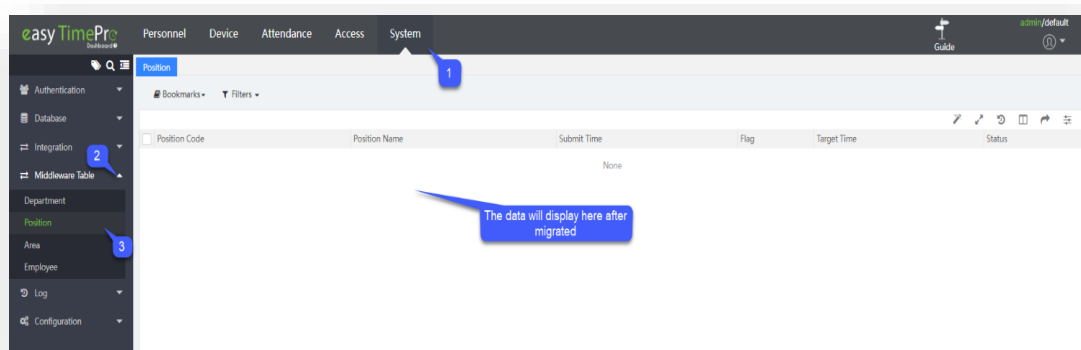
7.4.1 Department

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.



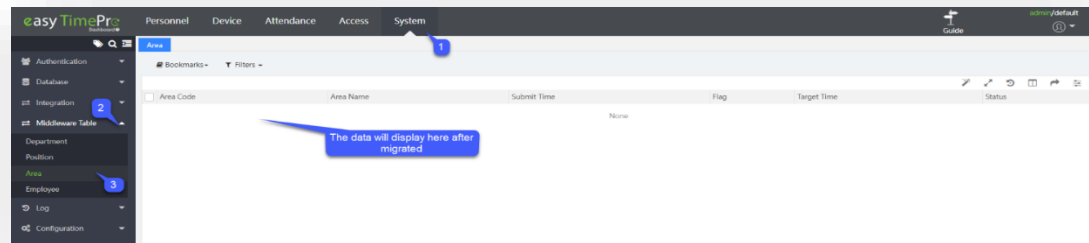
7.4.2 Position

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.



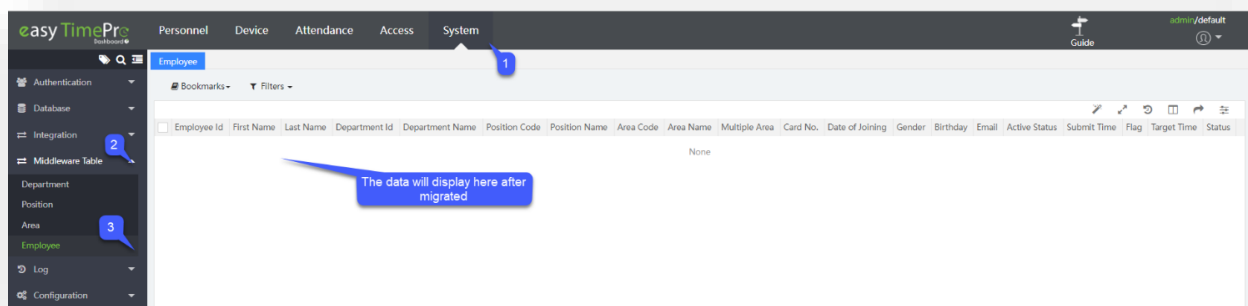
7.4.3 Area

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.



7.4.4 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.



7.5 Accurate Logs (Logs)

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:

User	IP Address	Action Time	Action	Action Category	Status	Description
admin	10.10.20.92	2022-04-07 16:45:46	Add	Manual Log	Fail	Employee=[],Punch Time=2022-04-07 16:46:34,Punch State=1,\
admin	10.10.20.108	2022-04-07 14:09:09	Login	User	Success	
admin	10.10.20.108	2022-04-07 14:08:54	Login	User	Success	
admin	10.10.20.108	2022-04-07 14:08:43	Login	User	Success	
admin	10.10.20.108	2022-04-07 14:08:41	Change	Department	Success	Department Name(cyEditDepartmentEdited->cyEditDepartmen
admin	10.10.20.108	2022-04-07 14:08:32	Login	User	Success	
admin	10.10.20.108	2022-04-07 14:08:31	Change	Department	Success	
admin	10.10.20.108	2022-04-07 14:08:22	Login	User	Success	
admin	10.10.20.108	2022-04-07 14:08:09	Login	User	Success	
admin	10.10.20.108	2022-04-07 14:08:01	Login	User	Success	
admin	10.10.20.108	2022-04-07 14:07:15	Change	Department	Success	Department Name(cyEditDepartmentEditedcyEditDepartmentE
admin	10.10.20.108	2022-04-07 14:07:06	Login	User	Success	
admin	10.10.20.108	2022-04-07 14:06:53	Login	User	Success	
admin	10.10.20.108	2022-04-07 14:06:43	Login	User	Success	
admin	10.10.20.108	2022-04-07 14:06:30	Login	User	Success	
admin	10.10.21.23	2022-04-07 13:51:22	Change	Employee	Success	Admin(False->),Emp_field_enablePayroll(True->),Enable Overtin
admin	10.10.20.121	2022-04-07 13:00:56	Add	Shift	Success	Shift Name=flexi_test,None=({"0":"w,82","1":"82","2":"82","3":"82
admin	10.10.20.121	2022-04-07 13:00:40	Add Flexible Timetable	Timetable	Success	Timeinterval = []
admin	10.10.21.23	2022-04-07 12:57:28	Change	Employee	Success	Admin(False->),Emp_field_enablePayroll(True->),Enable Overtin
admin	10.10.20.92	2022-04-07 12:57:01	Delete	Leave	Success	Leave = Leave object

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.

7.6 System Parameters Setup (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 EasyTime Pro, you can manage and configure various parameters such as Company, Reports, WhatsApp, SMS, Email, and more.

7.6.1 Company Settings

The Company Settings allows you to add and configure the Company Name and Logo. This logo can be used in exported reports.

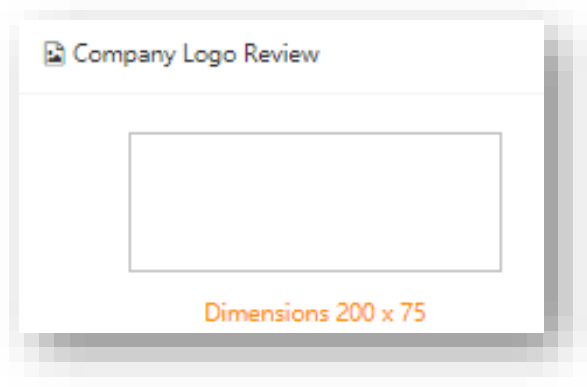
The screenshot displays the 'easyTimePro' dashboard under the 'System' tab, specifically the 'Company Settings' section. The sidebar on the left lists various configuration options, with 'Configuration' and 'Company Settings' highlighted. The main content area includes a 'Company Logo Review' section with a placeholder image and dimensions (200 x 75). Below this is the 'Company Details in Report' section, which contains fields for 'Company Logo' (with a 'Click to upload logo' button), 'Logo Display' (a dropdown menu set to 'Do not Display'), 'Company Name' (a text input field), and 'Company Name Display' (a dropdown menu set to 'Do not Display'). Further down is the 'Company Information' section with fields for 'Phone', 'Country' (a dropdown menu), 'Province/State', 'City', and 'Address', along with a 'Location' button. At the bottom, there is an 'Email Signature' section with 'Regards', 'Option 1', and 'Option 2' fields. A green 'Submit' button is located at the bottom left, with a callout indicating 'Click to save'.

Company Details in Report

By using the below section, you can configure the company details that will be displayed on the report.

This close-up view focuses on the 'Company Details in Report' section. It shows the 'Company Logo' field with a 'Click to upload logo' button, the 'Logo Display' dropdown menu set to 'Do not Display', the 'Company Name' text input field, and the 'Company Name Display' dropdown menu set to 'Do not Display'.

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.

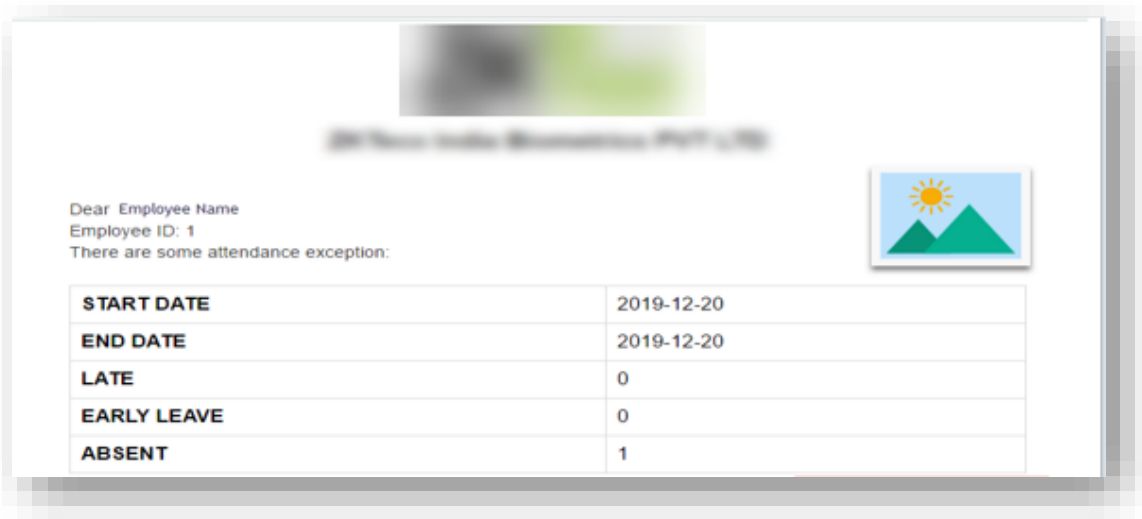
Company Name Display: Select the display position of the company name. It can be aligned to Left/Centre/Right

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:

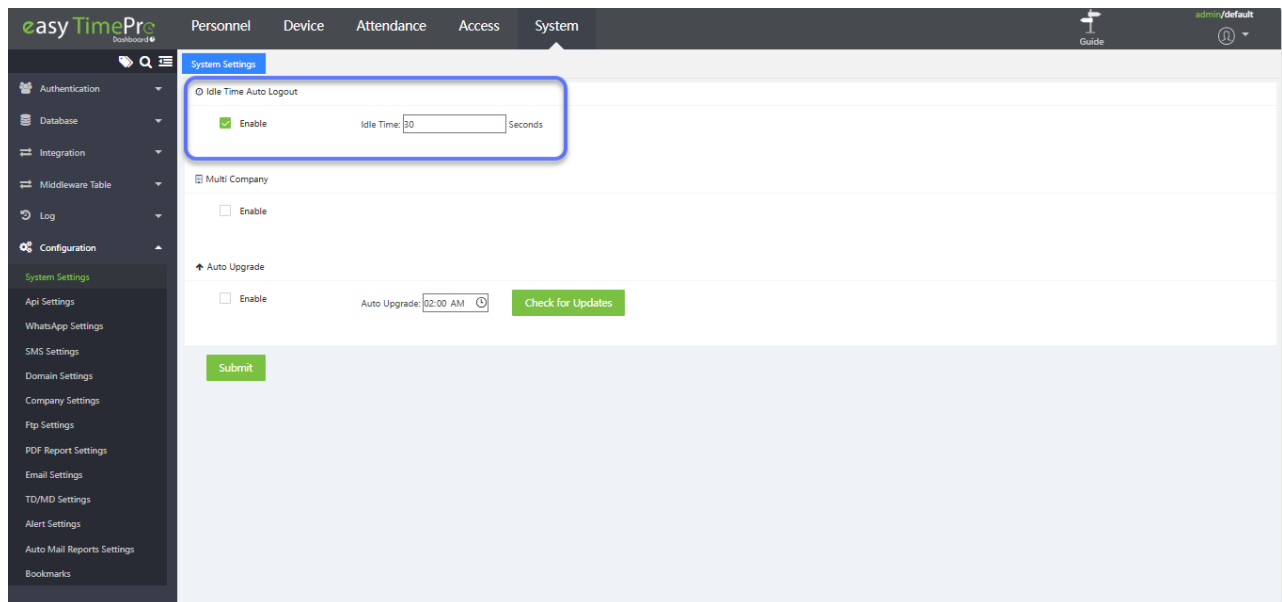
START DATE	2019-12-20
END DATE	2019-12-20
LATE	0
EARLY LEAVE	0
ABSENT	1

Click **Submit** after entering all the desired details.

7.6.2 System Settings

Idle Time Auto Logout

Idle Time Auto Logout refers to a security feature used in applications that automatically logs out a user after a specified period. This helps protect sensitive information and reduce unauthorized access risks.



easyTimePro Personnel Device Attendance Access System

System Settings

Idle Time Auto Logout

☒ Enable Idle Time: 30 Seconds

Multi Company

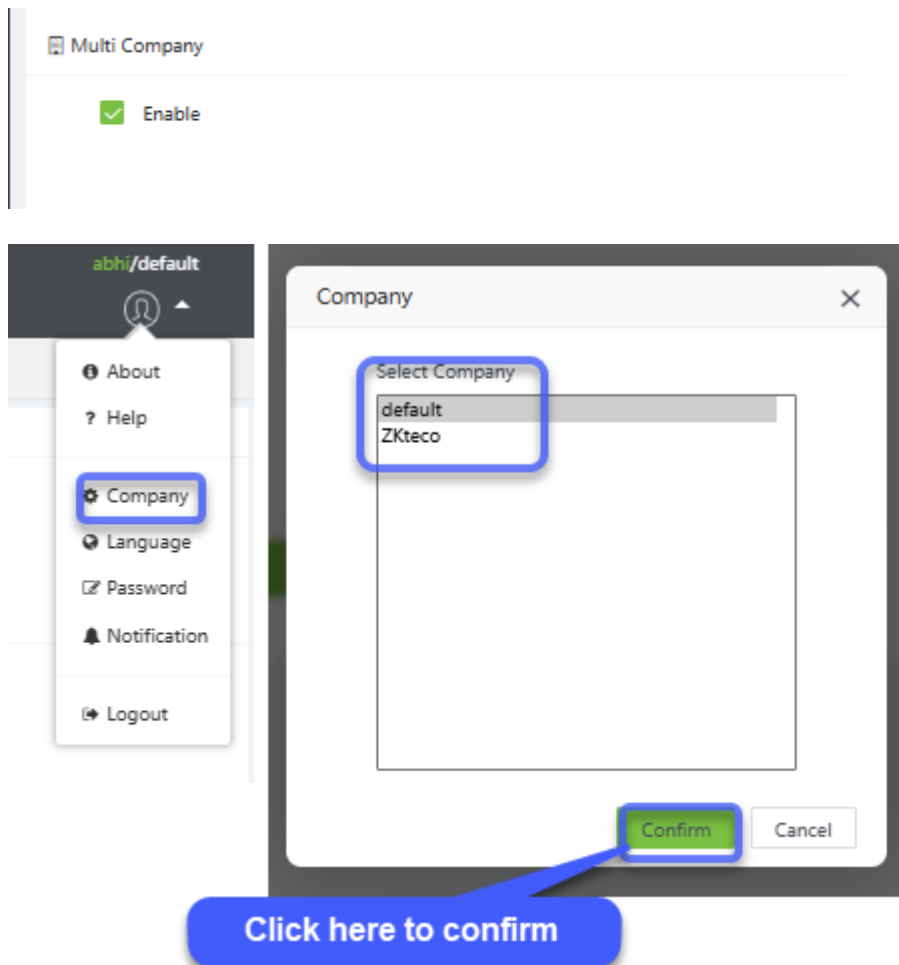
☐ Enable

Auto Upgrade

☐ Enable Auto Upgrade: 02:00 AM

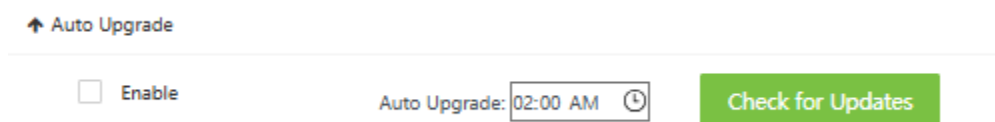
Multi Company

If the user enables the Multi-Company option, they can view the company list in **Settings** and switch between multiple companies.



Auto Upgrade:

Any new update will automatically notify you and prompt for an upgrade. Using the **Check for Updates** button, the user can manually check for updates.



Click **Submit** to update the system setting.

7.6.3 API Settings

Api Settings

User Name*

Password*

API URL*

Data Template*

Interval Time*

Last API Time

Drag and drop template

Company	(company_name)	Work Code	(work_code)
Employee	(emp_code)	GPS	(gps_location)
First Name	(first_name)	Longitude	(longitude)
Last Name	(last_name)	Latitude	(latitude)
Department Name	(dept_name)	Area	(area_name)
Position Name	(position_name)	Serial Number	(terminal_sn)
Punch Date & Time	(punch_datetime)	Device Name	(terminal_alias)
Punch Date	(punch_date)	Upload Time	(upload_time)
		Temperature	(temperature)
		Mask Flag	(mask_flag)

Note: JSON Data Format
 [{"COMPANY_NAME": "COMPANY", "EMP_CODE": "1234", "FIRST_NAME": "XYZ", "LAST_NAME": "", "DEPT_NAME": "Department", "POSITION_NAME": "Position", "PUNCH_DATETIME": "04-03-2024 09:00:00", "PUNCH_TIME": "09:00:00", "PUNCH_STATE": "Check In", "VERIFY_TYPE": "Automatic", "WORK_CODE": "", "GPS_LOCATION": "", "LONGITUDE": "", "LATITUDE": "", "AREA_NAME": "", "TERMINAL_SN": "", "TERMINAL_ALIAS": "", "UPLOAD_TIME": "2024-03-04 10:06:40.373376", "TEMPERATURE": "", "MASK_FLAG": ""}]

Submit **Confirm to submit**

API URL: URL provided by the third party(Client).

Data Template: Drag and drop the required fields.

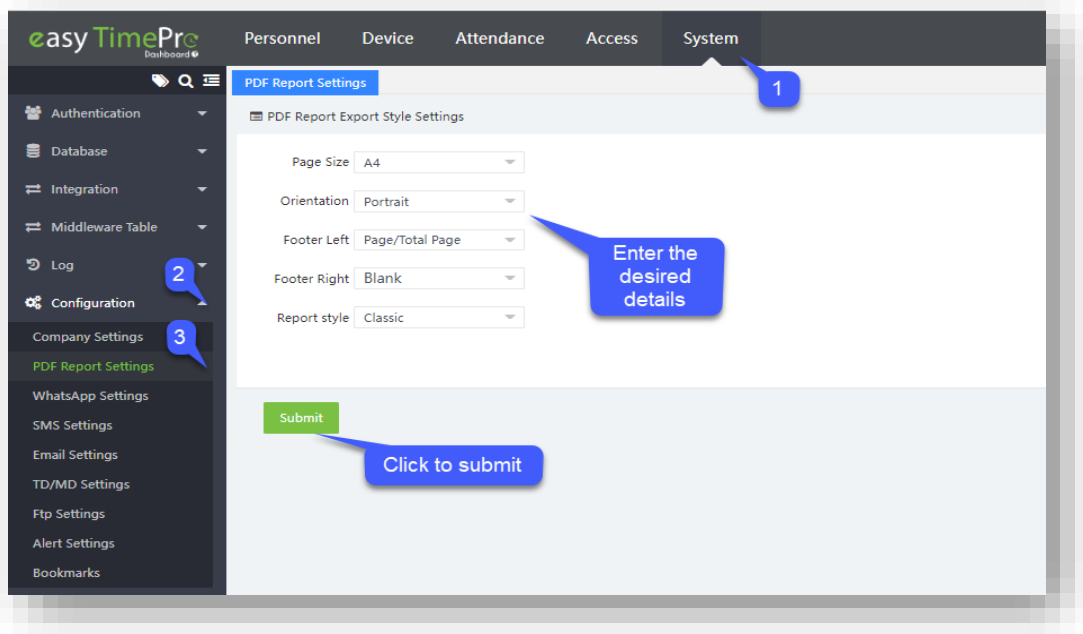
Interval Time: Enter the interval time

Last API Time: Initial callback from API

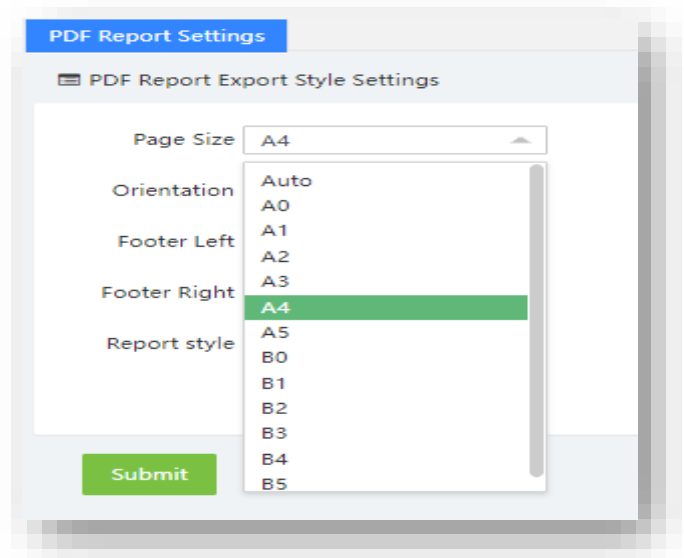
Click **Submit** to update the API setting.

7.6.4 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.

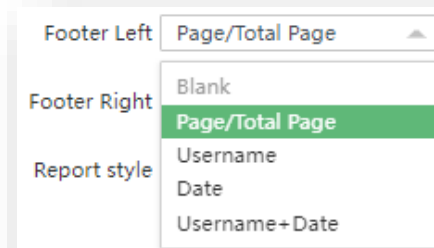


Page Size: Select the page size according to your requirements. The **Auto** option generates the report with size which fits the columns. You can also set other page sizes such as A0, A1, A2, A3, A4 etc.



Orientation: Select the page orientation. It can be a portrait or landscape.

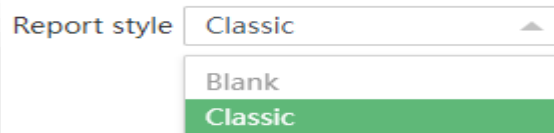
Footer Left: Select the content which is to be displayed on the left side of the footer. It can be (Page/Total page) / Username/ Date/ Username+Date.



A screenshot of a settings form. It has three rows: 'Footer Left' with a dropdown showing 'Page/Total Page'; 'Footer Right' with a dropdown showing 'Blank', 'Page/Total Page' (highlighted in green), 'Username', 'Date', and 'Username+ Date'; and 'Report style' with a dropdown showing 'Classic' (highlighted in green) and 'Blank'.

Footer Right: It is the same as Footer Left.

Report style: Select the Report style.

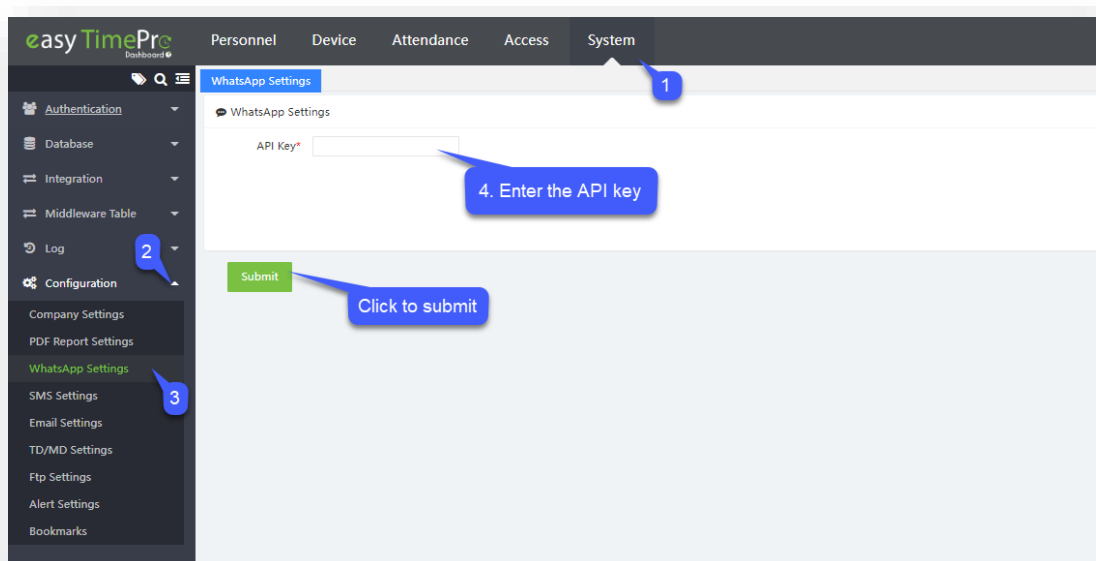


A screenshot of the 'Report style' dropdown menu. It shows two options: 'Blank' and 'Classic' (highlighted in green).

Click **Submit** after setting PDF report formats.

7.6.5 WhatsApp Settings

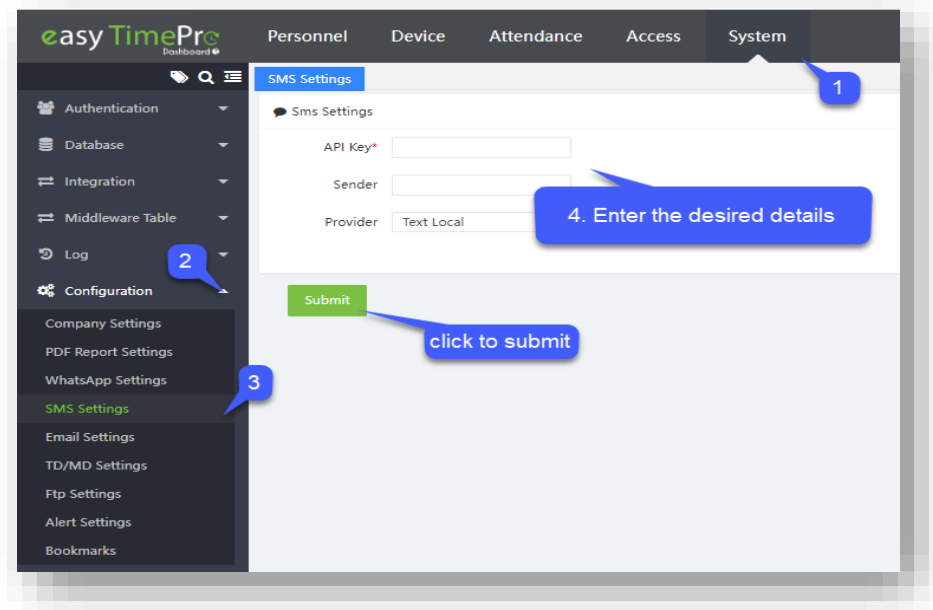
You must have at least one API key. Enter the API Key to configure WhatsApp. An API interface key is a unique identifier used to authenticate a user to an API. Through this API, you can send and receive WhatsApp messages programmatically via the application.



A screenshot of the EasyTimePro dashboard showing the 'WhatsApp Settings' page. The page has a sidebar with a menu and a main content area. The menu includes 'Authentication', 'Database', 'Integration', 'Middleware Table', 'Log', 'Configuration', 'Company Settings', 'PDF Report Settings', 'WhatsApp Settings' (highlighted in green), 'SMS Settings', 'Email Settings', 'TD/MD Settings', 'Ftp Settings', 'Alert Settings', and 'Bookmarks'. The main content area has a 'WhatsApp Settings' section with an 'API Key*' input field and a 'Submit' button. There are four numbered callouts: 1 points to the 'System' tab in the top navigation bar; 2 points to the 'Configuration' menu item; 3 points to the 'WhatsApp Settings' menu item; and 4 points to the 'API Key*' input field. A blue callout bubble says '4. Enter the API key' pointing to the input field. Another blue callout bubble says 'Click to submit' pointing to the 'Submit' button.

7.6.6 SMS Settings

SMS Settings allows you to configure the SMS services.



API Key: You must have at least one API key. Enter the API key to enable the SMS Service. The SMS API allows you to send and receive short messages through the SMS gateway.

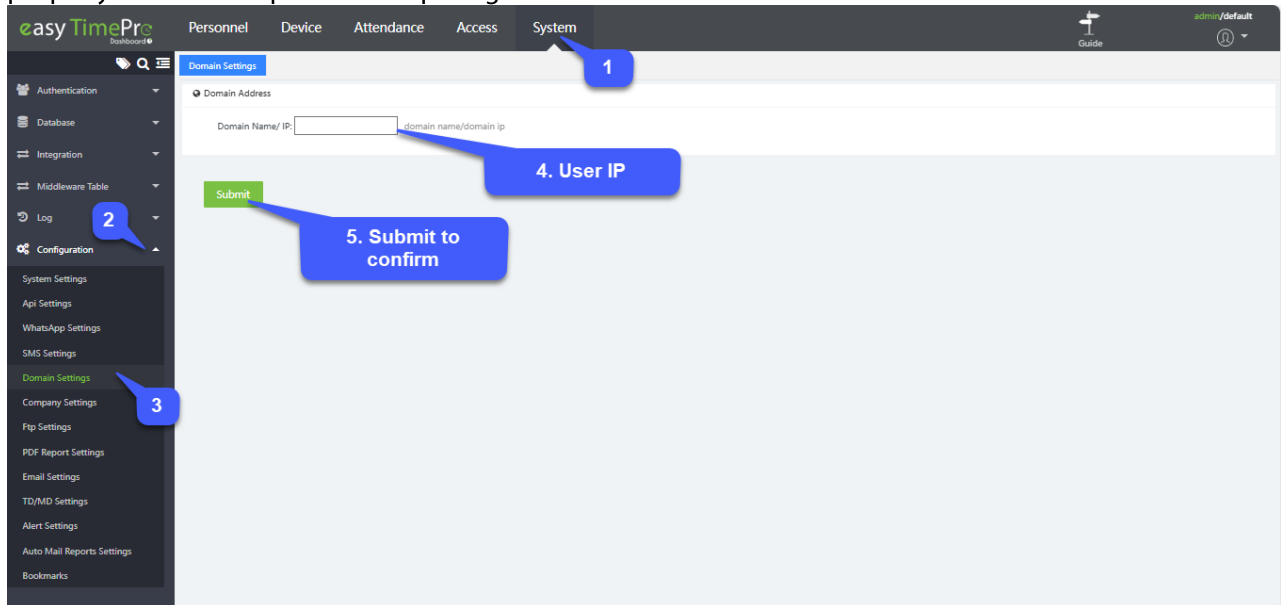
Sender: Enter the sender's name of SMS.

Provider: It refers to the Service Provider.

Click **Confirm** after entering the details.

7.6.7 Domain Settings

The Domain Setting feature allows you to create a whitelist of trusted domains and IP addresses during the initial setup of the application. During configuration, you can specify trusted domain names or IP addresses that the application will accept. The system validates the Host header of each incoming request against this whitelist. Additionally, support for the X-Forwarded-Host header is either disabled or properly validated to prevent tampering or host header attacks.



Domain Name/IP/: Enter the user's IP address.

Click **Submit** to update the domain setting.

7.6.8 Email Settings

Email settings are used to trigger an email alert if there is an exception.

The screenshot shows the 'Email Settings' page in the EasyTimePro application. The page has a dark sidebar on the left with a menu containing 'Authentication', 'Group', 'User', 'Database', 'Integration', 'Middleware Table', 'Log', 'Configuration', 'Company Settings', 'PDF Report Settings', 'WhatsApp Settings', 'SMS Settings', 'Email Settings' (highlighted with a blue callout '3'), 'TD/MD Settings', 'Ftp Settings', 'Alert Settings', and 'Bookmarks'. The main content area has a top navigation bar with 'Personnel', 'Device', 'Attendance', 'Access', and 'System' (highlighted with a blue callout '1'). Below this is the 'Email Settings' form with the following fields: 'SMTP Server*' (with placeholder 'smtp.xxx.xxx'), 'Port*' (with a dropdown menu), 'SSL' and 'TLS' checkboxes, 'Email Account*' (with placeholder 'xxx@xxx.xxx, domain name/domain user'), 'Password*' (with a callout '4. Enter the required details'), and 'Email Address*' (with placeholder 'xxx.xxx.xxx'). A green 'Submit' button is at the bottom left, with a blue callout 'Click to submit' pointing to it.

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.

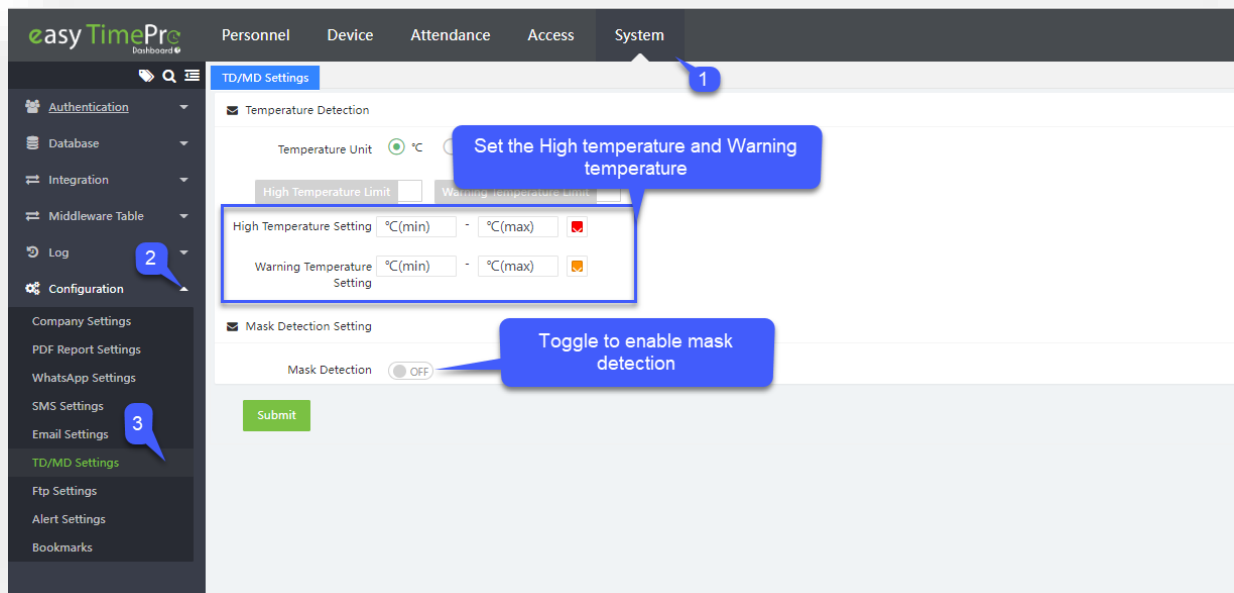
Email Address: Enter the Email address.


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**.

7.6.9 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.



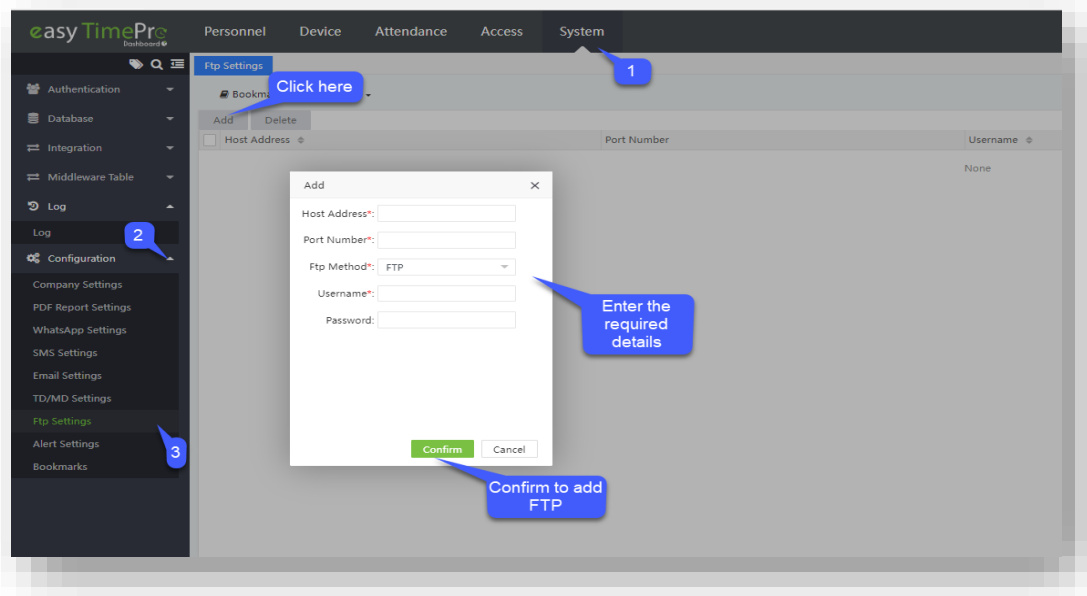
- Select the Temperature Unit as Celsius or Fahrenheit.
- Enable the High Temperature Limit and Warning Temperature Limit by clicking on the button.
- Set the High Temperature value and Warning temperature value. You can also specify the color for these values by clicking .
- Toggle the **Mask Detection** button to enable Mask detection.

7.6.10 File Transfer Protocol (FTP)

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)

Add an FTP Server

To create a new FTP server setting:



Host Address: Set the host address.

Port Number: Set the port number and the default port number is 20/21/22.

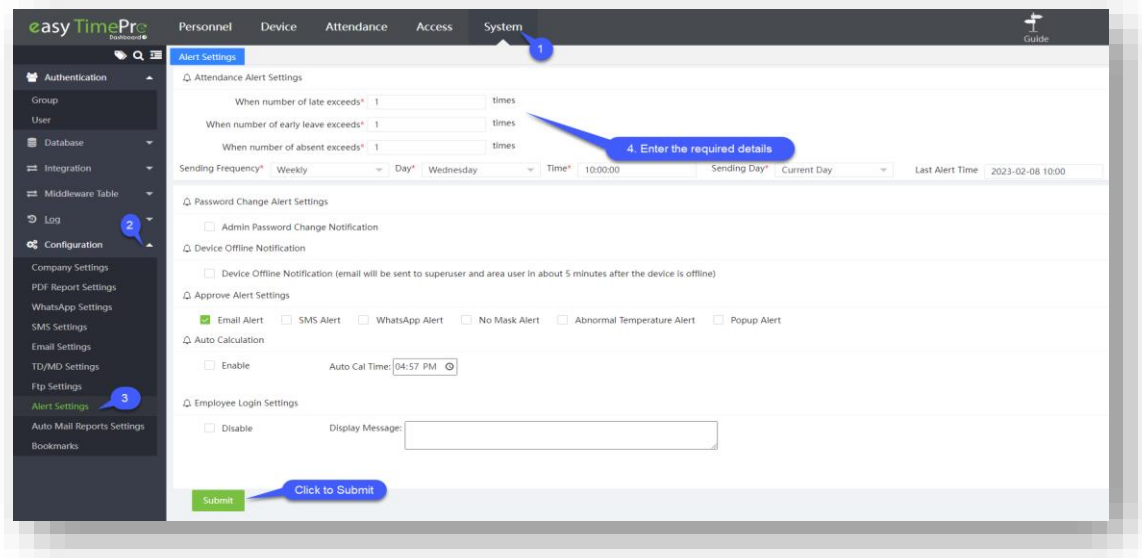
Ftp Method: Select the FTP or SFTP method.

Username, Password: Enter the username and password.

7.6.11 Alert Settings

Attendance 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.



- When the late count of an employee exceeds 1 time, an alert will be sent to the corresponding employee.
- When an employee leaves early more than 2 times, an alert will be sent to the corresponding employee.
- When an employee is absent for more than 3 days, an alert will be sent to the corresponding employee.

Sending Frequency: Set the repetition interval for alerts. It can be set to Daily/Weekly/Monthly.

Day: Set the day on which the alert should be sent when the frequency is set to **Monthly**.

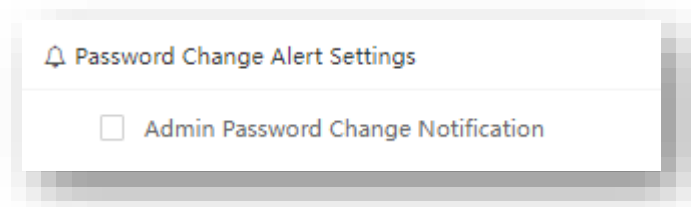
Time: Set the time to send the alert.

Sending Day: You can set whether to send the alert on the same day or the next day.

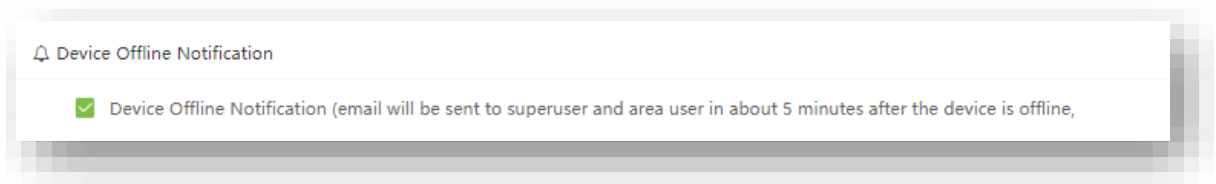
Last Alert Time: It displays the sent time of the last alert.

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 e Admin's password is changed.

Approve Alert Settings

- Set the mode of alerts. The mode can be SMS/Email/WhatsApp.
- Click **Submit** after entering the details.

Auto Calculation

- Select the **Enable/Disable** checkbox to enable the auto attendance calculation process.
- Once enabled, the attendance gets calculated automatically in the defined default time.

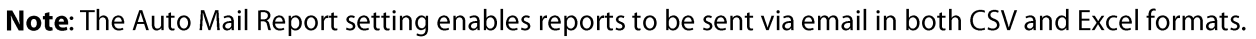
Employee Login Settings

- Select the **Disable** checkbox to disable the login for the employee.

7.6.12 Auto Mail Reports Settings

Reports Email settings are used to send a report to an email automatically.

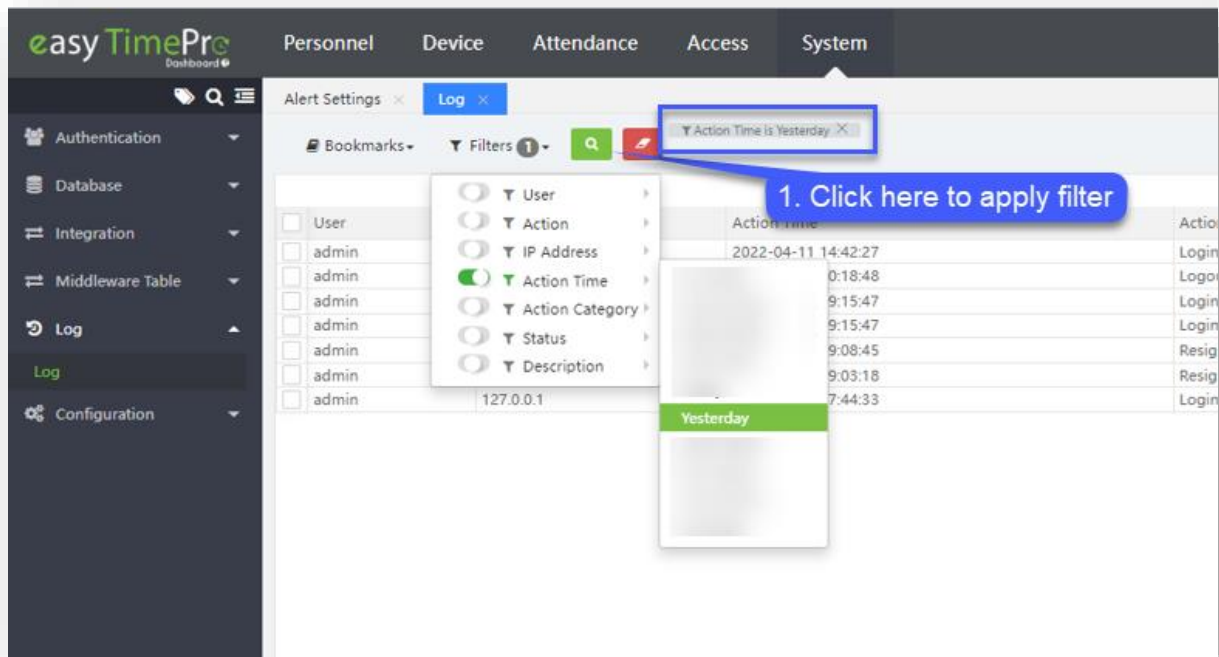
You can choose to send part or all the reports you require via mail in the report's selection section. For the mail settings section, you can set timing and sending frequency and you need to enter emails, and you can add multiple emails. In the admin settings section, you need to enter the username and password of the admin user with which you will log in to the EasyTime Pro login page and enable it the mail automatically trigger of Reports sent to respected email id.



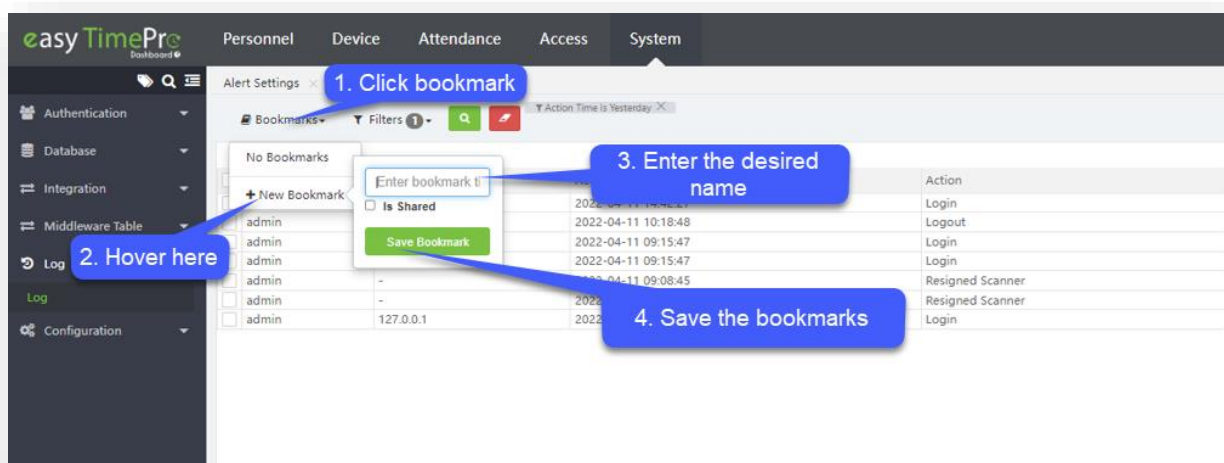
Bookmarks are filtered results to simplify the search operation, and they can be used for future references. All the module interface has bookmark options as shown below, once you save, it is reflected here.

- 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:

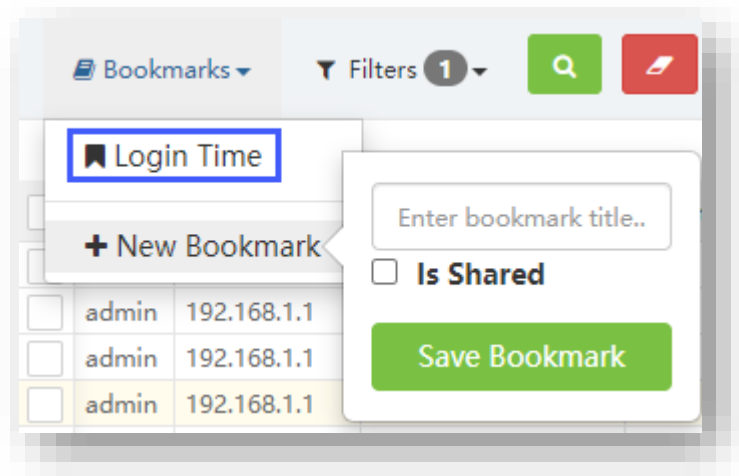




- Then click **Bookmarks** and select New Bookmark as shown below:



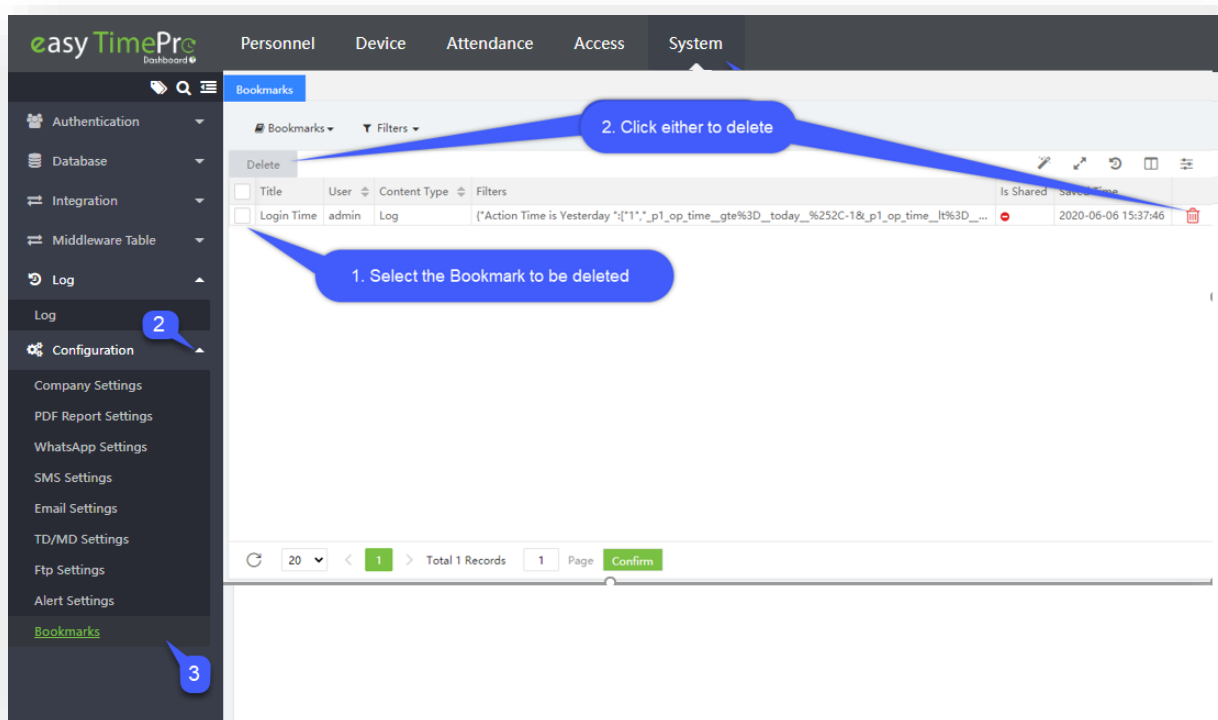
- Enter the Bookmark name and click **Save Bookmark**.
- Saved Bookmarks appears as shown below.




Delete a Bookmark

For deleting the Bookmarks, you need to navigate to **System → Configuration → Bookmarks**.

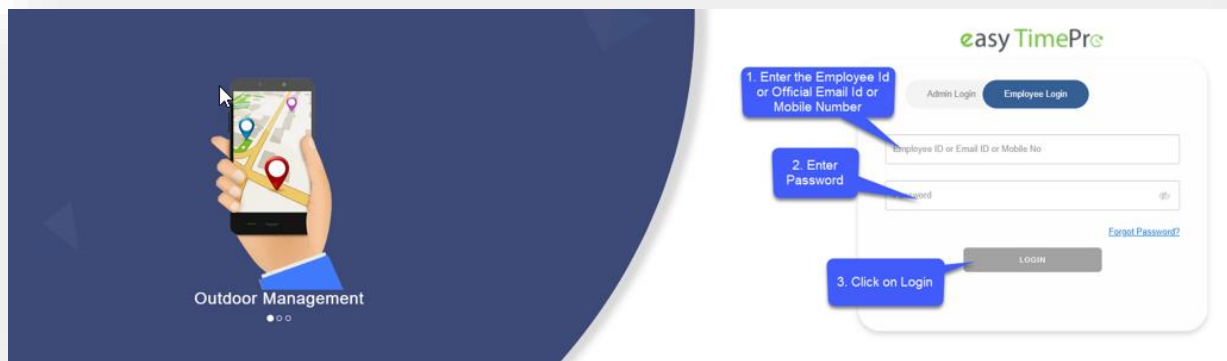
Perform the following steps to delete a bookmark:



- 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.

8 Employee Self-Service Features

The Employee Login provides an intuitive approach to the employees to manage their attendance details.



Homepage

The homepage of the Employee's login appears as shown in the image below:

First Name	Last Name	Category	Start Time	End Time	Leave Payment Type	Day Type	Resign Reason	Apply Reason	Approval State
Prasanth		Sick Leave	2020-02-15 09:30:00	2020-02-15 18:00:00	Unpaid Leave	Full Day			Approved

8.1 How to send my time-off requests (Request)

The request functionality includes Leave request, Overtime request, Manual log request, and Training request. The employee can raise these requests, and they will be approved by the corresponding approver.

8.1.1 Leave

The leave request page appears as shown below:

Leave Details

The Leave details display the following details:

Start Date: It displays the starting date of leave calculation.

End Date: It displays the ending date of the leave calculation.

Leave Type: It displays the type of leave allocation to the employee. It can be Yearly/Monthly.

Leaves allowed per month: It displays the allowed number of leaves that the employee can take in a month.

Carry Forward Limit: It displays the number of leaves that an employee can carry-forward to next month/year.

Total Leave: It displays the total number of leaves allotted to the employee.

Leave Applied: It displays the number of leaves already taken by the employee.

Leave Balance: It displays the remaining number of leaves of the employee.

Search Options

You can search the leaves as shown in the image below:

The screenshot shows the 'easyTimePro' dashboard with a sidebar menu on the left containing options like Request, Leave, Overtime, Manual Log, Training, Approval, Holiday, OutDoor Management, and Report. The main area is titled 'Attendance' and 'Payroll'. A 'Leave' tab is active, displaying search filters: Start Date, End Date, Category, and Approval State. Below these is a 'Leave Details' section with fields for Leave Effective From, Increment Date, Leave Allotment Type, Total Leave, Leaves Allowed PerMonth, Leave Applied, Carry Forward Limit, and Leave Balance. At the bottom, there is an 'Add' button and a table with columns: First Name, Last Name, Category, Symbol, Start Time, End Time, and Leave Payment Type.

Start Date: Select the start date of applied leave.

End Date: Select the end date of applied leave.

Category: Select the leave category.

Approval State: Select the approval status of the leave.

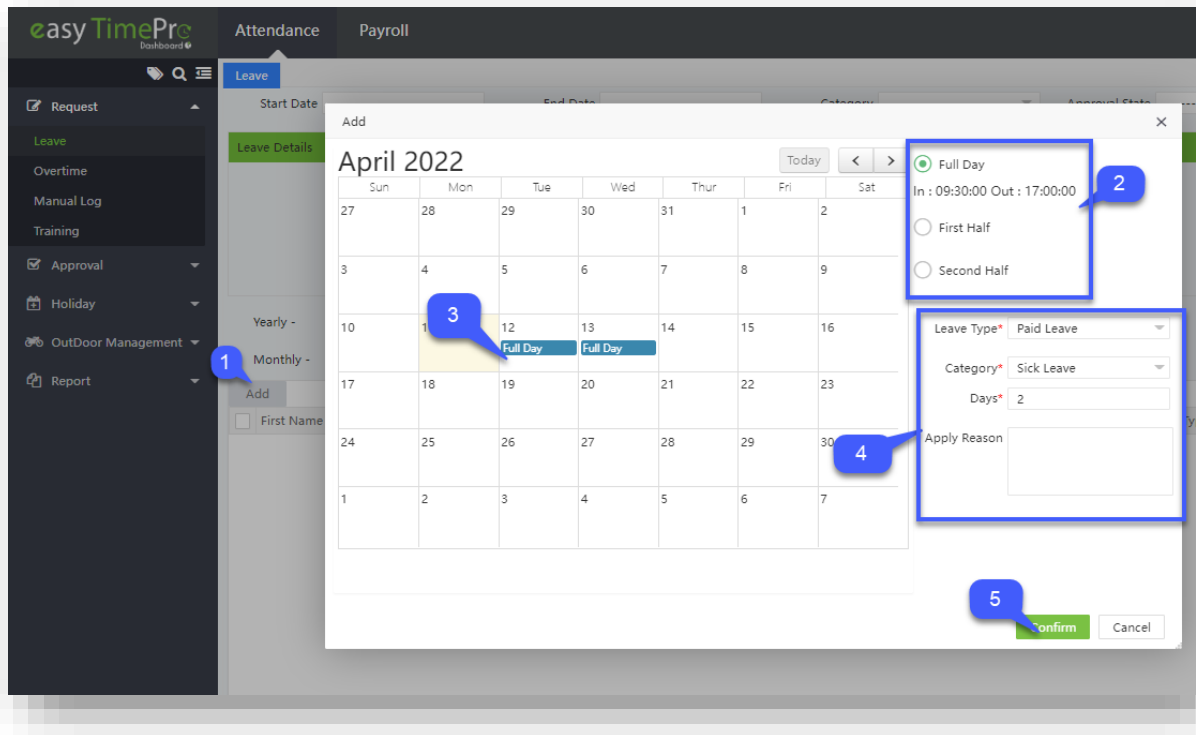
Click **Search** to view the filtered leaves.

Request a leave

An employee can request leave through the employee portal.

Perform the following steps to request a leave:

Click **Add**. A pop-up appears as shown in the image below:



Date: Select the date(s) of the leave.

Day Type: Select the day type for the leave. It can be Half-a-day or Full-day or Second half.

Category: Select the leave category. The leaves are predefined by the Admin in Leave Management.

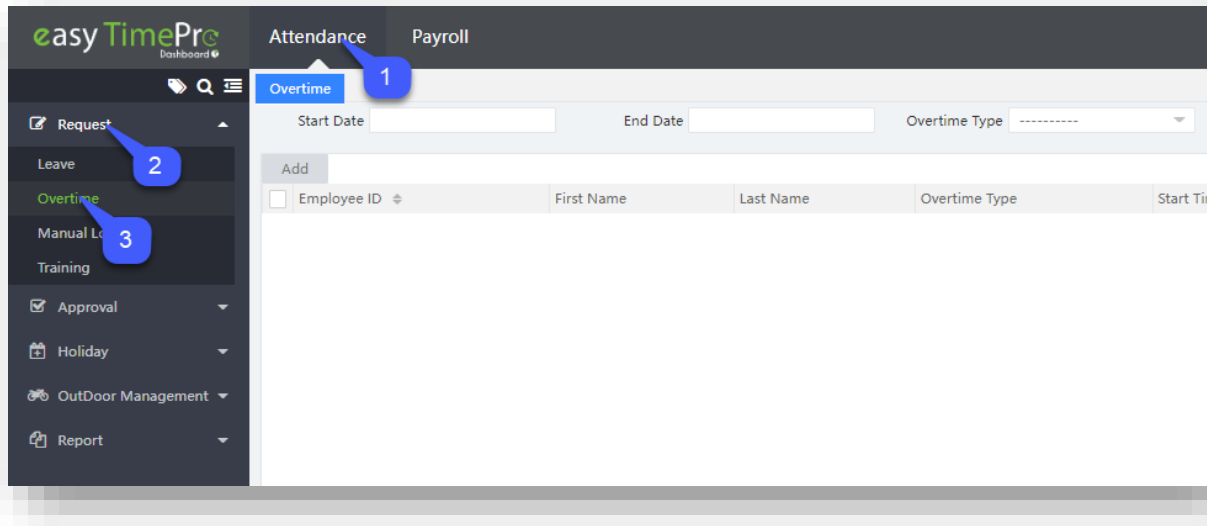
Leave Type: Select the payment type for the leave. It can be paid leave or unpaid leave.

Apply Reason: Enter the reason for applying leave.

Click **Confirm** after entering the details.

8.1.2 Overtime

You can request for overtime through Employee login if you have worked additional hours apart from predefined hours.



The columns are described as follows:

Employee ID, First Name, Last Name: Displays the Employee ID and Name of the applied Employee.

Overtime Type: Displays the type of applied overtime.

Start Time: Displays the start date and time of the overtime.

End Time: Displays the end date and time of the overtime.

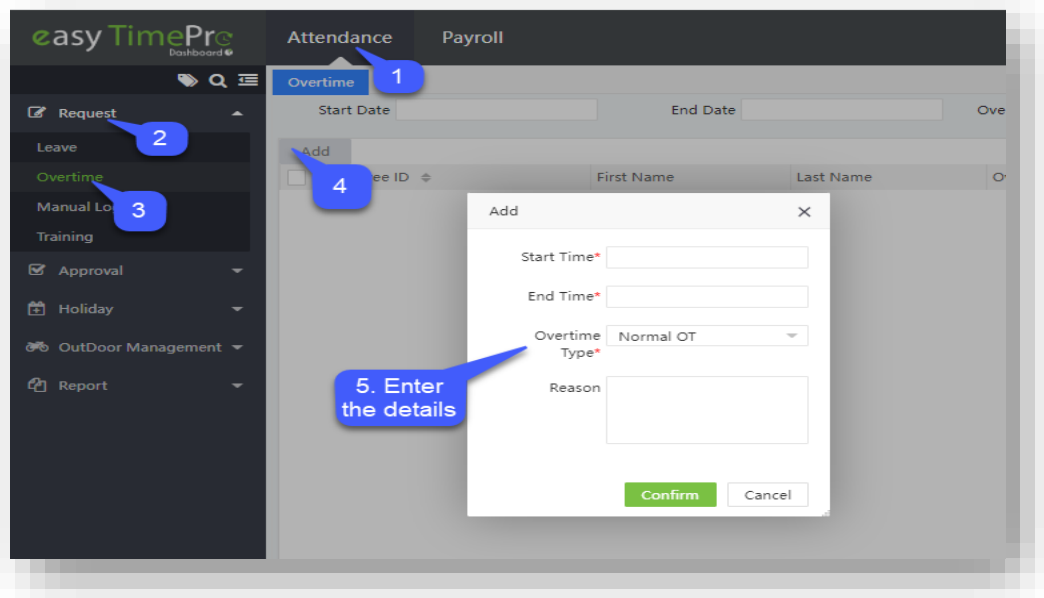
Approval State: Displays the status of approval of the applied overtime. It can be approved /rejected /pending.

Approval Remark: Display the remark of the applied overtime.

Apply Reason: Display the reason for applying overtime.

Perform the following steps to add an overtime request:

Click **Add**. A pop-up appears as shown in the image below:



Start Time: Select the start date and time for overtime.

End Time: Select the end date and time for overtime.

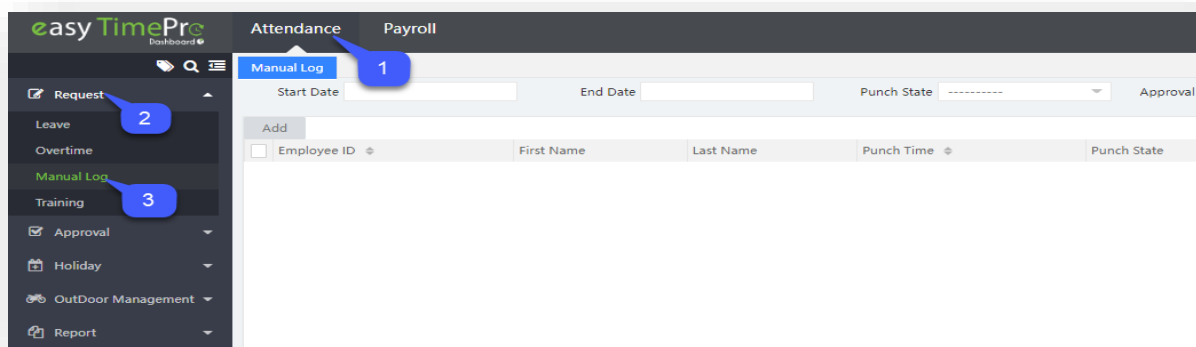
Overtime Type: Select the overtime type.

Reason: Enter the reason for applying.

Click **Confirm** after entering the details.

8.1.3 Manual Log

If you have forgotten to do attendance punch for check-in, check-out, break-in, break-out, you can request for a manual log.



The columns are described as follows:

Employee ID, First Name, Last Name: Displays the Employee ID and Name of the employee.

Punch Time: Displays the date and time of the requested manual log.

Punch State: Displays the punch state of the requested manual log.

Work Code: Displays the Work Code of the employee if applicable.

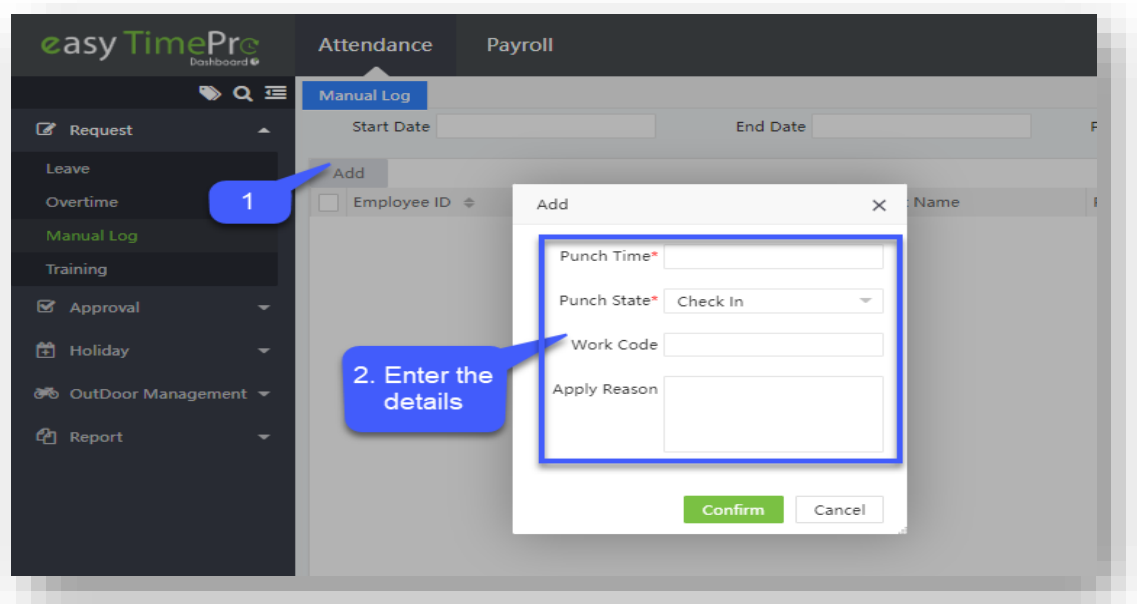
Reason: Displays the reason for applying the manual log.

Approval State: Displays the approval state of the manual log as Approved/Rejected/Pending.

Approval Remark: Display the remark of the applied overtime.

Perform the following steps to add a manual log:

Click **Add**. A pop-up appears as shown in the image below:



Punch Time: Select the Date and Time for the manual log.

Punch State: Select the attendance punch state.

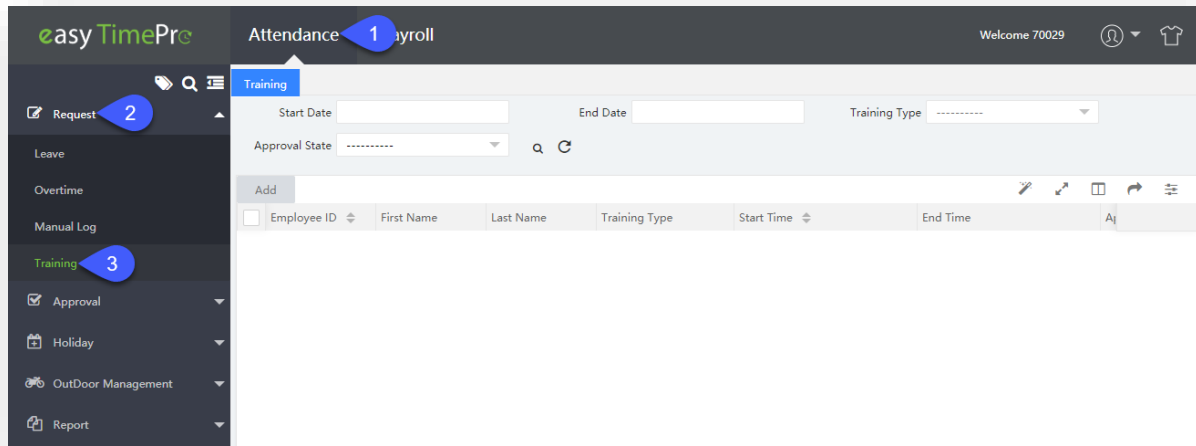
Work Code: Enter the work code if applicable.

Apply Reason: Enter the reason for applying the manual log.

Click **Confirm** after entering the details.

8.1.4 Training

If you need training in any prescribed specialization within your company, you can request through the Employee Login.



The columns are described as follows:

Employee ID, First Name, Last Name: Displays the Employee ID and Name of the employee.

Training Type: Displays the requested training type by the employee.

Start Time: Displays the starting time of the training.

End Time: Displays the ending time of the training.

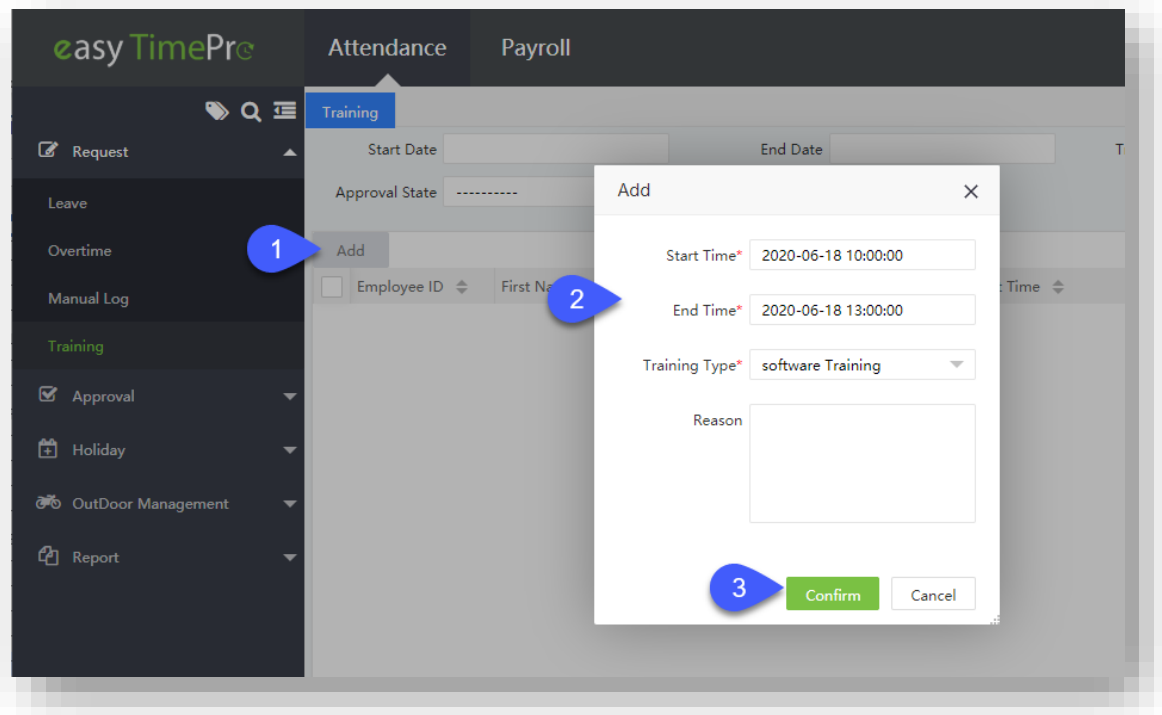
Approval State: Displays the approval status of the requested training as Approved/Rejected/Pending.

Approval Remark: Display the remark of the applied overtime.

Apply Reason: Display the reason for applying overtime.

Perform the following steps to add a training request:

Click **Add**. A pop-up appears as shown in the image below:



Start Time: Select the starting time of training.

End Time: Select the ending time of training.

Training Type: Select the training type from the drop-down list.

Reason: Enter the reason for training request.

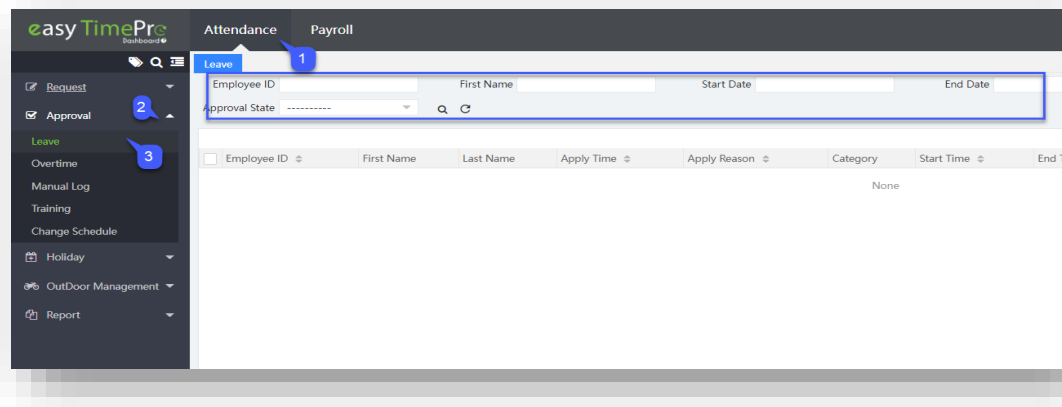
Click **Confirm** after entering the details.

8.2 How to check approval (Approval)

The request functionality includes Leave approval, Overtime approval, Manual log approval, Training approval and change schedule. The employee can check the status of the approved by the corresponding approver.

8.2.1 Leave

The leave approval page appears as shown below:



Leave Details

The Leave details display the following details:

Employee ID, First Name, Last Name: Displays the Employee ID, First Name and Last Name of the employee who applied for leave.

Start Date: It displays the starting date of leave calculation.

End Date: It displays the ending date of the leave calculation.

Applied Time: It displays the applied time of the leaves already taken by the employee.

Apply Reason: Display the reason for applying leave.

Category: Displays the category of the applied leave.

Start Time: Displays the starting date and time of leave.

End Time: Displays the ending date and time of leave.

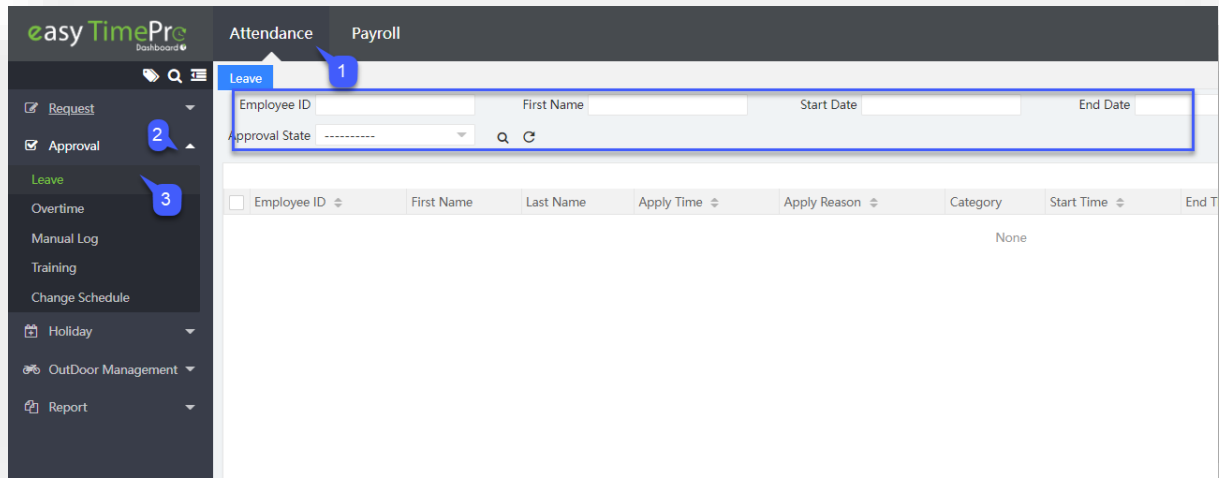
Last Approver: Displays the last name of the approver.

Current State: Displays the current status of the requested leave.

Approval State: Displays the approval status of the requested leave as Approved/Rejected/Pending.

Search Options

You can search the leaves as shown in the image below:



Employee ID, First Name, Last Name: Displays the Employee ID, Name of the employee who applied for leave.

Applied Time: It displays the applied time of the leaves already taken by the employee.

Apply Reason: Display the reason for applying leave.

Category: Displays the category of the applied leave.

Start Time: Displays the starting date and time of leave.

End Time: Displays the ending date and time of leave.

Last Approver: Displays the last name of the approver.

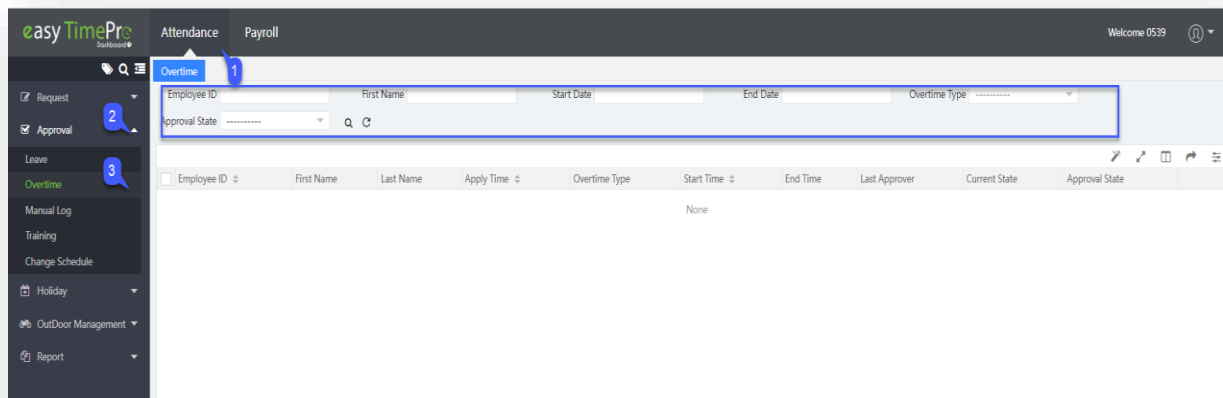
Current State: Displays the current status of the requested leave.

Approval State: Displays the approval status of the requested leave as Approved/Rejected/Pending.

Click **Search** to view the filtered leaves.

8.2.2 Overtime

You can check the approval for overtime through Employee login if you have worked additional hours apart from predefined hours.



The columns are described as follows:

Employee ID, First Name, Last Name: Displays the Employee ID and Name of the applied Employee.

Start Date: It displays the starting date of leave calculation.

End Date: It displays the ending date of the leave calculation.

Applied Time: It displays the applied time of the leaves already taken by the employee.

Overtime Type: Displays the type of applied overtime.

Start Time: Displays the start date and time of the overtime.

End Time: Displays the end date and time of the overtime.

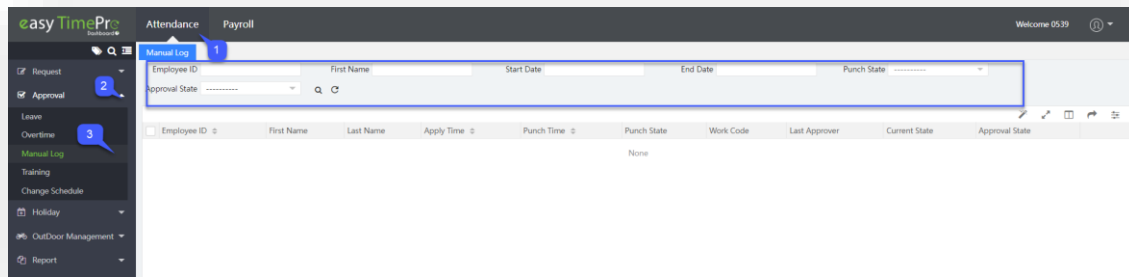
Last Approver: Displays the last name of the approver.

Current State: Displays the current status of the requested overtime.

Approval State: Displays the approval status of the requested overtime as Approved/Rejected/Pending.

8.2.3 Manual Log

You can check approval status for a manual log if you have already applied or forget to punch attendance for check-in, check-out, break-in, and break-out.



The columns are described as follows:

Employee ID, First Name, Last Name: Displays the Employee ID and Name of the employee.

Start Date: It displays the starting date of leave calculation.

End Date: It displays the ending date of the leave calculation.

Punch Time: Displays the date and time of the requested manual log.

Punch State: Displays the punch state of the requested manual log.

Apply Time: It displays the applied time of the forget to punch attendance for check-in, check-out, break-in, and break-out.

Work Code: Displays the Work Code of the employee if applicable.

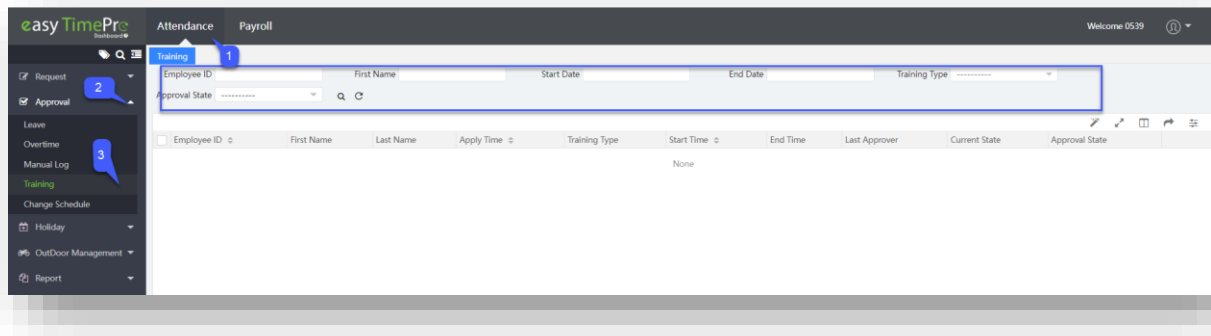
Last Approver: Displays the last name of the approver.

Current State: Displays the state of the manual log.

Approval State: Displays the approval state of the manual log as Approved/Rejected/Pending.

8.2.4 Training

You check the training information in any prescribed specialization within your company if you have already applied through the Employee Login.



The columns are described as follows:

Employee ID, First Name, Last Name: Displays the Employee ID and Name of the employee.

Start Date: It displays the starting date of leave calculation.

End Date: It displays the ending date of the leave calculation.

Training Type: Displays the requested training type by the employee.

Apply Time: It displays the applied time of the training.

Start Time: Displays the starting time of the training.

End Time: Displays the ending time of the training.

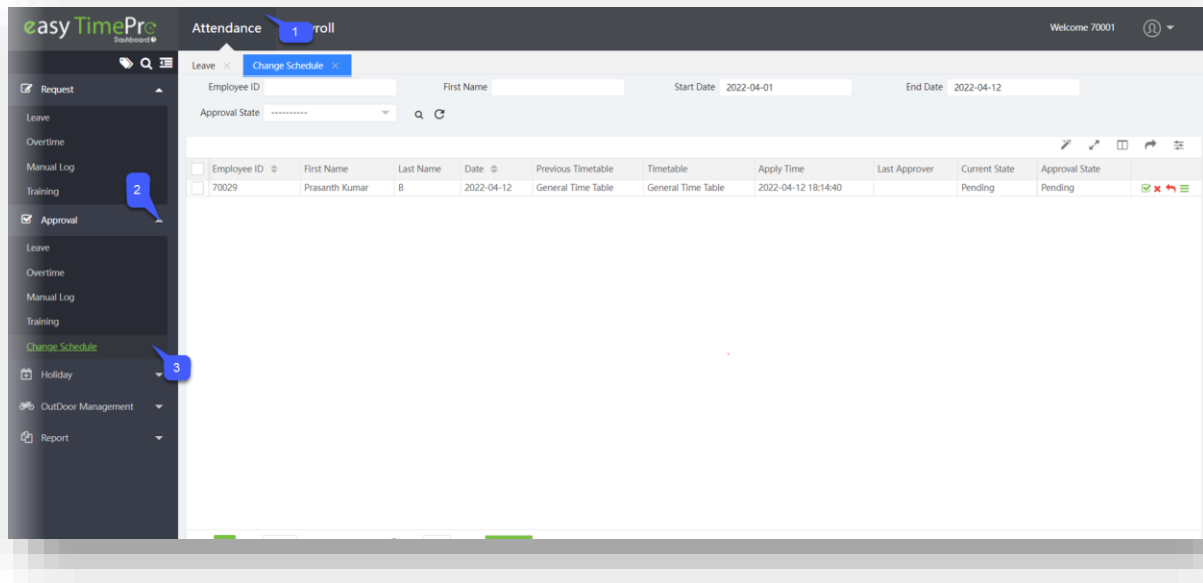
Approval State: Displays the approval status of the requested training as Approved/Rejected/Pending.

Last Approver: Displays the last name of the approver.

Current State: Displays the current status of the requested training.

8.2.5 How to change my schedule (Change Schedule)

An employee can request to change the schedule assigned to him through our Mobile App. When an employee submits a request to change the shift through Mobile App, the Administrator can approve the request through the Web application or Mobile App. The columns are described as shown below:



Employee ID, First Name, Last Name: Displays the Employee ID , and Name of the employee who applied for schedule adjustment.

Start Date: It displays the starting date of leave calculation.

End Date: It displays the ending date of the leave calculation.

Date: Displays the date for which the employee requests for schedule adjustment.

Previous Timetable: Displays the previous scheduled timetable assigned to the employee.

Timetable: Displays the timetables which the employee has requested to assign.

Apply Time: Displays the time at which the change schedule is requested.

Approval State: Displays the approval state of the schedule.

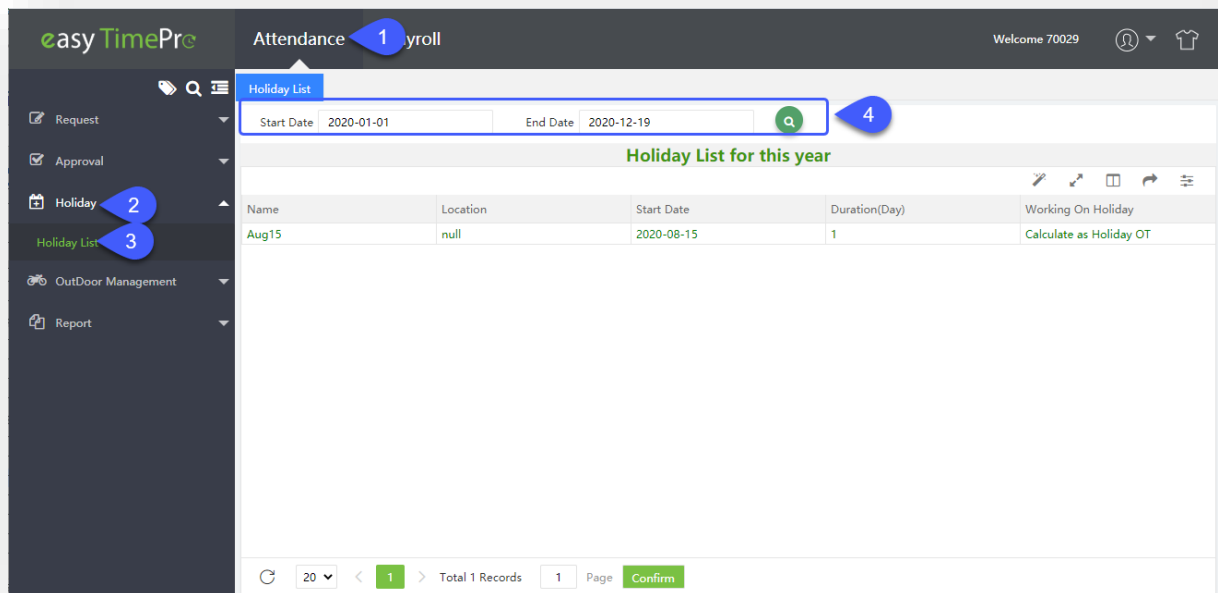
Current State: Displays the current state of the schedule.

Last Approver: Displays the last name of the approver.

8.3 Where to view my assigned holidays (Holiday)

Holiday List

Holiday list displays the list of holidays assigned to the employee. Enter the Start Date and End Date of the holiday and click button. The holiday list will be displayed as shown below:



The columns are described as follows:

Name: Name of the employee.

Location: Location of the employee.

Start Date: Starting date of the Holiday.

Duration (Day): Number of days of leave for the holiday.

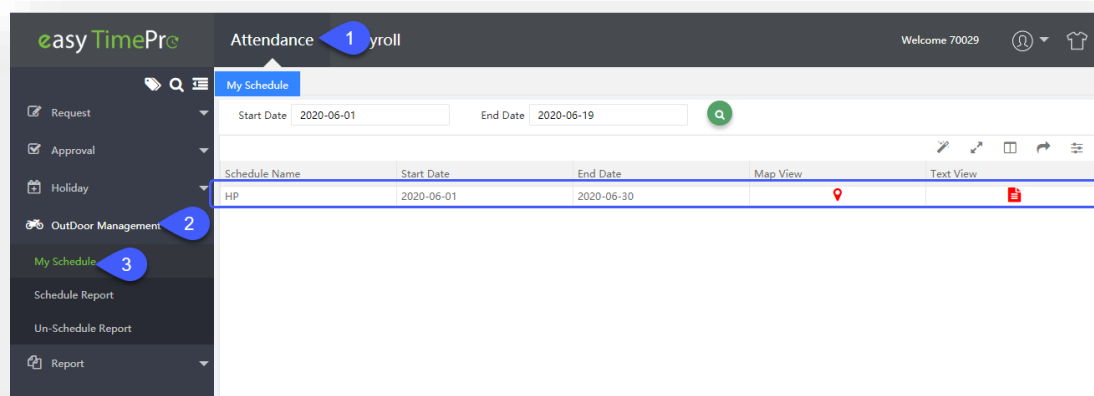
Working on Holiday: If an employee works on holiday, then it should be counted as a specific type of work (like Holiday OT or Normal work).

8.4 Outdoor Management

8.4.1 My Schedule

You can view your schedule for visiting the client places by performing the following steps.

- Select **Outdoor Management** under Attendance module.
- Click **My Schedule**.
- The Schedule will be displayed as shown below:



The columns are described as follows:

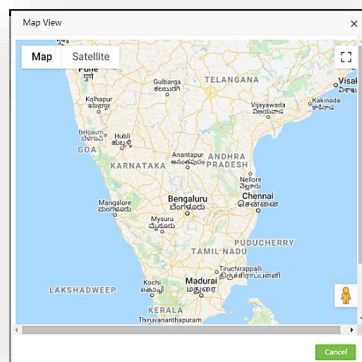
Name: Name of the employee.

Schedule Name: Displays the name of the schedule which is assigned to the employee.

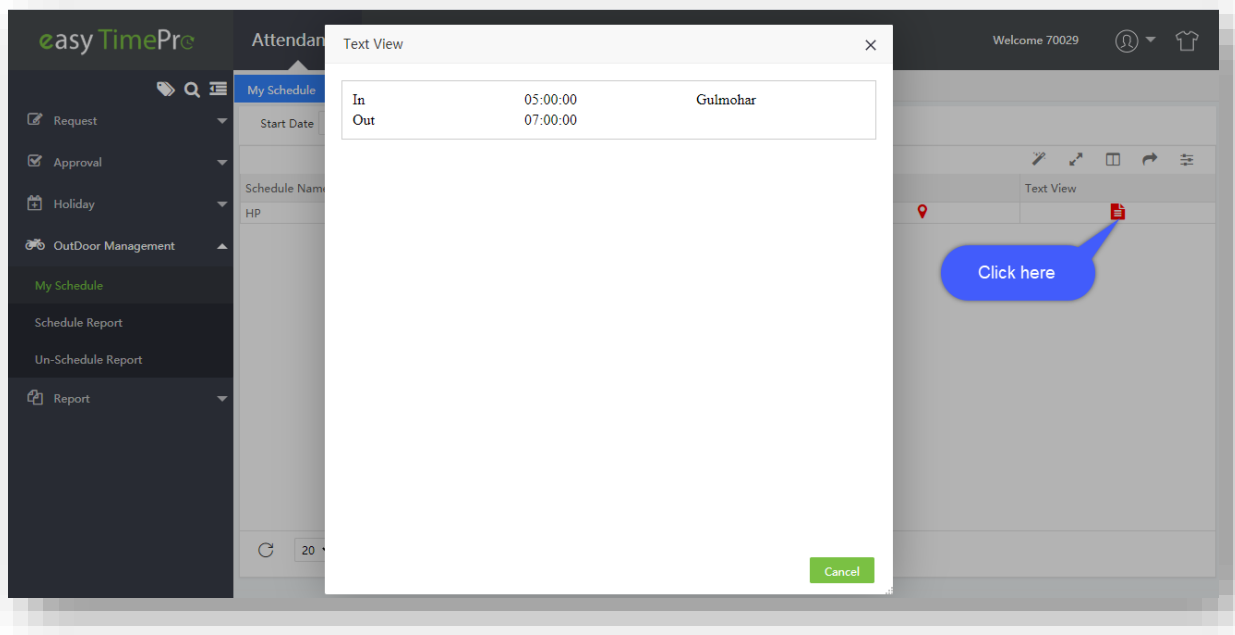
Start Date: Displays the starting date of the assigned schedule.

End Date: Displays the ending date of the assigned schedule.

Map View: Displays the geographical location of the client place.



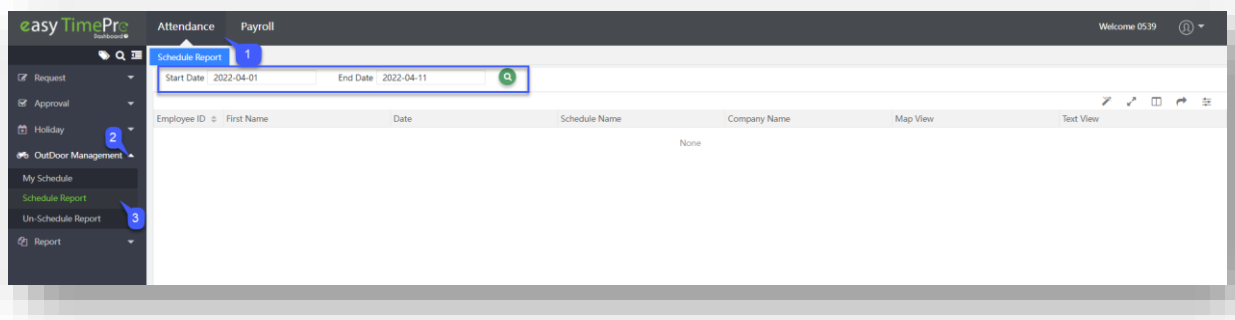
Text View: Displays the details of schedule in text format.



8.4.2 Schedule Report

You can view your schedule report for visiting the client places by performing the following steps.

- Select **Outdoor Management** under Attendance module.
- Click **Schedule Report**.
- The Schedule report will be displayed as shown below:



The columns are described as follows:

Name: Name of the employee.

Employee ID, First Name, Last Name: Displays the Employee Id , and Name of the employee who applied for schedule adjustment.

Date: Displays the scheduled date

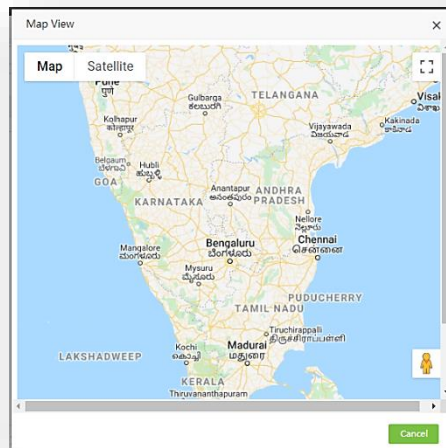
Schedule Name: Displays the name of the schedule which is assigned to the employee.

Company Name: Displays the company name of the schedule which is assigned to the employee.

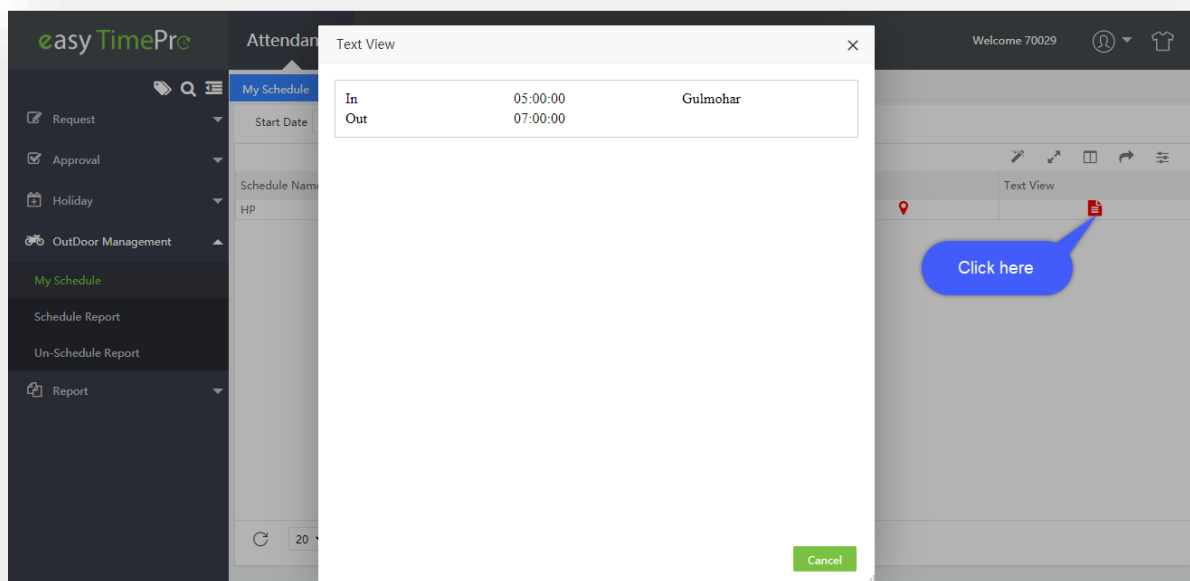
Start Date: Displays the starting date of the assigned schedule.

End Date: Displays the ending date of the assigned schedule.

Map View: Displays the geographical location of the client place.



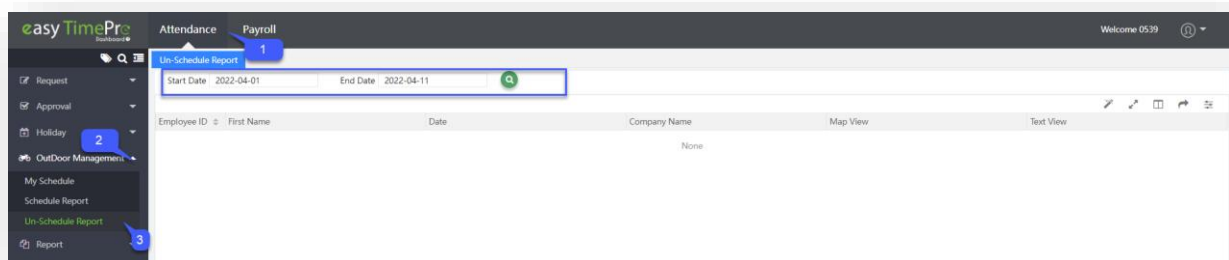
Text View: Displays the details of schedule in text format.



8.4.3 Unscheduled Report

You can view your unscheduled report for visiting the client places by performing the following steps.

- Select **Outdoor Management** under Attendance module.
- Click **Unscheduled Report**.
- The Unscheduled report will be displayed as shown below:



The columns are described as follows:

Name: Name of the employee.

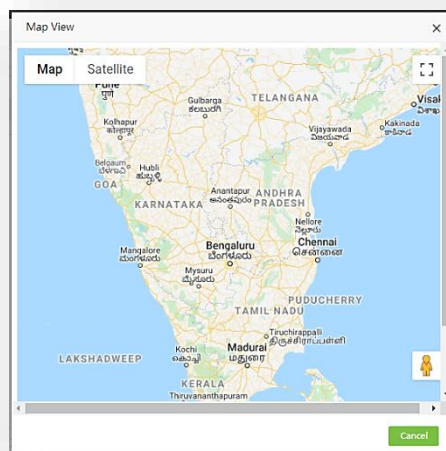
Employee ID, First Name, Last Name: Displays the Employee Id , and Name of the employee who applied for unscheduled adjustment.

Company Name: Displays the company name of the schedule which is assigned to the employee.

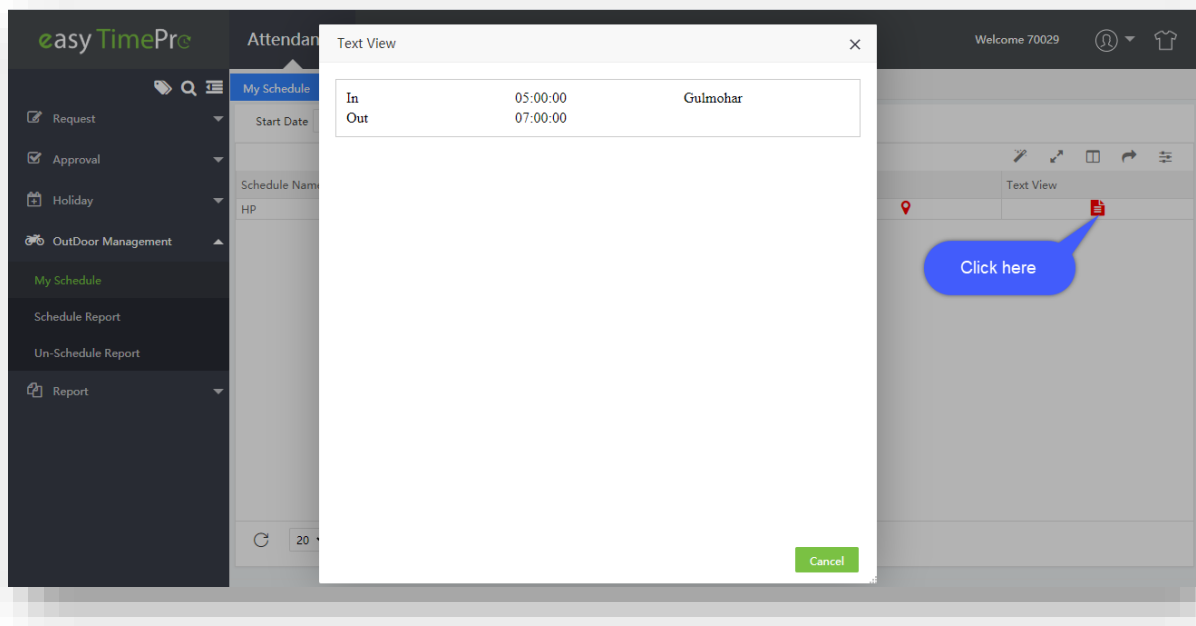
Start Date: Displays the starting date of the assigned schedule.

End Date: Displays the ending date of the assigned schedule.

Map View: Displays the geographical location of the client place.



Text View: Displays the details of schedule in text format.

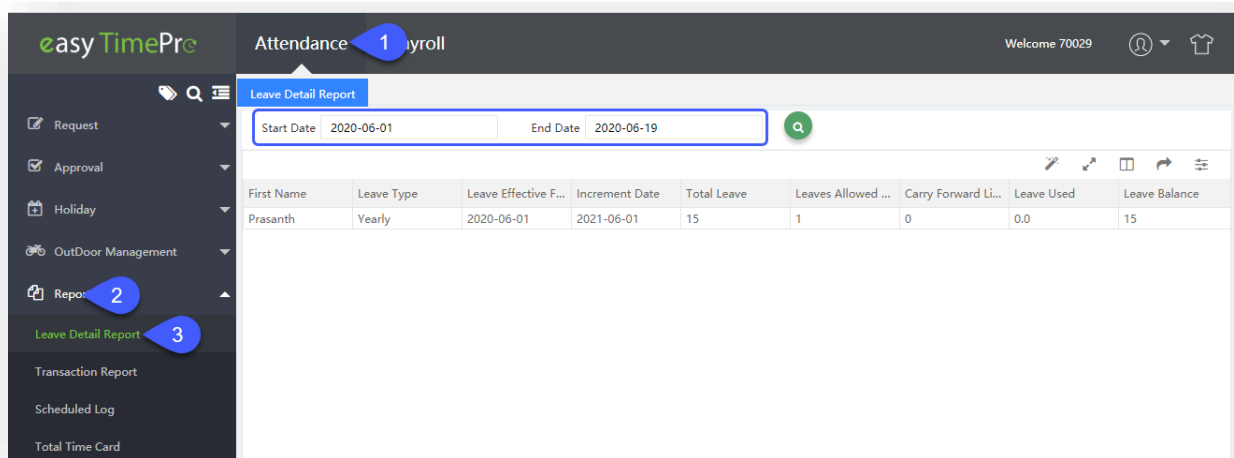


8.5 Report

The following reports can be generated through Employee login.

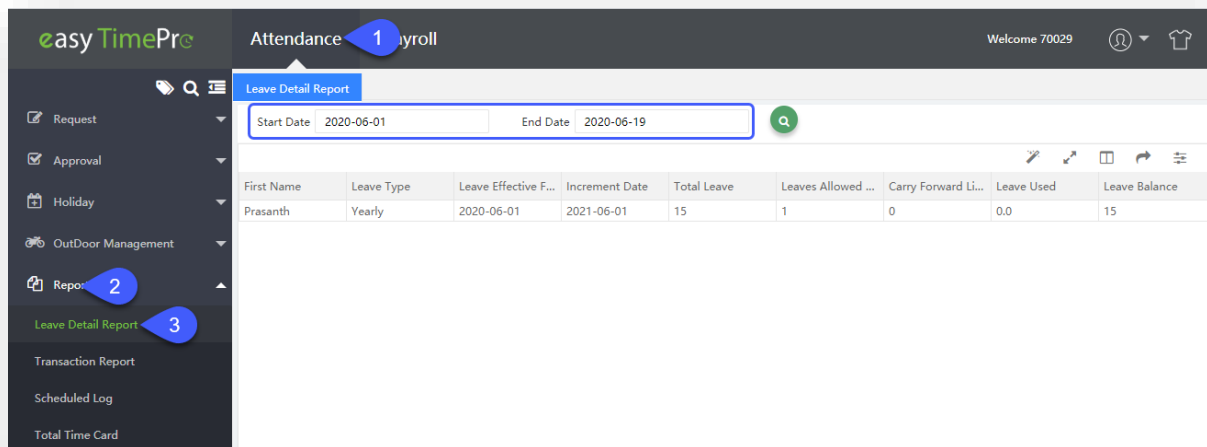
Search Options

For all the reports, you can enter the start date and end date to view the reports in that particular date range.



8.5.1 Leave Detail Report

The Leave Detail Report displays the leave schedule assigned to the employee.



The columns are described as follows:

First Name: Name of the employee.

Leave Allotment Type: Assigned type of leave to the employee.

Start Date: Starting date of the leave schedule from where the report is to be generated.

End Date: Ending date of the leave schedule from where the report is to be generated.

Increment Date: Displays the date of the increment.

Leave effective from: Displays the date from which the leave is effective.

Total Leave: Total leave allotted to the employee.

Leaves allowed per month: Displays the total number of leaves that an employee can take in a month.

Carry-Forward Limit: Displays the total number of leaves an employee can carry-forward to next month or year.

Leave Used: Displays the total number of leaves taken by the employee.

Leave Balance: Displays the remaining leaves of the employee.

8.5.2 Transaction Report

The Transaction Report displays all the transactions of the employee with a given time period.

The screenshot shows the 'Transaction Report' interface in EasyTimePro. The sidebar on the left contains navigation options: Request, Approval, Holiday, OutDoor Management, Report (highlighted with a blue circle and '2'), Leave Detail Report, Transaction Report (highlighted with a blue circle and '3'), Scheduled Log, Total Time Card, Employee Summary, Multiple Transaction, Break Time, and Time Card. The main area displays a table of transactions for Employee ID 70029, Prasanth, Department, from 2020-06-01 to 2020-06-20. The table includes columns for Employee ID, First Name, Department, Date, Time, Punch State, and Data Sources. The bottom of the interface shows pagination controls indicating 13 records and 1 page.

Employee ID	First Name	Department	Date	Time	Punch State	Data Sources
70029	Prasanth	Department	12-06-2020	17:38	check in	Device
70029	Prasanth	Department	12-06-2020	11:58	check in	Device
70029	Prasanth	Department	12-06-2020	11:57	check in	Device
70029	Prasanth	Department	12-06-2020	10:03	check in	Device
70029	Prasanth	Department	10-06-2020	12:13	255	Device
70029	Prasanth	Department	10-06-2020	10:43	255	Device
70029	Prasanth	Department	08-06-2020	14:39	check in	Device
70029	Prasanth	Department	08-06-2020	14:37	check in	Device
70029	Prasanth	Department	05-06-2020	18:14	check in	Device
70029	Prasanth	Department	05-06-2020	18:02	check in	Device
70029	Prasanth	Department	05-06-2020	18:00	check in	Device
70029	Prasanth	Department	05-06-2020	17:56	check in	Device
70029	Prasanth	Department	05-06-2020	17:54	check in	Device

The columns are described as follows:

Employee ID: Displays the ID of the employee.

First Name and Last Name: Name of the employee.

Date: Displays the date to the corresponding transaction.

Time: Displays the time to the corresponding transaction.

Gender: Displays the gender of the individual.

Nick Name: Displays the nick name of the person.

Department: Displays the department of the person.

Department ID: Displays the department ID of the individual.

Punch State: Displays the punch state of the transaction.

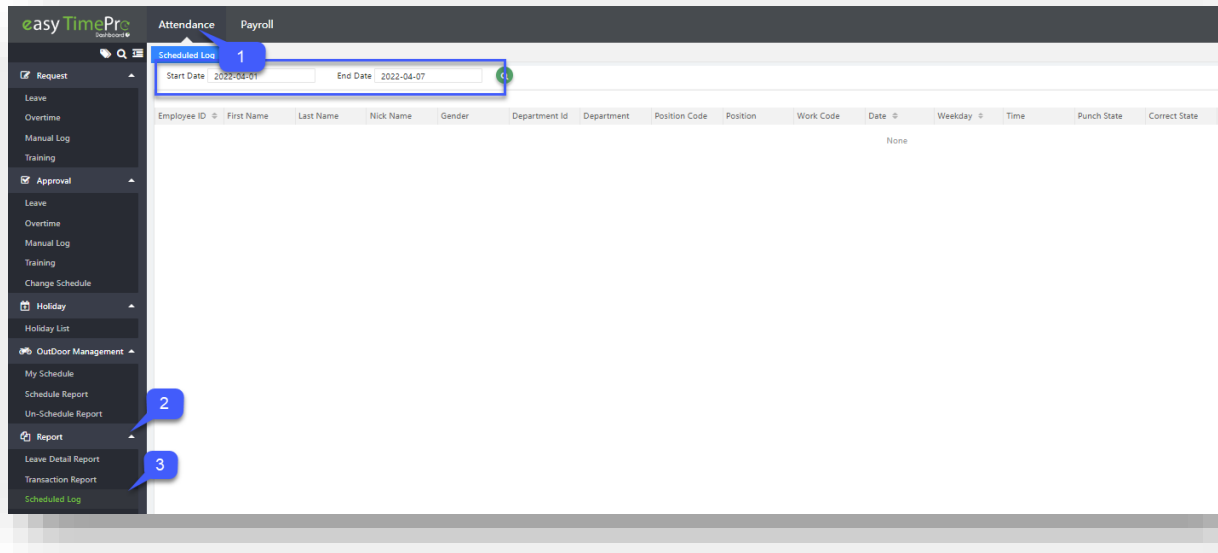
Data Sources: Displays the name of the device from which the data is obtained.

Position: Displays the position of the employee.

Position Code: Displays the position code of the employee.

8.5.3 Scheduled Log

The Scheduled Log Report displays the report of actual punch state made by the employee and the correct punch state.



The columns are described as follows:

Employee ID: Displays the ID of the employee.

First Name, Last Name: Displays the name of the employee.

Department: Displays the department of the employee.

Work Code: Displays the work code for the employee for different roles, he/she performs in the company.

Date: Displays the date to the corresponding log.

Weekday: Displays the corresponding day.

Nick Name: Displays the nickname of the employee.

Gender: Displays the gender of the individual.

Department ID: Displays the department ID of the concerned employee.

Position Code: Displays the position code of the employee.

Position: Displays the position of the employee.

Time: Displays the Time and Date of the schedule.

Punch State: Displays the actual punch state of the employee.

Correct State: Displays the correct punch state.

8.5.4 Total Timecard

The Total Time card displays the entire attendance and time details of the employee.

The screenshot shows the 'Total Time Card' interface in EasyTimePro. The sidebar on the left contains various navigation options, with 'Total Time Card' highlighted. The main area displays a table of attendance records for employee 'asish' from 2020-06-01 to 2020-06-20. The table includes columns for Employee ID, First Name, Department, Date, Weekday, Exception, Timetable, Duration, Check In, Check Out, Duty Duration, and Work Status. A 'Total 20 Records' summary is shown at the bottom.

Employee ID	First Name	Department	Date	Weekday	Exception	Timetable	Duration	Check In	Check Out	Duty Dura...	Wo
3	asish	Department	2020-06-01	Monday		Bangalore	08:30	09:30	18:00	08:30	1
3	asish	Department	2020-06-02	Tuesday		Bangalore	08:30	09:30	18:00	08:30	1
3	asish	Department	2020-06-03	Wednesday		Bangalore	08:30	09:30	18:00	08:30	1
3	asish	Department	2020-06-04	Thursday		Bangalore	08:30	09:30	18:00	08:30	1
3	asish	Department	2020-06-05	Friday		Bangalore	08:30	09:30	18:00	08:30	1
3	asish	Department	2020-06-06	Saturday		Bangalore	08:30	09:30	18:00	08:30	1
3	asish	Department	2020-06-07	Sunday	Weekend			00:00	00:00		0
3	asish	Department	2020-06-08	Monday		Bangalore	08:30	09:30	18:00	08:30	1
3	asish	Department	2020-06-09	Tuesday		Bangalore	08:30	09:30	18:00	08:30	1
3	asish	Department	2020-06-10	Wednesday		Bangalore	08:30	09:30	18:00	08:30	1
3	asish	Department	2020-06-11	Thursday		Bangalore	08:30	09:30	18:00	08:30	1
3	asish	Department	2020-06-12	Friday		Bangalore	08:30	09:30	18:00	08:30	1
3	asish	Department	2020-06-13	Saturday	Weekend			00:00	00:00		0
3	asish	Department	2020-06-14	Sunday	Weekend			00:00	00:00		0
3	asish	Department	2020-06-15	Monday		Bangalore	08:30	09:30	18:00	08:30	1

8.5.5 Employee Summary

The Employee Summary displays exceptions, leaves, worked hours and OT hours worked by the employee.

The screenshot shows the 'Employee Summary' interface in EasyTimePro. The sidebar on the left contains various navigation options, with 'Employee Summary' highlighted. The main area displays a table of employee summary data for employee 'asish' from 2020-06-01 to 2020-06-20. The table includes columns for Employee ID, First Name, Department, Late, Early Leave, Absence, Actual Work, Normal OT, Weekend OT, Holiday OT, and Leave. A 'Total 1 Records' summary is shown at the bottom.

Employee ID	First Name	Department	Late	Early Leave	Absence	Actual Work	Normal OT	Weekend OT	Holiday OT	Leave
3	asish	Department		01:00	127:30	16:00				

The columns are described as follows:

Employee ID, First Name, Last Name: Displays the Name of the employee.

Department: Displays the Department of the employee.

Nick Name: Displays the nickname of the employee.

Gender: Displays the gender of the individual.

Department ID: Displays the department ID of the concerned employee.

Position Code/Position: Displays the position code and the position of the employee.

Late: Displays the late minutes.

Early Leave: Displays the early leave minutes.

Absence: Displays the absence minutes.

Actual Work: Displays the actual worked minutes.

Normal OT: Displays the Normal OT hours worked by the employee.

Week off: Displays the Weekend OT hours worked by the employee.

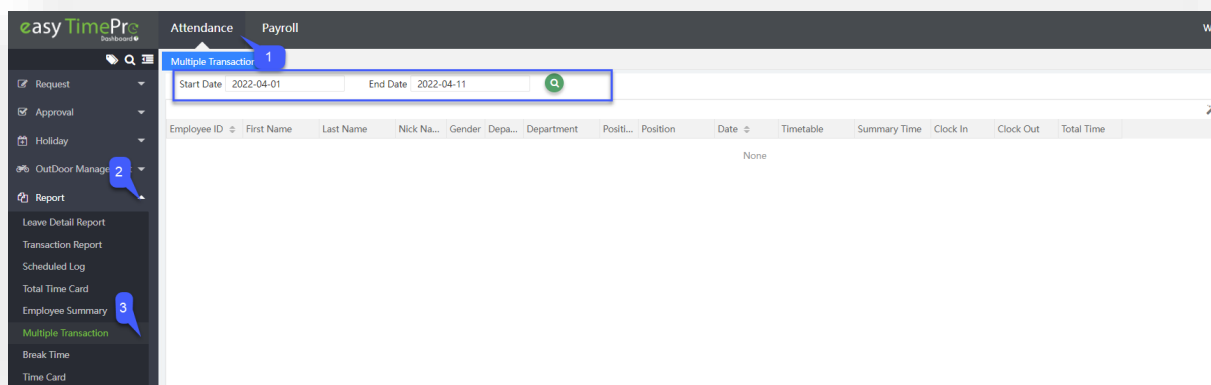
Holiday OT: Displays the Holiday OT hours worked by the employee.

Leave: Displays the total Leave hours of the employee.

Leave Type: Displays the type of leave that can be availed by the employees.

8.5.6 Multiple Transaction

The Multiple Transaction report displays the details of various transactions made by the employee.



Employee ID, First Name, Last Name: Displays the Employee ID and First Name of the employee.

Nick Name: Displays the nickname of the employee.

Gender: Displays the gender of the individual.

Department ID: Displays the department ID of the concerned employee.

Position Code/Position: Displays the position code and the position of the employee.

Department: Displays the Department of the employee.

Date: Displays the date in which the transaction is made.

Summary Time: Total leave allotted to the employee.

Clock In: Displays the actual clock-in time of the employee.

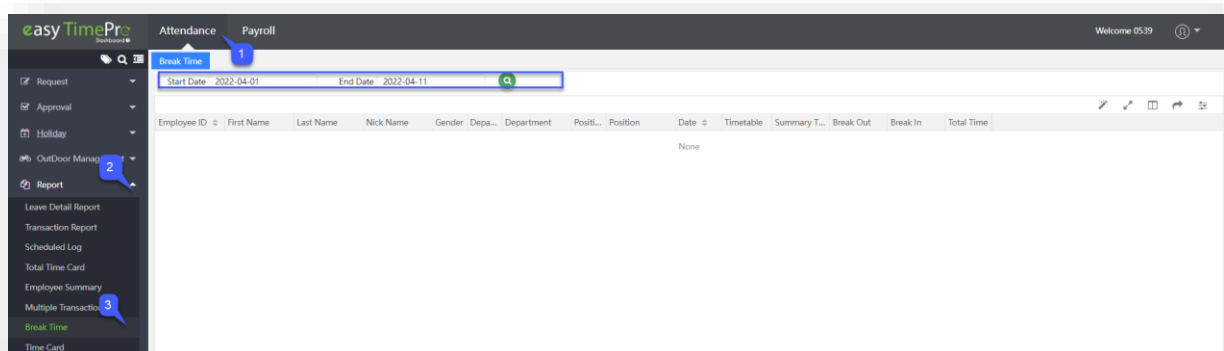
Clock Out: Displays the actual clock-out time of the employee.

Total Time: Displays the total worked time.

Timetable: Displays the timetable of the employee

8.5.7 Break Time

The Break Time displays the outline of break time, break in-time, break out-time and the total break time utilized by the employee.



Employee ID, First Name: Displays the Employee ID and First Name of the employee.

Department ID: Displays the department ID of the concerned employee.

Department: Displays the Department of the employee.

Date: Displays the Date of break-time report.

Nick Name: Displays the nickname of the employee.

Gender: Displays the gender of the individual

Position Code/Position: Displays the position code and the position of the employee.

Summary Time: Displays the summary time of the allotted break.

Break Out: Displays the time at which the employee went out for break.

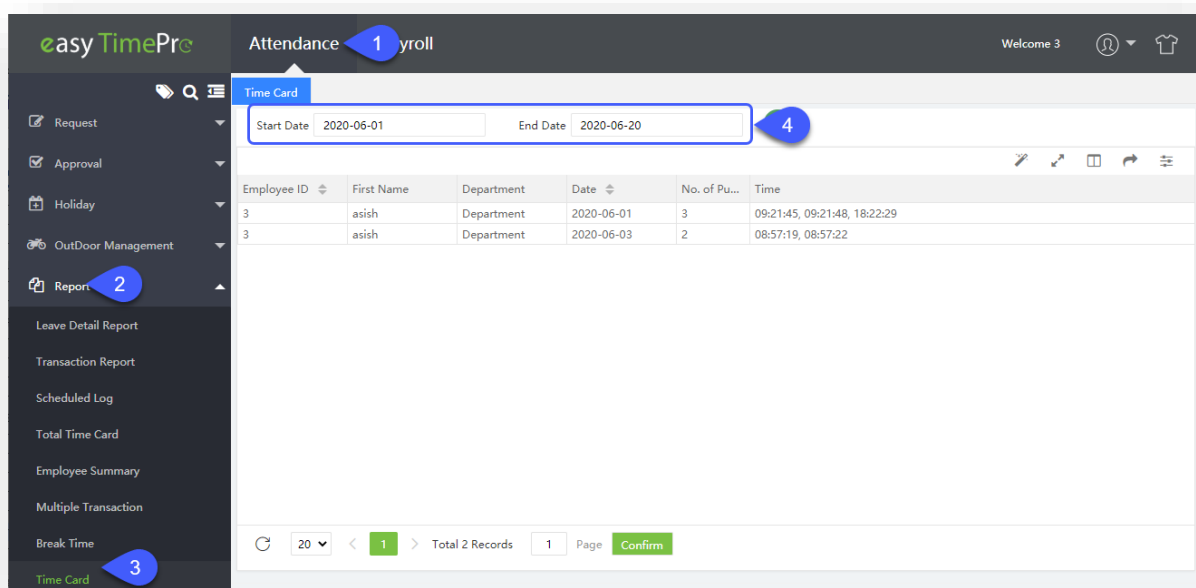
Break In: Displays the time at which the employee returns after break.

Total Time: Displays the total break time.

Timetable: Displays the timetable of the employee.

8.5.8 Time Card

The Time Card displays the report for number of attendance punch made by the employee.



Employee ID, First Name, Last Name: Displays the Employee ID and First Name.

Last Name: Displays the last Name.

Date: Displays the date of report generation.

Nick Name: Displays the nickname of the employee.

Gender: Displays the gender of the individual

Position Code/Position: Displays the position code and the position of the employee.

Department/Department ID: Displays the Department and the ID of the employee.

No. of Punch(s): Displays the number of attendance punches made by the employee on the particular day.

Time: Displays the time of attendance punch.

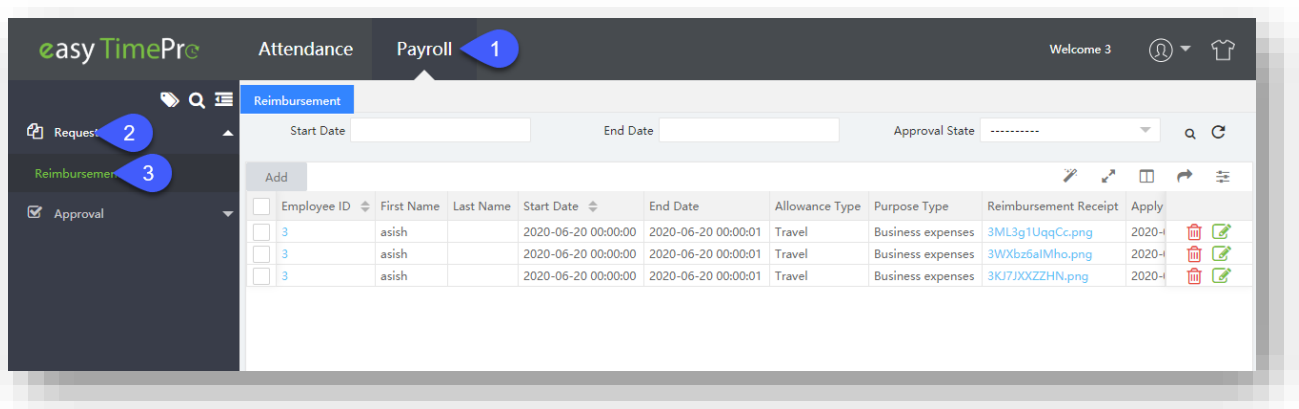
8.6 Where to Apply for Reimbursement

The Reimbursement option in the Employee login initiates the reimbursement request to the concerned approver.

8.6.1 Request Reimbursement

Reimbursement

The Reimbursement option in Employee login initiates the reimbursement request to the concerned approver.



The columns are explained as follows:

Employee ID, First Name, Last Name: Displays the Employee ID and Name of the applied Employee.

Start Date: Displays the Start Date and Time of reimbursement.

End Date: Displays the End Date and Time of reimbursement.

Allowance Type: Displays the applicable Allowance category.

Purpose Type: Displays the allowance purpose.

Reimbursement Receipt: Displays the attached reimbursement receipt.

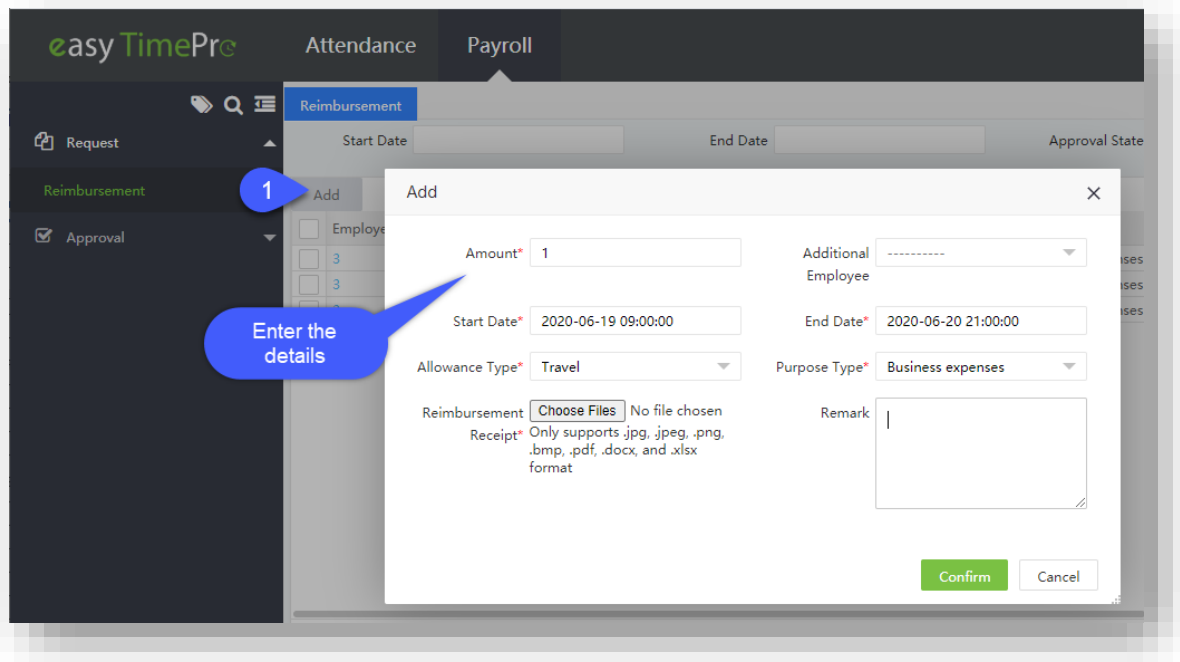
Apply Time: Displays the request applied time.

Apply Reason: Displays the applied reason.

Approval Remarks: Displays the remarks for reimbursement.

Approval State: Displays whether the request is approved or not.

Add Reimbursement Request



On the Request Reimbursement interface, click **Add** to raise a reimbursement request.

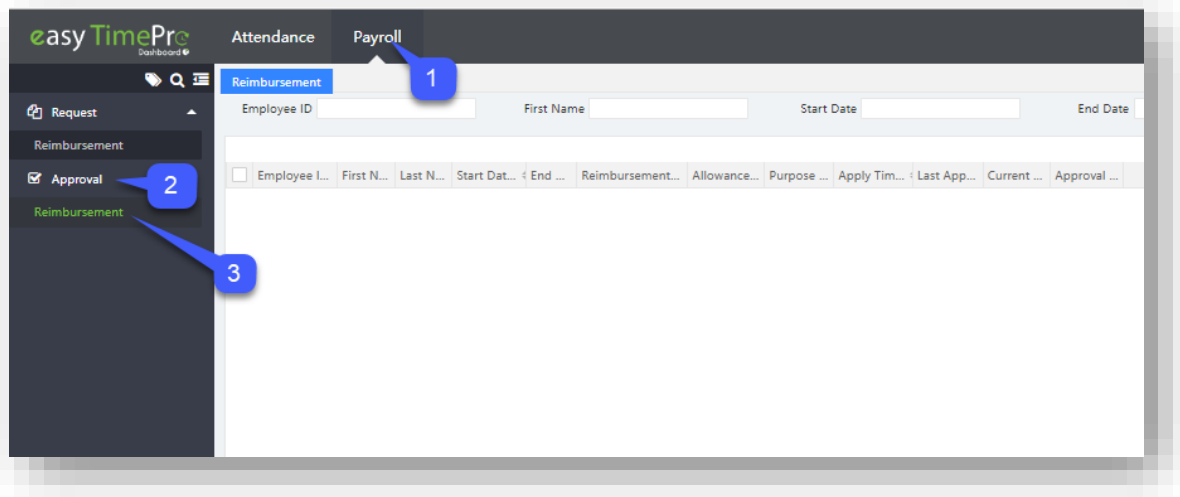
- Enter the reimbursement amount.
- Enter the Start Date and End date of reimbursement.
- Select the Allowance Type and Purpose Type.
- Then, attach the related receipt.

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

8.6.2 Approval

Approval Reimbursement

The Approval Reimbursement option in Employee login is the reimbursement approval request to the concerned approver.



The columns are explained as follows:

Employee ID, First Name, Last Name: Displays the Employee ID and Name of the applied Employee.

Start Date: Displays the Start Date and Time of reimbursement.

End Date: Displays the End Date and Time of reimbursement.

Allowance Type: Displays the applicable Allowance category.

Purpose Type: Displays the allowance purpose.

Reimbursement Receipt: Displays the attached reimbursement receipt.

Apply Time: Displays the request applied time.

Last Approver: Displays the person who at last approved the reimbursement.

Current State: Displays the current state of the reimbursement.

Approval State: Displays whether the request is approved or not.